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Signatur

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Aktenzeichen

2/41

Titel

UMN - United Mission to Nepal. Protokolle Executive Committee Meetings

Band

2

Laufzeit

1981 - 1983

Enthält

Protokolle Executive Committee Meetings der UMN 1981-1983 (als Broschüre)

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B. Bates 3800.

THE UNITED MISSION TO NEPAL

Minutes of the

EXECUTIVE COMMITTEE MEETINGS

Held in Delhi on

5 August 1983

and

Held in Kathmandu on

13-14 November, 1983

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Minutes of the
UMN Executive Committee Meeting
held in New Delhi, India 5 August, 1983

The opening devotions were lead by the Chairman of the Board, Rev. Paul Kniss. He took Psalm 46 and shared with us both the difficulties of our day as well as the presence of a stream that makes glad the city of God. Janette Cowan lead in prayer.

Roll Call of those present:

President: Rev. Paul Kniss
Vice Pres: Miss Janette Cowan
Others: Rev. Neil McVicar
Rev. Graeme Jackson
Miss Pauline Brown
Ex Officio: Mr. Carl J. Johansson, Executive Director

A quorum was declared by the President of the Executive Committee.

EC(2)-1/83. The Agenda was accepted as circulated. The Executive Director was appointed to be the secretary of the meeting.

EC(2)-2/83. Report of the Selection Committee to the Executive Committee (BD-32/83) by the Chairman of the Selection Committee, Miss Janette Cowan. Miss Cowan presented a thorough and complete report both as to the process and the content.

Several comments are in order for the minutes of this Executive Committee meeting:

1. The breadth of response was encouraging. At least 112 Board Appointees took part in the process of commenting to the Selection Committee; 27 Member Bodies also responded to the Selection Committee.
2. Over 60 of the Board Appointees suggested that they were happy to work with either candidate.
3. Again there were many of the Member Bodies who also expressed the acceptability of either of these candidates.
4. Many people expressed the opinion that they were very happy that the choice was within the UMN. They felt that long term experience in Nepal, which both of these men had, was of extreme significance at this point in UMN's history.

EC(2)-3/83. It was moved and seconded that the Executive Committee express its appreciation to the Chairman of the Selection Committee, Miss Janette Cowan, for an excellent task well done.

There followed several hours of penetrating discussion with excellent and meaningful participation.

EC(2)-4/83. After careful thought and prayerful deliberation, it became the Executive Committee's privilege to nominate to the Board of Directors of the United Mission to Nepal, Mr. Howard Barclay as Executive Director.

Though there was careful and deliberate discussion it is noted that this action comes as a unanimous consensus of those attending this meeting.

EC(2)-5/83. Noting that in BD-32/83 b. a mail vote was authorized, "To authorize the Executive Committee to obtain a postal vote from the members of the Board, and to authorize appointment of a new Executive Director on a majority of two-thirds of those voting", the Executive Committee ruled that the closing date for the receiving of votes will be 30th September.

EC(2)-6/83. The present Executive Director was requested to take initiative in the turning over of his responsibilities to the Executive Director elect pending the approval of his election by the Board of Directors.

EC(2)-7/83. Nature of the Board. The Executive Committee examined the question as to what the make up of "the Board" should be. Is it the continuation of the Board that took this action in April at the Board meeting? If so, then the seven agencies that were not present could not vote. Also several Board Appointees resident in Nepal were voting members. Also twelve societies only had one person at the meeting when they had the opportunity of two representatives.

The Executive Committee ruled that each agency would indicate their preference and we here in UMN would make sure that this preference would have the value of one or two votes depending on the number of Board Appointees within UMN. (See Bye-Law II in the Constitution.)

PERSONNEL MATTERS

EC(2)-8/83. Correspondence votes. It is recorded that the following personnel have been accepted by correspondence vote for service in Nepal, with thanks to God and to their sending missions:

- a) Michael & Diane Haskins, surgeon, offered by UCC.
- b) Brian and Grace Johnston, anaesthetist, offered by BMMF Int.

EC(2)-9/83. Lyndon and Nancy Brown, physician's assistant, offered by CSC. It was RESOLVED to accept the service of Lyndon & Nancy Brown, pending clearance of medical reports, with thanks to God and to their sending mission.

EC(2)-10/83. Kaarina Heikkila, youth leader, offered by FMS. It was RESOLVED to accept the services of Kaarina Heikkila, with thanks to God and to her sending mission.

EC(2)-11/83. Clive and Su Irvine, mechanical engineer, offered by C of S. It was RESOLVED to accept the service of Clive & Su Irvine, with thanks to God and to their sending mission.

EC(2)-12/83. Michael and Debra Langford, doctor, offered by CMS Australia. It was RESOLVED to accept the services of Michael & Debra Langford, pending clearance of medical reports, with thanks to God and to their sending mission.

EC(2)-13/83. Tony and Valerie McGall, business manager, offered by PCI. It was RESOLVED to accept the services of Tony & Valerie McGall, pending clearance of medical reports, with thanks to God and to their sending mission.

EC(2)-14/83. David and Miriam Ramse, agriculturalist, offered by LCA. It was RESOLVED to accept the services of David & Miriam Ramse, pending clearance of final screening papers, with thanks to God and to their sending mission.

EC(2)-15/83. The Executive Committee expressed its appreciation to its Chairman, Rev. Paul Kniss, for his patient and sensitive leading of this meeting. Rev. Kniss then asked the Executive Director to close with prayer.

Minutes of the

UMN EXECUTIVE COMMITTEE MEETING

held in Kathmandu, 13-14 November, 1983

The Executive Committee met for two days at UMN Headquarters, Kathmandu. The morning sessions were opened by devotions led by Mr.C. Johansson and Rev.P. Kniss.

Roll Call. Members were present as follows:

President:	Rev. Paul Kniss
Vice-President:	Miss Janette Cowan
Other members:	Mr. Leo Huostila
	Miss Pauline Brown
	Rev. Ingemar Berndtson
	Rev. Neil McVicar (absent)
	Rev. Newton Thurber
	Dr. Alan Cole
	Rev. Graeme Jackson
Ex-officio:	Mr. Carl Johansson, Executive Director
	Mr. Erling Wennemyr, Treasurer
	Miss Jeanette Hyland, Health Services Secretary
	Mr. Richard Clark, Education Secretary
	Mr. Anders Kammensjo, Acting Economic Development Secretary
	Mr. Alan McIlhenny, EB representative
	Mr. Trevor Durston, EDB representative
	Miss Jean Smucker, HSB representative

Agenda. With the addition of several items, the agenda was adopted as presented.

EC(3)-1/83. Confirmation of Minutes. The minutes of the meetings held on 18-19 April 1983, and on 5 August 1983, had been circulated to members. It was RESOLVED to accept and approve these as accurate.

EC(3)-2/83. Executive Director's Overview. The Executive Director summarised some of the main events and developments of the UMN in recent months.

PLANS AND BUDGETS

EC(3)-3/83. Plans and Budgets for 1984. The plans and budgets for 1984 had been circulated to members. Note was taken of Finance Committee and Functional Board recommendations, and of the larger items and changes proposed. Some of the plans and budgets were amended accordingly.

It was RESOLVED to approve the plans and budgets for 1984 in amended form for the following projects and programs, noting that these will apply only to the first six months of the year because of the change in financial year in mid 1984:

Administration:

Treasurer's Consolidated Budget, Appendix 1
Missionwide Expenses Budget, Appendix 2
Headquarters Project Plans and Budgets, Appendix 3

Education:

Education Board Overall Plans, Appendix 4
Mahendra Bhawan Girls' School, Appendix 5
Gorkha Schools, Appendix 6
Pokhara Education Project, Appendix 7

EC(2)-5/83. Jumla Project, Appendix 8

Training and Scholarship Program, Appendix 9

Student Financial Assistance Fund, Appendix 10

Language and Orientation Program, Appendix 11

Education Service Office, Appendix 12

Children's Hostel, Appendix 13

Business School, Appendix 14

Health Services:

Health Services Board Overall Plans, Appendix 15

Health Services Office, Appendix 16

Health Services Support Project, Appendix 17

Palpa Project, Appendix 18

Gorkha Project, Appendix 19

Okhaldhunga Project, Appendix 20

Patan Hospital, Appendix 21

Nursing Campus, Appendix 22

Community Primary Health Care Program, Lalitpur, Appendix 23

Community Development Assistance Program, Lalitpur, Appendix 24

Lahan Project Budget, Appendix 25

Economic Development:

Economic Development Board Overall Plans, Appendix 26

EDB Service Office, Appendix 27

Development and Consulting Services, Appendix 28

Butwal Area, Appendix 29

Industrial Development PMC, Appendix 30

Rural Development Center, Pokhara, Appendix 31

Andhikhola Project, Appendix 32

Nawal Parasi Hills Development Project, Appendix 33

Surkhet Project, Appendix 34

EC(3)-4/83. Major items in Plans and Budgets. Within the overall action of the previous minute, particular note is taken of the following:

a) Tansen Hospital extension, Rs.400,000. It is noted that this is a rough estimate for extension of the OPD to meet immediate needs, and a longer term proposal may be submitted later.

b) Patan Project. It was noted that:

- An amount of Rs.1,000,000. is still needed for the completion of the wing of the staff house presently under construction, and the Executive Director is authorised to write to member bodies concerning this need.

- The immediate need for improvement of the children's ward facilities by altering the ward will be met within the context of completing the building project and with that project's present funding.

- The request of the Health Services Board and of the Patan Hospital Planning & Site Committee for the addition of a separate children's ward wing is a matter for the Patan Hospital Board.

c) Butwal Guesthouse extension, Rs.700,000. It was noted that this large item will be funded from sources other than the Per Capita Grant funds, even though the guesthouse comes under Area Services.

d) Himal Hydro, additional share capital, Rs.3,000,000. It was noted that this is to enable the Company to undertake larger contracts, with the type of work which it was set up for. It is suited to such contracts by the ability and experience of its staff, and at present such contracts can only be undertaken by non-Nepali companies. The proposal was accepted, and the aim of Himal Hydro to hand over to Nepali leadership and administration by 1988 is commended.

EC(3)-5/83. Program-Funded Plans and Budgets. It was RESOLVED to approve the following:

- a) Palpa Project, CHP - long term plans and budgets for 1984-87.
- b) Gorkha Project, CHP - long term plans and budgets for 1984-87.
- c) Andhikhola Irrigation Development Program plans and budgets, 1983-85
- d) Andhikhola Cooperative Aid Society plans and budgets, 1984-87.

OTHER FINANCIAL MATTERS

EC(3)-6/83. Funding of LOP. The recommendation as given in FC(2)-6/83 was noted and discussed in detail. In connection with the coverage of language study costs, several suggestions were made:

- a) That this matter should be kept separate from the per capita grant;
- b) That member bodies deal directly with the Treasurer concerning bills for language study;
- c) That a sum of \$900. be charged for each student in the LOP initial five-month course, to help to cover the overall expenses of the program, and that the per capita grant not be altered;
- d) That the LOP school fee be set at \$500. for the five months, and that the per capita grant be raised for every worker in the UMN by \$50. to cover additional LOP costs;
- e) That the per capita grant for all workers be raised by \$100. or \$150. towards language program costs, and no initial charge for the five-month course be made.

Also related to this is the recommendation of the Education Board that the cost of lessons after the five-month course has been completed be set at Rs.10/- wherever taken.

It was RESOLVED that this matter should be circulated to the member bodies and their response requested in writing. A summary of the responses will then be brought to the Executive Committee and Board in April 1984.

EC(3)-7/83. Foundation for funding HSB projects. The action of FC(2)-7/83 was noted and discussed. It was RESOLVED to receive this as information, and to request administration to investigate the matter further and present a proposal to the Board. The terms of such a foundation would need to be clearly spelled out: ownership, endowments, long-term disposition, purpose, etc. This proposal should be circulated to member bodies for their response, before presentation to the Board.

EC(3)-8/83. UMN Film. (Ref. FC(2)-15/83). It was noted that the cost of making sound tracks in languages other than English would be expensive for a small number of member bodies, and the possibility of sharing such costs was discussed. Administration was requested to find out how many languages would be needed, and to work out a proposal to meet the resulting costs.

The Executive Committee members appreciated the opportunity of being able to see the film on video during the meeting.

EC(3)-9/83. Provident Fund matters. On the recommendation of the Finance Committee, it was RESOLVED:

- a) That the interest for the full year 1983 be set at 12%, and for broken parts of the year at 9%;

- b) That the Provident Fund financial year remain unchanged, from mid-January to mid-January.

EC(3)-10/83. Capital fund budget and grant procedures. It was RESOLVED to recommend to the Board that the duties of the Coordinating Committee be amended as found in EC(2)-8/83.

EC(3)-11/83. Other Finance Committee actions. It was RESOLVED to approve all the remaining actions of the Finance Committee held on 11 November 1983.

PERSONNEL MATTERS

EC(3)-12/83. Board Appointees who have arrived new since the last meeting (for information only):

Richard & Glenys Gijbers	Stuart Little
Gene & Jane Glassman	Craig & Lori Rolwood
Michael & Diane Haskins	Keith & Heather Smith
David & Anne Heuft	Dave & Mary Thoresen
Gerhard Honold	Maarten van den Dool
Brian & Grace Johnston	Henk & Gerrie Ymker
Winnie Lau	

EC(3)-13/83. New Board Appointees expected (already accepted - for information only):

Lyndon & Nancy Brown	Tony & Valerie McCall
Amy Fletcher	David & Mary Ramse
Kaarina Heikkila	Jim & Louise Rotholz
Clive & Su Irvine	Ian & Sally Smith
Robert & Denise Judge	Martin & Elizabeth Smith
Mick & Debbie Langford	John Studley
Kin & Sue Liu	

EC(3)-14/83. Board Appointees who have returned from furlough (for information only):

Jacky Brown	Lionel & Alison Mackay
Bob & Hazel Buckner	Duane & Joy Poppe
Joy Carter	Bucky & Carole Sydnor
Allan & Iris Davies	Fran Swenson
Cliff & Chris Eaton	Glenys Walker
Mary Grimes	Tom & Mamie Wong
Bob & Sharon Gsellman	Frank & Anita Younkin

EC(3)-15/83. Board Appointees expected back from furlough before next meeting (for information only):

Howard & Betty Barclay	Anna-Liisa Jokinen
Gunnel Borg	Miriam Krantz
Andrew & Coby Bulmer	Audrey Maw
Mary Cundy	Al & Peggy Schlörholtz
John & Sheila Finlay	Kathy Witherington
Pat & Janet Fulks	

EC(3)-16/83. Board Appointees who have left on furlough/end of term (for information only):

Esa & Anita Ahonen	Mary Cundy
Larry & Phyl Asher	Martin & Angelika Dietz
Andrew & Coby Bulmer	Mary Eldridge
Joy Carter	Peder & Ulla Ericsson
Kathy Crombie	Carol Evans

John & Sheila Finlay	Adriaan & Josein Los
Pat & Janet Fulks	Audrey Maw
Bob & Sharon Gsellman	Anja Patila
Gary & Pat Hafvenstein	Duane & Joy Poppe
Andy & Cindy Hinkle	Peter & Mary Quesenberry
Norman Holbrook	Al & Peggy Schlorholtz
Oystein & Hildur Johansen	Dick & Marcia Smith
Robert & Lena Jonzon	David & Mary Stengel
Kirsti Kormu	Fran Swenson
Maija Koski	Markku & Riitta-Leena Voutilainen
Miriam Krantz	Kathy Witherington
Lil Lewis	Tom & Mamie Wong
	Shelagh Wynne

EC(3)-17/83. Resignations. It was noted that the following people have resigned from service with UMN. It was RESOLVED to accept these resignations with regret, to thank these workers for their service, and to encourage them to re-apply if and when they are able to return to Nepal:

Alisdair & Heather Gourlay
Kishori Macwann
Anna Weir
Tom & Moira Wilson
Eleanor Knox (Direct Appointee)

EC(3)-18/83. Withdrawal of service. It was noted that Ginger Stokely, nurse, offered by BMMFI in November 1982, has withdrawn her application for service in UMN.

EC(3)-19/83. New Board Appointees, formerly Direct Appointees. In accordance with the action of the Board in BD-10/83, it was RESOLVED to recognise the following workers as Board Appointees, with gratitude to God and to their sending missions:

Alison Craven (INF)	Nancy Molin (CSC)
Gene & Grace Fox (CSC)	Peter & Agnes Storey (CWM)
Andy & Cindy Hinkle (CSC)	Bucky & Carole Sydnor (ABC)
Jeanette Hyland (AMT)	Margaret Entz (MBM)

EC(3)-20/83. Kenneth Afful, business manager, offered by MCOB. It was RESOLVED to accept the services of Kenneth Afful for service with UMN, pending clearance of his medical report, with thanks to God and to his sending mission.

EC(3)-21/83. Andrew and Barbara Brown, doctor, offered by Tear Fund. It was RESOLVED to accept the services of Andrew and Barbara Brown in the UMN, pending receipt of satisfactory medical reports, with thanks to God and to their sending mission.

EC(3)-22/83. Alie Bulten, teacher, offered by BMMFI. It was RESOLVED to accept the service of Alie Bulten in the UMN, pending clearance of medical report, with thanks to God and to her sending mission.

EC(3)-23/83. Arie and Christel de Jong, civil engineer, offered by Tear Fund, Holland. It was RESOLVED to accept the services of Arie and Christel de Jong in the UMN, pending clearance of medical reports, with thanks to God and to their sending mission.

EC(3)-24/83. Reiny de Wit, teacher, offered by BMMFI. It was RESOLVED to accept the service of Reiny de Wit in the UMN, pending clearance of medical report, with thanks to God and to her sending mission.

- EC(3)-25/83. David and Pam Hickingbotham, psychiatrist, offered by BMMFI. It was RESOLVED to accept the services of David and Pam Hickingbotham, with thanks to God and to their sending mission.
- 1 EC(3)-26/83. Bethany Lindell, secretary, offered by WMPL, USA. It was RESOLVED to accept the services of Bethany Lindell for work in the UMN, with thanks to God and to her sending mission.
- 1 EC(3)-27/83. Chun Sim Lee, nurse, offered by KCMEA. It was RESOLVED to accept the offer of Chun Sim Lee for service in the UMN, pending clearance of remaining screening papers, with thanks to God and to her sending mission.
- EC(3)-28/83. John Mason, accountant, offered by BMMFI. It was RESOLVED to accept the services of John Mason in the UMN, pending clearance of satisfactory medical report, with thanks to God and to his sending mission.
- 1 EC(3)-29/83. Helen Parsons, librarian, offered by RBMU. It was RESOLVED to accept the services of Helen Parsons in the UMN, pending clearance of medical report, with thanks to God and to her sending mission.
- EC(3)-30/83. Donna Schultz, hostess, offered by WMPL, USA. It was RESOLVED to accept the services of Donna Schultz in the UMN, with thanks to God and to her sending mission.
- 1 EC(3)-31/83. Isak and Judith Stokseth, engineer, offered by WMPL, Norway. It was RESOLVED to accept the services of Isak and Judith Stokseth in the UMN, with thanks to God and to their sending mission.
- EC(3)-32/83. Stephen and Becky Thorson, doctor, offered by WMPL, USA. It was RESOLVED to accept the services of Stephen and Becky Thorson in the UMN, with thanks to God and to their sending mission.
- EC(3)-33/83. Kerstin Westbacke, dentist, offered by OM. It was RESOLVED to accept the services of Kerstin Westbacke in the UMN, with thanks to God and to her sending mission.
- 1 EC(3)-34/83. Judith Willis, teacher, offered by BMS. It was RESOLVED to accept the services of Judith Willis in the UMN, pending clearance of medical report, with thanks to God and to her sending mission.
- EC(3)-35/83. Christine Wright, psychiatrist, offered by Tear Fund. It was RESOLVED to accept the services of Christine Wright in the UMN, pending clearance of medical report, with thanks to God and to her sending mission.
- 1 EC(3)-36/83. Magne and Dorothea Vestol, engineer, offered by BUN. It was RESOLVED to accept the services of Magne and Dorothea Vestol in the UMN, with thanks to God and to their sending mission.
- EC(3)-37/83. Nepal Information Form. The new Nepal Information Form was noted. Copies are being sent to member bodies for use with future offers of service to the UMN.
- 1 EC(3)-38/83. Appointment of Executive Director. The Executive Committee expressed its appreciation to the Selection Committee, and also to those who made a quorum possible at the special meeting of the Executive Committee in Delhi in August. It further expressed its appreciation to the member bodies who, without dissent, registered their approval by a mail vote of the nomination of Howard Barclay as the Executive Director elect.

It concurs with the present Executive Director that Mr. Barclay assume the role of Executive Director at the conclusion of the meeting of the Coordinating Committee scheduled for 22 January 1984. Upon his return from consultations in Australia, the present Executive Director will assume the post of Consultant to the Executive Director until he leaves Nepal. At that time the post will also cease.

OTHER MATTERS

EC(3)-39/83. Medical Reports of Board Appointees. It was agreed:

- a) To confirm the former decision that reports of physical examinations will be given to the respective Board Appointees on their arrival in Nepal, unless the UMN is requested otherwise by the member body;
- b) To approve that the psychological reports now being requested be kept on a confidential file in UMN Headquarters, unless otherwise requested by the member body.

EC(3)-40/83. Compassionate leave. It was agreed that in cases where workers receive word of parents or other family members being very seriously ill, or in the case of a family death, and where the workers feel that they should go home for a short time, up to two weeks compassionate leave may be granted by the Executive Director. Anything over this will be counted as annual holiday.

EC(3)-41/83. Extra leave for member body meetings. It was agreed that extra leave may be granted on the following conditions:

- a) Business meetings
 - i. That a proper request comes from the concerned organisation;
 - ii. That it be approved by the Executive Director;
 - iii. That it be for official/business committees or consultations only;
 - iv. That it will normally be limited to a total of one week in a year.

- b) Fellowship conferences/meetings

That with proper request and approval as above, two days extra leave per year may be granted by the Executive Director.

Any leave taken over and above these stated times of one week and two days is counted as part of annual holiday.

EC(3)-42/83. Nepalised Progress Report. It was noted that this matter is being studied and discussed, and a report will be given to the Executive Committee and Board in April.

EC(3)-43/83. Regional School. The Education Secretary reported that negotiations are going ahead for an agreement concerning the proposed Regional School in Pokhara, and suitable staff are being sought. A fuller report will be given in April.

EC(3)-44/83. Report on UMN agreements. Note was taken of the progress made and present status of negotiations with HMG on agreements for the Regional School, BTI, DCS, Surkhet, and Patan Hospital.

EC(3)-45/83. Voting procedures of the Board. A proposal was presented to the Executive Committee as follows:

"It is acknowledged that there could be an inherent danger in merely having a majority vote by the Board of Directors for substantive changes in policy. Already Constitutional changes require a two-thirds majority approval in two succeeding Board meetings of those present and voting. It would be reasonable that obvious changes in policy, such as changes in the Statement of Mission and Purposes and Aims, also require a two-thirds majority vote approval to initiate or approve such policy statements. The following procedure is suggested to set in motion one possible way of honouring this aim:

a) To approve that the subject be treated as a major policy matter

- i. Any present voting member may appeal to the Board in session that a specific motion is in fact a major change of policy from his or her point of view;
- ii. A two-thirds majority vote of those present and voting would be needed to confirm the appeal as in i. above, and to set the following procedure into effect.

b) To take action on the subject presented

- iii. In order for a change of policy to be effected, either
 - a two-thirds majority vote at the meeting of the Board in session would be necessary for passage; or
 - a majority vote, which would then be ratified or not ratified at the next meeting of the Board by at least a majority vote of those present and voting.

c) Procedure

- iv. This would be a procedure of the Board and not a constitutional change. Furthermore, it would take a two-thirds majority vote to suspend this procedure."

It was RESOLVED to accept this proposal as information, and to forward it to the Administrative small group of the Board for further discussion and presentation to the Board for decision.

EC(3)-46/83. Criteria for membership in the UMN. (Ref. BD-9/83, b and c).

A proposal was presented by the Executive Director, and discussed. It was RESOLVED to accept this for information, and to forward it for further study.

EC(3)-47/83. Growth of the UMN. This matter was discussed at some length and is referred to the Administrative small group of the Board for further study. It is recognised that there is need to be sensitive to this issue as the mission develops.

EC(3)-48/83. Ethical guidelines. The guidelines which have been adopted by the IDPMC were studied and discussed. It was RESOLVED to accept this as an interim statement, with the intent that it be used to encourage further study and discussion.

EC(3)-49/83. Membership in Vellore Association. It was RESOLVED to authorise the UMN to apply for membership in the Vellore Association, which will make possible the participation in meetings in Vellore, the sponsorship of students, etc. The annual membership fee plus expenses would cost approximately Rs.45,000 N.C. annually.

EC(3)-50/83. Management Consultant. It was noted that a new post has been approved for a Management Consultant to give assistance, advice and training in many areas of administrative procedures.

EC(3)-51/83. Executive Committee travel and expenses. The present policies were reviewed, and it was RESOLVED to revise these as follows:

1. Travel expenses

- a) The UMN will pay fares for Executive Committee members from their places of work for the meeting held in November, and for any extra meetings which may be called. Where possible, these costs could be shared with a member body if the Executive Committee member is able to include the meeting with his/her own travel to other countries.
- b) Travel expenses for the meeting in March/April immediately preceding the Board Meeting will be borne by the member bodies in accordance with their own rules, as for all the representatives to the Board Meeting.

2. Accommodation

- a) Executive Committee members, when claiming expenses involved in attending meetings, may include refund of accommodation costs (for room and board) on the same basis as for Board Appointees:
 - The member will pay the first Rs.20/- per day
 - Up to a further Rs.40/- per day may be refunded by the UMN
 - Amounts over that total figure of Rs.60/- per day will be paid by the member, except in special circumstances as authorised by the Executive Director
- b) When visiting the projects, Executive Committee members will be charged guesthouse rates for UMN workers.

EC(3)-52/83. Australian Consultation. A UMN consultation is planned for Australia for January 1984, to be attended by the Executive Director.

EC(3)-53/83. List of abbreviations. A listing of the more commonly used abbreviations in the UMN was made available, in alphabetical form and under subject headings.

EC(3)-54/83. Minutes of FBs etc. The minutes of Functional Boards, Integrated Development Committee and Coordinating Committee were noted. Items of particular importance or needing action were taken up at other points of the agenda.

EC(3)-55/83. Dates of Executive and Finance Committees in November. A suggestion was made that the meetings be held later in November next year in order to make it possible to plan for the Functional Boards meetings to be later and avoid the problems of monsoon travel from remote areas. It was agreed that this could probably be arranged, and the actual dates will be set in April; possibly 23-26 November.

EC(3)-56/83. Tribute to Carl and Alice Johansson. Carl and Alice Johansson arrived in Nepal in December 1978 in response to God's call to Carl to take over the post of Executive Director of the UMN in June 1979. We record our gratitude to God for all that Carl and Alice have contributed to the mission, church and nation. Their colleagues have greatly appreciated their Bible teaching, pastoral care, and the support they have always given in all situations. Their ability to enthuse and encourage, and their example in fellowship with the local church have helped many to understand their servant role in Nepal. We will miss them greatly. We pray and commend them to God for their future service wherever He leads them, and encourage them to return to the UMN if the way should so open for them.

EC(3)-57/83. Dates of next meetings. The dates set for the meetings in April were noted, and amended slightly, as follows:

Finance Committee: 6 April 1984
Executive Committee: 8-9 April
Board of Directors: 10th evening - 13 April

EC(3)-58/83. Vote of thanks. Sincere appreciation was expressed to the Chairman of the meeting, and to all who had worked in the preparation of materials and arrangements for accommodation etc.

There being no further business, the meeting was closed with prayer.

Minutes of the
UMN FINANCE COMMITTEE MEETING

held in Kathmandu, 11 November 1983

The Finance Committee met for one day at UMN Headquarters. Carl Johansson opened the meeting with devotions.

Roll Call.

President of UMN:	Rev. P. Kniss
Chairman of Finance Committee:	Mr. L. Huostila
Other member:	Rev. N. McVicar (absent)
Alternate member:	Rev. I. Berndtson
Ex-officio members:	Mr. C. Johansson, Executive Director
	Mr. E. Wennemyr, Treasurer
	Miss J. Hyland, Health Services Secretary
	Mr. R. Clark, Education Secretary
	Mr. A. Kammensjo, Acting Economic Development Secretary

Agenda. With the addition of a couple of items, the agenda was adopted as presented by the Treasurer.

FC(2)-1/83. Confirmation of Minutes. The Minutes of the meeting held on 15th April 1983 were accepted and confirmed as correct.

FC(2)-2/83. Budgets for 1984. The budgets for all the projects of the Mission for 1984 were noted, together with the overall summary figures. It was noted that in fact these budgets will only apply to the first six months of the year, while some figures are calculated for six months and others for twelve months.

Note was taken of changes in preliminary budgets, or new programs, for the following, to which the attention of the Executive Committee is drawn in particular:

- Health Services Office, new capital budget
- Health Care Unit - new budget
- Patan Hospital - budget allocation is decreased
- Palpa Hospital - proposed new extension to OPD
 - new cash registers
- CPHCP, Lalitpur - Urban Health Care, new budget for staff quarters
- Patan Project - completion of hospital, funds needed
- Small Turbines - revised policy
- Butwal Guesthouse extension
- Himal Hydro - increased share capital
- RDC Tree Planting Program - interim budget for 1984
- RDC Studies & Evaluation Program - new program for 1984

It was RESOLVED to recommend to the Executive Committee that the budgets for 1984 in amended form be approved, pending approval of the plans for the various projects and programs.

FC(2)-3/83. New Program-Funded Budgets for 1984-87.

It was RESOLVED to recommend approval of the new budgets presented for 1984-87, as follows:

- Andhikhola Irrigation Program
- Andhikhola Cooperative Aid Society Program
- Palpa Project CHP, to be presented in amended form later
- Gorkha Project CHP

FC(2)-4/83. Supplementary Budgets for 1983. It was RESOLVED to approve the following supplementary budget items for 1983:

- Rural Equipment Development Program, DCS:
Oil Expeller, Rs.110,000.
- Nawal Parasi Hills Development Project:
Drinking Water Program, Rs.225,000.
- EDB Service Office:
Photocopier, Rs.100,000.

FC(2)-5/83. Funding of Language and Orientation Program. After considerable discussion, it was agreed to forward this matter to the Executive Committee for further discussion and recommendation, with the following proposed policies for the funding of the Program:

Either: To raise the per capita grant by \$100; this additional amount to largely cover the expenses of the LOP;

Or: To raise the per capita grant by \$50; this additional amount to partly cover the expenses of the LOP, and an additional one-time grant of \$500. to be paid for each new worker in the language course.

In either case, lessons taken after the completion of the five-month course would cost only Rs.10/- an hour, and the total budget receipts and payments would be handled within the per capita grant fund.

FC(2)-6/83. Foundation for funding of HSB projects. Consideration was given to the proposal that a foundation be established, the funds of which would be invested and the dividends used towards meeting the HSB recurring budget grants needed from UMN. In order to cover these fully a foundation of approximately \$4,000,000. would be needed.

It was agreed to forward this to the Executive Committee for further discussion. In seeking funds it should be made clear that the purpose is to make health care available to the poor people of Nepal.

FC(2)-7/83. Provident Fund matters. It was RESOLVED to recommend to the Executive Committee:

- a) That the interest for the full year 1983 be set at 12%, and for broken parts of the year at 9%.
- b) That the Provident Fund financial year remain unchanged, and not alter with the UMN financial year, ie. it will still run from 16th January to 15th January.

FC(2)-8/83. Capital fund budget and grant procedures. In order to facilitate the budget approval and funding of minor items, it is recommended that an amendment be proposed in the Bye-laws defining Coordinating Committee duties, as follows:

Bye-law X,C,4, to read:

"It will compile and coordinate all plans and budgets, set priorities for all recurring and capital budgets, take action concerning the distribution of undesignated funds, and report to the Finance Committee."

Bye-law X,C,9,c, to read:

"It may approve funding from undesignated and designated funds for approved items within the stated limits, and report to the Finance Committee."

FC(2)-9/83. UMN financial structure. The Treasurer reported on developments in the financial structure, dealings with banks concerning UMN funds, etc. This was received with sincere appreciation for the work done in this respect.

- FC(2)-10/83. Financial statements. Financial statements for the first nine months of the present year were noted for information.
- FC(2)-11/83. Audit reports. Minutes of the Audit Committee had been sent to members of the Finance Committee, and several items were noted in particular. The audits for 1982 have been completed.
- FC(2)-12/83. Funding review. The Treasurer reviewed the various project budgets and the expected or assured sources of funding. The major funds still needed are:
- HSB - completion of Patan Hospital
 - EB - ongoing funds for the two scholarship programs
 - EDB - additional share capital for companies and programs
- FC(2)-13/83. Report on the Nepal Hydro & Electric Co. Pvt. Ltd. A report of progress to date was noted with gratitude. The licence for the company has been promised, and it is hoped that work may begin within the near future.
- FC(2)-14/83. UMN Film. It was noted that costs for the film total Rs.330,000, and Rs.156,000 has been received in the form of grants towards this expense. The further expense of making sound tracks in other languages was discussed, and is forwarded to the Executive Committee for decision.
- FC(2)-15/83. Patan Hospital agreement. It was noted that the new agreement will indicate that funds for the running expenses should be met from fees, HMG contributions, UMN contributions and other sources. This latter item should be explored by the Patan Hospital Board.
- FC(2)-16/83. IDPMC Working Capital Fund. It was noted that the rules for the WCF have been revised in terms of its relation to the new IDPMC, but that the content remains the same as before.
- FC(2)-17/83. Coordinating Committee executive actions. The minutes of executive actions taken by the Coordinating Committee since the last Finance Committee meeting were noted. These were accepted and approved, and are appended for record.

COORDINATING COMMITTEE EXECUTIVE ACTIONS

1) BANK ACCOUNTS

a) CCE-16/83. Bank Accounts.

- a) It was RESOLVED to open a Money Market Account, in the name of the United Mission to Nepal, at the Chase Manhattan Bank, New York, to be operated by any two of the following signatories signing jointly: Carl Johansson, Erling Wennemyr, Colin Law, Frances Swenson, Richard Clark.
- b) It was further RESOLVED to close the Savings Account presently held in Chase Manhattan Bank in the name of the United Mission to Nepal.
- c) It was further RESOLVED to close the accounts in the name of the United Mission to Nepal held at the Union Bank of Switzerland.

- b) CCE-20/83. Tansen Bank Account, Amexco. The closure of this bank account, No. 20192, UMN Tansen Branch, was approved.

c) CCE-36/83. Gorkha Project Bank Account. It was RESOLVED to approve that an account be opened in the name of the UMN Gorkha Project, in the Nepal Bank Ltd., Thadi Pokhari Branch, to be operated by any two of the following signing jointly: Medical Director, Community Health Program Director, Business Manager, Area Services Officer, and UMN Treasurer.

d) CCE-41/83. Bank Accounts. It was RESOLVED that the following bank accounts be closed:

- The Bio-Gas account No. 1268 in Butwal, Nepal Bank Ltd., Khasauli Branch;
- Shanta Bhawan Hospital account No. 98285 in Grindlays Bank, Calcutta

2) SUPPLEMENTARY BUDGETS FOR 1983

a) CCE-15/83. Supplementary Capital Budget, 1983. It was agreed to approve the following item:

Headquarters Project:

Information Office typewriter Rs.35,000.

b) CCE-21/83. Supplementary Capital Budgets, 1983. It was agreed to approve:

- i. Headquarters Project, CSD motorcycle 1,000.
- ii. EDB SO, furniture and equipment/dictating machine 4,985.

c) CCE-27/83. Supplementary Recurring Fund Budget, 1983. It was agreed to approve the following for Headquarters Project:

Asha Niketan 6,000.
Salayan House 9,000.

d) CCE-30/83. Supplementary Budgets for 1983. It was agreed to approve the following capital budget items:

DCS, STMP - motorbike (moved from 1984 budget) 45,000.
EDB Service Office - table, additional 100.
check-writing machine, additional 400.
LOP - chairs, tables and calculator (moved from 1984 budget) 6,000.

e) CCE-32/83. Supplementary Recurring Budget for 1983. It was agreed to approve the following:

LOP - additional rent for annexe for six months, to be absorbed into present budget expenditure 4,500.

f) CCE-33/83. Supplementary Capital Budget for 1983. It was agreed to approve the following:

EDB SO, duplicator 9,000.

g) CCE-48/83. Supplementary Budget Items for 1983. It was RESOLVED to approve the following supplementary budgets for 1983:

HSO - Toyota vehicle, additional 33,000.

BA Clinic, initial expenses:

furnishings 21,454.
medical 8,000
administrative 2,110
books 2,500 34,064,

HSSP - 2 electric heaters 500.

4) <u>EMPLOYMENT</u>	Tansen Hospital -	
	adjustable theater lamp, additional	9,000.
	hot air oven, additional	5,500.
	2 formulin vapour sterilizers, additional	2,000.
	wall clock, additional	
	gastroscope, etc. additional	26,000.
	calculator, additional	500.
	alteration of OR	10,000.
	dental room furniture	25,000.
	new dental room renovation/maintenance	10,000.
	Gorkha Hospital -	
	x-ray equipment replacement	5,000.
	calculator	3,000.
	Gorkha CHP - ropeway for Lamagara village	8,000.
	EDB SO - furniture	5,000.
	DCS: Design Office - typewriter and filing cabinet	6,000.
	Bio-Gas Program - bio-gas book	4,000.
	STMP - industrial tour	8,000.
	Toyota vehicle (DCS) - balance	32,358.86
	Andhikhola Project - watershed study	8,000.
	Andhikhola Area Services - renovation of houses	7,000.
	Nawal Parasi - study tour to India	30,000.
	RDC - Research on Conflict	18,000.
	Headquarters - Toyota vehicle, additional	33,000.

h) CCE-53/83. Supplementary Capital Item, 1983. It was agreed to approve the following:

RDC, typewriter 1,200.

3) SUPPLEMENTARY GRANTS FOR 1983

a) CCE-17/83. DCS Training Grant. It was RESOLVED:

- To approve a supplementary recurring fund item for 1983 as follows: DCS, Training -Rs.20,000.
- To approve a transfer from STMP to DCS of Rs.20,000. for the Training Program.
- To further approve that a sum of up to Rs.15,000. of the above amount be transferred by DCS to the Training & Scholarship Program for the Management Course training for Rudra Chhetri.

b) CCE-19/83. Amp Pipal Theft. It was agreed to cover the balance of Rs.38,043. from the Undesignated Fund.

c) CCE-22/83. Capital Grants from Undesignated Fund. It was agreed to approve:

- Headquarters Project, CSD motorcycle 1,000.
- EDB SO, furniture and equipment/dictating machine 4,985.

d) CCE-23/83. Dera Line Renovation, Tansen. Funding has not been found for this approved item. The proposal to use different balances from accounts in Tansen of Rs.99,000. and to grant the remaining Rs.51,000. from the Undesignated Fund was approved.

- e) CCE-24/83. Language Deficit, Pokhara. The request to cover the language deficit in Pokhara for 1982, of Rs.3,574. from Undesignated Funds was approved.
- f) CCE-25/83. Language Deficit, Jumla. The request to cover the language deficit in Jumla for 1982 plus six months of 1983, of Rs.16,853., from the Undesignated Fund was approved.
- g) CCE-31/83. Grants for 1983 Approved Budget Items. It was agreed to make grants from the Undesignated Fund for the following items:

Nurse Campus:	kerosene heaters	8,000.
	pillows	10,000.
	kitchen equipment	1,000.
EDB SO:	table	350.
	check-writing machine	1,200.
	telephone extension set	850.
Education Service Office:	duplicator	9,500.
LOP:	language reference books	5,400.
	chairs, tables and calculator	6,000.
DCS:	Admin - furniture	3,725.
	PCF - office modification and furniture	4,400.
HSSP:	HSSP office - furniture and equipment	6,750.
	Maint. office - " "	5,500.
	Drug Store - " "	12,400.
Palpa Guesthouse:	solar heater	3,000.

- h) CCE-34/83. Capital Fund Grant. It was agreed to approve grant from the Undesignated Fund:

EDB SO, duplicator 9,000.

- i) CCE-35/83. Capital Grant. It was approved that a sum of Rs.40,000. be advanced to LOP for a high speed copier (budget already approved) from the Undesignated Fund, with the expectation that this amount will be refunded from other sources later.

- j) CCE-49/83. Grants from Undesignated Fund. It was RESOLVED to approve that the following grants be made from Undesignated Fund:

HSO:	Toyota vehicle, additional	33,000.
HSSP:	2 electric heaters	500.
Gorkha Hospital:	x-ray equipment replacement	5,000.
	calculator	3,000.
EDB SO:	furniture	5,000.
DCS:	Bio-Gas Program - book	4,000.
	Toyota vehicle, additional	32,358.86
Headquarters:	Toyota vehicle, additional	33,000.

- k) CCE-51/83. Capital Budget Grant from Undesignated Fund. It was agreed to approve the following as an advance from the Undesignated Fund, with the understanding that other funds will be sought for this item and the amount returned to the Undesignated Fund, if possible.

Tansen Hospital:		
	Dental room furniture	25,000.
	repairs	10,000.

4) EMPLOYMENT AND SALARY MATTERS

a) CCE-18/83. Salary Scale: Cost of Living Adjustment.

A. General UMN salary scale and LOP salary scale. It was agreed to make the following adjustments on the basis of cost of living increase:

- i. All employees following the general UMN salary scale and the LOP salary scale will receive 12% increase in their present salary.
- ii. The increments in the scales mentioned under i) will amount to about 2% of basic salary (rounded to nearest 50 paise).
- iii. This will take effect from 1 Shrawan 2040 (17 July 1983). The total average increase will be 13.10%. A revised salary scale according to the above will be circulated.
- iv. The increase of increment (one increment per employee) from 1 Magh 2040 for those who follow the scales under A) will amount to about 2% salary increase.

B. DCS Salary Scale.

- i. It was agreed to make the following adjustment on the basis of cost of living increase: All employees following the DCS salary procedures (DCS and EDBSO) will receive approximately 16% increase on their present salary. This will take effect from 1 Jestha 2040.
- ii. It was agreed to accept the presented paper from DCS showing employees' names, present basic salary and allowances, value of increment and new salary. This involves approval of a new increment of 2.35% payable from 1 Shrawan.
- iii. It was agreed to approve the new salary scale as presented, effective from 1 Shrawan.
- iv. It was agreed not to approve the description of each grade as proposed salary scale because this needs further refinement into a type of promotion criteria and coordination with EDBSO posts.

b) CCE-26/83. Salary Scale. Grade 8, Agriculturalist, with B.Sc. Ref. CCE-13/83, para iii. The recommendation that category A receive a Field Allowance of Rs.330. was approved.

c) CCE-43/83. Allowances for DCS. It was RESOLVED to approve the Rules regarding Allowances for DCS, to be effective from 1st Karthik, 2040, as defined in the accompanying paper, CCE Appendix A.

d) CCE-44/83. Salaries for EDB SO Employees. It was noted that the salary scale has not yet been approved, and agreed to confirm the suggested individual salaries for present employees as proposed.

e) CCE-45/83. Employment Policy. Various proposed amendments had been considered by the three Functional Boards, and on the basis of their recommendations, it was RESOLVED to approve those found in CCE Appendix B attached.

- f) CCE-46/83. LOP Policy of Employment and Salary Scale. It was RESOLVED to approve the Policy and Salary scale as found in CCE Appendix C attached to these Minutes. It was noted that this new format of the LOP Policy of Employment is supplementary to the general UMN policy, and does not replace it.
- g) CCE-47/83. Employment Contract for Jumla. It was RESOLVED to approve the Employment Contract for employees in Jumla, attached as CCE Appendix D, in place of a Policy of Employment.
- h) CCE-54/83. Promotion Criteria Committee. It was agreed to approve:
- i. That the Functional Boards be requested to appoint members to the PCC according to the following membership -
 - Treasurer
 - EDS, plus two EDB project members
 - HSS, plus three HSB project members
 - ES, plus one EB project member
 - ii. That the Promotion Criteria Committee be a sub-committee of the Coordinating Committee. Minutes of the PCC are to be given to the Functional Boards and IDC for information, or action if needed.
- i) CCE-55/83. Salary Scale Amendments. It was RESOLVED to approve the following:
- i. Grade 5: Add Housemother/Matron
 - ii. Promotion Criteria amendments in Hospital Workers, Paramedical Department:
 - Grade 4 - Assistant - Promotion Possibilities - delete "technician" and add "senior assistant"
 - Grade 5 - Senior Assistant - Minimal Qualifications - add "Lab: SLC plus 5 years in Grade 4, plus further in-project training"
 - Grade 5 - Senior Assistant - Promotion Possibilities - add "Technician"
 - Grade 5 - Senior Assistant - Minimal Promotion Criteria - add "HMG two year course"
 - Grade 6 - Technician - Minimal Qualifications - Lab/Pharm only - delete text and replace by "HMG two year course"
 - iii. JTs and JTAs will continue to be paid according to the present grading listed in Promotional Criteria and present allowance schemes used, pending a more thorough discussion by PCC of project allowances.
 - iv. The service period required for promotion is to be used as a guideline. There will be expectations where promotion can be made more quickly with approval from the Functional Secretary concerned.
 - v. Terminology:
 - The term "Grade" is replaced by "Level"
 - The term "Basic Salary" is replaced by "Starting Salary"
 - The term "Present Salary" is to mean "Starting Salary Plus Increment"
 - vi. The Introduction to and Guidelines for Using the Promotion Criteria was noted as being available and accepted by the PCC.

5) GENERAL BUDGETING MATTERS

- a) CCE-29/83. Arrangements for Employees (Nepali, or possibly Indian) covering Board Appointee posts for which there is no Board Appointee available.

It is agreed that the present policy continue: ie. that the project pay the salary for all employees. If it is not possible for the project to absorb this additional cost into its budgeted expenditures, the UMN will cover the project deficit (which includes this cost) at the end of the year.

- b) CCE-40/83. Feasts for UMN Employees. It was agreed to approve that:

- i. Each program/project be entitled to hold one feast per year, held at any time of the year, for employees, at UMN expense.
- ii. This should be budgeted for within the 'Miscellaneous' item.
- iii. All other gatherings, picnics, feasts, teas etc. must be paid for personally and not from UMN funds.

- c) CCE-52/83. Minor Capital Items. It was agreed that minor capital items of Rs.2,000. and under be included in recurring budgets in future

6) BOARD APPOINTEE MATTERS

- a) CCE-28/83. Arrangements for Direct Appointees (expatriate).

- i. It is reiterated that all Direct Appointees working with the UMN for longer or shorter periods must be processed and approved by UMN administration, as per the present policy.
- ii. For expatriate personnel who are approved and are filling approved posts, housing is often available in the projects, or can be paid for by the direct appointee or his/her sending organisation or church. In cases where this is not covered, house rent and duty travel may be paid by UMN administration resources.
- iii. Costs for travel to the project and for salary (including board) should be paid for by the Direct Appointee or his/her sending organisation or church. If it appears essential that salary be paid to a Direct Appointee in order to fill a priority post, this must be referred to UMN administration and consideration will be given to each individual case.

- b) CCE-42/83. Travel Allowances for Board Appointees in DCS and Butwal-related Companies. It was RESOLVED to approve that when Board Appointees travel on business for DCS or for a UMN-related company or other organisation, they will be reimbursed for travel expenses according to the rules of that organisation, and not according to UMN rules.

- c) CCE-50/83. Duty Travel Policies. The existing policies were studied and revised. It was RESOLVED to approve the amended consolidated policy as found in Appendix E to these Minutes.

CCE Minutes Appendix A

RULES REGARDING ALLOWANCES

DEVELOPMENT AND CONSULTING SERVICES

BUTWAL, NEPAL

To be effective from 1st KARTIK, 2040.

1.0 Grade

Grade I Monthly Basic Salary above Rs. (750/-) 760/-

Grade II Monthly Basic Salary Rs. (750/-) 760/- and below.

2.0 Travel to Towns and Cities

2.1 Allowances for short trips

(In Nepal N.C. and I.C. in India)

Grade	Breakfast	Lunch	Dinner
I	4/-	(10/-) 12/-	(10/-) 12/-
II	3/-	(8/-) 10/-	(8/-) 10/-

2.2 Daily Allowances for Trips Lasting 24 hours and more:

Grade	In Nepal Rs. in N.C.	In India Rs. in I.C.
I	(27/-) 30/-	(28/-) 35/-
II	(23/-) 25/-	(25/-) 30/-

2.3 Overnight Stay in Hotel:

In Nepal Rs. in N.C. In India Rs. in I.C.

Grade	A.Class	B.Class	C.Class	A.Class	B.Class	C.Class
I	30/-	20/-	15/-	(45/-) 65/-	30/-	25/-
II	25/-	15/-	12/-	(40/-) 60/-	25/-	20/-

A.Class	B.Class	C.Class	A.Class	B.Class	C.Class
Kathmandu	Birganj	Tansen	Bombay	Kanpur	Balaram Pur
Biratnager	Hetauda	Bhairawa	Delhi	Lucknow	Bahiriach
Pokhara	Janakpur	Narayanghat	Calcutta	Varanasi	Nautanwa
	Nepalganj	Surkhet	Madras	Gorakpur	
	Dharan	Dhankuta			
	Mahendra Nagar	Tulsipur			
		Ghorahi			
		Baglung			

No hotel allowance will be paid when travelling overnight.

Employees are required to stay in room where lockable and not to share the room with stranger.

Cities not mentioned in the above list may be categorised by the Director, D.C.S. Business Manager or S.T.M.P. Business Chief.

3.0 Travel

Air ticket and first class train fare is paid when authorized in advance by the Director, D.C.S. Business Manager or S.T.M.P. Business Chief.

Travel by train both grades 2nd class sleeper.
Travel in Nepal normally both grades by bus.
Between Sonauli - Gorakpur : up to Rs.15/- I.C. Taxi fare will be paid for both grades.

4.0 These allowances apply only for regular business trips to towns and cities. Allowances for stay in Villages and for extend stay in towns and cities will be decided in each case.

5.0 Travel to Rural Areas in Nepal

5.1 Food Allowance for trips lasting less than 24 hours. See 2.1 above.

5.2 Daily Food Allowance for trips lasting more than 24 hours.

Daily Food Allowance

Both Grades

(20/-) 25/-

5.3 Travel to Most Remote Areas in Nepal

Daily Food Allowance

a) Mustang (above Jomsom), Dolpa,
Jumla, Taplejung

(30/-) 45/-

b) Mustang (up to Jomsom), Buitachi,
Darchula, Doti, Bajura, Baglung
Achham, Kulikot, Manang, Ramechhap,
Solukhumbu, Sankhuwajava, Tehrathur

(30/-) 32/- Rs. for both grades

5.4 Field Allowance

Workers assigned to work in field full time /short time will receive the field allowances as below, by receiving these no hotel allowances will be paid. Normal Bhattis are included in this.

Proposed Basic Salary Daily Field Allowance

Rs.330 - 400

Rs. 5/- per day

401 - 525

7/- "

526 - 760

9/- "

Above 760

Rs. 12/- "

Field Allowance is paid in lieu of other compensation for work in rural areas to compensate for hardship, irregular and over-time working hours, difficulties in finding places to stay and eat, etc.

The above 5.1 - 5.4 applies to erection, installation and survey workers assigned to work in rural areas.

5.5. Others

When a DCS field worker is out in the field and chooses to work on a weekend or other recognized holiday, the worker is normally credited with the same number of hours/days of earned leave. Overtime work is compensated for by the daily food allowance or the field allowance. This applies also for the employees who are in towns or cities on DCS business trips.

6.0 Any travel which involves overnight stay shall be undertaken only with the advance approval of the immediate superior of the person concerned.

7.0 In case of long term assignment at one place for longer than one month, other allowances different from those stated above may be given, if employee and supervisor are in agreement.

8.0 These rules apply to all DCS employees as well as UMN personnel working in DCS and travelling on DCS business. UMN personnel are counted in Grade I.

CCE Minutes Appendix B

Amendments to Policy of Employment, etc.

as from 1 Karthik, 2040

1. Para 7, c: Delete.
2. Para 13, b, iv) - Gratuity payments: Should read "1½ current...".
3. Para 7 - Employment Contract: Delete "the increments being subject at specified levels to the passing of an Efficiency Barrier (EB)."
4. Para 10, c, v - Sick leave: The correct amount of leave is 660 hours per year (90 days multiplied by 7½ hours per day).
5. Para 8, e, ii) - Overtime: Alter to read "If it is decided to give time off, the compensation time should normally be cleared during the following month".
6. Para 7, d - Promotion: It is understood that promotion to a higher grade means that all the old increments will be forfeited and the employee will start with zero increments in the new grade. However, consideration will be given to the policy that "any promotion to a new grade with increased responsibility should result in a minimum 10% salary increase" (para 7, d). The second sentence of Para 7, d remains unchanged.
7. Para 2, a - Recruitment and selection: Alter to read, "The PMC will be responsible for the recruitment, selection and promotion of employees for posts approved by the Functional Board. It will delegate this responsibility to The Project/Program Director for posts in Grade 7 and below. Between Functional Board meetings the Project/Program Director, in consultation with the Functional Secretary, may recruit staff for posts in Grade 8 and above, this to be ratified in the next PMC meeting."
8. In-service training, sick leave rules: It is confirmed that sick leave does not accumulate during in-service training according to the Scholarship Program rules.
9. Medical Insurance Plan:
Para 4: Alter to read, "The Medical Insurance Plan is open to permanent employees and also to employees on probation."
New Para to be inserted: "After an employee has joined the Medical Insurance Plan, a period of one month must elapse before he/she can make use of the Plan and claim benefits."
Medical examination on joining MIP: In the case of a new employee joining the Plan who has recently had the compulsory medical examination before employment, (Policy of Employment, Para 3, e) it is not necessary for him/her to have a further medical examination to join the MIP.
10. Allowances, Para 4: Outside Kathmandu Allowance. This allowance should be applied as follows:
 - Employees who live in the district where the project is are locally employed, and do not receive the Outside Kathmandu Allowance.
 - Employees working in a project who do not have their homes in the same district, have no land there, etc. should receive the allowance.
 - In cases where it is difficult to define into which of these categories an employee falls, the Allowance may be given at the discretion of the project.
11. Allowances, Para 10, Holiday Allowance.
 - a) The Holiday Allowance is given "pro rata", meaning that the employees are given the allowance in proportion to the time they have worked in that year.
 - b) The Holiday Allowance is to be calculated up to the end of Bhadra each year.

12. Allowances: Increases are approved as follows from 1 Karthik 2040 -
- Cash Responsibility Allowance (over Rs.2,000. per day): Rs.55/-per month
- " " " (up to Rs.2,000. per day): Rs.45/-per month
- In Charge Allowance (minimum 3 employees in the department and where work being done is not normal responsibility for that particular post) Rs.65/-per month
- Overnight Allowance: Grades 1 and 2 Rs.18/-
- Grades 3 20/-
- Grades 4 and 5 22/-
- Grades 6 and 7 24/-
- Grades over 7 26/-

UNITED MISSION TO NEPAL

POLICY OF EMPLOYMENT : LANGUAGE AND ORIENTATION PROGRAMME

The General UMN Policy of Employment is applicable to the LOP, except where the following differences either add to or replace appropriate sections in the General Policy. In such cases the differences noted below and approved by the Education Board are applicable to the LOP only. The allowances valid for the LOP are also given in a separate section.

1. Appointment

Fulltime tutors may not enroll in any educational program or take any form of other employment. In addition to fulltime tutors, the LOP may employ trainees and temporary/part-time tutors. Teaching staff will be appointed in one of five grades: Junior Tutor (Grade 1), Tutor (Grade 2), Senior Tutor (Grade 3), Lead Tutor (Grade 4), and Principal (Grade 5). The bulk of confirmed tutors will be in grades 2 and 3. The number of lead tutors, as well as the persons to fill the posts, are to be recommended by the LOP PMC to the Education Board. There shall be only appointment to Grade 5 recommended to the Education Board by the LOP PMC.

Initial appointment should be made primarily on the basis of qualifications, but relevant experience may also be considered. A candidate with diploma may be appointed to grade 2 if his/her English is adequate. Others will enter at Grade 1.

2. Medical Examination

Because of the regular close contact inherent in their work, tutors should have an annual medical examination. The LOP Principal may require that this be done at a UMN medical facility, and the cost of the examination (but not of treatment) will be borne by the LOP.

3. Promotion

Should be primarily on the basis of improvement in, or superior performance as documented by the evaluation procedures. Promotion as high as Grade 3 may be considered annually. Promotion to grades 4 and 5 will be made only when a vacancy for service exists.

4. Evaluation Procedures

Will include a student's form, the Language Consultant's evaluation and the Principal's evaluation and Interview Report. Besides performance in the classroom, as evaluated through students', Consultant's and Principal's observations, the Principal's report should evaluate:

- a) Sick and annual leave, in particular whether annual leave under ordinary circumstances was taken with adequate advance notice and at times convenient to the needs of the LOP.
- b) Out-of-class service to the Program in matters such as:
 - preparation of teaching or testing materials;
 - contributions to the cultural orientation program;
 - creativity and contributions to the success of the village stay period
- c) Appropriate use of preparation hours
- d) Willingness to accept transfer to project outside Kathmandu
- e) Additional skills, qualifications, recognition or awards etc.

This procedure should be followed once during the probationary period (the six months), and annually thereafter. If results of the probationary evaluation are inadequate for confirmation, probation may be extended at the discretion of the Principal.

Each tutor will have access to view the contents of his evaluation file. Questionnaires completed by students will be anonymous. No one other than the Principal and supervisory personnel will have access to the files without written permission from the persons to whom they refer.

5. Transfer

Unless they have been exempted from it in their employment contracts, tutors will be subject to temporary transfer for up to two years, where their services are needed by the UMN.

When a tutor accepts transfer to a project outside the LOP Centre, he/she will not lose his/her seniority, and if necessary can be transferred back to the LOP Centre even if all posts at the centre are filled at the time. In such an event, the tutor may be retained at the school for a period of up to 4 months, and will take the first vacant post which arises unless he/she is transferred to another project in meantime. Just as other UMN employees have to adjust to the needs of the particular project or office in which they work, so tutors transferred to, or temporarily posted to a Project must be prepared to adjust leave times, working hours, specific duties etc. to the needs of the project and language learners whom they are helping. These adjustments will be made in consultation with the Project Language Supervisor, and he/she will represent the authority of the Principal. In case of irreconcilable differences of opinion, the tutor may seek clarification or intervention by the Principal, but should abide by the ruling of the Project Language Supervisor in the meantime. The tutor should also look to the Project Language Supervisor for support in training, teaching aids and materials, evaluation etc.

6. Working Hours

Normal working hours are seven hours per day, five days per week, a total of 35 hours per week (excluding the Principal who works an average of 40 hours).

7. Leaves

- a) Tutors will receive 26 days leave, of which 15 are general and 11 are specific, as follows: Democracy Day, Their Majesties' Birthdays, Dasai (5), Tihar (1), Christmas Day and Constitution Day.
- b) The Principal will receive annual leave and holidays in accordance with the UMN General Policy of Employment.
- c) The employees must avail themselves of the 15 general days leave within a twelve month period, provided that in special cases, and at the convenience of the LOP, leave may be taken up to a maximum of three months later.

8. Other Leaves

With the exception of sickness, leave should be requested 24 hours in advance from the Principal. In case of leave exceeding two days, request should be made at least one week in advance. Leave will be counted as follows:

Absence for 1-3 periods will count as a half day of leave;

Absence for more than 3 periods will count as one day.

If the tutor is 15 or more minutes late, he is counted as missing the period. Persistent lateness, or not giving the tuition the full time of the period, may be regarded as reason for dismissal. If students are not present, a tutor may report to the Principal for assignment of other duties 15 minutes after class was scheduled to begin.

9. Sick Leave

Sick leave will be calculated on the basis of a 7-hour work day.

