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UMN - United Mission to Nepal, Protokolle Executive
Committee 1969

MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING

Lucknow, July 9, 1969

AND

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Kathmandu, Nov. 14-15, 1969

Eingezogen

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THE UNITED MISSION TO NEPAL

MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING

Held in Lucknow, India, July 9, 1969.

The occasion for the calling of this special meeting of the Executive Committee was an appeal from the United Mission Medical Center and request for instructions concerning paying of a housing allowance. There is a history in the Mission of rules concerning rent allowance, study of revisions, and applications of these rules. Beginning in January 1969, U.M.M.C. began paying a house allowance to all its employees who were not provided with quarters. The Executive Secretary advised that this action was contrary to the expressed intent of the Mission planning meetings in the fall of 1967 and ought to discontinue, pending further Mission study and ruling. U.M.M.C. then presented a written memorandum to the Executive Committee asking for instructions. In consultation with the President of the Board, it was decided to call a special meeting of the Executive Committee to deal with this subject. Copies of the U.M.M.C. memorandum, together with a second memorandum by the Executive Secretary, were circulated to members of the Executive Committee and to UMN missionaries with a request for study and opinion. U.M.M.C. was requested to send a representative to the meeting.

The meeting was held at Lal Bagh Methodist Church, Lucknow. It opened at 11 a.m. with devotions led by Doctor T. Strong, and closed at 5-30 p.m.

Membership and attendance. Persons were present except as indicated. It was regretted that the representative from U.M.M.C., Dr. W. Anderson, though scheduled to attend, did not arrive at the meeting.

President: Dr. T. N. Strong

Ex-officio members:

Vice-President: Rev. D. Patlia

Mr. J. Lindell

Others: Rev. E. Lowe

Mr. I. Stuart

Miss L. Chipley

Dr. R. Fleming

Dr. C. Kupfernagal

(absent)

Dr. L. C. Joshi

Mr. A. Voreland

Rev. J. Carden (absent)

Dr. W. Gould

Rev. R. S. Bhandare

Co-opted:

(absent)

Dr. W. Anderson

(absent).

SEC(2)-1/69. *Agenda.* It was RESOLVED to accept the Agenda as presented by the Executive Secretary with certain additions.

SEC(2)-2/69. *Housing Allowance.* The subject was introduced by the Executive Secretary who read opinions submitted by various mission projects and individuals. A full discussion followed on all aspects of the subject and various possible solutions. It was RESOLVED:

1. To record our regret that the proposal to include a housing allowance for all employees in the U.M.M.C. proposed budget for 1969 was not adequately presented in the planning meetings of October-November 1968.
2. To record our regret that the proposal was not adequately dealt with in the planning meetings.
3. To record our regret at the consequent failure of the Executive Committee (November 1968) to recognize the inherent implications of this item in the U.M.M.C. budget, and to recognise the fault of the Executive Committee in approving this item as presented.
4. To record our strong disapproval of this deviation from the UMN Policy of Employment. (See Articles 8.b, and 13. a-h).
5. That the UMN Policy of Employment be altered in the following ways:
 - a) Article 8, clause b (Rent Allowance) be replaced in its entirety by the following rule:

"Rent-free accommodation, or, in the place of that, a house allowance of 10% of basic salary, shall be provided to all employees."
 - b) In Article 13 (Policy relating to Quarters for Staff), clauses a, b, c, g, and h shall be deleted, the numbering to be adjusted accordingly.
 - c) These changes shall become effective beginning from January 1970.
6. In view of the fact that U.M.M.C. has been giving a housing allowance since the begin-

ning of 1969, already budgeted for, sanction is given to U.M.M.C. to continue to do so to the end of 1969.

7. The Executive Committee is aware of the need to increase basic salaries, as recommended by several projects, but advises that this Housing Allowance take the place of such a rise at this time.

SEC(2)-3/69. *Mr. & Mrs. Glen Simmonds*, electrician, offered by United Church of Canada Board, with service at Butwal Technical Institute in mind. It was RESOLVED gratefully to accept Mr. & Mrs. Simmonds and family for service in the UMN.

SEC(2)-4/69. *Miss Maureen Bean*, physio-therapist, offered by the Bible and Medical Missionary Fellowship, UK. (Note EC(1)-14/69). It was RESOLVED gratefully to accept Miss Bean for service in the UMN.

SEC(2)-5/69. *Mr. & Mrs. Francis Sauer*. It was RESOLVED to confirm the acceptance of the Sauers taken by Correspondence Vote of April 17, 1969, which read:

“Whereas Mr. & Mrs. F. Sauer, engineer and nurse, have been offered for service by the COEMR, United Presbyterian Church, USA; and whereas there is a need for their service in approved posts in the Butwal Technical Institute and they qualify for such, it was RESOLVED to gratefully accept Mr. & Mrs. Sauer for service in the UMN.”

SEC(2)-6/69. *Posts Needing Appointments*. For information, and implementation when possible, attention was called to the following posts which will need to be filled in due time:

- a) Executive Secretary, present term up in March 1970.
- b) Medical Superintendent of UMMC, present term is for March 1968 to March 1971.
- c) Co-ordinator of Health Services: a new post to be filled.
- d) Co-ordinator of Education: a new post to be filled.
- e) Kathmandu Area Superintendent, term expires March 1970.

Discussion followed. The Executive Secretary, Mr. J. Lindell, asked that he not be considered for reappointment. It was RESOLVED to appoint Dr. T. Strong (Chairman) and Rev. E. Lowe to constitute a committee to lead in the consideration and nomination to the post of Executive Secretary.

SEC(2)-7/69. *Girls' High School Supplementary Plan and Budget.* For about four years the Girls' High School in Kathmandu has been undertaking a large 'Improvement Plan' which has consisted of buying the property and constructing several new buildings. At this stage the open land to the north side of the compound has been offered for sale. After study, the School has proposed that this land, of about 5-6 ropanis, be bought, to protect the school from close neighbours, to give water drainage and sewage outlet area, and to allow for possible future expansion.

It was RESOLVED to approve the purchase of this land and an implementing capital budget of approximately Rs. 60,000.

SEC(2)-8/69. *Replacement of Finance Committee.* Noting with regret the vacancy left on the Finance Committee because of Rev. John Carden's inability to serve, having been transferred to U.K., it was RESOLVED to appoint Dr. T. Strong to fill this vacancy on the Finance Committee.

SEC(2)-9/69. *Replacement on the Executive Committee.* Since Rev. John Carden has had to leave membership in the Executive Committee, it was RESOLVED to fill this vacancy by appointment of one of the following persons, in the order of priority given: Dr. E. DeVol, Rev. J. Story, Rev. F. C. Jonathan. (Bye-Laws V, A, 4).

SEC(2)-10/69. *Thanks.* A sincere vote of thanks was expressed to the Lal Bagh Methodist Church and to its pastor, Rev. E. Bittenbender, for kindly letting us use their fine meeting room and for hospitality and encouraging friendship.

Closing. The meeting was closed with prayer.

THE UNITED MISSION TO NEPAL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held in Kathmandu, Nepal, November 14-15, 1969.

The meeting was held for two full days in the 'meeting room' of Salisbury Bungalow, Shanta Bhawan Hospital, Kathmandu. The opening session was called to order by the President at 9 a.m. on Friday, November 14th. Sessions were held each day from 9 until noon, and from 1-30 to 6 p.m. with breaks for morning coffee and afternoon tea. The final session on the second day closed at 5 p.m.

Devotions. The President, Dr. Trevor Strong, led in opening devotions on the first day, speaking on the conversation of the lepers in the Assyrian camp at the siege of Samaria. We can learn from them in their assessment of their situation, their sense of urgency to their task, and their determination to act. On the second morning Rev. Bhandare led in devotions, speaking from John 15: 16 on Christ's call to bear fruit.

Membership and attendance. Members were present except as indicated:

<i>President:</i>	Dr. T. N. Strong	<i>Ex-officio members:</i>
<i>Vice-President:</i>	Rev. D. Patlia (absent)	Mr. J. Lindell
<i>Others:</i>	Rev. E. Lowe Miss L. Chipley (absent) Dr. C. Kupfernagel Dr. L. C. Joshi Dr. W. E. DeVol Rev. R. S. Bhandare	Mr. L. Stuart Dr. R. L. Fleming Dr. P. M. Dodson
		<i>Co-opted:</i> Mr. A. Voreland

Visitors: On the second day the following persons were welcomed and attended most of the sessions:

Rev. Boyd Lowry, Associate Executive Director,
Southern Asia Department, NCCC, USA.

Rev. Christian Berg, Director of the Gossner Mission,
Berlin.

Agenda. The agenda of 50 items as prepared by the Executive Secretary was approved.

EC(3)-1/69.

Minutes of the Special Executive Committee, held in Lucknow, India, July 9, 1969, had been circulated shortly after the meeting. It was RESOLVED to approve these Minutes with the following corrections:

- 1) In the introductory paragraph a sentence in the middle should read: "The Executive Secretary advised that this action was contrary to the UMN Policy of Employment Rules, and did not follow the expressed intent of the Mission planning meetings in the fall of 1967, and ought to discontinue pending further Mission study and ruling."
- 2) In Minute SEC(2)-2/69 concerning Housing Allowance, item 5.b), related to changes in the UMN Policy of Employment, should read as follows in total corrected form:

"In Article 13 (Policy related to Quarters for Staff), clauses a, c, d, e, f shall be deleted, the numbering to be adjusted accordingly."

EC(3)-2/69.

Confirmation of Correspondence Vote on General Agreement. It was RESOLVED to confirm and record the following action taken by correspondence vote, dated September 23, 1969:

Subject: Acceptance of the draft General Agreement with H.M.G.

"Whereas negotiation for the extension of the General Agreement between His Majesty's Government of Nepal and the United Mission to Nepal have led to a proposed draft Agreement from H.M.G. received on July 13, 1969, and whereas clarifications from officials and discussions among Mission personnel have led to a concensus of opinion favouring acceptance of the draft, it is RESOLVED that the UMN approve the draft proposal with the understandings that agriculture work may be continued in agreement with the concerned Department, that the UMN cannot be responsible for the extra-curricular activities of its national employees, and that the Executive Secretary be instructed to sign the Agreement in behalf of the Mission."

PLANS AND BUDGETS FOR 1970

In keeping with the usual pattern of planning, proposed Plans and Budgets had been drafted by each of the Projects, and consolidated budgets by the UMN Treasurer. These had been studied and recommendations made by the three-day Administrative Committee meeting on October 6-8. Similarly the Finance Committee had studied and made recommendations concerning budgets and financial matters, in its meeting of Nov. 13. On the base of this considerable pre-study and recommendations, the Executive Committee carried out its work and took the following actions with regard to the work of the mission for the year or years ahead.

EC(3)-4/69. *UMN Headquarters.* Considerable discussion was given to the subject of functional secretaries. See next Minute. The proposed Plans and Budgets for 1970 were considered, together with concerned recommendations from supporting meetings. It was RESOLVED to approve the Plans and Budgets for 1970 incorporating the changes proposed by the Administrative Committee (see App. O, AC-9/69), revising that which has to do with functional secretaries in keeping with the next Minute. The approved form of the 1970 Plans and Budgets appear as Appendix A to these Minutes.

EC(3)-5/69. *Functional Secretaries.* Note was taken of our on-going attempts to evolve improved personnel structures for mission administration. Discussion was given to the subject, noting the last Board action to appoint functional co-ordinators (BM-15/69), and the recent recommendations of the Administrative Committee concerning Headquarters personnel (see Proposed Plans and AC-8/69). It was RESOLVED to take the following action at this time, which includes a revised form of the Board action concerning Co-ordinators taken last March (see BM-15/69):

1. That the posts of Area Superintendents continue, and that we approve of the three posts of Functional Co-ordinators but that we now call them Secretaries, as follows:

Secretary for Agriculture: Mr. M. Francis
(appointed BM-15/69).

Secretary for Education: Mr. H. Barclay,
(appointed in Minute EC(3)-48/69 of this
meeting).

Secretary for Health Services: No appointment made as yet.

2. Duties. Within his functional field, the Secretary shall serve in an advisory capacity as follows:
 - a) Become acquainted with the work of HMG and other agencies and liaison with them in behalf of UMN.
 - b) Advise and assist in the planning of the UMN's work, both in local projects and mission-wide.
 - c) Advise and assist HQ administration in personnel matters making recommendations to the Executive Secretary, particularly on appointments.
 - d) Advise and assist concerning supplies and equipment where needed.
 - e) Assist in public relations in Nepal and to Mission constituencies.
 - f) Further assist the implementation of the work of the Mission in ways that may be assigned to him by the Executive Secretary.
3. Relations.
 - a) He shall be responsible to the Executive Secretary in his work.
 - b) He shall serve, for the time being, as a co-opted member of the Administrative Committee, the Executive Committee and the Board of Directors.
4. That we recognise that we are in a process of trial and change in this matter, and we may in time make more changes in the posts and relationships of Area Superintendents, Project Directors, and Secretaries.

EC(3)-6/69. *Tansen Area.* The proposed Plans and Budgets were studied together with the recommendations concerning them from supporting meetings. It was RESOLVED to approve the Plans and Budgets for 1970, incorporating into them certain changes and instructions, some of which were recommended by the Administrative Committee (see AC-10/69), some by the Finance Committee (see FC(2)-2/69), and some originating in this meeting. The appropriate Minutes of the supporting meetings

should be noted in this connection. The approved 1970 Plans and Budgets appear as Appendix B to these Minutes.

EC(3)-7/69. *Butwal Technical Institute.* It was RESOLVED to approve the Plans and Budgets for 1970 as presented, together with the recommendations concerning them given by the Administrative Committee (see AC-13/69). They are presented in approved form as Appendix C to these Minutes.

EC(3)-8/69. *Pokhara School.* UMN is one of three co-operating members in the management of this school, through its School Board. For information a review was given of the plans and budgets of the school for next year. UMN has responsibility for its own personnel in this project, and plans and budgets for this 'UMN Pokhara Project' were presented. It was RESOLVED to approve of the Plans and Budgets for 1970 as presented, incorporating changes as recommended by the Administrative Committee (see AC-14/69). In revised and approved form they appear as Appendix D to these Minutes.

EC(3)-9/69. *Gorkha Project.* The proposed Plans and Budgets for 1970 were studied. It was RESOLVED to approve the 1970 Plans and Budgets with the following revisions:

1. That the post of Maintenance Man be written into the Plans and that he be instructed to train such nationals as are needed to take over his work.
2. That the plans for UMN co-operation in the Jaubari School conform to the previous action of the Executive Committee; see EC(2)-6/69.
3. To note the urgent need for building help in Luitel.
4. That any plans concerning adult literacy work in the Project will have to be undertaken according to the arrangements of the UMN Adult Literacy Education Program; see EC(1)-53/69.
5. That the recommendations of the Administrative Committee be worked into the Plans and Budgets. See AC-15/69.

The approved Plans and Budgets for 1970 appear as Appendix E to these Minutes.

EC(3)-10/69. *United Mission Medical Center* (Shanta Bhawan Hospital). The Plans and Budgets for 1970 were presented. It was noted that the new Board of the Hospital has met twice and has approved of these Plans and Budgets, and that it has taken in hand to continue the building program which had been carried under the instruction of the UMN Board. It was RESOLVED to take the following actions:

1. To note with satisfaction the working of the new Hospital Board, and to approve the Plans and Budgets for 1970 which had been approved by the Hospital Board and forwarded to this Committee for action. They appear as Appendix F to these Minutes.
2. To note with satisfaction the decision of the Hospital Board to continue with the building program which had been approved and instructed by the UMN Board; noting also the intention of the Hospital to do its best to meet, from its own resources, the added costs of house rents during the transition period. See FC(2)-2/69.
3. Since the Hospital Board is now functioning, the responsibility and authority for appointing the membership and terms of reference of the Building Committee and the Ways and Means Committee for the new hospital building program be given to the Hospital Board as from this meeting.

EC(3)-11/69. *Kathmandu Valley District Clinics*. The proposed Plans and Budgets for 1970 were considered, together with recommendations from supporting meetings. It was noted that Dr. Bethel Fleming, Director of the Project, is retiring March 1, 1970, and that Dr. J. Moody is expecting to replace her in this work. It was RESOLVED to approve of the Plans and Budgets for 1970 as presented, together with the recommendation of the Finance Committee concerning increased fees (see FC(2)/69). The approved Plans and Budgets appear as Appendix G to these Minutes.

EC(3)-12/69. *United Mission Girls' High School*. The proposed Plans and Budgets for 1970 were considered, together with recommendations from supporting

meetings. It was advised that the decision to purchase and add a piece of land on the north side of the school property (see SEC(2)-7/69) be written into the Plans for 1970. It was RESOLVED to approve the Plans and Budgets for 1970 as presented and the recommendation of the Finance Committee concerning study of increased local income (see FC(2)-2/69). The approved Plans and Budgets for 1970 appear as Appendix H to these Minutes.

EC(3)-13/69. *Bhatgaon Hospital.* The proposed Plans and Budgets for 1970 were considered, together with recommendations from supporting meetings. Attention was especially given to the very full description of the proposed building plans to be undertaken in four stages. In the meeting a Modified Plan was also presented, which divided stage I into two parts. It was RESOLVED to approve the Plans and Budgets for 1970 and ongoing with the following modifications and instructions:

1. The Committee expressed satisfaction that the Hospital has made general over-all plans of the development of the grounds and of the hospital, with the idea that any single steps of expansion should fit into the larger over-all master scheme.
2. That the Modified Plan be substituted for the proposed plans, especially Stage I in A and B parts; that this modified Stage I Part A be approved for implementation at this time; that Stage I Part B (mainly the theatre unit) be postponed until such time as the volume of surgery may grow and require it; that Stages II, III and IV are not approved at this time, but are to be received for use in future planning.
3. That the building costs for Stage I Part A, approved for implementation, be reduced by 30%.
4. That the recommendations of the Finance Committee concerning the recurring budget be approved; see FC(2)-2/69.

The approved Plans and Budgets for 1970 appear as Appendix I to these Minutes.

EC(3)-14/69. *Okhaldhunga Project.* The proposed Plans and Budgets for 1970 were considered. It was RESOLVED to approve them as presented. They appear as Appendix J to these Minutes.

EC(3)-15/69. *Far West Nepal.* The recommendations of the Administrative Committee were noted (See AC-11/69). In view of working under our new General Agreement, and in view of the possibility of co-operation and assistance programs, and noting that HMG Director of Health Services has suggested that the UMN supply a doctor for the hospital in Siliguri Doti for approximately three years while the present doctor is on study leave overseas and favours the UMN making a visit to survey the situation, it was RESOLVED that the Executive Secretary be asked to arrange for a survey trip and that he seek Dr. Iwamura for such a trip, and that if possible the survey include various points of West Nepal, including Siliguri Doti, with a view to possible places and kinds of co-operative assistance work which the UMN might undertake with HMG.

EC(3)-16/69. *UMN Public Health Program.* The proposed Plans and Budgets for 1970 were considered together with recommendations from the Administrative Committee (AC-12/69). It was RESOLVED to approve the Plans and Budgets as presented. They appear as Appendix K to these Minutes.

EC(3)-17/69. *UMN Agriculture Department.* The proposed Plans of work over-all in the Mission were considered. Budgets for such work appear as integrated into the budgets of the Projects where they are connected. It was RESOLVED to approve the Plans for 1970, with the understanding that the work will have to adjust and develop in keeping with what can be worked out with HMG under the new General Agreement understandings. The Plans for 1969 appear as Appendix L to these Minutes.

EC(3)-18/69. *Finance Committee Report and Recommendations.* Rev. Eric Lowe, Chairman of the Finance Committee, presented the report and recommendations of the Committee. These were considered as they relate to appropriate places in the proposed Budgets for 1970. It was RESOLVED to receive with thanks the Report and Recommendations of the Finance Committee (November 13, 1969), (see

Appendix N), and to approve all the Recommendations given except these which, in their appropriate places, are indicated as not approved. The Minutes of the Finance Committee appear as Appendix N to these Minutes.

