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APPENDICES

to the Minutes of the  
EXECUTIVE COMMITTEE MEETING

held in Kathmandu,  
November 9-10, 1971

PLANS AND BUDGETS FOR 1972

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UMN - United Mission to Nepal, Protokolle Executive  
Committee, Appendices 1971

APPENDIX . C

UMN Headquarters.

PLANS AND BUDGETS FOR 1972

Work.

Headquarters staff proposes to carry on, through 1972, the several functions of this central project. Almost all of the work which goes on at Headquarters is directly related in service to the projects of the Mission and in liaison with the member bodies, and will be carried on with the following personnel, physical facilities and budgets.

Personnel.

It is planned to have UMN Board Appointees serve in the following approved posts of the Headquarters staff:

Executive Secretary

Assistant to the Executive Secretary and Personnel Secretary (including service as Chaplain)

Treasurer

Direct of Central Services (post to be filled)

Hostess

Office Secretary

Education Secretary

Health Services Secretary

Technical Secretary (post to be filled)

Kathmandu Area Superintendent

Language Supervisor, fulltime (post to be filled).

A volunteer office secretary, a direct appointee received during the past year, will continue to serve in 1972. We still employ eight local persons on salary.

### Physical Facilities.

1) Housing. From the beginning of 1972, the rents on all housing occupied by Board Appointees will be met through the Treasurer's account, and not be reflected in separate project accounts.

For the Headquarters staff we plan to continue to occupy rented houses or flats as currently needed, which are 9 in number, one being sub-let to the Children's Hostel. This includes Annexe I, adjacent to the Mission Home, where the Executive Secretary is housed, and where we have a small family apartment, the UMN Board Room/Library, and two language classrooms.

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

2) H.Q. Property. Since it has not been possible to obtain permission from HMG to purchase the Headquarters property in Thapathali, we have given up the idea of the purchase of this property, and have entered into rental contract with the landlord covering the period to June 1981.

3) Vacation Housing. For several years we have talked about the possibility of providing some sort of vacation accommodation for the multiplying numbers of UMN missionaries.

a) We propose to do some simple re-modelling of one of the UMN dispensary buildings at Godavari, no longer required for the work of the dispensary, to make it usable

for a UMN vacation home, in consultation with District Clinics. In addition to the remodelling costs, we will need to purchase some beds, chairs, tables, and some simple kitchen utensils, crockery and cutlery for such a home.

b) We have had, for some years, an option to buy (or lease) a small piece of land on the western shore of Phewa Tal in Pokhara. We propose to enter into negotiations to obtain the use of this land, and to build a modest vacation cottage, of simple design, to be rented to UMN personnel for vacation purposes. We will seek gifts to enable us to move ahead with this project.

At present there are no vacation accommodations in Nepal for UMN personnel. These modest plans for such accommodations should fill a real need among us.

4) Vehicles. We plan (hope!) to continue to use the present two VW buses: one for the Supply Department work, and one for staff duty use. One motorcycle was ordered some months ago, and we shall use it for staff transportation. We approve of the policy of staff owning private vehicles and collecting charges for duty use. We have increased the charge on the use of the Headquarters vehicles from Rs.1.75 to Rs.2.00, holding .25 pice per mile to build up a vehicle replacement fund. The payments and refunds figures in the vehicle transport item of the budget include a large proportion of work done for the projects outside the Valley. (We hope to replace the older of the VW buses with some other newer vehicle when we find a suitable "buy").

5) New Building work. Apart from possible building of vacation accommodation at Phewa Tal, Pokhara mentioned above, we do not contemplate any new building at Headquarters this year, except that we propose to modify last year's item of a new laundry to provide for a remodelling of the existing kitchen, which will also provide the required laundry facilities.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	Actuals for 1970	Approved Budget 1971	Actuals for 8 months	Estimate for 12 months	Approved Budget 1972	Inc/Dec. over 1971
Receipts:						
UMN Treasurer	130,100.	114,850.	126,996.	162,730.	114,100.	- 750.
Refunds	8,282.	8,000.	2,509.	4,000.	8,000.	-
Miscellaneous	865.	800.	21.	800.	800.	-
Personnel Contributed Services	59,520.	59,520.	39,680.	59,520.	66,660.	+ 7,140.
	198,737.	183,170.	169,306.	227,050.	189,560.	+ 6,390.
Payments:						
Rent and utilities	31,735.	33,400.	59,366.	64,600.	24,600.	- 8,800.
Salaries, office	) 30,078.	28,000.	20,413.	13,000.	13,000.	-
Salaries, Agent Dep.)				15,000.	15,000.	-
Postage, printing & stationery	15,119.	15,000.	14,131.	15,000.	17,000.	+ 2,000.
Duty travel	16,404.	10,000.	15,485.	20,000.	15,000.	+ 5,000.
Exec. Comm. travel	6,558.	2,000.	181.	2,000.	2,000.	-
Publicity	1,341.	1,500.	304.	1,500.	1,500.	-
Agent department	296.	300.	460.	500.	300.	-
Legal Advisor	1,000.	1,000.	600.	1,000.	1,000.	-
Audit expenses	2,250.	2,000.	-	2,000.	2,000.	-

Workers' Conferences	4,232.	4,500.	6,080.	6,080.	8,000.	+	5,500.
Vehicle Operation	16,706.	14,000.	9,736.	14,000.	15,000.	+	1,000.
Maintenance	4,541.	4,500.	2,000.	4,500.	4,500.	-	-
HQ staff travel	3,320.	5,000.	870.	5,000.	3,000.	-	2,000.
Guesthouse	58.	100.	-	-	-	-	100.
NCC/other organisation subscription	2,205.	1,350.	1,350.	1,350.	-	-	1,350.
Hospital room	81.	-	-	-	-	-	-
Miscellaneous	3,473.	1,000.	1,787.	2,000.	1,000.	-	-
Personnel Contributed Services	59,520.	59,520.	39,680.	59,520.	66,660.	+	7,140.
	198,737.	183,170.	169,306.	227,050.	189,560.	+	6,390.

#### APPROVED CAPITAL BUDGET FOR 1972

Request carried forward from 1971:

Laundry-cum-kitchen 13,000.

New requests:

Vehicle 35,000.

Electric stove 4,000.

Scale 1,000.

Equipment for holiday houses 18,105.

Building vacation house in Pokhara (Estimate not yet received)

Remodelling house at Godavari ( " " " " )

APPENDIX D

"Special Projects"

PLANS AND BUDGETS FOR 1972

I. PADMA SADAN

Padma Sadan, situated in Bagh Bazar, is the residence of Mr. and Mrs. Prakash Rai (laboratory technician at the Peace Corps office), Mr. and Mrs. Paul Spivey (pharmacist at Shanta Bhawan Hospital), and Miss Dorothea Friederici (Secretary of the UMN Scholarship Committee); also three college students (former students of Mahendra). The residents of this house will continue to make their home available for Bhawan). The residents of this house will continue to make their home available for encouraging cultural interests among Nepali college students by good reading and study material, concerts, lectures, films and programs, and through relaxation and recreation.

Personnel: Unless there is a replacement, or until the expected return of Miss Norma Kehrberg from leave, the work of the 'home extension' will be continued by the Rai and Spivey families. The need of a person without family responsibilities or other work involving them until 5 p.m. has become obvious, and it urgently requested.

The increase in the number of people using the house has resulted in the need for more definite organisation, and offers of help from the students are being taken up and will be used in 1972.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Actuals for 1970</u>	<u>Approved Budget 1971</u>	<u>Actuals for 8 months</u>	<u>Estimate for 12 months</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
<b>Receipts:</b>						
UMN Treasurer	22,250.	18,750.	15,000.	22,250.	14,340.	- 4,410.
Rent from Shanta Bhwn.	-	6,000.	-	6,000.	-	6,000.
Other rent refund	-	600.	515.	860.	860.	+ 260.
	<u>22,250.</u>	<u>25,350.</u>	<u>15,515.</u>	<u>29,110.</u>	<u>15,200.</u>	<u>- 10,150.</u>
<b>Payments:</b>						
Rent	19,250.	21,000.	14,000.	21,000.	12,000.	- 9,000.
Maintenance	100.	500.	599.	898.	500.	-
Electricity	160.	750.	195.	292.	300.	- 450.
Chaukidhar/mail	915.	1,200.	535.	800.	1,000.	- 200.
Films )	585.	1,000.	529.	795.	1,200.	- 300.
Magazines )	94.	500.	71.	106.	200.	- 200.
Miscellaneous	549.	400.				
	<u>21,653.</u>	<u>25,350.</u>	<u>15,929.</u>	<u>23,891.</u>	<u>15,200.</u>	<u>- 10,150.</u>

## APPROVED CAPITAL BUDGET FOR 1972

Requests carried forward from 1971:

Books	1,000.
Film Projector	5,000.
Tape recorder	2,000.
Slide projector	500.

New request:

Additional for slide projector	500.
	<hr/>
	9,000.
	<hr/>

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## II. BUILDING DEPARTMENT

### Work.

During the past year the Building Department has prepared schemes and estimates for various projects, as well as actual construction. It is hoped that some of these schemes come to fruition during 1972, and that the Department can provide further service. Construction work continues at the Pokhara Boarding School, and it is proposed that the Department take over the responsibility of building at Mahendra Bhawan when Mr. Dieter Johannsen goes on furlough in March.

### Personnel.

Mr. Ken Atkinson leaves at the end of the year, and Mr. Ron Mowll hopes to return early next year. Mr. Robert Buckner leaves for furlough in the middle of 1972, and a replacement is urgently required at Pokhara in his place. A man with building experi-

ence is required, and this could possibly be a PAXman who has had practical experience.

If the Department is to be involved with actual construction at other projects, more personnel will be required. These could be PAXmen, or more preferably Nepali supervisors trained by this office. It would mean that an engineer would have to make regular visits to the site, and this in fact works well at the moment. Training would need to begin at once.

The following is the complement of approved and requested posts to be filled by Board Appointees (new requests are marked \*\*):

- 1 Engineer/builder, Kathmandu
- 1 Engineering draftsman, Kathmandu (vacant)
- 1 Engineer/builder, Pokhara
- 1 Builder, Pokhara (vacant July 1972)
- \*\*1 Engineer/builder, Tansen (probably filled)
- 1 PAXman Builder, Kathmandu (vacant).

#### Charges.

In the past projects have paid the travelling expenses of engineers from this office, and also a charge on time for the running expenses. The Department proposes that these costs now be paid direct from the Treasurer, and a percentage levied on all projects to cover this. Projects which are not UMN but closely associated (e.g. Pokhara Boys' School, I.N.F., Anandaban) are to be charged at the present rates, including travelling expenses. Outside jobs will be charged at rates decided by the Head of the Department. The reasons for these decisions are:

- a) The difficulty in assessing time spent on advice.
- b) Most projects have no budget to cover preliminary planning in which the Department is involved.
- c) It would alleviate some of the reluctance to use Nepali supervisors as this would add to the costs, whereas a missionary's services are free.

The Department would be happy to supply all services in connection with building, with the exception of transport of materials. The Department has no suitable vehicle,

The Department would be happy to supply all services in connection with building, with the exception of transport of materials. The Department has no suitable vehicle,

and has experienced great difficulty in hiring one. It is therefore proposed that any project which is proposing to build should provide their own transport for materials.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Actuals for 1970</u>	<u>Approved Budget 1971</u>	<u>Actuals for 8 months</u>	<u>Estimate for 12 months</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
<b>Receipts:</b>						
UMN Treasurer	-	6,300.	5,138.	5,500.	-	- 6,300.
Charges to UMN projects )	9,909.	13,500.	8,369.	11,500.	18,000.) +	7,000.
Do. other projects)			1,027.	2,500.	2,500.)	
Personnel Contributed Services	20,000.	20,000.	13,666.	20,000.	25,000. +	5,700.
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	29,909.	39,800.	28,200.	39,500.	45,500. +	5,700.
 <b>Payments:</b>						
Salaries	4,218.	7,000.	3,046.	6,750.	12,000. +	5,000.
Office rent & services	1,500.	1,500.	2,241.	2,550.	2,750. +	1,250.
Rent, staff quarters	2,351.	6,300.	1,817.	5,500.	-	6,300.
Stationery & printing	1,561.	1,500.	805.	1,250.	1,500.	-
Local travel	932.	2,000.	793.	1,250.	1,500. -	500.
Travel outside Valley	309.	1,600.	1,300.	1,700.	2,000. +	1,000.
Repairs/maintenance	198.	500.	141.	500.	750. +	250.

Transfer to cap. a/c	5,315.	-	-	-	-	-
Personnel contributed services	20,000.	20,000.	13,666.	20,000.	25,000.	+ 5,000.
	36,384.	39,800.	23,809.	39,500.	45,500.	+ 5,700.

#### APPROVED CAPITAL BUDGET FOR 1972

Staff furniture	2,500.
Office furniture	1,000.
M/C replacement	4,000.
Theodolite (S/H)	5,000.
Adding machine	3,500.
Level	1,500.
	<hr/>
	27,500.
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#### III. TIBETAN REFUGEE WORK IN POKHARA

It has been difficult to keep the project going in 1971 because financial support through the official channels has been slow. Only the chicken project is self-supporting. The one year agricultural training course from July 1970 to June 1971 was completed with 11 trainees. The expenses for 1970 (Rs.9,202.70) will be repaid by UNHCR, Geneva, but the 1971 training projects are cancelled, and there is no way to cover the advanced payments of Rs.7,286 for 1971. The Nepal Red Cross has not, up to the present, covered any administration costs, and the project cannot bear them yet. One Board Appointee agriculturalist is assigned to this project.

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One Board Appointee agriculturalist is assigned to this project.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Approved Budget 1971</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
<b>Receipts:</b>			
UMN Treasurer	620.	1,120.	+ 500.
Personnel Contributed Services	-	7,200.	+ 7,200.
	<u>620.</u>	<u>8,320.</u>	<u>+ 7,700.</u>
<b>Payments:</b>			
Mail service and communications	120.	120.	-
Office expenses	-	400.	+ 400.
Travel and transport	-	600.	+ 600.
Miscellaneous	500.	-	- 500.
Personnel Contributed Services	-	7,200.	+ 7,200.
	<u>620.</u>	<u>8,320.</u>	<u>+ 7,700.</u>

APPROVED CAPITAL BUDGET FOR 1972

Requests carried forward from 1971:	
Agricultural equipment (hand harrow, etc.) for experimental demonstration	2,500.
Slide Projector	900.
	<u>3,400.</u>

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Transfer to cap. a/c	5,315.	-	-	-	-	-
Personnel contributed services	20,000.	20,000.	13,666.	20,000.	25,000.	+ 5,000.
	<hr/>					
	36,384.	39,800.	23,809.	39,500.	45,500.	+ 5,700.

#### APPROVED CAPITAL BUDGET FOR 1972

Staff furniture	2,500.
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	620.	8,320.	+ 7,700.
	<hr/>	<hr/>	<hr/>
<b>Payments:</b>			
Mail service and communications	120.	120.	-
Office expenses	-	400.	+ 400.
Travel and transport	-	600.	+ 600.
Miscellaneous	500.	-	- 500.
Personnel Contributed Services	-	7,200.	+ 7,200.
	<hr/>	<hr/>	<hr/>
	620.	8,320.	+ 7,700.
	<hr/>	<hr/>	<hr/>

APPROVED CAPITAL BUDGET FOR 1972

Requests carried forward from 1971:	
Agricultural equipment (hand harrow, etc.) for experimental demonstration	2,500.
Slide Projector	900.
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	3,400.

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#### IV. CHILDREN'S HOSTEL

Since January 1971 the Hostel has cared for as many as 15 children at one time. These include three in the Supervisor's family. This was felt to be too many for the existing facilities. Plans for renting a larger and more modern house were dropped because number of children who will be staying in the Hostel are uncertain. The Hostel has now got improved bathroom, toilet and office facilities.

The immediate and future Hostel situation is closely related to the school transport arrangements. From October 1971, 7 children at Bhatgaon need either dependable school transport, or Hostel accommodation Monday through Thursday nights. These children attend two different schools. When both schools are in session, the plan will be to provide transport between the schools and Bhatgaon. When one school is on holiday the Hostel may be able to provide accommodation for 3 or 4 children. Four other children from Anandaban use the Hostel, with occasional weekends at home. Another five (only three after January 1972) use the Hostel right through the school term.

From October 1971, we will employ a Nepali, English-speaking children's nanny, trained at Dr. Graham's Homes, Kalimpong. She will live in and provide needed relief for the Supervisors. She may prove to be the right kind of help for new Supervisors if there are more children in the Hostel. Or she may be suitable help for a single lady worker if there are fewer children. The present Supervisors, and two more of the resident children, leave in June 1972. Replacements for the present Supervisors are being sought.

The operating costs of the Hostel are financed by funds from parents, from UMN member bodies, and from friends. The recurring budget consists of two parts:

- 1) The Food and Services Fee, charged to parents, meets such expenses as food, electricity, heating, servants, etc. It averages about Rs.200 (\$20) per child per month, but needs to be reviewed.
- 2) The Residential Overhead Charges meets the cost of rent, telephone, maintenance, etc. This cost is estimated at Rs.800 per month. It is realized largely by

charging Rs.70 per month extra per child, gifts from UMN member bodies, and gifts from friends.

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All plans for the Hostel are subject to the appointment and location of UMN workers with families.

School transport for all UMN children in the Kathmandu Valley is another responsibility of the Hostel. The Toyota Hiace, 15-seater commuter, received in April 1971, is expected to again give valuable service in 1972. When all schools are open, the bus carries as many as 43 children (28 UMN children) to or from 3 different schools. A second vehicle is needed in the morning to care for the three time schedules involved. Costs are met by charging Rs.2.00 per mile to cover running, maintenance and replacement. These fees are divided among all the children concerned, based on the distance travelled. In 1972 we expect, and will be grateful for, gifts to help UMN school children's transport. Again, we shall probably carry other non-UMN school children on our route, which will help to reduce charges to UMN parents.

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#### V. COMMUNICATIONS COMMITTEE

The main decisions of this seven-man Committee will be concerned with the help we can give, from designated funds, to the Shanti Bookstall, other literature needs, and promotion of the cassette playback ministry. The latter cause will receive more and more of our attention.

We are presently placing cassette playbacks wherever there is a reliable user, known to us, asking for one. Over 15 centres involving about 30 playbacks are benefitting. We plan to reach out to more such centres. There are 20 cassette tapes available. We need and plan to gain experience with postal and other communication services to make this ministry more effective. Mr. and Mrs. Howard Barclay and Mr. Martyn Thomas have given the chairman help with recording, and the use of their equipment.

## VI. SCHOLARSHIP COMMITTEE

With the appointment of a full-time worker as the Secretary of the Scholarship Committee, the Committee's work has increased considerably. There are now 50 students receiving scholarship help. This includes 9 Sherpa students. Six of the scholarship recipients will finish their respective courses within this year, and three have been accepted to begin studies next year.

Money for scholarships comes from different sources. We have asked for individual scholarships from Japan, America and Germany, and are trying to find other agencies which could help us. Up to now we have not had any difficulties with finances. The next year will prove if we can carry on as we plan.

Besides the distributing of scholarships, keeping contacts with the students, keeping accounts, raising money, keeping files, correspondence, and carrying out decisions and instructions of the Committee, the Secretary tries to work on career guidance. She is hoping to be able to distribute to different schools and colleges information on different professions, places for training or study, and opportunities in Nepal for people with these trainings. This career-guidance work, as far as possible, is done in cooperation with the HMG Vocational Career Guiding Officer, and the office for Manpower Planning in HMG. We hope with this to be able to guide students not to study just 'for a degree', but to study for a profession which will help Nepal in her development. An 'open house day' is planned for students of the Kathmandu Valley to visit the different hospitals, the Electricity Corporation, the Telecommunications Office, different technical training schools, the Gorkha Patra office, Cottage Industries, etc. We hope that this can be done within this school year, and will help students to find their real interests.

As the Executive Committee decided to have a fulltime worker for the Scholarship Committee on a trial basis for one year, it will have to decide further if this should be continued. The Secretary of the Committee, Miss D.Friederici, will be leaving the UMN ~~in the middle of next year~~ and someone should be found to take over this work.

be continued. The Secretary of the Committee, Miss D.Friederici, will be leaving the country by the middle of next year, and someone should be found to take over this work.

### GENERAL RECURRING BUDGET FOR 1972

	<u>Actuals for 8 months</u>	<u>Proposed Budget 1972</u>	<u>Inc/Dec. over 1971</u>
Receipts:			
Total donations to 31.8.71	62,257.		
Balance at 1.1.71	50,197.		
Stipend from Diak.Werk, Germany		11,340.	
Do. (asked for)		4,460.	
Stipend from Japan (asked for)		2,960.	
Stipend from Leprosy Mission (asked for)		2,700.	
Stipend from Crusaders (asked for)		14,220.	
Sherpa Scholarship		15,700.	
Repayment from Drs. Shrivastava & Shrestha		10,000.	
Repayment from agriculture students		5,200.	
Donations	4,800.	7,200.	+ 7,200.
Personnel Contributed Services			
	117,254.	116,470.	+ 166,470.

### Payments:

Total payments to date	69,855.	
Stipend for 45 students accepted		114,970.
Stipends for 15 new students		38,000.
Administration		2,400.
Transport		2,400.
Rent and electricity		1,500.

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Personnel Contributed Services.

4,800.	7,200.	+ 7,200.
74,655.	166,470.	+ 166,470.

VII. TRAVELLING EYE SERVICE (TES)

There are an estimated 60,000 blind persons in Nepal. Although two-thirds of this blindness is due to cataracts and other curable conditions, the vast majority of these people are not being treated. The Travelling Eye Service is making an effort to reach some of these eye patients by holding clinics in various population centers in rural Nepal. Some of these clinics are held in established hospitals or health centers. Other clinics, conducted in places where there are no hospitals, use school houses or panchayat buildings for the two weeks that the clinic is in progress. All equipment and medicine necessary for eye examination and medical and surgical treatment is carried along to each of the clinics. The Travelling Eye Service as described is a short-term plan. If experience shows this to be a practical method of delivering eye care to rural Nepal, then an attempt should be made to establish a circuit of specified centers to be visited by the TES on a regular basis. If such a program should eventually develop, then conditions might be suitable for providing supervised experience and training for health workers in the field of eye care.

The purpose of the Travelling Eye Service at present is:

1. To rehabilitate the curable blind and visually handicapped by medicine, surgery, or proper spectacles.
2. To treat those eye diseases and conditions that might eventually lead to disability or blindness.
3. To promote health education and create an awareness of the advantages of health as opposed to the disadvantages of disease.
4. To collect data concerning the incidence and nature of eye diseases in various regions of Nepal.

The proposed budget for the 1972 TES program is based on the following assumptions:

4. To collect data concerning the incidence and nature of eye diseases in various regions of Nepal

The proposed budget for the 1972 TES program is based on the following assumptions:

- a) That all, or nearly all, capital equipment is already on hand.
- b) That the staff of TES at present consists of:
  - 1 Ophthalmologist (UMN Board Appointee)
  - 1 Ophthalmic technical assistant (part-time, salaried employee).
- c) That during the year a total of 6 TES clinics will be conducted in outlying centers in the country, and that the TES team will be away from home for 16 weeks.
- d) That whenever feasible, travel will be made by commercial air service (RNAC), supplemented by trekking.
- e) That patients will be charged for the services provided them, and an attempt made to recover, through fees, as much of the cost of the program as possible.

APPROVED GENERAL RECURRING BUDGET FOR 1972

Receipts:

UMN Treasurer	16,132.
Fees	7,575.
Personnel Contributed Services	9,600.
	<hr/>
	33,307.
	<hr/>

Payments:

Salaries (4 months)	942.
Drugs	1,500.
Spectacles	2,100.

Supplies	8,333.
Repairs and replacements	500.
Laundry	100.
Rent (lodging for 2 while away from home)	672.
Food (for ophthalmic technical assistant)	560.
Travel	9,000.
Personnel Contributed Services	9,600.
	<hr/>
	33,307.
	<hr/>

APPENDIX E  
UMN Public Health Program  
PLANS AND BUDGETS FOR 1972

I. Work within the UMN.

The role of the mission-wide Public Health Program is that of advisor and coordinator to all UMN medical projects. The Public Health Program will continue to help UMN projects initiate and carry on needed outreach programs in Community and Public Health through 1972. Because the Public Health Team is still in the process of formation, all the goals projected for 1971 have not been realized.

It was not possible to start the leprosy control work envisaged last year. It is recommended that this work be postponed until the Department of Health Services, HMG sets up a more definite system.

In 1972 a very definite emphasis should be placed on health education. We have heard also, on several occasions, of the necessity for Community Health, and we feel this term needs clarification. In our view "Community Health" means three things:

- 1) The involvement of the local people;
- 2) Listening to their ideas on positive and preventive health;
- 3) Our whole-hearted cooperation and help, given to the limit of our abilities.

In 1972 the Public Health Team will advise and assist outreach programs in the following UMN projects:

- a) Shanta Bhawan Hospital. It is planned to continue the Community Health Program, including TB control, Under-fives Club, and Health Education through the Program itself and in the schools. We shall also work closely with a group of local people who have formed themselves into a Health Committee. Possibly this Program

will be extended into the next three wards of the Lalitpur Town Panchayat.

- b) District Clinics. Building on plans implemented in 1971, we plan greater involvement, in both Chapagaon and Bungmati, in Health Education. Shanta Bhawan and District Clinics expect to develop closer cooperation between themselves, and with the District Panchayat.
- c) Bhaktapur. Work with an Under-fives Club will continue. It is also planned to assist in the organization of Health Committees in the surrounding panchayats for:  
i) Sanitation; ii) Under-fives Clubs; iii) TB control.
- d) Gorkha. Health Committees have been organized in two model villages, and will deal with T.B. control programs and sanitation. It is planned to start Village Health Workers' Training, and to continue the teaching of health education methods to local school teachers.
- e) Okhaldhunga. It is planned to continue building up the Public Health Program which was put into effect in 1971.
- f) Tansen. Programs which include TB control in the Tansen vicinity and in East Palpa Palpa, TB family care in Tansen city, and a training course for Village Health Workers, will be built up.
- g) Butwal. It is planned to begin a mobile clinic in Butwal in 1972, as a joint program with the Government Hospital, Butwal. Such a mobile clinic will be based at the Government hospital.

## II. Cooperative Programs.

- a) HMG Public Health Stations. In 1972 we expect to continue visiting HMG Health posts and assisting in their work. We plan such cooperative assistance, especially in TB control programs, in any district in which the UMN has medical work.

b) Pokhara. In 1972 a district-wide BCG campaign will be launched.

especially in TB control programs, in any district in which the UMN has medical work.

b) Pokhara. In 1972 a district-wide BCG campaign will be launched.

c) Hetaura. It is planned that in 1972 assistance will be given in the organisation of a BCG campaign.

### III. Personnel.

The UMN mission-wide Public Health Team should consist of:

2 Public Health doctors: 1 - Dr. Iwamura.  
2 - Another doctor required, a Nepali.

2 Public Health nurses: 1 - A Board Appointee, required.  
2 - Another nurse required, a Nepali (junior).

2 Public Health assistants: 1 - a qualified Nepali required, i.e. Auxiliary Health Worker.  
2 - An experienced clerk (Nepali) as a counterpart and future Public Health Administrative Officer, required.

### APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Approved Budget 1971</u>	<u>Actuals for 8 months</u>	<u>Estimate for 12 months</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
Receipts:					
UMN Treasurer	17,600.	11,734.	16,772.	22,858.	+ 5,258.
Personnel Contributed Services	-	-	-	9,600.	+ 9,600.
	<u>17,600.</u>	<u>11,734.</u>	<u>16,772.</u>	<u>32,458.</u>	<u>+ 14,858.</u>

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Payments:							
Salaries	9,600.	3,293.	6,500.	8,886.	-	714.	
Transport	-	-	-	1,512.	+	1,512.	
Travel	6,000.	4,332.	5,000.	6,000.	-	-	
Educational material	1,000.	384.	600.	1,000.	-	-	
Stationery	-	1,288.	1,287.	1,000.	+	1,000.	
Equipment	1,000.	1,837.	1,837.	1,000.	-	-	
Rent, staff	-	1,000.	1,000.	-	-	-	
Office rent maintenance	-	-	300.	1,460.	+	1,460.	
Training programs	-	-	-	1,000.	+	1,000.	
Miscellaneous	-	248.	248.	1,000.	+	1,000.	
Pers. Contr. Services	-	-	-	9,600.	+	9,600.	
	17,600.	12,382.	16,772.	32,458.	¶	14,858.	

#### APPROVED CAPITAL BUDGET FOR 1972

Projector and films	700.
Typewriter	2,000.
Cashbox (fireproof)	300.
	3,000.

Note: These are plans and budgets of the Public Health Program for the advisory services to all UMN medical projects which we visualise. All projects will write their own plans and budgets for the Public Health work.

services to all UMN medical projects which we visualise. All projects will write their own plans and budgets for the Public Health work.

## APPENDIX F

### Tansen Area

#### PLANS AND BUDGETS FOR 1972

The UMN Hospital was started as a small general hospital in rented quarters in Tansen bazar in 1954. It moved to buildings newlyerected outside the town in 1959, where it continued to grow, and reached the 90-bed size in 1970.

Tansen has always been a communication centre for trade routes in the west, and has become even more so since the opening of the S.P. road in 1967. From the very beginning a concern has been felt for the health of the community as a whole, and a specific public health program has been in operation since the coming of Dr. Iwamura in 1962.

The project serves primarily the people of Palpa District, secondarily the whole of Lumbini Zone, and thirdly, to a lesser extent, many places to the north and west of Lumbini.

We have now reached the stage where we aim to consolidate the hospital at 100-bed size, and concentrate on developing the community health program. Detailed plans are as follows.

#### I. Hospital.

a) Building. Plans and budgets for alterations and additions to the hospital to bring it up to 100 bed capacity and add new facilities were drawn up by the UMN Building Department and passed by UMN Executive Committee in March 1971. The total cost is estimated at Rs.500,000, and we already have the promise of the money from COEMAR, United Presbyterian Church. It is hoped that a start on the

building will be made in 1972. A resident builder will be required. We should also plan to build another family staff house and a guesthouse, and extra deras for outpatients and sathis. Plans for these will be submitted in March.

b) Rehabilitation. One of our trained auxiliary male nurses is at present in Vellore doing prosthetic training. When he returns next year we expect that this work will go ahead. The next building extension will include a new physiotherapy room and a new artificial limb workshop.

c) Outpatients. The outpatient load is becoming too great for the doctors to cope with. As a large proportion of the cases are of a 'general practice' nature, we hope to train Nepali para-medical personnel to deal with some of them.

d) Staffing. The Nursing Superintendent, Miss Klara Pedersen, is going on a six-month furlough from June 1972, and will need replacement. We need somebody with the necessary training and experience to fill the gap. If there is no one available who has this, at least another sister (who could be a language student) should be appointed here to enable the present staff to cover the nursing Superintendent's duties.

As we have increasing numbers of visitors here, the need for an hostess has developed. Such a person could also act as housekeeper for the hospital.

The physiotherapist, Miss Denise Stringer, will be going on furlough in the summer, and will need replacement for nine months. If a temporary foreign physiotherapist is not available, it may be possible to train a Nepali to do at least some of the work.

Miss Stringer also supervises the Central Store, and this work will need to be covered. A trained pharmacist would be a tremendous asset. Until one is available, Mr. Bjorn Brekke would be able to take over the store if necessary.

Dr. Diane Miller leaves us in December, which will be a great loss as she has been doing much valuable work. She needs replacement.

Dr. Diane Miller leaves us in December, which will be a great loss as she has been doing much valuable work. She needs replacement.

e) Auxiliary Nurse Training. We intend to continue the two-year auxiliary nurse training of boys. Those of SLC standard, whenever possible, on completion of training will be sent to do the abbreviated AHW training in Kathmandu. We propose to take on a few extra boys next year with a view to putting them into a paramedical department later.

For plans concerning the training of girls in the ANM School, see Appendix P a.

The classroom teaching schedule and ward instruction has become too heavy for Miss Clysdale to do alone. We hope eventually to train a Nepali as Assistant Nursing Instructor, but in the meantime we need a foreigner to do this.

f) Nepali Trained Nurses. At present we have only two fully trained Nepali nurses on the staff. We anticipate that 3 Tansen girls, at present being trained in Shanta Bhawan, will complete their training and come on our staff at the end of 1972. This will relieve our foreign sisters of some of their work.

g) Further Training of Nepali Staff.

- i) Mr. Juthe Prasad is at present in Vellore doing prosthetics training, and should return during 1972.
- ii) Miss Purnima Gurung is at present doing a full nurses training in Vellore.
- iii) Mr. Basant Kumar Sharma went to Ludhiana in October 1971 for one year's advanced lab. technician training, recognised by Government.
- iv) Mr. Lokh Man Sakya and Mr. Shambu Rana will go to Kathmandu in February 1972 to do an abbreviated auxiliary health workers course, as arranged by Dr. Iwamura with HMG. Thereafter it is hoped that all the men who have completed the auxiliary nurses course, and are SLC standard, will do this course as their turn comes. These men will be supported by the Scholarship Fund, not under bond to HMG, and therefore free to work anywhere in our hospital or community health program after completing training.

- v) We hope to send Miss Renuka Rai to India for training as ward sister or ward administrator during 1972.
- h) Leprosy treatment and research. The program for treatment of inpatients and outpatients, and for research, will continue in 1972 as at present.

## II. Community Health Program.

The Community Health Program has continued in Palpa District in cooperation with local Panchayats for the last nine years. Palpa District has a population of 208,000, in an area of 500 square miles, and so we have always emphasised TB control and the training of Village Health Workers. From time to time the team has been called upon to advise on the health programs of other districts.

The opportunity has now arisen to extend our service to another part of Lumbini Zone, by joining with Dr. Joshi of Butwal Government Hospital in a joint program in Rupendehi District. Further details are given under c) below.

Community Health plans for 1972 are as follows:

### a) East Palpa.

Staff: Sister Gwen Coventry and Sister Elfriede Bernhardt.

Junior Health Worker - Tul Bahadur.

Cooperating Village Health Workers.

Plans: i) Continue weekly clinics in Buling and Bojha.

ii) One eye camp at a time convenient to Dr. Moody.

iii) Commence health teaching in Buling High School and Danrajheri Middle Middle School.

iv) Build water tanks for at least two villages in Danrajheri Panchayat.

Two villages have agreed to do this during the winter. The UMN Public Health Program will provide Rs.500/- for cement, and the villagers will carry the cement from Narayanghat and do all the work.

v) Continue TB casefinding, treatment and BCG vaccination. Continue

leprosy case-finding and treatment. These will be accomplished by village visitation. This year four village Panchayats will be finished.

carry the cement from Narayanghat and do all the work.

v) Continue TB casefinding, treatment and BCG vaccination. Continue leprosy case-finding and treatment. These will be accomplished by village visitation. This year four village Panchayats will be finished and next year seven others started, i.e. Jaubari, Rudrapur, Mithikaram, Rakewa, Ruchang, Malang and Garakot. This will be achieved by using the Village Health Workers.

vi) TABC inoculations in five Panchayats with the help of Village Health Workers.

vii) Village Health Workers: Two of these are doing very good work indeed, and this year carried out the whole of the TABC program in their own Panchayats. They keep good records and come periodically to obtain first aid supplies and simple medicines (which they buy). We propose to supply them with a small amount of basic equipment, such as thermometers, dekhis for boiling syringes, etc. We have therefore budgeted for Rs.150/- for each of these two Health Posts.

b) West Palpa.

Staff: Sister Audrey Maw (Administrator)

Junior Health Workers (2) - Lalji and Barun.

One Sister, one Senior Health Worker, and one Health Educator still to be appointed.

Plans: i) Nagar Panchayat (Tansen).

A) Follow up and family care of all TB cases and tuberculin testing of contacts.

B) Complete program of tuberculin testing and BCG vaccination of negative reactors in all children under 15 years of age, by house to house visitation.

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- ii) Surrounding village Panchayats. TB control program by -
  - a) Case-finding by examination and sputum test.
  - b) Organise twice weekly domiciliary treatment where applicable.
  - c) Direct BCG vaccination of all children under 15 years of age by systematic village visitation.

Three village panchayats will have been completed by the end of 1971. Next year two or three village panchayats in the further west of West Palpa will probably be covered.
- iii) Village Health Workers training and supervision. This part of the West Palpa Program has lapsed in the last two years since Dr. Iwamura was withdrawn from Tansen without replacement. It is now possible to emphasise this again. If possible, two training periods will be held for new workers, and probably a refresher course for those previously trained. An attempt will be made to visit as many Village Health Workers as possible and involve them in the TB control program and health teaching.
- iv) Health teaching in hospital and schools. Classes have been taught by the Community Health team for four months, and have been divided between the hospital wards, out-patient department and TB deras. Classes have also been given in Tansen jail. Plans are now being made to train several hospital nurses in Health Education so that they can take on the responsibility of teaching classes in the hospital areas on a regular basis. Opportunities to teach health education in schools will be taken as openings occur.
- v) Training of Junior Health Workers. Plans are being formulated to institute a formal course of training for the position of Junior Health Worker, or Junior Health Educator. Tentatively it will consist of three months basic training, followed by three months specialty. We hope to start two students in this program of training in 1972.

or three months basic training, followed by three months specialty. We hope to start two students in this program of training in 1972.

c) Butwal combined HMG-UMN Outreach Program. See Appendix P, c.

d) Outreach Program from Tansen Hospital. Three types of Community outreach are visualised for the coming year, and it would involve some of the staff of the hospital. The staff to be involved in an outreach team include a doctor, the public health nurse, a Junior public health worker , and sisters and staff of the hospital as required and available. The types of outreach visualised are:

- i) A mobile curative/public health unit. By using existing good motor roads in the northern areas of Lumbini Zone, several areas could be reached in a short length of time. The unit would operate on a rotating basis between several medium-sized centres. Suggested towns to start with would be Ramdi and Dhoban. It is hoped that there would be an Auxiliary Health Worker or Village Health Worker in the towns selected to ensure follow-up between the visits of the Unit. Visits would be made regularly, depending on road conditions.
- ii) Medical Tour. Periodic doctors' visits to Pyersingh, Danrajheri and other places by special request.
- iii) TB Survey. A large number of our TB patients come from the Dang District in West Nepal. It is proposed to initiate and organise a TB survey to evaluate more accurately the extent of infection in that area.

e) Town Clinic, Tansen.