United Mission to Nepal

SALARY SCALE : LOP

Effective from 1 Shrawan 2040 (15th July 1983)

Grade:

1	Junior Tutor	1,004 - 21x20	- Rs.1,424.
2	Tutor	1,154 - 23x20	- Rs.1,614.
3	Senior Tutor	1,315 - 26.50 x 20	- Rs.1,845.
4	Lead Tutor	1,499 - 30x20	- Rs.2,099.
5	Principal	2,128 - 42.50 x 20	- Rs.2,978.

Allowances : LOP

1. Non-practicing Allowance: 25% of basic salary.
2. Travel Allowance
 - i. Joining duty. On the occasion of taking up a new appointment a joining duty travel allowance may be paid at the discretion of the project authorities, and if so granted will be paid as under:
 - A) Within Nepal, air fare or bus fare to the point nearest the project of appointment plus one quarter of same for luggage, will be paid. Where air service or bus is not available, up to the cost of two porters will be paid.
 - B) For any portion of the journey outside Nepal, the equivalent of II Class rail fare to the railhead at the Indo-Nepal border, plus one quarter of same for luggage, will be paid.
 - ii. In the event of termination of service by the project, either during or at the end of the probationary period, a travel allowance equivalent to that paid on joining duty will be paid in respect of the return journey.
 - iii. Travel allowance as provided for above will be granted to the appointee only and not to any members of his family.
 - iv. If a tutor, having transferred to another UMN Project for at least one year, agrees to extend his transfer for at least a second year, a travel allowance will be paid to the tutor equivalent to that paid at the commencement of the period of transfer to enable a round trip to be made away from and back to the project. Any time taken in such a trip will be regarded as holiday time, except for up to two days spent in actual travel.

3. Daily Allowance

In the case of assignment to a post outside the Kathmandu Valley, the following Daily Allowances will be in effect for a period of maximum one month.

Grade 1 and 2	Rs.23/- per day
Grade 3 and 4	Rs.28.50 per day
Grade 5	Rs.34/- per day

The cost of living index will be the guide for annual amendments of these allowances.

The above rates are envisaged for village accommodation, but where it is necessary to stay in the bazar, the project or Department Head may authorise an extra Rs.5/- per day in each case up to a maximum of four weeks.

4. Out of Kathmandu Valley Allowance (paid after the first month out, and terminated upon return to LOP Centre, and applicable only to those who are not resident in these areas).

1 Additional increment for transfer within the Valley (outside of LOPC or HQ)

2 Additional increment for transfer to Pokhara

3 " " " " to Tansen, Butwal or Gorkha

4 " " " " to Okhaldhunga

5 " " " " to Jumla

5. Cultural Interpretation Allowance.

Rs.19/- per day, to be well documented by tutors, students, and supervisory staff. The Cost of Living Index will be the guide for annual amendments of this allowance.

6. In-Charge Allowance for:

- i. The tutor who has administrative responsibilities for other tutors, computed at the following rates:

Rs.3/- per working day, with one other tutor

Rs.4/- per working day, with two other tutors

Rs.5/- per working day, with three or more other tutors

- ii. The tutor who is coordinating a special or experimental program where the LOP Administration considers that there may be extra responsibilities or unusual risks or working conditions, up to Rs.5/- per working day, at the discretion of the Principal.

7. Cost of Living Allowance (paid during the period of residence in remote projects for those who are not normally resident in those projects):

60% increase of basic salary for those transferred to Jumla

8. Transfer Period Extension

Where a tutor extends the period of transfer for at least one year a bonus will be paid equal to half of the Daily Allowance for one month.

CONTRACT FOR:

Name of Employee:

U.M.N. Building Program, Jumla (Karnali Technical School)

1. LENGTH OF CONTRACT: Employment with _____ begins _____. Employee reports for work in Jumla from his home in _____. This contract is valid for a one year period from the date _____. This contract may be renewed at the end of the one year period.
2. TERMS OF DISMISSAL: Termination of service may be possible by either party by giving one month's notice or one month's pay in lieu of the one month's notice, except in cases where it is deemed by the employer that conduct of the employee is detrimental to the work of the project, in which cases termination may be without notice or pay in lieu of notice. Normal reasons for termination of contract on the part of the employer are:
 - a) Prolonged sickness, making it impossible for the employee to perform his duties satisfactorily.
 - b) Curtailment or termination of work, making employee redundant.
 - c) Conduct of employee that is detrimental to the work of the project.
3. SALARY: Salary will be Rs. _____ Rupees _____ per month based upon an eight hour work day, six days a week. For each additional hour worked, additional wages will be paid to the employee at the rate of Rs. _____ per hour. At intervals of six months from employment date a salary adjustment may be considered and any changes made will go before the Building Committee for approval. If approved, then the amended salary will be recorded below:

Date of salary amendment _____

New monthly salary rate _____
4. DASAIN BONUS: One-half of one month's salary, based upon an eight hour work day, will be paid to the employee as a bonus for the Dasain holiday.
5. TRAVEL ALLOWANCE: The different types of travel and transport allowances are described as follows:
 - a) Outcoming travel. The initial outcoming travel expenses for the employee and immediate family (spouse and children under the age of 16 years) will be paid by the project. This includes air, bus and taxi fares plus a living allowance of Rs.25/- per day for two days for each immediate family member.
 - b) Transport of personal effects. During the initial outcoming travel, the project will pay for the transport of up to 50 kg of personal effects per family unit, or individual if family does not come. This is in addition to the personal baggage allowance allowed by the airline.
 - c) Holiday travel. Transportation of employee and immediate family to and from their home once a year will be paid for by the project. This includes air, bus and taxi fares, plus a living allowance of Rs.25/- per day for two days going and two days coming for each immediate family member.

- d) Final home travel. Final home travel expenses for the employee and immediate family will be paid by the project. Expenses paid will be according to the terms as described in a) and b) above.

6. LIVING ACCOMMODATION: Housing for employee and immediate family will be provided in line with project guidelines.

7. VARIOUS TYPES OF LEAVE: Any time absent from work will be taken as one of the following types of leave:-

- a) Annual Leave. Twenty one working days of annual leave will be granted each year. This leave is not accumulated except under certain circumstances and by the approval of the Project Director. Full annual leave will only be granted after completion of at least eight months work. Prior to eight months, annual leave will be granted on the basis of seven days during the first four months or fourteen days during the second four months.
- b) Sick Leave. Fourteen working days per year will be given as sick leave. Days of sick leave may accumulate and may be taken when needed or pay may be claimed upon termination of contract for days of sick leave not taken. Days of sick leave not taken will be carried forward and noted in new contract as follows:
Sick Leave carried forward from previous contract _____ days.
- c) Religious holidays. Five days each year will be granted for religious holidays as determined by project. If the employee works on one of these holidays, an additional working day's wages will be granted.
- d) U.M.N. granted holidays. Christmas and Easter plus other holidays as decided upon by the project will be granted each year. If employee works on one of these holidays, an additional working day's wages will be granted.
- e) Leave without pay. Absence from work beyond the leave allotted above will be without pay. The number of working days absent from work will be deducted from employee's salary. Delays in reporting to work due to cancelled flights or bad weather are exceptions and will not be charged as leave.

The following signatures from each party make this contract binding:

Construction Coordinator/Director
Jumla Project

Date

Employee

Date

DUTY TRAVEL POLICIES FOR BOARD APPOINTEES.A) Travel refundable from UMN Missionwide Duty Travel Account.

- a) New workers posted to Headquarters for language study are considered at their place of assignment. When assigned to a post of work in a project, their travel will be paid by UMN as Duty Travel according to the set rates.
- b) Inter-project transfer travel costs should be paid by UMN at the approved rates. In cases of change of assignment during furlough, this will also apply for travel and transfer of goods from the previous place of assignment to the new one.
- c) Travel for other matters directed by the Executive Director, or recommended by a Functional Secretary and approved by the Executive Director, may also be paid by the UMN within the approved guidelines.
- d) Those persons attending Functional Board meetings as constitutionally defined voting members of the Board may have travel refunded at the approved rates.
- e) Travel refunds may also be claimed for attendance at centrally-organised UMN seminars, etc. as approved.

B) Travel refundable from other accounts.

- a) The member body is responsible to pay, according to its own rules, the travel expenses of sending the workers to or from their posts of assignment in Nepal.
- b) Project Directors, or other project personnel, attending Functional Boards as representatives of their projects or in capacities of other than official voting members, may have their travel refunded by the project.
- c) Any project holding its own PMC meeting will pay for the travel of all delegates to that PMC meeting, and other costs involved.
- d) Travel to seminars initiated by Functional Boards may be refunded by that Functional Board.
- e) For travel abroad (beyond India) in connection with work:
 - i) Permission is to be given by the Functional Board, unless the matter arises between meetings when the Functional Secretary, in conjunction with the Executive Director, may make the decision.
 - ii) Resources must be available above and beyond regular budgets unless specifically provided for in the budget.

C) Rates of refund on personal travel.

- a) Travel other than air should be used if at all possible in Nepal (that is, by bus, project vehicles where reasonable to use, etc.)
- b) It is recognised that there will be occasions when air travel should be used, in particular:
 - where there is no other reasonable travel service;
 - on account of time and distance by alternative transport.
 In these or other cases where it is felt by the persons concerned that a particular refundable UMN travel should be by air, an authority signed in advance to this effect should be obtained from the Project Director, and submitted to the Treasurer with the claim.
- c) Rates for refunds for the use of private vehicles for refundable travel, (to be used only when written authorisation is given in advance by the Project Director), are set by the Coordinating Committee, which will update the rates from time to time. The present rates are:

For local travel:	Van	-	Rs.3.45 per km.
	Car	-	2.90 " "
	Motorcycle	-	0.75 " "
For other travel:	Van	-	Rs.2.60 per km.
	Car	-	2.20 " "
	Motorcycle	-	0.60 " "

D) Refunds on accommodation and food.

- a) Board Appointees are expected to keep hotel/room costs as low as is reasonably possible. Refunds will be made only on actual costs within the following guidelines.
- b) Workers eligible for duty travel refunds under A) c, d or e, and B) b, c and d above may claim refunds for accommodation as per the para D) a above.
- c) Refunds within Nepal will be made as per the following for room and food:
 - The worker will pay the first Rs.20/- per day, (IC);
 - Up to a further Rs.40/- may be refunded by the UMN, per day, (IC);
 - Amounts over that total figure of Rs.60/- per day will be paid by the worker, except in special circumstances as authorised by the Executive Director.
- d) Refunds for stay in India will be refunded as per the following:
 - i) For necessary accommodation (room charges), up to the following amounts may be paid by UMN per day -
 - Rs.65/- for accommodation in Bombay, Delhi, Calcutta or Madras;
 - Rs.30/- for accommodation in Kanpur, Lucknow, Varanasi or Gorakhpur;
 - Rs.25/- for accommodation in Balarampur, Nautanwa, etc.
 - ii) For food charges, up to the following refunds may be made:
 - The worker will pay the first Rs.15/- IC per day.
 - Up to a further Rs.35/- IC per day may be paid, for food for journeys of over 24 hours;
 - Amounts over that total figure of Rs.50/- IC per day will be paid by the worker, except in very special circumstances as authorised by the Executive Director.

D) Rates of refund on freight for change of assignment.

- a) Refunds will be paid according to the following luggage allowances:
 - 250 kg. per adult and child 12 years and over;
 - 125 kg. per child under 12 years of age.
- b) For the Jumla Project, over and above the quoted freight allowance, and within the same guidelines for granting refunds, a further grant may be made for personnel assigned to Jumla of up to 100 kg. per single person or family unit at the rate of Rs.20/- per kg.

E) Storage of goods on furlough.

Storage of goods during furlough will be the responsibility of the project in which a worker has been serving. However, if workers are away for more than two years, the UMN cannot accept further responsibility for the goods, and the matter will be negotiated with the worker who owns the goods.

Costs of transportation of goods for storage within the project, or in the case of the Kathmandu Valley under the provisions of the Kathmandu Valley Housing Committee, will be borne by the UMN; but not costs of transportation of goods to another location for storage, except in the case of a definite re-assignment.

November 1983

APPENDIX 1

UMN TREASURERS CONSOLIDATED BUDGET FOR 1984

BUDGET TOTALS

(All figures are in Nepali rupees, US \$1.00 equals N.Rs.14.80)

	Income	Expenditure	Balance
ADMINISTRATION	1,906,700	5,657,850	(3,751,150)
HEALTH SERVICES PROJECTS	14,844,952	28,080,437	(13,235,485)
EDUCATION PROJECTS	1,153,592	5,591,744	(4,438,152)
ECONOMIC DEVELOPMENT PROJECTS	6,406,895	29,318,639	(22,911,744)
INTEREST EARNED	500,000	-	500,000
	<u>24,812,139</u> ¹⁾	<u>68,648,670</u>	<u>(43,836,531)</u> ²⁾

Grants needed for 1984

1. Per Capita Grants (US \$800. per Board Appointee)	4,487,360
2. Grant to cover the deficits in all recurring budgets	4,008,982 ³⁾
3. Grant for capital items (except Administration)	8,151,932
4. Grant for all the Program Funded Projects/Programs	28,421,467
	<u>45,072,741</u>
Less Interest earned	- 500,000
	<u>44,572,741</u> ²⁾

Notes:

- The budgeted income consists of the following:

Personnel Contributed Services (PCS)	4,787,574
Contribution from HMG and NICD	4,520,000
Other income, generated in Nepal (incl. interest)	15,154,565
	<u>24,462,139</u>
- The difference between Grants needed and the net negative balance is the budgeted surplus under General Administration

	44,572,741
	- 736,210
	<u>43,836,531</u>
- Deficits in recurring budgets:

Deficit Health Services Projects	3,787,770
Deficit Education Projects	71,500
Deficit Economic Development Projects	149,712
	<u>4,008,982</u>
- In July 1984 UMN changes its financial year to run from mid-July to mid-July. The presented budget is calculated on 12 months of 1984. However, some Projects/Programs have presented their budget for 6 months only, so the figures presented are not comparable with those for other years.

BUDGET SUMMARY

	Income	Expenditure	Balance
<u>RECURRING BUDGET</u>			
Interest earned	500,000	-	500,000
Administration	1,906,700 ¹⁾	5,451,850	(3,545,150)
Health Services Projects	14,214,754	18,002,524	(3,787,770)
Education Projects	736,200	807,700	(71,500)
Economic Development Projects	2,911,395	3,061,107	(149,712)
	<u>20,269,049</u>	<u>27,323,181</u>	<u>(7,054,132)</u>

1) The income for Administration is the total income less Per Capita Grant.

CAPITAL BUDGET

Administration	-	206,000	(206,000)
Health Services Projects	-	1,269,200	(1,269,200)
Education Projects	-	56,332	(56,332)
Economic Development Projects	-	6,826,400	(6,826,400)
		<u>8,357,932</u>	<u>(8,357,932)</u>

PROGRAM BUDGET

Administration	-	-	-
Health Services Projects	630,198	8,808,713	(8,178,515)
Education Projects	417,392	4,727,712	(4,310,320)
Economic Development Projects	3,495,500	19,431,132	(15,935,632)
	<u>4,543,090</u>	<u>32,967,557</u>	<u>(28,424,467)</u>

GENERAL ADMINISTRATION
(Board Appointees Support System)

BUDGET 1984

Recurring Budget

	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	<u>Capital Budget</u>
Per Capita Grants	4,487,360	-	4,487,360	-
Missionwide expenses	70,000	1,913,000	(1,843,000)	100,000
Headquarters Project	1,427,300	2,193,000	(765,700)	25,000
Palpa Project Area Services	4,600	231,400	(226,800)	-
Palpa Project Guesthouse	132,300	132,300	-	8,000
Gorkha Project Area Services	20,000	145,500	(125,500)	-
Gorkha Project Guesthouse	23,500	23,500	-	-
Gorkha District (Seconded Teachers)	54,000	64,700	(10,700)	10,000
Okhaldhunga Project Area Services	21,400	46,300	(24,900)	40,000
Lalitpur Projects Area Services	-	10,000	(10,000)	-
Pokhara Projects Area Services	53,300	175,950	(122,650)	-
Pokhara Projects Guesthouse	15,000	15,000	-	-
Jumla Project Area Services	-	140,000	(140,000)	-
Butwal Project Area Services	3,300	185,500	(182,200)	15,000
Butwal Project Guesthouse	76,000	76,000	-	2,000
Nawal Parasi Hills Development Project Area Services	-	19,800	(19,800)	-
Andhi Khola Project Area Services	6,000	40,200	(34,200)	6,000
Surkhet Project Area Services	-	19,700	(19,700)	-
Lahan Project Area Services	-	20,000	(20,000)	-
	<u>6,394,060</u>	<u>5,451,850</u>	<u>942,210</u>	<u>206,000</u>
Less Capital budget			(206,000)	
Budgeted increase of working capital			736,210	

PER CAPITA GRANTS

BUDGET 1984

	<u>Actuals for 1982</u>	<u>No. of Workers 1982</u>	<u>Approved budget 1983</u>	<u>No. of Workers 1983</u>	<u>Budget for 1984</u>	<u>No. of Workers 1984</u>
Grant from Member Bodies	2,940,128	306	3,284,400	311	3,930,880	332
Grant from Member Bodies for LOP students arriving July 84	-	-	-	-	296,000	-
Other Per Capita Grants	99,542	8	187,200	15	260,480	22
	<u>3,039,670</u>	<u>314</u>	<u>3,471,600</u>	<u>326</u>	<u>4,487,360</u>	<u>354</u>

Note:

1984 figures are based on 332 Board Appointees @ US \$800. for the whole year.
Exchange rate 1 US \$ = N.Rs.14.80.

For Board Appointees arriving in July 1984 we have calculated with 25 persons @ US \$400.

Other Per Capita Grants figure is based on 22 persons @ US \$800.

EDUCATION BOARD

BUDGET 1984

RECURRING AND CAPITAL BUDGETS

Recurring Budget

	Income	Expenditure	Balance	Capital Budget
Education Service Office	96,600	168,100	(71,500)	49,332
Language & Orientation Program	534,000	534,000	-	7,000
Children's Hostel	105,600	105,600	-	-
	736,200	807,700	(71,500)	56,332

PROGRAM BUDGETS

				Years
Jumla Project	370,392	3,282,512	(2,912,120)	1981-85
Training & Scholarship Program	-	556,750	(556,750)	Ongoing
Student Financial Assistance Fund	-	772,500	(772,500)	Ongoing
Culture Resource Program	-	13,750	(13,750)	1983-87
Language Consultant Program, ESO	-	20,000	(20,000)	1984-87
Business School	47,000	82,200	(35,200)	Ongoing
	417,392	4,727,712	(4,310,320)	

Notes:
FCS is included in both income and expenditure

HEALTH SERVICES BOARD

BUDGET 1984

Recurring Budget

RECURRING AND CAPITAL BUDGETS

	Income	Expenditure	Balance	Capital Budget
Per Capita Grants	4,487,360	-	4,487,360	-
Missionwide expenses				
Headquarters Project:				
Health Services Office	177,500	268,500	(91,000)	223,000
Health Care Unit	64,850	64,850	-	-
Health Services Support Project:				
Support Office	31,500	107,700	(76,200)	-
Missionwide Maintenance	66,500	67,700	(1,200)	-
Central Drug Store	2,116,000	2,350,100	(234,100)	-
Patan Hospital	6,605,000	7,962,000	(1,357,000)	-
Nursing Campus	119,304	818,699	(699,395)	-
Palpa Project:				
Hospital	3,077,000	3,674,700	(597,700)	657,200
Leprosy	-	63,800	(63,800)	-
Workshop	177,000	177,000	-	5,000
ANM School	-	21,900	(21,900)	-
Gorkha Project:				
Hospital	1,473,000	1,835,000	(362,000)	353,000
Okhaldhunga Project:				
Dispensary	307,100	590,575	(283,475)	31,000
	14,214,754	18,002,524	(3,787,770)	1,269,200

PROGRAM BUDGETS

				Years
Palpa Community Health	162,183	1,145,083	(982,900)	1982-84
Gorkha Community Health	275,000	1,060,000	(785,000)	1982-84
Okhaldhunga Community Health	30,200	411,450	(381,250)	1982-84
Lalitpur Community Development Assistance Project	54,115	780,680	(726,565)	1982-86
Lalitpur Community Primary Health Care Program	78,700	2,881,500	(2,802,800)	1982-86
Patan Project	30,000	2,530,000	(2,500,000)	1984
Other Per Capita Grants	630,198	8,808,713	(8,178,515)	

Note:

PCS is included in both Income and Expenditure

ECONOMIC DEVELOPMENT BOARD

PROGRAM BUDGET

BUDGET 1984

RECURRING AND CAPITAL BUDGETS

	<u>Recurring Budget</u>			<u>Capital Budget</u>
	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	
EDB Service Office	53,000	119,612	(66,612)	10,000
EDB Liaison Office	78,695	78,695		
EDB Guesthouse	5,000	5,000		
Development & Consulting Services				
Administration	107,500	217,000	(109,500)	
Clearing/Forwarding Department	93,900	88,500	5,400	5,400
Design Office	277,000	267,000	10,000	
Small Turbine & Mill Program	2,201,000	2,190,000	11,000	11,000
Industrial Development Program	95,300	95,300		
Butwal Engineering Works, share cap.				1,500,000
Butwal Guesthouse				700,000
Gobar Gas Co., share capital				1,000,000
Gobar Gas Co., research staff salaries				50,000
Butwal Wood Industries, dust extractor				100,000
Himal Hydro, share capital				3,000,000
Hetauda Apprenticeship Training Center				450,000
	<hr/> 2,911,395	<hr/> 3,061,107	<hr/> (149,712)	<hr/> 6,826,400
Workshop Conference expenses				
Staff Conferences & Seminars				
Cost (1983-84/85) 1,27,451.00	1,27,451	1,27,451		
Miscellaneous expenses				
Film expenses				

* Will be covered by transfers from other programs within RDC.

Note: RDC is included in both income and expenditure

Deficit covered by Per Capita Grants	1,279,978	1,279,978	1,279,978	+ 12.3%
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Capital

Furniture and equipment for B.A. 39 the Kathmandu Valley 100,000

See ID(3)-49/83 Travel costs to Vellore 23,000.

PROGRAM BUDGETS

	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	<u>Years</u>
Promotion of Apprenticeship Trg	-	138,000	(138,000)	1982-84
DCS Rural Electrification Development Program	50,000	255,000	(205,000)	1984-86
DCS Rural Equipment Development Program	94,000	239,000	(145,000)	1983-85
DCS Biofertilizer Program	26,000	58,800	(32,800)	1983-85
DCS Replacement of Gobar Gas Holders Program	-	181,500	(181,500)	1983-84
RDC Project				
Administration	28,000	191,900	(163,900)	1982-85
Library	21,000	90,700	(69,700)*	1983-85
Agronomy/Horticulture	13,000	75,600	(62,600)	1983-85
Farm	117,000	196,700	(79,700)*	1982-85
Animal Health Improvement	47,000	115,000	(68,000)	1981-85
Tree Planting	48,000	150,000	(142,000)	1984
Rural Industries	71,000	283,432	(212,432)	1983-86
Madhubasa Feasibility & Booklet Studies & Evaluation	40,000	135,000	(95,000)	1984-85
	18,500	48,500	(30,000)	1983-86
Nawal Parasi Hills Development Project	100,000	842,500	(742,500)	1983-84
Andhi Khola Project				
AHREP	2,108,000	14,100,000	(11,992,000)	1982-84
Drinking Water & Sanitation	341,000	649,000	(308,000)	1982-84
Appropriate Technology	24,000	83,000	(59,000)	1982-84
Agricultural Development	32,000	71,000	(39,000)	1982-84
Craft/Cottage Industry	20,000	30,000	(10,000)	1982-84
Forest, Soil & Water Conserv.	13,000	22,500	(9,500)	1982-84
Non-Formal Education	8,000	12,500	(4,500)	1982-84
Irrigation Development	100,000	200,000	(100,000)	1983-88
Cooperative Society Aid	12,000	82,000	(70,000)	1984-87
Project Administration	32,000	82,500	(50,500)	1983-84
Surkhet Project	120,000	895,000	(775,000)	1983-84
BEW Galvanizing Plant Program	12,000	162,000	(150,000)	1983-85
Assistance Project				1982-85
Laligur Community Primary Health Care Program	3,495,500	19,431,132	(15,935,632)	1982-86
Patal Project				1984

* Will be covered by transfers from other programs within RDC.

Note: PCS is included in both Income and Expenditure

APPENDIX 2

MISSIONWIDE EXPENSES

BUDGET 1984

	Actuals for 1982	Approved Budget 1983	Budget 1984	Inc/Dec over 1983
RECURRING				
Receipts:				
Rent refunds	23,173	5,000	-	(5,000)
Dividend from Companies	80,300	-	-	-
Income Workers Conference	59,393	60,000	65,000	5,000
Miscellaneous income	4,817	5,000	5,000	-
	<u>167,683</u>	<u>70,000</u>	<u>70,000</u>	<u>-</u>
Payments:				
Audit expenses and legal fees	-	5,000	5,000	-
Bank charges	5,386	3,000	5,000	2,000
Loss on exchange rates	8,587	-	-	-
Duty travel to meetings	31,267	45,000	50,000	5,000
Change in assignment	113,892	180,000	180,000	-
Furniture transports	6,386	7,000	8,000	1,000
Rent and rent allowances	910,957	1,043,000	1,200,000	157,000
Repairs and maintenance	113,791	100,000	110,000	10,000
Publicity	15,293	20,000	100,000	80,000
Board Meeting expenses	16,198	20,000	25,000	5,000
Executive Committee travel	19,838	25,000	25,000	-
Printing of Minute Books	8,217	12,000	15,000	3,000
Consultation Conferences outside Nepal, & Executive International travel	23,002	40,000	63,000	23,000 *
Workers Conference expenses	98,371	100,000	105,000	5,000
Staff Conferences & Seminars	5,878	9,000	15,000	6,000
Cost for Direct Appointees	2,880	-	-	-
Miscellaneous expenses	65,775	7,000	7,000	-
Film expenses	1,883	-	-	-
	<u>1,447,601</u>	<u>1,616,000</u>	<u>1,913,000</u>	<u>297,000</u>
Deficit covered by Per Capita				
Grants	1,279,918	1,546,000	1,843,000	+ 19.2%

CAPITAL

Furniture and equipment for BA's in the Kathmandu Valley 100,000

* See EC(3)-49/83 Travel costs to Vellore 23,000.

HEADQUARTERS PROJECT

Plans and Budgets for 1984

1. Project Description

The Headquarters Project has as its reason for being to assume a servant role. It would seek to assist fellow workers in achieving their possible potential. This is true in terms of placement, as well as growth professionally. Another aspect of this is each worker's relationship to the local congregations.

Necessary to implement this are the planning processes for determining future policy and direction. This involves a commitment to a process of consultation. In this there is two-way flow: to and from the grass roots and the center. There lies with administration responsibility for stimulus and initiative in this process.

2. Project Objectives

Our tasks are clarified in the following group of objectives:

- a) The objective of seeing administration and management as a servant role to our fellow workers in Nepal.
- b) Our relationship to HMG. The members of the Coordinating Committee, Project Directors and others are active in this relational task.
- c) To relate and communicate with the member bodies who form our Board of Directors. These member missions and churches take a vital share in policy-making, planning, sending of personnel and funds, prayer, and many other practical and important ways.
- d) To initiate and foster closer relationships with our prayer partners, personnel sponsoring groups and donor agencies which may not be member bodies, and supporting people globally.
- e) To be an interpretative voice of the UMN to the many people who visit Nepal and UMN. To be an outstretched arm of fellowship to other agencies who work in Nepal, and also to live in sensitive relationship to the Nepali Christian community.
- f) To initiate, conduct and encourage planning processes within UMN.

3. Project Activities

The Executive Director has final responsibility for the implementation of the above listed objectives, and in seeking to fulfill this task he relates to the following people and offices of the Headquarters Project in terms of mission-wide service and administration:

- a) Functional Secretaries, including Assistants in Economic Development and Health Services. Personnel management is among the many and varied tasks ably done by the incumbents in these offices; also overall advice, planning and direction for the projects and people under their Functional Boards.
- b) The Personnel Secretary is our clearing center for all new personnel coming to UMN, and for the dealing with a flow of enquiries about service in Nepal. It is a large and important task, and the hundreds of visas required annually are also handled in this office.
- c) The Administrative Secretary keeps the Executive Director's office functional in terms of secretarial work and supervision of the central administrative office and its Nepali staff.

- HEADQUARTERS PROJECT
- d) The Central Services Department is a center of service to all the projects. Property management and maintenance; the handling of incoming, outgoing and inter-project mail; purchase of bus and air tickets; clearing of goods through customs; the purchase of goods needed and shipment by truck and plane of some 120 tons of freight annually to the projects; and much more marks its ministry. A team of Nepali staff handle the work under the leadership of the CSD Director.
 - e) The Treasurer's Office and its staff has large and varied tasks to perform. The Treasurer, two Treasurer's Assistants and Nepali staff make up this team, handling central finances for the whole Mission, internally and in relation to member bodies, donor agencies, and gifts from individuals; coordination of needs and grants for funds; assistance in accounting for some smaller Kathmandu-based projects; banking; and many associated business matters relating to Board Appointees and project administration.
 - f) The Auditor handles audits for the whole Mission, and offers accounting advice to projects as needed. This post is independent of the Treasurer's Office, and is responsible to the Executive Director and the Finance Committee.
 - g) The Business Manager brings a fresh level of planning and accountability for the Headquarters project, in terms of project business, staff matters, accounting systems for the guesthouses, etc.
 - h) The role of the Information Officer is to meet the needs as the call for fresh audio-visual resources grows from UMN, from member bodies and from individuals for literature, photos, slides, charts, visual aids, magazine articles, etc.
 - i) Our team of hostesses, host and guesthouses provide an essential service in the guesthouse ministry, primarily to new workers in their initial five months of language study, and to UMN members coming in from projects on business and holiday, or in transit to and from furlough. There is accommodation for some 55 people. Nepali staff take a large role in the smooth running of these three guesthouses.
 - j) The Language and Orientation Program continues to effectively serve in traditional and new approaches to language learning. Some 60-65 new workers take their initial course at the Center, and many others make use of the facilities in ongoing study annually. This is a separate project under the Education Board, but is closely connected with Headquarters as the students stay in the guesthouses and are members of the Headquarters Project, and HQ staff are heavily involved in the orientation program provided.
 - k) Our Counsellors meet genuine needs in our fellowship. We are grateful for their ministry, which is available to UMN colleagues across the country, and other Christian groups. The Counsellors are responsible to the Chairman of the Board.

4. Planned Evaluation and Research

The meetings of the Coordinating Committee, Finance Committee, Executive Committee and the Board itself provide a critical evaluation of the work of the Headquarters staff.

The research dimension presently centers in a study of a Theology of Development, or the biblical mandate for service.

HEADQUARTERS PROJECT

5. Personnel Posts for Board Appointees

Executive Director
 Treasurer
 Personnel Secretary
 Health Services Secretary
 Assistant HSS
 Education Secretary
 Economic Development Secretary
 Assistant EDS
 Management Consultant
 Treasurer's Assistant
 Treasurer's Assistant (part-time)
 HQ Business Manager (part-time)
 Administrative Secretary
 Secretary, Mailroom
 Auditor
 CSD Director
 Information Officer
 Hostess, Asha Niketan
 Hostess, Salyan House
 Hostess, Fleming House
 Hostess, General

UMN General -

Personal Counsellor
 Personal Counsellor
 Personal Counsellor

HEADQUARTERS PROJECT

BUDGET FOR 1984

Receipts:		Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
1) OFFICE					
Receipts:					
Sale of P.R. material		62,685		65,000	+ 65,000
" margarine		65,625		75,000	+ 75,000
" various goods		76,714		5,000	+ 5,000
" history book		38,981		30,000	+ 30,000
Taxi service		30			
Miscellaneous		5,455	5,000	6,000	+ 1,000
Profit on sale of goods			5,000		- 5,000
PCS		255,000	264,700	300,000	+ 35,300
Budget allocation			685,750	721,700	+ 35,950
		504,490	960,450	1,202,700	+ 242,250
Payments:					
Salaries		108,255	149,250	172,000	+ 22,750
PCS		255,000	264,700	300,000	+ 35,300
Office supplies and stat.		93,785	93,500	140,000	+ 46,500
Postage		26,952	35,000	36,000	+ 1,000
Ref. books & periodicals		2,409	2,000	2,500	+ 500
Telephone, telegrams & telex		30,199	26,500	40,000	+ 13,500
Security services		6,456	8,500	8,500	
Rent: Guesthouses & annexes		156,577	173,000	200,000	+ 27,000
Offices & storage		102,780	115,000	135,000	+ 20,000
Repairs & maintenance		23,617	25,000	31,000	+ 6,000
Utilities		5,725	9,000	9,000	
HQ staff travel: local		4,614	12,000	12,000	
out of town		8,966	24,000	24,000	
Motor cycle expenses		5,249	5,000	7,000	+ 2,000
International Exec. travel		6,110			
Audit expenses		8,020	15,000	15,000	
Taxi service		2,037		2,700	+ 2,700
Miscellaneous		1,371	3,000	3,000	
Purchase of P.R. material		59,939		60,000	+ 60,000
" margarine		36,131			
" various goods		76,713		5,000	+ 5,000
		1,020,905	960,450	1,202,700	+ 242,250
CAPITAL					
Office equipment		15,000			
Addressing machine		10,000			
		25,000			

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
2) ASHA NIKETAN				
Receipts:				
Food	146,155	177,400	195,800	+ 18,400
Accommodation	68,627	77,000	95,000	+ 18,000
Miscellaneous	2,960			
Budget allocation		14,000	19,000	+ 5,000
PCS	22,600	24,900	30,000	+ 5,100
	240,342	293,300	339,800	+ 46,500
Payments:				
Salaries	38,023	38,500	52,000	+ 13,500
PCS	22,600	24,900	30,000	+ 5,100
Food	124,420	154,000	165,000	+ 11,000
Household	19,813	27,500	30,000	+ 2,500
Repairs & maintenance	14,765	20,000	25,000	+ 5,000
Telephone	405	3,000	3,000	
Transportation	1,696	1,100	2,300	+ 1,200
Utilities	21,724	19,800	28,000	+ 8,200
Miscellaneous	2,661	4,500	4,500	
	246,107	293,300	339,800	+ 46,500
3) SALYAN HOUSE				
Receipts:				
Food	124,956	150,000	173,000	+ 23,000
Accommodation	75,088	70,000	100,000	+ 30,000
Miscellaneous	3,064			
Budget allocation		1,700	14,000	+ 12,300
PCS	11,300	13,600	15,000	+ 1,400
	214,408	235,300	302,000	+ 66,700
Payments:				
Salaries	31,211	32,000	41,500	+ 9,500
PCS	11,300	13,600	15,000	+ 1,400
Food	114,601	130,000	152,000	+ 22,000
Household	13,718	16,500	18,500	+ 2,000
Repairs & maintenance	31,637	8,000	30,000	+ 22,000
Security services	6,228	8,200	8,500	+ 300
Telephone	1,123	2,000	2,000	
Transportation	2,421	2,000	2,500	+ 500
Utilities	21,856	20,000	29,000	+ 9,000
Miscellaneous	1,751	3,000	3,000	
	235,346	235,300	302,000	+ 66,700

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
4) <u>FLEMING HOUSE</u>				
Receipts:				
Food	82,136	94,500	97,500	+ 3,000
Accommodation	55,899	45,100	60,000	+ 14,900
Miscellaneous	13,942			
Budget allocation		8,000	11,000	+ 3,000
PCS	11,300	13,600	15,000	+ 1,400
	<u>163,277</u>	<u>161,200</u>	<u>183,500</u>	<u>+ 22,300</u>
Payments:				
Salaries	27,014	26,000	36,000	+ 10,000
PCS	11,300	13,600	15,000	+ 1,400
Food	54,715	83,000	83,000	
Household	6,974	3,500	9,000	+ 5,500
Repairs & maintenance	26,510	10,000	12,000	+ 2,000
Security services	6,227	7,200	8,500	+ 1,300
Telephone	848	1,200	1,200	
Transportation	331	1,200	1,200	
Utilities	11,796	13,500	15,600	+ 2,100
Miscellaneous	1,313	2,000	2,000	
	<u>147,029</u>	<u>161,200</u>	<u>183,500</u>	<u>+ 22,300</u>
5) <u>HQ TRUCK</u>				
Receipts:				
Charges	103,585	100,000	115,000	+ 15,000
Payments:				
Salaries	23,262	27,000	32,000	+ 5,000
Operation	47,951	50,000	65,000	+ 15,000
Repairs	7,577	15,000	15,000	
Rent for parking	2,000	5,000		- 5,000
Miscellaneous	983	3,000	3,000	
	<u>81,773</u>	<u>100,000</u>	<u>115,000</u>	<u>+ 15,000</u>
6) <u>HQ VEHICLE</u>				
Receipts:				
Rent of vehicle, private		10,000	15,000	+ 5,000
HQ travel and other projects		20,000	35,000	+ 15,000
		<u>30,000</u>	<u>50,000</u>	<u>+ 20,000</u>
Payments:				
Taxes & Insurance				
Fuel & oil				
Repairs - tyres and other				
Garage				
Miscellaneous				
		<u>30,000</u>	<u>50,000</u>	<u>+ 20,000</u>

EDUCATION BOARD

Plans for January to July 1984

These statements of plans for the six-month period January 15 to July 15, 1984 are a continuation of the planning process that began in 1981 with the formulation of Long-Term Plans.

In Jumla the chief constraint to full implementation is the difficulty of communication, transport, and personnel support. These factors limit the number of personnel we can place in Jumla.

In most other places the chief constraint to full implementation is a shortage of personnel.

In the majority of cases our seconded teachers are broadening out from a school-based formal education approach to include non-formal community education activities. This is happening either through teams of workers with different skills, some in formal school education and some in non-formal education or through each worker giving some time to formal and some to non-formal activities.

Two significant areas of development are not reflected in these plans. The first is in the placing of tutors of missionary children in project tutorial groups. These groups are run by a Management Committee appointed by the project (parents), and we are looking for experienced teachers of primary children to place in these groups. This is an urgent need. At present there are three such posts - in Butwal (2) and Tansen (1).

The second development will be planned for more formally during 1984 to begin in 1985, as discussions continue towards final agreement on the change of GAMV Pokhara into an English medium school with UMN-seconded teachers (probably Co-Principal or Principal and some Heads of Department). When final agreement is reached between UMN and HMG/N, more concrete plans will be drawn up for later presentation.

In all of our work in Nepal we are grateful for good relationships with various departments of the Education Ministry, and above all we are grateful to God for the people He has sent to enable us to take up some of these opportunities and work in this land.

Richard Clark
Education Secretary

MAHENDRA BHAWAN SCHOOL

Plans for 1984

1. Project Description

Mahendra Bhawan is a Nepali-medium boarding school for girls, having 1,000 students in classes 1-10. Two hundred girls are boarders.

The UMN has been seconding workers to the school and the hostel, and also assist in the giving of scholarships and finding of sponsors.

2. Objectives

The UMN plans to continue its efforts in assisting Mahendra Bhawan's program through seconding workers to the hostel and giving of scholarships. It is no longer possible to second teachers.

3. Activities

We hope to be able to maintain one hostel worker and one school nurse as UMN Board Appointees seconded to the school in 1984. Assistance will be given to up to 15 girls in the form of full scholarship support (boarding and tuition); the administration of this will be handled through the S.F.A.F. and a school-appointed teacher.

UMN will continue to send a representative to the Management Committee as long as requested to do so.

4. Planned Evaluation and Research

Each UMN worker in the school will be interviewed annually and this will contribute to an informal evaluation of UMN's contribution to the school. Efforts will be continued to trace scholarship recipients and to evaluate the value of the scholarship help given.

5. Personnel

UMN posts in the school will be: 1 hostel worker
1 school nurse

GORKHA SCHOOLS (SECONDED TEACHERS)

Plans for 1984

1. Project Description

The UMN will continue to recruit teachers to second to schools in the Gorkha District in keeping with Education Board policies on secondment of teachers. Their work will be concentrated in areas where UMN has a commitment to help, or where the community has shown a willingness to work together for the all-round development of the education of its people.

Teachers will be encouraged to spend time in non-formal education wherever opportunities present themselves.

2. Objectives

In 1984 the project will help by seconding teachers to Ahal Bhanjyang High School (Thalajung Panchayat), Makaising High School, and Namjung High School.

The work in Namjung is planned to begin in December 1983 and permission is still being sought. During 1984 this new work will concentrate on finding its feet and its particular areas of service.

In each place UMN workers are involved in both formal and non-formal education activities as far as opportunities allow. A teacher has also been seconded half-time to the Community Health Team in Okhaldhunga, and will continue to work in both formal (English teaching) and non-formal (health-related activities) areas in 1984.

3. Activities

It is planned to use Makaising as a base from which to send two workers to Namjung (4 hours walk north). This will leave two teachers in Makaising, and the two who go to Namjung will each be part-time in non-formal education work in literacy, craft and other programs that may become possible. Final permission for this is still awaited from HMG/N.

In Thalajung Panchayat we plan to maintain one fulltime school teacher and one fulltime non-formal worker (seconded to Gorkha CHP). The non-formal work will probably include literacy, home crafts, silk-worm production, and other areas as opportunity arises. The subjects taught in school will be Science, Maths, Health and English.

4. Planned Evaluation/Research

No formal plans for evaluation or research have been made for 1984, but in particular the non-formal education work is constantly under review and development by the workers in the field and by other resource and interested persons. In addition the annual interview of each worker affords an opportunity for evaluation.

5. Personnel

There are eight posts for teachers approved in Gorkha District. The type of teacher is not defined for each post, nor is the exact location. Where the location and subject is known, it is shown in brackets. In addition to these E.B. posts one worker is seconded fulltime to Gorkha CHP, and one is seconded half-time to Okhaldhunga CHP.

Teacher (Makaising, Science)

Teacher (Makaising, Maths)

Teacher (Namjung, Maths part-time)

Teacher (Namjung, Science part-time)

Teacher (Ahal Bhanjyang, Maths)

* Teacher

GORKHA DISTRICT (SECONDED TEACHERS)

BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget for 1984	Inc/Dec over 1983
Receipts:				
Budget allocation	4,561	8,160	10,700	+ 2,540
PCS, Gorkha Dist.	36,000	45,000	54,000	+ 9,000
	<u>40,561</u>	<u>53,160</u>	<u>64,700</u>	<u>+ 11,540</u>

Payments:

PCS, Gorkha Dist.	36,000	45,000	54,000	+ 9,000
Mail bag	2,326	5,500	6,000	+ 500
Rent	240	1,200	2,500	+ 1,300
Maintenance	1,228	500	1,000	+ 500
Water carrying	767	960	1,200	+ 240
	<u>40,561</u>	<u>53,160</u>	<u>64,700</u>	<u>+ 11,540</u>

Notes:

- * The PCS figure in this budget is for 6 Board Appointee teachers, the number in the whole of Gorkha District.
- * The remainder of the budget is for the teachers in Makaising, High School only, the remainder being served through existing projects

CAPITAL BUDGET FOR 1984

House renovations and furniture 10,000

POKHARA EDUCATION PROJECT

Plans for 1984

1. Project Description

The UMN's involvement has mainly been in the Gandaki Boarding School, GAMV (previously called the Pokhara Boys' Boarding School) since 1965, where the aim is to provide good quality all-round education up to SLC level to boys from all over the Western Development Region. Involvement in nearby village high schools and the local college campus has also begun, with the aim of upgrading the standard of teaching in certain subjects. The proposal by HMG to make GAMV a Regional School with significant UMN involvement may change the situation quite drastically.

2. Objectives

- To give personnel who can, in hostel or in school, educate and care for the students in the spirit of Jesus Christ
- To support the school administration by supplying specialist teachers in English, Maths and Science
- To provide through the scholarship program in GAMV opportunity for high school education to boys from poor families and remote areas of the Western Region
- To give personnel to help in Teacher Training at the Prithvi Narayan Campus, Pokhara

3. Activities (continuing through 1984)

- Hostel involvement in GAMV
- Scholarship program in GAMV
- Specialist teachers in GAMV and village school
- Teacher training assistance in the PN campus

4. Evaluation

The Scholarship Officer will undertake a continuing analysis of the academic performance of boys studying at GAMV under the UMN scholarship program.

An evaluation of the 1984 program will be done at the February 1985 Education Board meeting. In addition, an informal evaluation of the project, among other things, will take place during the annual interview of each worker.

UMN will pursue discussions with HMG to find out the viability of our involvement in an English medium Regional School in GAMV.

5. Personnel

* Administrative Advisor/Teacher, GAMV	filled (½ year)
Scholarship Officer (part-time), GAMV	"
* English Teacher, GAMV	vacant
Maths/Science Teacher, GAMV	filled
Hostel Parent, GAMV	"
* Hostel Parent/Maintenance, GAMV	" (½ year)
* Teacher, Kaski District	vacant
Teacher, Kaski District	filled
Teacher Trainer	"
Teacher (Nepalising, Science)	Teacher (Ahal Bhanjyang, Maths)
Teacher (Nepalising, Maths)	Teacher
Teacher (Nepalising, Maths part-time)	
Teacher (Nepalising, Science part-time)	

POKHARA AREA SERVICES

BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget for 1984	Inc/Dec over 1983
Receipts:				
Budget allocation		98,000	122,650	+ 24,650
PCS	76,308	77,800	53,300	- 24,500
Allocations from other programs	13,695			
	90,003	175,800	175,950	+ 150

Payments:				
PCS	76,308	77,800	53,300	- 24,500
Administration	5,584	4,000	7,500	+ 3,500
Mailbag	6,180	6,500	10,000	+ 3,500
Repairs	9,435	8,000	9,200	+ 1,200
Travel and transport	1,371	1,500	1,750	+ 250
Rent	82,022	76,200	89,600	+ 13,400
Water	631	1,800	4,600	+ 2,800
	181,531	175,800	175,950	+ 150

Notes:

Mailbag - Estimated increased cost due to expected changes in the system.

Guestrooms - Rent included in rent budget. Costs included in Administration.

GUESTHOUSE

Budget 1984

Receipts:

Income from guests

15,000

Payments:

Various expenses, incl. rent

15,000

JUMLA PROJECT

Plans for 1984

1. Project Description

The Project was initiated by an approach from HMG/N to assist the development of the Karnali Technical School located in Jumla as a service to the Karnali Zone. The school is to provide technical education to selected students from each of the five districts of the Karnali Zone who have completed a basic education of at least 7th grade.

The trades provided in KTS would equip students in 3 years of practical classroom training plus one year of in-service training to serve their community in areas of health, agriculture and as building supervisors. A fourth stream of primary education training may be added.

In addition to the KTS the Jumla Project has accepted responsibility in certain areas of community development - in particular areas of local primary school teaching, forestation, community health, village agriculture extension, and other development projects, eg drinking water, sanitation etc.

The Project has been operating in some of these above areas, mainly KTS, since May 1980.

2. Objectives

- a) To continue to develop the KTS to the point where HMG takes on increasing responsibility for its running program and expenses.
- b) To bring more emphasis and effort to other aspects of the program, apart from the school, by closer integration with and increased service to the local people and their needs.

3. Activitiesa) Building Construction Program

This is basically to provide buildings and furniture for the KTS. In doing this it also provides a considerable amount of job opportunities at various levels, and thereby a large inflow of finance into the local community and the development of building skills for those working on the site.

Buildings planned to be built in 1984 are in the following priority:

- i. Trade workshop building
- ii. 1 staff/hostel residence
- iii. 1 staff house or staff dining room

It is possible that some of the work planned for 1983 may need to carry over into 1984. Furniture will be needed to equip these buildings.

b) Karnali Technical School

It should be noted that this is a government school where the recurring budget is provided by HMG. There should be between 90-100 students during 1983. Of these it is planned to graduate 18 agriculture and 15 construction trainees, who will commence their in-service training.

- i. In 1984 it is planned to increase enrollment to 130 students, which includes the students doing in-service training.
- ii. Course material development will continue and teaching materials provided.
- iii. It is planned to send 3 Nepali staff for further training.
- iv. It is possible that if it can be finalized, the Teacher Training for primary teachers will begin as the fourth trade.

c) Teacher Secondment to Village Schools

- i. To continue secondment to the Primary/Lower Secondary School in Boragaon
- ii. To place another teacher in a nearby primary school. These schools may help to give practical opportunities for trainees in the teacher training program planned

d) Community Health Program

- i. To continue MCH clinics in association with HMG/Family Planning office
- ii. To continue the contact with the local doctor, Red Cross Program, and other health activities in Jumla, in order to lend support and assistance where possible and to maintain good relationships in order to facilitate the KTS students participating in these programs for part of their practical training

In conjunction with the students' practical training:

- iii. To complete DPT immunisation in one new panchayat
- iv. To continue with school health program commenced in 1983
- v. To conduct TB case finding, treatment and follow-up in the Jumla bazaar and nearby surroundings, in conjunction with the local medical officer

e) Reforestation

- i. The first two or three months of 1984 will be spent mainly in making an inventory of the local forest area. From the inventory and measurement work involved in that, a management plan will be developed for submission to the Forest Office, which should give more freedom to act without constantly seeking permits.
- ii. From March onwards, seed planting and nursery management will take more and more time. It is hoped to plant sufficient seeds to produce about 10,000 plants at the end of the nursery process (about 3 years). Seeds have not yet been collected, but will probably include cedar, spruce, pine and possibly fir.

f) Agriculture Extension

- i. It is planned to help students who have completed their 3 years training in Agriculture, and will be involved in actual work situations for their in-service training. While these students will be administratively under the local agricultural office it is hoped they can be given further supervision and guidance in their work program.
- ii. It is planned that some extension work will be possible in nearby villages and further afield as time permits to help understand and assist them in their agricultural needs.

g) Community Development

- i. This will be done largely through programs of -
 - *teacher secondment
 - *community health
 - *reforestation
 - *agricultural extension
- ii. There will be further development in the drying and processing of apples and other local fruits.
- iii. To seek, in the villages, ways to assist through improving drinking water systems, sanitation, literacy etc. to improve village life.
- iv. To find other ways to build relationships with local people to discover other community needs in which we may become involved.

4. Evaluation and Research

According to the 1983 plans, the first Education Board meeting in 1984 will evaluate the long term and annual plans. It is necessary to look carefully into the current stages of the project in 1983 at the JPPC meetings, in preparation for any necessary changes or emphasis in the long term plans of the project.

5. Personnel

Project Director
Business Manager
Co-Principal
Building Trade Instructor x 2
Agricultural Trade Instructor
Health Trade Instructor
Teacher Training Instructors x 2 (subject to HMG permission)
Construction Co-Ordinator/Director
Supervisors - mill
 site
 electrical
Community Medicine Co-Ordinator
MCH Nurse
Agricultural Extension Worker
Forester
Librarian
Local School Teachers x 2

JUMLA PROJECT
BUDGET 1984

Project Description	Program budget 1981-85	Cumulative budget to 14.1.83	Cumulative actuals to 14.1.83	Approved budget 1983	Budget for 1984
Receipts:					
Survey & Planning	47,000	47,000	47,000		
Stage I	1,200,000	935,700	1,101,651		
Stage II	16,156,700	7,058,900	5,839,284	3,990,000	2,722,120
CH activities	112,600	112,600	112,616		
Educ.work in local schools	162,300	113,100	81,138		
Reforestation	200,000*			10,000	50,000
Nepali salaries	39,400	14,700	14,720	24,700	
Community development	250,000	50,000	25,000	100,000	40,000
Materials development	200,000	100,000	103,605		100,000
PCS		480,100	441,441	380,200	370,392
	<u>18,368,000</u>	<u>8,912,100</u>	<u>7,766,455</u>	<u>4,504,900</u>	<u>3,282,512</u>
Expenditures:					
Survey & Planning	47,000	47,000	47,000		
Stage I	1,200,000	1,000,000	1,079,330	200,000	
Stage II					
Staff/house hostel - 12	3,093,600	1,289,000	1,530,107	500,000	300,000
Staff house 4u	531,200				150,000
Principal's house	159,900				
Service workers 10u	341,300	68,260			150,000
Dining room 5u	790,600	158,120	304,910	250,000	
Food store	87,400		557	100,000	
Admin/class building	1,060,400	660,400	868,971	400,000	
Trade workshop	389,500			389,500	
Multi-purpose building	230,700				
Plumbing, water, elec.	1,002,700	401,080	185,988	200,000	200,000
Furniture	1,002,700	401,080	112,637	200,000	200,000
Equipment	1,671,200	668,480	65,348	500,000	
Final Project Survey	100,000				
Site development	1,002,700	401,080	350,591	250,000	200,000
School farm	750,000	550,000	649,487	200,000	
Initial school supp/libr.	500,000	200,000	241,393	150,000	75,000
Training Nepali staff	700,000			220,000	200,000
Rent temporary facilities	100,000	75,000	86,816	25,000	
Contingencies	2,642,800	1,057,120			1,057,120
Teacher Training			3,200		100,000
Educ.work in local schools	162,300	41,700	10,284	4,300	50,000
CH activities	112,600	40,800	20,899	20,000	30,000
Reforestation	200,000*			10,000	50,000
Ag. Extension					
Nepali salaries	39,400	14,700	14,720	24,700	
Community development	250,000	61,500	17,010	100,000	50,000
Materials development	200,000	50,000	55,126	50,000	100,000
PCS		480,100	441,441	380,200	370,392
(*Budget 1984-86)	<u>17,121,000</u>	<u>6,618,420</u>	<u>4,959,485</u>	<u>3,973,700</u>	<u>3,282,512</u>
FINAL TOTALS	<u>18,368,000</u>	<u>7,665,420</u>	<u>6,085,815</u>	<u>4,173,700</u>	<u>3,282,512</u>

AREA BUDGET

Receipts:	127,500	140,000
Payments:		
Rent, maintenance, furniture, mail, misc.	127,500	140,000

APPENDIX 9

TRAINING & SCHOLARSHIP PROGRAM

Plans for 1984

1. Program Description

The Training & Scholarship Committee grants scholarships to the young people coming from far and wide in Nepal who have no means of continuing their education on their own. Special preference is given to orphans, girls, disabled and minority social groups.

In-service training opportunity also is given to UMN employees under its Nepalisation process to upgrade their work in the hospitals and projects hence enhancing the spirit of Nepali leadership in the UMN.

The funds are administered by the Training & Scholarship Committee.

2. Objectives

The objectives of the TSC will be to give maximum number of training opportunities to the UMN employees working in the hospitals, projects and institutions and make them useful to take leadership positions in the UMN projects and related projects.

The second objective is to give educational opportunity to young people in various fields of education according to the country's need and give them maximum benefit while they pursue their studies in the educational institution like library facilities, counselling etc.

More funds will be sought to meet the growing demands of the in-service requests from the projects.

3. Activities

During the first half of 1984 there will be at least one selection meeting and 25-30 students will be given scholarship help for leadership development. A considerable number of scholarships will be given to the employees of the UMN projects and UMN related institutions.

40-50 students are expected to graduate in 1984 with certificates and degrees. A student library will be kept in the TSC office to meet the needs of library facilities for the students under scholarship.

The TSC Administrator will visit the UMN projects to assist the projects in processing the in-service applications before they forward them for approval.

4. Evaluation

Evaluation work on the students who have received scholarships in the past years will be continued on a wide range of students both in-service and general. The responses from the students so far has been both encouraging and interesting.

5. Personnel/Training

Training for our office staff will be made available in library administration by the UMN Consultant Librarian.

BUDGET FOR 1984

	Actuals 11mths. 1982	Approved 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
General Program	394,930)	450,000	556,750	+ 106,750
In-service Program	262,209)			
	657,139	450,000	556,750	+ 106,750
Payments:				
General Program	252,639)		200,000)	
In-service Program	398,119)	500,000	280,000)	-
Salaries	26,777	29,950	35,450	+ 5,500
Administration	2,079	3,500	3,500	
Miscellaneous	8,176	10,000	10,000	
Rent	3,000	5,100	5,800	+ 700
Travel	1,327	1,500	1,500	
Utilities	227	400	300	- 100
Repairs and maintenance	98	200	200	
	692,442	550,650	556,750	+ 6,100

STUDENT FINANCIAL ASSISTANCE FUND

Plans for 1984

1. Project Description

This fund exists to enable poor students who would otherwise be unable to attend school to receive an education. Students are selected firstly according to financial need, but also according to their ability, the remoteness of their home, and their social status - with preference going to those from disadvantaged groups. Students may attend a school which UMN personnel are serving, or one with UMN personnel near enough to exercise some oversight.

2. Objectives

The objectives of the fund will continue in 1984 to be to make education and training available as outlined above, with a continually growing emphasis on scholarship aid for poor students at day schools where UMN personnel can exercise some oversight.

3. Activities

The fund is administered by the Education Secretary with part-time book-keeping help. During 1984 about 80 boys at GAMV Pokhara, and about 12 girls at Mahendra Bhawan Kathmandu will be helped with full or partial scholarships as before. Students studying in day schools in Lapsibot, Makaising, Lamagara, Tansen, Butwal, Kathmandu, Pokhara and other places will also be aided. The number of students to be helped will depend on the funds available, and on whether they are boarding or day scholars.

4. Evaluation and Research

Research into new areas in which we can help and new ways in which we can help, continues through UMN personnel and at the Education Board. During 1984 the results coming in from the evaluation questionnaires will be analysed and a report given when the analysis is complete.

5. Personnel

No fulltime worker, expatriate or Nepali, is employed in this program.

BUDGET FOR 1984

	<u>Actuals</u> <u>1982</u>	<u>Approved</u> <u>budget 1983</u>	<u>Budget</u> <u>1984</u>	<u>Inc/Dec</u> <u>over 1983</u>
Receipts:				
Opening balance	127,180			
General Fund	446,983	500,000	765,000	+265,000
Action in Dist.	12,101	10,000	7,500	- 2,500
	<u>586,264</u>	<u>510,000</u>	<u>772,500</u>	<u>+262,500</u>
Payments:				
Mahendra Bhawan	24,662	25,000	70,000(1)	+ 45,000
GAMV Pokhara	411,609	450,000	650,000(2)	+200,000
Gorkha School	18,247	10,000	25,000	+ 15,000
Action in Dist.	10,069	10,000	7,500	- 2,500
Others	15,454	15,000	20,000	+ 5,000
Miscellaneous	5,561			
Balance	100,662			
	<u>586,264</u>	<u>510,000</u>	<u>772,500</u>	<u>+262,500</u>

Notes:

- (1) Increased from 30,000 in the light of 1983 experience
 (2) Increased from 550,000 in the light of 1983 experience

APPENDIX 11

LANGUAGE AND ORIENTATION PROGRAM

Plans for 1984

1. Description

The Language & Orientation Program (LOP) provides an initial 5 months intensive course to almost all new workers, including 3 or 4 weeks village stay in Nepali homes. This is followed up by a period of half-time study at work station and quarter time study for 2nd year.

Examinations and facilities for brief periods of fulltime advanced study and 'refresher' studies round out the program and make it more flexible to meet individual and varying needs of UMN.

2. Objectives

- a) Continue to provide 5 months intensive language and orientation courses to two groups of about 30 new workers, and follow-up language instruction, examinations, materials etc throughout UMN projects as needed.
- b) Continue multiplying new ideas and skills from the Principal.
- c) Increase the frequency of project visits by the Principal.
- d) Work on producing advanced teaching materials.
- e) Strengthen and diversify services to the workers in projects.

3. Activities

- a) Two LOP terms
- b) Services to the advanced students in projects and at the Language Center
- c) Staff recruitment and development
- d) LAMP program including its final evaluation

4. Evaluation/Research

At its spring '84 meeting the missionwide Language Committee will evaluate the performance and policies of the LOP during 1983 in the light of its long term and annual plans. The first Education Board meeting in 1984 will make a similar evaluation. This will be based primarily on information gathered through an existing system of evaluation which has three components:

- a) General - learners' questionnaires and comments regarding the program as a whole and about the orientation component
- b) Tutors - evaluations of the tutors by learners and supervisory personnel
- c) Learners - examinations at the First and Second Levels

In addition, an informal evaluation of the program, among other things, will take place during the annual interview of each worker posted to LOP.