EC(3)-19/69. *UMN Treasurer's Consolidated Budget.* The Treasurer presented the consolidated budget for 1970. It was noted that work grant askings from each member mission is based on a minimum-for-each-worker sum of Rs. 4,800; and that this is a strictly cash budget of income and outgo, without reckoning on any year-end balance or other source. It is dependent on receiving what has been asked from the member bodies. Adjustments were made to this consolidated budget in keeping with revisions made in project budgets. Gratitude was expressed for sufficient income to meet the approved expenditures, with a reserve fund. It was RESOLVED to approve the Treasurer's Consolidated Budget for 1970, as revised, and it appears as Appendix M to these Minutes.

EC(3)-20/69. *Policy Statement.* Following on Board instructions and work on it in various meetings, the Administrative Committee presented a 'Policy Statement' which seeks to give guidelines for work planning and future trends in management and ownership. It was RESOLVED to receive this draft Statement and to request the Executive Secretary, assisted by Mr. Hoftun and Mr. Ruohoniemi, to prepare this in an enlarged paper and circulate it to members in advance of the next Board meeting for consideration by the Board.

EC(3)-21/69. *Workers in Co-operation Programmes.* The possibility of seconding UMN workers to engage in co-operative service in non-UMN agencies is opening to us and requires care and attention. It was RESOLVED:

1. That workers in Co-operation Programmes should be responsible to an appropriate Functional Secretary or Area Superintendent or Project Director, with the relationship defined, and that this officer will arrange for the terms of housing, salary, tools, discipline etc., and seek to provide support, guidance, communica-

tion, encouragement and fellowship to the worker.

2. That the Executive Secretary lead in preparing further guidelines for workers in this kind of work, circulate UMN officers for further editing of this statement, and then present it to the next Executive Committee for consideration.

EC(3)-22/69. *Scholarship Committee.* In consideration of the recommendation of the Administrative Committee (AC-5/69), and in order to provide for improved professional leadership in the future, it was RESOLVED:

1. That the terms of reference of the UMN Service Scholarship Committee be enlarged to include people who are not working in the Mission, but who could be given Scholarships under bond for further education and possible service in the Mission, and that the Scholarship Committee frame the necessary guideline rules for information.
2. That the Service Scholarship Committee be asked to prepare and forward to the Executive Committee for information the guidelines and rules under which it is currently conducting its work.

EC(3)-23/69. *Language Study and Orientation.* Consideration was given to recommendations from the Administrative Committee (AC-6/69) for the benefit of language study, and to a similar but more comprehensive paper by the Language Supervisor, Rev. S. Burgoyne, covering Language Study and Orientation. Following discussion, it was RESOLVED to approve the following updated, revised and comprehensive set of guidelines and rules on this subject (see BM-28/62 and AC-6/69 for background):

1. The UMN Constitution defines one of the duties of the Executive Secretary to be: "He shall be responsible for the direction of language study and examinations" (Bye-Laws VII.C.11). This is carried out by the appointment of an HQ staff member as Language Supervisor, by the appointment of a Language Committee, and by Language Supervisors in the projects.

2. There shall be set up at Headquarters a Language and Orientation Center which shall provide facilities for accommodation of students and their study.
3. When possible a full-time Language-Orientation Supervisor shall be appointed. Until then a part-time Supervisor shall be appointed who shall be responsible for all matters of language study and orientation, including working with the Language Committee and the station language supervisors. The Language Committee shall deal with matters of courses, tests, examinations, study of other languages, rules, etc.
4. All new short-term workers (who are to serve from 2 to 3 years) shall attend a 3-months language and orientation course, to be followed by a suitable test. Such workers shall be encouraged to continue their studies on their own initiative, and supervisors shall assist as far as possible. Short-term workers coming out for a second term shall attend a six-weeks refresher course as soon after their return from furlough as is convenient for the Language Center.
5. All new long-term workers (who expect to serve for more than a 3-year term) shall attend a 4-months language and orientation course on arrival in Nepal.
6. Two language courses shall be planned each year, beginning February 1st and August 1st, and new workers shall be required to arrive in Nepal in late January or late July in order to begin at the right time. The service of new workers shall normally be considered as beginning at the commencement of the language course. If workers arrive at a time when enrolment is difficult, it may be necessary to assign them elsewhere until a new language course begins. In such cases UMN shall not be responsible for internal travel expenses.
7. An important part of the course shall be a series of orientation lectures, including the topics of religion, culture, mission policies, and health practices. A library of orientation reading materials shall be provided.

8. Long-term workers shall be required, after finishing their initial 4-months study, and in their work assignment, to continue their language study, their work being so arranged by their supervisors that they have four hours daily for language study during the balance of the first year of service. All Board Appointees shall be required to take the First and Second Year Nepali examinations arranged by the Language Committee. It is expected that workers will aim to sit for the First Nepali examination approximately twelve months after arrival in the country.
9. After passing the First Nepali examination, workers shall continue language study, being allowed two hours off from regular duties daily during the second year of service for this. At a time convenient for their work, and in preparation for the Second Nepali examination, they shall have two months full-time concentrated study, either at the Language Center or elsewhere, by arrangement with the Supervisor.
10. It shall be the responsibility of new workers who have children to arrange for their care in such a way that adequate attention can be given to language study during the four months course.
11. The Language Center Supervisor shall control the hourly rate and schedules of the teachers and students, and shall present monthly bills to the students or their Mission treasurers. Language expenses shall be paid by the students according to their parent society rules. The hourly rates and a small overhead surcharge shall be calculated to cover the total expenditure for teachers, classes, and individual tuition. Courses and textbooks shall be charged to the students. While the principle shall apply that language study costs are to be borne by the students, the UMN shall pay for any 'lean times' in order to tide over and maintain continuity in language teachers and facilities.
12. New workers should be informed of language study arrangements and rules before they come to Nepal, insofar as possible, along with other briefing materials.

EC(3)-24/69. *Annual Vacation Leave.* Recommendations from the Administrative Committee were considered concerning changes in annual vacation leave for the first and second year. It was RESOLVED to continue the practice of existing rules which includes 5 weeks annual leave each year and non-accumulation of leave into another year. (For rules see Bye-Law IX.F.).

EC(3)-25/69. *Medical Workers Conference.* The recommendation from the Administrative Committee was considered concerning study of UMN health services and the holding of a medical workers' conference. It was RESOLVED to approve of the recommendation made (see AC-23/69), with the following added guidelines:

1. That preliminary work be done on this subject by including a medical workers meeting at the coming Workers Conference.
2. That an expert be invited to Nepal to study the situation and our current work in it, and to attend the proposed conference.
3. That the proposed Health Services Secretary take the lead in arranging for this study and conference.
4. That the Conference be held.

EC(3)-26/69. *Housing Allowance.* The Special Executive Committee meeting held in Lucknow in July 1969 dealt with this subject. That decision came under disagreement in part at the Administrative Committee and a recommendation proposes that it be changed. See AC-25/69. Following discussion it was RESOLVED that in this item the principle of uniformity of Rules and Employment be set aside and that the decision of the Lucknow Special Executive Committee meeting (SEC(2)-2/69, 5, a) be modified to allow each Project to decide on its own whether or not it will give the approved 10% Housing Allowance, and to budget accordingly.

Personnel Matters

EC(3)-27/69. *Offers of Service under correspondence.* Preliminary information was given concerning several candidates who are being offered for possible service

with the UMN. Gratitude was expressed for these inquiries and the Assistant Executive Secretary was instructed to encourage each case and continue correspondence until each case is mature and can be presented to the Executive Committee for action. These offers and inquiries concern:

Miss Barbara McLean, teacher, Baptist Missionary Society.

Drs. Thomas and Cynthia Hale, B.M.M.F., USA.

Mr. & Mrs. Robert Morris, B.M.M.F., Canada.

Miss Audrey Maw, nurse, B.M.M.F.

Two under consideration with the General Assembly, UCNI.

EC(3)-28/69. *Mr. & Mrs. Bjorn Brekke*, 'Deacon' and nurse, offered by the World Mission Prayer League, Norway Branch. It was RESOLVED gratefully to accept Mr. & Mrs. Brekke for service in the UMN.

EC(3)-29/69. *Miss Margaret McCombe*, Regions Beyond Missionary Union, teacher, Gorkha Project, due for furlough in December 1969. RESOLVED to express thanks for service and to welcome her return after furlough.

EC(3)-30/69. *Mr. & Mrs. Ron Mowll*, Church Missionary Society, UK, Civil Engineer in UMN Building Department. Possible furlough in spring 1970. RESOLVED to express thanks for service and to welcome their return after furlough.

EC(3)-31/69. *Miss Beth Brunemeier*, Woman's Union Missionary Society, nurse in Gorkha Project, leaving for early furlough in December 1969. RESOLVED to express thanks for service and to welcome her return after furlough.

EC(3)-32/69. *Miss Shirley Snell*, B.M.M.F., medical social worker at Shanta Bhawan Hospital, Kathmandu, furlough due December 1969. RESOLVED to express thanks for service and to welcome her return after furlough.

EC(3)-33/69. *Mr. & Mrs. Francis Sauer*, United Presbyterian Church, USA, Assistant Director at B.T.I., went on furlough August 1969 for 4 months. RE-

SOLVED to express thanks for service and to welcome their return after furlough.

EC(3)-34/69. *Drs. Peter and Alice Fischer*, Committee for Service Overseas, Germany, terminating their three-year term of service on the staff of Shanta Bhawan Hospital, Kathmandu in early 1970. It was RESOLVED to express sincere appreciation for their devoted service and desire for God's blessing as they return to their homeland.

EC(3)-35/69. *Canon and Mrs. Samuel Burgoyne*, United Methodist Church, USA, Assistant Executive Secretary at Headquarters, offering to extend an initial 3-year term to five years, with a 4 months furlough in mid-1970. RESOLVED to express thanks for service and welcome to return after furlough and complete an extended term of 5 years.

EC(3)-36/69. *Miss Valerie Dunstan*, R.B.M.U., Australia, nurse, served in Okhaldhunga dispensary and went on furlough. Note was taken of the fact that for health reasons she is unable to return to service and has terminated her connections with the UMN. It was RESOLVED to express regret at Miss Dunstan's inability to return to the UMN, and to pray God's care, healing and blessing on her in her continuing life and service in her homeland.

EC(3)-37/69. *Miss Maureen Jackson*, Central Asian Mission, nurse, who went on furlough in January 1969, was married and became Mrs. Richard Chapman, and has resigned from membership in the United Mission. It was RESOLVED to accept this resignation and wish God's blessing on the couple.

EC(3)-38/69. *Executive Secretary*. The term of Mr. J. Lindell in this office expires in March 1970. At the last Executive Committee meeting Mr. Lindell had requested that he not be considered for re-appointment, and Dr. T. Strong, with Rev. E. Lowe, were appointed to lead in a consideration of this matter (see SEC(2)-6/69). Dr. Strong reported his findings. Following discussion it was RESOLVED to recommend that Mr. Lindell be re-appointed to serve in this office until a suitable replacement be appointed, that a replacement be

sought, and that Rev. Frank Wilcox be asked to take this call and appointment.

EC(3)-39/69. *Kathmandu Area Superintendent.* Dr. R. L. Fleming, who has held this post for many years, will retire from service with UMN in March 1970. In view of this coming vacancy, it was RESOLVED to recommend that Canon S. Burgoyne be appointed as Kathmandu Area Superintendent.

EC(3)-40/69. *Gorkha Area Superintendent.* The term of Mr. H. Barclay in this office expires in March 1970. It was RESOLVED to recommend that he be appointed to another term of service in this office.

EC(3)-41/69. *Medical Director, Okhaldhunga Project.* Since this post has fallen vacant, it was RESOLVED to appoint Dr. Gordon Woodman as Medical Director of the Okhaldhunga Project, for a three-year term, beginning from this meeting.

EC(3)-42/69. *Medical Director, Gorkha Project.* The term of Dr. Helen Huston in this post expires at this time. It was RESOLVED to appoint Dr. Huston to another term of 3 years as Medical Director in the Gorkha Project, beginning from this meeting.

EC(3)-43/69. *Medical Director, Bhatgaon Hospital.* The term of Dr. Denis Roche in this post expires at this time. It was RESOLVED to appoint Dr. Roche for another 3-year term as Medical Director of the Bhatgaon Hospital beginning from this meeting.

EC(3)-44/69. *Medical Director, United Mission Medical Center.* Dr. W. Anderson, who currently holds this post, will retire from service with the UMN in 1971. Dr. Trevor Strong was proposed as a possible nominee for this office. Since he is Chairman of the Executive Committee, he retired from the meeting during this discussion, and Dr. Joshi was elected to chair during this agenda time. It was RESOLVED to call Drs. Trevor and Patricia Strong to join the UMN, and to ask Dr. Trevor Strong to accept appointment to the post of Medical Director of United Mission Medical Center, with the understanding that this matter concerns also his hospital in Raxaul and his Mission, the Regions Beyond Missionary Union, and that they should be involved in consideration of this request.

EC(3)-45/69. *Director, Butwal Technical Institute.* The term of Mr. Odd Hoftun in this post expires at this time. It was RESOLVED to appoint Mr. Hoftun to another term of 3 years as Director of the Butwal Technical Institute, beginning from this meeting.

EC(3)-46/69. *Headmistress, UMN Girls' High School.* Miss Elizabeth Franklin, who currently holds this office, will retire from service in the UMN in mid 1970. It was RESOLVED that, since no successor could be nominated at this time, special attention should be given to seeking a successor and making an appointment as soon as possible.

EC(3)-47/69. *Health Services Secretary.* This is an approved post to be filled. No nomination was made, so action will be deferred while study of the matter continues.

EC(3)-48/69. *Education Secretary.* It was RESOLVED to appoint Mr. Howard Barclay as Education Secretary for a term of 3 years to begin with this meeting.

Other Business

EC(3)-49/69. *Mrs. Jamuna's Provident Fund money.* In consideration of the request of UMMC for ruling (MB-20/69.D.), it was RESOLVED to grant to Mrs. Jamuna (former UMMC employee) the UMN share of her Provident Fund. It was further RESOLVED to recommend to the Board that the rules of the Provident Fund be amended to allow each Project to authorise the Provident Fund Treasurer to grant the payment of the UMN-given share of the Provident Fund to an employee who has terminated service, in ordinary cases; extraordinary cases to still be referred to the Executive Committee.

EC(3)-50/69. *UMMC Leasing Property.* Attention was called to the UMMC Constitution ruling that leasing of property by the hospital must be authorised by the UMN Board (Article V.C.2), and that the Executive Secretary has advised the UMMC to go ahead and lease a particular property and that he would report the matter to the Executive Committee for confirmation. It was RESOLVED to approve of this action taken, and to recommend that Constitution be amended so as to allow a Project itself to

lease property as it decides and to forward a copy of the lease to UMN Headquarters office.

EC(3)-51/69. *UMN Film.* It was reported that instructions given in EC-50/68 to make a film is being implemented and the finished product should be in hand this year.

EC(3)-52/69. *Briefing for Candidates to UMN.* It was reported that instructions given in EC-34/68 to prepare a written Briefing to be used by member bodies in dealing with prospective candidates for UMN have been complied with and the document circulated. This should be revised on occasion as needed.

EC(3)-53/69. *Overall Agricultural Planning.* It was reported that instructions given in EC-52/68 concerning study and planning of UMN agriculture work and the calling of a conference have been carried out.

EC(3)-54/69. *Study of a Nepal-Foreign Country Agreement.* See EC-56/68. There was nothing to report and the instruction is carried forward.

EC(3)-55/69. *Study of General Future Trends.* The instruction in EC-58/68 has been implemented in the work being done on the 'Policy Statement.' See Minute 20 of this meeting.

EC(3)-56/69. *A need of housing.* There was nothing to report on the instruction given in EC-59/69 concerning Housing, and the instruction is carried forward.

EC(3)-57/69. *Draft Amendments to the UMN Constitution.* The instructions given in BM-20/69 concerning amendments to the UMN Constitution are being prepared for submission to the Board. It was reported that similar work on revision of the UMMC Constitution is going on and will be submitted to the UMN Board for consideration.

EC(3)-58/69. *Offer of work in Domiciliary TB.* The offer of assistance in domiciliary TB work by Dr. Joshi in behalf of the Methodist Church in Southern Asia (see BM-26/69) continues to be under study.

EC(3)-59/69. *Dates of Meetings.* The following dates for meetings already fixed were noted:

Workers' Conference in Kathmandu, February 26—March 3, 1970.

Finance Committee in Kathmandu, March 31, 1970.

Executive Committee in Kathmandu, April 1—2, 1970.

Board of Directors in Kathmandu, April 2—3, 1970.

(The latter two shall have $1\frac{1}{2}$ days each).

EC(3)-60/69. *Vote of Thanks.* It was RESOLVED to express sincere thanks to the United Mission Medical Center, and to the UMN Headquarters, as well as to others, for providing very suitable accommodations for the meeting and for the care of the Executive members.

APPENDIX A UMN Headquarters

PLANS AND BUDGETS FOR 1970

It is the plan of Headquarters to continue to undertake the duties assigned to it up till now. These include administrative leadership, language study supervision, supply service, treasury, business, office service, home, etc. We select the following parts to give special definition, with some items of proposed change and proposed increase and development.

Personnel.

We propose the following posts to be filled by Board Appointees, or otherwise as indicated, with some persons who are attached administratively to Headquarters:

Executive Secretary

Assistant to the Executive Secretary (also Chaplain and Personnel Secretary)

Treasurer

Supply Officer

Office Secretary

Home Housekeeper (new appointee in 1970)

Building Department Engineer, plus other staff to include—

Furlough replacement for R. Mowll beginning January 1970

Site Engineer for the Pokhara job

Business Manager for the Pokhara job

Assistant Builder for the Pokhara job

Draftsman for the Kathmandu office

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

Supervisor for Hostel for Missionaries' Children

Qualified Auditor

Secretary for Agriculture, Secretary for Education, Secretary for Health Services

Possibly persons seconded to Assistance Programs will be attached to HQ in some instances.

Physical Facilities:

1. We continue to plan to purchase HQ property. We ask for permission to use rent money toward the purchase until such time as designated capital grants complete the purchase price.

2. We propose to construct new buildings on this property to serve HQ's increasing functions. They will be the following: complete the unfinished shell for the Executive Secretary's residence; construct two family dwellings, one of which could be used by two single persons if desired, mainly for temporary residence as language students; two language study rooms; one library-committee room; one large luggage store-room; five office rooms; three garages; laundry; with furniture throughout. We need more items of furniture in existing home and office, and for quarters to be rented. All of these additions are included in the capital budget.

3. As a policy we would plan to house the Executive Secretary and the Home Housekeeper in the HQ property, but house other staff in rented quarters, preferably nearby. We have to plan for more rented quarters, requiring added budget and furniture, for our increase in staff of such as the Functional Coordinators and possibly persons seconded to Assistance Programs who will be attached to HQ.

4. Regarding vehicles, we propose: (a) to continue to provide two vehicles for HQ use, one mainly for the Supply Officer and one for staff duty use; one of the present vehicles to be replaced this year; (b) To add two motor-cycles (like a Honda) for staff duty use, which could be assigned to a department if desired; (c) to approve of the Building Department seeking a vehicle from a related member Mission for its use; (d) to approve of the policy of staff having private vehicles and collecting charges for duty use; (e) to increase the charge on use of HQ vehicles from Re. 1 to Re. 1.25 and to hold the extra 25 paise to build up a vehicle replacement fund.

5. Since we are being served adequately by the SIL-JAARS plane at present and for the needs of the planned future, we propose to temporarily drop the idea of having our own plane.

Related Functions.

Certain HQ-related functions will continue under their 'terms of reference' and administratively be connected to HQ. They are:

The Service Scholarship Committee is carrying on its regular form of assistance and some other special kinds of assistance under its 'umbrella'.

The Literature Committee guides in work and use of funds related to literature and radio.

The Hostel for Missionaries' Children, managed by a Committee, is working to get a full-time Supervisor couple, a vehicle and confirmed quarters.