Staff: Sister Ingeborg Skjervheim.

Assistant nurse/midwife - Jasangma Subba.

The twice weekly women's and children's clinic, and the program of domiciliary midwifery, will continue. Also the monthly visits to Humin for health teaching and clinic work.

In 1972 we hope to be able to schedule period of domiciliary midwifery experience for student assistant nurse/midwives from the hospital in order to meet the ANM training requirements.

### III. Personnel.

The following is a summary of the total foreign staff complement for Tansen Area in 1972. Those which are approved posts, but are unfilled or need furlough relief, are marked \*. Those which are new posts which need to be filled are marked \*\*.

#### a) Hospital.

Doctors: 2 general doctors capable of doing surgery (one of whom is Medical Superintendent).

1 physician/internist.

1 leprosy doctor.

\* 1 doctor primarily for outreach work.

\*\* 1 resident (or assistant doctor, who could be a Nepali or foreign short-terminer).

Nurses: \* 1 Nursing Superintendent.

1 Nursing School instructor.

\*\* 1 Assistant Nursing School instructor.

2 Ward Supervisors.

1 anaesthetics, central supply and theatre sister.

\*\* 1 Hostess/housekeeper.

\* 1 Physiotherapist

1 Administrative Officer

\* 1 Medical Social Worker.

1 Maintenance Officer } may be combined.

\*\* 1 Central Store-keeper }

1 resident builder (supplied by Building Department)  
1 supervisor (part-time for ANM School).

#### b) Community Health Program.

Town Clinic: 1 nurse/midwife

1 resident builder (supplied by Building Department)  
\*\* medical writer (Part-time for ANM School).

b) Community Health Program.

Town Clinic : 1 nurse/midwife.

East Palpa: 2 nurses, one\* of whom needs furlough relief, and a third\* should be added.

West Palpa: 1 public health nurse/administrator.

\*\* 1 public health nurse.

\*\* 1 health educator.

Butwal Outreach: \*\* 1 doctor ) Short-term posts, presently filled  
  \*\* 2 public health nurses ) by UMN wives.  
  \*\* 1 nutritionist )

Pyersingh: 1 Medical Social worker.

Miss Hilda Steele will retire in 1972. A replacement (nurse/midwife) may be required from UMN or some other agency.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	Actuals for 1970	Approved Budget 1971	Actuals for 8 months	Estimate for 12 months	Approved Budget 1972	Inc/Dec. over 1971
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I. Area Administration.

Receipts:

UMN Treasurer	3,000.	3,000.	2,000.	3,000.	3,000.	-
Miscellaneous	855.	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,855.	3,000.	2,000.	3,000.	3,000.	-

Payments:							
Maintenance	233.	1,000.	1,218.	1,827.	2,000.	+ 1,000.	-
Mela	60.	-	-	-	-	-	-
Miscellaneous	1,265.	2,000.	407.	610.	1,000.	- 1,000.	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1,548.	3,000.	1,625.	2,437.	3,000.	-	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

## II. Hospital.

Receipts:							
Fees	201,279.	220,000.	163,448.	245,172.	260,000.	+ 40,000	-
Medicine sales	214,880.	225,000.	139,258.	208,887.	225,000.	-	
Miscellaneous	26,772.	20,000.	14,338.	21,507.	22,000.	+ 2 000.	
Service to Leprosy							
Department	6,500.	7,000.	4,666.	7,000.	7,000.	-	
Personnel Contributed							
Services	61,740.	61,740.	64,800.	99,410.	119,160.	+ 57,420.	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	511,171.	533,740.	386,510.	581,976.	633,160.	+ 99,420.	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Payments:							
Salaries	157,540.	170,000.	113,532.	170,283.	190,000.	+ 20,000.	-
Drugs	156,386.	165,000.	134,981.	182,471.	180,000.	+ 15,000.	-
Medical, surgical, x-ray & lab.supp.	67,364.	70,000.	44,986.	67,479.	70,000.	-	
Linen	11,829.	14,000.	8,920.	13,380.	14,000.	-	
Catering	2,426.	6,000.	4,975.	7,462.	8,000.	+ 2,000.	
Laundry and ) cleaning )	3,918.	5,500.	4,766.	7,149.	8,000.	+ 2,500.	
	840.	-	-	-	-	-	3,000.
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Laundry and cleaning )	5,910. 840. - 100. - 100.	5,500. - 100. - 100.	4,766. - 100. - 100.	7,149. - 100. - 100.	8,000. - 100. - 100.	+	2,500. - 3,000.
Power and light	17,870.	18,000.	9,958.	14,937.	18,000.	-	-
Administration	6,140.	7,500.	5,239.	7,859.	8,000.	+	500.
Rent & repairs )	2,305.	4,000.	2,333.	3,500.	1,500.	-	2,500.
Miscellaneous )	3,800.	1,000.	2,470.	3,705.	2,500.	+	1,500.
Transport	3,800.	4,000.	2,666.	4,000.	4,000.	-	-
Personnel Contributed Services	61,740.	61,740.	64,800.	99,410.	119,160.	+	57,420.
	499,462.	533,740.	406,707.	602,271.	633,160.	+	99,420.

### III. Leprosy Department.

Receipts:							
UMN Treasurer	24,200.	24,200.	16,132.	24,200.	28,400.	+	4,200.
Sales from shop	-	50.	-	50.	-	-	50.
Personnel Contributed Services	6,360.	6,360.	1,300.	3,900.	5,100.	-	1,260.
	30,560.	30,610.	17,432.	28,150.	33,500.	+	2,890.

Payments:						
Medicines	1,999.	1,500.	1,263.	1,894.	2,000.	+ 500.
Shoes	113.	250.	217.	325.	400.	+ 150.
Hospital treatment	5,786.	5,000.	3,562.	5,343.	5,500.	+ 500.
Food )	7,000.	9,000.	8,108.	12,159.	12,000.	+ 3,000.
Miscellaneous )	3,560.					
Horse	836.	1,000.	760.	1,140.	1,000.	-
Bedding and linen	526.	500.	34.	51.	500.	-
Use of hospital services	6,500.	7,000.	4,666.	7,000.	7,000.	-
Personnel Contributed Services	6,360.	6,360.	1,300.	3,900.	5,100.	- 1,260.
	32,680.	30,610.	20,908.	31,812.	33,500.	+ 2,890.

#### IV. East Palpa Program.

Receipts:						
UMN Treasurer	-	6,000.	4,000.	6,000.	8,000.	+ 2,000.
Medicine sales	3,307.	12,000.	7,911.	11,866.	14,000.	+ 2,000.
Gifts & miscellaneous	10,697.	-	-	-	-	-
Personnel Contributed Services	-	14,400.	7,200.	10,800.	10,800.	- 3,600.
	14,004.	32,400.	19,111.	28,666.	32,300.	+ 400.

Payments:						
Drugs and supplies	9,606.	12,000.	10,360.	15,540.	12,000.	-
Transport & coolies	5,244.	2,500.	3,324.	4,986.	5,000.	+ 2,500.
Maintenance	-	2,000.	2,477.	520	2,000.	+ 7,000.

Transport & coolies	5,244.	2,500.	3,324.	4,986.	5,000.	+	2,500.
Salaries	-	2,000.	3,407.	520.	2,000.	+	2,000.
Maintenance	697.	1,000.	-	1,000.	1,000.	-	-
Equipment	2,408.	-	-	-	-	-	-
Health Education	-	500.	-	500.	1,000.	+	500.
Personnel Contributed Services	-	14,400.	7,200.	10,800.	10,800.	-	3,600.
	17,955.	32,400.	21,231.	33,346.	32,800.	+	400.

#### V. West Palpa Program.

##### Receipts:

UMN Treasurer	9,000.	6,000.	4,000.	6,000.	12,200.	+	6,200.
Personnel Contributed Services	18,300.	18,300.	4,800.	7,200.	19,200.	+	900.
	27,300.	24,300.	8,800.	13,200.	31,400.	+	7,100.

##### Payments:

Drugs	(204)	200.	425.	637.	500.	+	300.
Salaries	4,141.	5,400.	2,439.	3,658.	9,000.	+	3,600.
X-ray supplies	40.	-	234.	351.	500.	+	500.
Transport	930.	300.	446.	669.	1,000.	+	700.
Health Education	-	-	-	-	1,000.	+	1,000.
Miscellaneous	105.	100.	-	100.	200.	+	100.
Personnel Contributed Services	18,300.	18,300.	4,800.	7,200.	19,200.	+	900.
	23,312.	24,300.	8,344.	12,618.	31,400.	-	7,100.

				Approved Budget 1972	Inc/Dec. over 1971
<b>VI. Butwal Outreach Program.</b>					
Receipts:					
UMN Designated Funds				8,520.	+ 8,520.
Grant from Norwegian Govt.				18,000.	+ 18,000.
Medicine sales				10,000.	+ 10,000.
Personnel Contributed Services				20,400.	+ 20,400.
				56,920.	+ 56,920.
Payments:					
Drugs and vaccines				6,000.	+ 6,000.
Salaries				12,420.	+ 12,420.
Petrol and vehicle repairs				17,500.	+ 17,500.
Miscellaneous				600.	+ 600.
Personnel Contributed Services				20,400.	+ 20,400.
				56,920.	+ 56,920.
<b>VII. Tansen Hospital Outreach Program.</b>					
Receipts:					
UMN Treasurer				5,000.	+ 5,000.
Payments:					
Transport				5,000.	+ 5,000.

Transport 5,000. + 5,000.

	Actuals for 1970	Approved Budget 1971	Actuals for 8 months	Estimate for 12 months	Approved Budget 1972	Inc/Dec. Over 1971
<b>VIII. Tansen Town Clinic</b>						
Receipts:						
UMN Treasurer	8,200.	8,000.	5,333.	8,000.	2,500.	- 5,500.
Medicine sales	7,741.	8,000.	7,696.	11,544.	8,000.	-
Delivery fees	2,615.	2,900.	1,645.	2,467.	2,500.	- 400.
Miscellaneous	-	500.	-	500.	-	- 500.
Personnel Contributed						
Services	6,000.	6,000.	4,000.	6,000.	6,000.	-
	<b>24,556.</b>	<b>25,400.</b>	<b>18,674.</b>	<b>28,511.</b>	<b>19,000.</b>	<b>- 6,400.</b>
Payments:						
Salaries	4,694.	6,000.	3,369.	5,043.	6,000.	-
Health literature	377.	1,000.	-	1,000.	-	- 1,000.
Rent & repairs	5,336.	5,000.	2,716.	4,074.	2,500.	- 2,500.
Equip. & supplies	321.	1,000.	84.	1,126.	-	- 1,000.
Medicines	4,051.	6,000.	3,412.	5,118.	4,000.	- 2,000.
Miscellaneous	293.	400.	64.	96.	500.	+ 100.
Personnel Contributed Services	6,000.	6,000.	4,000.	6,000.	6,000.	-
	<b>24,082.</b>	<b>25,400.</b>	<b>13,645.</b>	<b>22,457.</b>	<b>19,000.</b>	<b>- 6,400.</b>

APPROVED CAPITAL BUDGET FOR 1972

Requests carried forward from 1971:

Hospital - Laundry washing machine	9,205.
Building expansion	515,000.

New requests:

Hospital - Haematocrit	2,500.
Photometer	5,000.
Incubator	5,000.
Dry Air Sterilizer	1,000.
Overhead projector for Nursing School	2,500.
Library facilities	1,000.
Furniture and equipment for wards	4,000.
Remodelling of OPD	2,000.
X-ray equipment	2,500.
Working capital for Central Store	85,000.
Staff house	75,000.
Supplementary water supply	25,000.
Equipment for new ward	75,000.
Remodelling of bazar apartment	4,000.
Deras	20,000.
Guesthouse (final figure not yet approved)	? 110,000.
East Palpa - Medical and surgical equipment	1,000.
Equipment for 2 village Health Posts	300.
West Palpa - Public health office furniture and equipment	1,000.

Butwal Outreach - Land Rover	50,000.
Spaprts parts for Jeep	1,000.
Light chairs, etc	1,000.
Glass utensils	1,000.
Microscope	2,500.
Instruments for mobile team	5,000.
Equipment for Auxiliaries	1,000.
Boxes for equipment	1,500.
X-ray unit	57,900.
	<hr/>
	1,041,905.

## APPENDIX G - 1

Butwal Technical InstitutePLANS AND BUDGETS FOR 1972

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 the BTI Managing Board.

Personnel.

The following are posts for which Board Appointees are requested. The priority needs are marked \*.

## Butwal Technical Institute -

Project Director	(needs replacement Sept. 1972)
* Assistant Director	(vacant)
* Financial Director	(vacant)
* Business Manager	
Asst. Business Manager	(needs replacement June 1972)
Office Secretary	(vacant)
Builder	(vacant)
Asst. Builder	
Asst. Builder	
Woodshop Supervisor	(vacant)
Machineshop Supervisor	
Asst. Machineshop Supervisor	(vacant)
Autoshop Supervisor	(vacant)
Electric shop Supervisor	
Design Engineer	(vacant)

Autoshop Supervisor	(vacant) (vacant)
Electric shop Supervisor	(vacant)
Design Engineer	(vacant)
Electrical Engineer	(vacant)
Training Dept. Supervisor	(needs replacement December 1872)
Guesthouse Hostess/Manager	(vacant)

Butwal Plywood Factory:

* General Director	(needs replacement December 1972)
* Business Manager	(vacant)
Production Engineer	
Asst. Supervisor, Plant	
Asst. Supervisor, Plant	(needs replacement Sept. 1972)
Asst. Supervisor, Office	(vacant)
Asst. Supervisor, Office	(vacant)
Asst. Supervisor, Forest	(vacant)

Butwal Power Company:

Executive Director	
Builder/surveyor	(needs replacement now)
Electrician	(vacant)

APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Actuals for 1970</u>	<u>Approved Budget 1971</u>	<u>Actuals for 8 months</u>	<u>Estimate for 12 months</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
<b>Receipts:</b>						
UMN Treasurer	13,867.	21,600.	14,400.	21,600.	11,106.	- 10,500.
Personnel Contributed Services	110,400.	165,600.	110,400.	165,600.	165,600.	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	124,267.	187,200.	124,800.	187,200.	176,700.	- 10,500.
<b>Payments:</b>						
PAXmen's board, etc.	5,944.	12,000.	6,106.	10,000.	-	- 12,000.
Guesthouse/Central staff quarters linen, etc.	528.	1,600.	1,316.	1,600.	1,600.	-
Electricity (guesthouse and street)	1,359.	2,000.	3,559.	4,750.	4,000.	+ 2,000.
UMN official travel	141.	4,400.	2,302.	3,000.	3,000.	- 1,400.
Miscellaneous	319.	400.	885.	1,000.	1,000.	+ 600.
Board & transport for official guests	618.	1,200.	1,658.	2,200.	1,500.	+ 300.
Personnel Contributed Services	110,400.	165,600.	110,400.	165,600.	165,600.	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	118,859.	187,200.	126,226.	188,150.	176,700.	- 10,500.

## APPENDIX G - 2

ITID, Division for Consulting ServicesDRAFT PLANS AND BUDGETS FOR 1972 (See EC(2)-8/71)

A.

General Outline of activities.

The new ITID Division for Consulting Services will have four main activities:

1. It will take over from BTI and further develop the consulting services which have always been part of the program of BTI, but which (except for the field of civil engineering and power), due to lack of strength and resources, could not be carried out in any significant way. The fields in which we now plan to work are the following:

Finance and company affairs.

Economic planning.

Management.

Legal matters.

Industrial engineering.

Civil engineering and power.

Within two years or so, Economic planning will be developed into a separate organisation: the ITID Division for Regional Planning and Development.

Civil engineering and power: The understanding is that the present BTI Building Department will be reduced to a building/maintenance department, serving only BTI's internal needs. The planning, surveying and consulting functions of this department (mainly concerned with the Butwal Power Project) will be transferred with staff and equipment to the new Division for Consulting Services.

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2. It will handle the industrial development activities of ITID, such as the establishment and operation of an Industrial District. And it will serve as a consultant to the ITID in matters concerning the establishment of new companies in which ITID will have a financial interest, and in keeping the necessary control with such companies after they have been established. (Examples: Butwal Power Co. Ltd., and Butwal Plywood Mill Ltd.)
3. It will take over from BTI such "service type" of activities which are not directly in line with BTI's main interest of running a production-cum-training program, and which to a large extent will be used by other ITID divisions as well as other UMN projects, namely:
  - Purchasing outside Nepal.
  - Clearing and forwarding.
  - Public relations.

These functions would be taken over along with the personnel and equipment involved. The working capital required would have to be made available by those parties making use of the services, and the operations would be paid for by fees on a self-cost basis.

4. It will develop a program for management training of selected persons from within and outside ITID, and supervise a scholarship scheme for Nepali personnel within ITID aimed at the advanced training required for the gradual replacement of all foreign staff within ITID by competent Nepalis.

ITID will, when the planned reorganising and expansion is completed, consist of the following three divisions which are distinctly different in character:

- I. Division for Production-cum-Training, which is identical with the present BTI, less certain functions mentioned above. It will be a fully self-supporting unit which, after seven years (according to the agreement with HMG) will be under complete Nepali ownership and management.
- II. Division for Consulting Services, which will be a service-oriented organisa-

tion, only partly self-supporting. Some of these services, such as clearing/forwarding and building contracting, may after some time be

II. Division for Consulting Services, which will be a service-oriented organisa-

tion, only partly self-supporting. Some of these services, such as clearing/forwarding and building contracting, may after some time be developed into separate commercial undertakings. Other services (finance, legal, public relations, etc.) will be maintained only as long as ITID remains a UMN project with foreign staff.

III. Division for Regional Development, which will be an organisation for project and personal administration almost entirely dependent on outside grants to pay its expenses. It will be limited in time and scope to the projects and the foreign personnel involved in the program, and will finally be dissolved when the development program can be handled by Nepali authorities without aid from UMN.

B. Location and Facilities needed.

Butwal, being the administrative and communication centre of Lumbini Zone, is the natural location for the new ITID division. And since the new Consulting Service Division requires very close contact and cooperation with BTI, it is of great advantage to accommodating it on the BTI compound, where building land is also available, free of charge.

For several years there has been the plan to some time build a two-storied office block along the west end of the existing BTI building, facing the highway. This block would allow for easy internal communication, and at the same time give a new and more attractive look to the whole Institute.

In this approximately 90 m. long block there would be sufficient space for the ITID Division, for BTI sales and showroom, additional storerooms, mechanical workshop, drafting office, etc., and for BPC office, workshop and storeroom. The construction of this block would be undertaken over a 2-3 year period, using standard modular

elements for economy. It is assumed that eventually BTI and the new Division each would need 40% of the block, while BPC would use the remaining 20%. Each party would finance their own part of the building.

This arrangement would make available about  $120 \text{ m}^2$  (1300 sq.ft.) office space on the ground level for the ITID purchase and C/F service, and up to  $300 \text{ sq.m.}$  (3,200 sq.ft.) upstairs for the other activities of the new Division (all gross floor area). There would be a conference-cum-library room, a large drafting office, and about ten smaller or larger office rooms along a corridor.

Furniture and other office equipment would be needed, and also a vehicle, preferably a VW combi, similar to the one BTI already has.

As far as they are not needed for BTI staff, existing BTI buildings can be used to accommodate some of the foreign staff of the new Division. This especially applies to single staff members who would want to live in the BTI Central Staff quarters and guesthouse building.

Most of the families would have to be accommodated elsewhere. Because the new Division is of a more temporary nature than BTI, we would rather rent than build additional quarters for foreign staff. Also, we would rather not put too many of the foreign staff inside the BTI compound.

However, it will not be easy to rent satisfactory living quarters in Butwal, which has a shortage of housing. It seems likely that we shall have to do as has been done elsewhere in the UMN: advance a few years' rent to a landlord in order that he can get the additional capital he needs to put up a house, and design it so that it meets our requirements. There will also be a need for capital to furnish these rented quarters according to the BTI standard for foreign staff quarters.

The total number of foreign staff in the new Division is assumed to be 12 persons. Some of these will be single people, and perhaps also one or two families may find quarters at BTI. The guess is that we would need to rent 6 family quarters.

may find quarters at BTI. The guess is that we would need to rent 6 family quarters.

C. Personnel for ITID Consulting Services Division.

Yearly salary  
Foreign Nepali Nepali Rs.

1. Administration:

Director	1		
Assistant Director		1	4,200.
Business Manager (later to Div.III)	1		
Assistant Business Manager		1	4,800.
Book-keeper		1	4,800.
Secretary (later to Div.III)	1		
BTI trainees, clerical		3	5,400.
Driver		1	3,000.
Public Relations officer		1 *	12,000.
	3	8	34,200.

2. Purchase and C/F Service:

Purchase and supply officer	1 *		
Assistant purchase and supply officer		1 *	4,200.
Agent		1 *	4,800.
BTI trainee, clerical		1 *	1,800.
Truck driver		1 *	3,600.
Labourer		1 *	1,800.
	1	5	16,200.

	<u>Foreign</u>	<u>Nepali</u>	<u>Yearly salary Nepali Rs.</u>
<b>3. Consulting Services:</b>			
Consultant, Finance and Company Affairs)			
"    Economic planning )			
"    Agricultural economics )	** 3		
"    Industrial engineering )			
"    Management )			
Counterparts for Consultants	4		24,000.
Consultant, Legal affairs	1		18,000.
Economic Survey helpers	2		4,800.
(** Assume some functions combined or vacant)	3	7	46,800.
<b>4. Building and Power Department:</b>			
Civil Engineer, structural	1 *		
Assistant Civil Engineer, structural		1	6,000.
Surveyor	1 *		
Assistant Surveyor		1 *	4,800.
Electrical Engineer	1 *		
Technical assistants (on site)	2 *		
Overseers, foremen		2	9,600.
Draftsmen		1 *	4,200.
BTI trainee, drafting and survey		3 *	5,400.
	5*	8	30,000.
<b>Grand total</b>	<b>12</b>	<b>28</b>	<b>127,200.</b>
* Staff transferred from BTI	6	11	
New staff (incl. new BTI trainees)	6	17	

D. Capital Investment: Estimated.

76,000.

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D. Capital Investment: Estimated.

420 m <sup>2</sup> (4500 sq.ft.) office building e.150/m <sup>2</sup>	76,000.
Landscaping, draining, and driveway for same	12,000.
Electric fans in offices	10,000
Office furniture (BTI made, as per list)	18,000.
Office equipment: 5 filing cabinets	1 duplicator )
5 English typewriters	1 calculating machine )
1 Nepali typewriter	2 adding machines )
1 copying machine	Miseellaneous equipment) 30,000.
One VW combi with spare parts and transport to Nepal, assuming customs duty exemption	35,000.
Four years' advance rent for 6 family quarters - Rs.200 x 12 = Rs.2,400 per year	58,000.
Standard furniture and fans for same	30,000.
	269,000.
Add 20% contingencies, inclusive expected inflation	51,000.
	320,000.

Of this figure, approximately two-thirds is required in 1972, and the rest in 1973.

E. Recurring Budget Estimate, in Nepali Rs.

	<u>1972</u>	<u>1973</u>	<u>1974</u>
Expenditure:			
Salaries for Nepali Staff -			
Administration (1)	18,000.	30,000.	35,000. (7)
Purchase and C/F service (2)	8,000.	16,000.	18,000.
Consulting services (3)	20,000.	47,000.	40,000. (7)
Building and power (4)	25,000.	30,000.	35,000.
Casual labour and overhead personnel	4,000.	6,000.	6,000.
Management training program (5)	-	5,000.	15,000.
Stationery, postage, office supplies	3,000.	6,000.	6,000.
Supplies for drafting office	4,000.	5,000.	6,000.
Literature (magazines, etc.)	2,000.	2,000.	2,000.
Electricity	500.	1,000.	2,000.
Repair, maintenance building, equipment	1,000.	2,000.	5,000.
Do. staff residences	500.	2,000.	4,000.
Use of own car (inclusive depreciation)	6,000.	10,000.	10,000.
Official travel, mainly to Kathmandu (6)	6,000.	10,000.	8,000. (7)
Hospitality (official guests)	1,000.	2,000.	2,000. (7)
Miscellaneous	11,000.	16,000.	16,000. (7)
	<hr/>	<hr/>	<hr/>
(1) P.R.Officer from January 1972. Book-keeper from July 1972.	110,000.	190,000.	210,000.

(2) Transfer July 1972.

(3) Salary lawyer from July 1972.

(4) Transfer January 1972. (5) Begin January 1973.

(6) Mainly Director and P.R. Officer.

(7) Partly transfer to Regional Development Division 1974.

## (7) Partly transfer to Regional Development Division 1974.

## Income:

Fees purchase, C/F department (1)	12,000.	25,000.	30,000.
" building and power department (2)	35,000.	35,000.	40,000. (3)
" legal and P.R. assistance (BTI,BPC,BPF)	15,000.	20,000.	30,000. (3)
" consulting services, etc.	-	5,000.	20,000. (3)
Refund for use of car	2,000.	4,000.	4,000.
Outside grant needed	46,000.	101,000.	86,000.
	110,000.	190,000.	210,000.

(1) Fees for transport and other direct expenses are charged for separately.

(2) Use of construction equipment accounted for separately.

(3) Including fees paid by Division for Regional Development.

F. Personnel Needs for the Institute of Technology and Industrial Development (ITID).

The following list of personnel needs has been worked out for recruiting purposes. It shows functions or activities, rather than specific posts which need to be filled. Some of the functions listed will not require a fulltime person, especially not during the initial phases of building up the new program.

Past experience shows that it is not always possible at the right time to get a person with the ideal sort of qualifications for a specific post. Also, sometimes it happens that new personnel, after arrival on the field, turn out to have qualities and gifts which can be better used in other jobs than those for which they were recruited.

The new program of District Development has not yet been nailed to the last detail, and probably never will be. A great deal of flexibility in the organisation

is required. And new personnel must be willing to adapt themselves to fit in, within reasonable limits, to assignments which are not exactly those for which they were recruited. Maybe they would have to handle a combination of two or three different functions as listed below.

The UMN has decided to start recruiting personnel for the District Development Program without knowing exactly what type of projects will actually be undertaken. This is because of the time lag which will always occur in recruiting and processing new personnel; giving new people sufficient time for orientation and language study, and also for taking part in the actual planning of the projects in which they are to work. It may therefore happen that new workers in the end may not at all get the type of work for which they are qualified. Candidates should be made aware of this possibility.

Generally we would prefer long-term workers who are motivated for adjustment to local conditions, inclusive through language study. There will, however, also be short term assignments requiring very special qualifications, for which the need of orientation and language study is less, and for which short term workers (3 years or less) would be suitable.

The work undertaken under this program is purely technical or socio-economic development aid, and the workers are not expected to take part in evangelistic work during their working hours. They should, however, realize and accept the fact that they will be working in a Christian Mission, and that the purpose of this Mission is to make Christ known by word and deed to the people in Nepal. It must be a personal matter for each individual worker how he will do this under the restrictions which prevail in Nepal. But he should in principle accept this basic purpose of the Mission.

A. Administrative posts. These posts must be filled by persons who, besides the necessary professional qualifications, also have experience in missionary work and development aid. They should be long-term workers.

1. Technical Secretary of UMN. This is to be one of the functional secretaries, working under the UMN Executive Secretary at the mission Headquarters in

development aid. They should be long-term workers.

1. Technical Secretary of UMN. This is to be one of the functional secretaries, working under the UMN Executive Secretary at the mission Headquarters in Kathmandu. His duties will be to handle the technical aspects of UMN projects, and especially the ITID development program. He will participate in planning and coordination, handle government relations, etc. within his field.
2. Director of Division for Consulting Services. This is an executive post under the ITID Board. The duties of this Director of the Division are to plan the work of the staff of consultants, to coordinate the services of his Division with the needs of other Divisions of ITID as well as outside parties.
3. Director of the Division of District Development. This post corresponds with the one above, and the duties of the Director will be to handle the overall planning of the District program, and supervise the work of UMN personnel seconded to the various projects under this program.
4. Business Manager, for the District program, with qualifications in accounting and general business management.
5. Purchase and Supply Officer. A person with business background and a practical and flexible approach to problems.

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B. Butwal Technical Institute. Approved posts which have become vacant or never been filled. Requires minimum of 3 years, but preferably 6 years, service.

1. Production Manager: Professional engineer whose duties will be to manage the production units of the Institute (wood-working shop, machine and welding shop, auto and electric department).
2. Supervisor of the Woodshop: Qualified cabinetmaker with experience in industry.

3. Supervisor of Auto repair shop: Qualified auto-mechanic with experience also with diesel engines.

4. Hostess: Supervising foreign staff quarters and guesthouse.

C. Personnel to be seconded to Butwal Power Company.

1. Civil Engineer: to supervise construction of small hydropower plant.

2. Electrician: to supervise line work and town power supply.

D. Consultants: Can be short term workers, preferably with experience from developing countries.

1. Consultant in finance and company affairs.

2. Consultant in economic planning, able to supervise the regional planning program (inclusive field surveys).

3. Consultant in agricultural economics.

4. Consultant in industrial engineering, to undertake feasibility studies and assist in planning of new industrial undertakings.

5. Consultant in management, to plan and conduct leadership training of Nepalis.

6. Civil engineer to survey and plan construction work in the District Development program - irrigation, small hydro-power schemes, etc.

E. Personnel for District Development Projects. Should agree to serve for 6 years or more. Must be young people able to learn the language well and live under primitive conditions, and with a practical background.

1. Builders for supervising construction of houses, irrigation works, small bridges, ropeways, etc.

2. Specialists on agricultural processing industries - milk, fruit, spices, etc.

3. Agriculturalists for field surveys of agricultural potential, establishing farm cooperatives, etc.

4. Mechanics (auto or general) to start up small repair shops, etc.
5. Engineers and craftsmen in different fields - surveying, waterworks, wood-working industries, mining, etc.
6. Secretary for the Director of the District Development program.

**NOTE:**

Posts A.4 and D.1 may initially be combined.

Posts B.1 and D.4 may initially be combined.

Post D.5 could be combined with other administrative functions.

APPENDIX H  
Boys' Boarding School, Pokhara

PLANS AND BUDGETS FOR 1972

This school is owned by a Nepali Managing Board. The UMN, along with the Shining Hospital of Pokhara, is an invited-in, cooperating member body since 1966. The school is still in its childhood, and plans to continue to grow and develop towards maturity of purpose, nature and content which it fixed from its beginning. This means that in the next year and in following years it will plan to grow and develop in its buildings and campus, in its enrolment, in the quality of its staff, in its character, and in its teaching and work in the total life of the students. Further details about these matters can be found in the prospectus of the school and in its regular reports. It is planned that the UMN will continue with its current involvement into the next year and years.

This UMN participation in 1972 in the school should be in the following ways:

- 1) Continue to appoint three members to the School Board, representing the UMN. This Board is responsible to run the school in its day-to-day affairs. This means time, work and expense by these Board members.
- 2) Provide UMN Board Appointee workers. The following posts are currently filled by UMN workers, and should continue to be filled in 1972:

Headmaster	Jonathan Lindell
Maths/Science teacher	Colin Smith
Agriculture teacher	Larry Asher
School nurse (part-time)	Mrs. Phyllis Asher
Librarian (part-time)	Mrs. Hazel Buckner
Hostel Supervisor	Mrs. Tsukada
Business Manager	Jostein Holm
Building Engineer	Delos McCauley
Building Engineer	Bob Buckner ) Seconded from Building Dept.

Building Engineer  
Building Engineer

We do not expect Colin Smith to continue as a UMN contributed teacher in 1972. The UMN should continue to seek Board Appointees as requested by the School Board for the following vacant posts: Maths/Science teacher for high school; English teacher for high school; Physical education teacher for all grades, I-X; teacher for the Secretarial Science Course.

Delos McCauley) Seconded from Building Dept.  
Bob Buckner )

- 3) Provide General Recurring and Capital Budgets to serve and care for UMN workers as may be needed in the school project, and in keeping with UMN rules (see Budgets).
- 4) Seek to provide capital money for the approved building and equipment needs of the school (see Budgets).
- 5) It is the policy of the school to run its General Recurring Budget by income from student fees and without outside subsidy. UMN has entered into cooperation with this school on this basis. However, in the beginning years of low-fee income, and low numbers of students, with heavy needs, the UMN has helped out with one-time small grants.

This school is being built to be a vocational high school, teaching three courses. The school has been running the agriculture vocational course for three years. The school plans to open the Secretarial Science course next year, in February 1972. It has sought a missionary to teach this course, but has not obtained any. There are now fully-trained Nepali teachers for this course available (B.A., plus 2 years teacher's training at Sano Thimi). The school can get one of these men, but is unable to pay his salary from its limited budget. Therefore the school is asking UMN to grant two years subsidy for his salary so this vocational course can be started. It is planned that later, increased numbers of students with increased fees will enable this salary to be paid by the school (see Budgets). In 1971 there are 101 students, with no

Class IX. These pay the following fee scale: Classes I-II: Rs.15/-; Classes III- V: Rs.20/-; Classes VI-VIII: Rs.25/-; Classes IX-X: Rs.30/- per month. We are budgeting in 1972 for 130 students. Fees are fixed by the School Board.

APPROVED GENERAL RECURRING BUDGET FOR 1972

	<u>Actuals for 1970</u>	<u>Approved Budget 1971</u>	<u>Actuals for 8 months,</u>	<u>Estimate for 12 months</u>	<u>Approved Budget 1972</u>	<u>Inc/Dec. over 1971</u>
<b>Receipts:</b>						
UMN Treasurer	2,380.	5,780.	-	5,780.	2,100.	- 3,680.
Personnel Contributed Services	14,400.	64,830.	46,420.	69,630.	69,654.	+ 4,824.
	<b>16,780.</b>	<b>70,830.</b>	<b>46,420.</b>	<b>75,410.</b>	<b>71,754.</b>	<b>+ 1,144.</b>
<b>Payments:</b>						
Rent	1,300.	4,980.	1,050.	4,980.	-	- 4,980.
Maintenance for UMN personnel	420.	500.	10.	500.	500.	-
UMN mailbag, etc.	276.	300.	362.	550.	600.	+ 300.
Duty & Board Travel	-	-	-	-	1,000.	+ 1,000.
Personnel Contributed Services	14,400.	64,830.	46,420.	69,630.	69,654.	+ 4,824.
	<b>16,396.</b>	<b>70,510.</b>	<b>47,842.</b>	<b>75,660.</b>	<b>71,754.</b>	<b>+ 1,144.</b>

The organizational elements in the SBH outreach program shall include at present:

1. The development of the Community Health program in Wards 1, 2 and 3 of the Lalitpur Town Panchayat. (SBH has also been requested to do the same in Wards 4, 5 and 6). These wards shall be served by a health post in Ward No. 2 (Sanepa).
2. Assisting the Lalitpur District Panchayat in its development of a comprehensive health care scheme in the village panchayats in the areas around four health posts. (These shall include the health posts at or on the way to Bungmati, Chapagaon and Godavari, plus a new health post at Sanagaon).
3. The continuation and development of the clinic and health post at Pharping in the Kathmandu District.

Each health post will serve an area composed of four to six village panchayats or wards.

The functional elements of the SBH outreach program shall include at least the following:

1. Base hospital with a mobile advisory team.
2. Curative diagnosis and treatment shall be provided in clinics by local indigenous medical practitioners (preference to be given to those practising allopathic medicine). These will include medical doctors, registered nurses, compounders, auxiliary health workers, baidyas, jhankris, kabirajs, medical hall operators, etc. Medicines are to be made available by locally operated medical halls (private or cooperatively owned), or by local shops under the supervised drug scheme. Those patients who cannot afford to buy medicines shall be assisted (hopefully) by the local panchayat authorities, guthis or other welfare organisations.
3. Preventive and promotive functions shall be carried out largely on a house-to-house basis and include:

a. *Maternal and Child Health including :*

1. Pre-natal examinations.
2. Home delivery services.
3. Under-five children's services.
4. Teaching and demonstrations of good nutrition.
5. Health education for individuals and groups.
6. Family planning assistance and motivation.

b. *Tuberculosis control including :*

1. Case finding by house-to-house visitation and sputum collection, and follow-up on defaulters on treatment.
2. Bi-weekly treatment clinics providing injections and oral medication for sputum positive patients.
3. Sputum examination by qualified health workers, whose results are checked from time to time by a laboratory consultant.

c. *Health education including :*

1. Presentations of good health practices to individuals or to groups by all health workers.
2. Assisting and encouraging school teachers in their teaching of health science subjects.
3. Development, procurement, distribution and demonstration of posters, booklets, movies, slides, cassette or tape recordings, flip charts and cards, flannelgraphs, puppets and other aids.

d. *Sanitation and water supplies.*

1. Trenches, latrines, toilets, septic tanks and sewage systems.
2. Clean and protected water supplies.

e. *Vital statistics and reports.*

1. Birth and death rates including maternal and infant mortality.

2. Communicable disease reporting.
3. Program reports of various kinds.
4. Financial reports of source and use of funds.

Primary attention shall be given to development and using women health aides (WHA) in the wards and the village panchayats served by the outreach program. Most of the preventive and promotive functions can be done best or as well by mature women, and on a house-to-house basis. These women health aides shall be regularly supervised, listened to, encouraged, and taught by the resident health workers in the health post. To the extent possible indigenous medical practitioners will be encouraged to do the curative work. At each health post location there shall be a resident auxiliary nurse-midwife (ANM), or a public health nurse (PHN), to supervise the work of the women health aides and to handle or refer difficult midwifery cases. The resident ANM or PHN shall also work with school teachers in the teaching of health subjects. A mobile team from SBH shall visit each health post at least once a week to carry out the following functions :

1. A physician to provide consultation and teaching to the person doing the curative work, and from time to time meet with the resident ANM or PHN and the WHAs on TB control measures.
2. An obstetrician or paediatrician to meet with the resident ANM or PHN together with the WHAs from the villages served by the health post, to listen to problems and provide teaching and encouragement. From time to time other consultants in child care, nutrition, pharmacy, health education, home science and laboratory procedures will be included in the discussions.
3. A sanitarian (or auxiliary health worker) to work with village authorities and/or individual villagers on sanitation and water supplies.