5. Personnel

Up to 22 fulltime teachers to serve at the Language Center, various projects, and in the LAMP program.

Others: 1 Secretary
1 Chowkidar

LANGUAGE & ORIENTATION PROGRAM

BUDGET FOR 1984

3. Activities

During the past year the program has given assistance to students

workers in various projects. The program has been working hard for the production of materials for use in story form, for use in the classroom, and for use in the field. It is expected that further materials will be produced in the near future.

Receipts:

	Actuals for 1982	Approved budget 1983	Estimate for 1983	Proposed budget 1984	Inc/Dec over 1983
Regular fees	314,880	469,400	469,400	428,000	- 41,400
LAMP fees	36,870	55,200	55,200	69,000	+ 13,800
Book sales	4,211	6,000	6,000	10,000	+ 4,000
Misc/administration	80,516	2,000	2,000	2,000	
Grants from projects				25,000	+ 25,000
Personnel Contr. Services	23,600	24,000	24,000		- 24,000
	460,077	556,600	556,600	534,000	- 22,600

Payments:

Salaries/allowances	319,039	386,000	386,000	430,000	+ 44,000
PCS	23,600	24,000	24,000		- 24,000
Utilities	1,376	4,000	4,000	4,000	
Materials	16,527	26,400	26,400	20,000	- 6,400
Rent	39,021	38,000	38,000	40,000	+ 2,000
Maintenance & repairs	3,578	2,000	2,000	5,000	+ 3,000
Travel	9,713	16,000	16,000	15,000	- 1,000
LAMP expenses	111,719	55,200	55,200	15,000	- 40,200
Miscellaneous	9,851	5,000	5,000	5,000	
	534,424	556,600	556,600	534,000	- 22,600

Deficit 1982

74,347

Notes:

1. The number of tutors for LOPC, LAMP and Patan Hospital has been brought down to 16 on the assumption that at least 5 tutors will be fully busy in the other projects all the year round.
2. The number of new students at LOPC and LAMP is budgeted at 60 a year, and fewer have come so the income has been less.
3. Salary for 1984 has been increased by about 15% on the 1983 salary.
4. Fees are increased to: Rs.32/- for single lesson, Rs.21/- for group lesson.
5. Fees for 5-month course: Rs.6,900/- (Rs.5,200/- in 1983)

CAPITAL FUND BUDGET FOR 1984

Reference books	5,000
Electric heaters	2,000
	7,000

APPENDIX 11

EDUCATION SERVICE OFFICE

Plans for 1984

1) CULTURE RESOURCE PROGRAM

1. Program Description

The Culture Resource Worker is to serve as a resource person to UMN personnel or projects on the subject of Nepali culture. This may be by means of correspondence, personal inter-action and discussion, seminars and workshops, guidance in a study of special interest, or extended research on specific topics for a project. Since the program is meant to be a resource, UMN personnel and projects can utilize it at their own discretion.

2. Objectives, Activities, Evaluation & Research

The Culture Resource Workers plans:

- a) To continue to contribute to the cultural component of the Orientation Program within the LOP
- B)
 - i. To locate two groups that are able to work on deepening their cultural awareness and relevance
 - ii. To develop means for working on specific areas of cultural awareness and relevance with those specific groups
 - iii. To implement those means with at least one of the two groups
 - iv. To have begun to evaluate that experience
- c)
 - i. To locate one project that desires a specific research project carried out
 - ii. To have begun to work out the details of the research with the project
- d) To co-labour with the RDC (EDB) in its effort to begin to make a Nepali Sociologist an integral and effective part of its staff
- e) To continue to build up the Culture Library

3. Personnel

1 Culture Resource Worker

2) MATERIALS DEVELOPMENT PROGRAM

1. Program Description

The Program Coordinator will seek to coordinate the work of others in various fields in the mission in Materials Development. An office will serve as a center for production of material and distribution to workers. The Coordinator may also be able to write material in his or her special field, and will encourage others involved in education of any sort to write material for use on a wider scale. Where material is suitable for use by HMG in their own programs, the UMN will fund only the first production and will hand over the material to HMG for further production.

2. Objectives

The program will cooperate with HMG and the UMN projects in preparing materials for use in both formal and non-formal education. There will probably be an increasing emphasis on materials for non-formal education.

3. Activities

During the past year the program has given assistance to education workers in various projects in supplying advice and materials. Work is in hand for the production of a book of simply-presented development material in story form, for use as a post-literacy reader. In the coming year it is expected that further materials of this kind will be produced, as well as taped Nepali scripts for filmstrips for use in agricultural extension work. There are also plans to obtain and produce more children's literature in Nepali.

4. Planned Evaluation and Research

The work will be evaluated by those who use the materials produced, and their reactions will be noted and used in future developments. In addition, the program will be evaluated by the Education Board and during the annual interview with each worker involved in the project.

5. Personnel

1 Materials Development Coordinator

3) NON-FORMAL EDUCATION

1. Program Description

The program supports the work of those in teaching/learning situations in other UMN projects and programs by working with them to develop non-formal education ideas and methods appropriate to their situation, and to help in the adoption of these to improve the effectiveness of their work.

2. Objectives

In 1984 the main objectives will be:

- To further develop the resources in functional literacy programs and help those who use these throughout the mission.
- To work on more basic questions of non-formal education, to visit projects and learn from them, and to begin to develop resources that will help all our projects.

3. Activities

- Visiting projects for direct personal contact and for gaining experience and discovering opportunities.
- Identifying and developing ideas and methods in the non-formal approach to education which are appropriate to UMN programs.
- Encouraging the adoption of these ideas where possible.
- Providing workshops in Kathmandu and elsewhere as feasible.
- Encouraging non-formal education workers to develop teaching materials and aids of their own.
- Supplying teaching aids and materials which are unavailable in projects (as the budget permits).
- Coordinating the exchange of information between people of similar interest and concerns within UMN relating to non-formal education.
- Establishing contacts with people within non-UMN organizations who are working in non-formal education.
- Being personally involved to a limited extent in non-formal teaching.

4. Evaluation

There will be no formal evaluation in 1984 with new workers still settling in, but evaluation by feedback and discussion will be a continuous part of the work. The work will also be evaluated in the first E.B. meeting of each year as well as in the annual interview with workers.

5. Personnel

1 Non-Formal Education Specialist

4) CONSULTANT LIBRARIAN

1. Project Description

The Consultant Librarian will be available to help any UMN or UMN-related library that requests help. Visits may be arranged to these libraries in order to advise or train. Through this service it is hoped to facilitate the use of libraries and to keep an effective channel of communication open so that library and book needs can be adequately met.

2. Objectives

The primary objectives will be:

- a) Acquisition of library materials
- b) Organization of library materials
- c) Preservation of library materials
- d) Distribution of library materials
- e) Training of others in library skills

3. Activities

The major activities of the Consultant Librarian in 1984 will be:

- a) Maintaining contact with book aid sources and churches overseas which send free books and journals
- b) Distributing the abovementioned materials to various libraries and projects, both within and outside the UMN projects
- c) Responding to requests for help and information from libraries and other UMN projects
- d) Providing classification schedules for use in UMN libraries
- e) Completing the translation of a second child's book for school and library use
- f) Facilitating the changeover as a new librarian takes over from the present worker

4. Planned Evaluation

Continued contact with the libraries served will provide a useful means of evaluation. At the first Education Board meeting each year there will be a discussion of the preceeding years work in light of the project's long-term and annual plans. In addition an informal evaluation of the project will take place during the annual interview of the Consultant Librarian.

5. Personnel

1 Consultant Librarian

EDUCATION SERVICE OFFICE

GENERAL FUND BUDGET FOR 1984

Project Description	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
Charges for work done	345	2,000	-	2,000
Budget allocation	56,809	74,600	71,500	- 3,100
Pers. Contr. Services	78,600	78,600	96,600	+ 18,000
	<u>135,754</u>	<u>155,200</u>	<u>168,100</u>	<u>+ 12,900</u>
Payments:				
Salaries	22,606	32,100	32,800	+ 700
PCS	78,600	78,600	96,600	+ 18,000
Rent	15,234	13,500	12,700	- 800
Maintenance	900	3,000	2,000	- 1,000
Office supplies & services	8,014	11,000	9,000	- 2,000
Travel	9,927	12,000	10,000	- 2,000
Workshops (nfe)	473	5,000	5,000	-
	<u>135,754</u>	<u>155,200</u>	<u>168,100</u>	<u>+ 12,900</u>

Notes:

1. This budget is made for 6 Board Appointees and 2 fulltime and 2 part-time employees: typist and NFE worker fulltime, and helper and material development writer part-time.
2. This budget does not include the program funded CRW budget, which is found under the program-funded section separately.

CAPITAL BUDGET FOR 1984

Project Description	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
Payments:				
Material Development (re-designated for "general")			43,332	
Furniture: desk, chair, bookshelves			2,000	
Fans			2,000	
Filing cabinet			2,000	
			<u>49,332</u>	

Notes:

1. Rent: The present lease is valid until 31 May 1985 at Rs. 3,900 per month. We get refund on this from Communications Comm. 200
Also BA rent allowance for couple 1,050
2. PCS is calculated for two board appointees
3. Salaries are calculated for a maximum of 3 staff, one of whom is part-time

EDUCATION SERVICE OFFICE GENERAL FUND BUDGET FOR 1984 ESO PROGRAM FUND BUDGETS FOR 1984

	Total	1983 6 mos.	1984 6 mos.	1984/5	1985/6	1986/7
1) CULTURE RESOURCE PROGRAM						
Receipts:						
Donor	130,700	18,200	13,750	25,750	34,500	38,500
Payments:						
Recurring						
Office supplies	12,950	1,200	1,500	3,125	3,375	3,750
Office rent	16,000	1,500	1,750	3,750	4,250	4,750
Travel	20,000	1,500	2,250	5,000	6,000	5,250
Field work	* 35,500		2,500	6,000	12,000	15,000
Capital						
Resource materials -						
Work	14,000	1,500	1,500	3,250	3,750	4,000
Culture Library	11,000	1,500	1,250	2,500	2,750	3,000
Furniture -						
Typewriter	10,000	10,000				
Bookshelves	2,000		2,000			
Contingencies -						
Miscellaneous	* 9,250	1,000	1,000	2,125	2,375	2,750
	130,700	18,200	13,750	25,750	34,500	38,500

Notes:

2) LANGUAGE CONSULTANT PROGRAM

Receipts:					
Donor	92,000	20,000	42,000	17,000	13,000
Payments:					
Reference materials	7,000	2,000	3,000	1,000	1,000
Overseas travel (India, Bangkok, Singapore)	30,000	8,000	14,000	6,000	2,000
R & D innovative programs	50,000	5,000	25,000	10,000	10,000
Filing system	5,000	5,000			
	92,000	20,000	42,000	17,000	13,000

APPENDIX 13

CHILDREN'S HOSTEL

Plans for 1984

1. Project Description

The Children's Hostel is located in Patan. It is run by an expatriate couple who seek to provide a family atmosphere. It is able to house 4 boys and 4 girls.

2. Objectives

It is the objective of the hostel to provide housing and a "home away from home" for children of UMN workers who are posted outside the Kathmandu Valley but want their children to go to school in Kathmandu.

3. Activities

Existing facilities will be maintained with the three staff employed in the garden and house. Activities within the hostel will continue according to the best judgement of the hostel parents as they care for the boys and girls in residence. Expected children in residence: 2 boys and 2 girls, with the possibility of one extra boy and girl. At present no children are expected from mid-June through August, so the hostel parents are considering a mid-term holiday at that time.

4. Evaluation and Research

Evaluation continues through regular committee meetings and through contact with the parents, as well as the annual interview with the hostel parents. Research into future needs for the hostel is an essential and ongoing process.

5. Personnel

2 hostel parents

BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
Fees	51,276	43,000	48,000	+ 5,000
Gifts	9,853	47,000	44,000	- 3,000
Pers. Contr. Services	8,400	13,600	13,600	
	69,529	103,600	105,600	+ 2,000
Payments:				
Salaries	16,999	19,500	21,500	+ 2,000
PCS	8,400	13,600	13,600	
Food	20,874	25,000	25,000	
Household	1,696	3,000	3,000	
Utilities	6,718	10,000	10,000	
Maintenance	2,195	3,000	3,000	
Transportation	267	500		
Rent	24,475	27,000	27,000	
Miscellaneous	496	2,000	2,000	
	82,120	103,600	105,600	+ 2,000

Notes:

- Rent: The present lease is valid until 31 May 1985 at Rs.3,500 per month
We get refund on this from Communications Comm. 200 " "
Also BA rent allowance for couple 1,050 " "
- PCS is calculated for two Board Appointees
- Salaries are calculated for a maximum of 3 staff, one of whom is part-time

UMN BUSINESS SCHOOL

Plans for 1984

1. Program Description

The program consists of a secretarial science course comprised of the following subjects: shorthand (Forkner method particularly suited to those whose mother-tongue is not English); typing, English grammar/oral/spelling/vocabulary, general office procedures/practices (consisting of filing, business office forms/systems, business office equipment such as telephone, telex, typewriter, duplicating and photocopying machines, introduction to book-keeping, personal deportment and office behaviour etc.).

The first two courses were delivered in 5-month periods, but it is strongly recommended that the course be lengthened to 7 months to enable more concentration on English.

2. Objectives

To continue to provide quality training in the area of secretarial science for the Nepalese. Applicants for the course should possess at least a 2nd division SLC and a good basic knowledge of the English language. The course entrance requirement in the English Aptitude Test given each applicant must be a minimum of 70%.

The course should be available to both UMN staff and the public-at-large. Thus it can provide the Mission with its secretarial needs as well as those of the outside business community. Those students unable to maintain the necessary standard in shorthand transcription could be channelled into a clerk/typist course.

3. Activities

The 1984 course schedule suggested is as follows (New course duration - 7 months):

- a) First class to commence on February 1, 1984 and terminate on August 31.

Personnel vacation plus subsequent course preparation and new student recruitment suggested during period from August 31 to October 15, 1984.

- b) Second class to commence on October 15, 1984 and terminate on April 15, 1985.

The above is assuming the Mission has success in recruiting replacement of present expatriate staff.

4. Planned Evaluation/Research

The program director should plan and affect a market study of the future secretarial needs of the Mission and the community at large around mid-1984. This will assist in determining whether or not the program should continue its service in the training of secretaries, or re-structure/re-direct its activities into some other area of business training.

The school should consider assuming the responsibility of a separate course for teaching English. This could service the Mission's needs in preparing Nepali staff who are considered for special seminar or out-of-country courses where the medium of communication would be in English. It is suggested that this course be made available to the public as well. The English teacher mentioned could also be the instructor of this course.

5. Personnel/Training

Balbhadra Singh Pradhan, a very successful graduate of the first secretarial science class, was hired as a teacher's aid for the second class of students. The purpose of this was to ease the workload of the present staff but more importantly for him to be available to orientate incoming replacement personnel.

This was a short-term decision and one that was immediately at hand. Balbhadra was available due to his university course not beginning until March of 1983.

For the ongoing function of the present program the following personnel will be required:

- a) 1 teacher for commercial subjects
- b) 1 teacher for English, whose duties may also include those of program co-ordinator

BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
Fees, gifts and scholarships	25,775	29,700	35,200	+ 5,500
Personnel Contr. Services	42,000	47,000	47,000	-
	67,775	76,700	82,200	+ 5,500
Payments:				
Personnel Contr. Services	42,000	47,000	47,000	-
Rent	10,000	12,000	12,000	-
Utilities (water, telephone, etc)	1,128	1,120	1,300	+ 180
Printing & stationery	451	560	700	+ 140
Training supplies	3,897	3,360	4,000	+ 640
Advertising	-	1,350	1,500	+ 150
Repairs & maintenance of equipt.	2,157	5,880	7,000	+ 1,120
Insurance	-	560	700	+ 140
Postage	-	340	300	- 40
Security and cleaning	3,997	4,025	4,600	+ 575
Miscellaneous	1,416	2,700	3,100	+ 400
	65,846	78,895	82,200	+ 3,305

HEALTH SERVICES BOARD

Plans and Budgets January - July 1984

Following the priorities and direction set out in the HSB Long Term Plan Document, the annual plans for 1983 represent a conscious effort of each program to express in practical terms how the program wants to work towards fulfilment of its stated objectives.

The desire for continuity in implementation on one side, and the need for flexibility in responding to new insights and challenges as well as to people and communities at local district and central level, together make up the context within which each program seeks to find their way.

Participation in the joint management of the now fully open but not yet completed Patan Hospital continues to present challenges as the daily reality of working alongside government officials and employees and building project personnel gives concrete expression to UMNs stated desire to work in an integrated way. Negotiations for renewal of agreement for UMNs ongoing participation in Patan Hospital, now operating under an interim extension, will hopefully be successfully completed by mid-Jan. 1984.

Integration of UMNs Community Primary Health Care Program (CPHCP) in Lalitpur with HMG Primary Care Services in Lalitpur under a board to encompass both the Hospital and Primary Health Care has proved to be not feasible. Therefore mechanisms for the integration of these functions is being sought at District rather than Central level.

The decentralization act of HMG/N seems to be going to have significance for the operation and structure and agreements for the health programs at district level. As yet its implications are not clearly set out. Meanwhile the Community Health Program and Community Development Assistance Program (CDAP) seek to find their way in the uncertainty.

CDAP Lalitpur continues to supply annual plans to the Lalitpur District Panchayat for inclusion in the total district plans. There are signs that other programs may be required to work in this way too, and this may be one of the very positive outcomes of decentralization.

Negotiations for the renewed UMN Health Projects Agreement entered a new stage as UMN seeks to modify the present draft to include more detail of the development related activities so as to facilitate obtaining central agreement for these.

A beginning has been made with the formation and functioning of Planning and Management Committees (PMC) for each project/program. It is hoped that the advent of these PMCs will give each project a more effective mechanism for planning and coming to grips with problems. Okhaldhunga Project has shown the way in forming a PMC for the joint management of the Dispensary (Hospital) and Community Health Program.

The plans and budgets reflect the ongoing planning for inclusion of urban primary health care into the activities of Lalitpur CPHCP and of the development of the Dental Health Program, but they do not yet reflect the proposed development of Psychiatric Health Care.

Apart from the recognized UMN Projects, the Health Services Board also has workers seconded to a number of other projects throughout Nepal. Based in Lahan, in East Nepal, an Ophthalmologist is working in the Blindness Control Project. This is a joint venture between HMG/N and Christoffel Blindenmission. Five UMN personnel are seconded to Tribhuvan University Institute of Medicine, Kathmandu. These are all closely involved in student training programs. In a very different setting in Paimsey, West Central Nepal, a social worker has been working in village health work for many years, recently joined by two community health nurses on loan from Palpa.

Changes in various leadership posts will again underline the viability of the UMN fellowship where the burdens, responsibilities and challenges remain, but the shoulders that carry them take on various shapes, numbers and strengths. And in it all the Lord is in control and body is drawn together in mutual inter-dependence, support and trust.

Jeanette Hyland

Health Services Secretary

Plans and Budgets for 1984NUTRITION ADVISOR PROGRAM1. Program Description

To maintain or improve nutritional status in UMN-related population groups (UMN-RPGs) (contact or target groups) by:

- increasing awareness and knowledge of nutrition
- increasing knowledge and understanding of nutrition-related behaviours
- maximising positive attitudes to nutrition and nutrition education among UMN personnel in health and other disciplines

2. Objectives

Priority will be given to:

- a) Facilitating the transition between nutrition advisors
- b) Assisting in recruitment and/or training of nutrition personnel
- c) Continuing education of Board Appointees
- d) Nutrition (and health) education materials production

(The points dropped from the 1983 plans, viz:

- a) Continuing education of senior medical staff in collaboration with HSSP and Consultant Team by means of workshop, seminar etc.
- b) Knowledge of practical nutrition, the effects of nutrition on health status, nutrition related behaviours and behavioural change
- c) In-depth orientation of Board Appointees in cooperation with orientation program

May be taken up by the new advisor at her discretion at an appropriate time.)

3. Activities

- a) Continue - advisory visits to projects as time allows
- production of nutrition (and health) education materials in cooperation with projects, nutrition cell, non-formal educator and agencies, for distribution by HSSP
- nutrition (food) surveys and nutrition status surveys (implemented by the projects)
- nutrition (and food) orientation (with LOP and HQ)
- data collection (in collaboration with projects)
- coordination with nutrition cell
- sharing information and maintaining contact with other agencies
- personal professional education
- b) Initiate - No initiatives are planned for this 6-month transition period

4. Evaluation

- * Feedback (reports) from projects
- * Measurement of distributed materials
- * Nutrition status surveys (implemented by the projects)

HEALTH SERVICES OFFICE

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
1) <u>HEALTH SERVICES OFFICE</u>				
Receipts:				
Budget allocation		65,300	91,000	+ 25,700
PCS		137,000	157,500	+ 20,500
* Vehicle			20,000	+ 20,000
		202,300	268,500	+ 66,200
Payments:				
Salaries	3,710.67	13,500	13,500	
PCS		137,000	157,500	+ 20,500
Office supplies/stationery	5,143.90	7,000	8,000	+ 1,000
Postage	4,488.30	4,500	1,700	- 2,800
Rent	10,500.00	12,000	13,800	+ 1,800
Maintenance and repairs	402.75	600	700	+ 100
Travel and transport	8,000.00	15,000	15,000	
Seminars and information	450.75	12,000	12,000	
Utilities	323.66	1,700	800	- 900
Materials development	1,699.00	3,000	3,500	+ 500
* Vehicle	1,200.00		20,000	+ 20,000
Membership fee, Vellore			22,000	+ 22,000
	32,918.28	202,300	268,500	+ 66,200

Note: Actuals for 1982 = estimate based on 11 months figures.

* Vehicle figures need to be included in the budget for 1983

CAPITAL FUND BUDGET FOR 1984

Participation in Medical Conference, S. Korea, for one person in April 1984	20,000
Duplicating facilities	105,000
Dental Program, portable dental equipment, education materials etc.	98,000
	223,000

2) DENTAL PROGRAM

Plans and Budgets - included under different projects.

3) PSYCHIATRIC HEALTH CARE PROGRAM

Still at discussion stage.

4) URBAN PRIMARY HEALTH CARE PLANNING

Still at discussion stage.

5) PRIMARY HEALTH CARE UNIT FOR EXPATRIATE PERSONNEL

Income

Fees 34,850

PCS 30,000

64,850

Payment

PCS 30,000

Salaries 6,000

Rent and other costs for building 19,150

Transportation 7,000

Medicines and supplies 2,700

64,850

HEALTH SERVICES SUPPORT PROJECT

Annual Plan for January-July 1984

Programme description

The Health Services Support Project (HSSP) continues to function as a support service to health related projects of United Mission to Nepal. During 1983 we moved our support office to the lower floor of Open House to accommodate our colleagues from Health Services Office. Our library is now housed on the first floor. A new statistical section commenced functioning in July 1983 and this, the library and health education department occupy the old UMN Business School premises.

The Project consists of:

- A) Support Office
- B) Resource and Loan Library (health related subjects)
- C) Central Drug Store
- D) Missionwide Maintenance
- E) Statistical Section

Programme objectives

The Project seeks to provide a support service to UMN health projects as follows:

A) Support Office

Acts as a liaison between HMO/N Ministries and Departments, vertical programmes, and UMN projects in the following areas:

- a) Assisting in the interviewing and employment of Nepali personnel for health projects, arranging transfers.
- b) Statistical and manpower reporting.
- c) Assisting in placement of Nepali staff of various disciplines in training courses, refresher courses, and of higher education programmes.

B) Library

- a) Loan library facilities to UMN personnel and other specified groups.
- b) Visual aids and health education materials for loan.
- c) Facilitating projects in the ordering and purchasing of materials.
- d) participation in the National HELLIS Network.
- e) Collection of recent materials, periodicals and research papers on fields of primary health care, and community development.

C) Central Drug Store

- a) Purchasing agent and distributor of pharmaceuticals to UMN projects in remote areas. Projects that have alternative access to pharmaceuticals will be given assistance per requests.
- b) Supply of non-chargeable medicines and vaccines for specified categories of patients in projects.
- c) Maintain a limited supply of specific vaccines for authorised use of UMN personnel.
- d) Purchasing agent and distributor of health record materials (re patient retained cards), statistical forms etc.
- e) Distributing agent for UMN-CHP published materials.

- f) Meet requests or channel requests to appropriate departments for specific medically related supplies/items.
- g) Develop stock control.

D) Missionwide Maintenance

- a) Advisory and consultative function in matters relating to general maintenance and bio-medical matters to all projects.
- b) Standardise maintenance procedures throughout the health projects.
- c) Organise refresher programmes for maintenance personnel relative to their work situation.
- d) Monitor use of maintenance schedules, advise and revise where 'indicated'.

E) Statistical Section

- a) Maintenance of an efficient resource for the collection, compilation and analysis of data from UMN projects and forward reports to the appropriate HMG department.
- b) To advise and assist UMN personnel at project level to improve the standards of data collection.
- c) Conducting surveys or other information collection.
- d) Preparation of reports of statistical studies in appropriate form.

Project activities

A) Support Office

- a) Guide and assist where necessary the projects departments in meeting objectives as listed.
- b) Regular contact with HMG/N Ministries and Departments, vertical programmes and UMN projects, to interpret policy, discuss schedules, problems, and make representation where indicated.

B) Library

- a) Obtain information on new publications, review, and order for library as appropriate.
- b) Keep projects up-to-date with new acquisitions in the library.
- c) Extract from current journals and periodicals and other material items of interest and circulate to projects, and to other interested personnel ('Round & About').
- d) Develop health education and visual aids section, and assist in their translation into the Nepali language.
- e) Develop a more efficient retrieval system for research papers, studies, surveys and statistical data as related to health and development in Nepal.

C) Central Drug Store

- a) Vaccines (see Objectives b and c)
 - i) The following will be supplied free to patients in community health programmes and MCH clinics: DPT, Polio, BCG, Measles, Tetanus Toxoid - to women in 15-45 years age group (2 doses).
 - ii) The following are some of the chargeable vaccines for routine/emergency use in UMN hospitals, OPDs, supplied by CDS: Tetanus Toxoid, Typhoid, Anti-Tetanus Toxin.

iii) An emergency stock of vaccine for use of expatriates in UMN will be stored as follows:

- Encephalitis vaccine - cost chargeable to the project (the project shall make arrangements for reimbursement for persons receiving vaccine).
- Pre and post exposure HDC Rabies vaccine - distributed only following specific authorisation from the HSS. Is chargeable to the individual receiving the vaccine, either direct or through their project.
- Gamma Globulin vaccine can be obtained in emergency for those living in remote areas. This is chargeable to the person receiving the vaccine, either direct or through their project.

b) Other non-chargeable medicines:

- i) TB Control Project - the project is only able to supply a very limited amount of drugs free to CDS (Streptomycin, Thiacetazone/INH, INH). Needs of the UMN health facilities will continue to be brought to the notice of the TB Control Project. According to TB Control Project policy these medicines must be given free of cost to the following categories of patient:
 1. All newly diagnosed sputum smear positive cases as well as those sputum negative but x-ray positive suggestive of pulmonary TB.
 2. Old patients who were initially smear positive but became smear negative on treatment and are continuing treatment to complete 12 months.
 3. Children below 15 years of age diagnosed as suffering from TB.
- ii) UNICEF 'DDS' sets - these are boxes of assorted medicines and supplies for specific use in MCH clinics, for the treatment of mothers and children under five. These are to be given free.
- iii) FP/MCH Projects - free family planning supplies - pills, condoms, IUDs and depo-provera.

Records must be kept of the usage of all free medicines and vaccines.

D) Missionwide Maintenance. As given under objectives.

E) Statistical Section

- a) Checking, compiling and analysing information from monthly DHS forms, Village Health Registers.
- b) Analysis of monthly statistics for - TB Control Project
 - EPI Project
 - Leprosy Control Project
- c) Conducting surveys or other collection programmes.
- d) Preparing reports on statistics and forwarding to appropriate agency.
- e) Developing appropriate forms to assist UMN personnel in data collection.
- f) Acting as Adviser and Consultant to UMN personnel in data collection.

Relationships

- A) Individual persons coming to Open House
- B) UMN health and health related projects
- C) HMG/N Ministries and Departments, vertical programmes, non-governmental agencies, educational institutions of Nepal
- D) Voluntary agencies working in Nepal, India and in many countries of the world
- E) Suppliers and distributors of pharmaceutical products, surgical and medical supplies and publishing houses

Research and Development

- Collection, cataloguing and indexing materials for research.
- Resource centre for statistical information from projects.

Evaluation

Evaluation by assessing needs, usage of facilities and services; seeking to improve services where indicated.

Personnel posts.

Project Director
Statistician
Bio-medical Technologist
Maintenance Consultant
Librarian
Pharmacist
Secretary

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved Budget 1983	Approved Budget 1984	Inc/Dec. over 1983
A) SUPPORT OFFICE				
Receipts:				
Educational materials, weight cards, stationery	45,637.	-	-	-
Budget allocation	59,000.	76,200.	+ 17,200.	
Personnel Contrib. Services	31,098.	40,000.	31,500.	- 8,500.
	76,735.	99,000.	107,700.	+ 8,700.
Payments:				
Salaries	15,170.	22,000.	26,000.	+ 4,000.
Personnel Contrib. Services	31,098.	40,000.	31,500.	- 8,500.
Travel and transport	2,800.	3,500.	3,500.	-
Stationery and postage	7,052.	6,500.	7,500.	+ 1,000.
Educational materials, wt. cards	43,114.	-	-	-
Rent	21,622.	18,000.	24,000.	+ 6,000.
Maintenance and utilities	-	5,000.	5,000.	-
Miscellaneous	172.	1,000.	1,000.	-
Professional insurance	2,252.	3,000.	3,200.	+ 200.
Library	-	-	6,000.	+ 6,000.
	123,280.	99,000.	101,700.	+ 8,700.
B) MISSIONWIDE MAINTENANCE				
Receipts:				
Charges to projects	-	29,000.	30,000.	+ 1,000.
Miscellaneous	-	500.	500.	-
Budget allocation	-	4,000.	1,200.	- 2,800.
Personnel Contrib. Services	15,000.	35,000.	36,000.	+ 1,000.
	15,000.	68,500.	67,700.	- 800.
Payments:				
Salaries	3,279.	18,000.	18,000.	-
Personnel Contrib. Services	15,000.	35,000.	36,000.	+ 1,000.
Stationery/training material	226.	2,500.	2,500.	-
Travel	179.	8,000.	8,000.	-
Rent	600.	3,000.	1,200.	- 1,800.
Miscellaneous	-	2,000.	2,000.	-
	19,284.	68,500.	67,700.	- 800.

	Actuals for 1982	Approved Budget 1983	Approved Budget 1984	Inc/Dec. over 1983
3) CENTRAL DRUG STORE				
Receipts:				
Sale of drugs	636,116.	2,100,000.	2,100,000.	-
Budget allocation	-	-	234,000.	+ 234,000.
Personnel Contrib. Services	13,500.	16,000.	16,000.	-
	<u>649,616.</u>	<u>2,116,000.</u>	<u>2,350,000.</u>	<u>+ 234,000.</u>
Payments:				
Salaries	11,755.	12,000.	14,000.	+ 2,000.
Personnel Contrib. Services	13,500.	16,000.	16,000.	-
Purchase of medicines	559,716.	2,000,000.	2,000,000.	-
Rent	6,000.	18,000.	12,000.	- 6,000.
Transportation	4,113.	12,000.	12,000.	-
Import licences	8,985.	8,000.	15,000.	+ 7,000.
Stationery, postages, telegrams	1,728.	2,000.	2,300.	+ 300.
Maintenance and utilities	876.	2,000.	2,300.	+ 300.
Miscellaneous	1,555.	1,000.	1,500.	+ 500.
TB drugs	-	-	275,000.	+ 275,000.
	<u>600,328.</u>	<u>2,071,000.</u>	<u>2,350,100.</u>	<u>+ 279,000.</u>

Note: Actuals for 1982 are for six months only. Figures for 12 months, which include six months from Shanta Bhawan Hospital, are as follows:

Receipts:	Sale of drugs	1,789,234.
Payments:	Salaries	15,694.
	Purchase of medicine	1,923,098.
	Transportation	9,259.
	Import licences	13,710.
	Miscellaneous	3,661.

PALPA PROJECT

Annual Plan for January-July 1984

1) HOSPITAL1. Description

This hospital of 95 beds plus outpatient department and ancillary services provides primary, secondary and tertiary care to all who come from Palpa District, the districts beyond, and to Indian patients from across the border. These services are in increasing demand each year, and it seems that the demand will continue to increase despite efforts to limit it.

2. Objectives

- 2.1 These reflect the objectives of the Long-term Plan of UMN as far as possible.
- 2.2 The earlier objective of trying to limit expansion seems impossible to achieve with justice, and seems not to be desired by either the community or the authorities.
- 2.3 Priorities for the immediate future are to improve the efficiency of the Primary Care Unit, and the TB and Leprosy Programme.
- 2.4 To continue to work towards improving relationships with the community, with the help of the CHP.

3. Activities

- 3.1 The outpatients department now includes the MCH clinic, and the minor operating theatre in this complex is being upgraded to take the load from the inpatient theatre complex where possible. This work, and that of improving the whole outpatients department, will continue and separate plans are being prepared for presentation in this connection. They are likely to be costly.
- 3.2 A committee is working on plans to improve the TB service, and these plans will also be presented separately in due course.
- 3.3 It is planned to improve the inpatient theatre complex to be better able to cope with the ever increasing number of major operations by enlarging the smaller of the two theatres at the expense of the larger. This will involve moving the intervening wall.
- 3.4 The existing Medical, Surgical, Maternity, Paediatric and MCU wards will continue to function as before.
- 3.5 The business office continues to function well, but future training for some of the staff will mean that we may have to ask for more staff, including an expatriate secretary who could also help the Medical Superintendent with secretarial work part-time.
- 3.6 The maintenance department continues to be extremely busy, and there is a busy building programme ahead. We continue to need expert help in the electrical field, and wonder if it may be possible for such an expert from nearby Duta to be made available to us from time to time when things go wrong with urgently needed equipment. We would also like to ask for help from an expert about our X-ray equipment; whether the larger machine can be repaired (unsuccessful so far), should we plan to continue doing RFG, should we budget for similar equipment to Patan on account of future maintenance etc.

3.7 We plan to move the dental department to a more suitable room now available because of the CHP move away from the hospital. The overall plan for dentistry in UMN is being prepared and will be presented separately.

4. Planned evaluation and research

4.1 We have received a request to study a disease which could be prevalent here but not yet recognised, called Pigbel, which was discovered in the highlands of New Guinea and which could be the cause of some of our cases of upper intestinal obstruction. We plan to pursue this line of research, and to welcome the discoverer of the disease here in early 1985.

4.2 We will continue to try and collect samples for Dr Warwick Britton's research work in Leprosy.

4.3 Ongoing evaluation of the success or otherwise of our plans for improving the efficiency of the Primary Care Department, which is our main contact with the community for service and witness will continue, as well as that of our plans for TB/Leprosy control.

5. Personnel/Training

5.1 Because of increased work, we are asking for increases in expatriate and Nepali staff according to the list attached. Our most urgent need is for a replacement for our already sanctioned paediatrician. There is a need for an expatriate psychiatrist in the long term. Basically we need more generalists.

5.2 We would like to begin the process of upgrading the requirements for acceptance to our team of Sorters.

5.3 We would like to send our Nepali Project Secretary for further training, and one of our accountants.

5.4 We will continue to try and get admission for one of our nursing supervisors to do the degree course now available in Kathmandu, and to get admission to the Health Assistant's course for one of our anaesthetic trainees.

5.5 Inservice training for our nursing staff is a problem, and we wonder if the staff of Shanta Bhawan Campus of IOM may be able to conduct seminars here from time to time.

5.6 Arrangements are being made to help our physiotherapy assistant gain experience.

2) COMMUNITY HEALTH PROGRAM

1. Program Description

The UMN Palpa Community Health Program seeks to be a supportive program to the HMG/N health care efforts in the area, within the structure of the government health plan. In the same way, it seeks to be supportive also to local communities and villages in their self-development efforts. Mother and child care clinics and domiciliary mid-wifery in Tansen Bazaar is a third area of involvement.

2. Objectives

2.1 To assist and support HMG/N in the operation of the existing primary health care facilities.

2.2 To assist communities in their own development efforts utilizing local resources to the furthest possible extent.

2.3 To make available field training experience for paramedical students.

2.4 To train local staff into positions of leadership, decision-making and competence.

3. Activities

3.1 Town clinic

The Town clinic will continue to serve women in the Nagar Panchayat with 24 hours domicilliary mid-wifery as well as an MCH clinic in the Bazaar twice weekly. The Town clinic staff will also be involved in an active home visiting program. TB and Leprosy follow-up on referral from the hospital will be included in the work as well as health teaching sessions in women's groups, clubs etc as opportunity arises. The Town clinic will continue to serve as a training center for the ANM campus.

3.2 Support to DHO

The work in Khasyuali HP will continue through support to the weekly MCH clinics in the HP and the bi-weekly MCH clinics in Khusunkhola.

In the recently opened HP in Madan Pokhara we will likewise support the weekly MCH clinic in the HP and we also hope that a mobile MCH clinic will be opened in one of the more distant vekhs. In Madan Pokhara we hope to be involved with village health leader training and indirectly with sanitation.

The regular seminars with government HP staff will continue.

We also hope to extend our work to the western panchayats of Palpa. The plan is to open a small clinic, gradually develop it into a fully integrated HP which later can be handed over to the DHO.

3.3 Village co-operatives

We will follow and support with technical advice the Cherlung mills co-operative. Our financial input is minimal in this project and will be limited to support of a local nursery and reforestation of the slopes where landslides are threatening the irrigation channels and the mill. It is being hoped that the knowledge we gain from being involved in the work in this forward community can be used in other needy areas later on.

3.4 Drinking water

Five ongoing drinking water projects will be completed and two more started. Water source surveys in new areas will be done and efforts to motivate to reforestation of the catchment areas will be given priority.

3.5 Agriculture

In agriculture the field trials on the hospital compound will continue as well as demonstration on farmers land. Soil conservation and improvement work, crop improvement, vegetable growing, reforestation and animal health are areas that will be given priority.

3.6 Dental work

This is a new area of work we are beginning to be involved in. We will experiment with different target groups in different communities to determine on which group one can have the most impact. Training of HAS in oral diseases, injection and extraction techniques and other relevant areas of dentistry will be a priority as well as oral health education.

3.7 Secondment of staff

The CHP will continue to second staff at ANM and CMA level to the hospital MCH clinic which is also serving as a training center for government ANMs on demand from the DHO. We are grateful for this cooperation with the hospital.

3.8 Demonstration areas

As the health volunteers in the demonstration areas are able to come with a variety of problems the CHP will reduce its input through field visits in the old demonstration areas to a minimum, and instead expand to new areas, mainly in the western panchayats of Palpa. Training new volunteers we will modify our training to fit into the government Community Health Leader program as much as possible. The follow-up of old and new health volunteers will be done through monthly meetings in the center in Tansen for report and recording of the work as well as further training.

Sanitation will be given highest priority in areas where there still has been no or little response to the teaching that has been going on over the years.

In agriculture we are just beginning to give input in two of the old demonstration areas as well as some new areas. In one village a hydram pump is being installed in cooperation with DCS to solve some difficult drinking water problems. Drinking water schemes are also being carried out in two more demonstration areas. CHP staff will continue to follow-up and supervise the animal health volunteers in cooperation with the government veterinary hospital.

Training village women in simple mid-wifery is an area of work we are planning to intensify and expand as well as other nonformal education for village women.

3.9 Nonformal education

The nonformal education program that has been carried out by a resident expatriate nurse in cooperation with the women's organisation will be completed by CHP field staff.

4. Planned Evaluation/Research

Before new water projects are started a baseline survey will be done to determine morbidity and mortality etc. This will be used for evaluation studies of the completed projects later on.

In one demonstration area studies will be done on the impact availability of water has on agriculture as well as on morbidity and mortality.

Ongoing evaluation by program staff and community members and regular reporting of all activities will monitor progress and provide input in further planning to maintain flexibility and allow for adjustments in direction.

5. Training

Ongoing in-service training of staff will be given priority. Seminars for our own staff, HMG HP staff and villagers will be arranged as need and opportunity arises. When possible and needed for the program, staff will also be sent for shorter or longer courses, formal or informal, for further training in their own areas of work.

PALPA PROJECT
GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
1) AREA SERVICES				
Receipts:				
Budget allocation	-	159,300	226,800	+ 67,500
PCS	22,000	4,000	4,600	+ 600
	<u>22,000</u>	<u>163,330</u>	<u>231,400</u>	<u>+ 68,100</u>
Payments:				
Salaries	35,042	37,900	60,000	+ 22,100
PCS	22,000	4,000	4,600	+ 600
Travel	805	1,400	1,400	-
Mailbag	5,418	6,700	7,500	+ 800
Water	2,056	6,000	2,000	- 4,000
Street lighting	5,800	6,600	7,500	+ 900
Maintenance	3,800	14,000	50,000	+ 36,000
Rent BA houses	-	84,000	96,600	+ 12,600
Office expenses	2,744	1,000	1,200	+ 200
Insurance	-	1,200	-	- 1,200
Miscellaneous	160	500	600	+ 100
	<u>77,825</u>	<u>163,300</u>	<u>231,400</u>	<u>+ 68,100</u>

Note:	FTE employees - Nepali	Expatriate
	1981 4.5	2.6
	1982 5.1	1.8
	1983 5.0	0.1
	1984 5.0	0.1

Total expatriates served by Area Services : 10 families
12 singles
Short term people

2) GUESTHOUSE

Receipts:				
Fees	84,749	100,000	116,800	+ 16,800
PCS	11,400	13,500	15,500	+ 2,000
	<u>96,149</u>	<u>113,500</u>	<u>132,300</u>	<u>+ 18,800</u>
Payments:				
Salaries	17,537	20,000	23,200	+ 3,200
PCS	11,400	13,500	15,500	+ 2,000
Food	50,401	60,000	66,600	+ 6,600
Other expenses	20,449	20,000	27,000	+ 7,000
	<u>99,787</u>	<u>113,500</u>	<u>132,300</u>	<u>+ 18,800</u>

Note: FTE - Nepali 2.8 Expatriate 1.0

CAPITAL FUND BUDGET FOR 1984

Electric oven with two top plates 8,000

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
3) HOSPITAL				
Receipts:				
Dental program fees			13,000	+ 13,000
Patient fees	960,538	1,089,000	1,270,000	+ 181,000
Medicines	930,199	1,195,000	1,270,000	+ 75,000
Rent income	17,202	24,000	27,600	+ 3,600
Other income		20,000		- 20,000
UMN allocation		380,000	597,700	+ 217,700
PCS	339,123	431,200	495,900	+ 64,700
	<u>2,247,062</u>	<u>3,139,200</u>	<u>3,674,700</u>	<u>+ 535,500</u>
Payments:				
Salaries	1,017,563	1,288,200	1,608,900	+ 320,700
PCS	339,123	431,200	495,900	+ 64,700
Drugs	581,524	684,000	770,000	+ 86,000
Medical supplies - xray	95,980	110,000	126,000	+ 16,000
Physio.	13,137	6,500	7,800	+ 1,300
Lab	34,323	43,000	45,000	+ 2,000
Cs/CR	219,372	260,000	285,000	+ 25,000
Wards	48,199	57,000	63,000	+ 6,000
OPD	24,957	31,000	33,000	+ 2,000
MCH		6,500	7,400	+ 900
Dental prog.			5,000	+ 5,000
Laundry and cleaning	8,493	15,000	12,000	- 3,000
Power, heat and light	59,259	77,100	79,800	+ 2,700
Maintenance	36,282	42,000	45,000	+ 3,000
Medical Insurance	21,384	33,000	30,000	- 3,000
Administration	6,151	10,000	10,000	
Printed supplies	25,910	25,000	29,000	+ 4,000
Telephone	4,555	2,800	3,200	+ 400
In-service travel	695	1,500	1,500	
Miscellaneous	5,428	10,000	11,000	+ 1,000
Water		5,400	6,200	+ 800
	<u>2,542,335</u>	<u>3,139,200</u>	<u>3,674,700</u>	<u>+ 535,500</u>

Note: 1. UMN participation in hospital for 1984 is 32.2%

2. FTE employees	- Nepali	Expatriate
1983 budget	120.2	13.3
1984 budget	132.5	14.5

4) LEPROSY

Receipts:				
Budget allocation		55,500	63,800	+ 8,300
Payments:				
Salaries	17,275	19,000	21,800	+ 2,800
Laboratory tests	2,048	2,500	2,900	+ 400
Shoes	2,269	4,500	5,100	+ 600
Hospital treatment	12,970	18,000	20,700	+ 2,700
Food	7,485	10,000	11,500	+ 1,500
Administration	1,122	1,500	1,800	+ 300
	<u>43,169</u>	<u>55,500</u>	<u>63,800</u>	<u>+ 8,300</u>

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
5) <u>WORKSHOP</u>				
Receipts:	139,259	177,000	177,000	-
Payments:				
Salaries	85,675	83,000	100,000	+ 17,000
Materials for re-sale	54,117	86,000	70,000	- 16,000
Other expenses	4,986	8,000	7,000	- 1,000
	144,778	177,000	177,000	-

Note: FTE 10.0

6) <u>ANM SCHOOL</u>				
Receipts:				
Budget allocation	-	19,000	21,900	+ 2,900
Payments:				
Salaries	16,870	19,000	21,900	+ 2,900
Maintenance	1,997			
Medical Care	4,354			
	23,221	19,000	21,900	+ 2,900

Note: FTE 1983 budget 1.0
1984 budget 1.0

CAPITAL BUDGET FOR 1984

Hospital:

Ward/OR	- 3 section app. (replacement)	6,200
Ward	- 2 blood pressure machines (replacement)	2,500
Lab	- microscope	35,000
	- ECG machine, portable	60,000
Dental	- aspirator	35,000
	- drill cast.	23,000
	- air-rotor handpiece	4,000
	- air-rotor slowspeed	4,000
	- dental light	5,000
	- scaler handpiece	5,000
OP/IP	- 3 cash registers for cashiers	66,000
Pharmacy	- stiller water apparatus	6,000
	- small desk fan	700
Main office	- calculator	5,000
OPD Extension		400,000

Workshop:

Replacement of equipment and tools	5,000
	<u>662,200</u>

COMMUNITY HEALTH PROGRAM
PROGRAM FUNDED BUDGET 1984

	Program Budget 1981-84	Cumulative Budget 13.1.84	Cumulative Actuals 14.1.83	Approved Budget 1983	Budget Jan-July 1984
Receipts:					
SIDA grant	4,725,000	3,632,343	1,557,491	1,453,660	982,900
Sales	206,000	121,000	79,461	20,000	10,000
PCS	810,000	570,750	215,657	253,000	152,183
	<u>5,741,000</u>	<u>4,324,093</u>	<u>1,852,609</u>	<u>1,726,660</u>	<u>1,145,083</u>
Expenses:					
1. General Program					
Salaries	600,000	476,937	194,987	236,300	200,000
PCS	810,000	550,050	215,657	232,300	120,312
Travel	100,000	157,000	9,367	87,000	4,200
Maintenance	10,000	10,500	2,523	6,000	3,000
Administration	80,000	56,000	15,241	17,000	3,500
In-service training		20,000		20,000	8,000
Office expenses		4,000		4,000	1,500
Rent		20,000		20,000	6,250
Visual aids		12,500		12,500	6,250
Resource library		700		700	350
Office furniture		63,000		43,000	10,100
Vehicle	460,000	404,713	416,550		
Motorcycle	35,000	17,500	36,894		
Supplies	100,000	67,500	4,244	20,000	1,000
Training	15,000	15,000	9,609	7,500	4,000
Miscellaneous					1,000
Garage		15,000		15,000	
Sanitation		30,000	2,980	30,000	10,000
Literature		500		500	
Printed supplies					1,000
	<u>2,210,000</u>	<u>1,920,900</u>	<u>908,052</u>	<u>751,800</u>	<u>380,462</u>
2. Projects					
MCH	48,000	117,800	108,553		
TC	160,000	251,933	148,117	112,800	65,500
Women's program		60,400		60,400	3,500
Govt. program	829,098	355,500	15,539	141,350	78,800
Agricultural program	40,000	169,500	22,311	129,500	112,172
Water projects	2,453,902	1,528,150	98,956	610,900	294,500
Dental program		8,700		8,700	20,339
	<u>3,531,000</u>	<u>2,491,983</u>	<u>393,476</u>	<u>1,063,650</u>	<u>574,811</u>
<u>Undesignated funds</u>					<u>189,810</u>
General Total	<u>5,741,000</u>	<u>4,412,883</u>	<u>1,301,528</u>	<u>1,815,450</u>	<u>1,145,083</u>
Balance			<u>551,081</u>		

GORKHA PROJECT

Annual Plan for January-July 1984

1) HOSPITAL1. Programme description

The UMN Hospital in Amp Pipal was started in 1969 after many years of community service programme, including dispensary work.

The hospital is situated on the slope of the historical hill Liglig in Gorkha District. It is overlooking the river Chopi, which is the boundary to Lamjung District. It takes about 8 hours to reach the hospital walking up from Dumre on the main road between Kathmandu and Pokhara. In the dry season one can go by jeep from Dumre to Turture and then walk 4 hours.

In 1982 35,700 outpatients were treated and 2,014 patients were admitted.

There are 53 beds in the hospital. This includes a minimal care unit with 6 beds, serving all kinds of minimal care patients but with special emphasis on leprosy, and a TB ward with 6 beds. An MCH clinic run by the Community Health Programme is incorporated in the hospital. Minor and major surgery is done. There are basic laboratory and X-ray facilities.

A small hotel for patients and their relatives - Asha Nibas - is also run by the hospital.

2. Programme objectives

Through our life and work make known that Christ is a living Saviour.

- To give appropriate care to the sick, utilising the present facilities in the best way possible.
- Considering the hill districts of Gorkha, Lamjung and Tanahu as our target areas.
- Encourage the poorest people to come for necessary care, giving charity when needed.
- Encourage more health teaching to the patients by our present staff.
- To try to get a female health worker in OPD.
- To continue in close cooperation with CHP in the operation of the hospital-based MCH clinic.
- To consider TB and leprosy work as special programmes.
- To improve our work as a referral centre for leprosy patients from Gorkha, Lamjung and Tanahu districts in cooperation with the Leprosy Control Programme.

3. Programme activities

- Continue the OPD and IP work, giving appropriate care to the patients of the hill districts of Gorkha, Lamjung and Tanahu in particular.
- With the present new Health Assistants being a bit trained we will start the rotation of HAs between OPD and MCH (Maternal Child Health) Clinic in order to widen their experience to include treatment of children under 5 years of age and some exposure to community health work.
- Improve our laboratory quality and quantity in doing sputum tests for TB and skin smears for leprosy.
- Make another examining room for a doctor as, hopefully we will be able to have 4 doctors in future.
- Operating Room and Central Supply Department need renovations to prevent dirt from falling down, cupboards for storage, toilet for operating room staff.

- To get electric sterilizers for the operating room to avoid the soot!
- To get a new area for cooking porridge for patients and also get the parents involved actively in preparing Sarbotham Pitho (multi grain high protein porridge).
- Visits from the Nutrition Adviser to improve our nutrition teaching of patients.
- To create a drying room heated by a solar heater.
- If no eyecamp held during 1983, it will be planned for 1984.
- The Government Family Planning programme is planning to have a laparoscopic camp in Amp Pipal in February/March. They will be located in the Community Health Programme office area. We will help by providing quarters for their staffs.
- To deepen our service in prayer.

4. Planned evaluation and research

There is a continuous evaluation of the work done in the various committees of the hospital like the Hospital Internal Advisory Committee and the Project Coordinating Committee and also in the Area Team Meeting.

Medical students will be requested to help in evaluation of some particular area that will be decided upon later.

5. Personnel training: Nepali

- To try to obtain a permanent fully trained laboratory technician in order to improve out TB and leprosy work. That would mean to have our three laboratory posts filled.
- Add one post for Doctors Helper/Nurse Aide. With only 3, it is already difficult in OPD to give appropriate help to doctors and Health Assistants. With a fourth doctor a new helper is needed particularly if the surgeon's examining room is built near the operating room.
- We have not been able to get Assistant Nurse Midwives (ANM) so we have to continue with staff nurses in ANM posts.
- A new post for a Nepali doctor is suggested as a step towards Nepalisation. That would make 4 expatriate and 1 Nepali doctor post.
- One OR member of staff has received a UMN scholarship to study for SLC.
- The training of new Nurse Aides will continue.
- The ongoing training of present staff will hopefully be improved.
- If available, one member of staff will get some more training in dental work.
- One laboratory staff member or the leprosy worker will be sent for a short course in leprosy slide techniques in Anandaban Hospital.
- One person will be sent for leprosy paramedical training next time there is a course arranged by the Leprosy Control Programme. As this has to be a SLC pass person we may have to choose somebody outside the present staff, as we don't have a suitable candidate among our staff.

Personnel training: Expatriate

- To fill the post of maintenance supervisor.
- To replace the expatriate ward sister as she is going into Community Health work.

- To fill our four expatriate posts
- To obtain a patient welfare worker
- To receive a visit from a radiographer to teach our present x-ray staff
- To welcome a short-term expatriate nurse if she is willing to help out anywhere in the hospital
- To continue the medical student program
- To encourage ongoing medical education of doctors.

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved Budget 1983	Approved Budget 1984	Inc/Dec. over 1983
1) AREA SERVICES				
Receipts:				
Personnel Contrib. Services	14,648.	18,500.	20,500.	+ 1,500.
Receipts:				
Budget allocation	76,645.	109,300.	125,500.	+ 16,200.
Personnel Contrib. Services	14,648.	18,500.	20,000.	+ 1,500.
	91,293.	127,800.	145,500.	+ 17,700.
Payments:				
Salaries	45,020.	55,000.	64,300.	+ 9,300.
Personnel Contrib. Services	14,648.	18,500.	20,000.	+ 1,500.
Agent/travel/transport	12,849.	18,000.	10,000.	- 8,000.
Rent	-	2,500.	6,000.	+ 3,500.
Maintenance	12,711.	22,000.	30,000.	+ 8,000.
Water allowance	3,830.	6,000.	9,000.	+ 3,000.
Office expenses	1,707.	5,000.	5,000.	-
Miscellaneous	528.	800.	1,200.	+ 400.
	91,293.	127,800.	145,500.	+ 17,700.

Number of Board Appointees: Approx 22 FTE

- Notes:
1. The agent in Bimal Nagar will not be paid by Area Services from January 1983.
 2. Rent expenses will be higher because of the new BAs in villages
 3. Maintenance expenses have been paid to a large extent by Missionwide Expenses account until 1982, thus the big increase in figures is not an actual increase.
 4. Water expenses will be increased because of new BAs in the Villages.

2) GUESTHOUSE

Receipts:				
Income from charges	8,828.	16,000.	23,500.	+ 7,500.
Payments:				
Salaries	1,379.	4,500.	5,500.	+ 1,000.
Food and utilities	9,086.	11,500.	18,000.	+ 6,500.
	10,465.	16,000.	23,500.	+ 7,500.

Note: 1982 actuals are for 5 months only.

	Actuals for 1982	Approved Budget 1983	Approved Budget 1984	Inc/Dec. over 1983
3) HOSPITAL				
Receipts:				
Registration fees	47,344.	89,000.	80,000.	+ 9,000.
Medicine income	719,424.	900,000.	782,000.	- 118,000.
Lab. income	84,561.	102,000.	110,000.	+ 8,000.
Surgery income	58,859.	66,000.	80,000.	+ 14,000.
Bed income	37,481.	43,000.	45,000.	+ 2,000.
Admission fees	11,982.	13,000.	13,000.	-
X-ray income	82,600.	112,000.	95,000.	- 17,000.
Miscellaneous income	25,546.	32,000.	45,000.	+ 13,000.
Budget allocation	80,000.	135,000.	362,000.	+ 227,000.
Personnel Contrib. Services	149,500.	190,000.	205,000.	+ 15,000.
	<u>1,297,297.</u>	<u>1,682,000.</u>	<u>1,835,000.</u>	<u>+ 153,000.</u>

Payments:

Salaries	489,474.	600,000.	780,000.	+ 180,000.
Personnel Contrib. Scs.	149,500.	190,000.	205,000.	+ 15,000.
Medical insurance	11,592.	18,000.	18,000.	-
Medicines	458,045.	600,000.	500,000.	- 100,000.
Med./Surgical supplies	76,840.	60,000.	80,000.	+ 20,000.
X-ray supplies	61,401.	65,000.	73,000.	+ 8,000.
Bedding and linen	9,139.	17,000.	17,000.	-
Laundry and cleaning	12,324.	12,000.	15,000.	+ 3,000.
Power, light and heat	67,820.	70,000.	75,000.	+ 5,000.
Maintenance	22,824.	20,000.	30,000.	+ 10,000.
Administration	21,338.	25,000.	35,000.	+ 10,000.
Travel	4,864.	3,000.	5,000.	+ 2,000.
Miscellaneous	762.	2,000.	2,000.	-
	<u>1,385,923.</u>	<u>1,682,000.</u>	<u>1,835,000.</u>	<u>+ 153,000.</u>

Note:

- 1) Medicine, income and expenses, as well as x-ray income, were overestimated in the 1983 budget, partly due to a tendency to prescribe less medicine.
- 2) Salary expenses have increased greatly due to the following reasons -
 - salary scale revisions, favouring lower grades which represent the majority of our staff;
 - many high grade posts were not filled in 1983;
 - the Nursing Supervisor's post has been filled by a Nepali (on scholarship in 1982);
 - most of our Nepali staff are fairly permanent, resulting in more increments and higher grades as work experience increases;
 - part of the increase is shown as increased rent income (Misc. income)
- 3) Increased administration costs are due mainly to printed materials (OPD cards, files, etc.) and improving stock and other systems in the hospital.
- 4) There is clearly a tendency for salaries to increase more than income, resulting in an increasing deficit. Fees have been revised as much as possible, in line with the general philosophy, but the deficit will grow.