The Far West Project. It is our impression that under the new Agreement we do not hold the old permissions for work in the West as we did previously. We will need to re-negotiate new Agreements to start work in new places in the country, such as in the Far West, either as a Mission-owned and operated project, or as seconded assistance programs.

Assistance Programs. A new door is open to us to second Mission resources to assist in the work of Government, of Nepali institutions, or possibly of other agencies. This will take careful planning and considerable work to develop. Probably it will be carried administratively in most cases by the Functional Co-ordinators. It may include our proposed Literacy-Adult Education work, teachers, etc. We propose to carry such Assistance programs as may fall to HQ to administer.

The UMN Building Department in 1969 undertook design, planning and building work in 4 projects, and planning work in 8 others. It is proposed to continue planning and building work as demands come in across the Mission. The largest continuing job is the Pokhara Boys' School which the Building Department has contracted to design and construct over the next 4-5 years. The UMN is only one co-operating member in this project, and its plans and budget are handled by the School Board... Personnel for the Department are listed earlier. As work contracts increase, additional staff will be sought and applied. The Office in Kathmandu employs two Nepali Draftsmen. UMN jobs are mostly charged at Rs. 3 per hour for Engineer or draftsman's time. Outside jobs are sometimes charged more to allow for some build-up of capital for equipment in the office. See attached budget. If it is found that we have to pay the salary of an Engineer to replace Ron Mowll while on furlough, then the charge scale would have to be reviewed. So far the Building Department has paid for itself from charges.

APPROVED GENERAL RECURRING BUDGET FOR 1970

I. Headquarters Office

Receipts:	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec over 1969
UMN Treasurer	86,146	71,739	86,146	111,275	+25,129
Petrol Refunds	7,000	4,469	7,000	7,000	—
Miscellaneous	—	276	300	300	+ 300
Personnel Contributed Services	59,520	39,680	59,520	59,520	—
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	152,666	116,164	152,966	178,095	+25,429

Payments :

	1970	1971	1972	1973	1974
Rent and utilities	33,136	21,515	33,136	40,000	+ 6,864
Salaries	11,285	8,619	11,285	22,800	+ 11,515
Postage and					
Office supplies	9,250	10,137	12,000	12,000	+ 2,750
Duty travel	10,000	6,177	10,000	10,000	—
Exec. Committee					
travel	3,000	6,977	9,000	3,000	—
Publicity materials	1,500	615	1,000	1,500	—
Agent expenses	400	54	100	400	—
Legal Advisor's expenses	600	600	600	600	—
Audit expenses	1,200	706	1,200	2,000	+ 800
Workers' Conference	4,000	3,640	3,640	4,000	—
Car operation	11,000	9,250	12,000	12,000	+ 1,000
Maintenance	1,500	3,015	4,000	4,000	+ 2,500
Staff Travel	4,000	2,921	3,000	4,000	—
Guest House	100	5	100	100	—
NCC subscription	675	—	675	675	—
Miscellaneous	1,000	489	700	1,000	—
Hospital room expenses	500	—	500	500	—
Personnel Contributed					
Services	59,520	39,680	59,520	59,520	—
	<u>152,666</u>	<u>114,400</u>	<u>162,456</u>	<u>178,095</u>	<u>+ 25,426</u>

II. Building Department

Receipts :

Charges	13,000	10,770	14,000	18,000	+ 5,000
Personnel Contributed Services	12,000	8,000	12,000	20,000	+ 8,000
	<u>25,000</u>	<u>18,770</u>	<u>26,000</u>	<u>38,000</u>	<u>+ 13,000</u>

Payments :

Salaries	7,000	2,002	4,500	7,500	+ 500
Rent of office and services	1,500	750	1,500	1,500	—
Stationery, Printing, etc.	1,200	793	1,200	1,500	+ 300
Local travel	1,500	1,032	1,500	2,000	+ 500
Travel outside Kathmandu	1,500	482	1,000	1,000	—
Repairs and maintenance	300	155	300	500	+ 200
Personnel Contributed Services	12,000	8,000	12,000	20,000	+ 8,000
	<u>25,000</u>	<u>13,214</u>	<u>22,000</u>	<u>34,000</u>	<u>+ 9,000</u>

APPROVED CAPITAL BUDGET FOR 1970

I. Headquarters Office

Requests carried forward from 1969:

Purchase of land and existing buildings	Rs. 341,250
Car transmission	4,200
Furnishings for HQ (Guesthouse and offices)	5,250

New requests for 1970:

Additional buildings (enlarged request)—	
Exec. Secretary's house, and	
accommodation for two families	Rs. 120,000
Language rooms and library/	
Committee room	31,000
Large store room	16,000
Three garages	20,000
4 or 5 offices	45,000
Laundry	13,000
Water supply and surrounds	15,000
Office furniture	5,000
House furniture	15,000
	<u>280,000</u>
Furniture for rented staff houses	2,000
Photo copier	2,500
Electric duplicator	6,400
Paper cutter	300
Office chairs	200
Orientation books	500
Agricultural library	500
New car (to replace old one)	30,000
Two motor cycles	7,000
	<u>Rs. 680,100</u>

II. Building Office Department

Request carried forward from 1969:

Printing frame and developer	525
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New requests for 1970:

Additional for printing frame and developer	75
Office furniture: desk and drawing cabinet	700
Quickset level, tripod, staff	2,400
Concrete testing cone and moulds	500
Land Rover	48,000
	<u>Rs. 52,200</u>

APPENDIX B

UMN Tansen Area

PLANS AND BUDGETS FOR 1970

In the first eight months of this year statistics for the hospital work have continued to rise so that once more we shall be saying by the end of the year that this has been our busiest year yet. Work has continued in the four main divisions of the project (viz. hospital, town clinic, public health programme and agriculture), though the agricultural work has been curtailed in view of HMG's decision expressed in the draft new Agreement. We have been very conscious of the Lord's hand on our work, and we give to Him all the praise and all the glory for what has been accomplished thus far.

I. Hospital. We look forward eagerly to the opening of the new extension to the hospital at the beginning of 1970. When completed this will give:

- (a) Two wards each accommodating 5 patients.
- (b) Two classrooms for the Nursing School.
- (c) Storage room and offices.
- (d) A new chapel (allowing us to use the present chapel as an office).

Our present accommodation has often been stretched to the limit, and on some occasions we have had up to 8 patients in the corridor. Therefore another 10 beds provided by the new extension will not do too much to relieve the pressure. It is for this reason we should start planning for further expansion, and briefly this expansion should include:

- (a) Accommodation for another 20 beds.
- (b) Rebuilding of our present leprosy and T.B. wards. (Originally these buildings were "temporary" and it was intended to pull them down after about 5 years).
- (c) A new X-ray department.
- (d) A new laboratory.
- (e) A physiotherapy department.

Recognising that such a plan will require much thought, discussion and planning, we should like to open discussions now, even though our present extension is not yet completed.

We recognise more and more the importance of the public health work and the outreach work in such places as Humin and

Pyersingh. Our commitments also include a fortnightly visit to B.T.I. to care for the staff and trainees there. To carry out this work we do need a third doctor in the "general" hospital team. This would allow one of the doctors to devote more time to developing district clinics.

Final approval of the A N M. Nursing School is awaited from HMG, but we anticipate this programme to go right ahead in the coming year under the direction of Miss Edna Clysdale, with help from Miss Sylvia Slade in the midwifery course.

II. Town Clinic. The work of the Town Clinic will continue in much the same way, but it will be in new premises from January 1st, 1970. We have secured a good house which is very conveniently situated, and we anticipate Sister Ingeborg's return from furlough early in the new year.

III. Public Health. The public health work will be expanded in the coming year. Extra staff will be engaged, including a government trained health worker. At the same time Dr. Iwamura will continue to carry the Mission-wide programme in public health. The general public of Palpa are getting more and more "health conscious" as a result of the public health work, and we should like to cover more and more of the Jilla. This might be possible using a boat on the Kali Gandaki river from Ramdighat right to the far east of the Jilla, close to Narayanghat. Using a jet boat (already tried and tested in Nepal by Sir Edmund Hillary), clinics could be located at strategic positions along the river, e.g. Rampur, Buling and Dharagheri. Our "East Palpa Project" would be served by such a boat and the nurses there would anticipate a doctor visiting, say every two weeks, to see the more serious cases. Using Ramdighat as a base, a public health orientated doctor could cover a very large area of the Jilla by means of a jet boat, e.g. he would reach East Palpa in $1\frac{1}{2}$ hours compared with $2\frac{1}{2}$ -3 days if he were to walk!

We have good reason to believe our work in East Palpa will be established in the coming year. In the meantime we are continuing with occasional trips out there.

Having proved God in the past year, we look forward to Him with confidence for the year that lies ahead.

Personnel requirements for 1970:

- (i) Doctor (the 3rd in approved posts), "multi-purpose". A recently qualified graduate would be eminently suitable.
- (ii) Nurse (a 4th added to hospital complement).
- (iii) Medical Social Worker.
- (iv) Maintenance-man/Agriculturalist, urgent.
- (v) Drop post of Pharmacist.

IV. *Agriculture.* 1968-69 saw the beginning of an attempt to establish agriculture as part of the UMN activities in Tansen Area. One agriculturalist, Maurice Francis and his family lived here from June 1968, observing, planning, supervising maintenance, and making a start at gardening and animal raising. In August 1969 the same family left Tansen, Maurice going to Kathmandu to take up work as Coordinator of agricultural activities. Government permission to do agricultural work has not been given to date. However, it is the desire of the Project to utilize an agriculturalist in the coming year if the plans can be worked out with HMG Agriculture Department. Assuming an agriculturalist can be appointed, he will do the following:

- (1) Work in coordination with the District Agricultural Development Officer as a Junior Technical Assistant, or as an advisor to several JTAs in surrounding villages, or as an assistant to the DADO, depending on his qualifications and on the needs of the DADO.
- (2) To locate on or near the hospital site for the present.
- (3) Continue to employ one full-time and one part-time Nepali to care for livestock and gardens, and to care for the farm while the agriculturalist is on trek.
- (4) Continue to develop the hospital site, installing better buildings for a small number of livestock; chickens (there are some there now, but these could be expanded to a flock of 50 or more), rabbits (a modest beginning has been made, but this should be expanded to 3 or 4 families), pigs (to be introduced—one pair to begin with): all for demonstration, and any produce to be utilized by hospital staff.
- (5) To continue to improve gardening and cropping facilities, for demonstration, and produced to be utilized by the hospital.

If agreement is reached with the Agriculture Department and permission is granted to work in East Palpa, the proposed worker should be prepared to go there and either set up and utilize a completely new budget or utilize the budget as it is. The new budget for East Palpa should have less concentration on physical and stationary plots, etc. on the home site, but more on travelling in the surrounding community doing demonstration on other farmer's fields, plus teaching in schools. Items (2)—(5) above would be altered accordingly if East Palpa opened up.

General Recurring Budget: Sound income will come from the sale of vegetables to families at the hospital, also from use of male goats and sale of eggs, rabbits, pigs, etc. The sale of seeds in the hospital OPD will be another source of income. The cost of seeds and fertilizers will increase with increased planting. Livestock feed additives will also cost more.

APPROVED GENERAL RECURRING BUDGET FOR 1970

I. Area Administration.

	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec. over 1969
<i>Receipts :</i>					
UMN Treasurer	1,350	900	1,350	3,000	+
Miscellaneous	—	5,014	5,014	—	—
	1,350	5,914	6,364	3,000	+
					1,650
<i>Payments :</i>					
Upkeep	1,000	660	1,000	1,000	+
Miscellaneous	350	919	1,200	2,000	+
	1,350	1,579	2,200	3,000	+
					1,650

II. Hospital.

Receipts :

Medicine Sales	150,000	104,625	170,000	175,000	+	25,000
Other fees	154,000	145,043	170,000	175,000	+	21,000
Misc. earnings	15,000	17,137	30,000	35,000	+	20,000
Leprosy Services	5,000	3,333	5,000	6,500	+	1,500
Personnel Contributed Services	61,740	41,060	61,740	61,740	—	
	385,740	311,198	436,740	453,240	+	67,500

Payments :

Salaries	140,000	92,142	140,000	150,000	+	10,000
Drugs	92,000	96,082	125,000	130,000	+	38,000
Med. and Surgical supplies	42,000	41,545	60,000	55,000	+	13,000
Linen & uniforms	8,500	8,659	8,500	9,000	+	500
Catering	4,000	3,384	4,000	4,000	+	—
Laundry	3,000	1,742	3,000	3,500	+	500
Cleaning	1,200	874	1,200	1,500	+	300
Maintenance	2,500	2,067	2,500	4,200	+	1,700
Power and light	15,200	12,135	15,200	15,000	—	200
Building maintenance	1,500	3,770	2,000	2,000	+	500
Administration	7,500	4,731	7,000	7,500	—	
Miscellaneous	2,800	1,426	2,800	6,000	+	3,200
Vehicle fund	3,800	2,487	3,800	3,800	—	
Personnel Contributed Services	61,740	41,060	61,740	61,740	—	
	385,740	312,104	385,740	453,240	+	67,500

III. Town Centre Clinic.

Receipts :

UMN Treasurer	10,600	7,067	10,600	8,200	—	2,400
Medicine sales	4,500	4,012	5,000	5,000	+	500
Fees	2,000	1,359	2,000	2,000	—	—
Miscellaneous	1,800	250	350	500	—	1,300
Personnel Contributed Services	—	—	—	6,000	+	6,000
	18,900	12,688	17,950	21,700	+	2,800

Payments :

Salaries	5,700	3,659	5,700	6,000	+	300
Literature	2,000	300	500	500	—	1,500
Rent and repairs	8,500	8,838	9,000	6,000	—	2,500
Medicines	2,500	3,538	4,000	3,000	+	500
Equipment & supplies	100	12	50	100	—	—
Miscellaneous	100	31	50	100	—	—
Personnel Contributed Services	—	—	—	6,000	+	6,000
	18,900	16,378	19,300	21,700	+	2,800

IV. Public Health.

Receipts :

UMN Treasurer	10,200	6,800	10,200	9,000	—	1,200
Personnel Contributed Services	18,300	12,200	18,300	18,300	—	—
	28,500	19,000	28,500	27,300	—	1,200

Payments :

Medicines	2,000	1,681	2,000	1,000	—	1,000
Salaries	3,600	1,619	2,000	6,000	+	2,400
Health education	800	11	100	—	—	800
Films, Mass x-rays	1,200	—	100	800	—	400
Transport	1,000	671	1,000	1,000	—	—
Equipment						
replacements	200	6	50	—	—	200
Miscellaneous	200	88	100	200	—	—
East Palpa house rent	1,200	—	—	—	—	1,200
Personnel Contributed Services	18,300	12,200	18,300	18,300	—	—
	28,500	17,276	23,950	27,300	—	1,200

V. East Palpa and Village Clinics.

Receipts:

Medicine sales and fees 4,500 + 4,500

Payments:

Drugs and supplies.	2,000 + 2,000
Transport and runner	2,000 + 2,000
Miscellaneous	<u>500</u> + <u>500</u>
	<u>4,500</u> + <u>4,500</u>

VI. Leprosy.

Receipts:

UMN Treasurer	24,200	16,133	24,200	24,200	—
Sales	50	—	126	150	50
Personnel Contributed Services	<u>6,360</u>	<u>4,240</u>	<u>6,360</u>	<u>6,360</u>	—
	<u>30,610</u>	<u>20,247</u>	<u>31,710</u>	<u>30,610</u>	—

Payments:

Use of hospital	5,000	3,333	5,000	6,500 + 1,500
Medicines	1,000	829	1,000	1,000
Shoes and appliances	750	35	535	750
Hospital treatment	5,000	2,477	4,500	5,000
Food & Misc.	9,000	5,165	7,500	9,000
Horse	3,000	1,333	2,000	1,500 — 1,500
Linen	500	259	500	500
Personnel Contributed Services	<u>6,360</u>	<u>4,240</u>	<u>6,360</u>	<u>6,360</u>
	<u>30,610</u>	<u>17,471</u>	<u>27,395</u>	<u>30,610</u>

VII. Agriculture.

Receipts:

UMN Treasurer	2,000	—	—	3,400 + 1,400
Sale of seeds, etc.	—	50	150	500 + 500
Livestock	—	—	—	2,200 + 2,200
Personnel Contributed Services	<u>6,000</u>	<u>4,000</u>	<u>6,000</u>	<u>6,000</u>
	<u>8,000</u>	<u>4,050</u>	<u>6,150</u>	<u>12,100 + 4,100</u>

Payments:

Salaries and coolies	1,800	—	50	2,000 + 100
Seeds and fertilizers	200	—	100	500 + 300
Livestock	—	—	—	2,000 + 2,000
Travel	—	—	—	200 + 200

Extension program						
in East Palpa	—	—	—	1,000	+	1,000
Literature	—	—	—	100	+	100
Administration	—	—	—	100	+	100
Miscellaneous and Insurance	—	—	—	200	+	200
Personnel Contrib- uted Services	6,000	4,000	6,000	6,000	—	
	8,000	4,000	6,150	12,100	+	4,100

CAPITAL BUDGET FOR 1970

I. Hospital and Public Health.

Requests carried forward from 1969:

Refrigerator for Pathology Laboratory	Rs. 3,885
Artificial limb, Rehabilitation centre	27,300
Electric suction machine	3,360
Laundry washing machine	8,767
Nursing training equipment	3,622
Furniture & equipment for hospital extension	5,250
Nurses Home	42,000
Hospital extension—additional residence	31,500
Alteration to Central Supply	5,250
New beds (BTI design)	42,000
Diathermy machine for O.R.	10,500
Surgical Instruments	3,125
Medical Library facilities	1,050

New requests:

Additional for nurses training equipment	1,446
Additional for nurses home	8,400
Landrover truck	63,000
Nepali typewriter	1,575
Water distilling apparatus, electric.	1,575
Cine sound projector, 16 mm.	10,500
Beaded screen	1,050
Duplicator	2,100
	277,255

II. East Palpa.

Requests carried forward from 1969:

Furniture	3,150
Equipment for dispensary	2,100
Medicine stock	5,250

New requests:

House	21,000
Additional working capital for medicine and transport	4,987
	36,487

III. Agriculture.

Requests carried forward from 1969:

Building and/or renovating house with storeroom facilities	31,500
Equipment	6,048
Plant for gas from organic materials	945
Bee-keeping	210
Pigs: Purchase of pair of Improved York	210

New requests:

Housing for chickens, pigs, rabbits	5,250
Purchase of female Israeli goat	220
,, ,, rabbits	53
,, ,, chickens	420
Shelter for protection of seedlings in rain	<u>525</u>
	<u>45,381</u>
	<u>359,143</u>

APPENDIX C

UMN Butwal Technical Institute

PLANS AND BUDGETS FOR 1970

The budget for the Butwal Technical Institute, called the "station budget" concerns only expenses directly related to the upkeep of UMN contributed foreign staff, the maintenance of whom is the responsibility of the UMN. The operation of the Institute and its various projects is covered by a budget, according to the BTI agreement with HMG, which comes under the purview of BTI Managing Board.

The asking from the UMN Treasurer for 1969 was first cut from Rs. 23,500 to Rs. 15,000, and the item "UMN staff service charges" was added by the Finance Committee, and was supposed to make up for the cut in the UMN Treasurer's grant by charging other UMN stations for the services of PAXmen. This did not work out, and the UMN Treasurer's grant was later restored to its original figure (see FC(1)-5/69, d).

At present we have 4 PAXmen and 2 other MCC people (4 single men and one married couple) assigned to BTI. MCC pays US \$20 per person per month towards their upkeep, and the rest is to be covered by UMN recurring grants. The total cost of board and miscellaneous other expenses amount to about Rs. 400/- per month per person. Out of this MCC pays half and UMN half. The estimated expenditure for 1969 is less than budgeted because most of the year we had only 5 men instead of 6 as assumed. Also MCC has paid their full US \$20 per month for each of the 5 or 6 people while it was expected that they would pay for only the first 4 of them. This also explains the decreased asking for 1970.

Expenditures for the "Central Staff Building" for 1969 will include the replacement of a refrigerator which has broken down, and an additional asking is made for 1970 towards dining room equipment needed when we move into the new dining hall now under construction.