4. A *public relations officer* to make contacts with the Pradhan Panch, village secretary, school teachers and other influential community leaders in each village panchayat served by the health concerned. She shall help to recruit the women health aids. Also she shall collect statistical and financial reports, audit procedures, check supplies and equipment and otherwise provide for administrative backing for the resident health workers and WHAs. She shall also assist in the liaison with the District Panchayat authorities. She shall motivate and encourage the village and district leaders to provide financial resources and otherwise to support the comprehensive health care program. She shall make written and oral reports on the progress and results of the program.
5. A *driver* to be responsible for the vehicles and to do sputum examinations and otherwise assist in the program.

WHAs will be *recruited* from the mature, influential women of the villages and wards. They should know how to read and write Nepali. If literate women cannot be found, it may be necessary to make some of them literate using the materials developed by Jiwani Jyoti Prakashan, Darjeeling. It is proposed to train the WHAs in all of the preventive and promotive functions mentioned above, and possibly in some simple differential diagnosis (so they can refer patients for curative treatment). (However, it is anticipated that the base hospital mobile team shall be primarily responsible for working with village or ward leaders on sanitation and water supplies, and also in setting up short courses for school teachers teaching health science subjects). The initial period of training for the WHAs shall be from four to five weeks at SBH, and SBH shall provide housing, board, pocket money and equipment. The

curriculum and syllabus shall be developed. Learning will be reinforced during the weekly visits of the mobile team as the WHAs tell of their problems, make suggestions and are otherwise involved in an in-service training situation. On completion of training each WHA shall return to her own village to work as a volunteer. After two months in their villages or wards, the WHAs shall return to SBH for a further period of four to five weeks of training. Also, each year groups of WHAs shall receive two-week additional training courses at SBH in order to become re-acquainted with the base hospital and learn new things. The formal training periods shall take place at SBH in order that the WHAs will absorb some of the attitudes concerning care of people and aseptic techniques, and so that their colleagues at the base hospital will be reminded of the important role being carried out in the villages by the WHAs.

The WHAs shall work in their own villages as volunteers. If local leaders are able to raise the necessary finances, they may become paid employees of the ward, village, or district panchayat as the case may be.

Those providing curative medicine shall be self-supporting, or become so as soon as possible. Local leaders shall be encouraged to provide for poor people requiring free medicines or nutritional supplements (particularly for malnourished children).

In time the expenses for the health post workers should become the responsibility of the district panchayat, the HMG Health Ministry or Home and Panchayat Ministry.

The matters of future ownership of the base hospital and providing for the expenses for its operation and for the mobile team are being worked on by the SBH Board.

The hospital staff shall assist in the training of the WHAs and other staff members and provide

administrative support to the program. A person shall be assigned to give overall administrative direction to the outreach program.

The training of the WHAs shall begin in April, 1972 at SBH. The first group of 16 to 18 trainees shall be recruited from the village panchayats served by Bungmati, Chapagaon and Godavari health posts. In May 1972 a second group of trainees from the village panchayats served by Pharping and Sanagaon and the six wards in Lalitpur Town Panchayat shall begin their training at SBH.

It is proposed to terminate the present curative team services as supplied by U. M. District Clinics by 30th April, 1972. The reconstituted mobile team from SBH will begin visiting some of the areas in May 1972, and all of the areas from the middle of June, 1972.

*Personnel requirements for Board Appointees are:*

1. Administrator, Outreach program ( Half time-needed immediately ).
2. Physician ( Half time from 1st May, and fulltime from middle of June, 1972 ).
3. Obstetrician or Paediatrician ( Half time from 1st May, and fulltime from middle of June, 1972 ).
4. Public Health Nurse, Chapagaon ( filled ).
5. Auxiliary Paediatric Nurse, Bungmati ( filled ).

#### **PROPOSED GENERAL RECURRING BUDGET FOR 1972**

*Receipts :*

UMN Treasurer**	Rs. 52,653
Personnel Contributed Services	32,104
	84,757

\*\*This is made up of the estimated unspent balance of the 1972 allocations to SBH Community Health Program, Wards 1, 2 and 3, Lalitpur Town Panchayat, and Kathmandu Valley District Clinics.

Payments :

Administration :

Salaries and Allowances	1,152
Supplies and Expenses	148
Personnel Contributed Services	5,382
	6,682

Training Services :

Salaries and Allowances	3,000
Supplies and Expenses	6,153
Food	10,200
	19,353

Mobile Advisory Team :

Salaries and Allowances	13,607
Supplies and Expenses	1,393
Transport	8,000
Personnel Contributed Services	20,068
	43,068

Preventive and Promotive

Health Posts :

Salaries and Allowances	6,571
Supplies and Expenses	1,869
Rent	560
Personnel Contributed Services	6,654
	15,654

84,757

**CAPITAL AND DESIGNATED FUNDS BUDGET**

**FOR 1972**

Two vehicles	100,000
Subsidy for curative work ( for 3 years )	17,000
Assignment for WHAs	17,000
	134,000

## APPENDIX B

### UMN HEADQUARTERS REPORT

### FOR THE YEAR 1971

#### THE LAND

Nepal, open to the tides of influence—good and bad!—which flow from the outside world for only 20 years, reaches out eagerly for wider relationships with that world. The King and Queen travelled abroad several times this year. They participated in the celebrations of the 2,500th anniversary of the Persian Empire at Persepolis. Nepali representatives sit on committees of the United Nations and other regional and international agencies. Nepali students study in Japanese, American, Russian, Indian and British universities. Aid missions from 12 or 14 different countries are at work in Nepal. Obviously, Nepal wants to be very much a part of the international scene. She wants to move out of the parochial, feudal past into the global, ecumenical present. ...Within the land, development progress in 1971 has had some effect on the various ministries of the United Mission to Nepal. A strategic stretch of construction was completed on the Indian-built Sunauli-Pokhara Highway (properly, the Siddharta Rajmarga). This hard-surfaced road runs north from the Indian border in west-central Nepal, linking three cities where the United Mission is at work: Butwal, Tansen and Pokhara. Completion of the splendid, 4-lane bridge over the Kali Gandaki River has eliminated the flimsy, temporary bridges and even more flimsy monsoon season ferries! Now motor traffic moves swiftly from the Indian border right through to Pokhara. Meanwhile, Chinese engineers are hurrying to complete the road onward from Pokhara to Kathmandu. Communications between all our western hill projects and Kathmandu will be much more regular when that section of the road is opened, hopefully in 1972 ....The

signing of a new Trade and Transit Treaty between Nepal and India brought to a conclusion months of sometimes bitter bargaining. The flow of petroleum supplies, foodstuffs, electrical goods, cloth, etc, from India into Nepal has been resumed...The New Educational Plan, stressing vocational education has been launched in 2 of the nation's 75 districts, Kaski and Chitwan. Pokhara lies in Kaski District, and the new Pokhara Boys' Boarding School, to which the UMN gives substantial monetary and staff assistance, including Project Director/Headmaster Jonathan Lindell, comes under the new Plan. In December, UMN administrators met with local leaders and representatives of the central Government to work out the new relationship between the School and the educational department of the Government. First impressions indicate a harmonious working relationship between officials of HMG and the School.

#### THE UNITED MISSION TO NEPAL

During 1971, the 18th year of UMN's life and work in Nepal, the Lord of the harvest has given us a continuing, expanding opportunity to pursue our constitutional aims, namely, "to minister to the needs of the people in Nepal in the Name and Spirit of Christ, and to make Christ known by word and life." For such an opportunity we thank God, and also ask for both wisdom and strength to use it fruitfully!

The Mission has received a number of exploratory invitations regarding new work from local, district and central Government agencies this past year. The number of these invitations—seven, all told—indicates increasing interest and ability in maturing Government agencies to become involved in all health services, education and economic/technical development projects going on in the land. The uncertainty which attends many of these invitations indicates that Government is still unsure of how many projects they want initiated,

implemented, supported or partially supported, by expatriate and missionary personnel...In response to these invitations, UMN decided in one case—an invitation to cooperate in building a 100-bed hospital in Bhaktapur, 10 miles east of Kathmandu—that we already have our hands full trying to staff, finance, develop and run effectively two hospitals in the Kathmandu Valley, and therefore cannot see our way clear to entering into another at this time...With regard to three other exploratory invitations, HMG, at a different or higher level of authority than that from which the invitations originally came, has either postponed or re-considered final decision. This means further delays in these proposed projects: Thankot Village Development, Okhaldhunga District Hospital, and the secondment of teachers to the Buling High School.....In Shanta Bhawan Hospital's cooperation with the Lalitpur District Panchayat in a community health outreach program, in a School for Auxiliary Nurse/Midwives, and in an Outreach program at Butwal, Lumbini Zone, we are moving ahead with "deliberate speed" !

Expansion, with some "growing pains" !, continued in several UMN projects in 1971:

Construction of the new campus at the UMN Girls' High School in Kathmandu moved along well. With capital funds for this large project, including new hostels classrooms, laboratories, sanitary facilities, dining and storage space, now in hand, construction should be complete by the end of 1972.

Similar campus construction made good progress at the Boys' Boarding School in Pokhara where UMN is one of three agencies cooperating to build and run this new school. Some hostel buildings, staff and office quarters have been completed and occupied, and permanent classrooms are being occupied now at the opening of this new school year. The project is about half finished at this time.

Good progress was made in the building of the new hospital at Amp Pipal; construction is nearly complete on the Butwal Plywood Factory, and work continued on the second and third phases of the Butwal Power Company. Annexe I, a residential apartment for the Ex-Secretary with smaller apartment, Board meeting room and language study complex on the ground-floor; and a second-floor office wing were completed at Headquarters.

Other expansion in UMN work included widening, deepening involvement of UMN medical personnel in Public Health/Community Outreach programs, under the inspiring leadership of Dr. N. Iwamura; appointment of a fulltime Secretary for our UMN Scholarship Committee; Miss D. Friederici, with subsequent enlargement of our support and aid to students in several phases of higher education; appointment of another Functional Secretary, Dr. G. Mack as Health Services Secretary, to strengthen UMN administration across the country.

Friends of the UMN, member bodies, several donor agencies, gave generously toward our work this past year, resulting in total receipts into the General Fund for Recurring, or Operating, Budget of Rs. 1043,943. Capital gifts for investment in buildings, equipment, etc. amounted to Rs. 2853,486. Gifts to the Scholarship Program amounted to nearly \$ 10,000.00, reflecting the growing importance of this vital program of assistance to students. Again, at the end of another year of invested funds, invested lives, we thank God for His abundant provision for the needs of work and workers!

God has continued to raise up and send out workers for the more than 140 approved posts of work in the UMN. We received 20 new Board Appointees; 15 left on furlough, 12 terminated service, 1 retired, 1 resigned. These all come from the 30 member missions and Boards, from 12 countries, which comprise the United Mission to Nepal...We have also had more than 20 Direct Appointees

from overseas, short-term volunteer workers, serving in our several projects through the year, plus more than 460 national employees, many of whom are preparing for larger responsibilities in leadership in medical services, education and technical development.

It is our privilege in the UMN to see the Christian Church, the Body of Christ in Nepal, grow up alongside the Mission, but quite independent of mission leadership or control. Some evidences of growth, power and grace in the Church in 1971 :

- A three months' Bible School for Christian youth, resulting in 6 fulltime students graduating at the conclusion of the course. (Several others studied for shorter periods.)
- Another great gathering of the Nepal Christian Fellowship, in Pokhara, for a week of Bible conference at the end of September. Several new believers were baptized at this time, and the Lord brought renewal to many.
- Determination, with careful plans and organization, to build a Christian Hostel for young Christians studying in Kathmandu. Such a plan has obvious shortrange benefits. But in the longer perspective, it may be the first step towards ultimate recognition and acceptance of the Church and the Christian faith as a legitimate religious minority in Nepal.

#### THE HEADQUARTERS PROJECT

UMN Headquarters, a project to serve all the Projects, has sought to carry out its special tasks in a more-or-less normal fashion through the year. The HQ staff live and work in rented quarters. After prolonged negotiations with HMG to obtain permission to buy the Thapathali property came to nought, it was decided to enter into regular lease arrangements with the landlord. Annexe I, housing the Executive Secretary, a ground-floor

flat for language student families, language study rooms and a very useful Board room, also on the ground-floor, was finally completed early in the year. Use of some of the ground floor rooms had already begun in 1970. A new, second floor office addition, with offices for the Executive Secretary, the Personnel Secretary and the Office Secretary, was constructed over the packing shed and occupied late in the year.

Major duties and work of the H. Q. staff are reported in the following sections :

a) *Executive Office.* A major change in staff saw Jonathan Lindell, who served as Executive Secretary with notable competence and dedication for more than a decade, leaving for a long-desired study leave at the Christian Study Centre, Rajpur, India, on February 1st. Early in June the Lindells arrived in Pokhara to take up their new post, Project Director / Headmaster at the Boys' Boarding School. Frank Wilcox, the new Executive Secretary, took up his duties on February 1st. He and the Personnel Secretary, who also serves as Assistant to the Executive Secretary, Sam Burgoyne, worked through the year in this office, and also travelled in the projects of the Mission. Betty Young continued her vital work as Office Secretary. The three Area Superintendents, Asbjorn Voreland in Gorkha, Pam Dodson in Tansen, and Howard Barclay in Kathmandu, gave invaluable assistance to this office in a sustained, close, working relationship. Appointment of Dr. Gordon Mack as the first Health Services Secretary brought the number of Functional Secretaries to two. Dr. Mack and Mr. Barclay, Education Secretary, gave many hours and days to meetings with HMG officials and to travels to the various Projects of the Mission to offer counsel in their functional spheres. Early in the year the staff at HQ received additional help in the person of Connie Sutcliffe, who joined us from Australia, as a volunteer to do

stenographic / clerical work.....Correspondence, committees and boards, personal conferences, conversations with officials of HMG at various levels, considerations of both problems and opportunities have again characterized the day-to-day activities of this office. (The following four sections are reported by Sam Burgoyne ).

b) *Personnel.* The correspondence files for the year 1971 indicate that close contacts have been maintained with the Executive Secretaries of cooperating boards, Personnel Secretaries, recruiting agencies, and interested individual enquirers. Apart from those Board Appointees who have been accepted (most of them already in Nepal), there has been much writing in relation to more than 40 possible candidates. In addition there have been numerous letters to about 34 possible direct appointees, some of them now working with UMN in Shanta Bhawan Hospital, Butwal Technical Institute, and the school at Pokhara.

Statistics of Board Appointees are :

New arrivals	20	Terminations of service	12
Furlough departures	15	Retirement	1
Returns from furlough	15	Resignation	1

Matters of assignment, furlough plans, adjustment problems, and the organisation of the annual Workers Conference have involved considerable correspondence with officers of the UMN and individual workers.

Conferences with new arrivals, and those returned from furlough, have given valuable insights into personal needs. The ministry of counselling is vitally important, and one has learned to listen patiently.

c) *Language Study Supervision.* The Language and Orientation School at Headquarters in Kathmandu is now well established. The workers of UMN are using the facilities effectively, and correspondence, as well as committee work, and curriculum development are on the increase. Statistics are :

Students using school facilities	46
Of these, new workers were	20
Part-time, refresher and 2nd year	26

Most of the students who have gone through the four month courses in the past 3 years seem to be preparing for the examinations. A number took the tests:

Nepali I examination 10 (8 passed; 2 incomplete).

Nepali II examination 6 (4 passed; 2 incomplete).

We have been encouraged by the development of new teaching techniques, and the progress made by our teaching staff of five. Staff meetings have been used to evaluate methods, and strengthen areas of weakness. The most obvious success has been in the establishment of a Conversation Class of one hour duration, held daily for all students. Through prepared dialogue and drills, the students have been involved in using graded vocabularies at the current learning level. Both students and teachers have been enthusiastic about this and have said that this was the most enjoyable hour of the day. Mr. Keshab Khanal, the head teacher, states that recent students have been able to understand and use Nepali at normal Nepali speed as a result of this dialogue approach. Most students have had four class hours per day. In addition the usual Orientation lecture program has been provided, and tours of historical and cultural interest have been arranged. During the first four month term of the year beginning February 1st, there were 13 students, and for the second term beginning August 1st, there were 7 students.

d) Promotion. Work was done updating the manuscript of the Nepali chapter in a projected Moody Press book "Let Asia Hear" which should soon be published. Several articles with photograph illustrations were produced for magazine use. We have been greatly encouraged by reports of the effective use of the film and booklet of the same title, "Nepal on the Potter's Wheel". The

Filey Film Award (which now stands on the Executive Secretary's filing cabinet) is concrete evidence of the favourable impression which the film has made upon viewers.

e) *Kathmandu ministry.* Every effort has been made to continue useful contacts with the Nepali congregations in the city, through personal presence at services, and also through the few Pastors' Fellowship meetings which have been possible. All three of the Nepali pastors have been absent from Kathmandu for long periods. Pastor Robert Karthak preached in the USA, under the sponsorship of the United Methodist Church, for more than a month, and his ministry was much appreciated. Through the Protestant Congregation ministry, and also services in the Harrop home and the British Embassy Hall, it has been possible to keep in touch with overseas personnel outside mission circles.

f) *Treasurer's office.* Ian Stuart, UMN Treasurer, and his staff have handled Mission moneys, travel arrangements, the procuring of import licences, maintenance of HQ property, numerous other business services, arranging for project audits. This year saw an important and most helpful addition in this area of HQ responsibility in the person of Miss Dorothy Broom, appointed to the new, sorely needed post of Mission-wide auditor. The duties and claims of this post have kept Dorothy travelling in the projects for much of the year.

g) *Supply office.* The staff of this office have served both people and projects by buying and forwarding needed supplies of all kinds. They keep the internal mission mailbags coming and going. Tons of food, drugs, toilet articles, building materials, machinery, etc. have been sent by regular RNAC freight service, RNAC and Royal Flight charters, and the very helpful services of our good friends at SIL operating their Cessna charter service. Gorkha and Okhaldhunga projects have

been especially dependent on these charter services, and, for the first time, this past year SIL were able to fly charter services for us into Bulingtar, just 2½ hours' walk from Gwen Coventry and Elfriede Bernhardt's East Palpa "HQ" in Bojha! The Executive Secretary and the Health Services Secretary were a part of the "freight" on the second flight into Buling...We have not yet been able to recruit the right man for the proposed Central Services Supply, but hope to do so in 1972.

h) Mission Home. Miss Lilly Ammann writes about the ministry of the UMN Mission Home: "We here at the UMN Guesthouse had the joy and privilege of serving an increased number of UMN workers, friends of the Mission and visitors during 1971. 373 adults and 94 children spent 3207 days at the Guesthouse this past year."

i) Visitors. H. Q. Staff has received more than 35 visiting individuals and groups. Many of these have come as official representatives from our member missions, and we welcome them for all the new insight, experience, discernment they bring to bear on the job committed to us here in the UMN. We are happy to show them something of this jewel of a country, introduce them to the projects of the Mission, in the Valley and across the hills, and introduce them to the people of Nepal. We welcome and value visitors, thanking God for the privilege of having them with us for a brief spell, and trusting they will carry something of the story of the grace of God in UMN wherever they go!

But this is only the beginning of an absorbing, sometimes grim, sometimes glorious, story, the story of all the UMN Projects through 1971. The story is told in greater more moving detail in the pages that follow. As I have read these "stories" which, gathered there, make up a large part of "His-story" in Nepal in 1971, I have sometimes been moved to tears, sometimes to laughter, but more frequently to praise and thanks-giving. It is evident that God has been at work, in and through

the very human, often stumbling, often sinning, and often forgiven, men and women who make up the UMN. I trust this evidence will be plain to all who read these pages.

REV. F. WILCOX,  
Executive Secretary.

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

**1) GENERAL FUND.**

	Budget 1971	Actuals	Total	Budget 1972
<i>Receipts :</i>				
UMN Treasurer	114,850.	171,082.59		114,100.
Vehicle operation refunds	8,000.	3,686.60		8,000.
Miscellaneous	800.	20.70		800.
Personnel Contributed Services	59,520.	59,520.00		66,660.
	<hr/>	<hr/>	<hr/>	<hr/>
	183,170.		234,309.89	189,560.

*Payments :*

Office rents & utilities	33,400.	24,600.00	24,600.
Personal rents		37,037.57	—
Salaries	28,000.	30,632.07	28,000.
Postage, printing, office supplies	15,000.	18,245.69	17,000.
Duty travel	10,000.	22,876.96	15,000.
Publicity	1,500.	347.05	2,000.
Executive Committee travel	2,000.	4,845.00	1,500.
Agent Office	300.	635.47	300.
Legal Advisor's fee	1,000.	1,000.00	1,000.
Audit expenses	2,000.	2,373.00	2,000.

	Budget 1971	Actuals	Total	Budget 1972
Worker's Conference	4,500.	6,080.52		8,000.
Vehicle Transport	14,000.	17,405.97		15,000.
Maintenance	4,500.	3,207.43		4,500.
Staff travel	5,000.	1,833.65		3,000.
Guesthouse	100.	—		—
NCC subscription	1,350.	1,350.00		—
Miscellaneous	1,000.	2,319.51		1,000.
Personnel Contributed Services	59,520.	59,520.00		66,660.
	<u>183,170.</u>	<u>234,309.89</u>	<u>189,560.</u>	
Balance to Vehicle Depreciation Fund				<u>2,269.20</u>

2) CAPITAL FUND.

Receipts :

Gifts	920.00
Gossner Mission	64,175.00
WMPL	2,020.00
UCC, rent	96,000.00
	<u>163,115.00</u>

Payments :

Building	32,883.20
Furniture	22,119.10
Equipment	23,291.53
Motor cycle	3,994.74
Capital Service charges	3,208.75
	<u>85,497.32</u>

Excess receipts over payments :

Add deficit	77,617.68
balance at 1-1-71	1,076.27
	<u>76,541.41</u>

## APPENDIX C

### SPECIAL PROJECTS' REPORTS FOR 1971

#### I. BUILDING DEPARTMENT

In February, Martyn Thomas took over the leadership of the Department in Kathmandu from Ron Mowll, who left for furlough in March. Ken Atkinson, because of ill-health, worked only part of the year, and left for early furlough in September. Nar Bahadur Khawas (Druba) continued as draughtsman/supervisor, and in December Rohan Bahadur Nepali was appointed as a trainee. It is planned that other new staff will be added to the Department in the year 1972.

Delos McCauley and Robert Buckner continued to supervise the work at the Boys' Boarding School at Pokhara, assisted by site foreman, Seteman Rai and Kumar Rai. Jostein Holm now works part-time for the Department, and his assistance with the accounts is greatly appreciated. Four engineers from England have been helping on a volunteer basis during the last months of the year, and have done some of the complicated jobs which would have taken Delos and Bob away from the general building work. Although the site staff at Pokhara was drastically reduced due to the possible shortage of money, the building work has progressed there, and the school will be able to start 1972 in a new building. A new hostel and new staff quarters have also been completed during the year.

While a lot of the work undertaken by the Head Office was planning and estimation for the future needs of the Mission, it was also responsible for the planning and building of the new staff house at Bhaktapur under the supervision of Druba. Martyn stood in as Site

Engineer at Mahendra Bhawan for Dieter Johannsen, and at Pokhara for Delos, when they had to go to India on business trips. Work planned by the Department included:

Hospital extensions and staff quarters at Tansen

Ancillary buildings and road improvements at Bhaktapur

New school building at Luitel

Alterations and additions to Shanta Bhawan Hospital

New school hall for British Primary School

Extension and alterations at Headquarters

New agricultural buildings at Green Pastures, Pokhara.

Advice has also been given to various projects around the Mission.

From the financial statement it can be seen that the Department is holding its own, but is seriously affected by lack of capital funds. Consequently it is necessary to ask projects to pay fees as quickly as possible. A new system of charging is being devised by Headquarters administration under instructions from the Finance Committee. As soon as this has been approved, projects will be informed.

During the year a statement was drawn up by the Executive Committee defining the relationship of the Building Department to the other projects. We are now working within this definition.

MR. M. THOMAS,  
Head of Department.

#### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR 1971

	Budget 1971	Actuals 1971	Total	Budget 1972
1) GENERAL FUND.				
Receipts :				
UMN Treasurer	6,300.	6,300.00		—
Fees from UMN Projects	13,500.	13,010.02		18,000.
Fees from other Projects		1,913.05		2,500.
Personnel Con- tributed Services	20,000.	20,000.00		25,000.
	39,800.		41,223.07	45,500.
		81		

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Payments :</b>				
Office salaries	7,000.	6,652.24		12,000.
Office rent and services	1,500.	2,503.84		2,750.
UMN staff rent	6,300.	5,050.06		—
Stationery, postage and printing	1,500.	756.92		1,500.
Local Transport	2,000.	1,551.02		1,500.
Travel outside Kathmandu Valley	1,000.	1,936.25		2,000.
Repairs and maintenance	500.	413.30		750.
Devaluation of Stock in transit	—	739.78		—
Personnel contributed services	20,000.	20,000.00		25,000.
	<hr/>	<hr/>	<hr/>	<hr/>
	39,800.	39,613.41	45,500.	
 <b>Excess receipts over payments</b>				
Less Deficit balance at 31-12-70			46.59	
			<hr/>	
			1,573.07	

## 2) CAPITAL FUND.

Receipts :	Total	Actuals	Budget
UMN Treasurer			1,200.00
 <b>Payments :</b>			
Office equipment		259.14	
Office furniture		700.00	
Staff furniture		1,705.90	
	<hr/>	<hr/>	<hr/>
		2,665.04	
 <b>Excess payments over receipts</b>			
	<hr/>	<hr/>	<hr/>
		1,465.04	

### Reconciliation Statement

General Fund balance at 31-12-71	1,573.07
Capital Fund expenditure taken from General Fund profits	1,465.04
Balance at 31-12-71	108.03

### Summary of Balances as at 31st December 1971

Cash at Bank	17.57
Advance from M. Thomas	2,183.99
Advance from UMN Treasurer	225.55
Stock in transit	2,500.00
General Fund balance	108.03
	<hr/>
	2,517.57
	<hr/>
	2,517.57

## II. PADMA SADAN

The year 1971 has been one of changes at Padma Sadan in terms of residents, outreach, and numbers of young people coming to the house.

In February we were pleased to welcome Prakash and Kusum Rai, with their two children, to live at Padma Sadan. We have enjoyed their presence as neighbours, colleagues, and fellow believers in Christ. In May Norma Kehrberg left for home leave in USA, and there has been no replacement for her work at either Padma Kanya College or Padma Sadan. We look forward very much to her return in 1972. Dorothea Friederici moved into the vacant flat, and, along with her, three ex-students of Mahendra Bhawan moved into rooms on the ground floor.

In March we circulated Padma Sadan program cards which immediately brought a great influx of boys. Concurrent with this we introduced table tennis, badminton and carrom as available activities. For three or four months attendance maintained a level of around 50 boys per day, and we opened for six days a week. However, after Norma's departure the demands proved

too great, and we reverted to opening five days per week, and also discontinued the monthly Gorkha nights.

The program has included the above games, entertainment nights, films (shown monthly by the United States Information Service and also other sources); there have also been a number of talks or lectures on various subjects. One such lecture was given by Archdeacon Reid on the subject "Why I am a Christian". The meaning of Christmas was also explained at a Christmas party which was attended by about 25 boys. One interesting development was the offer by three regular attendants to help us in the care of the equipment and supervision of the library and games facilities, etc. Their help has been greatly appreciated.

During the last five months of 1971, attendance settled down to an average of 30 boys a day, and most of these are now well known to us. About 90% of these are Newars, and about 70-80% are college students. There is great potential in these boys, but there is no one with sufficient time to appreciate this by organizing a wider range of activities for them.

Prakash Rai has continued to work at the Peace Corps office, and Paul Spivey at Shanta Bhawan Hospital. Claire Spivey has been tutoring a few individual students for B.A. exams., and also teaching English at the Shanta Bhawan Nursing School, as did Norma Kehrberg. Both Kusum Rai and Claire Spivey have also been busy maintaining their respective households, as well as giving help in the student center.

Gifts have continued to come in enabling the purchase of a record player and a guitar. Funds are now in hand for the purchase of film projector. We are grateful to God for the people who have helped us in this way and also in prayer. Whilst 1971 has brought changes, it has also reminded us of the unchangeable grace of God. We have enjoyed the fellowship of working together for God, and being involved with lively young people. Our prayer for 1972 is the realization of the potential of the young people in God's service.

MR. P. SPIVEY.

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

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>1) GENERAL FUND.</b>				
<b>Receipts :</b>				
UMN Treasurer	18,750.	18,750.00		14,340.
Rent from UMN	6,000.	9,600.00		—
Other rent receivable	600.	835.00		860.
	<u>25,350.</u>	<u>29,185.00</u>		<u>15,200.</u>
<b>Payments :</b>				
Rent	21,000.	21,000.00		12,000.
Maintenance	500.	1,357.69		500.
Electricity	750.	228.75		300.
Chaukidar and Mali	1,200.	677.13		1,000.
Films, magazines and programmes	1,500.	865.00		1,200.
Miscellaneous	400.	255.82		200.
	<u>25,350.</u>	<u>24,384.39</u>		<u>15,200.</u>
<b>Excess receipts over payments</b>				<u>4,800.61</u>
<b>1) CAPITAL FUND.</b>				
<b>Receipts :</b>				
Gifts			6,358.50	
<b>Payments :</b>				
Books		40.64		
Equipment		<u>1,438.05</u>	<u>1,478.69</u>	
<b>Excess receipts over payments</b>			<u>4,879.81</u>	
<b>Add balance at 31-12-70</b>			<u>197.50</u>	
<b>Balance at 31-12-71</b>			<u>5,077.31</u>	

### III. TIBETAN CAMP POKHARA

The year began with discouragement and money problems. Animals broke in and ate the crops, and the approved and promised money did not reach us in time. But by the middle of the year we got more adjusted to the situation, and thought more in lines of business than quick development. The end of the year was good. We still have problems, but we look forward to 1972 with optimism.

**Field crops and vegetables:** Because of the trainees' labour we got a small profit out of the project, but it is not at all satisfactory. A demonstration area has now got an animal-proof fence, and for the last two months of the year we harvested nice vegetables from it.

**Poultry:** We received Rs. 16,000 for this project which has been used to raise new chickens, and to complete and improve the houses. We now have 350 laying hens, and the income for the year was about Rs. 18,000. 586 three-week old chicks are looking well, and after 5 months we will have the planned 500-600 laying hens.

**Agricultural Training Project:** This was completed in June after one year of training. Four of the trainees continue to work in the agriculture projects here in the Pokhara Tibetan Settlements, and they are a great help to me in the work. At present I have 7 people for agriculture training.

If the agriculture continues like the last three months of 1971, the coming year will be very good. We hope it will be for the welfare of the whole settlement, and to encourage the people in a new way of thinking and living.

MR. A. HOLM,  
Agriculture Advisor.

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

	Budget 1971	Actuals 1971	Actuals Total	Budget 1972
<i>Receipts :</i>				
UMN Treasurer (payment still due)	620.	279.30		1,120
Personnel Contributed services	<u>7,200.</u>	<u>7,200.00</u>		<u>7,200.</u>
	<u>7,820.</u>		<u>7,479.30</u>	<u>8,320.</u>
<i>Payments :</i>				
Mail service	120.	59.71		120.
Administration	—	—		400.
Travel	—	306.50		600.
Miscellaneous	500.	—		—
Personnel Contributed services	<u>7,200.</u>	<u>7,200.00</u>		<u>7,200.</u>
	<u>7,800.</u>		<u>7,566.21</u>	<u>8,320.</u>
Excess payments over receipts		86.91		
Add balance from 1970		86.91		—

NOTE : This account applies only to maintenance of UMN personnel, and does not cover the work of the project.

#### IV. CHILDREN'S HOSTEL

In 1971 the Hostel has cared for as many as 15 children at on time—including the Supervisors' children. Four Simrose children go home for occasional weekends.

From October 1971 we employed Pavitra, a Nepali English-speaking children's nanny. She was trained at Dr. Graham's Homes, Kalimpong. It is a great help to have her living in the Hostel. Before this, several other families helped in times of special need. Thank you ! Our family and two other children leave in June 1972.

We thank God for and welcome Mr. and Mrs. Newton who leave their grown-up children at home to take over our work then.

With helpful advice from the Building Department, we fitted improved bathroom and office facilities. Three fire extinguishers have been installed.

We thank our Committee for their advice, local colleagues for medical and maintenance help, and those Mission Boards and friends who have sent financial support.

*School Transport* : In mid-April the Toyota 15-seater commuter replaced the old VW, which was involved in an accident on March 1st. The Toyota has given valuable service. When all schools have been open, it has carried over 40 children (28 of them UMN) daily to and from three different schools, and 7 out to Bhaktapur, ten miles away. We are grateful to Mr. Haggerty for arranging a driver and the use of his vehicle on three or four mornings each week when two of the three school schedules clash.

We thank God for all His provision throughout another year.

MR. & MRS. J. COOK,  
Supervisors.

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

	Actuals	Total
Food and Services :		
Receipts	32,068.81	
Payments	33,041.73	
Excess payments over receipts	972.92	
Add balance at 31-12-70	972.92	
Residential Overheads :		
Receipts	19,967.90	
Payments	13,944.62	

	Actuals	Total
Excess receipts over payments	6,023.28	
Less Dr. balance 31-12-70	2,555.01	
Balance at 31-12-71		3,468.27
Reserve Fund :		
Receipts	2,100.00	
Payments	1,144.20	
Balance at 31-12-71		955.80
Transport Fund :		
Receipts	16,410.24	
Payments	15,258.61	
Excess receipts over payments	1,151.63	
Less Dr. balance at 31-12-70	2,350.80	
Dr. balance at 31-12-71		-1,199.17
School Transport :		
Receipts	1,060.00	
Payments	1,109.50	
Excess payments over receipts		- 49.50
Total balance on hand 31-12-71		3,175.40

## 2) General Capital Funds

Receipts	19,353.48
Payments	12,030.17
Excess receipts over payments	7,325.31
Less Dr. balance at 31-12-71	289.46
Balance at 31-12-71	7,033.85

## 3) Vehicle Fund

Receipts	9,140.00
Payments	58,876.92

Actuals	Total
Excess payments over receipts	49,736.92
Add balance at 31-12-70	49,736.92

**Summary of Balance as at 31 December 1971**

## V. COMMUNICATIONS COMMITTEE

Throughout this year most of our attention has been given to the promotion of the cassette playback ministry. There are about 40 in use, and 10 in hand, thanks to a gift from Mr. Ron Byatt in Hongkong. Besides these, many friends use their own recording sets. Over 130 hours of material have been copied or originally recorded at the Hostel for sending to 20 different distribution points throughout Nepal. We have well over 40 different messages of 30-45 minutes, which are forming into a growing library to draw on in the future.

The Hostel and recording equipment were used to record the first Christian presentation of the Christmas story for Radio Nepal on Christmas Day.

Shanti Bookstall has continued to receive financial help from the Committee funds. Our UMN Auditor checked accounts and stocks.

MR. J. COOK,  
Convenor.

## STATEMENT OF RECEIPTS AND PAYMENTS FOR 1971

	Actuals	Total
<b>Receipts :</b>		
Gifts	6,497.34	
Refunds for 8 playbacks	2,400.00	
Refunds for 2 recorders	1,050.00	9,947.34
		<hr/>
<b>Payments :</b>		
Literature, tapes and playbacks	8,632.76	
Excess receipts over payments	1,314.58	
Add balance at 31-12-70	2,233.33	
		<hr/>
		3,547.91

### VI. SCHOLARSHIP COMMITTEE

The year 1971 was quite an exciting year for our scholarship work. From May onwards a fulltime Secretary was working in this Program. By the end of the year 48 students were receiving scholarships. Our main emphasis lies on education, health and agriculture.

13 of our students are at the College of Education : 8 of them doing the B. Ed. course, 1 doing B. Ed. Science, 1 doing B. Ed. Secretarial Science, 2 doing B. Ed. Agriculture, and 1 doing B. Ed. Mechanics. This shows that we are working very much on the lines of the new Education Plan.

3 recipients of Sherpa Scholarship are in nurses training.

2 students are in training at Karagiri as Orthopaedic mechanics.

1 student is in Chandigarh doing his B.Sc. in Laboratory techniques.

1 is in Ludhiana training as a Lab. technician.

1 is at Ludhiana doing a radiographer's course.

2 are in the training program of HMG Family Planning Department for Health Aides.

1 has taken the refresher course for Compounders and Dressers.

2 are at the Allahabad Agriculture College doing their B.Sc. in Agriculture.

1 is taking a course for Agriculture Assistants at Sano Thimi.

2 recipients of the general scholarships and 5 of the Sherpa Scholarships are sitting for their S. L. C.

5 recipients of general and 1 recipient of Sherpa scholarships are doing their I.Sc. to go on in either the medical or the engineering line.