CAPITAL BUDGET FOR 1984

Re-wiring of hospital	40,000.
Working capital	200,000.
Operating table	15,000.
Operating lamp	5,000.
Oil tanks for fuel storage	10,000.
Laundry tanks	16,000.
Hospital furniture	10,000.
Solar heated drying room	20,000.
OR renovation	20,000.
Cooking area for ward	2,000.
Patients' scale	15,000.
	<u>353,000.</u>

GORKHA COMMUNITY HEALTH PROGRAM

Program Fund Budget for year 1984

	Program Budget 1982-84	Cumulative budget to 14 Jan.83	Cumulative actuals to 14 Jan.84	Approved Budget 1983	Approved Budget 1984
Receipts:					
Donations	1,876,000.	451,000.	451,000.	640,000.	785,000.
Misc. donations	73,105.	73,105.	68,002.	8,000.	-
Other income	156,000.	41,000.	42,225.	51,000.	64,000.
Personnel Contrib. Scs.	509,500.	129,500.	117,070.	169,000.	211,000.
	<u>2,614,605.</u>	<u>694,605.</u>	<u>678,297.</u>	<u>868,000.</u>	<u>1060,000.</u>
Payments:					
a) Recurring -					
Salaries	1,017,000.	207,000.	185,894.	360,000.	450,000.
Pers. Contrib. Scs.	509,500.	129,500.	117,070.	169,000.	211,000.
Medical insurance	10,000.	2,000.	2,162.	3,000.	5,000.
Medicines	135,000.	35,000.	30,521.	45,000.	55,000.
Medical supplies	18,000.	4,000.	5,571.	6,000.	8,000.
Agricultural supplies	19,000.	5,000.	4,110.	6,000.	8,000.
Tree planting	7,000.	2,000.	1,060.	2,000.	3,000.
Teaching & publicity	17,000.	3,000.	6,613.	6,000.	8,000.
Repairs & maintenance	14,000.	3,000.	2,505.	5,000.	6,000.
Administration	22,000.	4,000.	4,562.	8,000.	10,000.
Travel and transport	60,000.	15,000.	13,885.	20,000.	25,000.
Training	79,000.	49,000.	42,088.	15,000.	15,000.
Miscellaneous	12,000.	1,000.	1,436.	5,000.	6,000.
	<u>1,919,500.</u>	<u>459,500.</u>	<u>417,547.</u>	<u>650,000.</u>	<u>810,000.</u>
b) Capital:-					
Water projects	587,000.	150,000.	138,361.	194,000.	243,000.
Agricultural equipmt.	9,000.	2,000.	420.	3,000.	4,000.
Buffalo shed & office renovation	53,605.	54,605.	57,012.	-	-
Goat & chicken barn renovation	11,700.	11,700.	1,460.	-	-
Fence renovation	15,300.	15,300.	645.	-	-
Office equipment	18,500.	2,500.	-	13,000.	3,000.
Iamagara ropeway	-	-	-	8,000.	-
	<u>695,105.</u>	<u>235,105.</u>	<u>197,898.</u>	<u>218,000.</u>	<u>250,000.</u>
Total expenses	<u>2,614,605.</u>	<u>694,605.</u>	<u>615,445.</u>	<u>868,000.</u>	<u>1060,000.</u>

Note: the only change made is that Rs.8,500. 'Animals' has been deleted, and the 'office equipment' has been increased by the same amount.

OKHALDHUNGA PROJECT

Plan for January-July 1984

1) AREA SERVICES

Housing: In 1984 one house will be built or a Nepali house rented and maintained for the Engineer who is coming.

Meanwhile, the house can be used as a guesthouse, short-term accommodation for medical students and expatriates overlapping.

A hostess will look after the guesthouse. Sometimes cooking will be done by Nepali women for guests. New mattresses and linen will be bought.

Mail Service: The mail service can be done through Rumjatar if larger planes start flying to there. Other transport will be done by UMN truck from the Terai and then carried up to the dispensary.

Team meetings: Regular meetings with the team will continue and meetings with staff, mostly with nurses, will be arranged as before.

2) HOSPITAL

1. Programme description

Three days walk from the nearest road, located in the hills of East Nepal, the 20-bed dispensary-hospital offers general medical care and limited surgical services mainly to the people of Okhaldhunga District. Basic laboratory and x-ray services are available. The dispensary-hospital works closely together with the Community Health Programme.

2. Objectives

To continue providing as good quality care as possible with special concern for:

- minimizing costs

- encouraging Nepali staff to assume more responsibility in their jobs, with a special stress in patient education.

To support the Community Health Programme.

To participate in planning for a possible HMG/N-UMN joint hospital.

To improve communications with HMG/N workers and the local community.

3. Activities

A. Continuing regular outpatient and inpatient services aiming at higher quality by:

a) Continuing reviewing treatment regimes.

b) Having a TB/leprosy worker start in the OPD to take care of TB and leprosy treatment and education.

- e) Continuing seminars for the nursing staff with special emphasis on teaching methods for patient education.
- d) Improving education materials and availability of literature to the staff.
- e) Making arrangements to start the central supply for sterilization.
- f) Improving the water system.
- g) Running eye camps.

B. Continuing to improve relationships with the local community -

- a) Through CHP by -
 - improving orientation of hospital staff to the CHP and vice versa.
 - continuing to have CHP workers helping and learning in OPD
 - continuing to take part in CHP's in-service training

- b) Through HMG/N health workers by -
 - continuing participation and seminars together with them and CHP

- c) Through HMG/N officials by -
 - continuing participation through the External Advisory Committee
 - encouraging personal contacts.

C. Nepalisation by -

- continuing in-service and on-the-job training of the staff
- increasing Nepali staff involvement in decisions through the Hospital Advisory Committee.

4. Planned evaluation and research

- Continuing the survey of the disability with CHP
- Helping CHP in the survey of infant mortality
- Patient case studies.

5. Training

One CMA is still in HA course as in-service training

A nurse aide is to learn about central supply

On-the-job training of CHP TB/leprosy worker for tuberculosis teaching

Training of the nursing staff in physiotherapy

Personnel

2 General practitioners

1 Business Manager (part-time)

1 Maintenance Coordinator (part-time)

COMMUNITY HEALTH PROGRAMME

1. Programme description

Okhaldhunga CHP offers simple maternal, child and family planning service. Emphasis is on teaching and prevention in all areas of health and wellbeing. By home visiting in 14 panchayats, the programme tries to make people aware of health needs and their own participation in it. CHP works in close contact and cooperation with the dispensary and HMG/N programmes.

2. Objectives

- To improve community involvement in panchayats and at district level by having an External Advisory Committee.
- To attend panchayat meetings. To have seminars with HMG/N health and agriculture workers and so improve relationships and aim at integration.
- To work for Nepalisation by training and giving more responsibility to trained staff in planning, teaching and evaluation of the programme by having a CHP Advisory Committee.
- To increase rural development work in agriculture, animal treatment, water programmes and non-formal education.
- To find new opportunities for teaching and demonstration in market meetings, schools and panchayats.

3. Activities

- To continue working in the twelve MCH clinics, improving methods in teaching and the quality of work by having a target area in FP and nutrition.
- To continue the de-worming programme in 4 panchayats.
- To have full-time leprosy and ID worker to re-organise work and improve teaching and follow-up as well as working in OPD.
- To organise regular school teaching weekly in the High School and monthly in selected primary and secondary schools, with children as the target.
- To continue monthly seminars with HMG/N and dispensary staff.
- To have the agriculture programme in close cooperation with HMG/N workers, increasing work in 2 panchayats with a new Village Agriculture Worker. Make a fruit tree nursery and continue making soap.
- To continue non-formal education with literacy classes and teaching programmes among low caste women.
- To continue monthly seminars for CHP staff, keeping them motivated for learning new and changing ideas.
- To continue helping and learning in OPD in teaching and assisting doctors.
- To start a new demonstration area, stressing community involvement.

4. Evaluation

- To continue Village Health Registers for follow-up and evaluation.
- To repeat the survey done 3 years ago about Infant Mortality with the help of the dispensary.
- To continue the survey of disability with the cooperation of the dispensary.
- To do basic survey in agriculture.
- To continue the de-worming programme as a survey method.
- To evaluate staff yearly.

5. Training

- In-service training for CMA and ANM
- Leprosy worker to get training for TB in the dispensary
- To continue sending VHW and refresher training in Dhankuta
- To send workers for animal and agriculture courses
- To send for orientation to other UMN programs for community motivation and water programs
- Continue program seminars

6. Personnel

CHP Director
 CHP Nurse
 Agriculturalist
 Non-formal Educator/English Teacher (half-time)
 Water Technician (half-time) - not filled
 Business Manager (one-third time)

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
1) AREA SERVICES				
Receipts:				
Budget allocation		15,936	24,900	+ 9,000
PCS		14,871	21,400	+ 6,500
		<u>30,807</u>	<u>46,300</u>	<u>+ 15,500</u>
Payments:				
Salaries		2,800	3,700	+ 900
PCS		14,871	21,400	+ 6,500
Administration		3,500	4,600	+ 1,100
Stationery		600	800	+ 200
Travelling		2,000	3,000	+ 1,000
Maintenance		3,000	* 5,500	+ 2,500
Rent		4,036	** 7,300	+ 3,300
		<u>30,807</u>	<u>46,300</u>	<u>+ 15,500</u>

Note: * New house built

** Rent will be paid from two houses (starting October 1984)

CAPITAL BUDGET FOR 1984

Renovation of houses 40,000

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
2) <u>DISPENSARY</u>				
Receipts:				
Fees	140,000	207,000	207,000	+ 67,000
Medical supplies for CHP	25,000	34,500	34,500	+ 9,500
Refund on lights	4,000	6,000	6,000	+ 2,000
Budget allocation	242,572	283,475	283,475	+ 40,900
PCS	42,522	59,600	59,600	+ 17,100
	<u>454,094</u>	<u>590,575</u>	<u>590,575</u>	<u>+ 136,500</u>
Payments:				
Salaries	220,372	259,800	259,800	+ 39,400
PCS	42,522	59,600	59,600	+ 17,100
Drugs	110,000	161,000	161,000	+ 51,000
Medical & surgical supplies	35,000	46,500	46,500	+ 11,500
B.U. Linen	3,000	4,000	4,000	+ 1,000
Uniform	2,700	3,600	3,600	+ 900
Fuel and light	18,000	25,300	25,300	+ 7,300
Cleaning	2,000	2,600	2,600	+ 600
Stationery	7,000	9,200	9,200	+ 2,200
Transport and travel	4,000	8,050	8,050	+ 4,050
Maintenance	7,000	8,050	8,050	+ 1,050
Library fund	1,000	1,150	1,150	+ 200
Miscellaneous	1,500	1,725	1,725	+ 200
	<u>454,094</u>	<u>590,575</u>	<u>590,575</u>	<u>+ 136,500</u>

CAPITAL FUND BUDGET FOR 1984

Casio electronic calculator	1,000
Fibreglass windows for roofs	4,000
Patients' rooms (cement plaster)	10,000
Patients' scale	16,000
	<u>31,000</u>

OKHALDHUNGA PROJECT

PROGRAMME FUND BUDGET FOR 1984

COMMUNITY HEALTH PROGRAMME

	Programme budget 1982-1984	Cumulative budget to 14 Jan. 83	Cumulative Actuals to 14 Jan. 83	Approved budget 1983	Preliminary budget for Jan-Jul 84
Receipts:					
Surplus brought forward	-	-	125,468	-	-
Donor	1,168,500	274,000	277,000	428,000	387,250
Miscellaneous	12,000	3,000	11,852	4,000	2,500
PCS	144,800	34,000	34,000	55,400	27,700
	<u>1,325,300</u>	<u>311,000</u>	<u>448,320</u>	<u>487,400</u>	<u>411,450</u>
Payments:					
Recurring and Capital:					
Salaries	610,500	150,500	144,460	220,000	160,000
PCS	144,800	34,000	34,000	55,400	27,700
Medicines	75,000	20,000	14,093	25,000	15,000
Materials	35,500	6,500	6,704	64,000	7,500
Health Teaching (& deworming)	10,500	3,000	5,422	4,000	62,750
Water	220,000	70,000	9,672	70,000	90,000
Demonstration Area	100,000	20,000	9,667	40,000	20,000
Training, Library	16,000	5,000	2,241	6,000	14,500
School & adult teaching	8,000	2,000	2,809	3,000	1,500
Miscellaneous & Refrig. Fuel	105,000	-	-	-	32,500
Building & Equipment	-	-	112,569	-	-
	<u>1,325,300</u>	<u>311,000</u>	<u>341,583</u>	<u>487,400</u>	<u>411,450</u>

To the preliminary CHP budget for 6/12 of 1984 the following supplementary budget requests have been included in the above figures:

Salaries	40,000
Water	50,000
Training	12,000
Deworming	61,000 (31,000 for 1983, 30,000 for 1984)
Refrigerator fuel	5,000

PATAN HOSPITAL

Plans and Budgets for 1984

1) MEDICAL PROGRAM

Personnel: There are 22 fulltime posts to be filled by UMN staff, plus several volunteer and part-time tasks, in addition to those filled by Nepali personnel.

Running Costs: The UMN is asked to provide R.1357,000. as its contribution to the running of the hospital. This is equivalent to the difference between the cost of running the hospital, and the money which can actually be recovered from patient charges.

Contribution to Hospital Board: The Hospital Board will have about one-third of its membership from UMN, pending finalisation of the new agreement. This is an opportunity for UMN to ensure that the hospital runs according to the principles of appropriateness for the medical needs of Lalitpur District at this stage in its history.

GENERAL BUDGET FOR 1984Receipts:

Patient fees	5,110,000.
Other income	255,000.
HMGN subsidy	520,000.
Gifts	20,000.
UMN Budget allocation	1,357,000.
UMN Personnel Contributed Services	700,000.

7,962,000.

Payments:

Salaries	4,527,384.
Supplies	3,434,616.
	<u>7,962,000.</u>

Note: Charity (included in above) - Under Fives Clinic 120,000.
 TB 79,000.
 Inpatient & CPHCP Ins. 321,000.
520,000.

2) BUILDING PROGRAM

The majority of the work on OPD and ward units is now done, with quite a number of small finishing items to be completed. Work still to be done includes the dental department, which the Building Project is presently using as temporary offices. Work is also being done on the postmortem complex, roads and landscaping. Equipment which needs installation is still not here, but it is hoped that it will come soon.

Work has started on the on-site staff quarters, and despite heavy rains the foundations have been concreted. Money is still needed for this stage. The temporary accommodation on the top floor of the hospital block is finished and now occupied.

BUDGET FOR 1984

Receipts:

Grants	2,500,000.
Personnel Contributed Services	39,000.
	<hr/>
	2,530,000.

Payments:

Completion of staff housing (one wing)	1,000,000.
Completion of hospital building	1,500,000.
Personnel Contributed Services	30,000.
	<hr/>
	2,530,000.

APPENDIX 25

IAHAN PROJECT (Blindness Control Program)

Area Services Budget for-1984

Receipts:	
Budget allocation	20,000.

Payments:	
Rent, furniture, mail, water, etc.	20,000.

Based on one family only.

APPENDIX 22

NURSING CAMPUS, UMN PROGRAM

Plans and budgets for 1984

1. Program Description

The Nursing Campus is a United Mission to Nepal (UMN) funded campus of Tribhuvan University (TU) Institute of Medicine (IOM), which educates Nepali women in basic nursing. The training period for students is three years in this certificate level program. At present there are 68 students, 11 teachers, 3 administrative staff and 13 ancillary staff at the campus.

2. Objectives

The overall aim is to educate Nepali women to be beginning practitioners in nursing in the hospital and community. Objectives are as follows:

- a) To discuss with the Dean of TU, IOM, the possibility of having our program be a separate campus, not under Mahaboudha Campus.
- b) To facilitate the continuing education for teachers.
- c) To maintain/improve relationships with the hospital, community and university.
- d) To increase the yearly intake of students from the present intake of 25 students to 30 students.
- e) To investigate the possibilities of building a nursing campus.
- f) To continue offering the use of teaching personnel to assist in the development of nursing programs at various levels.
- g) To develop a method of student and staff support and counselling.

3. Activities

- a) To continue certificate level nursing education.
- b) To continue discussion with the Dean (IOM) about a separate campus for the UMN Nursing Program.
- c) To continue to improve relationships with the hospitals and community areas used for the students learning experience by establishing coordinating committees with the personnel at those facilities.
- d) To send personnel from our campus to assist in curriculum use and development at Biratnagar Campus and at the Mahaboudha Campus.
- e) To establish and continue a counselling program involving teachers, students, and staff.
- f) To discuss the possibilities of building a nursing campus.

4. Planned Evaluation/Research

Teachers will do research using criteria set up by T.U., IOM. Program and staff evaluation will continue to be done on a yearly basis.

5. Personnel/Training

- 1 Deputy In-charge
- 5 Tutors *

* Two Senior Tutors, expatriate, are needed for 2 years until the two Nepali Senior Tutors return from further study (until June-July 1985).

NURSING CAMPUS, UMN PROGRAM

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	inc/dec over 1983
Receipts:				
Budget allocation	131,393	664,665	699,395	+ 34,730
Miscellaneous	15,359	10,000	2,000	- 8,000
PCS	95,225	110,106	117,304	+ 7,198
	<u>241,977</u>	<u>784,771</u>	<u>818,699</u>	<u>+ 33,928</u>
Payments:				
Salaries	178,898	300,840	348,040	+ 47,200
PCS	95,225	110,106	117,304	+ 7,198
Students Allow. & Med.	101,298	134,500	117,880	- 16,620
Medical expenses	751	6,350	5,350	- 1,000
Supplies and expenses	11,272	14,000	14,000	
Recreation and socials	2,754	4,000	4,000	
Teaching materials	4,021	9,000	9,000	
Uniform	11,485	10,475	11,625	+ 1,150
Maintenance	1,443	12,000	12,000	
Rent	36,000	144,000	144,000	
Electricity	7,263	7,000	7,000	
Water	621	2,000	2,000	
Telephone	1,035	1,500	1,500	
Transport	20,806	22,000	18,000	- 4,000
Public relations	4,246	5,000	5,000	
Miscellaneous	481	2,000	2,000	
	<u>577,599</u>	<u>784,771</u>	<u>818,699</u>	<u>+ 33,928</u>

As this information and follow up continuously as mentioned in our long-term plan for 1983-1985, with the exception of the amount of \$100,000 which has been handed over to HMC.

We plan to start the EHS in the process and one in the end as requested by HMC.

Our new activities in the hospital may be handed over to family planning.

Relationships are going on about changes in our EHS involvement in the health service in the hospital, which is a private dispensary.

Planning for the establishment of appropriate health care in the urban area will continue.

As soon as the EHS staff quarters buildings are finished in the hospital, we will start building a community hall in the hospital and staff quarters in the hospital.

In the long term - we will implement as the HMC Health Post system and the supply. As HMC have increased their allocation to the fiscal year, we will increase our allocation for medicine accordingly.

APPENDIX 23

COMMUNITY PRIMARY HEALTH CARE PROGRAMME, LALITPUR

Plan for January-July 1984

1. Programme description

Lalitpur District consists of 41 panchayats with a district population of approximately 210,000. The health facilities provided by UMN are 3 EHS/HP with 29 clinics. The Patan urban area programme is in an initial stage. Planning and surveys are going on. At present we have two full-time and two part-time expatriate and 90 Nepali staff.

2. Programme objectives

Together with the communities, local leaders and volunteers:

- a) To encourage communities to identify their own health needs
- b) To facilitate maximum basic health services with minimum resources
- c) To give comprehensive (preventive, curative and promotive) health care to the rural and urban area of the district
- d) To introduce use of local resources within their own economic frame
- e) To seek to prevent the most prevalent infectious diseases and deficiencies
- f) To reduce infant and maternal mortality
- g) To identify harmful habits and encourage changes
- h) To stimulate for increasingly more responsibility for their own health care
- i) To prepare for and participate in a joint operation of activities with the HMG/N Health Ministry as feasible, while at the same time continuing to assist in the operation of health activities according to the HMG/N Integrated model
- j) To participate in the development of a smooth functioning relationship between the primary programme and the base hospital including two-way referral service and mutual support

3. Programme activities

We will implement and follow up continuously as mentioned in our long-term plan for 1982-1986, with the exception of Bungamati EHS which has been handed over to HMG/N.

We plan to start one EHS in Chapagaon and one in Immadol as requested by HMG/N.

Our MCH activities in Chitapoul may be handed over to Family Planning.

Negotiations are going on about changes in our MCH involvement in the health service in Pharping, which is a private dispensary.

Planning for the establishment of appropriate health care in the urban area will continue.

As soon as the HP and staff quarters buildings are finished in Chaughare, we will start building a conference hall in Gadegaon and staff quarters in EHS areas.

In the Drug System - we will implement as the HMG/N Health Post system and the supply. As HMG/N have increased their allocation to HPs this fiscal year, CPHCP will increase subsidies for medicine supplies accordingly.

4. Relationship with other programs

The program will work closely with Patan Hospital, Health Services Support Project, Health Services Office, Lalitpur District Health Coordinating Committee, HMG/N Ministry of Health, ICHSDP, UNICEF, District Administration, international organisations, vertical projects, Tribhuwan University, Institute of Medicine, Community Development Assistant Project, and associations in Lalitpur.

5. Planned evaluation

Our plan is to study health status in order to evaluate our EHS/HP and MCH activities. We will do this with the help of concerned authorities and personnel, along with the CPHCP Assistant Statistician.

6. Personnel/Training

We hope to send two of our staff to India for training, one for B.Sc in Nutrition and one for Diploma course. One is applying for B.Sc. in Nursing in Nepal. Three or four CMAs will be needed, and suitable persons for this training are being sought. Three HAs and four ANMs are due for Integration training in Pathalaya.

The Director of the Project is a Nepali.

UMN staff posts are:

- 1 Community Medical Officer
- 1 Community health nurse
- 1 Training Coordinator
- 1 Social worker
- 1 typist (part-time)
- 1 Builder

COMMUNITY PRIMARY HEALTH CARE PROGRAM, LALITPUR

PROGRAM FUND BUDGET FOR 1984

	Program budget 1982-86	Cumulative budget to 14 Jan. '83	Cumulative actuals to 14 Jan. '83	Approved budget 1983	Budget 1984
Receipts:					
Donors	10,779,600	1,542,300	1,632,500	2,099,600	2,802,800
PCS	403,400	57,100	34,400	67,000	78,700
	<u>11,183,000</u>	<u>1,599,400</u>	<u>1,666,900</u>	<u>2,166,600</u>	<u>2,881,500</u>
Payments:					
1. <u>Recurring</u>					
PCS	403,400	57,100	34,400	67,000	78,700
Salaries & allowances	5,566,000	748,000	654,500	910,600	1,106,500
Medicines					
-Health Post	340,100	40,300	27,600	50,900	64,400
-MCH	744,800	115,000	6,000	125,600	136,900
Supplies					
-Health Post	89,000	12,700	11,800	14,500	16,700
-MCH	131,000	19,600	15,000	21,200	24,300
-General	23,600	2,900	5,400	3,600	4,600
Rent and utilities	172,200	38,600	24,300	51,600	46,800
Travel and transportation	430,300	46,000	29,700	78,000	101,900
Repairs and maintenance	54,300	8,100	10,500	9,300	10,600
Administration	186,400	25,700	15,700	30,500	36,300
Training	134,400	26,700	17,000	48,500	41,400
Health Education	32,300	3,500	200	4,600	6,100
Miscellaneous	50,400	7,500	7,100	8,600	9,900
Audit fee	31,000	4,600	-	5,300	6,000
Urban program	50,000				50,000
	<u>8,439,200</u>	<u>1,156,300</u>	<u>859,200</u>	<u>1,429,000</u>	<u>1,741,100</u>
Contingency 10%	843,900	115,600	-	143,000	174,100
	<u>9,283,100</u>	<u>1,271,900</u>	<u>859,200</u>	<u>1,572,000</u>	<u>1,915,200</u>
2. <u>Capital</u>					
Staff quarters	600,000				600,000
Motor cycle	35,000	35,000	35,000		
Diesel jeep	312,500				312,500
Office equipment	79,000	54,000	37,000	10,000	25,000
MCH equipment	12,100			4,800	2,500
MCH initial equipment	25,000	12,500	1,700	5,000	2,500
Health Post equipment					
-(new renewal)	68,000	20,000	200	20,000	20,000
Books and publications					
-for library	17,300	3,000	300	4,000	3,800
Health Post building	750,000	200,000		550,000	
Projector(slide/filmstrip)	1,000	3,000			
	<u>1,899,900</u>	<u>327,500</u>	<u>74,200</u>	<u>593,800</u>	<u>966,300</u>
Net recurring budget	<u>9,283,100</u>	<u>1,271,900</u>	<u>859,200</u>	<u>1,572,000</u>	<u>1,415,200</u>
Total Capital					
+ Recurring NCRs	<u>11,183,000</u>	<u>1,599,400</u>	<u>933,400</u>	<u>2,166,600</u>	<u>2,881,500</u>

Note: Motor cycle is already purchased, in 1982. It was approved by HSB.

Recurring payments: Rent/Utilities - Rs.10,000 added to original budget

Travel/Transportation - Rs.15,000 added to original budget

Training - Rs.10,000 added to original budget

COMMUNITY DEVELOPMENT ASSISTANCE PROJECT, LALITPUR

Plans and budgets for 1984

1. Project Description

CDAP's area of service is the southern-most five hill panchayats of Lalitpur District. The main emphasis will continue to be participation with the local people according to their expressed and demonstrated needs. CDAP will function as a complementary, supportive district project with relationships with appropriate village, district and national offices, committees and related organizations.

2. Objectives

Objectives are as stated in the project proposal. Planned priorities in this six-year period continue to be working with local development committees, giving them increased responsibilities and consolidation of present CDAP activities. In addition, work will be initiated in a sixth panchayat in a planned fashion.

3. Activitiesa) Nutrition.

- to continue general activities in teaching materials, data collections, training sessions and liaison with HMG, UMN and other related agencies
- to work cooperatively with CPHCP through visits to sub-centers, training and supervising staff

b) Food Technology

- to continue demonstrating and motivating for straw boxes and solar driers for grain storage/food preservation
- to continue to educate villagers re uses and values of local foods

c) Sanitation

- to continue motivation for sanitary 'every family member' latrines

d) Water Supply

- to install systems in Gimdi, Pyutar, Asrang, Ikudol and Thula Durlung, to 46, 29, 11, 16 and 40 households respectively
- to continue to work with local communities and committees for planning, installation, supervision and maintenance

e) Agriculture

- to give extension and demonstrations where and as appropriate in seed selection, manures, improved crops and insect control, as requested by the local development committees
- to provide liaison services for agricultural decisions through extension work and such services as soil testing
- to follow-up grain storage program
- to implement a simple record-keeping system at the agricultural supply centers
- to begin activities in land stabilizations

f) Tree Planting

- to continue running nurseries in 5 panchayats, including training local staff and providing trees as requested by development committees
- to assist with establishing plantations on community land as available
- to continue extension work in fruit tree management
- to assist DFO with simple surveying for allocation of community forest in our project area
- to assess need for tree planting at water sources
- to propagate mulberry, fruit and spice seedlings for rural industries
- if requested by DFO, to begin nursery work in an extra panchayat

g) Animal Health Care

- to continue extension and demonstrations as appropriate in compost, silage and combined livestock farming
- to select farmers improved buffalo program
- to continue supervision of animal health trained villagers

h) Rural Industries

- to continue promotion of smokeless stoves and follow-up those installed
- to continue trial and demonstration of 'chuiiri', soap making
- to continue research in alternative power sources, and mills
- to follow-up on recommendations from the survey done by Rural Industries Project (RDC), especially those where cooperation with HMG related agencies is possible

i) Non-Formal Education

- to continue with the basic, second level and maths courses in Pyutar, including supervision and in-service training of facilitators
- to continue materials development in connection with NFE/HQ, also exploring use of other media such as games and puppets
- to organize workshops on specific topics as requested
- to continue to encourage local reading centers in each ward in Pyutar
- to observe cultural themes related to NFE
- to explore the NFE needs in one other panchayat, plan an appropriate program to begin to implement in April 1984

j) Administration

- to continue the process of team building and in-service training
- to accomplish the task of setting in a new Project Director

4. Planned Evaluation/Research

- continued evaluation through dialogue with the development committees, and villagers
- 3-monthly evaluation by water committees/watchmen; 6-monthly evaluation of water systems and their effects
- survey of existing forest resources and basic demarcation work
- observation of cultural themes related to NFE

5. Personnel/Training

- training about installations for water watchmen
- training for staff and villagers in land stabilization
- short workshops/seminars for senior staff as appropriate
- one agriculture staff to study animal traction work in Bangalore, India

6. Personnel

- Director
- * Food Technologist
- Agriculturalist
- Forester
- Community Motivator/NFE
- * 2½ Non-Formal Educators

COMMUNITY DEVELOPMENT ASSISTANCE PROJECT, LALITPUR

PROGRAM FUNDED BUDGET

	Program budget 1982-86	Cumulative budget to 14 Jan '83	Cumulative actuals to 14 Jan '83	Approved budget 1983	Budget 15 Jan- 15 July '84
Receipts:					
Donor MZE	* 3,053,500	975,910	463,600	760,509	525,700
Donors, others	2,776,483	391,653	203,866	216,083	200,865
Income/sales	112,000	34,200	2,820	35,560	6,320
PCS	493,200	69,700	106,400	112,100	47,195
	<u>6,435,183</u>	<u>1,471,464</u>	<u>776,686</u>	<u>1,124,252</u>	<u>780,680</u>
Payments:					
1. Recurring					
Water supply & sanitation					
-staff salary	180,049	25,667	18,000	30,041	17,210
Agriculture/Horticulture, Animal Health Care, Nutrition/Food Technology					
-initial supplies (Ag.Center)	100,000	50,000	11,400	50,000	**10,000
-Agriculture, small industries & related initiatives	321,300	75,200	3,500	76,900	**115,600
-Literacy and other training & awareness bldg activities	102,400	23,000	1,600	24,300	**21,800
-Staff salaries	618,714	88,058	63,200	103,137	46,115
-Nutrition	28,200	4,440	800	4,940	4,500
-Food Technology	62,500	25,000		18,750	2,000
Program Coordination					
-Travel/transportation	238,567	22,860	19,900	29,720	13,510
-Staff training	55,900	8,300		9,500	5,500
-Office expenses	531,482	72,650	34,700	86,543	52,700
-Salaries	575,841	81,874	52,900	95,986	45,330
Unforeseen & Audit	267,830	37,400		44,000	25,500
Tree Planting	658,400	170,250	64,500	110,140	79,750
PCS	493,200	69,700	106,400	112,100	47,195
	<u>4,234,383</u>	<u>754,359</u>	<u>376,900</u>	<u>796,027</u>	<u>530,610</u>
2. Capital					
Materials & labour costs for construction of water supply	1,625,000	625,000	157,800	250,000	246,570
Materials & labour cost of sanitation measures	125,000	25,000	14,700	25,000	
Construction of Agriculture supply center	32,500	16,250	66,800	16,250	3,000
Moped	15,000	15,000			
Motorcycle	35,000			35,000	
Diesel jeep	325,000				
Books & journals	9,400	1,875		1,975	500
Office equipment	33,900	33,900			
	<u>2,200,800</u>	<u>717,065</u>	<u>248,500</u>	<u>328,225</u>	<u>250,070</u>
Recurring	<u>4,234,383</u>	<u>754,399</u>	<u>376,900</u>	<u>796,027</u>	<u>530,610</u>
Total Fund needed	<u>6,435,183</u>	<u>1,471,464</u>	<u>625,400</u>	<u>1,124,252</u>	<u>780,680</u>

* EXE funding is for 3-year period 1982-85

** Exceed original budget offered from 1982/83

APPENDIX 26

ECONOMIC DEVELOPMENT BOARD

Plans for 1984

Believing that local participants should actively share and coordinate development efforts, the ED Board has shared part of its authority and responsibilities with Projects and Programs in the Planning & Management Committees, which in turn are actively involving Project/Program team/staff members in planning and implementation.

Similarly it must be assured that villagers/local communities/groups in the work/contact area actively and realistically participate in communicating their needs, aspirations, plans, implementation efforts and evaluations as an integral part of the planning and management process, ensuring increased knowledge of and sensitivity to local problems and needs which become the warp and woof of coordinated programs.

Decentralization implementation of administrative structures and responsibilities is providing and leading to more flexible, innovative and creative planning and management. This process has involved acts of trustful distribution and shared powers and activities, which is neither a rationing or apportioning nor an allocation or assignment. The goal is a widespread joint participation in development planning, decision-making, and management.

Locally oriented involvement is not a slogan or gimmick; it is a mode of operation. The plans and budgets for 1984 reflect this approach and, hopefully, increasing competence and confidence will be noted as the parameters of involvement are extended.

In the Development & Consulting Services and Advisory Committee members have contributed to the decision-making process, representing broad sections of work. The Small Turbines and Mills Program is shifting from a surplus motivated to a benefit-sharing service which seeks to bring these benefits to as many Nepali people living in rural communities as possible. With the publication of the Bio-gas book in two volumes, the Bio-gas Research Development/Construction Project will have been finalized, with over 800 plants installed. The Dome and Tunnel plants are more reliable and about 30% cheaper than the equivalent Steel Drum plants. Having successfully established a hot dip galvanizing plant as a pilot project, plans are being completed for the design and installation of a full scale galvanizing plant in the Butwal Engineering Works. Successful installation of hydraulic ram pumps has been completed at three sites lifting drinking water to the tops of high ridges, eliminating hours of drudgery.

At Badichaur the United Mission Surkhet Project is establishing roots, relationships, and dialogue with the village people regarding major needs, priorities and possible program initiation, which may include irrigation and drinking water schemes, mills, agriculture and cottage industries. Local people have been approaching the Anghorns for medical help also.

Expanding into four new Panchayats, the Nawal Parasi Hills Development Project emphasizes community-managed development in health care, drinking water systems, tree nurseries, grain storage banks and irrigation. Work in agriculture and animal care are also important components. Future programming will be integrated into the District Development structure based on Village Panchayat plans and implementation. Local representatives are assisting in procuring Project Agreement approval.

Planning and budgeting procedures which are coordinated with local leaders

will cause the need for a more flexible budgeting and funding process to be considered.

At the Andhikhola Projects, tunneling work for the power plant and irrigation scheme, experimentation with building blocks, installation of drinking water schemes, hydro ram pumps, and a hydro-electric turbine are being done. Tree planting, silage promotion, craft and cottage industries, solar drying of fruit, non-formal literacy classes are to be continued. Various development activities involve the local communities in joint ventures, including assistance to a local cooperative society, a watershed study, and local employment policies.

The Rural Development Centre is actively relating to and serving people's needs in greatly increased participation. With the establishment of the Rural Industries Program, outreach into a number of rural development related Projects is well under way. The Horticulture/Agronomy, Animal Health Improvement and Tree Planting/Forestry Programs are facilitating the training of farmers, UMN field project staff, and trainees from other organizations. The library, as an extension service, continues to make available over 1,100 books and publications. Under capable Nepali management the Farm's program and operation fit more closely with RDC objectives. Regrettably the attempts to employ Nepali professionals has had limited success. Increasingly, the UMN Projects are becoming aware of the resources and practical assistance of RDC.

Through the Industrial Development Planning and Management Committee the Companies and related Organizations at Butwal have established a chain of communication which provides coordination and guidance in policy making and more effective management. Tentative schedules for ultimate handover to His Majesty's Government are being revised; guidelines on business ethics reflect the awareness of questions and problems relating to "doing business" and attempts to more effectively deal with HMGN, private concerns, and various forms of unofficial rewards; and increased input regarding operational matters facilitates overall participations and UMN representatives assistance on the Boards of the Companies and Organizations.

The Promotion of Apprenticeship Training in Nepal program is continuing to develop as the Director conducts study and research related to industrial manpower training, prepares materials concerning apprenticeship training, and coordinates effort to involve Government and Industry to this type of training. As a member of the Industrial Training Council of Nepal, the Director participates at the growing edge of Apprenticeship Training on many strategic levels.

Space does not permit a review of the work done by EDB seconded personnel or done by the EDB Service Office staff. They also are an integral part of the economic development thrust and witness.

Together we seek to do the Lord's will as He sends us into many difficult ridges and trails. But we can say with confidence that He goes with us and blesses us in countless ways in the fellowship of our common tasks.

Receipts:				
Charges	3,775.	5,300.	5,000.	300.
Payments:				
Washing, and supplies	1,528.			
Rent	3,300.	3,300.	3,300.	
Maintenance, electricity, water	1,124.	600.	300.	300.
	5,957.	5,300.	5,000.	300.

Al Schlorholtz
Economic Development Secretary

CAPITAL FUND BUDGET 1984

Office modification

ECONOMIC DEVELOPMENT BOARD SERVICE OFFICEPlans and Budgets for 19841) EDB SERVICE OFFICEProgram Description

The EDB Service Office is located in Jyathatole in central Kathmandu.

Program Objectives

- a) To provide technical support to the Economic Development Secretary and the Asst. AEDS
- b) To assist in business matters in Kathmandu, mainly for EDB-related projects/programs, and companies/organisations.
- c) To assist in the planning and implementation of economic and rural development programs.

Activities

- a) Service Office: Secretarial and accounting services, purchasing and customs clearance.
- b) Liaison Office: Negotiations and liaison with HMGN Ministries and Departments.
- c) Guestroom: Lodging for visitors on official business.
- d) Office space: Offering office facilities for EDS/AEDS, EDB programs based in Kathmandu, and for EDB-related companies.

Evaluation

The monitoring of achievements is an ongoing process between services offered and services requested.

Personnel/Training

1 Technical Assistant.

By offering flexible working hours when possible, the Nepali staff will be able to study part-time.

EDBSO GENERAL FUND BUDGET FOR 1984

	<u>Actuals for 1982</u>	<u>Approved Budget 1983</u>	<u>Budget for 1984</u>	<u>Inc/Dec. over 1983</u>
1) SERVICE OFFICE & EDS				
Receipts:				
Secretarial charges	15,197.	7,000.	8,000.	+ 1,000.
Board attendance fees	9,240.	5,000.	-	- 5,000.
Budget allocation	-	61,772.	66,612.	+ 4,840.
Personnel Contrib. Services	45,000.	45,000.	45,000.	-
	<u>69,437.</u>	<u>118,772.</u>	<u>119,612.</u>	<u>+ 840.</u>
Payments:				
Salaries	21,405.	21,732.	27,372.	+ 5,640.
Personnel Contrib. Services	45,000.	45,000.	45,000.	-
Rent	6,520.	17,400.	17,700.	+ 300.
Office supplies, telegrams, postage, etc.	17,504.	6,500.	7,000.	+ 500.
Maintenance, electricity, water	(733)	3,000.	2,400.	- 600.
Telephone	245.	3,240.	3,240.	-
Subscription and library	776.	1,000.	1,000.	-
Travel	917.	8,000.	3,000.	- 5,000.
Functional Boiard preparation	8,008.	8,500.	8,500.	-
LO services	2,360.	2,400.	2,400.	-
Miscellaneous	2,671.	2,000.	2,000.	-
	<u>104,677.</u>	<u>118,772.</u>	<u>119,612.</u>	<u>+ 840.</u>
2) LIAISON OFFICE				
Receipts:				
Hourly charges	37,148.	59,940.	58,995.	- 145.
Retainer fees	16,800.	16,800.	19,200.	+ 2,400.
Peon, etc. services	370.	500.	500.	-
	<u>54,318.</u>	<u>77,240.</u>	<u>78,695.</u>	<u>+ 1,455</u>
Payments:				
Salaries	60,260.	63,144.	64,992.	+ 1,848.
Kathmandu travel	3,000.	3,816.	3,600.	- 216.
Non-Kathmandu travel, etc.	608.	2,000.	1,000.	- 1,000.
Maintenance, electricity, water	600.	600.	600.	-
Telephone	840.	1,080.	1,080.	-
Office supplies	2,102.	2,000.	2,000.	-
Rent	3,480.	3,600.	3,600.	-
Miscellaneous	2,269.	1,000.	1,823.	+ 823.
	<u>73,159.</u>	<u>77,240.</u>	<u>78,695.</u>	<u>+ 1,455.</u>
3) GUESTROOM				
Receipts:				
Charges	3,775.	5,300.	5,000.	- 300.
Payments:				
Washing, and supplies	1,528.	1,400.	1,400.	-
Rent	3,300.	3,300.	3,300.	-
Maintenance, electricity, water	1,129.	600.	300.	- 300.
	<u>5,957.</u>	<u>5,300.</u>	<u>5,000.</u>	<u>- 300.</u>

CAPITAL FUND BUDGET 1984

Office modification

10,000.

2) PROMOTION OF APPRENTICESHIP TRAINING IN NEPAL

1. Programme Description

The programme is the outcome of the experience of BTI in apprenticeship training. HMG on several occasions has expressed that BTI should be used as a model in other parts of the country and not be lost for ever. Although, there is a realisation of BTI's success in training, people have difficulty in the understanding of the reason for such success. The meaning of apprenticeship training or the training within a functioning industrial environment is not easily understood. The programme is therefore meant for explaining the apprenticeship training concept to the people concerned and promoting such activities.

2. Programme Objectives

The main objectives of the programme are:

- a) to study and research related to industrial manpower training;
- b) to prepare literature concerning apprenticeship training;
- c) to liaison with Government and Industry concerning apprenticeship training.

3. Programme Activities

- a) The major activity during this period will be working with people in industry concerning their participation in apprenticeship training programmes. The Hetauda Apprenticeship Training Centre shall have started its operation since then and there will be a greater need of instructor's training for the supervisors and foremen working in the industries of Birganj - Hetauda area. Therefore, promoting instructor's training programme shall be a major activity during this period. Work with smaller entrepreneurs of the area for their involvement in apprenticeship training shall be important. Preliminary work shall be done with industries in Biratnagar, far east Nepal for their participation in apprenticeship training. By working through local apprenticeship advisory committee, stronger ties shall be developed between the industries and HMG authorities.
- b) Work with HMG will continue to be important. As a member of Industrial Training Council of Nepal, there will be various important activities. Making laws and bye-laws, making syllabus and courses etc. shall demand a lot of time. Co-ordination of industrial apprenticeship training and other institutional training shall be another important activity.
- c) Further progress shall be made in the research into the future industrial manpower needs of Nepal, development of concerning literature and programmes of training of foremen and instructor's training.

4. Planned Evaluation/Research

An evaluation team shall be formed at suitable stage by E.D.B. and donor agency.

5. Personnel/Training

There will be no major changes in personnel, although the office assistant shall have to be employed fulltime.

The programme-incharge shall need training, specially consisting of apprenticeship study tour in neighbouring countries in South-East Asia.

BUDGET FOR 1984

Program Budget 1982-86	Cumulative budget to 14.183	Cumulative actuals 13.1.83	Approved Budget 1983	Approved Budget 1984
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Receipts:

Donor grant	350,000.	51,000.	50,592.	75,000.	138,000.
Other income	-	-	1,540.	-	-
	350,000.	51,000.	52,132.	75,000.	138,000.

Payments:

Salaries	220,000.	36,000.	39,601.	50,000.	68,000.
Travel, rent, office expenses	50,000.	10,000.	10,877.	15,000.	18,000.
Printing	80,000.	5,000.	-	10,000.	12,000.
Study tour	-	-	-	-	15,000.
Joint Program with HMG	-	-	-	-	25,000.
	350,000.	51,000.	50,478.	75,000.	138,000.

Payments:

Salaries					
PCS					
Maintenance & rent					
Mailbag expenses					
Office supplies					
Advertisement expenses					
Hospitality					
Postage, telegrams, bank charges	2,343		2,500		
Technical literature	1,117		2,000		
Travel expenses	3,017		1,500		
Repair of furniture & equipment	390		5,500		
Employee benefit	2,165		2,000		
Maison service	1,338		2,000		
Mini bus expenses	59		7,000		7,000
Honda Express (motorcycle)	2,116		4,500		4,500
Project investigation			16,500	15,000	(1,500)
Depreciation	8,330				
Miscellaneous exp. (incl. donation)	4,980		5,500	5,500	
	130,639		191,200	217,000	25,800

DEVELOPMENT AND CONSULTING SERVICES

Approved Budget 1983	Approved Budget 1984	Plans and budgets for 1984	Approved Budget 1985
88.1.11	88.1.11	88.1.11	88.1.11

1) DCS ADMINISTRATION1. Project Description

The administration consists of Director's Office, Business Office, Accounting and Cash Office, Mail and Secretary Office. Services are offered to its related departments, programs and EDB-related projects and companies.

2. Objectives

To give accounting, business, typing, mailing, cash handling services to its related departments, Programs and projects, as well as to Buling Arkhala Project (Nawal Parasi Hills Development Program) and Butwal Area etc.

3. Activities

- Keeping accounting records and preparing financial statements; cash handling services (which includes personal accounts for UMN expatriates working in Butwal, pay out wages and salaries to Nepali employees etc.)
- Mail service: sell postage stamps, look after incoming and outgoing mail for Kathmandu, BAP, Tansen, Andhikhola and Pokhara
- Typing service, duplicating
- Annual evaluation of Nepali staff performance
- Correspondence - letters to suppliers, customers etc.
- Help to negotiate rental contract with the landlords for ASO

4. Personnel

Director
Administrative Secretary
Nepali staff

4. Planned Evaluation/Research

An evaluation team shall be formed at suitable stage by E.D.B. and donor agency.

5. Personnel/Training

There will be no major changes in personnel, although the office assistant shall have to be employed fulltime.

The programme-in-charges shall have training, specially consisting of apprenticeship study tour in neighbouring countries in South-East Asia.

GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
UMN recurring grant		94,500	109,500	15,000
WCF interest	79,799			
Accounting charges to RED		15,000	15,000	
" " Butwal Area	9,000	9,500	9,500	
" " others	13,350	9,000	6,000	(3,000)
Rent income	5,350	7,200	8,000	800
Mailbag charges	5,534	10,000	9,000	(1,000)
Secretarial charges	7,231	10,000	10,000	
Mini bus income			8,000	8,000
Honda income (motorcycle)	3,600		5,000	5,000
Miscellaneous income	6,775	6,000	7,000	1,000
PCS		30,000	30,000	
	130,639	191,200	217,000	25,800
Payments:				
Salaries	76,590	84,000	96,000	12,000
PCS		30,000	30,000	
Maintenance & rent	10,240	7,000	12,000	5,000
Mailbag expenses	6,364	10,500	10,000	(500)
Office supplies	10,725	18,000	16,000	(2,000)
Advertisement expenses	1,025	1,200	2,000	800
Hospitality		1,000	1,000	
Postage, telegrams, bank charges	2,343	2,500	3,000	500
Technical literature	1,117	2,000	2,500	500
Travel expenses	3,017	4,000	4,000	
Repair of furniture & equipment	390	1,500	1,500	
Employees benefit	2,165	5,500	5,000	(500)
Liaison service	1,338	2,000	2,000	
Mini bus expenses	59		7,000	7,000
Honda Express (motorcycle)	2,116		4,500	4,500
Project investigation		16,500	15,000	(1,500)
Depreciation	8,230			
Miscellaneous exp. (incl. donation)	4,920	5,500	5,500	
	130,639	191,200	217,000	25,800

Note: This department operates on a self-cost non-profit basis and charges are fixed to cover all direct and indirect expenses.

Architect

Structural Engineer

Electrical Engineer

Design Engineer

Surveyor

Inspector

Assistant Engineer

Junior Engineer

Senior Engineer

Chief Engineer

Director

2) PURCHASING, CLEARING AND FORWARDING DEPARTMENT

1. Description

DCS maintains a purchasing, clearing and forwarding department in Butwal to provide services to all the EDB related and UMN projects, by purchasing and clearing and forwarding of goods needed for production or construction.

2. Objectives

- To offer purchasing, clearing and forwarding of goods on self cost basis
- To provide prompt services by purchasing and clearing of goods required for the projects
- To obtain the quality goods and right materials in time, at reasonable rates, for all EDB related and UMN projects

3. Activities

- Purchasing of goods in India and Nepal
- Arranging shipment to overseas countries
- Clearing of consignments from India and overseas through Indian and Nepali customs
- Booking air/bus and train tickets
- Registration of vehicles, renewal of licence
- Special assignment as per agreement

4. Personnel

The department is run by Nepali staff.

GENERAL FUND BUDGET FOR 1984

	Actuals 1982	Approved 1983	Budget 1984	Inc/Dec over 1983
Receipts:				
Shopping charges	19,275.56	29,100	27,000	(2,100)
Clearing and forwarding	5,475.00	4,800	9,000	4,200
Truck freight	32,656.11	1,700	36,400	34,700
Agency	7,046.79	8,100	9,500	1,400
Other charges	8,869.32	8,000	12,000	4,000
Miscellaneous charges		1,100		(1,100)
	73,322.78	52,800	93,900	41,100
Payments:				
Salaries	28,937.68	32,200	38,600	6,400
Truck freight	28,631.95		30,000	30,000
Depreciation	188.00	1,000		(1,000)
Bank charges	470.25	300	700	400
Miscellaneous charges	1,861.37	1,000	1,200	200
Maintenance		1,500		(1,500)
Repair equipment	122.50	300	500	200
Local travel	2,867.94	5,500	5,500	
Travel in India	7,453.30	9,000	10,000	1,000
Office supply	1,147.75	2,000	2,000	1,000
	71,680.74	52,800	88,500	35,700

Note: This department operates on a self-cost non-profit basis and charges are fixed to cover all direct and indirect expenses.

CAPITAL BUDGET 1984

Table fan	1,250
Typewriter	3,500
Electronic calculator	650
	<u>5,400</u>

3) DESIGN OFFICE

1. Description

The DCS Design Office offers consulting services to UMN projects in surveying, planning, design and/or supervision of building projects and civil engineering works on a self-cost basis. It also offers a similar service to other Mission projects, HMG and other outside parties on a commercial basis where appropriate.

2. Objectives

The principal objective of the DCS Design Office is to provide a comprehensive and competent service, as stated above, to all UMN projects requiring such a service.

To achieve the principal objective and at the same time make a lasting and worthwhile contribution to the development of Nepal, we will strive for secondary objectives so that a well-balanced and properly trained team which can respond flexibly and quickly to requests for assistance will be available.

These secondary objectives are:

- a) To provide comprehensive training and experience for Nepali draughtsmen, technicians and engineers.
- b) To carry out research into alternative construction materials and techniques
- c) To continue to establish a systematic and professional approach to construction works.
- d) To develop specifications suitable for the skills and resources of Nepal
- e) To continue to establish a library of factual construction costs in order to make rational cost decisions and conserve the resources of Nepal
- f) To obtain work from suitable sources outside of UMN in order to provide continuity of well balanced work loads providing the desirable training and experience for our staff and finance for research and free work.

We especially wish to re-establish expertise in surveying, water supplies and irrigation.

3. Activities

The following consulting projects are expected to provide the main core of the Design Office work for 1984:

Andhikhola Hydro Electric Project
Anandaban Leprosy Mission Training Unit
Jumla Technical School

4. Evaluation

We propose to carry out such evaluations as are necessary to establish suitability, durability, cost effectiveness and efficiency of construction materials, techniques, designs and training methods in order to achieve our stated objectives.

5. Personnel

Coordinator/Cost Consultant
Architect
Structural Engineer
AHREP Design Consultant

Civil Engineer
Surveyor
Structural Engineer
Building Materials Technologist
Drinking Water Program In-charge

All above posts will need to be filled during 1984. The occasional services of an Electrical Engineer will be needed. Our likely requirement for Nepali staff is for 4 workers.

DCS DESIGN OFFICE

GENERAL FUND BUDGET FOR 1984

Description	Actuals for 1982	Approved for 1983	Budget for 1984	Inc/Dec over 1983
Receipts:				
Design Office income	167,046 ³⁾	80,000	127,000	¹⁾ + 47,000
Personnel Contr. Services	81,250	125,000	150,000	+ 25,000
	<u>248,296</u>	<u>205,000</u>	<u>277,000</u>	<u>+ 72,000</u>

Payments:

Salaries	22,217	24,000	70,000	⁵⁾ + 46,000
PCS	81,250	125,000	150,000	¹⁾ + 25,000
Depreciation	2,669	7,000	7,000	²⁾ - 7,000
Miscellaneous	1,929	2,250	2,500	+ 250
Draughting supplies	13,913	6,500	12,000	+ 5,500
Office supplies	3,614	3,000	3,500	+ 500
Office maintenance/rent	2,314	5,500	-	- 5,500
Equipment repairs	25	500	500	
Training	73	2,000	11,500	⁴⁾ + 9,500
Travel	155	3,000	2,000	- 1,000
Consulting job expenses	9,960 ³⁾	6,000	15,000	+ 9,000
Consulting job expenses from previous year	65,331			
	<u>203,450</u>	<u>184,750</u>	<u>267,000</u>	<u>+ 82,250</u>

Notes:

- 1) PCS - amounts calculated from rate of Rs.30,000 per annum for each B.A.
- 2) These amounts are deflated for 1982 and not shown for 1984 per the Treasurer's instruction not to account for them separately
- 3) A new Design Office accounting procedure was initiated mid-year 1982. Figures shown were derived according to the new procedure, based on available data. High 1982 Income and Profit amounts are due to delayed billings going back as far as 1980.
- 4) This sum reflects the changed training charge proposals for BTI and including same under "Training" in lieu of "Salaries"
- 5) Increased for salary of Nepali Engineer and Draughtsman/Surveyor/Overseer

CAPITAL BUDGET FOR 1984

Office surveying and testing)
equipment) 6,000.
Typewriter)

SMALL TURBINE & MILL INSTALLATIONS

1. Description

It is the aim of the STMP to help improve living conditions for the people in rural Nepal through the harnessing of small scale water power as an energy source. STMP seeks to ease working conditions through the introduction of water turbines for milling equipment, rice hulling, oil expelling and other appropriate equipment.

Another aim is to maximise upon opportunities to develop and introduce new technology which will significantly arrest the drain of national resources, eg. firewood. STMP is to be a resource center for Panchayats, entrepreneurs, interested groups and individuals in the giving of advice of how to exploit the potential of the water turbine for uses other than rice hulling, oil expelling and flour grinding, eg. soap making, fruit drying, cardman drying, fruit juice expelling etc.

2. Objectives

- a) To work to make it possible for as many Nepali people as possible, living in rural areas, to share in the benefits of UMN designed hydro and related equipment. Profit shall not be the motive or the constraint. Ways and means shall be sought to bring these benefits within the reach of as many Nepali people living in rural communities as possible. The prime objective will be the people of Nepal whose living and working conditions would benefit through the introduction of hydro and related equipment.
- b) To work towards the installation of hydraulic rams in those areas where sites are feasible. We would believe that the health of whole communities can benefit if a supply of good clean drinking water can be lifted to higher sites, eg. Galyang Bhanjyang.
- c) To work towards the installation of hydraulic rams at suitable sites for lift irrigation, that food production might be increased.
- d) To work towards the maximisation of the turbine in the production of electricity. We would want as many people as possible in isolated villages where the national grid will not reach, to share in the benefits of electricity, both for lighting and for cooking. The saving of kerosene will be significant and the saving of the forests will be of national importance.
- e) To work towards the setting up of small cottage type industries, eg. soap-making, drying of fruits etc. We would begin a program of educating mill owners and cooperatives of the many small industries that can be operated through the use of the turbine.
- f) To work towards the setting up of community owned mills. We would work in close cooperation with the Small Farmer Development (ADB) and with other interested groups. We would use all resources at our disposal to enable community mill development.

3. Activities

The STMP will continue to work in close cooperation with the Agricultural Development Bank and district offices. As a marketer of goods and services, the STMP will continue to ascertain the needs of those in the market place. To cooperate with the Rural Development Center to make possible community ownership of mills.

4. Evaluation

The evaluation conducted by East Consult Pvt. Ltd. in Kathmandu will be used as a management tool in determining future direction.

SMALL TURBINE & MILL PROJECT

BUDGET 1984

	Actuals 1982	Budget 1983	Budget 1984
Receipts:			
Sale of equipment and parts	1,252,833.33 1)	1,566,000 2)	1,390,000 1)
Salaries, travel allowance chg.	141,868.50	177,500	166,000
Miscellaneous income	23,603.82	10,000	5,000
Surplus from installation	149,387.12	137,500	88,000
Survey income			10,000 2)
Sale of community mill equipment			365,000 3)
Sale of bazar lighting goods			177,000
PCS		7,000	
	<u>1,567,692.77</u>	<u>1,898,000</u>	<u>2,201,000</u>
Direct Expenditure:			
Equipmt. purchase for B/lighting + M/L	1,009,551.78	1,270,000	152,200
" " community mill			345,000
" " mills			1,260,000
Small purchase and service		2,000	
Salaries for installation	41,295.00	50,000	90,000
preparation	8,775.00	12,000	16,000
Travel & allowances for inst.	38,509.19	48,000	75,000
Repair & maintenance	3,450.65	6,000	4,000
Survey expenses	17,541.50	26,000	30,000
Guarantee expenses	5,018.30	9,000	4,000
Customers general expenses	10,578.69	12,000	5,000
	<u>1,134,720.11</u>	<u>1,435,000</u>	<u>1,981,200</u>
Indirect Expenditure:			
Salaries	67,991.46	73,000	60,000
PCS		7,000	
Insurance of employees	1,335.83	1,500	1,500
Travelling & allowances	4,826.67	7,500	10,000
Office supplies	9,078.37	12,000	12,000
Repair & maintenance bldg etc.	256.70	1,000	1,000
Interest on loan		25,000	
Rent and taxes	2,423.00	3,500	3,500
Depreciation of capital items	5,800.00		19,800
Medicine expenses	668.00	1,500	2,000
Publicity & publication	1,440.51	4,000	4,000
Research & development	3,280.50	6,000	8,000
Miscellaneous expenses	3,538.12	5,000	2,000
Tools expenses	5,758.66	8,000	10,000
	<u>1,241,117.93</u>	<u>1,590,000</u>	<u>2,115,000</u>
1 Seminar on "Repair & Maintenance"			5,000
1 Seminar on "Simple Book-keeping"			5,000
Promotion of community mills			25,000
Repair manual for customers			10,000
Subsidy for hyd/ram projects			20,000
Development of cooking equipment			10,000
			<u>2,190,000</u>
Surplus/(Deficit)	326,574.84	308,000	11,000

Notes: 1) 22 mills 2) 5 community owned mills, 2 hydraulic rams
3) bazar lighting, 6 mills lighting

CAPITAL BUDGET

Nepali Remington Typewriter 11,000

5) RURAL ELECTRIFICATION DEVELOPMENT PROGRAM

1. Description

The main aspect of this program is to provide hydro electricity to the rural communities based on specially water turbine mill as an efficient renewable energy which will replace the currently used firewood and kerosene. The electricity will promote rural industries and create useful local employment.

2. Objectives

This program is especially concerned with rural electrification development for the villages using small water turbine and generator sets. The power is used specially for lighting and for cooking, heating, cottage industries etc. and where suitable electronics will be used.

3. Activities

- Load controller up to 100 kw 3 phase, complete development work and field testing. Technical assistance to BEW for production.
- Continue to develop and test electrical storage cooker. Start work to manufacture storage cooker if possible in 1984.
- If electrical nitrogen fertilizer generator is successfully tested by other people, we will make available for adopting the process for village use.
- Continue to design reliable control panel.
- Continue to investigate and develop other cottage industries by using electricity for village use.
- Investigate and if possible test an induction motor as an electricity generator.
- Develop electronic items useful to villagers and small industries.

4. Evaluation

Evaluation will be gauged by the completion of activities and cost, safety and reliability of all the equipment supplied/used in the villages. The number of villages benefiting from installations will be a measure of degree of commercial acceptance of the development work done.

5. Personnel

Program In-charge/Development Engineer

Electricians etc will be requested from STMP and BEW as necessary

Budget:

	Program Budget 1984-1986	Budget 1984	Budget 1985	Budget 1986
Receipts:				
Grant (approved but not yet funded)	605,000	205,000	200,000	200,000
PCS	165,000	50,000	55,000	60,000
	770,000	255,000	255,000	260,000
Payments:				
1. Recurring				
PCS	165,000	50,000	55,000	60,000
Salaries	110,000	30,000	35,000	45,000
Development program	180,000	70,000	60,000	50,000
Admin. and travel *	75,000	25,000	25,000	25,000
2. Capital				
Capital equipment & tools	60,000	30,000	20,000	10,000
Working capital	180,000	50,000	60,000	70,000
	770,000	255,000	255,000	260,000

* These figures include a provision of Rs.5,000 p.a. towards DCS Admin. expenses

6) RURAL EQUIPMENT DEVELOPMENT PROGRAM

1. Description

The Rural Equipment Development Program (REDP) is primarily an assistance program to other UMN rural development (RD) oriented projects/programs in the areas as defined by its objectives (see para 2). It will also assist non-UMN RD projects as far as time allows.

For its work the REDP has a small mechanical workshop at DCS in Butwal. Field work will be limited to installation and testing of equipment proto-types, apart from collecting information about upcoming needs in the rural communities based projects/programs.

2. Objectives

Through its activities this program will try to help achieve the following:

- increase food production
- reduce time and hardships of people involved in the growing and processing of their food
- reduce food losses and improve foods nutritional quality (through improved processing and storage methods)
- introduce light rural industries based on utilization of local raw materials (soap making, fruit processing, cloth making, paper making, dairy processing etc), thereby creating new job opportunities

Concrete program objectives towards this end are to design and make tools and equipment appropriate for the rural communities of Nepal, and assist in implementation. With this program's assistance-oriented approach, rigid priorities can hardly be set, but the present outlook is that they will be lying in the areas of food processing and light rural industries equipment during the next couple of years.