The additional asking for Guest expenses of Rs. 600 is meant to cover the extra costs on salaries, etc. for the guest-house due to the fact that we have to maintain a high capacity for guests during the busy winter season, while during the other half of the year there are very few guests. Present charges for permanent boarders at Rs. 10/- per day seem to be high enough for the standard offered. Anything more would be subsidizing

the guest bills. A good many of our guests are in transit to Tansen and Pokhara.

The expenditure item on a Language teacher was added with the approval of the Executive Secretary, and was supposed to be financed from 1968 year-end surplus on the "station account". This represents expenses towards transport of a local language teacher who is needed partly because HQ has not sufficient capacity to take all BT1 language students who are due to go to HQ for study. Students are still required to pay about Rs. 4/- per hour. It is expected that there will be a need for such a language subsidy also in 1970.

The increase in value of contributed personnel services is partly due to an increase in the foreign staff, and partly to an upgrading of salaries on which the calculation is based.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 6 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec. over 1969
<i>Receipts :</i>					
UMN Treasurer	15,500	6,924	15,500	20,800	- 2,700
,, ,,, restored cut			8,000		
UMN staff service charges					
	8,000	-	-		
Pers. Contd. Serv.	133,200	66,600	133,200	165,600	+ 32,400
	<u>156,700</u>	<u>73,524</u>	<u>156,700</u>	<u>186,400</u>	<u>+ 29,700</u>

Payments :

PAXmen's board, etc.	19,200	5,284	14,000	14,400	- 4,800
Mess/guesthouse, linen, etc.	1,500	480	2,500	3,000	+ 1,500
Electricity (G.H. & street)	1,000	355	900	1,000	-
Guest expenses	600	8	1,000	1,200	+ 600
Official UMN travel	800	56	250	800	-
Language teacher	-	669	1,200	-	-
Miscellaneous	400	274	400	400	-
Personnel Contributed Services	133,200	66,600	133,200	165,600	+ 32,400
	<u>156,700</u>	<u>73,726</u>	<u>153,450</u>	<u>186,400</u>	<u>+ 29,700</u>

APPENDIX D

UMN Pokhara School

PLANS AND BUDGETS FOR 1970

These plans are in two parts: the first is a presentation of plans and budget for the UMN people, and the second is a review for UMN information of plans and budget for the school for 1970. In December the School Board will take action on these plans and budget.

UMN Personnel. At present there are the Ashers, the Buckners, the Sundbergs, Mrs. Tsukada and the Valviks working at Pokhara. The plans for 1970 do not foresee any increase in UMN personnel. There are some thoughts of adding another engineer from the Building Department, but as nothing has crystallized at this writing, it is not included here.

If space becomes available, the School Board should consider the possibility of initiating the commercial curriculum in 1971. This will require a trained teacher and the necessary typewriters. At least one year before the upper school classrooms become available, a western science teacher should be here for acclimatizing, planning and teaching. If the program comes in 1972, then the teacher should be here in 1971.

Capital Budget. The School rules provide a table, a bed, two chairs and a cabinet to each staff person which, up to 1969, has always been a single person. The school may continue to provide a minimum of furniture to its salaried staff and the missionary staff, but the UMN should provide a supplementary budget for necessary furnishings for its people.

As there has been no rule, the Ashers and the Buckners have received money from the Methodist Church for these needs. Mrs. Tsukada, the Sundbergs and the Valviks have had to pay these items of furnishings out of their personal accounts. In order to create some order in the Pokhara area an allowance is being proposed over against a list of furniture. We propose that married persons be allowed Rs. 1,000 each and Rs. 500 for each child. Single persons are to be allowed Rs. 1,500. We also propose that this budget item be retroactive to 1969 for the Sundbergs and the Valviks, and to 1967 for Mrs. Tsukada.

Recurring Budget. The repairs and maintenance item is project-wide for such things UMN personnel are permitted to add to housing (septic tank, whitewash, plumbing, temporary parti-

tions, toilet, etc., and for repair of furniture which may be damaged in shipment or from "old age".

For the cost of the mailbag, we have taken a guide of Re. 1.90 per trip (two round trips per week—Rs. 7.60) for the present UMN staff.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 8 mths.	Est. for 12 mths.	Approved Budget 1970	Inc/Dec. over 1969
<i>Receipts:</i>					
UMN Treasurer	2,380			2,480	+ 100
Personnel Contributed Services	14,400			14,400	—
	<u>16,780</u>			<u>16,880</u>	+ 100

Payments:

Rent (Asher 1,080) (Buckner-capital) (Sundberg-capital)	2,280		1,080	—	1,200
Repairs and maintenance	—		1,000	+	1,000
Administration (mailbag)	100		400	+	300
Personnel Contributed Services	14,400		14,400	—	
	<u>16,780</u>		<u>16,880</u>	+ 100	

APPROVED CAPITAL BUDGET FOR 1970

Furnishings	Rs. 6,000
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Nepali Aadarsha Vidyalaya (for information only)

Students:

The enrolment has increased from above 40 boys in early February to the present 74 with 54 in the temporary hostel, now in the new workshop. It was a great day on August 9, 1969 when the boys moved from the crumbling bamboo and thatch hostel to the new quarters.

Curriculum:

The boys are now working hard toward the big day, December 15, 1969, when school ends this year. Next year

Class IX will be added, and in 1971 it is hoped that Class X can be added. I am expecting, perhaps dreaming, 100 boys at the beginning of the year, and if the new hostel is completed by May we shall gladly take more boys so the enrolment might be as high as 130 boys.

Again, since the School Board meeting in June, a few fathers have been encouraging a change from Nepali medium to English medium. In the interest of more eloquence in English we are increasing the use of English in out-of-class discussions, even in some class work and in boy-to-boy conversations. There is a desire on the part of some parents to admit girls to the school.

As HMG will probably grant permission to teach the Multi-purpose curriculum in agriculture in 1970, Mr. Asher is busy developing plans for that event. He is looking for funds (since Oxfam is unable now to provide any help) for the construction of a two-storey small animal and chicken building, for funds to purchase about 400 chicks, a temporary water system, fencing only for exercise yards for stock, purchase of local goats and textbooks (costs are itemized in the following budget).

If space is available in 1971 the School Board should consider the introduction of the commercial curriculum which would mean also the purchase of typewriters and a western teacher to develop this subject area. In 1971 the science program should have a specialized teacher to assist in the development of the program before the classroom is constructed. Either in 1971 or for 1972 consideration should be given to some beginnings in the Industrial Science curriculum.

Teachers :

The staff for 1969 has required the services of 4½ Nepalis and 4 western teachers (3 on a part-time basis). In 1970 we expect either 5½ or 6 Nepali teachers, 5 westerners, 1 Nepali assistant in the business office (half time for school and half time for the building department), 1 Nepali agriculture teacher (not before July), and Larry Asher will continue to work with his co-worker and may possibly retain a farm labourer. Mr. Asher has paid the salary of his co-worker and will continue to do so in 1970, but the school should be able to take this responsibility either in late 1970 or for 1971.

We continue to require the services of 2 cooks (1½ for 1969), and a buyer, and if funds become a reality we shall engage the services of a handyman-grounds keeper.

Building Program :

It will be necessary to replace the present temporary classrooms with new temporary classrooms, to build two temporary

staff houses and possibly a student hostel for 1970. This is estimated at Rs. 40,000.

The workshop and goat house are now completed. Work has begun on the two classrooms unit for commercial subjects and for agriculture. Plans are well under way for the work on the first of six new hostels.

The agriculture department is hoping that funds may be found for the two-storey small animal and chicken building, 400 chicks, water system, fencing, purchase of local goats, and textbooks.

Budget for the school:

A. Receipts.

Tuition	$100 \times 21 \times 12$ —Rs.	25,200	For 130—Rs.	32,760
Boarding	$100 \times 105 \times 11$ —	115,500	„ 130—	150,150
Admission	25×30 —	750	„ „ —	1,710
			<u>Rs. 141,450</u>	<u>Rs. 184,620</u>

B. Payments.

Food (ranges from Rs. 65 to 85):

	$100 \times 75 \times 11$ —Rs.	82,500	For 130—Rs.	107,250
Dhobi	$100 \times 4 \times 11$ —	4,400	„ 130—	5,720
Haircuts	$100 \times 1 \times 11$ —	1,100	„ 130—	1,430
			<u>88,000</u>	<u>114,400</u>

Teachers' salaries (based on increases indicated by Gorkha):

Bhoj	Rs	3,684	(If Mrs. X is employed—Rs. 4,000)
Shanti		5,280	Agriculture worker
Bhakta		2,904	paid out of
Matchang		3,504	Asher's funds)
Tanka		3,060	
Mr. X		6,000	
<u>Agriculture teacher (½ year)</u>		<u>2,400</u>	
		26,832	26,832

Wages:

Chief cook	-139×12	
	(+ food)	1,668
Second cook	-110×12	
	(+ food)	1,320
Buyer	-185×12	2,220
Handyman	-130×12	1,560
Office Asst. (½ time B.A.)		2,400
Agric. labourer	-124×12	1,488
		10,656
		10,656

School Board expense (monthly mostly travel)	1,500	
Repairs to buildings	1,500	
Athletic equipment	500	
Desks and benches (15 to 30 each) 4,000 (for 30—Rs. 8,000)		
Teaching materials	<u>4,000</u>	
	11,500	11,500
Total for 100 boys—	<u>136,988</u>	For 130 boys— <u>163,388</u>

C. Building Program—for late 1969 and 1970 (estimated by Building Department).

Two vocational classrooms	Rs. 50,000
One permanent hostel	250,000
Water system, first stage	40,000
Eight temporary classrooms, two temporary staff houses, one temporary hostel	40,000
	<u>380,000</u>

D. Agriculture Dept. (when money is available).

Small animal and chicken building	Rs. 32,000
Chicks	1,000
Water system	3,000
Fencing	1,000
Local goats	650
Textbooks	4,000
	<u>41,650</u>

APPENDIX E UMN Gorkha Project

PLANS AND BUDGETS FOR 1970

The work of the UMN in the Gorkha District is spread out over a fairly large area under education, medical care and agriculture, and is therefore serving its purpose as a "Community Service Program". Geographically Amp Pipal is the center with Luitel and Jaubari as out-stations. Administratively the project is divided into four main departments, each with assigned personnel, plans and budgets, as follows.

I. *Administration.*

As the Area Superintendent and the Business Manager both went on furlough in the middle of 1969, their work will be carried on by an Acting Area Superintendent and an Acting Business Manager until they return in the middle of 1970.

Only a few capital items are carried forward from 1969 as most of the items asked for have been completed. New capital items are for making an old building into living quarters, replacing mud-plastic roof with tin, furniture for staff, water system to be brought into every staff house. Likewise a small, simple "weekend hut" down by the river would be of great value to all of us. The project maintenance man has been assigned to other work, so we are in need of a suitable person to finish the school hostel, the main school building, water system, etc. in Luitel, and then carry on with the general project building and maintenance work. (See EC(3)-9/69).

As for the Adult Literacy Program in the Gorkha District, we would like to go ahead and plan according to Dr. Rex's Preliminary Draft on Nepal Literacy Survey (Dec. 1967). We expect new trained workers to be assigned to this work, but do not need any specific capital budget for this for the coming year. (See EC(3)-9/69.4).

We would recommend that an engineer be assigned to the Gorkha Project in order to carry out the already approved plans for the hydro-electric scheme. If such a person is not available, BTI may be able to take it on as a project to further industrial development in this district. (See AC-15/69).

II. *Education.*

In view of the new agreement with HMG, we are allowed to continue with the educational work in this district, with a few changes.

a) *District Schools.* Under the new proposed agreement, a school can only receive a subsidy from either Government or the Mission, but not both. This affects two of our jointly-run schools. The Local Committee in Amp Pipal opened Class 9 this year, and has run the High School section with some financial help from UMN. The Committee has decided to close the High School section and hand back the Middle School section in order that the Mission may run the whole school as previously. If personnel are available, the plan is to enrich the school with more practical agricultural training.

Jaubari School is also being affected by the new agreement because it is a joint school with Government and Mission help. There seems to be little or no possibility under the present situation that UMN will get permission to open and run a High School in Jaubari (EC(2)-6/69). We would, however, like to continue our help and assistance in the school by seconding 3 teachers (1 Board Appointee and 2 graduate teachers). In this way we can still help and influence the school to maintain good teaching and discipline, as well as keeping the contact already established in the area. A very urgent need for Jaubari is a school hostel for students from far away villages. We feel that UMN should contribute one hostel unit, with preferably a Christian teacher in charge. Fees and salaries are down because of Jaubari School being handed over to the Local Committee. One Western teacher has to be replaced by a Nepali, but this does not affect the salaries as one teacher will be cut in another school. As fees were raised last year, there are not many other ways of raising income locally. Various attempts have been made to encourage Local Committees to raise one teacher's salary, but this has proved difficult. The Local Committees usually build, maintain and look after the upkeep of their own village schools buildings as their contributions.

All the other UMN-assisted schools in the Gorkha District will continue as before with the hope of increase of students.

Regarding Board Appointee personnel for the schools, we should have a complement of: 1 teacher in Amp Pipal, 1 teacher/district supervisor in Amp Pipal, and 1 teacher in Jaubari—a total of 3.

b) *Luitel High School.* For 1970 a full complement of teachers is planned, including one Board Appointee. One Western teacher without salary is due to be replaced by a Nepali, and therefore an increase in salary is shown. The unusually high rate of SLC passes is due to a high standard of education and discipline in the school. In order to be able to keep good, qualified teachers to maintain this standard of education, it is

necessary to raise the basic salary of I.A. and B.A. graduates (Rs. 20/- and Rs. 40/- per month). Inspite of this increase we are still below the Government pay scale for such teachers.

A four-year old building on the school premises has been purchased for a school hostel, and this will be remodelled to accommodate about 50 students and 3 teachers. This work, as well as the completion of the main school building, will be done with funds in hand.

A new capital item for fencing land and for a water reservoir is planned to enrich and develop agricultural teaching and work in the school. We would recommend that a person, Western or Nepali, be appointed to do practical agricultural work in Luitel. It may well be that the builder previously mentioned could incorporate this responsibility in his program in Luitel.

III. *Medicine.*

Praise God for the new hospital. We have been occupying half of it since the end of March. It may be completed within the coming year, as well as four new small staff houses. Two excellent residences are now completed and occupied. The central supply, operating room area, X-ray and doctor's offices, administrative office, chapel, lunch room and laundry area need to be completed. A new ten-bed out-patient dera will be built. We hope to have a small X-ray installed in 1970. Money is on hand for this.

The approved missionary staff includes two doctors and three nurses. In addition we would very much like to add to our staff the Norwegian deacon (nurse-engineer-minister) and his wife. We believe that with their help we as a medical team could do much more in patient follow-up, village clinics and public health work in the district. He would also be invaluable to us in overseeing hospital maintenance.

Staffing complement planned for the coming year in two Nepali nurses, four nurse-aides, one laboratory technician, one compounder, a social worker, two office staff, three watchmen-doormen, and one cleaner. We hope to get a local youth with Butwal training to work with our new builder, Stan Kamp, this year, and to be able to do ordinary maintenance from next year. Two fully trained Nepali nurses and a laboratory technician are needed immediately.

Present staff receive in-service training. New students will not be taken on until the new building is finished and adequate teaching and supervisory staff are available. Tansen Hospital is helping us by giving a four month laboratory training to an S.L.C. pass local boy.

Health teaching will continue in the Amp Pipal school. Public health will be continued in the mission-related schools, and we will cooperate to the full in the wider program begun by Dr. Iwamura.

The second doctor and better staffing of the medical services will upgrade and increase the work of the hospital, and our postponed askings for furnishings, etc. is now being requested and is urgent. For this reason we are requesting a further capital grant of Rs. 100,000/-. (See AC-15/69).

IV. *Agriculture.*

While we are writing these plans we still do not know whether we will ever have a chance to carry them out or not. But although the future of UMN agricultural work is uncertain, we have decided to plan as if we were to continue. It is understood that if agreement is reached our total agricultural programme will be co-directed by HMG and in cooperation with the Department of Agriculture Extension of HMG.

a) Capital budget. For 1970 another attempt is planned to solve our serious water problems during the dry season. In order to collect at least some of the water that goes to waste from our many tin and slate roofs, we plan to build a water storage tank. The existing privately owned diesel-power generating unit is several years old and we need to plan for a new unit in 1970.

b) Training programme. There will be a much greater emphasis on training local farmers and farm youth in the coming year. Experience in the past year has shown that there is a real need for such a programme, and interest is more widespread than we dared to hope. For this purpose we have added an item "Training programme" to our recurring budget. We do not intend to request this amount from the UMN Treasurer, but from other sources overseas who are interested in supporting such a programme. We are also hopeful that we can send another student to be trained at the Agricultural Training Institute in Allahabad, India. The success of the first student we sent there has encouraged us to do more along this line. We also hope that we can again be of help to other organisations like Peace Corps who are sending more and more volunteers into the hilly regions to work as Junior Technical Assistants in agriculture.

The agricultural teaching programme at two Mission Schools in the district should be continued in 1970. At the moment this work is done by Mr. Peter Schmiediche who will be terminating his service in the spring of 1970. The agricultural team would like to see him replaced by either a national teacher or somebody from overseas. Besides his normal teaching

schedule his tasks in 1970 will involve further development of the fenced school land as well as work on plans and curriculums. If the teacher is to be from overseas, we plan to let him work together with a local assistant who can take over from him later on.

c) Personnel. Mr. Adolf Leue and Mr. Peter Schmiediche are both leaving Nepal in the spring of 1970, and the work load on the farm and in the different specialized fields is such that both need to be replaced. This calls for a veterinary surgeon and a general agriculturalist who is interested in teaching and training. Mr. Asbjorn Holm will be returning from furlough in Spring 1970 and desires to take up an assignment in one of the Tibetan Camps in Pokhara which are under the direction of the Nepal Red Cross Society.

d) Extension. We plan that Miss Anna Liisa Jokinen continues with her extension work at Jaubari, which may involve more JTA-like activities, i.e. visiting and counselling farmers. The training programme mentioned above will be vital as a part of our extension work, which must also be strengthened in other areas, especially in cooperation with local and district authorities. We plan to cooperate with the local Panchayat in winter livestock control activities especially since the Panchayat has now realized the importance of such control.

e) Agriculture store. The store is a financially self-supporting unit within the rest of the agriculture work. It is planned to continue the operation of the store without any major changes except for a wider variety of stock supplies such as hardware, pesticides and seeds.

f) Agronomy. The field crop programme for 1970 will more or less follow the usual routine of past years with no emphasis on seed production, and more emphasis on wheat, rice and vegetables. Having established such a routine, we can focus our attention on yield raise, economic use of commercial fertilizer, and improvement of soil fertility. With the completion of certain road building projects of HMG, commercial fertilizer will gain in importance.

g) Fruit. Mr. Simrose will experiment with different methods of fruit trees propagation in the coming year. It is also planned to reorganise the present nursery and make horticulture part of our teaching and training programme more than in other years.

h) Livestock. Having solved some of the problems of feeding and infestation with parasites, especially in poultry farming, we can now pay attention to increased egg and baby chick production for distribution. We need a better male buffalo

which should be bought in 1970. The goat and hog raising programme will continue with approximately the same numbers.

i) Veterinary service. We shall continue with an intense teaching program of trainees from different villages in the district for veterinary service (at the moment, two young men) in order to be able to assist farmers who live further away from Amp Pipal. It is necessary that the centre at Amp Pipal continue the steadily increasing veterinary activities under the supervision of a veterinary doctor.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 8 months	Estimate for 12 mths.	Approved Budget 1970	Inc Dec over 1969
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I. Administration.