2 of our hospital Sisters are trying for the I.A. degree, to go on to a Nurses post-graduation course.

3 students are doing B.Sc., M. Comm. and B.A. courses respectively.

2 medical doctors have received help to go to England for specialist studies.

There are 15 requests pending, as we have accepted these students for scholarship provided we can find a college or university course of each of them. It is sometimes very difficult to arrange for admission for our students, especially for courses in India.

During the year 1971, 15 of our students finished their studies : 4 passed B. Ed.; 1 passed B. Comm.; 1 passed B.Sc. Agriculture with First Division honours; 2 passed I.Sc. Agriculture; 3 passed the Lab. technician course; 2 passed the HMG course for microscopists; 1 passed SLC, and 1 passed the English course given by USIS.

Funds are available, and are coming in. Overseas agencies are interested in our work and are willing to

help us. We were not able to work in the career/guidance field as we had hoped, as HMG is running this programme entirely.

All in all, we feel that our work seemed and seems to be worthwhile. Probably we should not expand our work very much more, but should plan on an average number of 50 students. We still feel that through this work we can help this country to become strong and independent. May our Lord help us to do His work in His name and in fairness and justice to the concerned people.

Miss D. FRIEDERICI,  
Secretary.

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

	Actuals 1971	Budget Total	1972
<i>Receipts :</i>			
Grants to Sherpa Scholarship Fund	13,231.00		15,700.
Grants to General Scholarship Fund	84,077.43		143,570.
Personnel Contributed Services	7,200.00		7,200.
	<u>104,508.42</u>	<u>166,470.</u>	
<i>Payments :</i>			
Sherpa stipends	19,669.66		
General stipends	103,158.01		152,970.

	Actuals 1971	Total	Budget 1972
Administration	566.27		2,400.
Transport	1,153.00		1,2,400.
Office furniture	2,034.56		—
Rent and electricity	787.50		1,500.
Personnel Contributed Services	<u>7,200.00</u>		<u>7,200.</u>
		<u>134,569.00</u>	<u>166,470.</u>
Excess payments over receipts		30,060.57	
Add balance at 31-12-70		68,397.89	
Balance at 31-12-71		<u>38,337.32</u>	

#### Summary of Balances as at 31st December, 1971

Cash in hand	313.11
Cash at Bank	2,449.65

#### Funds with UMN Treasurer:

Sherpa Scholarships	13,231.00
General Scholarships	9,712.27
Loans	11,131.29
Advances	1,500.00
General Fund balance	<u>38,337.32</u>
	<u>38,337.32</u>
	<u>38,337.32</u>

## APPENDIX D

### PUBLIC HEALTH PROGRAM REPORT FOR 1971

Since the role of the mission-wide Public Health Program is that of advisor and co-ordinator to all UMN medical projects, we carried out no independent operations but visited many UMN projects, HMG offices, and held meetings with UMN and HMG officials in Kathmandu.

It was a great occasion to have Mr. McGilvary and Dr. Carl Taylor from WCC-CMC; Dr. Kim from WHO, and Dr. N. K. Shah from HMG with us on 2nd August, 1971 for a UMN medical seminar. A UMN Public Health Sisters' conference was organized by Miss Margaret Robinson in December, with guest speakers from WHO and HMG. From these meetings and conversations with WHO and HMG people, we found the door to public health service is opening year by year to the UMN. We felt challenged to work with the government in this field.

Dr. Mack, the UMN Health Services Secretary, and Dr. Iwamura, the UMN Public Health Director, prepared "Tentative Guidelines for Evaluation of Medical Projects and their Future Plans", which will assist UMN medical personnel in long-range planning in Nepal.

We received from HMG, BCG and anti-TB drugs for TB control programs, and some materials for Family Planning and MCH clinics. These are all for our experimental pilot projects from which HMG will receive data for their future plans. Each UMN medical project carried out TB control, family planning and MCH programs wherever the local community (panchayat) was active enough to establish its own Community Health program.

The reports of all UMN medical projects on their public health work, with data and statistics, will indicate the special ministry of each project. For example, Sister Hanna Vitzthum emphasised the MCH clinic, working with HMG Family Planning people in Okhaldhunga bazar. Sister Valerie Collett stressed health teaching at Amp Pipal. Sister Gwen Coventry stressed BCG inoculation in East Palpa, and Sister Audrey Maw TB family care in the Tansen area.

DR. N. IWAMURA,  
Public Health Director.

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

	Budget 1971	Actuals 1971	Total	Budget 1972
<i>Receipts :</i>				
UMN Treasurer	17,600.	17,600.00		22,858.
Personnel Contributed Services	9,600.	9,600.00		9,600.
	<u>27,200.</u>		<u>27,200.00</u>	<u>32,458.</u>
<i>Payments :</i>				
Salaries	9,600.	5,273.30		8,886.
Transport	—	—		1,512.
Travel	6,000.	5,241.50		6,000.
Educational material	1,000.	952.02		1,000.
Stationery	—	1,417.50		1,000.
Medicines	1,000.	1,836.63		1,000.
Rent for staff	—	1,000.00		—
Office rent and maintenance	—	—		1,460.

	Budget 1971	Actuals 1971	Total	Budget 1972
Training programs	—	—	—	
Miscellaneous	—	335.35	1,000.	
Personnel Contributed Services	9,600.	9,600.00	9,600.	
	<u>27,200.</u>	<u>25,656.30</u>	<u>32,458.</u>	
Excess receipts over payments			<u>1,543.70</u>	

#### Summary of Balances as of 31st December 1971

Cash in hand	14.38
General Fund balance	1,543.70
UMN Treasurer: General Fund grant in hand	2,354.32
Furniture grant	825.00
	<u>2,368.70</u>
	<u>2,368.70</u>

## APPENDIX E

### TANSEN AREA REPORT FOR 1971

The work of Tansen Area consists of the base hospital of 90 beds and a community health program in the surrounding district. Growth has taken place in all respects during the year, and we thank God for His strength and blessing. In some ways this has been a difficult year, but through it we have learnt some valuable lessons.

#### HOSPITAL

We continue to draw more patients from further afield, especially Gulmi, Piuthan, Dang and the Terai. In outpatients we find we are having to try and communicate in Hindi or one of its dialects almost as often as Nepali! We hope that as the Government Zonal Hospital in Butwal develops it will share more of the load. We have a good link with the hospital now through Mrs. (Dr.) Mogedal in BTI. We look forward to increasing cooperation, especially in the realm of public health work in the Butwal area, and in the establishment of an ANM school.

We have had several changes of staff during the year. Dr. Davies and family left us in August, and we miss them greatly. Dr. Bill Gould came for 2 months to help bridge the gap, for which we were very grateful. In October Dr. and Mrs. Yoder came, and are adding much wisdom and experience to the work of the team. We sadly said "goodbye" to Dr. Diane Miller in December. She has done excellent work and contributed greatly to our fellowship over the past 18 months. We welcomed Dr. Ferguson and family in December, and he will be doing only outreach work. Sylvia Slade went home on furlough in May, and is now doing a public health course in preparation for

the future. Gladys Brand was called to return home to look after her sister in April, which meant we were without a Business Manager until September when Dulcie Ventham came. It was a tremendous relief to welcome her as our new Administrative Officer. She has been busy getting things sorted out and in better order. We had some serious financial difficulties at the beginning of the year, but by the end these were mostly resolved. We had the impression that there was a serious financial loss from the dispensary at the beginning of the year, but in the end it was discovered that the loss was more apparent than real. It was largely due to several changes in store accounting over the last few years, so that the "apparent" deficit in 1971 is largely offset by the "apparent" surplus over the past several years. We welcome Mr. and Mrs. Bjorn Brekke in June. Bjorn is doing valuable work in maintenance, nursing, anaesthetics, and in a variety of other ways. We were also glad to have Karuna Gurung on our staff from June onwards. She was trained at Shanta Bhawan Hospital, and is an excellent staff nurse.

Two of our young people went to Vellore for further training during the year: Juthe Prasad for prosthetics, and Purnima Gurung for full nurses training. Sharda Sharma went to Ludhiana to do more advanced laboratory training.

As the hospital is always overfull, we are grateful for the news that the United Presbyterian Church of USA is giving Rs. 500,000/- for further extension to the hospital. The plans have been approved, and work should begin in 1972. We trust that with God's help and guidance the hospital will be of increasing service to the community.

DR. P. DODSON,  
Medical Director, and  
Area Superintendent.

Statistics for 1971:	1969	1970	1971
Inpatients	1,486	1,697	1,809
Outpatients	21,886	24,030	28,470
Major operations	592	499	484
Inter operations			83
Minor operations	878	817	975
Procedures			534
Deliveries	66	62	69
Deaths from any cause	70	99	103
X-rays	1,461	1,681	1,790
Miniature x-rays	4,246	4,190	5,731
Fluoscopies	117	944	782
Lab. tests : Haematology	8,710		
Urinalysis	3,970		
Stool	5,372		
Chemistry	498		
Body fluids	1,870		
Miscellaneous	1,552		
Total			21,972

#### Nursing School

Among the exciting events of this year was the opening of the new 10 bed nurses' hostel in May. About the same time, a library in the newest section of the hospital was opened.

The two-year training program for young men and women with minimum 8th class education has continued throughout the year. We have still not obtained recognition for our nurses from His Majesty's Government, but we have continued to try to upgrade our Training School.

In May, six girls and boys completed their training, and four of them are now getting further training and experience in specific areas. Juthe is in Karagiri taking a course in making prosthetics. Dorothy is working in

1  
child health and maternity training. Bishau is in x-ray,  
09 and Krishna is an O. R. and central supply assistant.  
70  
34  
33  
75  
34  
59  
03  
90  
31  
32

Our classroom was bulging at the seams in February when we tried to fit in 14 new students—6 boys and 8 girls. Twelve of these students have passed their exams, and are continuing with their training.

Three of our senior girls were given midwifery lectures, but they lacked practical experience because of an insufficient number of midwifery cases.

MISS E. CLYDALE,  
Director.

#### Leprosy Work.

As in previous years, the work has continued to increase. The newly drawn up registers commenced with a list of 602 patients. By 31st December the number on the register had risen to 1018. A comparison with the figures of previous years will show how this steady increase of the work has been maintained:

Year:	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972
No. of patients,										
1st Jan:	135	172	312	416	440	445	485	505	602	702

No. of patients,	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972
31st Dec:	184	324	478	551	585	629	710	856	1018	...

My thanks are specially due to Dr. Diane Miller for keeping up the register after my wife and I left for furlough in September 1970 and until I returned in June of this year.

Research: The search of the skin surface of untreated lepromatous patients for leprosy bacilli, referred to in the April 1970 UMN Minutes, continued until 1 million consecutive microscopic fields had been examined. Only 52 bacilli were found, associated in each case with heavily infected mucus discharge, which was probably the source of the bacilli found mainly on the face skin.

This research took 14 months to complete, and a full account of it was published in two papers which appeared in the Leprosy Review Journal during 1970. Reprints of these papers can be had on request to me. The findings of this research have been referred to quite recently by two notable leprologists, namely Professor C. K. Job in his paper entitled "Recent Advances in Leprosy", and by Dr. Stanley Browne in his "Memorandum on Leprosy Control". Viability studies of the leprosy bacilli which were initiated in Tansen in 1970 were continued for some time until it was realised that it was impossible to get the specimens back to England quickly enough from Nepal. However, other workers more favourably placed for getting specimens quickly to England were "roped in", one of them being Dr. T. F. Davey, OBE, engaged in leprosy work in Andhra Pradesh. He hopes, by special arrangement with internal and international air flights, to get specimens (preserved on ice) to London within 24 hours! The viability is tested by injecting the bacilli into the footpads of specially prepared mice, following which there is an interval of 5-6 months before the result of the test can be known.

*Present line of research:* This is aimed at ascertaining from 100 untreated lepromatous leprosy (if it is possible to collect this number) the following data: (1) The percentage of those with infected nasal mucus discharge, and (2) from the time that treatment with DDS is started, how long it takes to eliminate the leprosy bacilli from the nasal mucus secretion. A study of a series of 28 cases reported on in my published papers mentioned above showed 82% had infected nasal mucus discharge, and that it took between 6 to 9 months to eliminate the bacilli from the mucus discharge by DDS treatment.

If a study of a much larger series of cases (such as I have started on and hope to complete) confirms these findings, it could, in my opinion, contribute towards

our understanding of the transmission of leprosy, especially as I am led to believe that between 40 to 44% of leprosy in Nepal is the lepromatous variety. If this is really so, then this large proportion of lepromatous leprosy, in a country where there may well be in the region of 200,000 leprosy sufferers, would form a very large reservoir of infection.

Prevention : It is not possible to give the full count of those given preventive treatment, owing to my absence on furlough during the first half of this year, although the practice was continued while I was away. However, I am able to record that the number of relatives of Patients (mostly lepromatous) put on prophylactic DDS treatment during June to December was as follows :

Children—391

Adults —143

Total 534

Opinions as to whether this kind of prophylactic work does any good or not are divided. Some argue that it may result in the emergence of drug resistance to DDS. But I still believe that bringing close contacts under preventive treatment can do little harm and may do much good. It is better to risk doing good than to do nothing at all.

DR. J. C. PEDLEY.

#### Women's and Children's Welfare work.

Town Clinic. The clinic has been open two days a week. Attendance figures for the last few years have been :

	Women	Children	Total
1969	1,717	1,733	3,450
1970	2,679	1,633	4,313
1971	2,879	2,184	5,063

Most of the mothers coming for antenatal care are from Tansen; others have come after walking for hours, or coming by car from Bhairawa, Butwal and Andhi Khola Valley, etc. They often bring with them children and other women from their household and from the neighbours' houses. Therefore it has not been possible to have the clinic only for antenatals and babies.

We have also had an invitation to help in the "Well Baby Clinic" at the Government Hospital, and have been there a few times in the last two months of the year.

Small leaflets about nutrition, antenatal care, baby feeding and care, vaccination etc. have been printed and reprinted, and distributed.

*District Midwifery work.* In addition to the clinic, we go out to the homes and help the mothers at the time of confinement. Mothers living too far away to call us for that time often rent a room in Tansen for a couple of months, to be sure to get help if needed.

In 1971 we attended 130 district midwifery cases. Those were all mothers who had come for regular antenatal care, and some few emergencies calls. We have had many additional calls which we have not been able to attend. Jasangma Subba has been a great help in the district work for many years.

*House visits.* In connection with the district midwifery work, 500 house visits, in addition to the delivery cases, have been made during the year. These visits are for postnatal care and teaching purposes, and are appreciated by the people. They have also given us opportunity for contact with the whole family.

*Humin Clinic.* Every fourth week we have a general clinic in Deorali Chap village, about four hours journey from Tansen. We have also had opportunities for health

teaching in the school there. In 1971 the total attendance at the clinic was over 900.

The Lord has given us many opportunities and open doors to serve Him, for which we praise and thank Him.

Miss I. SKJERVHEIM.

#### West Palpa Health Program.

The community health work based on Tansen itself received a great stimulus with the coming of Audrey Maw in June. Marcella Hiller left to get married at the beginning of November, but she saw the completion of the BCG inoculation program in two village panchayats and most of Tansen bazar. A very successful Village Health Workers training course was held in November, and young men were prepared to some extent to be health representatives in their own villages. One or two of these were outstanding, and are now cooperating in T. B. control programs in their own villages.

#### East Palpa Public Health Program.

Two weekly clinics were continued throughout 1971, and the BCG inoculation program completed in several more village panchayats. Two village health workers are doing particularly good work in their own villages, and a further Village Health Worker training course was held in February. A local young man, Lal Bahadur, was trained as a public health worker in Tansen Hospital, on the field, and is now working his own doing BCG inoculations in the villages. Various short visits were made during the year, including one from Dr. Moody who operated successfully on several eye cases.

Statistics for the year are:

OPD visits	6,399	Goitre treatment	794
Home visits	224	Prophylactic injections	9,596
Minor surgery	146	Major surgery	8

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

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>1) AREA ADMINISTRATION.</b>				
<i>Receipts :</i>				
UMN Treasurer	3,000.	3,000.00	3,000.00	3,000.
<i>Payments :</i>				
Maintenance	1,000.	1,698.92		2,000.
Mela	—	8.25		—
Miscellaneous	2,000.	1,375.55		1,000.
	3,000.		3,082.72	3,000.
<i>Excess payments over receipts</i>			82.72	
<b>2) HOSPITAL.</b>				
<i>Receipts :</i>				
Fees	220,000.	239,772.69		260,000.
Medicine sales	225,000.	221,812.90		225,000.
Miscellaneous	20,000.	19,974.43		22,000.
Service to Leprosy				
Department	7,000.	7,000.00		7,000.
Personnel con- tributed services	61,740.	99,410.00		119,160.
	533,740.		587,970.02	633,160.
<i>Payments :</i>				
Salaries	170,000.	174,181.16		190,000.
Drugs	165,000.	192,719.44		180,000.
Medical, surgical, x-ray & Lab. supplies	70,000.	63,297.51		70,000.

	Budget 1971	Actuals 1971	Total	Budget 1972
Bedding & linen	14,000.	12,314.86		14,000.
Catering	6,000.	6,829.60		8,000.
Laundry }	5,500.	4,881.72		8,000.
Supplies }		1,835.70		
Power, light	18,000.	16,813.03		18,000.
Building maintenance	7,000.	9,201.52		10,000.
Administration	7,500.	8,513.38		8,000.
Miscellaneous	1,000.	1,316.85		2,500.
Rent and repairs	4,000.	3,056.78		1,500.
Vehicle transport	4,000.	4,197.40		4,000.
Personnel con- tributed services	61,740.	99,410.00		119,160.
	<u>533,740.</u>		<u>598,568.95</u>	<u>633,160.</u>
Excess payments over receipts				<u>10,598.93</u>

3) LEPROSY DEPART-  
MENT.

Receipts :

UMN Treasurer	24,200.	24,200.00	28,400.
Sales	50.	—	—
Gifts	—	100.00	—
Personnel con- tributed services	6,360.	3,900.00	5,100.
	<u>30,610.</u>		<u>28,200.00</u>
			<u>33,500.</u>

Payments :

Medicines	1,500.	1,471.19	2,000.
Shoes	250.	217.00	400.
Hospital treatment	5,000.	6,022.00	5,500.
Food			
Miscellaneous and salaries	9,000.	8,965.87	12,000.
Horse	1,000.	1,017.00	1,000.

	Budget 1971	Actuals 1971	Total	Budget 1972
Bedding and linen	500.	196.50		500.
Use of hospital services	7,000.	7,000.00		7,000.
Personnel contributed services	6,360.	3,900.00		5,100.
	<u>30,610.</u>	<u>32,133.44</u>	<u>33,500.</u>	
Excess payments over receipts			<u>3,933.44</u>	
<b>4) TOWN CLINIC &amp; WOMEN'S WORK.</b>				
<b>Receipts :</b>				
UMN Treasurer	8,000.	8,000.00		2,500.
Medicine sales	8,000.	10,794.50		8,000.
Fees for deliveries	2,900.	2,487.00		2,500.
Miscellaneous	500.	—		—
Personnel contributed services	6,000.	6,000.00		6,000.
	<u>25,400.</u>	<u>27,281.50</u>	<u>19,000.</u>	
<b>Payments :</b>				
Salaries	6,000.	4,919.80		6,000.
Health literature	1,000.	—		—
Rent and repairs	5,000.	2,643.34		2,500.
Equipment and supplies	1,000.	105.93		1,000.
Medicines	6,000.	4,760.76		4,000.
Miscellaneous	400.	79.50		500.
Personnel contributed services	6,000.	6,000.00		6,000.
	<u>25,400.</u>	<u>18,509.33</u>	<u>19,000.</u>	
<b>Excess receipts over payments</b>			<u>8,772.17</u>	

	Budget 1971	Actuals 1971	Total	Budget 1972
5) WEST PALPA PROGRAM.				
Receipts :				
UMN Treasurer	6,000.	6,000.00		12,000.
Personnel con- tributed services	18,300.	7,200.00		19,200.
	<u>24,300.</u>		<u>13,200.00</u>	<u>31,400.</u>
Payments :				
Drugs	200.	704.69		500.
Salaries	5,400.	3,139.95		9,000.
Health Education	—	260.50		1,000.
Film for mass x-ray	—	234.00		500.
Transportation	300.	698.00		1,000.
Miscellaneous	100.	64.18		200.
Personnel con- tributed services	18,300.	7,200.00		19,200.
	<u>24,300.</u>		<u>12,301.32</u>	<u>31,400.</u>
Excess receipts over payments				<u>898.68</u>
6) EAST PALPA PROGRAM.				
Receipts :				
UMN Treasurer	6,000.	6,000.00		8,000.
Medicine sales and fees	12,000	10,556.50		14,000.
Personnel con- tributed services	14,400.	10,800.00		10,800.
	<u>32,400.</u>		<u>27,356.50</u>	<u>32,800.</u>
Payments :				
Drugs and supplies	12,000.	10,561.29		12,000.
Transport and coolies	2,500.	5,114.65		5,000.
Salaries	2,000.	1,028.75		3,000.

	Budget 1971	Actuals 1971	Total	Budget 1972
Maintenance and miscellaneous	1,000.	587.38		1,000.
Health education	500.	302.00		1,000.
Personnel con- tributed services	14,400.	10,800.00		10,800.
	<u>32,400.</u>		<u>28,394.07</u>	<u>32,800.</u>
Excess payments over receipts			<u>1,037.57</u>	

7) CAPITAL FUND BALANCES AS ON 31-12-71.

Undesignated capital	(12,904.28)
T. B. Fund	7,723.16
Public health outreach in East Palpa	5,959.94
Scholarship	2,130.94
Literature	44.53
Artificial limbs and Rehabilitation centre	22,211.90
Motorcycle for Public Health	2,166.50
Dhruvaghata water project	(6,997.30)
COEMAR grant for linen	16,658.27
Undesignated capital grant	33,474.37
Refrigerator for Pathology lab.	1,198.85
Extension of OPD	(631.35)
Dr. Yoder's work	505.00
Public health materials for town clinic	34.00
Nurses training equipment	1,482.85
Beds	42,000.00
COEMAR grant for equipment	113,500.00
Surgical equipment	2,724.08
Medical library facilities	661.40
Nepali typewriter	1,575.00
Cine projector, 16mm	10,500.00
Beaded screen	1,050.00
Duplicator	2,100.00
Central Store	(27,712.73)
	<u>219,455.13</u>

**Summary of Balances as at 31st December, 1972**

### Assets:

### Liabilities.

Patients' advances	12,829.00
	187.10
Due to BTI	1,348.04
Capital/Designated funds bal.	219,455.13
Advances, personal	53,634.55
Landrover fund	5,283.24
Power house fund	5,957.81
Reserve Fund	22,744.16

General Fund balances:

Hospital	(10,598.93)
Area Adm.	( 82.72)
Leprosy Dept.	( 3,933.44)
Town clinic	8,772.17
West Palpa	898.68
East Palpa	( 1,037.57)
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	315,457.22

## APPENDIX F

### BUTWAL TECHNICAL INSTITUTE

#### REPORT FOR 1971

##### *BTI as a Project.*

An Institute of Technology and Industrial Development, now popularly known as Butwal Technical Institute, was established by formal agreement between His Majesty's Government of Nepal and the United Mission on November 7, 1963. The UMN Board Meeting in March 1968, under Action BM-55/68, accepted the Constitution and Bye-Laws of the Butwal Technical Institute as a Bye-Law of the United Mission Constitution. The BTI Managing Board exercises full control of all project activities and refers matters of Board Appointees and UMN funds to the UMN Board as the final authority.

At the close of 1971 the project staff (Board Appointees) numbered 16, and lived in BTI housing plus two rented houses. The project includes the several areas: BTI station, the Institute, Butwal Power Company Private Limited, and the Plywood Factory activity still a part of the Institute organisation. The functions are reported under the several headings that follow.

##### *The BTI (ITID) Managing Board.*

The BTI Board met in five regularly planned meetings, plus two specially called meetings, during the year. The Executive Secretary of the UMN is the Chairman of the Managing Board. The Board acted on the financial reports, approved the work plans and budgets of the Institute, requested the UMN Board to seek needed personnel, and directed considerable time and attention to the needs of two newly developing programs: the Plywood Factory and the Division of Consulting Services. An area of extended negotiation with HMG, Nepal is the renewal of the BTI Agreement.

Butwal Station.

The Project Director, Francis Sauer, manages the functions of the Station which include Guesthouse operation, Board Appointee personnel matters, and matters involving UMN financially or in policy and planning. Mrs. Twila Miller is the pleasant and very effective Hostess supervising the Guesthouse. Mrs. S. Mogedal, MD, Mrs. E. Sauer, RN, and Mrs. M. Colterjohn, RN, provide immediate and greatly appreciated health care for workers, trainees and staff.

#### Butwal Technical Institute :

The Institute is a production-cum-training activity operating in five workshops and a central business office. In December 1971, the Institute employed 112 people, including 58 trainees, 37 skilled and 9 unskilled workers, and 8 Board Appointees from overseas. Its activities can be reported under the several departmental headings.

(a) *Wood Shop.* Mr. and Mrs. Walter Schumacher fulfilled their contract in April 1971. Walter established a well run shop with a fine reputation for producing quality furniture. On his departure, Mr. Gopal Singh, assisted by Mr. Pushmaker, have carried the daily management of the shop. Twelve trainees, eleven skilled workers and three unskilled workers are employed. Furniture production is the major activity, and now requires the support of an effective sales program combined with some changes in the product line. In 1972 a replacement for Mr. Schumacher will arrive to train present Nepali workers in added management skills.

(b) *Machine Shop.* The Machine shop, under the supervision of Tor Mogedal, employs ten trainees and four skilled workers. This shop also provides a very important service in the developing industrial activities around Butwal by repairing and making special parts for all kinds of industrial equipment. This shop also

does the machine work required on contracts in the Welding Shop. Under these conditions the Machine Shop is probably the most difficult area for combining production and training activities, but the workers show steady improvement in quantity and quality output.

(c) *Engineering Design Office.* This Department provides the mechanical departments with the required designs and shop drawings for their production. The larger share of the work is done for the Welding Shop. The department is managed by Mr. Ernst Gugeler, and employs one trainee and one detail designer. Early in the year the department successfully bid on a contract to design, manufacture, and supervise the erection of two steel footbridges, one 300 feet long, and the second 500 feet long. The 500 feet span bridge calls for use of a design concept as yet unused in this part of the world.

(d) *Welding Shop.* Mr. R. P. Sharma supervises the Welding Shop where eight trainees, three skilled and two unskilled workers are employed. This shop has a high level of skills and is well equipped. The major activity this year is a contract for two, large steel and cable suspension bridges, designed by Mr. Ernst Gugeler in the Design Office. BTI is the only firm in Nepal at this time able to fabricate welded structures of this size and design. Work during the year ranged from very large cylindrical tanks of 15,000 liters to hospital beds and general repair work.

(e) *Auto Shop.* Ray Plett fulfilled his contract in June 1971, after a year of very capable supervision in the Auto Shop. In July Bob Schuh arrived to supervise the shop, and has continued to strengthen the supportive services offered to BTI and to the Butwal community. This shop employs four trainees and one skilled worker. These men provide running maintenance, repairs and rebuilding for transport equipment and for the diesel engines in the standby electrical powerhouse.

(f) *Electric Shop.* The Electric Shop, under the supervision of George Carfield, employs ten trainees and two skilled workers. These men install and maintain the BTI electric services in workshops and residences. They also contract installation of house wiring for people in Butwal town. The shop has recently contracted to install electrical supply and services for about 25 buildings in an agriculture development project.

(g) *Building Department.* The Building Department supplies a wide range of services. Gerold Muller, surveyor and builder, supervised the department until he terminated his service in July 1971. The Department manages construction work for both BTI and for Butwal Power Co. Pvt. Ltd. The Department also has assisted United Mission Hospital, Tansen with design and building supervision services. Ed Reimer, Harvey Bauman and Ken Roes are seconded through this Department to fulltime work with the Power Co. Ed Reimer fulfilled his contract in June, having made a significant contribution in work and personal witness. Harvey Bauman has very capably managed the Power Company construction work after Gerold Muller's departure. Ken Roes has recently joined the project to replace Harvey as he completes his contract early in 1972. Darrell Ediger also recently arrived, bringing valuable construction skills to the BTI building activities. The Department employs nine trainees, four skilled workers, and a varying number of daily workers.

(h) *Personnel and Training Office.* Ron Fox, assisted by Simon Pande, interviews job applicants, recommends trainees selections, deals with employee matters in consultation with the concerned supervisor, and supervises trainee activities in hostel facilities and classes. In January 1971 about 286 applicants were screened to admit 22 trainees. 20 persons teach related subjects in the trainee classes. Three serious work stoppages this

year, and continuing unrest among the workers caused partly by influence from outside BTI, lay heavy responsibility on the functions of this office. Personnel matters not reconciled at the departmental level and policy matters are referred to a larger committee of management and workers representatives.

(i) *Business Office.* A central Business Office serves all the shops in matters of books of accounts, payroll, customer billing, cashier and banking, budget and other reports for accountability, procurement and central stores, customs clearance and transport of goods, correspondence and the maintenance of business files. The Business Manager, Mr. Ian Colterjohn, assisted by Mr. Rudra Bahadur Chhetri, handles the areas of cash transactions, books of accounts, and preparation of financial reports. The Assistant Business Manager, Mr. Ed Miller, assisted by Mr. Khul Prasad in the stores and by Mr. F. Boyd in procurement and clearing, handles the materials areas. There are five trainees, nine skilled and three unskilled workers employed in the combined offices. A perpetual inventory system is maintained in the stores with all active items reported monthly, and a total inventory reported quarterly. The Accounts Office strikes monthly trial balances and presents quarterly reports for review by the BTI Board.

(j) *Public Relations and Marketing.* Mr. Komal Shankar Joshi very capably represents BTI interests in matters with His Majesty's Government of Nepal in Kathmandu and at the local levels. Either alone or together with UMN-BTI officers, Mr. Joshi exercises a strong initiative in negotiations concerning agreements and contracts, procurement and payment of government funds, official and functional relations with agencies of local government, and arrangements for official functions. A major function this year was the visit by the Honorable Minister for Water and Power, Shri Navaratna

Subedi, to officially inaugurate the first stage operation of the Butwal Power Company hydro-electric power station. The increasing need for a well organised program in marketing requires more time than Mr. Joshi is now able to give from his other activites. This is a vital need that must be adequately met with least possible delay.

(k) *Plywood Factory.* UMN-BTI has agreed to supply, erect and initiate operation of a medium sized plywood production enterprise as an industrial development project in the Butwal area. Mr. Helmut Milcke carries the major responsibility for the negotiations with His Majesty's Government of Nepal, and for the implementation of the project. Mr. Vic Tow, Jim Kauffman and Ed Martin assist in the plant erection, testing of equipment, and training of Nepali workers. The plant is now capable of limited production and further progress depends upon continuing negotiations for formal permission. Adequate provision for the financial and technical requirements of this project demand the formation of a separate managing organisation to bring the enterprise to maturity.

#### *Butwal Power Company, Private, Limited.*

Ownership of the Butwal Power Co., Pvt., Ltd. is shared by UMN-BTI and three agencies of His Majesty's Government of Nepal. BPC sells electric power to the Butwal community from a hydro-electric generating station engineered and constructed under BTI management. Mr. Odd Hoftun, seconded from UMN to the Power Co., is the Executive Director and Chief Engineer of the Company. Nominees from the UMN-BTI Board serve on the BPC Board representing the UMN-BTI investment in the enterprise. In June 1971 the Honorable Minister for Water and Power, Shri Navaraj Subedi, inaugurated the 50 kW. first stage of the power station. Actual delivery of power from the station began in January 1971, and at the end of the year there were 220 consumer con-

nections. Plans recently approved for the Company provide for an installed generating capacity of 450 kW. by mid-1974, and ultimate total of 1,000 kW. in 1976. The Hoftuns have been in Norway on furlough during 1971, and Francis Sauer acted for Mr. Hoftun in the capacity of Executive Director. During the year Mr. Hoftun gave much time and close attention to plans and negotiations for continuing development of the Company.

#### *Division of Consulting Services.*

The present production-cum-training activities of BTI serve only a partial fulfilment of the stated purposes of BTI (ITID). The Board is studying the opportunities for wider participation, especially in cooperation with members of the Butwal community, in projects initiated within the community. The UMN Board of Directors has approved the basic plan in principle and requested the BTI Board of Managers to formulate firm proposal, setting out terms and estimated involvement in such development. The UMN Board has appointed Odd Hoftun as Director of the Division of Consulting Services.

#### *Summary.*

The year has been very full of problems, most all of human origins, but we have been privileged to seek and to find God's grace as individuals and in groups. We rejoice and praise Him for many blessings received. We do not labour alone and in our own strength. We gratefully acknowledge and sincerely thank all those who have shared in making possible the stewardship and opportunities for witness that have been Butwal Technical Institute this past year. With these ongoing resources we are able to move into the coming year.

MR. F. SAUER,  
Director.

STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR 1971

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Receipts :</b>				
UMN Treasurer	21,600.	21,670.00		11,100.
Personnel Contributed Services	165,600.	165,600.00		165,600.
	<u>187,200.</u>	<u>187,200.00</u>	<u>176,700.</u>	
<b>Payments :</b>				
Paxmen's board etc.	12,000.	10,262.71		—
Guesthouse/Central Staff Quarters' linen, Utensils, etc.	1,600.	1,635.13		1,600.
Electricity for CSQ and streets	2,000.	5,717.95		4,000.
UMN travel & rent	4,400.	3,867.22		3,000.
Guest expenses	1,200.	1,976.20		1,500.
Miscellaneous	400.	1,728.36		1,000.
Personnel Contributed Services	165,600.	165,600.00		165,600
	<u>187,200.</u>	<u>190,787.63</u>	<u>176,700</u>	
Excess payments over receipts			<u>3,587.63</u>	

*N. B.*—This statement concerns only UMN personnel related expenses, and not the accounts of the Institute.

Manufacturing Account for the year 1971

Manufacturing wages & salaries	226,517.66	Sales	714,552.40
Manufacturing supplies	122,222.38		
Manufacturing materials	326,453.69		
	<u>675,193.73</u>		
Less work in Process	<u>— 74,088.30</u>		
	<u>601,105.43</u>		

STATEMENT OF EXPENSES AND RECEIPTS TO THE STATE FOR THE YEAR 1971		
Repair & maintenance of equipment	6,519.65	
Do. workshop buildings	2,061.86	
Sawmill expenses	26,436.91	
1971 Gross Profit	78,428.55	
	<u>714,552.40</u>	<u>714,552.40</u>

Profit and Loss Accounts for the year 1971.

Office salaries	33,737.27	1971 Gross Profit	78,428.55
Office supplies	20,150.64	Income from sale of stock	95,983.81
Office repairs	485.27	Professional fees	7,064.29
Repair & maint. on residences, roads, and water supply	21,995.16	House & water rent	5,525.00
Discount on sales	8,103.50	Miscellaneous income	5,162.55
Bank Charges	460.18	Vehicle, engine and power sale income	
Publicity and miscellaneous	11,891.95		118,354.92
BTI Board expense	6,111.60	Less expenses	97,901.74
Interest paid on savings	641.12		20,453.19
Training expense	16,935.41	C. & F. income	
Depreciation :			1227,092.87
Building & equipment	52,565.00	Less expenses	1206,522.23
Sawmill	13,675.00		20,570.64
Vehicles & engines	18,681.03		
Office building	5,000.00		
1971 Net Profit	22,754.90		
	<u>233,188.03</u>		<u>233,188.03</u>

**APPENDIX G**  
**Summary of Balance as at 31 December 1971**

**Assets.**

Current (cash, Bank, etc.)	725,410.
Inventories	533,068.
BTI plant and equipment	1,528,116.
Plywood Factory	2,380,769.
Power Project	287,141.
BPC shares	675,000.
	<hr/>
	<b>6,129,504.</b>

**Liabilities.**

Current (advances, etc.)	549,822.
Capital grants :	
Electric power	1,088,863.
Plywood Factory	2,318,877.
BTI general	2,081,301.
BTI Station general fund deficit	(3,588.)
Reserves and surpluses	71,474.
1971 Net profit	22,735.
	<hr/>
	<b>6,129,504.</b>

**APPENDIX G**  
**BOYS' BOARDING SCHOOL,**  
**POKHARA REPORT FOR 1971**

This is not a 'Mission school'. It is owned by Nepalese. The UMN is an assisting agency in it. So this report is about the School as such and about the UMN's assisting share in it.

Throughout 1971 the United Mission continued as a cooperating member with the Nepali Committee, and with the International Nepal Fellowship (formerly the N. E. B.) in the building and management of the Nepali Aadarsha Vidhyalaya (a boys' Boarding School) in the village of Lama Chaur, two miles north of Pokhara. This is its sixth year. This school is in the making. So students and staff live and work under unfinished and limited conditions. Through the year the school moved along steadily in the making and growing process. It will take another 4 or 5 years to bring it to full maturity.

The School put in a full schedule of 200 school days, with all classes running except IX, and following the rules of the national educational system. In the spring a student disturbance led to 6 boys of Class X leaving school and one teacher resigning. Through the year classes were held in temporary thatch buildings. Boarding boys (79) lived in one permanent and one thatch hostel, and ate in the old thatch dining hall. Day students numbered 26, with total enrolment at 105. Classes were small. The School's first Class X, of 2 students, wrote their Sent-up Test and went for their HMG-SLC examination. The required academic subjects were taught, plus vocational agriculture. School closed on December 15th, following a Student Achievement Program.

