

Archiv der Gossner Mission
im Evangelischen Landeskirchlichen Archiv in Berlin



Signatur

Gossner_G 1_0860

Aktenzeichen

2/41a; 2/42; 2/43

Titel

UMN - United Mission to Nepal. Protokolle Finance Committee, Coordinating Committee und Worker's Conference

Band

4

Laufzeit

1977 - 1989

Enthält

Protokolle UMN Finance Committee Meetings 1980-1981 u. 1989; Protokolle UMN Coordinating Committee 1989; Protokolle UMN Worker's Conference 1975, 1977 und 1979

Digitalisiert/Verfilmt 2009 von Mikro-Univers GmbH

U M N

P r o t o k o l l e

- 41) Executive Committees (*siehe andere Mappen*)
- 42) Finance Committees
- 43) Workers Conference

41a) *Coordinating Committee*
(auch 43a)

Coordinating Committee

1

41a u. 43a

2

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
ED	Executive Director	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES

November 8, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Graeme Guger, Gareth Wardell*, Annette Britton*, Tjerk Nap, David McConkey, Lionel Mackay, Jim Alexander

* present at the part pertaining to them

CC-174/89 Confirmation of Minutes

The Minutes of the CC Meeting, October 4, 1989 and the ECC Meetings, September 1989 were confirmed, the latter with minor amendments.

CC-175/89 New Offers of Service

Joe & Judy LeMaster, Doctor & Community Health Nurse, Interserve, USA/UK. It was RESOLVED to accept their offer of service to the UMN, and approve his assignment as General Practitioner, Okhaldhunga Hospital. They hope to join the February 1990 LOP.

Graham & Helen Levy, Water Systems Engineer & Physiotherapist, Interserve, New Zealand. It was RESOLVED to accept their offer of service to the UMN, and approve his assignment as Design Engineer, Butwal Power Company (BPC) Hydro Consult based in Kathmandu. They hope to be part of the August 1990 LOP.

Bengt & Gunborg Lillvik, Engineer & Nurse, Örebro Mission, Sweden, CCC-35/89. It was RESOLVED to accept their offer of service to the UMN, and approve his assignment as Mechanical Engineer, Himal Hydro, Jhimruk. They hope to join the August 1990 LOP.

Graeme & Mary Louise Townsend, Civil Engineer & Homemaker, Life Ministries, Australia, CCC-1/89, CCC-15/89. It was RESOLVED to accept their offer of service, and approve his assignment as Construction Course Instructor, Karnali Technical School, Jumla. They hope to be part of the February 1990 LOP.

CC-176/89 Resignations

Maarten van den Dool, Interserve, Netherlands. It was RESOLVED to accept his resignation with regret.

Susie Merry, Interserve, UK. It was RESOLVED to accept her resignation with regret.

CC-177/89 Assignments

Alie Bulten as Non English Language Tutor, Kathmandu International Study Centre (KISC), until July 1990.

Ian Smith as Project Director, Gorkha.

Ken Snider as Medical Coordinator, until a long term replacement comes in 1990.

CC-178/89 Assignments on Return to Nepal

Malcolm & Siobhan Brook as General Practitioner/Surgeon, Tansen Hospital.

Val Collett as Post Basic Tutor, Maharajgunj Nursing Campus, Institute of Medicine.

Adriaan & Josien Los as Construction Course Materials Development, Karnali Technical School, based in Kathmandu.

Katie Norris as Community Health & Development Worker, Gorkha Community Health Project.

CC-179/89 Appointment

Trevor Durston as Secretary of the Personnel Policy Committee (PPC), with immediate effect.

CC-180/89 Letter of Intent, Palpa Hospital

A directive has been received from the Ministry of Health requesting the District Hospital and the Mission Hospital in Tansen to amalgamate into the Palpa Hospital with District Hospital status. In response to this the HSS presented a draft Letter of Intent for Palpa Hospital to be submitted to the Ministry of Health.

The CC Members gave input on the draft, which is kept closely to the Letter of Intent for Patan Hospital, as well as discussed the implications of this change. Consideration was given to the very tight time scale imposed, the change of infra-structure in the Project, and the importance of conferring with the staff and community. It was noted that the ongoing financing is done on a year-by-year basis, which is closely connected to the staffing of expatriates and the level of service rendered. The HSS was asked to continue working on the Letter of Intent with further input from the Chief Executive Officer, Patan Hospital.

CC-181/89 Confidentiality regarding Assignment of Appointees CCC-37/89

The PS distributed a paper on Job Placements and Confidentiality containing recommended procedures when discussing new possible job placements with UMN Appointees and Senior Employees. The CC Members were requested to give further input to the PS; and the PS to bring it back to next CC Meeting before including it in the Appointees Manual and the Business Manual.

CC-182/89 Work Conditions for RDC Staff

A report was received through the Personnel Policy Committee (PPC) expressing concern that some staff, especially RDC staff, spend up to 40 % of their time away from their families, and that these families may need special care. This concern was noted as something to be continuously looked upon by the Project (and other projects with similar conditions) as well as brought to the counsellors' attention.

CC-183/89 Report from Training & Development Manager

A report from the Training & Development Manager was received for information.

CC-184/89 Supplementary Budget

Amp Pipal Hospital It was RESOLVED to approve the supplementary budget of NRs 9,000 for replacement of Suction Machine Motor.

CC-185/89 RDC Bank Signatory

It was RESOLVED that the TREES In-Charge replace the Assistant to the Project Director as an authorised signatory on the RDC account on Nepal Bank Limited, Pokhara, no 2624.

CC-186/89 Consolidated Financial Statements

The TR presented the 1988/1989 UMN Consolidated Financial Statements. It was RESOLVED to present them to the FC; and recommend to the FC allocation of the surplus of NRs 2,984,407 as below:

Investment Fund	NRs 2,500,000
Undesignated Fund	NRs 484,407

CC-187/89 UMN 35th Anniversary Celebration

The AED informed that the booklet, commemorating the work of UMN in Nepal during the past 35 years, is to be printed next week. Exhibition and invitation list for the reception on November 21, 1989 are being finalised.

CC-188/89 EC/BD Agendas and Related Material

First Evening Programme There will be a 25 minute drama of the Performing Arts Troupe and a presentation by the ED on the First Evening Programme, November 21, 1989.

Invited Speakers Possible speakers to be invited were discussed. The AHSS and ED will follow up.

Small Groups As the BD Members have shown a low interest in the small group discussion on Engineering & Industrial Development, there will be no Engineering & Industrial Development Department small group.

Material The two documents for EC on Nepalisation and Advisory Group on Nepali Women were received. These papers should be presented to the EC/BD on invitation of the BD Chairman. With regard to the document from the Advisory Group on Nepali Women, it was noted that one of the functions, listed as c) "initiating, organising and promoting special projects...", is out of line with the other functions as it is an advisory group. Concern was also noted regarding the administrative details, eg having the Advisory Group reporting directly to the ED.

CC-189/89 Financial Statements AHREP, AKP ECC-91.3/89

The AHREP financial statements 1988/1989 were presented as requested by ECC. It was RESOLVED to present them to the FC. It was requested that information indicating the balance of funds still available also be prepared by Butwal Power Company (BPC).

CC-190/89 Plan and Budget for AHREP Rural Electrification ECC-91.4/89

As requested by the ECC, the AEIDS presented a more specific proposal and budget for the spending of the recommended USD 100,000 for AHREP Rural Electrification. It was RESOLVED to present the proposal and budget to FC/EC for their approval.

CC-191/89 Dates of CC Meetings

The next CC Meetings will be held on

Wednesday, December 13, 1989

Wednesday, January 10, 1990

Wednesday, February 7, 1990

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
November 8, 1989

CCC-38/89 Further Term in UMN for Kath White

Due to Kath White's commitments in Australia, she has offered her service to UMN on a part yearly basis for her next term. She would spend the monsoon time, May - September, in Australia as that is the less active time of the year for Non Formal Education field work in Nepal. The increasing demands due to the possible extension of NFE work to the Jajarkot area as well as the need for materials development were noted.

It was RESOLVED to encourage Kath White to continue negotiations with her Sending Body for a 7 month yearly involvement in Nepal. The ES was also requested to continue to seek another full time person in the light of the possible expansion of NFE work.

CCC-39/89 Supporting Employees CCC-33/89, CCC-36/89

As requested, the PS presented verbally a policy on imprisoned employees of UMN, covering assistance to employees and their families coming from the Church; leave of absence up to 1 year; and resuming employment when released.

A special fund for special needs in the Nepali Church, that Member Bodies could give donations to was considered. Discussions with a representative group from the Church/NCF should be initiated by the ED. It was RESOLVED to present this to the EC, before it taking effect.

CCC-40/89 Employment of Nepali Language Consultant

Recruitment for the post of Nepali Language Consultant has recently taken place. The candidate considered for this post has earlier worked for LARC School, and his wife is presently holding shares in LARC School. As part of the duties of the Language Consultant is to supervise LARC School, there is a possible conflict of interest. While recognising this, it was RESOLVED to support employment of the proposed candidate and suggested that some other objective review procedure, initiated by the ES, could be used. The salary is to be negotiated by the TR and ES.

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
ED	Executive Director	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES

November 13, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Graeme Gugerl, Gareth Wardell, Tjerk Nap, David McConkey, Lionel Mackay, Stan Freyenberger

CC-192/89 New Offers of Service

Brigitte Alda, Anaesthetist, Interserve, Germany. It was RESOLVED to accept her offer of service to the UMN, and approve his assignment as Anaesthetist, Tansen Hospital. She hopes to join the February 1990 LOP.

Donald & Eileen Mills, Architect & ESL Teacher, International Technical Assistance Group (ITAG), USA. It was RESOLVED to accept their offer of service to the UMN, and approve their assignments as Architect, Design Office, Development Consulting Services (DCS), Butwal & ESL Teacher for trainees at Butwal Technical Institute (BTI), Butwal. They hope to be part of the August 1990 LOP.

CC-193/89 UMN Application Form

The revised draft of the new UMN Application Form, previously known as the Nepal Information Form, was considered by the CC. It was RESOLVED to recommend it to the EC for their approval.

2/41a

UNITED MISSION TO NEPAL
EXTENDED COORDINATING COMMITTEE
MINUTES

September 12, 1989
September 14, 1989
September 19, 1989
September 21, 1989
September 26, 1989
September 28, 1989

* * * *

ABBREVIATIONS USED

BD Board Meeting
EC Executive Committee
FC Finance Committee
ECC Extended Coordinating Committee
CC Coordinating Committee
ED Executive Director
AED Assistant to the Executive Director
PS Personnel Secretary
TR Treasurer
DS Department Secretary
HSS Health Services Secretary
ES Education Secretary
EIDS Engineering & Industrial Development Secretary
RDS Rural Development Secretary

INDEX
EXTENDED COORDINATING COMMITTEE MINUTES
September 12, 14, 19, 21, 26, 28, 1989

HEALTH SERVICES

Consolidated Planning & Reporting within Health Services	ECC-59/89
Drug Abuse Prevention Programme	ECC-78/89, ECC-106.1/89
Gorkha Project	ECC-79/89, ECC-106.2/89
Health Services Department Post List	ECC-87/89
Health Services Office Consultants	ECC-58/89
Hospital Subsidy Limitation	ECC-99/89
Lalitpur Community Development & Health Project	ECC-88/89, ECC-106.3/89
Medical Supplies Department	ECC-62/89
Mental Health Programme	ECC-64/89
Nursing Campus	ECC-61/89
Okhaldhunga Project	ECC-85/89
Oral Health Programme	ECC-63/89
Palpa Project	ECC-76/89
Patan Hospital	ECC-80/89
Scope of Health Services Agreement	ECC-98/89
Seconded Health Workers	ECC-89/89
Urban Health Development and UMN	ECC-77/89

EDUCATION

Business School	ECC-72/89
Children Education Support Programme	ECC-74/89
Development Communication Productions	ECC-67/89
Education Department Overall Report & Post List	ECC-101/89, ECC-104/89
Education Service Office's Letter of Understanding	ECC-103/89
Expansion of UMN's Education Work	ECC-102/89
Gandaki Boarding School	ECC-66/89
Jumla Project	ECC-65/89
Language & Orientation Programme	ECC-70/89
Librarian Consultant	ECC-68/89
Linguistic Consultant	ECC-69/89
Non Formal Education Support Programme	ECC-71/89
Teacher Training	ECC-75/89
Training & Scholarship Programme	ECC-73/89

ENGINEERING & INDUSTRIAL DEVELOPMENT

Agreement for Water Resources Hydropower Infrastructure	ECC-90.5/89
Andhi Khola Project	ECC-91/89, ECC-105/89
Butwal Project	ECC-93/89
EID Overall Report & Post List	ECC-90.1,2/89, ECC-97/89
Gobar Gas Shares Handover	ECC-96/89
Institute of Technology & Industrial Dev	ECC-90.4/89, ECC-94/89
Jhimruk Project	ECC-92/89
Nomination of Engineering & Industrial Development Secr	ECC-90.3/89
UMN Shares Summary	ECC-95/89

RURAL DEVELOPMENT

Nomination of Acting Rural Development Secretary	ECC-84/89
Performing Arts Troupe	ECC-83/89
Rural Development Centre	ECC-81/89
Surkhet Project	ECC-82/89

HEADQUARTERS AND MISSIONWIDE SUPPORT PROJECTS

Headquarters Project	ECC-54/89, ECC-56/89, ECC-57/89
Medical Coordinator	ECC-100/89
Missionwide Support Project	ECC-55/89, ECC-56/89
PMC Minutes	ECC-60/89
Reported Number of Staff on Post Lists	ECC-86/89

EXTENDED COORDINATING COMMITTEE MINUTES
September 12, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammenjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
David McConkey, Education Secretary
Lionel Mackay, Engineering & Industrial Dev Secr, absent
Wynn Flaten, Assistant Engineering & Industrial Dev Secr
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary
Tjerk Nap, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Graham Toohill, Health Services Representative*
Colin Law, HQ/MSP Business Manager/MSP Representative*
Keith Smith, Missionwide Support Project Director*
Lori Ortman, Accounts Office Business Manager, MSP*
Jacky Brown, Acting Nursing Campus In-Charge*
Geeta Pradhan, Administrative Officer, Nursing Campus*
Stuart Little, Oral Health Programme Representative*
Chris Wright, Mental Health Programme Psychiatrist*

* present at parts pertaining to them

Devotions were led by Anna-Karin Eriksson.

ADMINISTRATION

ECC-54/89 Headquarters Project

The HQ annual report 1988/1989 was received. It was RESOLVED to present it to the EC with minor amendments.

ECC-55/89 Missionwide Support Project

The MSP annual report 1988/1989 was presented by the Project Director. It was RESOLVED to present it to the EC, with amendments. Appreciation was noted to the Central Services Department for their patience and efforts made in connection with the fuel shortage due to the India - Nepal trade dispute.

ECC-56/89 HQ/MSP Financial Statements

56.1 The HQ/MSP Financial Statements 1988/1989 were received. It was noted that due to a large turnover of Appointees in the Kathmandu valley, the budget items Appointees' Furniture, Repairs/Maintenance and Rent have been overspent. The very high costs incurred in redecorating properties after they have been vacated will be monitored. It was RESOLVED to present the statements to the FC/EC.

56.2 Revision of Budget 1989/1990 It was RESOLVED to recommend to the FC the following revision of the current budget:

Appointees Furniture (original budget 240,000) NRs 375,000
Repairs/Maintenance (original budget 700,000) NRs 900,000

ECC-57/89 HQ Letter of Exchange

The AED introduced the draft HQ Letter of Exchange to which the following appendices will be enclosed: programme descriptions, post list and equipment list. The sensitivity about the number of expatriate posts and their titles listed under HQ Project was discussed.

HEALTH SERVICES

ECC-58/89 Health Services Office Consultants

58.1 Annual Reports Detailed annual reports 1988/1989 of the HSO Consultants: Nutrition, Training & Manpower and Evaluation & Planning, were received for information. It was RESOLVED to request a summary of these reports to be prepared for presentation to the EC.

58.2 The Financial Statements 1988/1989 were received and it was RESOLVED to present them to the FC/EC.

ECC-59/89 Consolidated Planning & Reporting within Health Services
ECC-6/89

As a matter of procedure, the ECC requested the HSS to work towards a consolidated planning and reporting process, where the activities are mentioned in a summarised form highlighting only significant changes, of the following consultants and programmes respectively:

Nutrition
Medical Supplies Department
Evaluation & Planning, Training & Manpower
Oral Health Programme
Seconded Workers
Mental Health Programme including Drug Abuse Prevention Programme

ECC-60/89 PMC Minutes

It was clarified that PMC Minutes normally need not be forwarded to the ECC. Items needed to be directed to the ECC for decision or recommendation to the FC/EC, should be presented separately for the action needed.

ECC-61/89 Nursing Campus

The NC annual report, balance sheet and financial statements 1988/1989 were presented. It was highlighted that independent status for the campus is still being sought from the Institute of Medicine; and that the seven week closure of all campuses by Tribhuvan University has added extra pressure on both teachers and students. It was RESOLVED to present the report and statements to the FC/EC.

ECC-62/89 Medical Supplies Department

The MSD annual report, balance sheet and financial statements 1988/1989 were received. It was RESOLVED to present them to the FC/EC. Appreciation for the work accomplished was expressed, and the following was noted:

62.1 Change of Personnel The post of MSD Director will be filled by INF from November 1989. It was clarified that irrespective of the post of MSD Director being filled by UMN or INF, he/she will report to the UMN HSS regarding the operation of MSD.

62.2 Vehicle The need for a suitable vehicle being available for the use of MSD was noted.

ECC-63/89 Oral Health Programme

The OHP annual report and financial statements 1988/1989 were presented by the OH Representative. As many of the activities in this valuable programme have not been able to be carried out, due to the shortage of manpower, direction was sought from the ECC as to the future operation. The ECC supported the OHP to request the HSS, in cooperation with Patan Hospital, to seriously consider freeing the OH Coordinator from the ongoing clinical work in order to allocate 1 day/week to concentrate on OHP. It was suggested that lack of sufficient dentists could be partially offset by recruiting expatriate auxiliary personnel to take on many of the tasks such as materials development etc.

It was RESOLVED to present the report and statements to the FC/EC; and request the Personnel Department to prioritise the recruitment of dentists and highlight this urgent need to the EC/BD.

ECC-64/89 Mental Health Programme

The annual report and financial statements 1988/1989 were presented. It was RESOLVED to present them to the FC/EC. Appreciation was expressed by the ECC for the publication of the "Manual of Mental Health for Community Health Workers", which has proved to be of value to a diverse range of user groups, and has been included in curriculums for training of health assistants, post graduate nurses and para-medical tutors.

EXTENDED COORDINATING COMMITTEE MINUTES

September 14, 1989

UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Gugerl, Personnel Secretary
Tjerk Nap, Health Services Secretary
Lionel Mackay, Engineering & Industrial Development Sec
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary
David McConkey, Education Secretary
Ryohei Takatsu, Assistant Education Secretary, absent
Alan McIlhenny, Education Representative
John Finlay, Project Director, Jumla*
Ben Westerling, Acting GBS Principal, Pokhara*
Tony McGall, Head of Department, DCP*
Dick Smith, Linguistics Consultant*
Kath White, Senior Non Formal Education Consultant*
Krishna Neupane, Senior Non Formal Education Consultant*
Sahadev Mahat, Director, Business School*
Purushotam Nepali, Administrator, TSP*
Mark Ortman, Business Manager, TSP*

* present at parts pertaining to them

Devotions were led by David McConkey.