Receipts :	9,483	6,322	9,483	10,810	+1,327
UMN Treasurer	9,483	6,322	9,483	10,810	+1,327
Personnel Contributed Services	17,692	11,795	17,692	17,692	—
	<u>27,175</u>	<u>18,117</u>	<u>27,175</u>	<u>28,502</u>	<u>+1,327</u>

Payments :

Agent Expenses	1,200	290	500	800	—	400
Salaries	3,683	1,996	3,300	4,360	+	677
Miscellaneous	250	65	150	200	—	50
Maintenance	1,500	1,247	2,000	2,000	+	500
Water	1,600	235	1,800	1,800	+	200
Rent and taxes	650	426	650	650	+	—
Travel	300	175	350	400	+	100
Office	300	533	600	600	+	300
Personnel Contributed Services	17,692	11,795	17,692	17,692	—	
	<u>27,175</u>	<u>16,762</u>	<u>27,042</u>	<u>28,502</u>	<u>+1,327</u>	

II. Education.

a) District Schools.

Receipts :	60,200	40,133	60,200	68,184	+7,984
UMN Treasurer	60,200	40,133	60,200	68,184	+7,984
School fees	42,500	28,701	42,663	37,920	-4,580
Hostel fees	300	85	126	180	- 120
Personnel Contributed Services	15,000	10,000	15,000	10,000	- 5,000
	<u>118,000</u>	<u>78,919</u>	<u>117,989</u>	<u>116,284</u>	<u>-1,716</u>

Payments :

Salaries	100,100	66,422	100,000	103,384	+3,284
School supplies	2,000	1,683	2,000	2,000	—
Poor students	—	125	124	—	—
Miscellaneous	100	160	165	100	—
Maintenance	800	650	700	800	—
Personnel Contributed					
Services	15,000	10,000	15,000	10,000	—5,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	118,000	79,040	117,989	116,284	—1,716

b) Luitel High School.

Receipts :

UMN Treasurer	19,389	12,926	19,389	21,932	+2,543
School fees	8,861	5,210	7,800	8,904	+43
Hostel fees	—	—	—	400	+400
Personnel Contributed					
Services	8,160	5,440	8,160	5,000	—3,160
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	36,410	23,576	35,349	36,236	—174

Payments :

Salaries	25,600	14,953	23,000	28,736	+3,136
School supplies	1,000	359	1,000	1,000	—
Miscellaneous	50	117	130	200	+150
Poor students	500	65	65	—	500
Water	250	192	330	450	+200
Maintenance	800	74	800	800	—
Administration	50	193	200	50	—
Personnel Contributed					
Services	8,160	5,440	8,160	5,000	—3,160
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	36,410	21,393	33,685	36,236	—174

III. Medicine:

Receipts :

UMN Treasurer	20,000	13,333	20,000	20,620	+620
Hospital fees	75,000	60,058	85,000	110,000	+35,000
Gifts	—	2,916	3,000	—	—
Personnel Contributed					
Services	29,139	19,426	29,139	29,139	—
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	124,139	95,733	137,139	159,759	+35,620

Payments:

Salaries	30,250	14,480	22,000	40,620	+	10,370
Drugs	45,000	49,209	63,000	70,000	+	25,000
Medical and						
Surgical supplies	4,000	4,408	8,000	8,000	+	4,000
Bedding and linen	2,000	641	1,000	1,000	-	1,000
Laundry and cleaning	1,500	457	700	1,000	-	500
Maintenance	1,000	384	600	1,000	-	
Power, light, heat	5,000	479	3,500	3,000	-	2,000
Administration	1,000	405	1,300	750	-	250
Transport	5,000	1,968	3,000	5,000	-	
Miscellaneous	250	165	250	250	-	
Personnel Contributed						
Services	29,139	19,426	29,139	29,139	-	
	<u>124,139</u>	<u>92,022</u>	<u>132,489</u>	<u>159,759</u>	<u>+</u>	<u>35,620</u>

IV. Agriculture.

Receipts:

UMN Treasurer	8,400	5,600	8,400	8,100	-	300
Livestock	14,000	9,939	14,000	14,000	-	
Field crops	4,000	2,152	4,000	4,000	-	
Trainees grant	-	-	-	3,000	+	3,000
Personnel Contributed						
Services	22,660	15,160	22,660	21,460	-	1,200
	<u>49,060</u>	<u>32,851</u>	<u>49,060</u>	<u>50,560</u>	<u>+</u>	<u>1,500</u>

Payments:

Salaries	7,500	5,181	7,500	8,100	+	300
Livestock	14,400	9,208	14,000	14,000	-	400
Field crops	3,000	2,535	3,000	2,500	-	500
Travel	200	105	200	400	+	200
Maintenance	600	57	600	600	-	
Extension	500	347	500	600	+	100
Miscellaneous	200	79	150	200	-	
Trainees	-	-	-	3,000	+	3,000
Personnel Contributed						
Services	22,660	15,160	22,660	21,460	-	1,200
	<u>49,060</u>	<u>32,673</u>	<u>48,610</u>	<u>50,560</u>	<u>+</u>	<u>1,500</u>

APPROVED CAPITAL BUDGET FOR 1970

I. Administration.

Requests carried forward from 1969:

Hydro-electric plant (See AC-15/69) 309,750

New requests:

Tin roofing for Luitel meeting room 6,170

Toilet/bathroom for old building, Amp Pipal 2,625

Water supply to dwelling houses „ „ 2,100

Painting roofs „ „ 300

Guest house furniture „ „ 2,625

Staff furniture „ „ 8,400

Telephone extension to Hospital „ „ 2,100

Office safe „ „ 500

Weekend hut (money already in hand) „ „ 3,150

337,620

II. Education.

a) District Schools.

Jaubari hostel unit 6,300

Amp Pipal hostel renovations 2,100

b) Luitel High School.

Request carried forward from 1969:

Generator 6,363

New request:

Agriculture land—

Fencing 4,200

Tank for water storage 3,150

Tools 525

7,875

22,638

III. Medicine.

Total approved budgets 1966-69 for new hospital building programme

878,800

Cash received to 31 August 1969

590,845

287,955

New request:

Additional furnishing and equipment needed for phase ahead (See Minute AC-15/69)

100,000

387,955

IV. Agriculture.

Requests carried forward from 1969:

Extension work at Jaubari 3,150

Storage cellar 1,050

New requests:

Generator 8,400

Water storage tank 8,400

21,000

Rs. 769,213

APPENDIX F

United Mission Medical Center (Shanta Bhawan Hospital)

PLANS AND BUDGETS FOR 1970

General Objectives of the Hospital :

1. To maintain the hospital to provide high quality care for the sick and injured with units for medicine, surgery, paediatrics, obstetrics and gynaecology, with in-patient and out-patient facilities. Although primarily for the Nepalis, we want to be available to help foreign residents and world travellers. There could also be a dental department. This should all be done in the name and spirit of Jesus Christ.
2. To continue training programmes for nurses and laboratory technicians. To plan for post-diploma training for suitable workers in X-ray, social services, laboratory, pharmacy, etc.
3. To look to the UMMC Board for advice and help in fulfilling our aims as part of the UMN and within the constitution of the Board.
4. To serve as the base hospital for other hospitals and dispensaries in UMN and to serve the needs of any UMN personnel.
5. To accept Nepali residency for post-graduate training in the available specialties in the Medical Center.
6. To promote the continuous daily education of physicians through private study, consultations, medical staff conferences, where special cases are studies, and the analysis and audit of work done in the hospital and clinics.
7. To provide clinical learning fields for educational programs, both basic and advanced, for physicians, nurses and other hospital workers, which are arranged and conducted by other institutions.
8. To provide on-the-job training of nurse-aides, orderlies, and other hospital workers.
9. To encourage and help hospital personnel to improve their work performance and to develop their potentialities.
10. To promote the teaching of hygiene and the practice of preventive medicine in hospital, clinics, home and school, in order to prevent disease and to prolong human life.
11. To encourage and cooperate in scientific research, particularly in medicine and other aspects of health.

Plans of work: In 1970 the hospital will change its name back to 'Shanta Bhawan Hospital'. It will run under the close direction of its new Managing Board and its new Constitution, both of which have come into effect in mid-1969. Out of brief experience with them, several changes are being proposed in the Constitution, the main ones dealing with the relation of the Hospital Board to the UMN Board, and designed to strengthen the final authority of the Hospital Board in several areas.

The Hospital Board has taken action to confirm and carry forward the 7-year old plans and decisions of the UMN Board to build a new hospital building. This will involve shifting the Surendra Bhawan functions elsewhere while the new hospital is being built on the grounds there. The major part of these functions will be accommodated and in rearranged, remodelled and enlarged quarters in the Shanta Bhawan property, and outside as may be needed. The Building Committee and the Ways and Means Committee are instructed to continue to take the lead in the planning and implementing of this large project. They will be undertaken as quickly as plans and funds and strength allow.

A main need is to improve all our surgical facilities and equipment. Extra personnel and facilities required are:

Surgeon: One surgeon, with help from a Nepali resident surgeon, and volunteer surgeons, and possible local holiday relief.

Anæsthetist: This is a very present, urgent need.

Resident Nepali House Surgeon: This is part of our general plan.

Physiotherapist: We hope for a Board Appointee in 1970.

Nurses: Two of our Nepali nurses are in the U.S.A. training for further O.R. and intensive care service.

Intensive care unit: Advice is being sought as to how much or how little we should do in this. A survey is being made as to how many patients would use a unit of this type.

Blood Bank: This is slowing improving. We have a new 'fridge' on the way, and should also improve our walking blood bank. There is also room for improvement in our technique.

It is proposed that a full complement of four resident Nepali doctors be recruited for 1970 and thereafter, to be assigned one each to internal medicine, surgery, paediatrics, and obstetrics-gynaecology. At present we only have one in internal medicine.

These are taken on for one year at a time for up to three years, which they will (a) go to another job, (b) continue here in a higher grade, or (c) be recommended for further post-graduate training.

Personnel requirements in present hospital facilities:

I. Complement of UMN Board Appointees.

A) *Medical Staff.*

- 1 General surgeon
- 1 Internal medicine physician—could be a woman
- 1 Internist radiologist physician „ „ „ „ } One of these must be a woman
- 1 Pædiatrician „ „ „ „ } a woman
- 1 Obstetrician-gynaecologist—must be a woman
- 1 Clinical pathologist
- 1 *Anæsthetist*
- 7 Full-time doctors, one of which is the Medical Director
- 1 Dentist
- 1 Ophthalmologist (part-time)
- 1 General practitioner with experience in psychiatry and having lived in the east.

B) *Adjunct Diagnostic and Treatment Staff.*

- 1 Medical social worker
- 1 Physiotherapist
- 1 Pharmacist.

C) *Nursing Department Staff.*

- 1 Nursing services administrator
- 1 Nurse supervisor, out-patient clinics
- 1 Nurse supervisor, ward
- 1 Nurse supervisor, relief
- 1 Public health nurse.

A. D) Service Departments Staff.

- 1 Housekeeper
- 1 Administrative dietitian
- 1 Therapeutic dietitian
- 1 Maintenance supervisor.

E) *Administrative Staff.*

- 1 Administrative officer
- 1 Hostess—from June 1970. It is expected that Miss Wolff will then fill the post
- 1 Office secretary
- 1 Public relations officer
- 1 Purchasing officer
- 1 Personnel officer
- 1 Medical record librarian.

F) Teaching Staff.

- 1 Nursing school director
- 1 Clinical nursing supervisor and teacher
- 1 Laboratory clinical supervisor, of laboratory technician students (could be the pathologist).

Note that some posts are currently filled, some will need replacement in 1970, and some posts need new additional workers.

2. Immediate needs for new persons are:

- A) Anæsthetist. This is an urgent need.
- B) Medical Director. Retired replacement by the end of 1970. Could also have a side line.
- C) Obstetrician and gynæcologist. Retiral replacement by the end of 1970. Could also help with general women's clinic.
- D) Pædiatrician. From August 1970. It is expected that Dr. Knox will fill this post.
- E) Ophthalmologist. This is a need as there is only one in Nepal (at the Bir Hospital, and he is taken up doing ENT work). He could also serve in other UMN projects.
- F) Radiologist. Needed from February 1970. It may be that after Dr. Fischer leaves the new Board Appointee, Dr. Dickinson, could be able to do this. Or it may be that Dr. Jones, a one year volunteer physician, could do it. Failing this, at attempt might be made to get the present part-time Nepali radiologist to give us more time on more pay.
- G) Pathologist. There is a need for this, and if one were available he could serve all of UMN and be based at Shanta Bhawan. If one is not available we are exploring the possibility of making more use of a local pathologist on a per patient fee basis.
- H) Public health nurse. She is needed to carry out our programme under objective No. 11. This was also a request made last year.
- I) Laboratory technician. Needed from January 1971 to supervise laboratory students.

If any under the above categories offer to UMN, they could be used. The ophthalmologist, pathologist and radiologist would have to have side lines, e. g. general practice.

To maintain the general running, the following would be very useful even for three months or a year's service with a view to training Nepalis:

- a) Medical record librarian
- b) Office secretary
- c) Public relations officer
- d) Purchasing agent
- e) Personnel officer.

These jobs are being done at present by various members of the staff, and they need help and guidance.

Plans for Training of National Direct Appointees in 1970.

1. Doctors. We are using the services of a radiologist, anaesthetist and part-time pathologist. These men help us, and we believe our specialists can help them.
2. Junior doctors. As mentioned in our plans, we hope to have four of these and give them good training under our specialists. Thought will be given to the training of suitable doctors in appropriate specialties.
3. Nurses. Two are in the USA at the moment for 1 year training in operating room and intensive care technique.
4. Laboratory technicians. There are 4 boys doing a 2 year laboratory technician course at present. One will go to Okhaldhunga and one to Bhatgaon, and two will remain here.
5. X-ray technician. WHO has granted a scholarship for one of our men to go to Chandigarh for a diploma in X-ray technology.
6. Social Service. In July 1970 we hope to send our Medical Social Service assistant to do an M.Sc. in social services in Lucknow.
7. Medical Records technician. We plan to send one of our out-patient department staff to Vellore for 2 years to train as a Medical Records Technician.

GENERAL RECURRING BUDGET FOR 1970

<i>Receipts :</i>	<i>Approved Budget 1969</i>	<i>Actuals for 8 months</i>	<i>Estimate for 12 months</i>	<i>Approved Budget 1970</i>	<i>Inc./Dec. over 1969</i>
UMN Treasurer	340,000	226,667	340,000	340,000	—
Special Allowance	—	30,007	30,007	—	—
Fees	859,800	759,955	1061,000	1153,905 + 294,105	
Gifts: General	93,470	21,738	33,000	35,000 — 58,470	
Nursing School	76,950	7,470	10,000	12,000 — 64,950	
Personnel Contributed Services	214,710	143,140	214,710	236,406 + 21,696	
	1584,930	1188,977	1688,717	1777,311 + 192,381	

Payments:						
Salaries	475,010	306,657	460,000	503,262+	28,252	
Drugs	300,000	233,015	350,000	360,000+	60,000	
Medical, Surgical, X-ray, and lab. supplies	204,900	148,214	220,000	242,100+	37,200	
Bedding, linen, uniforms	17,010	5,193	10,000	20,950+	3,940	
Catering expenses	48,000	42,536	60,000	71,500+	23,500	
Laundry & cleaning	9,420	9,078	14,000	10,500+	1,080	
Repairs and replacements	4,500	2,116	3,000	4,500	—	
Power, light, heat	54,560	22,143	35,000	41,000—	13,560	
Building & grounds maintenance	45,870	35,343	50,000	51,000+	5,130	
Rent	75,420	41,600	62,150	62,150—	13,270	
Administration	12,390	15,638	22,000	26,900+	14,510	
Transport	28,100	31,762	42,000	22,700—	5,400	
Medical Resident's training	—	—	—	36,630+	36,630	
Nursing School training	92,190	43,962	69,000	85,220—	6,970	
Asst. Nurses' training	2,850	2,440	2,440	—	—	2,850
School of Medical Technology	—	—	—	2,493+	2,493	
Pers. Cont. Serv.	214,710	143,140	214,710	236,406+	21,696	
	<u>1584,930</u>	<u>1082,837</u>	<u>1614,300</u>	<u>1777,311+</u>	<u>192,381</u>	

Calen- dar Year	UMN Gen. Fund total	Per cent SBH Grant	Total SBH Receipts	UMN grant	Fees	Gifts
1966	634,232	50.4%	928,514	319,770	544,707	64,038
				34.5%	58.6%	6.9%
1967	680,276	45.3%	1,107,623	307,770	687,288	112,504
				27.8%	62.0%	10.2%
1968	621,142	54.4%	1,243,039	337,777	836,454	68,808
				27.2%	67.3%	5.5%
1969 est.	823,248	41.3%	1,444,000	340,000	1,061,000	43,000
				23.5%	73.5%	3%
1970 budget			1,540,907	340,000	1,153,907	47,000
				22%	75%	3%

CAPITAL BUDGET FOR 1970

School of Nursing :

Student guestroom	650
Blackboard	200

Pathology Department :

Microscope, binoculars	8,300
Pipet shaker	540
Sero-fuge	1,150
Water bath, serological	1,260

Radiology Department :

Film processing unit, refrigerated and thermostatic control	20,000
Film drying cabinet	3,000
Typewriter	2,500
Second phase X-ray equipment purchase:	
Odelca camera, Helio contrastor, table, topographic attachment, Universal bucky stand and accessories	200,000
Room heater, kerosene	400

Pharmacy Department :

Autoclave, electric	2,000
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Out-patient Department :

Typewriter	2,300
Embossing and imprinting equipment and supplies for patient identification	23,000
Kardex cabinet for indexing medical records	2,000
Emergency room furniture and equipment	5,000

Central Sterile Supply Department :

Autoclave, electric	30,000
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Laundry Department :

Washing machine	25,000
Water softening equipment	40,000

Recovery Room & Intensive Care & Operation Room :

Equipment	20,000
Respirator	8,000
EMO	4,000

Nursing Service :

New private room equipment	45,000
Beds, patient	24,000
Wheeled stretchers, 3 numbers	4,500

Pædiatric Department :

Refrigerator, electric	5,000
Suction apparatus, intermittent, Gomco	3,500
Ice-making machine for Croupette	22,400
Washing machine and dryer	5,000
Milk and egg fund	15,000

Dietary Department :

Stainless steel tableware	6,000
Dish-washing machine	53,000
Dining plates	1,000
Rice mill and storage plant	25,000

Building renovations :

2nd Floor renovation	6,500
3rd Floor renovation	8,300
Vehicle shed and 3 cars	3,000
Enclosure for servicing pit	1,500
Lumber shed	1,000

Electricity :

2 each, 100 Kw transformers, switch gear and accessories	45,000
Electric motor for water pump	3,200

Transport and maintenance :

Pick-up truck, diesel	60,000
Passenger station-wagon and spare parts	50,000
Hand tools	3,000

Administration :

Typewriter	2,300
Calculating machine	3,500

Physiotherapy Department :

Diathermy unit	8,000
	Rs. 800,000

(Note : Capital budgets required to re-arrange, re-model and enlarge Shanta Bhawan property so as to accommodate all hospital functions until the new hospital building is completed are still under study by the Building Committee, and are not presented here).

APPENDIX G UMN Kathmandu Valley District Clinics

PLANS AND BUDGETS FOR 1970

By the first of January 1970 we shall have our staff complement fairly complete. Beside the Director, there will be two full-time doctors, Dr. Mulla and Dr. Bayiacharya. Sister Stina Ullberg will be in charge of the nursery service. Mrs. Chacko is the other senior nurse on the staff, at the center. In Bugmati Miss Elke May will continue the good work going on there until October, when a replacement for her will be needed. In Pharping Mr. & Mrs. Daniel Sittling will be in residence and continuing the present pattern of clinic work and health teaching, home visitation and midwifery. Mr. & Mrs. Victor Buddha carry on a similar pattern of work in Godavari where they reside. In both of these places the program is going well and the work very satisfactory. About January 15th we hope Miss Tomoe Tawara will begin her program in Chapagaon of clinic work, health teaching, home visitation and home deliveries. She will live in one half of the new staff building, and our assistant nurse/midwife, Abigail Maharjan, and her husband in the other half. The new clinic building will already have been occupied where the daily work of the dispensary will be carried on.

