Archiv der Gossner Mission
im Evangelischen Landeskirchlichen Archiv in Berlin

Signatur **Gossner_G 1_0562**

Aktenzeichen 2/28

Titel

UMN - United Mission to Nepal, Protokolle Executive Committee 1973

Band

Laufzeit 1973

Enthält

Protokolle Executive Committee UMN, November 1973 (in Englisch)

Digitalisiert/Verfilmt 2009 von Mikro-Univers GmbH

Gossner Mission

ARCHIV GOSSNER MISSION

Signatur: G 1 / 562 A.A.-Sign.: **2/28**

Datierung: 1973

UMN - United Mission to Nepal, Protokolle Executive Committee 1973

THE UNITED MISSION TO NEPAL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

HELD IN KATHMANDU, NEPAL

November 6-7, 1973

EINGEGANGEN
20. DEZ. 1974
Erledigt .....

G1/562

Gossner Mission

TABLE OF CONTENTS

	Page
Minutes of the Executive Committee Meeting ...	1
Appendix A : Minutes of the Administrative Conference	37
Appendix B : Minutes of the Finance Committee	52
Appendix C : UMN Headquarters	61
Appendix D : Special Projects	66
Appendix E : Community Health Office ...	74
Appendix F : Tansen Area	78
Appendix G : U. M. E. D. A.	104
Appendix H : Boys' Boarding School, Pokhara ...	122
Appendix I : Gorkha Project	128
Appendix J : Shanta Bhawan Hospital ...	142
Appendix K : Girls' High School, Kathmandu ...	166
Appendix L : Bhaktapur Hospital	168
Appendix M : Okhaldhunga Dispensary ...	174
Appendix N : Treasurer's Consolidated Budget ...	181
Appendix O : UMN Housing Policy ...	186
Appendix P : Re-structuring of Community Health Office ...	189

Gossner Mission

MINUTES OF THE
EXECUTIVE COMMITTEE MEETINGS
Held in Kathmandu, Nepal
6-7 November, 1973

The meeting of the Executive Committee was held in the Board Room at UMN Headquarters, Thapathali, Kathmandu, for two full days, 6th and 7th November, 1973.

Roll Call :

President : Rev. G. Ruff
Vice-President : Rev. A. Berg
Other members : Dr. C. L. Joshi
Dr. C. Kupfernagel (absent)
Mr. M. Roemmele
Miss E. Cederholm
Rt. Rev. D. D. Pradhan (absent)
Mr. A. McCabe (absent)
Ex-officio : Mr. F. Wilcox, Executive Secretary and Acting Treasurer
Dr. T. Strong, Health Services Secretary
Miss M. McCombe, Education Secretary
Miss F. Swenson, Area Superintendent, Gorkha
Dr. B. Gould, Area Superintendent, Tansen
Co-opted : Mr. A. Voreland, Personnel Secretary
Mr. I. Stuart
Dr. N. Iwamura
Observer : Mr. R. Havens

Devotions. Each morning session began with devotions, led on Tuesday by Rev. G. Ruff, and on Wednesday by Mr. M. Roemmele.

Agenda and Schedule. The Agenda, as presented by the Executive Secretary, was adopted with a few minor additions. Sessions lasted on 6th November : 9-12 and 1.30-6.00 p.m.; and 7th November : 8.30-12 and 1.30-5.30 p.m.

Gossner Mission

EC (2)-1/73. *Minutes of previous meeting.* The Minutes of the Executive Committee meeting held on March 28-29, 1973, were accepted as circulated and confirmed as correct.

EC (2)-2/73. *Correspondence votes.* Three actions taken by correspondence vote since the time of the last meeting are recorded as follows:

a) *Mr. Helmut Scheuer*, product development engineer, offered by the Committee for Service Overseas, Germany. It was RESOLVED to accept the services of Mr. Scheuer, with thanks to God and to his sending society.

b) Mr. *and Mrs. Ray Havens*, accountant, offered by the Christian Church (Disciples). It was RESOLVED to accept the services of Mr. and Mrs. Havens, with thanks to God and to their sending Church.

c) *Miss Jennifer Sutton*, nurse, offered by B.M.M.F. It was RESOLVED to accept the services of Miss Sutton, with thanks to God and to her sending Mission.

PLANS AND BUDGETS FOR 1974

The plans and budgets proposed by each of the projects of the United Mission for the year 1974 were studied, together with the relevant recommendations of the Administrative Conference (Appendix A to these Minutes), and of the Finance Committee (Appendix B to these Minutes).

EC (2)-3/73. *UMN Headquarters.* It was RESOLVED to accept the plans and budgets for the year 1974, with the following amendments:

Gossner Mission

a) Recommendation of AC-3/73, a, re Language Supervisor's Post.

b) Inclusion of a sum of Rs. 18,000/- in salaries for a Nepali Liaison Officer, with a corresponding increase in the grant from the Treasurer; a job description and lines of responsibility to be drawn up by Headquarters administration.

c) Acceptance of detailed plans for the guesthouse extension, and inclusion of Rs. 26,760/- for this item in the capital budget.

d) Endorsement of the recommendation of AC-3/73, (f) concerning the need for further spiritual ministry amongst UMN members, and the inclusion of an item of "Special Speakers' travel, Rs. 4,000/-" in the recurring budget, with a corresponding increase in the grant from the Treasurer.

These plans and budgets appear as Appendix C to these Minutes.

EC (2)-4/73. *Special Projects.* It was RESOLVED to approve the plans and budgets for the Special Projects, noting the following :

a) Building Department : Accepted as proposed. In each UMN project where the Building Department is asked to undertake work, the building program is the responsibility of a specially appointed Building Committee.

b) Scholarship Program : Accepted as presented.

Gossner Mission

c) Children's Hostel : Accepted as presented.

d) Tibetan Refugee work : Accepted as presented, with the addition of a personnel list of "2 workers". It was noted that the details of these posts are not yet clarified for the year 1974.

e) Communications Committee : Accepted as presented.

These plans and budgets appear as Appendix D to these Minutes.

EC (2)-5/73. *Community Health Advisory Team.* Note was taken of AC-5/73, and careful attention given to the Minutes of the meeting of the appointed committee and to the revised plans and budgets presented for 1974.

It was RESOLVED to accept the revised plans and budgets for 1974 for the Community Health Office (replacing the present CHAT), which appear as Appendix E to these Minutes. (See also EC (2)-75/73).

EC (2)-6/73. *Tansen Area.* It was RESOLVED to approve the plans and budgets for 1974, with the following notes and amendments :

a) Amendment of the personnel list as per AC-6/73, (a) and (b), and the addition of 1 General Practitioner for the hospital.

b) Alteration of the name of the Model Village Project to "Village Training Centre", and the inclusion of this program under the ANM School, not under Community Health.

Gossner Mission

c) Cancellation of the budget for the Butwal Outreach program, it being understood that Dr. Mogedal plans to offer her services to the government health services program.

d) Approval of the additional request of Rs. 600,000. for the hospital extension, but with endorsement of the instruction of EC (2)-3/73, d, (iii).

e) Approval of a figure of Rs. 645,000. for the ANM Hostel/school in Pokhara.

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

EC (2)-7/73. *UMEDA, Butwal.* The plans and budgets for 1974 for each of the projects within the UMEDA were noted, together with material presented for information only. It was RESOLVED to approve the following:

a) Butwal Project—Plans, with personnel list, and recurring and capital budgets.

b) Butwal Technical Institute—"Statement of Objectives and Working Rules", for recommendation to the Board of Directors; and capital budget for classroom building and workers' housing.

c) Division of Consulting Services—Plans and UMN-financed recurring budget; with particular note of the change of the name of this Division to "Division of Development Services".

These plans and budgets appear as Appendix G to these Minutes.

Gossner Mission

EC (2)-8/73. *Boys' Boarding School, Pokhara.* It was RESOLVED to approve the plans and budgets for the year 1974, with the inclusion of the non-building capital and designated funds budget. These appear as Appendix H to these Minutes.

EC (2)-9/73. *Gorkha Project.* It was RESOLVED to approve the plans and budgets for 1974, with the following amendments :

a) Deletion of the budgets for the schools in the event that HMG integrates these into the New Education Plan, as per AC-9/73, (c).

b) Inclusion of capital budget item as per FC (2)-3/73, (g).

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

It was also RESOLVED to approve the recommendations of AC-9/73, (a), (b), (d) & (e), concerning the future of the hospital, community health program, the water supply and / or hydro-electric schemes.

EC (2)-10/73. *Shanta Bhawan Hospital, Kathmandu.* It was RESOLVED to approve the plans ard budgets for 1974 as presented, with the following amendments :

a) Deletion of a second pediatrician from the personnel list.

b) Deletion of the grant from the UMN Treasurer for 1974, and an increase of the SBH General Fund item to Rs. 175,000.

c) Addition of a Mobile Hospital Unit, Rs. 55,000., to the capital budget.

Gossner Mission

These plans and budgets appear as Appendix J to these Minutes.

It was also RESOLVED to approve the new, enlarged Community Health Program for Lalitpur District in principle, but to commit the UMN to the first two years only of this program, as per FC (2)-3/73, h), ii), nothing that the finance for this program is to be sought from outside sources.

EC (2)-11/73. *Girls' High School, Kathmandu.* It was RESOLVED to approve the plans and budgets for 1974, with the following amendments and clarifications :

a) That the general fund budget be deleted if HMG should integrate the school into the New Education Plan in the new school year.

b) That the plans include the amendments of AC-11/73, b), and the paragraph on the new vocational block.

c) That the capital item for library books be included, but that no new capital projects be approved.

These plans and budgets appear as Appendix K to these Minutes.

EC (2)-12/73. *Bhaktapur Hospital.* It was RESOLVED to approve the plans and budgets for 1974 as presented, which appear as Appendix L to these Minutes; also to endorse the recommendation of AC-12/73 concerning the future of the hospital.

EC (2)-13/73. *Okhaldhunga Project.* The recommendation of AC-13/73 was noted, and the revised plans and budgets for 1974 were studied. It was

Gossner Mission

RESOLVED to approve these, with the deletion of the sum of Rs. 1,500 for travel to Kathmandu. These plans and budgets appear as Appendix M to these Minutes.

EC (2)-14/73. *Treasurer's Consolidated Budget.* The revised consolidated budget for 1974 was considered, and it was RESOLVED to approve this, with any necessary changes in the receipts concerning grants for personnel accepted or resigning, and with the following amendments :

a) Alterations in grants to projects as per the preceding resolutions;

b) Deletion of the item of Rs. 50,000. receipts from Capital Service Charge, which charge is to be held in abeyance for the year 1974.

This budget appears as Appendix N to these Minutes.

OTHER BUSINESS MATTERS ARISING FROM FINANCE COMMITTEE

EC (2)-15/73. *Provident Fund.* It was RESOLVED that the Provident Fund contribution from the employee and from the United Mission be increased to 8% of basic salary as from 1st January 1974, but that no change be made in the percentage of refund made to employees resigning from the Provident Fund.

EC (2)-16/73. *Annual leave for Board Appointees.* It was RESOLVED that the leader of each project be instructed to keep a leave register, to be signed by each Board Appointee when leaving for and returning from vacation, and that this ruling be included in the Bye-law H, d.

Gossner Mission

It was further RESOLVED that as a matter of policy, information about the travel of Board Appointees outside the Indian sub-continent must be given to the Personnel Secretary by the Area Superintendent or Project Director concerned.

EC (2)-17/73. *Medical Insurance Plan.* A recommendation from the Business Managers Committee concerning a change in the contributions of members of the Medical Insurance Plan was considered, but no action taken. It was RESOLVED to request a committee, consisting of the Medical Directors of the four UMN Hospitals, with Dr. T. Strong as Convenor of the committee, to study this matter further, and to bring a further report and recommendation to the Executive Committee in April 1974.

EC (2)-18/73. *Drug Store.* It was RESOLVED that no further funds be granted to the UMN Drug Store at the present time, but recognised that with the proposed expansion of the work of the Store, additional funds would be likely to be required later on. The person in charge of the UMN Drug Store should be responsible for purchasing all medicines ordered by projects, in addition to those items which are currently considered as stock, and should be responsible for dealing with the project orders and packing and labelling the orders ready for shipment. It is recommended that the actual location of the Drug Store be divorced from Shanta Bhawan Hospital.

Gossner Mission

EC (2)-19/73. *Padma Sadan Rent.* It was RESOLVED that only the normal rent allowance for the Board Appointees living at Padma Sadan be granted by the Treasurer.

EC (2)-20/73. *Bank Accounts.* It was RESOLVED to authorise the following actions :

a) UMN Pokhara Project Account, Nepal Bank, Pokhara : That Mr. Jostein Holm be replaced by Mrs. Janice Clark as a signatory of this account.

b) UMN Building Department Account, Nepal Bank, Kathmandu : That Mr. Francis Sauer be authorised to operate this account in addition to the present signatories.

c) Girls' High School Improvement Plan, Nepal Bank, Kathmandu : That Mr. Francis Sauer be authorised to operate this account in addition to the present signatories.

d) Butwal Project Account : That a current account be opened in the Nepal Bank, Butwal, in the name of the United Mission Butwal Project, to be operated by the UMN Treasurer, the BTI Director and the BTI Assistant Director.

EC (2)-21/73. *Housing Policy.* It was RESOLVED to approve for operation from 1st January 1974, the draft housing policy as presented by the committee appointed in AC-22/73. This is found as Appendix O to these Minutes.

Gossner Mission

EC (2)-22/73. *Grants for capital items.* The recommendation of the Finance Committee concerning grants was noted and approved, with alteration in the designation of sources of such grants. The Executive Secretary reported that a large grant of over £22,000. has been received from the Church Missionary Society, U.K. Children's Lenten Project for 1973, and it was RESOLVED to express a sincere appreciation to the CMS young people for this grant.

It was RESOLVED that grants be made to the projects as follows:

		Rs.
i) Special grant from CMS, London		561,475.
To Luitel new primary school classrooms	129,000.	
To Bhaktapur Land-rover	64,000.	
To Scholarship Fund	40,000.	
To Tansen Building	100,000.	
To Tibetan Refugee work, Pokhara—		
Improvement of house	3,000.	
Furniture	2,000.	
Agricultural equipment	2,945.	
Adding machine	3,000.	
To Gorkha, Community Health—		
Nutrition project	13,260.	
To Bhaktapur Hospital, building—		
Conversion of multi-purpose block	5,680.	

Gossner Mission

To Shanta Bhawan Hospital—
Mobile Hospital unit 55,000.
To Boys' School, Pokhara—
Temporary School structures 11,895.
To Tansen for miscellaneous items :
a) ANM School—
Storage cupboards 5,000.
Supplies for drinking water 1,500.
Cupboard with cash-box section 1,500.
Furniture, Village Trng. project 420.
Equipment, ,, 1,200.
Living accommodation, Village, Trng. proj. 1,000.
b) Cummunity Health, West Palpa—
Office furniture 3,000.
Moveable partitioning 2,000.
Honda motorcycle 1,750.
Nursing bags 1,000.
c) Area Administration—
Equipping of guest unit 4,000.

Gossner Mission

Metal gate	500.
Wash place and water tank	2,700.
Septic tank	2,000.
d) Hospital—	
Hand slit torch	325.
Equipment intensive care unit	5,000.
Do. operating room	10,000.
Do. central supply	5,000.
Do. wards	10,000.
Fans for OPD and office	7,000.
Telephone system	4,200.
Immersion heaters	3,150.
Fire extinguisher, etc.	2,100.
Battery operated clocks	2,600.
Renovation bazar apartment	6,000.
Rewiring of hospital	7,350.
Parking area	7,000.
Improving water supply	4,000.
Remodelling office area	2,100.
Renovation nurses' hostels	5,000.

Gossner Mission

Staff changing room	2,100.	
Workshop extension	8,000.	
Drain	1,500.	
Capital fund for wood	6,000.	
Extra maintenance	2,700.	
Water survey	3,000.	
	131,695.	561,475.

ii) From Undesignated Funds with UMN Treasurer :

To Butwal Project, for furniture	25,788.
To Bhaktapur, for balance of Improvement Plan—Relatives' dera area, dhobi court, conversion of multi-purpose block	85,160.

EC (2)-23/73. *Finance Committee Minutes.* Further to recommendations of the Finance Committee meeting of 5th November 1973 included in the above resolutions, it was RESOLVED to approve the remaining Minutes as follows :

FC (2)-2/73—Aviation grant and Income Tax;
FC (2)-12/73—Replacement of vehicles;
FC (2)-14/73—Policy of Employment;
FC (2)-15/73—Efficienty Savings policy : further report to be received.

Gossner Mission

PERSONNEL MATTERS

EC (2)-24/73. *Board Appointees on furlough.* It was RESOLVED that in future, as a matter of policy, when the return of Board Appointees from furlough is recommended, the phrase "if a suitable post is available for him on return from furlough" shall always be added. This decision is made in the light of the uncertain and changing circumstances in Nepal, and is intended to emphasise the fact that no definite guarantee can be given at the time of departure on furlough. It is recommended that all Board Appointees, when going on furlough, should so arrange their business and luggage that these may be easily dealt with by others in the event that they are unable to return to Nepal for any reason.

EC (2)-25/73. *New Board Appointees who have arrived* since the last Executive Committee Meeting (for information only) :

Miss Caroline Evans
Mr. and Mrs. Ray Havens
Mr. Helmut Scheuer
Miss Jennifer Sutton
Mr. Andreas Vossberg
Mr. and Mrs. Robert Yoder
Mr. Sverre Skjelsbaek (direct appointee).

EC (2)-26/73. *New Board Appointees expected to arrive* (for information only) :

Mr. and Mrs. Kari Punkkinen, January 1974.
Dr. and Mrs. Peter Lucas, January 1974.
Dr. and Mrs. Gerald Hankins, July 1974.

Gossner Mission

EC (2)-27/73. *Miss Elfriede Bernhardt*, nurse, Swiss Friends Mission, due for furlough December 1973. It was RESOLVED to thank Miss Bernhardt for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.

EC (2)-28/73. *Miss Edna Clysdale*, nurse/tutor, United Church of Canada, due for furlough December 1973. It was RESOLVED to thank Miss Clysdale for her service with the UMN, and to welcome her return from furlough, if there is a suitable post available for her at that time.

EC (2)-29/73. *Mr. Victor Tow*, chemical engineer, CMS of Australia, due for furlough February 1974. It was RESOLVED to thank Mr. Tow for his service with the United Mission to Nepal.

EC (2)-30/73. *Mrs. Tomoko Tsukada*, matron, International Christian University Church, Tokyo, due for furlough December 1973. It was RESOLVED to thank Mrs. Tsukada for her service with the United Mission to Nepal.

EC (2)-31/73. *Mr. and Mrs. Geoffrey Reid*, teacher, BMMF, Australia, due for furlough January 1974. It was RESOLVED to thank Mr. and Mrs. Reid for their service in the United Mission, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.

EC (2)-32/73. *Mr. and Mrs. Brian Richards*, pharmacist, BMMF, Australia, due for furlough December

Gossner Mission

1973. It was RESOLVED to thank Mr. and Mrs. Richards for their service with the United Mission, and to welcome their return to Nepal after furlough, if there is a post available for them at that time.

EC (2)-33/73. *Miss Beth Brunemeier*, nurse, United Fellowship for Christian Service, proceeded on furlough October 1973. It was RESOLVED to thank Miss Brunemeier for her service with the United Mission, and to welcome her return after furlough if there is a suitable place open for her at that time.

EC (2)-34/73. *Miss Hanna Vitzthum*, nurse, Committee for Service Overseas, Germany, due to terminate service February 1974. It was RESOLVED to thank Miss Vitzthum for her service with the United Mission to Nepal.

EC (2)-35/73. *Miss Joy McConnell*, nurse, BMMF, New Zealand, due for furlough February 1974. It was RESOLVED to thank Miss McConnell for her service with the United Mission to Nepal, and to welcome her return after furlough, if there is a suitable post available for her at that time.

EC (2)-36/73. *Dr. T. Ishida*, Japan Overseas Cooporative Service, due to terminate service in December 1973. It was RESOLVED to thank Dr. Ishida for his service with the United Mission to Nepal.

EC (2)-37/73. *Mr. and Mrs. Jostein Holm*, agriculturalist / accountant, WMPL, Norway, procceding on early furlough December 1973 for medical

Gossner Mission

reasons. It was RESOLVED to thank Mr. and Mrs. Holm for their service with the United Mission, and to welcome their return to Nepal after furlough, provided satisfactory medical reports are received, and there is a suitable post available for them at that time.

EC (2)-38/73. *Miss Margaret Robinson*, nurse, Baptist Missionary Society, returned to UK on emergency sick leave August 1973. It was RESOLVED to thank Miss Robinson for her service with the United Mission to Nepal.

EC (2)-39/73. *Miss Mabel McLean*, nurse, RBMU, UK, proceeded on early furlough May 1973 for medical reasons. It was RESOLVED to thank Miss McLean for her service with the United Mission, and to welcome her return to Nepal at this time, satisfactory medical assurance having been received, and a suitable post being available for her.

EC (2)-40/73. *Dr. and Mrs. James Allan*, dentist, direct appointees, terminating a nine-month term in November 1973. It was RESOLVED to thank Dr. and Mrs. Allan for their service with the United Mission, and to welcome their return to work in Nepal, if a suitable post should be open for them.

EC (2)-41/73. *Miss Kirsti Kormu*, nurse, Free Church of Finland, due for furlough April 1974. It was RESOLVED to thank Miss Kormu for her service with the United Mission, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.

Gossner Mission

EC (2)-42/73. Mr. *and* Mrs. *Stanley Kamp*, builder, Mennonite Board of Missions, proceeded on furlough September 1973. It was RESOLVED to thank Mr. and Mrs. Kamp for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable opening available for them at that time.

EC (2)-43/73. *Dr. Jennifer Frank*, direct appointee, returned to Canada on emergency sick leave June 1973. It was RESOLVED to thank Dr. Frank for her service with the United Mission to Nepal.

EC (2)-44/73. *Mr. and Mrs. Helmut Milcke*, plywood engineer, Committee for Service Overseas, proceeded on emergency sick leave May 1973, and returned to Nepal October 1973. It was RESOLVED to thank Mr. and Mrs. Milcke for their service with the United Mission, and to approve their return for a further 18-month term of service, satisfactory medical assurance having been received.

EC (2)-45/73. *Dr. and Mrs. Peter Lucas*, offered by BMMF, Australia. It was RESOLVED to accept the services of Dr. and Mrs. Lucas for work in the United Mission, with thanks to God and to their sending Mission. Ref. EC (1)-45/73.

EC (2)-46/73. *Dr. and Mrs. Gerald Hankins*, offered by United Church of Canada. It was RESOLVED to accept the services of Dr. and Mrs. Hankins for work with the United Mission, with thanks to God and to their sending Church. Ref. EC (1)-44/73.

Gossner Mission

EC (2)-47/73. Miss *Jeanette Short*, teacher of the blind, BMMF. Ref. EC (1)-43/73. was RESOLVED to accept Miss Short's withdrawal of her tentative application to the United Mission.

EC (2)-48/73. Miss *Ruth Bingman*, nurse, United Methodist Church. Ref. EC (1)-42/73. It was RESOLVED to accept Miss Bingman's withdrawal of her offer of service to the United Mission.

EC (2)-49/73. Miss *Joyce Roberts*, nurse, United Presbyterian Church. Ref. EC (1)-41/73. It was RESOLVED to accept Miss Roberts' withdrawal of her application to the United Mission for the present time.

EC (2)-50/73. Miss *Marjorie Hill*, social worker, Christian Church. Ref. EC (1)-40/73. It was RESOLVED to accept Miss Hill's withdrawal of her offer of service to the United Mission for the present time.

EC (2)-51/73. *Board Appointees who have left* on furlough or at end of term (for information only):

Miss Dorothy Broom
Mr. and Mrs. Herman Simrose
Dr. and Mrs. John Dickinson
Dr. Liane Nitschke
Dr. and Mrs. Gordon Mack
Miss Ruth Overvold
Miss Wendy Moore
Dr. Pamela Dodson
Miss Ingegerd Karlsson
Mr. and Mrs. Ron Fox
Miss Heidi Froelicher
Miss Sheila Fulker

Gossner Mission

Mr. and Mrs. Asbjorn Holm
Dr. and Mrs. Walter Bond
Mr. and Mrs. George Carfield
Mr. Ed Martin (Direct appointee)
Mr. and Mrs. Juhani Kivela
Mr. and Mrs. Martyn Thomas
Miss Tomoe Tawara
Dr. and Mrs. Noboru Iwamura
Mr. and Mrs. Ian Colterjohn
Dr. and Mrs. Cecil Pedley
Mr. and Mrs. Dieter Johannson
Canon and Mrs. Sam Burgoyne
Mr. and Mrs. Stan Kamp
Miss Beth Brunemeier
Miss Margaret Wright
Miss Mabel McLean
Miss Margaret Robinson
Mr. Tor Mogedal
Mr. and Mrs. Robert Schuh
(Direct appointees)
Dr. Jennifer Frank („ appointee)

EC (2)-52/73. *Board Appointees who have returned from* furlough or sick leave (for information only):

Mr. and Mrs. Tor Mogedal
Mr. and Mrs. San Ruohoniemi
Mr. and Mrs. Francis Sauer
Mr. and Mrs. Asbjorn Voreland
Miss Mary Cundy
Dr. and Mrs. Noboru Iwamura
Dr. and Mrs. Walter Bond
Miss Denise Stringer
Miss Annell Talso
Miss Rut Peterson
Miss Margaret Kingsley
Mr. and Mrs. Robert Buckner
Mr. and Mrs. Helmut Milcke
Miss Ruth Angove (Direct appointee)

Gossner Mission

EC (2)-53/73. *Board Appointees expected back* from furlough (for information only) :

Dr. and Mrs. Wolfgang Zeiher
Mr. and Mrs. Paul Spivey
Miss Enni Hokkanen
Miss Gwen Coventry
Miss Heidi Froelicher
Dr. Pam Dodson
Miss Mabel McLean
Miss Ruth Overvold
Mr. Asbjorn Holm
Mr. and Mrs. George Carfield
Miss Wendy Moore
Dr. and Mrs. John Dickinson.

EC (2)-54/73. *Miss Rigmor Hildershavn*, nurse, offered by World Mission Prayer League, Norway. It was RESOLVED to accept the offer of service of Miss Hildershavn, with thanks to God and to her sending Mission.

EC (2)-55/73. *Mr. and Mrs. Stephen Bull*, mechanical engineer, offered by Baptist Missionary Society, UK. It was RESOLVED to accept the services of Mr. and Mrs. Bull, with thanks to God and to their sending Church.

EC (2)-56/73. *Miss Olive Anniss*, nurse, re-offered by R. B. M. U. It was RESOLVED to accept the services of Miss Anniss, for a one year term initially, with thanks to God and to her sending Mission.