EDUCATION

ECC-65/89 Jumla Project

65.1 The Annual Report, Balance Sheet and Financial Statements 1988/1989 were presented. It was RESOLVED to present them to the FC/EC. The Project Director highlighted the following:

- a) Their Majesties the King and Queen of Nepal visited the Karnali Technical School during the year.
- b) Handover to HMGN Some longstanding aspects of the handover to HMGN has created problems because HMGN accounts and acceptance procedures were not fully known and followed in early days, and the task of handing over is being carried out in stages. It was suggested that in future projects, handover to HMGN be done at one time, as per Jiri Technical School.
- c) Curriculum Development Because of the new in-take system in technical schools, the curriculum development for the three trades (agriculture, construction, health), is now being done on a nationwide approach rather than specifically for KTS.

- d) Community Development Activities It was requested that brief reports be submitted periodically to the RDS on the development of the new agreement and draft plan for the community development activities.

65.2 Post List It was noted that out of the original post list, 14 posts have been kept. The Project is aiming at filling at least 10 of them during the coming year, but the difficulty of attracting suitable staff was noted, and the need for an emphasis on recruitment registered. The need for a construction instructor was emphasised. Experience in Nepal is needed for this post.

65.3 Recruitment Prerequisite for Jumla, EB-23/87. Recognising that new workers now need to be assigned to a specific post, even before arrival in Nepal, and realising that Jumla living is not as basic as it was some years ago, it was affirmed that there is no mandatory experience in other projects expected for such people. However, if it is possible and appropriate for new workers to have 2 - 3 months orientation/experience in another location before placement in Jumla, this is strongly encouraged.

ECC-66/89 Gandaki Boarding School

66.1 The Annual Report 1988/1989 was presented and it was RESOLVED to present it to the EC. The following was highlighted:

- a) Scholarship Recruitment During the last year, GBS has been actively recruiting students only from its own region, the Western Region, but has been open to students from other regions as well.
- b) 10 + 2 There has still not been any decision taken by HMGN on 10 + 2 or 0-levels. GBS would, however, see 10 + 2 as the better alternative.
- c) HMGN Assistance It was noted that the financial assistance undertaken by HMGN to the GBS scholarship programme has not yet been received for the current year.

66.2 GBS Building Programme Concern was raised about the possible increase in cost of the delayed building programme, due to the trade conflict between Nepal and India. The building programme cost estimates need to be monitored closely, and any significant changes be reported to the TR.

ECC-67/89 Development Communication Productions

67.1 The Head of Department presented a report outlining objectives and difficulties within DCP during 1988/1989 and the various productions supplied to UMN, INF and many NGOs. It was noted that there will only be one expatriate member of staff assigned to DCP during next year. It was RESOLVED to present the report to the FC/EC.

- 67.2 The Financial Statements and Balance Sheet were received with a note of appreciation. It was RESOLVED to present them for information to the FC/EC.
- 67.3 Revised Recurring and Capital Budgets 1989/1990 were received. It was suggested that DCP might consider a differentiated rate system for non mission clients in order to provide some funds for the capital budget. It was noted that the revised capital budget reflects a reduced capital investment need over the next 2 - 3 years in light of personnel constraints. It was RESOLVED to present the capital budget to the FC/EC.

ECC-68/89 Librarian Consultant

The Librarian Consultant's annual report 1988/1989 was received. It was RESOLVED to present it to the EC.

ECC-69/89 Linguistic Consultant

- 69.1 The Annual Report and Financial Statements 1988/1989 were presented. It was RESOLVED to present them to the FC/EC.
- 69.2 Appreciation was expressed for the work of Dick Smith, Linguistic Consultant, who will probably leave UMN by the end of the year. During the past ten years there has been a considerable change and strengthening of the Language Programme in which he has been intimately involved.

ECC-70/89 Language & Orientation Programme

- 70.1 The Annual Report and Financial Statements 1988/1989 were presented. It was RESOLVED to present them to the FC/EC.
- 70.2 An Evaluation of the new Learning In Society Basic Course has been carried out as requested by the EC(1)-24/88. However, this is just to be viewed as an initial evaluation of the basic course. A full scale evaluation will only appropriately be carried out when the course has been running for three years at least. Information for a full scale evaluation is being gathered regularly from students, teachers, project language coordinators to be presented to a later EC.
- 70.3 Proposal for New Language & Orientation Programme Structure It was RESOLVED to approve a restructuring of the LOP administration; and to approve the following post changes:

1 Nepali Linguistic Consultant, Level 9/10
1 Nepali Language Administrator, Level 7/8

These posts will replace the previous posts of Materials Development Worker and Administrative Assistant respectively.

70.4 Supplementary Budget It was RESOLVED to approve a supplementary budget of NRs 25,000 to cover increase in salaries related to the changes in ECC-70.3/89. Revised salary figure of 1989/1990 budget for the Language Administrator is NRs 48,000 (up from NRs 28,500) and for Linguistic Consultant is now NRs 57,000 (up from NRs 51,000).

70.5 Project Management Committee The ES was requested to look into the role of the PMC, whether it is advisory or managerial.

ECC-71/89 Non Formal Education Support Programme

71.1 The Annual Report and Financial Statements 1988/1989 were presented. The fruitful interaction that has taken place between NFE and rural development programmes was highlighted. It was RESOLVED to present the report and statements to the FC/EC.

71.2 District-wide NFE Programme Proposal Direction was sought from the ECC regarding the invitation to UMN from HMGN's Adult Education Section of the Ministry of Education & Culture to conduct a district-wide literacy programme. The NFE Consultants presented a proposal of UMN cooperating with HMGN to offer an integrated NFE programme to half a district over the decade 1990 - 2000.

The ECC gave support for limiting to half a district, as it is unrealistic to cover a full district within the given time limit. Jajarkot was mentioned as a possible district located in a very needy area where no other NGOs are working.

After a full discussion, it was RESOLVED in principle:

- 1) to pursue preliminary negotiations with HMGN for a Letter of Intent authorising a programme with a wider scope than merely literacy/numeracy;
- 2) physically to investigate the suitability of Jajarkot district;
- 3) to resolve in what way NFE and possible rural development activities could be linked together and define the line of responsibility;
- 4) to continue investigations for suitable leadership to carry the vision of this project;
- 5) to prepare a cost break-down ilaka by ilaka (sub-district);
- 6) to present the proposal to EC listing pros and cons;
- 7) to request the EC to back the UMN administration taking a stand on the meagre financial commitment of HMGN, and insisting on realistic contributions of HMGN, with the background of programmes like these being highly prioritised internationally by HMGN.

ECC-72/89 Business School

- 72.1 The Annual Report, Balance Sheet and Financial Statements 1988/1989 were presented by the Business School Director. There has been some consideration of only scheduling one 7 month Secretarial Science Course a year, in order to have opportunity to offer training courses to HMGN and other offices, as requested by them. This would reduce the number of secretaries who graduate each year. It was RESOLVED to present the report to the EC.
- 72.2 Supplementary Budget It was RESOLVED to approve the supplementary budget of NRs 55,000 to purchase video materials and text books for the ESL Course and the Secretarial Science Course. With this upgrading of the study programme, the need to review the fee structure in the next planning period was underlined.

ECC-73/89 Training & Scholarship Programme

- 73.1 The Annual Report 1988/1989 was presented by the TSP Administrator. The need for TSP to collect information on suitable courses in the Indian subcontinent was stressed. It was RESOLVED to present this to the EC with some amendments.
- 73.2 The Financial Statements and Balance Sheet 1988/1989 were presented, together with a chart showing estimated outstanding commitments on present scholarships. It was RESOLVED to present the statements to the FC/EC.
- 73.3 Appointment of Training & Scholarship Committee As proposed by the Nominating Committee, it was RESOLVED to appoint Nani Sakya, Keith Smith and Tore Skeie for one year, and to affirm the already coopted members Chittra Chettri and Mia Voreland to the Training & Scholarship Committee.

ECC-74/89 Children Education Support Programme

- 74.1 The Annual Report 1988/1989 was received. It was RESOLVED to present it to the EC.
- 74.2 Loan to KISC It was RESOLVED to recommend to FC the request for an interest free loan of NRs 450,000 in order to facilitate purchase of the second vehicle for KISC, as approved in FC(2)-4/88. The loan will be paid back during the year as the fees come in.
- 74.3 Grant to Okhaldhunga Tutorial Group It was RESOLVED to approve the request for a grant of NRs 90,000 to build a single storey building, and provide basic furniture, to start a tutorial group in Okhaldhunga. The building will be incorporated in the hospital building programme.

ECC-75/89 Teacher Training

The Teacher Training annual report 1988/1989 was received. The ES reported that the Letter of Understanding had reached the Secretary's desk in the Ministry of Education.

EXTENDED COORDINATING COMMITTEE MINUTES

September 19, 1989

UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
David McConkey, Education Secretary
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Sec
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary
Tjerk Nap, Health Services Secretary
Ken Snider, Assistant Health Services Secretary
Graham Toohill, Health Services Representative
Dave Williams, Hospital Director, Tansen Hospital*
Henk Blom, Administrative Officer, Palpa*
Andrew Brown, Community Health Project Director, Palpa*
Uli Köhler, Director, Drug Abuse Prevention Programme*
Alan Young, Hospital Director, Amp Pipal Hospital*
Rudra K C, Community Health Project In-Charge, Gorkha*
Debbie Mitchell, Business Manager, Gorkha*
Bir Bahadur Khawas, Chief Executive Officer, PH*
Frank Garlick, Medical Superintendent, Patan Hospital*

* present at parts pertaining to them

Devotions were led by Tjerk Nap.

HEALTH SERVICES

ECC-76/89 Palpa Project

- 76.1 The Palpa Project Annual Report, Financial Statements, Balance Sheet and Capital Statement 1988/1989 were presented by the Administrative Officer. It was noted that the Business Office is carrying a heavy work load. Taking into consideration the Hospital expansion and the CHP office situated at another location, it might be better to set up two separate business offices for the Hospital and the CHP. It was RESOLVED to present the report and statements to the FC/EC.
- 76.2 The Tansen Hospital Annual Report and Financial Statements 1988/1989 were presented, and it was RESOLVED to present them to the FC/EC. The Hospital Director highlighted the following:
- a) HMGN Cooperation There are recent indications of the central government giving directives to stimulate cooperation between the District Hospital and the Mission Hospital.
 - b) Staffing Urgent personnel needs are a Lab Technician, Surgeon and a GP/Anaesthetist. The possible recruitment of a Nepali Chief Executive Officer was also noted.

- 76.3 New Posts It was RESOLVED to approve the following new posts for the Tansen Hospital Post List:

1 Expatriate GP (total posts now: 9)
1 Expatriate Surgeon (total posts now: 3)
1 Nepali Lab Technician, Level 6/7
1 Nepali Patient Advocate, Level 6/7
2 Nepali Doctors, Level 8/10

- 76.4 Recurring Supplementary Budget Budget requirements for the new posts approved are as follows:

PCS (2 FTE) NRs 200,000
Nepali Staff (4 FTE) NRs 218,000

It is understood that the fee structure will need to be revised in order to reduce the amount required by subsidy.

- 76.5 Capital Supplementary Budget It was RESOLVED to recommend to the FC to approve the following 1989/1990 capital supplementary budget items for Tansen Hospital:

Electrical Suctions (2x)	NRs 25,000
Plaster Saw	7,000
Electric Clothes Dryer	200,000
Gastroscope	14,000
Operating Room Light	50,000
Patient Trolleys	60,000
Lifepack 4 (1x)	14,000
Cash Registers IP + OP (6x)	300,000
Refencing Compound	40,000
Total	NRs 710,000

- 76.6 Building Report It was reported for information that Tansen Hospital renovation work will start in October 1989 to prepare for the building extension programme, awaiting renewal of the General Agreement and Health Agreement in May 1990, giving HMGN's support to increase the Tansen Hospital to 125 beds.

- 76.7 Palpa CHP Annual Report and Financial Statements 1988/1989 were presented by the CHP Director. It was RESOLVED to present the report and statements to the FC/EC with additional notes giving explanations to items being under or overspent by 15 % or more.

- 76.8 Reporting in ECC Clarification was sought from ECC as to what level issues should be dealt with and to what extent project representation is needed at ECC. It was acknowledged that project representation is more important at planning ECC than at reporting ECC. If there is no felt need for project representation, the project may be represented by the DS, as allowed for in the Bye-Laws. The importance of the DSs having opportunity to meet at project level to obtain answers on relevant questions was underlined.

ECC-77/89 Urban Health Development and UMN

As an initial step to follow on the change of direction of the Drug Abuse Prevention Programme into social development, addressing the underlying problems, and as raised by a Member Body, the AHSS presented a discussion paper on how to confront the health aspects of the fact that within nine years the urban population in Nepal will have doubled. UMN's possible role, strengths and weaknesses in this area were discussed. Prior to selecting the proper level of involvement, investigations to define the need are required.

As requested by the Health Services Department, it was RESOLVED:

- 1) to forward this paper to the EC/BD with a strong recommendation not only to address the area of urban health development, but to give a broader response, involving the various departments within UMN;
- 2) to recognise our lack of experience in this field and therefore aim for a fairly small project in order to gain experience for the future.

ECC-78/89 Drug Abuse Prevention Programme

78.1 The Annual Report and Financial Statements 1988/1989 were presented verbally by the DAPP Director, highlighting the change from secondary prevention activities, such as awareness campaigns, to primary prevention activities, such as Urban Youth Development with the Youth Vision organisation offering a drug free environment. A written summary annual report will be submitted together with the statements to the FC/EC.

78.2 New Post It was RESOLVED to approve the post of a Nepali Counterpart to the DAPP Director, initially level 8 to move on to level 9 after a trial period. The extra finances needed will be included in the revised budget for the current year to be presented within these ECC meetings.

ECC-79/89 Gorkha Project

79.1 The Gorkha Project Annual Report, Financial Statements, Balance Sheet and Capital Statement 1988/1989 were received. It was RESOLVED to present the report and statements to the FC/EC.

79.2 Capital Supplementary Budget It was RESOLVED to recommend to the FC to approve the following supplementary budget for 1989/1990:

Computer System for Business Office NRs 110,000
Video Production for Gorkha Project NRs 30,000

- 79.3 The Gorkha CHP Annual Report and Financial Statements 1988/1989 were presented. A long term plan was requested to be presented to the March 1990 ECC after further consideration to the future relationship with HMGN. It was RESOLVED to present the report and statements to the FC/EC.
- 79.4 New Posts It was RESOLVED to approve the following posts for the Drinking Water Programme to be recruited with assistance from RDC:
- 1 Nepali Supervisor, Level 6/7
1 Nepali Development Worker, Level 2/4
- The extra finances needed for salaries will be submitted within these ECC meetings.
- 79.5 Gorkha Proposed Tuberculosis Control Programme Description, Long Term Plans and Long Term Budget 1990/1995 were received together with a proposed staff list as requested by EC(1)-26/89. It was noted that the TB Control Programme should be regarded as separate from CHP. It was RESOLVED to present the long term plans and budgets to the FC/EC.
- 79.6 Amp Pipal Hospital Annual Report, Financial Statements and Statistics 1988/1989 were presented by the Hospital Director. A proposal for internal remodeling of the Amp Pipal Hospital has been initiated by the Nepali staff in order to make better use of the hospital building. The ECC encouraged the project to present more detailed plans and budgets to the March 1990 ECC. It was RESOLVED to present the report and statements to the FC/EC.
- 79.7 Appreciation was expressed to the Hospital Director for having carried responsibility for both the Hospital and CHP, as well as the Project leadership for most of the year.

ECC-80/89 Patan Hospital

- 80.1 The Annual Report 1988/1989 was presented by the Chief Executive Officer. It was noted that due to the surplus of MBBS Doctors in Kathmandu, more MBBS are available for primary consultation in OPD/Appointments, rather than relying so heavily on Health Assistants. It was RESOLVED to present the report to the EC.
- 80.2 The Financial Statements, Balance Sheet and Statistics 1988/1989 were received. Concern was expressed regarding the HMGN subsidy not being increased above NRs 600,000. It was RESOLVED to present the statements to the FC/EC.

EXTENDED COORDINATING COMMITTEE MINUTES
September 21, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
David McConkey, Education Secretary
Lionel Mackay, Engineering & Industrial Dev Secr, absent
Wynn Flaten, Assistant Engineering & Industrial Dev Secr
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary
Tjerk Nap, Health Services Secretary
Ken Snider, Assistant Health Services Secretary
Henk Ymker, Rural Development Representative*
Graham Toohill, Health Services Representative*
Willem van Dis, RDC Director, Pokhara*
Andrew Bulmer, Former Project Director, Surkhet*
Mick Langford, Hospital Director, Okhaldhunga*
Kirsti Kirjavainen, RD Programme Director, Okhaldhunga*
Kuni Ito, Primary PHC Programme Director, Okhaldhunga*
Florence Martin, Business Manager, Okhaldhunga*
Shyam K Ranjit, CDHP Director, Lalitpur*
Winnie Lau, Business Manager, CDHP, Lalitpur*
Warwick Britton, Seconded Worker*

* present at parts pertaining to them

Devotions were led by Jim Alexander.

RURAL DEVELOPMENT

ECC-81/89 Rural Development Centre

81.1 The Annual Report 1988/1989 was presented and it was RESOLVED to present it to the EC. The RDC Director highlighted the following:

- a) Training An appendix of training courses organised by RDC section indicates the increased activities in the area of arranging training as well as producing course books.
- b) Recruitment As there is a lack of qualified and experienced personnel, particularly with training skills, the RDC are placing emphasis on senior Nepali staff as key persons in the different sections, and using expatriates, when available, as advisors. It was noted that in order to facilitate recruitment, specific job descriptions are very helpful, as well as direct contacts with representatives of Sending Bodies and potential applicants.

81.2 The Balance Sheet and Financial Statements 1988/1989 were received. Views from the Nepali staff regarding the handling of the new salary structure and its consequences for income tax were received. It was RESOLVED to present the statements to the FC/EC.

81.3 Appreciation was expressed by the ECC to Keith Fisher, having acted as RDC Director for a long period of time on top of his other duties.

ECC-82/89 Surkhet Project

82.1 The Annual Report 1988/1989 was received and it was RESOLVED to present it to the EC. The following was highlighted:

- a) Positive Results in Roofing Tiles Production that started during the past year was reported. However, follow-up from DCS was noted to be of great importance.
- b) Staffing The Project are actively recruiting senior Nepalis to work as counterparts as there will be a 50 % expatriate turnover (two of four posts) within the next 18 months.

82.2 The Balance Sheet and Financial Statements 1988/1989 were received. The urgency of providing a Long Term Plan and Budget was underlined. It was RESOLVED to present the statements with amendments to the FC/EC.

82.3 New Post and Supplementary Budget In order to move into a neighbouring panchayat with NFE work, it was RESOLVED to approve the additional post for 1 Senior Nepali NFE Coordinator, level 8/9, together with the supplementary budget of NRs 30,000 for the current year.

82.4 Gratitude was expressed to Andrew and Coby Bulmer for their time of valuable leadership given to the Surkhet Project.

ECC-83/89 Performing Arts Troupe

The RDS presented an encouraging progress report on the Performing Arts Troupe approved by EC(1)-25/89. Instead of contracting a troupe, contacts have been made with a Nepali theatre director and a small group of amateur performers. As a first step, training programmes are planned to be started within UMN Projects for staff interested in arts as a communication medium. A pilot project in cooperation with DAPP with performances in schools and in streets is also planned. It was RESOLVED to present the report to the EC.

ECC-84/89 Appointment of Acting Rural Development Secretary

It was RESOLVED to recommend the EC to approve the appointment of Stan Freyenberger as the Acting RDS during Jim Alexander's furlough of 10 months from the end of November 1989. As the post of ARDS will not be filled during this period of time, it was proposed that Henk Ymker and Andrew Bulmer be available for informal support and advice to the Acting RDS. This is not meant to require a major time commitment. The HSS was requested to inquire of the CDHP Director whether Henk Ymker could be made available from CDHP.