On March 1st, Dr. Bethel Fleming will retire and expect Dr. Jack Moody to take over as Medical Director. Because Dr. Moody is not yet here, it is impossible to fully outline what the total program of work will be and what changes may be made. Also the question of where the central headquarters of the work will be accommodated when Surendra Bhawan begins to be demolished will have to await his coming.

Because of the increase in costs of medicine and the 10% housing allowance, which the Mission has directed us to give, our budget for 1970 is increased.

APPROVED GENERAL RECURRING BUDGET FOR 1970

Receipts:	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec. over 1969
UMN Treasurer	80,000	56,073	80,000	80,000	—
Medical income(fees)	20,000	16,444		20,000	—
Gifts	41,260	39,758		62,300	+ 21,040
Refunds	2,500	3,189		4,000	+ 1,500
Medical Insurance	—	86		100	+ 100
Person. Contr. Serv.	24,600	16,400		24,600	—
	<u>168,360</u>	<u>131,950</u>		<u>191,000</u>	<u>+ 22,640</u>

Payments :

Salaries	59,760	52,181	70,000 + 10,240
Drugs	45,000	38,102	55,000 + 10,000
Supplies	3,000	2,158	3,000 —
Repairs and replacements	3,000	988	3,000 —
Power, light & heat	4,000	1,861	4,000 —
Maintenance	3,000	1,760	3,000 —
Transport	16,000	14,671	20,000 + 4,000
Administration and rent	8,000	2,468	5,000 — 3,000
Bedding, Linen & uniforms	2,000	745	2,000 —
Laundry and cleaning	—	280	400 + 400
Miscellaneous	—	962	1,000 + 1,000
Personnel Contri- buted Services	24,600	16,400	24,600 —
	168,360	132,576	191,000 + 22,640

APPROVED CAPITAL BUDGET FOR 1970

Finishing staff building at Chapagaon	25,000
Audio-Visual equipment—2 projectors	1,400
Landrover—to replace one now used	40,000
Instruments and equipment	20,000
Dera at Pharping	8,000
	Rs. 94,400

APPENDIX H

UMN Girls' High School, Kathmandu

PLANS AND BUDGETS FOR 1970

The school at this stage is a High School recognised by the Government of Nepal Education Ministry. We have the required classes I to X, and in addition a Kindergarten (Fröbel method). The medium of instruction is Nepali, and all members of the teaching staff, except the Science teacher (Indian) and the Headmistress (British), are Nepali. The aim is that eventually all teachers employed shall be Nepali by race. Children are entered from Class X for the School Leaving Certificate Examination set by the Government of Nepal. There is a hostel in the same building which accommodates 150 of the children at this stage. The girls do all their own work in this hostel, including the buying and cooking of their food. The hostel is supervised by the Headmistress, and as many of the teaching staff as need accommodation in the school premises.

The intention has been to establish a Multi-purpose High School by adding, in accordance with Government planning for such, a Commercial and a Domestic Science stream from Class VI upwards. This has not yet been approved in writing by the Ministry, but the School Managing Committee (Government appointed and composed) has authorised the start of this programme from the beginning of the new session in 1970.

We are able to play such games as netball, soft-ball, volleyball, and a certain amount of athletics inside the compound, but for such activities as swimming and hockey and an annual athletic meet we have to make use of the public facilities in the town.

New buildings financed from the Central Agency in Germany and UMN member bodies are growing up inside our compound. A German engineer, Dieter Johannsen, is in charge of the programme, and estimates that the work will be finished by April 1972. We shall then have very modern facilities and all that is necessary to comply with sound education and health for the girls entrusted to us from places as far away as Hongkong, Jumla, Taplejung.

Plans have been approved to buy and add a piece of land on the north side of the school property. SEC(2)-7/69.

Personnel: Miss Dorothea Friederici is planning to be here during November to take over the hostel health, and school and Mission accounts. It has been our hope to have a Nepali with

suitable qualifications and experience to take over the appointment of Headmistress at this juncture. The only person we consider to be suitable is unwilling to take this responsibility, although she is willing to offer all needed help. The present Headmistress, Miss Franklin, would like to relinquish all her tasks.

APPROVED GENERAL RECURRING BUDGET FOR 1970

<i>Receipts:</i>	<i>Approved</i>	<i>Actuals</i>	<i>Estimate</i>	<i>Approved</i>	<i>Inc/Dec.</i>
	<i>Budget</i>	<i>for</i>	<i>for</i>	<i>Budget</i>	<i>over</i>
	<i>1969</i>	<i>8 months</i>	<i>12 months</i>	<i>1970</i>	<i>1969</i>
UMN Treasurer	40,200	27,282	40,200	48,500+	8,300
School fees	33,800	26,524	37,700	39,000+	5,200
Refunds	1,500	4,975	5,775	1,500	—
Personnel Contributed Services	8,400	5,600	8,400	14,400+	6,000
	<u>83,900</u>	<u>64,381</u>	<u>92,075</u>	<u>103,400+</u>	<u>19,500</u>

Payments:

Salaries	65,000	46,322	67,672	73,900+	8,900
Wages	2,000	952	1,800	2,000	—
Medical	1,250	807	1,250	1,250	—
Repairs	1,250	968	1,250	1,250	—
Light	1,500	2,089	2,789	1,500	—
School supplies	1,000	3,834	4,000	1,500+	500
Travel	1,500	1,431	1,831	1,500	—
Administration	2,000	1,319	2,897	2,500+	500
Rent	—	—	—	3,600+	3,600
Personnel Contributed Services	8,400	5,600	8,400	14,400+	6,000
	<u>83,900</u>	<u>63,322</u>	<u>91,890</u>	<u>103,400+</u>	<u>19,500</u>

APPROVED CAPITAL BUDGET FOR 1970

Request carried forward from 1969:

New West Wing Rs. 181,650

New request:

Furniture for rented flat	1,500
	<u>Rs. 183,150</u>

APPENDIX I

UMN Bhatgaon Hospital

PLANS AND BUDGETS FOR 1970

Our 1969 figures to date are showing the same sharp rise which started in 1968 (see Table (i)), and in the first 8 months of 1969 we handled an increase of 137% on out-patients and 110% on in-patients above 1967. Although our in-patient accommodation has been frequently overfilled, our greatest difficulty is in the out-patient department where accommodation is now quite inadequate.

With this in mind, our thoughts have been centered on the first stage of our development plan which was introduced last year and has since been worked out in more detail. This is presented below, together with projected plans for the coming few years.

A) 1970 Plans.

While we sincerely hope to receive approval to embark on Stage I of the Development Plan in 1970, buildings can hardly be ready before 1971, and we must first consider needs for 1970. (See EC(3)-13/69).

1) *Out-Patient Building.* With the opening of the children's clinic and the need of a second doctor, two additional rooms are urgently needed. (At present the children's clinic is held in the corridor, while the sister helping with examinations has to shuttle between the X-ray room and the laboratory, whichever is being used less !) To meet this, we are asking for two extra temporary rooms and waiting space to serve until Stage I of the Development can be occupied. These would be added to the east end of the hospital, using the cheapest possible type of building, and occupying 420 sq. ft. They would require furnishing, which would later be available for the new building, and likewise the bricks.

2) *Staff.*

i) *Pharmacist.* The position at present is being carried by the Superintendent's wife, with no medical training at all. In view of: a) the growing volume and complexity of the work, b) the obvious desirability of a trained person, and c) the fact that she is due for furlough in July 1970, we ask that a pharmacist be appointed. The position of a half-time

Business Manager has already been approved (see AC(1) 10/68.6), and we would ask that a Board Appointee pharmacist be appointed to carry the position of business manager also.

- ii) Doctors. The Executive Secretary has already noted the need of a furlough replacement doctor for July. Apart from that the increase in work calls for a second doctor, and our budget includes the salary of a junior Nepali resident doctor.
- iii) Nurse. A second staff nurse will be required. We are at present enquiring about an extremely suitable candidate who has some years of experience, and have therefore budgeted for the highest level of staff nurse salary.
- iv) Trainee Assistant Nurses. The policy of taking 3 local girls for simple training has lapsed at present, but we hope to resume this in the New Year.
- v) Driver. The need for a driver has been felt for the past two years, and will become essential when the present two hospital drivers leave on furlough in July.

3) *Staff accommodation.* At present our accommodation is fully occupied. With the staff requested above, the accommodation outlined under Stage I of the Development Plan will be an urgent first priority.

4) *Commodities.* We are assured that a Government electricity supply should be available by mid-1970. This will involve some new wiring and equipment which has been provided for in the capital budget. We understand that further wiring may be necessary later, but this will not be essential in 1970.

5) *Public Health Teaching.* Staff shortages have prevented us from resuming our health teaching programme in the hospital and nearby villages, but Miss Peterson hopes to make a new start on this early in the new year. She hopes to erect a village type toilet alongside out-patients dept. for both demonstration and practical purposes. The emphasis is on teaching rather than inoculations (which HMG is undertaking).

6) *Stage I Development.* We definitely hope to see Stage I (as below) started during 1970. This will require an architect and, as work starts, an overseer.

B) *Future Development.*

Since 1954 the United Mission to Nepal has been represented in Bhaktapur (Bhatgaon), at first by a dispensary in the town itself, and since 1960 by a 24-bed hospital a mile to the south of the town.

The work has always been of a general nature, although there has grown up a special emphasis on T.B., and 11 'dera' beds have been added outside where tuberculous patients can stay on a self-care basis (as well as those admitted to hospital). The out-patient department consists of a waiting hall, office, X-ray, laboratory, one consulting room and a small dispensary-cum-treatment room. There has been less emphasis on surgery: this is due to the inclination of the doctor, the improving access to Kathmandu (through road improvements the driving time to Shanta Bhawan has been halved since 1961), and by an inadequate operating theatre. When opening the hospital in 1960 it was hoped to attract more midwifery. This has been disappointing, but recent figures lead us to expect a growth in this aspect soon.

Until 1967 the growth of the work was disappointing, but the 1968 and 1969 figures to date show a new picture, which we believe reflects a growing local confidence in the hospital, and a truer picture of the local medical need. Our hospital, together with a similar sized Government Hospital (with 2 doctors), a few compounders in the town, and a few compounder-staffed village clinics are seeking to meet the need of 40,000 townspeople and 40,000 more living in the villages of the Bhaktapur District. Beyond these a small trickle of patients from outside the district comes to us, and a number of tuberculous patients. For many years now, Shanta Bhawan T.B. patients requiring admission have been referred to us.

The purpose and objectives of the hospital were defined in the 1961 Planning Document (see Appendix C to the Executive Committee Minutes of October 1961, pp. 54 to 58). Concerning the long-term programme described, the special clinic for tuberculous patients is still envisaged and is described more fully in the following brief. The value of the unit would be: a) to separate the tuberculous patients out of the general hospital, b) to provide a more efficient service for tuberculous patients, and c) to provide a few extra in-patient T.B. beds. At present we accommodate usually about six inside the hospital in addition to the 11 beds outside. Instead of these we suggest that 12 in-patient beds should be provided in the new unit, as well as the 11 existing dera beds. We are sympathetic with, and following, the W.H.O. views on domiciliary treatment, but believe that a few beds are essential for those who must be admitted for a limited period, and for wealthier patients who wish to be admitted and who therefore contribute to the income of the hospital when beds are available.

We believe that para B (page 56 of the Planning Document) needs considerable revision. The figure of 75 beds was suggested on the grounds of providing for a nurses training

school, but, considering the accessibility of the schools in Kathmandu, we do not believe a school here to be required in the foreseeable future. We believe the future development of the hospital should be defined in terms of functional requirement rather than the selection of a figure. Thus in terms of long term planning, 4 stages have been proposed.

The three questions of para B need to be answered.

- (a) The present rising statistics and a consideration of the present medical facilities in relation to the local population clearly indicate the need for a larger institution.
- (b) We have been assured that our present water supply, if more adequately protected, is sufficient for an 85-bed hospital. Also in the area of our present source are other sources which could be tapped, as well as a small source (which would require pumping) close to the hospital. We have also just heard of a proposal to lay on a new pipe to Katunji, which would pass the hospital and presumably be available to us.
- (c) We do not consider the present road to be a hindrance since patients come anyhow. Nevertheless it may be noted that:
 - (i) the Kathmandu-Kodari road has already improved the accessibility of the hospital and this is reflected in a number of patients coming from further afield, from both directions, and (ii) local plans to tarmac the Surji Binayak road are under consideration.

The same paragraph of the Planning Document also refers to a nurses home, and the brief below includes staff accommodation requirements. However, the present administration hopes as far as possible to enlist local girls who will live at home. There is adequate space for further accommodation should policies later change in this respect.

Four questions relating to future development should be considered.

(a) *The Volume of Work.*

The potential work load is far greater than could be met even by the hospital developed to the full extent of the following brief. In terms of long-term thinking, the question is whether this brief goes far enough and what should be our limitation. Land space is the obvious one, although this could be overcome by purchasing fields below. The T.B. unit and the maternity section should be so designed that further ward accommodation could be added later if required.

With the growing health consciousness and confidence in us and western medicines, the potential volume of work is virtually

unlimited. However, this further demand should not and cannot be met by unlimited growth of the institution, but by forming the nucleus of a number of satellite clinics, staffed by dressers and visited weekly, as well as by a more fully developed programme of public health and teaching based on the hospital and its satellite clinics. It is suggested that the first of these clinics should be opened in early 1972, following the Superintendent's return from furlough. Staff for this and a further clinic the following year have been included in Table (2).

(b) *The Nature of the Work.*

Bhaktapur (Bhatgaon) is situated close enough to Kathmandu to allow cases to be referred for specialist attention, and therefore it is suggested that, as now, we should continue to run a general hospital. While it is possible that in the future there may be a shift in emphasis, say from general medicine to surgery, it is not likely that there would be a shift to any minor speciality requiring any significant structural modifications, and therefore the question of the nature of the work is not relevant to the following brief, with the exception of the T.B. unit.

Concerning the T.B. unit, there is a clear demand and general sympathy for its establishment. The demand is likely to continue for another 20 years, by which time no doubt some other use would be found for it.

(c) *Who should run it.*

At present the hospital is run by the UMN with a subsidy (in 1969) of Rs. 33,500, and it is our ambition not to ask for more than this. Between 1962 and 1969, the total amount of the annual budget has doubled (approx. Rs. 60,000 to Rs. 120,000, excluding Personnel Contributed Services), while the UMN subsidy has fallen from Rs. 40,000. This and other factors encourage us to believe that we can further increase our work load without making further demands on the Mission. However, with the need of an extra doctor and other staff in 1970, we are asking the UMN for a higher subsidy for this year (and perhaps also in 1972), the other year of anticipated steep rise) to buffer these increases. We trust we will be able to level out again in the intervening years.

Although there is at present no firm indication that a change of administration is to be anticipated, the hospital should be prepared in both its administrative and medical aspects for a transfer to Nepali administration, whether by Government or by some other body. How would such an event influence the future of the hospital, and the present planning and design? It is considered that Nepali leadership would be even less inclined than ourselves to accept the higher economic burden of more

in-patient work. This may lead to hesitation to proceed with Stages III and IV, which increase in-patient accommodation, as opposed to Stages I and II which are aimed to increase efficiency and out-patient care rather than adding in-patient beds. In either case, the line of development would be the same, and so the question is irrelevant to the institution of the brief; it is only the timing, especially of Stages III and IV which may be affected.

Whoever is to run the hospital, we should aim to make it self-supporting so far as possible. To this end, we have over the years maintained a policy of keeping charges to the minimum and expecting the majority to meet these charges.

(d) *Relation to the Other Work in the Kathmandu Valley.*

Relations with the United Mission Medical Center (Shanta Bhawan) have always been close, and it is hoped that these may be developed further, especially by staff exchanges for special work, for holidays and furloughs, and for training. Also, ways may be explored of co-operating with District Clinics to develop the public health and teaching outreach. Similarly, we hope for closer co-operation with Government services.

The Development Plan is divided into four stages.

(There followed in the proposed study-draft 6 pages of description of the four stages, with supporting Tables of data. These have been omitted from the printed Appendix in view of the Executive Committee action in Minute 13, but are retained in the concerned offices for possible future reference).

The MODIFIED PLAN, as approved by the Executive Committee (Minute 13) in very brief form is as follows:

Stage IA

- A. Out-Patient block
- C. Chapel
- D. Maintenance Area Retain as presented
- E. 'Dera' Area
- F. Staff Accommodation

B. Conversion of present accommodation:

Convert the Hospital Office and X-ray into Maternity Department.

Convert the Laboratory, Consulting room, Treatment room, Waiting hall (total 680 sq. ft.) into Bed store, Linen room, Treatment room, Nursing Superintendent and Business Manager's office, General Hospital office, Diet kitchen (total 540 sq. ft.).

Stage IB

The Theatre Unit is to include:

Changing room and toilet, anteroom, scrubbing-up, theatre, cleaning-up room, sterilizing room (for theatre and central supply), serving central supply and theatre sterilizing preparation room.

Present theatre to be changed into ward. Present sterilizing room to be changed into ward office. Present ward office to become cleaning-up sluice room.

Stage II and III

Remain the same, but with the thought of putting them on the ground, parallel to the TB 'deras', rather than upstairs.

Stage IV

Add nurses library. Consider this and lecture room with possibly Stage I, nurses' rest room on top of new O.P.D.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec. over 1969
<i>Receipts:</i>					
UMN Treasurer	35,100	32,800	35,694	55,500	+ 20,400
Medicines and fees	65,000	61,872	93,000	140,500	+ 75,500
Refunds	7,000	8,266	12,000	15,000	+ 8,000
Gifts	12,000	507	627	1,000	- 11,000
Personnel Contributed Services	33,240	22,160	33,240	33,300	+ 60
	<u>152,340</u>	<u>125,605</u>	<u>174,561</u>	<u>245,300</u>	<u>+ 92,960</u>
<i>Payments:</i>					
Salaries	42,900	29,105	42,900	68,200	+ 25,300
Medicines & supplies	50,000	52,424	70,000	108,000	+ 58,000
Food for patients	5,500	1,774	2,500	3,000	- 2,500
Linen, uniforms, bedding	1,300	1,594	2,000	3,000	+ 1,700
Cleaning	1,000	679	1,000	1,000	-
Repairs and maintenance	2,200	1,944	2,500	3,200	+ 1,000
Transport	3,000	3,788	7,700	8,000	+ 5,000
Power, light, heat	11,900	7,469	13,400	13,000	+ 2,000
Administration	2,200	4,011	6,000	4,600	+ 2,400
Personnel Contributed Services	33,240	22,160	34,240	33,300	+ 60
	<u>152,340</u>	<u>124,948</u>	<u>181,240</u>	<u>245,300</u>	<u>+ 92,960</u>

APPROVED CAPITAL BUDGET FOR 1970

Items brought forward:

Modification of present staff accommodation to provide a further apartment	Rs. 5,250
Audio-visual aid equipment	2,100

New Items:

Temporary out-patient extension	5,250
Furniture for same	1,050
Electrical equipment (hospital 'nite-lites', meters, installation)	6,195
Cash register	2,100

Stage I of Development Plan (see EC(3)-13/69.3).

Out-patient block. 4,200 sq. ft. @ Rs. 40/-, plus tarmac, etc.	177,400
Equipment and furniture for same	28,740
Conversion of present accommodation. 2,200 sq. ft. @ Rs. 15/-	36,225
Equipment and furniture for same	26,460
Hospital Chapel. 400 sq. ft. @ Rs. 40/-	21,000
Maintenance area. 1,050 sq. ft. @ Rs. 30/- plus tarmac	65,630
Dera area. 1,170 sq. ft. @ Rs. 30/-	46,200
Accommodation for doctor, business manager & nurses	178,550
Furniture for above	10,500
Architect's fees	3,600
	<hr/>
	Rs. 594,305

APPENDIX J

UMN Okhaldhunga Project

PLANS AND BUDGETS FOR 1970

I. *Medicine.*

It is proposed to carry on the dispensary as in the past year, serving out-patients, in-patients, and some surgery. The complement of Board Appointees for the medical work should be the same as last year, that is: two doctors (to include public health work), two nurses at the dispensary, and one nurse for itinerant health work and dispensary staff relief.