3. Activities

Likely to be continued from 1983:

- work on rice processing equipment
- oil seed expelling equipment
- coffee processing equipment
- applications for the heat generating machine
- improvements of the hydraulic ram pumps

New activities:

No major ones planned. With present workshop space and with proposed staff level, the carried-on activities will probably be about all that the program can handle, leaving some room for minor jobs. Even so, new requests from projects will be added to the planned activities if deemed of high enough importance.

Activities to terminate:

- ongoing work on new rice husking machine should be brought to a conclusion, whether successful or not
- work on finding and adapting new design oil seed expellers will probably be concluded, although work on other related equipment might be carried on further
- improvement work on hydraulic ram pumps

Activities in detail:

a) Rice processing

The development work on a new centrifugal rice husker has been going on for a number of years. The work is currently stopped due to other works receiving priority. Test results so far are not clearly in favor of the new design and more work has to be done on refining details before a clear conclusion can be made.

The new machine can not be reviewed isolated however. Used together with a paddy-rice separator, chances are higher that it could become a viable alternative to the traditional combined husker/polisher; so efforts should be made to promote this new concept of a multi-stage rice processing setup, if thereby food losses will be reduced.

Use of the new husker creates a problem in that it produces also rice husk, for which applications must be found.

b) Oil seed expelling

Work is currently being done to try to locate new existing type expellers that could be introduced to the Nepali market as an alternative to the type now in common use, which is a very heavy machine that is difficult to clean and has a low efficiency. The whole chain of oil processing technology will be studied to see if parts of it ought to be introduced to the small scale mills in Nepal, with the aim of raising oil output and quality.

c) Coffee processing

There is an increasing interest in coffee growing in some of the hilly areas of Nepal. A machine wanted for separating the bean from the fresh berry will try to be found from existing equipment, or we will design it ourselves.

d) Heat generating machine

Many industrial processes need heat. A machine has been developed that produces hot air and boiling water without the use of electricity or fuels. A next step will be to develop equipment that adapts the machine to each specific industrial process. So far the following industries are considered potential users: soap making, wool dyeing, essential oils extraction (for medical drugs manufacturing), herbs and vegetable drying, food crops drying, dairy processing.

e) Hydraulic ram pumps

This year (1983) a number of pumps will be installed for extensive field testing. Through the feedback we get from this, improvements may be adapted into the design.

4. Program achievement monitoring and equipment evaluation

Social and economic achievements, held up against the stated objectives in para 2, will have to be done by/through the rural communities based projects/programs through which our equipment will be introduced. This should include an estimation of its social appropriateness. This program itself will evaluate the technical quality of the equipment, and to some extent the private economic aspects of using it.

Specific evaluation criteria for some equipment:

a) Rice husker (may be in combination with separator)

Rice processing quality as regards percentage edible rice, and edible rice grain broken, must compare favourably with the traditional type (Englebert type) rice processing machine.

Economics by using the new machine, including maintenance and parts replacement costs, must not be significantly poorer than with the traditional type.

b) Oil expeller

Must be lighter, easier to clean, and have no lower capacity at no higher power consumption than the currently used models; price must not be significantly higher.

c) Coffee processing equipment

Processing cost when using the equipment must be lower than when done manually, and damage to beans no higher.

d) Heat generating equipment

Production of heat by this method must be cheaper than if done by alternative methods (except where "free" wood is used as fuel), and technical reliability no lower.

5. Personnel

Program In-Charge
Development Engineer
Nepali staff

Presently there is only one development engineer. To be able to carry out the planned program, at least one more will be needed. It should be noticed, if comparisons are done with earlier plans, that since those were presented one engineer and some development activities have been transferred from the Andhikhola Project to this program in DCS.

	Program budget 1983-85	Cumulative budget to 14 Jan. '83	Cumulative actuals to 14 Jan. '83	Approved budget 1983	Budget 1984
Receipts:					
From grant (new not yet secured)	541,000			245,000	145,000
Sales of developed/adapted eqpt	70,000				40,000
From projects that have money allocated for equipment development work	105,000				54,000
	<u>716,000</u>			<u>245,000</u>	<u>239,000</u>
Payments:					
1. <u>Recurring</u>					
Salaries	150,000	2)	25,000	57,000	1)
Travel	50,000		25,000	15,000	
Small tools/hand tools	20,000		10,000	7,000	
Building rent, maintenance, utility charges	33,000		10,000	11,000	
Major equipment maintenance & repairs	15,000	2)	5,000	5,000	2)
Equipment and materials	250,000		50,000	100,000	
Office expenses	6,000		2,000	2,000	
DCS Admin. expenses	43,000		15,000	13,000	
2. <u>Capital</u>					
Workshop mod.	20,000		10,000	5,000	
Equipment:	129,000		93,000		
Drill press					10,000
Grinding machine					4,000
Hacksaw "					4,000
Others					4,000
	<u>716,000</u>			<u>103,000</u>	<u>239,000</u>

Notes:

- 1) Nepali staff six persons, of them assumed one development engineer at Rs.20,000/year salary
- 2) See also income side. In grant budget proposal only net expense was shown. Net expense increased due to anticipated work for the Andhikhola Project.

*This budget basically follows the budget in our extension grant proposal presented to the Coordinating Committee in 1982, with some increases due to work taken over from the Andhi Khola Project.

7) BIOFERTILIZER PROGRAM

1. Program Description

Initially, a strain of Azospirillum brasilense, which is a free nitrogen fixer for various cereal crops and grasses, will be propagated and field trials will be done to determine its efficacy in increasing crop yield. If it can be produced economically and field trials are positive, production of this biofertilizer will be undertaken in various localities. Similarly other kinds of nitrogen fixing micro-organisms will be examined for the potential as a biofertilizer.

2. Objectives

- a) To provide nitrogen biofertilizer at low cost for increasing crop production
- b) To reduce the reliance of Nepal on the import of nitrogen fertilizer
- c) To train local people in simple bio-technology

3. Activities for 1984

- a) Other kinds of nitrogen fixing bacteria such as Azospirillum lipoferum (for maize) will be examined in the same manner as for A. brasilense
- b) Methods for quality control will be refined
- c) Field trials will be continued for A. brasilense and may be initiated for new nitrogen fixing strains. A Nepali worker trained in the lab can assist in the coming field trials by supervising the farmers in the application of the bio-fertilizer
- d) Production stage can be embarked at the end of 1984 if trial results are positive

4. Monitoring/Evaluation

For A. brasilense, results of the field trials will be evaluated by the end of 1984, and the production stage can be undertaken if results are positive. Laboratory tests on other nitrogen fixers will be evaluated and economic analysis will be done.

Quality control will be practised in the production stage.

5. Personnel

Bio-chemical Engineer (part-time) and Nepali Assistant

BIOFERTILIZER PROGRAM

BUDGET FOR 1984

	Program budget 1983-85	Cumulative budget to 14 Jan. '83	Cumulative actuals to 14 Jan. '83	Approved budget 1983	Budget 1984
Receipts:					
PCS	79,000			24,000	26,000
Donor	143,600			74,700	32,800
	<u>222,600</u>			<u>98,700</u>	<u>58,800</u>
Payments:					
1. Recurring					
PCS	79,000			24,000	26,000
Chemical and supplies	33,000			10,000	11,000
Apparatus & glasswares	16,400			8,000	4,000
Manure	2,600			500	1,000
Office expenses	4,000			1,200	1,300
Administration	9,900			3,000	3,300
Travelling	6,700			2,200	2,200
Staff salary	30,000			9,000	10,000
	<u>181,600</u>			<u>57,700</u>	<u>58,800</u>
2. Capital					
Equipment & instruments	25,000			25,000	
Furnishing of Lab.	10,000			10,000	
Study trip	6,000			6,000	
	<u>41,000</u>			<u>41,000</u>	
Total expenses	<u>222,600</u>			<u>98,700</u>	<u>58,800</u>
	=====			=====	=====
Capital					
Drill press					10,000
Grinding machine					4,000
Machine					4,000
Others					4,000
					<u>22,000</u>

Notes:

1) Nepali staff six persons, of them assigned one development engineer to research fertilizer and business unit to be started in 1984.
Rs.20,000/year salary

2) See also income side. In grant budget proposal only net expense was shown.
Net expense increased due to anticipated work for the Andhikola Project.

This budget basically follows the budget in our original proposal presented to the Coordinating Committee in 1982, with some increase in work taken over from the Andhikola Project.

8) REPLACEMENT OF GOBAR GAS HOLDERS PROGRAM

1. Program Description

In cooperation with the Gobar Gas Company, UMN intends to replace gas holder drums which proved to be defective after installation in the period of 1973-76.

Farmers have been facing increasing difficulties in maintaining these drums because of the poor quality of steel and ineffective rust prevention.

2. Personnel

This work will be done by Gobar Gas Company personnel already engaged in similar installation work. DCS consultants will assist in the preparation of orders and supervising the work.

PROGRAM BUDGET FOR 1984-1985

	<u>Total</u>	<u>1984</u>	<u>1985</u>
Receipts:			
Donor	363,000	181,500	181,500

Payments:

Building of new drums	363,000	181,500	181,500
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Details:

60 drums (100 cu. ft.) @ Rs.3,200	= 192,000
25 drums (200 cu. ft.) @ Rs.4,950	= 123,750

315,750

Plus inflation & contingencies 15%	47,250
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363,000

BUTWAL AREA

Plans for 1984

1) AREA SERVICESDescription

The United Mission to Nepal Butwal Area will continue to serve the UMN Board Appointees in this area.

Objectives

The office seeks to provide the necessary facilities for UMN personnel serving the area, which includes:

- to provide housing and furniture
- to see that language facilities are available
- have everyone informed about project happenings and specific information from headquarters
- to see that social gatherings and spiritual meetings are taken care of

Activities

In 1984 the existing services will not be extended above this years activities. It is, however, difficult to estimate how many Board Appointees will be assigned to Butwal and this effects the proposed budget. This is for three reasons:

- It is anticipated that a number of personnel working for the Andhikhola Project will be based in Butwal, but the number of people is uncertain
- There is the possibility that people will be seconded to the N.H.E. Factory
- Board Appointees seconded to Himal Hydro may have to stay in Butwal from time to time to prepare for new projects

Personnel

One part-time UMN expatriate to work as A.S.O.

2) GUESTHOUSEDescription

The guesthouse consists of a kitchen, sitting-dining room, five double bedrooms with baths, a two-room apartment with a bath and a small store room.

Objectives

It was designed and planned for the guesthouse to provide hospitality in a loving Christ-like way.

Activities

Room and food services are provided for visitors such as UMN personnel, members of other missions, Nepali officials associated with various industries here, members of aid-giving organizations, tourists and seminars.

Christian meetings, project meetings and dinners are held in the sitting-dining room. An expansion of the guesthouse is planned for 1984.

The hostess works closely with DCS Accounting Office, giving them lists of income and expenses twice a month.

Evaluation, Research, Achievement

It is planned to replace the concrete beds in the guestrooms with wooden beds; other little improvements will also be carried out.

Personnel

Staff includes two experienced and one new fulltime Nepali worker and one expatriate hostess.

BUTWAL AREA
GENERAL FUND BUDGET FOR 1984

	Actuals for 1982	Approved budget 1983	Approved budget 1984	Inc/Dec over 1983
1) AREA SERVICES				
Receipts:				
Budget allocation	110,923.37	127,600	182,200	54,600
Language income	17,081.75			
PCS	3,000.00	3,000	3,300	300
	<u>131,005.12</u>	<u>130,600</u>	<u>185,500</u>	<u>54,900</u>
Payments:				
Compound fee	13,250.00	20,000	22,000	2,000
Accounting Office expenses	9,784.08	12,000	13,200	1,200
Mailbag and miscellaneous	2,520.25	2,100	3,500	1,400
Maintenance compound houses	22,803.62	36,000	36,000	
Rent off compound & BTI houses	52,171.00	46,000	60,000	14,000
Renovation of houses			20,000	20,000
Maintenance off compound houses	7,778.64	7,000	15,000	8,000
Repair or furniture/equipment			7,000	7,000
Water	12,628.60	4,500	5,500	1,000
Language expenses	17,068.93			
PCS	3,000.00	3,000	3,300	300
	<u>131,005.12</u>	<u>130,600</u>	<u>185,500</u>	<u>54,900</u>

Notes:

1. Mailbag charges have already increased above the 1982 budget
2. Two extra off-compound houses have been rented
3. Number of off-compound houses is increased from 6 to 11
4. Wiring in the compound houses is bad; it is planned to instal circuit breakers as soon as a good product is found

Total number of Board Appointees served by Area Services: 30 adults and 24 children

CAPITAL BUDGET FOR 1984

Fans and furniture 15,000

2) GUESTHOUSE

Receipts:

Room service	12,687.50	14,000	15,400	1,400
Food service	39,992.25	47,000	52,000	5,000
		7,500	8,600	1,100
	<u>52,679.75</u>	<u>68,500</u>	<u>76,000</u>	<u>7,500</u>

Payments:

Salaries	9,320.00	9,900	11,400	1,500
PCS		7,500	8,600	1,100
Utilities	3,092.25	4,700	5,000	300
Maintenance	8,612.33	6,400	8,000	1,600
Food	29,909.65	40,000	43,000	3,000
	<u>50,934.23</u>	<u>68,500</u>	<u>76,000</u>	<u>7,500</u>

CAPITAL BUDGET FOR 1984

Replacement bed linen 2,000

From sources other than per capita grant

Expansion of guesthouse

700,000.

INDUSTRIAL DEVELOPMENT PLANNING & MANAGEMENT COMMITTEEPlans and Budgets for 1984L) IDPMCDescription

The IDPMC is a Planning and Management Committee set up by the EDB to plan and manage UMN's involvement in industrial development through EDB-related companies and industrial institutions.

Objective

To promote appropriate industrial development for the benefit of the country and people of Nepal.

Activities in 1984

- To fulfil its duties as specified in its SOWR.
- To start the process of handing over UMN's interests in BTI, BWI and BPF to Nepali ownership.
- To monitor the formation of NHE, HATC and any other new institutions, and give advice and assistance as appropriate.
- To study and explore new areas of involvement in accordance with the UMN long term plan for industrial development.

Planned Evaluation

The IDPMC meets two times a year for review and decision making.

Personnel/Training

Executive Secretary (part-time)
Industrial Sociologist
Secretary (part-time)
Management Training Officer (part-time)
Representatives on institution Boards

The training of UMN representatives on institution Boards will be undertaken by the Business Training and Service Program under BTI.

GENERAL FUND BUDGET FOR 1984

	Approved Budget 1983	Approved Budget 1984	Inc/Dec. over 1983
Receipts:			
Board attendance fees	5,000.	7,700.	+ 2,700.
Personnel Contrib. Services	-	87,600.	+ 87,600.
	5,000.	95,300.	+ 90,300.
Payments:			
Office supplies)		1,500.	
Purchase of services)		2,500.	
Travel)	4,000.	1,000.	+ 1,700.
Miscellaneous)		700.	
Purchase of publications	-	2,000.	+ 2,000.
Personnel Contrib. Services	-	87,600.	+ 87,600.
	4,000.	95,300.	+ 90,300.

Notes: In 1983 the IDPMC work was included in the EDBSO budget, and the figures shown have been taken from the latter.

Examples of publications: Nepal Gazette, other government publications, professional journals and development literature.

Name	Year estb.	Shareholders & Shares	Number of employees	No. of UMNers	In-Charge	Objectives
BTIU	1963	UMN - 4,933,529. HMG - 29,100. (land)	25 staff 68 trainees (incl.: ten from out-side shops)	1/2	Training - Nepali Industrial - Expatriate	Training in: - Cabinet-maker - Accounts and general - Office worker - Surveyor/Overseer Production and promotion of new appropriate technologies Provision of on-the-job training
BEW	1978	BTI - 1,100,000. BPC - 200,000. UMN - 200,000,	App. 55, oplus trainees	1 1/2	Expatriate	
BWI	1978	BPF - 160,000. BTI - 125,000. UMN - 40,000.	20, plus trainees	-	Nepali	Production of furniture for office and general use
BPC	1966	HMG - 3,580,000. NEC - 1,081,000. UMN - 283,000. NIDC - 4,200.	5	2 x 1/2	Expatriate	Power production and distribution (owner of Andhikhola Hydel Project)
BPF	1973	UMN - 3,164,000. NIDC - 2,000,000. BTI - 901,000. TCN - 50,000. HH - 1,000. BEW - 1,000. BPC - 1,000.	163, plus appr. 20 on daily wage.	-	Nepali	Production of Commercial and shuttering plywood, flush doors, block board. In future: Particle Board.
CG	1977	ADB - 2,295,957. UMN - 700,000. NFC - 450,000.	140		Nepali	Promotion, installation, maintenance and research. of bio-gas systems and agricultural implements.
HH	1978	UMN - 2,314,278. HMG - 1,000,000	37, plus daily wage	10	Expatriate	Construction of small hydel projects, irrigation projects, tunnels, preferably in Western Region. Manufacture of turbines, penstocks 100 kW up, transmission line towers; turnkey contract for hydel project equipment.
NHE	1983	BPC - 3,000,000. KB - 1,600,000. SV - 1,600,000. BEW - 1,400,000. HH - 500,000.				

KEY TO ABBREVIATIONS:

ADB	Agricultural Development Bank
BEW	Butwal Engineering Works
BPC	Butwal Power Company
BPF	Butwal Plywood Factory
BTI	Butwal Technical Institute
BWI	Butwal Wood Industries
GG	Gobar Gas Co.
HH	Himal Hydro & General Construction Co.
HMG	His Majesty's Government of Nepal
KB	Kvaerner Brug (Norway)
NEC	Nepal Electricity Corporation
NFE	Nepal Fuel Corporation
NHE	Nepal Hydro Electric Co.
NIDC	Nepal Industrial Development Corporation
SV	Scrumsand Verkasted (Norway)
TCN	Timber Corporation of Nepal
UMN	United Mission to Nepal

B) PILOT APPRENTICESHIP TRAINING PROGRAM

Objectives of the Program:

- Apprenticeship Training Centre:** To start up an apprenticeship training centre in one of the industrial towns of the country which will demonstrate how different industries could actively participate in regular apprenticeship training programs under the terms of the new Industrial Training Act, and thus gain more experience.
- Formation of Policies:** To make use of such an apprenticeship training centre to try out the policies framed by the Industrial Training Council, and thus form a solid base for the formation of such rules and regulations which will govern training in the future.
- Future expansion:** To make use of the experience of such pilot programs for future expansion of apprenticeship training programs at a national level.

Managing Board of the Program

A Managing Board, consisting of concerned Ministries and the UMN, will be formed to manage the pilot apprenticeship training program.

Hetauda Apprenticeship Training Centre (HATC)

An Apprenticeship Training Centre will be started in Hetauda which will serve the industries of Makwanpur/Parsa area.

Objectives of HATC

- In cooperation with industrial and business firms in Hetauda/Birganj area, to start an apprenticeship training program which will gradually be expanded as experience is gained.
- To offer necessary theoretical teaching as an integral part of the apprenticeship training program.
- To conduct pre-apprenticeship training courses for candidates who want to be accepted for apprenticeship training in various enterprises.
- To conduct courses for semi-skilled and skilled workers below tradesman level.
- To assist apprentices in arranging accommodation and other daily requirements.
- To offer courses for fulltime or part-time training to qualify experienced tradesmen for supervisory posts in industry (foreman training).
- To offer short courses for advanced training of tradesmen in specialized technical fields.
- To plan these various training programs so as to meet the future needs of skilled manpower in industry and business.

Short description of initial activities of HATC

The Centre will start a two year training program on a small scale. The challenge lies in getting the cooperation of industries by their participation in the training programs, rather than in selection of particular courses of training. Actually the selection of particular courses will be made by the very contact with industries. Together with apprenticeship training, short term instructors' training programs for experienced craftsmen of different factories will be conducted. In this period hopefully companies such as Birganj Sugar Factory, Krishi Auja Karkhana, Himal Iron and other industries in Parawanipur, Hetauda Kapada Udyog, TCN, etc. will be involved in these programs.

After two years of training, depending on the abilities and attitudes of the apprentices, the training period will be increased by two more years. During the first two years the subjects and the number of apprentices will be:

Mechanical	1984 - 7	1985 - 7 added;	total - 14
Electrical	4	4	8
Auto-mechanical	4	4	8

It is considered that a group of 15 apprentices is a good size for a theoretical class.

Personnel

1 Industrial Training Consultant, working with team of Nepali staff.

BUDGET FOR 1984-1985

Training Expenses:

	1984 (1st year - 15 app.)	1985 (2nd year - 30 app.)
Salaries and training costs	218,000.	286,000.
Expenses per trainee	14,500.	9,500.
Living expenses	5,300.	5,300.
	19,800.	15,300.
Less: Productive work income	1,800.	3,000.
Grant from HMG	9,000.	10,000.
	10,800.	13,800.
Running deficit per apprentice per year	9,000.	2,300.

Initial Financial Investment:

Receipts:

Grant from HMG	50,000.
Grant from UMN (1984- 350,000; 1985 - 100,000)	450,000.
	500,000.

Payments:

Machine, tools, etc.	100,000.
Furniture/office equipment/teaching aids	60,000.
Motorcycle	20,000.
Installation of electric wiring	20,000.
Miscellaneous	20,000.
Running capital	76,000.
Deficit in 1984 (9,000/- x 15)	135,000.
Deficit in 1985 (2,300/- x 30)	69,000.
	500,000.

3) GALVANIZING PLANT PROGRAM

Program Description

Hot dip galvanizing is a method of protecting steel from corrosion. The three-year Galvanizing Plant Program will start in mid-1983, and it involves building and commercial implementation of a low capital, resource-conserving plant. The plant will directly create about ten jobs. Transmission towers and suspension bridges, which are produced in Butwal, will mainly be galvanized in the plant.

Program Objectives:

The objective is to establish a plant which will -

- employ minimum capital investment; rather it will be labour-intensive.
- conserve zinc and energy, making use of local electricity.
- be locally maintained and repaired.
- provide high quality galvanized components for transmission towers and suspension bridges
- create minimum risks for workers and environment.
- absorb enough market within Nepal.

Program Activities

Provided the program starts on time, the work on the building and plant will continue through 1984. Training of management and workers will start as well as work on marketing. The plant will go into commercial production during the year.

Program Evaluation

During the year the technical performance of the plant will be evaluated.

Personnel

1 Engineer, with Nepali assistants.

BUDGET FOR 1983- 1985

	<u>Program Budget</u>	<u>Budget 1983</u>	<u>Budget 1984</u>	<u>Budget 1985</u>
Receipts:				
Donor	850,000.	600,000.	150,000.	100,000.
Personnel Contrib. Services	30,000.	12,000.	12,000.	6,000.
	<u>880,000.</u>	<u>612,000.</u>	<u>162,000.</u>	<u>106,000.</u>
Payments:				
Salaries- Supervisor	18,000.	12,000.	6,000.	-
Trainees	9,000.	6,000.	3,000.	-
Workers (training)	18,000.	12,000.	6,000.	-
Personnel Contrib. Services	30,000.	12,000.	12,000.	6,000.
Pickling baths with acid	30,000.	30,000.	-	-
Salt/Zinc baths (filled with salt and zinc)	130,000.	30,000.	-	-
Centrifuge	20,000.	20,000.	-	-
Civil engineering work for installations	40,000.	40,000.	-	-
Extra cost for modification of building	80,000.	80,000.	-	-
Control and power equipment	50,000.	50,000.	-	-
Auxiliary power supply	30,000.	30,000.	-	-
Lifting device	20,000.]	20,000.	-	-
Tools & safety equipment	10,000.	10,000.	-	-
Installations for waste acid	15,000.	15,000.	-	-
Zinc	310,000.	110,000.	115,000.	85,000.
Acid/chemicals	25,000.	8,000.	10,000.	7,000.
Travel & seminars	25,000.	15,000.	5,000.	5,000.
Administration	20,000.	12,000.	5,000.	3,000.
	<u>880,000.</u>	<u>612,000.</u>	<u>162,000.</u>	<u>106,000.</u>

RURAL DEVELOPMENT CENTER SERVICE PROJECT

Plans for 1984

1. Description

The Rural Development Center is a service to the rural development related projects of the UMN. Generally the RDC seeks to provide assistance with rural development project planning and the recruitment/orientation of rural development staff, to disseminate rural development information through meetings, seminars, conferences and appropriate library resources and to help facilitate liaison between UMN and non-UMN rural development activities.

Specially, the RDC will establish small teams of expatriates and Nepalis working together to provide assistance with particular rural development problems. These will be key problems in the rural development of Nepal where the UMN has or can have a significant contribution to make. These teams will assist the UMN's rural development related projects through helping develop program plans, providing specialist support in the field, developing appropriate training and/or training materials and maintaining contact with related work in Nepal and neighboring countries.

2. Objectives

- a) To generally support the rural development work of the UMN through:
 - i. Assisting with the planning of the projects involved.
 - ii. Assisting with the recruiting process and the orientation of expatriate and Nepali personnel to serve in the projects.
 - iii. Organizing conferences and seminars on specific rural development topics for and at the request of the staff of these projects.
 - iv. Establishing a resource library to provide information on rural development topics and to collect together in an archive the important documents of the UMN rural development related projects.
 - v. Maintaining contact with other rural development projects and institutions in Nepal and promoting the exchange of information and training opportunities.
 - vi. Reviewing all proposals for new rural development programs related to the activities of the RDC at an early stage in their planning.
- b) To develop knowledge and experience in selected subject areas to:
 - i. Provide specialist support to the rural development activities of the UMN.
 - ii. Identify and assist with program priorities for the UMN's work in these areas.
 - iii. Locate and expedite materials and inputs needed for work in these areas.
 - iv. Locate or where necessary provide appropriate training in these areas.
- c) To encourage the recruitment and training of Nepali staff in all aspects of the RDC's activities.
- d) To maintain good relations with the community around the RDC farm and with related institutions in Nepal.

3. Activities

- Carry out the 1984 plans of the specialist groups of the Rural Development Center. These groups will assist UMN rural development related projects in the fields of animal health, tree planting/forestry, agronomy, horticulture and rural industries.
- Operate the supporting services, the RDC farm and the RDC library, to facilitate the activities of the specialist groups and the corresponding programs in the UMN rural development related projects.
- Provide project planning and evaluation assistance to the rural development related projects and UMN central administration.
- Conduct a rural development conference and a seminar on rural development project planning and evaluation for UMN staff.

4. Evaluation/Research

Limited research to support the activities of the four specialist groups will be carried out. Ongoing evaluation of the RDC's programs through discussion with the directors of the projects served, and in mid 1984 a survey of UMN rural development staff will be carried out.

5. Personnel

1 Director (and Nepali Staff)

	Budget			
	1983	1984	1985	1986
1. To generally support the rural development work of the UMN staff during the planning of the projects involved.	100,000.	100,000.	100,000.	100,000.
2. To assist with the technical process and the orientation of the project.	50,000.	50,000.	50,000.	50,000.
3. Organizing conferences and seminars on specific rural development topics for the benefit of the staff of these projects.	100,000.	100,000.	100,000.	100,000.
4. To provide information on rural development projects and to collect together in an archive the important documents of the UMN rural development related projects.	100,000.	100,000.	100,000.	100,000.
5. Maintaining contact with other rural development projects and institutions in Nepal and promoting the exchange of information and training opportunities.	100,000.	100,000.	100,000.	100,000.
6. Reviewing all proposals for new rural development projects related to the activities of the RDC at an early stage in their planning.	100,000.	100,000.	100,000.	100,000.
7. To develop knowledge and experience in related subject areas of the UMN.	100,000.	100,000.	100,000.	100,000.
8. To provide specialist support to the rural development activities of the UMN.	100,000.	100,000.	100,000.	100,000.
9. To identify and assist with program priorities for the UMN work in these areas.	100,000.	100,000.	100,000.	100,000.
10. To locate and expedite materials and equipment for work in these areas.	100,000.	100,000.	100,000.	100,000.
11. To locate or where necessary provide appropriate training in these areas.	100,000.	100,000.	100,000.	100,000.
12. To encourage the retention and training of Nepali staff in all aspects of the UMN's activities.	100,000.	100,000.	100,000.	100,000.
13. To maintain good relations with the community around the RDC farm and with related institutions in Nepal.	100,000.	100,000.	100,000.	100,000.
14. To provide support for the UMN's activities.	100,000.	100,000.	100,000.	100,000.
15. To provide support for the UMN's activities.	100,000.	100,000.	100,000.	100,000.
16. To provide support for the UMN's activities.	100,000.	100,000.	100,000.	100,000.
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RDC ADMINISTRATION

	Program budget 1982-85	Cumulative budget to 14.1.83	Cumulative actuals to 14.1.83	Approved budget 1983	Budget for 1984
Receipts:					
PCS	153,200	55,500	55,500	37,500	28,000
Grants	1,172,500	433,200	31,477	387,400	163,900
Transfer from T/P/P			188,430		
	1,325,700	488,700	275,407	424,900	191,900

Payments:					
Recurring					
PCS	153,200	55,500	55,500	37,500	28,000
Salaries	289,300	57,800	16,679	62,500	78,600
Office rent & maintenance	80,000	28,100	35,138	15,800	17,000
Office supplies	30,000	6,000	9,055	3,600	9,500
Travel & transport	129,600	20,000	7,054	34,800	34,800
Training Center	37,200			37,200	
Furnishings	34,800	14,000	9,069	10,000	5,000
Conferences & seminars	34,300	9,000	2,608	6,000	9,000
Research and studies	35,000	35,000	6,928		
Other	14,300	14,300	11,255		
Contingency	59,000	21,000		16,500	10,000
	896,700	260,700	153,286	223,900	191,900

Capital					
Jeep & trailer	380,000	188,000	192,155	192,000	
Office equipment	49,000	40,000	34,406	9,000	
Total Capital	429,000	228,000	226,561	201,000	
Total Payments	1,325,700	488,700	379,847	424,900	191,900

Excess Payments (104,440)

A) RURAL DEVELOPMENT RESOURCE LIBRARY

Description

The RD Resource Library has been established to furnish the RD personnel with the best information available to help them do their various jobs in as effective a way as possible. Publications are secured to meet the individual job needs of staff members and to increase their knowledge of the whole rural development spectrum. Through the circulation of a bulletin each month it is attempted to keep the staff aware of the best material received and available to them on request.

Objectives

1. To acquire a collection of books, periodicals, reports, film strips, and teaching aids, dealing with:
 - a) Subjects relevant to the activities of the specific programs of the RDC
 - b) The process of influencing people to change their behaviour patterns in rural development projects
2. To acquire a limited number of the more important books dealing with rural development subjects.
3. To stimulate the wide use of the above materials by the staff of UMNs rural development related projects.
4. To acquire and keep for mission use the key reports, planning documents etc. of UMN rural development related projects.
5. To train Nepali personnel to take over operation of the Resource Library.

Activities

1. Secure publications most pertinent to the individual needs of the Development staff.
2. Through the monthly bulletin "Resources to Help You Do it Better", keep the staff aware of the most important publications received and some of the most significant points therein.
3. Send to staff requested publications and see that after a reasonable length of time they are returned for the use of other personnel.
4. Maintain the publications in good condition and arrange to a system whereby they will be readily accessible to staff.

	Program budget 1983-85	Approved budget 1983	Budget 1984
Receipts:			
PCS	45,200		21,000
Grants	249,500	112,000	69,700
	294,700	112,000	90,700
Payments:			
Recurring			
PCS	45,200		21,000
Salaries	27,700		12,900
Rent & maintenance	17,800	5,000	6,000
Office expenses	17,200	3,000	6,600
Furnishings	14,800	4,000	5,000
Publications & materials	74,500	22,500	24,200
Contingency	12,500	1,700	5,000
Total recurring:	209,700	37,000	80,700
Capital			
Photocopier	75,000	75,000	
Overhead projector	10,000		10,000
Total capital:	85,000	75,000	10,000
Total Payments	294,700	112,000	90,700

B) ANIMAL HEALTH IMPROVEMENT PROGRAM

Description

The AHIP aims to assist farmers to improve their animal husbandry and disease prevention; to enable them to treat common animal diseases with medicines available in the country; and to relate to the local government veterinary post (if there is one in the area).

Objectives

- a) To provide practical training programs which will help to fulfill the "aims" mentioned above.
- b) To provide adequate follow-up of the farmers' training. This will include:
 - i) Making sure that there are competent local supervisors in each area who can act as resource people and as links between the trainees and UMN.
 - ii) Making sure that the trainees have adequate supplies (medicines, etc.) which are necessary to perform their work.
 - iii) Visiting the trainees and the local supervisors, for advice and encouragement.
- c) To assist the other projects in program planning, program implementation and program evaluation of their own livestock programs.
- d) To aid people interested in obtaining improved animals, where relevant, and not already available locally.
- e) To continue to build good relationships with individuals in the government animal health care system.

Activities for 1984

- a) To train approximately 20 new farmers and give refresher training to the farmers who had their basic course in 1983.
- b) To train a competent, motivated person in each of our project areas who will act as a local supervisor for the trainees and for UMN, allowing for better individual follow-up, better distribution of medicines when needed, and better communications when specific problems come up.
- c) To visit the trainees and their local supervisors, for advice and encouragement. To use these visits as an opportunity to be involved in the project's planning, implementation and evaluation process also.
- d) To supply the trainees with medicines unavailable in their locality (but available elsewhere in the country), and to seek to make these medicines available locally through shops and veterinary posts.
- e) To give advice to people interested in obtaining improved animals, where relevant and not already available locally.

Evaluation and Research

Evaluation of the training program (relevancy of material, problems faced by the trainees in their villages, need for new teaching, etc.) will take place during village visitation and on the basis of advice given to AHIP staff. This advice is most gladly welcomed.

Throughout the year relevant disease investigation will occur. For instance, we will continue a faecal study designed to help us treat local parasite problems more effectively.

Personnel/Training.

2 Veterinary surgeons

The purpose of the program is the training of Nepali village farmers. Those farmers are village volunteers and are in no way employed by the AHIP.

Description

ANIMAL HEALTH IMPROVEMENT PROGRAM

The RD Resource Library has been established to provide the RD personnel with the necessary materials to carry out the program.

Program budget	Cumulative budget	Actuals for 1982	Approved budget 1983	Budget 1984
1981-85	14.1.83	1982	1983	

Receipts:

PCS	205,400	63,600	63,600	40,800	47,000
Other income			2,000		
Grant	320,000	98,000	25,876	59,800	68,000
	<u>525,600</u>	<u>161,600</u>	<u>91,476</u>	<u>100,600</u>	<u>115,000</u>

Payments:

PCS	205,400	63,600	63,600	40,800	47,000
Rent & Maintenance	29,400	11,900	3,000	4,400	6,000
Office supplies	7,900	1,000	835	1,800	2,000
Travel & transport	39,500	23,000	2,521	6,000	-
Furnishings	8,500	6,500	2,325		2,000
Medicines	60,000	30,000	21,185	10,000	10,000
Training courses	27,500	3,500	10,026	7,000	8,000
Teaching materials	100,000	13,000	10,812	30,000	30,000
Contingency	39,400	8,300	3,106	600	10,000
	<u>525,600</u>	<u>161,600</u>	<u>126,210</u>	<u>100,600</u>	<u>115,000</u>

Excess payments

(34,734)

91,476

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C) THE RURAL DEVELOPMENT CENTER FARM

1. Program Description

The Rural Development Center Farm supports the activities of the RDC's agricultural related programs. It provides a training ground for the Animal Health Improvement Program and the General Agriculture Trainers' Training and a demonstration/testing site for the Tree Planting Program and Agronomy/Horticulture Program. In addition, the RDC Farm supplies selected difficult-to-obtain agricultural inputs to the UMN rural development related projects and limited animal health, breeding, and input supply services to the local community and other aid programs.

2. Objectives

- a) To support the training and livestock propagation activities of the Animal Health Improvement Program.
- b) To provide training facilities for the General Agriculture Trainers Trg.
- c) To assist experiments/trials of the RDC's agriculture related programs.
- d) To give an informal education to the local farmers through demonstrations of appropriate agricultural technologies.
- e) To provide selected agricultural services to the local community and other aid programs.

3. Activities

- a) To host the two-week training courses of the Animal Health Improvement Program, and a two weeks General Agriculture Trainers' Training course.
- b) To produce feed for and maintain livestock for breeding service and to produce improved animals for use in breeding.
- c) To arrange labor, materials and facilities and keep records for field trials of Agronomy/Horticulture Program and Tree Planting Program.
- d) To set up demonstrations of compost, silage, treated rice straw and nursery making, mixed crop by use of Leuceania, new crops/fodders and pruning techniques for fruit trees for the local farmers.
- e) To sell improved animals, seed and seedlings and provide a veterinary service to the local community.

4. Planned Evaluation/Research/Achievement Monitoring

The following monitoring and evaluation is planned:

- a) The number of users of the breeding and veterinary services
- b) The number of improved animals and amount of seeds and seedlings produced and sold by the farm
- c) The amount of difficult-to-obtain agricultural inputs provided to other UMN projects
- d) The frequency of training courses performed by the Animal Health Improvement Program and the Agronomy/Horticulture Program
- e) The number of experiments/trials carried out by the RDC's agriculture related programs

5. Personnel/Training

1 Farm Manager

At this point, no additions or changes in staffing are foreseen. No formal staff training is planned but all staff will be learning new agricultural techniques as they assist with the work of the Farm.

RDC FARM

	Program budget 1982-85	Cumulative budget 14.1.83	Actuals to +1982	Approved budget 1983	Budget 1984
Receipts:					
PCS	40,500	10,000	10,000	9,000	10,000
Grants	376,400	129,900	68,937	77,700	79,700
Support from other program	15,000		8,000	5,000	5,000
Sales of livestock/products & breeding	239,000		103,606	79,000	80,000
Sales of Ag.inputs/products	57,000		51,451	15,000	20,000
Rental fee of farm facilities	6,000		1,129	2,000	2,000
Other			66,459		
	<u>733,900</u>	<u>139,900</u>	<u>309,581</u>	<u>187,700</u>	<u>196,700</u>
Payments:					
<u>Recurring</u>					
PCS	40,500	10,000	10,000	9,000	10,000
Salaries	107,000		46,678	50,900	61,900
Farm rent	1,700		500	500	600
Maintenance & repairs	24,000		11,194	8,000	8,000
Office supplies	6,600		1,405	2,000	2,200
Transport	4,500		601	1,200	1,500
Casual labour	119,000	-	32,049	35,000	40,000
Fodder	6,000		3,209	2,000	2,000
Food	83,000		100,194	33,000	25,000
Agricultural supplies	40,000	-	53,526	14,000	12,000
Purchase of livestock	24,000	-	23,744	8,000	11,000
Tools/equipment	1,700	-	4,790	500	600
Water/electricity	12,000	-	2,330	3,500	4,000
Contingencies	54,000	-	6,320	17,100	17,900
	<u>649,400</u>	<u>55,400</u>	<u>296,540</u>	<u>107,700</u>	<u>196,700</u>
<u>Capital</u>					
Silage cutter power line	3,500	3,500	1,819	-	-
Grain storage	11,500	11,500	9,500	-	-
Farm well	29,500	29,500	23,384	-	-
Tractor	40,000	40,000	-	-	-
	<u>84,500</u>	<u>84,500</u>	<u>34,711</u>	<u>-</u>	<u>-</u>
Total:	<u>733,900</u>	<u>139,900</u>	<u>331,251</u>	<u>187,700</u>	<u>196,700</u>

D) AGRONOMY/HORTICULTURE PROGRAM

1. Description

The Agronomy/Horticulture Program assists the agronomic and horticultural activities within the UMN's rural development related projects. This assistance includes recruiting Nepali agricultural staff, orienting both new expatriate and Nepali agricultural workers locating or, where necessary, developing appropriate training, providing technical and planning assistance and training follow up in the field project areas and maintaining contact with other agricultural development activities in Nepal. A/HP staff also carry out field trials and demonstrations of new agricultural technologies at the RDC Farm.

2. Objectives

- a) To provide technical support to the agronomic and horticulture activities with UMN rural development related projects.
- b) To be informed of the activities and available resources of other agricultural development agencies.
- c) To locate or develop extension aids, training opportunities and other inputs needed to promote the agronomy/horticultural activities with UMN agricultural programs.
- d) To assist with the planning of agricultural programs in the UMN.
- e) To develop appropriate new technologies addressing agriculture problems common to small farmers in the UMN project areas.

3. Activities for 1984

- a) Visit all UMN projects at least once this year to assist with field trials.
- b) Report monthly through the Resources Newsletter on interesting technical articles and activities of agricultural development agencies. To supplement this the A/HP staff will have weekly seminars and make occasional visits to other agricultural organizations.
- c) Develop teaching materials and locate practical training courses on Seed Multiplication and on Soil Fertility Improvement for UMN rural development staff and other interested people.
- d) Assist with personnel planning, recruitment and orientation for new agricultural workers in UMN projects.
- e) Conduct field trials of multiple cropping systems and plant protection using local method for a training course in 1985.
- f) Maintain compost, bacterial fertilizer, Azolla culture and green manure demonstrations at the RDC Farm. These will be used during courses on Soil Fertility Improvement in 1984.
- g) Arrange semi-annual meetings of UMN agricultural staff.

4. Research/Evaluation

Research trials as described above (e) will be carried out. Informal evaluation by students of the training offered will be part of the training activities. No formal evaluation is planned for 1984.

5. Personnel/Training

Agronomist/Section Head (part-time)

AGRONOMY/HORTICULTURE PROGRAM

	<u>Program Budget 1983-1985</u>	<u>Budget 1983</u>	<u>Budget 1984</u>
Receipts:			
Donor grants	195,000.	64,800.	62,600.
Sales of agricultural products	5,400.	-	2,000.
Sales of teaching materials	1,000.	-	500.
Personnel Contrib. Services	49,500.	27,000.	10,500.
	<u>250,900.</u>	<u>91,800.</u>	<u>75,600.</u>
Payments:			
Salaries	109,100.	36,000.	34,000.
Personnel Contrib. Services	49,500.	27,000.	19,500.
Office rent & maintenance	10,800.	3,600.	3,600.
Office supplies	7,200.	2,400.	2,400.
Travel and transport	14,400.	3,600.	4,800.
Training & teaching materials	10,000.	-	5,000.
Furnishing	9,200.	5,000.	2,400.
Agricultural inputs	17,000.	5,000.	6,000.
Contingency	23,700.	9,200.	6,900.
	<u>250,000.</u>	<u>91,800.</u>	<u>75,600.</u>

E) TREE PLANTING PROGRAM

Introduction

Tree planting activities in the United Mission began in 1981 with the commencement of programs in South Lalitpur and Nawal Parasi (former Buling/Arakhala). These programs concentrated on the establishment of community-managed nurseries to produce seedlings for fodder and fruit trees. These seedlings were in turn sold to local farmers for planting on their own land. The emphasis was on providing trees which will yield a short to medium term benefit to individual farmers. Due to legal complications and greater complexity, little progress was made in afforestation or re-forestation.

The current three year tree planing program funding expires in mid-1984. It is proposed that for one year following this a careful evaluation of the tree planting activities to date, and detailed planning for future programs in afforestation, agro forestry and forest management, as well as true tree planting, be made. This will be done in the year 1984 through the Rural Development Centre.

Objectives

- 1) To evaluate present UMN tree planting activities with particular attention to:
 - a) The feasibility of community ownership and management of nurseries
 - b) The potential for new income-generating activities based upon nursery-supplies seedlings (spices, silk production, nuts).
- 2) To locate potential programs in afforestation, agro-forestry and forest management programs in the eight rural development projects of UMN.
- 3) To prepare, in consultation with field project staff and the local people, long term plans for forestry work in these project areas.

Activities

- 1) RDC staff will, in collaboration with the field staff of Lalitpur Community Development Assistance Project (South Lalitpur) and Nawal Parasi Hills Development Project (Buling/Arakhala), evaluate existing tree planting programs to assess their present utility and level of community involvement and future potential for expanded activities.
- 2) RDC Tree Planting/forestry staff will visit each of the UMN rural development projects to discuss forestry/tree planting activities with local project staff, HMG staff and local people.
- 3) RDC will maintain contact with other agencies active in tree planting and forestry to share our experience and learn from theirs.
- 4) RDC staff will coordinate the preparation of long term plans for tree planting/forestry programs in the UMN. These plans will be amalgamated and the three year combined program submitted to potential funding agencies.

Personnel

Tree planting consultant

Tree planting Forestry Section head, with two Nepali assistants.

BUDGET FOR 1984

Receipts:

Grant	1420000.
Personnel Contributed Services	-48,000.
	<u>190,000.</u>

Payments:

Salaries and benefits	30,000.
Personnel Contributed Services	48,000.
Office supplies	6,000.
Rent, maintenance, furnishings	10,000.
Transportation	12,000.
New program investigation	15,000.
Administrative services	35,000.
Library services	17,300.
Farm services	10,000.
Contingencies	6,700.
	<u>190,000.</u>

F) RURAL INDUSTRIES PROGRAM

Description

The Rural Industries Program has the main goal of supporting all the UMN rural development projects in establishing income-generating activities.

Objectives

- a) To establish and operate the Rural Industries Program of the RDC.
- b) To assist planning of rural industry programs in the UMN projects.
- c) To assist with the establishment of small-scale and cottage industries in UMN project areas.
- d) To support community-owned income-generating activities (i.e. community-owned mills).
- e) To assist with the marketing of rural industry products produced in UMN areas.
- f) To provide training for those involved in rural industries.
- g) To collaborate with concerned institutions and organisations to avoid duplicated activities in the same areas.

Activities

- a) Collecting and analysing information in rural industries inside and outside UMN.
- b) Supporting the UMN projects on request in the establishment and operation of rural small scale and cottage industries by:
 - planning of rural industry programs
 - advising in selection of business ownership programs
 - assisting in formulation of the business regulations
 - supporting the official registration of rural industries
 - locating and providing technical and/or mercantile training to rural industries.
 - providing regular mercantile and technical follow-up by the established RIP extension service.
- c) Supporting community owned income generating activities in UMN projects on request by:
 - the setting up of community owned mills and solar drier
 - dissemination of other skills such as soap making, local paper making, etc.
- d) Investigation and development of the market channels for rural industries products produced in UMN RD-related projects.
- e) Providing regular workshops and seminars on rural industry topics.
- f) Maintaining working relationships with related HMG departments, other institutions and aid organisations.

Evaluation/Research

ON-going evaluation and monitoring of the program will be enabled by a quarterly reporting system.

Personnel

Business/Management Consultant
Rural Industries Consultant
Marketing Consultant

BUGGET FOR 1984

Receipts:

Donor grant	212,432
Personnel Contrib. Services	71,000.
	<hr/>
	283,432.

Payments:

Salaries & benefits	71,710.
Personnel Contrib. Services	71,000.
Office rent and furnishing	10,800.
Office supplies/expenses	5,956.
Transportation	22,720.
Training	18,460.
Promotional material	16,330.
Administrative services	35,000.
Library Services	17,256.
Contingency	14,200.
	<hr/>
	283,432.

G) RDC STUDIES AND EVALUATION PROGRAM

A Program Proposal

1. Background

The RDC has received over the past three months requests for sociological studies (NPHDP and AKP) and assistance with future baseline studies (Surkhet Project) and project evaluations (NPHDP). In response to the earlier requests the RDC sought to hire a Nepali professional sociologist who would have been integrated into one of the existing programs of the RDC. This was unsuccessful and it is apparent that given the increasing scope for this work a separate program within the present RDC structure is warranted.

2. Objectives

The proposed objectives of this new program are as follows:

- a) At the request of any of the UMN rural development related projects or the Integrated Development Committee to carry out studies on sociological aspects of rural development activities.
- b) At the request of any of the UMN rural development related projects or the Integrated Development Committee, to coordinate project baseline studies, monitoring and evaluating UMN rural development activities. Such work may be done by RDC staff, other seconded UMN staff and/or outside agencies/consultants.

3. Plan for FY 1983

It is planned to employ one or two Nepali sociologists who will work initially under the guidance of an expatriate sociologist/anthropologist who will be the program In-charge. At present the anthropologist post in the RDC is vacant and a suitable person is not available. Bucky Sydnor, UMN Cultural Resource Worker, has agreed to act in this post on a temporary basis responsible to the RDC Director.

During the next 12 month period (to the end of FY 1983) the following activities are planned:

- a) Preparation of training materials for survey data collectors. This will involve assessing the experience of past UMN surveys (South Lalitpur and Andhi Khola) and present survey work (Rural Industries Feasibility Study in South Lalitpur).
- b) Assistance with the collection of case studies in Conflict Management in Nepal.
- c) Planning and execution of a baseline study in the Surkhet Project's project area.
- d) Planning and execution of an Irrigation Users group study for the Andhi Khola Project.

In addition there is a possibility of a study on transferring waste land to landless farmers in Madhubasa.

4. Manpower in FY 1983

Program In-charge

Activities

RDC STUDIES & EVALUATION PROGRAM

BUDGET FOR 1984

Receipts:

PCS	10,500
Contracts from UMN Projects	8,000
Grants-	
Conflict Research	18,000
Other (UMN)	12,000
	<hr/>
	48,500

Payments:

Recurring

PCS	10,500
Salaries and benefits	21,700
Office rent	1,800
Office expenses	4,300
Travel	5,000
Books and resources	2,000
Miscellaneous	1,200

Capital

Office furniture	2,000
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Notes: PCS is calculated at Rs.2,000 per month FTE.
John Williamson will work fulltime for 3 months;
Bucky Sydnor quarter-time for 9 months. The budget includes the budget for Conflict Research as well as the work of the Rural Development Sociologist who will work on various jobs including Conflict Research.

The breakdown of Conflict Research items is as follows:

Recurring:

Salaries and benefits	9,200	Rural Devt. Soc.
	4,600	Rural Devt. Soc. (Conf.Res.)
	7,900	Others doing Conf. Res.
Office expenses	1,800	Rural Devt. Soc.
	2,500	Conflict Research
Travel	2,000	Rural Devt. Soc.
	3,000	Conflict Research

1) MADHUBASA AREA FEASIBILITY STUDY

1. Program Description

The ecological situation at the foothills of the Himalayas is becoming increasingly serious. The hills are being deforested resulting in severe flash floods which in turn erode scarce agricultural land that is already supporting a poor and growing population. This study will look into the means of arresting this decline, seeking maximum peoples participation in an area bordering two Panchayats.

2. Study Objective

To compile a report surveying the present situation, offering proposals to remedy it and time permitting on completion of the survey to assist the local people on some preliminary implementation.

3. Study Activities

a) Forests

- i. to determine the study area with maps and surveys
- ii. to assess the degree of forest destruction
- iii. to study the movements of people involved in the cutting of the forests
- iv. to propose technical solutions to redress the balance
- v. to propose ways these can be implemented with the maximum of peoples' participation and cooperation from Government departments

b) Flash Flood Control

- i. to survey the river basins of the Chemini and Jagdar rivers
- ii. to measure their water flow rates during the monsoons
- iii. to measure the rate of erosion of agricultural land caused by them
- iv. to design engineering control systems which will:
 - 1) prevent further erosion of these lands
 - 2) if possible retain water from the floods for irrigation use at other times of the year

c) Land Reclamation

i. Survey:

- 1) to map the area of total land holdings
- 2) to determine the ownership of these holdings
- 3) to identify the landless and those in the area with greatest need of land

ii. Legal Situation:

- 1) to examine the legal position of transferring by river bed land, which lies arid in large tracts, to this group of the most needy
- 2) to examine how and when this aspect can be most effectively integrated into the program
- 3) to explore alternative forms of land ownership such that this reclaimed land cannot be taken away from them by others in the future

iii. Cultivation:

- 1) to explore the possibilities of bringing irrigation facilities to this land
- 2) to draw up a plan by which this can be brought back to fertility as quickly as possible

d) Health Care

- i. to survey the health situation in the study area
- ii. to draw up a simple health care program centering on mothers and children which makes use of the existing health system and draws on peoples' involvement

4. Community Involvement

The aim at the outset will be to involve the people in this planning stage, since its credibility depends upon the degree to which they understand the problems facing them and their willingness to solve them themselves.

For this there is a nucleus of villagers living in Madhubasa, 35 out of the 250 households, whose commitment has been confirmed with 3 years of similar work in their community. Their abilities, motivation and organizing abilities will be essential in producing this study.

However it will be made very clear at the beginning that this study will not guarantee implementation by UMN. It will, however, arm the villagers with an essential body of factual data with which to lobby likely development agencies to assist them in the future.

5. Personnel

Organizer - fulltime
Forester - parttime (2 months)
Irrigation Engineer - parttime (2 months)
Agriculturalist - parttime (2 months)
Health Worker - parttime (2 months)

6. Evaluation and Research

The study is in itself research. Whether UMN wants to enact on its findings will be the evaluation.

BUDGET FOR 1984

Receipts:

PCS	10,000	
Grant request	85,000	
Sale of motorcycle (1/2 cost)	20,000	
Village contribution	10,000	125,000
		=====

Payments:

Recurring PCS

10,000
10,000

*Consultant Fees - Irrigation Engineer

5,000

Forester

5,000

Health Worker

5,000

Agriculturalist

5,000

Administration, typing & printing report

10,000

Travel & motorcycle running costs

15,000

Surveying and preparing drawings

5,000

50,000

Capital

Motorcycle

40,000

Office equipment

5,000

45,000

Villagers' agreed voluntary labour

10,000

10,000

Opportunity & inflation buffer fund

10,000

10,000

125,000

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* The cost of consultant fees will be charged under PCS if the consultants can be provided by UMN.

CAPITAL FUND BUDGET

Booklets on Madhubasa 10,000

ANDHI KHOLA PROJECT

Plans for 1984

1. Description

The Andhi Khola Project is a rural development project with the following programs:

- a) Andhi Khola Hydel and Rural Electrification Program (AHREP)
AHREP is a multi-purpose program including construction of a 5 MW hydro-electric plant and rural electrification of an area encompassing a population of about 250,000 people.
- b) Drinking Water and Sanitation Program
Andhi Khola Project will aid local communities to plan, build and maintain their own drinking water and sanitation systems.
- c) Appropriate Technology Program
This is a research and development program in appropriate technology for rural Nepal.
- d) Agricultural Development Program
This is a broad program working for development of those aspects of agriculture which are most relevant for the AP area farmer.
- e) Craft/Cottage Industry Development Program
Employment and cash income generating activities from craft/cottage industry will be promoted.
- f) Forest, Soil and Water Conservation Program
This program concentrated on non-formal teaching of basic conservation concepts, and motivation of local people to better management of local natural resources.
- g) Irrigation Development Program
AP will encourage and assist local communities to improve existing and develop new irrigation systems.
- h) Non-Formal Education Program
This is a service program for all other AP programs in which local people learn to identify and meet their basic needs, through informal learning groups.
- i) Cooperative Society Aid Program which will begin in 1984
- j) Project Administration
UN involvement in AP is accomplished through the Andhi Khola Project Management Committee.

2. Objectives

AP programs strive to meet one or more of the following objectives:

- a) To contribute towards full productive employment for all people in the AP area
- b) To contribute towards self-sufficiency in food for the AP area
- c) To contribute towards energy independence for the AP area
- d) To achieve equity in sharing of the means of production in the AP area
- e) To encourage optimum conservation of forest, soil and water resources of the AP area
- f) To contribute towards improvement in general health and well-being of people in the AP area
- g) To increase productivity of people in the AP area
- h) To ensure that all AP programs are executed in an integrated manner to maximize effect

3. Activities and Budgets

a) Andhi Khola Hydel and Rural Electrification Program

AHREP hydel plant works will be approximately 60% complete by the end of 1984. A work force of approximately 100 persons will be engaged in the construction work. An on-the-job training program to improve work performance of AHREP workers, as well as non-formal education related to general rural development for AHREP workers will be established.

Work will continue on developing appropriate means for use of electricity for cooking in the AP area and for practical distribution of power to rural communities.

High priority of AHREP employment will be given to landless or marginal farmers in the AP area. Land will be purchased from larger farmers around the construction site, to be sold to these landless or marginal farmers who work for AHREP.

A savings and credit scheme will continue with various assistance programs for farm/village improvement. Opportunities will be presented for investment in cottage/small scale industries to be developed in the AP area.

Priority in employment of AHREP workers will also be given to those people who have qualities to serve as channels through whom rural development activities may be promoted in their home villages.

	Approved 1982-84	Cumulative Actuals thru 1982	1982	Approved 1983	Approved 1984
Receipts:					
AHREP	15,785,000	5,664,000	1,025,960	8,570,000	11,980,000
HMGN	5,500,000	1,500,000	646,764	2,220,000	2,000,000
NIDC Loan	2,000,000	-	-	-	2,000,000
UMN PCS	224,400	59,400	43,200	114,000	120,000
	<u>23,509,400</u>	<u>7,223,400</u>	<u>1,715,924</u>	<u>10,904,000</u>	<u>14,100,000</u>
Payments:					
Support facilities	3,100,000	2,790,000	476,664	1,650,000	-
Headworks	720,000	-	-	-	1,600,000
Entrance shaft	3,696,000	528,000	50,100	1,800,000	3,400,000
Penstock	240,000	-	-	240,000	480,000
Power house	696,000	-	-	-	500,000
Elec/Mech. Equipt	4,311,000	1,437,000	1,025,960	3,300,000	3,300,000
Tailrace tunnel	1,689,000	241,000	120,000	1,300,000	1,600,000
Headrace tunnel	2,578,000	368,000	-	700,000	1,300,000
Rural elec.	6,255,000	1,800,000	-	1,800,000	1,800,000
UMN PCS	224,400	59,400	43,200	114,000	120,000
	<u>23,509,400</u>	<u>7,223,400</u>	<u>1,715,924</u>	<u>10,904,000</u>	<u>14,100,000</u>

b) Drinking Water and Sanitation Program

Drinking water and sanitation systems will be constructed according to AP guidelines in various AP communities. Spring improvements to prevent contamination of the village water sources by people or animals will be carried out by means of sealed collection structures and fences.

A certain number of pit toilets will be built in every community where a drinking water system is constructed. This will be accompanied by non-formal health teaching on the germ theory of disease and social benefits of toilets.

Tapstands will be located so as to minimize the time women spend carrying water for household use. Small reservoir tanks will store spring run-off during the night for use during the day. Trees will be planted in source catchment areas. Kitchen gardens irrigated from tapstand waste water will be encouraged.

	Approved 1982-84	Cumulative thru 1982	Actuals 1982	Approved 1983	Budget 1984
Receipts:					
Tear Fund	1,337,700	232,800	4,838	471,200	308,000
AHREP	350,000	350,000	-	37,300	323,000
UMN PCS	57,600	14,400	12,000	16,000	18,000
	<u>1,745,300</u>	<u>597,200</u>	<u>16,838</u>	<u>524,500</u>	<u>649,000</u>
Payments:					
DCS Design	45,000	15,000	-	22,000	20,000
Salaries	35,700	10,800	-	15,000	13,000
Transport	75,000	25,000	102	20,000	18,000
UMN PCS	57,600	14,400	12,000	16,000	18,000
Galyang system	422,000	422,000	80	122,000	280,000
Bajre system	29,500	29,500	-	29,500	-
Tulsi system	51,000	51,000	-	-	-
Jimuwa system	29,500	29,500	4,656	-	-
Future systems	1,000,000	-	-	300,000	300,000
	<u>1,745,300</u>	<u>597,200</u>	<u>16,838</u>	<u>524,500</u>	<u>649,000</u>

c) Appropriate Technology Program

Research on an electric storage cooker for practical use in rural Nepal and economical electrical transmission methods will be carried out. Fuel efficient stoves will be promoted. Hydraulic rams, river current rams for drinking water and lift irrigation will be developed. Much of this work will be contracted to DCS Rural Equipment Development Program.