HEALTH SERVICES

ECC-85/89 Okhaldhunga Project

- 85.1 The Hospital Summary Annual Report and Statistics 1988/1989 were presented by the Hospital Director, who highlighted the earthquake of August 21, 1988, which still has effects on the Project. It was RESOLVED to present the report to the EC.
- 85.2 The Community Health Programme Summary Annual Report 1988/1989 was presented. It was RESOLVED to present it to the EC.
- 85.3 CHP Trial Division The recent trial division of CHP into two programmes, Primary Health Care and Rural Development, seems to be initially working. In order to be able to make a rounded assessment of the CHP division, it was RESOLVED that the trial period be extended until July 1991, to give a full cycle of planning and reporting, before evaluating and finalising the future working structure. The HSS and RDS together with the Project, were requested to plan how the assessment should be carried out and define the indicators to be evaluated. Concern was expressed regarding funding because budgets valid for longer periods of time than one year are needed. A three year plan and budget were requested to be submitted to the March 1990 ECC.
- 85.4 The Balance Sheet and Financial Statements 1988/1989 were received with thanks. The Business Manager was requested to inform the TR of any extra expenses due to the earthquake to be covered by the Earthquake Fund. It was RESOLVED to present the statements to the FC/EC.
- 85.5 Supplementary Budget It was RESOLVED to approve the following supplementary budget:

Typewriter for RD office
Honda Generator for Dental Programme, PHC

NRs 6,500
NRs 25,000

- 85.6 New Posts and Supplementary Budget It was RESOLVED to approve the following new posts together with the appropriate supplementary budget:

1 Nepali PHC Health Educator, Level 4/5	NRs 40,000
1 Nepali PHC TB Lab Technician, Level 4/5	NRs 40,000
1 Nepali Adm Officer Trainee, Level 6/8	NRs 28,000

The salary budget of the Administrative Officer Trainee will be shared between the four sections of the project.

- 85.7 Appreciation was expressed towards the team in Okhaldhunga for keeping the project running under very difficult circumstances due to earthquake and personnel shortages.

ECC-86/89 Reported Number of Staff

The DSs were requested to make sure that there is a consistent pattern regarding reporting of the Expatriate/Nepali posts in the annual reports. Expatriate equivalent grades are for PCS purposes only, and should not appear on post lists.

ECC-87/89 Health Services Department Post List

The HSS distributed a post list of the Health Services Department for information.

ECC-88/89 Lalitpur Community Development & Health Project

- 88.1 The Annual Report, Statistics and Post List were highlighted by the Project Director. It was RESOLVED to present the report to the EC.

- 88.2 New Posts and Supplementary Budget It was RESOLVED to approve the following new posts together with the appropriate supplementary budgets:

1 Nepali Forester Officer, Level 8	NRs 49,400
1 Nepali Forester Technician, Level 6	NRs 36,600

The amount to cover these items is to be taken from the contingency line item in 1989/1990. In addition the need for several additional capital expenditures was reported. The finances needed will be submitted within these ECC meetings.

- 88.3 Supplementary Budget It was RESOLVED to approve the supplementary recurring budget 1989/1990 for Badegaon work:

Health Post	NRs 165,200
MCH	56,000
VHW	201,000
Duty Travel	7,000
Total	NRs 429,200

- 88.4 The Balance Sheet and Financial Statements were presented by the Business Manager. Attention was drawn to a variation in the stock balances. Investigations are being carried out trying to discover some justification. A tighter control system is also being implemented. It was RESOLVED to present the statements to the FC/EC.
- 88.5 The Revised Long Term Budget 1990/1995 was distributed for information. Prior to presenting it to the FC/EC, the budget will be reviewed within these ECC Meetings.

ECC-89/89 Seconded Health Workers

The Seconded Health Workers annual report 1988/1989 was presented. The openings for nursing secondments and giving lectures in basic science teaching in the MBBS course in Institute of Medicine were pointed out. It was RESOLVED to present the report to the EC.

EXTENDED COORDINATING COMMITTEE MINUTES

September 26, 1989

UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Edgar Metzler, Executive Director Designate
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
Tjerk Nap, Health Services Secretary
David McConkey, Education Secretary
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Sec
Ben van Wijhe, EID Representative/Acting Proj Dir, Butwal
Trevor Durston, Project Director, Butwal/(A)EIDS Designate
Jens Olesen, DCS Director/Industrial Dev Coordinator*
David Ramse, Project Director, Andhi Khola*

* present at parts pertaining to them

Devotions were led by David Ramse.

ENGINEERING & INDUSTRIAL DEVELOPMENT

ECC-90/89 Engineering & Industrial Development Overall

- 90.1 The EID Annual Overall Report and Financial Statements 1988/1989 were received to be discussed in detail under the projects concerned. It was RESOLVED to present the report and statements to the FC/EC.
- 90.2 The EID Overall Post List was presented for information. It was RESOLVED to approve the additional post of Design Engineer, Civil, in BPC, Hydro Consult. Four posts were deleted, three in Butwal and one in Himal Hydro, Kathmandu.
- 90.3 Nomination of Engineering & Industrial Development Secretary The responses from the Appointees related to the EID department have given clear indication of support for Wynn Flaten and Trevor Durston working in the EID office. The ED proposed the appointments of Wynn Flaten as EIDS and Trevor Durston as AEIDS, to take effect from February 1, 1990.

It was RESOLVED to recommend the appointment of Wynn Flaten as the EIDS for approval by the EC. The division of different areas of responsibility to be covered in a coordinated way will be worked out mutually between the EIDS and AEIDS.

- 90.4 Agreement of the Institute of Technology and Industrial Development As the present ITID agreement is expiring on May 26, 1990, a revised draft agreement was presented for information. The ECC gave input on the financing of the ITID and the land registration, to be considered by the EIDS when finalising the draft in the ITID Board.
- 90.5 Agreement for Water Resources Hydropower Infrastructure In the past UMN involvement in water resources development has been justified through the ITID agreement or through specific project agreements. Presently, HMGN is formalising its relationship with UMN requesting all UMN work to be covered by valid agreements, specifically with regard to visa clearance for expatriates. Posts in Butwal Technical Institute and Butwal Plywood Factory can be covered under the ITID agreement, whereas there is doubtful provision for certain posts within BPC, Himal Hydro and Nepal Hydro & Electric.

It was therefore RESOLVED to give a mandate to the EID on behalf of UMN to begin negotiations with Ministry of Water Resources, HMGN for an agreement covering our involvement in the fields of hydropower, rural electrification, and irrigation development with the following considerations:

- 1) justification of UMN ownership and share investment in companies related to water resources development;
- 2) justification of secondments of UMN expatriate personnel in BPC, HH, NHE, and other agencies and organisations as opportunity permits.

It was suggested that a "Letter of Understanding" might be sufficient. The EIDS was also requested to look into the possibility of the company concerned obtaining visas directly from HMGN.

ECC-91/89 Andhi Khola Project

- 91.1 The Annual Report 1988/1989 was presented by the Project Director, who pointed out that the excavations for the tunnels and shaft have now been completed. The Rural Electrification has started as well as the implementation of the Irrigation Programme after the signing of the agreement. It was RESOLVED to present the report to the EC.
- 91.2 The Balance Sheet and Financial Statements 1988/1989 were received. Direction was sought from the ECC regarding the possibility of raising the rates for the vehicles. The TR was requested to consider this. It was RESOLVED to present the updated statements to the FC/EC.
- 91.3 The AHREP Statements had not been fully prepared and will be submitted to a later CC Meeting.

91.4 Funding for AHREP Rural Electrification As the hydro power plant construction nears completion, funding will also be exhausted within this fiscal year. It is therefore necessary to seek additional funding to continue implementation of the rural electrification work. A paper outlining the strategies for implementation of the rural electrification programme was distributed.

It was RESOLVED: to seek approval from the FC to move forward in seeking additional funding, up to a ceiling of USD 100,000 over three years; to present a more specific plan and budget to the November CC Meeting; and to seek assurance from HMGN as to continuation after the expiry of the present agreement in 1992. The funding would be used for subsidising the following activities:

- 1) extending the distribution system into communities that meet BPC criteria;
- 2) sales, at reduced cost, of low wattage cookers and other appropriate equipment for end use of electricity;
- 3) assisting entrepreneurs in the establishment of small industries as may be desirable and appropriate in the project area.

91.5 AKP Long Term Plans As requested in the previous ECC meeting, ECC-38/89, further administrative details for the completion of the project were submitted. It was RESOLVED to approve the following proposed action plan:

- 1) AKP to remain under EID administration up to 1992.
- 2) An evaluation to be carried out. Details of how and when are not yet finally decided.
- 3) AKP to present a proposal to RDS and EIDS for new work in Syangja District. The basic assumption is that rural electrification is enhanced by RD activities, and RD activities can be enhanced by rural electrification. Therefore, RD work should be planned in consultation with BPC/AHREP.
- 4) The outcome of the proposal to be presented to the March 1990 ECC for necessary action.

91.6 Appreciation was expressed to the Project Director for his leadership of the many activities carried out in the project.

ECC-92/89 Jhimruk Hydro Electric and Rural Electrification Project

The JHEREP annual report 1988/1989 was received and it was RESOLVED to present it to the EC. There was encouraging news of JHEREP keeping close to its time schedule.

ECC-93/89 Butwal Project

- 93.1 The Annual Report and Financial Statements were highlighted by the Acting Project Director, who has been very much appreciated in this post. It was RESOLVED to present the report and statements to the FC/EC.
- 93.2 Butwal Project Posts As requested in ECC-35.2/89, the EIDS presented a proposal setting the parameters of the number of expatriates working with UMN in Butwal. It was RESOLVED to approve the proposed allocation of 22 full time posts divided between Butwal Project, ITID and the companies.

ECC-94/89 The Institute of Technology and Industrial Development

- 94.1 The Development and Consulting Services Summary Annual Report and Financial Statements 1988/1989 were presented by the DCS Director, and it was RESOLVED to present them to the FC/EC. The following was highlighted:
- a) Design Office An area that requires attention during the coming year is a review of the UMN construction policy, setting out how DCS should relate to it, as well as how the Design Office can contribute to the development of appropriate housing in Nepal.
 - b) Roofing Tiles It was noted that the success of the Roofing Tiles Programme not only depends on the ability and commitment of the entrepreneurs, but also on the follow-up work carried out by DCS. Both training and follow-up should be considered as an integral part of the responsibility of the Roofing Tiles Programme, DCS.
 - c) Ram Pumps It was suggested that the Research & Development Workshop, DCS, distribute information to UMN projects indicating the range of operating conditions for which they would recommend ram pumps.
 - d) Advanced Training Programme The ITID Board disapproval of seeking official recognition for the course, under the Advanced Training Programme was questioned. Contacts with the Council for Technical Education and Vocational Training were encouraged.
 - e) Working Capital The appropriate volume of working capital available to DCS was discussed. The TR, EIDS and DCS Director will work on this.
- 94.2 The Industrial Development Summary Annual Report 1988/1989 was presented. It was RESOLVED to present it to the EC. This includes the different activities in Butwal Technical Institute and the companies, where the following was pointed out:

- a) Timber Supply Due to difficulties in timber supply, the activities in the wood based industry sector has almost stopped leaving UMN involved in small hydro power related industries alone.
- b) Himal Hydro and Nepal Hydro and Electric Pvt Ltd As the two companies HH and NHE are increasingly getting dependent on one customer, they are in a very vulnerable situation. However, it was recognised that companies like HH and NHE need to be in the forefront of their area of knowledge, and will therefore hopefully be able to receive sufficient contracts. This is not an uncommon situation in the development and establishment stages of new light/medium or medium/heavy industries.

94.3 Butwal Technical Institute Expansion Programme The financial statements 1988/1989 were received. The EIDS reported on discussions with Norwegian Himal-Asia Mission/NORAD about the possibility of channelling through UMN the balance of the original grant to NHE for BTI Expansion. It was RESOLVED to present the report on EIDS' discussions and statements to the FC for information.

94.4 Butwal Plywood Factory Forestry Programme The annual report and financial statements 1988/1989 were received from the Forestry Programme and the Poplar Programme under BPF. It was RESOLVED to present an amalgamated report of the Forestry and Poplar Programmes and abbreviated statements to the FC/EC. The following areas of concern were highlighted:

- a) Management Support Concern was raised as to how the Forestry Programme will be able to function if the management support from BPF is not available.
- b) Recruitment of a second Nepali Forester was noted.
- c) Planning for the future of the Forestry Programme and its funding, it was suggested that the EIDS prepare a summary of the history and plans of the development of this programme, so that the sequence of the events can easily be followed.

ECC-95/89 UMN Shares Summary

The EIDS presented a summary of shareholders and allocation of shares for UMN related companies. It was RESOLVED to present the summary to the FC for information.

ECC-96/89 Handover of Gobar Gas Shares

The BIDS reported on the handover process of UMN shares in Gobar Gas. The ECC supported the EIDS in working towards a handover within a limited time frame.

ECC-97/89 Appreciation

A note of appreciation was expressed towards all EID personnel for their valuable contribution during the past year.

EXTENDED COORDINATING COMMITTEE MINUTES
September 28, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Edgar Metzler, Executive Director Designate
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
Annette Britton, Medical Coordinator*
Tjerk Nap, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Paul Seefeldt, Administrative Assistant to the HSS*
David McConkey, Education Secretary
Ryohei Takatsu, Assistant Education Secretary*
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Sec*
Jim Alexander, Rural Development Secretary
Stan Freyenberger, Assistant Rural Development Secretary*
Graham Toohill, Health Services Representative*
Alan McIlhenny, Education Representative*
Ben van Wijhe, Engineering & Industrial Dev Repr, absent
Henk Ymker, Rural Development Representative*

* present at parts pertaining to them

Devotions were led by Howard Barclay.

HEALTH SERVICES

ECC-98/89 Scope of Health Services Agreement CC-108/89, CC-138/89

The presentation from the Health Services Department on the scope of the Health Services Agreement and its implications for defining the scope of CHP work in terms of health development had been referred from CC to ECC. Several written responses on the presentation had been distributed. There was a lengthy discussion on two differing methodologies for community work, i.e. entering a community with an open-ended approach or with a particular professional focus.

It was RESOLVED to leave the aspect of the scope of the Health Services Agreement for further discussion and to request the AHSS:

- 1) to reword the document to deal only with scope of activities of CHPs;
- 2) to clarify the implications for CDHP, Lalitpur;
- 3) to present the final document to the October CC Meeting for CC to consider the document recognising health development as an appropriate concept for defining the scope of CHP work.

ECC-99/89 Hospital Subsidy Limitation

The Tansen, Amp Pipal and Okhaldhunga hospital reports all indicated that the FC decision FC(1)-14/89 in combination with FC(1)-19/89 was perceived as unrealistic. A meeting of all the UMN Hospital Directors on September 22, 1989 expressed dissatisfaction with the process, and the timing as well as the content of the FC decision.

In view of this feedback from the "grassroots" and acknowledging the stated aim of the UMN to undertake proper care and treatment of the sick, it was RESOLVED to present to FC/EC the following recommendations:

- 1) that the decision about limitation of hospital subsidies FC(1)-14/89 a) and b) be reconsidered at the April 1990 FC/EC, to allow for a review of the costs and financing of our hospitals by the Health Services Administration and EC including sufficient input from the projects concerned, in order to define realistic hospital subsidy levels for each location as a proportion of total current expenditure.
- 2) that the November 1989 FC give budgeting guidelines for hospitals for the year 1990/1991 which take into account previous subsidy proportions as well as the effects of the extraordinary salary increase.
- 3) That EC request the BD to reaffirm that UMN is appropriately involved in running hospitals in Nepal.

ADMINISTRATION

ECC-100/89 Medical Coordinator

100.1 A Progress Report in relation to the status of the Medical Coordinator was received as requested by ECC-3.1/89. It was RESOLVED not to take any action on the suggestion of relocating the post of Medical Coordinator to the Health Services Department at present.

100.2 A Report on Medical Screening of New Appointees was presented as requested in EC(1)-9/87, where option 2 of the selection process was chosen (i.e. Member Bodies alone decide, using UMN criteria). This was chosen against UMN's recommendation, and was to be reassessed after a two year trial period.

It was RESOLVED to present the report to the EC as it is, where option 3 (i.e. UMN has final selection and responsibility) is preferred to be recommended by the EC to the BD as the most appropriate selection process. If option 2 is still preferred, the UMN Health Criteria paper should be signed by the MB's medical person responsible.

EDUCATION

ECC-101/89 Overall Report for Education Department

The overall report 1988/1989 was presented by the ES and it was RESOLVED to present it to the EC with the addition of a summary of the various programmes.

ECC-102/89 Expansion of UMN's Education Work

A proposal from a BD Member on expanding the formal education work of UMN as well as a paper on future options were presented by the ES. There was a full discussion, and concern regarding sufficient support being available for any expansion, was noted. It was RESOLVED to recommend to the EC/BD:

- 1) to encourage further expansion of education within UMN;
- 2) to approve the pursuit of Non Formal Education, Apprenticeship Training and Teacher Training agreements with HMGN;
- 3) to consider involvement in a new Regional English Medium School only when it is possible to withdraw from the present involvement at Gandaki Boarding School, Pokhara.

ECC-103/89 Letter of Understanding for Education Service Office

A draft Letter of Understanding between HMGN and UMN, covering the ESO, Training & Scholarship Programme, Business School, Kathmandu International Study Centre and Primary Study Centres, was presented together with a post list. The ES was encouraged to move forward with the negotiations.

ECC-104/89 Education Post List

The Education Post List highlighting urgent personnel needs was received for information.

ENGINEERING & INDUSTRIAL DEVELOPMENT

ECC-105/89 Andhi Khola Irrigation Programme Loan/Funding

The AEIDS outlined the recent development between NHAM/NORAD and UMN regarding the funding of Andhi Khola Irrigation Programme. There was discussion on the proposed stipulation that funding be made available only on the conditions that a revolving credit fund be established (as a separate legal entity in Nepal) to which repayment of the part of the capital investment, which is regarded as a loan, be made.

As there is no provision in Nepali law for easily establishing such a separate entity, and there seems to have been misunderstanding on the intention of a credit scheme, it was RESOLVED to request NORAD/NHAM to reconsider the matter, proposing that UMN administer the fund and clarifying the purpose of the fund.

HEALTH SERVICES

ECC-106/89 Supplementary budgets

- 106.1 Drug Abuse Prevention Programme ECC-78.2/89 It was RESOLVED to approve and present the DAPP revised budget 1989/1990 to the FC/EC.
- 106.2 Gorkha CHP Drinking Water Programme ECC-79.4/89 It was RESOLVED to approve the supplementary budget of NRs 40,000 for 1989/1990 to cover salaries for the two additional posts of a Supervisor and a Development Worker.
- 106.3 CDHP ECC-88.2/89 It was RESOLVED to approve use of the programme's 1989/1990 contingency budget for the following supplementary capital items:

Motorcycle (Total NRs 105,000)	NRs 20,000
Old Canteen Central Room Door & Wall	3,500
Bhattedanda Staff Quarter Water Scheme	10,000
Chapagaon Health Post & Staff Quarter Repair	50,000
Chapagaon Nutrition Centre	160,000
Asrang Health Post Repair Work	50,000
Gotikhel Health Post Floor	10,000
Total	NRs 303,500

Eingegangen

22. Sep. 1989

Erfledigt.....

2 / 41 a

(neu einrichten: Protokolle
Coordinating Com.)

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	AED	Assistant to the Executive Dir
ED	Executive Director		

COORDINATING COMMITTEE MINUTES
September 7, 1989

Present David McConkey, Anders Kammensjö, Lynn Miller, Colin Law*, Graeme Guger, Gareth Wardell*, Annette Britton*, Tjerk Nap, Lionel Mackay

* present at parts pertaining to them

CC-142/89 Confirmation of Minutes

The Minutes of the CC Meeting, August 9, 1989 were approved.

CC-143/89 New Offers of Service

Henk Peter & Donna Dijkema, Agriculturist & Primary Teacher, TEAR Fund, Holland. It was RESOLVED to accept their offer of service to UMN, and approve his assignment as Animal Husbandry Specialist, AHIP, RDC, Pokhara. They hope to arrive this year for handover, but be part of the February 1990 LOP.