The Staff numbered 13 teachers, about half foreign and half national. Other staff members were a school

nurse, librarian, 2 office workers, 2 hostel supervisors 2 cooks, 4 farm workers, and 2 engineers supervising the building crew. Four British engineers worked several months as volunteer workers on the building site. The UMN seconded the following Board Appointees to this project during the year (total 16) :

Mr. and Mrs. Tom Valvik, Headmaster first half year; they terminated a 3-year term and return to USA.

Mr. and Mrs. Jonathan Lindell, Headmaster second half of year,

Mr. Colin Smith, teacher, terminated work in the school at the end of the year.

Mr. Larry Asher, Vocational Agriculture teacher and Department supervisor.

Mrs. Phyllis Asher, school nurse.

Mrs. T. Tsukada, hostel supervisor from April on return from furlough.

Mr. and Mrs. Bengt Sundberg, Business Manager, terminated service in June and returned to Sweden.

Mr. and Mrs. Jostein Holm, Business Manager from June.

Mr. and Mrs. Delos McCauley, Site Engineer.

Mr. Bob Buckner, Assistant Building Supervisor.

Mrs. Hazel Buckner, Librarian.

The UMN provided the costs of maintaining these workers as volunteers in the School. This included their basic support by their parent missions, their housing, basic furniture, and mailbag service.

*The Finances* : for running the School are received from student fees. They come to an average of Rs. 125 per boarding student per month for everything. There are no subsidies from missions or government. Some gifts from mission sources help provide some teaching

aids, equipment and maintenance. When the enrolment and income are so low, the school can only run because about half the staff are free volunteer workers, seconded by the missions.

The Building program completed its third year. It is building a 24-acre (186 ropanis) campus with 18 buildings, and supporting facilities in equipment, furniture, electricity, water and landscaping. At the end of the year 9 buildings were finished and occupied; a crew of 60 men were working simultaneously on three buildings. The originally approved building budget was for Rs. 4,000,000. During these three years items are being added to this so that the approved budget is now about Rs. 5,000,000. It is being raised by the UMN. Three-fourths of this is pledged by the Dutch Government and they have made regular remittances to date. The UMN is falling behind in its grants, by the end of the year, so the building work was slowed down in November. The total amount which the UMN needs to raise, beyond what it has already done, by the end of the year was approximately Rs. 1,085,000. The hoped-for facilities of customs exemption and timber royalty exemption have not been received to date. This has increased the cost. Also, it is now apparent that building costs are running 30-40% higher than the original estimate. These facts mean that the total cost of the building program will in the end be considerably higher than originally estimated.

The big event of the year was the launching by the Government of the new National Education Plan. According to this Plan, the Government will greatly enlarge its commitment and take over direct ownership and management of all schools and of all education in the country, bringing with the Plan major reforms at all levels. It is a bold and radical program. It was made law in April. New curricula, textbooks, training and an administrative structure were prepared in the months

STATEMENT OF RECEIPTS AND PAYMENTS

which followed, and on December 15th, when the new school year began, the Plan went into effect in all school of Kaski and Chitwan Districts. In the next five years it will be put into effect in all 75 districts of the country.

This boys' school is in Kaski District, and hence came under the new Plan. The main effect for this school has been that its ownership and management have been transferred from private hands into the hands of the HMG District Education Committee which manages all schools according to the New Education Rules. In the case of this school, the District Committee has appointed an Advisory Committee to manage the school on its behalf. The UMN and the INF each place a representative on this Advisory Committee. The original "Mutual Agreement" of the three co-operating bodies of the school expired in August. It is being revised and renewed for another five years. According to this agreement, the UMN and the INF will continue their forms of co-operative assistance in the School just as they have been doing up till now.

We of the UMN are Christians in a secular school. We are here with UMN in this country and in this school because we believe in the Biblical mission of God in the world, and because we want to be a part of it. At this school project we are able to participate in that mission as individuals in life and witness. We are very grateful for this, and we are all very happy in this place and work. Our foremost desire is that this School can be completed to its planned maturity, and that every purpose for "making boys into men" in present-day Nepal will be fulfilled as strongly as possible.

MR. J. LINDELL,  
Headmaster and UMN Project Director.

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

**UMN STATION ACCOUNT.**

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Receipts :</b>				
UMN Treasurer	5,780.	5,780.00		2,100.
Personnel Contributed Services	64,830.	64,830.00		69,654.
	<u>70,610.</u>	<u>70,610.00</u>	<u>71,754.</u>	

**Payments :**

Rent	4,980.	4,182.05	—
Travel	—	—	1,000.
Maintenance	500.	—	500.
Administration, mailbag	300.	857.34	600.
Personnel Contributed Services	64,830.	64,830.00	69,654.
	<u>70,610.</u>	<u>69,869.39</u>	<u>71,754.</u>

Excess receipts over payments

740.61

**SCHOOL GENERAL FUND:**

**Receipts :**

Fees from students	112,987.35	
Gifts	5,566.69	118,554.04

**Payments :**

Salaries, boarding, maintenance, etc.	117,291.58
--	------------

Excess receipts over payments

1,262.46

**SCHOOL CAPITAL FUND 1969—1971**

**Receipts :**

Dutch government	1,883,165.20	
Other donations	461,221.45	
For agricultural program	115,210.80	2459,597.45

**Payments :**

General building	1,867,111.58	
Agriculture program	111,883.68	1978,995.26

Balance in hand as of 31-12-71.

480,602.19

## APPENDIX H

### GORKHA PROJECT REPORT FOR 1971

#### General.

"But do not ignore this one fact, beloved, that with the Lord one day is as a thousand years, and a thousand years as one day". II Peter 3:8. Looking back upon the past year with all its 365 days of work, fellowship and countless small and big events, it all seems like a short glimpse. However, there were many days in between when the burden got so heavy that we hardly knew how to get through just one day. But praise be to God Who gave us sufficient strength according to each day and each need.

HMG had stated earlier that the UMN agriculture work had to cease, and that the Amp Pipal farm would be taken over by the Gandaki Zonal Agriculture Development Project. The farm was, however, kept up in good condition, and much concern and prayer was centered around the future of this work. Necessary preparations for the anticipated take-over had already been included in the plans and budgets for 1971. All the various UMN departments in the Gorkha Project have for many years been closely related and knit together as a Community Service Team. The hand-over of the Amp Pipal farm to officials of the Department of Agriculture of HMG on July 31st, as well as the departure of the Simrose family (who had lived and worked there for 9 years), was a great loss to the local community as well as to all of us in the Gorkha Project.

As all of the buildings connected to the Amp Pipal farm were handed over to HMG, living quarters, business office and store had therefore to be relocated elsewhere in the project. This created a chain reaction. Several people had to move once or twice before suitable and permanent quarters could be re-arranged.

Inspite of all the moves and changes, most of the Project work and duties have been carried out according to previous plans and budgets. The Business office, store and coolie shed are now relocated in a very satisfactory way. Besides taking care of all the financial matters and numerous other things, we can report that the business office handled 117,000 lbs. of freight of building materials, foodstuff and personal goods, etc., and thus plays a vital part in keeping the whole Project working and operating as smoothly as possible.

Inspite of the already mentioned closed door in agriculture, several other new doors and possibilities have opened up during this past year. The Rasanen family moved to Boragaon village, where they live in a local house. They both assist and work along with the local Panchayat in Public Health and a new water scheme. Mr. Rasanen also serves as maintenance man and builder for the Luitel School project. Another Finnish family, the Kivelas, moved in the other direction to the next Panchayat in Harmi Bhanjyang. Mr. Kivela teaches in the local Mission-aided school, While Mrs. Kivela plans to assist in the expanding public health program.

Much of the project maintenance work has been supervised by the hospital builder, while the building work at the Amp Pipal hospital has been progressing according to incoming capital funds. Most of the inside work of the hospital has been done, while a couple of staff houses, laundry and landscaping remain to be completed.

The plans for a hydro-electric power scheme in the Khav Khola (in the Harmi Panchayat), as well as the hydram drinking water project for the Amp Pipal hilltop, are still undone for lack of qualified personnel and funds.

MR. A. VORELAND,  
Area Superintendent.

**Education.**

**1. District Schools.**

	Classes	Students	Teachers
Amp Pipal Middle School	Infants-VIII	330	8 + 2 half-time Board Appointees.
Maltigaira Primary School	I-V	115	5
Nabalpur Middle School	I-VIII	175	8 + 1 half-time Board Appointees.
Bajery Dhara Primary School	I-III	49	2
Chiplote Primary School	I-V (VI local)	155	5
Buddha Singh Primary School	I-III	44	2
Lapsibot Middle School	I-VIII	145	8
Luitel Primary School	I-V	313	6 + 1 Bd. App.
Luitel High School	VI-X	155	5 + 1 self-supporting Direct Appointee.
		1481	
Jaubari High School (run by the local School Committee)	I-X		3 Mission-seconded teachers, including 2 half-time Bd. App.

As in the previous year, all our schools in the Gorkha Project were run and operated in cooperation with the Local School Committees. Regular visits to all these schools were made during the past year by the District School Supervisor. Much time has been spent to strengthen and encourage these local committees to take on more responsibility in running their school, and also helping with financial support.

Various efforts have been made by these local School Committees, as well as by the UMN Education Secretary, to obtain written HMG recognition for each of these Mission-aided schools in the Gorkha District. So far no HMG recognition has been granted, and this has created some unrest among local people, students and teachers, fearing that the Mission help will be cut off. It has been encouraging, however, to see the spontaneous appreciation and eagerness from all of these people for the Mission to continue in the education work. Local teachers, as well as delegations from other areas, are still pleading for Mission help to open new schools or to second Mission teachers to already established local schools.

Several local teachers with lesser education have been advised to study further, or to improve their abilities and teaching standards. This is fully in accord with the new HMG Education Plan, and we would also like to start preparing these schools, the teachers and the students for the National Vocational Training Program (the new Education Plan) to be implemented within 2-3 years in the Gorkha District.

Whether the time is long or short for the Mission to assist in running and operating these schools, we are thankful to God for the wide open doors we still have in the educational work, for work and witness. In whatever way we may be asked to serve under the new Education Plan, we shall still do our utmost to help the young people of Nepal to be happy, useful and creative citizens.

MR. A. VORELAND,  
District Schools Supervisor.

## 2. Luitel High School.

The new school year started on 15th February 1971. The new admissions were completed before the opening

The first day of the academic year was celebrated as "Parents' Day". The prizes of the different competitions of the previous year were given away to the students on this occasion. Mr. Babu Ram Bhattarai, the Board First of the S. L. C. examination of 1970 was decorated with a gold medal from the Gandaki Zone on this occasion.

During the year there has been a notable increase in the number of students. The strength of the school in the beginning of the year was 515, and was 84 more than the previous year. We had 17 boys sitting the S. L. C. examination in February 1971. Though the results of the S. L. C. examination were not as remarkable as in the previous year, I am pleased to report that all our students passed, with 2 First Divisions, 13 Second Divisions, and 2 Third Divisions. We also received Rs. 2,000/- from the Government for the good result.

There were no major changes on the staff, except that our hostel warden and science teacher, Mr. Mammen Thomas, left Nepal, and Mr. Abraham George from Bhairawa College joined the staff at the beginning of the year. As before, I am very happy to note that the staff worked in the school with a very good team spirit for the betterment of the students.

The secretary of the literary and cultural union of the students was very active, and did a good job during the year. Meetings were held almost every month, and the students took part actively. There were competitions in music, elocution and essay-writing. The annual competitions in sports and games were also held.

The boys and girls dug 150 holes in the school compound to plant fruit trees, and about 100 plants have been planted. The villagers were very cooperative

in bringing manure for the plants. Now we have a barbed-wire fence around the school compound to protect the plants from the cattle.

May I conclude this report, remembering the Almighty's help and guidance throughout the year.

MR. V. THOMAS,  
Headmaster.

*Amp Pipal Hospital.*

1971 has been a year of great progress and change in the Amp Pipal Hospital. It has now almost completed the transition from a dispensary to a hospital. During my furlough God gave us foreign and Nepali staff with many gifts to make this possible.

The past year has seen the opening of the third ward, the operating room, and the central supply. We just marvel at the generous gifts we have received, including surgical instruments and equipment, x-ray, OR table, wheel chairs, etc. As far as surgery is concerned, we believe it is quite possible that we are the best equipped hospital in Nepal. Major physical lacks at the year's end are a functioning x-ray department with second generator, laundry, classroom and staff houses. Remodelling of the outpatient department, cementing of the main ramp and verandahs in the hospital, and a major beginning on the fourth staff house has been done.

Major staff lacks at the year's end are Nepali trained nurses and Nepalis trained in x-ray and pharmacy. One major advance of 1971 was the opening of the Assistant Nurses' course for local young people. Nine students, with scholastic backgrounds varying from night school to 8th class pass, have completed 12 months study. Some of these will help in the public health program; some will continue in hospital here and do an additional six months dressers training.

An Internal Advisory Committee was formed this year, and hospital staff meetings started. Financially we are continuing to become self-supporting. This is good and bad. It may be that the very poor are often not coming to hospital when they need to. Capital gifts continue to come in, and we praise God for this. Approximately \$ 20,000 more is needed to complete the project as budgeted.

May God's purpose for this little hospital be fulfilled.

Outpatient visits : new	4,490
old	7,638
	<hr/>
Total	12,128
Major operations	101
Minor operations	667
Total inpatients	790

DR. H. HUSTON,  
Medical Director.

#### Community Health Program.

Hospital Outreach, Community Health, Public Health—three titles? What are you doing?—Trying to give comprehensive community health care, is the answer. We have defined this as "The technical service and medical care provided by medical personnel, of which there are two inseparable parts: (i) Curative, and (ii) Public health or preventive medicine. The hospital is the base referral and supporting centre. Special emphasis is given to the participation of the community in such a health program; that is, that part which is carried by the panchayats, e.g. in the selection and financing of the Village Health Workers, finance and man power for building latrines and dispensaries, village census for control programs, etc. We were invited by HMG to make plans for a Comprehensive community health program

in the Gorkha and Lumjung Districts, from where most of the hospital patients come. We have done this, and these plans are available in the November 1971 Executive Minutes. The specific proposals from these plans have been started in Palungtar and Amp Pipal Panchayats.

~~ad~~ *Palungtar Panchayat.* With the coming of the Rasanen family, it has been possible to make a start with the water supply plans. It has been disappointing to learn that the promised help from HMG for pipe and cement has been withdrawn. We are looking for other sources of finance—or rather, the Panchayat is! A survey has been made, and the panchayat is all set to go ahead with free labour. Let us hope that by next year we will be able to report that the project is completed.

*Clinic:* Here we have a very real psychological barrier to overcome. Our aim is for a maternal and child health work, but the local thought is that we are a branch of the hospital, there to save them the trouble of going up the hill! Two days have been given for general complaints, and two for mothers & children, but as the latter usually have something wrong, these tend to get rather mixed. Certainly, many minor ailments have been prevented from becoming major, and cuts and sores have been quickly treated, thus saving the villagers many working hours. There is a very real place for a Nepali assistant to be trained to cope with such things, and it is planned to have such an assistant there. Of 776 patients seen, 220 were under five years of age. Some of these have enrolled with the special weight and inoculation records cards. BCGs are only done when enough babies can be gathered at one time to use up a complete vial of vaccine: 23 have been done so far.

*Midwifery:* This service has been much appreciated, and Mrs. Rasanen could spend all her time on home deliveries. She has been to six, and has been able to give valuable advice, and speed those on their way who

need hospitalization. This is an ideal situation to give an Assistant Nurse/Midwife in-service training—Someone who could function within the Panchayat after we have gone.

**Building :** Until November the clinics were held in a rented house. The Panchayat is about to build a special building as a Community Centre, under Village Development. The clinic should be just one aspect of this centre's work.

Luitel School comes into this panchayat. Health teaching has continued under the care of teachers. First aid and simple treatments are carried out by one of the teachers, with a periodic visit by a nurse. Routine TABC inoculations have been given, as in all the schools under UMN care. The cooperation and enthusiasm of the panchayat has been good; certainly they are 'model' in this respect.

**Amp Pipal Panchayat.** Unfortunately we lack a strong panchayat here, and for the last few months of the year there has been no Pradhan Panch. Even so, it has been possible to start a T.B. control program, using the population census compiled by the panchayat. Two local SLC pass boys have had a short training at the government chest clinic, and with the Shanta Bhawan community health clinic. During the last three months of the year they visited homes, doing Mantoux tests on 717 people of all age groups, and giving 260 BCG vaccinations to those with negative response. Any people with symptoms suggestive of TB were sputum tested, and referred to hospital. There are three started on the WHO Madras scheme of bi-weekly streptomycin and INH. This medicine is provided free charge through HMG-UNICEF supplies. Four wards are being worked at the moment. Once this panchayat is finished, the boys will move into the Palungtar area. In the new year, only TB contacts will

receive Mantoux tests, due to limited supplies, and under-twenties will receive BCG. It is hoped that good relationships will be built up with TB patients and their families by follow-up visits to homes, thus ensuring coverage of all contacts, and follow through of treatment for all patients. This will be done in the area surrounding the hospital within reasonable walking distance, regardless of which panchayat they are in.

Family planning and maternal and child health: There has been good cooperation with the Family Planning centre in Gorkha, and the Amp Pipal Hospital is one of their centres. Dr. Tom Hale has been on several village trips with them for vasectomy clinics. There is an assistant nurse at the Health-Aide training for this work. Very shortly an MCH clinic will be opened in conjunction with the Gorkha centre, near the Amp Pipal hospital. We hope it will be possible to really emphasise well-baby care and antenatal care.

Health Education. It has been possible to give more time to this and to arrange activities from the Amp Pipal school. There was an encouraging response to a flycontrol and latrine-making project earlier in the year. Those who made latrines had their photograph taken, and were given a hand towel. The question "Do they still use them?" has yet to be investigated, but this is a continuing process of indoctrination!

Teachers' seminar: 16 teachers, including 2 from government schools, attended for two half-days to get help in their efforts to teach health. There was a very enthusiastic response. Since then, some have been equipped with a box of basic emergency medicines. We are also sending out teaching materials and books as they become available. We hope this seminar will be a yearly event.

Outreach clinics. This has been quite a 'mobile' year, especially the first 9 months. There have been 8 trips to Lapsibot, with 742 patients seen; 4 trips to Barpak, with 101 patients seen; and 3 trips to Laprak (four hours beyond Barpak), with 49 patients seen. Ghyampesel, a new village, has been visited twice, at the invitation of the Panchayat and Jilla Panchayat member. This is a centre of a large population, and 303 patients were seen. The community participation in these clinics varies. It is hard for any community to get together to achieve anything in the way of written permissions and clinic buildings. It is quite likely that these visits will be curtailed until there is a more active desire for help shown. We will hope to train Village Health Workers for these and other areas.

Staff. There are two trained nurse/midwives (Board Appointees) working in the Amp Pipal area and outreach clinics, plus a wife—midwifery trained—part time in Palungtar. Two Junior Public Health assistants are engaged in TB control and some school health teaching. One assistant nurse works in house visiting and outreach clinics.

Miss V. COLLETT

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

	Budget 1971	Actuals 1971	Total	Budget 1972
1) GENERAL FUND, ADMINISTRATION.				
Receipts :				
UMN Treasurer	11,200.	11,200.00		11,900.
Personnel Con- tributed Services	17,692.	19,968.00		19,968.
	<u>28,892.</u>		<u>31,168.00</u>	<u>31,868.</u>

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Payments :</b>				
Agent expenses	800.	698.61		1,000.
Salaries	5,000.	4,727.22		5,000.
Maintenance	2,000.	1,993.08		2,000.
Water allowance	1,400.	1,398.83		1,400.
Rent and taxes	1,000.	1,166.25		—
Travel	200.	289.82		500.
Office	800.	1,924.95		2,000.
Personnel con- tributed services	17,692.	19,968.00		19,968.
	<u>28,892.</u>	<u>32,166.76</u>		<u>31,868.</u>
Excess payments over receipts			998.76	

2) GENERAL FUND, EDUCATION :  
DISTRICT SCHOOLS.

Receipts :				
UMN Treasurer	84,000.	84,000.00		76,800.
Fees	35,900.	39,951.95		32,800.
Hostel fees	100.	226.00		—
Personnel con- tributed services	7,500.	17,640.00		16,572.
	<u>127,500.</u>	<u>141,817.95</u>		<u>126,172.</u>
Payments :				
Salaries	116,600.	114,516.99		105,600.
School supplies	2,500.	2,204.30		3,000.
Maintenance	800.	974.08		900.
Miscellaneous	100.	19.00		100.
Personnel con- tributed services	7,500.	17,640.00		16,572.
	<u>127,500.</u>	<u>135,354.37</u>		<u>126,172.</u>
Excess receipts over payments			6,463.58	

	Budget 1971	Actuals 1971	Total	Budget 1972
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3) GENERAL FUND, EDUCATION :

LUITEL HIGH SCHOOL.

Receipts :

UMN Treasurer	21,000.	21,000.00	27,100.
Fees	11,660.	13,101.94	21,500.
Hostel fees	800.	1,098.00	1,000.
Personnel con- tributed services	5,000.	5,000.00	15,720.
	<u>38,460.</u>	<u>40,199.94</u>	<u>65,320.</u>

Payments :

Salaries	31,535.	30,699.51	45,500.
School supplies	1,000.	2,143.27	3,000.
Miscellaneous	100.	90.85	100.
Maintenance	825.	769.75	1,000.
Personnel con- tributed services	5,000.	5,000.00	15,720.
	<u>38,460.</u>	<u>38,703.38</u>	<u>65,320.</u>

Excess receipts  
over payments

1,496.56

4) GENERAL FUND,

HOSPITAL.

Receipts :

UMN Treasurer	30,000.	30,000.00	20,000.
Fees	137,250.	129,359.90	156,275.
Gifts	50.68	5,230.59	
Personnel con- tributed services	30,000.	34,260.00	41,040.
	<u>197,250.</u>	<u>198,850.49</u>	<u>217,315.</u>

	Budget 1971	Actuals 1971	Total	Budget 1972
<i>Payments :</i>				
Salaries	59,000.	43,608.40		65,275.
Drugs	80,000.	66,682.61		70,000.
Medical and surgical supplies	12,000.	22,708.92		14,500.
Bedding, linen and uniforms	2,000.	6,109.17		6,000.
Laundry and cleaning	2,000.	2,661.78		3,000.
Maintenance	1,000.	1,901.69		1,500.
Power, light and heat	8,000.	10,043.74		9,000.
Administration	1,500.	2,749.95		5,000.
Transport	1,500.	1,317.00		1,500.
Miscellaneous	250.	1,057.80		500.
Personnel con- tributed services	30,000.	34,260.00		41,040.
	<u>197,250.</u>	<u>193,101.06</u>	<u>217,315.</u>	
Excess receipts over payments				<u>5,749.43</u>

5) GENERAL FUND,  
COMMUNITY  
HEALTH.

*Receipts :*

UMN Treasurer	3,600.	3,600.00	27,000.
Fees	00.0000	00.940.00	1,000.
Medicines	00.0000	00.320.00	22,000.
Gifts	00.0000	— 133.00	—
Personnel con- tributed services	8,160.	10,435.00	26,400.
	<u>11,760.</u>	<u>15,108.00</u>	<u>76,400.</u>

	Budget 1971	Actuals 1971	Total 1971	Budget 1972
<b>Payments :</b>				
Assistant's salary	2,400.	2,419.12		17,000.
Porter's salary	1,200.	1,037.50		2,000.
Medicine	—	—		20,000.
Teaching and publicity	—	—		5,000.
Maintenance of clinics	—	—		1,000.
Power, light and heat	—	—		500.
Stationery and supplies	—	—		500.
Travel	—	—		500.
Freight	—	—		500.
Triple vaccine	—	—		500.
Uniforms and linen	—	—		1,000.
Lab. supplies	—	—		500.
Miscellaneous	—	1,230.14		500.
Personnel contributed services	8,160.	10,435.00	15,121.76	26,400.
	<u>11,760.</u>			<u>76,400.</u>
Excess payments over receipts			13.76	

#### 6) CAPITAL FUND, ADMINISTRATION.

##### Receipts :

UMN Treasurer	10,580.00
Other sources	7,878.00
Transfer within project	11,809.15
	<u>30,267.15</u>

##### Payments :

Staff furniture	3,680.25
Small Knoll house renovation	3,434.42

Category	Amount	Total Budget
Public Health office and dera	3,754.93	
Old dispensary dera renovation	1,735.15	
Residence in Harmi village	13,522.85	
Residence in Bohragaon village	15,961.74	
Miscellaneous	1,042.49	43,131.83

Excess payments over receipts 12,864.68

Add : Balance at 1-1-71  
Administration Dr. 4,065.45  
Barpak Clinic Cr. 1,900.00

Debit balance at 31-12-1971 15,030.13

7) CAPITAL FUND, EDUCATION :  
DISTRICT SCHOOLS.

Receipts :  
UMN Treasurer 605.00  
Other sources 260.35  
Transfer within project 4,463.28 5,274.63

Payments :

Category	Amount
School furniture	1,753.70
Replace thatch	1,230.93
Jaubari hostel	348.20
Miscellaneous	688.65
School gardens	281.50

Excess receipts over payments 971.65

Add Balance at 1-1-71 Dr. 583.56

Balance at 31-12-71 388.09

8) CAPITAL FUND, EDUCATION :

LUITEL HIGH SCHOOL.

Receipts :

UMN Treasurer	6,170.00	6,170.00
---------------	----------	----------

Payments :

Hostel	4,082.44
Furniture	398.21
School gardens	1,624.54
Meeting Hall	4,523.15
Primary School	650.00
	11,278.34

Excess payments over receipts

5,108.34

Add Balance at 1-1-71

32,392.89

Balance at 31-12-71

27,284.55

9) CAPITAL FUND,

COMMUNITY HEALTH

Receipts :

UMN Treasurer	1,500.00
---------------	----------

Payments :

Furniture and equipment	2,099.85
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Excess payments over receipts  
(included in "Other Accounts"  
in Summary of Balances)

599.85

10) CAPITAL FUND, HOSPITAL.

Receipts :

UMN Treasurer	180,488.75
Other sources	7,381.62
	187,870.37

Payments :

204,118.70

Excess payments over receipts

16,248.33

Add Balance at 1-1-71

38,243.70

Balance at 31-12-71

21,995.37

Total receipts to date : 906,515.67

Total payments to date : 884,520.30

Balance at 31-12-71

21,995.37

**Summary of Balances as at 31st December, 1971**

Cash	37,726.41
Agent	3,255.28

Treasurer, Recurring budget	7,250.00
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Nepal Bank Ltd.	3,854.97
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American Express Co.	434.14
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General Fund balances :	
-------------------------	--

Administration	(988.76)
District Schools	6,463.58
Luitel High School	1,496.56
Hospital	5,749.43
Community Health	(13.76)

Capital Fund balances :	
-------------------------	--

Administration	(15,030.13)
District Schools	388.09
Luitel High School	27,284.55
Hospital	21,995.37

A. P. Freight	6,030.43
---------------	----------

Household Store	10,141.18
-----------------	-----------

P. F. Loans	3,775.26
-------------	----------

Savings accounts	1,315.24
------------------	----------

Other accounts	2,597.39
----------------	----------

Staff accounts	145.97
----------------	--------

<u>61,930.60</u>	<u>61,930.60</u>
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## APPENDIX I

### SHANTA BHAWAN HOSPITAL

#### REPORT FOR 1971

Mission hospitals are frequently favorably compared with secular government hospitals. In some respects they should compare favorably, including comparison with secular hospitals in our own countries. The staff have a dedication to service and a project-centered commitment not as commonly found in the non-mission institution. These attributes have been conspicuously evident in Shanta Bhawan during 1971, and are responsible for such progress as we can report.

Planning. Early in the year the hospital considered six options for its future. The choice was drastically narrowed by the dictum of the then Health Minister that "we should continue where we are." This has been accepted and for the first time in several years there is now general agreement among the staff with the direction in which we are headed. At its December meeting, the Hospital Board redefined the role of the hospital in these terms :

- i) To serve as the base hospital for a comprehensive health care program in the Lalitpur District.
- ii) To provide a school of nursing. The main guidance in determining the number of hospital beds, and especially services available, should be the minimum standards required for continued recognition of the school of nursing.

We were further directed to purchase the Shanta Bhawan property and develop it according to a master plan to be prepared. Although 1972 is beginning with the preparation of the architect's brief, permission to purchase the 60 ropanies of land which we require has not yet been received, nor a sale price agreed upon, but the

first coat of white paint on the front of the building in eight years was symbolic of our intention to continue operation at this site for some years to come.

**Finance.** It was facetiously suggested that we could avoid losing money by closing the hospital. Short of doing that, our "pattern of practice" has significantly changed. There was less than 3% decline in our number of OPD patient visits despite the discontinuation of the bus service and the annually improving competitive government facilities. Our total admissions are reduced 11% from two years ago by greater emphasis on outpatient care and more realistic admission policies rencurable longterm illnesses. There was a further reduction in the average length of patient stay to 12 days. The combination of these figures results in a significantly reduced occupancy rate and a reduction in patient days o almost 25% from two years ago.

Our inpatient charity was 28.8% of charges, and outpatient 15.1%. Even if we collected 100% of our charges, we would continue to operate at a one lakh deficit. The challenge facing us in 1972 is a decrease in the UMN subsidy of Rs. 68,000, and an increase in salaries (now 46.7% of our budget) of over Rs. 50,000 because of the increase in special allowance effective from the beginning of 1972. We ended 1971 with a committee review of all hospital charges, and a Board directive to prepare an "austerity hospital formulary". With the decision finalized to continue our present operation, it is time to activate the dormant proposal for formation of a Friends of Shanta Bhawan Society. It would assist in fund-raising, but also constitute a body of leading citizens interested in the work of the hospital and identified with its continued existence.

**Personnel.** The parade of departees was led by Dr. "Sandy" Anderson. The value of her experience was only exceeded by her bouyant optimistic control exerted

from the Director's office. Marilyn Jesters and Hisa Asaoka left on furloughs; our two Nepali residents, Dr. Srivastava and Dr. Shrestha, are now both continuing postgraduate study in Britain; and nursing supervisor Miss S. L. Tsering emigrated to sunny Canada. In December we lost Shirley (Snell) Thomas to domestic duties, Tom Haggerty transferred to the Building Department, and Meg Robinson reluctantly accepted medical repatriation to Britain. Only space and time prevent elaboration on the very major contribution each has made to the hospital, both in their own departments and also to the general operation. The year also saw the return of UMN pioneer Lena Gruber, who once again served as Director of the nursing school with which she has been associated since its founding. Dr. Bill Gould returned from furlough to uncomplainingly work a peripatetic year that divided his time between Tansen and Bhaktapur in their times of need, while promoting an orthopaedic service and being Deputy Director at Shanta Bhawan. We were further strengthened by the appointment of experienced missionaries Dr. Mary Eldridge to head our Obs-gyn. service and Dr. Walter Bond to fill the long-vacant "asking" for a pathologist. In December Miss Julie Willmette was appointed to our Public Health outreach project.

Study and holiday relief has been afforded by a succession of doctors during the year, including Drs. Len Jones, Maxon Eddy, "Dim" Dimock, and Margaret Farquharson, to all of whom we are grateful. We have also made our first appointments to our courtesy staff: Dr. S. Dali to the Obs-gyn. service, and Dr. Michael Small, US Peace Crops doctor, to surgery. It is the intention to very selectively expand these numbers with well-qualified Nepali doctors whose talents can augment our staff, whose private patients will augment our income, and who may be capable of continuing the present medical

tradition if at some future date our agreement with HMG is terminated.

In the same context, and in conformity with UMN guidelines, the hospital has proceeded with indiginization of staff. Mr. Daftan Sada from the lab. and Mr. Purush Tuladhar from x-ray are both doing advanced training in India. Mr. Janak Lal Shrestha is now maintenance department head, and Mrs. Daftan Sada, assistant nursing superintendent, has acted as Superintendent in Miss Russell's vacation absence without the nursing department "missing a step". By early 1972 there will be only two western nurses remaining in the hospital proper. Plans are under way to upgrade other employees with advanced training outside the country.

*Nurses Training School.* Last year's class graduated with no failures! A record number of applications, all SLC pass, were received for the present junior class. With the 1972 graduations, the Shanta Bhawan School will have contributed almost 25% of the members of the Nepal Nursing Council registry.

The Surendra Bhawan quarters are bulging with an alltime high occupancy of 40 students. A new hostel and training school has highest priority in the building program, and will be constructed on the present Shanta Bhawan property. A slight increase in enrolment has been informally requested by HMG, which reflects the appreciation of the government of this facility. Two of our recent graduates, Miss Karuna Gurung and Miss Saraswati Prajapathi, are serving bonded time at the Tansen and Bhaktapur Hospitals respectively, where they have proven welcome additions.

*Outreach Program.* UMN policy requires that this work be emphasised. All UMN outreach projects bear an unmistakable "made in Japan" quality label. We have been fortunate that in addition to Dr. Iwamura's invaluable contribution, our planning has benefitted from Mr.

Ruohoniemi's enthusiasm and guidance. An eventual re-amalgamation with District Clinics has been approved, but will not be effected until mid-year when a comprehensive program can be offered with trained staff. The program now consists of:

- a) Wards 1, 2 and 3 (approximately 8,000 people) ably headed since Meg Robinson's departure by Laxmi Devi Bajracharya (a recent Shanta Bhawan graduate). It includes TB control with door-to-door visitation, an immunization program with a child welfare clinic, and health lectures in schools during which 1,800 students have been reached.
- b) Plans for cooperation with the Lalitpur District Panchayat and other agencies in development of their comprehensive outreach programs. This will include utilization of the present District Clinics at Godavari, Chapagaon and Bungmati (perhaps with a slight change in some instances), and a fourth health post at Sanagaon. A Shanta Bhawan mobile team will provide a consultant and inservice training program for the health post staff, who in turn will supervise women health workers who will be trained for the satellite villages.
- c) The continuation and development of the clinic and health post at Pharping in the Kathmandu District.

*Staff.* It is not possible to give credit to all the individuals in the various departments whose work we both sincerely appreciate and recognize as essential in the overall operation of our hospital. There are three individuals going on leave who have had particularly difficult posts and who deserve to be singled out for special thanks. These are Miss Enid Russell, who has been a strength to the administration of this hospital from her post as Nursing Superintendent and who is returning to Scotland with the best wishes of the entire staff. In the busy dietary department Miss Ruth Angove departs on furlough, leaving an efficient department in the capable hands of Miss Miriam Krantz. And lastly

we must commend Miss Enni Hokkanen for her daily struggle in the housekeeping department to maintain a Rana palace at an acceptable hospitable standard of cleanliness.

*Hospital Activities.* The religious life committee, under the chairmanship of Mr. P. B. Rai, increased its activities. In addition to well-organized and attended Easter, Christmas and Watchnight programs, a regular Sunday evening service was conducted in the patients' library, and a morning devotion period for the Christian staff was held twice weekly in the medical library.

Socially the national staff enjoyed their second annual picnic on National Day, while all non-Nepali staff provided the hospital services. To reciprocate, they then staged a most successful evening cultural show last April which was graced by the Minister of Health, and revealed an unsuspected wealth of stage talent. We were grateful for the proceeds derived from the jazz concert sponsored at the City Hall by the German Embassy in the interest of cultural exchange. And last chronologically only, were the Snell-Thomas nuptials on the lawn in front of Asha Niwas, which was an auspicious start for the new couple, but an ominous event for our social service department. During the year a further edition of the "Himalayan Echo" was prepared under the guidance of Mrs. Thelma Fiorini and Mrs. Claire Spivey for distribution round the globe.

Professionally the highlight was the one-day seminar conducted on August 16, at which Mr. McGilvray and Dr. Carl Taylor were the outstanding guest speakers on a "Medical Care in Developing Countries" theme. The Minister of Health graciously opened the meeting, and the hospital took the unprecedented step of adopting Sunday emergency routine, and over 80 staff and guests were in attendance. Its influence is still active.

DR. G. MACK,  
Medical Director.

*Central Drug Store.* Housed in Shanta Bhawan Hospital, the central drug store has continued to supply UMN projects with a range of drugs. Although the total number of items available from the store has not increased in 1971, there have been changes and substitutions.

The loss of operations for 1971 of just over Rs. 17,500 appears rather large, but this is offset by a quantity of Rs. 25,000 worth of drugs already paid for and in transit for the store. There are also outstanding bills to the amount of Rs. 3,000 approximately, and all this will amount to a profit of around Rs. 10,000 for 1971.

Whilst the store has been a great help to the UMN projects, it still provides some frustrations in that it still only supplies a narrow range of items. The one possible answer to this problem would be the establishment of a common basic formulary which would apply in all the UMN projects. This would of course require considerable cooperation from all projects concerned, but I am sure with centralized buying it would be ultimately to the benefit of all projects.

#### *Operations :*

Sales	156,535.95
Stock value 1 Jan. 1971	141,140.75
Purchases in 1971	143,708.10
	284,848.85
Less stock value 31 Dec. 1971	110,614.50
Cost of sales	174,234.35
Loss on operations in 1971	—17,698.40

**Balance Sheet as of 31 Dec. 1971 :**

Cash in hand	53,828.83	Shanta Bhawan capital	47,989.00
Stock value	110,614.50	UMN capital	30,000.00
		Force Ten funds	45,093.00
			<hr/>
			123,082.00
		<b>Surplus</b>	
	68/70	57,059.73	
	<b>Deficit</b>		
	1971	17,698.40	41,361.33
	<hr/>		<hr/>
	164,443.33		164,44.33

**HOSPITAL STATISTICS.**

	1969	1970	1971
<i>Inpatients :</i>			
Total admissions ( including newborns )	2,791	2,604	2,262
Total discharges ( including newborns )	2,778	2,628	2,271
Daily average census	114.5	92.2*	82
Daily average bed occupancy	84%	67%	58½%
Total days of patient care rendered	41,821	35,794	30,497
Average length of patients' stay	15 days	13 days	12 days
Total births	246	275	239
Total deaths	106	112	92

\* Does not include newborns  
after 31-3-70.