EC (2)-57/73. *Miss Ruth Angove*, dietitian, offered by United Methodist Church, USA. It was RESOLVED to accept the services of Miss Angove, with thanks to God and to her sending Church.

Gossner Mission

EC (2)-58/73. *Mr. Sverre Skjelsbaek*, plywood engineer, sponsored by Committee for Service Overseas as a direct appointee. This appointment was noted with gratitude.

EC (2)-59/73. *Miss Christine Ella*, nurse, direct appointee sponsored by BMMF. This appointment was noted, with gratitude.

EC (2)-60/73. Mr. *Harold Anderson*, pharmacist probably to be offered by United Church of Canada. It was RESOLVED to request the Personnel Secretary to continue correspondence with the UCC concerning this offer.

EC (2)-61/73. *Miss Kishori Macwann*, nurse, offered by C. M. S., UK. It was RESOLVED to request the Personnel Secretary to continue correspondence with the CMS concerning this offer.

EC (2)-62/73. *Appointment of Executive Secretary.* Noting that the official appointment of Mr. F. Wilcox to the post of Executive Secretary expires on 31st January 1974, it was RESOLVED :

a) That he be appointed as Executive Secretary for a further period to the time of the next Board Meeting, April 1974.

b) That in order to make a nomination for this post to the next Board Meeting, the President of the Board be requested to secure an opinion from the Board Appointees of the Mission, through the Area Superintendents or Project Directors; and to request him to make a recommendation to the Executive Committee, so that the Executive, by

Gossner Mission

circular vote, may take action to be presented to the Workers Conference in February 1974.

c) That the attention of member bodies be called to the provision of Bye-law V, 2, and that they be requested to make nominations, if so desired, to the President, Rev. G. Ruff, 130 Golf Links, New Delhi 110003, India, not later than January 31st, 1974.

EC (2)-63/73. *Treasurer.* It was RESOLVED to recommend to the Board of Directors that Mr. Ray Havens be appointed to the post of Treasurer of the UMN from the time of the next Board Meeting, for a three year term. Any member body wishing to make a nomination to this post may do so under provision of Bye-law, V, 2.

EC (2)-64/73. *Health Services Secretary.* In view of the fact that there is still no one person available to fill this post, it was RESOLVED to recommend to the Board of Directors the re-appointment of Dr. T. Strong, Dr. N. Iwamura and Mr. F. Wilcox jointly as Health Services Secretaries for a further one year term from the time of the next Board Meeting.

EC (2)-65/73. *Area Superintendent, Tansen.* It was RESOLVED to recommend to the Board of Directors the appointment of Dr. P. Dodson to this post for a three year term from the time of her return from furlough in April 1974.

EC (2)-66/73. *Area Superintendent, Kathmandu.* It was RESOLVED to recommend to the Board

Gossner Mission

of Directors the appointment of Mr. S. Ruohoniemi to the post of Kathmandu Area Superintendent for all projects in the Valley except Shanta Bhawan Hospital; this appointment to be for one year only in the first instance, from the time of the next Board Meeting.

EC (2)-67/73. *Technical Secretary.* It was RESOLVED to report to the Board that at this time there is no recommendation for appointment to this post.

EC (2)-68/73. *Community Health Advisory Team Director.* In view of the fact that the C.H.A.T. program is now being discontinued as such, it was RESOLVED that this post now be dropped. It was further RESOLVED to request Dr. N. Iwamura to assume the duties of the Community Health Secretary for the UMN, within the total duties of the post of Health Services Secretary.

EC (2)-69/73. *Director of Nursing Education, Tansen.* It was RESOLVED to appoint Miss M. McLean to this post from 1st December 1973 for a three year term.

EC (2)-70/73. *Director, Butwal Technical Institute.* It was RESOLVED to appoint Mr. O. Hoftun to continue in the post of Acting Director of BTI for a further period, to be reviewed again in April 1974.

EC (2)-71/73. *Assistant/Deputy Director, B.T.I.* After discussion about this post, it was RESOLVED to request the UMEDA Board to again consider this matter and to propose a

Gossner Mission

clarification of the name and corresponding duties of this position, and of the body authorised to make appointment to same.

EC (2)-72/73. *Headmistress, Girls' High School, Kathmandu.* It was RESOLVED to appoint Miss M. McCombe to this position for a further one year term, subject to approval by HMG, to be reviewed at the end of the next school year.

EC (2)-73/73. *Project Director, Okhaldhunga.* It was RESOLVED to appoint Dr. N. Iwamura to this position for the period to January, 1975.

EC (2)-74/73. *Education Director, Gorkha.* In view of the expected integration of the schools into the New Education Plan, it was RESOLVED not to create such a post for the Gorkha Project.

OTHER MATTERS

EC (2)-75/73. *Community Health.* It was noted that in AC-5/73, a committee has been appointed to consider the re-structuring of the previous CHAT program, and to give thought to certain proposals. The report of this committee was studied in detail, and it was RESOLVED :

a) To approve the adoption of the outlined re-structuring of the community health administration and program on a mission-wide basis, with some minor alterations, as found in Appendix P, for the year 1974 on a trial basis;

Gossner Mission

b) To approve the change of name to the Community Health Office as from the date of this present meeting;

c) To instruct the new Community Health Committee to study the matter of a mission-wide policy for community health work;

d) To authorise further careful study of the proposal to put all community health plans and budgets under one heading, realising that this has important implications;

e) To request that further study be given to the proposal that finance for community health programs be sought from sources outside that of the UMN general fund.

EC (2)-76/73. *Education Work.* A paper by Mr. J. Lindell on the future of education work in Nepal and possible opportunities for the UMN was noted, together with the recommendation of AC-15/73. It was RESOLVED to accept this paper for information, with thanks.

EC (2)-77/73. *Agriculture work.* The Executive Secretary reported on the current discussion and thinking concerning the possibility of expanding some agriculture work in Nepal.

EC (2)-78/73. *New work.* Mr. Hoftun's paper presenting the challenge of West Nepal was read, and the recommendation of AC-18/73 noted. It was RESOLVED to receive this paper with thanks.

Gossner Mission

EC (2)-79/73. *New Lalitpur Hospital Agreement.* The Executive Secretary reported that, subsequent to the instruction of BD-23/73, both amendments had been agreed to by HMG in the draft agreement. However, this agreement has not yet been signed, and considerable concern was expressed at this long delay. It was RESOLVED to instruct the Executive Secretary to inform the Department of Health Services of HMG that if the agreement is not signed soon the United Mission may have to withdraw from the project; and to enquire if an extension to the time limit of UMN participation in the new hospital may be granted.

EC (2)-80/73. *Auxilliary Health Workers School, Tansen.* Dr. Gould and the Executive Secretary reported that the Institute of Medicine, Tribhuwan University, has asked the UMN to consider opening an A. H. W. program (two year course) on the Tansen campus, Institution of Medicine, located at the UMN Hospital. The Institute of Medicine would like to begin the A. H. W. program in January 1974, with an initial enrollment of approximately 50 boys. The Health Services Secretaries, with Dr. Gould, were asked to negotiate this matter further with the Dean of the Institute of Medicine, seeking more details and a postponement of the opening date for such an A.H.W. program.

EC (2)-81/73. *New Okhaldhunga Hospital Agreement.* The Executive Secretary again reported that negotiations about this agreement are proceeding, but have not yet been finalised.

Gossner Mission

EC (2)-82/73. *Education of Missionaries' Children.* Mr. A. Voreland, Chairman of the committee appointed by the Board to study this matter, reported on two meetings held recently, and presented recommendations from that committee.

a) It was agreed that new candidates applying to the United Mission should be fully informed, at an early stage in their negotiations with their supporting missions, of the situation in Nepal regarding the education of children.

b) It was RESOLVED to approve that the UMN administration may assist special projects to find suitable teachers through Christian volunteer agencies; such teachers to be screened and appointed according to the ruling for Direct Appointees as found in Bye-law VIII, B.

c) It was noted that at the time the Children's Hostel in Kathmandu was established in 1967 (ref. BD-63/67), it was stated that "Personnel of the project could be 'Direct Appointees' of the United Mission"; also that by tradition in actual practice Board Appointees have been appointed to the position of Hostel Supervisors, without any grant for rent, since the inception of the Hostel.

It was RESOLVED to request the Board of Directors to make a clear decision on the policy to be followed if and when the Hostel is required to

Gossner Mission

be re-opened, presenting to them the following possibilities :

i) That the Hostel Supervisors should be Direct Appointees only, and that no Board Appointees be assigned to this post;

ii) That the Hostel Supervisors may be Board Appointees, seconded by the United Mission, without any grant for rent;

iii) That the Hostel Supervisors may be Board Appointees, seconded by the United Mission, together with the normal rent allowance made available for Board Appointees.

EC (2)-83/73. *Power of Attorney.* Further to the instruction of BD-24/73, the Executive Secretary reported that he had been advised by the UMN's Legal Advisor that only the Board of Directors could grant a Power of Attorney.

EC (2)-84/73. *Placement of seconded and single workers.* Further to earlier discussions on the matter of single workers being assigned in isolated areas, and the decisions of WC-11/72 and AC-24/72, it was RESOLVED to bring this matter to the next meeting of the Executive Committee for consideration and possible action.

EC (2)-85/73. *Language study for short term workers.* The matter of possible language study for workers who come for one year of service was discussed, and referred back to the Administrative Committee for consideration and recommendation.

Gossner Mission

EC (2)-86/73. *Job descriptions.* It was RESOLVED to request the Business Managers Committee to continue with the assignment of overseeing the drafting of job descriptions (ref. EC (1)-5/73); the committee to consist of the following members :

The members of the Finance Committee resident in Kathmandu Valley;
Dr. T. Strong or deputy;
Dr. D. Roche, or deputy;
Area Superintendent, Gorkha;
Administrative Officer, Tansen.

EC (2)-87/73. *Motorcycles.* It was RESOLVED that anyone buying a motorcycle with the name of the UMN on the import licence be required to keep the motorcycle within the ownership of the UMN Board Appointees or projects up to three years from the time of purchase, or any further time limit required by HMG.

EC (2)-88/73. *Building Repairs.* It was RESOLVED that, as a matter of policy, any building defects which occur in buildings during the first year after occupancy be charged to capital funds, and thereafter to maintenance funds.

EC (2)-89/73. *Applications for membership in the UMN.* The Executive Secretary reported on correspondence concerning applications for membership in the Mission. It was RESOLVED to recommend to the Board of Directors the acceptance of the Mennonite Central Committee and the Swedish Free Mission as full member bodies of the UMN, and to authorise the Executive Secretary to continue correspondence with certain other church bodies on this subject.

Gossner Mission

EC (2)-90/73. *Proposed change in the UMN Constitution.* The recommendations of the Administrative Conference were considered, and it was RESOLVED :

a) That the whole matter of the relative status and duties of the Functional Secretaries and Area Superintendents, the introduction of a second Administrative Conference, and the possibility of enlarging the Executive Committee to ten elected members, be referred back to the Administrative Committee and the Executive Committee for further study;

b) To recommend ratification of Const. V, B, 1 : "and the Nepal Christian Fellowship".

c) That the following proposed amendments be recommended to the Board of Directors for approval :

i) That the name of the Administrative Committee be changed to the Administrative Advisory Committee, in Const. V, H; V, I; V. J; V, K; Bye-law VI, c, 6; X; (title and para); XIV, A, d.

ii) That the Personnel Secretary be made an ex-officio member of the Board and of the Executive Committee, in Const. V, B, 2; V, E; V. J; Bye-law V, A, 2; deletion of V, C; Bye-law VI, A, 2; VI, C, 3; Bye-law VII to be re-numbered as—

Gossner Mission

C. Executive Secretary; D. Treasurer; E. Personnel Secretary; F. Other Functional Secretaries; G. Area Superintendent.

iii) That the duties of the Area Superintendent be altered to read: Bye-law VII, G,

new 5—"He shall endeavour to maintain high standards of co-operation between personnel and institutions in his area of responsibility."

new 6—"He shall provide guidance, communication, encouragement and fellowship to seconded United Mission workers in his area of responsibility, and he shall give special attention to the need of spiritual fellowship between all United Mission personnel within his area of responsibility."

new 7—Old para 6.

iv) That the duties of Project Directors be altered to read: Bye-law VII, H, title—Project Directors".

para 2—"...principles laid down in the United Mission Constitution and the Constitutions and/or Objectives and Rules framed for the project concerned..."

Gossner Mission

v) That an alteration be made in Area Organisation to read :

Bye-law XI, A—"Where there are two or more institution or projects of the United Mission, or to which the United Mission has seconded workers, in one geographical area,....."

vi) That the guidelines for seconded workers be included in the Bye-laws as Bye-law IX, new para D, "Seconded Workers", with the re-numbering of para D-H as E-I. The guidelines are found in EC (2)-64/70, b, with the proposed alterations following :

Section 2, New para (iv) :
"These rules may be relaxed in cases where United Mission workers are seconded to projects or organisations where they will work under the supervision of experienced United Mission personnel, or in cases where the secondment is for short duration and requires highly specialised qualifications."

Section 3, new para (ii) :
"Wherever United Mission workers are seconded to an agency or company outside the United Mission, a contract setting forth the terms of secondment shall be signed by the United Mission and by the agency to which the workers are seconded."

Gossner Mission

vii) That an alteration be made in the ruling for vacations to read :
Bye-law IX, new I,
new d—"Annual leave, 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. Each Area Superintendent or Project Director shall keep a Leave Register to be signed by each Board Appointee on the date of departure on leave, and on the date of return. Travel information about Board Appointees going beyond the borders of the Indian-sub-continent shall be given to the Personnel Secretary by the Area Superintendent or Project Director."

EC (2)-91/73. *Other Constitutional changes.* It was RESOLVED to recommend to the Board of Directors approval of the following proposed alterations in Constitutions of UMN projects :

a) Shanta Bhawan Hospital Constitution : Ratification of items marked ** in BD-29/73.

b) UMEDA Constitution :
   i) Alteration of the name of the Division of Consulting Services to "Division of Development Services".

Gossner Mission

ii) Acceptance of the BTI Draft Statement of Objectives and Working Rules.

EC (2)-92/73. *Dates of next meetings.*

Finance Committee : April 2, 1974
Executive Committee : April 3-4, 1974
Board of Directors : April 4-5, 1974.

A vote of sincere appreciation was expressed to the Chairman for his able leadership of the Executive Committee sessions. The meeting was closed with prayer led by Miss M. McCombe.

Gossner Mission

APPENDIX A

MINUTES OF THE
ADMINISTRATIVE CONFERENCE

(Regular and Co-opted members of Administrative Committee)

Held in Kathmandu, Nepal

3-5 October, 1973.

The meetings of the Administrative Conference were held at UMN Headquarters, Thapathali, October 3-5, 1973. Sessions lasted on Wednesday 3rd, 9-12, 1.30-5.30; on Thursday 4th, 8.30-12, 1.30-5.30, 7.30-9.45; and on Friday 5th, 8.30-12, 1.30-6.15.

Devotions. Each morning session began with brief devotions, led by Dr. B. Gould, Miss V. Collett, and Mr. J. Lindell respectively.

Roll Call.

Regular members :

1. Executive Secretary—Mr. F. Wilcox
2. Personnel Secretary—Mr. A. Voreland
3. Treasurer—Mr. I. Stuart.
4. Health Services Secretaries—Dr. T. Strong
5. Dr. N. Iwamura
6. Education Secretary—Miss M. McCombe
7. Gorkha Area Superintendent—Miss F. Swenson
8. Tansen Area Superintendent—Dr. B. Gould

Co-opted members :

9. Mr. J. Lindell
10. Mr. S. Ruohoniemi
11. Mr. O. Hoftun
12. Miss E. Clysdale
13. Dr. D. Roche
14. Miss V. Collett

Gossner Mission

Observer :

15. Mr. R. Havens (some sessions).

Agenda. : The agenda was adopted as presented by the Executive Secretary, with the addition of a number of further items.

Chairman and Secretary. Mr. J. Lindell was elected Chairman, and Miss B, Young Secretary, for this Conference.

AC-1/73. *Appointment of Representative to the Finance Committee.* It was RESOLVED to appoint Mr. S. Ruohoniemi as the representative to the Finance Committee for the year 1973/74.

AC-2/73. *Personnel Matters.* A list of posts soon falling vacant in the United Mission was reviewed, together with the recommendations of the Administrative Committee. Some of these were discussed, and recommendations made to the Administrative Committee for consideration.

PROPOSED PLANS AND BUDGETS FOR 1974

The proposed plans and budgets of each project in the Mission for 1974 were considered and discussed in turn, and the following recommendations made to the Executive Committee.

AC-3/73. *Headquarters.* Mr. F. Wilcox presented these plans and budgets to the Conference. It was RESOLVED to recommend the following :

a) Language Supervisor : That the asterisk be removed, and the words "fulltime (post to be filled)" be deleted; the post to read, "Language Supervisor (part-time)".

Gossner Mission

b) That consideration be given to appointing some suitable person in the Kathmandu Valley other than an HQ staff member as Kathmandu Area Superintendent, if possible.

c) That a Nepali Liaison Officer be employed, and a suitable provision for his salary be made in the budget.

d) That the proposed extension to the HQ guesthouse be referred back to the project for further study, planning and estimate.

e) That the item of a vehicle be dropped from the capital budget, since the money in hand for this is 'proceeds of the sale of old vehicles plus the depreciation funds accumulated, and a vehicle for Headquarters had already been authorised in capital budgets some years ago.

f) That, recognising the need of spiritual ministry amongst foreign personnel in the UMN, the Headquarters administration be asked to explore ways and means of providing such spiritual ministry throughout the whole area of the Mission at suitable intervals, through speakers within and from outside the UMN.

AC-4/73. *Special Projects.* The plans and budgets of the Building Department, the Scholarship Program, the Children's Hostel, the Tibetan Refugee work and the Communications Committee were presented by the Executive Secretary. The need was recognised for closer liaison and fellowship between UMN members in geographical areas where they are seconded to various projects.

Gossner Mission

It was RESOLVED to recommend the acceptance of these plans and budgets, with the following amendments to the plans for the Tibetan Refugee work: The listing of "2 workers" as personnel in approved posts in this project, and a request that the Personnel Secretary correspond with Mr. Holm for further clarification of these posts, to be presented with the plans and budgets to the Executive Committee.

AC-5/73. *Community Health Advisory Team.* The proposed plans and budgets 1974 were presented by Dr. N. Iwamura, and a full discussion followed on the functions of the CHAT in the light of reduced number of personnel available for this project.

It was RESOLVED to appoint a committee, consisting of Mr. F. Wilcox, Dr. T. Strong, Dr. N. Iwamura, Dr. M. Bomgaars and Mr. J. Roane, to study and propose a restructuring of CHAT functions, and to present revised plans and budgets to the Executive Committee, certainly with the deletion of the last sentence of para A. 2. The same committee is also requested to give consideration to a proposal submitted to the Conference that:

a) A mission-wide policy concerning community health be framed;

b) All community health programs and budgets be placed under one heading in UMN plans and budgets;

c) Special grants be sought to finance community health programs, rather than drawing on the UMN Treasurer's general fund.

Gossner Mission

AC-6/73. *Tansen Area.* Dr. B. Gould presented the proposed plans and budgets for 1974, and a full discussion followed. It was RESOLVED to recommend that these be accepted, with the following amendments :

a) That the Liaison Officer be omitted from the personnel list.

b) That the personnel list be amended to include the Area Superintendent, 1 nurse for Health Post supervision under the ANM School listing, and the need for 2 nurses in East Palpa to fill approved posts.

c) That the recurring budget for the Butwal Outreach Program be cancelled, and that the project be requested to present a new proposal and program to Finance and Executive Committees, possibly without any budget, in the light of possible new developments in this work. If needed, however, a supplementary budget request may be presented.

d) That the Building Committee in Tansen be asked to study further the additional askings in the capital budget for the completion of the hospital extension, and to report to the Finance Committee, isolating the factors which have caused this high rise in the estimate.

e) That the budget estimate for the building of the ANM hostel/school in Pokhara be cancelled and the matter returned to the project Building Committee for re-study, and a new estimate made for presentation to the Finance Committee.

Gossner Mission

f) That the UMN welcome in principle the request from government to begin an AHW Program in Tansen, and to request the Health Services Secretary and other responsible persons to explore this matter further.

AC-7/73. *UMEDA, Butwal.* Mr. O. Hoftun presented the proposed plans and budgets to the Conference, some of which are administered by the UMEDA Board and given now for information only, and some needing action and approval by the UMN. It was RESOLVED to recommend the acceptance of :

a) Butwal Project—Plans, including personnel list; and recurring and capital budgets.

b) Butwal Technical Institute—New Constitution or "Statement of Objectives and Working Rules"; and the capital budget for classroom building and workers' housing, with the recommendation that the UMEDA Board consider the possibility of financing these items from funds already available in BTI.

c) Division of Consulting Services—Plans, and UMN-financed recurring budget.

AC-8/73. *Boys' Boarding School, Pokhara.* The proposed plans and budgets were presented by Mr. J. Lindell, and discussed. It was RESOLVED to recommend the acceptance of these, with the request that a full listing of Designated Fund items and estimates be presented to Finance and Executive Committees.

AC-9/73. *Gorkha Project.* Miss F. Swenson presented the proposed plans and budgets for 1974,

Gossner Mission

which included provisional budgets for educational work in the event that HMG might request the Mission to continue administration of the schools for a further year. After full discussion it was RESOLVED to recommend the approval of the plans and budgets, with the following amendments :

a) That the project Administration move forward with plans to integrate the Amp Pipal hospital with the Gorkha Hospital (HMG), investigating all related details in the Gorkha and Lamjung Districts, and at the Directorate of Health Services.

b) That the existing community health program be continued, and that all possible points of contact and co-operation with HMG Basic Health Services (IHO) be pursued.

c) That if the Gorkha Project schools are integrated into the National Education System in the new school year,

   i) All UMN financial involvement in the recurring budgets of these schools be dropped;

   ii) Expatriate Board Appointee teachers continue in the schools, provided contract letters are granted by the District Education Office;

   iii) Any capital projects already begun be completed, but no new ones approved.

d) That the Khar Khola hydro-electric project be dropped, and that local leaders be encouraged, with the help of facts and counselling, to avail themselves of government facilities for water supply schemes, hydro-electric schemes, etc.

Gossner Mission

e) That the item of an "Under-Fives" clinic building under Community Health be deferred for another year, pending decision on the future of the hospital; with the possibility of a new request for this item at a later date under Hospital capital budget, not community health.

AC-10/73. *Shanta Bhawan Hospital, Kathmandu.* The proposed plans and budgets for the hospital, Nurses' School and community health work were presented by Dr. T. Strong. It was RESOLVED to recommend that these be accepted, with the deletion of a second pediatrician from the personnel list.

AC-11/73. *Girls' High School, Kathmandu.* Miss M. McCombe presented the proposed plans and budgets for 1974, recognising that these were only provisional incase the UMN should be asked to continue administration of the school for a further year. It was RESOLVED to recommend acceptance of these, with the following amendments :

a) That if the school is integrated into the New Education Plan in December 1973, the UMN financial involvement be dropped;

b) That the two proposed Nepali Headmistresses for certain sections of the school be called "Assistant Headmistresses".

c) That a paragraph be added to the Plans giving some information about the vocational block still to be built and added to the school.

AC-12/73. *Bhaktapur Hospital.* The plans and budgets proposed for 1973 were presented by Dr. Roche.

Gossner Mission

Dr. Roche also gave a verbal report of possible ways of working in closer liaison with HMG in Bhaktapur. It was RESOLVED to recommend :

a) The approval of the plans and budgets as presented, subject to the implications of any further negotiations of the Health Services Secretaries with HMG;

b) That UMN administration be requested to pursue investigations and get further information about the possibility of integration of the Hospital work with HMG's health plans.

AC-13/73. *Okhaldhunga Project.* Dr. N. Iwamura presented the plans for the Okhaldhunga Project, explaining that since the writing of the duplicated plans and budgets it had become clear that only a very limited number of personnel would be available for Okhaldhunga in 1974. It was felt that it would be wise to revise the whole program for the dispensary and community health work for the interim period before the proposed new hospital begins to function.

It was therefore RESOLVED to recommend that the plans and budgets for 1974 be returned for further study, with the request that revised plans and budgets be presented to Finance and Executive Committees, in view of recent developments and the lack of staff to continue the work in its present form.

AC-14/73. *Treasurer's Consolidated Budget.* The Treasurer presented the proposed consolidated General Fund Budget, which, in its present form, is

Gossner Mission

just in balance. It was RESOLVED to request that this be revised and presented to the Finance and Executive Committees showing amendments as indicated above in the requests from Headquarters, Tansen, CHAT and Okhaldhunga, and possible amendments in requests from Gorkha and the Girls' High School.

AC-15/73. *Education Work.* Mr. J. Lindell presented a paper on the challenges and possible opportunities of work in education in the future in Nepal, now that all UMN schools are being integrated into the New Education Plan. It was RESOLVED to recommend, that as an interim measure pending the appointment of a full-time Education Secretary, Mr. J. Lindell, Mr. F. Wilcox and Miss M. McCombe be requested to pursue the objectives outlined in Mr. Lindell's paper, using the suggestions contained therein as guidelines.

AC-16/73. *Agriculture Work.* It was RESOLVED to ask the Executive Secretary to explore the possibility of receiving permission from HMG for the acceptance of agriculture workers in connection with projects which the Mission has taken up in general; this to be an amendment to the present General Agreement, and to be included in the next Agreement.

AC-17/73. *Medical Work.* It was RESOLVED to request that as soon as convenient, UMN administration endeavour to secure from HMG definite plans for the future of UMN hospitals and health services in general, timing of integration programs, etc.

Gossner Mission

AC-18/73. *New Work.* Mr. O. Hoftun presented a challenge to the UMN to think in terms of taking up opportunities for work in the western half of Nepal, and particularly in Surkhet. It was RESOLVED to ask Mr. Hoftun and Dr. Iwamura to plan a visit to Surkhet on a private basis, to investigate the possibilities of UMN involvement in work there, and to bring back a report to the Workers' Conference.

Further, to recommend that UMN administration subsequently request an audience with His Majesty the King, to express the readiness of the Mission to take up new additional work, presenting concrete proposals for such programs.

OTHER MATTERS

AC-19/73. *Negotiations with Government.* It was RESOLVED to request that all project officers and personnel negotiate with HMG officials and departments only through, or accompanied by, the Executive Secretary or relevant Functional Secretaries.

AC-20/73. *UMN administration.* After a full discussion, it was felt that the time had come for the restructuring, to some extent, of the composition of the Administrative Committee, and of the functions of the Functional Secretaries and Area Superintendents. A list of proposed amendments to the Constitution and Bye-laws in this connection was presented.