Paul & Anna Johnson, Doctor & Physiotherapist, Interserve, UK. It was RESOLVED to accept their offer of service to UMN, and approve his assignment as GP/OPD/ER, Patan Hospital. They hope to be part of the February 1990 LOP.

Rune & Gunnel Lundqvist, Electrical Supervisor & Homemaker, ÖM, Sweden. It was RESOLVED to accept their offer of service to UMN, and approve his assignment as Electrical Supervisor, HH, Jhimruk. They hope to join the February 1990 LOP.

Janet Prentice, Doctor, BMS, UK. It was RESOLVED to accept her offer of service to UMN, and approve her assignment as GP/OPD/ER, Patan Hospital. She hopes to be part of the February 1990 LOP.

Mark Zimmerman, Doctor, UMC, USA. It was RESOLVED to accept his offer of service to UMN, and approve his assignment as Internist, Patan Hospital. He hopes to be part of the February 1990 LOP, on a part time basis.

CC-144/89 Resignation

Mike & Val Roake, BMS, UK. It was RESOLVED to accept their resignation with regret.

CC-145/89 Assignments

Jan Abarbanel as Senior Manager Consultant, DCS, Butwal.
Paul & Ruth Doherty as Community Development Worker, CDHP Lalitpur.
Risto & Martje Gobijs initially as GP, later Hospital Director, Tansen Hospital.
John & Sally Padgett as GP, Amp Pipal Hospital.
Joy Ransom as Tutorial Teacher, Okhaldhunga.
Tim Ruohoniemi as Design Engineer, NHE, Butwal.
Alec & Dianne Street as Building Advisor, DCS, Butwal.
Antti Turakka as Community Development Worker (Forester), CDHP Lalitpur.

CC-146/89 Reassignments

Karin Lorum from HSO, as Administrative Secretary, to take up part time secretarial work at Patan Hospital, on a voluntary basis.
Julie Sands from Mail Room to HSO as Administrative Secretary.

CC-147/89 Assignments on Return to Nepal

Jim Dunn as GP/OPD Director, Tansen Hospital.
Helen Huston as GP/Patient Advocate, Amp Pipal Hospital.

CC-148/89 Post of Orientation Administrator

In order to define the post of Orientation Administrator, it was RESOLVED to reaffirm that this post relate administratively to the UMN Education Department, rather than Personnel Department, because of the close links between orientation to the culture of Nepal and the acquisition of language.

The advantage of linking the role of Orientation Administrator with an overall personnel support role is noted.

The Personnel Secretary, who is responsible administratively for LOP members, should be kept informed by the Orientation Administrator about significant matters affecting the LOP members, both as a group and individually.

Responsibility for administrative negotiations with the Language School will lie with the Education Department administration.

CC-149/89 Report from Training & Development Manager

A written report from the Training & Development Manager was received for information. It was noted that brief reports will be submitted to CC periodically, in order for CC to have opportunity to give input, through the PS, regarding priorities for the Training & Development Manager.

CC-150/89 Senior Level Recruitment

The PS informed that he will contact the DSs regarding forward planning for senior level recruitment for the different projects in order to have report for EC/BD.

CC-151/89 Procedures for Handling Short Term Personnel CC-88/89,
CC-105/89, CC-128/89

A proposal on how to deal with short termers' contribution to Per Capita Grant was presented. Keeping in mind that the amount of work required in scrutinising and acquiring full clearance by Government, is the same for all expatriate personnel filling UMN approved posts (including short termers), it was RESOLVED to approve the following rules:

- All short term personnel to be entitled to the full range of UMN support services including guesthouse or housing accommodation.
- From January 1990, all short term personnel will pay the Per Capita Grant, on a monthly pro-rata basis (any fraction of a month will be rounded to the nearest full month).

CC-152/89 Nepal Information Form

The Assistant to the PS presented the proposed revised Nepal Information Form to be completed by new applicants. The CC members were requested to give comments to the Personnel Department as soon as possible, in order to recommend the amended version to EC.

CC-153/89 Supplementary Budget

Training & Scholarship Programme It was RESOLVED to approve a supplementary budget of up to NRs 27,000 to cover the rent increase of the new TSP office premises. MSP was requested to continue the negotiations with the landlord.

CC-154/89 Jumla Bank Signatory CC-96/89

It was RESOLVED that Maija Holbrook replace the UMN Representative in KTS as an authorised signatory on the UMN Jumla Project account no 784/2, at Rastriya Baniya Bank, Jumla branch.

CC-155/89 PPC Items

Provident Fund Rules Review After input from the Projects and acceptance by the PPC, it was RESOLVED to approve and forward the revised UMN Provident Fund Rules to FC/EC.

Policy of Employment A PPC working group is continuing to work on the Policy of Employment, and will get back to the CC and the Projects for guidance and comments.

CC-156/89 PPC Secretary & Chairman

The CC expressed their gratitude to Colin Law for the important work that he has executed in a very accurate and comprehensive way as the PPC Secretary.

It was noted that the ED has been replaced by the PS as the Chairman of the PPC.

CC-157/89 Review of Proposed EC/BD Agendas and Related Material

The AED received input on the proposed EC/BD agendas and related material.

CC-158/89 Dates of CC Meetings

The next CC meetings will be held on

Wednesday, October 4, 1989

Wednesday, November 8, 1989

Wednesday, December 13, 1989

Eingegangen

22. Sep. 1989

Erledigt:.....

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
September 7, 1989

2/41a

CCC-28/89 Appointment of Assistant Education Secretary
CCC-16/89, CCC-20/89

Following Ryohei Takatsu's resignation from the post as AES, a circular was distributed to Education Appointees. A considerable number of the responses received suggested Mark Keller to take up the post of AES. However, after a visit of Ryohei's pastor, Ryohei has expressed his wish to withdraw his resignation.

It was RESOLVED to recommend to the ED that Ryohei Takatsu be reaffirmed in his role as AES, in order to hold the post until his end of term, September 1990. Also, the ED to ask Mark Keller if he would be willing to fill the post of AES on his return from furlough in June 1990. This would then allow a time of overlapping with Ryohei.

CCC-29/89 Automatic Review Procedures CCC-21/89

The matter of introducing automatic review procedures in situations where relationships between UMN and Appointees have broken down, eg dismissed, terminated contract in mid-term in acrimony, or situations of termination at the end of a term where the Appointee or Sending Body are not in agreement with the decision made by UMN Administration, was fully discussed.

It was RESOLVED to agree in principle to initiate periodically review procedures, in cases where people have left UMN in difficult circumstances, with the purpose of defining areas where improvement is needed; improving skills of handling personnel; and providing release and affirmation of the action taken by the people involved. The PS and Medical Coordinator were requested to define the criteria of the cases to be covered under these review procedures.

CCC-30/89 Guidelines on Funding Appointee's Participation in Seminars and Conferences Abroad EC(1)-18/89, FC(1)-15/89

The TR presented a proposal on guidelines for funding Appointee's participation in conferences abroad. Two definitions outlined whether the aim for participation is to give formal input or to receive information for the use of UMN programmes. The CC requested the TR and the EIDS to clarify the proposal specifically relating to the differences of study tour, conference, training course, in order to make a final proposal at next CC meeting.

CCC-31/89 Review of Salary Structure CCC-26/89

As a result of the significant raise in salary for the UMN employees, an increasing number of employees are becoming taxable. The TR reported on how other NGOs are dealing with tax withholding compliance and impact on salary structure. The picture is quite varied. The PPC Secretary shared input from the employees in the Projects, where there are many different opinions.

It was RESOLVED to keep to the new approved salary scale and not introduce new non-taxable allowances at the moment. The TR's office will, during the coming months, study the possibilities of implementing another structure from Shrawan 2047.

CCC-32/89 Appointment of PPC Secretary CC-136/89

It was RESOLVED that the ED approach Henk Blom to take up the post as PPC Secretary till the end of his term next summer. There was affirmation for approaching Stephen Longley about filling this post upon his return from furlough.

CCC-33/89 Supporting Imprisoned Employees

A proposed policy on if and how to support imprisoned staff was discussed. The PS and AED were requested to continue working on this with input from other people, and come back to next CC meeting to be able to give information to the EC. The ED was requested contact the HMGN about one of our employees being sentenced for one year imprisonment.

CCC-34/89 Study Tours for HMG Officials

The two proposals of Study Tours for HMG Officials to be submitted to EC for consideration were discussed and amended. It was RESOLVED to recommend to the EC that UMN agree to sponsor the study tour proposed for the Director General and Section Officer of DCVI; but to approve a policy of not supporting tours in general.

2/41a

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
August 9, 1989

CCC-23/89 New Offer of Service

Sarah Acland, Psychiatrist, PC, USA. Acceptance of her offer of service to UMN was deferred in order to obtain some input on the background to her divorce, and how this has affected her dealing with this subject professionally. She hopes to be part of the January 1990 LOP.

CCC-24/89 Resignation

Tullis Hoftun, Norwegian Himal Asia Mission. There has been correspondence from NHAM requesting the resignation of Tullis Hoftun due to health problems. The Personnel Department was requested to contact NHAM to explore other possible solutions for dealing with this, as Odd will still be an Appointee.

CCC-25/89 Medical Insurance Policy

As recommended by PPC, it was RESOLVED to approve of abandoning the principle of insurance, to cover medical needs of staff. The PPC Secretary will present different ways forward at the next PPC Meeting.

CCC-26/89 Income Tax for Employees

As the recent salary increases may in fact not be as beneficial to senior staff as was anticipated, due to taxation, the PPC was requested to investigate this and respond to CC.

CCC-27/89 Study Tour for DCVI Officials

The EIDS presented the possibility of the Director General and a Section Officer of the DCVI being sponsored through ITID for a study tour of small industries in Europe. As this is a policy issue, the CC forwarded this matter for consideration by the EC. The CC felt that if two persons are allowed to go, they should go at the same time, and if only one person can be sponsored it should be the Director General.

2/41a

Eingegangen

28. AUG. 1989

Abbreviations Used

CC	Coordinating Committee	PS	Personal Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES

August 9, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Colin Law*, Gareth Wardell, Annette Britton*, Tjerk Nap, Ken Snider*, David McConkey, Lionel Mackay, Jim Alexander

* present at parts pertaining to them

CC-121/89 Confirmation of Minutes

The Minutes of the CC Meeting, July 6, 1989 were approved with the addition of the following Minute.

CC-122/89 Distribution of Confidential CC Minutes

It was RESOLVED to regularise sending the CCC Minutes to the voting EC Members together with the CC Minutes. It was noted that these should be considered as confidential and this information only to be shared within EC/CC itself.

CC-123/89 New Offer of Service

Elspeth Findlay, Secretary, Interserve, Scotland. It was RESOLVED to accept her offer of service to UMN. She will return to Nepal after her marriage to Andrew Wood, November 1989, and accompany him to Surkhet.

Valerie McKay, Pharmacist, Interserve, New Zealand. It was RESOLVED to accept her offer of service to UMN, and approve her assignment as Pharmacist, Tansen Hospital. She hopes to be part of the January 1990 LOP.

CC-124/89 Resignations

Mirjam Bergh, Örebro Mission. It was RESOLVED to accept her resignation with regret.

Göran & Lotta Kurlberg, Örebro Mission. It was RESOLVED to accept their resignation with regret.

CC-125/89 Reassignment

Edie Broschat as Community Medical Officer, Lalitpur CDHP.

CC-126/89 Assignment on Return to Nepal

Gerhard Honold as Rural Development Programme Director, Okhaldhunga.

CC-127/89 Short Term Assignments

Leiv Korshamn as Commissioning Engineer, AHREP, Andhi Khola.
Tor Mogedal as Erection Supervisor, AHREP, Andhi Khola.

It was also RESOLVED to approve the related short term posts.

CC-128/89 Assignment of Short Term Personnel CC-88/89, CC-105/89

In accordance with a paper presented by the Assistant to the PS, it was RESOLVED to approve the following procedures for handling short term personnel:

- Papers to be handled by the Personnel Department in conjunction with the relevant Department Secretary.
- All future short term applicants to complete the more detailed Nepal Information Form.
- Full medical clearance (but not psychological screening) to be completed on all short term applicants.
- Formal approval to be given, as previously, by the relevant Department Secretary and the Executive Director.
- Assignment of all short term personnel to be made by the CC.

Caution was expressed about expatriates on tourist visas helping in UMN projects. The TR was requested to look further into the area of short termers' contribution to Per Capita Grant and report back to CC.

CC-129/89 Appointment

Stephen Cox as Oral Health Programme Coordinator, part time. However, the HSS was requested to look into the necessity of a recognised programme, or if it could be considered a working group without its own budget.

CC-130/89 Extension of Term

Keith Speers to extend his term without having to submit a long term application. The length of term will be worked out by the TR, to whom he reports, in consultation with the Personnel Department.

CC-131/89 Leave of Absence

Larry Asher With the understanding that UMC is also in agreement, approval was given in principle for a two year leave of absence from UMN for Larry Asher, to give him the opportunity to take up a salaried appointment with the Asian Development Bank, as Chief Technical Advisor for CTEVT. The financial implications will be worked out by the TR.

CC-132/89 Study Leave

Vanlalhriata Thiak is to take study leave for one year from September 1989.

CC-133/89 Supplementary Budgets

AKP Cooperative Society CC-55/88 It was RESOLVED to approve a supplementary budget of NRs 10,000 because of the cost incurred by Sajha and the contractor in dismantling the Sajha building to its foundation. This was considered as UMN's final contribution to Sajha for this project in Andhi Khola.

DCS Roofing Tiles Programme In relation to the seminar, for which a supplementary budget was approved in CC-110/89, there has been an invitation to visit another work on roofing tiles. It was, therefore RESOLVED to approve the increase of the travel cost, USD 400. The total budget will then amount to USD 1,700 (NRs 50,000).

Patan Hospital The CC supported Val Reid's participation in the conference on Ultra Sound in Developing Countries. However, because of the nature of her participation, no UMN funds will be made available. The HSS will encourage her to pursue the possibility of obtaining funds from her Sending Body.

CC-134/89 HQ/MSP Bank Signatories

It was RESOLVED that the accounts listed below may be operated by the following post holders, any two signing jointly:

Executive Director
Treasurer
Assistant to Treasurer
MSP Director
MSP Business Manager
MSP Associate Business Manager

Nepal Grindlays Bank,	USD Current a/c 2601051
" " "	NRs Savings a/c 2601201
" " "	NRs Current a/c 2601001
" " "	NRs Provident Fund NRs Savings a/c 2601202
London Grindlays Bank	USD Savings a/c 2990580-015
" " "	USD Current a/c 2990580-001
Chase Manhattan Bank NY,	USD Current a/c 949 1 92228
" " " "	USD Money Market a/c 949 1 914710
Nepal Bank Limited,	NRs Convertible a/c 15786
" " "	NRs Savings a/c 22602
" " "	Provident Fund NRs Savings a/c 3797
American Express International Banking Corp Bombay,	IC Current a/c 20191

CC-135/89 Vehicles Mileage Reimbursement Rates CCE-25/87

It was noted that the mileage refund rates have not been revised since 1987. Because of the recent price increases, it was RESOLVED to approve the following rates, effective as from Shrawan 1, 2046.

	Locally	Long Distance
Motorcycle	NRs 2/km	NRs 1,60/km
Car	NRs 4,60/km	NRs 3,50/km

CC-136/89 Future of PPC

Arising from the PPC discussion on the role of PPC, it was RESOLVED to amend the paragraph iv) of Minute CCE-20/84, which constituted PPC, to read as follows:

"Personnel policy matters arising from UMN projects should be referred directly to the PPC Secretary with a copy to the DS concerned."

A few suggestions of replacement for the PPC Secretary, leaving in November, were mentioned. After further consideration an appointment will be made at next CC Meeting.

CC-137/89 Sanepa Property Held By NHE CC-26/88

The EIDS sought an indication from CC on the principle of NHE retaining the unused portion of the Sanepa property for purpose of building a permanent office for the company. The property was initially purchased by NHE, having received a deposit from UMN. When the Nursing Campus is granted independent campus status by the Institute of Medicine, the property occupied by the NC will be transferred into the name of IOM. It was therefore RESOLVED to approve in principle that

- 1 The lower portion of the property be retained by NHE at the time of transfer of the remainder to IOM.
- 2 The appropriate portion of the deposit which UMN has placed in NHE for the purchase of the property should be converted into UMN share investment in NHE.

Details of the financial transaction will be brought back to CC.

CC-138/89 Scope of Health Services Agreement CC-108/89

There was further discussion on the paper presented by the AHSS dealing with the scope of Health Services Agreement, and a written contribution from Health Services Department on the implications of defining the scope of CHP work in terms of health development. It was felt to be helpful in specifying the parameters within which the Health Services department sees its area of responsibility. The Health Services department was asked to consult with senior community health and rural development workers in CHPs and the RD department, to find out practical implications for the present CHP activities falling outside these parameters; and bring this policy paper to the ECC for further consideration.

CC-139/89 Educational Role of UMN Appointees

The paper "UMN's Role in Education" was presented, suggesting that every Appointee receives training in basic nonformal education skills in order to facilitate the goal of training Nepalis. This could be given in the same way as language ability and cultural understanding is given in the Language & Orientation Programme. This proposal received a positive response. The CC requested the ES to go ahead with further preparations to introduce this in the LOP as a start, and if appropriate then more widely throughout the Mission.

CC-140/89 May 26, 1990 Visa Expiry

The paper on how to handle possible delays in obtaining renewals of UMN visas expiring on May 26, 1990, due to the General Agreement renewal was presented. This was felt to contain helpful guidelines for Appointees in their planning of furloughs and holidays, and will be circulated to all Appointees and Sending Bodies.

CC-141/89 Dates of CC Meetings

The next CC Meetings will be held on

Thursday, September 7, 1989

Wednesday, October 4, 1989

Wednesday, November 8, 1989

Wednesday, December 13, 1989



THE UNITED MISSION TO NEPAL

2/43a

(neu
einrichten)

Executive Director: Mr. J. H. Barclay
Treasurer: Mr. L. Miller

Telephone : 212179, 215573, 212668.

Telex: 2315 UMNEPA

Telegrams: UMNEPAL

Location: K-1-325 Thapathali

Mailing address:

**POST BOX 126
KATHMANDU, NEPAL**



To: EC Members

From: Executive Director's Office

Date: July 21, 1989

Re: Confidential Coordinating Committee Minutes

In the latest Coordinating Committee Meeting (CCC - 22/89) it was decided to regularise sending you copies of the separate Confidential Minutes. This is to keep you informed, but please be sure that this information is shared only within the EC/CC itself.

Please enclosed find copies of CC and CCC Minutes of July 6, as well as CCC Minutes of the two earlier meetings since last EC meeting in April.

Yours in Him

Abbreviations Used

CC	Coordinating Committee	PS	Personal Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	ARDS	Assistant Rural Dev Secr
ED	Executive Director	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES

July 6, 1989

Present Howard Barclay, Anders Kammensjö, Colin Law, Gareth Wardell, Annette Britton*, Trevor Strong, Ken Snider, David McConkey, Lionel Mackay, Jim Alexander

* present at parts pertaining to them

CC-101/89 Confirmation of Minutes

The Minutes of the CC Meeting, June 7, 1989 were approved.

CC-102/89 New Offer of Service

Adrian Slater & Justin Emerson, Engineer & Nurse Practitioner, UMC, USA. It was RESOLVED to accept their offer of service to UMN, with the intention of assigning Adrian as Senior Site Engineer, Jhimruk, Himal Hydro. They hope to arrive in January 1990 for a shortened language course.

CC-103/89 Assignments

Peter & Arlene Block as Surgeon, Patan Hospital.
Frank & Val Garlick as Med Superintendent/Chief of Med Staff, PH.