Receipts:					
Tear Fund	113,800	27,200	13,995	70,400	59,000
Misc. grants	-	-	6,300	-	-
AHREP	60,000	60,000	80,521	-	-
UMN PCS	57,600	14,400	18,000	28,000	24,000
	<u>231,400</u>	<u>101,600</u>	<u>118,816</u>	<u>127,400</u>	<u>83,000</u>
Payments:					
Elec. trans. and cooking	25,000	5,000	395	20,000	4,000
R & D					
Cottage and ag. industry	25,000	5,000	-	20,000	5,000
R & D					
Hydraulic ram	40,000	10,000	19,900	10,000	10,000
Salaries	23,800	7,200	-	20,400	-
UMN PCS	57,600	14,400	18,000	28,000	24,000
River turbine	-	-	-	40,000	40,000
Charte plant					
civil	30,000	30,000	55,421	-	-
E & M	21,000	21,000	25,100	-	-
Mill Proto Equipt	9,000	9,000	-	9,000	-
	<u>231,400</u>	<u>101,600</u>	<u>118,816</u>	<u>127,400</u>	<u>83,000</u>

d) Agricultural Development Program

Local research and promotion of proper production, protection, and application of compost fertilizer will take place. Field trials for bacterial fertilizer will be done. Local farmers will be encouraged to grow more leguminous crops and vegetables. Demonstrations of seed selection, storage, and pest and disease control will be given and appropriate practices encouraged.

Small farmers groups will be organized to discuss agricultural problems and ways and means of overcoming these problems. Opportunities will be fostered for special training in agriculture for small farmers groups as well as local 4-H clubs established by HMGN.

A co-op bank will be established in conjunction with the AHREP workers savings scheme for agricultural inputs credit to small farmers groups. A small loan facility will also be made available to local 4-H clubs for club agricultural projects. Investigation into ways the AP can cooperate with the Galyang Cooperative Society will take place.

	Approved 1982-84	Cumulative thru 1982	Actuals 1982	Approved 1983	Budget 1984
Receipts:					
Discr. Fund				11,100	
Tear Fund	41,700	10,100	3,768	22,900	39,000
UMN PCS	50,400	12,600	6,000	32,000	32,000
	<u>92,100</u>	<u>22,700</u>	<u>9,768</u>	<u>66,000</u>	<u>71,000</u>
Payments:					
4-H Loan	9,000	2,000	1,000	2,000	2,000
Travel	7,500	2,500	1,200	2,000	2,000
Training	17,600	3,600	400	4,000	4,000
Medicines	7,600	2,000	1,168	2,000	-
Compost promo.				5,000	5,000
Seed protection				2,000	2,000
Salaries				15,000	24,000
UMN PCS	50,400	12,600	6,000	32,000	32,000
	<u>92,100</u>	<u>22,700</u>	<u>9,768</u>	<u>66,000</u>	<u>71,000</u>

e) Craft/Cottage Industry Development Program

Research will be conducted into appropriate products for local production, such as embroidery, honey and jam production, pottery/ceramics, soap etc. Primary emphasis will be on products with a Nepali market, but both local and overseas markets will be investigated. Existing craft/cottage industry producers of cloth shoulder bags and bamboo products will be encouraged to form cooperative purchasing and marketing groups.

Opportunities for special training, such as at the women's skills training centers will be publicized, and local skilled craftsmen will be encouraged to take on apprentices for training.

Receipts:					
Tear Fund	22,500	6,500	2,375	10,000	10,000
UMN PCS	48,600	16,200	12,000	20,000	20,000
	<u>71,100</u>	<u>22,700</u>	<u>14,375</u>	<u>30,000</u>	<u>30,000</u>
Payments:					
Travel	6,000	2,000	934	2,000	2,000
R & D	16,500	4,500	1,441	8,000	8,000
UMN PCS	48,600	16,200	12,000	20,000	20,000
	<u>71,100</u>	<u>22,700</u>	<u>14,375</u>	<u>30,000</u>	<u>30,000</u>

f) Forest, Soil and Water Conservation Program

Non-formal education on resource conservation will be provided to people involved in all AP programs. Land purchased for AHREP which is too steep for cultivation will be re-seeded and a nursery established for this purpose.

The concept of fodder forests will be promoted and after interest is generated seeds, seedlings and cuttings will be provided as incentives. Field trips to established conservation projects and nurseries will be organized, as well as training for establishment of local nurseries.

Simple structural and vegetable control of gully erosion, terracing of steep fields, and minor landslide control will be promoted, with emphasis on the effects of these activities in increasing and protecting soil fertility.

	Approved 1982-84	Cumulative thru 1982	Actuals 1982	Approved 1983	Budget 1984
Receipts:					
Disc. Fund			814	1,500	
Tear Fund	7,500	1,500		4,500	9,500
AHREP	30,000	15,000	300	15,000	5,000
UMN PCS	21,600	5,400	8,000	8,000	8,000
	<u>59,100</u>	<u>21,900</u>	<u>9,114</u>	<u>29,000</u>	<u>22,500</u>

Payments:					
AHREP re-seed	30,000	15,000	300	4,500	5,000
Field trips	7,500	1,500	-	1,000	1,000
Fodder/fruit promo.				500	1,000
Silage promo.				4,500	1,500
Training				1,000	1,000
Vegetative erosion control				1,000	5,000
UMN PCS	21,600	5,400	8,000	8,000	8,000
	<u>59,100</u>	<u>21,900</u>	<u>9,114</u>	<u>29,000</u>	<u>22,500</u>

g) Non-Formal Education Program

Demonstrations, audio-visual presentations, role-acting games, field trips etc will be prepared to encourage and motivate groups such as 4-H clubs, small farmers groups, AHREP workers, school children, literacy classes, women's groups, etc to develop their individual and community awareness and skills. A development newspaper will be published.

Receipts:					
Discr. Fund			1,052	2,000	
Tear Fund	7,500	2,500	2,500	2,500	4,500
UMN PCS	10,800	3,600	6,000	8,000	8,000
	<u>18,300</u>	<u>6,100</u>	<u>9,552</u>	<u>12,500</u>	<u>12,500</u>
Payments:					
Materials develop.	7,500	2,500	1,717	1,500	1,500
Learning groups			551	1,500	1,500
Newspaper				1,500	1,500
UMN PCS	10,800	3,600	6,000	8,000	8,000
Projection equipt.			1,284		
	<u>18,300</u>	<u>6,100</u>	<u>9,552</u>	<u>12,500</u>	<u>12,500</u>

h) Irrigation Development Program (New 1983-1985 Program)

Description: Considering the potential of the AHREP headrace and tailrace water as well as other sources, AP proposes to encourage and assist local communities to improve existing and develop new irrigation systems.

Objectives:

- i. To contribute towards self-sufficiency in food for the AP area.
- ii. To achieve equity in sharing of the means of production in the AP area

Activities:

- i. Determine the feasibility, both technical and sociological, of irrigation development, considering both AHREP water and other resources as opportunities present themselves.
- ii. Communicating the conclusions of the above studies, attempt to motivate the local people to implement feasible development, emphasizing AP's objective of equity in benefit distribution.
- iii. To the extent that AP's objectives are being met in a specific proposal, offer aid in one or more of the following ways as appropriate:

- government and community liaison
- technical/social advice and information
- construction supervision

Monitoring: Land ownership patterns within irrigation development lands as well as increases in production due to irrigation will be monitored.

Personnel:

Rural Development Engineer

Budget 1983-1988 (million Rs.)

	Total 5 yrs	July 1983/84	1984/85	1985/86	1986/87	1987/88
Receipts:						
Grant	10.3	0.1	1.1	1.1	7.0	1.0
Local peoples contrib.	4.0	-	0.5	0.5	1.0	2.0
UMN PCS	0.7	0.1	0.2	0.2	0.1	0.1
	15.0	0.2	1.8	1.8	8.1	3.1
Payments:						
Engineering	0.6	0.1	0.1	0.1	0.2	0.1
Land purchase	5.8	-	0.3	-	5.5	-
Construction material & paid labour	3.9	-	0.7	1.0	1.3	0.9
Donated labour	4.0	-	0.5	0.5	1.0	2.0
UMN PCS	0.7	0.1	0.2	0.2	0.1	0.1
	15.0	0.2	1.8	1.8	8.1	3.1

This is a revision of provisional 3-year budget approved by EC in April 1983 and includes proposed AHREP Headrace Scheme as well as proposed supplementary lift irrigation projects.

i) Andhi Khola Cooperative Society Aid Program (1984-1987)

Description: This is a program to strengthen the infra-structure of the local cooperative society, Amar Sajha Sanstha.

Objectives: The objectives of Amar Sajha Sanstha are similar to AP objectives; by strengthening this local organization, the following objectives are met:

- i. To contribute towards self-sufficiency in food for the AP area
- ii. To increase productivity of people in the AP area
- iii. To achieve equity in sharing of the means of production in the AP area

Activities:

- i. The AP director will take part in the cooperative management committee and encourage good policy and procedures whenever possible.
- ii. A grant of working capital will be made to facilitate the cooperative's buying and selling of food and agricultural inputs.
- iii. AP will assist the cooperative in planning and construction of a salesroom/godam/office building in Galyang bazaar.
- iv. AP and Amar Sajha Sanstha will continue to investigate possible future cooperative involvement in a water mill, agro-industry, or other income producing activity.

Personnel: Other than attendance by the AP director at the cooperative management meetings, it is felt that existing cooperative personnel will be able to carry out most activities. Possible involvement of DCS and/or HH in planning and construction of the office/godam is anticipated.

Monitoring: This program will be evaluated in terms of the regular and timely availability of agricultural inputs to local farmers, and the degree to which the cooperative is able to issue dividends to shareholders in the future.

Budget 1984-1987

	1984/85	1985/86	1986/87
Receipts:			
UMN PCS	2,000	2,000	2,000
Grant from donor	70,000	50,000	25,000
Construction labour*	30,000	30,000	15,000
Land grant, HMG	10,000	-	-
	82,000	82,000	42,000
Payments:			
UMN PCS	2,000	2,000	2,000
Working capital	60,000	-	-
Godam plan/design	10,000	-	-
Godam constr. capital	-	50,000	25,000
Godam constr. labour*	-	30,000	15,000
Land purchase	10,000	-	-
	82,000	82,000	42,000

*Labour contributed by co-op. shareholders in return for co-op. shares.

j) Andhi Khola Project Administration

Regular meetings of APMC will be held in February and September. The AP office will be maintained in Galyang Bazaar. The planning, implementation and monitoring of all AP programs will be facilitated from the AP office. A discretionary fund for low-risk program enablement will be administered by the AP director.

Monitoring: Monitoring of AP programs will take place at several levels. At the program level there will be a constant ongoing evaluation of activities involving the program leader, staff, and target community in informal meetings and discussions. At the project level there will be monthly meetings of project staff to monitor the various programs especially in regard to how well their activities have been integrated toward the overall project objectives. The tools to be used will be surveys and other methods of measurement of progress towards the AP objectives.

Personnel:

AP Project Director
 AP Rural development worker x 2
 AP Rural development engineer
 AP Agriculturalist
 AP Research worker
 BPC Manager
 BPC Business advisor
 BPC Electrical engineer
 HH Site engineer in charge
 HH Asst. site engineer
 HH Mechanical engineers x 2
 DCS Design consultant
 DCS Rural development engineer
 plus Nepali staff

Project Administration Budget

	1982-84	thru 1982	1982	1983	Budget 1984
Approved Cumulative Actuals					
Receipts:					
Tear Fund	128,600	39,500	18,371	46,800	50,500
UMN PCS	86,400	21,600	18,000	32,000	32,000
	215,000	61,100	36,371	78,800	82,500

Payments:

Travel, APMC	17,000	5,000	3,059	6,000	6,000
Office rent	4,200	1,200	1,750	1,800	2,000
Office supplies	7,000	2,000	2,505	2,500	2,500
Salaries	15,900	4,800	3,849	6,000	12,000
Visits	20,000	5,000	333	7,000	7,000
UMN PCS	86,400	21,600	18,000	32,000	32,000
Office equipment	3,500	2,500	1,460	1,500	-
Office furniture	6,000	4,000	4,363	2,000	1,000
Discr. Fund	55,000	15,000	1,052	20,000	20,000
	215,000	61,100	36,371	78,800	82,500

Summary for 1984 (in 1000's of Rs.)

	UMN PCS	HMGN, NIDC	Tear Fund	AHREP
AHREP	120	4,000		11,980
Drinking water	18		308	323
Approp. Tech.	24		59	
Agric. Develop.	32		39	
Craft/Cottage	20		10	
Forest, Soil	8		9.5	5
Non-Formal Ed.	8		4.5	
Admin.	32		50.5	
	262	4,000	480.5	12,308

Andhi Khola Project Area Services 1984 Budget

	Actuals 1982	Approved 1983	Budget 1984	Inc/Dec over '83
Receipts:				
UMN Capital Grant	5,664	6,000	6,000	
UMN Recurring Grant	27,460	43,500	34,200	- 9,300
UMN PCS	4,000	6,000	6,000	
Payment:	37,124	55,500	46,200	- 9,300
Recurring				
Mail bag	760	2,500	2,900	+ 400
Hospitality	198			
Rent	5,939	9,000	11,000	+ 2,000
Renovation	16,542	25,000	10,000	- 15,000
Maintenance	1,746	2,000	2,300	+ 300
Water carrying	2,275	5,000	8,000	+ 3,000
UMN PCS	4,000	6,000	6,000	
Capital Area furniture	5,664	6,000	6,000	
	37,124	55,500	46,200	- 9,300

Nawal Parasi Hills Development Project**Plans and Budgets for 1984****Project Description**

Nawal Parasi Hills Development Project is a rural development project, focussing its activities on the basic needs of those who cannot fulfill them in the hill panchayats of Nawal Parasi District. The project tries to respond to those basic needs through various programs of which all require the active participation of local people. The activities are integrated into the local community; as far as possible into government also.

Project Objectives

The project's objectives, described in the long term plans, will guide the project through 1984.

Project Activities**1) Drinking Water and sanitation programs.**

- a) The water supplies in Ratanpur, Kotthar, Jaubari and Bhartipur Panchayat will be completed in those villages, which have constructed proper latrines and protected their water source.
- b) New water supplies will be constructed in Dergaun Dhobadi, Ruchang and Rekuwa Nithukaram and Naram Panchayat, in those villages which have built proper latrines and protected their water source.
- c) New drinking water supplies will be surveyed in Dhobadi, Ruchang, Rekuwa, Mithukaram and Naram Panchayats.
- d) Non-formal education will be given to teach villagers the health aspects of water and sanitation.
- e) Appropriate designs of latrines will be demonstrated, and advice given during construction.

2) Irrigation Program.

- a) On request from villages, the project will assist them with technical advice, surveys, designs, and estimates for the maintenance, expansion and construction of community irrigation systems.
- b) The project can consider financial assistance up to a maximum of 25% of the total construction costs.
- c) If a higher financial assistance is required, the project will help those systems with many small landowners to seek funds from outside institutions and agencies.

3) Agriculture.

- a) The results from the field trials in 1983 will be used for the development of better seed and varietal use.
- b) Local seed production, started in 1983, will be continued and extended.
- c) Using the results of the field trials in 1983, the work of the crop protection program will be intensified.
- d) Field trials for green manure and ratoon rice are planned.
- e) The fruit tree production in nurseries will be extended as well as teaching on improved fruit tree management given.
- f) The use of improved storage structures, particularly for seed storage, will be promoted. An appropriate and wise use of storage chemicals will be taught and promoted.
- g) Regular teaching for HMG's agricultural extension workers will be given through HMG's Training and Visitation Program.

4) Reforestation and Erosion Control Program.

- a) On request of local people, nurseries in new panchayats will be started.
- b) Training opportunities will be arranged for people to run these nurseries.

- c) Opportunities for additional training to upgrade the skills of those people who are working in nurseries will be arranged for.
- d) The already existing nurseries will be assessed with the help of villagers and plans for their future worked out.
- e) If possible, the development of community forest under the Community Forestry Project will be promoted.
- f) Emphasis will be placed on erosion control, planting eroding areas with suitable grasses and trees, produced locally.
- g) A program for building gabions for river control will be initiated.

5. Animal Health and Improvement program.

- a) On request of villagers, volunteers for animal health work will be sent from the new panchayats to training courses of the Rural Development Centre in Pokhara.
- b) Follow up and supervision for all active volunteers will be provided. With the help of the volunteers, regular teaching on aspects of animal health will be given.
- c) If requested, improved animals will be distributed to villages where there are animal health volunteer workers. If necessary these will be obtained from Pokhara, but if possible from local village supply centres developed during 1983.
- d) The practice of rabbit keeping will be promoted and spread.

6. Rural Industries and Marketing Program.

- a) Local resources, which can provide a base for rural industries, will be investigated.
- b) The feasibility of setting up a community owned mill in one of the new panchayats will be investigated.
- c) Cottage Industry based and home based soap manufacturing will be promoted.
- d) Depending on the market research done by the Rural Development Centre, the marketing of Magar Cloth and other traditionally woven materials, as well as ginger products, will be assisted.
- e) Appropriate training for bee-keeping will be arranged. Improved practices in bee-keeping and beehives will be promoted.
- f) Training courses for mulberry propagation and silk worm production will be arranged. With the help of local nurseries, the propagation of mulberry seedlings will be promoted. Market outlets, developed with the help of the Rural Development Centre during 1983, will be used.

7. Grain Bank Program.

- a) If the initial trial in 1982/83 proves to be successful, this program will be strongly promoted during 1984.
- b) Participating villages will be expected to supply at cost 75% grain for the grain bank through loans from SFDP, etc.

8. Health Program.

- a) Curative care services at Bojha will be moved to another panchayat which has successfully participated in its own health care. The emphasis of this unit will be training local people, and the control will be under a local health committee. In Bojha the local community will be encouraged to establish a health sub-centre. UMN will assist by providing medical advice and training. But the sub-centre will be managed by a local committee.
- b) Three monthly clinics in all panchayats will be continued.
- c) The volunteers of the old and new panchayats will be encouraged and assisted. They will receive further training and will participate in the training of new people.
- d) If possible, local midwives will be trained in hygiene and nutrition.
- e) In one of the panchayats, one Child Care Centre will be started.
- f) The possibility of establishing a drug scheme with small drug stores and dispensing medicine will be studied.
- g) Panchayats will be encouraged to establish their own health care services and health sub-centre.

NAWAL PARASI HILLS DEVELOPMENT PROJECT

AREA SERVICES BUDGET FOR 1984

Receipts:

UMN budget allocation

19,800

Payments:

Expenses for mail runner

5,500

Rent for houses

8,800

Maintenance for houses

5,500

19,800

Number of people served: 3 expatriate families and 2 singles

PROGRAM BUDGET

Receipts:

Grant from donor

1,764,100

1,195,600

742,500

PCS

200,000

100,000

100,000

Local peoples contribution

(Bhailatar)

-

150,000

1,964,100

1,445,600

842,500

Payments:

PCS

200,000

100,000

100,000

Agriculture(incl. grain storage)

42,000

21,000

21,000

Agriculture salaries

18,600

6,000

12,600

Animal Health & Improvement

24,000

12,000

12,000

" " " salaries

18,600

6,000

12,600

Drinking Water & Sanitation

1,135,000

735,000

400,000

" " " salaries

35,000

15,000

20,000

School assistance

16,000

8,000

8,000

Health

21,500

10,000

11,500

" salaries

89,300

37,700

51,600

Irrigation

50,000

25,000

25,000

Reforestation & Erosion Control

125,000

65,000

60,000

" " " salaries

18,600

6,000

12,600

Rural Industries & Marketing

50,000

35,000

15,000

" " " salaries

21,300

9,900

11,400

Administration

54,600

27,300

27,300

" salaries

24,600

2,700

21,900

Evaluation

20,000

-

20,000

1,964,100

1,121,000

842,500

Bhailatar Irrigation Scheme

324,000

1,445,600

APPENDIX 34

SURKHET PROJECT

AREA SERVICES BUDGET FOR 1984

	Actuals for 1982	Approved Budget 1983	Approved Budget 1984	Inc/Dec over 1983
Receipts:				
Budget allocation	7,576.	18,500.	19,700.	+ 1,200.
Payments:				
Rent	2,400.	10,000.	12,000.	+ 2,000.
Water	285.	1,500.	1,700.	+ 200.
Furniture	4,531.	7,000.	5,000.	- 2,000.
Mail and miscellaneous	360.	-	1,000.	+ 1,000.
	7,576.	18,500.	19,700.	+ 1,200.

PROGRAM BUDGET FOR 1984

	Program Budget	Budget 1983	Budget 1984
Receipts:			
Grant from donor	1,400,000.	665,000.	775,000.
Personnel Contrib, Services	180,000.	60,000.	120,000.
	1,620,000.	725,000.	895,000.
Payments:			
Personnel Contrib. Sce.	180,000.	60,000.	120,000.
Living quarters	150,000.	150,000.	-
Small workshop & equipment	150,000.	-	150,000.
Water supply	250,000.	150,000.	100,000.
Motorcycle & running exp.	70,000.	-	70,000.
Training program staff	200,000.	100,000.	100,000.
Village projects	300,000.	100,000.	200,000.
Program investigation	100,000.	60,000.	40,000.
Administration	30,000.	15,000.	15,000.
Contingencies	190,000.	90,000.	100,000.
	1,620,000.	725,000.	895,000.

UMN APPROVED POSTS, NOVEMBER 1983

1) SUMMARY

	Posts for H.S.B. personnel	Posts for E.B.B. personnel	Posts for E.B. personnel	Posts for Admin. personnel	Total posts in projects
Posts in HSB projects	93½ (+ 11½ ad.)	16	3½	11½	124½
Posts in EDB projects	2	86 (+ 2½ adm.)	0	2½	90½
Posts in EB projects	4	6	43 (+ 3 adm.)	3	56
Posts in non-UMN related projects	5	1	0	0	6
	104½	109	46½	17	277
Posts in Adminstrn.				18	18
					295
TOTAL POSTS					

Notes:

- While all approved projects and posts have been listed as under the UMN Functional Boards, it is of course recognised that quite a number of these are government projects, or posts in government and other projects. But they are "UMN approved posts" in the sense that the UMN is actively involved in the work and committed to seeking workers to fill these posts. Those actually listed as 'seconded posts' in the last section of each FB are inter-functional, or in projects outside direct UMN involvement.
- In addition to those listed, the following numbers of workers are on furlough or expected in the February 1984 LOP program, available for assignment later on. A few on furlough whose return is very indefinite have not been counted.

HSB:	7 on furlough;	10 in language study	=	17
EDB:	8 " "	6 " "	=	14
EB:	3 " "	4 " "	=	7
Admin:	0 " "	5 " "	=	5

2) HEALTH SERVICES BOARD

HEALTH SERVICES OFFICE

Health Services Secretary	J. Hyland
Asst. Health Services Secretary	-
Senior Health Consultant	C. Friedericks
Health Care Consultant	A. Matthias
Health Care Consultant	-
Health Care Consultant	-
Nutrition Consultant	R. Angove/M. Krantz
Asst. Nutrition Consultant	-
Secretary	S. King/R. Hannila

HSB EDB EB ADMIN

EBD

HEALTH SERVICES SUPPORT PROJECT

Project Director	M. Evans/A. Maw
Drug Store (pharmacist)	K. Palsson
Bio-Medical Technician	J. Pettibone
Maintenance Consultant	-
Librarian	M. Wright
Statistician	K. Tochhawng
Secretary	O. Miller

PALPA PROJECT

a) Administration

Business Manager	H. Blom
Maintenance Consultant	R. Reeves
Hostess	D. Maggs
Secretary	-

b) Hospital

General Surgeon	K. Anderson
Surgeon (Obs/Gyn)	G. Pike
Paediatrician	-
Internist/GP	M. Meyer
General Practitioner	G. Kurlberg
General Practitioner	D. Williams
General Practitioner	P. Uy
Nurse Anaesthetist	P. Itkonen (1/2)
Ward sister /OR	P. Itkonen (1/2)
Ward Sister/midwife	A. Bjerke
Pharmacist	N. Solvik
Lab. technician	-
Patients' Advocate	-

c) Community Health Program

CHP Administrator	M. Bergh
CHP Physician	-
CH Nurse/midwife	V. Collett
CH Nurse/midwife	M. Brass
CH Nurse/midwife	I. Skjervheim
CH Nurse/midwife	S. van der Wal
CH Nurse/midwife	H. Matthews
Social Worker	-
Comm Devl. Field Worker	P. Storey
Comm. Dev. Field Worker	A. Karlsson
Non-formal educator	-
Home Economist/Nutrition	-
Field Worker	-
Secretary	-

GORKHA PEROJECT

HSB EDB EB ADMIN

a) Administration

Business Manager E. Ahonen/I. Kerr
Maintenance Supervisor K. Smith
Administrative Assistant -

b) Hospital

General Surgeon M. Hook
GP/Obstetrician H. Huston
GP/Paediatrician T. Nap
GP/Surgeon M. Haskins
Ward/Sister/Staff Nurse J. Nichols
Patients' Advocate -
Secretary -

c) Community Health Program

CHP Administrator E. Johansson
CH Nurse/midwife M. Moore
CH Nurse/midwife M. Koski
CH Nurse/midwife -
MCH Nurse K. Brown
CH Doctor O. Miller
Comm. Dev. Field Worker J. Lorenzen
Comm. Dev. Field Worker M. McCombe
Comm. Dev. Field Worker -

PATAN HOSPITAL

a) Hospital (medical)

Medical Director J. Dickinson
General Surgeon G. Hankins
Internist K. Witherington
Internist M. Corton
Paediatrician -
Obstetrician S. Scholz
General Practitioner P. Curtis
General Practitioner B. Gsellamm
General Practitioner -
Anaesthetist B. Johnston
Pathologist -
Nursing Superintendent R. Judd
Staff Nurse R. Hildershavn
Staff Nurse -
Nurse Anaesthetist B. Sharma
In-service Nurse Educator -
Admin. Officer Counterpart R. Layman
Secretary -
Medical Social Worker W. Thuma
Physiotherapist J. Baldwin
Lab. Technologist -
Pharmacist S. Leathley/J. Watkins
Surigical intern A. Young

b) Building Program

Director M. Thomas
Business Manager N. Anderson

NURSING CAMPUS, UMN PROGRAM

Tutor J. Smucker
Tutor T. Tawara
Tutor J. Brown
Tutor J. Brown
Tutor S. Merry
Tutor -

LALITPUR CHPCP

Community Medical Officer
Community Medical Officer
Community Health Nurse
Social Worker
Building Supervisor
Secretary
Training Coordinator

P. Curtis
-
M. Maeda
-
-
-
S. Ullberg

HSB EDB EB ADMIN

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LALITPUR CDAP

Director
Agricultural Dev. Worker
Comm. Motivator/NFE worker/
rural development worker
Food Technologist
Forester
Non-form. Educator
Non-formal educator
Non-formal educator

L. Brennan
W. McCaslin/H. Ymker
-
J. Lorenc
M. Entz
A. Iles
K. Horton
-
R. McCaslin

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OKHALDHUNGA PROJECT

a) Dispensary

General Practitioner
General Practitioner
Business Manager
Maintenance Coordinator

M. Lehti
G. Toohill
S. Fry/A. L. Jokinen
-

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1

b) Community Health Program

CHP Administrator
CH Nurse
Comm. Dev. Field Worker
Non-Formal Educator
Water Systems Main. Coordinator

K. Kirjavainen
H. Egner
V. Flaten
K. Rodwell
-

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DENTAL PROGRAM

Dentist
Dentist, Tansen
Dentist, resear CH/training. relief
Dentist " " "
Dentist " " "
Dentist " " "
Oral Hygenist

A. Mercken
R. Cross/S. Little
-
-
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INSTITUTE OF MEDICINE

Lecturer, IOM
Lecturer, IOM
Professor, IOM
Professor, IOM

H. Asaoka
M. Nichol
C. Friedericks
J. Dickinson

1
1
1
1

93% 16 3% 11%

SECONDED POSTS

a) EDB Projects

NPHDP, Comm. Health Motivator
NPHDP, Rural Dev. Field Worker

N. Waaning/M. Twinem
S. Erickson

1
1

b) EB Projects

Jumla, Comm. Med. Coordinator	J. Henderson	1
Jumla, Health Trade Instructor	J. Sibley	1
Jumla, Community Health Nurse	J. Sutton	1
Mahendra Bhawan, Nurse	-	1

c) Non-UMN related Projects

Paimsey, Social Worker	M. Cundy	1
Paimsey, Health worker	(H. Matthews)	1
Lahan, Ophthalmologist	A. Hennig	1
Lahan, Ophthalmologist	-	1
Lahan, Ophthalmic Nurse	-	1

3) ECONOMIC DEVELOPMENT BOARDEDB SERVICE OFFICE

Economic Development Secretary	A. Schlorholtz	1
Asst. Econ. Dev. Secretary	A. Kammensjo	1
Technical Asst. to EDS	L. Mackay	1

BUTWAL AREA

Guesthouse Hostess	S. Hjelt	1
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DEVELOPMENT AND CONSULTING SERVICESa) Administration and Design Office

Director	K. Webster	1
Administrative Secretary	-	1
DO, Coordinator/Cost Cons't.	M. Wheller	1
Architect	C. Eaton	1
Structural Engineer	S.K. Tang	1
Structural Engineer	C. Rolwood	1
AHREP Design Consultant	I. Curtis	1
Civil Engineer	T. Skeie (1/2)	1
Surveyor Engineer	T. Skeie (1/2)	1
Drinking Water Pgm. In-Charge	D. McCauley	1
Building Material Technologist	D. Payne	1

b) Consultants, etc.

STMP, In-Charge	K. Webster (1/2)	1
Rural Elect. In-Charge/Dev. Eng.	B. van Wijhe	1
Rural Equip., In-Charge	L. Boyum	1
" " Devel. Engineer	R. Friesen	1
" " Devel. Engineer	J. Rollins	1
Humphrey Pump, In-Ch/Research Eng.	D. Fulford (1/2)	1
Bio-Fertilizer, In-Charge/Bio-Chemical Engineer	M. Wong	1/2
GG, Research Consultant	D. Fulford (1/2)	1
Ropeways Consultant	-	1
Accounting Con/Int. Auditor	-	1
Sales & Marketing Consultant	-	1
BTI Cooking System Eng.	R. Lunden (1/2)	1/2
Madhubhasa Roofing/land reclamation program	A. Bulmer	1

INDUSTRIAL DEVELOPMENT PMC AND RELATED INSTITUTIONSa) ID PMC

Executive Secretary	T. Wong	1
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INDUSTRIAL DEVELOPMENT PMC AND RELATED INSTITUTIONS

		HSB	EDB	EB	ADMIN
a) ID_PMC					
Executive Secretary	T. Wong	1			
Office Secretary	L. Wheller			1/2	
Industrial Sociologist	-	1			
Management Training Officer	D. Heuft (1/2)	1			
b) BTI/HATC/BEW/BPF					
BTI, Director for Investment	T. Wong (1/2)	1/2			
BTI, Business Instructor, BTSP	D. Heuft (1/2)	1/2			
BTI, English Instructor	-	1/2			
BTI/HATC Ind. Training Cons.	-	1/2			
BEW, Executive Director	O. Hoftun	1/2			
BEW, Product Dev. Engineer	R. Lunden (1/2)	1			
BEW, Design/Prodn. Engineer	-	1			
Electronics Engineer, BEW	-	1			
BEW, Master Mechanic	E. Karstad	1			
BPF, Plywood Technician	-	1/2			
c) HIMAL HYDRO CO.					
General Manager	E. Kramer	1			
Business Advisor	O. Ndukwe	1			
Head Office Project Engineer	J. de Zwaan	1			
Liaison Engineer	A. Kammensjo	1			
Senior Site Engineer	K. Brookes	1			
Site Engineer	A. Slater	1			
Site Engineer	G. Russell	1			
Site Engineer	G. Fox	1			
Site Engineer	M. Gill	1			
Site Engineer	-	1			
Senior Site Supervisor	T. Haggerty	1			
Mechanical Engineer	T. Durston	1			
Installation/Maintenance Eng.	-	1			
Engineering Geologist	-	1			
Materials Technologist	-	1/2			
d) BUTWAL POWER CO.					
Manager	O. Hoftun	1			
Electrical Engineer	L. Rolwood	1			
Mechanical Engineer	T. Durston	1/2			
Linesman Supervisor	-	1			
Electrician Supervisor	-	1			

RURAL DEVELOPMENT CENTRE

a) Administration					
Director	S. Clark				
Resource Librarian	B. Bridges				
b) Animal Health Improvement Program					
Section Leader	A. Craven	1			
Veterinarian	-	1			
Animal Husbandry Specialist	M. van den Dool	1			
c) Horticulture/Agronomy Program					
Section Leader	S. Mori	1			
Horticulturalist	-	1			
d) Tree Planting/Forestry Program					
Section Leader	-	1			
Tree Planting Consultant	R. Gijbers	1			

e) Rural Industries Program

Section Leader	G. Beyrich
Business/Management Cons.	G. Beyrich (1/2)
Marketing Consultant	-
Technologist	-

f) Other Programs

Studies & Investig. Sec. Leader	B. Sydnor (1/2)
Madhubasa Feas. Study Consultant	-
Rural Youth Training Con.	-

ANDHIKHOLA. PROJECT

Project Director	D. Poppe
Rural Development worker	J. Poppe
Rural Development worker	D. Cooke
Rural Development Engineer	E. Thiessen
Agriculturalist	T. Storm
Research worker	-

NAWAL PARASI HILLS DEVELOPMENT PROJECT

Project Director	J. Williamson
Agriculturalist	M. Grimes
Rural Ind. & Marketing Advisor	-
Community Health Motivator	N. Waaning/M. Twinem
Rural dev. worker: drinking water and sanitation	S. Erickson
Forester	-

SURKHET PROJECT

Project Director	M. Anhorn
Agriculturalist	G. Honold
Sociologist/Dev. Field Worker	-
Supervisor/Instructor, Building	-
Development Worker/Program Invest.	-
Forester	-

2 86 0 2 1/2

SECONDED POSTS:

a) To HSB Projects

Palpa Project, Maintenance Supr.	R. Reeves
Palpa, Comm. Dev. Field Worker	P. Storey
Palpa, Comm. Dev. Field Worker	A. Karlsson
Gorkha, Maintenance supervisor	K. Smith
Gorkha, Comm. Dev. Field Worker	J. Lorenzen
Gorkha, Comm. Dev. Field Worker	-
CDAP, Director	L. Brennan
CDAP, Agricultural Dev. Worker	W. McCaslin/H. Ymker
CDAP, Community Motivator	J. Lorenc
CDAP, Forester	A. Iles
CPHCP, Builder	-
Okhaldhunga, Com. Dev. Field Wrkr.	W. Flaten
" Water Systems/Maint. Supvr.	-
Patan Hospital, Constrn. Director	M. Thomas
HSO, Bio-medical Technician	J. Pettibone
HSO, Maintenance Consultant	-

b) EB Projects

Jumla, Construction Coordinator	D. Wyse	1
Jumla, Cons. Supver, site	R. Fletcher	1
Jumla, Cons. Supvr., mill	B. Buckner	1
Jumla, Cons. Supvr., electrical	S. Normanton	1
Forester	R. Bruce	1
Agric. extension worker	F. Younkin	1

c) To non-UMN related Projects

INF, Builder	S. Kamp	1
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4) EDUCATION BOARD

EB SERVICE OFFICE

Education Secretary	R. Clark	1
Edn. Consultant/Research Wkr.	-	1
Culture Resource worker	B. Sydnor	1
Secretary	S. E. Tar	1
Language Consultant	-	1
Consultant Librarian	S. Chilcote	1
Materials Dev. Coordinator	A. Lycett	1
Non-Formal Education Advisor	N. Molin	1

POKHARA DISTRICT

GAMV, Adm. Advisor/Teacher	D. McConkey (½)	1
GAMV, English teacher	-	1
GAMV, Maths teacher	R. Cameron	1
GAMV, Headmaster	-	1
GAMV, Head of PE Dept.	-	1
GAMV, Head of Science Dept.	-	1
GAMV, Hostel parents	B. & M. Westerling	1
GAMV, Hostel parents/maintenance	F. & A. Eglin	1
GAMV, Scholarship Officer	D. McConkey (½)	½
Teacher, Kaski District	R. Takatsu	1
Teacher, Kaski District	B. Stephen	1
Teacher Trainer, Pokhara Campus	A. McIlhenny	1

GORKHA DISTRICT (seconded teachers)

Makaisingh, Science teacher	J. Baird	1
Makaisingh, Science teacher	C. Stone	1
Makaisingh, Maths/Eng. teacher	M. Cranston	1
Makaisingh, Science/NFE teacher	T. Madsen	1
Thalajung, Science./maths teacher	A. Ness	1
Teacher, Gorkha Dist.	-	1

JUMLA PROJECT

Project Director	D. Wyse (½)	1
Trade School Principal	-	1
Building Trade Teacher	A. Davies	1
Building Trade teacher	-	1
Agriculture Trade teacher	B. Deines/D. Thoresen	1
Community Medical Coordinator	J. Henderson	1
Health Trade Teacher	J. Sibley	1

Business Manager

Librarian

Construction Program Director

Construction supvr - mill

Construction supvr - site

Construction supvr - electrical

Forester

Agricultural Extn. worker

Community Health Nurse

Local School teacher

Local school teacher

Teacher trainer

Teacher trainer

F. Martin

H. Buckner

D. Wyse (1/2)

B. Buckner

R. Fletcher

S. Normanton

R. Bruce

F. Younkin

J. Sutton

G. Walker

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S. Kasp

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BUSINESS SCHOOL

Business studies Instructor

Secretarial studies Instr.

English teacher

EDUCATION BOARD

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TUTORIAL GROUPS

Butwal tutor

Butwal, tutor

Tansen, tutor

A. Breedveld

-

J. Curry

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OTHER

Children's Hostel Parents

Butwal, Teacher trainer

Mahendra Bhawan, School nurse

Mahendra Bhawan, Hostel worker

Orientation Administrator

E. & E.M. Shields

Vanlalhriata

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SECONDED POSTS

To HSB Projects

CDAP, Non-formal educator

CDAP, Non-Formal educator

Gorkha, Comm. Development worker

Okhaldhunga, NFE worker/teacher

K. Horton

M. McCombe

K. Rodwell

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ADMINISTRATION

HEADQUARTERS

Executive Director

Treasurer

Personnel Secretary

Management Consultant

Treasurer's Assistant

Treasurer's Assistant

HQ Business Manager

Auditor

Administrative Secretary

Secretary, Mailroom

CSD Director

Information Officer

Hostess, Asha Niketan

Hostess, Salayan House

Hostess, Fleming House

Hostess, relief

G. Johansson/H. Barclay

E. Wennemyr

B. Young

-

C. Law

F. Swenson (1/2)

F. Swenson (1/2)

I. Kerr

W. Townsend

R. Overvold

T. King

G. Glassman

F. & T. Peters

J. Carter

L. Russell

-

-

-

-

-

-

-

UMN GENERAL

Personal Counsellor	N. Vickers	1
Personal Counsellor	-	1
Personal Counsellor	-	1

11½ 2½ 3 18

POSTS IN FB PROJECTS

a) HSB Projects

HSO, Secretary	S. King	
HSSP, Secretary	O. Miller	1
Palpa, Business Manager	H. Blom	1
Palpa, Hostess	D. Maggs	1
Palpa, Secretary, Hospital	-	½
Palpa, Secretary, CHP	-	½
Gorkha, Business Manager	E. Ahonen	1
Gorkha, Admin. Assistant	-	1
Gorkha, Secretary	-	½
Patan, Admin. Officer Count.	R. Layman	1
Patan, Secretary	-	½
Patan Building, Bus. Manager	N. Anderson	1
CPHCP, Secretary	-	½
Okhaldhunga, Business Manager	S. Fry/A.L. Jokinen	1

b) EDB Projects

Butwal, Hostess	S. Hjelt	1
Himal Hydro Business Manager	O. Ndukwe	1
IDPMC secretary	L. Wheller	½

c) EB Projects

Jumla, Business Manager	F. Martin	1
Jumla, Librarian	H. Buckner	1
Education Office, Secretary	S.E. Tan	1

THE UNITED MISSION TO NEPAL

Minutes of the

EXECUTIVE COMMITTEE MEETING

held in Kathmandu

11-12 November, 1982

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Minutes of the

UMN EXECUTIVE COMMITTEE MEETING

held in Kathmandu, 11-12 November, 1982

The meeting of the Executive Committee was held in Kathmandu for two full days, at UMN Headquarters, Thapathali. Mr. Leo Huostila and Dr. Chandran Devanesan opened the morning sessions with devotions.

Roll Call. Members were present, except as indicated:

President: Rev. Eric Gass
Vice-President: Rev. Paul Kniss
Other members: Rev. Geoffrey Grose
Rev. Jean Malm
Miss Janette Cowan
Miss Pauline Brown
Rev. Ernie Campbell
Mr. Leo Huostila
Dr. Chandran Devanesan
Rev. Bill Murison (absent)

Ex-officio: Mr. Carl Johansson, Executive Director
Mr. Erling Wennemyr, Treasurer
Mr. Richard Clark, Education Secretary
Mr. Al Schlorholtz, Economic Development Secretary
Dr. Sigrun Mogedal, outdoing Health Services Secretary
Mr. Paul Spivey, Acting Health Services Secretary
Miss Carol Evans, EB representative
Dr. Bob Gsellman, HSB representative (absent; replaced by
Miss Shelagh Wynne).
Mr. Walton McCaslin, EDB representative.

Co-opted: Mr. Anders Kammensjo, Assistant EDS (absent)
Miss Jeanette Hyland, Health Services Secretary elect.

Agenda. The Agenda was adopted as presented by the Executive Director.

EC(2)-1/82. Confirmation of Minutes. It was RESOLVED to accept and approve the Minutes of the Executive Committee meeting held 29-30 March, 1982, as correct.

EC(2)-2/82. Executive Director's Overview. The Executive Director outlined the main events, current issues and live needs in the Mission, which was much appreciated.

PLANS AND BUDGETS

EC(2)-3/82. Plans and Budgets for 1983. The Plans for the different UMN projects and programs for 1983 were studied, and the budgets received from the Finance Committee. It was RESOLVED to approve these for implementation for the year 1983. They are found as Appendices to these Minutes:

A) Administration:

Appendix 1 : UMN Treasurer's Consolidated Budgets
Appendix 2 : Missionwide Expenses budget
Appendix 3 : Headquarters Project plans and budgets

B) Education Board Project plans and budgets:

- Appendix 4 : Education Secretary's Introduction
- Appendix 5 : Pokhara Project
- Appendix 6 : Gorkha District
- Appendix 7 : Mahendra Bhawan School, Kathmandu
- Appendix 8 : Jumla Project
- Appendix 9 : Training and Scholarship Program
- Appendix 10 : Student Financial Assistance Fund
- Appendix 11 : Language and Orientation Program
- Appendix 12 : Education Service Office
- Appendix 13 : Children's Hostel
- Appendix 14 : Business and Secretarial School
- Appendix 15 : Rural Youth Training Program

C) Health Services Board project plans and budgets:

- Appendix 16 : Health Services Secretary's Introduction
- Appendix 17 : Nutrition Advisor's Program
- Appendix 18 : Palpa Project
- Appendix 19 : Gorkha Project
- Appendix 20 : Patan Hospital
- Appendix 21 : Nurse Campus, UMN Program, Patan
- Appendix 22 : Lalitpur Community Primary Health Care Program
- Appendix 23 : Lalitpur Community Development Assistance Program
- Appendix 24 : Okhaldhunga Project
- Appendix 25 : Health Services Support Project
- Appendix 26 : Roundworm Control Program
- Appendix 27 : Blindness Control Program

D) Economic Development Board project plans and budgets:

- Appendix 28 : Economic Development Secretary's Introduction
- Appendix 29 : Economic Development Board Service Office
- Appendix 30 : Development and Consulting Services
- Appendix 31 : Butwal Area
- Appendix 32 : Rural Development Centre Service Project
- Appendix 33 : Nawal Parasi Hills Development Project
- Appendix 34 : Andhikhola Project
- Appendix 35 : Surkhet Industrial Centre

EC(2)-4/82. Presentation of Plans and Budgets. After discussion it was agreed to recommend the following:

- a) Annual Plans: The efforts being made to keep these succinct are appreciated. Possibly objectives, description and activities could be simplified/shortened where there is repetition. Committee members should study the duplicated plans before the meeting, and Functional Secretaries present at the meeting only the highlights, important policy matters, questions being struggled with, visual aids, etc. Members are encouraged to visit the projects as much as possible; maybe an Executive Committee meeting could be held in another area.
- b) Annual Budgets: It was noted that full budgets will be presented to the Finance Committee, and suggested that where applicable these may be presented to the Executive Committee in a somewhat reduced form, but with adequate information given so that they may be readily understood.
- c) Preliminary Budgets: It was noted that these will be presented at the March/April meeting each year for the following year.
- d) Patan Hospital: It was agreed that the annual plans should continue to be presented to the Executive Committee as there is heavy UMN involvement in the project, even though it is not a UMN owned and run project.

OTHER FINANCIAL AND BUSINESS MATTERS

EC(2)-5/82. Patan Hospital Staff quarters It was noted that there are insufficient funds on hand to build the necessary staff quarters using present plans, and several alternative suggestions were mentioned and discussed.

It was RESOLVED that the UMN will go ahead and build the staff quarters now, and seek further funds for same, with the following clarifications:

- a) That the work should not be carried out on deficit spending;
- b) That as far as possible the design should be simplified, and the money available at any time used to complete a viable and usable unit, to which further building may be added when additional funds are available;
- c) That the UMN should not solicit funds from any source which might give major grants to the Jumla Project.

Factors noted in the discussion included:

- The Planning and Site Committee of the Patan Project will make a recommendation on the plans and building, which will be forwarded to the HSB, then to the Coordinating Committee, and and finally to the Executive Committee for decision.
- If hospital staff housing is available elsewhere, there is the possibility that the old Lalitpur Hospital may be used for the Nurse Campus premises.

EC(2)-6/82. Terminology and use of accounts. The Minute FC(2)-11/82 was noted, and it was agreed that administration be asked to work out any suggested revision which might be appropriate in the terminology and use of different kinds of accounts, budgets and projects.

EC(2)-7/82. Jumla Funding. It was noted that the priority need for major funding is the Jumla Project; ref. FC(2)-13/82, a.

EC(2)-8/82. Provident Fund Interest. It was RESOLVED to approve that Provident Fund Interest be paid at the rate of 12% for the whole year 1982, and at 9% for a broken year.

EC(2)-9/82. Finance Committee actions. The remaining minutes and actions of the Finance Committee meeting held on 8th November, 1982 were noted, accepted and approved for implementation.

EC(2)-10/82. Budgeting guidelines for 1984. It was RESOLVED to instruct the projects to calculate an inflation factor of 15% over 1983 in their budgets for 1984, while seeking at the same time to keep as low an overall increase as possible.

PERSONNEL MATTERS

EC(2)-11/82. Consolidated Personnel Posts. The listing of approved personnel posts for the whole mission was noted, and the chart of total numbers of posts under functional boards and projects. This is found as Appendix 36 to these Minutes.

EC(2)-12/82. Movements of Board Appointee personnel, change of mission, etc. for information.

- a) New Board Appointees who have arrived since the last meeting:

Robert Bruce	Pirjo Itkonen
Margaret Cranston	Agne & Kerstin Karlsson
Gene and Grace Fox	Ian Kerr
Alisdair and Heather Gourlay	Raija Hannila

Albrecht & Kristina Hennig	Sze Kiat and Kuan Thai Tang
Judy Nichols	Coby van Vliet
Katinka Palsson	Nora Vickers
Karen Rodwell	Ben and Maria Westerling
Silvia Scholz	

b) New Board Appointees expected (already accepted):

Rune & Elizabeth Emmanuelsson	
Paul and Esther Kniss	Phebe Uy
Tove Madsen	Ben and Coby van Wijhe
Tanja Birgit Storm	John and Wanda Watkins

c) Board Appointees who have returned after furlough:

Margaret Brass	Anders & Birgit Kammensjo
Kerry Brown	Ed & Annie Kramer
Valerie Collett	Ron & Esther Layman
Steve & Gail Erickson	Ann Lycett
Carl & Betty Anne Friedericks	Doreen Maggs
Del and Bev Haug	Wendy Moore
Gerry and Alison Hankins	Birgitta Olsson
Rigmor Hankins	Ruth Overvold
Margareta Hook	Ray and Barbara Reeves
Helen Huston	Neil and Clarice Solvik
Carl & Alice Johansson	John and Lynn Williamson
Ruth Judd	

d) Board Appointees expected to return before the next meeting:

Jacky Brown	Margaret McCombe
Bob & Hazel Buckner	Mary Nichol
Odd & Tullis Hoftun	Ed & Edna Mae Shields
Michi Maeda	Glenys Walker
Lionel & Alison Mackay	Ken & Margaret Webster

e) Board Appointees who have left on furlough/end of service:

Lorraine Beard (sick leave)	David & Joan Moller
Joyce Brown	Ruth Overvold
Bob & Hazel Buckner	Ed & Edna Mae Shields
Rosemary Carnahan	Ken & Louise Snider
Alan & Iris Davies	Neil & Clarice Solvik
Peter & Chris Dalziel	Glyn & Frankie Phillips
Cliff & Chris Eaton	Bucky & Carole Sydnor
Normita Garcia	Marjatta Tolvanen
Tom & Cynthia Hale	Deanna Wagoner
Gerry & Alison Hankins	Glenys Walker
Del & Bev Haug (sick leave)	Ken & Margaret Webster
Carl & Alice Johansson	John & Lynn Williamson
Greg & Marion Judkins	Liz Clark (Direct Appointee)
Ron & Esther Layman	Gerard Spoelstra (Direct Appointee)
Doreen Maggs	
Jim Melville	

f) Board Appointee changing sending agency.

Hisa Asaoka, formerly sent by WMPL USA, now sent by LCA.

EC(2)-13/82. Board Appointees completing service with UMN. The following persons are completing their term of service with the UMN in the near future, and it was RESOLVED to thank them for the contribution they have made to the work in Nepal:

Dieter and Hanne Buder, master mechanic, CSO
 Archie and Huldah Fletcher, surgeon, UPC
 Normita Garcia, teacher, W. Con.
 Klara Pedersen, nurse, WMPL Norway (18 years service with UMN).

- Further, the Executive Director was instructed to prepare:
- EC(2)-14/82. Board Appointees leaving indefinitely. The following persons are completing service in Nepal at this time, without definite plans to return in the near future. It was RESOLVED to thank them for their service in Nepal, and to encourage them to re-apply if they are free to return later on:
- Greg & Marion Judkins, doctor, BMMF Int.
 - Tor and Sigrun Mogedal, engineer and doctor, WMPL, Norway
 - Bob & Phyl Wallace, business manager and secretary, UCC
 - Sue Armstrong, doctor, direct appointee with CMSA.
- EC(2)-15/82. Board Appointees leaving for furlough. The following persons are leaving soon for furlough, and expect to return within at least two years. It was RESOLVED to thank them for their service, and to welcome their return after furlough, provided there is a post available to them at that time:
- Howard and Berry Barclay, counsellor, BMMF Int.
 - Martin and Angelika Dietz, food technologist, CSO
 - John and Sheila Finlay, engineer, BMMF Int.
 - Mary Grimes, agriculturalist, CMS UK
 - Oystein and Hildur Johansen, nurses, WMPL Norway
 - Robert and Lena Jonzon, nurse, SFM
 - Miriam Krantz, nutritionist, MBM
 - Anja Patila, teacher, FMS
 - George Sanneman, agriculturalist, UPC
 - Fran Swenson, business manager, WMPL USA
 - Marjatta Tolvanen, food technician, FMS
 - Markku and Riitta-Leena Voutilainen, agriculturalist, FMS
 - Tom and Mamie Wong, management con. and biochemist, MCC
 - Shelagh Wynne, nurse, BMMF Int.
- EC(2)-16/82. Resignations. It was RESOLVED to accept with regret resignations from the following Board Appointees; to thank them for their service with the UMN, and to encourage them to re-apply if they are able to return at a future date:
- Maarit Ovaska, nurse, FMS
 - Joyce Ruohoniemi, nurse, WMPL USA
 - Greg & Helen Smith, cnty/sr., BMS
 - Paul & Claire Spivey, pharmacist, BMMF Int.
 - Julie Willmette, nurse, CMSA.
- EC(2)-17/82. Guenter and Gertrud Beyrich, joiner/carpenter, offered by GM. It was RESOLVED to accept Guenter and Gerti Beyrich for service in the UMN, with thanks to God and to their sending mission.
- EC(2)-18/82. Richard and Vivienne Fletcher, civil engineer, offered by MC, UK. It was RESOLVED to accept Richard and Vivienne Fletcher for service with the UMN, with thanks to God and to their sending Mission.
- EC(2)-19/82. Amy Fletcher, occupational therapist, offered by PCI. It was RESOLVED to accept Amy Fletcher for service with the UMN, with thanks to God and to her sending Mission.
- EC(2)-20/82. Heather Gourlay, teacher, offered by Ch of S. It was RESOLVED to accept Heather Gourlay for service in the UMN, with thanks to God and to her sending Mission.
- EC(2)-21/82. David and Anne Heuft, management consultant, offered by UCC. It was RESOLVED to accept David and Anne Heuft for service in the UMN, with thanks to God and their sending Mission.
- EC(2)-22/82. Robert and Denise Judge, teacher, offered by BMMF Int. It was RESOLVED to accept Robert and Denise Judge for service in UMN, pending clearance of medical reports, with thanks to God and to their sending Mission.

- EC(2)-23/82. Ian Kerr, auditor, offered by BMMF Int. It was RESOLVED to accept Ian Kerr for service in the UMN, with thanks to God and to his sending Mission.
- EC(2)-24/82. Tochhawng and Vani Lalrinkima, statistician, offered by PSCM. It was RESOLVED to accept Tochhawng and Vani Lalrinkima for service in the United Mission, pending receipt of final screening papers, with thanks to God and to their sending Mission.
- EC(2)-25/82. Melvin and Betty Meyer, doctor/internist, offered by UMC, USA. It was RESOLVED to accept Mel and Betty Meyer for service in the UMN, with thanks to God and to their sending Mission.
- EC(2)-26/82. Katinka Palsson, medical lab. technician, offered by SFM. It was RESOLVED to accept Katinka Palsson for service in the UMN, with thanks to God and to her sending Mission.
- EC(2)-27/82. David Payne, materials technologist, offered by BMS. It was RESOLVED to accept David Payne for service in the UMN, with thanks to God and to his sending Mission.
- EC(2)-28/82. Gordon Russell, civil engineer, offered by CMSA. It was RESOLVED to accept Gordon Russell for service in the UMN, with thanks to God and to his sending Mission.
- EC(2)-29/82. Virginia Stokely, nurse, offered by BMMF Int. It was RESOLVED to accept Ginger Stokely for service with the UMN, pending clearance of medical report, with thanks to God and to her sending Mission.
- EC(2)-30/82. John and Jean Sibley, doctor, offered by UPC USA. It was RESOLVED to accept John and Jean Sibley for service in the UMN, pending clearance of medical reports, with thanks to God and to their sending Mission.
- EC(2)-31/82. Muriel Twinem, nurse, offered by TEAR Fund. It was RESOLVED to accept Muriel Twinem for service in the UMN, pending clearance of medical report, with thanks to God and to her sending Mission.
- EC(2)-32/82. David and Mary Thoresen, agriculturalist, offered by WMPL USA. It was RESOLVED to accept David and Mary Thoresen for service with the UMN, pending clearance of remaining screening papers, with thanks to God and to their sending Mission.
- EC(2)-33/82. Maarten van den Dool, agriculturalist, offered by BMMF Int. It was RESOLVED to accept Maarten van den Dool for service in the UMN, pending receipt of medical report, with thanks to God and to his sending Mission.
- EC(2)-34/82. Hriata and Sangi Vanlalhriata, teacher, offered by PCSM. It was RESOLVED to accept Hriata and Sangi Vanlalhriata for service in the United Mission, pending receipt of final screening papers, with thanks to God and to their sending Mission.
- EC(2)-35/82. Nancy Mollin, functional literacy worker, and Craig and Lorraine Rolwood, engineer, offered by Christian Service Corps. It was noted that these new workers are coming with a non-member body organisation, and RESOLVED to accept them for service with the UMN, pending receipt of final medical report, with thanks to God and to their sending Mission.
- EC(2)-36/82. Screening of new candidates. After considerable discussion it was RESOLVED to instruct the Executive Director to write to the member bodies, stressing particularly three inter-related parts of the Constitution: Bye-law VIII, 2; the Purpose of the UMN; and the Basis of Faith.

Further, the Executive Director was instructed to prepare a memorandum, taking into account the following, and to submit it to the Administration Group of the Board of Directors:

- a) Do we have a responsibility to the Christian Church in Nepal?
- b) Does this responsibility include sensitivity to this in the screening process?
- c) Is it accurate to describe Board Appointees as lay persons responsible to a local Christian fellowship?
- d) If one takes seriously the Constitution, the Aims and Purposes and other policy statements, is adequate opportunity given for the fulfilment of this responsibility in terms of time and means?

Comment on various aspects of this will be solicited from the Board Appointees through the Workers' representatives on the Executive Committee.

- EC(2)-27/82. Appointment of Education Secretary. It was RESOLVED to re-appoint Richard Clark to the post of Education Secretary for a further three years, as from this date, with gratitude for his dedicated service in this task.
- EC(2)-38/82. Appointment of Acting Health Services Secretary. It was RESOLVED to confirm the appointment made by the Executive Director of Paul Spivey as Acting Health Services Secretary to the end of February 1983.
- EC(2)-39/82. Appointment of Health Services Secretary. It was RESOLVED to appoint Jeanette Hyland as Health Services Secretary from the beginning of March 1983, for a three year term.
- EC(2)-40/82. Assistant Economic Development Secretary. It was noted that Anders Kammensjo has been appointed Assistant EDS for a three year term as from October 1982.
- EC(2)-41/82. Executive Director. Since the Executive Director communicated to the Chairman of the Board that he would not be available to continue in his present post beyond June 1984, it was RESOLVED to appoint a Selection Committee in accordance with Bye-law V,A,2. The Committee appointed is:
- Executive Committee voting member: Miss Janette Cowan (Convenor)
 - Executive Committee ex-officio member: Mr. Erling Wennemyr
 - Members of the Board of Directors, not on Executive Committee:
 - Dr. Margaret Owen and Bishop J. Lance
 - (Alternates - Rev. Neil McVicar and Mr. Adon Rongong).
 - Board Appointee with no administrative post: To be chosen by the Board Appointees, the selection to be organised by Fran Swenson, 1983 Workers' Conference Chairman.

OTHER MATTERS

- EC(2)-42/82. Minutes of CC, IDC and FBs. Minutes of the meetings held since April of the Coordinating Committee, Integrated Development Committee and Functional Boards were noted, and relevant matters were discussed during the course of the meeting.
- EC(2)-43/82. Administrative structure of UMN. Further to the action of BD-7/82, it was noted that the administrative structure has been discussed at length in the IDC meetings and the matter circulated to Board Appointees, and that steps are being taken to strengthen the IDC to meet some of the needs.