It was RESOLVED that this matter be referred as a suggestion to the Executive Secretary, together with that of holding the

Gossner Mission

Administrative Conference twice a year, with only Area Superintendents co-opted to the spring meeting; and that a definite proposal be brought to the Workers' Conference, Executive Committee and Board.

It was felt that such restructuring should move in the direction of the Functional Secretaries being Assistants to the Executive Secretary, and strong emphasis was laid on the need for full-time, suitable Functional Secretaries.

AC-21/73. *Seconded Workers.* It was recognised that in the changing situtation of the work in Nepal, the previous guidelines for seconded workers require some revision. It was RESOLVED to request that :

a) The Executive Secretary propose a re-wording of the Guidelines for Seconded Workers in such a manner that they may be included in the Bye-laws of the UMN;

b) That this re-wording include—

i) Relaxation of some rules for cases where new personnel are going straight into seconded work;

ii) The relationship of such workers to UMN administration;

iii) Written contracts to be signed between the UMN and the agency to which the worker is seconded; and between the UMN and the worker concerned.

Steps taken by the UMEDA Board in this respect were noted for information.

AC-22/73. *UMN Housing Policies.* This subject, referred to the Administrative Conference in WC-19/73,

Gossner Mission

was not dealt with owing to lack of time A small committee, consisting of Mr. A. Voreland (Chairman), Mr. S. Ruohoniemi, Mr. I. Stuart, Mr. F. Wilcox and Miss L. Ammann, was asked to study the matter and bring a proposal to the Executive Committee, co-opting other UMN members if they so desire.

AC-23/73. *Education of Missionaries' Children.* Mr. A. Voreland, Chairman of the committee appointed by the Board to study this matter, reported that questionnaires had been circulated to member bodies and to parents with children in Nepal, and information is being collected in this way as a basis for further study.

AC-24/73. *Workers' Conference.* Mr. Wilcox reported that, further to WC-20/73, the Workers' Conference for 1974 would be held in Kathmandu since the time had already been fixed with special speakers. He also expressed the appreciation of the UMN for the thorough work done by the Pokhara team in assessing the possibility of holding the Conference there in January, and for their invitation to do this, which it might be possible to consider at a future date.

AC-25/73. *Medical Insurance.* The Business Committee, as formed in FC (1)-20/73, was requested to look into this matter and make any suitable recommendations to the Finance Committee regarding possible revision of the rules of the Medical Insurance Program in terms of UMN personnel, and possibly of outside groups also.

AC-26/73. *Motorcycles.* It was RESOLVED to recommend that anyone buying a motorcycle with the

Gossner Mission

name of the UMN on the import licence be required to keep the motorcycle within the ownership of UMN Board Appointees or projects up to three years from the time of purchase, or any further time limit required by HMG.

AC-27/73. *Annual vacations.* It was RESOLVED to request the Business Committee (see FC (1)-20/73) to also take up the matter of each project leader keeping a leave register for Board Appointees, and of Board Appointees gaining permission for holidays and leave; and to prepare this for possible inclusion in the Bye-laws if thought necessary.

AC-28/73. *Tansen Managing Board.* It was RESOLVED to recommend to the Tansen Project that they submit a proposal to provide for a governing Board, similar to that of either UMEDA or Shanta Bhawan Hospital, for the Tansen Project.

AC-29/73. *Building Repairs.* It was RESOLVED to recommend that a policy be established that any building defects which occur in buildings during the first year after occupancy be charged to capital funds, and thereafter to maintenance funds.

AC-30/73. *Applications for membership.* The Executive Secretary reported that the Mennonite Central Committee and the Swedish Free Mission were in the process of applying for membership in the UMN. It was RESOLVED to recommend that these applications be considered.

Gossner Mission

AC-31/73. *Constitutional changes.* It was noted that items to be carried forward to ensuing Executive Committee and Board meetings for action include :

a) UMN Constitution :

i) Const. V, B, 1—Ratification of "...and the Nepal Christian Fellowship."

ii) Seconded workers—see AC-21/73 above.

iii) Administration (Functional Secretaries, Area Superintendents, Administrative Conferences)—see AC-20/73 above.

iv) Annual vacations—see AC-27/73 above.

b) Shanta Bhawan Hospital Constitution :

Ratification of items marked ** in BD-29/73.

c) UMEDA Constitution :

i) Alteration of the name of the Division of Consulting Services to "Division of Development Services" (see UMEDA Board, BM-131/73).

ii) Acceptance of the B T I Draft "Constitution".

The Conference was closed with prayer, led by the Chairman.

Gossner Mission

APPENDIX B

MINUTES OF THE

FINANCE COMMITTEE MEETING

5th November, 1973

The meeting of the Finance Committee was held in Kathmandu on 5th November, 1973. The Chairman, Rev. A. Berg, opened the meeting with devotions.

Members present were :

Rev. A. Berg (Chairman)
Rev. G. Ruff
Mr. S. Ruohoniemi (Representative from Admin. Conference)
Rev. F. Wilcox (Executive Secretary and Acting Treasurer)
Mr. I. Stuart (co-opted)
Mr. R. Havens (Observer)

FC (2)-1/73. *Confirmation of Minutes.* The Minutes of the meeting of the Finance Committee held on 26-27th March, 1973 were confirmed as circulated.

FC (2)-2/73. *Matters arising from Minutes.*

a) Aviation grant : ref. FC (1)-8/73. It was RESOLVED to recommend approval of the action to transfer the sum of Rs. 72,197/-, originally granted for Aviation, to the Undesignated Fund account.

b) Income Tax : ref. FC (1)-19/73. The Executive Secretary reported that no further progress had been made in securing exemption from income tax for UMN Board Appointees, but that

Gossner Mission

the matter is being included in negotiations for the next General Agreement.

c) Audit reports : ref. FC (1)-10/73. The report of the audit of Gorkha Project accounts for 1972 was received and accepted. It was noted that reports are not yet available on audits of the accounts of Communications Committee or Shanta Bhawan Hospital for 1972.

FC (2)-3/73. *Proposed Budgets for 1974.* The proposed recurring and capital budgets for each project for 1974 were examined, and the following RESOLUTIONS passed :

a) *Headquarters.* To recommend acceptance of the budgets for 1974, with the following amendments :

i) An increase of Rs. 18,000 in receipts from the Treasurer and in payments for salaries (ref. AC-3/73, c);

ii) Inclusion of a sum of Rs. 26,760 for the extension of the Headquarters guesthouse (ref. AC-3/73, d);

iii) Deletion of the figure for replacement of a vehicle, (ref. AC-3/73, e).

b) *Special Projects.* To recommend approval of the budgets for each of the projects included under this appendix.

c) *Community Health Advisory Team.* Noting the recommendations of AC-5/73, to recommend approval of the revised budget submitted.

d) *Tansen Area.* Note was taken of the recommendations in AC-6/73. To recommend the approval of the recurring

Gossner Mission

and capital budgets, with the following amendments :

i) In the capital budget, the item for a Model Village Project be renamed a "Village Training Centre" and be included under the ANM School, not under Community Health;

ii) Inclusion of the revised figure of Rs. 645,000 for the ANM Hostel/ School in Pokhara in the capital budget;

iii) In response to AC-6/73, (d), the Finance Committee received the report from the Tansen Building Committee concerning the additional asking of Rs. 600,000. for the hospital extension. It was resolved to recommend approval of this figure with some reservation; but also to note that there is no known source of this additional grant, and that the Tansen Building Committee be instructed to make construction plans so that when the Rs. 800,000 already in hand has been spent, a useable plant will be available and completed.

e) *UMEDA, Butwal.* To recommend approval of :

i) Butwal Project recurring and capital budgets;

ii) Butwal Technical Institute capital budget for classroom building and workers' housing;

iii) Division of Consulting Services UMN-financed recurring budget.

Gossner Mission

f) *Boys' Boarding School, Pokhara.* To make the following recommendations :

i) Acceptance of the recurring and building capital budgets as presented to the Administrative Conference;

ii) Acceptance of the other capital and designated budget items now submitted;

iii) That in future years the UMN administration items, such as mail-bag, etc., for the whole Pokhara area be combined and shown in one Area budget.

g) *Gorkha Project.* To recommend approval of the budgets, together with the recommendations of AC-9/73, c, d and e, with the inclusion of an additional sum of Rs. 14,000 for the Luitel new classroom block, and figures carried forward for the hospital building.

h) *Shanta Bhawan Hospital.* To accept the recurring and capital budgets with the following amendments :

i) That the Treasurer's grant to the hospital be reduced to Rs. 42,000, and the grant from the SBH General Fund increased to Rs. 133,000; (Note EC (2)-10/73);

ii) That the plans and budgets for the new, enlarged Community Health Program be approved in principle; but that the UMN be committed only to the implementation of the first two years of the plan as

Gossner Mission

outlined, and that at the time of the Evaluation Period a thorough review and re-assessment be made of the program;

iii) That an item of "Mobile Hospital Unit, Rs. 55,000." be added to the capital budget.

i) *Girls' High School, Kathmandu.* To recommend the following :

i) Acceptance of the recurring budget, with the understanding that if the School is integrated into the New Education Plan in 1974, UMN financial assistance to the general fund will cease;

ii) That the additional paragraph on the building of the additional block be included in the plans;

iii) Approval of the capital item for library books;

iv) That any other capital projects already begun be completed, but no new ones approved.

j) *Bhaktapur Hospital.* To recommend the approval of the proposed budgets for 1974, with an increased grant from the Treasurer, and endorsement of the recommendation of AC-12/73.

k) *Okhaldhunga.* To recommend approval of the revised budgets as submitted, with the deletion of the item of Rs. 1,500/- for travel to Kathmandu, which item is already covered in the Community Health Office revised budget.

Gossner Mission

l) *Treasurer's Consolidated Budget.* To recommend approval of the budget as submitted, with the following amendments :

i) Reduction of the grant to Shanta Bhawan Hospital by Rs. 33,000.

ii) Reduction of the grant to Okhaldhunga by Rs. 1,500.

iii) Deletion of the item of Rs. 50,000 receipts from Capital Service Charge, and that this 5% charge on capital funds be held in abeyance in 1974;

iv) That the General Fund balance be reviewed at the time of the next Finance and Executive Committee meetings in April 1974.
(Note EC (2)-14/73).

FC (2)-4/73. *Grants for capital items.* It was RESOLVED to recommend that requested grants be made from special grants received and undesignated funds. The revised and final list of such grants is found in EC (2)-23/73.

FC (2)-5/73. *Provident Fund.* It was RESOLVED that the recommended changes in the rules of the UMN Provident Fund be submitted to the Executive Committee for acceptance, as detailed in the Minutes of the Business Managers Committee.

FC (2)-6/73. *Holidays and leave.* It was RESOLVED to refer this matter to the Executive Committee as it concerns Board Appointees only.

Gossner Mission

FC (2)-7/73. *Medical Insurance Plan.* It was RESOLVED to recommend to the Executive Committee the acceptance of the alterations in the Plan as submitted by the Business Managers Committee, with the following clarifications:

a) That the word "year" be defined clearly as the fiscal or calendar year;

b) That the 50% balance cost of medicines be paid by the Project by which the persons is employed.

(Note EC (2)-17/73).

FC (2)-8/73. *Pharmacy Store.* The recommendation of the Business Managers Committee was noted. It was RESOLVED to recommend endorsement of the view that no further capital grant be made to the Store at this time, and to refer the remainder of this Minute to the Administrative Committee for consideration.

(Note EC (2)-18/73)

FC (2)-9/73. *Housing Policy.* The Minutes and recommendations of the Committee appointed to discuss the matter of mission-wide housing policies were noted. It was RESOLVED to recommend that these be accepted, and put into effect from 1st January 1974.

FC (2)-10/73. *Rent for Padma Sadan.* It was RESOLVED to recommend that only the normal rent for Board Appointees living in Padma Sadan be granted by the Treasurer.

FC (2)-11/73. *Bank Accounts.* It was RESOLVED to recommend the following action of the Executive Committee:

Gossner Mission

a) UMN Pokhara Project Account, Nepal Bank Ltd., Pokhara : To replace the name of Mr. J. Holm by that of Mrs. Janice Clark.

b) UMN Building Department accounts : To add the name of Mr. Francis Sauer as a signatory.

c) Girls' High School Improvement Plan : To add the name of Mr. Francis Sauer as a signatory.

d) Okhaldhunga Scholarships : To open a deposit account, the interest to be used for school fees, etc.

e) Butwal Project : To open an account in the name of UMEDA or the United Mission Butwal Project, to be operated by the UMN Treasurer, the Butwal Project Director, and the Butwal Project Assistant Director.

FC (2)-12/73. *Replacement of vehicles.* It was RESOLVED to recommend that as a matter of policy, where permission has been granted to a project for a vehicle, and where sufficient funds have been accumulated from the sale of that vehicle and in the depreciation account to purchase a new vehicle as a replacement, no further permission is required from the Executive Committee for such a purchase.

FC (2)-13/73. *Provident Fund repayments to teachers on scholarship study.* It was RESOLVED to recommend that this matter be referred to the Scholarship Committee for discussion and decision.

Gossner Mission

FC (2)-14/73. *Policy of Employment.* It was RESOLVED to recommend the following amendments to the Policy of Employment :

a) No. 7, e), to be altered to read : "Advances will not normally be granted against salary. Loans will not be granted against salary."

b) No. 9. To be amended to read : "...whose duties so permit, to 45 hours a week or alternatively to an aggregate of 90 hours in two weeks, it shall be understood..."

c) No. 10, a), i) To be amended to read : "Twenty-Seven working days..."

iv) To be amended to read : "...less four days in the case of twenty-seven working days leaves..."

FC (2)-15/73. *Increased productivity and efficienty savings in UMN hospitals.* Mr. S. Ruohoniemi presented a paper on this subject. It was RESOLVED to recommend that this plan be approved in principle, and that Mr. Ruohoniemi be requested to discuss this matter in detail with all UMN hospitals, and to bring a report and possible recommendation from the hospitals to the Finance Committee in April 1974.

The meeting was closed with the Benediction.

Gossner Mission

APPENDIX C

UMN HEADQUARTERS

PLANS AND BUDGETS FOR 1974

Work.

The Headquarters staff plans to continue through 1974 the several constitutionally defined functions through which we seek to serve the other projects of the Mission here in Nepal, represent the projects to His Majesty's Government, to UMN member bodies and to supporting agencies in other parts of the world. With the addition of a Director of Central Services to our staff, we hope to gradually expand the special services offered to projects and members of the mission through this department. (See EC (1)-6/71, e.)

Administrative officers of the Mission assigned to Headquarters, with their assistants and other staff, plan to carry out their work with the following personnel, physical facilities and budgets.

Personnel.

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

* Executive Secretary (from March 1974)

Personnel Secretary (Constitutionally he serves as Assistant to the Executive Secretary, and in his stead when the Executive Secretary is absent)

* Treasurer (from March 1974)

Director of Central Services

* Hostess (from November 1974)

Gossner Mission

* Office Secretary (from June 1974)

Education Secretary

* Health Services Secretary (from April 1974)
* Technical Secretary (post to be filled)
* Kathmandu Area Superintendent (post left vacant, with special provisions for certain services by action of the UMN Board, BD-14/73).

Language Supervisor, part-time

* Auditor (post to be filled).

A volunteer office secretary (direct appointee) will continue to serve in 1974. We plan to employ the present national staff persons on salary, with the addition of a Liaison Officer, when a suitable person can be found.

Physical Facilities.

1) Housing. For the H. Q. staff we plan continued occupancy of rented houses or flats as currently needed. 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 and two language classrooms. We plan continued use of Annexe II in the Thapathali area. In this building we have one small apartment for a member of HQ staff, two overflow bedrooms for extra Mission Home accommodation, and one office suite. The office suite we will continue to sub-let to the UMN Scholarship Program.
2) HQ property. We plan continued lease of this property from our landlord, Col. P. S. J. B. Rana.

Vacation Housing.

1) Pokhara. Although we propose carrying forward 1973 plans for lease of lakeside property and construction of modest vacation housing in Pokhara, these plans

Gossner Mission

are stalled for the time being due to a "freeze" on the sale or transfer of real estate in Pokhara by order of King Birendra, pending completion of a comprehensive Town Plan for this area of Pokhara.

2) Godavari housing, still available for missionary holidays, has been transferred to the authority of the Kathmandu Valley-wide Housing Committee.

Vehicles.

Old vehicles have been sold, and the purchase of a suitable vehicle for use of H. Q. and Central Services is planned. We continue to approve the policy of staff-owned private vehicles for which charges are paid out for duty use.

New Building work.

We propose to build an extension to the present HQ dining-living room, such extension to project eastward from the present HQ guesthouse. Plans are to be prepared.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Receipts :							
Petrol Refunds	3,948.	—	—	—	—		—
Miscellaneous	880.	—	—	—	—		—
UMN Treasurer	121,592.	128,900.	108,457.	128,900.	162,800.	+	33,940.
Personnel Contributed Services	66,660.	63,360.	42,240.	63,360.	104,280.	+	40,920.
	193,080.	192,260.	150,697.	192,260.	267,120.	+	74,860.
Payments :							
Rent : Office	8,276.	12,000.	14,294.	16,800.	12,000.		—
Language School		4,800.			4,800.		—
Salaries : Office	25,345.	14,000.	17,979.	22,800.	26,604.	+	19,140.
C. S. D.		8,800.			15,336.		
Postage, printing, supplies	32,570.	30,000.	17,851.	26,000.	26,000.	–	4,000.
Duty travel	15,929.	15,000.	21,286.	25,000.	25,000.	+	10,000.
Executive Committee travel	3,317.	10,000.	—	10,000.	10,000.		—
Publicity	868.	1,500.	177.	300.	1,500.		—
Agent office	165.	—	—	—	—		—
Legal advisor's fee	1,015.	1,000.	868.	1,000.	1,000.		—
Audit expenses	2,250.	2,500.	2,585.	2,585.	3,000.	+	500.
Workers' Conference	9,364.	10,000.	6,896.	6,896.	10,000.		—

Gossner Mission

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Special Speakers' Travel	—	—	—	—	4,000.	+	4,000.
Vehicle expenses	15,454.	10,500.	8,567.	10,500.	10,000.	–	500.
Maintenance	7,338.	6,000.	5,552.	6,000.	8,000.	+	2,000.
HQ staff travel	1,658.	1,000.	1,686.	2,000.	3,500.	+	2,500.
Miscellaneous (includes staff uniform)	2,871.	1,800.	1,997.	2,100.	2,100.	+	300.
Personnel Contributed Services	66,660.	63,360.	42,240.	63,360.	104,280.	+	40,920.
	193,080.	192,260.	141,978.	195,341.	267,120.	+	74,860.

CAPITAL BUDGET FOR 1974

Requests Carried forward from 1973 :	
Pokhara vacation house, building and equipment	45,000.
New requests :	
Office furniture	840.
Guesthouse extension	26,760.
Two typewriters for office	6,300.
Furniture for guesthouse	5,250.
Lawnmower	600.
	84,750.

Gossner Mission

APPENDIX D

SPECIAL PROJECTS

PLANS AND BUDGETS FOR 1974

I. BUILDING DEPARTMENT

Work.

The Building Department in Kathmandu plans to continue to provide the necessary service of design, detail and supervision of any structural / civil work requested by the projects.

Personnel.

The following is the complement of approved posts and new posts to be filled by Board Appointees. Those marked * need to be filled; those marked ‡ are new for the Building Department, and need to be approved and filled.

1 Structural / Civil engineer, Kathmandu office.

* 1 Structural design draughtsman, Kathmandu office (vacant)

1 Civil engineer, Tansen Hospital

1 Civil engineer, Pokhara School

1 Building supervisor, Pokhara School

‡ 1 Building supervisor, Girls' High School, Kathmandu (vacant)

The following posts may be required if and when the projects start :

* 1 Building supervisor, Okhaldhunga Hospital (vacant)

‡ 1 Building supervisor, Lalitpur Hospital (vacant)

‡ 1 Building supervisor, Pokhara ANM School (vacant).

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
Receipts :						
Charges to UMN projects	24,986.	25,000.	10,060.	23,150.	25,000.	—
- Do - other projects	1,951.	5,000.	875.	1,000.	3,750.	– 1,250.
Personnel Contributed Services	17,500.	18,000.	10,300.	15,500.	15,500.	– 2,500.
	44,437.	48,000.	21,235.	39,650.	44,250.	– 3,750.
Payments :						
Salaries	13,117.	17,500.	9,695.	14,710.	17,500.	—
Office rent and services	3,105.	3,750.	2,207.	3,190.	3,750.	—
Office equipment and printing	2,000.	2,000.	1,603.	2,000.	2,000.	—
Travel expenses	6,418.	6,000.	2,800.	4,000.	5,000.	– 1,000.
Repairs and maintenance	381.	750.	150.	250.	500.	– 250.
Personnel Contributed Services	17,500.	18,000.	10,300.	15,500.	15,500.	– 2,500.
	41,521.	48,000.	26,755.	39,650.	44,250.	– 3,750.

Gossner Mission

II. SCHOLARSHIP PROGRAM

The Scholarship Program will continue to provide scholarship stipends for leadership training and educational opportunities for worthy Nepalese by seeking and administering funds and selecting candidates who qualify for assistance.

Scholarships will be considered for those who are pursuing educational courses which will lead them to vocations which are considered to contribute to the development of Nepal as determined by guidelines of His Majesty's Government, and by guidelines of the United Mission to Nepal. Scholarships for SLC will be considered from UMN in-service personnel only. Priority will be given to applicants who belong to minority groups in Nepal, (low caste, women, etc.), to those who have a very poor economic status, and to those who have definite scholastic ability.

The UMN Scholarship Committee will continue to be a liaison office for the Action in Distress charity in England in regard to applications, and the distribution of funds. It will also continue to serve the Sherpa Scholarship Fund. Miss N. Kehrberg will continue in the approved UMN post as Scholarship Committee Secretary.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Receipts :							
General Cd. fwd. from 1973	61,889.	127,434.	129,379.	129,379.	92,491.	–	34,943.
Loans refunded	—	14,011.	350.	850.	9,000.	–	5,011.
Agric. loan refund	—	5,200.	—	—	5,200.		—
Sherpa Scholarships	20,907.	13,000.	8,963.	20,000.	12,000.	–	1,000.
From Germany	106,027.	—	108,553.	108,553.	50,000.	+	50,000.
From Japan	10,100.	10,100.	11,540.	11,540.	—	–	10,100.
Gifts	1,287.	—	—	—	—		—
Exchange gain	505.	—	—	—	—		—
Personnel Contributed Services	7,200.	7,200.	5,400.	7,200.	7,200.		—
	207,915.	176,945.	264,185.	277,522.	175,891.	–	1,054.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Payments :							
General	95,290.	148,315.	60,788.	86,172.	103,131.	–	45,184.
Sherpa Scholarships	18,656.	15,070.	13,966.	15,466.	12,000.	–	3,070.
German scholarships	36,718.	—	55,058.	64,220.	50,000.	+	50,000.
Japanese scholarships	11,575.	—	8,412.	8,912.	—		—
Administration	—	2,400.	557.	1,000.	1,000.	–	1,400.
Transportation	—	2,400.	202.	500.	1,000.	–	1,400.
Rent for office	1,500.	1,560.	1,030.	1,560.	1,560.		—
Personnel Contributed Services	7,200.	7,200.	5,400.	7,200.	7,200.		—
	170,939.	176,945.	145,413.	185,030.	175,891.	–	1,054.

Gossner Mission

III. CHILDREN'S HOSTEL

The number of school children at the Hostel has steadily decreased over the past year and a half. At the beginning of October 1973, only two were left in the Hostel. The Hostel Committee felt that it was not economically or socially feasible to continue operating the Hostel for only two children, and therefore decided to close the Hostel temporarily, from October 1973.

The Hostel Committee will continue to meet periodically to care for Hostel affairs, operate Hostel bank accounts, and make future plans for re-opening of the Hostel when and if the need should arise.

IV. TIBETAN REFUGEE WORK, POKHARA

Prospects :

From July 31, 1973 the UNHRC's office in Kathmandu was closed down. This means aid from UN in the future will be drastically reduced. The whole refugee situation will be left in the hands of Nepal Red Cross, as will the staffing of camps. It is at present uncertain how long foreign personnel will be allowed to work with the Tibetans, but as long as we are not told to leave, we feel it is right to stay on.

Staff :

The two Holm brothers worked together until March 1973, when Asbjorn and family went on furlough. They are expected back in October / November to take charge of the agriculture department again. A third brother is expected at the same time to take care of the electrification of the camp, made possible through a grant from the Norwegian Refugee Council. The complement of approved posts for Board Appointees is : 2 workers. Jostein Holm and family will be going on furlough in late 1973.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc./Dec. over 1973
Receipts :							
UMN Treasurer	945.	1,800.	1,200.	1,800.	2,100.	+	300.
Personnel Contributed Services	7,200.	7,200.	6,600.	10,200.	10,200.	+	3,000.
	8,145.	9,000.	7,800.	12,000.	12,300.	+	3,300.
Payments :							
Mail services	35.	200.	—	200.	200.		—
Office expenses	566.	400.	128.	400.	400.		—
Transport and travel	344.	600.	653.	830.	800.	+	200.
Maintenance	—	—	—	—	500.	+	500.
Miscellaneous	—	600.	55.	200.	200.	–	400.
Personnel Contributed Services	7,200.	7,200.	6,600.	10,200.	10,200.	+	3,000.
	8,145.	9,000.	7,436.	11,830.	12,300.	+	3,300.

Gossner Mission

CAPITAL BUDGET FOR 1974

Requests carried forward from 1972 :		
Agricultural equipment for experimental demonstration	4,000.	
Slide projector	900.	
	4,900.	
Less : Funds received to date	1,955.	
		2,945.
New requests :		
Furniture for UMN staff		2,000.
Improvements on house		3,000.
Adding machine		3,000.
		10,945.

V. COMMUNICATIONS COMMITTEE

The Communications Committee plans to extend the cassette library of Nepali and Tibetan tapes in the coming year, majoring on simple messages and Bible readings. It also intends to encourage the distribution of literature, and help in any new publications of Christian literature.

Gossner Mission

APPENDIX E

COMMUNITY HEALTH ADVISORY TEAM (CHAT)

(COMMUNITY HEALTH OFFICE)

PLANS AND BUDGETS FOR 1974

A. INTRODUCTION.

In 1974, His Majesty's Government of Nepal (HMG) will be working on the planning of the Fifth Five Year Plan. HMG Health Department may expect UMN community health teams to work on the line of HMG's Integration Project, which is actually simple and comprehensive health care delivery system at the Health Post Level. Possibly the UMN community health team in each project would be able to support such HMG Health Posts, functioning from the grass-roots level, motivating real community-based health activities in the model areas of HMG's Integration Project.