The definitions for the Project as given by the Executive Committee (Nov. 1968, EC-45/68) should be kept, which read: (1) That our concept and definitions of this Project in terms of a "Community Service Program" be again defined, and that we seek to recruit personnel accordingly. (2) That we seek to recruit and place two doctors for the medical department of the Project: one of these to be a general doctor with surgical ability, and the other to be a doctor with public health ability. The latter would help in the dispensary, but would give major service in itinerant public health work of the kind suitable to the situation such as district clinics, leprosy, T.B., health education, immunization campaigns, maternal and child health, etc. (3) That with regard to education work, we seek to place a teacher on loan to a local school as part of the Project.

II. *Agriculture.*

We expect to have two Board Appointee Agriculturalists working in the project, and to hire one Nepali to assist in general in the work. We plan to become more fully involved in agriculture work and as far as possible cease to be involved in building and maintenance work in the dispensary. Under 'Assistance Programs' arrangement with HMG Department of Agriculture Extension we plan to develop work with the District Development Officers, reaching out into the surrounding villages with the government extension program. We will continue to work with seeds, goats, chickens, possibly rabbits. We have yet to work out details with HMG officials about where our men will live and what their work will be, so we cannot fully plan concerning possible need of rented houses, or buildings to be constructed, or tools; we will have to wait and see what develops.

III. Capital Items.

We carry forward our intention to complete some interior portions of the original building plan in the dispensary building, to install the hydro-electric plant which is on the site, and obtain a portable X-ray. We need additional dispensary and laboratory equipment. We plan to build a workshop-storeroom, and a reading-library room. A projector and an adding machine will be very useful. Friends of patients from a distance need a place to lodge for the night, and we propose building a simple 'dera'. The agriculture work is planning little in capital items at this stage of its work.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc/Dec. over 1969
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I. Dispensary.

Receipts:

UMN Treasurer	10,400	12,092	10,400	10,400	—
Fees and medicines	20,000	17,452	23,000	22,560	+2,560
Misc. and refunds	—	4,112	4,112	—	—
Personnel Contributed Services	17,160	11,440	17,160	17,160	—
	<u>47,560</u>	<u>45,096</u>	<u>54,672</u>	<u>50,120</u>	<u>+2,560</u>

Payments:

Salaries	10,400	4,860	8,360	12,060	+1,660
Drugs	15,000	9,036	11,500	15,000	—
Medical and Surgical supplies	700	1,931	2,000	1,500	+ 800
Uniforms and bedding	200	222	225	200	—
Fuel and light	600	533	600	600	—
Administration	100	169	200	200	+ 100
Transport and travel	2,000	1,093	1,300	2,000	—
Public health	700	5	700	700	—
Maintenance and repairs	500	197	500	500	—
Miscellaneous	200	—	—	200	—
Personnel Contributed Services	17,160	11,440	17,160	17,160	—
	<u>47,560</u>	<u>29,487</u>	<u>42,545</u>	<u>50,120</u>	<u>+2,560</u>

II. Agriculture.

Receipts:

UMN Treasurer	3,250	1,028	3,250	4,650	+ 1,400
Sale of seeds	—	219	400	500	+ 500
Sale of goats and milk	—	93	300	800	+ 800
Personnel Contributed					
Services	9,600	6,200	9,600	10,000	+ 400
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	12,850	7,540	13,550	15,950	+ 3,100

Payments:

Rent	1,200	400	600	1,800	+ 600
Seeds	500	119	300	500	—
Care of chickens and goats	1,000	1,039	1,500	2,000	+ 1,000
Administration	50	—	25	50	—
Transport	100	276	300	200	+ 100
Extension literature	100	—	50	100	—
Insurance on field trials	200	—	—	200	—
Miscellaneous	100	141	200	100	—
Agri. Assistant	—	488	1,000	1,000	+ 1,000
Personnel Contributed					
Services	9,600	6,400	9,600	10,000	+ 400
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	12,850	8,843	13,575	15,950	+ 3,100

APPROVED CAPITAL BUDGET FOR 1970

I. Dispensary.

Requests carried forward from 1969:

To finish interior originally planned dispensary building, install hydro-electric plant, and portable X-ray equipment—balance	6,900
Workshop-storeroom and reading- library room	5,250
Dispensary and laboratory equipment	6,300

New Items for 1970:

Additional for hydro-electric plant instalment	25,000
Additional for workshop and reading room	4,221
Adding machine	1,644
Slide-filmstrip projector	735
Patients' sathis' 'dera'	2,100
	<hr/>
	52,150

II. Agriculture.

Requests carried forward from 1969:

Livestock housing	5,250
Farm tools	<u>2,100</u>
	7.35°
	<u>59,500</u>

APPENDIX K UMN Public Health Program

PLANS AND BUDGETS FOR 1970

In 1968 we started a Public Health program in the Gorkha District, and hope to do the same in the Okhaldhunga District from October 1969. This will take several years to carry out.

Gorkha: We shall emphasize the school hygiene at UMN district schools in the Gorkha area as well as BCG campaigns according to the result of the Tuberculin survey which has been almost completed in the period 1968-69. The Gorkha District Panchayat is to make the health budget for 1970. We can then start the Village Health Workers' training. If any fulltime staff should not be available to carry out the work mentioned above on a resident basis, Dr. Iwamura should spend 3 months at least in 1970 in the programme in Gorkha District.

Okhaldhunga: Dr. Iwamura plans to visit Okhaldhunga in October 1969 to develop relations between local officials and medical personnel concerned in this public health programme for 1970. The main work would be a Tuberculin survey, BCG campaigns, and health teaching in village schools.

Palpa: In Palpa District we shall start a new T.B.-Leprosy combined work, with the co-operation of the District Panchayat. Dr. J. C. Pedley and Dr. N. Iwamura will visit village schools to carry out BCG innoculations and leprosy case finding at the same time.

Personnel: We expected Dr. Julian Pedley (son of Dr. and Mrs. J. C. Pedley) to work with us as a Junior Public Health doctor, but he could only be with us for three months in 1969. He would like to come to UMN as a missionary for public health work in 1971.

We sent our Senior public health Assistant, Chandraman, to the H.M.G. Health Workers School. He is studying to get the Government qualification which is very necessary for working with Government people in districts. We realised this after the experiences in the Gorkha District last year. He will be available as a Government qualified health worker, who can take responsibility to organize and teach village health workers.

UMN should seek two nurses, Board Appointees, for Public Health work. One is needed in each district (Gorkha and Okhaldhunga) to visit T.B. and leprosy patients in their homes, and to help village health workers in the villages. They need not necessarily be trained public health nurses.

APPROVED GENERAL RECURRING BUDGET FOR 1970

	Approved Budget 1969	Actuals for 8 months	Estimate for 12 months	Approved Budget 1970	Inc Dec. over 1969
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Receipts:

UMN Treasurer	17,800			11,000	- 6,800
X-ray fees		8,000			- 8,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	25,800			11,000	- 14,800

Payments:

Salaries—

Snr. P.H. Asst.	3,120			3,600	}
Jnr. P.H. Dr.	<u>7,680</u>	10,800		—	
Equipment		9,600		3,000	- 6,600
Educational material		4,200		1,400	- 2,800
Transportation		<u>1,200</u>		3,000	+ 1,800
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	25,800			11,000	- 14,800

APPENDIX L

UMN Agriculture Department

PLANS FOR 1970

During the past year many changes have come about. Four men carried on the work through most of the year at Amp Pipal, one woman at Jaubari continued an outreach programme through her store and the school there, two men and their families began work at Okhaldhunga but more as builders and maintenance men than as agriculturalists. At Tansen one man worked unofficially, making contacts with the local Government agriculture men, but also ended his stay there in the maintenance department. During the year a new man came to the Mission designated as an agriculturalist, but has been proving that he is equally valuable as an electrician.

However, the biggest change came with the first draft of the proposed Agreement from His Majesty's Government. The main force of the change in this case was the clause which stated that UMN agreed to confine its work to the fields of medicine and education in the future. However, as a result of much discussion we have been assured that this agreement applies only to 100% Mission-owned and operated projects. We are also assured that we can work directly in co-operation with any Department of H.M.G. that needs and can utilize our personnel and support.

At the time of writing this report, it appears that we will be able to continue work in Amp Pipal (Gorkha), Okhaldhunga and Palpa.

(a) *Amp Pipal* will continue as a demonstration farm and center for various trials, co-directed by a Nepali of J.T.S. or high qualifications, our own people continuing to work in co-operation with the Government workers. Therefore we have included plans and budgets for this work under the Gorkha Project.

(b) *Okhaldhunga* work also will continue, with emphasis on two men working as J.T.A.s in one or two nearby villages to carry on the Government program, plus other demonstrations and trials as are mutually agreeable to the Government worker in charge of the area and our own men. See the plans and budgets under the Okhaldhunga Project.

(c) *Tansen* will need to receive at least one worker and perhaps two others, men with at least diplomas in agriculture. Plans and budgets for this are included under the Tansen Area.

(d) *Pokhara Agriculture Department* has defined its plans and budgets under the *Pokhara School*.

(e) The office of *Agriculture Co-ordinator* will be located in Kathmandu. His main work will continue to be as defined in BM-15/69. This work will include visits to the three areas where agriculture will be undertaken. The work of this office might be expanded to involve some teaching or other assistance in Government Agriculture departments if time and opportunity allows.

It should also be noted that other areas of activities are:

- (1) *Pokhara Tibetan Refugee Center*. After the return of Mr. Asbjorn Holm from furlough in Norway, he will most likely be seconded to this work in Pokhara, to aid in developing agricultural improvement among the refugees.
- (2) There is discussion about the possibility of obtaining through the UMN professors and co-workers to teach and help to make future plans in the newly formed Agricultural College of Nepal.
- (3) In the areas of Doti and Dandeldhura there is continuing hope that a team of workers in medicine and agriculture (and perhaps education) might go to commence a Community Service Project.

Urgent personnel needs :

- 1 Agriculturalist, who is interested in teaching agriculture in primary and secondary schools, also with an interest in extension and in doing his share of research and demonstration work.
- 1 Veterinary doctor. It has been proved that a veterinary doctor can be a great asset to the community. We desire a man who is willing to walk a bit, and is also eager to pass on his training to Nepali young men willing to learn the basis of veterinary medicine.
- 2 Agriculturalists, with at least 2-year degrees in Agriculture, willing to work in village situations as an outreach arm of the Government Department of Agricultural Extension. Extra training for all new agriculturalists will be given (along with language students) to familiarize them with the ways and means of Nepali Agriculture and Agriculture Extension methods.

APPENDIX M

UMN Treasurer's Consolidated Budget

Receipts:

	No. of workers	Approved Budget 1969	Actuals for 1969	Balance Due in 1969	No. of workers 1970	Approved Budget 1970	Inc./Dec. over 1969
American Friends Mission	—	—	5,050	—	—	4,800	+
Baptist Missionary Society	3	14,400	—	14,400	3	14,400	—
Bible & Medical Missionary Fellowship	20	96,000	67,819	48,181	26	124,800	+
Central Asian Mission	1	4,800	—	4,800	—	4,800	—
Church Missionary Society, Australia	3	14,400	—	14,400	4	19,200	+
Church Missionary Society, U.K.	2	9,600	—	9,600	2	9,600	—
Committee for Service Overseas, Germany	18	38,988	43,509	—	19	91,200	+
Eastern Himalayan Church Council and	—	—	—	—	—	—	—
Church of Scotland	1	5,000	4,840	—	—	4,800	+
Episcopal Church in USA	5	24,000	6,464	—	1	4,800	—
Free Church of Finland	—	10,000	7,260	16,740	6	28,800	+
General Assembly, UCNI	—	—	—	10,000	—	4,800	5,200
International Christian University	1	4,800	4,800	—	1	4,800	—
Church, Japan	2	9,600	9,640	—	5	24,000	+
Leprosy Mission	2	24,200	24,276	—	2	24,200	—
Malwa Church Council and	10	56,700	100,897	—	14	100,000	+
United Church of Canada	3	14,400	—	14,400	3	14,400	—
Mennonite Board of Missions	2	100,800	—	—	—	4,800	+
Norwegian Free Evangelical Mission	22	—	49,685	51,115	18	86,400	—
Regions Beyond Missionary Union	—	—	4,800	—	—	4,800	+
Service Assn. of Christian Church (Disciples)	5	24,000	6,750	17,250	5	24,000	+
Swedish Baptist Mission	2	9,600	—	9,600	3	14,400	—
Swiss Friends Mission	13	62,400	33,613	28,787	13	62,400	—
United Methodist Church, USA	—	65,360	108,795	—	—	65,360	—
United Presbyterian Church	2	35,600	37,946	—	4	35,600	—
Wesleyan Methodist Church	1	4,800	—	—	1	4,800	—

Woman's Union Missionary Society	2	9,600	9,850	—	1	4,800	—	4,800
World Mission Prayer League, Norway	10	48,000	24,000	24,000	10	48,000	—	—
World Mission Prayer League, USA	14	67,200	31,721	35,479	14	67,200	—	—
Miscellaneous	—	19,000	25,856	—	—	19,000	—	—
Year-end balance	—	—	72,454	—	—	—	—	—
Interest	—	10,000	15,735	—	—	10,000	—	—
Capital Service Charge	—	40,000	23,656	16,344	—	40,000	—	—
	144	823,248	699,416	319,896	155	970,960	+ 147,712	

	Approved Budget for 1969	Budget for 8 months	Actuals for 8 months	Balance due in 1969	Approved Budget 1970	Inc. Dec. over 1969
Headquarters	86,146	57,431	71,739	14,407	111,275	+ 25,129
Bank charges and refunds	150	100	17	133	150	—
Tansen Area	48,350	32,233	46,988	1,362	47,800	— 550
Butwal Technical Institute	23,500	10,333	47,646	(24,146)	20,800	— 2,700
Pokhara Boys' School	2,380	1,587	3,684	(1,304)	2,480	+ 100
Gorkha Project	116,472	77,648	40,800	75,672	128,646	+ 12,174
Shanta Bhawan Hospital	340,000	226,667	226,667	113,333	340,000	—
District Clinics	80,000	53,333	50,884	29,116	80,000	—
Girls' High School	40,200	26,800	31,832	8,368	48,500	+ 8,300
Bhatgaon Hospital	35,100	23,400	28,392	6,708	55,500	+ 20,400
Okhaldhunga Project	13,650	9,100	25,637	(11,987)	14,450	+ 800
Contingency Fund	10,000	6,667	7,317	2,683	10,000	—
Public Health Reserve Fund	17,800	11,867	5,636	12,164	11,000	— 6,800
	22,000	14,667	—	22,000	100,359	+ 78,359
	835,748	551,832	587,241	248,507	970,960	+ 135,212

Payments:

Bank charges and refunds
 Tansen Area
 Butwal Technical Institute
 Pokhara Boys' School
 Gorkha Project
 Shanta Bhawan Hospital
 District Clinics
 Girls' High School
 Bhatgaon Hospital
 Okhaldhunga Project
 Contingency Fund
 Public Health Reserve Fund

APPENDIX N

Minutes of the Finance Committee Meeting

Held in Kathmandu, 13 November 1969,

As approved by the Executive Committee.

Members : (All present) Rev. E. Lowe (Chairman), Dr. T. Strong, Mr. J. Lindell, Mr. S. Ruohoniemi, Mr. I. Stuart.

Devotions : Mr. Ian Stuart led in devotions.

FC(2)-1/69. *Minutes of Previous meeting.* The Minutes of the last Finance Committee Meeting, held in Delhi on 17 March 1969, were confirmed.

FC(2)-2/69. *Budgets for 1970.* The Committee carefully considered the budgets for 1970 as recommended by the Administrative Committee. It was decided to recommend that the Budgets as proposed be approved, with the following additions, deletions and alterations:

A. *House rents.* In connection with Headquarters' budgets, it was noted that a policy for renting of houses had been adopted by Headquarters and Shanta Bhawan Hospital. It was decided that this policy be adopted by all the Projects of the Kathmandu Valley.

B. *Tansen Area.*

1. It was decided to recommend to the Executive Committee that an explanation of the increase of Rs. 1,650 under "Miscellaneous" in the Administration budget be sought.
2. It was decided to recommend that the Area Superintendent investigate the possibility of increasing the income from fees in the Town Clinic.
3. It was decided to recommend that the Medical Conference should consider to what extent public health type projects could be financed from local income.
4. It was decided to recommend that in view of the fact that there is no agriculturalist now in Tansen, the Area Superintendent inform the Executive Secretary and Treasurer to

what extent this could affect the recurring and capital budgets for agriculture.

C. *U. M. Medical Center.* It was noted that the hospital intends to cover the extra expenditure on house rents from its own resources.

D. *Girls' High School, Kathmandu.* In view of the proposed new policy concerning the need to develop local resources of an ongoing project, it was decided to recommend that the School Management Committee investigate the possibility of increased fees, and also of securing endowments.

E. *Kathmandu Valley District Clinics.* In view of the proposed new policy statement concerning the need to develop local resources in an ongoing project, it was decided to recommend that the Director investigate the possibility of increased fees and to depend less on subsidy from UMN and direct gifts.

F. *Bhatgaon Hospital.*

1. It was decided to recommend that the hospital in future does not ask for increased recurring budget grant from UMN, but should so order its affairs that it will request less recurring budget grants.
2. It was decided to recommend that the addition of a surgeon be allowed only if it is expected that the increased fees would cover the additional staff and equipment required.

FC(2)-3/69. *Grants from Undesignated Capital Funds.* It was decided to recommend the following grants to be made from undesignated capital funds:

For Headquarters—

Photo copier	Rs. 2,500
Duplicator	6,400
Furniture	7,250
Completion of partly constructed house	35,000

For Tansen—

Staff House	42,000
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For Gorkha—

Furniture	2,100
Office equipment	3,700

Knoll House renovation	2,727
Lapsibot School doors and windows	1,000
Luitel School generator	6,363
For Pokhara—	
Furniture	6,000

For Girls' High School—	
Furniture	1,500

It was decided to recommend that the balance of undesignated capital funds, together with the Capital Service Charge Fund, be made available to Headquarters for the purchase of land at Headquarters.

FC(2)-4/69. *Requests for increased recurring Budget Grants for 1969.* It was decided to recommend the following increased recurring budget grants for 1969:

District Clinics	Rs. 2,000
Bhatgaon	594

It was decided to recommend that the rent of the house of the builder of the Girls' High School be paid from UMN funds, but to continue to approach the Central Agency in Bonn to cover this item in their grant.

FC(2)-5/69. *Request for Grant to Children's Hostel.* Consideration was given to the question of whether or not the UMN could budget money toward the housing costs of its Staff Appointees in the event of their appointment to serve in the Children's Hostel. It was decided that in the case of this 'special project', and in view of the policy that it should be entirely maintained by funds other than from the UMN, the UMN should not allocate funds for housing of staff in the Hostel.

FC(2)-6/69. *Grant to NCCC in India.* It was noted that an increased grant has been requested from the NCC. Following discussion, it was decided to make the grant at this time, and to request the Executive Secretary to prepare a statement concerning the question of UMN membership in NCC and to present this for consideration to the Board.

FC(2)-7/69. *Audit of Project Accounts.* It was decided to recommend that the present policy of auditing

work being undertaken by the UMN business personnel be continued, but that the UMN Treasurer's books be audited by an outside auditor.

FC(2)-8/69. *Recommendations of the Administrative Committee.*

1. AC-24/69. *Teachers' Salary.* It was decided to approve the proposed increase, but to advise that a responsible investigation be made into the subject of teachers' salary in Nepal.
2. AC-26/69. *Mission owned vehicles.*
 - a) It was decided to recommend the adoption of this Minute, and to add that charges for personal use should include depreciation.
 - b) It was decided to recommend to the Executive Committee that the following directive be circulated throughout the Mission: "That Mission-owned vehicles are intended for official duty use, and that personal use by missionaries is not a right but a privilege which may be authorised, but that at all times official use takes priority. It is further recommended that rates for private use be higher to include the cost of replacement of vehicles."
3. AC-28/69. *Medical Insurance Plan.* It was decided to recommend that this Minute be adopted.
4. AC-27/69. *Employment Contracts.* It was decided to recommend that all future contracts be reviewed every three years.