**Surgery :**

Major operations	341	276	281
Intermediate operations	211	130	147
Minor operations	582	671	672
<hr/>			
<b>Total</b>	<b>1134</b>	<b>1077</b>	<b>1100</b>

**Outpatients :**

General patient visits	40,277	40,537	37,167
Private patient visits	2,708	3,086	3,490
Dental patient visits	3,123	3,654	3,834
<hr/>			
<b>Total</b>	<b>46,108</b>	<b>47,277</b>	<b>44,491</b>

		1969	1970	1971
<i>X-ray :</i>				
For inpatients		4,401	3,048	3,020
For outpatients		6,943	4,340	4,849
		<u>11,344</u>	<u>7,388</u>	<u>7,869</u>
<i>Fluoscopies</i>		600	350	172
<i>Laboratory :</i>				
Haematology—	inpatients	12,850	10,421	9,131
	outpatients	13,502	11,143	12,891
Urine—	inpatients	4,975	2,765	2,271
	outpatients	4,975	4,242	4,180
Stool—	inpatients	2,067	2,019	2,281
	outpatients	2,666	3,358	1,325
Miscellaneous—	inpatients	10,363	7,001	3,732
	outpatients	4,214	3,493	2,816
EKG—	inpatients	144	225	149
	outpatients	—	—	87

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

	Budget 1971	Actuals 1971	Total	Budget 1972
1) General Fund.				
<i>Receipts :</i>				
UMN Treasurer	340,000.	340,000.00		272,000.
UMN special				
grant	48,300.	48,300.00		—
Fees	929,600.	1072,977.33		1050,000.
Gift—general	35,000.	102,935.50		44,423.
Gift—training	70,400.	60,524.60		
SBH General Fund	—	—		85,320.
Personnel Contributed Services	204,100.	204,096.00		265,808.
	<u>1627,400.</u>	<u>1,828,833.43</u>	<u>1717,551.</u>	

		Budget 1971	Actuals 1971	Total	Budget 1972
<b>Payments :</b>					
Salaries and wages		453,874.	453,559.04		559,421.
Medical expenses		—	1,613.80		—
Drugs		300,000.	241,924.13		300,000.
Surgical & medical supplies		227,000.	122,669.31		185,900.
X-ray supplies			38,517.55		
Pathology lab. supplies			36,514.80		
Bedding & linen	16,000.		20,422.04		17,000.
Catering supplies	56,500.		51,309.20		62,000.
Laundry and cleaning	10,500.		14,045.39		14,600.
Domestic repairs	2,500.		1,593.06		3,000.
Power, light and heat	41,000.		49,045.39		52,500.
Maintenance of building & grounds	56,000.		105,519.45		60,700.
Administration	25,000.		30,671.55		27,000.
Rents	67,200.		95,053.61		107,200.
Miscellaneous and transport	2,000.		299.00		1,100.
Nursing School	100,650.		102,552.49	***	—
Medical training program	16,170.		24,991.81		26,322.
School of Medical technology	606.		253.50		
Community Health program	12,000.		9,947.91	***	—
UMN Personnel rent	36,300.		34,657.42		—

	Budget 1971	Actuals 1971	Total	Budget 1972
Nursing Student services	—	—		34,800.
Personnel Contributed Services	204,100.	204,096.00		265,808.
	<u>1627,400.</u>		<u>1,639,925.73</u>	<u>1717,551.</u>
Excess receipts over payments			<u>188,907.70</u>	

\*\*\* The budget amounts for 1972 for the Nursing School (Rs. 134,320), and the Community Health Program (Rs. 17,979) have been shown in separate budgets from that of the General Fund, and will be accounted for in this way in 1972.

## 2) Designated Funds balance.

Staff guest fund	780.80
Guest housing fund	6,661.60
Hostess car fund	5,995.02
Social Service fund	1,862.21
Sports Club fund	219.50
Staff fund	121.43
Social life fund	383.34
Christmas dinner fund	898.30
Medical library fund	176.94
Shyam Bahadur & Purna Bahadur treatment	297.15
Undesignated capital fund	2,576.36
Hospital equipment fund	4,880.22
New Hospital building fund	248,098.85
Refrigerator fund	8,893.96
Autoclave fund	6,648.31
Filter Plant	2,040.69
New x-ray unit	12,732.51
Office equipment and York fund	2,005.87

Sauna fund	862.69
Nursing School capital fund	95.50
Drug store capital fund	53,828.83
Occupational therapy	175.15
Short-termers furnishing fund	2,980.61
Bethany No. 8 kitchen	(766.15)
Maintenance equipment fund	1,475.38
Import and clearing account	(2,515.46)
Staff saving fund	40.00
C. W. improvement fund	14,890.31
Revolving loan fund gifts	10,983.75
Revolving loan advances	(10,920.00)
Transformer fund	14,482.63
Store capital fund	23,389.04
Shanta Bhawan main building renovation	52,316.06
Truck fund	(18,345.78)
Community Health Program	355.50
Kerosene	(4,863.92)
Vehicle fund	2,489.21
H. Q. building addition	(32,955.04)
Path. Lab. equipment fund	8,438.61
Nursery	9,756.20
Religious life fund	5,422.45
Judea bedroom	(94.70)
Bethlehem No. 11 renovation	685.00
Chest work fund	3,030.00
Bethany No. 6 kitchen	102.60
Maternity ward renovation	5,000.00
Single staff quarter	505.00
<b>Total</b>	<b>446,116.53</b>

**Summary of Balances as of 31st December, 1971**

	<b>ASSETS</b>
Cash in hand	13,273.80
Cash at Nepal Bank Ltd.	107,234.97
Cash at National & Grindlays	(1,387.79)
<i>A/cs receivable :</i>	
UMN Treasurer (capital)	608,231.20
Rent advance	86,824.57
Cash advance	4,470.00
Postage fund	500.00
Milk deposit	1,800.00
Oxygen cylinders	2,712.00
OPD revolving fund	220.00
James Warren Co.	6,750.00
Nepal Gas works deposit	300.00
	<hr/>
	830,928.75
	<b>LIABILITIES</b>
Patients' advances	6,948.00
General fund balance	188,907.70
1970 general fund balance	182,216.52
Designated funds balance	446,116.53
James Warren Co.	6,750.00
	<hr/>
	830,928.75

## APPENDIX J

### KATHMANDU VALLEY DISTRICT CLINICS REPORT FOR 1971

The year 1971 has been a period of generally reduced activity in the District Clinics. At the beginning of the year, the staff nursery was transferred to the responsibility of Shanta Bhawan Hospital, and the weekly Well-baby Clinic at Surendra Bhawan was taken over by the Lalitpur Panchayat. Operation of the Kalimati Clinic has now passed to the hands of the American Women of Nepal.

The four dispensaries—Pharping, Chapagaon, Bungmati and Godavari—are operating as usual. Ithmonam Sittling continues in charge of the Pharping clinic, and has a full program of daily dispensary work, as well as a home economics class for girls. Tomoe Tawara has returned from Japan and is supervising the Chapagaon clinic work. Kirsti Kormu is in charge of the Bungmati clinic, and Abigail is responsible for the Godavari clinic. The pattern of dispensary service is, as in the past, based on primary care by the resident staff at each dispensary with consultation service by the team from Surendra Bhawan. These team visits are made to each clinic once or twice a week. Attendance at each of the four dispensaries is somewhat less than the past year. This is partly explained by the higher fees being charged and the reduced quantities of drugs and powdered milk dispensed. Our staff has been reduced from 30 to 20. These factors have combined to considerably reduce the expenditures for the year. Consequently District Clinics has ended the year with a surplus of funds.

In anticipation that the District Clinics will soon join Shanta Bhawan Hospital for the new Outreach Program, no new activities for projects have been started.

We are looking forward to new avenues of service as part of the Outreach Program.

Numbers of patients attending the clinics for the year 1971 were :

Chapagaon	7,273.
Pharping	4,202.
Godavari	2,119.
Bungmati	5,151.
<b>Total</b>	<b>18,745.</b>

DR. J. MOODY,  
Medical Director.

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

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Receipts :</b>				
UMN Treasurer	80,000.	80,000.00		67,400.
Fees	26,000.	27,376.77		28,000.
Gifts	25,000.	12,097.79		5,000.
Refunds	500.	—		—
Medical Insurance	1,200.	765.86		500.
Personnel Contributed Services	24,600.	24,600.00		24,600.
	<u>157,300.</u>	<u>—</u>	<u>144,840.39</u>	<u>126,340.</u>
<b>Payments :</b>				
Salaries	47,000.	53,927.94		56,150.
Drugs	35,000.	19,390.05		20,000.
Supplies	2,200.	1,066.71		2,500.
Repairs and renewals	3,000.	4,463.76		3,800.

	Budget 1971	Actuals 1971	Total	Budget 1972
Power, light and heat	2,000.	1,283.97		2,000.
Transport	23,700.	10,454.70		12,000.
Administration	4,000.	2,272.29		1,750.
Rent	12,000.	11,201.00		840.
Bedding, linen and uniform	1,200.	821.20		1,200.
Laundry and cleaning	1,000.	245.80		500.
Miscellaneous	1,000.	899.59		1,000.
Personnel Contributed Services	24,600.	24,600.00		24,600.
	<u>157,300.</u>	<u>130,627.01</u>	<u>126,340.</u>	
Excess receipts over payments			<u>14,213.38</u>	

**Statement of Balances as of 31st December 1971**

Cash in hand	2,005.62
Cash at Bank	8,018.79
Capital fund with UMN Treasurer	79,896.04
Designated Funds balance	75,707.07
General Fund balance	14,212.38
	<u>89,920.45</u>
	<u>89,920.45</u>

## **APPENDIX K**

### **GIRLS' HIGH SCHOOL, KATHMANDU**

#### **REPORT FOR 1971**

As I took over responsibility at the beginning of the year for the school from the acting Headmistress, Mrs. Jeremit Rongong, I realised how she had shared in building up the school with the founder, Miss Franklin. We are constantly amazed at the God-given wisdom and vision Miss Franklin had in establishing the school and hostel on such sound lines. We are debtors to God and her for the years of sacrificial, hard work that has brought the school to its present success.

The highlight of this year has been our success in S. L. C. examinations, when 29 out of 30 passed. Bina Thapa was 8th in the whole country. Our joy was further increased when we received a prize of Rs. 10,000 for having the best results in the whole country with a class of over 25 students. This money has been placed on fixed deposit, and the annual interest will be used on special projects to improve the teaching facilities.

Sports successes have continued. We received a prize of 24 hockey sticks, 2 nets and 6 balls for the best athletic results in Bagmati Zone. Educational trips, films and current events have added interest and quality to the classroom work.

The demand for enrolments continues. We began the year with 627 pupils and ended it with 607. There are 16 full-time teachers and 11 classes. Our teachers continue to give conscientious, hard work, but the large classes are a great concern to us. We cannot open enrolments in 1972 as we need to decrease rather than increase the number of students.

Miss Grimsrud replaced Miss Friederici as hostel

nurse in April. Two teachers lived in the hostel with 160 girls, and shared the hostel supervision. One left in June, and the other has valiantly tried to carry the load with occasional relief from outside helpers. Teachers do not seem to need quarters in the hostel. In 1972 we hope to have two teachers and a house-mother. Light, airy hostels are much appreciated, but cleaning windows and chimneys, scrubbing tables and floors are new skills which have to be taught.

The building programme is going well, and we appreciate the hard work done by our engineer, Mr. Dieter Johannsen. It is no easy task to build classrooms and dig main drains when over 600 children are moving around! We look forward to the completion of the buildings in 1973. We are very grateful to God for the gifts that continue to come, enabling the building to progress unhindered.

As we face changes in the future under the New Educational Plan, we need much wisdom and foresight to maintain and develop our God-given trust in educating girls from all parts of Nepal.

Miss M. McCOMBE,  
Headmistress.

#### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR 1971

	Budget 1971	Actuals 1971	Total	Budget 1972
1) GENERAL FUND :				
Receipts :				
UMN Treasurer	53,000.	53,000.00		44,300.
School fees	45,000.	50,436.35		53,500.
Exam. fees	—	1,760.05		—
Personnel Con- tributed Services	13,000.	13,000.00		13,000.
	<u>111,000.</u>	<u>118,196.40</u>	<u>110,800.</u>	

Statement of Business Expenditure			
Salaries	82,000.	85,185.61	89,500.
Wages	2,400.	1,870.50	2,000.
Medical expenses	1,750.	2,381.70	650.
Repairs, maintenance	1,750.	1,821.82	1,500.
Power & water	500.	50.00	50.
School supplies	2,000.	1,900.44	1,800.
Exam. fees	—	1,760.05	—
Travel	1,500.	910.50	500.
Administration	2,500.	2,297.52	1,500.
Rent	3,600.	2,482.80	—
Miscellaneous	—	—	300.
Personnel Contributed Services	13,000.	13,000.00	13,000.
	111,000.	114,096.19	110,800.
Excess receipts over payments		4.100.21	

## 2) CAPITAL FUND.

Balances as at 31-12-71

Headmistress' furniture	1,600.00
Teachers' furniture	1,126.13
Accounting system	1,600.00
Dispensary equipment	1,206.25
Equipment and furnishings	5,322.59
Prize award	10,000.00
General	24,907.30
For items approved in 1972 budget	72,178.50
	117,940.77

**Statement of Balances as at 31st December, 1971**

Cash in hand	8,346.59
Cash at Bank, current account	5,540.69
Cash at Bank, fixed deposit	10,000.00
Capital funds with UMN Treasurer	71,759.57
Loan from UMN Treasurer	28,000.00
Advances	1,200.00
School supplies stock	210.00
Owing to Improvement Plan	3,015.87
Capital Fund balance	117,940.77
General Fund balance	4,100.21
	<hr/>
	125,056.85
	<hr/>

Excess Receipts  
over Expenditure  
for the year 1971

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR 1971	Balances as at 31st December
Receipts	
Interest on Capital Fund	1,900.00
Interest on General Fund	1,128.13
Accumulated losses	1,600.00
Disbursery adjustment	1,304.25
Expenditure on supplies	2,355.26
Prize money	10,000.00
Personnel	34,001.30
Private Services	13,000.00
1655 project	35,128.26
	<hr/>
Total	57,049.51

## **APPENDIX L**

### **BHAKTAPUR HOSPITAL**

#### **REPORT FOR 1971**

It was a most encouraging experience on returning from Britain in September to find the hospital bursting with activity and advance, and the developments during my absence were obvious and very much to the credit of the whole staff. The most encouraging were Rut Peterson's Public health and Children's health club work; I will enlarge on these later. We have much reason to be grateful to Dr. Paul Yoder who continued the work so ably during my absence. We always have reason to be grateful to Shanta Bhawan Hospital for their help in so many ways, and particularly this year for loaning Dr. Bill Gould who continued after Dr. Yoder left, and also to Dr. Helen Huston who filled the last of the gap.

Mr. and Mrs. Brian Richards, on their return from Australia in February, joined our staff, Brian as pharmacist and Business manager, so filling a very large gap, and proving invaluable in supervising, along with Mr. Martyn Thomas and the Building Department, the construction of the house for him and his family; the first item to be completed under our large Development Plan of 1969. As other items of the Plan are being spoken for, we look forward to implementing them in 1972.

Within the hospital, the work has continued with little real change. We have been glad to have Kumar Sakhya back from his two year government Laboratory Technician training. A great encouragement, and a reflection of local attitudes, was to welcome onto the staff our first fully trained local nurse, Saraswati Prajapati, following her training at Shanta Bhawan. We have also

welcomed to the staff Attan Tschering, previously of Tansen, and we were sorry to loose Shanti and Kamala Mukhia after six years here on the nursing staff. We have been grateful to God for a very good and helpful spirit among the staff.

On the Public Health side, Miss Peterson's team has seen an encouraging growth in the Children's Health Clubs in the hospital and at the weekly bazar clinic, and has opened a third clinic in Gundu village nearby. The team has been responsible for health teaching in the wards and OPD, in six different schools in Bhaktapur and the villages, in a weekly women's class, and in the Saturday children's Bible class in the town. They have assisted in the T. B. programme by continuing home visits for teaching and case-finding, and in December they started a health and TB survey in Bolache Tole, an area of the town close to the hospital.

The life of the Church in Bhaktapur continues, also the monthly Youth for Christ meetings in the bazar. We have been encouraged by contacts through the hospital and its staff. A branch of the Shanti Bookstall has opened in Bhaktapur.

DR. D. ROCHE,  
Medical Director.

#### STATISTICS :

	1969	1970	1971
<b>Outpatients :</b>			
New patients	3,617	3,115	2,723
Return visits	10,318	10,793	11,262
Bazar clinic (total)	3,819	2,836	3,054
<b>Total</b>	<b>17,754</b>	<b>16,744</b>	<b>17,039</b>

Children's Health Clubs :	000.1	000.1	000.1	000.1
Total for hospital and town, included in figures above	2,146	4,340	2,146	4,340
Gundu village ( opened in April )	890	890	890	890
Total	2,146	5,230	2,146	5,230

*Inpatients :*

Admissions	902	908	912
Total inpatient days	10,024	9,223	8,295
Average daily inpatient census	27.4	25.3	22.7
Average length of stay in days	11.1	10.2	9.1

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

	Budget 1971	Actuals 1971	Total Budget 1972
<b>GENERAL FUND :</b>			
Receipts :			
UMN Treasurer	49,100.	49,100.00	48,900.
Medicines and fees	125,000.	109,998.88	114,600.
Teashop rent	—	90.00	—
Refunds (deducted from payments)	1,500.	—	—
Gifts for T. B. work	—	4,521.77	—
Public Health refund to hospital	—	—	1,500.
Personnel Contrib- uted Services	40,758.	40,758.00	36,900.
	<u>229,858.</u>	<u>204,468.87</u>	<u>201,900.</u>
Payments :			
Salaries	60,000.	52,425.69	56,100.
Medicines and supplies	85,000.	76,803.71	75,100.
Food	3,000.	1,670.11	1,200.
Linen and uniforms	3,000.	2,078.32	3,000.

Cleaning	1,000.	802.55	1,200.
Repairs and maintenance	6,500.	15,394.16	9,000.
Transport	8,000.	9,158.02	7,500.
Power, heating and light	13,000.	10,283.44	7,500.
Administration	4,600.	2,624.04	3,600.
Public Health	2,000.	1,340.74	** —
Rent	3,000.	—	900.
Personnel Contributed Services	40,758.	40,758.00	36,900.
	<u>229,858.</u>	<u>213,338.78</u>	<u>201,900.</u>

Excess receipts over payments 8,869.91

\*\* Public Health work has been budgeted for separately for 1972.

2) DESIGNATED FUND BALANCES,  
as at 31st December 1971.

Cash register	2,100.00
Buzzer	175.00
Fire Extinguisher	700.00
Staff furniture	8,044.00
Vehicle fund	6,115.00
Undesignated funds	3,109.51
Staff house—dr. balance	(5,868.98)
	<u>14,374.53</u>

Summary of Balances as at 31st December, 1971

Cash on hand	2,046.39
Cash in Nepal Bank	2,018.96
Cash in National & Grindlays	1,439.27
General Fund deficit	8,869.91
	<u>14,374.53</u>
Designated Funds balance	<u>14,374.53</u>

## APPENDIX M

### OKHALDHUNGA PROJECT

### REPORT FOR 1971

#### *Staff.*

The year 1971 began with 1 doctor, 1 Board Appointee nurse, and four Nepali assistant nurses on the staff. During the year we welcomed the following additions to the team:

Mr. and Mrs. Bir Bahadur Rai, lab. technician and assistant nurse, who returned in March after a two-year absence for study.

Miss Hanna Vitzthum, Public Health nurse / mid-wife, returned in April 1971 to start public health work, family planning, and a maternity service in Okhaldhunga village panchayat.

Miss Jungmu Sherpa began assistant nurses training in April 1971.

Dr. and Mrs. Itoh joined the team, with their family in July 1971.

Dr. and Mrs. Gordon Woodman and Miss Anne Avis continued on the staff throughout the year, the Woodmans planning to leave on furlough in early 1972.

#### *Dispensary.*

Seasonal variations aside, 1971 was a very steady year in terms of work. The arrival of a qualified lab. technician has made work easier for the doctor. Mr. Bir Bahadur Rai runs a very good lab., and is training an assistant, Kissan Rai, to a good standard. The lab., and addition of x-ray equipment, plus a full complement of staff this year, have meant that we have been able to deliver a fairly good standard of medical care for the people of this area. We enjoy a good reputation and the goodwill of the local people.

Statistics are :	Old patients	3,993
	New patients	<u>3,542</u>
	Total	<u>7,535</u>

### *Village Panchayat.*

Miss Hanna Vitzthum, having taken a house in the bazar (in terms of view probably the nicest location for a house in the whole mission!), works in the following areas :

- a) For HMG Family Planning Project District Office, Rumjatar, a branch clinic in Okhaldhunga bazar : An antenatal service association with home deliveries. Many people are placing confidence in this, and 20 deliveries have been attended in six months of operation.

Under-Fives clinic. Medicines and supplies are provided by the Family Planning Project. Miss Vitzthum works with two or three Family Planning staff, plus one assistant nurse from the dispensary.

- b) House to house Mantoux / BCG program, which has been completed for the Okhaldhunga Village Panchayat. One girl from the dispensary also works with Miss Vitzthum, receiving training in public health techniques.
- c) T. B. follow-up of sputum-positive patients, and contacts discovered during the BCG program.
- d) Health education in schools and in a Kindergarten.

### *District Panchayat.*

A two-week health training course was organized in March 1971 by the Health Committee of the District Panchayat. 17 people attended, representing 12 village panchayats. Training was given in simple curative medicine, intradermal injection of Mantoux, BCG and TABC techniques in health based on science, and personal responsibility of people themselves. The training was given at the dispensary by Dr. Woodman, Bir Bahadur Rai,

and Anne Avis. Dr. Woodman has been able to visit the six best trainees in turn. Health Workers were used to give TABC throughout the District in May. Working with the doctor, these Workers learnt the basic approach to patients, public health, and the technique of Mantoux/BCG vaccination. In September, six of these trainees were hired by the Smallpox Eradication Program for use as vaccinators. Family Planning uses trainees as liaison people when the F. P. team goes to villages for vasectomy camps. This training program has proved to be of advantage to all health-associated agencies represented in this area. Plans to use the same trainees for a mass BCG program in December fell through for lack of BCG vaccine. Although it was only a very small start, this training program was certainly rewarding in terms of liaison, public relations and the beginning interest taken in health at a local level.

An eye camp was held in December. The dispensary supplied doctors, accommodation, and medicine. The Health Committee supplied deras (rooms for patients), blankets and advertising.

#### *Nepal Red Cross Dispensary.*

At the request of the Nepal Red Cross and S.A.T.A., the doctor from the Dispensary has made regular visits to the Nepal Red Cross Dispensary at the Tibetan Refugee Camp in Jhailsa, to encourage and help in any way possible the Tibetan man, Thomdup Dorje, who runs an excellent dispensary for the Camp and surrounding Sherpa people. This is probably one of the best examples in Nepal of an outpost dispensary which meets the common needs of the people, run by a very dedicated and experienced man.

#### *Training Program.*

Miss Anne Avis continues to take at least one girl each year, to train as a nurse assistant in a two-year course. The new girl taken this year is the fourth

whom Miss Avis has trained. Mr. Bir Bahadur Rai is training one local boy in lab. techniques. Each assistant nurse spends alternately one month with Miss Vitzthum's work in the bazar, which is more home-preventive orientated.

#### Finance.

The Executive Committee has recommended a special arrangement for the running of the Okhaldhunga Project finances in view of the small financial size of the project and the lack of a Business Manager. Monthly statements prepared in the Treasurer's office are to be forwarded to Okhaldhunga, as well as year-end totals.

No large-scale building and capital outlay was undertaken in 1971. Many smaller improvements, in terms of shelves, cupboards, storage space inside existing buildings, etc., were made by our local maintenance man. Also an EMO machine was purchased.

#### Future Plans.

Throughout the year, negotiations at various levels have been going on with government officials concerning the concept of a joint UMN-HMG project, the basic philosophy being that medical work done in two separate places (UMN in Okhaldhunga and HMG in Rumjatar would be better done out of one centre for maximum effectiveness of staff, money and expertise. As things stand now, UMN has accepted this principle and is ready to go ahead, at the government's pleasure and on mutually satisfactory terms.

In summary, 1971 has been a very good year. Curative services have been consolidated and matured. Staff has remained constant in numbers, with the new additions. A consistant approach to medical care has been made in the bazar, and extended to the District Panchayat. Good will is high.

DR. G. WOODMAN,  
Medical Director.

STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR 1971

	Budget 1971	Actuals 1971	Total	Budget 1972
<b>Receipts :</b>				
UMN Treasurer (not paid in full)	18,200.	18,200.00		23,100.
Fees	30,000.	37,906.40		50,000.
Personnel Con- tributed Services	17,160.	17,160.00		34,320.
	<u>65,360.</u>	<u>73,266.40</u>		<u>107,420.</u>
<b>Payments :</b>				
Salaries	23,000.	21,173.08		27,000.
Drugs	15,000.	19,764.53		25,000.
Medical/surgical equipment	2,000.	4,257.57		5,000.
Bedding and uniform	250.	1,126.00		1,500.
Fuel and light	1,000.	1,983.56		3,000.
Administration	250.	478.75		600.
Transport and travel	2,000.	2,949.81		4,000.
Public Health	1,000.	908.00		—
Maintenance	2,500.	5,745.95		5,000.
Rent	1,000.	857.00		2,000.
Miscellaneous	200.			—
Personnel con- tributed services	17,160.	17,160.00	76,403.25	34,320.
	<u>65,360.</u>			<u>107,420.</u>
Excess payments over receipts			3,136.85	
Add : Dr. balance at 1-1-71.			1,413.76	
Balance at 31-12-71			<u>4,550.61</u>	

**Capital and Designated Fund balances at 31-12-71**

Agriculture	1,111.42
Literature	315.39
Workshop/Reading room	5,050.00
Buildings and equipment	27,965.20
	<u>34,442.01</u>

**Summary of Balances as at 31st December 1971**

Cash in hand at 26-12-71	3,016.20
Funds with Agent	2,421.26
Funds with Treasurer—	
General Fund grant not paid	16,585.52
Capital Funds	1,111.42
Advances :	
Loan	1,550.00
Treasurer	1,123.00
Personal	4,558.13
Project Funds :	
Agriculture	1,612.82
Store	30.00
Freight	129.05
Capital and Designated Funds	34,442.01
General Fund balance	4,550.61
	<u>35,565.01</u>
	<u>35,565.01</u>

## APPENDIX N

### ANANDABAN HOSPITAL

#### REPORT FOR THE YEAR TO 31-8-71

Last year it was necessary to report times of difficulty; this year evidences of progress. Fire is sometimes allowed to sweep through undergrowth before planting. Afterwards, through the charred earth the tender shoots appear.

The launching of the rehabilitation programme has been like a transfusion of new life into Anandaban. As I write this report, patients pass the window on their way back from the vegetable gardens where they are learning that it is possible to live and work successfully with anaesthetic hands and feet, to help them when they return home to get back to an independent wage-earning and socially integrated life again.

The year under review showed a steady flow of new cases with early leprosy coming for treatment. There has also been a decrease in the defaulter rate. Both of these trends indicate an advance in the campaign against leprosy in Nepal. Another highlight of the year has been the success in the prevention of the progress of early nerve palsies.

#### Medical.

The continued use of the newer drug Lamprene has reduced the number of severely sick patients in the hospital. During the year 329 new patients were admitted. Admissions were made chiefly from the outpatient clinic in Shanta Bhawan Hospital. The main reasons for admissions were: Prevention of progression of nerve paralysis; treatment and prevention of ulceration in anaesthetic hands and feet; treatment of reaction; reconstructive surgery; stabilisation on treatment of patients who come from great distances.

### Surgical.

The reconstructive surgery programme has continued steadily enough to keep the waiting list down to about half a dozen patients at any given time. Patients have been sent to us for surgery from other centres. This year we have received an operating light which has been a helpful addition to our work.

The following operations were performed:

Eyes :	Temporalis transfer	3
	Tarsorrhaphy	3
	Correction of entropion	1
Hands :	Fingers—many tailed graft for— lumbrical replacement	10
	Sublimis transfer for lumbrical replacement	2
	P. I. P. arthrodesis	1
	Thumb—Opponens transfer using sublimis muscle	8
	Thumb—Web plasty	1
	Minor operations	2
Feet :	Tibialis posterior transfer (circumtibial)	14
	Tibialis posterior transfer (interosseous)	1
	Tibialis posterior transfer revision	2
	Tendon Achilles operations	3
	Minor operations	7
	Curetting	5
Minor plastic operations :	Face	4
	Ear	25
	Nose	2
Other minor operations		2
Amputation—upper arm		1
below knee		1
Other operations, non-leprosy		2
Biopsies		11

### Physiotherapy.

In addition to the pre- and post-op. physiotherapy, much attention has been paid to patients with incipient

nerve damage. This year the detection of the very earliest signs of nerve palsy has been the constant search of the team in the physiotherapy department. Of the 125 patients who had plaster cast applied for ulnar nerve weakness, 71% showed paralysis was prevented. In only 5% the progress of the paralysis was not arrested. These cases are being followed up in out-patients.

**Plaster of Paris casts applied :**

Full arm casts for ulnar palsy	125
Forearm cast for median palsy	16
Full arm cast for radial palsy	5
Full leg cast for lateral popliteal palsy	30
Below knee casts for ulcers of the feet	76

**Shoes.**

Good work has continued and the visitors from the Dept. of Health expressed interest in this work. Six different patterns of shoes in local use, with added microcellular rubber insoles are obtainable at our hospital as well as other patterns not used locally. Patients can choose a shoe which they feel they can wear without embarrassment, and which at the same time is adapted to the needs of the anaesthetic and scarred foot.

**Laboratory. Tests included :**

Examination for <i>Mycobacterium leprae</i> in skin and nose, from the eye, the tongue, and lepromatous ulcers—	2,419
Haematological tests—	442
Urine tests—	304
Stool tests—	393
Sputum tests—	165

### Shanta Bhawan Outpatient work.

The clinic in Kathmandu continues weekly with numbers sometimes rising to over the hundred mark. Two technicians are engaged in making muscle and anaesthesia assessments of the five important nerves of both new and old patients. The Sister, the dresser, the record-keeper, the cobbler and the doctor make up the team.

Patients come to us from 13 of the 14 zones in Nepal. Analysis of where our patients come from has been proceeding, district by district. Maps of districts with the villages from which the patients come and the numbers of patients in each have been prepared, and others are in the course of preparation. We have been able to supply the Department of Health with information concerning our patients in the Sindhu area as requested.

Many cases were referred from the Army Medical Service. Cases were also referred from Khokana.

#### Occupational therapy.

Apart from the agriculture project, patients have been occupied in various ways. Knitting of sweaters, socks, etc., making of stockinette for plaster cast work, is going on. Some are helping as ward aids, and in other ways in the hospital.

#### Rehabilitation.

Now that the hospital has a fulltime rehabilitation agriculture worker, the patients can work under his supervision in the gardens. After healing of an ulcer, the patients go to work in the fields for about three weeks. In the past patients were sent home as soon as their ulcers were healed. It was quite common for the fragile scar to break down and an ulcer to form before the patient reached home. In the present system graduated walking, inspection, education, hydration

treatment, and adjustment of footwear ensure not only that the patients arrive home without ulcers, but that they also come to the next and subsequent clinics still without wounds.

During the year, besides the development of the vegetable gardens and planting of fruit trees, the poultry and goat flocks have been built up. At the time of writing, green vegetables for the hospital are supplied entirely from our own gardens.

Progress is being made on the assessment of individual patients' occupational and rehabilitation needs. Since over 90% of the population is employed in agriculture, rehabilitation through agriculture is the logical answer for Nepal's leprosy patients.

*Trainees.* Nurses working in Shanta Bhawan have had orientation lectures in leprosy. Two government dressers spent a month at the hospital for training. A Sata trainee spent a period learning the technique of taking and reading skin smears for *M. Leprae*. A trainee from Pokhara also spent several weeks in the laboratory here. Two of our paramedical workers spent a month with the Government control team in Jaleshwar at the request of the Department of Health, HMG. They were able to share from their own experience and training as well as observe the methods in use in that programme.

Instruction in leprosy management continues in the OP clinic at Shanta Bhawan where doctors, nurses and paramedical workers attend as observers.

*Publicity.* Some advance has been made in this. The pamphlet "20 Questions" about leprosy has been appreciated and is now in course of translation into Nepali. Educational posters have been put up in the hospital and at Shanta Bhawan. The 'Rising Nepal' gave a report on Mr. Askew's talk on leprosy at the Rotary Club. We have found this year once again that one of the

most effective publicity agents is the cured or restored patient himself. Large number of new patients coming to the weekly clinic in Shanta Bhawan come chiefly because of the results of treatment seen in others. Increasing numbers are coming when they see the least suspicion of disease in order to have an examination and early treatment, if necessary. Patients return home with information concerning the present attitude to leprosy. They take a notice to Panchayats printed in Nepali.

#### Maintenance.

Water: This year our problems with water have been much less. A new tank in series with the old one and double the size has meant that we have been able to store water for longer periods to cover times of shortage. Also a water pipe, a gift from New Zealand, to bring water from the hospital roof to the tank has eased the situation during the rains when the canal water has not been available.

Road: Thanks to an anonymous gift designated for the road to Kathmandu, and for the advice of Mr. K. Anderson, engineer out from U.K. who kindly spent a whole day here, we have been able to put in two parallel tracks of stone about a mile long in the most dangerous part of the mountain road from the hospital. We have had a long monsoon period this year, and thanks to this work the cars have been able to get through during these rains.

Buildings: Other work included a new light, spacious shoe shop and renovation of the old kitchen. Three of the smaller staff houses troubled with dampness coming in from the hillside were excavated and plastic inserted, bricked up again, and the frontages laid out anew. For all this work we have been grateful for the regular visits of UMN building advisor, Mr. K. Atkinson, and the practical assistance of Mr. J. Paterson.

*Visitors.* Anandaban witnessed the usual large number of visitors this year, including deputation secretaries and other Mission personnel from England, Ireland, Canada and New Zealand. Visitors have also included doctors working in Nepal. The Director of Health for Nepal, with other members of his Department, was here recently. They expressed much satisfaction in the progress of the work.

*Staff changes.* Mr. Andrew, our driver-mechanic, left in November 1970. Sister Hasler left for furlough on November 18th after completing her first term of service. Mr. Martin, one of our paramedical workers, was transferred to his home area in South India on December 5th. In January we welcomed the Paterson family seconded by UMN for rehabilitation agriculture work. The Collier family, new L.M. recruits, arrived in Nepal on April 3rd and were resident at Anandaban until 23rd July, when they moved to Kathmandu to continue their ministry from there. Mr. Collier has come as the Mission's accountant for S.E. Asia. Mr. James, Nepali paramedical worker, returned from his training in Purulia on 15th April. Mr. Eka Ram, Nepali carpenter, joined the staff on 1st August. The Simrose family came on August 19th to take over from the Patersons who left for their first furlough in Australia on 6th September. We recognise the hand of God in the secondment first of John Paterson to start the rehabilitation programme, and then of Herman Simrose, who has already worked in Nepal for 15 years, to overlap and take over from John. We are deeply grateful for God's wonderful planning and timing, and for such a fine addition to our staff at a time of need. We also thank the UMN for this.

*Conclusion.* We look forward with increasing confidence to the complete eradication of leprosy in this country in due time. "First the blade, then the ear, then the full corn in the ear." May the Lord have all the glory.

*Addendum covering period September-December, 1971.*

On 25th October, a Mobile Clinic team from Anandaban conducted the first leprosy clinic in Jumla. It was attended by a number of patients who had previously visited the leprosy clinic at Shanta Bhawan, or had been admitted in the hospital at Anandaban. In addition there were 76 new patients. The Director of Health Services accompanied the team for this visit. The second visit was made one month later. Between the visits our two paramedical workers remained in Jumla and made contact surveys in 13 villages. As a result more patients presented for treatment at the second clinic. Regular visits are planned for 1972, as well as the continuation of contact surveys by the paramedical workers. The local Government has been outstandingly cooperative. The Directorate of Health is being kept informed of the progress of the project.

We welcomed several UMN workers who stayed at Anandaban over the Christmas season. Their presence enlivened our fellowship considerably, and they were certainly a blessing to our patients.

DR. J. HARRIS,  
Medical Director.