B. POSSIBLE PROVISIONS FROM CHAT TO THE PROJECTS.

(CHAT or the UMN Community Health Office) works for all UMN community health programs as an advisory and central consulting agency.

1. Health Education: CHAT will produce visual aids locally to distribute to the projects. This would be one of the special projects in CHAT, using foreign funds.
2. Maternal and Child Health, TB and leprosy: HMG supplies are available for well organized programs, which should be at Health Posts or village level standard. CHAT works as a central agency for these supplies and information to the projects.
3. Latrines and drinking water: CHAT provides technical advice and cement to the projects, to

Gossner Mission

encourage community health development. This would be one of the special projects using foreign funds (see D below).

C. PERSONNEL.

Personnel needs for the proposed Community Health Office, to replace CHAT, have been revised as follows :

1 Doctor

**1 Office Secretary (needs approval and needs to be filled)

D. SPECIAL PROJECTS IN CHAT, USING FOREIGN FUNDS.

1. We expect that the latrine and drinking water schemes will really be carried out in 1974, according to the approved plan and budget of 1973, because the German money is available from 1974 only.

2. CHAT may work with HMG Health Education Department in producing visual aids locally. These would be mainly colour slides and posters. HMG Health Education will provide the existing facilities for use, i.e. printing machine, photographic equipment, etc., and technicians. CHAT may provide films and other materials for trial, and supervise production of the visual aids, distribute them to the UMN community health working teams, and evaluate the effectiveness of these materials in the field. After the UMN community health teams get good results from the trial, HMG would be able to produce the visual aids on a large scale, and distribute them nation-wide. For this joint experimental visual aid project, World Neighbours has already expressed interest in giving financial support. The approved capital item of Rs. 10,000/- for Health Education material for 1973, which has not yet been financed or used, is carried forward for this project.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
Receipts :						
UMN Treasurer	22,858.	41,220.	27,420.	41,220.	14,300. –	26,920.
Personnel Contributed Services	9,600.	16,800.	10,000.	13,200.	16,800.	—
	32,458.	58,020.	37,420.	54,420.	31,100. –	26,920.
Payments :						
Salaries	2,211.	23,308.	818.	5,273.	4,800. –	18,508.
Transport	2,884.	1,512.	147.	1,200.	— –	1,512.
Travel		8,000.	734.	5,700.	4,500. –	3,500.
Educational materials	1,623.	3,000.	1,183.	3,000.	— –	3,000.
Stationery		1,000.	635.	1,000.	1,000.	—
Office rent / maintenance	—	2,400.	600.	2,200.	3,000. +	600.
Medicines	9,747.	—	—	—	—	—
Water supplies and latrines	2,552.	—	—	—	—	—

Gossner Mission

Water supplies and latrines 2,552.

	Actuals for 1972	*Approved Budget 1973*	*Actuals for 8 months*	*Estimate for 12 months*	*Approved Budget 1974*	*Inc./Dec. over 1973*
Training programs	—	1,000.	—	820.	—	– 1,000.
Miscellaneous	9.	1,000.	485.	750.	1,000.	—
Personnel Contributed Services	9,600.	16,800.	10,000.	13,200.	16,800.	—
	28,626.	58,020.	14,602.	33,143.	31,100.	– 26,920.

CAPITAL BUDGET FOR 1974

Requests carried forward from 1973 for special projects :

Latrines	14,250.
Drinking Water supplies	20,000.
Health Education materials	10,000.
	44,250.

Gossner Mission

APPENDIX F

TANSEN AREA

PLANS AND BUDGETS FOR 1974

Our aims and objectives for the coming year remain the same as in previous years: to provide a good medical service for the people of this area, and as we work to serve these people in the Name and Spirit of our Lord Jesus Christ. Having said that, there are areas where we can improve the quality of our service, and we are conscious that certain areas need strengthening. Our commitment to a teaching program in accordance with the purposes of the UMN is a wholehearted one, and in 1974 it will be further strengthened.

I. **Tansen Hospital.**

1. *Extension.* By the beginning of 1974 we anticipate that we shall be using a part of the new extension for our community health office and for the rehabilitation centre. At the beginning of the year Stage I will have been completed, and by the end of 1974 Stage II up to the middle floor level will have been completed. Work continues to move steadily in the building program, but shortage of cement and excavating hard foundation rock have slowed the work down. We are faced with increasing costs as time moves on, and a further request for money to meet the increased estimated cost is shown as a capital budget item.

2. *Access.* It is confidently expected that a pukka road to the hospital will be constructed by the Indian Aid Mission in 1975. This means that all sorts of vehicles will reach the hospital, and not just Landrovers and those with 4-wheel

Gossner Mission

drive. Consequently we are designing a car park area to cope with the increased traffic.

3. *Electricity.* Throughout 1974 we anticipate supplementing our existing electricity supply (generator) with a 25 KW. supply from Tansen bazar through the Nepal Electricity Corporation. Already we are wired up to receive this, although it cost much more than the original estimate of Rs. 10,000/- (consequently we are requesting a further grant). The bazar supply is an intermittent one (6-11 p.m.) at the present time, but within 18 months to two years Tansen will be linked to the big Gandaki Hydro-electric project, and then we shall have unlimited supply 24 hours a day. Therefore we need to plan for this electricity revolution. We must resist the temptation to bring in sophisticated equipment; nevertheless, many of our tasks will be simplified and life will be easier with a certain amount of electrical equipment, e.g. water heaters, electric refrigerators, fans and laundry equipment. Our capital askings reflect some of these possibilities.

4. *Outpatient Department.* We shall continue through 1974 to restrict the number of outpatients coming to the hospital on any one day. We have fixed this figure over the past year at 300, and we shall continue to hold it at this number until we have improved outpatient facilities. We shall work for a better flow of patients and a quicker service for the patients we see. We plan to put on the outside of the hospital the cash desk, the records and registration department, and the pharmacy. This will improve the flow of patients inside the hospital by restricting the number of people inside the hospital O. P. D. at any one time. If we do these things, we

Gossner Mission

must also provide better facilities for the patients outside : i. e. give them more shelter and cement the verandah floor. Also, we have been advised by the C. D. O. to build a dharamshala so that people who have to stay close to the hospital overnight can do so in this building. We are, therefore, asking for money to erect a dharamshala.

On non-O. P. D. days, a certain number of semi-private patients will be seen at the suggested government rate of Rs. 7/-. Pukka private clinics seem to be more trouble than they are economically worth here in Tansen, whereas a selected number of patients paying Rs. 7/- on non-O. P. D. days can make a considerable amount of extra finance for the hospital. We are not completely opposed to the idea of private clinics, and we may see a real demand for this service when the wealthier bazar patients can reach the hospital by a pukka motor road towards the end of 1974.

5. *Administration.* More detailed cost accounting of individual departments needs to be carried out. We shall need help in this, both in setting up the system and also in obtaining extra staff to handle the increased work. However, by doing this we shall know better where the money is going, where economies can be made, and where profit margins can be increased. Office accommodation is hopelessly inadequate for the increased size of the hospital. Plans to get better utilization of the space available have been drawn up until more space can be obtained in the new extension program.

6. *In-patient work.* We plan to continue simplifying procedures and regimes in the year ahead. The dilema of the long-term-stay patient will remain a problem, but there are ways in which we can

Gossner Mission

reduce the length of a time a patient stays with us, and we shall implement these. More health teaching of our patients in the wards is essential, and a regular teaching program needs to be planned. Lessons learned in hospital, particularly if repeated several times, will be carried back to villages which we shall never ever visit.

7. *Education.* The ANM School's plans for 1974 are listed separately, but with the hospital staff our policy of in-service training and educating will be rigorously carried out in 1974. Medical assistants will continue to work alongside doctors in clinics, taking responsibility for ordering tests, diagnosing, and ordering treatment under supervision. In the wards they will continue to carry out minor procedures. As they take on responsibilities, doctors will be released to do more teaching and educating, and they will be able to devote more time to the very sick patients. Senior nurses will be given weekly tutorials so that their education is a continuing process, not a static one. These tutorials will not only be in medical subjects, but also in administration.

8. *Public relations.* This, too, is a continuing process which needs much effort. We plan to re-activate the External Advisory Committee in an effort to gain community involvement in the running of the hospital. Future meetings will be held in the bazar, and not at the hospital as formerly.

9. *Housing.* A request is submitted for the renovation of yet another bazar house. Already 4 bazar houses are being used, and in 1974 the fifth one should be operational.

10. *Communications.* A regular road service to Kathmandu, either by truck or Landrover, on a monthly basis, in conjunction with our friends

Gossner Mission

at BTI, is envisaged for 1974. If the demand is greater, we shall of course increase the number of journeys.

11. *Personnel.* In the coming year we should like to see an enlargement of our western staff so that we take on a hospital administrator, a pharmacist and a hostess. The hostess preferably would have secretarial training, so that she could act in a parttime capacity as a secretary for the hospital. From a medical point of view, we are asking for two nurses who will also be trained midwives, and these two people should be quite definitely hospital orientated. We need two other nurses to act as tutors in the A.N.M. School, and we are asking for one other community health nurse. In view of furlough dates coming up, we need two doctors.

12. *Leprosy work.* The hospital plans to continue to treat both outpatients and inpatients. Six beds will continue to be used for those in reaction, and those suffering from foot ulcers. Shoes and crutches will be supplied where necessary. It is planned that a paramedical worker will be trained in special laboratory techniques and become the doctor's assistant in the leprosy work. At a later date a scholarship will be needed for this young man to enable him to obtain training in Anandaban, and later on in India. Two children, formerly hospitalised in Tansen, have been sent to Green Pastures in Pokhara, where they will be able not only to continue treatment but also their education. A gift from Lepra has been received to help these children.

13. *Capital Budget.* A complete list of items is appended, but it is worth drawing attention to

Gossner Mission

the major items on the list. The outstanding one, of course, is the need for more money to finish the hospital extension, and this should have very high priority. The building of a dharamshala is also an expensive item, but it will be of great benefit to many people in the year and years ahead.

Mechanisation of the laundry so that we have an electric washing machine and a tumbler will make so much difference to us in getting laundry done and in getting clothes dried. We have long since needed this; but with the coming of electricity we feel it is a very high priority that we obtain this equipment as quickly as possible.

14. *Conclusion.* Over the next 18 months to 2 years we shall see the completion of the present hospital building extension program. A unanimous feeling of the western staff is that after the completion of plans already approved, a halt should be called to further building and extension of the present plant. Our hospital work must be contained. We subscribe verbally to the concept of reaching out to the people of our district in community programs, but the brake on our moving outwards from the centre (the hospital complex) is the pressure of more and more work. This can and should be contained, for no matter how much we do in the hospital, we are serving a small percentage of the total community, (I estimate somewhere in the region 6% only), which is a community in great need medically and spiritually. We do not pretend that we can meet all the needs of this district, but we can and should demonstrate how these needs can be met. The plans to develop a

Gossner Mission

Village Training Project (Community service centre) in one village, and a Village Health Care Service in another village nearby, are steps in the right direction. By increasing the use of Health assistants/sorters in the hospital O. P. D., by using trained personnel to do minor procedures, and by giving more responsibilities to national nurses, it should be possible for both doctors and sisters to take a more active part in the outreach programs. The next step forward depends on HMG. The government plans to establish six health posts in Palpa District in the next Five Year Plan. We would welcome an invitation to supervise these posts, in an advisory capacity, encouraging the Health Assistants, the A.N.M.s and other workers in these Posts.

We look to the Lord to give us strength in the carrying out of these plans for the year ahead.

II. **Tansen-Pokhara Assistant Nurse Midwives School.**

As requested by the Institute of Medicine of the Tribhuwan University, 22 girls VIII Class standard were admitted to the Tansen Campus in April 1973. It is planned that the first 15 months of the girls' training will take place on the Tansen Campus. The nine months midwifery training is expected to take place at Pokhara Campus, starting August 1974. We are awaiting money from the Canadian Government before starting to build the hostel-school in Pokhara. A midwifery tutor and clinical supervisor are needed for the Pokhara school.

Plans for an improved community health training are being made, and will be instituted here during the latter part of 1973 and continue throughout the first four months of 1974. A community health nurse is needed to assist Audrey Maw with the teaching and

Gossner Mission

supervision. Audrey Maw will be going on furlough in June 1974, and a community health nurse is needed for the School for the latter part of the year.

As instructed by the Dean of the Institute of Medicine, we plan to take in a new group of students in January 1974. As the proposed hostel-school building in Tansen will not be ready by that time, we plan to seek to rent a suitable building close to the hospital to accommodate 20 to 30 girls and to provide more teaching room. This will be a temporary arrangement, as plans are under way for the building of a combined hostel and school to accommodate 40 to 60 students. One specific priority for 1974 is the establishment of a Village Training Project (Community Service Centre) mentioned in last year's plans and described in 2) vii in the West Palpa program. This is seen as serving as a training centre for ANM students and other categories of health auxiliaries, Our plan is for the centre to be under the joint administration of the Tansen Community Health Department and the Tansen-Pokhara Assistant ANM School, Tribhuwan University, Tansen Campus.

UMN and HMG participation.

The UMN contribution in 1974 in the ANM School would be in the following ways :

1. All the facilities of the hospital in Tansen, the domicilliary midwifery service, and the community health program in Palpa District.
2. Teaching facilities for 40 students in Tansen; classrooms, demonstration rooms, library and Nursing School office.
3. Hostel accommodation in Tansen for 60 students.
4. Hostel accommodation for 20 students in Pokhara.
5. Teaching facilities for 20 students in Pokhara; classrooms, demonstration rooms, and Nursing School office.

Gossner Mission

6. Accommodation for teaching staff in Tansen and Pokhara,
7. Salary for clerical staff, domestic staff and housemother in Tansen.
8. Hostel furniture and equipment, including sheets, blankets, mattresses and pillows for the Tansen and Pokhara hostels.
9. Board appointed workers : Director of ANM School (Campus Head), Tansen; 2 Assistant nursing instructors, Tansen; Midwifery tutor, Pokhara; Clinical Supervisor (midwifery), Pokhara.

The anticipated HMG participation is :

1. All the facilities of the Regional Hospital in Pokhara.
2. Assistance in teaching and clinical instruction by the Obstetrician-gynaecologist, public health nurse, and possibly other staff in Pokhara.
3. Land for the building of the hostel in Pokhara.
4. Maintenance of the buildings in Pokhara; water, electricity, etc.
5. Stipends of students, at Pokhara and Tansen.
6. Teaching equipment as supplied by UNESCO.
7. At some later date, counterparts or substitutes for all foreign personnel.

Summary of plans and objectives for 1974.

Building : To complete the first phase of the hostel-school building in Tansen if possible, on the approved site below the present hospital buildings.

To rent a building suitable for housing and teaching until such time as the above hostel-school is ready for occupancy.

To build a hostel-school in Pokhara for midwifery students.

Money has been requested from the Canadian government for these buildings.

Gossner Mission

Staff : We plan to employ clerical staff to help carry out the day-to-day running of the school. The School plans to teach academic subjects at the IX Class level, as instructed by the Dean of the Institute of Medicine. (It is understood that the school will be integrated into the new Education Plan as a Vocational High School). The UMN should continue to seek Board Appointees for vacant posts. We plan to assist in the upgrading of standards of work in the hospital, to provide more effective working and teaching situations. We also plan to involve students in more health and preventative medicine teaching than previously.

III. **Community Health Work.**

The overall work of the Tansen Area community health services is divided, administratively, and to a certain degree functionally, into : (1) West Palpa; (2) MCH Clinic, Mehldhara, Tansen; (3) East Palpa; (4) Butwal support. Individual plans will be described in detail below.

In general, the program for 1974 will be to consolidate existing programs, to continue to stress training of auxiliary workers, to expand in a few areas, depending mainly on the availability of personnel, to continue to find ways of working more and more closely with government health agencies and area personnel.

One important change in the East Palpa program will be the establishment of an MCH/Family Planning clinic in Buling, hopefully in late 1973, while continuing to carry on the daily Bojha dispensary, health education, etc.

1. *MCH Clinic, Tansen, and district midwifery.* It is planned that the Maternal & Child Health clinic will continue twice weekly as before. The domicilliary midwifery program will continue and provide experience for the Assistant Nurse Midwife students

Gossner Mission

from the hospital. Sister Ingeborg will be going on furlough in April or May of 1974, and a sister/ midwife will be needed to take over her work. On her return from furlough, Sister Ingeborg hopes to do community health teaching, visiting in the villages and extending domicilliary midwifery there. She expects to give teaching, to women in the villages who are helping mothers during the time of delivery.

2. *West Palpa program.* Plans for 1974 will be seen to be basically the same as for 1973, with some enlargement and a branching out into related areas of work.

   i) T.B. Control program.

      a) Tansen bazar. The work of trying to control the spread of tuberculosis in the bazar area will continue, with TB family follow-up, for education and encouragement, training new cases of tuberculosis referred from the hospital, the frequent visitation of defaulters in treatment, BCG vaccination of all newborn babies contacted in house visits. Publicity will be increased concerning the prevention of the spread of tuberculosis, and the usage of mass media methods will be investigated.

      b) Village Panchayats. By the end of 1973 we hope to have completed the program of house to house visitation in 9 panchayats for the purpose of giving direct BCG to all people under 20 years of age. We aim to complete a further 12 panchayats in the southern sections of Palpa in 1974. TB case finding will continue to be incorporated in this program along with health teaching and small curative evening clinics.

Gossner Mission

c) TB registration. The registration of all TB patients attending the OPD will continue into 1974. For the first 7 months of 1973, 1277 new cases were registered.

d) Statistics. Statistical information will continue to be kept on defaulter rates, geographical incidence of TB, etc.

e) Other activities in relation to TB control. The Community Health staff will continue to help staff the weekly OPD TB clinic. Tuberculin testing and BCG vaccination of in/out-patients and MCH clinic will continue.

ii) Home nursing program. A few non-TB families are now being visited, and this program will be enlarged by a system of patient referral from the hospital to the community health department. Services include nutrition teaching, infant care, practical nursing, etc.

iii) Asst. Nurse community health training. The 3 nurses will have completed their two year training by April of 1974. Two more students will complete one year of training.

iv) ANM and Asst. male nurse training. A 3 month rotation in community health experience for 22 first year ANM students, beginning Nov. 1973, will continue until May 1974. Depending upon the time of the intake of the second group of students, a second rotation spreading over a six month period will probably start in the later months of 1974. The rotation of one month for the 2nd year Asst. male nurse students will continue until March of 1974. The community health experience will include not only theory but also field observation and practical training in various types of MCH/FP

Gossner Mission

clinics, outside of the UMN hospital, as well as community and family care in designated areas within short distances of the hospital, involving both well and sick families.

v) Village health care service. One village is being surveyed with a view to developing further health services to that community during the coming year, and to give ANM students experience in a village care program. It is probable that in 1974 a monthly infant clinic will develop, alongside our regular home visiting services for TB follow-up and health education.

vi) School health program. The program beginning in late 1973 in the Tansen schools will continue. If we have the time and personnel, programs will be begun in some outlying areas.

vii) Village pilot health project (Community service centre). The initial plans for the Village Pilot Health Project as visualized in plans for 1973 have commenced, and we visualize this project being established in 1974. Planning according to HMG's future Health Post plans for Palpa District will continue with District and government representatives.

viii) Village Health volunteer training program. Steps will be taken to consolidate the training of past village health volunteers, especially in the area of a Village Health Pilot project by giving: (a) training; (b) advanced training for experienced men; (c) visiting to encourage and assist them; (d) giving assistance with water tank programs; (e) possibly establishing clinics in a few areas (monthly doctor and P.H. assistant's visit); (f) hopefully involving government doctors in supervision, training, etc.; (g) continual integration of agriculture along with medicine.

Gossner Mission

ix) Other community health activities in West Palpa.

a) A monthly hospital staff/family, missionary staff/family clinic will be developed for the purpose of vaccinations, immunizations, employment medicals, counselling and health education.

b) Assistance will be given to the MCH / FP clinic in the government hospital, once a week.

c) Assistance will continue to be given twice a week to the UMN MCH clinic, i.e. vaccinations, immunizations and health teaching.

d) Communicable disease control : Assist where necessary in the control of outbreaks of epidemics in panchayats within Palpa District.

e) The program of health education will continue in the hospital wards, OPD, and in the dwelling areas around the hospital.

f) The Women's Organization will be approached with a view to offering cooperation in their program.

g) Assistance will continue to be given to the Red Cross Society when possible.

3. *East Palpa Program*. The work planned for 1974 will cover the following :

a) Carrying on daily clinics in Bojha.

b) Giving yearly TABCs in 4 panchayats, of which two panchayats are being done by VHWs.

c) Starting of 4 Under-Five clinics at 2-weekly intervals, at Tari, Matthar, Darathok and Buling, the latter in place of the weekly general clinic which has been discontinued.

d) Holding a course of Lama's (traditional healers) exchange of ideas and basic teaching in hygiene, nutrition and first aid.

Gossner Mission

e) Starting health teaching in Buling High School, Darajheri Middle School, and continuing health teaching in Primary School.

f Starting visiting VHWs in two panchayats, approximately every three months.

g) Continuing the search for suitable persons in each village of our panchayat for first aid treatments and contact person for health teaching.

IV. **Personnel.**

The following is a list of the full complement of foreign staff required for 1974. Those marked * are approved posts which are unfilled or need furlough relief. The ones marked ** are new posts needing to be approved and filled.

a) *Area* : Area Superintendent.

b) *Hospital* :

Doctors : *1 Surgeon (Medical Director) (furlough Sept. 1974)
2nd surgeon
*1 Physician (Internist) (furlough May 1974)
1 Physician/surgeon with leprosy interest.
**1 General physician.

Nurses : 1 Nursing Superintendent
*2 Ward supervisors, hospital orientated (midwives)
*1 Anaesthetics, central supply, theatre sister (furlough March 1974)
**1 OPD sister.

*1 Administrative Officer (Hospital administrator) (furlough in 1974)
1 Physiotherapist
*1 Hostess
*1 Medical Social Worker

Gossner Mission

*1 Maintenance officer/central store-keeper (furlough April 1974)
1 Resident builder (supplied by Builder Department)
**1 Pharmacist
**1 Secretary.

c) *ANM School, Tansen-Pokhara :*

1 Director of Nursing Education (Campus Head)
*1 Assistant Nursing Instructor
**2nd Assistant Nursing Instructor
*1 Midwifery tutor (furlough Sept. 1973)
**1 Midwifery clinical supervisor
**1 Nurse for Health Post supervision.

d) *Community Health Program :*

MCH Clinic : *1 Nurse/midwife (from April 1974)

West Palpa : *1 Com. Health nurse/administrator (furlough June 1974)
*1 Com. Health nurse tutor
*1 Doctor (furlough May 1974)
*1 Health Educator

East Palpa : 1 Nurse
*2 Nurses (Community health)

Pyersingh : 1 Medical social worker

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
I. Area Administration.							
Receipts :							
UMN Treasurer	11,000.	3,000.	2,000.	3,000.	7,200.	+	4,200.
Payments :							
Maintenance	5,497.	2,000.	1,896.	2,500.	4,000.	+	2,000.
Miscellaneous	2,324.	1,000.	3,148.	3,500.	3,200.	+	2,200.
	7,821.	3,000.	5,044.	6,000.	7,200.	+	4,200.
II. Hospital.							
Receipts :							
Misc. fees	234,581.	245,000.	193,316.	281,000.	331,000.	+	86,000.
Medicine sales	270,311.	225,000.	229,761.	330,000.	360,000.	+	135,000.
Miscellaneous	17,578.	10,000.	16,802.	18,000.	10,000.		—
Service to Leprosy Dpt.	7,000.	7,000.	4,667.	7,000.	8,000.	+	1,000.
Private consultn. fees	820.	—	280.	350.	—		—
UMN Treasurer	—	74,500.	49,667.	74,500.	24,000.	–	50,500.
Personnel Contributed Services	119,160.	80,330.	53,553.	80,330.	165,000.	+	84,670.
	649,450.	641,830.	548,046.	791,180.	898,000.	+	256,170.

Gossner Mission

	Actuals for 1972	*Approved Budget 1973*	*Actuals for 8 months*	*Estimate for 12 months*	*Approved Budget 1974*		*Inc/Dec. over 1973*
Payments:							
Salaries	204,204.	205,000.	167,629.	255,000.	295,000.	+	90,000.
Drugs	200,157.	200,000.	161,061.	230,000.	240,000.	+	40,000.
Medical, surgical, lab., & x-ray supplies	75,238.	75,000.	73,613.	90,000.	100,000.	+	25,000.
Bedding, linen, uniform	11,861.	14,000.	11,185.	16,000.	18,000.	+	4,000.
Catering	7,007.	6,000.	6,828.	8,000.	8,000.	+	2,000.
Laundry	5,335.	5,000.	4,274.	6,500.	7,000.	+	2,000.
Cleaning	245.	1,000.	—	—	—	−	1,000.
Power, light, heat	21,705.	22,000.	14,438.	26,000.	26,000.	+	4,000.
Maintenance	8,594.	15,000.	10,111.	15,000.	20,000.	+	5,000.
Administration	9,604.	12,000.	5,589.	8,000.	12,000.		—
Miscellaneous	2,274.	1,500.	1,758.	3,000.	3,000.	+	1,500.
Vehicle transport	4,000.	4,000.	1,508.	3,000.	3,000.	−	1,000.
Rent and repairs	1,207.	1,000.	456.	1,000.	1,000.		—
Personnel Contributed Services	119,160.	80,330.	53,553.	80,330.	165,000.	+	84,670.
	670,591.	641,330.	512,003.	741,830.	898,000.	+	256,170.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
III. LEPROSY DEPARTMENT.							
Receipts :							
UMN Treasurer	28,400.	22,100.	14,733.	22,100.	24,200.	+	2,100.
Personnel Contributed Services	6,000.	5,400.	3,600.	5,400.	—	–	5,400.
	34,400.	27,500.	18,333.	27,500.	24,200.	–	2,300.
Payments :							
Drugs	684.	1,200.	465.	1,200.	1,200.		—
Salaries	—	—	—	—	3,000.	+	3,000.
Shoes	—	400.	85.	400.	2,000.	+	1,600.
Hospital treatment	2,198.	3,500.	1,519.	3,000.	3,500.		—
Food	5,974.	8,500.	1,558.	2,500.	4,500.	–	4,000.
Miscellaneous	3,301.	1,000.	745.	1,000.	1,000.		—
Bedding and linen	86.	500.	—	500.	1,000.	+	500.
Horse	371.	—	—	—	—		—
Hospital services	7,000.	7,000.	4,667.	7,000.	8,000.	+	1,000.
Personnel Contributed Services	5,000.	5,400.	3,600.	5,400.	—	–	5,400.
	25,614.	27,500.	12,639.	21,000.	24,200.	–	2,300.