CC-104/89 Assignments on Return to Nepal

Willem & Mieke van Dis as Project Director, RDC, Pokhara.
Winnie Lau as Administrative Officer, CDHP Lalitpur.
Margaret McCombe as Senior NFE Consultant, during Kath White's furlough, November 1989 - August 1990.

CC-105/89 Assignment of Short Term Personnel CC-88/89

In order to clarify the procedure of approving short term personnel, the Assistant to the PS was requested to prepare a paper responding to the suggestion that any short term personnel assignments be brought to CC for approval.

CC-106/89 Appointment

Jim Alexander was appointed as Acting Executive Director during Howard Barclay's absence, July 10 - 21, 1989, (attending the Manila Conference).

CC-107/89 Resignation

David & Rosemary Cooke, Interserve. It was RESOLVED to accept their resignation with regret.

CC-108/89 Scope of Health Services Agreement

The AHSS presented a concept paper seeking clarification from CC of the scope of activities under the Health Services Agreement in respect of community development work. The CC did not feel prepared to respond to the big issue of recognising and approving the concept of health development functions; indicating how to operate and administer with the existing departmental structure; or issuing guidelines for planning.

This matter was deferred to the next CC Meeting in order to get more insights and a clearer understanding of the implications of the change of addressing only "health and health related activities", as it is now stated in the Health Services Agreement, compared to CHPs being used as the vehicle to address general development needs; (and who should initiate such a change, UMN or HMG ?)

CC-109/89 Inter Departmental Secondments

It was clarified that when an Appointee is being recruited for another department, the department to which the Appointee is relating professionally will second him/her to the department under which he/she will be administered. The administratively responsible department will then place the appointee in its Project. This secondment will be confirmed in CC. Regarding recruitment, the "professional" department will be asked to recruit for specific posts by the administratively responsible department. In relation to this, the importance of keeping up to date post lists was emphasised.

CC-110/89 Supplementary Budgets

DCS Roofing Tiles Programme It was RESOLVED to approve a supplementary budget for 1989/90 of USD 1,300 (NRs 36,000) for cost of travel for participation at seminar in Switzerland.

BTI It was RESOLVED to approve a supplementary budget for 1988/89 up to a maximum of NRs 80,000 to BTI, as a subsidy for the training charges for BEW and NHE for the current financial year, taking into consideration the fact that the NHE grant from NORAD was stopped as a result of UMN pressure.

The EIDS and TR will liaise on how these funds are allocated.

CC-111/89 Participation in Seminars and Conferences Abroad

With regards to budget requests for attendance at seminars held outside Nepal, CC notes that different rulings have been made at different times in the past and felt there is a need for a clear and consistent policy on this issue. The Treasurers Department was requested to outline the way different cases have been dealt with over the last 8 - 10 years and to make suggestions for a policy to follow in the future.

CC-112/89 Accumulated Leave Provision

As recommended by PPC it was RESOLVED to approve provision for accumulated leave as follows:

- a) The accumulation of 40 hours leave per year up to 160 hours be discontinued at the end of Ashar 2046.
- b) Cash in lieu be paid for leave so accumulated. Such payment to be made with the Ashar 2046 payroll.
- c) That from Shrawan 1, 2046, in special cases, the practice continue whereby at the convenience of the Project/Programme, leave entitlement from one year may be taken during the first three months of the new year, ie during Shrawan, Bhadra or Ashwin. Thus, an employee can have a maximum 15 month period in which to take his/her annual entitlement.
- d) That in special cases of isolation and where long distance travel may be involved, and at the Project/Programme convenience, an employee may carry one year's annual leave entitlement over and take it together with the second year's entitlement. The two year's entitlement should be taken by Ashar of the second year.

CC-113/89 New Allowances Schedule

It was RESOLVED to approve the recommended allowances schedule with an overall 10 % increase, as per COL increase. A copy of the revised schedule is attached.

CC-114/89 Refunds on accomodation and food (within Nepal)

As the deduction for food and accommodation made on Duty Travel Allowance was found to be too low, it was RESOLVED to upgrade the deduction as follows:

- A. The Appointee will pay the first NRs 50/day.
- B. Up to a further NRs 120 per day may be refunded by UMN.
- C. Amounts over the total figure of NRs 170 per day will be paid by the Appointee, except in special circumstances as authorised by the Department Secretary.

These rates operates for expenses incurred on or after 1st Shrawan 2046 - ie 16th July, 1989.

CC-115/89 Apprenticeship Training

As UMN already has strong links with the Council for Technical Education & Vocational Training through the Education Department, it was RESOLVED that the ES will take responsibility for following up the possibilities of UMN being involved in an Apprenticeship Training programme. A draft paper has already been prepared. It was requested that he continue to seek strong professional input from the EID Department.

CC-116/89 Update on ED Nomination

Follow the circulation of a correspondence vote to the UMN Board Members, it was reported that responses are being received.

CC-117/89 Second Draft HQ Letter of Exchange

The AED presented the second draft HQ Agreement. The CC Members were requested to study it and give any comments to AED as soon as possible.

CC-118/89 Meeting with National Planning Commission

The EIDS reported from a meeting with National Planning Commission and presented an unofficial translation of the circular giving some background to the new forms sent out by NPC to the various line ministries. It seems the NPC requests different amount of details for different projects. They want to be assured that expatriates do not hold posts of a general character, which Nepalis could hold.

The lack of communication between NPC and the line ministries can cause problems with visa clearance, if post lists submitted to the line ministry have not been communicated to NPC. The ED was requested to seek from NPC clarification if UMN fits into the expert/specialist category, in order to fulfil their requirements.

CC-119/89 May 26, 1990 Visa Expiry

As requested the Assistant to the PS distributed a paper how to handle the possible three months delay in getting visas in connection with the renewal of the General Agreement on May 26, 1990. The suggestions were found to be helpful and will be circulated after review.

CC-120/89 Dates of CC Meetings

The next CC Meetings will be held on

Wednesday, August 9, 1989
Wednesday, September 6, 1989
Wednesday, October 4, 1989
Wednesday, November 8, 1989
Wednesday, December 13, 1989

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
July 6, 1989

CCC-20/89 Appointment of Assistant Education Secretary CCC-16/89

The ED informed the CC that Ulla-Britt Wennemyr has declined the offered post as AED. Further consideration needs to be given to this appointment, before any new proposal can be dealt with at the next CC.

CCC-21/89 Automatic Review Procedures

The Medical Coordinator proposed that the CC consider automatic review procedures in situations where relationships between UMN and Appointees have broken down, eg dismissed, terminated contract in mid-term in acrimony, or situations of termination at the end of a term where the Appointee or Sending Body are not in agreement with the decision made by UMN administration. Such reviews would consider the procedures and processes involving the case, and whether any change would reduce future similar difficulties. As the PS was absent, the matter was deferred. The ED, PS and Medical Coordinator were requested to present a more detailed proposal at a later CC Meeting.

CCC-22/89 Distribution of CCC Minutes

It was RESOLVED to regularise sending the CCC Minutes to the EC Members together with the CC Minutes. A cover letter should be sent stating that the CCC Minutes should be considered as confidential and this information only to be shared within EC/CC itself.

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
June 7, 1989

CCC-15/89 New Offer of Service

Ole & Hanne Kirchheiner, Computer Specialist & Physiotherapist, DSM, Denmark. Due to lack of suitable posts for both of them, it was RESOLVED with regret to decline their offer of service.

Graeme & Mary Louise Townsend, Civil Engineer & Homemaker, Life Ministries, Australia, CCC-1/89. Correspondence with Life Ministries has taken place, as requested, clarifying the commitment they are entering as a Sending Body. However, before final acceptance of their application can be made, a recommendation for a specific post should be presented by the EIDS, in consultation with DS concerned, to the next CC meeting. The Townsends' hope to join the February 1990 LOP.

CCC-16/89 Appointment of Assistant Education Secretary

The ED reported on the responses received towards the two circulars sent out regarding David McConkey's continued appointment as ES and Ryohei Takatsu's resignation from the post as AES. Regarding the present leadership, there was a strong consensus that David McConkey should continue until mid 1991, which he would be willing to do. Out of the proposed names for the post of AES, Ulla-Britt Wennemyr was considered positively by the CC. Presently, she would only be able to commit herself for a period of two years. The CC recommended the ED/ES to request Ulla-Britt Wennemyr to consider the post.

CCC-17/89 Appointments to Senior Posts

The issue of appointing Non-Christian Nepalis to Assistant Director's posts was discussed, in response to the Palpa CHP situation. There is no policy on this. As the Assistant Director is likely to act as the Director for some periods of time, the CC expressed that further consideration of such an appointment should be made within the administration of the project leadership, for referral to the DS concerned. In principle, the CC had no objection against appointing a Non-Christian Nepali Assistant Director, providing it is clear that the person is sympathetic with the ethos of UMN. That assessment has to be done by the Project administration in consultation with the DS. The question of promotion was noted as a big area of concern, specifically regarding senior posts.

Out of this discussion, it was RESOLVED to refer items no 3A and 7C in the UMN Employment Rules to PPC in order to bring these into line with the current operating procedures.

CCC-18/89 Scholarship for Geeta Pradhan, Nursing Campus HSB-41/86,
CC-151/87, CC-91/89

There was discussion on the proposal of the Health Services Department that the CC approve the Advanced Scholarship application of Geeta Pradhan for a PhD in Administration at Tribhuvan University. Questions raised in this discussion were: the appropriateness of the level of studies to the requirements of the specific post at the Nursing Campus (and the needs of the Mission in general); the suitability of the individual according to the criteria of the Advanced Scholarship; and the nature of commitments already made to the individual.

After much discussion, it was agreed that on the basis of the perceived commitment made in the Health Services Board Minute 41/86 and subsequently delayed in implementation (see CC-151/87), a special scholarship would be granted as set out in CC-91/89:

"It was RESOLVED that the CC approve a special "once-off" scholarship for Geeta Pradhan. This approval was given on the condition that Geeta Pradhan engage in these studies on a full-time basis, first terminating employment with UMN so that another person can be appointed to the post at the earliest opportunity. The approval for this scholarship would be granted to cover the minimum period required to complete this course, studying on a full-time basis, as determined by the Training & Scholarship Office.

It was further agreed that a contract between UMN and Geeta Pradhan should be drawn up to cover these conditions and the matter of payments. It was agreed that the stipend should cover only NRs 24,265 (as itemized by Geeta Pradhan), plus a monthly fixed amount based on her present part time salary (0.75 %). This should be paid as a monthly stipend over a fixed number of months, provided she continues with satisfactory progress towards completion of the course of study."

CCC-19/89 Payment for Court Expenses

A question was raised as to whether UMN will pay court expenses for their employees in cases brought in connection with their work. It was RESOLVED that UMN may at its discretion reimburse the legal expenses for the defense of an UMN employee who, while carrying out assigned duties in good faith, has court action brought against him/her by a third party for alleged improper conduct.

21439

Cmen

Eingegangen
-7. Juni 1989
Erledigt:

Abbreviations Used

CC	Coordinating Committee	PS	Personal Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BM	Board Meeting	ES	Education Secretary
EC	Executive Committee	FIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	ARDS	Assistant Rural Dev Secr
ED	Executive Director	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES
June 7, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Graeme Guger, Gareth Wardell*, Annette Britton*, Trevor Strong, Paul Seefeldt*, David McConkey, Lionel Mackay, Jim Alexander

* present at parts pertaining to them

CC-83/89 Confirmation of Minutes

The Minutes of the CC Meeting, May 10, 1989 were approved.

CC-84/89 Assignments

Stephen & Elizabeth Cox as Dental Surgeon, Patan Hospital.
Egil Hagen & May Brit Aanundsen as Rural Electrification Planner, BPC, based in Andhi Kholā.
Satoshi & Masako Mori as Agriculture Component Coordinator, Okhaldhunga Rural Development Programme.
Tjerk & Corrie Nap The EC approval of Tjerk as Health Services Secretary, HQ was noted.
Geoff & Aileen Pike as Surgeon at Patan Hospital for two months followed by four months at Tansen Hospital.

CC-85/89 Reassignments

Andrew & Coby Bulmer from Surkhet to Development Consultant, HQ, noting Andrew's availability until May 1990, being responsible to the RDS.
Heather Hunt from Butwal to MSP as Guest House Hostess.
Sue Law from HQ Personnel Department to MSP as Office Services Manager.

CC-86/89 Appointment

Gareth Wardell as ASO, HQ.
Alan Young as Acting CHP Director, Gorkha during Ian Smith's absence June 28 - mid October 1989.

CC-87/89 Resignations

Katie Dick, Church of Scotland. It was RESOLVED to accept her resignation.

Kin & Sue Lin, BMS, UK. It was RESOLVED to accept their resignation.

CC-88/89 Assignment of Short Term Personnel

Due to the current situation with a considerably reduced number of short term personnel, and they only coming into assigned posts, it was felt that also these should come through CC for approval. The Assistant to the PS was requested to respond to this at the next CC.

CC-89/89 Supplementary Budgets

Lalitpur CDHP It was RESOLVED to approve the a supplementary budget of NRS 18,500 for building/maintenance, divided as follows. This will be funded from the Project contingency budget.

Chaughare Staff Quarter's Kitchen	NRS 8,500
Thula Durlung Agriculture Centre Kitchen	NRS 4,000
Gindi Agriculture Centre Wall Repair	NRS 6,000

DAPP In order to cover travel expenses for DAPP being represented at a conference in Malaysia, it was RESOLVED to approve a supplementary travel budget of NRS 4,000.

CC-90/89 Appointment of Patan Hospital Chief Executive Officer

As of the Patan Hospital Board Minute 28/86 the appointment of Bir Bahadur Khawas to the post of Chief Executive Officer needs to be reviewed after three years. It was RESOLVED to recommend to the Patan Hospital Board that Bir Bahadur Khawas be reappointed, expressing gratitude and confidence in his leadership. Great concern was expressed concerning the heavy work load that he was carrying, and it was hoped that he would soon have more adequate assistance.

CC-91/89 Scholarship for Geeta Pradhan, Nursing Campus HSB 41 '86,
CC-151/87

It was RESOLVED that the CC approve a special "once-off" scholarship for Geeta Pradhan. This approval was given on the condition that Geeta Pradhan engage in these studies on a full-time basis, first terminating employment with UMN so that another person can be appointed to the post at the earliest opportunity. The approval for this scholarship would be granted to cover the minimum period required to complete this course, studying on a full-time basis, as determined by the Training & Scholarship Office.

It was further agreed that a contract between UMN and Geeta Pradhan should be drawn up to cover these conditions and the matter of payments. It was agreed that the stipend should cover only NRs 24,265 (as itemized by Geeta Pradhan), plus a monthly fixed amount based on her present part time salary (0.75 %). This should be paid as a monthly stipend over a fixed number of months, provided she continues with satisfactory progress towards completion of the course of study.

CC-92/89 Future of BPF - BWI

The EIDS reported on discussion at a meeting of the Industrial Development Advisory Group (IDAG), regarding proposals which were being presented to the Annual General Meetings (AGM) of BPF and BWI. These concerned:

- a. The future operation of BPF under agreement with the Timber Corporation of Nepal for the supply of timber.
- b. The management of BWI jointly with BPF by BPF management.

During that meeting a number of questions were raised about the long term future of BPF and BWI operations. As a result the EIDS has written to UMN appointed Board members of these companies, outlining the questions which arose, and asking that responses to these be prepared by the managements.

It is not expected that these questions will be dealt with before the time of the AGMs. However, the issue of the future management of BWI does need to be settled soon, as the present manager, who is on secondment from DCS, will be returning to DCS from 1st Shrawan.

It was RESOLVED that the following recommendations would be given for discussion with other shareholders, and as rulings for the UMN representatives at the AGMs of BPF and BWI:

- a. UMN will support the joint operation of BWI and BPF as a short term measure.
- b. Before UMN can consider making a commitment to further support the factory production operations of BPF or BWI, either financially, or by the secondment of long term personnel, it is requested the companies present proposals which address the questions raised by IDAG. Furthermore, the UMN appointed members of the Boards of BPF and BWI are requested to give consideration to the long term future of BPF and BWI in the light of the response to the questions raised by IDAG.

CC-93/89 Guidelines for AKP Irrigation Loan Funds

As set out in the Project Agreement, part of the grant to the AKP Irrigation Programme is given to AKWUA as a loan from UMN to be repaid later into a Fund for irrigation development. Questions have been raised by NORAD (one of the donors) how this Fund will be used.

It was RESOLVED:

- a. To approve the proposed uses, as presented to CC, of the Fund after repayment by AKWUA, except for extraordinary repairs of the Project after the construction and maintenance period.
- b. To appoint AKP Irrigation Programme as being responsible for the administration of the Fund.
- c. To note that after AKP is phased out another executor of the Fund will have to be found.

Concern was expressed regarding the commitment to maintenance and repair after the project construction and maintenance period. The Project Management was requested to reconsider this and set out clear proposals for UMN's responsibilities for maintenance.

CC-94/89 Administrative Structure for Jumla ECC-30.1/89

As requested by ECC a paper on JUMP Administration Structure was received for information. It was felt that it would be helpful to indicate clearly whether the different committees are advisory or decision-making.

CC-95/89 Children's Education Screening CC-48/88

The need for some kind of "educational clearance" to try to forestall possible problems in families and Tutorial Groups was discussed. This has also been dealt with in the recent Tutorial Teacher's Seminar. It was RESOLVED to approve the questionnaire presented by the ES, and request that the Personnel Department include this as a part of the whole application packet. The questionnaire should be completed by the class teacher of children of five years age or older.

CC-96/89 Jumla Bank Signatories

It was RESOLVED that the UMN JUMP account no 784/2, at Rastriya Baniya Bank, may be operated by the following posts, any two signing jointly:

UMN Treasurer
JUMP Project Director
JUMP Business Manager
JUMP Area Services Officer
UMN Representative in KTS
JUMP Forester

CC-97/89 New Procedures in Ministry of Health

The HSS informed the CC about two new forms received from the Ministry of Health, to be completed for new Appointees and for visa renewal. The forms are very detailed. Follow-up at a higher level was encouraged in order to express the difficulties for UMN to follow these procedures.

CC-98/89 Dates of CC Meetings

The next CC Meetings will be held on

Thursday, July 6, 1989

Wednesday, August 9, 1989

CC-99/89 Dates of ECC Meetings

The dates ECC Meetings below were approved

Tuesday, September 12, 1989	HQ/MSP/HS
Thursday, September 14, 1989	Education
Tuesday, September 19, 1989	HS
Thursday, September 21, 1989	HS/RD
Tuesday, September 26, 1989	EID
Thursday, September 28, 1989	Reserve

CC-100/89 CC Retreat

The CC retreat is rescheduled to July 31 - August 1, 1989.

2/43a
(new)



Abbreviations Used

CC	Coordinating Committee	PS	Personal Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	ARDS	Assistant Rural Dev Secr
ED	Executive Director	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES
May 10, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Gareth Wardell, Annette Britton*, Trevor Strong, David McConkey, Lionel Mackay, Stan Freyenberger

* present at parts pertaining to them

CC-69/89 Confirmation of Minutes

The Minutes of the CC Meeting, April 19, 1989 were approved with the amendment of CC-64/89 to read as follows: "The Administrative Assistant to the HSS updated the CC on the Okhaldhunga Hospital building estimates..."

CC-70/89 New Offers of Service

Olof & Kerstin Konneback, Media/PR Specialist & Doctor, ÖM, Sweden. It was RESOLVED to accept their offer of service to the UMN to be assigned in the area of Publications/Public Relations, MSP. They hope to be part of the August 1989 LOP.

Tim Ruohoniemi, Mechanical Engineer, WMPL, USA. It was RESOLVED to accept his offer of service for the post of Design Engineer, NHE. He hopes to be part of the August 1989 LOP.

CC-71/89 Assignments on Return to Nepal

Marlene Evans as Tutor, Nursing Campus from July 1989.
Tom & Cynthia Hale as Lecturer, Institute of Medicine from January 1990. There is no obvious approved post for Tom, who might come as a spouse.