FC(2)-9/69. *Other Business:*

- A. *Padma Kanya College.* It was decided to recommend that this be set up as a separate project with its own recurring and capital budgets supported by funds from the UMN treasury, and that a recurring and capital budget be presented at the next meeting of the Finance Committee.
- B. *Housing Allowance for UMMC.* It was resolved to recommend that the UMMC be allowed to grant the 10% housing allowance to all employees, regardless of status.

session VIII. It was resolved to recommend that the following new scale be introduced:

Senior Maintenance Assistant 195×5.85×5-
EB-5.85×5-283.50.

D. Year-end Balance of UMMC. It was resolved to recommend that UMMC be allowed to retain any of its year-end balance, and to absorb any deficit in its recurring budget.

After a lengthy discussion, the Committee recommended the following general and continuing budgetary changes for 1982-83:

1. The following table shows the proposed changes in the budget for 1982-83:

Item	Current Budget	Proposed Budget
Salaries and Wages	Rs. 1,20,00,000	Rs. 1,25,00,000
Administrative Expenses	Rs. 10,00,000	Rs. 12,00,000
Other Expenses	Rs. 10,00,000	Rs. 12,00,000
Total Budget	Rs. 1,40,00,000	Rs. 1,49,00,000

2. The Committee also recommended that the following changes be made in the budget for 1982-83:

Item	Current Budget	Proposed Budget
Salaries and Wages	Rs. 1,20,00,000	Rs. 1,25,00,000
Administrative Expenses	Rs. 10,00,000	Rs. 12,00,000
Other Expenses	Rs. 10,00,000	Rs. 12,00,000
Total Budget	Rs. 1,40,00,000	Rs. 1,49,00,000

APPENDIX O

Minutes of the Administrative Committee Meeting October 6-8, 1969

Held in the Library, UMMC, Kathmandu.

Membership and Attendance.

The following persons were present, except as indicated:

Regular members—

1. Executive Secretary, Mr. J. Lindell
2. Treasurer, Mr. I. Stuart
3. Kathmandu Area Superintendent, Dr. R. Fleming (excused)
4. Gorkha Area Superintendent, Mr. A. Voreland
5. Tansen Area Superintendent, Dr. P. Dodson.

Co-opted members for this meeting—

6. Dr. W. Anderson	11. Mr. T. Valvik
7. Dr. B. Fleming (excused)	12. Mr. H. Simrose
8. Dr. D. Roche	13. Canon S. Burgoyne
9. Miss E. Franklin	14. Mr. S. Ruohoniemi
10. Mr. O. Hoftun	15. Miss G. Coventry.

Visitor—

Dr. N. Iwamura.

Schedule.

The meeting was called to order by the Executive Secretary at 9 a.m. on Monday, 6th October. Canon Burgoyne was appointed Chairman, and Miss G. Coventry was appointed Minutes Secretary. The first session continued until 12 noon, and an afternoon session was held from 1-30 p.m. until 6 p.m. On the second day sessions were held from 9 a.m. until 12 noon, and from 1-30 p.m. until 4 p.m. On the third day sessions lasted from 9 a.m. until 12 noon, from 1-30 p.m. until 6 p.m., and from 7-30 p.m. until 11-15 p.m.

Devotions.

Devotions were led each morning by Canon Burgoyne the first morning, by Mr. A. Voreland on the second day, and by Dr. P. Dodson on the third day.

AC-1/69. *Appointment of Representative to the Finance Committee.* The Administrative Committee appointed Mr. S. Ruohoniemi as its representative to the UMN Finance Committee.

AC-2/69. *Appointment of two Superintendents to be members of the Executive Committee.* The Administrative Committee appointed Dr. P. Dodson and Dr. R. Fleming as members of the Executive Committee, and RESOLVED to recommend that Mr. A. Voreland be co-opted to the Executive Committee.

Concerning Policies and Plans

Mr. Lindell presented a paper of notes on ten items to report and discuss concerning Mission policies and plans. After much discussion on this subject a committee was appointed, consisting of Mr. J. Lindell (Convener), Mr. O. Hoftun and Mr. S. Ruohoniemi, to prepare some recommendations on this subject for the further action of the Administrative Committee.

AC-3/69. *Policy Statement.* The report of the drafting committee was considered and it was RESOLVED to recommend the adoption of the following Policy Statement by the Executive Committee for the long-range planning of the Mission:

- A. The United Mission Constitution states that the purpose of the Mission is to "minister to the needs of the people of Nepal". This means that the Mission shall minister to the needs of all people in the country, regardless of race, creed, caste or national origin.
- B. The purpose of the UMN as an organisation is to be an instrument for *foreign* missionary work in Nepal. There are no organisational relations between the UMN and the Church in Nepal. If and when the time comes when there is no longer any need of or opportunity for foreign Christian mission work in Nepal, then the UMN is no longer needed and will cease to exist. The Church in Nepal, however, will carry on its life quite independent of this.

On the other hand, the projects and institutions which have been started and operated by the UMN may in many instances continue, even if the UMN disappears. It is therefore of utmost importance that those projects and institutions which are intended to continue shall be planned and managed in such a way that in due course they will be able to carry on smoothly without the aid and presence of the UMN. This may mean that each project shall have to decrease its

dependence on foreign personnel and on financial subsidy from UMN, and shall seek to adapt its standards and methods to fit the economy and other conditions of the country.

C. Nepal is a country which in many ways is unique, and which is developing very rapidly. In the planning of its future the Mission will seek to benefit from past Mission experience, but may not necessarily follow the policies pursued in other countries.

The Mission believes that in the present situation in Nepal there is a place for its presence and work, and it expects to continue its activities in the country into the foreseeable future, realizing, however, that the position of the foreign mission to Nepal is changing, and the future unpredictable.

This situation calls for flexibility in the planning as well as in the execution of the work in which the Mission is engaged. It shall, therefore, be the policy of the Mission continually to review and reconsider the place, nature, content, structure, administration and future of its various activities in Nepal.

D. Under the new Agreement between the UMN and the Government of Nepal (1969), and in view of the current conditions in Nepal, the Mission purposes to undertake work along the following three lines:

- i) To conduct existing and new mission owned and managed projects, which shall be planned and operated in close consultation with the Government agencies concerned.
- ii) To undertake projects which from the very beginning or at the earliest possible stage have a defined status in relation to Government and are developed in response to Government planning, but which for a certain period of time are managed and controlled by the Mission.
- iii) To contribute Assistance Programs of varying kinds with different types of relationship to Government programs, and to other Nepali organisations or agencies.

E. The question of present and future ownership and management of the Mission institutions shall have high priority in planning. It is the policy of the Mission to plan that future ownership and management of its institutions shall evolve into the hands of Government, or into semi-government or private indigenous organisations, and that each project shall, in its long-term planning, set out its goal, annually review it, and day by day in its management seek to reach it.

F. Throughout the activities of the Mission it shall be the declared policy to build up a competent and dedicated Nepali leadership, which will, in a planned way, gradually replace the foreign personnel. The result of this replacement shall not be the phasing out of the Mission, but to enable the Mission to apply its resources and strength to new opportunities which open up from time to time. Therefore each project of the Mission shall, along with the yearly plans and budgets, present a long-term personnel budget which will show how it plans to build up a Nepali staff capable of replacing foreign personnel. These personnel budgets shall be reviewed every year to note progress made.

AC-4/69. *Workers in Co-operation Programmes.* It was RESOLVED to recommend that workers in Co-operation Programmes should be responsible to an appropriate Functional Secretary, Area Superintendent and Project Director, who will arrange for the terms and conditions of seconding to an assistance programme in terms of housing, salary, tools, discipline, etc., and to provide support, guidance, communication, encouragement and fellowship to the worker.

AC-5/69. *Scholarship Committee.* It was RESOLVED to recommend that in order to better provide for professional leadership in the future, the terms of reference of the UMN Service Scholarship Committee be broadened to include people who are not working in the Mission, but who could be given Scholarships under bond for higher education.

Concerning Personnel Matters

Mr. Lindell presented a paper of notes touching on 15 items related to personnel. There was discussion on many of these items and certain actions were taken.

AC-6/69. *Language Study.* It was RESOLVED to recommend the following arrangements for the benefit of language study:

- A. All new short-term workers (who are to serve from one to three years) shall attend a 3-month language and orientation course, to be followed by a suitable test.
- B. The UMN Language School shall arrange such language and orientation courses at least twice a year.
- C. New workers shall be expected to arrive in Nepal at such time as instructed by the UMN, i.e. just in time to attend the language course. If the arrival time cannot be adapted according to these instructions, the sending body shall be expected to pay travel expenses, etc. in connection with temporary assignments for workers who do not arrive at such time as instructed. The service of new workers shall normally be considered to begin at the time when they start to attend the language and orientation course.
- D. Short-term workers coming out for a second term shall be required to attend a six-weeks refresher course as soon after their return from furlough as is convenient for the language school.
- E. Long-term workers (who expect to serve for more than a 3-year term) shall also be required to arrive in time to attend the same 3-months language and orientation course, and thereafter to carry on their language study according to existing rules.
- F. Arrangements shall be made at the language school to take care of children in order that their parents may benefit fully from their language study.
- G. The Language School shall have its own budget covering teachers' salaries, etc., to be financed by students' fees, and included in the UMN recurring budget.
- H. Every effort shall be made to obtain the full-time service of an experienced missionary worker to supervise the Language School.

AC-7/69. *Annual Vacation Leave.* It was RESOLVED to recommend that at the end of the first year, workers

should have 2 weeks holiday; 4 weeks after the second year of service, and 5 weeks each year thereafter. Workers should take this 5 week holiday within each year, and leave should not be accumulated from one year to another.

AC-8/69. *Appointment of Executive Secretary.* In connection with the appointment to the post of Executive Secretary next March, 1970, it was noted that Mr. Lindell has requested not to be re-appointed as Executive Secretary in March 1970. There was much discussion on this, and it was RESOLVED to recommend that:

- A. We give Mr. Lindell a unanimous vote of confidence in his leadership, and recommend to the Executive Committee that he be re-appointed for a further 3-year term, and that consideration be given to the granting of a one year leave of absence after two years, or whenever a suitable person can be found to be Acting Executive Secretary.
- B. In view of the large load that continues to be on the Executive Secretary, there should be an immediate appointment of three Functional Secretaries, with authority in their fields to make personnel appointments in consultation with the other Functional Secretaries, the Executive Secretary, and the Assistant Executive Secretary, even if it is only for a temporary period until a permanent appointment can be made.
- C. One of the Functional Secretaries be appointed to be the Deputy Executive Secretary in the absence of the Executive Secretary.

Other suggestions were made of how the Executive Secretary's load of work could be lightened.

REVIEW OF PROPOSED PLANS AND BUDGETS FOR 1970

The leaders of the projects presented their proposed plans and budgets for 1970. Questions and discussions followed.

AC-9/69. *UMN Headquarters.* The proposed plans and budgets were presented by the Executive Secretary. There was considerable discussion *re* personnel posts. It was RESOLVED to recommend that the post of "Kathmandu Area Superintendent and/or Functional

Co-ordinators" be eliminated, and in place of this the following be added:

"Functional Secretary for Agriculture
Functional Secretary for Health Services
Functional Secretary for Education",

and that the Assistant Executive Secretary also be known as Chaplain and Personnel Secretary.

There was discussion concerning whether the post of Chartered Accountant should be dropped from the list of Personnel needs. It was RESOLVED to recommend:

- A. The post of "Chartered Accountant" be replaced by "Qualified Auditor";
- B. That in view of the fact that two motor cycles have been budgeted for, a car for the Agriculture Department be deleted from the proposed Capital budget;
- C. The acceptance of the proposed Headquarters plans and budgets for 1970.

AC-10/69. *Tansen Area.* Dr. P. Dodson presented the proposed plans and budgets of the Tansen Area. There was considerable discussion *re* further extension of the hospital to include another 20 beds, a Physiotherapy Department, and enlargement of X-ray and laboratory departments. It was noted that this is just opening discussion and no real plans have been made concerning this. It was also noted that the plans and budget for Agriculture for 1970 are dependent on whether there is an agriculturalist available to work in the Tansen area.

It was RESOLVED to recommend that:

- A. The post of a Medical social worker be added to the list of required personnel.
- B. In view of the increased availability of public transport and private carriers and better roads, any purchase of vehicles for the transport of goods should be seriously studied by the project concerned and by the Executive Committee. This principle is to be applied Mission-wide.
- C. The item of a Landrover truck, approved by the Executive Committee in March 1969, be deleted from the capital budget.

D. The items of a jet boat for public health work and a further extension for the hospital should be deleted from the capital budget.

E. The proposed Plan and Budgets for the Tansen Area be approved, with these above changes.

AC-11/69. *West Nepal and Doti District.* There was considerable discussion concerning co-operation and assistance programmes, and it was noted that the HMG Director of Health Services has suggested that the UMN supply a doctor for the hospital in Silgari Doti for approximately three years while the present doctor is on study leave overseas. It was RESOLVED to recommend that we have accepted the principle of offering co-operation in HMG Health Service Programmes in a similar manner to the programmes operating in East Palpa and UMN Public Health Programme, therefore in response to the suggestion from the Director of Health Services we propose to make a survey to investigate the possibility of seconding a doctor to the Government Hospital in Silgari Doti.

AC-12/69. *UMN Public Health Programme.* Dr. Iwamura presented the plans and budgets for the UMN Public Health programme. It was noted that Dr. Iwamura will be meeting local authorities in Okhaldhunga, and that emphasis should be on Tuberculin survey, BCG campaigns, and health teaching in the schools in 1970. In Gorkha a Village Health Workers Training programme will be commenced, and in Palpa District the emphasis will be on BCG programmes, together with a leprosy case-finding programme. It was RESOLVED to recommend the acceptance of the proposed plans and budgets for 1970.

AC-13/69. *Butwal Technical Institute.* Mr. O. Hoftun presented the proposed plans and budget for 1970, and it was noted that these cover only expenses directly related to the upkeep of UMN contributed foreign staff. After some discussion it was RESOLVED to recommend:

- A. That the budget item of Rs. 1,200 to help in the expenses of a language teacher be deducted from the budget.
- B. With this alteration, the acceptance of the plans and budget for 1970.

AC-14/69. *Pokhara School.* There was some discussion about the Pokhara School after Mr. T. Valvik had presented the proposed plans and budgets for 1970, and the steady increase in enrolment of pupils was noted. It was RESOLVED to recommend that:

- A. Expenses listed as rent for Sundbergs and Buckners be transferred to the capital budget, and that the budget for 1970 be adjusted accordingly.
- B. The project reconsider the rules *re* furniture for Board Appointees and, if possible, these should be brought into closer relationship with existing patterns.
- C. With these modifications, the plans and budgets for 1970 be accepted.

AC.15/69. *Gorkha Project.* Mr. A. Voreland presented the proposed plans and budgets for this area. There was considerable discussion, and the capital item of Rs. 100,000 for the medical work was broken down as follows:

Four additional staff houses	Rs. 30,000
Landscaping and boundary wall to hospital	20,000
Plastering and re-plastering hospital walls	15,000
Increase of salaries of building workers	2,000
Hospital equipment	30,000
Miscellaneous	3,000
	<hr/>
	100,000

There was discussion concerning increase in teachers' salaries. See Minutes AC-24/69.

It was RESOLVED to recommend that while the hydro-electric plant be regarded as something acceptable in principle, the project is instructed to give study to details of this scheme and present a report.

With these alterations in salary, budget, etc., it was RESOLVED to recommend that the proposed plans and budgets for the Gorkha Area be accepted.

AC-16/69. *United Mission Medical Center.* Dr. W. Anderson presented the proposed plans and budget for 1970. Note was made of the fact that the UMMC plans and budgets for 1970 have been approved by the UMMC Board. It was RESOLVED to recommend that the proposed plans and budgets be accepted by the Executive Committee.

AC-17/69. *Kathmandu Valley District Clinics.* The Executive Secretary presented the proposed plans and budgets for 1970. It was RESOLVED to recommend the acceptance of these plans and budgets.

AC-18/69. *Girls' High School, Kathmandu.* Miss E. Franklin presented the plans and budgets for 1970. It was RESOLVED to recommend that the plans and budget as presented be accepted by the Executive Committee.

AC-19/69. *Bhatgaon Hospital.* The plans and budgets for Bhatgaon Hospital were presented by Dr. D. Roche, including a detailed four-stage Development Plan. It was RESOLVED to recommend the acceptance of the overall master plan, and to approve of Stage I at this time for implementation, with the proviso that the overall building cost of Stage I be reduced by 30%.

AC-20/69. *Okhaldhunga Project.* The Executive Secretary presented the plans and budget for 1970. It was RESOLVED to recommend that the Executive Committee accept these plans and budgets.

AC-21/69. *UMN Agriculture Dept.* The plans and budgets for the Agriculture Department were presented by Mr. H. Simrose. It was noted that the Agriculture Co-ordinator's office will probably be located in Kathmandu. It was RESOLVED to recommend the acceptance of the plans and budgets for 1970.

AC-22/69. *UMN Treasurer's Consolidated Budget for 1970.* This budget was presented by Mr. I. Stuart. It was RESOLVED to recommend this acceptance of this budget.

AC-23/69. *Medical Workers' Conference.* There was discussion concerning the need for a Medical Workers' Conference, and it was RESOLVED to recommend that the Executive Secretary be requested to call, as soon as possible, a conference of medical personnel in supervisory positions and hospital administrators. An attempt should be made to secure an outside consultant to help in setting up and conducting such a conference. This conference should be asked to consider and make recommendations for next year's Administrative Committee Meetings on the following subjects:

- A. How can UMN contribute to the Government planned development of Health Services in the country?

- B. How and where would UMN, from a Mission strategy point of view, like to do its medical work?
- C. In the light of this, what should be the UMN policy as to the future development of its health services?
- D. Specifically, how do the following plans and proposals fit into this policy:
 - i) Medical work in West Nepal.
 - ii) Further expansion of the Tansen hospital.
 - iii) Expansion of the Bhatgaon hospital.
 - iv) Any further proposed expansions or programs.

AC-24/69. *Teachers' Salaries.* In connection with the Gorkha Project plans, there was discussion concerning teachers' salaries, and it was RESOLVED to recommend to the Finance Committee that salary scales for teachers be increased by:

Rs. 10/- for S.L.C.
Rs. 20/- for I.A.
Rs. 40/- for B.A.

and by a proportionate amount for those under these scales, and those with M.A.

AC-25/69. *Decision of Executive Committee on Housing Allowance.* It was RESOLVED to recommend that the decision of the Executive Committee be changed, and that housing allowances, if given, should be on the basis of the local project's discussion and submission of figures to the appropriate authority.

AC-26/69. *Operation on Mission-owned vehicles.* It was RESOLVED to recommend that in order to get a realistic picture of the operation costs of its vehicles, the projects should be instructed to account for the operation of each vehicle as a self-supporting vehicle, i.e. all expenses (exclusive or inclusive of depreciation) should be covered by charges based on mileage.

AC-27/69. *Employment Contracts.* It was RESOLVED to recommend that the terms of all employment contracts shall be reviewed every three years.

AC-28/69. *Medical Insurance Plan.* It was RESOLVED to recommend that the UMN Medical Insurance Plan be amended to provide for a contribution from all

participants of 1% of total income for an employee alone, 2% of total family income for an employee and his wife, and 3% of total family income for an employee, his wife and children.

AC-29/69. *UMN Constitution and UMN Board Voting Members.* A Committee composed of Mr. Lindell and Mr. Stuart was appointed to prepare a list of amendments to the UMN Constitution, and to study how Nepalis can be brought on to the UMN Board as voting members.

AC-30/69. *Technical Conference Report.* The Report of the Technical Conference was presented by Mr. Lindell. No action required.

AC-31/69. *Agricultural Conference Report.* The Agricultural Conference Report was presented by Mr. Simrose. No action required.

The Meeting was closed with prayer by the Chairman, Canon Burgoyne.

*G. Coventry,
Recording Secretary.*