Gossner Mission

	25,614.	27,500.	12,639.	21,000.	24,200.	–	2,300.

	Actuals for 1972	*Approved Budget 1973*	*Actuals for 8 months*	*Estimate for 12 months*	*Approved Budget 1974*		*Inc/Dec. over 1973*
IV. ANM School.							
Receipts :							
HMG contribution (staff & facilities)		81,000.	—	81,000.	81,000.		—
Inst. of Medicine grant		10,500.	—	30,758.	93,475.	+	82,975.
UMN Treasurer		37,500.	26,333.	39,500.	54,300.	+	16,800.
Personnel Contributed Services		24,480.	16,320.	24,480.	48,024.	+	23,544.
		153,480.	42,653.	175,738.	276,799.	+	123,319.
Payments :							
Scholarships, food and hostel		43,000.	25,197.	27,000.	30,000.	–	13,000.
Salaries		—	—	—	17,800.	+	17,800.
Miscellaneous & travel		2,000.	1,193.	2,000.	3,500.	+	1,500.
Maintenance		3,000.	243.	3,000.	3,000.		—
HMG contribution		81,000.	—	81,000.	81,000.		—
Use of Inst. Med. grant		—	—	30,758.	93,475.	+	93,475.
Personnel Contributed Services		24,480.	16,320.	24,480.	48,024.	+	23,544.
		153,480.	42,953.	168,238.	276,799.	+	123,319.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
V. COMMUNITY HEALTH—MCH CLINIC.						
Receipts :						
Medicine sales	13,140.	12,000.	9,720.	14,000.	12,000.	—
Delivery fees	2,445.	2,500.	1,718.	2,500.	2,500.	—
Misc. fees	—	—	9.	—	—	—
UMN Treasurer	2,500.	4,900.	3,267.	4,900.	7,500. +	2,600.
Personnel Contributed Services	6,000.	7,200.	4,800.	7,200.	9,900. +	2,700.
	24,085.	26,600.	19,514.	28,600.	31,900. +	5,300.
Payments :						
Salaries	4,177.	8,600.	4,154.	6,600.	10,000. +	1,400.
Health education	—	—	—	—	500. +	500.
Rent and repairs	1,635.	3,000.	2,568.	3,700.	3,700. +	700.
Equipment	30.	—	—	—	—	—
Supplies	178.	300.	1,444.	300.	300.	—
Drugs	7,052.	7,000.	3,777.	7,000.	7,000.	—
Miscellaneous	116.	500.	41.	200.	500.	—
Personnel Contributed Services	6,000.	7,200.	4,800.	7,200.	9,900. +	2,700.
	19,188.	26,600.	15,484.	25,000.	31,900. +	5,300.

Gossner Mission

General Recurring Budget for 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
VI. Community Health—West Palpa.							
Receipts :							
Medicine sales	—	300.	590.	800.	300.		—
UMN Treasurer	12,200.	27,900.	18,600.	27,900.	51,300.	+	23,400.
Personnel Contributed Services	17,700.	25,000.	16,667.	25,000.	27,200.	+	2,200.
	29,900.	53,200.	35,857.	53,700.	78,800.	+	25,600.
Payments :							
Drugs	1,402.	3,000.	839.	2,000.	3,000.		—
Salaries	3,269.	13,000.	4,212.	6,500.	30,000.	+	17,000.
Health education	1,762.	2,400.	620.	2,400.	3,000.	+	600.
X-ray film	22.	2,000.	30.	2,000.	2,000.		—
Transportation	782.	4,700.	498.	2,000.	7,000.	+	2,300.
Nursing supplies	251.	1,600.	49.	1,600.	1,600.		—
Miscellaneous	817.	1,500.	139.	1,500.	5,000.	+	3,500.
Personnel Contributed Services	17,700.	25,000.	16,667.	25,000.	27,200.	+	2,200.
	26,025.	53,200.	23,054.	43,000.	78,800.	+	25,600.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
VII. COMMUNITY HEALTH— EAST PALPA.							
Receipts :							
Medicine fees	15,788.	15,000.	7,319.	12,000.	13,000.	–	2,000.
UMN Treasurer	8,000.	8,000.	5,333.	8,000.	8,000.		—
Personnel Contributed Services	10,800.	14,400.	9,600.	14,400.	20,000.	+	5,600.
	34,588.	37,400.	22,252.	34,400.	41,000.	+	3,600.
Payments :							
Drugs and supplies	19,203.	12,000.	5,376.	10,000.	12,000.		—
Transport & coolies	4,659.	5,000.	783.	5,000.	3,000.	–	2,000.
Maintenance & Misc.	1,004.	1,000.	314.	1,000.	1,000.		—
Salaries	5,054.	4,000.	1,315.	2,000.	4,000.		—
Health Education	150.	500.	44.	500.	1,000.	+	500.
Rent for clinic	—	500.	—	—	—	–	500.
Personnel Cont. Services	10,800.	14,400.	9,600.	14,400.	20,000.	+	5,600.
	40,870.	37,400.	17,432.	32,900.	41,000.	+	3,600.

Gossner Mission

CAPITAL BUDGET FOR 1974

I. AREA.	
Equipping of a guest unit	4,000.
New septic tank	2,000.
Washing place with small water tank	2,700.
Outside metal gate	500.
II. HOSPITAL.	
Carried forward from 1973 :	
Equipment for new extension	78,750.
Standard typewriter	3,150.
Cash Register	32,000.
Office equipment and furniture	13,460.
Workshop motors	6,300.
Staff housing	150,000.
New deras	35,000.
X-ray viewer for RFG	790.
New requests :	
Laundry unit (new estimate as per FC (1)-3/73, c)	25,000.
Additional for electricity	6,500.
Additional for hospital extension	600,000.
Renovation of bazar apartment	6,000.
Electric refregerator for lab.	5,250.
Photocopying machine	2,800.
Fans for OPD and offices	7,000.
Hand slit torch (for eye work)	325.
Telephone system	4,200.
Re-wiring of hospital	7,350.
1 motor cycle for hospital	4,500.

Gossner Mission

CAPITAL BUDGET FOR 1974 (contd.)

Dharamshala, toilet and septic tank	40,000.
Preparation of outside parking area	7,000.
2 Immersion heaters (hot water tanks)	3,150.
2 Solar heaters	2,000.
Equipping nurses's station with bottled gas	1,100.
Improvement of existing water supply	4,000.
Remodelling of office area	2,100.
Fire extinguisher and other fire protection	2,100.
Equipping and furnishing of intensive care unit	5,000.
Equipment for operating room	10,000.
Equipment for central sterile supply dept.	5,000.
Equipment for wards	10,000.
Workshop extension	8,000.
Renovation and alteration of nurses' hostels	5,000.
Making staff changing room	2,100.
Building drain outside the hospital	1,500.
Battery operated clocks	2,600.
Fund for buying wood to be stored and seasoned	6,000.
Grant for extra maintenance jobs	2,700.
New sterilizer	28,500.
Water survey	3,000.

III. ANM SCHOOL.

Carried forward from 1973 :

Midwifery hostel for ANM School, Pokhara	205,000.
Furniture for Midwifery hostel, Pokhara	42,000.
Students' hostel, Tansen	300,000.
Photostat copying machine	7,500.

Gossner Mission

CAPITAL BUDGET FOR 1974 (contd.)

New requests :	
Additional for Midwifery hostel/school, Pokhara	440,000.
Additional for students' hostel/school, Tansen	330,600.
Rent and repair for hostel in Tansen bazar	25,000.
Storage cupboards for classroom and offices	5,000.
Kerosene heater	575.
Electric fan	450.
Supplies for drinking water	1,500.
Typewriter	3,300.
Storage cupboard with cashbox section	1,500.
Blackboard	300.
Equipping student nurses' Hostel with bottled gas	1,100.
Model Village Project—	
Additional for furniture	420.
Additional for equipment	1,200.
Additional for living accommodation	1,000.
IV. COMMUNITY HEALTH—WEST PALPA.	
Additional for office furniture	3,000.
Typewriter	3,300.
Moveable partitioning	2,000.
Electric fan	450.
Refrigerator	3,300.
Additional for Honda "Trail" motorcycle	1,750.
Nursing bags	1,000.
	2,627,050.

Gossner Mission

APPENDIX G

UNITED MISSION ECONOMIC DEVELOPMENT AGENCY (UMEDA), BUTWAL

UMEDA is not a project, but UMN's administrative agency for handling UMN's involvement in economic development projects. Its highest authority is the UMEDA Board, appointed by UMN's Board of Directors. It functions within the framework of the UMEDA Constitution as approved by the UMN Board of Directors.

Presently UMEDA consists of two divisions: The "Butwal Technical Institute Division" and the Division of Consulting Services". Each division is managed by a director appointed by the UMN Executive Committee and responsible to the UMEDA Board. Through these two divisions, UMEDA is engaged in several development projects on the basis of an agreement with HMG's Department of Cottage Industries. This agreement defines the various activities in which UMEDA participates, collectively known as the Institute of Technology and Industrial Development (ITID).

The ITID Agreement, which was signed in 1963, provides for UMN involvement in the various projects under ITID for a period of approximately 15 years, i.e. upto 1978, and needs to be renewed from time to time. The present agreement runs up to the end of 1974.

UMN has, through UMEDA, sponsored, and is a major shareholder in, two companies: The Butwal Power Company Pvt. Ltd., (BPC), and the Butwal Plywood Factory Pvt. Ltd. (BPF). These companies are managed by their respective Boards of Directors, of which UMEDA appoints Directors in relation to its share investment. The other shareholders are various departments and agencies of HMG.

Gossner Mission

In the case of BPC, the other major shareholder is HMG's Ministry of Power, and the Chief Engineer of HMG's Department is the BPC Board Chairman. Nepal Industrial Development Corporation is the second major shareholder in BPF, and NIDC's General Manager is the Chairman of the BPF Board.

UMN personnel working in these two companies are seconded to their posts by the UMN Executive Secretary, acting through the Butwal Project Director. Such personnel are subject to the authority of the managers of their respective companies insofar as their assigned work is concerned. Otherwise, they are part of the UMN Butwal Project team, just like UMN workers in BTI and DCS.

UMEDA Board expenses (travel, etc.) are covered under the UMN Butwal Project recurring budget, otherwise UMEDA finances are dealt with under the plans and budgets for the two UMEDA divisions. Plans and budgets for the Butwal Project and for each of the two divisions follow separately.

I. BUTWAL PROJECT

DEFINITION.

The "UMN Butwal Project" is supervised by the UMN Butwal Project Director, who reports directly to the UMN Executive Secretary. The Project consists of all UMN personnel assigned to the various UMEDA activities in Butwal (BTI, DCS, BPC and BPF), and the UMN-Provided supporting services for these (housing, etc.)

The housing facilities of the "Butwal Project" consist of 10 family quarters and a Central Staff Quarters, with common room, dining room, etc., 5 small flats for single workers and 5 guest rooms. The trainees' hostels are controlled by BTI, and are not part of the "Butwal Project".

Gossner Mission

PLANS FOR 1974.

There are no plans for construction of new buildings. It may be necessary to convert the present tradesmen's wing into guest rooms and additional accommodation for single UMN workers. Presently two MCC men live outside the compound. It will probably be necessary also to rent one or two family flats during 1974. It is hoped that the long sought after UMN couple to look after the Central Staff Quarters and care for single staff and guests may come in 1974. Additional furniture is needed, and details are given under the proposed capital budget.

PERSONNEL.

The following list shows all posts for UMN personnel in Butwal. Posts which are vacant or will become vacant in 1974, and need to be filled are marked *; new posts requiring approval are marked **.

a) *Butwal Project.*

* Matron/hostess
** Residential maintenance supervisor } A married couple is sought.

b) *Butwal Technical Institute.*

* Director (post vacant; present appointment is only temporary)
Assistant Director
* Vocational teacher (post vacant)
** Training advisor (post vacant)
Building supervisor
** Woodshop advisor (post filled)
** Production Manager, mechanics (post filled)
Product Development Engineer
Machine shop supervisor
* Auto shop supervisor (post vacant)
Electric shop supervisor.

Gossner Mission

c) *Division of Consulting Services.*

Director

* Site engineer, Tinau (post vacant from July 1974)

* Builder, Tinau (post vacant)

Consultant, Civil Engineering

* Consultant, Agriculture economy (post vacant)
Short-term possible

* Consultant, Finance (post vacant)
Short-term possible

* Consultant, Management (post vacant)
Short-term possible

* Consultant, Industrial engineering (post vacant)
Short-term possible

** Irrigation field worker (post vacant)

** District field worker (post vacant).

d) *Butwal Power Company.*

Advisor (part-time only).

e) *Butwal Plywood Factory.*

* Technical Manager (post vacant through furlough)
(formerly called 'General Manager')

Business Manager

Technical Advisor (short-term)

* Production engineer (post vacant from
February 1974)

* Sales manager (post vacant)

* Timber procurement officer (post vacant)

** Plant supervisor (vacant)

Engineering services supervisor

** Sawmill/logging supervisor (post filled).

UMN personnel in four posts at BTI have been replaced by qualified Nepali staff in during 1973.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
Receipts :						
UMN Treasurer	11,100.	39,820.	26,547.	39,820.	38,600. –	1,220.
Personnel Contributed Services— BTI	165,600.	147,000.	98,000.	147,000.	81,000.	22,000.
BPF					44,000.	
	176,700.	186,820.	124,547.	186,820.	163,600. –	23,220.
Payments :						
Central Staff Quarters (linen, dishes, etc.)	1,187.	1,600.	518.	800.	1,600.	—
Electricity (CSQ & street)	5,600.	5,000.	3,882.	6,000.	5,000.	—
UMN official travel	1,818.	3,000.	1,137.	1,800.	3,000.	—
Official guests	174.	1,500.	350.	1,000.	1,500.	—

Gossner Mission

Official guests	174.	1,500.	350.	1,000.	1,500.		—

General Recurring Budget for 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Mailbag & miscellaneous	1,551.	1,500.	1,118.	1,700.	2,000.	+	500.
Rental allowance	—	720.	135.	135.	—	–	720.
Repair and maintenance UMN staff quarters	—	10,000.	298.	10,000.	10,000.		—
Part of water line maintenance	—	6,000.	3,991.	6,000.	6,000.		—
Residential chowkidar	—	3,000.	1,453.	2,400.	2,000.	–	1,000.
UMEDA Board expenses	—	7,500.	3,375.	5,000.	7,500.		—
Personnel Contributed Services— BTI BPF	165,600.	147,000.	98,000.	147,000.	81,000. 44,000.	–	22,000.
	175,930.	186,820.	114,257.	181,835.	163,600.	–	23,220.

Gossner Mission

CAPITAL BUDGET FOR 1974

Minimum furniture as per old standard :

For old quarters	4,255.	
For 'tradesmen's wing'	5,295.	
For rented family quarters	4,726.	
		14,276.

Additional furniture as per new standard :

For old quarters	7,138.	
For rooms in 'tradesmen's wing'	840.	
For rented quarters outside the compound	1,534.	
Mattresses to be used when required	500.	
2 swivel fans for guestrooms and for standby	1,500.	
		11,512.
		25,788.

Gossner Mission

II. DIVISION BUTWAL TECHNICAL INSTITUTE

1. BUSINESS FOR UMN TO DEAL WITH.

The UMEDA Board is, according to the UMEDA Constitution, the final authority in all affairs of its divisions, except in cases where constitutional changes and UMN personnel or finance are involved. As far as the BTI Division is concerned, there are presently three matters which fall under these categories, and which need to be processed through regular UMN channels:

i) New Constitution for BTI—see App. W, and para 2 below.
ii) BTI classroom building—see para 3 below.
iii) Plans for workers' housing—see para 4 below.

2. NEW CONSTITUTION FOR BTI.

There are two main reasons why the question of a Constitution for BTI (providing for a separate Board for BTI) has been taken up at this time:

a) For quite some time the question of BTI's future status has been discussed among BTI's staff, as well as in the UMEDA Board. It has been a growing feeling that the process of transfer to Nepali management and ownership should be prepared in good time before the UMN agreement with HMG concerning ITID expires.

b) The long drawn out negotiations with HMG concerning renewal discussions of the ITID agreement, and several later discussions with HMG officials, have revealed that ITID needs to be reorganised to facilitate increasing Government participation and eventual transfer to Nepali ownership.

Gossner Mission

Briefly stated, this proposed Constitution for BTI provides for the following changes :

UMEDA will delegate most of its authority concerning BTI to a BTI Managing Board, of which the majority will be members appointed by UMEDA.

In this new Board, HMG's Department of Cottage Industries and the University's Institute of Engineering each will appoint one voting member.

BTI shall only engage in activities related to training-cum-production. Other ITID development projects shall be handled separately from BTI.

BTI will be organised in two sections, under one director—a BTI training section, and a BTI industrial section.

The training section will operate on a budget subsidized by the industrial section, and will handle all matters related to training.

The industrial section will function as an 'industrial estate', with a number of production workshops operating on a commercial basis, supporting the training section with their earnings, and providing opportunites for 'on-the-job' training.

Although not spelled out clearly in the draft constitution, it is the understanding that the production workshops, over a period of time, will be converted into private share companies. (This desired development is envisioned in the principles for a reorganised BTI, already approved by the UMEDA Board and presented here as App. Y.)

The draft 'Statement of Objectives and Working Rules' is presented as App. W to these Plans for the consideration and approval of UMN Administrative Committee and Executive Committee.

Gossner Mission

3. BTI Classroom Block.

Up through the years the teaching activities at BTI have been carried on with makeshift arrangements in workshops and offices. This has been most unsatisfactory, and it is felt that the time has come to upgrade the standards of teaching at BTI by providing better facilities. In its August meeting, the UMEDA Board passed the following resolution (BM 124/73):

"a) To approve in principle the Administration's tentative plans for construction of a classroom/pre-apprenticeship training block, with attached facilities for sports and cultural activities, estimated to cost between Rs. 100,000/- and Rs. 120,000/-, including furniture and equipment.

b) To ask the Administration to work out detailed plans and cost estimates for this, taking into account the principles for training reaffirmed above (see App. Z), and submit these revised plans to the Board at its next meeting.

c) To seek outside grants to finance this project, and to recommend to the UMN Administrative Conference and Executive Committee that the project be approved and included in UMN's Capital Budget."

4. Housing for Employees.

In its August meeting, the UMEDA Board passed the following resolution (BM 125/73):

"In view of the fact that development of adequate housing for workers is closely related to industrial development, and considering the great shortage of housing in Butwal and the long list of workers who have applied for rooms in the existing 'Workers' Dera', it was RESOLVED:

Gossner Mission

a) To take up again the old plans for construction of workers' housing on an experimental basis.

b) To ask the Administration to prepare detailed plans for an inexpensive but decent housing construction project costing about Rs. 50,000/-.

c) To locate the new workers' housing unit in the BTI residential area, and to ask the Administration to prepare a new master plan for the development of the residential area, and submit this to the next Board meeting.

d) To seek outside grants to finance this project, and to recommend to the UMN Administrative Conference and Executive Committee that the project be approved and included in UMN's Capital Budget.

CAPITAL BUDGET FOR 1974 (UMN financed)

Classroom building	126,000.
Workers' housing	52,500.
	178,500.

III. DIVISION OF CONSULTING SERVICES

DEFINITIONS.

DCS activities are of two types :

a) Self-supporting activities (mainly concerned with power), over which the UMEDA Board has the final authority. Plans (see below) and budgets for these activities are submitted to the UMN Administrative Conference for information only.

b) UMN-financed activities, which cover services in fields where commercial activities are not feasible. Plans and budgets for these activities are submitted to UMN for consideration and approval.

Gossner Mission

AIMS AND POLICIES.

In its August 1973 meeting, the UMEDA Board approved of the following statement of aims and policies for DCS (BM 131/73) :

"a) To seek to undertake services of consultation, survey, project planning and implementation related to economic development.

b) To undertake such work also in places outside Butwal, and preferably in the West Central Development region.

c) Such services would be undertaken within the framework of, and related to, HMG's Regional Development Plans.

d) They would be undertaken on the basis of co-operative assistance and mutual agreement with the parties concerned, which may be HMG, local authorities, assisting organisations and private parties, depending on the type of work to be undertaken. Such services may originate from the Division's studies and offers, or by request of other parties.

e) To build up a team of qualified short and long term workers who are able to undertake these services.

f) To seek to provide the money and facilities (housing, offices, transport, equipment, trained Nepali staff, etc.) necessary to undertake services approved by the UMEDA Board and by HMG."

CHANGE OF NAME.

In line with UMEDA's long-term plans for district development work (approved by the UMN Executive Committee in November 1971), and in accordance with the recommendations from officials of HMG's Department of Cottage Industries concerning reorganisation of ITID,

Gossner Mission

the UMEDA Board, in its August meeting, passed the following resolution (BM 131/73) :

> "To recommend to the UMN Board of Directors that the UMEDA Constitution be amended to allow for the name of the Division to be changed to "Division of Development Services", so as to better express the aims and policies of the Division."

POWER DEVELOPMENT.

Up to now the main activity of DCS has been to plan and supervise the construction of the Tinau Hydro Power Plant and the electric power supply of the Butwal town on the basis of a contract with Butwal Power Company Pvt. Ltd. (BPC).

The power distribution net was more or less completed two years ago, and operation, as well as further expansion of the net, is now handled by BPC's own staff. DCS involvement in BPC's administration is reduced to part-time secondment of one UMN person for the post of Executive Director.

The construction of the hydro plant is undertaken in stages. The first stage was completed 3 years ago with the commissioning of a 50 kW. unit. The second stage, which increases the capacity to about 500 kW, will be completed during the coming winter season. The third stage will double the capacity again, and will take another couple of years to complete. The financing of the third stage is not yet in order. We are hoping that half of the cost will come from HMG, and the rest from Norwegian Government aid. DCS owns the 225 kW diesel power house which has been constructed on the BTI compound. This is being rented by BPC for production of supplementary power. The plant is also serving as standby power supply for BTI and the Plywood Factory.

Gossner Mission

UMN's financial contribution to BPC is being handled by DCS up to the time when it can be converted into share capital in the company.

An informal enquiry has been received from HMG's Department of Electricity concerning a survey of a hydro electric project in Syanja District. This includes a tunnel of about the same length as the one we have constructed for the Tinau project. It would be an ideal project for DCS if we are to continue to work in hydro power development. We could then transfer our trained Nepali workers and supervisors, as well as available construction equipment, after completion of the Tinau project. We could also possibly help in financing the project along the same lines as has been done in the case of BPC.

District Development.

Last winter a retired American specialist in irrigation and agro-economy, Mr. Robert Berger, spent a few months in Nepal working for DCS. He prepared a plan for utilisation of existing ground water wells in the Butwal-Bhairawa area which had been drilled by US/AID in connection with a ground water survey. The plan has been made available to related HMG and foreign aid officials, who have shown a good deal of interest in the report. According to Mr. Berger this project is very attractive from a cost-benefit point of view, and should be an ideal project for UMN to engage in. It would require little or no capital investment. But it does require a qualified person with practical experience from similar projects elsewhere. We are seeking such a person, but so far nobody is in sight.

In connection with BTI's manufacture of suspension bridges for HMG's Roads Department, the question has come up as to whether DCS would be interested in taking contracts for construction of bridges for which BTI supplies the steel superstructure. The first project

Gossner Mission

could be a large bridge across the Kali Gandaki river, not far from Narayanghat. The contract would involve transport of materials to site by porters, construction of foundations and erection. One engineer and several labour supervisors would be required during the construction and erection periods, each lasting 2-3 months. If everything worked out well, there might be a fair profit.

Consulting service.

As already mentioned, the only consulting service rendered so far has been under the contract with BPC. Requests for assistance have come, from various places, but have had to be turned down because of lack of qualified personnel.

In order for DCS to develop into something worthwhile, there needs to be a lot of promotional work abroad done in order to recruit new workers and obtain the capital needed. Presenting projects and following up grants given with reports and accounts is very demanding. Public relations should be improved, and contracts established with central and local government officials. This requires people who know the country, and are able to draw up guidelines and prepare the ground for specialist consultants who tend to be short-term people. Then there should be field workers ready to engage in the implementation of projects.

Personnel.

The approved list of short and long-term personnel needed for DCS (see Butwal Project Plans) remains as long as ever. Without suitable UMN personnel becoming available, DCS plans will remain paper plans.

Gossner Mission

DCS SELF-SUPPORTING OPERATIONS BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Income :							
BPC consulting fee	8,000.	30,000.	15,000.	30,000.	30,000.		—
BPC rent, office and stores, power house, quarters	2,300.	7,500.	4,842.	7,500.	7,500.		—
Other income	29.	200.	—	500.	500.	+	300.
Rent, Calmo Compressor	668.	2,000.	858.	1,500.	1,000.	–	1,000.
Do. Ingersoll „	1,130.	—	132.	100.	5,000.	+	5,000.
Do. Ruston (1211 hs 8m)	—	16,800.	16,954.	24,000.	10,000.	–	6,800.
Do. 70 kW Deutz (17 hs) (17 hs)	2,142.	8,100.	100.	1,000.	2,000.	–	6,100.
Do. McLaren (2173 hs)	8,120.	9,000.	8,694.	12,000.	1,000.	–	8,000.
Do. Guldner	—	1,700.	—	—	500.	–	1,200.
Do. Trygg (both engines)	741.	2,000.	3,284.	5,000.	1,000.	–	1,000.
	23,130.	77,300.	49,864.	81,600.	58,500.	–	18,800.

Gossner Mission

DCS Self-Supporting Operations Budget for 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
Expenditure :						
Salaries	3,160.	16,500.	1,364.	6,200.	10,000. –	6,500.
Training	—	5,000.	2,701.	4,700.	5,000.	—
Building repairs	1,746.	2,600.	9.	500.	1,000. –	1,600.
Building depreciation	—	4,000.	2,000.	4,000.	4,000.	—
Part water and Chaukidhar	—	1,200.	600.	1,200.	1,200.	—
Survey, drafting equipment	5,208.	—	—	—	—	—
Repairs	—	1,000.	1,274.	5,000.	2,000. +	1,000.
Depreciation	—	5,200.	2,600.	5,200.	5,200.	—
Transport	8.	1,200.	982.	2,000.	2,000. +	800.
Office (mainly drawing supplies)	137.	1,000.	556.	2,000.	1,000.	—
Miscellaneous	—	—	270.	500.	500. +	500.
Exp. Calmo Compressor	668.	2,000.	365.	2,500.	1,000. –	1,000.
„ Ingersoll Compressor	1,130.	—	—	1,000.	4,000. +	4,000.
„ Diesel power house	—	—	312.	700.	1,000. +	1,000.
„ Ruston	—	13,200.	565.	12,800.	5,000. –	8,200.
„ 70 kW Deutz.	2,142.	6,600.	—	2,500.	2,000. –	4,600.
„ McLaren	8,120.	8,000.	4,488.	15,900.	1,000. –	7,000.
„ Guldner	—	1,200.	15.	1,000.	500. –	700.
„ Trygg (both engines)	741.	2,000.	227.	5,000.	1,000. –	1,000.
	23,060.	70,700.	18,328.	71,700.	47,400. –	23,300.