CC-72/89 Reassignment

Robert & Denise Judge from Thalajung to the Business School as ESL/Computer Teacher from June 1989.
Alan Butler from HH Andhi Khola to Kathmandu as HH Jhimruk Project Manager.

CC-73/89 Appointment

Richard & Heather Cameron as ASOs for the Education department.

CC-74/89 Resignation

Inge Marie Jensen, English Teacher, DSM, Denmark. It was RESOLVED to accept her resignation to come into effect from August 1989.

CC-75/89 Supplementary Budget

Amp Pipal Due to the storm damage in Amp Pipal, a request for financial assistance to repair four school buildings in the area has been received. The UMN property as well needs repair.

It was RESOLVED to approve supplementary budgets of NRs 42,000 from Emergency Relief Funds to be divided between the schools; and NRs 30,000 as ASO Capital Item to the Project residences. Further clarification on the Project building estimates will be submitted to the TR, after advice has been sought from local builders/architects.

CC-76/89 Annual Conference 1989

The AED informed the CC Meeting about the decision to cancel the Annual Conference as the fuel shortage, since the conflict between Nepal and India, has made it impossible to carry it through. However, a Youth Conference, as earlier planned as part of the Annual Conference, is going ahead under normal Annual Conference budget conditions. A Kathmandu Valley Fellowship on May 28, 1989 as well as fellowships/retreats in the projects later in the year are being planned.

CC-77/89 Opportunities for Expansion of NFE

The Education department has been approached by the Ministry of Education as to whether UMN would be prepared to take up the responsibility of all NFE work in a full district.

The ES presented some preliminary information and was encouraged by the CC to pursue the possibilities of undertaking NFE work in a new area, to avoid districts where UMN and other NGOs are already working. It was felt that Pyuthan or other districts round Jhimruk was an option that might be considered, though there are other possibilities. In regard to financing this programme, the ES should seek to negotiate with the HMGN that a yearly increasing part of the budget be borne by HMGN.

CC-78/89 Update on General Agreement Draft

The AED reported on input received on the Draft General Agreement. The CC also gave advice on a number of points in the Agreement.

CC-79/89 DCS Financing ECC-36.2/89

To enable DCS to become progressively more independent of UMN funding, the proposed DCS financing plan was RESOLVED to be approved as amended by the ITID Board.

CC-80/89 Surkhet Signatories

It was RESOLVED that the UMN, Surkhet-Baddichaur Account no 1133/4 may be operated by the following postholders, any two signing jointly:

UMN Treasurer
Project Director
Project Income Generation Advisor
Project Liaison Officer

CC-81/89 Dates of CC Meetings

The next CC Meetings will be held on

Wednesday, June 7, 1989
Thursday, July 6, 1989
Wednesday, August 9, 1989

CC-82/89 Proposed Dates of ECC Meetings

The DSs were asked to give preferences to the AED of the ECC Meetings below

Friday, September 1, 1989	HQ/MSP
Tuesday, September 5, 1989	
Thursday, September 7, 1989	
Monday, September 11, 1989	
Thursday, September 14, 1989	EID
Tuesday, September 19, 1989	Education

- 11.8 Appreciation was expressed by the CDHP Project Director towards the Administrative Officer and Acting Health Manager for their contribution, especially in relation to drawing up the Long Term Plans.

ECC-12/89 Drug Abuse Prevention Programme

- 12.1 The Mini PMC Minutes were received for information.
- 12.2 The Annual Plan 1989/1990 was presented together with a proposal for UMN/DAPP involvement in Urban Youth Development. This would be a continuation of the present DAPP programme which is winding down, in accordance with the original timetable and planning concepts, when it started in 1984. Support was expressed on the feasibility of a continuation of DAPP with a different emphasis, by the Director of the successful British drug abuse prevention programme Kaleidoscope.

It was RESOLVED to present the Annual Plan to the EC and that the programme should continue with a shift in its philosophy into youth development in a wider social sphere, rather than simply drug abuse prevention, thereby addressing the root causes of the problem. The Director of Kaleidoscope was also encouraged to assist in searching for a new Programme Director for DAPP.

- 12.3 The Budget 1989/1990 was highlighted and it was RESOLVED to present it to the FC/EC. It was noted that the 30 % increase of the budget item "Material Assistance" is due to the acquisition of a urine testing facility to be donated to one of the NGOs providing after-care facilities.

ECC-13/89 Mental Health Programme

- 13.1 The Mini PMC Minutes were received for information. It was noted that the Mini PMC meeting may call in the TR and the PS for relevant parts, to have their input.
- 13.2 The Annual Plans and Budget 1989/1990 were received. The new developments in HMGH Mental Health Services of an extension to Pokhara as well as the new mental health training aspect for Health Worker Tutors at IOM were highlighted. It was suggested that the budget item for drugs to CDHP be transferred in total to the CDHP budget. It was RESOLVED to present the annual plans and budget to the FC/EC.
- 13.3 Expatriate Mental Health Needs Clarification was sought on the place of commitment to expatriate mental health needs. It was RESOLVED that this commitment should be recognised as an important one, but separate from the UMN Mental Health Programme. This activity may be covered in the job description concerned of the Consultant Psychiatrist.

CONFIDENTIAL COORDINATING COMMITTEE MINUTES
May 10, 1989

CCC-13/89 New Offer of Service

Ole & Hanne Kirchheiner, Computer Specialist & Physiotherapist, DSM, Denmark. Their offer of service was deferred in order to clarify details of an appropriate assignment. In addition, both Ole's and Hanne's expectations of full time assignments should be considered, prior to accepting them.

CCC-14/89 Children's Education Allowance for UMN Employees

As a consequence of a new Training & Scholarship Programme rule allowing level 1 and 2 UMN employees, to submit a scholarship application for a second child, there has been a greatly increased number of such applications.

In order to reduce the administrative work load, the CC requested the PPC to consider the implementation of a flat rate children's education allowance to all level 1 and 2 UMN employees who have school age children, and bring it back to the CC for their consideration. This would only be available from classes 1 - 10. The TSP guidelines would then be modified.

UNITED MISSION TO NEPAL

Minutes of
SUB-COMMITTEE ON NEPALISATION
of the Board of Directors
UMN Headquarters
April 25, 1989

Present Howard Barclay, Richard Clark (Convenor), Erling Wennemyr,
Ronald Yoder

Absent Rajendra Rongong

1 Appointment of Recorder

Ronald Yoder was appointed to prepare a written report of the discussion.

2 Review of Agenda

Richard Clark presented and reviewed the agenda which was adopted.

3 Review of Task

The task of the Sub-Committee was reviewed as defined by the Board of Directors of UMN in action BD-19/88:

"Nepalisation. A number of papers written by senior UMN administrative staff were presented to the Board, and note was taken of the action in EC(2)-29/88. It was RESOLVED to receive the papers; to welcome the Executive Committee action; and to request the EC to appoint three members to work with the Executive Director and Erling Wennemyr as a Working Committee appointed by the Board to study further the issues of Nepalisation raised in the papers presented. The Working Committee is requested to report back to the Board, and contributions from each Board member are invited in the light of current discussions. Specific issues addressed should include:

- Why is the UMN here?
- What is the permanence of the UMN?
- What is its relationship to the Church?

The object of the study should be to consolidate existing material and pinpoint issues, rather than to make a definitive statement."

4 Member Body Responses

As the action in BD-19/88 suggests, each Member Body was invited to share its perspective on Nepalisation. The Member Body representatives who have responded to the questionnaire, sent to the UMN Board Members on January 13, 1989, are attached as Exhibit A. Also a statement from the Coordinating Committee of UMN is attached as Exhibit B. Additionally, acknowledgements from four Board Members are attached as Exhibit C.

5 Definition

The response from the Board Members reveal diversity and polarization of views on the definition and meaning of Nepalisation. There have been numerous attempts during the history of UMN to reach a consensus on a common working definition of Nepalisation. Despite these attempts diversity persists.

Therefore, the Sub-Committee recommends the effort to develop a consensus definition for Nepalisation be abandoned, in favour of engaging in a time bound process to redefine and reformulate UMN's way of working and general directions in Nepal. The Sub-Committee is aware that new executive leadership will be appointed in mid 1989 and that person will need make a significant introduction to this process. It believes redefinition of directions and ways of working is urgent in light of the changes in the Nepali context and in the mission thinking among Member Bodies.

The Sub-Committee believes the present statement of mission and purposes is an adequate and relevant foundation upon which to redefine and reformulate new ways of working and general directions. The emphasis of this process needs to be on how best to implement this mission statement in the 1990's.

6 Task

The Sub-Committee recommends a draft statement be prepared for review and discussion by the UMN Board of Directors' meeting on November 21 - 23, 1989. The new Executive Director should be asked to prepare a second draft for consideration by the Executive Committee in April 1990, and a third draft be prepared for discussion and adoption by the Board of Directors' meeting in November 1990. This schedule would allow the results of the discussion with HMGN on the General Agreement, which is to be signed in 1990, to be included in the statement.

The statement should include, but not necessarily limited to the following context.

A CONTEXTUAL/SITUATIONAL ANALYSIS.

- 1 Analysis and description of the changes in the Nepali context.
- 2 Current mission/development thinking of Member Bodies.
- 3 Political and economic trends within the SAARC countries.
- 4 Trends and thinking among churches within the sub-continent of Asia.
- 5 Trends and influence of Hinduism, Islam, Buddhism and Christianity in the sub-continent of Asia.
- 6 Current trends within UMN.

B IMPLICATIONS OF CHANGING CONTEXTS AND ENVIRONMENTS ON UMN's WAYS OF WORKING AND GENERAL DIRECTIONS.

- 1 Relationship with HMGN and its institutional infra-structure.
- 2 Relationship with the Nepali and other churches in Asia.
- 3 Relationship with Nepali NGOs, foreign NGOs, and Nepali business organisations.

C FUTURE ROLE AND RESPONSIBILITIES OF BOARD APPOINTEES.

D THE PERMANENCE AND EVALUATION OF UMN.

- 1 What parts of UMN's programme and ways of working need to be discontinued?

E THE VISION AND STRATEGY THAT WILL GIVE PERMANENCE TO A CHRISTIAN DEVELOPMENT PRESENCE IN NEPAL.

- 1 The role of UMN in this presence.

7 Preparation of Statement

The Sub-Committee is recommending several persons be asked to write the different sections of the statement.

- A-1 Jim Dressman
Howard Barclay
Erling Wennemyr
A-2 Wilbert Shenk
Michael Roemmele
Vinay Samuel
A-3 Al Schlorholtz
A-4 Brian Wintle
Loknath Manaen
A-5 Chris Sugden
A-6 Howard Barclay

The content for sections B, C, D and E should be prepared from the responses to the questionnaire dated January 13, 1989, and future discussions of the Board of Directors, Executive Committee and Sub-Committee on Nepalisation.

It was suggested that David Claydon be asked to prepare a draft statement from the written documents mentioned above by September 30, 1989. The Member Bodies that have not responded to the questionnaire should be sent a reminder to send their response.

8 Follow-up

It was agreed Howard Barclay and Richard Clark should coordinate the preparation of this statement.

The next meeting of the Sub-Committee will be on November 16, 1989.

Ronald Yoder
Recorder
April 27, 1989

RY/ake

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	ED	Executive Director
AED	Assistant to the Executive Dir		

COORDINATING COMMITTEE MINUTES

April 19, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Graeme Gugerl, Gareth Wardell*, Annette Britton*, Trevor Strong, David McConkey, Wynn Flaten, Jim Alexander

* present at parts pertaining to them

CC-47/89 Confirmation of Minutes

The Minutes of the ECC, March 1989 and CC, March 23, 1989 were approved.

CC-48/89 New Offers of Service

Peter & Arlene Block, Surgeon & Laboratory Technician, MCC, USA. It was RESOLVED to accept their offer of service to the UMN, with the hope of them being able to arrive already in July 1989.

Paul & Ruth Doherty, Nurse/Health Educator & Social Worker, CMS, UK. It was RESOLVED to accept their offer of service to the UMN. They hope to be part of the August 1989 LOP.

Risto & Martje Gobius, Doctor/Medical Administrator & Homemaker, CMS, Australia. It was RESOLVED to accept their offer of service. They hope to be part of the August 1989 LOP.

Suzanne Linnell, Administrative Secretary, BMS, UK. It was RESOLVED to accept her offer of service, with the hope of her coming earlier than February 1990.

Emma Montgomery, Teacher, PCI, UK. It was RESOLVED to accept her offer of service to the UMN. She hopes to arrive in July 1989.

CC-49/89 Assignments

Larry Asher to the Health Instructor post, Karnali Technical School, Jumla, with the understanding of loaning him to the post of Consultant at TEVTC, Kathmandu, CCC-2/89.

Janet Cartledge as Staff Nurse, Patan Hospital.

Linda McKee as Ward Sister, Tansen Hospital.

CC-50/89 Reassignments

Sandra O'Donnell from Patan Hospital to Tansen Hospital as Staff Nurse/Ward Sister.

Val Tuffin from Nursing Campus as Tutor, to Tansen Hospital as Staff Nurse/Ward Sister.

CC-51/89 Appointments

Vivienne Fletcher as ASO, Andhi Khola.

Margreet Korstanje as ASO, Jumla.

CC-52/89 Resignations

Ben & Verna-Marie King, World Concern, USA. It was RESOLVED to accept their resignation.

Ann Lycett, Interserve. It was RESOLVED to accept her resignation.

CC-53/89 Actions on Forthcoming Furloughs

The following personnel have left/are leaving Nepal soon on home leave. It was RESOLVED to thank them for their service with the UMN and invite them to return providing a suitable post is available.

John-Axel and Gullvi Almgren, Leiv and Mary Boyum, Alan Butler, Elspeth Findlay, Kevin and Sharon Gill, Raija Hannila, Mark and Darlene Keller, Stephen and Margot Longley, Heike Ludwig, Dale Nafziger, Katie Norris, Gillian Norval, Rut Peterson, Helena Pietinen, Jeff and Sue Rollins, Keith and Heather Smith, Aart and Ineke Stolk, Gordon and Ruth Russell, David and Elspeth Truss, Greet and Klaas Warmels, Ulla-Britt Wennemyr.

The following personnel have left/are leaving Nepal soon and have no definite plans to return, at the present time. It was RESOLVED to thank them for their service with the UMN and encourage them to apply again in the future.

Joan Barker, Cathie Barlow, Robert Bradshaw, Maarten van den Dool, Alison Golding, Cathy Gowans, Joy Gowdy, David and Donna House, Raimo and Maarit Härkönen, Sabina Häusler, Gudrun Isen, Göran and Lotta Kurlberg, Colin and Sue Law, Peter Lockwood, Hans and Ingrid Olofsson, John and Wanda Watkins, Joop and Janna de Zwaan.

The following personnel have left/are leaving Nepal at the end of assignment, health reasons, retirement etc. It was RESOLVED to thank them for their service with the UMN.

Lynne Davies, Gene and Jane Glassman, Ben and Verna-Marie King, Bill and Wanda Lovett, Ann Lycett, Wendy Moore, Raymond and Barbara Reeves, Al and Peggy Schlorholtz, Kate Skinner, Trevor and Patricia Strong, Ernie and Vangy Thiessen, Tim Thomas and June Thomas-son, Pirjo Törnroos, Nora Vickers, Frank and Anita Younkin.

CC-54/89 Walking Allowance CCC-10/89

It was RESOLVED to approve the amended Walking Allowance as below, to come into effect from Shrawan 1, 2046.

"If an employee must walk from the office to reach his location of work, an allowance will be paid for each kosh walked, if the walking is more than one kosh, according to a distance chart held in the project/programme office." NRs 6 per kosh.

CC-55/89 UMN Funding of Tutorial Groups and KISC FC(1)-7/88, EC(1)-18/88, ECC-87.a,b/88, FC(2)-10/88, CC-11/89, CC-18/89, ECC-33.2/89

The requested capital fund guidelines for Tutorial Groups and KISC were presented by the ES. It was RESOLVED to recommend them to the FC, as below.

- 1 "That the groups be allowed to choose whether they levy capital fees as an initial fee on joining the group or build it into their regular fee structure as a distinct item.
- 2 That groups can request UMN assistance for unusual expenses which can be defined as:
 - a) setting up a new group, when to do so unaided would mean setting unreasonably high fees, comparing them to other alternative schooling options in Nepal;
 - b) purchasing major capital items e g school bus, which could not be funded by the group.

The CC will decide if the request is in fact an "unusual expense".

- 3 That UMN assistance be a grant or, if it is a question of cash flow, a loan until fees come in to cover the expense.
- 4 That requests for assistance should be made at the budgeting time of year and must be accompanied by the group budget which will indicate that the group is, in fact, making provision for other capital expenditure.
- 5 Capital items purchased will belong to the group and if it is dissolved, such items may be offered to other groups which could use them. The decision on reallocation will be taken by the ES. If no group needs the item it will become the property of the UMN project where the original group was."

CC-56/89 Training & Scholarship Programme Funding FC(2)-2.d/88

As of request from last FC meeting, the ES outlined a proposal on TSP funding. It was RESOLVED to present the following recommendation to the FC.

"That the Training and Scholarship budgets be based on the estimated annual expenditures and the income needed to meet those expenditures.

That the Programme's financial reporting reflect the actual annual expenditures. That a footnote disclose the breakdown of estimated future costs (on an annual basis) needed to complete the commitment to all students on scholarship at the end of the fiscal year.

That funds be raised enough in advance so as have a reserve sufficient to cover six months of the Programme's cash needs."

CC-57/89 UNFDAC/DAPP Proposal CC-207/88

An update on the UNFDAC/DAPP proposal on channeling of funds was received for information. The funds will be channelled from UNFDAC direct via UNDP to appropriate agencies, in line with the recommendation made previous. The UMN/DAPP Director will only function as co-signatory for the release of funds on behalf of UNFDAC.

CC-58/89 EC Agenda CC-44/89

The EC agenda material listed below was presented for input, and it was RESOLVED to forward it to the FC/EC.

- a) Draft of General Agreement
- b) Study on Moratorium of Non-Asian Missions
- c) Proposed Amendments to the Bye-Laws
- d) Small Groups at BD Meetings
- e) FC Agenda
- f) UMN Consolidated Budget 1989/1990

CC-59/89 HQ/MSP Additional Vehicle

The offer to HQ/MSP of a vehicle, Suzuki SJ410V, was considered. It was found not to be suitable for the expected usage, and the offer was therefore declined.

CC-60/89 Revised DCS Budget 1989/1990

The revised ITID Board approved DCS budget 1989/1990 was presented. It was RESOLVED to forward it to the FC/EC. The budget reflects the changes due to eliminating the separate Materials Development Programme. Also added to the budget was an additional NRs 200,000 remote area transportation subsidy to STMP. In addition an explanatory paper, concerning STMP being used as an extension programme by DCS to disseminate information and/or technology developed by DCS was asked for, to present to the FC/EC.

CC-61/89 Future of BPF Forestry Programme ECC-36.3/89 c), 3)

The BPF Forestry Programme Plans 1989/1991 and Revised Budget 1989/1990 were received. It was RESOLVED to recommend them to the FC/EC with a cover sheet, prepared by the AEIDS, setting out the implications of the planned changes. It was noted that the amount invested by BPF in the BPF Forestry Programme will need to be considered in any proposal to separate the Forestry Programme from the Private Limited Company.

CC-62/89 Continued UMN Involvement in BPF and BWI ECC-36.3/89 1)

As requested, the AEIDS presented a written justification of UMN's continued involvement in BPF and BWI to CC, for information. However, additional comments on the different options are needed, before presenting any proposal to the EC. The EIDS was requested to seek the advice of the Industrial Policy Advisory Group and bring a recommendation to the CC for recommendation to the proposed EC extraordinary meeting in mid 1989. In the meantime, it is understood that BPF and BWI live within their financial means until any further decision has been taken.