## APPENDIX O

### UMN TREASURER'S REPORT FOR 1971

#### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR 1971

##### 1) GENERAL FUND.

	Budget	Actuals	Total
			1971
Receipts :			
American Friends Mission	4,800.	5,050.00	
Baptist Missionary Society	19,200.	19,277.26	
Bible & Medical			
Missionary Fellowship	148,800.	121,000.00	
Central Asian Mission	4,800.	—	
Christian Church			
(Disciples of Christ)	4,800.	5,050.00	
Church Missionary Society,			
Australia	24,000.	9,673.22	
Church Missionary Society,			
UK	14,400.	14,294.03	
Church of North India	4,800.		
Committee for Service			
Overseas	67,200.	—	
Darjeeling Diocesan Council			
and Church of Scotland	4,800.	4,834.67	
Episcopal Church of USA	4,800.	4,848.00	
Free Church of Finland	52,800.	38,009.25	
Gossner Mission	9,600.	4,800.00	
International Christian			
Univ. Church	4,800.	4,800.00	
Japan Overseas Cooperative			
Society	24,000.	30,502.00	
Leprosy Mission	24,200.	24,276.20	
Mennonite Board of			
Missions & Charities	24,000.	24,240.00	
Norwegian Free			
Evangelical Mission	4,800.	—	

	Budget	Actuals	Total
Regions Beyond Missionary Union	86,400.	86,626.62	
Swedish Baptist Mission	24,000.	24,300.00	
Swiss Friends Mission	9,600.	—	
United Church of Canada	100,000.	100,896.98	
United Fellowship for Christian Service	4,800.	5,050.00	
United Methodist Church, Appropn.	62,400.	54,782.40	
United Methodist Church, gifts	65,360.	108,366.02	
United Presbyterian Church	35,600.	45,510.60	
Wesleyan Church of USA	4,800.	5,555.00	
World Mission Prayer League, Norway	67,200.	67,266.00	
World Mission Prayer League, USA	76,800.	78,145.42	
Miscellaneous	19,000.	25,449.81	
Project year-end balances	—	9,004.50	
Interest	20,000.	21,123.64	
Capital Service Charges	20,000.	61,716.54	
	1041,560.	1,004,488.16	

Payments :

Headquarters	114,850.	168,313.39
Bank charges and refunds	150.	170.48
Special Projects :		
Building Dept.	6,300.	6,300.00
Padma Sadan	18,750.	18,750.00
Tibetan Camp Work	2,620.	—
Public Health Program	17,600.	17,600.00
Tansen Area	41,200.	41,200.00
Butwal Technical Institute	21,600.	21,600.00

	Budget	Actuals	Total
ITID, Regional Development	10,000.	2,144.49	
Gorkha Project	149,800.	149,800.00	
Pokhara Boys' School	5,780.	5,780.00	
Shanta Bhawan Hospital	388,300.	388,300.00	
Kathmandu Valley District Clinics	80,000.	80,000.00	
Girls' High School, Kathmandu	53,000.	53,000.00	
Bhaktapur Hospital	49,100.	49,100.00	
Okhaldhunga Dispensary	18,200.	18,200.00	
Contingency	10,000.	1,096.20	
	<u>987,250.</u>	<u>1,021,354.56</u>	
Excess payments over receipts		Dr. 16,866.40	
Receipts for 1970, received in 1971:			
Church Missionary Society, UK		9,600.00	
Swedish Baptist Mission		24,300.00	
Wesleyan Church of USA		5,555.00	
		<u>39,455.00</u>	
Beginning balance at 1-1-71		212,744.64	
Final year-end balance at 31-12-71		<u>235,333.24</u>	
2) CAPITAL FUND.			
Receipts :			
Dutch Government	1,006,147.90		
United Presbyterian Church	652,517.18		
Methodist Church	355,816.34		
Bread for the World	303,490.00		
United Church of Canada	284,969.35		
Gossner Mission	64,175.00		
Bible & Medical Missionary Fellowship	62,567.17		

World Council of Churches	52,534.04	Total
Central Agency, Germany	22,229.29	
World Mission Prayer League, USA	14,591.27	111,111.11
Regions Beyond Missionary Union	6,572.18	10,000.00
Undesignated grants	120,586.20	10,000.00
Miscellaneous gifts and transfers	120,963.15	10,000.00
	<u>3,067,159.67</u>	

	Balance at 1-1-71	Receipts in 1971	Payments in 1971	Balance at 31-12-71
<i>Payments :</i>				
Headquarters	(1,076.27)	163,115.00	85,497.32	76,541.41
<i>Special Projects :</i>				
Padma Sadan	(1,000.00)	1,363.50	—	363.50
Scholarship Program	50,196.88	96,859.27	129,215.08	17,841.07
Tansen Area	13,665.77	285,394.58	121,962.85	177,097.50
Butwal Tech- nical Institute	9,802.51	303,490.00	313,292.51	—
Pokhara Boys' School	—	1214,684.66	1214,684.66	—
Gorkha Project	24,126.74	180,464.50	204,591.24	—
Shanta Bhawan Hospital	279,792.84	383,305.00	54,866.64	608,231.20
SBH, Single staff quarters	201,196.54	—	201,196.54*	—
Kath. Valley District Clinics	(4,749.11)	91,167.90	6,522.75	79,896.04
Girls' High School, Kathmandu	(22,321.37)	255,590.72	163,220.57	70,048.78

	Balance at 1-1-71	Receipts in 1971	Payments in 1971	Balance at 31-12-71
Bhaktapur Hospital	10,992.12	76,727.20	87,719.32	—
Okhaldhunga Dispensary	13,217.93	5,505.00	18,267.93	—
Okhaldhunga Agriculture	1,111.42	—	1,111.42*	—
West Nepal	5,188.82	—	5,188.82*	—
Literature/ Communications Comm.	2,233.33	9,947.34	8,632.76	3,547.91
Aviation	72,197.00	—	72,197.00*	—
	654,575.15	3067,159.67	2688,167.41	1033,567.41

\*Transferred to Special Designated Fund a/c.

### 3) SPECIAL DESIGNATED FUNDS,

Balances at 31-12-71

Evangelism	10,575.66
Medical work	9,231.40
Agriculture work	7,941.44
T. B. work	17,011.94
Educational work	1,040.30
General equipment	73,303.78
Hospital equipment	159,911.70
Building equipment	8,585.00
Public Health	40,837.20
Dr. Bond's lab. equipment	20,200.00
SBH Single staff quarters	201,196.54
West Nepal	5,188.82
Aviation	72,197.00
	627,220.78

## 4) OTHER FUNDS. as at 31-12-71

	Dr.	Cr.
Reserve Fund		162,129.28
Rent advanced to Col. Rana	170,685.00	
Undesignated gifts		141,353.13
General Suspense a/c	117,118.12	
Rev. P. Wagner, personal		12,830.02
Language School	1,500.00	
Methodist field expenses		49,816.04
Provident Fund	58,881.2	
Imports, misc.		14,032.60
A. S. Chugg		2,932.03
CSO personnel expenses	19,508.76	
Shanti Book staff	157.70	
James Warren & Co.	6,950.00	
UMN Film	58,841.63	
Publicity slides and booklets	14,613.29	
Margarine	18,016.15	
Sherpa Scholarship		13,231.00
Special Designated Funds		627,220.78
Balance at 31-12-71	<u>617,571.30</u>	
	<u>1024,961.95</u>	<u>1024,961.95</u>

## Summary of balances as at 31-12-71

Cash in hand	104,764.22
Nepal Bank Ltd.	564,853.09
American Express, Bombay	43,491.27
Chase Manhattan, current	668,363.37
Chase Manhattan, savings	<u>505,000.00</u>
	<u>1,886,471.95</u>
General Fund balance	235,333.24
Capital Fund balance	1,033,567.41
Other Funds balance	<u>617,571.30</u>
	<u>1,886,471.95</u>

**UMN PROVIDENT FUND**

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

**Receipts :**

Headquarters	6,784.12
Tansen Project	7,247.10
Pokhara School	391.74
Gorkha Project	15,705.36
Shanta Bhawan Hospital	33,234.62
Kathmandu Valley District Clinics	3,527.02
Girls' High School, Kathmandu	9,124.60
Bhaktapur Hospital	3,051.00
Okhaldhunga Project	1,954.36
Miscellaneous	405.96
	81,425.88

**Interest**

**Loan repaid**

21,437.27

264.50

**103,127.65**

**Payments :**

Tansen Project	1,350.23
Pokhara School	738.55
Gorkha Project	6,613.45
Shanta Bhawan Hospital	6,693.16
Kathmandu Valley District Clinics	1,274.24
Girls' High School, Kathmandu	627.38
Bhaktapur Hospital	5,769.44
Okhaldhunga Project	52.63
	23,119.08

**Loan advanced**

611.40

**23,730.48**

**Excess receipts over payments**

**79,397.17**

**Add: Balance as on 1 January 1971**

**286,687.14**

**Balance as on 31 December 1971**

**366,084.31**

**BALANCE SHEET AS ON 31 DECEMBER, 1971**

**Membership Accounts:**

Headquarters	12,734.66
Tansen Project	35,963.84
Pokhara School	2,728.42
Gorkha Project	61,111.76
Shanta Bhawan	
Hospital	155,450.27
District Clinics	10,421.16
Girls' High School,	
Kathmandu	26,468.30
Bhaktapur Hospital	10,424.64
Okhaldhunga Project	6,173.72
Miscellaneous	5,291.56
	<hr/>
	326,768.33

**Other Equities:**

Lapse & Forfeiture	30,776.01
Interest	9,093.87
Loan to employees	(553.90) <hr/> 39,315.98

**Cash with UMN**

Treasurer	14,032.60
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**Cash at Nepal**

Bank Ltd.	
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**Savings Account**

Nepal Bank Ltd.,	
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**Fixed Deposits:**

No. 32/699	50,000.00
No. 32/190	50,000.00
No. 32/1424	70,000.00
No. 33/655	50,000.00
No. 33/2030	50,000.00
No. 34/1766	50,000.00
	<hr/>
	320,000.00

396,481.31

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APPENDIX B	
HMG Development	
Bond 2032, Nos. 68	
and 69 for	
Rs. 10,000. each	20,000.00
366,084.31	366,084.31

**Auditor's Report :**

We have examined the annexed Statement of Affairs of the Provident Fund of the Employees of the United Mission to Nepal, Kathmandu as at 31st December, 1971, with the books of accounts and vouchers maintained during the year 1971. The annexed statement is in agreement with the books of accounts maintained.

In our opinion, the said Statement of Affairs gives a true and fair view of the position of the Provident Fund as on 31st December, 1971.

(Signed) KRISHNASWAMY & Co.

7th April, 1972.

**APPENDIX P**

**MINUTES OF  
THE UMN WORKERS CONFERENCE  
HELD IN KATHMANDU**

*March 2nd-7th 1972*

The Annual Workers Conference, 1972, was again convened in Kathmandu, and meetings were held in the Surendra Bhawan Hall of the Shanta Bhawan Hospital. Each week day was opened with a half-hour prayer meeting, followed by Bible Studies led by various members of the UMN. Business sessions were held for two hours each morning, and 1½ hours each afternoon. These were followed on most days by workshops in business/administration, health services, and education. Informal evening meetings were arranged for most evenings, which included the showing of slides, a survey of the Church in India by Dr. T. Mook, sharing of fellowship, and a Communion Service on the final evening. Members of the Conference took part in the various Sunday services in the city, and accepted an invitation from the American Ambassador to tea at her home one afternoon.

A special tribute of appreciation was paid to Mr. Howard Barclay, who has taken a very active part in the administration of the United Mission over a period of 12 years in Nepal. His leadership, formerly as Gorkha Area Superintendent, for a time as Acting Secretary, and presently as Education Secretary and Kathmandu Area Superintendent, has made a greatly valued contribution to the work of the United Mission; and members of Church, both foreign and Nepali, have enjoyed rich fellowship with him and Mrs. Barclay. We pray for God's abundant blessing upon them as they

return to Australia this summer to take up further duties, and are confident of their continued fellowship with friends in Nepal.

Appreciation was also expressed to Miss Rachel Wolff, due to retire from the UMN in September 1972. We wish her blessing as she returns to USA after two terms of service as Hostess at Shanta Bhawan Hospital.

Greetings to Conference were received from Arch-deacon and Mrs. John Reid of Sydney, Australia.

WC-1/72. Appointment of Chairman and Secretary. Mr. Howard Barclay was elected as Chairman of the business sessions, and Miss Betty Young as Minutes Secretary.

WC-2/72. Appointment of Workers Conference Representative to the UMN Board of Directors. A Nominating Committee, which consisted of Miss M. McCombe (Convenor), Mr. S. Ruohoniemi and Mr. A. Voreland, made their recommendation to the Conference, which was accepted unanimously; Mr. Larry Asher was elected as Representative to the Board for the year 1972-73.

WC-3/72. Appointment of Workers Conference Representative to the Shanta Bhawan Hospital Board of Managers. The same Nominating Committee submitted its recommendation, and Miss M. McLean was appointed as Representative to the Shanta Bhawan Hospital Board for the year 1972-73.

WC-4/72. Project Reports. Members of the Conference had received copies of the written annual reports for the year 1971 before the Conference began. Verbal reports were also given on the various sections of the work as follows:

a) *Executive Secretary.* Mr. F. Wilcox outlined the general situation and the position of the UMN in Nepal today. There has been progress and development in the country and the Mission, and we look ahead with our hope and confidence in God for the days to come.

b) *Headquarters.* Mr. Wilcox, Canon S. Burgoine and Mr. I. Stuart spoke briefly on different aspects of the work at Headquarters, and of the progress in planning vacation houses for UMN members. A Central Services Director is still being sought.

c) *Special Projects.*

- i) *Padma Sadan.* Mr. Spivey spoke of the wide open door of opportunity for work amongst the students who come to their home daily, and the need for more assistance in this ministry. Miss Kehrberg is expected to return from furlough in September.
- ii) *Building Department.* Mr. Martyn Thomas reported on the work being covered, and on a new system of making charges to the projects. Projects are urged to pay bills to the Building Department promptly, and the apparent need for working capital for the Department was discussed.
- iii) *Tibetan Camp.* Mr. A. Holm brought news of the work in Pokhara amongst refugees, which are decreasing in number. There have been gifts given and encouragements in the work,

though many financial difficulties have still to be overcome.

iv) Children's Hostel. Mrs. Cook extended a welcome to Mr. and Mrs. Newton, newly arrived in Nepal, who will be taking charge of the Hostel from June 1972. She also expressed gratitude to the various friends who had helped in different ways in the hostel, particularly during the time of her illness last summer.

v) Communications Committee. 40 cassette playbacks have now been placed out, many of them in the hills, in addition to personally owned machines. The cassette library was brought to the attention of the Conference by Mrs. Barclay. A variety of recorded material is available, and has been used very profitably for fellowship and for teaching. Gramophones also have their use in areas where playbacks cannot be placed at present. Mrs. Hagen later reported on opportunities for making radio broadcast tapes in Nepali and English used by FEBC, to which there has been an encouraging response.

Mr. Cook spoke of the need for better distribution of books, and for a careful analysis of sales. This would need to be done by trained personnel at the centre, and not by the distributors in villages.

vi) Scholarship Committee. Miss D. Friederici reported that the work of the Committee had expanded considerably

during the past year, and a big grant received early in 1972 has given further encouragement. Efforts are being made to give as many scholarship recipients as possible their training in Nepal or nearby. Project leaders are encouraged to send adequate references with application forms.

vii) **Travelling Eye Service.** Dr. J. Moody gave a report on a trip made by request of HMG to Rukum, north Rapti Zone, in November 1971. The local people had arranged facilities very well, and the clinic was a marked success. Requests may be forthcoming for similar eye clinics in nearby areas.

d) **Public Health Program.** Dr. N. Iwamura reported on the general situation of the Public Health work in the Mission, and individual projects enlarged on the work being carried on in their particular areas. The Family Planning program is now being emphasised by HMG. Dr. Iwamura underlined the principle that we should use local resources in people and money in the running of public health work, so that such projects may be continued by local administration after the UMN has gone. It was stressed that the purpose of the Public Health work is that as defined in Article II,A of the UMN Constitution.

e) **Tansen Area.** Dr. Dodson spoke of some of the difficulties which the Tansen team had faced during the year, in financial matters, in dealing with newspaper articles, etc., but God had brought them through

such times triumphantly. A big grant received for the building of the extension to the hospital has been a very real encouragement.

Miss G. Coventry reported on work in East Palpa, and the acceptance of workers into the village community. Miss I. Skjervheim told of her continuing midwifery and children's work, and assistance now being given at the government hospital. Miss A. Maw explained the setting up of new record systems for the area, particularly in relation to TB patients.

f) Butwal. Mr. I. Colterjohn added some up-to-date news of the work of the Butwal Technical Institute, the Power Company and the Plywood Factory. Mr. H. Milcke has taken the position of Acting Director of the Project as from 1st March. The Board is working on a revision of the Constitution to incorporate the Division of Consulting Services. The ITID will in future be known as the UMEDA (United Mission Economic Development Agency), and BTI as BAK (Butwal Audyogik Kendra). The granting of the Licence for Plywood Factory is still awaited.

g) Pokhara. Mr. L. Asher reported on progress in the school, and changes created by nationalisation of the school by HMG in December, 1971. The new year has begun with 150 students, of which 125 are in boarding. There is an acute shortage of building funds at present. The landscaping of the compound will

emphasis native plants, trees and vegetation. Application is being made for permission for six vocational subjects to be introduced into the school: two lines of work in agriculture, secretarial science, and industrial arts.

h) Gorkha. Mr. A. Voreland represented the area in reporting on the work in general, and on the education program. It was emphasised that preparation should be made now for the introduction of the New Education Plan in a couple of years' time. Dr. H. Huston spoke of the work of the hospital during the past year, and Miss V. Collett outlined some of the problems which public health workers face in the villages, followed by a demonstration on the teaching of the necessity of toilet digging and fly control.

i) Shanta Bhawan. Dr. G. Mack gave news on the progress of plans for the purchase of Shanta Bhawan and the making of the Master Plan for renovations. He also spoke of the possibilities of introducing teaching to courtesy staff on the functioning of medical staff committees of various kinds, for which there is an obvious need in Nepal. The first trainees for the Outreach Program should begin their course on 1st April, and the program is expected to go into operation by 1st May. Discussion followed on the problems and possibilities for the outworking of this program.

j) Kathmandu Valley District Clinics. According to the present plans, this was the

last report to be received from District Clinics as the program will be incorporated into the SBH Outreach Program from May 1972. Dr. J. Moody outlined the progress of the District Clinics from their inception, mentioning some of the people who have given much time and service to this work, and the varied aspects of work which have been covered across the years.

k) Girls' School, Kathmandu. Miss M. McCombe spoke of the continued popularity of Mahendra Bhawan, and applications for enrolments which have to be refused. All of the 29 SLC graduates of last year have gone on for further education. The hostel has been short-staffed, but there is promise of more help this year. Mr. D. Johannsen reported on the progress of the building work, which should be completed next year.

l) Bhaktapur Hospital. Dr. D. Roche shared the encouragement of the hospital progressing and growing with enthusiasm, and of the addition of the first fully trained local nurse to the staff. The hospital was linked up to the main city electricity supply just before Christmas. This has proved to be satisfactory, though the costs of installation were high.

m) Okhaldhunga. Miss H. Vitzthum represented the project, and spoke particularly of the new work which she has been able to develop in public health and for children. The possibility of cooperation with HMG in the establishment of a

new District Hospital is still under discussion.

WC-5/72. **New Projects.** The Executive Secretary introduced various spheres of new or expanding work in the Mission, in its initial stages. These included :

- a) The Boys' Boarding School in Pokhara and the New Education Plan, which was covered by the Pokhara Report. A new agreement with HMG in connection with UMN and INF cooperation in the school is under discussion.
- b) The Butwal Plywood Factory Licence which is still awaited, and without which the work of the factory cannot proceed.
- c) The Outreach Program in Lalitpur District, which is being undertaken by Shanta Bhawan Hospital and has been reported on above.
- d) Lumbini Outreach Program. Dr. S. Mogedal spoke of the opportunities which she has already found for assistance in clinics at the local hospital for children, antenatal and TB patients. Permission is still awaited for the operation of a mobile team on survey and public health work.
- e) Lumbini ANM Training School. It is hoped that permission will be granted for a recognised ANM school at Butwal, the teaching to be shared by the hospital at Tansen. The students would receive midwifery training in Butwal, and general training in Tansen.

WC-6/72. **Other Reports.** Friends from areas of work outside the UMN also shared news and reports as follows :

ni seges a) INF, Pokhara. Dr. G. Scott-Brown reported on the closing and re-opening of the clinic at Baglung, and of advance in Beni, and in cooperation with HMG in a TB survey in Kaski District. Patients are staying for shorter periods at Green Pastures. It is hoped to begin work on the building of a new hospital after the rains. Dr. Scott-Brown spoke of new lessons learned of faith in God and in His power to heal.

b) Anandaban. Dr. J. Harris emphasised the encouragement the Leprosy Hospital team had received with the addition of the Patersons and then the Simroses to develop agriculture rehabilitation work. A new opening in Jumla was a further extension to the work, where there seems to be a high incidence of leprosy.

c) Pyersingh. Miss H. Steele, who founded the dispensary in Pyersingh, reported on the work there, which has faced much opposition in years past, but has seen God's blessing through this past year. Miss Steele is now retiring, though the local people have shown a real desire for her to stay on. Canon Burgoyne led the Conference in a prayer of thanksgiving for Miss Steele's life and work in Nepal, and for continued blessing in the Church in the Pyersingh area.

d) Jiwani Jyoti Prakashan. Miss D. Barker represented this printing and distribution centre in Darjeeling, and displayed some of the recent publications. She also gave details of a literacy program which is

being carried on in its initial stages in the Darjeeling District, and encouraged similar work to be done in Nepal. It was noted that HMG is also strongly in favour of development of literacy work.

e) Himalaya Prakashan. Mr. R. Hagen told of the establishing of this publishing and distributing centre in Nepal during the past year. It is hoped that a licence will be granted for the importing of an offset printing press also. A shop in Bhotahity, Kathmandu has been rented, and will be known as "Pustak Pasal" (The Bookshop).

WC-7/72. Report from the Church. The Conference welcomed Pastor Robert Karthak, President of the Nepal Christian Fellowship, to one session, and received a report of the steady progress of the Church across the land.

Plans are under way for the building of a new hostel in Kathmandu for students from the hills. 28 books of the Old Testament have now been revised, and it is hoped that the whole O.T. will be available by the end of 1973. The Conference noted with gladness that the three men imprisoned in December 1970 has been released early this year. The Pastors' Conference is scheduled for April 5-12 in Kathmandu, and the NCF Conference during Dasai in Gorkha. The Church looks to colleagues from other countries to join in fellowship and teaching and building up of young believers.

WC-8/72. Election of Committees. The following Committees were elected to serve for the year 1972-73 :

a) Children's Hostel :

Mr. I. Stuart, Mr. B. Richards,  
Mrs. N. Mack, Mrs. A. Dickinson,  
Mrs. S. Thomas, Mrs. M. E.  
Burgoyne, Mr. H. Simrose.

Ex-officio : Mr. R. Newton, Mrs.  
L. Newton, Executive  
Secretary.

b) Communications Committee :

Mr. M. Thomas (Convenor), Mr.  
B. Richards, Dr. J. Dickinson,  
Miss B. Brunemeier, Miss J.  
Willmette, Mrs. F. Wilcox.

Ex-officio : Education Secretary.

c) Language Committee :

Canon S. Burgoyne (Convenor),  
Mr. K. Khanal, Miss R. Overvold,  
Mrs. A. Dickinson, Miss M. Mc-  
Combe, Dr. L. Nitschke, Mrs. P.  
Richards.

WC-9/72. *Education of Children.* The problem of providing adequate and suitable education for children of missionaries in Nepal was discussed, and a special meeting called for interested parents. The following recommendation was proposed by this meeting, and was confirmed by the Conference :

Whereas some UMN Board Appointee parents are desirous of making arrangements together at the various stations, and also cooperatively, for the education of their children; and whereas under the UMN Bye-laws the education of children is clearly a responsibility of parents and their supporting member bodies; and whereas the UMN has per-

mitted the setting up of the UMN Children's Hostel as a Special Project:

It is hereby RESOLVED to recommend to the UMN Board that UMN parents be permitted to set up Special Projects for providing for the tutoring of their children under terms and conditions similar to those set forth for conducting the UMN Children's Hostel as a Special Project of the UMN and to request the Executive Secretary to oversee such Special Project development either directly or through delegation to someone reporting to him on this matter.

It was reiterated that in the operation of the UMN Children's Hostel, parents are responsible for the running and financing of the Hostel, and the UMN has presented this project to the member bodies for support, and obtained visas for its staff. To date UMN missionaries have also been seconded for the work of Hostel Supervisors.

WC-10/72. *Training of Nationals.* Discussion took place on the importance of Nepalis in the various departments of work of the UMN. This task should be regarded as a part of our normal workload in our projects. Attention was drawn to the fact that this is emphasised in the UMN Constitution, and instructions are given in the approved Guidelines to set out clearly plans and budgets each year for such training. It was noted that people should be trained to fill posts which will be carried on by government after the UMN may leave, or to fill similar posts in other work.

WC-11/72. *Single workers in isolated areas.* It was agreed that it is against the policy of the UMN to place single workers alone in places of isolation, although this may have to be done for short, temporary periods. Such situations might well arise where workers are seconded to other projects. It was also noted that in other circumstances single workers are expected to live together in crowded conditions, and plans should be made to allow them more adequate living space. It was RESOLVED to request the Administrative Committee and Executive Committee to give consideration to this matter.

WC-12/72. *Giving of material assistance.* A full discussion took place on the problems involved in giving financial assistance to people in need, in relation to our responsibility to be ready to give such help at the right time. It was helpful to hear of the experience of other workers and churches in other countries on this subject. The Conference recognised that, while it was not possible to lay down set rules on the matter, two principles should be kept in mind, to be worked out in our projects and to enable us to act responsibly before God. These are:

- a) We must retain a sensitive conscience to the needs of people around.
- b) We must guard against the giving of financial aid as an easy way of quietening our conscience, and remember that each case must be given careful, thoughtful and responsible consideration and action.

It was RESOLVED to recommend that this

matter be included in the course of orientation lectures to new missionaries.

WC-13/72. *Working hours and leaves for Board Appointees.* The unavoidable discrepancy in the length of working hours for Board Appointees was discussed fully. It was agreed that no fast rules should be laid down on the matter, but that all Board Appointees must realise that they are expected to carry a full work load in their own particular jobs, and must fulfil this conscientiously as committed Christians. Guidelines for annual vacations are laid down in the Bye-laws of the UMN; such vacations should be of a length and timing to fit in with the work of the project.

WC-14/72. *Appointment of Treasurer.* It was noted that Mr. I. Stuart's three year term as Treasurer ends this month, and that the Executive Committee had recommended his re-appointment for a further three years (EC (2)-49/71). The Conference RESOLVED to recommend to the Board the reappointment of Mr. Stuart for a further three-year term as Treasurer.

WC-15/72. *Appointment of Kathmandu Area Superintendent.* Mr. H. Barclay will be leaving Nepal in July 1972, and it was noted that the Executive Committee had recommended that no appointment be made to the post at this time (EC (2)-53/71). It is felt that there is no one free at the present time to carry this responsibility, and it is hoped that the Functional Secretaries concerned may be able to give assistance in the work. The Conference RESOLVED to recommend to the Board that, as a temporary measure only, no appointment be made at this time.

WC-16/72. Appointment of Gorkha Acting Area Superintendent. Mr. A. Voreland is due for a one year furlough in June 1972, and Executive Committee had recommended the appointment of Miss F. Swenson as Acting Area Superintendent during Mr. Voreland's absence. It was RESOLVED to recommend to the Board that Miss Swenson be appointed to this position.

WC-17/72. Appointment of Tansen Area Superintendent. Dr. P. Dodson's three year term of service ends this month. It was noted that the Executive Committee had recommended Dr. Dodson's re-appointment for a further three years (EC (2)-50/71), and had also appointed Dr. W. Gould as Medical Director of the Tansen Hospital (EC (2)-51/71), which appointment would probably take effect as from the autumn of 1972. It was RESOLVED to recommend to the Board that Dr. Dodson be re-appointed to the post of Area Superintendent for a further three year period, and that the Board consider giving a clear indication of the lines of authority for the Area Superintendent and Medical Director.

WC-18/72. Appointment of Education Secretary. Mr. H. Barclay will leave Nepal in July 1972. It was noted that the Executive Committee had recommended that Mr. J. Lindell be appointed to this post (EC (2)-55/71), but that Mr. Lindell had felt unable to concur with this recommendation for reasons which the Conference fully appreciated. After discussion, it was RESOLVED to recommend to the Board that Mr. Lindell not be appointed to this post in view of the heavy load of work involved in his vital role at this time in the

N.A.V. (Boys' Boarding School), and that Miss M. McCombe be considered for this appointment.

**WC-19/72. Appointment of Health Services Secretary.** Dr. G. Mack's one year term of service as Health Services Secretary ends this month, and it was noted that the Executive Committee had recommended his re-appointment to the post for the remainder of his term in Nepal, till June 1973 (EC (2)-54/71). A full discussion took place on the problems involved in appointing one person to the two fulltime posts of Health Services Secretary and Medical Director of Shanta Bhawan Hospital. It was realised that further medical staff changes would be likely in the near future.

It was RESOLVED to recommend to the Board that Dr. Mack be re-appointed to the position of Health Services Secretary till June 1973, with the conditions that: a) Adequate provision be made, if possible, to relieve Dr. Mack of some of the duties which he is now carrying; and b) At no time should Shanta Bhawan Hospital be left without a Board Appointee surgeon.

**WC-20/72. Technical Services Secretary.** It was noted that the Executive Committee had recommended that appointment to this position be deferred (EC (2)-57/71). The Conference RESOLVED to endorse this recommendation to the Board.

**WC-21/72. Business / administration Workshop.** The workshop had been held on the first day of Conference. A study had been made of the presentation of budgets and statements, and

discussion on relevant matters, but no new topics had been brought forward and no recommendations were put to Conference. This report was accepted with thanks.

**WC-22/72. Health Services Workshop.** The Health Services Workshop had been held for three sessions during Conference, the first two of which were of a clinical nature with speakers presenting helpful and informative papers on various topics. At the third session discussion had taken place on the necessity of the uniformity of job descriptions and job evaluations across the Mission. A recommendation from the Workshop was presented, and after discussion was confirmed by the Conference, as follows :

It was RESOLVED that all UMN medical institutions bring their salaries into line with the clearer definition of the existing scales which the Mission now has. To this end the Conference recommends that the Finance Committee favourably consider applications from projects for supplementary budget grants to cover increased salaries for the rest of this year.

This report was accepted with thanks.

**WC-23/72. Education Workshop.** Three sessions were held in the Education Workshop, where various subjects were discussed, and a number of recommendations put to the Conference. Each of these recommendations was dealt with in turn, and all were endorsed by the Conference. It was RESOLVED :

i) To emphasise to the project leaders of Mahendra Bhawan School and the Gorkha

Schools that they should prepare for the implementation of the pre-vocational subjects (in grade IV), and the more special vocational subjects (in grade VIII) under the HMG New Education Plan; especially in the line of teacher's qualifications and classroom (workshop) facilities. It should be noted that vocational training is a very expensive matter, which will in turn affect plans and budgets.

- ii) To give detailed information to the local School Committees about the HMG New Education Plan to be implemented, the necessary requirements and expenses from local resources involved.
- iii) To encourage teachers to develop and take more part in extra-curricular activities outside school hours.
- iv) To encourage a strong effort to be made in all UMN projects to introduce clubs for illiterate and newly literate adults. Nationals should be encouraged to lead these clubs, with the support of missionaries. These clubs should include reading, writing, discussion, current affairs, health, account-keeping, Bible study based on Christian books, agriculture, crafts, and projects.
- v) To encourage all UMN projects to appoint a person concerned with the area of adult education to communicate with Miss D. Barker of J. J. P.
- vi) To encourage the administration of UMN education projects to give consideration to releasing Board Appointee teachers (after

2-3 years experience in Nepal) at least part-time to enable them to assist other teacher employees as a form of in-service training.

This report was accepted with thanks.

**WC-24/72.** Public Health Guidelines. The instructions of EG (2)-60/71 and AC-22/17 were noted. It was reported that these proposed guidelines had not as yet been brought to the Public Health and medical projects as a whole. It was RESOLVED to appoint a committee, consisting of the Executive Secretary (Convenor), the Health Services Secretary, the Public Health Director and Miss Julie Willmette, to be formed to consider this matter, and to bring recommended guidelines to the Administrative Committee in the fall.

**WC-25/72.** Public Health Workers. Ref. AC-23/71. It was RESOLVED to request the appointed Committee, with the co-option of Miss Ruth Judd, to continue with work on the grading of public health workers, and to complete this task, conditional on the release of the new government salary scales.

**WC-26/72.** Pledge of loyalty to the King. It was RESOLVED that the following pledge be accepted and forwarded to His Majesty King Birendra :

"Whereas the United Mission to Nepal has received invitations and permissions from His Majesty's Government to serve in several projects in Nepal; and

Whereas through eighteen years of such service in many parts of the country, members of the United Mission to Nepal have come to feel that they are a very real part of the life of the nation; and

Whereas members of the United Mission to Nepal join the Royal Family and the nation as a whole in a sense of bereavement and loss at the untimely death of His Majesty King Mahendra Bir Bikram Shah Dev; and

Whereas members of the United Mission to Nepal also join the people of Nepal in thanksgiving for the presence of an able and competent heir to the throne in the person of His Majesty King Birendra Bir Bikram Shah Dev;

Therefore, be it RESOLVED that we of the United Mission to Nepal, meeting in annual Worker's Conference in Kathmandu, March 2-7, 1972, hereby wholeheartedly welcome the accession of Your Majesty Birendra Bir Bikram Shah Dev to the throne of the Kingdom of Nepal.

We take this opportunity to pledge our loyalty to Your Majesty, and to assure Your Majesty's Government of our continuing support. We will consider it both a privilege and a solemn responsibility to pray regularly that the Almighty God will bless you with physical strength, practical wisdom, and a lively sense of both justice and compassion for the effective rule of your people.

We consider it a unique privilege to live and serve among your people here in Nepal. It is a central purpose of the United Mission to Nepal, in its several projects in Health Services, Education and Industrial Development, to train and prepare Nepali citizens for positions of useful leadership in your growing, developing country.

May God grant Your Majesty long life,  
prosperity and success in the demanding  
tasks that lie before you!

Members of  
**THE UNITED MISSION TO NEPAL."**

WC-27/72. **Votes of thanks.** A special vote of thanks was given to Mr. Barclay for his able chairmanship of the business meetings of Conference; also to Miss Young for her competent services as secretary.

Appreciation was also expressed to all who had had a share in arrangements for the accommodation and meetings of Conference; to the American Ambassador for her kind invitation to the Conference members to tea at her home on Monday afternoon; and to the speakers who led the morning Bible Studies.

The Conference was closed with prayer.

**APPENDIX Q**  
**CONSTITUTION AND BYE-LAWS**  
OF  
**THE UNITED MISSION TO NEPAL**  
1972

**CONSTITUTION**

**I. Foundation.**

Believing that God, in response to the fellowship and prayers of His people, has indicated it to be His will, the United Mission to Nepal (hereinafter referred to as "the United Mission") was established on an interdenominational basis under the auspices of the National Christian Council of India & Pakistan at a meeting held in Nagpur on March 5th, 1954.

**II. Purpose.**

- A. The purpose of the United Mission is to minister to the needs of the people in Nepal in the Name and Spirit of Christ, and to make Christ known by word and life, thereby strengthening the universal Church in its total ministry.
- B. In doing so, it shall be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults, the development of agriculture and industry, and such other activities as are conducive to the fulfilment of the purposes of the United Mission.
- C. It shall be a fundamental principle of the United Mission to train the people of Nepal in professional skills and in leadership.

### III. Basis of Faith. The United Mission to Nepal :

A. Holds the faith which the Church has ever held in Jesus Christ, the Redeemer of the world, in Whom men are saved by grace through faith; and, in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.

B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.

C. Accepts the creeds commonly called the Apostles' and the Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

**NORE:** In adopting the foregoing basis of faith, the United Mission recognises that this does not fully express the doctrinal standards of all the member bodies, nor does it expect the member bodies, in accepting this brief statement of our common faith, to reject any of their doctrinal beliefs. Workers shall be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

### IV. Member Bodies.

A. Member bodies are those Churches, Missions and other Christian groups which agree to work within the Constitution and Bye-laws of the United Mission, and fulfil all the requirements thereof.

B. Membership shall be by the provision of workers, approved and appointed by the Executive Committee, with their full financial

support, or by the covenanting of an annual financial grant to the United Mission, or both.

C. There shall be a schedule of membership.

V. Organisation.

A. The Headquarters of the United Mission shall be in Nepal.

B. The final authority for formulating policy for administration of the United Mission shall be vested in the Board of Directors (hereinafter referred to as "the Board") The Board shall consist of :

1. Representatives elected by the member bodies and the Nepal Christian Fellowship.

2. Ex-officio members : The Executive Secretary, Treasurer, Area Superintendents, Functional Secretaries, one representative from the Workers Conference, and one representative from each governing body which has been appointed by the Board, who shall have voice, but no vote.

3. Co-opted members : In order to secure proper representation on the Board from appropriate interests not otherwise represented, the Board shall have the right to co-opt up to six additional members, who have voice but no vote.

C. The Board shall be the controlling body of all the institutions of the United Mission, and shall appoint such officers as are indicated in the Constitution and Bye-laws. The Board may also establish separate governing bodies for particular institutions or projects, and shall appoint the members of such governing bodies.

~~Heads~~ D. The Officers of the United Mission shall be :

~~also Heads who heads~~ President

~~also Heads who heads~~ Vice-President

~~also Heads who heads~~ Executive Secretary

~~also Heads who heads~~ Treasurer.

~~also Heads who heads~~ E. The Executive Committee of the Board shall consist of the President and Vice-President of the United Mission, and six elected members.

~~also Heads who heads~~ The Executive Secretary, Treasurer, Area Superintendents and Functional Secretaries shall be ex-officio members of the Executive Committee.

~~also Heads who heads~~ F. The Executive Committee shall direct the work of the United Mission and report to the Board.

~~also Heads who heads~~ G. The Executive Secretary shall be the Executive Officer of the Board and its Executive Committee, carrying out its policies and directions. He shall be an ex-officio member of all other Committees of the United Mission.

~~also Heads who heads~~ H. As it may deem necessary, the Board shall appoint Superintendents for geographical areas of work in Nepal. Area Superintendents so appointed shall work under the direction of the Executive Secretary in their respective areas of responsibility. They shall serve as ex-officio members of the Executive Committee, the Board and the Administrative Committee.