Gossner Mission

„ Tryggs (both engines)	141.	2,000.	221.	3,000.	1,000.	—	2,000.
	23,060.	70,700.	18,328.	71,700.	47,400.	—	23,300.

UMN-FINANCED GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Receipts :							
UMN Treasurer	10,000.	16,000.	10,667.	16,000.	16,000.		—
Personnel Contributed Services	13,500.	29,400.	12,000.	18,000.	28,200.	–	1,200.
	41,500.	45,400.	22,667.	34,000.	44,200.	–	1,200.
Payments :							
Salaries	2,559.	3,600.	1,862.	4,050.	4,500.	+	900.
Training	—	3,600.	1,014.	2,300.	2,500.	–	1,100.
Part water / Chaukidhar	—	1,200.	626.	1,200.	1,200.		—
Repair of equipment	—	500.	—	200.	500.		—
Transport and travel	4,384.	4,000.	649.	1,000.	4,000.		—
Office supplies	885.	2,000.	475.	1,000.	2,000.		—
Promotion	—	500.	—	200.	500.		—
Legal expenses	—	500.	—	200.	500.		—
Miscellaneous	16.	100.	—	100.	300.	+	200.
Personnel Contributed Services	31,500.	29,400.	12,000.	18,000.	28,200.	–	1,200.
	39,344.	45,400.	16,626.	28,250.	44,200.	–	1,200.

Gossner Mission

APPENDIX H

BOYS' BOARDING SCHOOL, POKHARA

PLANS AND BUDGETS FOR 1974

THE SITUATION.

This School, though founded in 1966 and run privately in its beginning years, with the UMN as a strong partner in management, has changed its position radically. Since the establishment of the National Education Plan in 1971 this school is "owned by the public" and managed entirely by the HMG District Education Office. Within this new framework, HMG has given permission for the UMN to continue its presence in the school as an assisting agency, under such HMG rules as apply to such agencies. In this set-up the UMN is working with money and people, and it is proposed to continue in this project with the following plans for the next year or years, so far as the UMN part in it is concerned :

WORK.

We will continue to work to the best of our ability to bring to completion the approved plans for this institution. The plans are to create a boys' boarding high school, with strong emphasis on vocational training, on a large 24-acre campus. This means, of course, that we do our part in this as an assisting agency within HMG management. Because HMG has left UMN-appointed workers in continuing major leadership posts in the school project, we do in that way hold heavy responsibility to bring up the school to completion. This work of bringing to completion is in buildings and facilities, in staff and in educational content. It appears that this can be mainly done by the end of 1975.

Gossner Mission

It should be borne in mind that HMG is already initiating ideas and the beginnings of plans to give the school more assignment in the larger Education Plan, and possibly expansion in student numbers, and may be in forms of education also. We suggest that UMN be ready to move into such development if HMG welcomes it.

Construction Work and Building Budget.

We should continue in present strength to carry on with our involvement in the building program. It is large, in its 5th year, and we have been told by HMG to be finished by July 1975. There are two UMN staff builders on the job, and between 80-100 staff and workmen. The original building capital budget was $ 400,048 (December 1969). This is being met 75% by the Dutch Government, and 25% by UMN. By now, in its 5th year, we see that for several reasons we are overspending the original budget by about 31%. We have prepared a 12 page report explaining the finances of the building program. It presents a revised budget of Rs. 5,095,864., which we estimate will bring us to the completion of the program. We ask that UMN approve this revised budget. (See the 12 page report for details). We are in the process of seeking the additional money. It should be explained that we are carrying also a capital budget of Rs. 292,820 ($ 29,282) for the Agriculture vocational department of the school. It was not included in the above general building budget and has been approved by UMN some time back.

Personnel.

We should continue to provide UMN Board Appointees or direct appointees to fill the following posts, and to consider changes and additions as needs arise :

Gossner Mission

* Headmaster—Jonathan Lindell (on furlough from June 1974)

Science teacher—Richard Clark

* Agriculture teacher—Larry Asher (on furlough Dec. 1973—July 1974)

Industrial Arts teacher (post not yet ready; may be filled by Bob Buckner).

English teacher—Margaret Kingsley

* Nurse—Mrs. Phyllis Asher (part-time; need substitute during furlough, January—July, 1974).

** Nurse/health teacher (new post, to be approved)—we are looking for someone to fill this post from UMN or INF.

Librarian—Mrs. Hazel Buckner.

* Hostel Supervisor—Mrs. Tsukada (furlough from December 1973; replacement needed)

Farm manager—John Paterson

Building Engineer—Delos McCauley (supplied by Building Department)

Building Assistant—Bob Buckner (supplied by Building Department).

We recommend that for overall mission needs recruitment of builders continue. This project could use another builder if he were available. All of our UMN workers in this project have been approved by HMG to continue in their places "for the usual two year term". This is open to review and extension if desired. We can continue to second workers to this project only with HMG approval.

Gossner Mission

STATION FINANCES.

The UMN should continue to provide general recurring and capital budgets to serve and care for UMN workers as may be needed in their work and in keeping with UMN rules. We have 8 UMN households, 4 in rented village houses, and 4 in school-provided quarters. We may have changing needs in this respect during the year, and we would deal with UMN-HQ about supplementary budgets for this as the situation arises.

TRAINING.

We should continue to assist NAV staff members to get further training, as desired by the school, through the UMN Scholarship Program and according to its rules.

FOR INFORMATION AND ADVICE.

The cost of the administrative running of the school is met by student fees and HMG grants, through the District Education Office, as is normal with all schools in the Plan. There are 3 budgets in this school: (1) The D.E.O. regular budget—Rs. 40,890.; (2) The extra Administrative budget of Rs. 32,632. which comes from an extra student fee; (3) The hostel budget of Rs. 207,405. The school runs according to the national calendar, the national fiscal year, the national weekly schedule, and the National Education System. The school has its Building Committee and Hostel Committee. We plan to add about 40 students next year. Subjects under study by staff and officials are: admittance selection guidelines; becoming a model school; opening more vocational courses; joining a neighbouring high school for vocational courses; serving other schools in various ways; staff build-up; stronger management, and possible future expansions. These are important items in this "lump of clay in the potter's hands", and deserve our best attention in prayer and work, for reaching the defined purposes of this school.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Receipts :							
UMN Treasurer	2,100.	2,800.	1,867.	2,800.	2,900.	+	100.
Personnel Contributed Services	69,654.	69,654.	46,432.	69,654.	61,692.	–	7,962.
	71,754.	72,454.	48,299.	72,454.	64,592.	–	7,862.
Payments :							
Maintenance	—	500.	—	200.	300.	–	200.
Mailbag, etc.	1,709.	1,400.	1,255.	1,730.	1,700.	+	300.
Duty travel	—	800.	—	375.	800.		—
Administration	346.	100.	66.	100.	100.		—
Personnel Contributed Services	69,654.	69,654.	46,432.	72,059.	61,692.	–	7,962.
	71,709.	72,454.	47,753.	72,059.	64,592.	–	7,862.

Gossner Mission

CAPITAL FUND BUDGET FOR 1974

I. BUILDING.

Original and supplementary approved budgets	4,545,302.	
Approved agriculture department budget	292,820.	
	4,838,122.	
New additional building for approval	550,558.	
		5,388,680.
Less receipts to date:		
Building	3,710,521.	
Agriculture	126,460.	
		3,836,981.
Funds still needed:		1,551,699.

II. MISCELLANEOUS.

School temporary classrooms, dwelling houses, etc.	11,895.
Playground equipment	6,000.
Tree planting program	3,000.
Audio-visual aids for teaching	6,100.
Library books	500.
Sports equipment	500.
Teaching aids	500.
Buffalo	1,200.
Bicycle	500.
Lawnmower	500.
Grass cutter for sports fields	3,000.
Second vehicle (Landrover)	20,000.
Alternate public road	10,000.
Typewriters for secretarial courses	17,600.
Student Scholarship fund	35,000.
	116,295.

Gossner Mission

APPENDIX I

GORKHA PROJECT

I. Administration.

If our District Schools and Luitel High School are integrated into HMG's New Education Plan at the end of 1973 as planned, this brings the Gorkha Community Service Program down to health services only. We would hope to be able to second expatriate teachers to work in the government-managed schools. We also intend to build the new school building in Luitel. There is lumber on hand, and about half the bricks on the site. Carpenters are working on door and window frames, beams, etc. now, and when the rains end we can go right ahead with laying bricks.

In our health services, too, we are thinking and planning for integration with HMG plans. As a project we proposed that UMN take the initiative and request that our hospital be integrated with HMG. Part of our reasoning in doing this would be :

a) If we could work as a government integrated hospital for some years, there might be more chance that HMG would continue the work of the hospital.

b) There would be more chance of job security for our staff who have no recognised certificates.

II. Hospital.

We plan to continue to work closely with the Community Health team in every way possible. This includes :

a) In-service training in community health for our hospital staff, in field training as well as tutorials.

b) Regular health seminars at the hospital for the panchayat leaders and the Health Committee repre-

Gossner Mission

sentatives from each of the neighbouring 7 or 8 panchayats.

c) Freeing one or other of the doctors to a greater extent to aid and abet in every way the new "Integrated Health Post" scheme. (See Community Health Plans).

d) We would like to propose giving some months of practical experience to the government personnel who would later be posted to Health Posts in the district. This would be mutually beneficial. Certainly our job of support and encouragement to the Health Post personnel would be much easier and more valuable if we know and trust one another. This invitation would apply to Health assistants, AHWs and ANMs.

Although we report an anticipated deficit of Rs. 25,000 for 1973, we hope to be able to cut this down considerably. The inventory of drugs shows that the present value of the stock is Rs. 10,000/- more than it was a year ago. This is the year after the famine. If the crops are good this year, our financial picture is likely to improve. We are asking UMN for an increased grant of Rs. 7,500/- only, which helps to make our 1974 budget more realistic.

We plan to establish a TB charity fund to assist us in the better caring for this large segment of our patients. This would be used for the first line drugs only. TB patients account for a large proportion of those receiving charity from the hospital.

If we should remain as a purely Mission hospital, we would need to train a new class of nursing assistants in 1974. We are budgeting for six students. We are budgeting for one fully-trained laboratory technician, and one locally trained. We plan to send the latter for x-ray training also, so that he can be a multipurpose person. We hope to find the right Nepali to do the

Gossner Mission

in-service training in Shanta Bhawan under Mr. Paul Spivey, January-July 1974. We are budgeting for him for the last six months here. We have budgeted, from July to Decmber 1974, for a Nepali whom we hope will be a calibre able to become the future business manager.

We anticipate that the Amp Pipal hospital building project can be completed within the present budget. Promised CIDA funds are urgently needed, as we have borrowed nearly Rs. 150,000 from the UMN Treasurer so that the work may proceed. The largest capital items left are : (a) Increased water supply for the hospital. (b) A new 5-6 Lister generator to replace the present decrepit small Indian generator.

We would strongly urge that the UMN Drug Store be expanded to include a larger range of drugs, so that drug costs to the patients would be less. To meet the local demand for speedy service, we plan to sell five simple medicines through a half-door which opens out onto the out-patient waiting area. People will be able to shop there for their worm, goitre, itch, rheumatism and small sore medicines without registering or being otherwise delayed.

We would like to employ a Nepali doctor, preferably a lady, as soon as possible. She could . cover for the six months furlough of Dr. Helen Huston from July, 1974. It would free one doctor to help more in the community health outreach now. The local Pradhan Panch and the community are pushing for this, and we agree that is a good idea.

The most exciting of all is the following major proposal :

Preamble : The government plans one 25 bed hospital for Gorkha District. At the present the 15 bed hospital is being completed in Gorkha town. We understand that later on this will be enlarged to be a 25 bed hospital.

HMG gave the permission for the 15 bed hospital in Amp Pipal before overall plans for the

Gossner Mission

hospitals and health posts of the nations were established. When these plans were made, Amp Pipal hospital did not fit in. But there is now a beautiful little hospital in Amp Pipal, complete with staff quarters. The government leaders readily admit that there is far more than enough work to justify two hospitals, especially as the Amp Pipal hospital also serves two additional neighbouring districts. It seems that the lack of money available in the HMG health budget to run two hospitals in one district is a major stumbling block to the recognition of the Amp Pipal hospital.

Proposal : So we propose that the UMN and HMG carry out an additional pilot project in Amp Pipal, similar to the one worked out for Okhaldhunga. UMN has built the hospital and the staff houses as in this plan. If the government now sent the personnel and finances to run a Health Post, and the UMN were prepared to try the half free-bed scheme, the hospital would continue to run effectively. The people of this area would be most grateful, and the government expenses would not be excessive. If this proved a workable scheme, perhaps for the future HMG would consider running these two 15 bed hospitals, i.e. Gorkha and Amp Pipal, instead of one 25 bed hospital in Gorkha town. We have sent in our budget without taking into account this new proposal.

III. **Community Health.**

We are encouraged by the invitation of the Integration and Planning Officer of the Department of Health Services to help in the district plans for the establishment of Integrated Health Posts. There are 7 places chosen for such health posts for the current fiscal year, beginning Saun 2030 (July/August). These are : Jaubari

Gossner Mission

(where there is an established Health Post already), and new posts to be in Makaising, Dhuwakot, Khanchok, Aruchanaute, Gumba and Larkebazar. HMG plans to make all 7 Health Posts "Integrated" slowly. We have been invited to choose one of the 7 places to help in making a "Model Integrated Health Post" in an advisory and visiting capacity.

To have such an I. H. P., HMG is asking the local panchayats to :

a) Offer land;

b) Build a shelter, or offer a house until a permanent building is made by HMG;

c) Recommend candidates for future staff, viz. Health Assistant, SLC pass; Assist. Health Workers (2), 7th Class pass boys; Auxiliary Nurse Midwives (2), 7th Class pass girls. These are from the local community. HMG would recommend them to the Institute of Medicine. After completing training, they would be assigned to their village H. P. and paid by HMG.

d) Junior Auxiliary Health Workers. Five or six Home Visitors, from surrounding village panchayats, one per panchayat. HMG will give them 2 months training locally. They should be literate. They work in their own panchayats by door to door visiting monthly, keeping the health records of approximately 5,000 population. They get Rs. 125/- monthly from HMG if their H. P. becomes a model integrated H. P.

The functions of a Model Integrated Health Post are : (1) Simple curative medicine; (2) Family planning and MCH; (3) Leprosy and TB control; (4) Malaria control; (5) Smallpox control; (6) Health education in nutrition and sanitation; (7) Immunization. HMG supplies staff, drugs and vaccines. Our participation would be to help these staff, particularly in MCH and FP and TB control.

Gossner Mission

We would be happy to share in anything else that might be suggested. A doctor would be made available from the hospital for medical consultation visits at the invitation of the Health Assistant, also for FP operations. Our ministry would largely be that of encouragement and support to the H. P. staff.

These suggestions fit in very well with our original community health plans to 'co-operate with existing government health posts in Gorkha and Lamjung'. In line with this we would like to second an experienced nurse-midwife to Jaubari.

The following year, given adequate UMN personnel, we propose to start in one of the new areas in a Model Integrated Health Post. The ground work would be begun in late 1973 or early 1974 to help to create panchayat participation, as listed above. We are budgeting for a Nepali Public Relations person to help in this. No UMN nurses would be needed until the work is established and local people trained to fill the posts listed, unless HMG put in outside people until locals were trained, in which case our participation could be sooner.

To take up the district-wide opportunities, we are asking for Community Health Administrator. This could be a layman or a doctor or possible a P. H. nurse. The nurse/midwives going to an integrated H. P. will have to be experienced, adaptable people. We would welcome them to the project work in our existing program at any time. It is quite possible that UMN will be invited to help in other similar situations, and we suggest that we keep looking for such people, even if a post is not immediately available.

Medicine Stores :

As the effectiveness of an H. P. is hampered by a lack of medicine, we would like to propose to help the

Gossner Mission

panchayats associated with H.Ps to establish a medicine shop which could fill prescriptions of the H.A. and sell other simple medicine without prescription. If the panchayats chose the man to be responsible and under their discipline, we would supply the medicine. It would be sold under strict control to prevent undue profit or misuse.

Nutrition project :

We plan to extend the vegetable and fruit garden which has been started this year. Mission land above the houses at hospital would be used for fruit trees. It is hoped we will be able to rent other land for part of the year for vegetables. The purpose of this is to provide food for patients and sathis, and also educational. It should also help to propagate more local crops. We are budgeting for two gardeners in the recurring expenses, and have put the rest under capital expenses as no income return can be expected for 2-4 years. Mr. Kostamo will be in charge.

The existing program :

What has been going on in T.B. control, MCH and FP and education has been a type of model program, similar to the plan of HMG for Gorkha District. We would appreciate, or even propose that this work could be considered a part of HMG's integrated health services in association with the Amp Pipal hospital. Because of the extension of government's health services, through I.H.Ps., we are dropping our plans to train volunteer village health workers from more distant panchayats.

T. B. control :

We will continue to cover neighbouring panchayats with house to house visiting and BCG for under fifteens. Next year we hope to cover Khoplang and Choprak. Known cases and contacts are being followed up, and the Madras scheme made available to as many as possible.

Gossner Mission

Maternal and child health clinics will continue in Amp Pipal hospital, Amp Pipal village, Harmi and Boragaon. Due to lack of personnel, we do not propose to start the new centres in Paluntar panchayat. When an ANM is available, this will be reconsidered.

MCH building at Amp Pipal hospital :

This matter was referred back by the Executive Committee to the project in 1972. We have reconsidered this at great length, and still feel this could be a UMN contribution. We would, however, like to understand more of HMG's plans for the future of the hospital before undertaking another building. There is hope of getting HMG salaried staff for MCH and FP during this fiscal year, as their resources are going into the I.H.Ps.

Education :

Even without UMN-administered schools next year, we still hope to have opportunity to help them in health education. Education will continue through MCH clinics and visiting, panchayat visiting, seminars for panchayat representatives, and school teachers.

Staff.

Having failed this year to get one of our male C.H. workers into the Health Assistants course, we hope to do so next year. We will continue to use local trained assistant nurses in the MCH program, still looking for ANMs to do it on a more permanent basis. We are still looking for a Nepali nurse/midwife to work with an expatriate in extending the MCH work. We are hoping to train panchayat-picked women in simple MCH for their own villages. This would be done individually, as they are available. They would be volunteers. When we get a nutritionist, she will be able to do much of the educational work of MCH, and train a Nepali in this, as well as the volunteer workers.

Gossner Mission

V. **Personnel.**

The full complement of UMN Board appointee personnel required for 1974 is as follows. New posts are marked **, and posts already approved but needing to be filled are marked *.

A) ADMINISTRATION :

Area Superintendent
Business Manager
Assistant to Business Manager and Hostess
Maintenance supervisor for project (previously hospital builder)
Builder/maintenance supervisor at Luitel.

B) EDUCATION :

6 teachers.
*1 Physical education teacher (to train teachers)

C) HEALTH SERVICES :

a) *Hospital*—

Medical Director—General practitioner
1 doctor—surgeon
**1 doctor—pediatrician (part-time) (post filled)
*1 Nursing Superintendent (from Jan. 1974)
1 Nurse (language student)

b) *Community Health*—

**1 Community Health Administrator (new post, to be approved)
*1 Community Health supervisor, Amp Pipal area (from June 1974)
*1 MCH supervisor, Amp Pipal area
*1 Nutritionist
*1 Nurse/midwife, Jaubari
**4 Nurse/midwives, Gorkha-Lamjung

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
I. Administration							
Receipts :							
UMN Treasurer	13,469.	13,000.	8,667.	13,000.	13,758.	+	758.
Personnel Contributed Services	16,966.	19,430.	14,284.	23,423.	37,290.	+	17,860.
	30,432.	32,430.	22,951.	36,423.	51,048.	+	18,618.
Payments :							
Agent Expenses	1,366.	1,500.	965.	1,500.	2,000.	+	500.
Salaries	3,435.	5,000.	1,276.	2,000.	6,758.	+	1,758.
Maintenance	2,658.	2,000.	1,364.	2,000.	2,000.		—
Water allowance	2,768.	2,500.	1,636.	2,200.	1,500.	–	1,000.
Travel	298.	500.	104.	200.	500.		—
Office expenses	1,333.	1,500.	529.	700.	1,000.	–	500.
Personnel Contributed Services	16,966.	19,430.	14,284.	23,423.	37,290.	+	17,860.
	28,824.	32,430.	20,158.	32,023.	51,048.	+	18,618.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
III. Health Services.							
A) HOSPITAL.							
Receipts :							
Fees	133,564.	185,000.	91,470.	131,775.	184,000.	–	1,000.
Gifts	203.	—	—	—	—		—
UMN Treasurer	27,500.	27,500.	18,333.	27,500.	35,000.	+	7,500.
Personnel Contributed Services	42,922.	41,767.	25,753.	36,948.	37,000.	–	4,767.
	204,189.	254,267.	135,556.	196,223.	256,000.	+	1,733.
Payments :							
Salaries	69,854.	87,000.	44,583.	67,000.	90,000.	+	3,000.
Drugs	44,619.	70,000.	51,771.	70,000.	72,000.	+	2,000.
Medical & surgical supplies	17,347.	14,500.	12,067.	14,500.	16,000.	+	1,500.
Bedding, linen and uniforms	4,919.	8,000.	1,922.	6,000.	8,000.		—
Laundry & cleaning	1,787.	3,000.	1,186.	2,000.	3,000.		—

Gossner Mission

General Recurring Budget for 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Maintenance	365.	5,000.	753.	3,000.	5,000.		—
Power, light, heat	12,992.	16,000.	8,976.	16,000.	16,000.		—
Administration	6,380.	6,000.	2,972.	5,000.	6,000.		—
Travel	750.	1,000.	342.	500.	1,000.		—
Miscellaneous	2,089.	2,000.	630.	1,000.	2,000.		—
Personnel Contributed Services	42,922.	41,767.	25,753.	36,948.	37,000.	–	4,767.
	203,944.	254,267.	150,955.	221,948.	256,000.	+	1,733.

B) Community Health

Receipts :

Fees	—	2,000.	115.	135.	200.	–	1,800.
Medicines	3,687.	10,000.	3,828.	5,000.	5,000.	–	5,000.
UMN Treasurer	27,900.	28,500.	19,000.	28,500.	46,300.	+	17,800.
Personnel Contributed Services	17,248.	29,727.	9,169.	14,927.	57,120.	+	27,393.
	48,835.	70,227.	32,112.	48,562.	108,620.	+	38,393.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Payments:							
Salaries	8,862.	24,000.	10,807.	18,000.	35,000.	+	11,000.
Porter	349.	500.	4.	100.	—	–	500.
Field expenses	—	—	—	—	1,500.	+	1,500.
Medicines	4,099.	10,000.	2,506.	6,000.	6,000.	–	4,000.
Medical supplies and equipment	—	—	—	—	1,000.	+	1,000.
Teaching & publicity	409.	2,000.	520.	1,000.	2,000.		—
Maintenance of clinics	260.	500.	610.	800.	1,000.	+	500.
Power, light, heat	51.	500.	111.	200.	—	–	500.
Stationery & supplies	610.	500.	359.	500.	—	–	500.
Administration	—	—	—	—	500.	+	500.
Travel	—	500.	—	300.	500.		—
Freight	187.	—	—	—	1,000.	+	1,000.
Triple vaccine	480.	500.	160.	1,600.	2,000.	+	1,500.
Uniforms & linen	819.	500.	65.	500.	500.		—
Laboratory	6.	500.	—	—	—	–	500.
Miscellaneous	370.	500.	15.	50.	500.		—
Personnel Contributed Services	17,248.	29,727.	9,169.	14,927.	57,120.	+	27,393.
	33,750.	70,227.	24,326.	43,977.	108,620.	+	38,393.

Gossner Mission

CAPITAL BUDGET FOR 1974

I. *Education*—Luitel High School.

Request carried forward from 1972 :

Additional classrooms for Grades I-V	115,000.

New request :

Additional for above	14,000.

II. *Hospital.*

Total approved budget for building	1,360,891.	
Less total received to date	1,116,987.	
Approved budget not yet received		243,904.

III. *Community Health.*

Nutrition project	13,260.
	386,164.

Gossner Mission

APPENDIX J

SHANTA BHAWAN HOSPITAL, KATHMANDU

PLANS AND BUDGETS FOR 1974

I. **Hospital.**

A) *The New Lalitpur Hospital.* Uncertainty about the future of Shanta Bhawan Hospital has continued through yet another year. However, a few things have become reasonably clear :

—The Health Services Dept. of HMG has little or no interest in a continuance of Shanta Bhawan Hospital as it is currently located.

—The negotiations for the UMN to build a new hospital in Lalitpur have had apparently good support from the Dept. of Health Services of HMG.

—The agreement for the new hospital in Lalitpur is expected to be ready for signing in the very near future.

—It will take at least four years to procure the land and build the new hospital.

—The work in Shanta Bhawan should be planned to continue for another few years.

—There should, under the terms of the agreement as it stands at present, be an opportunity to run and operate the new Lalitpur Hospital for a few years before it is handed over to HMG.

B) *The Present Hospital.* It seems therefore that :

—We should continue to plan to make the present hospital as efficient and effective an instrument as possible to fulfil its role of "Community Hospital" during the next four years.

Gossner Mission

—We should plan to continue to give the highest possible quality of nursing care in terms of total patient needs.

—We should encourage staff to think and act in terms of preventive medicine for their patients and neighbours, and to participate in community health programs.

—We must resist the obvious temptation to let the hospital "run down" in any way during this interim.

—We must make every effort to maintain staff and equipment at as high a level of proficiency as possible.

—The premises will need to be kept in a reasonable state of repair, and minor additions and alterations may also be required to maintain facilities at a reasonably high level.

—New equipment, even expensive equipment, will be added as necessary on the understanding that it will be available for transfer to the new hospital later on.

—Every effort will continue to be made to make the hospital as near selfsupporting as possible.

—The ideal of making the CHP a true outreach from the hospital up to the present seems to defy solution. Maybe this relationship can never, in this semi-urban situation, be truly meaningful. The unfruitful efforts to make it so up to now only increase one's sense of frustration, but we shall continue to support and foster all the work of our CHP.