CC-63/89 BTI Expansion Programme ECC-36.4/89

Amendments to the Capital Funding and Training Subsidy Requests, approved in ECC, were brought from the ITID Board to the CC. It was RESOLVED to recommend that the FC/EC approve in principal to seek funds up to NRs 1,200,000 for upgrading the training of apprentices, provided that

- 1) the proposal has the support of BTI, the Butwal companies associated with training and the ITID Board;
- 2) the CC gives final approval of plans and budgets before funds are made available.

CC-64/89 Okhaldhunga Hospital Estimates

The Assistant to the HSS updated the CC on the Okhaldhunga Hospital building estimates and drawings. The less expensive alternative with framed structure and less cement is recommended by the DCS engineer. It was RESOLVED to recommend to the FC/EC a amount of NRs 6,000,000 be included in the 1989/1990 budget. The sum is also expected to cover the equipment purchase of NRs 525,000.

CC-65/89 Nursing Campus' Communication System

In order to equip the NC with a communication system, totalling to NRs 100,000, it was RESOLVED to approve a supplementary budget of NRs 70,000. NRs 30,000 has previously been budgeted for in the 1988/1989 budget.

CC-66/89 Responsibilities within the Health Services Department

There was discussion on the post of AHSS having specific responsibility for community health and field based programmes. This was referred back to the ED/HSS for action. It was felt this responsibility is delegated to the HSS.

CC-67/89 Dates of CC Meetings

The next CC Meetings will be held on

Wednesday, May 10, 1989

Wednesday, June 7, 1989

CC-68/89 Proposed Dates of ECC Meetings

The DSs were asked to give preferences to the AED of the ECC meetings below

Friday, September 1, 1989

Tuesday, September 5, 1989

Thursday, September 7, 1989

Monday, September 11, 1989

Wednesday, September 13, 1989

Tuesday, September 19, 1989

Education

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Indust Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	ED	Executive Director
AED	Assistant to the Executive Dir		

COORDINATING COMMITTEE MINUTES

March 23, 1989

Present Howard Barclay, Anders Kammensjö, Lynn Miller, Colin Law*, Graeme Gugerl, Annette Britton*, Trevor Strong, David McConkey, Lionel Mackay, Wynn Flaten

* present at parts pertaining to them

CC-27/89 Confirmation of Minutes

The Minutes of the CC meeting, February 9, 1989 were approved with the amendment of the assignment of Keith Speers in CC-15/89 to read as follows: "Systems Analyst, HQ, Kathmandu".

CC-28/89 New Offers of Service

Jan Abarbanel, Management Consultant, TEAR Fund, Netherlands. It was RESOLVED to accept his offer of service to the UMN for a period of two years. He expects to arrive in August 1989 for shortened language orientation.

Janet Cartledge, Nurse/Midwife, MCOD, UK. It was RESOLVED to accept her offer of service to the UMN. She hopes to be part of the August 1989 LOP.

Douglas Lygo, Accountant/Business Manager, MCOD, UK. It was RESOLVED to accept his offer of service, and to encourage him to join UMN by October 1989.

John & Sally Padgett, Doctor & Physiotherapist, Interserve, Australia. It was RESOLVED to accept their offer of service. They hope to be part of the August LOP.

Antti Turakka, Forester, FELM, Finland. It was RESOLVED to accept his offer of service. He hopes to be part of the August 1989 LOP.

John Vandenberg, Rural Income Generation Advisor, MCC, Canada. It was RESOLVED to confirm the acceptance of the CC Reporting on January 23, 1989 of his offer of service to the UMN. He joined the January 1989 LOP.

CC-29/89 Clarification on CC Approval of New Appointees

As a consequence of the new visa procedures, CC approvals of new offers of service are all pending HMGN approval. The Sending Bodies should be made aware of this.

CC-30/89 Assignments

Alie Bulten as Teacher Trainer, TU, Jumla Campus, pending approval of the UMN - TU Letter of Understanding.
Andrew Coombe as Agriculture Extension Worker, KTS, Jumla, short term.
Norman & Maija Holbrook as Agricultural Instructor, KTS, Jumla.
Wim & Maija Korstanje as JUMP Technical Engineer, Jumla.
Helen Parsons as Consultant Librarian, Education-HQ.
Chun Sim (Ruth Lee) as Nurse/Anaesthetist, Patan Hospital.
Kerstin Westbacke as Dentist, CDHP Lalitpur.

CC-31/89 Matters regarding Reassigning Appointees

The CC Meeting clarified that Appointees returning from a furlough less than six months, need not be reassigned if they are resuming their previously held post.

CC-32/89 Reassignments

Irmeli Meriläinen as Dentist to Tansen Hospital from Patan Hospital.
Gary & Debbie Parkes as General Practitioner/Surgeon to Amp Pipal Hospital from Patan Hospital.

CC-33/89 Relocation of Assignment

Gordon & Ruth Russell to Himel Hydro, Arun III (Gordon), and to CDHP, part time (Ruth).

CC-34/89 Resignation

Ernie & Vangy Thiessen, Irrigation Engineer, BPC, Andhi Khola. It was RESOLVED to accept their termination of service, as advised by MCC. It was noted that they will stay in Nepal until May 10, 1989, to have time for collection of data for Ernie's research.

CC-35/89 Matters regarding Relocating Appointees

It was clarified that when Appointees are seconded to a UMN company, they are also assigned to a specific location. UMN Administration approval is required before an Appointee can be relocated. However, it is also important that the Sending Bodies understand that flexibility is needed when dealing with the UMN Companies.

CC-36/89 Unassigned Spouses

As of Appointees Manual 50.6.3, spouses without formal assignment are able to request that they be affiliated with one of the UMN departments. Such affiliation would give the DSs opportunity to approach spouses for various areas of service on a voluntary basis. Information from the department would also be distributed to such affiliated spouses. As well they would take part in voting for Appointee Representative of the department.

It was RESOLVED that the ED send a circular to all unassigned spouses, reminding them to write to the DSs if they wish to be affiliated with one of the UMN departments.

CC-37/89 Communication Channels for Appointees

When problems arise, the Appointee should first approach the UMN Administration with their concerns, before contacting their Sending Body. Similarly, Sending Bodies should be encouraged to ensure that their Appointees first consult with the UMN Administration, before approaching their Sending Body.

CC-38/89 CC Authority for Supplementary Budgets

In the old Bye-Laws, section X.C.14.b, authority was given to the CC to "also approve the amount needed when the breakdown of a capital item demands immediate replacement, and respond to emergencies as seem to appropriate to the Committee." This has been left out of the new Bye-Laws, inadvertently.

It was RESOLVED to propose to the FC that the above authority be restored to the CC by means of a FC/EC Minute.

CC-39/89 Research Guidelines and Editorial Service for UMN

Over the years a number of research activities have been carried out, resulting in a substantial production of papers and articles. In order not to lose valuable information and experience gained, there is a need to trace studies/researches done in the past and bring them into a format available to others. Assistance to people doing research, or preparing written material, is also needed.

It was RESOLVED to request MSP Director to incorporate the above mentioned tasks (except the methodology part of research assistance) in the job descriptions of the Archives Secretary and the Publications Officer. The Personnel department was also requested to search for suitable personnel.

CC-40/89 Level of Nepalisation

Coming out of the recent CC retreat, it was RESOLVED that the ED, AED and PS put together a presentation to the EC on the level of nepalisation, and relationship with the Church and HMGN.

CC-41/89 Okhaldhunga Project Budget 1989/1990

The Okhaldhunga Project Budget 1989/1990 was presented by the TR. It was RESOLVED to present it to the FC.

CC-42/89 MSP Computer Capital Budget 1989/1990

The MSP Computer Capital Budget 1989/1990 was presented and it was RESOLVED to present it to the FC.

CC-43/89 Andhi Khola Project Bank Signatories CCE-3/88, CC-76/88

The Andhi Khola Project bank signatories of Rastria Banjiya, Galyang, account no 46, was changed to read as follows, with any two signing jointly:

AKP Director
AKP Engineer
AKP Administrative Assistant
BPC Project Engineer
UMN Treasurer

CC-44/89 EC Agenda

The draft EC agenda was highlighted by the AED for input from the CC. The following was dealt with:

- a) It was RESOLVED to recommend to EC that the present Church representatives to the UMN BD be re-elected.
- b) A progress report was received from the Women's Interest Group, and it was RESOLVED to forward it to the EC with minor changes.
- c) In order to clarify the purpose of the small group discussions at the BD Meetings, as well as procedure of dealing with proposals arising out of them, this item was added to the EC Agenda.
- d) It was RESOLVED to recommend EC to change clause no 34 in the Appointees Manual to read as follows:

"34.0 AMENDMENTS

34.1 Clauses in this Manual originating from the current Constitution and Bye-Laws may be amended only in accordance with the Constitution and Bye-Laws.

34.2 The other sections of this Manual will be amended by the Personnel Secretary after necessary action by the Coordinating Committee and authorised parties."

- e) The proposal of having a theme for the BD Meeting will be discussed at the CC Reporting Session on March 27, 1989, and forwarded to the EC.

At the next CC Meeting the following should be presented, in order to be forwarded to the EC Meeting in April:

- a) First Draft of General Agreement, ED.
- b) Actions on Appointees leaving for furlough/end of term, PS.
- c) Update of Planning & Reporting, PS.
- d) Paper on the Moratorium, ED.
- e) Proposed amendments to the Bye-Laws, AED.

CC-45/89 UMN Consolidated Budget 1989/1990

The first draft of the UMN Consolidated Budget 1989/1990 was presented for information.

CC-46/89 Date of CC Meetings

The next CC Meetings will be held on

Wednesday, April 19, 1989
Wednesday, May 10, 1989
Wednesday, June 7, 1989

UNITED MISSION TO NEPAL
EXTENDED COORDINATING COMMITTEE
MINUTES

February 28, 1989
March 3, 1989
March 8, 1989
March 10, 1989
March 15, 1989
March 16, 1989

INDEX
EXTENDED COORDINATING COMMITTEE MINUTES
February 28, March 3, 8, 10, 15, 16, 1989

HEALTH SERVICES

Coordination of Consultants regarding Planning & Reporting	ECC-6/89
Drug Abuse Prevention Programme	ECC-12/89
Evaluation & Planning Advisor	ECC-4/89
Gorkha Project	ECC-17/89
Lalitpur Community Development & Health Project	ECC-11/89
Medical Coordinator	ECC-3/89
Medical Supplies Department	ECC-15/89
Mental Health Programme	ECC-13/89
Nursing Campus	ECC-14/89, ECC-49/89
Nutrition Consultant	ECC-5/89
Okhaldhunga Hospital and Primary Health Care Programme	ECC-24/89
Oral Health Programme	ECC-18/89
Palpa Project	ECC-16/89
Patan Hospital	ECC-23/89
Seconded Workers	ECC-1/89
Training & Manpower Consultant	ECC-2/89

EDUCATION

Business School	ECC-29/89
Development Communication Productions	ECC-34/89
Gandaki Boarding School	ECC-25/89
Jumla Project	ECC-30/89, ECC-50/89
Linguistic Consultant	ECC-53/89
Language & Orientation Programme	ECC-31/89, ECC-52/89
Librarian Consultant	ECC-26/89
Non-Formal Education Support Programme	ECC-32/89, ECC-51/89
Teacher Training	ECC-27/89
Training & Scholarship Programme	ECC-28/89
UMN Children's Education Support Programme	ECC-33/89

ENGINEERING & INDUSTRIAL DEVELOPMENT

Andhi Khola Project	ECC-38/89
Assistance to Devkota Non-Ferrous Metals	ECC-41/89
Butwal Project	ECC-35/89
EID Post List	ECC-44/89
Gobar Gas Shares Handover	ECC-43/89
Industrial Development Action Plan	ECC-40/89
Industrial Development Coordinator	ECC-37/89
Institute of Technology & Industrial Development	ECC-36/89
Jhimruk Project	ECC-39/89
New Apprenticeship Training Centre	ECC-42/89

RURAL DEVELOPMENT

Okhaldhunga Rural Development Programme	ECC-21/89
Performing Arts Troupe	ECC-22/89
Rural Development Centre	ECC-19/89
Surkhet Project	ECC-20/89
Women's Interest Group	

HEADQUARTERS AND MISSIONWIDE SUPPORT PROJECTS

Different Titles in Post Lists	ECC-10/89
Expatriate Posts' Salary Level	ECC-9/89
Headquarters Project	ECC-7/89, ECC-48/89
Missionwide Support Project	ECC-8/89, ECC-45/89, ECC-46/89, ECC-47/89

ABBREVIATIONS USED

BD Board Meeting
EC Executive Committee
FC Finance Committee
ECC Extended Coordinating Committee
CC Coordinating Committee
ED Executive Director
AED Assistant to the Executive Director
PS Personnel Secretary
TR Treasurer
DS Department Secretary
HSS Health Services Secretary
ES Education Secretary
EIDS Engineering & Industrial Development Secretary
RDS Rural Development Secretary

EXTENDED COORDINATING COMMITTEE MINUTES
February 28, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Gugerl, Personnel Secretary
David McConkey, Education Secretary, absent
Lionel Mackay, Engineering & Industrial Development Sec
Jim Alexander, Rural Development Secretary
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Graham Toohill, Health Services Representative*
Colin Law, Missionwide Support Project Representative*
Stina Ullberg, Training & Manpower Advisor*
Annette Britton, Medical Coordinator*
Dave Stevens, Planning & Evaluation Advisor*
Miriam Krantz, Nutrition Consultant*
Keith Smith, Missionwide Support Project Director*

* present at parts pertaining to them

Devotions were led by Graham Toohill.

HEALTH SERVICES

ECC-1/89 Seconded Workers

- 1.1 The Annual Plan & Budget 1989/1990 were highlighted by the AHSS. It was RESOLVED to present them to the FC/EC.
- 1.2 Emphasis on Secondments In line with the earlier emphasis on Appointees being seconded rather than working within UMN programmes, it was proposed that the Health Services seek further possibilities of secondments in contacts with Ministries, and report back to the September 1989 ECC.

ECC-2/89 Training & Manpower Advisor

- 2.1 The Mini PMC Minutes were received as information. The importance of communication between Health Services and the Rural Development Secretary regarding health-related training and manpower needs was emphasised.
- 2.2 The Annual Plan 1989/1990 was highlighted and it was RESOLVED to present this for approval to the EC. The budget will be covered under MSP.

ECC-3/89 Medical Coordinator

- 3.1 The Annual Plan 1989/1990 was presented by the Medical Coordinator. The need for coordination between the Medical Coordinator, Personal Counsellors, Psychiatrist, PS and DSs was noted, including the need to respect confidentiality. A progress report was requested for presentation at the September 1989 ECC.

It was RESOLVED to present the plan to the EC with the following amendment in relation to the status of the Medical Coordinator:

"The Medical Coordinator will relate administratively to the PS, while retaining confidentiality of all medical information. Professionally the Medical Coordinator will relate to the Health Services Department. It is understood that the Medical Coordinator has a missionwide consultant role."

- 3.2 The Job Description of the UMN Expatriate Medical Coordinator was received with gratitude, in response to the request of ECC-81.2/88. It was RESOLVED to approve the job description with the proposed amendments.

ECC-4/89 Planning & Evaluation Advisor

- 4.1 The PMC Minutes were received for information.
- 4.2 The Long Term Plan was presented by the Planning & Evaluation Advisor, and it was RESOLVED to forward it to the EC. It was noted that the formal evaluation of the Planning & Evaluation Section is completed. The absence of a time scale of the Long Term Plan was noted.
- 4.3 The Annual Plan 1989/1990 was received and it was RESOLVED to present this to the EC. The recurring budget will be covered under MSP.
- 4.4 Supplementary Capital Budget Request 1988/1989 for an AT Computer of up to NRs 91,000. It was RESOLVED to approve the budget request. The Planning & Evaluation Advisor, the TR and the Systems Analyst will consult together on the appropriate type of hardware to be purchased.

ECC-5/89 Nutrition Consultant

- 5.1 The Mini PMC Minutes were received as information.
- 5.2 The Bi-Annual Plans 1989/90, 1990/91 were presented by the Nutrition Consultant. The need to seek an expatriate or Nepali counterpart to work alongside the Nutrition Consultant was once more expressed, as there are many openings and areas of work to cover. It was RESOLVED to present the plans along with the budget for 1989/90 to the FC/EC.

ECC-6/89 Coordination of Consultants regarding Planning & Reporting

Opinions on the bringing together, planning and reporting of the various Health Services' consultants and programmes into one document were expressed. It was requested that instead of each programme bringing their specific plan/report to ECC separately, a coordinated overall plan/report should be presented at future ECC meetings.

ADMINISTRATION

ECC-7/89 Headquarters Project

- 7.1 Long Term Plans & Parameters 1989 - 1992 for further development of computerisation were approved as a working document and fully discussed.
- a) Objectives It was clarified that the Information Processing Committee would be replaced by an advisory group to the Systems Analyst, with the Systems Analyst reporting to the TR. The advisory group will assist the Systems Analyst in developing policy regarding computer hardware selection and software selection/application. It will act as a technical reference group for the Systems Analyst. All proposed policy and budgets will be brought to CC for approval.
- b) Personnel Following the caution expressed over the expansion of personnel, the need to know what kind of services are available in the bazaar was emphasised. It was RESOLVED to reduce the personnel plans to one expatriate Systems Analyst post and one Nepali Computer Hardware Technician post at level 5/6 in the planning for 1989/1990.
- c) Appropriate Level of Computerisation The Systems Analyst and the TR were requested to prepare a statement setting out the desired level of computer application in the various departments (missionwide as well) and report back within these ECC Meetings.
- 7.2 The HQ Plans 1989/90 were received. It was RESOLVED to present them to the EC with the addition of a brief summary of the IPC relating to the TR, and the organisation of the computing work under the TR.
- 7.3 The HQ Post List was presented and approved with a number of amendments. The addition of a Development Coordinator post in Rural Development was approved, to be reviewed at the March 1990 ECC.

ECC-8/89 Missionwide Support Project

- 8.1 The Annual Plans and Post List for 1989/90 were presented by the Project Director. It was RESOLVED to approve them for presentation to EC with the addition of the post of a half time expatriate Guest House Coordinator. A review of the level of the Receptionist was requested by the ECC.
- 8.2 The Recurring Budgets for 1989/90 were presented by the Business Manager and RESOLVED to be presented to the FC/EC.
- 8.3 The MSP Capital Budget 1989/90 will be presented later on within the ECC meetings together with a vehicle request.
- 8.4 Supplementary Budget It was RESOLVED to approve the following supplementary budget:
- 8.5 Kathmandu Housing Allowances It was RESOLVED to approve an increase in the Kathmandu housing allowances as from Shrawan 2046 by approximately 15 % as follows:

Security Grills on HQ Building	NRs 30,000
Reconstruction of Wall behind HQ Building	NRs 20,000

Singles/Couples	NRs 2,300
2 Singles/Couples with 1 child	NRs 2,700
2/3 Children	NRs 3,700
4 Children or more	NRs 4,000

1st Child over 10 years gets additional	NRs 500
2nd Child over 10 years gets additional	NRs 300

Maximum Housing Allowance Paid by UMN	NRs 4,500
---------------------------------------	-----------

ECC-9/89 Expatriate Posts' Salary Level

It was RESOLVED not to show the equivalent salary level for expatriate posts when presenting the post lists together with the plans. These levels are for budgeting purposes only.

ECC-10/89 Different Titles in Post Lists

To avoid confusion, it was requested that the official titles in the project post lists be adjusted as closely as possible to the post list submitted to the HMGN.