- EC(2)-44/82. Nepalisedation. Ref. BD-8/82. A revised working policy paper was presented, which seeks to incorporate relevant points from the discussion at the Board Meeting. This has also been circulated to Board Appointees for their input and comment.
- EC(2)-45/82. Longterm Plans. Ref. BD-9/82. These are being kept under review and up-dated, and some additional material was presented to the Committee. The total Longterm Plans for the mission will again be available at the Board Meeting in up-dated form. It was pointed out that longterm budgets are available for some projects in the printed Minutes Books, but it is not possible to make these for every UMN project.
- EC(2)-46/82. Andhikhola Project Agreement. It was noted with gratitude to God that the Agreement for the Andhikhola Project had been signed by HMG and UMN on 14th June 1982, and that work is now in full progress on the site.
- EC(2)-47/82. UMN Consultations in Europe and USA. The Executive Director reported on encouraging consultations and meetings with member bodies and interested friends in a number of different centres last June. It is possible that a Consultation may be arranged in Asia in 1984.
- EC(2)-48/82. UMN Film. It was noted that plans are going ahead for the new UMN film as per the actions in BD-14/82 and EC(1)-38/82. Mr. Don White, the film maker, will be visiting Nepal with a colleague later this month to begin detailed work on the film content.
- EC(2)-49/82. Education Research Worker. BD-26/82. Following the action of the Board, the Education Secretary reported that a new post has been approved for an Education Consultant/Research Worker, and considerable thought has been given to the role of such a person in the education program of UMN.
- EC(2)-50/82. Expansion of Education work. The value of education work was emphasised, and a suggestion made that the total program be considerably expanded. New areas of involvement are being explored, and it was pointed out that there is a large amount of teaching and education work being done through the projects of the HSB and EDB as well as through EB.
- EC(2)-51/82. UMN Project Support. With reference to the request made in BD-10/82, it was noted that for some time past no major new projects have been proposed. At the present time there is no tentative decision for UMN to open new projects, though there is discussion which may lead to such a proposal. However, within the new projects approved a few years ago, and within older projects, there is much opportunity for planning, expansion, putting into operation, etc., and UMN personnel seek to keep alert to these opportunities. Project plans go through the Functional Boards, to Coordinating Committee, and on to Executive Committee for decision.
- EC(2)-52/82. NEW ERA evaluation of education in Gorkha District. The Education Secretary reported that the final evaluation has now been received, and presented a summary of the main points and suggestions made. This will be forwarded to the Board for discussion.
- EC(2)-53/82. EC appointment to the Education Board. It was reported that Ken Jones can no longer serve on the Education Board. On the

advice of the appointed Committee, it was RESOLVED to appoint Fr. Jim Dressman to the Education Board for the remainder of the time to April 1983.

- EC(2)-54/82. Teachers for tutorial groups. The need for teachers and the matter of their status was discussed. It was RESOLVED to encourage that provision be made for approved posts for teachers for tutorial groups where appropriate.
- EC(2)-55/82. Length of LOP term. A proposal that the language study term be extended from 4½ months to 5 months for new workers had been recommended by the three Functional Boards and Coordinating Committee. It was RESOLVED to approve this, for implementation in 1983.
- EC(2)-56/82. Fiscal year. It was noted that a proposal may be made to change the fiscal year of the UMN in order to allow adequate time for the production of plans, budgets, reports and statements annually, and the circulation of these to Executive and Board members after they have been studied and passed by the appropriate Functional Boards. It was agreed that the Executive Committee would approve this if it is found to be feasible.
- EC(2)-57/82. Shanta Bhawan Hospital. With reference to EC(1)-36/82, since it is now clear that the Nepal Medical Association is not in a position to purchase the building and operate a hospital in Shanta Bhawan, it was RESOLVED to rescind the action of EC(1)-36/82.
- EC(2)-58/82. Patan Hospital. It is recorded with gratitude that the new hospital was formally opened by His Majesty the King on 9th November, 1982 at a very large and successful function which many of the Executive members were able to attend. The great interest and help received from HMG is very much appreciated. It was noted that OPD has opened in the new hospital, and hoped that in-patients can be moved there within a month.
- EC(2)-59/82. Patan Hospital Board. It was RESOLVED that the UMN Board representative on the Patan Hospital Board will be the UMN Health Services Secretary.
- EC(2)-60/82. UMN involvement with foreign firms. It was noted that the EDB had followed up the request made in EC(1)-7/82, and a policy paper was presented. This will be discussed further and a report made back to the Executive Committee.
- EC(2)-61/82. Seminars. It was reported that a short seminar had been held on Relationships, led by Don Jacobs in October, and that a longer seminar is planned for January, to be led by Vinay Samuel and Chris Sugden.
- EC(2)-62/82. Proposed amendments to the Bye-laws. It was RESOLVED to propose to the Board of Directors that some amendments be made to the Bye-laws, as found in Appendix 37 to these Minutes.
- EC(2)-63/82. Recognition of colleagues resigning from UMN. It was RESOLVED to adopt the following tributes as an expression of gratitude to UMN workers who have served in Functional Secretary posts and will soon be leaving Nepal:
- a) Tor Mogedal: We record our gratitude and appreciation to God for the committed service of Tor Mogedal (1970-82) in the engineering/industrial work of the UMN. His devotion to the

untrained and under-privileged has resulted in practical application rather than theory. In administration, as DCS director and Associate EDS, he has ably dealt with issues, concerns and policy debate. We commend him and his family to the Lord's care and inspiration in their prolonged home leave.

(b) Sigrun Mogedal: We record our appreciation and gratitude to God for Sigrun Mogedal's 12 years of committed service. As a doctor, administrator of Lalitpur CHP, and latterly as Health Services Secretary, she has guided the direction of the health services of the UMN and the Board Appointees under the HSB with dedication, wisdom and compassion. Our prayers go with her and her family in their future life and continuing service in the Lord's plans for them.

c) Paul and Claire Spivey: Paul and Claire came to Nepal in 1968 and have served the mission, the church and the nation in the Shanta Bhawan pharmacy, the Institute of Medicine, and as Associate Health Services Secretary. Paul has served as Acting HSS on two occasions, and their joint contribution to the total life of the mission and the church has been considerable. We thank God for their ministry and pray His continued guidance and blessing upon them as they continue to serve Him in Asia.

EC(2)-64/82. Dates of next meeting:

Finance Committee:	April 15-16, 1983
Executive Committee:	April 18-19, 1983
Board of Directors:	April 20-22, 1983.

There being no further business, the meeting was closed with prayer.

Minutes of the
FINANCE COMMITTEE MEETING

held in Kathmandu, 8th November, 1982

The Finance Committee met for one day in the Board Room at UMN Headquarters. Rev. J. Malm opened the meeting with devotions.

Roll Call:

President of UMN: Rev. E. Gass
Chairman of Finance Committee: Rev. J. Malm
Other Member: Rev. G. Grose

Ex-officio members: Mr. Carl Johansson, Executive Director
Mr. Erling Wennemyr, Treasurer
Dr. Sigrun Mogedal, outgoing Health Services Secy.
Mr. Paul Spivey, Acting Health Services Secretary
Mr. Al Schlorholtz, Economic Development Secretary
Mr. Richard Clark, Education Secretary

Co-opted: Miss Jeanette Hyland
Mr. Anders Kammensjo, Assistant EDS.

Agenda: The agenda was adopted as presented by the Treasurer, with several additions.

FC(2)-1/82. Confirmation of Minutes. The Minutes of the meeting held on 26th March 1982 were approved and confirmed as an accurate record.

FC(2)-2/82. Budgets for 1983. The total budgets for the United Mission for 1983 had been circulated earlier to members, and several amendments noted. Appreciation was expressed to the Treasurer for the presentation of these budgets.

It was RESOLVED to accept the total amended budgets, and to forward them to the Executive Committee for approval.

FC(2)-3/82. Supplementary budgets for 1982. It was RESOLVED to approve the following supplementary budgets for 1982:

- a) Buling/Arakhala Project: Estimated total still needed - Rs.62,000.
- b) Patan Hospital: General recurring fund budget, additional amount needed: Rs.100,000.

FC(2)-4/82. Supplementary capital grant from Undesignated Fund. It was RESOLVED to approve the following supplementary grant for 1982:
LOP Language laboratory Rs.90,000.

FC(2)-5/82. LOP fees. It was noted that the Executive Committee is being asked to approve a lengthening of the language school term to five months as from February 1983. It was RESOLVED that, subject to this action being taken, the fees be raised to Rs.5,200. per term, to cover inflation and the additional time spent in concentrated study, in either LOP or LAMP.

FC(2)-6/82. Funding Policy. Discussion took place on suggestions made and questions raised about policies concerning the funding of program, capital and recurring budgets. This is referred to the Executive Committee for wider opinion and guidance.

- FC(2)-7/82. Provident Fund Interest. It was RESOLVED to request the Executive Committee to approve that Provident Fund Interest be paid at the rate of 12% for the whole year 1982, and 9% for a broken year.
- FC(2)-8/82. Overtime pay. It was RESOLVED that overtime work will be paid at the rate of 1½ times the normal hourly rate. Details of the implementation of this are still to be worked out in consultation with administrative personnel concerned.
- FC(2)-9/82. Format of Plans and Budgets presentation. It was agreed that the column in the budgets giving the six months actuals may be dropped. Otherwise the matter is forwarded to the Executive Committee for opinion, noting that the Finance Committee members would generally favour receiving the full details of budgets, as well as consolidated budgets where these are available.
- FC(2)-10/82. Budgeting Guidelines. Ref. FC(1)-14/82, c. The Treasurer is authorised to proceed with working out details in this matter.
- FC(2)-11/82. Financial statements. Financial statements of the Treasurer's accounts as at 17 October 1982 were presented and noted. The Treasurer was asked to consult with the Auditor concerning the appropriate terminology for funds for per capita grants, recurring expenses, capital needs, program funding, working capital, etc., and to report back with any suggested changes or clarification.
- FC(2)-12/82. Audits for 1982. The audits completed for 1981 were reported, and the main items raised by the Audit Committee noted. A new auditor has arrived and will begin work on almost all of the Mission audits for 1982.
- FC(2)-13/82. Major funding needs.
- a) Jumla Project. It was reported that there is a large deficit in the project, and no promise so far of major funding for the future. It was agreed to approve the action of administration to limit advances to the project to a ceiling of Rs.1,000,000. in total at any time.
 - b) Patan Hospital. The problem of staff housing was discussed. It was agreed to affirm that deficit spending be discouraged in Stage II of the building, and that the matter be referred to the Executive Committee for advice on how to proceed.
- FC(2)-14/82. EDB-related companies. A statement was noted giving the details of shares in different companies, number of staff, turnover, etc.
- FC(2)-15/82. Industrial Development PMC. It was noted that a new Planning and Management Committee has been formed, its purpose and some of the duties which it will undertake.
- FC(2)-16/82. Transfer of BTI shares. It was noted that procedures are going ahead and the transfer of BPF shares to BTI will be completed soon. Ref. FC(1)-15/82.
- FC(2)-17/82. Financing of BTI. It was noted that the Industrial Development PMC is working on a proposal for the financing of BTI, and will report back to EDB.
- FC(2)-18/82. Theft in BTI. This incident was reported, and the measures taken.

- FC(2)-19/82. Closing of Shanta Bhawan Hospital. It was reported that the account books for Shanta Bhawan Hospital will be closed on 13th November, and those for Patan Hospital opened on 14th November. One set of accounts will cover work in the two hospitals during the transition period.
- It was noted that a deficit of approx. Rs.1,000,000. will have to be met for Shanta Bhawan, to cover property tax, payments to staff, and the loss anticipated because of a slow down in the work and admission of patients while maintaining a full staff during preparations for closure. Ref. EC(1)-4/82.
- FC(2)-20/82. Opening of Patan Hospital. It was noted again that policies, budgets, etc. will be set by the Patan Hospital Board. The present agreement expires in mid 1983, and a new agreement will need considerable revision and amendment.
- FC(2)-21/82. Blindness Control Program. It was noted again that this is not a UMN program, but UMN acts as a supporter, advisor to the program, and a channel for expatriate personnel.
- FC(2)-22/82. UMN film. The cost of \$12,000. was agreed on earlier, and the film will be made in 1983.
- FC(2)-23/82. UMN financial structure and policy. A paper outlining the general financial structure of the UMN was presented, and noted with appreciation.
- FC(2)-24/82. Liquidity situation. The problems of the past few months were noted, mainly due to large sums of money having to be paid out, and the effect of the US dollar on other currencies.
- FC(2)-25/82. Budget procedures for 1983. It was agreed to approve the suggestion that preliminary budgets for 1984 be presented at the April meeting of the Finance and Executive Committees. Also noted that it may be proposed later that the UMN fiscal year end in mid-December instead of mid-January.
- FC(2)-26/82. Business Managers. It was noted that there is a need for more business managers for the projects, who should have training and experience in administration and accounting.
- FC(2)-27/82. Coordinating Committee actions. The Minutes of the executive actions taken since April were circulated and noted. These were accepted and approved, and are appended for record.

COORDINATING COMMITTEE EXECUTIVE ACTIONS

1) BANK ACCOUNTS.

- a) CCE-16/82. Tansen Bank Account. It was RESOLVED that the account held in American Express Co., Bombay, in the name of the United Mission Tansen Branch, be operated by any two of the following, signing jointly: Tansen Medical Director (Geoffrey Pike); Tansen Business Manager (Hendrik Blom); Tansen Nursing Superintendent (Bernadette Rai); Palpa CHP Superintendent (Mirjam Bergh); UMN Treasurer (Erling Wennemyr).

- b) CCE-35/82. DCS Bank account. It was RESOLVED that the bank signatories for the "United Mission Development & Consulting Services" current account No. 52 in the Nepal Bank Ltd., Khasauli Branch, be as follows: UMN Treasurer, Erling Wennemyr; DCS Director, Kenneth Webster; DCS Business Manager, Rudra Bahadur Chhetri; DCS Purchasing Officer, Kul Prasad Gautam; DCS Accountant, Bhim Sen Thapa; and John Finlay.
- c) CCE-45/82. Scholarship Fund Account. It was RESOLVED to approve the following change in signatories: United Mission Scholarship Fund account, No. 10826, in Nepal Bank Ltd., to be operated by any two of the following, signing jointly: Carl Johansson (Executive Director); Richard Clark (Education Secretary); Erling Wennemyr (Treasurer); Frances Swenson; Purushottam Nepali (TSC Administrative Secretary).
- d) CCE-45/82. Pokhara Project Bank account. It was RESOLVED to approve the following changes in signatories: Pokhara Project Bank Account, No. 76, at the Nepal Bank Ltd., to be operated by any two of the following signing jointly: Stuart Clark, Dilli Raj Devkota, Peter Quesenberry, David McConkey, Erling Wennemyr.
- e) Andhikhola Bank Account. It was RESOLVED to authorise the opening of a new bank account for the Andhikhola Project in the Nepal Bank Ltd., Walling Branch, to be operated by any two of the following signing jointly: Duane Poppe, Kenneth Brookes, David Cooke, Arijun Dhittal, and Erling Wennemyr. (CCE-51/82).
- f) CCE-52/82. Jumla Bank Account. It was RESOLVED to authorise the following signatories of the Jumla Project bank account at the Nepal Bank Ltd., this account to be operated by any two signatories signing jointly: Jumla Project Director, Business Manager, Building Program Coordinator, Area Services Officer, and UMN Treasurer.
- g) CCE-66/82. UMN Lalitpur Health Program account. It was RESOLVED that the name of this account be changed to "The United Mission to Nepal, Convertible account".
- h) CCE-66/82. Gorkha Project account. It was RESOLVED that a new bank account be opened in the Rastra Bank, Abukhairani Branch, in the name of the "UMN Gorkha Project", to be operated by any two of the following signatories signing jointly: Gorkha Project Business Manager, Medical Superintendent, Nursing Superintendent, CHP Superintendent, and the UMN Treasurer.
- i) CCE-66/82. Okhaldhunga Project. It was RESOLVED that a new bank account be opened in the Rastriya Baniyya Bank, Okhaldhunga Branch, in the name of the "UMN Okhaldhunga Project"; to be operated by two of the following signatories, signing jointly: Anna-Liisa Jokinen, Marketta Lehti, Kirsti Kirjavainen, Graham Toohill, Erling Wennemyr.
- j) CCE-51/82. Andhikhola Project. It was RESOLVED that a new bank account be opened in the Nepal Bank Ltd., Khasauli Branch, in the name of the "UMN Andhikhola Project", to be operated by any two of the following signatories, signing jointly: Rudra Bahadur Chhetri, Okoro Ndukwe, Thomas Wong, Duane Poppe, Ed Kramer.
- 2) SUPPLEMENTARY BUDGETS FOR 1982.
- a) CCE-17/82. BEW Galvanising Plant. It was agreed to approve a budget of Rs.10,000. for travel expenses in UK and Scandinavia in connection with a feasibility study for the proposed galvanising plant. This sum will be advanced from Undesignated Fund, to be refunded from another source later.
- b) CCE-20/82. HQ and EDBSO. It was agreed to approve the following supplementary budget items:

Headquarters Project -

Replacement motorcycle	10,000.
(Rs. 5,000. expected from sale of old cycle)	
Chairs for lawn	2,000.
Lawnmower for Asha Niketan	1,000.
Refrigerator for Fleming House	25,000.
EDB Service Office -	
Office table	418.

c) CCE-36/82: Jumla Project. It was RESOLVED to approve the following:
Jumla language program costs 12,600.

d) CCE-37/82. Gorkha, Lalitpur, Jumla, Business School. It was RESOLVED to approve the following supplementary program fund budgets:

Gorkha Project, CHP, for training program (transfer from 1983 budget)	45,000.
Lalitpur CPHCP, for training program	7,000.
motorcycle (trans. from 1983)	35,000.
camera	2,000.
Jumla, excess in overheads (from Jumla Project funds)	10,900.
Business School: Fans, heater and other electrical equip.	5,615.

e) CCE-38/82. Gorkha, Okhaldhunga, HPSO. It was RESOLVED to approve the following supplementary capital fund budgets for 1982:

Gorkha Project, Hospital: Refrigerator	30,000.
Okhaldhunga Project, Admin: Safe	3,500.
HPSO: Two-drawer filing cabinet	3,439.
Typewriter, secondhand	2,000.

f) CCE-43/82. Tansen, Okhaldhunga, HPSO. It was agreed to approve the following supplementary capital budgets for 1982:

Tansen Hospital, sterilizer	12,769.56
Okhaldhunga Area, new house	10,000.00
HPSO, voltage regulator	921.25

g) CCE-48/82. Butwal. It was RESOLVED to approve the following supplementary budget for 1982:

Butwal Guesthouse: Big electric kettle	500.
Desk	1,000.

h) CCE-53/82. DCS, Pokhara, Gorkha. It was RESOLVED to approve the following supplementary general fund items for 1982:

DCS Design office, bad debts	11,940.
DCS, loss in exchange	7,865.
Pokhara Area Services: supplementary grant for mailbag, repairs, travel, water	10,700.
Gorkha Project, fuel store deficit	12,320.

i) CCE-54/82. EDB projects, HSB projects, HQ. It was RESOLVED to approve the following supplementary 1982 budget items:

Buling Arakhala Project	68,600.
STMP brochures	15,720.
DCS Design office, calculator and filing cabinet	3,500.
DCS filing cabinet	4,030.
Andhikhola Project, irrigation scheme study	3,000.
Bio-fertilizer program	3,000.
Gorkha Project, hospital - surgical instruments	20,000.
sterilizer	7,000.
oil tanks for storage	10,000.
Okhaldhunga, Dispensary, water filters	3,000.
Central Drug Store, HSSP, shelves (additional)	2,810.
Headquarters Project, Asha Niketan - solar heater	20,000.
Office - telex & installation	5,000.

3) SUPPLEMENTARY GRANTS FOR 1982.

a) CCE-21/82. HQ and EDBSO. It was agreed to approve the following grants to be made from Undesignated Funds for approved items:

Headquarters Project - Replacement motorcycle	5,000.
Chairs for lawn	2,000.
Lawnmower for Asha Niketan	1,000.
Refrigerator for Fleming House	25,000.
EDB Service Office : office table	418.

b) CCE-39/82. Okhaldhunga, HPSO, Jumla. It was RESOLVED to approve the following grants from Undesignated Funds:

Okhaldhunga Project, Admin: safe	3,500.
HPSO: two-drawer filing cabinet	3,439.
typewriter (if bought from outside UMN)	2,000.
Jumla, Language program costs	12,600.

c) CCE-44/82. Tansen, Okhaldhunga, HPSO. It was agreed to approve the following grants from Undesignated Funds, for approved items:

Tansen Hospital, sterilizer	12,769.56
Okhaldhunga Area, new house	10,000.00
HPSO, voltage regulator	921.25

d) CCE 49/82. Butwal and HSO. It was RESOLVED to approve the following to be paid from the Undesignated Fund for approved capital items for 1982:

Butwal guesthouse: Big electric kettle	500.
Desk	1,000.
Health Services Office: Various furniture	5,000.

e) CCE-56/82. EDB & HSB projects, and HQ. It was RESOLVED to approve the following grants from the Undesignated Fund for approved items:

DCS - filing cabinet	4,030.
Andhikhola - irrigation scheme study	3,000.
Bio-fertilizer Program	3,000.
Gorkha Project, Hospital - sterilizer	7,000.
fuel store deficit	12,329.
HSPO, Central Drug Store - shelves	8,310.
Headquarters, Asha Niketan - solar heater	20,000.
Guesthouses - playground equipment	15,000.
Office - telex and installation	5,000.

f) CCE-68/82. DCS, Okhaldhunga and HSPO. It was RESOLVED to make the following grants from the UMN Undesignated Fund for approved capital items:

DCS - new cooking system for BTI canteen	10,000.
DCS - equipment for galvanising project	2,000.
Okahdlhunga Project, Business Manager's office	1,207.50
HSPO - furniture and equipment	2,000.

g) CCE-57/82. Other budgetary items.

Buling Arakhala Project: It was RESOLVED to approve transfer of funds:

From Tree Planting program grant	13,450.
From MCC grant in DCS	55,150.

Business School: It was RESOLVED to approve the re-allocation of Rs.800/- within the budget as per EB-104/82.

Flood Relief grant: It was RESOLVED to approve that Rs.4,000. be used for steel rods in repair work on the school in Butwal area

4) PLANS AND BUDGETS FOR 1983.

a) CCE-27/82. Total Preliminary Budget for 1983. The Treasurer presented the consolidated budgets for 1983, together with separate project

budgets. It was RESOLVED to express gratitude for this clear presentation, and to receive the budgets and approve them for forwarding to members of the Finance Committee.

- b) CCE-41/82. 1983 Preliminary Budgets. With the approval of the Finance Committee members to hand, it was agreed to approve the Preliminary 1983 budgets as circulated, and to seek funding for same where applicable.
- c) CCE-59/82. Overall Plans and Budgets for 1983. Members had already received copies of the plans and budgets for the projects of the UMN, and the consolidated budget figures were presented at this meeting. It was RESOLVED to accept these to be forwarded to the Executive and Finance Committees for action, with a recommendation for approval.

5) EMPLOYMENT AND SALARY MATTERS.

- a) CCE-22/82. Calculation of salary.
 - i) Leave without pay: Divide the monthly salary by 173 hours to get the hourly rate.
 - ii) Overtime pay: Divide the monthly salary by 160 hours to get the hourly rate.
- b) CCE-23/82. Annual Holidays. The annual holidays for employees have been defined as 200 hours. Adding on the 7 national and religious holidays given, the total annual holiday is 251 hours, which includes the seven special days.
- c) CCE-25/82. Employment of seasonal-related workers. It was agreed that if the nature of an employee's work demands long hours at certain times of the year and short hours at another, his overall working time be adjusted accordingly; each project to work out its own arrangement.
- d) CCE-31/82. Christian festival days. It was agreed that Nepali employees should work during Christian holidays, if they do not want to take these days off as religious holidays. Work should be given to employees to fulfil during these days, and if necessary Board Appointees should work on a rotation basis in order to supervise.
- e) CCE-32/82. Payment of Chowkidhars. It was agreed that on-compound chowkidhars be paid for by the project, but not off-compound chowkidhars.
- f) CCE-46/82. Positions for Nepali staff. It was agreed to approve the following policy:

Nepali staff in management or leadership positions will not be approached with an offer of a job in another UMN project. All such requests should be brought through the project directors to the Functional Secretaries and the Treasurer (and if necessary to the Coordinating Committee) before the individual is approached. In the case of Nepali staff in other than management or leadership positions, there is no need to take the matter to the Functional Secretaries or Coordinating Committee, but the project director should be contacted first.
- g) CCE-42/82. Cost of Living adjustment. It was agreed to make the following adjustments on the basis of Cost of Living increase:
 - i) All employees will receive a flat amount of Rs.20/-.
 - ii) In addition, all employees will receive a round 7% increase on their actual basic salary (not the increments).
- h) CCE-47/82. SBH Staff bonus. (Ref. SBH Board Minute MB-29/82). It was RESOLVED to authorise Shanta Bhawan Hospital administration to pay an extra two months basic salary (basic + increments) to those staff who are not selected for Patan Hospital (or transfer within UMN) and who work until the hospital no longer requires their services.

- i) CCE-62/80. LOP Employment Policy. It was RESOLVED to approve the following amendments to the LOP Employment Policy and Salary Scale as recommended by the Education Board:
- a) Working hours. Para No.9, to read -
 "Normal working hours are seven hours per day, five days a week, a total of 35 working hours per week (excluding the headmaster who works an average of 40 hours per week before being entitled for overtime pay). Ordinarily this will be divided into six hours of teaching and one hour of preparation daily at the teaching site, but adjustments may be made and a limited number of overtime teaching hours with extra pay may be assigned to meet temporary shortages of staff, with the approval of the local supervisor."
- b) Annual leave for LOP tutors. This is increased from 10 days to 15 days.
- c) Extension of transfer assignment: travel allowance. Para 8 to have new point iv):
 "If a tutor, having been transferred to another UMN project for at least one year, agrees to extend his transfer for at least a second year, a travel allowance will be paid to the tutor, equivalent to that paid at the commencement of the period of transfer, to enable a round trip to be made away from and back to the project. Any time taken in such a trip will be regarded as holiday time, except for up to two days time spent in actual travel."
- d) Extension of transfer assignment: bonus. When a tutor accepts a second year of transfer assignment to a particular project, half of one month's per diem allowance will be granted.
- e) Per diem allowance. The allowance is increased to the following rates:
 Grades 1 and 2 : Rs.20/-
 Grades 3 and 4 : 25/-
 Grade 5 : 30/-
 The approved Cost of Living index will be used as the guide for annual amendment to the per diem allowance.
- f) Out-of-Kathmandu allowance. The para "Allowances, c)" is replaced by the following:
 "Out-of-Kathmandu Allowance (paid after the first month, and terminated upon return to Kathmandu):
 1 additional increment for transfer within the Valley (outside of LOPC or HQ)
 2 additional increments for transfer to Pokhara
 3 " " " " to Tansen, Butwal or Gorkha
 4 " " " " to Okhaldhunga
 5 " " " " to Jumla."
- g) In-Charge Allowance. Under "Allowances," para e) is replaced by:
 "In-Charge Allowance for:
 i) The tutor who has administrative responsibilities for other tutors, computed at the following rates:
 Rs.3/- per working day, with one other tutor
 Rs.4/- per working day, with two other tutors
 Rs.5/- per working day, with three or more other tutors.
 ii) The tutor who is coordinating a special or experimental program where the LOP considers that there are extra responsibilities or unusual risks or working conditions, up to Rs.5/- per working day, at the discretion of the Principal."

h) Tutors in projects. Under the heading "Transfers", a new paragraph is added:

"Just as other UMN employees have to adjust to the needs of the particular project or office in which they work, so tutors transferred to, or temporarily posted to, a project must be prepared to adjust leave times, working hours, specific duties, etc. to the needs of the project and language learners whom they are helping. These adjustments will be made in consultation with the Project Language Supervisor, and he/she will represent the authority of the Principal. In case of irreconcilable differences of opinion, the tutor may seek clarification or intervention by the Principal, but should abide by the ruling of the Project Language Supervisor in the meantime. The tutor should also look to the Project Language Supervisor for support in training, teaching aids and materials, evaluation, etc."

i) Increment award to the LOPC Principal. Keshab Khanal will be granted three extra increments from Ashar 1, 2039 in recognition of the greatly increased expectations placed on him and contribution made by him. Further, that since this takes him through the present ceiling of the salary scale, there should be no further increments for a three year period from Ashar 2039; after which a further three increments will be available for reward.

j) CCE-60/82. Overtime pay. It was RESOLVED to recommend to the Finance Committee that overtime work will be paid at the rate of $1\frac{1}{2}$ times the normal hourly rate. Details of the implementation of this still need to be worked out.

k) Promotion Criteria. It was RESOLVED to confirm the action of the Health Services Board (HSB-82/82):

i) There should be flexibility in applying promotion criteria, and there may be occasions when a listed post becomes vacant which has then to be filled in an emergency with a person not having fulfilled all criteria. This kind of flexible use of promotion criteria should be in consultation with the Health Services Secretary.

ii) The main function of the Promotion Criteria Committee is to review the promotion criteria and to resolve any particular controversies.

iii) Salary increase for promotion: Any promotion to a new grade with increased responsibilities should result in a minimum of 10% salary increase. Any promotion to a new grade merely on a seniority basis (i.e. no change in job description), without any increased responsibilities, should result in a minimum of 5% increase in salary.

iv) The function of increments: Besides the normal annual increment, extra increments should be given

- a) if extra training has been successfully obtained; and
- b) if extra job responsibility has been given.

Increments should not be used either as reward or punishment for work standards.

l) CCE-65/82. DCS allowances. It was RESOLVED to approve the following, effective from 1 Ashwin 2039, for -

Grade I : monthly basic salary above Rs.750/-

Grade II: monthly basic salary of Rs.750/- and below.

a) Travel to towns and cities:

i) Allowances for short trips -

	(NC in Nepal and IC in India)		
	Breakfast	Lunch	Dinner
Grade I	4/-	10/-	10/-
Grade II	3/-	8/-	8/-

ii) Daily allowances for trips lasting 24 hours and more -

	NC in Nepal	IC in India
Grade I	27/-	28/-
Grade II	23/-	25/-

iii) Overnight stay in hotel -

	NC in Nepal			IC in India		
	A.Class	B.Class	C.Class	A.Class	B.Class	C.Class
G.I	30/-	20/-	15/-	45/-	30/-	25/-
G.II	25/-	15/-	12/-	40/-	25/-	20/-
Kathmandu	Pokhara	Tansen	Bombay	Kanpur	Gorakh-	
Biratnagar	Birganj	Bhairawa	Delhi	Lucknow	pur	
	Hetauda	Surkhet	Calcutta	Varanasi		
	Janakpur	Dhankuta	Madras			
	Nepalganj	Narayanghat				
	Dharan					
	Mahendranagar					

No hotel allowance will be paid when travelling overnight. Employees are required to stay in a room which is lockable, and not to share the room with a stranger. Cities not mentioned in the above list may be categorised by the Director or Business Manager.

iv) Travel: Air and bus tickets and train fares are paid when authorised in advance by the Director or Business Manager. Travel by train for both grades is in 2nd class sleeper. Travel in Nepal is normally by bus for both grades. Between Sonauli and Gorakhpur, up to Rs.15/- IC taxi fare will be paid for both grades.

v) These allowances apply only for regular business trips to towns and cities. Allowances for stay in villages and for extended stay in towns and cities will be decided in each case.

b) Travel to rural areas in Nepal:

i) Food allowance for trips lasting less than 24 hours, see a), i) above.

ii) Daily food allowance for trips lasting more than 24 hours:
For both grades - Rs.20/-.

iii) Travel to most remote areas in Nepal: Mustang (whole district), Dolpa, Jumla, Taplejung:

Daily food allowance of Rs.30/- for both grades.

c) Field allowance:

Workers assigned to work in the field fulltime or short time will receive the field allowance as below. By receiving this, no hotel allowances will be paid. Normal bhattis are included in this.

Basic salary	Daily field allowance
Rs.200 - 280/-	Rs. 4/50
281 - 380/-	5/50
381 - 530/-	6/75
531 - 750	9/50
751 and over	12/-

Field allowance is paid on lieu of other compensation for work in rural areas to compensate for hardship, irregular and overtime working hours, difficulties in finding places to stay, etc. The above rules apply for erection, installation and survey workers assigned to work in rural areas.

d) Other:

When a DCS field worker is out in the field and chooses to work on a weekend or other recognised holiday, the worker is normally credited with the same number of hours/days of earned leave. Overtime work is compensated for by the daily food allowance, or the field allowance. This applies also for employees who are in towns and cities on DCS business trips.

Any travel which involves an overnight stay will be undertaken only with the advance approval of the immediate superior of the person concerned.

In the case of longterm assignment at one place, for longer than one month, other allowances different from those stated above may be given, if employees and supervisor are in agreement.

These rules apply to all DCS employees. UMN personnel are counted in Grade I.

6) MATTERS CONCERNING BOARD APPOINTEES

a) CCE-28/82. Working Hours for Board Appointees. It was agreed that the decision of BD-14/80 and EC(1)-46/80 is still valid policy: further that "normal working hours" will be defined as "similar working hours to those of Nepali counterparts."

b) CCE-29/82. Holidays for Board Appointees. It was agreed that the "five weeks holiday" recommended in the Bye-laws be defined as follows:
For those working a 6 day week - 30 working days per annum
For those working a 5½ day week - 27½ working days per annum
For those working a 5 day week - 25 working days per annum.

c) CCE-30/82. Additional holidays for Board Appointees. It was agreed that additional holidays of three religious and one national day be granted. It is reiterated that these, and all holidays, may only be taken in consultation with the Project Director.

d) CCE-33/82. Mailbag expenses. It was agreed that mailbag expenses up to 1 kg. per single person, and 2 kg. per family, per delivery be paid for by UMN, whatever the contents and wherever it comes from, as far as is reasonable in terms of the total weight and size of the mailbag.

e) CCE-34/82. Payment of Utilities by Board Appointees. It was agreed that the following be implemented:
i) Electricity: All Board Appointees should pay for their own.
ii) Water. Water-related expenses should be paid for by the project for Board Appointees outside the Kathmandu Valley. In the Kathmandu Valley water should be paid for by Board Appointees.

7) PROVIDENT FUND MATTERS.

CCE-24/82. Control of PF loans and their use. It was agreed that when a person takes a loan from the Provident Fund for the purposes acceptable to the policy, he/she should sign a statement mentioning the purpose for which the loan is taken, with the following final phrase:

"I guarantee that my loan will be used as stated above. If it is found that the money has not been used for the above purpose, I agree to refund the loan immediately, and also that my privilege of having a loan from the Provident Fund in the future be forfeited."

8) TRAINING AND SCHOLARSHIP PROGRAM.

CCE-63/82. Special grants for training. It was RESOLVED to approve the following policy:

"It is recognised that, in addition to the general scholarship and in-service scholarships being handled by the Training and Scholarship Program, there are cases when specially selected employees of UMN are sent for particular training from a project, usually involving considerable funds which are sought for this purpose. Such applications for training grants should be channelled through the Training and Scholarship Program, with the recommendations of the appropriate Functional Board as well as that of the Project, and with funding through the project in major cases."

9) BANK LOAN.

CCE-50/82. Bank Loan. With the closure of Shanta Bhawan Hospital, as a UMN project in late 1982, it was RESOLVED to pay to hospital staff who are members of the UMN Provident Fund the full amounts due to them from that Fund.

It was noted that part of the Provident Fund money is in fixed deposits in the Nepal Bank Ltd., which have not yet matured, and as a result it will be necessary to secure a loan to enable the UMN to make the payments due at this time.

In these circumstances the Coordinating Committee RESOLVED to authorise the UMN Executive Director, Carl Johansson, and the UMN Treasurer, Erling Wennemyr, to negotiate and sign an agreement allowing the UMN to borrow against the UMN Provident Fund money in fixed deposits in the Nepal Bank, to the amount needed (probably about Rs.1,000,000.).

10) DCS ACCOUNTING SYSTEM.

CCE-64/80. DCS Accounting system. It was RESOLVED to approve the following change as recommended by the EDB; to be introduced from the beginning of the next financial year:

- The principal of depreciation will not be followed any longer, as it has not been followed consistently; also DCS will be looked on as part of UMN serving the companies, and the project should thus follow the overall UMN rule.
- The balance of depreciation, Rs.138,856/- in the Balance Sheet, will be transferred to the DCS capital account.

- The old balance of "Loss of exchange," (see CCE-53/82,c) will be written off against DCS Undesignated Funds.

- A new DCS capital account will be established by transferring from and closing the following accounts:

Customs deposit clearing	Rs. 1,539.
BFDW excess grant	18,776.81
UMN Consultant fund	To be worked out.
Project investment fund	19,418.17
DCS expansion program fund	31,421.29
Surplus from operation 1981	14,303.29)
	29,059.00)

DCS Undesignated Fund

To be worked out

APPENDIX 1

UMN TREASURER'S CONSOLIDATED BUDGET FOR 1983

1) BUDGET TOTALS

(All figures are in Nepali Rupees; US \$ 1.00 equals N.Rs. 13.10)

	Income	Expenditure	Balance
ADMINISTRATION	1,547,971	4,975,517	(3,427,546)
HEALTH SERVICES PROJECTS	12,166,714	30,111,444	(17,944,730)
EDUCATION PROJECTS	1,226,600	6,284,800	(5,058,200)
ECONOMIC DEVELOPMENT PROJECTS	5,422,280	21,936,443	(16,514,163)
INTEREST EARNED	360,000		360,000
	20,723,565 ¹⁾	63,308,204	(42,584,639) ²⁾

Grants needed for 1983:

1. Per Capita Grants from Member Bodies (US \$ 800 per worker)	3,471,600
2. Grant to cover the deficits in all the recurring budgets	1,887,787 ³⁾
3. Grant for capital items (except Administration)	4,745,130
4. Grant for all the Program Fund projects/programmes (promises are given which cover most of these)	32,788,076
	42,892,593 ²⁾

Notes:

1) The budgeted income consists of the following:	
Personnel Contributed Services (PCS)	4,589,447
Contribution from HMGN	2,500,000 (AHREP and PH)
Other income, generated in Nepal	14,134,118
	20,723,565

2) Grants needed for 1983 consists of the following:

Balance	42,584,639
STMP surplus	263,900
Surplus from Administration	44,054

42,892,593

3) Deficits in recurring budgets:

Deficit Health Services projects	-2,041,565
Deficit Education projects	- 74,600
Deficit Economic Development projects	- 131,622
Interest earned	+ 360,000
	-1,887,787

2) BUDGET SUMMARY

	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
<u>RECURRING BUDGET</u>			
Interest earned	360,000	-	360,000
Administration	1,547,971	4,559,717	(3,011,746)
Health Services Projects	11,322,306	13,363,871	(2,041,565)
Education Projects	740,800	815,500	(74,600)
Economic Development Projects	2,409,640	2,277,362	132,278 *
	<u>16,380,717</u>	<u>21,016,350</u>	<u>(4,635,633)</u>

*Rs. 263,900 will be accumulated
- see Small Turbine & Mill Program

CAPITAL BUDGET

Administration	-	415,800	(415,800)
Health Services Projects	-	1,552,300	(1,552,300)
Education Projects	-	97,255	(97,255)
Economic Development Projects	-	3,095,575	(3,095,575)
	<u>-</u>	<u>5,160,930</u>	<u>(5,160,930)</u>

PROGRAM BUDGET

Administration	-	-	-
Health Services Projects	844,408	15,195,273	(14,350,865)
Education Projects	485,800	5,372,145	(4,886,345)
Economic Development Projects	3,012,640	16,563,506	(13,550,866)
	<u>4,342,848</u>	<u>37,130,924</u>	<u>(32,788,076)</u>

3) GENERAL ADMINISTRATION MISSIONWIDE

BUDGET 1983

	<u>Recurring Budget</u>			<u>Capital Budget</u>
	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	
Per Capita grants according to specification	3,471,600	-	3,471,600	-
Missionwide Expenses	70,000	1,616,000	(1,546,000)	150,000
Headquarters Project	1,070,800	1,780,250	(709,450)	187,800
Palpa Project Area Services	4,000	173,300	(169,300)	-
Palpa Project Guesthouse	113,500	113,500	-	5,000
Gorkha Project Area Services	18,500	127,800	(109,300)	18,000
Gorkha Project Guesthouse	16,000	16,000	-	1,000
Gorkha Dist. (Seconded Teachers)	45,000	53,160	(8,160)	21,000
Okhaldhunga Area Services	14,871	30,807	(15,936)	-
Lalitpur Area Services	-	6,500	(6,500)	-
Pokhara Project Area Services	77,800	175,800	(98,000)	100,000
Jumla Project Area Services	-	127,500	(127,500)	-
Butwal Area Services	43,000	170,600	(127,600)	20,000
Butwal Guesthouse	68,500	68,500	-	3,000
Nawal Parasi Project Area Services	-	18,000	(18,000)	-
Andhikhola Project Area Services	6,000	48,500	(42,500)	-
Surkhet Project Area Services	-	18,500	(18,500)	-
Blindness Control Program Area Services	-	15,000	(15,000)	-
	<u>5,019,571</u>	<u>4,559,717</u>	<u>459,854</u>	<u>415,800</u>
Less Capital Budget			<u>415,800</u>	
Budgeted Surplus			<u>44,054</u>	

Note:

Personnel Contributed Services are included in both Income and Expenditure.

Specification of

PER CAPITA GRANTS

BUDGET 1983

	Actuals for 1981	No. of workers 1982	Approved budget 1982	Actuals for 6 months	No. of workers 1983	Approved budget 1983
RECEIPTS:						
a) Grants from Member Bodies:						
American Lutheran Church	19,040	4	38,400	38,697	2	20,800
Assemblies of God	-	-	10,000	-	-	10,000
Baptist Missionary Society	152,682	18	172,800	87,995	15	156,000
BMMF International	368,272	70	496,800	262,000	69	717,600
Christian Church (Disciples)	19,040	-	10,000	20,960	-	10,000
Church Missionary Soc., Aust.	77,908	11	105,600	104,800	11	114,400
Church Missionary Soc., UK	106,451	11	105,600	56,483	11	114,400
Church of North India	10,440	-	10,000	-	-	10,000
Church of South India	-	-	10,000	-	-	10,000
Committee for Service O'Seas	31,604	5	48,000	59,957	4	41,600
Danish Santal Mission	-	-	10,000	-	1	20,400
DDC & Church of Scotland	35,169	5	48,000	30,193	6	8,400
Finnish Missionary Society	96,000	9	86,400	86,400	13	13,400
Free Church of Finland	71,360	6	57,600	35,785	5	2,000
Gossner Mission	28,400	2	19,200	34,034	4	1,600
Japan Antioch Mission	-	2	19,200	20,960	2	20,800
Japan Overseas Coop. Service	9,520	2	19,200	19,650	2	20,800
Lutheran Church in America	62,880	6	57,600	62,880	7	72,800
Mennonite Board of Missions	29,700	6	57,600	26,065	6	62,400
Mennonite Central Committee	190,400	23	220,800	104,800	20	208,000
Methodist Church, UK	20,960	8	76,800	9,658	10	104,000
Orebro Mission	169,279	16	153,600	-	18	187,200
Presbyterian Church in Canada	19,400	2	19,200	19,880	2	20,800
Presb. Church in Ireland	-	-	10,000	10,431	3	31,200
Presb. Church Synod, Mizoram	33,400	5	28,800	27,947	4	41,600
Regions Beyond Miss. Union	81,481	10	96,000	30,368	11	114,400
Swedish Free Mission	56,880	6	57,600	62,846	8	83,200
Swiss Friends for Missions	5,440	-	10,000	-	-	10,000
TEAR Fund	24,280	5	48,000	26,200	7	72,800
United Church of Canada	137,029	14	134,400	77,191	11	114,400
United Ch. of Christ Japan	10,115	1	9,600	-	1	10,400
United Methodist Church, USA	105,600	12	115,200	38,400	14	145,600
United Presb. Church, USA	122,000	12	115,200	49,780	10	104,000
Wesleyan Church	10,480	1	9,600	-	1	10,400
World Concern	136,640	10	96,000	36,680	12	124,800
World Mission Prayer League, Norway	115,000	15	144,000	19,570	13	135,200
World Mission Prayer League, USA	96,405	9	86,400	20,970	8	83,200
b) Other Per Capita Grants:	71,132	8	176,800	37,972	15	187,200
	<hr/> 2,524,387 <hr/>	<hr/> 314 <hr/>	<hr/> 2,990,000 <hr/>	<hr/> 1,519,552 <hr/>	<hr/> 326 <hr/>	<hr/> 3,471,600 <hr/>

4) EDUCATION BOARD

BUDGET 1983

RECURRING AND CAPITAL BUDGETS

	<u>Recurring Budget</u>			<u>Capital Budget</u>
	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	
Education Service Office	80,600	155,200	(74,600)	81,570
Language & Orientation Program	556,600	556,600	-	15,685
Children's Hostel	103,600	103,600	-	-
	<u>740,800</u>	<u>815,400</u>	<u>(74,600)</u>	<u>97,255</u>
<u>PROGRAM BUDGETS</u>				
	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	<u>Years</u>
Rural Youth Training Program	28,900	58,900	(30,000)	1979-83
Jumla Project	380,200	4,173,700	(3,793,500)	1980-85
Training & Scholarship Program	-	550,650	(550,650)	Ongoing
Student Financial Assistance Fund	-	510,000	(510,000)	Ongoing
UMN Business School	76,700	78,895	(2,195)	1981-83
	<u>485,800</u>	<u>5,372,145</u>	<u>(4,886,345)</u>	

Note: Personnel Contributed Services are included in both Income and Expenditure.

5) HEALTH SERVICES BOARD

BUDGET 1983

RECURRING AND CAPITAL BUDGETS

	<u>Recurring Budget</u>			<u>Capital Budget</u>
	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	
Health Services Office	137,000	202,300	(65,300)	20,000
Health Services Support Project	40,000	99,000	(59,000)	6,750
Do. Missionwide Maintenance	64,500	68,500	(4,000)	3,500
Do. Central Drug Store	2,116,000	2,071,000	45,000	6,900
Palpa Project, Hospital	2,759,200	3,139,200	(380,000)	123,650
Palpa Project, Workshop	177,000	177,000	-	5,000
Palpa Project, Leprosy Program	-	55,000	(55,000)	-
Palpa Project, ANM School	-	19,000	(19,000)	-
Palpa Project, Dental Program	-	-	-	21,000
Gorkha Project, Hospital	1,547,000	1,682,000	(135,000)	561,500
Okhaldhunga Dispensary	211,500	481,100	(269,600)	30,000
Patan Project Nurse Campus	120,106	784,711	(664,665)	174,000
Patan Hospital	4,150,000	4,585,000	(435,000)	600,000
	<u>11,322,306</u>	<u>13,363,871</u>	<u>(2,041,565)</u>	<u>1,552,300</u>

PROGRAM BUDGETS

	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>	<u>Years</u>
Palpa Community Health Program	273,000	1,726,660	(1,453,660)	1981-84
Gorkha Community Health Program	220,000	860,000	(640,000)	1982-84
Okhaldhunga Community Health Pr.	59,400	487,400	(428,000)	1982-84
Lalitpur Community Development Assistance Program	121,332	11,344,451	(1,013,119)	1982-86
Lalitpur Community Primary Health Care Program	50,676	2,166,660	(2,115,984)	1982-86
Patan Project, Staff House	120,000	8,620,000	(8,500,000)	1983
Roundworm Control Program	-	38,000	(38,000)	1982-83
Flood Relief Work, Lalitpur	-	162,102	(162,102)	1983
	<u>844,408</u>	<u>15,195,273</u>	<u>(14,350,865)</u>	

Notes:

Personnel Contributed Services are included in both Income and Expenditure.
A gift received for Flood Relief work will be used in 1983 in Lalitpur.

6) ECONOMIC DEVELOPMENT BOARDBUDGET 1983RECURRING AND CAPITAL BUDGETS

Description	Recurring Budget			Capital Budget
	Income	Expenditure	Balance	
EDB Service Office	56,400	116,722	(60,372)	37,900
Do. Liaison Office	77,240	77,240	-	-
Do. Guestroom	6,300	6,300	-	-
Development & Consulting Serv.:				
Administration	96,700	191,200	(94,500)	3,725
Do. Clearing/Forwarding Dept.	48,000	48,000	-	3,950
Do. Architectural & Eng. Design Office	205,000	181,750	23,250	-
Do. Small Turbine & Mills	1,920,000	1,656,100	263,900	-
Do. Hetauda Apprenticeship Training Centre	-	-	-	400,000
Gobar Gas Co.	-	-	-	1,050,000
Butwal Engineering Works	-	-	-	1,500,000
BWI Dust Extractor	-	-	-	100,000
	2,409,640	2,277,362	(131,622)	5,095,575
			263,900	
<u>PROGRAM BUDGETS</u>				
	Income	Expenditure	Balance	Years
EDB SO Promotion of Apprenticeship Training	-	75,000	(75,000)	1982-86
DCS Rural Electrification Development Program	50,000	255,000	(205,000)	1983-85
DCS Rural Equipment Development Program	25,000	270,000	(245,000)	1983-85
DCS Bio-Fertilizer Program	24,000	98,700	(74,700)	1983-85
DCS Humphrey Pump Feasibility Pr.	12,500	44,000	(31,500)	1983-84
DCS Business Training & Service Program	60,240	81,240	(21,000)	1982-84
DCS Galvanizing Plant Program	12,000	612,000	(600,000)	1983-84
DCS Replacement of Gobar Gas Drums	-	181,500	(181,500)	1983-84
DCS Bio-gas Research and Development Program	5,400	19,400	(14,000)	1979-83
DCS New Cooking System for BTI Canteen	1,500	11,500	(10,000)	1983
DCS Madhubasa Land Reclamation Scheme Program	56,600	111,500	(55,000)	1981-83
DCS Madhubasa Roofing Program	-	9,226	(9,226)	1981-83
Rural Development Centre Service Project	127,500	1,195,040	(1,067,540)	1981-83
Nawal Parasi Hills Development Project	100,000	1,083,000	(983,000)	1983-84
Andhikhola Project	2,478,000	11,791,400	(9,313,400)	1982-87
Surkhet Industrial Centre	60,000	725,000	(665,000)	1983-85
	3,012,640	16,563,506	(13550,866)	

Notes:

1. PCS is included in both Income and Expenditure.
2. STMP profit (Rs. 263,900) will be accumulated in the program.

APPENDIX 2
MISSIONWIDE EXPENSES

BUDGET 1983

	Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Increase Decrease over 1982
<u>I RECURRING</u>						
Receipts:						
Rent refunds	106,112.	60,000.	23,173.	25,000.	5,000.	- 55,000.
Dividend from Companies	-	-	80,300.	80,300.	-	-
Income Workers Conference	-	-	59,359.	60,000.	60,000.	+ 60,000.
Miscellaneous income	-	-	4,776.	5,000.	5,000.	+ 5,000.
	106,112.	60,000.	168,473.	170,300.	70,000.	+ 10,000.
Payments:						
Audit fees	-	4,500.	(20,000)	5,000.	5,000.	+ 500.
Bank charges	20,849.	20,000.	2,280.	3,000.	3,000.	- 17,000.
Duty travel, personnel to meetings (FB:s etc)	24,539.	25,000.	24,980.	35,000.	45,000.	+ 20,000.
Change in assignment	138,356.	130,000.	11,361.	150,000.	180,000.	+ 50,000.
Transportation furniture	4,047.	5,000.	2,540.	5,000.	7,000.	+ 2,000.
Publicity	16,269.	18,000.	8,147.	15,000.	20,000.	+ 2,000.
Repairs & maintenance	88,778.	70,000.	46,130.	80,000.	100,000.	+ 30,000.
Rent & rent allowances	907,749.	850,000.	665,427.	900,000.	1047,000.	+193,000.
Staff conferences & seminars	-	9,000.	3,388.	7,000.	9,000.	-
Workers Conference	32,629.	35,000.	91,419.	92,000.	100,000.	+ 65,000.
Executive Committee travel	14,908.	45,000.	-	20,000.	25,000.	- 20,000.
Board Meeting expenses.	10,810.	15,000.	16,198.	17,000.	20,000.	+ 5,000.
Consultations outside Nepal & Executive intern. travel	-	35,000.	7,810.	35,000.	40,000.	+ 5,000.
Printing of minutes	35,470.	36,000.	2,100.	8,000.	12,000.	- 24,000.
Costs for Direct Appointees	-	-	2,880.	3,000.	-	-
Support to Companies	-	-	80,000.	80,000.	-	-
Miscellaneous	4,082.	2,000.	5,244.	7,000.	7,000.	+ 5,000.
	1298,486.	1299,500.	942,904.	1462,000.	1616,000.	+316,500.
Deficit covered by Per Capita Grants	1192,374.	1239,500.	774,431.	1291,700.	1546,000.	+ 24%

Comments:

1. There is still a sharp increase of rents in Kathmandu which is the reason for the rent and rent allowances going up considerably.
2. A UMN Consultation Conference in Asia is planned for 1983.

II CAPITAL

New request:

Furniture and equipment for B.A.s in the Kathmandu Valley 150,000.

APPENDIX 3

HEADQUARTERS PROJECT

Plans and Budgets for 1983

1. Project Description

The Headquarters Project has as its reason for being to assume a servant role. It would seek to assist fellow workers in achieving their possible potential. This is true in terms of placement, as well as growth professionally. Another aspect of this is each worker's relationship to the local congregations.

Necessary to implement this are the planning processes for determining future policy and direction. This involves a commitment to a process of consultation. In this there is two-way flow: to and from the grass roots and the center. There lies with administration responsibility for stimulus and initiative in this process.

2. Project Objectives

Our tasks are clarified in the following group of objectives:

- a) The objective of seeing administration and management as a servant role to our fellow workers in Nepal.
- b) Our relationship to HMG. The members of the Coordinating Committee, Project Directors and others are active in this relational task.
- c) To relate and communicate with the member bodies who form our Board of Directors. These member missions and churches take a vital share in policy-making, planning, sending of personnel and funds, prayer, and many other practical and important ways.
- d) To initiate and foster closer relationships with our prayer partners, personnel sponsoring groups and donor agencies which may not be member bodies, and supporting people globally.
- e) To be an interpretative voice of the UMN to the many people who visit Nepal and UMN. To be an outstretched arm of fellowship to other agencies who work in Nepal, and also to live in sensitive relationship to the Nepali Christian community.
- f) To initiate, conduct and encourage planning processes within UMN.

3. Project Activities

The Executive Director has final responsibility for the implementation of the above listed objectives, and in seeking to fulfill this task he relates to the following people and offices of the Headquarters Project in terms of mission-wide service and administration:

- a) Functional Secretaries, including Assistants in Economic Development and Health Services. Personnel management is among the many and varied tasks ably done by the incumbents in these offices; also overall advice, planning and direction for the projects and people under their Functional Boards.
- b) The Personnel Secretary is our clearing centre for all new personnel coming to UMN, and for the dealing with a flow of enquiries about service in Nepal. It is a large and important task, and the hundreds of visas required annually are handled in this office also.
- c) The Administrative Secretary keeps the Executive Director's office functional in terms of secretarial work and supervision of the central administrative office and its Nepali staff.
- d) The Central Services Department is a centre of service to all the projects. Property management and maintenance; the handling of incoming, outgoing and inter-project mail; purchase of bus and air tickets; clearing of goods through customs; the purchase of goods needed and shipment by truck and plane

of some 120 tons of freight annually to the projects; and much more marks its ministry. A team of Nepali staff handle the work under the leadership of the CSD Director.

- e) The Treasurer's office and its staff has large and varied tasks to perform. The Treasurer, two Treasurer's Assistants and Nepali staff make up this team, handling central finances for the whole Mission, internally and in relation to member bodies, donor agencies, and gifts from individuals; coordination of needs and grants for funds; assistance in accounting for some smaller Kathmandu-based projects; banking; and many associated business matters relating to Board Appointees and project administration.
- f) A new Auditor is urgently needed to handle audits for the whole Mission, and to offer accounting advice to projects as needed. This post is independent of the Treasurer's office, and is responsible to the Executive Director and the Finance Committee.
- f) The Business Manager brings a fresh level of planning and accountability for the Headquarters project, in terms of project business, staff matters, accounting systems for the guesthouses, etc.
- g) The role of the Information Officer is to meet the needs as the call for fresh audio-visual resources grows from UMN, from member bodies and from individuals for literature, photos, slides, charts, visual aids, magazine articles, etc.
- h) Our team of hostesses, host and guesthouses provide an essential service in the guesthouse ministry, primarily to new workers in their initial five months of language study, and to UMN members coming in from projects on business and holiday, or in transit to and from furlough. There is accommodation for some 55 people. Nepali staff take a large role in the smooth running of these three guesthouses.
- i) The Language and Orientation Program continues to effectively serve in traditional and new approaches to language learning. Some 60-65 new workers take their initial course at the Center, and many others make use of the facilities in ongoing study annually. This is a separate project under the Education Board, but is closely connected with Headquarters as the students stay in the guesthouses and are members of the Headquarters Project, and HQ staff are heavily involved in the orientation program provided.
- j) Our Counsellors meet genuine needs in our fellowship. We are grateful for their ministry, which is available to UMN colleagues across the country, and other Christian groups. The Counsellors are responsible to the Chairman of the Board.

4. Planned Evaluation and Research

The meetings of the Coordinating Committee, Finance Committee, Executive Committee and the Board itself provide a critical evaluation of the work of the Headquarters staff.

The research dimension presently centers in a study of structural change of the mission in the wake of increased integration; and a continuing thrust on the Theology of Development, or the Biblical mandate for service.