Gossner Mission

C) *Staffing.* Planning for staff presents a much more difficult problem.

i) The Nursing School and its future plans remain very "fluid". It is difficult to see how long we may have adequate help from trainee nurses, as their program moves further and further out of our control. Unless satisfactory arrangements can be worked out to support the hospital from the Nurses' Training School, the whole future of the hospital will be jeopardised.

ii) The recruitment of overseas missionary staff will have to be adjusted to fit this interim situation. Short-term appointments may become more acceptable in this uncertain interim, for which it is difficult to recruit long-term serving missionaries, unless they are particularly interested in serving later in an institution which may be much more under government control.

iii) Recruitment and / or training of Nepali staff. Existing policies will be continued, and in all areas except medical staffing great progress has already been made. Further progress in implementing this policy should be possible in the dietary department during the coming year.

—If suitable Nepali doctors can be found who can give some assurance of a reasonable spell of service, they will be recruited.

—It is planned to recruit a trained nurse who will promote a planned and continuous in-service education program for all grades of staff.

Gossner Mission

—It is also planned to have 2 senior members of the nursing staff participating in post basic diploma programs in nursing administration, probably in India.

—It is hoped that further suitable Nepali nursing staff can be recruited to overcome the present shortage of nurses.

D) *Conclusion.* Let us remember that the call to us is to accept the opportunity for service in this currently very uncertain and difficult situation. Let us give ourselves to this service in manner worthy of our Lord Jesus Christ Who has called us and Who will give us the courage, the patience and the strength we need.

II. School of Nursing.

A) *Objectives for 1974—*

i) To work as closely as possible with the Mahabaudha Campus for Nurses to improve the standard of teaching and clinical supervision of students.

ii) To provide various clinical experience for students utilizing the facilities of Shanta Bhawan, Bir Hospital and Maternity Hospital.

iii) To continue to provide students with experience in community health by follow-up of specific families assessed in 1973.

iv) To make necessary alterations in the hostel.

Present no. of students			*Expected no. of students*	
1st year	15		1st year	15
2nd year	19		2nd year	15
3rd year	14		3rd year	19
4th year	9	(will grad. Nov. 73)	4th year	14
Total	57		Total	63

Gossner Mission

B) *Recruitment and/or training of Nepali staff.*

A Nepali Sister Tutor will be returning from training in India in May 1974, with her B.Sc. Trained Nepali are also staffing the clinical instructor posts.

III. Community Health Program.

The goals for Shanta Bhawan Hospital (1971) include serving as a base hospital for a comprehensive health care program in Lalitpur District Panchayat. This goal has been partially met by the current Community Health Program which operates as a cooperative venture with the Panchayat health program, and supplementary to present government health services. On invitation from HMG to work out with them a staged development program, bringing the Integrated Basic Health Scheme to Lalitpur District, the following plans and budgets have been prepared. The 1974 budget for CHP is an extension of the present program into 1974, and the additional pages include a 5 year proposal of the staged program.

A) *Objectives.*

i) For the 21 Lalitpur Valley villages and 54 villages near Pharping :

a) To continue advisory services regarding sanitation, hygiene and health care via the mobile team to community leaders and volunteers.

b) To continue in-service training and up-grading of six local compounders/practitioners.

c) To continue offering simple MCH-FP services via local village panchayats in 17 villages, and to extend this to the total 21 in Lalitpur District.

d) To increase contacts with local practitioners, such as indigenous midwives, and to include them in a simple training program.

Gossner Mission

e) To continue supplementing the government immunization programs with DPT, TABC, BCG, and smallpox.

f) To hold at least two health seminars jointly with the District Panchayat.

g) To continue encouraging the 25 WHAs with in-service training, and to search for and replace with other volunteers as needed.

ii) To provide a comprehensive health program (as defined by HMG Integrated Basic Health Scheme), for 22,000 population surrounding Dhapikhel Health Post, and 20,000 population surrounding Bhattedada Health Post.

iii) To provide in-service training for new personnel assigned to the Integrated Basic Health Services, as well as continue in-service training of all staff.

iv) To achieve increasing knowledge regarding nutrition and local health habits of people so that this can be utilized in improving health services.

B) *Recruitment and/or training of Nepali Staff.*

In view of the experimental nature of the community health services program in regard to structure, as well as content, a special section of staffing and budget has been designated "Training, Development and Research". This section will deal with in-service training of all staff, as well as special education programs for community groups. A budget grant has been requested within this section, so that transportation to CHP programs on the sub-continent for staff will be possible.

As a general policy for any community health work, people familiar with and sympathetic to the

Gossner Mission

culture, language and people of an area are preferred in all positions. These characteristics are most often found in people native to the area, and therefore Nepali staff are being sought after, as well as being trained for most positions. Foreign personnel will be requested only in exceptional situations, as :

a) Occasionally a unique person becomes available —unique in his familiarity with, understanding of, and sympathy for a culture and its people, as well as having the professional qualifications for the position.

b) The absolute inability to find Nepali staff willing to live and work in a rural situation.

IV. **Personnel.**

The following is the complement of Board Appointee Staff required for the various sections of the Hospital program. New posts are marked **, and posts already approved or needing to be filled are marked *.

A) *Hospital.*

i) Medical :

1 Surgeon (Executive Director)
*2nd surgeon
*1 Internist
*1 Pediatrician
1 Obstetrician / gynaecologist
1 Clinical pathologist
1 dentist
1 General physician
**2nd General physician
*1 Anaesthetist

ii) Administration :

1 Hospital administrator
*1 Hostess-cum-secretary

Gossner Mission

iii) Nursing Dept.:

1 Nursing Superintendent

iv) Dietary Dept :

1 Dietitian

v) Service Dept :

1 Housekeeper

vi) Adjunct diagnostic and therapeutic Depts :

*1 Medical social worker

*1 Physiotherapist

1 Pharmacist

B) *School of Nursing.*

1 Director

*1 Sister Tutor (Community Health)

1 Sister Tutor (Midwifery)

*1 Sister Tutor (Pediatrics/general)

**1 Clinical Instructor

C) *Community Health Program.*

1 Doctor (Director / Administrator)

*1 Nutritionist

**1 Staff nurse/midwife, Bordegaon (immediately)

*1 Staff nurse/midwife, Sanegaon (from Dec. 73)

*1 Staff nurse/midwife, Bungmati (from June 74)

*1 Staff nurse/midwife, Chapagaon (from May 74)

} Board Appointee or Nepali

**1 Health Educationist.

D) *New Lalitpur Hospital*

1 Project Director/Coordinator.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
1) HOSPITAL							
Receipts:							
Fees	1348,289.	1265,774.	1148,845.	1723,267.	1685,929.	+	420,155.
Gifts—general	37,879.	50,000.	12,606.	18,391.	15,000.	–	35,000.
Gifts—special	—	—	30,000.	30,000.	—		—
Gifts—rent	—	25,000.	6,667.	25,000.	25,000.		—
SBH General Fund	—	100,000.	132,876.	199,315.	175,000.	+	75,000.
UMN Treasurer	272,000.	75,000.	50,000.	75,000.	—	–	75,000.
Personnel Contributed Services	265,808.	193,758.	129,168.	193,758.	151,715.	–	42,043.
	1923,976.	1709,532.	1510,162.	2264,731.	2052,644.	+	343,112.
Payments:							
Salaries and wages	545,321.	598,728.	431,145.	646,718.	742,375.	+	143,647.
Medical expenses	3,260.	—	160.	240.	1,000.	+	1,000.
Drugs	243,044.	250,000.	302,456.	453,684.	350,000.	+	100,000.
Surgical and medical supplies	198,020.		105,467.	158,201.	141,700.		
X-ray supplies	38,587.	209,830.	30,354.	45,531.	59,300.	+	41,170.
Path. lab. supplies	38,296.		30,668.	46,002.	50,000.		

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Bedding and linen	176,619.	20,880.	19,124.	30,000.	35,500.	+	14,620.
Kitchen supplies	52,240.	50,000.	50,796.	76,194.	122,500.	+	72,500.
Laundry and cleaning	20,039.	20,500.	17,166.	25,749.	25,000.	+	4,500.
Domestic repairs and Housekeeping	4,367.	3,500.	2,890.	4,335.	6,000.	+	2,500.
Power, light, heat	65,817.	65,000.	43,184.	64,776.	68,000.	+	3,000.
Maintenance of grounds and buildings	77,921.	80,800.	57,549.	86,324.	51,000.	–	29,800.
Administration and stationery	37,904.	29,500.	19,944.	29,916.	36,000.	+	6,500.
Rent	109,712.	105,770.	73,770.	110,655.	105,770.		—
Miscellaneous	35,056.	2,000.	1,492.	2,238.	2,500.	+	500.
Medical Training	41,267.	35,831.	9,247.	13,871.	40,744.	+	4,913.
Nursing student service	34,800.	43,435.	28,960.	43,435.	58,240.	+	14,805.
Personnel Contributed Services	265,808.	193,758.	129,168.	193,758.	151,715.	–	42,043.
	1829,078.	1709,532.	1322,040.	2031,627.	2052,644.	+	343,112.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
2) SCHOOL OF NURSING.							
Receipts :							
Gifts for training	67,557.	81,347.	25,956.	38,934.	73,333.	–	8,014.
Gifts received direct	27,553.	—	43.643.	65,464.	40,000.	+	40,000.
SBH Nursing services	34,800.	43,435.	28,960.	43,435.	58,240.	+	14,805.
SBH subsidy	—	—	—	—	25,200.	+	25,200.
UMN Scholarships	—	20,000.	—	—	—	–	20,000.
Personnel Contributed Services	18,320.	20,420.	13,616.	20,420.	31,642.	+	11,222.
	148,230.	165,202.	112,175.	168,253.	228,415.	+	63,213.
Payments :							
Salaries and wages	48,187.	57,672.	34,077.	51,116.	70,208.	+	9,896.
Supplies and miscellaneous	81,796.	87,110.	51,597.	77,396.	101,365.	+	14,255.
Rent, electricity, water	—	—	—	—	25,200.	+	25,200.
Personnel Contributed Services	18,320.	20,420.	13,616.	20,420.	31,642.	+	11,222.
	148,303.	165,202.	99,290.	148,932.	228,415.	+	63,213.

Gossner Mission

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
3) COMMUNITY HEALTH PROGRAM.							
Receipts :							
HMG & Panchayats' Contributed services	—	—	—	—	36,070.	+	36,070.
SBH subsidy	—	—	—	—	2,700.	+	2,700.
UMN Treasurer	72,147.	99,202.	59,467.	99,220.	131,657.	+	32,457.
Personnel Contributed Services	32,104.	21,611.	14,408.	21,611.	22,835.	+	1,224.
	104,252.	120,811.	73,875.	120,811.	193,262.	+	72,451.
Payments :							
Administration—							
Rents & utility	—	—	—	—	2,700.	+	2,700.
Salaries & wages	23.	—	—	—	3,744.	+	3,744.
Supplies and misc.	1,224.	300.	407.	610.	2,500.	+	2,200.
Personnel Contributed Services	5,382.	11,179.	7,456.	11,179.	14,112.	+	2,933.
Bal. Training Service—							
Salaries	1,046.	1,500.	231.	346.	12,258.	+	10,758.
Supplies & misc.	2,325.	2,500.	384.	576.	2,500.		—
Food	3,394.	3,500.	123.	194.	3,500.		—
Personnel Contributed Services	—	3,150.	2,096.	3,150.	4,573.	+	1,423.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Mobile Advisory Team—							
Salaries	20,681.	29,183.	15,260.	22,890.	29,232.	+	49.
Supplies & misc.	237.	217.	122.	183.	300.	+	83.
Transport	11,560.	25,000.	12,181.	18,271.	25,000.		—
Personnel Contributed Services	20,068.	—	—	—	—		—
Preventive Promotional Health Post.							
Rent	—	—	—	—	1,200.	+	1,200.
Salaries	12,171.	34,354.	13,848.	20,772.	48,923.	+	14,569.
Supplies & misc.	4,252.	2,646.	171.	257.	2,500.	–	146.
Personnel Contributed Services	6,654.	7,282.	4,856.	7,282.	4,150.	–	3,132.
HMG & Panchayat Contributed Services	—	—	—	—	36,070.	+	36,070.
	89,017.	120,811.	57,141.	85,710.	193,262.	+	72,451.

Gossner Mission

CAPITAL BUDGET FOR 1974

1. **Hospital.**

Requests carried forward from 1974 :

Laboratory :	
Incubator (Indian)	2,000.
Water deioniser (Indian)	1,000.
Anaerobic jar	750.
Flourescent microscope	20,000.
Outpatients :	
Baby weighing scale	500.
Central Supply :	
Diagnostic sets	6,000.
Stainless steel goods	3,000.
Operating room :	
Glove box	300.
Soaking Basin	500.
Basin stands	200.
Heater	1,000.
Oxygen flow meters	1,000.
Cylopropane cylinders	2,000.
Dietary Dept :	
Baking range replacement	4,000.
Handlift conveyors	4,000.
Dollies for above	2,000.
Maint/Building :	
Shed for lumber	1,000.
Wards/Maternity :	
Delivery tables (2)	6,000.
Baby weighing scale	500.
Oxygen flow meter	500.
Laprascope	7,000.

Gossner Mission

CAPITAL BUDGET FOR 1974 (contd.)

Steel bassinettes (20)	3,000.
Amnioscope***	2,000.
Incubator ***	1,000.
Steel beds (25)	7,000.

Pediatrics :

Oxygen arrangement for nursery	1,700.
Cold steam nebulizer	800.

Medical/Surg :

Oxygen cylinder flow meters	10,000.
Achilles tendon reflex recorder	1,000.

New requests :

Laboratory :

Additional for incubator	500.
Additional for water deioniser	7,000.
Additional for anaerobic jar	50.
Autoclave	10,000.

X-ray :

Intensifying screen, replacement of apron, goggles, etc.	4,500.
Thermostatic processing tank	20,000.
Replacement of broken parts, main X-ray unit	7,500.

Outpatients :

Fans for Emergency room	1,000.
Heaters	500.
Instrument trolleys (12)	1,000.

Operating room :

Packing, freight, insce. on Anaesthetic unit	3,000.
Savage's suction piece	1,000.

Gossner Mission

CAPITAL BUDGET FOR 1974 (contd.)

Instrument trolleys (4)	2,000.
Replacement of old instruments	5,000.
Miscellaneous new instruments	10,000.
Dietary dept. :	
Crockery and cutlery replacements	1,500.
Unpremeditated replacements	2,000.
Bathroom shower facility	1,500.
Additional equipment for screening	2,000.
Maint./Building :	
Additional for shed for lumber	2,000.
Additional for water pump	2,000.
Additional room to laundry	2,000.
Insulation for work from cleaning dept.	500.
Sedimentation water tank	16,000.
Addition to one consulting room	2,000.
Physiotherapy room	20,000.
Covered way on one side of main square	6,000.
Furniture for Operating room and OPD	2,500.
Part electrical re-wiring (heavier) in hospital for extra load	10,000.
Furniture & fittings for short-termers' apt.	7,500.
Wards/Maternity :	
Additional for steel bassinettes	5,000.
Steel beds	8,000.
Laundry :	
Sewing machine	750.
Washing machine	3,000.
Mobile Hospital Unit	55,000.
	255,800.

Gossner Mission

2. School of Nursing.

Electric Stove	8,000.
Toyota 25-seater vehicle "Coaster", including freight	63,000.
Electric fans	900.
Microscopes (5)	12,500.
Overhead projector	1,500.
Adding machine	2,000.
	87,900.

3. Community Health Program.

Library—Community health books, new publications	2,000.
Printing blocks, new and revised	2,000.
Signs, etc.	1,000.
Audio-visual materials : flash cards, posters, etc.	2,000.
Duty on donated audio-visual aids, projectors, etc., ordered in 1972	1,000.
Housing expenses for nurse midwives in Bordegaon and Sanagaon : repair and upgrading of local house; latrine and screening	10,000.
Miscellaneous gardening, sub-district center, etc.	2,000.
	20,000.

Gossner Mission

SHANTA BHAWAN HOSPITAL, COMMUNITY HEALTH PROGRAM

PLAN FOR THE DEVELOPMENT OF INTEGRATED BASIC HEALTH SERVICES IN LALITPUR DISTRICT

Contents :

I. General Proposal with Dhapikehl Example.

II. Two Year Plans and Staging :

A) Health Post Section.

B) Shanta Bhawan Administration and Learning, Training & Development.

C) Existing Community Health Program.

D) Budget.

III. Staff requirements, 1974.

I. GENERAL PROPOSAL WITH DHAPIKEHL EXAMPLE.

There are 39 village panchayats in Lalitpur District, with a rural population of 95,949*; an additional 59,049 population live in the Patan urban area. 21 of the villages are within Kathmandu Valley, and thus accessible by road. 18 villages lie in the hill area and are not accessible by road.

It is proposed that the Integrated Basic Health Services Scheme as being piloted in the districts of Bara and Kaski be developed in Lalitpur District, and that this should be done via a staged pattern, beginning with the already existing health posts (Dhapikehl and Bhattedada), and their adjoining villages, and then expended into new health post areas until the entire district is covered. It is proposed that this development program be aided by the United Mission to Nepal, financially and through the services of donated personnel, until such time as HMG Health Services will assume full responsibility for the program.

Gossner Mission

During the phasing program, it is expected that the present health activities operating in the non-assigned villages will continue to offer services until such time as the entire rural area is covered by the Integrated Services.

The Integrated Basic Health Services in the pilot programs of Bara and Kaski Districts are based on a health post structure, reaching 20,000 to 25,000 population in an area near the post. Home visitors are assigned one to 5,000 population, and are expected to take monthly house visits with assigned health related tasks determined by the health needs of that community.

The Dhapikehl Health Post and area could be developed as a first phase because of its proximity to the Kathmandu Center, and hence its availability for demonstration and training purposes. This proposed plan can also be extended to the Bhattedada Health Post during the first phase.

Planning, development and supervision will be administered through the Integration Scheme Office and through UMN health officials. The present health post staff will be continued, and additional required staff will be contributed by the UMN, utilizing selection criteria as developed by the Integration Scheme. The present financial outlay of HMG towards the operation of the health post and other health activities in the area will continue, while the UMN will contribute to the additional expenses incurred by the instigation of the integration scheme. It is anticipated that operation would begin in April 1974.

BUDGET :

It is estimated that the annual recurring budget of a health post under the Integrated Scheme is from Rs. 36,000/- to Rs. 40,000/-.* This budget would be distributed as below :

Gossner Mission

HMG	*UMN*
1. Present staff salaries	Additional staff salaries.
2. Supplies :	Supplies :
a. Drugs for curative, immunizations, FP, etc.	a. Lab. supplies.
b. Home visitor supplies.	b. Forms, if modified.
c. Stationery and forms.	
3. Utilities and upkeep of health post buildings.	Utilities and upkeep of laboratory.
4. Transportation :	Transportation :
a. Petrol and vehicle for HMG observers.	a. Use of vehicle for ordinary functioning of health post.
	b. Petrol for above use.
5. Administration.	Administration.
6. Cost of living increases for above.	Cost of living increases for above.

II. TWO YEAR PLANS AND STAGING

A) **Health Post Section.**

The following blocks contain the proposed staging of the modification of the present health posts into an integration type health post.

The evaluation break at the completion of two years will allow an opportunity for both HMG and UMN to evaluate their working arrangements, and consider whether this joint pattern of management be continued into the future, or whether it should be reconsidered. Reconsideration would include the opportunity of each party managing separately 2-3 health posts.

Gossner Mission

Nepali year	HMG	UMN
1974–1975	Dhapikehl— Bhattedada Health posts, recurring budgets : Rs. 20,000/- per post.	D. and B. Health Posts *, additional budgets : Rs. 20,000/- per post.
1975–1976	D. and B. Health Posts, recurring budgets : Rs. 20,000/- per post, + CLI **	D. and B. Health Posts, additional budgets : Rs. 20,000/- per post, + CLI.
		2 new health posts, capital expenses : Rs. 200,000/- per post.
	— EVALUATION PERIOD —	

HEALTH POST BUDGET ESTIMATES (UMN contribution) :

	Rs. (NC)
1974-75 : 2 health posts :	
Recurring—Rs. 40,000 + 15% *	46,000.00
1975-76 : 2 health posts :	
Recurring—Rs. 46,000 + 15%	52,900.00
2 health posts :	
Capital—Rs. 400,000 + 2 × 15% + 5% **	531,000.00

B) **Shanta Bhawan Community Health Program Administration and Central Section of Learning, Training and Development.**

It is proposed that the present Shanta Bhawan Community Health Program administration structure, as well as the community team with its principles, continue. Also it is proposed that the section of Learning, Training and Development become a stable part of the SBHCHP contributed program which will feed information concerning community health needs into the integrated

Gossner Mission

program as well as into the hospital structure. This group of people and small projects can also aid and guide in the development and planning of the various community health services, as well as provide basic information to other UMN and government structures.

This section will continue to administer, plan, develop and advise the new integrated health posts, as well as the SBCHP, and will be primarily funded and managed throughout the program by the UMN via the Shanta Bhawan structure.

	Submitted 1974 budget	*Additional for Integrated Scheme*
ADMINISTRATION :		
Personnel Contributed Services : Superintendent	14,112.	
Administrative Secretary		9,000.
Typist	3,744.	
Utilities	300.	
Rent	2,400.	
Supplies and expenses	2,500.	
Transportation		2,500.
	23,056.	11,500.
LEARNING, TRAINING, DEVELOPMENT :		
Personnel Contributed Services : Nutritionist	9,000.	
Gardener	2,500.	
Health Educationist	9,000.	
Nurse or Doctor (PH)		9,000.
Salaries (Instructors)	1,500.	1,500.
Supplies and expenses	2,500.	2,500.
Food	3,500.	3,500.
Transportation		5,000.
	28,000.	21,500.
Total :	Rs. 84,056.	

Gossner Mission

ADMINISTRATION AND LTD BUDGET ESTIMATES :

1974		84,056.
1975	84,056 + 15%*	96,664.

C) **Existing Community Health Program.**

The present Shanta Bhawan Community Health Program covers the 21 villages in the valley. As the integrated services are spread throughout the district via the establishment of the integrated health posts, the need for the Community Health Program in its present structure will be markedly decreased. Therefore it is proposed that this program be gradually lessened as the integrated basic health service becomes functionally viable.

CHP DECREASING BUDGET ESTIMATES based on proposed 1974 budget :

Mobile Advisory Team	54,531.20	
Subdistrict staff	56,773.80	
		111,305.
HMG contributed supplies		33,000.

	HMG	SNCPH
1974-75	Less Rs. 3,000.	Less Rs. 10,000.
1975-76	Same as 74-75	Same as 74-75.

SBHCHP Budget Estimates (2 years), based on the 1974 proposed budget for the Mobile Advisory Team and Subdistrict Staff : Rs. 111,305.

1974	Rs. 111,305 – 10,000	Rs. 101,305.
1975	101,305 + 15%	106,370.

D) **Estimated Combined Budget, 2 years :**

Recurring :

1974	Administration & LTD	84,056.	
	Health Posts	46,000.	
	SBCHP	101,305.	231,361.
1975	Administration & LTD	96,664.	
	Health Posts	52,900.	
	SBCHP	106,370.	255,934.

Gossner Mission

Capital :

Building—3 Health Posts	531,000.
Vehicles—1 Landrover	75,000.
(repairs, etc.)	——
Volkswagon 1600	70,000.
10 bicycles	5,000.
SBCHP Capital Miscellaneous Account × 5 years	36,000.
Total Rs.	717,000.

III. STAFF REQUIREMENTS 1974

For Shanta Bhawan Community Health Program

Administrator

* Staff nurse midwife—Bordegaon (from October, 1973)
† Staff nurse midwife—Sanagaon (from December, 1973)
† Staff nurse midwife—Bungmati (from June, 1974)
† Staff nurse midwife—Chapagaon (from May, 1974)
† Health Educationist
Typist.

FOR INTEGRATION SCHEME.

One staff nurse midwife above—NOT needed.
† Administrative Secretary
† P. H. Nurse or Doctor
Part-time doctor (one week a month) might be HMG contributed.
2 AHW (from Feb. 1974)
2 ANM (from Feb. 1974)
10-12 Home visitors (from Feb. 1974)
2 Clerks (from Feb. 1974)
2 Peons (from May 1974).

---

* UMN contributed staff.
† UMN contributed staff if Nepali staff not available.

Gossner Mission

APPENDIX K

GIRLS' HIGH SCHOOL, KATHMANDU

PLANS AND BUDGETS FOR 1974

It is difficult to be realistic with making Plans and Budgets for 1974. We expect to be integrated into the New Education Plan of HMG from 1974. Therefore we are waiting to see what we will be asked to do.

There has been one brief meeting concerning the future role of the school. Some suggestions were made about increasing the number of classrooms, adding sections for Classes I to IV, and increasing the tuition fees to a new Boarding School rate. We have submitted statistics to the Planning Committee of the Ministry of Education, but no specific requests or plans have yet been given to us.

We trust that all new plans will be feasible and enable us to maintain and develop the present underlying values of the school, namely:

I) To develop the family spirit and know the children individually;

II) To maintain a cross-section of rich and poor, high caste and low caste, hill girls and city girls;

III) To develop spiritual and moral standards to enable the girls to face life in its increasing demands and opportunities in a rapidly changing Nepali society.

We look forward to developing better teaching in special subjects and extra-curricular activities when Miss Caroline Evans joins our staff in December 1973. She will have specific duties in the hostel also. This completes the complement of Board Appointees approved for the school and hostel, namely:

1 Headmistress
1 Hostel Supervisor/Nurse
1 Teacher for special subjects.

Gossner Mission

It is suggested that responsibilities of leadership in the school from the end of 1973 may best be served by appointing two new Nepali Assistant Headmistresses, one for the Primary section (Classes I-III) and one for the Secondary Section (Classes VIII-X), and the present Headmistress for the Lower Secondary (Classes IV-VII).

IMPROVEMENT PLAN WORK.

The main work of the Improvement Plan is finished except for two Kindergarten classrooms in the south block. In view of changing needs under the New Education Plan of HMG, the Building Committee decided to eliminate plans for new KG rooms and to use another classroom for KG. It sanctioned instead a two-storey building to include a pre-vocational classroom and workshop as required for Classes IV to VII; 2 classrooms, garage, Headmistress's flat, and maintenance/ gatemen's flat. Mr. D. Johannsen has been authorised to draw up detailed plans for this south block while on extended contract with Committee for Service Overseas. The additional cost of approximately Rs. 200,000/- will be borne by funds already available. It is hoped that this work can begin in mid-1974 under the UMN Building Department.

CAPITAL BUDGET FOR 1974

Books for Library	2,100.

Gossner Mission

APPENDIX L

BHAKTAPUR HOSPITAL

PLANS AND BUDGETS FOR 1974

As before, the main divisions for planning are: 1) The Hospital curative service; 2) Material development, and 3) The Community Health Outreach, and again the third provides the most scope for planning.

Staff.