~~also Heads who heads~~ I. As it may deem necessary, the Board shall appoint Secretaries for functional spheres of work in the United Mission. Functional Secretaries so appointed shall be responsible to the Executive Secretary in their work, and at an area or project level their function will be advisory and consultative. They shall serve as ex-officio members of the Executive Committee, the Board and the Administrative Committee.

J. As it may deem necessary, the Board shall appoint a Personnel Secretary, who shall also serve as Assistant to the Executive Secretary, and shall be responsible to the Executive Secretary in all of his work. He shall be authorised to serve as Acting Executive Secretary when the Executive Secretary is absent from Kathmandu, or is incapacitated by illness. He shall be an ex-officio member of the Administrative Committee; and, when acting as Executive Secretary, he shall also be an ex-officio member of the Board, the Executive Committee, and any other project Boards and Committees of which the Executive Secretary is an ex-officio member.

K. The Executive Secretary, Treasurer, Area Superintendents, Functional Secretaries and the Personnel Secretary, and any co-opted members, shall form the Administrative Committee.

L. Member bodies of the United Mission shall assign workers permanently to the United Mission, and when accepted by the Executive Committee those workers, then called BOARD APPOINTEES, shall be under the administration of the United Mission.

In work to which the United Mission is unable to assign workers, member bodies may second workers directly, in consultation with the United Mission."

#### VI. Finance.

A. The Board shall have a general fund for the maintenance of the work. Contributions to this fund shall be invited from Church and Mission groups and other sources throughout the world.

B. Member bodies contributing workers to the United Mission shall be responsible for the

financial support of such workers. Where possible such member bodies shall also make a recurring financial grant as determined by the Board from time to time to assist with the general expenses of the United Mission.

C. Gifts shall be solicited for only such projects as are approved by the Board or Executive Committee, and in all cases buildings and equipment so purchased shall be the property of, and their use directed by, the United Mission.

## VII. Amendments.

Notice of proposed amendments to the Constitution shall be given to the Executive Secretary at least two months before the Annual Meeting, and he will immediately circulate to the member bodies of the United Mission. The amendments must be approved by at least two-thirds of the member bodies present and voting at the ensuing Annual Meeting. They shall be ratified at the succeeding Annual Meeting.

## BYE-LAWS

### I. Application for Membership.

- A. Application for membership in the United Mission shall be received by the Executive Secretary.
- B. The schedule of membership may be amended at the Annual Meeting of the Board by a vote of two-thirds of the member bodies present and voting.
- C. Member bodies failing to contribute both workers and financial grants for two successive years shall be dropped from membership.

### III. Basis of representation on the Board of Directors.

A. In accordance with Article V. B. of Constitution, member bodies contributing one or two workers (as defined in Bye-law VIII. A.), or an annual grant of at least Rs. 10,000 Nepali currency, or both, shall be entitled to one representative on the Board, and member bodies contributing three or more workers, or an annual grant of at least Rs. 30,000 Nepali currency, or both, shall be entitled to two representatives on the Board.

B. Workers in the United Mission shall be eligible to represent their own member bodies on the Board provided that the member body has no personnel in a nearby country.

C. Member bodies are requested, insofar as possible, to appoint representatives to the Board who can serve a number of years consecutively.

D. The Nepal Christian Fellowship, in its annual conference, may elect two representatives to the United Mission Board in a private capacity, each to serve a two year term, such representation being full voting representation, and any elected representative to serve only two consecutive terms on the Board; one representative shall be elected each year.

### III. The Board of Directors.

A. Meetings. The Board shall meet annually, ordinarily in March or April. When the number of voting representatives present equals half the number of full member bodies of the United Mission, a quorum is established. Two months' notice of the meeting shall be given.

### B. Voting.

1. Each voting member of the Board and of its several Committees shall have one vote. The Chairman shall be entitled to vote on each motion. In the event of a tie, the motion shall be lost.
2. There shall be no voting by proxy.
3. Ex-officio members shall have voice, but no vote.
4. Co-opted members shall have the privileges of the floor, but they may not vote.

### IV. Proceedings.

The proceedings of the Board and its several Committees shall be conducted to Robert's Rules of Order.

### V. Election and length of term of Officers.

A. Officers of the Board. Officers of the Executive Committee shall be elected at the annual Meeting of the Board in the following manner:

1. President and Vice President: To be elected annually.

2. Executive Secretary, Treasurer, Area Superintendents and Functional Secretaries:

To be elected for a three year term, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim.

Nominations to these appointments will be made by the Executive Committee to

the Annual Meeting of the Board. Suggestions for nominations may be made to the Executive Committee by member bodies. The nominations by the Executive Committee shall be presented to the Workers Conference for comment, if possible, prior to their presentation to the Board.

3. Other six elected members of the Executive Committee:

To be elected annually, but no member to remain more than three successive years. At least one medical person shall always be on the Executive Committee.

4. Vacancies occurring in the Executive Committee between Board Meetings may be filled by the appointment of the Executive Committee from among the members of the Board.

**B. Officers of Institutions and Projects:** Administrative heads and such other officers of institutions as provided by the Constitution and Bye-laws of the particular institution, and Project Directors shall be appointed by the Executive Committee for three year terms, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim.

The Executive Secretary shall consult with the BOARD APPOINTEES assigned to the particular institution or project before presenting to the Executive Committee his recommendations concerning these appointments.

**C. Personnel Secretary.** To be elected for a three year term, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim.

Nominations for this appointment will be made by the Executive Committee to the Annual Meeting of the Board. Suggestions for nominations may be made to the Executive Committee by member bodies. The nominations by the Executive Committee shall be presented to the Workers Conference, if possible, before presentation to the Board.

## **VI. Executive Committee.**

### **A. Membership.**

#### **1. Members elected by the Board (Bye-law V.A.) :**

**Chairman :** The President of the Board.

**Vice Chairman :** The Vice President of the Board.

**Six members elected by the Board.**

#### **2. Ex-officio members with voice but no vote :**

**Executive Secretary.**

**Treasurer.**

**Area Superintendents.**

**Functional Secretaries.**

### **B. Meeting.**

1. The Executive Committee shall meet at least twice a year, once in October-November, and one in March-April preceding the Annual Meeting of the Board.

2. The meetings are called by the Executive Secretary, giving two months' notice. In an emergency the Executive Secretary may, with the permission of the President, call a meeting of the Executive Committee at shorter notice.

3. The quorum shall be four voting members.

Whenever a quorum of four voting members of the Executive Committee is unavailable, Committee actions taken must be confirmed through correspondence vote of all absent voting members. Such correspondence shall be sent in the form of a registered letter with acknowledgement-due card attached. If no reply is received within six weeks of the posting of the Minutes of the meeting, the member's consent will be assumed.

4. In special circumstances, when policy is not involved, members of the Executive Committee shall be entitled to vote on a matter circulated to them by the Executive Secretary in the form of a registered letter with acknowledgement-due card attached. The Executive Secretary shall take action only in the event of the vote being unanimous. Such action shall be recorded in the Minutes of the Executive Committee. If no reply is received within six weeks, the member's consent will be assumed. In the event of a dissenting vote, action will be deferred to the next Executive Committee meeting.

#### C. Duties.

1. The Executive Committee shall, through its Executive Secretary, direct the work of the

United Mission in accordance with the decisions and policies laid down by the Board, and shall report to the Board.

2. It shall take action in all matters concerning the acceptance, return, resignation, suspension and dismissal of BOARD APPOINTEES, and shall consider and take action concerning appeals made by such workers in matters affecting them, such as laid down in Bye-law IX.B.
3. It shall appoint Project Directors and other officers of the projects within the United Mission and fix their responsibilities, and it shall make nominations to the Board concerning the appointment of Executive Secretary, Treasurer, Area Superintendents and Functional Secretaries.
4. It shall consider and take action in matters related to mission-wide rules concerning Direct Appointees of the various projects, such as employment policies, salary scales, provident fund, medical insurance, etc.
5. It shall initiate long-term planning within the United Mission, review such plans, and present them to the Board for action.
6. It shall receive from the Executive Secretary annual plans and budgets from all the projects, together with recommendations from the Executive Secretary, the Treasurer, the Administrative Committee and the Finance Committee; study, consider, amend, and approve of these.

7. It shall receive from the Executive Secretary annual reports concerning the work of the United Mission, and present them to the Board for consideration, appropriate action and approval.
8. It shall receive from the Finance Committee the annual financial statements, together with auditor's reports, for all the projects, the United Mission treasury, and the Provident Fund, together with the recommendations from the Finance Committee; study them, take necessary action, and present the statements to the Board for approval.
9. It shall elect the members of the Scholarship Committee annually at its spring meeting.
10. It shall consider any other matters presented to it by the Executive Secretary, and take such action as it deems necessary, within the framework of the Constitution and Bye-laws.
11. The Executive Committee may, call an emergency meeting of the Board.

## VII. Duties of Officers.

### A. President.

1. The President shall preside at all meetings of the Board and Executive Committee.
2. He may authorise the Executive Secretary to call an emergency meeting of the Executive Committee when necessary.

### B. Vice-President.

The Vice-President shall preside at such meetings of the Board and Executive Committee when the President is unable to attend.

**C. Executive Secretary.**

1. The Executive Secretary shall be responsible to the Board and the Executive Committee for carrying out their policy and decisions.
2. He shall issue notices of meetings of the Board and Executive Committee at least two months before the date of the meetings, and compile and circulate the agenda and relevant materials at least one month before the date of the meetings.
3. He is empowered, on permission of the President, to call an emergency meeting of the Executive Committee.
4. He shall record, compile and publish the Minutes of the meetings of the Board and Executive Committee.
5. He shall correspond on behalf of the Board and the Executive Committee with His Majesty's Government of Nepal, all official agencies of other governments and societies, and with the member bodies of the United Mission.
6. He shall receive applications for membership in the United Mission.
7. He shall maintain a card index of all BOARD APPOINTEES, institutions and member bodies of the United Mission.
8. He shall direct the work of the Area Superintendent and Functional Secretaries in their particular areas of responsibility.

9. He shall be responsible for the location and assignment of BOARD APPOINTEES after due consultation with the concerned Area Superintendents, Functional Secretaries, and heads of institutions or projects, and the BOARD APPOINTEE involved. In case of appeal, assignment cannot be made until the appeal is heard by the Executive Committee as provided in Bye-law IX.B.
10. He shall be responsible for the presentation, review and implementation of the short and long-term planning of the United Mission.
11. He shall be responsible for the direction of language study and examinations, production of literature, and publicity materials for the United Mission. He may delegate these tasks to Area Superintendents or any other suitable person.
12. He shall submit an annual report to the Board.
13. He shall arrange for the annual auditing of the accounts maintained by the Treasurer of the United Mission.

D. Personnel Secretary.

1. He shall be directly responsible to the Executive Secretary for his work, and shall undertake any particular task assigned to him by the Executive Secretary.
2. In consultation with the Executive Secretary he shall initiate and respond to correspondence with United Mission member bodies. His Majesty's Government of Nepal,

with other agencies, regarding procurement of personnel needed to carry out the aims and purposes of the United Mission.

3. He shall advise and assist Headquarters administration and project and institutional leaders in personnel matters, making recommendation to the Executive Secretary, particularly on appointments.
4. At regular intervals, in consultation with the Executive Secretary and other United Mission administrative leadership, he shall compile a list of United Mission personnel requirements, including brief job descriptions, which shall be circulated to all member bodies.
5. He shall keep a file of all United Mission workers, seek to acquaint himself with these workers, and offer counsel and help to them in personal problems and difficulties.

#### **E. Treasurer.**

1. The Treasurer shall receive all monies and issue official receipts on behalf of the United Mission.
2. He shall maintain the accounts of the United Mission and present statements of those accounts in an annual report to the Finance Committee.
3. He shall disperse the budgeted grants of the United Mission to the various institutions, and such other monies as he may receive on their behalf.
4. He shall receive and scrutinise four-monthly financial statements from all the institutions of the United Mission and report on the same to the Finance Committee.

5. He shall operate all the United Mission accounts in the various banks.
6. He shall, in consultation with the Executive Secretary, prepare and present the proposed annual budgets to the Finance Committee.
7. He shall arrange for the annual auditing of all United Mission accounts, except those maintained by himself. (Bye-law VII. C. 13).
8. He shall present the annual financial reports to the Finance Committee.

*Area Superintendent.*

1. He shall be responsible to the Executive Secretary for the work of the United Mission in 'his' area of responsibility.
2. He shall assist the Executive Secretary, through consultation, in location and assignment of the BOARD APPOINTEES in 'his' area of responsibility.
3. He shall notify the Executive Secretary of the needs for personnel, building, equipment, special funds, etc. for the work of his area of responsibility.
4. He shall undertake any particular task which the Board, Executive Committee or Executive Secretary may assign to him.
5. He shall give special attention to means whereby there may be a high standard of cooperation and spiritual fellowship between the personnel and the institutions in 'his' area of responsibility.
6. In consultation with the Executive Secretary, he shall appoint a Deputy Area Superin-

tendent from among the senior BOARD APPOINTEES in his area, who shall have authority to act for the Area Superintendent in times of temporary absence, holiday or incapacitating illness.

**G. Functional Secretary.**

1. He shall be responsible to the Executive Secretary for his work.
2. He shall become acquainted with the work of HMG and other agencies and act as liaison with them on behalf of the United Mission.
3. He shall advise and assist in the planning of the United Mission's work, both in local projects and throughout the mission.
4. He shall advise and assist Headquarters administration in personnel matters, making recommendations to the Executive Secretary, particularly on appointments.
5. He shall advise and assist concerning supplies and equipment where needed.
6. He shall assist in public relations in Nepal and to mission constituencies.
7. He shall further assist the implementation of the work of the Mission in ways that may be assigned to him by the Executive Secretary.

**H. Heads of Institutions and Project Directors.**

1. The duties of the heads of institutions shall be as outlined in the Constitution and Bye-laws of the particular institutions; otherwise they are as listed below for other heads of institutions and project directors.

2. They shall so manage the day-by-day business of the project or institution that the decisions and policies of the Board are implemented in accordance with the principles laid down in the Constitution.

3. They shall call meetings of the project committees at least once quarterly.

4. They shall submit to the Executive Secretary plans and budgets and annual reports.

5. They shall submit to the Treasurer annual and four-monthly financial statements.

6. They shall make reports and recommendations on personnel to the Executive Secretary.

### VIII. Rules governing acceptance of workers.

#### A. Workers appointed by the Executive Committee.

1. These shall be termed "BOARD APPOINTEES", and are defined as those workers offered and supported by member bodies and other bodies associated with the United Mission, and accepted by the Executive Committee.

2. BOARD APPOINTEES shall be those who :

- Have a call from God for work in Nepal.
- Are prepared to cooperate with Christians from other Church denominations.
- Are willing to accept the Constitution of the United Mission.
- Are prepared to be subject to the laws of Nepal.

3. Procedures for appointment of workers :

- The Executive Secretary shall circulate to the member bodies a list of approved personnel needs.

- b. The member body shall process the application of one desiring to serve with the United Mission, in accordance with its own rules and regulations. The Executive Secretary shall draw the attention of the member body to the need of acquainting the applicant with the conditions laid down in Bye-law VIII. A. 2.
- c. When the member body has found the applicant suitable for service in the United Mission, it shall offer him / her as a candidate for service in Nepal. In doing so, the member body shall send to the Executive Secretary the personal data of the candidate, and a statement regarding any personal choice of place of service in Nepal.
- d. The Executive Secretary will, together with the Area Superintendents, Functional Secretaries and heads of institutions and project directors involved, consider the qualifications of the candidate offered, as related to the approved personnel needs.
- e. The information from the member body and the recommendation of the Executive Secretary shall be shared with the Executive Committee, if necessary by mail circulation, and it shall vote on accepting or rejecting the candidate offered.
- f. The Executive Secretary, upon receiving the results of the vote, shall convey to

the member body the decision of the Executive Committee.

g. The member body will inform the Executive Secretary when it has definitely decided to send the candidate to Nepal, and will also intimate the expected time of arrival on the field. Upon receiving such information, the Executive Secretary will notify the other member bodies that this particular post in the list of approved personnel needs has been filled.

B. Direct appointees.

Heads of institutions and project directors may appoint other workers within their approved budgetary limits, or self-supporting volunteers, as Direct Appointees for periods of up to three years; these appointment being renewable. The appointment of those workers with registrable medical or paramedical degrees or diplomas, or those with educational, administrative, and other qualifications of equivalent status, and all personnel from overseas, shall only be made after consultation with the Area Superintendent and Functional Secretary concerned, and with the Executive Secretary.

IX. Rules governing BOARD APPOINTEES.

- A. Ordinarily in each project or institution at least two member bodies shall be represented among the BOARD APPOINTEES working there.
- B. All BOARD APPOINTEES shall have the right of appeal to the Executive Committee in matters affecting them. Such appeal shall first be made in writing through the head of the institution

and/or project director, who will send it to the Executive Secretary for presentation to the Executive Committee.

C. Tenure of appointments:

1. Ordinarily appointments are considered permanent.
2. Appointments may be made for a specified period of time if acceptable to the Board and individuals concerned.
3. Appointments shall be reviewed by the Executive Secretary in consultation with the head of the institution and/or project director, the Area Superintendent and Functional Secretary concerned, and the worker, prior to the latter's going on furlough. A report of this review shall be made to the Executive Committee. A recommendation, made by the Executive Committee, shall be forwarded to the member body concerned regarding the return of the worker to the United Mission.

D. Resignations. Except in the case of emergency (the emergency to be judged by the Executive Committee, six months' notice of resignation by the worker, or of withdrawal of the worker by the member body, shall be expected. The worker shall give notice to his own parent body and at the same time give intimation of intent to resign to the Executive Secretary of the United Mission, and obtain permission from his parent body for such a course of action before actually submitting his resignation to the United Mission. In the event of a member body granting permission, the resignation period shall be deemed

to commence from the date when the intimation was first given to the Executive Secretary.

E. Suspension of BOARD APPOINTEES. In cases where the Area Superintendent, Project director or director of an institution considers it necessary, he may suspend a BOARD APPOINTEE, having presented him with a charge sheet (or a statement of reasons for action). Normally the worker shall leave the premises of his institution or project of work at the time of suspension, and report to the Executive Secretary. Such action shall be referred immediately to the Executive Secretary and brought by him to the Executive Committee for final action. In the event of dismissal, the procedure shall follow Bye-law IX.

F. Terminations and Dismissals. The Executive Committee shall give six months notice to a worker and to his member body when his services are no longer required, except when the Committee deems that such notice would be to the detriment of the work, and for such cases the Executive Committee shall reserve to itself the right of instant dismissal. The member bodies shall invariably be consulted before such notice of dismissal is given to a BOARD APPOINTEE. The member body shall have the right of appeal to the Board.

G. Married women workers with children.

1. It is recognised that mothers who are BOARD APPOINTEES have the right to put the care of their children first, and those who do so may engage in such work as their responsibility permits.
2. They may, however, if so desirous, undertake fulltime work and make personal arrangements for the care of their children.

## H. Vacations.

### 1. Concerning leaves.

- a. Member bodies, when seconding workers to the United Mission, shall agree to put such workers completely under the authority of the United Mission with respect to annual leave, language study and conditions of work.
- b. It is understood that conditions may vary considerably on different stations, but it is recommended as a general rule that BOARD APPOINTEES avail themselves of five weeks' leave annually, plus travel time for one round trip annually between their station and the nearest transportation point.
- c. Mothers with children covered under Bye-law IX. G. 1 above are exempted from this above rule b.
- d. Additional leave, or variation in leave for any purpose, can only be taken by permission of the project director or head of the institution and the Area Superintendent concerned.
- e. The annual leave should be taken within each full year of service.

2. For BOARD APPOINTEES, furlough to their home countries shall be granted after such period as their member bodies decide.
3. The leave and furlough detailed above shall be the financial responsibility of the member body concerned.

## X. Administrative Committee.

There shall be an Administrative Committee, called by the Executive Secretary, which shall meet at least twice a year. Its membership is set forth in Article V. K. of the Constitution. Other persons may be co-opted by the Executive Secretary. The purpose of this Committee is to assist the Executive Secretary in the posting of personnel and in reviewing plans and budgets, in accordance with his defined duties in Bye-law VII. C. 9, 10 and 11, and in any other areas in which he seeks their counsel. A report and recommendations of the Committee shall be submitted to the Executive Committee by the Executive Secretary.

## XI. Area and Project Organisation.

A. Area organisation. Where there are two or more institutions or projects in one geographical area, an Area Advisory Committee shall be formed. This Committee shall meet at least once quarterly. Membership shall comprise of one representative from each institution or project. The Area Superintendent shall be the Chairman and Secretary of this Committee.

B. Project organisation. The BOARD APPOINTEES assigned to a particular project shall form a project committee which shall meet at least once quarterly on call of the head of the institution or project director. Direct appointees may be invited to participate in the meetings of this Committee. The head of the institution or project director shall keep all BOARD APPOINTEES fully informed of developments, and maintain a spirit of fellowship, prayer, and co-operative effort among all the workers of the project or institution.

## XII. Workers Conference.

There shall be an annual Workers Conference attended by BOARD APPOINTEES.

- A. The purpose of this Conference shall be twofold :
  1. The spiritual refreshment of its members, and
  2. For mutual discussions on the various aspects of the work of the United Mission.
- B. It shall appoint a Chairman and Secretary for each Conference.
- C. An agenda shall be prepared by the Executive Secretary from items sent by the BOARD APPOINTEES before the meeting.
- D. Minutes shall be kept of the Conference for presentation to the Board at its annual meeting.
- E. Where necessary this Conference may make recommendations to the Annual Meeting of the Board for matters affecting the work in Nepal.
- F. Early in its proceedings the Conference shall appoint one delegate who is not a Board-appointed officer to represent it at the Annual Meeting of the Board. He shall be nominated by a Nominating Committee appointed at the beginning of the Conference. He shall present the Minutes and recommendations of the Workers Conference to the Annual Meeting of the Board.

## XIII. Finance.

- A. The fiscal year of the United Mission shall be the calendar year.
- B. All heads of institutions and/or project directors shall submit four-monthly statements of accounts to the Treasurer.

- C. All heads of institutions and project directors shall, in consultation with the Area Superintendent concerned, prepare budgets for the coming fiscal year in the form prescribed, and submit them to the Treasurer by September 30th of each year.
- D. The annual budget for the coming fiscal year shall be considered and approved by the Executive Committee in its meeting in October or November.
- E. The bank accounts of the United Mission shall be with such banks as are approved by the Board or its Executive Committee. The Executive Secretary is authorised to notify the bank of changes in personnel authorised to operate the accounts.

#### XIV. Finance Committee.

There shall be a Finance Committee composed and functioning as follows :

- A. Membership.
  - 1. The Finance Committee shall be a sub-committee of the Board.
  - 2. There shall be five members of the Finance Committee as follows :
    - a. Two members from the Board appointed for a three-year term by the Board, one of whom shall be appointed Chairman.
    - b. The United Mission Treasurer, who shall act as Secretary.
    - c. The Executive Secretary.
    - d. One member appointed annually by the Administrative Committee.

B. Meetings. Ordinarily the Finance Committee shall meet just before each of the regular meetings of the Executive Committee.

C. Duties. The duties of the Finance Committee shall be :

1. To receive, scrutinize, consult about, and make necessary changes in the proposed annual budgets, and to recommend a consolidated budget to the ensuing meeting of the Executive Committee. This includes the general recurring, capital, Treasurer's consolidated, and all other budgets.
2. To receive the annual financial statements, together with the auditor's report, of all institutions and projects, the United Mission Treasurer, and the Provident Fund; to scrutinize, make necessary recommendations, and present them to the ensuing meeting of the Executive Committee.
3. To study the terms of employment and business procedures and make recommendations concerning them to the Executive Committee.
4. To study the sources of local income of the Mission, and make recommendations concerning them to the Executive Committee.
5. To compile priority lists for recurring and capital budget needs, in consultation with the heads of institutions and project directors, and make recommendations

concerning them to the Executive Committee. This would give guidance with regard to the use of undesignated funds.

6. To review and study the sources of income to the general treasury and possible sources from which capital grants can be received, and make recommendations concerning them.
7. To advise the Executive Committee in regard to policies respecting investments, endowments and reserves, and regarding specific investments.
8. To deal with all other financial and business matters which are referred to it, and make recommendations concerning them to the Executive Committee.

#### XV. Scholarship Committee.

There shall be a UMN Scholarship Committee composed of five (or seven) members, appointed by the United Mission Executive Committee, resident in Kathmandu Valley, to administer a Scholarship Program in Nepal for the people of the land. Among the members, who shall include Nepali citizens, shall be a doctor, nurse, educator and an HQ staff member. The United Mission Executive Secretary and Functional Secretaries shall be ex-officio, voting members of this Committee.

#### XVI. Constitutions and Bye-laws of institutions of the United Mission.

When an institution of the United Mission is provided with a Constitution and Bye-laws for

the governance of that particular institution, that Constitution and Bye-laws shall be deemed to form part of the Constitution and Bye-laws of the United Mission, and shall not in any way supercede or invalidate them.

#### XVII. Amendments.

Amendments to the Bye-laws shall be given to the Executive Secretary at least two months before the Annual Meeting, and he will immediately circulate them to the members of the Board. Provided the amendments are approved by at least two-thirds of the member bodies present and voting, they shall be effective from the meeting wherein they are approved.

**APPENDIX R**  
**THE**  
**CONSTITUTION AND BYE-LAWS**  
**OF**  
**THE UNITED MISSION HOSPITAL, TANSEN**

**CONSTITUTION**

**I. Introduction.**

- A. This Constitution shall be deemed to form part of the Constitution and Bye-laws of the United Mission to Nepal, and shall in no way supersede or invalidate them.
- B. Wherever the word 'Hospital' is used in this Constitution and Bye-laws, it is understood to refer to the United Mission Hospital, Tansen, unless specifically stated otherwise.

**II. Name.**

The name of this Hospital is the United Mission Hospital, Tansen.

**III. Purpose.**

In addition to the purpose of the United Mission to Nepal, the purpose of the Hospital is to provide, in the Name and Spirit of Jesus Christ, for:

1. High quality care of the sick and injured.
2. High quality education of physicians, nurses and other personnel.
3. Prevention of disease and promotion of health.
4. Advancement of scientific research.

**IV. Controlling Body.**

The controlling body of the Hospital is the Board of Directors of the United Mission to Nepal.

V. *Officers.*

The Hospital shall have the following Officers, appointed by the Executive Committee of the United Mission to Nepal, on the recommendation of the Executive Secretary and the Area Superintendent concerned :

- A. Medical Director.
- B. Administrative Officer.
- C. Superintendent of Nurses.
- D. Director of Nursing Education.

VI. *Amendment to this Constitution.*

Amendment to this Constitution shall be governed by the relevant clause of the Bye-laws of the United Mission to Nepal.

### BYE-LAWS

I. *Officers.*

A. The United Mission Hospital, Tansen will have the following officers, appointed by the Executive Committee of the United Mission to Nepal :

- 1. Medical Director.
- 2. Administrative Officer.
- 3. Superintendent of Nurses.
- 4. Director of Nursing Education.

B. These officers shall be appointed every three years and shall be eligible for re-appointment.

C. The Medical Director shall be directly responsible to the Area Superintendent in carrying out his duties.

II. *Staff.*

All members of the staff of the Hospital, except Board Appointees, shall be subject to the terms, and conditions of service laid down by the Hospital

concerning employment and dismissal, leave, discipline, and scales of pay and allowance.

### III. Internal Management Committee.

There shall be an Internal Management Committee to act in an advisory capacity to the Medical Director in the day-to-day, as well as long-range, matters pertaining to personnel, facilities and budget of the Hospital.

A. This Committee shall be comprised of:

1. Medical Director—Chairman.
2. Administrative Officer—Secretary.
3. Superintendent of Nurses.
4. Director of Nursing Education.
5. Area Superintendent.
6. One member elected by the staff of the Hospital.

B. It must be recognised, however, that all Board Appointees are working in Nepal with a deep sense of calling by God. In order to preserve this sense of vocation to the full, it is essential that the Medical Director keep all fully informed of developments in the Hospital, and maintain a spirit of fellowship, prayer and cooperative effort among all Board Appointees serving in the Hospital.

### IV. External Advisory Committee.

An External Advisory Committee may be appointed by the Medical Director if he thinks it would be useful to the Hospital and its relationship with the public. If appointed, it should be comprised of those in high public standing from national and foreign communities who would be able to advise the Medical Director upon aspects of the Hospital's program and work, particularly where it affects

public relations. Members would be appointed as individuals, and not as representatives of particular groups in the community. Such a Committee would be exclusively advisory in its function, and have no part in the administration of the Hospital.

#### *V. Duties of Officers.*

**Introduction:** The Medical Director may appoint officers and committees to facilitate the work of each of the four Hospital Officers, but responsibility for the department of work will remain with the Officer within whose jurisdiction it lies.

**A. Medical Director.** The Medical Director of the Hospital shall be the head of the institution, and shall report to and be responsible to the Area Superintendent. He shall be a person with registrable medical qualifications. Specifically his responsibilities shall include :

1. Acting as Executive of the Hospital in implementing the policies of the United Mission related to the Hospital.
2. Recommending to the Area Superintendent the appointment or dismissal of those institutional personnel designated as Board Appointees. In these matters he shall receive responsible recommendation from the Administrative Officer, the Superintendent of Nurses and the Director of Nursing Education for those Board Appointees who are responsible to them.
3. Being responsible for the admission, treatment and discharge of all patients.
4. Being responsible for plans, policies and operation of medical, surgical, diagnostic, therapeutic, and similar departments, and

as pertaining to election, promotion, discipline, dismissal of the staff of those departments in consultation with the Administrative Officer.

5. Recommending to the Area Superintendent budgets for the operation of the Hospital.
6. Acting as the official medium of communication between the Area Superintendent and the officers and staff of the Hospital, and in like manner as the official medium of communication between the personnel of the Hospital and the Area Superintendent.
7. Serving as an ex-officio member of all Hospital committees.
8. Acting as final authority in all disciplinary matters within the Hospital, subject to appeal through proper channels to the Executive Committee and the Board.
9. Carrying out periodic studies on matters related to long-term institutional plans for presentation to the Board through the Area Superintendent.
10. Improving the professional stature of the staff.
11. Being the recognised correspondent for the Hospital.
12. Being one of the officers empowered to sign and endorse institutional checks.
13. Being responsible for welcoming, entertaining, and if necessary housing guests of the Hospital, and distributing information and maintaining good public relations for the Hospital.

B. Administrative Officer. The Administrative Officer shall be the chief business officer of the Hospital. He shall report to and be responsible to the

Medical Director. Specifically his responsibilities shall include:

1. Administrating the Hospital within the policies established by the Board.
2. Managing the business affairs of the Hospital.
3. Maintaining, altering, renovating and constructing the physical property of the Hospital.
4. Purchasing, storing and issuing all the stores for the Hospital.
5. Maintaining an inventory of equipment and property of the Hospital.
6. Acting as the Executive officer of the Hospital in the absence of the Medical Director.
7. Employing and being responsible for the status, welfare, discipline and dismissal of all hospital employees reporting to him, except those designated as Board Appointees.
8. Establishing, reviewing and co-ordinating, in consultation with the Medical Director and pertinent staff, salary scales of the Hospital personnel other than Board Appointees.
9. Preparing and maintaining Hospital records and statistics.
10. Housing all staff and students entitled to housing at the Hospital.
11. Preparing and recommending to the Medical Director budgets for the operating of the Hospital.
12. Presenting, in conjunction with the Medical Director, an annual audited account to the Board.
13. Establishing fee scales and concessions in consultation with the Medical Director and the professional staff.

14. Collecting, keeping custody of, accounting for and disbursing Hospital funds.
15. Maintaining an effective system of expenditure control by means of regulations, internal audits and periodic financial reports.
16. Developing, with staff assistance, plans for the continued improvement of administration in the Hospital.
17. Operating the banking accounts of the Hospital.
18. Being one of the officers empowered to sign or endorse institutional checks.
19. Being responsible for preparation and distribution of diets for patients and Hospital personnel, in consultation with the Medical Director and professional staff.

*C. Superintendent of Nurses.* The Superintendent of Nurses shall be the chief administrative officer of the nursing staff of the Hospital. She shall be a person with registrable nursing qualifications. She shall work in close contact with, report to, and be responsible to, the Medical Director. Specifically her responsibilities shall include:

1. Developing plans for the program and administration of the nursing service, house-keeping, laundry and linen services.
2. Recommending to the Medical Director, the appointment, promotion or dismissals of the members of the nursing staff and others under her charge and control.
3. Developing plans and policies for the welfare of the nursing staff and others.
4. Being responsible for the discipline, selection, promotion and dismissal of the nursing,

housekeeping, laundry and linen service staff in consultation with the Administrative Officer.

D. *Director of Nursing Education.* The Director of Nursing Education shall be the head of the Assistant Nurse Midwives School. She shall be a person with registrable nursing qualifications and a post-graduate qualification in teaching of nurses. She shall work in close co-operation with the Nursing Superintendent, and be responsible to the Medical Director. Specifically her responsibilities shall include:

1. Developing, directing, reevaluating the program of training for auxiliary nurses.
2. In co-operation with the Nursing Superintendent, selecting, disciplining, and discontinuing the training of nursing students.
3. Procuring and maintaining physical facilities for the school of a standard consistent with its objectives.
4. In co-operation with the Nursing Superintendent and Hostel Supervisor, making arrangements for the welfare of the students, including accommodation, health, recreation and vacations.
5. Recommending to the Medical Director the employment, promotion and dismissal of assistant tutors.

#### VI. Amendments to Bye-laws.

Amendments to these Bye-laws will be governed by the relevant clause of the Bye-laws of the United Mission to Nepal.

## APPENDIX S

### REPORT OF THE UMN EDUCATION CONFERENCE JANUARY, 1972

The U. M. N. Education Conference was held for three days, January 3-5, 1972, in the Thapathali Board Room. The Conference opened with prayer and was presided over by Mr. Howard Barclay, Education Secretary for the U. M. N. Attending the Conference were representatives from the Mahendra Bhawan School, Gorkha Area U. M. N. affiliated schools, Pokhara Boys' Boarding School, Butwal Technical Institute, Shanta Bhawan Nurses Training School, UMN Public Health Service and various UMN Headquarters staff.

In its speaker sessions the Conference drew upon its own personnel, H. M. G. representatives and representatives from other agencies to present information concerning education in Nepal and information related to the implementation of the National Education System Plan. The speakers and their topics were as follows:

Mr. J. Lindell—"Education for productivity, and experiences in the New System."

Mr. Rana Bahadur Thapa—"The Philosophy of the New Educational System."

Mr. T. Richardson—"The New Science Curriculum."

Mr. McLean—"The Teaching of English."

In addition to the speaking sessions a very informative field trip was taken to the National Vocational Training Center to tour the facilities of the Training Center and the Janak Educational Materials Production Center.

In four "U. M. N. Sessions" the various aspects of the U. M. N. involvement in education were considered. There was much discussion and sharing of ideas with

the following being recommendations to be passed on to the U. M. N. Board :

- 1) A statement to H. M. G. of the attitude of the U. M. N. in relation to education :

"In response to the letter from the Ministry of Foreign Affairs, (1B/General/564 dated November 12, 1971) the U. M. N. is grateful for the opportunity to serve in the field of education and is pleased to cooperate and assist in educational work according to the National Education System."

- 2) Because of the fact that at this time H. M. G. Policy is not known in the areas of Nursing Education, Public Health and Technical Training, the following guidelines were made in relation to education for the U. M. N. Nursing Training, Public Health Workers and Butwal Technical Institute :

- a) Be awake to what is happening under the National Education System.
- b) Keep up to date by inquiring and watching what is happening in terms of decisions in these areas.
- c) Think, discuss among ourselves and with similar training organizations, then decide what action we feel is necessary and work with H. M. G. to implement this within the Government system.
- d) In general, show concern for, cooperate and move with the new system.

- 3) A statement recommending action to be taken in U. M. N. affiliated schools until the implementation of the new plan :

"We recommend that the U. M. N. Education Workers spend these two interim years working to bring the U. M. N. affiliated schools to as high a level of preparation as possible before the

implementation of the New System in their areas (Gorkha and Kathmandu) at the end of 1973.

4) A statement recommending action to be taken regarding the U. M. N's financial involvement and work in education:

"We recommend that the Board appoint a committee to study the matters related to financial involvement and the kind and degree of education work in which the U. M. N. should be involved. In doing this they should observe the developments taking place and draw upon Government and other sources to study the matter."

5) A statement of attitude and recommendations relating to U. M. N. Scholarship work:

- a) We support the work of the Scholarship Committee.
- b) The committee should give priority to persons preparing for work within the U. M. N., but also consider other needs.
- c) The Scholarship Committee should continue to seek information to determine its future plans in relation to H. M. G. plans and activities.

6) A statement recommending some of the roles the U. M. N. teachers can play in their work:

- a) Attempt to erase the traditional image of missionary teachers and show concern for the total national program recognizing that our major contribution will be in the form of secondment in the future.
- b) Become masters of our subject area including teaching of English as a second language.
- c) Work to practically upgrade the abilities of teachers with whom we are working.

- d) Work at developing and enriching curriculum, teaching materials, and teaching methods and share the same with others.
- e) Work at developing career and guidance information for use with students.
- f) Work to stimulate creative activities in students particularly in relation to preparation for and guidance in a vocational choice.
- g) Work to enrich the school program through our own personal experience and personal backgrounds.
- h) Reach beyond our own situation, within our geographical area, in an effort to exchange ideas, help and learn from others and develop a sense of professionalism in teaching.

7) A statement recommending policy in relation to seeking educational workers for U. M. N. work :  
"As a Mission seek trained and experienced teachers for special areas of education."

After expressing thanks to the Education Secretary for a Conference well planned and worthwhile, the Conference was adjourned by thanking God for His presence and asking His leadership in matters relating to our educational work in the future.

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