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HEADQUARTERS PROJECT
GENERAL FUND BUDGET FOR 1983

	Actuals for 1981	Approved Budget 1982	Actuals for 6 months	Estimate for 12 months	Proposed Budget 1983	Inc/Dec. over 1982
1) HQ Offices						
Receipts:						
Interest	12,000.	8,000.	-	-	-	8,000.
Miscellaneous	127.	5,000.	4,293.	5,000.	5,000.	-
Profit on sale of goods	-	-	-	3,000.	5,000.	+ 5,000.
Budget allocation	634,030.	608,400.	-	595,900.	685,750.	+ 77,350.
Personnel Con.Svs.	228,888.	335,000.	130,273.	255,000.	264,700.	- 70,300.
Sale of cement	15,200.	-	-	-	-	-
	<u>890,245.</u>	<u>956,400.</u>	<u>134,566.</u>	<u>858,900.</u>	<u>960,450.</u>	<u>+ 4,050.</u>
Payments:						
Salaries -						
Administration	11,593.	10,000.	4,494.	10,400.	12,250.	+ 2,250.
Central Services	63,912.	70,000.	34,108.	70,000.	77,000.	+ 7,000.
Treas. office	45,813.	62,000.	11,238.	42,000.	60,000.	- 2,000.
Personnel Con.ScS.	228,888.	335,000.	130,273.	255,000.	264,700.	- 70,300.
Office supplies & stationery	58,990.	55,000.	41,563.	85,000.	93,500.	+ 38,500.
Postage	19,691.	22,000.	14,115.	30,000.	35,000.	+ 13,000.
Reference books & publications	1,912.	2,000.	814.	2,000.	2,000.	-
Telephone, telex & telegrams	12,806.	15,000.	9,168.	15,000.	26,500.	+ 11,500.
Consulting services	60.	-	-	-	-	-
Legal fees and exp.	100.	-	-	-	-	-
Security services	6,972.	8,500.	2,685.	7,500.	8,500.	-
Rent -						
Guesthouses	180,037.	145,000.	105,330.	157,000.	173,000.	+ 28,000.
Offices/storage	46,989.	117,000.	67,250.	104,000.	115,000.	- 2,000.
Repairs/maintenance	22,503.	35,000.	11,277.	25,000.	25,000.	- 10,000.
Utilities	4,467.	8,000.	4,172.	8,000.	9,000.	+ 1,000.
HQ staff travel -						
Local	5,119.	8,000.	1,350.	6,000.	12,000.	+ 4,000.
Out of town	13,944.	40,000.	4,389.	20,000.	24,000.	- 16,000.
Motorcycle expenses	1,619.	1,900.	2,027.	3,000.	5,000.	+ 3,100.
International executive travel	-	5,000.	6,110.	8,000.	-	- 5,000.
Audit expense	14,712.	14,000.	8,020.	8,000.	15,000.	+ 1,000.
Miscellaneous	2,566.	3,000.	1,659.	3,000.	3,000.	-
Board Meeting exp.	10,810.	-	-	-	-	-
Exec.Committee Mtg.	14,908.	-	-	-	-	-
Printing of Minutes	35,470.	-	-	-	-	-
	<u>803,870.</u>	<u>956,400.</u>	<u>460,042.</u>	<u>858,900.</u>	<u>960,450.</u>	<u>+ 4,500.</u>

	Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
2) ASHA NIKETAN HOUSE						
Receipts:						
Food	145,005	159,500	73,108	162,000	177,400	+ 17,900
Accommodation	61,617	60,000	33,268	70,000	77,000	+ 17,000
Miscellaneous	4,061		2,939			
Budget alloc.		8,000		8,000	14,000	+ 6,000
Pers. Contr. Serv.	12,350	11,300	11,300	22,600	24,900	+ 13,600
	<u>223,083</u>	<u>238,800</u>	<u>120,615</u>	<u>262,600</u>	<u>293,300</u>	<u>+ 54,500</u>

Payments:						
Salaries	30,100	35,000	16,695	35,000	38,500	+ 3,500
Pers. Contr. Serv.	12,350	11,300	11,300	22,660	24,900	+ 13,600
Food	142,990	140,000	57,101	140,000	154,000	+ 14,000
Household	9,406	14,000	10,150	25,000	27,500	+ 13,500
Repairs/Maint.	5,296	12,500	10,399	15,300	20,000	+ 7,500
Telephone	2,567	3,000	405	2,600	3,000	
Transportation	269	1,000	906	1,000	1,100	+ 100
Utilities	23,005	18,000	10,872	18,000	19,800	+ 1,800
Miscellaneous	5,114	4,000	1,023	4,000	4,500	+ 500
	<u>231,097</u>	<u>238,800</u>	<u>118,852</u>	<u>263,500</u>	<u>293,300</u>	<u>+ 54,500</u>

3) SALAYAN HOUSE

Receipts:						
Food	127,316	115,000	58,381	150,000	150,000	+ 35,000
Accommodation	50,113	64,000	33,274	70,000	70,000	+ 6,000
Miscellaneous	1,868		2,778	5,000		
Budget alloc.		15,000		15,000	1,700	- 13,300
Pers. Contr. Serv.	11,390	11,300	5,650	11,300	13,600	+ 2,300
	<u>190,687</u>	<u>205,300</u>	<u>100,083</u>	<u>251,300</u>	<u>235,300</u>	<u>- 16,000</u>

Payments:						
Salaries	24,945	28,000	13,438	28,000	32,000	+ 4,000
Pers. Contr. Serv.	11,390	11,300	5,650	11,300	13,600	+ 2,300
Food	99,202	100,000	54,895	120,000	130,000	+ 30,000
Household	9,974	13,000	8,449	15,000	16,500	+ 3,500
Repairs/Maint	5,771	21,000	14,803	21,000	8,000	- 13,000
Security services	6,228	7,000	2,576	6,500	8,200	+ 1,200
Telephone	2,085	2,000	1,095	1,800	2,000	
Transportation	2,272	1,000	1,655	2,000	2,000	+ 1,000
Utilities	21,511	18,000	9,614	18,000	20,000	+ 2,000
Miscellaneous	2,399	4,000	500	2,000	3,000	+ 1,000
	<u>185,777</u>	<u>205,300</u>	<u>112,674</u>	<u>225,600</u>	<u>235,300</u>	<u>+ 30,000</u>

	Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
4) FLEMING HOUSE						
Receipts:						
Food	71,893.	75,600.	44,268.	85,000.	94,500.	+18,900.
Accommodation	37,974.	40,000.	29,137.	50,000.	45,100.	+ 5,100.
Miscellaneous	840.	-	13,489.	-	-	-
Budget allocation	-	30,000.	-	30,000.	8,000.	-22,000.
PCS	11,160.	11,300.	5,650.	11,300.	13,600.	+ 2,300.
	<u>121,867.</u>	<u>156,900.</u>	<u>92,544.</u>	<u>176,300.</u>	<u>161,200.</u>	<u>+ 4,300.</u>
Payments:						
Salaries	16,795.	18,000.	11,762.	23,500.	26,000.	+ 8,000.
PCS	11,160.	11,300.	5,650.	11,300.	13,600.	+ 2,300.
Food	51,178.	60,000.	24,435.	75,000.	83,000.	+23,000.
Household	4,824.	6,000.	3,421.	3,000.	3,500.	- 2,500.
Repairs & maintenance	2,334.	36,000.	19,181.	36,000.	10,000.	-26,000.
Security services	6,757.	7,000.	2,576.	6,500.	7,200.	+ 200.
Telephone	1,047.	1,000.	416.	1,000.	1,200.	+ 200.
Transportation	431.	1,000.	224.	1,000.	1,200.	+ 200.
Utilities	11,131.	15,000.	5,102.	12,000.	13,500.	- 1,500.
Miscellaneous	1,795.	1,600.	429.	1,600.	2,000.	+ 400.
	<u>107,452.</u>	<u>156,900.</u>	<u>73,196.</u>	<u>164,900.</u>	<u>161,200.</u>	<u>+ 4,300.</u>
5) HEADQUARTERS TRUCK						
Receipts:						
Charges	64,804.	80,000.	38,696.	90,000.	100,000.	+10,000.
Miscellaneous	24,426.	-	-	-	-	-
	<u>89,230.</u>					
Payments:						
Salaries	19,992.	23,000.	10,611.	23,000.	27,000.	+ 4,000.
Operation	48,773.	42,000.	18,670.	44,000.	50,000.	+ 8,000.
Repairs	17,680.	10,000.	854.	10,000.	15,000.	+ 5,000.
Rent for parking	1,000.	4,000.	2,000.	5,000.	5,000.	+ 1,000.
Miscellaneous	4,700.	1,000.	91.	1,000.	3,000.	+ 2,000.
	<u>92,145.</u>	<u>80,000.</u>	<u>32,226.</u>	<u>83,000.</u>	<u>100,000.</u>	<u>+17,000.</u>

Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
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6) HEADQUARTERS VEHICLE

Receipts:

Rent of vehicle, Private	10,000.
Debited to HQ travel and others	20,000.
	<u>30,000.</u>

Payments:

Taxes	
Fuel and oil	
Repairs - tyres other	
Garage	
Miscellaneous	
	<u>30,000.</u>

CAPITAL BUDGET FOR 1983

Adding machine	12,000.
Typewriter	12,000.
Filing cabinets	5,000.
Photocopy machine	120,000.
Chairs	2,800.
Addressing machine	10,000.
Slide projector	6,000.
Renovation hostess quarters at Asha Niketan	20,000.
	<u>187,800.</u>

5. Personnel

Posts for expatriate workers are:

- Administrative Advisor/Teacher, GANV
- Scholarship Officer (part-time)
- English Teacher, GANV
- Maths/Science Teacher, GANV
- Hostel Parent, GANV
- Hostel Parent/Maintenance, GANV
- Ag. Educator, NYTP (SSN post; until July 1983)
- Teacher, Kaski District
- Teacher, Kaski District
- Teacher Trainer

UMN EDUCATION BOARD

Plans for 1983

These statements of annual plans reflect the process that has been going on for the past two years of more systematic planning and evaluation. In nearly all of the projects and programmes the chief constraint that has been applicable to this planning process is the availability of personnel to carry out the work.

Therefore, in planning for 1983 we have had, as always, to try to predict who will be available, where, and when.

The New ERA evaluation report in Gorkha District, and subsequent discussions of that, have encouraged us to continue selective secondment of teachers to government schools, with provision of small financial resources for purchase of teaching equipment, and trying where possible to develop a broader approach including non-formal education work in the community.

This is reflected in our plans for Gorkha District and for possible work in Okhaldhunga District, as well as the continuation of the Health Service Board's work in Lalitpur. The fact that we can make plans for this work to continue and even possibly expand slightly is only possible because of an encouraging number of new teachers coming to UMN in the past year.

This still does not enable us to take up all the requests that have come to us, particularly from Gorkha District, and the majority of those schools that ask do not receive any help from the Education Board.

2) HEADQUARTERS YENGE

Charges	54,804.	50,000.	10,000.	10,000.	10,000.	10,000.
Miscellaneous	24,426.	20,000.	4,426.	4,426.	4,426.	4,426.
Payment for	69,230.	70,000.	10,000.	10,000.	10,000.	10,000.
Salaries	19,991.	18,000.	1,991.	1,991.	1,991.	1,991.
Operation	48,773.	52,000.	13,226.	13,226.	13,226.	13,226.
Repairs	17,650.	10,000.	7,650.	7,650.	7,650.	7,650.
Grant for parking	1,000.	1,000.	2,000.	2,000.	2,000.	2,000.
Miscellaneous	4,700.	1,000.	91.	91.	91.	91.
	92,145.	80,000.	32,226.	32,226.	32,226.	32,226.

POKHARA EDUCATION PROJECTPlans for 19831. Project Description

The UMN's involvement has been mainly in the Gandaki Boarding School, GAMV (previously called the Pokhara Boys' Boarding School) since 1965, where the aim is to provide good quality all-round education up to SLC level, to boys from all over the Western Development Region.

Involvement in nearby village high schools and the local college campus has also begun, with the aim of upgrading the standard of teaching in certain subjects.

2. Objectives

- a) To give personnel who can, in hostel or in school, educate and care for the students in the spirit of Jesus Christ.
- b) To support the school administration by supplying specialist teachers in English, Maths and Science.
- c) To provide, through the scholarship programme in GAMV, opportunity for high school education to boys from poor families and remote areas of the Western Region.
- d) To give personnel to help in Teacher Training at the Prithvi Narayan Campus, Pokhara.

3. ActivitiesContinuing through 1983:

- a) Further involvement in hostel side of GAMV
- b) Scholarship programme in GAMV
- c) Specialist teachers in GAMV and village school

Starting in 1983:

Teacher Training assistance in the PN Campus.

4. Evaluation

The Scholarship Officer will undertake a continuing analysis of the academic performance of boys studying at GAMV under the UMN Scholarship Programme.

An evaluation of the 1983 programme will be done for the February 1984 Education Board meeting. In addition, an informal evaluation of the project, among other things, will take place during the annual interview of each worker posted to the project.

5. Personnel

Posts for expatriate workers are:

- Administrative Advisor/Teacher, GAMV
- Scholarship Officer (part-time)
- *English Teacher, GAMV
- Maths/Science Teacher, GAMV
- Hostel Parent, GAMV
- Hostel Parent/Maintenance, GAMV
- Ag. Educator, RYTP (EDB post; until July 1983)
- Teacher, Kaski District
- Teacher, Kaski District
- Teacher Trainer

POKHARA PROJECT

AREA SERVICES

GENERAL FUND BUDGET FOR 1983

	Actuals for 1981	Approved Budget 1982	Actuals for 6 months	Estimate for 12 months	Approved Budget 1983	Inc/Dec. over 1982
Receipts:						
Budget allocation	6,650.	12,200.	58,680.	89,000.	98,000.	+ 85,800.
Personnel Con. Scs.	105,565.	76,300.	30,000.	60,700.	77,800.	+ 1,500.
	<u>112,215.</u>	<u>88,500.</u>	<u>88,680.</u>	<u>149,700.</u>	<u>175,800.</u>	<u>+ 87,300.</u>
Payments:						
Personnel Con. Scs.	105,565.	76,300.	30,000.	60,700.	77,800.	+ 1,500.
Administration	672.	5,000.	2,980.	4,000.	4,000.	- 1,000.
Mailbag	2,895.	3,000.	3,100.	6,500.	6,500.	+ 3,500.
Repairs	1,362.	3,000.	6,600.	9,000.	8,000.	+ 5,000.
Travel & transport	898.	1,200.	1,100.	1,500.	1,500.	+ 300.
Rent	-	-	44,900.	67,100.	76,200.	+ 76,200.
Water carrier	-	-	-	900.	1,800.	+ 1,800.
	<u>111,392.</u>	<u>88,500.</u>	<u>88,680.</u>	<u>149,700.</u>	<u>175,800.</u>	<u>+ 87,300.</u>

Notes:

Total expatriates served by the Area Services: 20 adults

PCS: Note that in the past all expatriates were listed in the AS budget. Now there are two distinct programs: RDD and Education. RDD has listed its own personnel in its budget. The above figures are for education personnel only.

CAPITAL FUND BUDGET FOR 1983

Furniture 10,000.

5. Personnel
 Hosts for expatriate workers and
 Administrative Advisor/Teacher, GAW
 Scholarship Officer (part-time)
 English Teacher, GAW
 Math/Science Teacher, GAW
 Hostel Parent, GAW
 Hostel Parent/Maintenance, GAW
 As. Educator, RYTP (LBS Post, until July 1983)
 Teacher, Kaski District
 Teacher, Kaski District
 Teacher Trainer

GORKHA SCHOOLS (SECONDED TEACHERS)

Plans and Budgets for 1983

Project Description

The UMN will continue to recruit teachers to second to schools in the Gorkha District in keeping with Education Board policies on secondment of teachers. Their work will be concentrated in areas where UMN has a commitment to help, or where the community has shown a willingness to work together for the all-round development of the education of its people. Teachers will be encouraged to spend time in non-formal education wherever opportunities present themselves.

Project Objectives

In 1983 the project will continue to help in Makaising and will begin work in Ahal Bhanjyang (Thalajung Panchayat). If the number of teachers permit the village of Namjung (near Makaising) will be the next to be helped. Other teachers will be seconded to the HSB for work in Lalitpur, and it is hoped that during 1983 similar work in Okhaldhunga in conjunction with the HSB project there will be commenced.

Project Activities

It is hoped that we can keep two teachers in Makaising throughout the year, teaching Maths and Science, and also involved in non-formal education activities in the community. The work in Ahal Bhanjyang (Thalajung) will be planned locally by the CHP team in Amp Pipal and the education workers assigned there. If suitable locations are found it is hoped to send a teacher and a fulltime non-formal education worker to this panchayat to join a health worker in assisting the all-round development of education activities, both in the school and the community. In 1982 the Headmaster of Luitel School graciously gave permission for a new UMN teacher to work there for 6 months of further language study and orientation, and it is planned to repeat this so that teachers new to Nepal have some experience before taking their fulltime assignment. If an experienced worker and a new worker can be teamed up at some stage of 1983 then the possibility of beginning work in Namjung High School (north of Makaising) will be investigated.

Planned Evaluation/Research

The formal evaluation of education work in Gorkha is now available and has been used in ongoing work and planning. It has encouraged selective secondment of teachers, with increased help in non-formal education activities of various kinds. At the first EB meeting of each year the activities of the project are evaluated, and this is augmented by evaluation in each annual interview conducted with individual workers.

Personnel

There are 8 posts for education workers approved in Gorkha District. The type of teacher or education work is not defined for each post, nor is the exact location. Where the location is known, with the subject taught, it is shown in brackets:

- Teacher (Makaising, Science)
- Teacher (Makaising, Maths)
- Teacher (Ahal Bhanjyang, Non-formal)
- Teacher (Ahal Bhanjyang, Maths)
- *Teacher
- *Teacher
- *Teacher
- *Teacher

GORKHA DISTRICT (SECONDED TEACHERS)

AREA SERVICES

GENERAL FUND BUDGET FOR 1983

	Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
Receipts:						
Budget alloc.	7,910	8,410		7,760	8,160	- 250
PCS(whole district)	51,000	36,000	13,500	27,000	45,000	+ 9,000
	<u>58,910</u>	<u>44,410</u>	<u>13,500</u>	<u>34,760</u>	<u>53,160</u>	<u>+ 8,750</u>
Payments:						
PCS	51,000	36,000	13,500	27,000	45,000	+ 9,000
Mailbag	1,833	5,500	396	5,500	5,500	
Rent	400	1,200		800	1,200	
Maintenance		750		500	500	- 250
Water carrier	320	960	607	960	960	
	<u>53,553</u>	<u>44,410</u>	<u>14,503</u>	<u>34,760</u>	<u>53,160</u>	<u>+ 8,750</u>

Note:

The budget for 1982 was for 4 teachers.
The budget for 1983 is for 5 teachers. Locations are not yet known
therefore this must be applied flexibly when assignments are made.

CAPITAL FUND BUDGET FOR 1983

For expatriate personnel:

House renovations	5,000	
Furniture	<u>10,000</u>	15,000

Seconded teachers equipment fund for schools:

Request carried forward, already funded	2,000	
New request	<u>4,000</u>	6,000

21,000

Note:

These capital budgets are intended for use for seconded teachers whether or not they are assigned to Gorkha District.

APPENDIX 7-

MAHENDRA BHAWAN SCHOOL

PLANS for 1983

1. Project description.

Mahendra Bhawan School is a Nepali-medium boarding school for girls, having 975 students (in 1982) in Classes 1 - 10. Almost 25% of the students are boarders. The UMN has been seconding workers to both the school and the hostel, and also assists in the giving of scholarships and finding of sponsors.

2. Project objectives.

The UMN plans to continue its efforts in assisting Mahendra Bhawan's programme especially in the hostel, but also in the teaching as long as UMN-teachers can be seconded.

3. Project activities.

To continue:

- hostel work
- dispensary work
- scholarship assistance
- Representation on the Management Committee

To terminate:

- classroom teaching

4. Planned evaluation/research.

An evaluation of the effectiveness of UMN in the educational programme at Mahendra Bhawan will take place annually at the Education Board. Individual workers' contributions will be assessed at each one's annual interview.

5. Personnel and Training.

In 1983 the posts will be: Hostel Worker

* School Nurse

English Teacher(until May-83)

JUMLA PROJECTPLANS For 19831. Project Description:

The UMN is assisting HMG/N in the establishment of the Karnali Technical School, taking responsibility for the construction and equipping of facilities; development and implementation of the educational program and teaching materials; and the in-service training of national staff for both the Karnali Technical School and staff of other Technical Schools as required by the National Education Committee. The Karnali Technical School gives training, mainly of a practical nature, for four years in: construction, health, agriculture and education (from 1983). Graduates will receive certificates which will qualify them for government posts with corresponding terms of employment as follows: a) Sub-Overseer cum Surveyor, b) Auxiliary Health Worker, c) Junior Technical Assistant in Agriculture and d) Primary School Teacher. In conjunction with the above work the UMN will also be involved in seconding teachers to local schools, community health work, non-formal technical training, reforestation, community development activities and assistance to HMG/N and other development agency programs.

2. Objectives:a. Overall:

To be involved in the establishment of close relationships with local people, HMG/N and other development related personnel in order to give meaningful direction to and facilitate the carrying out of the above described programs.

b. Karnali Technical School:

- 1) To complete by the end of February (the beginning of the new School Year) the main classroom/administration building and one additional dining hall. Other construction work will be decided on a priority basis by the Building Committee.
- 2) To continue the non-formal training of local people in construction skills.
- 3) To continue the instructional program for the present 75 students along with an additional 48 new students to be recruited during October/November 1982. The latter half of 1983 will see the implementation of the on-the-job (apprenticeship) portion of this training.
- 4) To continue to develop and print the necessary instructional materials and to share them with other interested persons where appropriate.
- 5) To continue to give in-service training to KTS technical trade instructors and to offer the same training to appointed staff of other Technical Schools when requested to do so.
- 6) To carry out a Study Tour of technical institutions in India and other nearby countries and take advantage of local training opportunities in Nepal with KTS Nepali staff that have demonstrated good ability and a desire to continue within the Technical School program.
- 7) To implement the Primary School Teacher Training Trade and to carry out the necessary development of materials for this involvement.

c. Village Schools:

- 1) To continue the UMN involvement in the Primary/Lower Secondary School in Bohora Gau through involvement in teaching, teacher training, and working with the School Managing Committee to improve the School.
- 2) To be involved in the local community through non-formal education and other means.
- 3) To seek additional UMN teaching personnel to fill other posts which may open up.

d. Community Health:

- 1) To continue the involvement in MCH Clinics in conjunction with the HMG/N Family Planning Office.
- 2) To continue the contact with the local doctor, Red Cross Program and other health activities in Jumla in order to lend support and assistance where possible and to maintain good relationships in order to facilitate the KTS students participating in these programs for a part of their practical training.

e. Reforestation:

- 1) To continue the establishment of a forest tree nursery for the production of 10,000 seedlings on an annual basis.
- 2) To work with the local people and District Forest Office in determining a reforestation plan for land not included within the KTS compound.

f. Assistance to Other Agencies:

To continue assistance to HMG/N agencies their development efforts, particularly through transporting development materials along with Jumla Project materials and the sharing of experiences gained from the long term involvement of personnel in Nepal as well as the immediate Jumla area.

g. Community Development:

- 1) To be involved in developing a smokeless chula suitable to the needs of the Jumla people and train KTS students and others in the construction of these chulas.
- 2) To be involved in developing means of processing apples and other fruits and vegetables and to demonstrate these to interested persons.
- 3) To encourage each student in KTS to begin to implement with his family, some of the things he has learned, each time he returns to his home on holiday.
- 4) To continue to build relationships and explore other community needs for which assistance might be given in the future.

3. Program Activities:

- a. Participate in the construction, development and carrying out of the KTS educational program.
- b. Second teachers to local schools.
- c. Assist in the operation of MCH Clinics.
- d. Develop and maintain a forest nursery.
- e. Develop community relations.

4. Evaluation and Research:

At the first Education Board meeting of 1984 there will be a discussion of 1983's work in light of the Project's long term and annual plans, culminating in an evaluation of all three items. In addition, an informal evaluation of the Project, among other things, will take place during the annual interview of each worker posted to the Project.

5. Personnel:

- *Project Director
- *KTS Co-Principal
- *Building Trade Instructor x 2
- Agriculture Trade Instructor
- *Health Trade Instructor
- *Teacher Training Instructors x 2
- Librarian
- Business Manager
- Community Medicine Coordinator
- MCH Nurse
- *Agriculturalists x 2
- Electrician
- Forester
- *Local School Teachers x 4
- *Building Program Director/Coordinator
- Construction Supervisor
- Construction Supervisor
- *Construction Supervisor

The Project personnel would like to emphasise the previously accepted principle that people should not be sent to Jumla Project without first having had experience and/or orientation in one of the other UMN projects for at least one or more months.

JUMLA PROJECT

AREA SERVICES

GENERAL FUND BUDGET FOR 1983

Receipts:

Budget allocation (UMN)

127,500

Payments:

Rent

45,000

Maintenance and repairs

40,000

Furniture

25,000

Mail expenses

15,000

Office expenses

1,500

Water carrier

1,000

127,500

Total expatriates served by the Area Services: 20 adults

PROGRAM FUND BUDGET FOR 1983

	Program budget 1981-85	Cumulative budget to 13 Jan. 83	Estimated actuals to 13 Jan. 83	Approved budget 1982	Approved budget 1983
Receipts:					
Survey & planning	47,000	47,000	47,000	-	-
Stage I	1,200,000	935,700	1,200,000	346,600	-
Stage II	17,980,900	7,058,900	5,100,000	3,500,000	4,000,000
ATV	300,000	-	-	300,000	-
Com. Health activities	112,600	112,600	112,600	18,500	-
Education work in local schools	162,300	113,100	81,100	32,000	-
Nepali salaries	39,400	14,700	14,700	-	24,700
Community Devel.	250,000	50,000	25,000	50,000	100,000
Pers. Contr. Serv.	-	480,100	480,100	254,700	380,200
	<u>20,092,200</u>	<u>8,812,100</u>	<u>7,060,500</u>	<u>4,501,800</u>	<u>4,504,900</u>

	Program budget 1981-85	Cumulative budget to 13 Jan. 83	Estimated actuals to 13 Jan. 83	Approved budget 1982	Approved budget 1983
Payments:					
Pers. Contr. Serv.	-	480,100	480,100	254,700	380,200
Survey & planning	47,000	47,000	47,000	-	-
Stage I	1,200,000	-	-	125,900	200,000
Stage II:					
Staff house/hostels (12 units)	3,093,600		1,250,000		500,000
Staff house (4 units)	531,200		264,000		
Principal's house	159,900		-		
Service workers' quarters (10 units)	341,300		-		
Dining hall/wash area (5 units)	790,600		300,000		250,000
Food store	87,400		400	not	100,000
Admin. Bldg	349,400		-	itemized	-
Classroom building	711,000		311,000		400,000
Trade workshop bldg	382,500		-		389,500
Multipurpose bldg	230,700		-		-
Plumbing, water, electricity	1,002,700		200,000		200,000
Furniture	1,002,700		85,000		200,000
Equipment	1,671,200		85,000		500,000
Final project survey	100,000		-		-
Site development (landscaping/fence)	1,002,700		300,000		250,000
Development of farm	750,000		460,000		200,000
Initial school supp. & library materials	500,000		200,000		150,000
Training Nepali staff	700,000		-		220,000
Reforestation	100,000		-		10,000
Support of UMN personnel	1,624,200		-		
Rent for temp. facilities	100,000		85,000		25,000
Contingencies	2,642,800		250,000		-
Materials Devel.	100,000		50,000		50,000
	16,356,700	5,350,094	3,840,400	3,500,000	3,444,500
ATV	300,000	-	-	300,000	-
Com. Health activities	112,600	40,800	26,200	18,500	20,000
Educ. work in local schools	162,300	41,700	10,000	32,000	4,300
Nepali salaries	39,400	41,700	14,700	-	24,700
Com. Dev. activities	250,000	61,500	20,000	50,000	100,000
	18,478,000	6,035,894	4,438,400	4,281,100	4,173,700

TRAINING AND SCHOLARSHIP PROGRAM

Plans and Budgets for 1983

Program Description

The program will grant scholarships to the students who wish to further their education in the colleges. The candidates will be selected from among:

- a) The financially needy
- b) Women and girls
- c) Remote area
- d) Minority social groups

Scholarship will be granted to the members of the staff personnel already working for the UMN hospitals, UMN development projects, and UMN-related institutions, who qualify under (a) above.

Program Objectives

The objectives of the UMN Training and Scholarship Program for 1982 will be to train and upgrade the work of the UMN personnel already working for the UMN hospitals, other development projects of the UMN, and help the UMN Business School in its new venture.

The objectives also include to provide leadership training and educational opportunity for the young people who wish to further their education in the fields of Education, Agriculture, Medicine, Engineering and Business Administration according to the country's need.

The Program Administrator will seek funds from overseas and administer it for this purpose.

Program Activities

The program runs under the Training and Scholarship Committee which meets almost every month. The committee consists of 11 members, both expatriate and Nepalis.

80 to 90 scholarships will be granted to the students in 1983, including In-Service and General Scholarships. The funds will be sought from overseas donors.

More than 50 students are expected to graduate in 1983 (as in 1982) with certificates and degrees.

The Administrator of the Training and Scholarship Committee will go on at least two recruiting treks to the Eastern and Western development regions.

Evaluation and Research

The evaluation work will be started regarding the students' performance towards the end of this year.

Personnel/Training

There is a possibility of the Program Administrator taking training in a Counselling Course in Vellore, South India.

BUDGET 1983

	Actuals for 1981	Approved budget ^s 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
Receipts:						
German Program	3,777	-	-	-	-	-
General Program	276,889	150,000	178,742	280,000	450,000	+ 150,000
In-Service Program	65,464	150,000	107,971	160,000	-	-
	<u>346,130</u>	<u>300,000</u>	<u>286,713</u>	<u>440,000</u>	<u>450,000</u>	<u>(+ 150,000)</u>

Payments:

German Program	2,378	-	-	-	-	-
General Program	183,125	200,000	167,801	284,800	500,000	+ 150,000
In-Service Program	145,243	150,000	134,977	250,600	-	-
Salary	26,365	25,000	13,045	26,000	29,950	+ 4,950
Administration	3,636	6,000	1,287	2,400	3,500	- 2,500
Miscellaneous	10,502	5,000	7,941	10,000	10,000	+ 5,000
Rent	3,700	4,800	2,250	4,500	5,100	+ 300
Travel	2,751	1,500	582	1,500	1,500	-
Utilities	666	500	110	350	400	- 100
Repair & Maintenance	915	-	98	200	200	+ 200
	<u>383,802</u>	<u>392,800</u>	<u>328,091</u>	<u>580,350</u>	<u>550,650</u>	<u>+ 157,850</u>

CAPITAL BUDGET 1983

2 chairs 1,000
floor covering 500

1,500

STUDENT FINANCIAL ASSISTANCE FUNDPlans and Budgets for 19831. Project Description

This fund exists to enable poor students, who would otherwise be unable to attend a school, to receive an education. Students are selected firstly according to financial need, but also according to their ability, the remoteness of their home, and their social status, with preference going to those from disadvantaged groups. Students may attend a school at which UMN personnel are serving, or one with UMN personnel near enough to exercise some oversight.

2. Project Objectives

The objectives of the fund will continue in 1983 to be to make education and training available as outlined above, with a continually growing emphasis on scholarship aid for poor students at day schools where UMN personnel can exercise some oversight.

3. Project Activities

The fund is administered by the Education Secretary with part-time bookkeeping help. During 1983 between 80 and 90 boys at GAMV Pokhara, and between 5 and 10 at Mahendra Bhawan Kathmandu, will be helped with full or partial scholarships as before. Students studying in day schools in Lapsibot, Makaising, Lamagara, Tansen, Butwal, Kathmandu, Pokhara and other places, will also be aided. The number of students to be helped will depend on the funds available and on whether they are boarding or day scholars.

4. Evaluation and Research

Research into new areas in which we can help, and new ways in which we can help, continues through UMN personnel and at the Education Board. During 1983 it is hoped to begin a planned evaluation of the work of the Fund since 1979, by studying the progress of students who have received help through the fund.

5. Personnel

No fulltime worker, expatriate or Nepali, is employed in this programme.

BUDGET 1983

	Actuals 1981	Approved budget 1982	Actuals for 6 months	Estimate 1982	Proposed budget 1983	Difference between 1982 & 1983
<u>Receipts:</u>						
General Fund	515,640	449,500	243,301	500,000	500,000	+ 50,500
Action in Distress	8,384	10,000	6,871	10,000	10,000	
	<u>524,024</u>	<u>459,500</u>	<u>250,172</u>	<u>510,000</u>	<u>510,000</u>	<u>+ 50,500</u>
<u>Payments:</u>						
Mahendra Bhawan	28,856	100,000	8,902	24,000	25,000	- 75,000
GAMV Pokhara	425,596	340,000	238,914	450,000	450,000	+ 110,000
Gorkha Schools	5,923	13,000	4,728	10,000	10,000	- 3,000
Action in Distress	7,196	10,000	6,965	10,000	10,000	
Others	15,102	10,000	6,721	15,000	15,000	+ 5,000
	<u>480,673</u>	<u>473,000</u>	<u>266,230</u>	<u>509,000</u>	<u>510,000</u>	<u>+ 37,000</u>

LANGUAGE AND ORIENTATION PROGRAM

Plans and Budgets for 1983

1. Description

The Language and Orientation Program (LOP) provides an initial intensive course to most new workers. This is followed by a period of half-time study at a work station and then opportunities for continuing part-time study.

Examinations and facilities for brief periods of fulltime, advanced or "refresher" study round out the program and make it more flexible to meet individual and varying UMN needs.

2. Objectives

- a) Continue to provide an intensive language and orientation course to two groups of about 30 new workers each in LOP and follow-up language instruction, examinations, materials etc. throughout UMN projects as needed.
- b) Implement new administrative structure of the LOP.
- c) Continue alternative track for language/culture learning (LAMP).
- d) Implement and multiply ideas and skills brought back by the Principal from his overseas study/training tour.
- e) Strengthen and diversify services to workers in projects.

3. Activities

Continuing: Two LOP terms; services to advanced students in projects and at Language Center; staff recruitment and development; alternative LAMP track.

Starting:- Lengthening of LOP terms from 4½ to 5 months to permit addition of religious and professional component and training in 'learner' skills

- Revising and printing, if possible, the basic course books
- Annual visits to all projects where there is need for language study support by the Principal and/or Language Consultant
- Exploring better systems for measuring oral and written proficiency of language learners (both LAMP track and regular)
- Encouraging and training students whose language learning has slowed or is not complete, through meeting their interests and needs by means of seminars, workshops, and other special or innovative programs so that the standard of language proficiency may continue to rise throughout the mission

4. Evaluation/Research

At its 1984 meeting, the missionwide Language Committee will evaluate the performance and policies of the LOP during 1983 in the light of its longterm and annual plans. The LOP Planning and Management Committee and the Education Board will also make similar evaluations. This will be based primarily on information gathered through an existing system of evaluation which has three components:

General - learners' questionnaires and comments regarding the program as a whole and about the orientation component

Tutors - evaluations of the tutors by learners and supervisory personnel

Learners - examinations, oral and written, at the First and Second levels

In addition, an informal evaluation of the program, among other things, will take place during the annual interview of each worker posted to LOP.

5. Personnel

The Principal will bring into training as many new tutors (about 6 per year) as he deems necessary to assure that the staff of fully trained tutors will meet UMN's missionwide needs. For 1983 the target is 22 tutors, but the combination of tutors and trainees may reach as high as 25 in order to assure that need will always be fully met.

UMN expatriate posts:

* Language Consultant

Orientation Administrator (part-time)

LOP GENERAL FUND BUDGET FOR 1983

	Actuals 1981	Budget 1982	Actuals 6 months	Estimate 1982	Proposed 1983	Inc/Dec over '82
Receipts:						
Fees LOP	267,715	365,000	145,949	300,000	469,400	+104,400
Fees LAMP		48,000	36,308	52,000	55,200	+ 7,200
Sales of books	3,749	4,000	2,216	4,000	6,000	+ 2,000
Miscellaneous	1,185	-	28,149	30,000	2,000	+ 2,000
Gifts for LAMP				70,000	-	-
PCS	23,328	23,607	11,800	23,600	24,000	+ 393
	<u>295,977</u>	<u>440,607</u>	<u>224,422</u>	<u>479,600</u>	<u>556,600</u>	<u>+115,993</u>
Payments:						
Salaries	241,566	298,000	143,549	300,000	386,000	+ 88,000
PCS	23,328	23,607	11,800	23,600	24,000	+ 393
Utilities	5,964	3,000	574	3,000	4,000	+ 1,000
Materials	15,271	25,000	7,429	25,000	26,400	+ 1,400
Rent	22,547	20,000	28,845	31,700	38,000	+ 18,000
Maintenance and repairs	1,478	5,000	49	5,000	2,000	- 3,000
Travel	8,697	16,000	3,037	10,000	16,000	-
LAMP expenses	-	48,000	103,872	115,000	55,200	+ 7,200
Orientation	-	-	3,502	-	-	-
Miscellaneous	11,270	2,000	6,297	8,000	5,000	+ 3,000
	<u>330,121</u>	<u>440,607</u>	<u>308,954</u>	<u>521,300</u>	<u>556,600</u>	<u>+115,993</u>

Estimated deficit 1982

41,700

CAPITAL BUDGET 1983

New Requests:

Language Reference Books and Bookcase	5,400
Orientation Reference Books and Bookcase	10,285
	<u>15,685</u>

EDUCATION SERVICE OFFICE

Plans and Budgets for 1983

I. CULTURE RESOURCE PROGRAMMEProgramme Description

The Culture Resource Worker is to serve as a resource person to UMN personnel or projects on the subjects of Nepali Culture. This can be by means of correspondence, personal discussion, interaction, guidance in a study of special interest, or in something more extensive like a 6-months study of certain factors in a specific area for a project. Since the programme is meant to be a resource, personnel or projects of the UMN can utilize it as they see fit.

Programme Objectives

With the Culture Resource Worker returning halfway through 1983, and the orientation aspect of the LOP being completed to a point where it is more routine, it is hoped that the CRW will be able to begin a wider service to the Mission projects.

Programme Activities

The routine oversight of the Orientation part of LOP will continue; the Culture Resource Library will be further strengthened; and if possible, at least one trip will be made to a project outside the valley to begin the development of a service to the mission as a whole.

Evaluation and Research

Questionnaires sent out to the LOP group as they finish their basic course are used twice a year to evaluate and improve the orientation programme. Evaluation is also carried out at the first EB meeting of each year, in the annual interview with the CRW, and in the Language Committee and LOP Planning and Management Committee.

Personnel

- * Culture Resource Worker

II. MATERIAL DEVELOPMENT PROGRAMMEProgramme Description

The Programme Coordinator will seek to coordinate the work of others in various fields in the mission in Materials Development. An office will serve as a centre for production of material and distribution to workers. The coordinator may also be able to write material in his or her special field, and will encourage others involved in education of any sort to write material for use on a wider scale. Where material is suitable for use by HMG in their own programmes, the UMN will fund only the first production and will hand over the material to HMG for further production.

Programme Objectives

The programme will cooperate with HMG and the UMN projects in preparing materials for use in both formal and non-formal education. There will probably be an increasing emphasis on materials for non-formal education.

Programme Activities:

During the past year, the program assisted in the production of student texts and teachers' guides for the courses taught in the Technical School in Jumla, the production of materials used by the Nutrition Advisor and the Community Development Assistance Project of Lalitpur, and the production of children's literature in Nepali. It is expected that these activities would continue in 1983. During 1983 the Program would expect to produce more materials for use in agricultural extension work and adult literacy education, as the need arises.

Planned evaluation and research:

The work will be evaluated by those who use the materials produced, and their reactions will be noted and used in future developments. In addition, the program will be evaluated by the Education Board and during the annual interview with each worker involved in the project.

Personnel/training:

Posts: 1 Materials Development Coordinator

III. . NON-FORMAL EDUCATION PROGRAMME:

Programme Description:

The programme supports the work of those in teaching/learning situations in other UMN Projects and programmes by working with them to develop non-formal education ideas and methods appropriate to their situation and to help in the adoption of these to improve the effectiveness of their work.

Programme Objectives:

In 1983 the main objectives will be:

- a). To further develop the resources in functional literacy programmes and help those who use these throughout the mission.
- b). With a new ex-patriate UMN worker in the second post, to begin work on more basic questions of non-formal education, to visit projects and learn from them, and to begin to develop resources which will help all our projects.

Programme Activities:

It is hoped that a new full-time ex-patriate worker will begin work early in 1983. The activities will be:

1. Visiting Projects for direct personal contact and for gaining experience and discovering opportunities.
2. Identifying and developing ideas and methods in the non-formal approach to education which are appropriate to UMN Programs.
3. Encouraging the adoption of these ideas where possible.
4. Providing workshops in Kathmandu and elsewhere as is feasible.
5. Encouraging non-formal educators to develop teaching materials and aids of their own.
6. Supplying teaching aids and materials which are unavailable in Projects, as the budget permits.
7. Coordinating the exchange of information between people of similar interest and concerns within UMN relating to non-formal education.
8. Establishing contacts with people in non-UMN organisations who are working in non-formal education.
9. Being personally involved to a limited extent in non-formal teaching.

Evaluation:

There will be no formal evaluation in 1983, with new workers still settling in, but evaluation by feedback and discussion will be a continuous part of the work. The work will also be evaluated in the first E.B. meeting of each year as well as in the Annual interviews with workers.

Personnel:

*1 Non-Formal Education Specialist

IV. CONSULTANT LIBRARIAN:

Project Description:

The consultant librarian will be available to help any UMN or UMN-related library that requests help. Visits may be arranged to these libraries in order to advise or train. Through this service it is hoped to facilitate the use of libraries and to keep an effective channel of communication open, so that library and book needs can be adequately met.

Project Objectives:

The primary objectives of the consultant librarian will be:

- a. Acquisition of library materials
- b. Organization of library materials
- c. Preservation of library materials
- d. Distribution of library materials
- e. Training of others in library skills

Project Activities:

The major activities of the consultant librarian in 1983, will be:

- a. maintaining contact with book aid sources and churches overseas, which send free books and journals
- b. distributing the above-mentioned materials to various libraries and projects, both within and outside the UMN projects
- c. organizing and classifying the library of the nursing school of Shanta Bhawan Hospital
- d. responding to requests for help and information from libraries and other UMN projects
- e. Providing classification schedules for use in UMN libraries. During 1982 the consultant librarian was involved as a consultant at the Tribhuvan University library, and this activity has been terminated.

Planned evaluation:

Continued contact with the libraries served will provide a useful means of evaluation. At the first Education Board meeting of each new year, there will be a discussion of the preceeding year's work in light of the project's long term and annual plans. In addition, an informal evaluation of the project will take place during the annual interview of the consultant librarian.

Personnel/training:

There is one approved post for a Consultant Librarian, and this has been filled since mid-1981. It is possible that as the work develops there would be room for another post.

Posts: 1 Consultant Librarian

GENERAL FUND BUDGET 1983

Gossner
Mission

EDUCATION SERVICE OFFICE

CAPITAL BUDGET FOR 1983

Carried forward:

Materials Development (Jumla) 48,070.

New requests:

Resource materials (CRW) 1,500.
Books (Culture library) 1,500.
Typewriter (CRW) 10,000.
Contingencies (CRW) 1,000.
Materials Development supplies (general work) 10,000.
Duplicator 9,500.

81,570.

Note: The Culture Resource Program has a proposed program budget for its portion of the recurring and capital budgets above. This program is for five years, and is given below for information and approval. This will be regarded as a part of the Education Service Office budget, not as an addition to it. The 1983 portion is already built into the above budgets.

PROGRAM FUND BUDGET FOR CULTURE RESOURCE PROGRAM

	Total	1983 (6 mths)	1984	1985	1986	1987
Recurring:						
Office supplies	12,950.	1,200.	3,000.	3,250.	3,500.	2,000.
Office rent	16,000.	1,500.	3,500.	4,000.	4,500.	2,500.
Travel	20,000.	1,500.	4,500.	5,500.	6,500.	2,000.
Field work	27,000.	-	4,500.	9,000.	13,500.	-
Capital:						
Resource materials -						
Work	14,000.	1,500.	3,000.	3,500.	4,000.	2,000.
Culture library	11,000.	1,500.	2,500.	2,500.	3,000.	1,500.
Furniture -						
Typewriter	10,000.	10,000.	-	-	-	-
Bookshelves	2,000.	-	2,000.	-	-	-
Contingencies:						
Miscellaneous	11,250.	1,000.	2,000.	2,250.	2,500.	1,500.
	<u>124,200.</u>	<u>18,200.</u>	<u>25,000.</u>	<u>31,000.</u>	<u>38,500.</u>	<u>11,500.</u>

APPENDIX 13

CHILDREN'S HOSTEL

Plans and Budgets for 1983

1. Project Description

The Children's Hostel is located in Patan. It is run by an expatriate couple who seek to provide a family atmosphere. It is able to house 4 boys and 4 girls.

2. Project Objectives

It is the objective of the Hostel to provide housing and a "home away from home" for children of UMN workers who are posted outside the Kathmandu Valley but want their children to go to school in Kathmandu.

3. Activities

Existing facilities will be maintained with the two staff employed in the garden and house. Activities within the hostel will continue according to the best judgement of the hostel parents as they care for the boys and girls in residence.

4. Evaluation and Research

Evaluation continues through regular Committee meetings and through contact with the parents as well as the annual interview with the Hostel Parents. Research into future needs for the hostel is an essential and ongoing process.

5. Personnel

Expatriate: 2 hostel parents

GENERAL FUND BUDGET FOR 1983

	Actuals 1981	Budget 1982	Actuals 6 months	Estimate 1982	Proposed 1983	Inc/Dec over '82
Receipts:						
Fees	63,004	78,840	26,610	34,500	43,000	- 35,840
Gifts	21,128	31,460	3,409	43,900	47,000	+ 15,540
Miscellaneous	6,945					
Pers.Contr. Serv.	8,400	8,400	4,200	11,300	13,600	+ 5,200
	<u>99,477</u>	<u>118,700</u>	<u>34,219</u>	<u>89,700</u>	<u>103,600</u>	<u>- 15,100</u>
Payments:						
Salaries	13,484	16,100	9,595	17,000	19,500	+ 3,400
Pers.Contr. Serv.	8,400	8,400	4,200	11,300	13,600	+ 5,200
Food	33,686	46,000	11,017	20,000	25,000	- 21,000
Household	4,448	6,000	948	2,000	3,000	- 3,000
Utilities	7,208	8,400	3,702	8,400	10,000	+ 1,600
Maintenance	1,710	3,000	1,517	3,000	3,000	-
Transportation	3,505	1,800	5	500	500	- 1,300
Rent	16,787	27,000	20,250	27,000	27,000	-
Miscellaneous	2,134	2,000	260	500	2,000	-
Equipment	7,253					
	<u>98,615</u>	<u>118,700</u>	<u>51,494</u>	<u>89,700</u>	<u>103,600</u>	<u>- 15,100</u>

UMN BUSINESS SCHOOL

Plans and Budgets for 1983

1. Program Description

The UMN initiated a two-phase program in light of the need for well-trained Nepalese secretarial staff. The first phase, which was to upgrade the clerical and administrative business skills of UMN Nepalese staff, has been completed. The second phase was to commence in January 1982 but due to a forced sick leave the new commencing date was put forward to May 1982. This phase was to recruit students for a fulltime secretarial science course.

2. Program Objectives

To continue to provide quality training in the area of secretarial science for Nepalese. First to provide the mission with its secretarial staff needs, and the balance of graduates to become available to the community at large.

3. Program Activities

A class carried over into 1983 will terminate on March 15. It is hoped that a new class would be started a month or so later should replacements for present expatriates be found.

4. Planned Evaluation/Research

The school should continue to offer the secretarial science course for the years 1983 and 1984. If this is not feasible due to the lack of teaching personnel then an alternative should be found to meet the course teaching needs. Possibly one partial alternative could be the hiring of a former student who has since gained some practical experience and who could undertake the teaching of typing and shorthand with one expatriate teaching English and Business Procedures. It is hoped that the UMN Treasurer would be able to continue his two weeks (9 hours) of lectures on the Introduction to Bookkeeping Course. In our opinion, the complete course to be given in 1983 should be of a seven months duration rather than the present five. This suggestion is made as we feel the first two months of the course should consist of the upgrading of English only, then five months of the secretarial course.

A feasibility study should be considered around mid 1984 to determine whether or not the market for secretarial needs has been met.

5. Personnel/Training

A reasonably qualified Nepalese secretary was interviewed as a possible teacher for the school. The interview was to no avail due mainly to the interviewee not wanting to leave his present satisfying and well-paying position. He had entertained the thought of teaching at a night school. He would not have been able to handle the necessary English course nor fluently communicate the other courses in the English language.

The present program should be staffed by three fulltime expatriate instructors who are qualified or who have sufficient business experience in Typing, Shorthand, English Language and Business Procedures. One of the three would be shared between the secretarial science course and a separate English language program. The Forkner Shorthand Course is a self-taught one through teacher guidance. It is a scientific combination of longhand letters and a few symbols to form a system of rapid writing. Since it is a simpler method than either Gregg or Pitman it is relatively easy for the E.S.L. students to follow. The duties of one of the staff would also be to administer the school program.

Posts: *1 Secretarial Science Instructor
 *1 Business Studies Instructor
 *1 English Teacher

BUSINESS SCHOOL

PROGRAM BUDGET 1983

	Actual Program budget 1981	Estimated to 13/1/83	Approved budget 1982	Approved budget 1983
Receipts:				
Pers. Contr. Serv.	9,000	42,000	42,000	47,000
Fees, gifts, scholarship	175,336	22,600	22,600	29,700
	<u>184,336</u>	<u>64,600</u>	<u>64,600</u>	<u>76,700</u>

Recurring Payments:

Pers. Contr. Serv.	9,000	42,000	42,000	47,000
Rent	6,219	10,000	10,000	12,000
Utilities (water/tel. etc)	406	1,000	1,000	1,120
Printing/stationery	1,298	500	500	560
Training supplies	3,140	3,000	3,000	3,360
Advertising	-	-	600	1,350
Repairs/maintenance - equipment	1,052	4,200	4,200	5,880
Insurance	-	500	500	560
Postage	-	300	300	340
Security/cleaning service	2,966	3,600	3,600	4,025
Miscellaneous	431	2,400	2,400	2,700
TOTAL RECURRING PAYMENTS *	<u>24,512</u>	<u>67,500</u>	<u>68,100</u>	<u>78,895</u>

Capital Payments:

Furniture/Fixtures	7,477	3,000	3,000	
School equipment	94,047	4,615	4,615	
Text books	196	-	-	
	<u>101,720</u>	<u>7,615</u>	<u>7,615</u>	
BALANCE OF PROGRAM FUNDS	<u>58,104</u>	<u>47,589</u>	<u>46,989</u>	<u>44,794</u>

* First phase of Business School commenced August 1981.

RURAL YOUTH TRAINING PROGRAM

(HMG/N - UMN)

ANNUAL PLANS for 1983 (for 6 months)1. Program Description:

R. Y. T. P. is four years program with HMG/N - UMN which was started on July 1979 and was established in Pokhara area. The RDC-farm is been used as a centre.

It is to be a specialized program which will enable rural youth, 16 - 25 years old school drop-out or not formally educated, to attain the skills, attitudes and habits for developing physical, mental, moral and social standards, as well as creating within them the ability to be economically independent.

R.Y.T.P. is similar to 4H-club work and is a part of Agriculture Extension service. Program is supported by World Neighbors.

2. Program Objectives:

- developing the quality and skill of leadership
- providing opportunity for building character and health
- providing technical knowledge and practice in improved farming and home science skills.
- providing training in cooperative and community activities
- teaching the dignity of labour

3. Program Activities:

To continue:

- ten clubs (15-35) members in each
- most clubmembers will be engaged in individual clubprojects (animals and crops) and encouraged to make compost
- small loans from Club Revolving Fund will be used for projects
- short training for members starting new projects will be given at the Centre or in village
- clubs will be running with different kind of programmes as regular club meetings, home science and agriculture teaching classes, demonstrations, cultural programmes etc.
- follow-up of members, projects and clubs will be done by clubleaders, JTAs and coordinators
- training materials will be prepared
- district 4H-club competition and educational tours will be arranged.

To terminate: UMN assistance in funds and personnel will terminate in June, though part-time help from R.D. Centre will be given later on H.M.G. will continue the program under their leadership.

4. Evaluation:

Program report will be done.

5. Personnel/training:

Expatriate: UMN-program coordinator (full-time 5 months), later on a part time follow-up will be done

Nepalis: HMG-program coordinator/4H-club supervisor and Rural Youth Agriculturist (full-time), 7 JT/JTA as field workers and 10 clubleaders (part-time)

The program management will be handed over to District Agriculture Dev. Office, Kaski., to be a part of its agriculture extension service. Probably UMN will do a part time follow-up and consulting by RDC.

RURAL YOUTH TRAINING PROGRAM

PROGRAM FUND BUDGET 1983

	Program budget	Cumulat. budget to 13/1/1983	Estimate actuals to 13/1/1983	Approved budget 1982	Approved budget 1983
Donor:					
World Neighbors	306,500	273,700	303,800	78,000	20,700
PCS	-	57,200	57,200	16,400	8,200
	<u>306,500</u>	<u>330,900</u>	<u>361,000</u>	<u>94,400</u>	<u>28,900</u>

Receipts:

Donor:					
World Neighbors	306,500	273,700	303,800	78,000	20,700
PCS	-	57,200	57,200	16,400	8,200
	<u>306,500</u>	<u>330,900</u>	<u>361,000</u>	<u>94,400</u>	<u>28,900</u>

Payments:

1. Recurring					
Salaries	42,000	62,700	42,500	15,000	17,700
PCS	-	57,200	57,200	16,400	8,200
Transport	-	19,000	19,000	7,000	14,000
Centre support	140,000	79,000	80,000	25,000	11,000
Club org. & material	19,500	21,500	13,000	5,000	5,000
Training exp.	8,000	36,500	34,000	13,000	7,500
Tr. mater. development	35,000	30,000	15,000	10,000	5,000
Co-oper. store	10,000	10,000	2,000	2,000	-
Miscellaneous	7,000	5,500	2,300	1,000	500
Revolving Fund	45,000	70,000	55,000	-	-
2. Capital					
Motorcycle	-	30,000	-	-	-
	<u>306,500</u>	<u>421,400</u>	<u>320,000</u>	<u>94,400</u>	<u>58,900</u>

Note:

The Program budget year for the donor runs from July to July and this is the latest 1/2 year.

HEALTH SERVICES BOARD

Plans and Budgets for 1983

Following the priorities and direction set out in the HSB Long Term Plan Document, the annual plans for 1983 represent a conscious effort of each programme to express in practical terms how the programme wants to work towards fulfilment of its stated objectives.

The desire for continuity in implementation on one side, and the need for flexibility in responding to new insights and challenges as well as to people and communities at local district and central level, together make up the context within which each programme seeks to find their way.

New and extremely challenging opportunities are represented by the joint HMG/UMN Patan Hospital and the Blindness Prevention and Control Programme, both moving into operation by the beginning of the year, and both expressing UMN's desire to work alongside governmental and non-governmental health care programmes in an integrated way.

Shanta Bhawan Project is moving into history, completing a task well done, yet at the same time with its ideals and commitment finding new expression through the Patan Hospital, the community health and development programmes in Lalitpur and the nursing school emerging as a separate project. In numerous ways it has been evident that the work and witness through the Shanta Bhawan Project have contributed greatly to interpret the purpose of UMN to the people of Nepal and to establish the confidence that is undergirding so many of our present relationships at all levels.

'Integration pains' are being felt in the community health and development programmes, both in relation to structural integration and to integration with governmental programmes and other line agencies at district and local level. Yet the desire to move on and find solutions comes through in the annual plans for each of these programmes and, together with slight structural adjustments in some of the UMN internal committees and boards, the coming year may show new solutions and insights reached in this crucial area.

Evaluation will receive increased attention, mainly through regular monitoring of progress and seeking indicators that also can reflect motivation, attitudinal changes and mutual learning. Coverage and utilisation of the provided services and interaction between health care and other developmental efforts will be other aspects of ongoing evaluation.

It is hoped that negotiations for the renewed UMN Health Projects Agreement will be drawn to completion by the end of 1982, thereby providing more opportunity for interaction with local and district community in the operation and management of the various UMN Health Programmes.

Changes in various leadership posts will again underline the viability of the UMN fellowship, where the burdens, responsibilities and challenges remain, but the shoulders that carry them take on various shapes, numbers and strengths. And in it all the Lord is in control and the body is drawn together in mutual interdependence, support and trust.

HEALTH SERVICES OFFICE

GENERAL FUND BUDGET FOR 1983

	Actuals for 1981	Approved budget 1982	Actuals for 6 months	Estimate for 12 months	Approved budget 1983	Inc/Dec over 1982
Receipts:						
Budget allocation	58,700	43,900	-	43,900	65,350	+ 21,400
PCS	85,356	88,564	44,282.00	88,564	137,000	+ 48,436
Miscellaneous			440.00	440		
	<u>144,056</u>	<u>132,464</u>	<u>44,722.00</u>	<u>132,904</u>	<u>202,300</u>	<u>+ 69,836</u>

Payments:

Salaries	4,667	3,000	610.20	1,200	13,500	+ 10,500
PCS	85,356	88,564	44,282.00	88,564	137,000	+ 48,436
Office supplies/ stationery	2,836	7,000	3,063.75	2,000	7,000	-
Postage	997	750	577.40	1,200	1,500	+ 750
Rent	17,088	8,400	6,917.50	12,000	12,000	+ 3,600
Maintenance/repair	328	1,500	160.00	350	600	+ 900
Travel/transport	6,437	10,500	4,317.40	10,000	15,000	+ 4,500
Seminars/Info.	7,706	10,500	305.15	5,000	12,000	+ 1,500
Utilities	291	250	227.64	500	700	+ 450
Materials develop.	526	2,000	969.50	2,000	3,000	+ 1,000
Miscellaneous	437	-	-	-	-	-
	<u>127,445</u>	<u>132,464</u>	<u>17,148.54</u>	<u>127,814</u>	<u>202,300</u>	<u>+ 69,836</u>

CAPITAL FUND BUDGET FOR 1983

Office furniture	12,000
Typewriter	8,000
	<u>20,000</u>

Posts:

- Health Services Secretary
- *Asst. Health Services Secretary
- Secretary
- Senior Health Consultant
- Nutrition Consultant
- Health Care Consultant
- *Health Care Consultant
- *Health Care Consultant

APPENDIX 17

NUTRITION ADVISER'S PROGRAMME

Annual Plans for 1983

1. Programme Description

To maintain or improve nutritional status in UMN-related population groups (UMN-RPGs) (contact or target groups) by:

- a) increasing awareness and knowledge of nutrition;
- b) increasing knowledge and understanding of nutrition-related behaviours;
- c) maximising positive attitudes to nutrition and nutrition education, among UMN personnel in health and other disciplines

2. Programme Objectives

Priority will be given to:

- a) Assisting in recruitment and/or training nutrition personnel.
- b) Continuing education of Board Appointees especially senior medical staff in collaboration with HSSP and Consultant Team by means of workshop, seminar etc.
- c) Nutrition (and health) education materials production (as far as possible depending on availability of office support staff).
- d) Knowledge of practical nutrition, the effects of nutrition on health status, nutrition-related behaviours, and behavioural change.

3. Programme Activities

Continue: a) Advisory visits to projects as time allows.

- b) Production of nutrition (and health) education materials in cooperation with projects, nutrition cell, non-formal educator and agencies, for distribution by HSSP.
- c) Nutrition (food) surveys and nutrition status surveys (implemented by the projects).
- d) Nutrition (and food) orientation (with LOP and HQ).
- e) Data collection (in collaboration with projects).
- f) Coordination with nutrition cell.

Initiate: a) Food (and health) belief and practice surveys (implemented by the projects).

- b) Continuing education Board Appointees (priority senior medical staff), in collaboration with HSSP and Consultant Team, by workshop, seminar etc.
- c) In-depth orientation Board Appointees in cooperation with orientation programme.

3. Programme Evaluation

- a) Feedback (reports) from projects
- b) Measurement of distributed materials
- c) Nutrition status surveys (implemented by the projects)

4. Personnel

1 Nutritionist

APPENDIX 18

PALPA PROJECT

Plans and Budgets for 1983

A) HOSPITAL

1. Programme Description

Tansen Hospital has been serving the people of West Nepal and adjacent Indian border areas since 1954. There are now 100 beds (including those in the Minimal Care Unit), plus the Outpatient Department. Special facilities include Laboratory, X-ray, Pharmacy, Rehabilitation, Central Supply and Operating Theatre complex, Delivery Suite and MCH Clinic, the administration of which we plan to take over from CHP on Magh 1st.

Ever increasing numbers of patients are already overtaking our outpatient department, and from time to time our inpatient department as well. Special attention is given to TB and Leprosy patients and their follow-up. We plan to increase cooperation with INF in these areas.

2. Programme Objectives

These reflect the objectives of the Long-term Plan of UMN. They include:

- a) The Christian approach of ministry to the whole man.
- b) Justice for the poor, and cost control.
- c) Maximum utilisation of existing resources with growth limitation, not expansion.
- d) Ongoing training, especially 'on the job' for all staff in every way possible, along with a long-term commitment to Nepalisation.
- e) Support of the CHP, especially in view of their proposed move away from the hospital complex in order to be nearer the Government District Offices. This will be added to our three-year plan.
- f) Increasing cooperation with local and central government.

3. Programme Activities

We act at Primary, Secondary and Tertiary health care levels, and this means that we are a referral centre for all types of complex problems, especially surgical ones, from a wide geographical area.

With the increasing numbers of operations each year, our basically good surgical facility is breaking down because much basic equipment is now beyond repair. We plan to restore this at the minimum cost by gradually replacing worn out equipment - in some cases by seeking second-hand items to replace already second-hand ones.

Maintenance continues to be a problem here as well as in other areas of the hospital and compound, with no readily available expert to handle the many emergencies that arise because of frequent breakdowns. We are asking for an expatriate maintenance man who could live on the compound, be available to other UMN projects but based in Tansen, and work alongside our Nepali workshop supervisor rather than be in charge of the workshop.

We plan to continue training Nepali staff in theatre and CSD techniques, but are requesting an expatriate nurse with these skills to help here.

Dentistry has so far been only a small part of our work, but is a recognised problem. There is no properly trained dentist available for the whole of West Nepal. We have decided to combine with CHP in requesting an expatriate dentist to be based in Tansen and to be shared equally between