The present Board Appointee posts approved for this hospital are as follows:

(those needing to be filled or replaced are marked *)

1 Doctor (Medical Superintendent)
*2nd doctor
*2 Nursing sisters for hospital (1 needed)
*1 Business Manager
1 Community Health nurse

Hospital Service

The need of a second doctor has been carried forward for several years now, and is apparent, both from the statistics and from the policy of avoiding one-doctor hospitals. It is hoped that the appointment of a second doctor will allow one doctor to be more actively engaged in the Community Health outreach.

The general administration is at present in the hands of the business manager and two national workers. This area needs reorganisation to provide supervision of the outside maintenance staff.

On the nursing side, more attention should be given to teaching, and the second hospital nursing sister should be responsible for administration and teaching only and should not normally be involved in the routine work of the hospital.

Gossner Mission

A short-term radiographer is urgently needed for training a local person. Our applicant for HMG Lab. training was not accepted for training, and so other means of improving the standard in the laboratory must be found.

Materialia.

By the end of 1973, the road improvement work and the maintenance area should be completed, and the new Landrover delivered. This leaves the following approved capital items to be carried out :

Relatives' dera area;

Conversion of multi-purpose block to staff accommodation;

Re-building T.B. deras;

Re-development and improvement plan (providing a new pharmacy, treatment room, milk room, etc.).

Beyond these, we propose the following new capital items :

Extra room for the Children's Health Club, to adjoin the present room on the east.

Toilet for the Children's Health Club, to be both instructive and useful.

Community Health.

At the time of writing we have just had a most encouraging conversation with representatives of HMG on cooperation in their overall health scheme for the district. However, as the Regional Health Officer, Dr. T. N. Vaidhya, has only just been appointed and his office not yet set up, detailed discussion cannot yet start, and for the coming few months we will be continuing our present lines of working. Following last year's numbering, we plan to continue as follows :

Gossner Mission

1. Puppet shows and film strips are now routine in our teaching program, but need to be developed further and a start to be made with films and simple drama.
2. At present we are teaching in 11 schools. As we now have staff available, we hope to find opening in other schools; three are now enquiring.
3. Teachers' health seminars will be continued on an irregular basis.
4. Children's Health Club work will continue at the hospital and at two other centres : Kwatantole and Karkigaon.
5. Cooking demonstrations are suspended at the moment, but it is planned to restart these when a suitable worker can be found. Especially in this, we will seek to draw on the advice and experience of the Shanta Bhawan team.
6. No change is planned for the weekly children's class.
7. No change in the T.B. follow-up work.
8. The health survey in a section of Bhaktapur will continue.
9. Contact with the compounders has not been achieved. It is hoped that improved cooperation with government services will open the way in this.

New items :

10. Open air teaching is given once a week in the bazar, and we plan to develop this in various ways.
11. Latrine digging and building has been started, using the suitable holed slabs provided by CHAT, and we plan to continue this work. We have learnt from disastrous experience to avoid this pursuit in the rains !

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
1. HOSPITAL.							
Receipts :							
Medicines & fees	121,248.	128,100.	89,675.	126,000.	126,000.	–	2,100.
Gifts for TB work	7,296.	6,000.	5,450.	6,000.	1,500.	–	4,500.
Community Health	1,500.	1,500.	1,000.	1,500.	1,500.		—
UMN Treasurer	48,900.	48,900.	32,600.	48,900.	54,900.	+	6,000.
,, ,, Supplies	—	—	4,000.	6,000.	—		—
Personnel Contributed Services	36,900.	39,900.	26,600.	39,000.	39,900.		—
	215,844.	224,400.	159,325.	228,300.	223,800.	–	600.
Payments :							
Salaries	58,897.	60,000.	38,621.	60,000.	63,000.	+	3,000.
Medicine	83,115.	81,000.	45,851.	75,000.	81,000.		—
Hospital supplies	8,314.	9,000.	3,507.	6,000.	7,500.	–	1,500.
Food	1,391.	1,500.	112.	300.	600.	–	900.
Linen	1,793.	2,700.	2,323.	3,600.	3,600.	+	900.
Cleaning	862.	900.	726.	900.	900.		—
Repairs	5,997.	9,000.	3,436.	6,000.	6,000.	–	3,000.

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Transport	7,577.	7,500.	5,848.	9,000.	9,000.	+	1,500.
Power, light, heat	6,073.	7,500.	3,471.	7,500.	7,500.		—
Administration	3,675.	4,500.	2,475.	3,900.	3,900.	–	600.
Rent	665.	900.	708.	900.	900.		—
Personnel Contributed Services	36,900.	39,900.	26,600.	39,900.	39,900.		—
	215,260.	224,400.	134,678.	213,000.	223,800.	–	600.
2. COMMUNITY HEALTH.							
Receipts :							
UMN Treasurer	9,900.	15,600.	10,400.	15,600.	18,900.	+	3,300.
Personnel Contributed Services	3,600.	3,600.	2,400.	3,600.	4,800.	+	1,200.
	13,500.	19,200.	12,800.	19,200.	23,700.	+	4,500.
Payments :							
Salaries	10,185.	12,900.	9,033.	13,500.	16,500.	+	3,600.
Transport	350.	600.	38.	100.	600.		—
Supplies	80.	600.	307.	400.	300.	–	300.
Hospital services	1,500.	1,500.	1,000.	1,500.	1,500.		—
Personnel Contributed Services	3,600.	3,600.	2,400.	3,600.	4,800.	+	1,200.
	10,715.	19,200.	12,778.	19,100.	23,700.	+	4,500.

Gossner Mission

CAPITAL BUDGET FOR 1974

Brought forward from 1973 :	
Relatives' dera area	34,200.
Conversion of multi-purpose block	45,240.
Community Health equipment	1,500.
Water supply from above	1,000.
Dhobi court	11,400.
New items :	
Children's Health Club reception room and toilet, 240 sq. ft. @ Rs. 45/-	11,000.
	104,340.

Gossner Mission

APPENDIX M

OKHALDHUNGA DISPENSARY

PLANS AND BUDGETS FOR 1974

Being unable to appoint a doctor to lead the medical ministry at Okhaldhunga, we propose to continue both the work of the dispensary and the community health program, integrating the two programs as much as possible, under the leadership of UMN Board Appointee and direct appointee nurses. This leadership will have strong support from experienced, qualified Nepali nursing and para-medical staff. The Directorate of Health Services (HMG) have promised 2 or 3 regular visits each month from the Medical Officer of the Rumjatar Health Centre. Dr. Iwamura, Project Director, will plan to spend one week/ten days each month in Okhaldhunga. It is planned to send Mr. and Mrs. Stan Kamp, experienced UMN builder, to the Okhaldhunga Project upon their expected return from furlough in the summer of 1974.

Dispensary.

As the new 25-bed hospital will not be constructed within the next year, we propose to continue to maintain the present buildings in good condition, making alterations where necessary. The house in the bazar, used by Hanna Vitzthum as a centre for her community health work, will be retained by the Mission for further use.

The two students now in training will finish in March, and remain on the staff. Alternate training may be found for one of the part-time nurses.

We shall continue to help in the Community Health program by providing an Auxiliary Nurse Midwife to

Gossner Mission

work in the district. When necessary, we will also provide additional helpers for the MCH clinic in the bazar. One nurse will be attending school and working part-time.

In addition to the Health services ministry, our task here for 1974 can be seen as one of education in the academic, nursing and spiritual fields. Present staff will be encouraged and helped to increase their knowledge through attending school and private tuition so that they can equip themselves for further training and ultimately the service of their country.

Community Health (To be integrated with the work of the dispensary).

Plans for the work of 1974 (revised) including the following :

1. Continuation of TB control program in Okhaldhunga Panchayat :
   a) BCG to newborn babies.
   b) Administration of drugs to TB patients.
   c) Monthly TB clinics in Ramailo Darda.
2. Midwifery : (This program will have to be reduced in scope in 1974)—
   a) Weekly antenatal clinics Ramailo Darda in cooperation with FPA.
   b) Home deliveries, only as possible from the dispensary.
3. MCH Clinics : Weekly clinics in cooperation with FPA.
4. Public Health training :
   a) Home visits.
   b) Teaching in the Okhaldhunga bazar Kindergarten.
   c) Distribution of public health leaflets.

Gossner Mission

5. Village Health Workers :
   a) Seminars for village health workers.
   b) Visiting and counselling of the VHWs.
   c) Supervising the administration of TABC by the VHW.

Staff requirements.

Dispensary :
* 1 Doctor
* 2nd doctor
1 Nurse

Community Health :
* 1 Nurse

New Hospital Project :
1 Project Director
* 1 Builder (to be supplied by Building Department, from July 1974).

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
1. DISPENSARY (with Community Health Budget for 1974 integrated in Col. 5)							
Receipts :							
Fees	43,102.	40,000.	33,000.	40,000.	45,000.	+	5,000.
UMN Treasurer	23,100.	34,100.	22,733.	34,100.	40,645.	+	6,545.
Personnel Contributed Services	19,360.	19,360.	12,906.	19,360.	9,360.	–	10,000.
	85,562.	93,460.	68,639.	93,460.	95,005.	+	1,545.
Payments :							
Salaries	28,599.	31,000.	22,046.	33,290.	34,545.	+	3,545.
Drugs	31,382.	25,000.	27,000.	32,000.	32,000.	+	7,000.
Medical and surgical supplies	4,014.	5,000.	2,000.	3,000.	5,000.		—

Gossner Mission

GENERAL RECURRING BUDGET FOR 1974 (contd.)

	Actuals for 1972	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974	Inc/Dec. over 1973
Bedding and uniform	2,227.	2,500.	2,000.	2,500.	2,500.	—
Fuel and light	3,464.	3,500.	2,000.	3,000.	3,500.	—
Administration	511.	600.	1,075.	1,200.	600.	—
Stationery	—	—	—	—	500.	+ 500.
Cleaning	611.	1,000.	500.	600.	1,000.	—
Transport and travel	1,088.	2,000.	2,000.	2,000.	2,500.	+ 500.
Maintenance	4,434.	2,000.	495.	1,600.	2,000.	—
Rent (guesthouse unit)	—	1,000.	—	—	1,000.	—
Miscellaneous	233.	500.	69.	200.	500.	—
Personnel Contributed Services	19,360.	19,360.	12,906.	19,360.	9,360.	– 10,000.
	95,923.	93,460.	72,091.	98,750.	95,005.	+ 1,545.

Gossner Mission

	Approved Budget 1974		Inc/Dec. over 1973
2. New Hospital Project.			
Receipts :			
UMN Treasurer	2,000.	+	2,000.
Personnel Contributed Services	4,800.	+	4,800.
	6,800.	+	6,800.
Payments :			
Transport and travel	2,000.	+	2,000.
Personnel Contributed services	4,800.	+	4,800.
	6,800.	+	6,800.

Gossner Mission

CAPITAL BUDGET FOR 1974

Carried forward from 1973 :	
Oxygen cylinders	3,000.
New items :	
Operating table—Caspur CSC 125	2,000.
Operating stool	300.
Sewing machine, Chinese	400.
Deioniser, for intra-venous fluids	7,500.
Chula stove for house, from BTI	880.
2 chairs	200.
2 sheets corrugated plastic for roof	800.
2 cupboards	300.
Teaching materials and aids :	
charts, books, slides	400.
Path to dispensary	700.
Furniture	1,000.
Alteration of Nurse's room in Nepali house	5,000.
	22,480.

Gossner Mission

APPENDIX N

TREASURER'S CONSOLIDATED BUDGET FOR 1974

	No. of workers	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	No. of workers	Approved Budget 1974	Inc/Dec. over 1973
Receipts :							
Assemblies of God	2	9,600.	10,500.	10,500.	2	9,600.	—
Baptist Miss. Society	4	19,200.	55,430.	55,430.	6	28,800.	+ 9,600.
Bible & Med. Miss. Fell.	30	144,000.	—	144,000.	35	168,000.	+ 24,000.
Christian Church (Disc)	—	4,800.	5,250.	5,250.	2	9,600.	+ 4,800.
C. M. S., Australia	6	28,800.	38,016.	38,016.	5	24,000.	– 4,800.
C. M. S., U. K.	3	14,400.	—	14,400.	4	19,200.	+ 4,800.
Church of N. India	—	10,000.	—	10,000.	—	10,000.	—
Comm. Service Overseas	9	43,200.	43,200.	43,200.	10	48,000.	+ 4,800.
Darjeeling Dist. Cnl./ Church of Scotland	2	9,600.	5,200.	9,600.	2	9,600.	—
Episcopal Church	—	4,800.	—	4,800.	—	4,800.	—

Gossner Mission

TREASURER'S CONSOLIDATED BUDGET FOR 1974 (contd.)

	No. of workers	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	No. of workers	Approved Budget 1974		Inc/Dec. over 1973
Free Church Finland	11	52,800.	—	52,800.	13	62,400.	+	9,600.
Gossner Mission	1	4,800.	—	4,800.	1	4,800.		—
Int. Christian University Church, Tokyo	1	4,800.	4,800.	4,800.	—	4,800.		—
Japan O. C. Service	5	24,000.	37,800.	37,800.	7	33,600.	+	9,600.
Leprosy Mission	2	22,100.	10,976.	22,100.	—	24,200.	+	2,100.
Mennonite B. M. C.	3	14,400.	—	14,400.	5	24,000.	+	9,600.
Regions Beyond M. U.	14	67,200.	43,757.	67,200.	13	62,400.	−	4,800.
Swedish Baptist Mission	6	28,800.	27,226.	27,226.	6	28,800.		—
Swiss Friends Mission	3	14,400.	—	14,400.	3	14,400.		—
Un. Fell. Christian Sce.	1	4,800.	5,250.	5,250.	1	4,800.		—
Un. Church Canada	11	100,000.	104,577.	104,577.	9	100,000.		—
Un. Methodist Church	11	101,000.	112,954.	152,340.	8	160,000.	+	59,000.
Do. Gifts	—	60,000.	65,000.	65,023.	—	60,000.		—
Un. Presbyterian Church	7	70,700.	55,650.	73,925.	7	75,000.	+	4,300.

Gossner Mission

TREASURER'S CONSOLIDATED BUDGET FOR 1974 (contd.)

	No. of workers	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	No. of workers	Approved Budget 1974		Inc/Dec. over 1973
Wesleyan Ch. America	1	4,800.	—	4,800.	1	4,800.		—
W. M. P. L., Norway	16	76,800.	38,409.	76,800.	17	81,600.	+	4,800.
W. M. P. L., USA	14	67,200.	48,410.	67,200.	12	57,600.	–	9,600.
Miscellaneous	—	—	11,473.	11,473.	—	—		—
Interest	—	25,000.	23,512.	32,000.	—	35,000.	+	10,000.
Cap. Service Charge	—	40,000.	49,815.	50,000.	—	—	–	40,000.
	163	1072,000.	797,228.	1224,110.	162	1169,800.	+	97,800.
Balance bt. fwd. from 1972			245,003.					
			1042,231.					

Gossner Mission

TREASURER'S CONSOLIDATED BUDGET FOR 1974 (contd.)

	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Payments :						
Headquarters	128,900.	108,457.	128,900.	162,800.	+	33,900.
Bank charges	150.	287.	150.	150.		—
Rents and maintenance	136,000.	108,109.	136,000.	136,000.		—
Special Projects :						
Tibetan Camp Work	1,800.	1,200.	1,800.	2,100.	+	300.
Community Health Office	41,220.	3,161.	41,220.	14,300.	–	26,920.
Tansen Area	179,900.	141,728.	179,900.	176,500.	–	3,400.
UMEDA :						
Butwal Project	39,820.	43,364.	39,820.	38,600.	–	1,220.
Div. Consulting Services	16,000.	10,667.	16,000.	16,000.		—
Pokhara Boys' School	2,800.	8,053.	2,800.	2,900.	+	100.
Gorkha Project (Admin. & Health Services only for 1974)	192,140.	349,843.	192,140.	95,058.	–	97,082.
Shanta Bhawan Hospital	174,200.	116,133.	174,200.	131,657.	–	42,543.

Gossner Mission

TREASURER'S CONSOLIDATED BUDGET FOR 1974 (contd.)

	Approved Budget 1973	Actuals for 8 months	Estimate for 12 months	Approved Budget 1974		Inc/Dec. over 1973
Girls' High School	45,200.	30,133.	45,200.	—	–	45,200.
Bhaktapur Hospital	64,500.	43,000.	64,500.	73,800.	+	9,300.
Do supplementary	—	4,000.	6,000.	—		—
Okhaldhunga Dispensary	40,200.	24,812.	40,200.	42,645.	+	2,445.
Contingencies	10,000.	—	10,000.	10,000.		—
Possible requests for grants to cover increased salaries	100,000.	—	—	—	–	100,000.
	1172,830.	992,948.	1199,550.	902,510.	–	270,320.
Possible requests for education work :						
Gorkha				150,826.	(+	150,826.)
Girls' High School				51,950.	(+	51,950.)
				1,105,286.	–	67,554.

Gossner Mission

APPENDIX O

UMN HOUSING POLICY

1. **Rent Allowances.**

   a) Each Area Superintendent, institutional Executive Officer or Project Director is responsible for the housing of Board Appointees assigned to him, and a housing committee shall be appointed to assist him in this responsibility. Each area shall recommend to the UMN Executive Committee the amount of the maximum rent allowances for its area. The rental allowance shall include an amount for maintenance and decorations.

   b) The maximum rental allowances shall include allowances for children up to the 18th birthday, who are accompanying their parents to their assignment in Nepal, without regard to how much time they spend with their parents.

   c) The UMN shall lease accommodations for Board Appointees for up to one year at a time if the rent to be paid is within the maximum rental allowance approved for the particular area by the UMN Executive Committee. If the landlord does not take care of the maintenance and decoration, it is the responsibility of the Board Appointee concerned. He may be reimbursed up to the amount allowed for maintenance and decoration if it is not to be paid to the landlord as rent.

   d) If the Board Appointee wishes to pay rent in excess of the maximum rent allowance for his accommodation, he may do so; however, the rental contract shall be negotiated by or on behalf of the Board Appointee and signed by the Board Appointee and the rent paid by him.

Gossner Mission

The UMN shall pay the maximum rent allowance to the Board Appointee on an annual basis.

e) The responsible person in each area shall assist, particularly in the first instance, the Board Appointee to obtain suitable accommodation and negotiate a rental contract to be signed by the UMN or the Board Appointee, depending on whether the rent is within the maximum allowance or not. He shall, if requested by the Board Appointee, assist in obtaining the necessary services required to maintain or decorate the accommodation. If renovations or decorations are needed to make the proposed accommodation suitable, the liability of the UMN for the cost thereof shall not exceed the amount of the maximum allowance for one year.

Similarly, if in unusual circumstances the Board Appointee has to quit his post, as for example by reason of illness, the UMN liability towards the rental contract signed by the Board Appointee shall not exceed the maximum rental allowance payable to the Board Appointee to the end of current annual period (up to one year). In such cases the payment of the balance of the rental contract shall be the responsibility of the Board Appointee, even if he is no longer in that area or in Nepal, unless there is a provision to the contrary in the rental contract.

2. **Area Housing Committee's policies.**

a) Each area housing committee shall revise their rules to bring them into line with any decisions made by the Executive Committee concerning Board Appointees' housing or rent allowance, particularly with regard to off-compound housing of Board Appointees.

Gossner Mission

b Each housing Committee shall recommend furniture allowances for its area to the UMN Executive Committee for approval. In arriving at a recommendation, the present policies in other areas should be taken as a guide.

3. **Seconded Workers.**

Each Area Superintendent or Project Director shall be responsible to arrange for housing and furniture for Board Appointees seconded to non-UMN projects in his area. If possible, housing and furniture shall be provided by the non-UMN project. Whatever arrangement is agreed upon shall be written into the contract for the services of the seconded Board Appointee.

4. **Mission-wide coordination.**

The UMN Treasurer shall be responsible to coordinate and supervise, on a mission-wide basis, the area housing policies, including rent allowances for Board Appointees' housing and furniture allowances, in the various areas.

5. **Renting versus building of accommodation.**

Rent allowance for Board Appointees' housing shall not be capitalized for the purpose of providing funds for building of UMN-owned accommodation.

Gossner Mission

APPENDIX P

Special Committee appointed by the UMN Administrative Conference to suggest ways and means of **re-structuring C.H.A.T.** to effectively meet the growing, changing demands of the various community health programs of the U.M.N.

●

Committee personnel :

Dr. M. Bomgaars, Dr. N. Iwamura, Mr. J. Roane, Dr. T. Strong, Mr. F. Wilcox.

The special committee, meeting 12 Oct. 1973 at Shanta Bhawan, took one of the recommendations of the Administrative Conference as its primary guideline, namely, that "a mission-wide policy concerning community health be framed."

To achieve that desirable goal, the special committee recommends the following steps :

a) That one of the Health Services Secretaries, currently under appointment by the UMN Board of Directors, be designated "Community Health Secretary".

b) That the UMN Community Health Secretary direct, and work out from, a "UMN Community Health Office". This office would be the UMN mission-wide agency for developing a mission-wide policy concerning community health plans and programs.

c) That an advisory committee, known as the "UMN Community Health Committee", consisting of one leader or representative from each community health project in the UMN, meet quarterly to advise and counsel with the Community Health Secretary in community health policy decisions, personnel matters and other questions affecting UMN community health programs.

Gossner Mission

d) That a member of the UMN Community Health Committee be appointed as "Deputy" to the Community Health Secretary. Preferably such a "Deputy" should be resident in Kathmandu so that, during the absences of the Community Health Secretary, urgent questions, requests, emergencies might be promptly cared for by the Deputy.

e) That the UMN seek an experienced, competent Board Appointee secretary, making the request 'top priority' with member bodies, to serve in the UMN Community Health Office. The secretary, working under the Community Health Secretary, will handle all correspondence, receive and file statistics for all UMN Community Health programs, seek and obtain supplies (working closely with the Central Drug Store, the Central Services Department, and other agencies in Kathmandu), etc. (A full job description for the office secretary shall be prepared by the Community Health Secretary in consultation with the UMN Community Health Committee.)

f) The UMN Community Health Committee, advising the Community Health Secretary, will be asked to carefully review all current, and proposed, mission-wide community health projects. (Such as the latrine, and water supply, projects).

g) That, for the immediate future, no other posts for Board Appointee workers be approved for the UMN Community Health Office. (At least one competent, direct appointee clerk may be needed in the Office.)

Gossner Mission

Suggested, short-term plans for handling **some** former functions of C.H.A.T. :

1. Dr. N. Iwamura :

   — To give advice on various technical problems (with help, during their meetings, of the UMN Community Health Committee).

   — To give information about concrete slabs for latrines, administer program.

   — To obtain BCG supplies from Japan. (Shipping through Central Services Dept.)

   — To get applications for AHW courses, conduct public relations—"pressure" for acceptance of same !

2. UMN Central Services Department (Mr. J. Roane) :

   — Obtain, on order, and ship health literature from Health Education Dept.

   — Care for printing and shipping of health forms, on details orders.

   — On order, obtain and ship plastic bags, any other common supplies.

3. Shanta Bhawan Pharmacy :

   — Procure and send vaccines for emergency, epidemic situations.

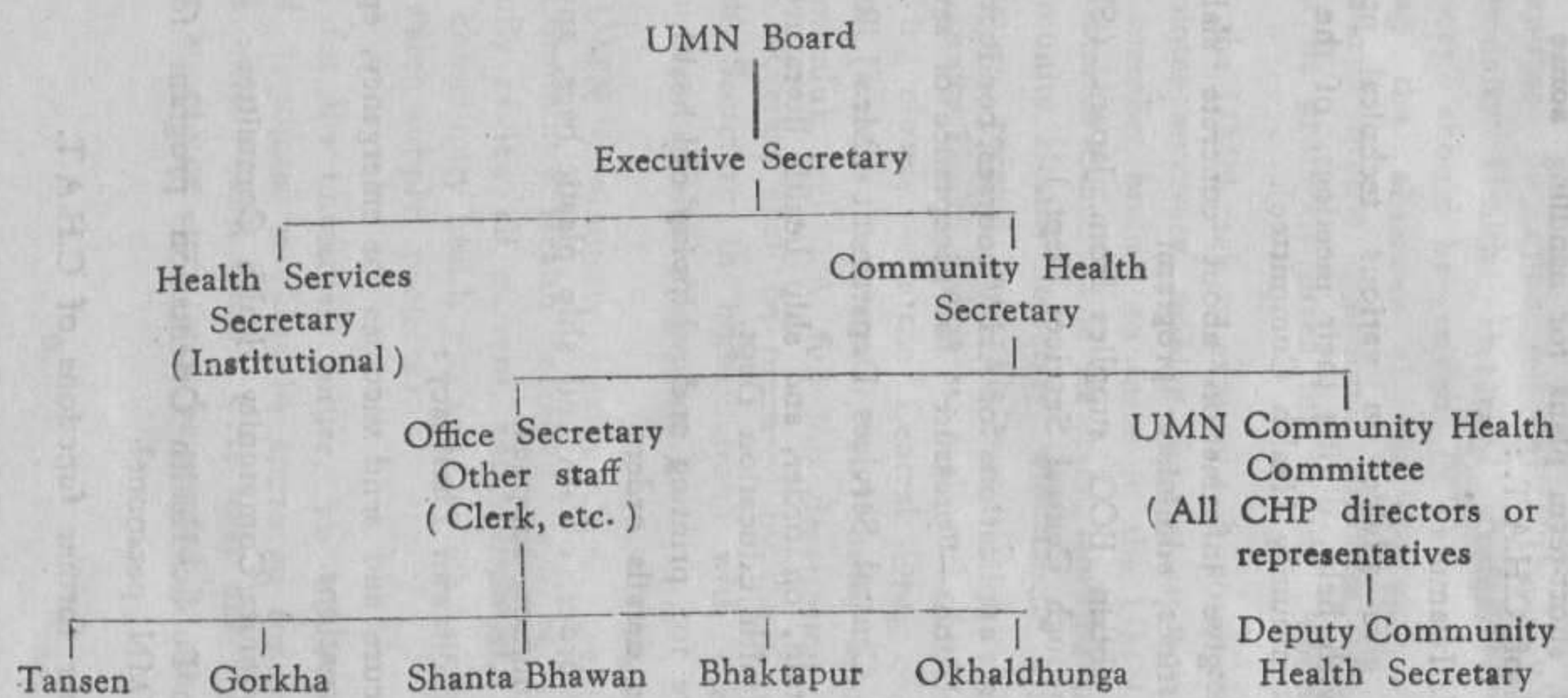
4. Dr. Iwamura/Community Health Committee :

   — Plan Public Health Orientation program for new UMN personnel.

   — Other former functions of C.H.A.T.

Gossner Mission

DIAGRAM OF UMN COMMUNITY HEALTH OFFICE



Gossner Mission

PRINTED AT
THE MANI PRINTING HOUSE, DARJEELING.

3-74.

Gossner Mission