EXTENDED COORDINATING COMMITTEE MINUTES
March 3, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer, absent
Colin Law, Assistant to the Treasurer
Graeme Guger, Personnel Secretary
David McConkey, Education Secretary, absent
Lionel Mackay, Engineering & Industrial Development Sec
Jim Alexander, Rural Development Secretary
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary
Paul Seefeldt, Administrative Assistant to the HSS*
Graham Toohill, Health Services Representative
Shyam Ranjit, Lalitpur CDHP Project Director*
Stephen Longley, Lalitpur CDHP Administrative Officer*
Uli Köhler, Drug Abuse Prevention Programme Director*
Eric Blakebrough, Co-Opted Member*
Chris Wright, Mental Health Programme Director*
Bishnu Rai, UMN Nursing Campus In-Charge*
Geeta Pradhan, UMN Nursing Campus Administrative Officer*
John Watkins, Medical Supplies Department Director*

* present at parts pertaining to them

Devotions were led by Shyam Ranjit.

HEALTH SERVICES

ECC-11/89 Lalitpur Community Development & Health Project

- 11.1 The PMC Minutes were received and the following items were brought to the ECC:
- a) Earthquake Relief In relation to CC-191/88 it was clarified that CDHP is not to request the grant of NRs 20,000, as the loan of NRs 80,000 has already been made available, being one of the two alternatives asked for.
 - b) UMN Annual Plans 1988/1989. It was noted that the CDHP Long Term Plans 1987/1990 submitted to the last EC were out of date and had been superseded by the parameter revisions.
 - c) SOWR It was noted that changes to the SOWR may be proposed at Project level and approved by the DS concerned.

- 11.2 The Summary Annual Plan 1989/1990, which is the last plan of the previous long term plan, was presented by the CDHP Project Director. It was RESOLVED to present it to the EC. It was highlighted that a minor increase in staff will take place provided that full clearance is given to carry out the "School Oral Health Promotion Programme for Nepal". This is to promote oral hygiene in school-aged children in Lalitpur, and will be funded by WHO.
- 11.3 The Post List was received and it was RESOLVED to present it to the EC with the following amendments:
- a) Development Coordinator It was RESOLVED to create the new post of Development Coordinator, which will run alongside the expatriate post of Development Facilitator for the next term of service.
 - b) Forester Due to difficulties in justifying an additional post of Forester under a health programme, it was RESOLVED to hold the present post of Community Development Worker, with the understanding that the emphasis of this post will be on forestry.
 - c) The Health Educator Consultant was changed into the post of Education Consultant.
- 11.4 The Annual Budget 1989/1990 was presented by the CDHP Administrative Officer and it was RESOLVED to present it to the FC/EC with additional explanatory notes.
- 11.5 The Area Services Budget was received and it was RESOLVED to present this to the FC/EC.
- 11.6 The Long Term Plan 1990 - 1995 together with a Post List for the same period of time were presented by the CDHP Project Director, as requested in ECC-8/88, ECC-61.3/88 and ECC-77/88. Gratitude was expressed for this document, and it was RESOLVED to present it to the EC, with the request to include the sub-goal of deliberately working on the dispersion of good reading material in relation to literacy work.
- A policy discussion followed on UMN withdrawing and HMGN taking over responsibility for the running of the Health Posts. It was felt that the range and quality of service, carried out through the network of CDHP Health Posts, provided an important platform of credibility for our other activities within the area.
- 11.7 The Long Term Budget 1990 - 1995 was approved in principal and it was RESOLVED to present it to the FC/EC. Prior to the long term plan and budget being presented to the FC/EC, further input from administration and staff is needed on the proposal of moving CDHP's Central Office to Chapagaon. CDHP was also encouraged to review their administrative and organisational structure, including geographical dispersion, with a view to bringing back some thoughts at the September 1989 ECC.

- 11.8 Appreciation was expressed by the CDHP Project Director towards the Administrative Officer and Acting Health Manager for their contribution, especially in relation to drawing up the Long Term Plans.

ECC-12/89 Drug Abuse Prevention Programme

- 12.1 The Mini PMC Minutes were received for information.
- 12.2 The Annual Plan 1989/1990 was presented together with a proposal for UMN/DAPP involvement in Urban Youth Development. This would be a continuation of the present DAPP programme which is winding down, in accordance with the original timetable and planning concepts, when it started in 1984. Support was expressed on the feasibility of a continuation of DAPP with a different emphasis, by the Director of the successful British drug abuse prevention programme Kaleidoscope.

It was RESOLVED to present the Annual Plan to the EC and that the programme should continue with a shift in its philosophy into youth development in a wider social sphere, rather than simply drug abuse prevention, thereby addressing the root causes of the problem. The Director of Kaleidoscope was also encouraged to assist in searching for a new Programme Director for DAPP.

- 12.3 The Budget 1989/1990 was highlighted and it was RESOLVED to present it to the FC/EC. It was noted that the 30 % increase of the budget item "Material Assistance" is due to the acquisition of a urine testing facility to be donated to one of the NGOs providing after-care facilities.

ECC-13/89 Mental Health Programme

- 13.1 The Mini PMC Minutes were received for information. It was noted that the Mini PMC meeting may call in the TR and the PS for relevant parts, to have their input.
- 13.2 The Annual Plans and Budget 1989/1990 were received. The new developments in HMGH Mental Health Services of an extension to Pokhara as well as the new mental health training aspect for Health Worker Tutors at IOM were highlighted. It was suggested that the budget item for drugs to CDHP be transferred in total to the CDHP budget. It was RESOLVED to present the annual plans and budget to the FC/EC.
- 13.3 Expatriate Mental Health Needs Clarification was sought on the place of commitment to expatriate mental health needs. It was RESOLVED that this commitment should be recognised as an important one, but separate from the UMN Mental Health Programme. This activity may be covered in the job description concerned of the Consultant Psychiatrist.

ECC-14/89 Nursing Campus

- 14.1 The PMC Minutes were received together with a progress report on the subject of making the campus a separate unit under IOM.
- 14.2 The Plans and Budget 1989/1990 together with the Personnel List were presented by the NC In-Charge. It was RESOLVED to present them to the FC/EC with the following additions:
- a) Construction of a drying place
 - b) Construction of a path way
 - c) Construction of a gate house
 - d) Construction of a play ground

These items were approved on the basis that a feasible budget is submitted within these ECC meetings, to be finalised prior to the FC/EC. It was also questioned whether the budget should cover any registration cost in connection with the land transfer.

- 14.3 The Supplementary Budget 1988/1989 for purchase of a communication system is to be presented when estimated costs have been calculated.

ECC-15/89 Medical Supplies Department

- 15.1 The Management Advisory Committee Minutes and the Director's Report were received for information.
- 15.2 The Summary Annual Plan and Recurring Budget 1989/1990 were presented and it was RESOLVED to present them to the FC/EC. The ECC was informed about a possible replacement of the MSD Director.

EXTENDED COORDINATING COMMITTEE MINUTES

March 8, 1989

UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Gugerl, Personnel Secretary, absent
Gareth Wardell, Assistant to the Personnel Secretary
David McConkey, Education Secretary, absent
Lionel Mackay, Engineering & Industrial Development Sec
Jim Alexander, Rural Development Secretary
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary
Graham Toohill, Health Services Representative
Dave Williams, Hospital Director, Tansen Hospital*
Henk Blom, Administrative Officer, Palpa*
Alan Young, Medical Director, Amp Pipal Hospital*
Ian Smith, CHP Director, Gorkha*
Winnie Lau, Business Manager, Gorkha*
Debbie Mitchell, Business Manager, Gorkha*

* present at parts pertaining to them

Devotions were led by Henk Blom.

HEALTH SERVICES

ECC-16/89 Palpa Project

- 16.1 The Expanded Palpa PMC Minutes were received as information. The need for a clear distinction between the role of the Project Director and the ASO, with regard to personnel matters within the project was discussed. It was noted that the job description of the Project Director is defined by each project in consultation with the appropriate DS. Therefore, the Project Director's role in different projects may vary to suit the particular project. It was proposed that the DS and the Management Consultant work together to clarify the roles of the Project Director and ASO in Palpa project.
- 16.2 The Summary Annual Plan 1989/1990 was presented by the Hospital Director and the Administrative Officer and it was RESOLVED to present it to the EC.
 - a) Hospital Expansion Considerable discussion took place about the pressures from the heavy out-patients department attendance and the excessive work load also in the in-patients service. It was noted that the policy adopted to restrict the registration of out-patients had caused serious problems in public relationships especially in the Tansen bazaar. Serious discussion took place concerning the possibility of a modest expansion of the bed capacity from its present 100 to 125 or 150 beds, as a possible solution to this problem.

It was RESOLVED that the Hospital Director prepare a proposal for such expansion of the hospital and request permission from the EC Chairman to present this to the EC in person.

- b) Hospital Parameters It was further RESOLVED to approve the increase of 1 expatriate and 10 Nepali personnel to the hospital staff, beyond the current parameters.
- c) Support of UMN Hospitals While it was accepted that the support of primary health care and preventative medicine is important, it was suggested that the attention of the UMN Board Members be drawn to the need for strong reassurance that ongoing support and commitment will continue to be given to UMN hospitals.

- 16.3 The CHP Post List was received and it was RESOLVED to present this to the EC.
- 16.4 The Project Post List was received and it was RESOLVED to present this to the EC.
- 16.5 The Tansen Hospital Recurring Budget 1989/1990 was highlighted by the Administrative Officer. There was discussion regarding the level of subsidy required and the need to review and/or restate our present guideline to the hospital. Input from the FC was requested. It was RESOLVED to present the budget to the FC/EC.
- 16.6 The Tansen Hospital Capital Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 16.7 The Palpa CHP Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 16.8 The Palpa Area Services Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 16.9 The Palpa Guest House Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 16.10 The Palpa Language Budget 1989/1990 was received for information.
- 16.11 The Palpa Tutorial Group Budget 1989/1990 was received for information.

ECC-17/89 Gorkha Project

- 17.1 The Amp Pipal PMC minutes were received for information and minor amendments noted. It had been proposed that all PMC meetings for Gorkha should now take place in the project and this was noted.
- 17.2 The Amp Pipal Hospital Summary Annual Plan 1989/1990 was highlighted by the Medical Director and it was RESOLVED to present this to the EC.

- 17.3 The Amp Pipal Hospital Post List was presented and changes noted. It was RESOLVED to present this to the EC.
- 17.4 The CHP Summary Annual Plan 1989/1990 was highlighted by the CHP Director. Desire to work more closely and develop relationships with government officials was noted. It was RESOLVED to present the plan to the EC.
- 17.5 The CHP Post List was presented and minor changes noted. It was RESOLVED to present this to the EC.
- 17.6 Justification for Involvement in Tuberculosis Control
This paper was received for information and was highlighted by the CHP Director. The CHP Director and the AHSS were encouraged to continue to seek ways of formalising involvement in tuberculosis control in the Gorkha District and to investigate similar possibilities in other Health Services projects. The move towards setting up a new TB programme within the Gorkha District was approved in principal. The CHP Director was encouraged to visit other TB programmes in Nepal e.g INF in Surkhet. It was RESOLVED to present this paper to the EC.
- 17.7 Funding for Training In light of the proposed TB programme, further training for the CHP Director was discussed. The difficulties in providing in-service study and training opportunities for expatriate personnel, due to lack of a funding mechanism within UMN, were discussed. It was emphasised that such opportunities may be of critical importance in the development of particular areas of service. Member Bodies will be asked to consider this need and ways of meeting it. The AHSS was asked to present a paper to the EC on this with specific emphasis on the CHP Director's further training for the proposed TB Programme.
- 17.8 The Project Support Activities Summary Plans 1989/1990 were received and it was RESOLVED to present this to the EC.
- 17.9 The Amp Pipal Support Activities Post List was received and it was RESOLVED to present this to the EC.
- 17.10 The Recurring Budgets 1989/1990 were highlighted by the Business Manager. It was RESOLVED to present these to the FC/EC.
- 17.11 The Amp Pipal Hospital Budget 1989/1990 was received and concern was expressed about the increase in the subsidy percentage compared to the most recent actuals. It was RESOLVED to present the budget to the FC/EC.
- 17.12 The CHP Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 17.13 The Gorkha Project Capital Budget was presented and highlighted by the Hospital Director and changes noted. It was RESOLVED to present this to the FC/EC.

- 17.14 Supplementary Budget It was RESOLVED to approve the following supplementary budget:

Diathermy Machine replacement	NRs 70,000
Cystoscope (Light source & cable)	NRs 30,000
Autoclave	NRs 20,000
Pharmacy extension	<u>NRs 30,000</u>
	NRs 150,000

ECC-18/89 Oral Health Programme

- 18.1 The Oral Health Programme PMC Minutes were received for information.
- 18.2 The Annual Plan 1989/1990 was received and it was RESOLVED to present this to the EC.
- 18.3 The Budget 1989/1990 was received. The TR asked that the Oral Health Programme Advisory Committee look into ways to recover the costs for printing materials. It was RESOLVED to present the budget to the FC/EC.

EXTENDED COORDINATING COMMITTEE MINUTES
March 10, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Colin Law, Assistant to the Treasurer*
Graeme Guger, Personnel Secretary, absent
Gareth Wardell, Assistant to the Personnel Secretary
David McConkey, Education Secretary, absent
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Secr*
Jim Alexander, Rural Development Secretary
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Paul Seefeldt, Administrative Assistant to the HSS*
Tanja Storm, Rural Development Representative*
Graham Toohill, Health Services Representative*
Keith Fisher, Acting RDC Project Director*
Andrew Bulmer, Surkhet Project Director*
Dean Wyse, Forward Replacement Surkhet Project Director*
Chiranjibi Aryal, Surkhet Project Liaison Officer*
Kirsti Kirjavainen, Okhaldhunga RD Programme Director*
Bir Bahadur Khawas, Patan Hospital Chief Exec Officer*
Mick Langford, Okhaldhunga Hospital Director*
Florence Martin, Okhaldhunga Business Manager*

* present at parts pertaining to them

Devotions were led by Howard Barclay.

RURAL DEVELOPMENT

ECC-19/89 Rural Development Centre

- 19.1 The RDC Summary Annual Plan 1989/90 was presented and the major changes within each programme were highlighted by the Project Director. The major emphasis for each programme for the coming year is on training and motivation of farmers who have had little formal schooling. Clarification on the secondment of water technicians to projects was asked for with particular reference to Amp Pipal project. It was noted that a separate agreement for RDC is being sought with the government. It was RESOLVED to present the plan to the EC.
- 19.2 The RDC Post List was received and minor changes noted. It was RESOLVED to present this to the EC.
- 19.3 The RDC Administration Budget 1989/1990 was received and it was noted that the jeep purchase budgeted for 1988/1989, will not be made until 1989/1990. It was RESOLVED to present the budget to the FC/EC.

- 19.4 The Horticulture & Agronomy Support Programme Budget 1989/1990 was received. The income gained from the sale of Bio-fertilizer equipment should be added to the Miscellaneous column under Income. It was RESOLVED to present the budget to the FC/EC.
- 19.5 The Animal Health Improvement Programme Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 19.6 The Rural Income Creation Programme Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 19.7 The RDC Farm Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 19.8 The TREES Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 19.9 The Area Services Budget 1989/1990 was received. The TR asked that the PCSs for seconded personnel be removed and only the PCS of the ASO be shown on this budget. It was noted that the budget for Rent 1989/1990 was calculated on the rates for 1988/89. A revised budget will be submitted to reflect these changes. It was RESOLVED to present the revised budget to the FC/EC.
- 19.10 The Water Systems Consultancy Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

ECC-20/89 Surkhet Project

- 20.1 The Surkhet Project Summary Plans 1989/1990 were presented by the Project Director. It was noted that these plans were written as a result of the Evaluation Report, September 1988. The Project Director highlighted the main areas of change. A new section, Women's Development, has been created with the purpose of concentrating on the development of women in the area. A slight restructuring of the NFE section was noted, concentrating on literacy work for periods of one year. The Conservation section is under review at this time with special attention being paid to the role of people's involvement in the programme. It was RESOLVED to present the summary plan to the EC.
- 20.2 The Surkhet Programme Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.
- 20.3 The Area Services Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

20.4 Developments since Writing the Plans This paper was presented by the Project Director and the following points were discussed:

- a) The Appropriate Technology Unit's Exhibition Mr Chiranjibi Aryal reported on Surkhet project's participation in this exhibition. Both the King and the Queen visited the exhibition and took note of the Surkhet project's stall, showing interest and asking the participants relevant questions. Other government officials have also been to view the exhibition and have asked specifically about the project, how it is financed, what are the feelings of the people in the area towards UMN, what are its objectives etc. It was felt that the project was viewed in a favourable light and that the government see the project as a model for others throughout Nepal.
- b) Changing Situation in the Project Area In light of the recent developments in the project area, long term plans for the project need to be reviewed. The proposal that the road, being built at present, should reach Jumla within the next five years will have a significant effect on the project area, since the road goes through the middle of Samjhanichaur. A service centre, consisting of a bank, panchayat office, food cooperative and a health post, is also proposed in the surrounding area. This may also effect the work of the project. These factors must be taken into consideration when formulating plans for the Surkhet project.
- c) Project Strategy The Project Strategy, as outlined in the paper, is to act as a guideline for the project. It was noted that the strategy of people's involvement based on non-payment for work was under review.

ECC-21/89 Okhaldhunga Project

- 21.1 The Rural Development Programme Summary Annual Plan 1989/90 was presented by the Rural Development Programme Director, and it was RESOLVED to present it to the EC. The programme consists of five separate components: NFE, Income Generation, Water & Sanitation, Forestry and Agriculture. Work in each component is concentrated in one area for a certain length of time before moving into other panchayats. It was RESOLVED to present this to the EC.
- 21.2 The Rural Development Programme Post List was received. There was discussion on changing the names of some posts so that it was more in line with that sent to the government. The expatriate titles containing "Programme" were changed to read "Component". The addition of a Nepali Junior Administrative Assistant was noted and it was RESOLVED to present the post list to the EC.

ECC-22/89 Performing Arts Troupe

A concept paper was presented by the RDS for information. Traditional form of communication could be used in the areas of NFE, Drug Abuse, Health Education etc. The RDS was encouraged to investigate this concept and it was RESOLVED to recommend the proposal to the EC for approval.

HEALTH SERVICES

ECC-23/89 Patan Hospital

- 23.1 The Annual Plan 1989/1990 was presented by the Chief Executive Officer. The in-patient bed capacity will increase from 138 to 200, when the construction of a new staff quarters building is realised, thereby freeing the top floor of the hospital now being occupied by staff. While there has been a decrease in the numbers of private patients, general patient numbers have been increasing. There will be an increase of fees up to 25 % to cover hospital running costs. It was noted that there has been a very high bed occupancy rate and therefore the staff has been increased. It was RESOLVED to present the plan to the EC.
- 23.2 The Summary of Proposed Budget 1989/1990 was received and it was noted that there was an overall increase of 27 %. Concern was expressed about the high level of UMN subsidy given and it was felt that Patan Hospital should seek ways to become more self-sufficient. It was RESOLVED to present the budget to the FC/EC.
- 23.3 The Capital Items Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC. The TR asked that the other UMN hospitals be consulted when buying major items of equipment so as to coordinate the purchasing of spare parts.
- 23.4 The Post List 1989/1990 was highlighted by the Chief Executive Officer. It was noted that there is an overall reduction of expatriate posts, but an increase of Nepali posts by 15 %. It was RESOLVED to present the post list to the EC.

ECC-24/89 Okhaldhunga Project

- 24.1 The Minutes of the Okhaldhunga PMC were presented by the Hospital Director and received as information.
- 24.2 The Okhaldhunga Hospital Annual Plan 1989/1990 was presented and highlighted by the Hospital Director. The project aims to cultivate good relationships with the local community and government officials this year. It was RESOLVED to present the plan to the EC.

- 24.3 Appropriate Building for the Okhaldhunga Hospital The Hospital Director also presented Appendix 1 regarding appropriate building for the Okhaldhunga hospital and discussion followed. The matter whether the hospital should be rebuilt as a District Hospital was discussed. Local officials in Okhaldhunga appear to be very positive towards the hospital becoming a District Hospital, but the HSS expressed concern that there has been no direction given from the central government in Kathmandu.

It was proposed that the hospital should be rebuilt to District Hospital specifications so that in the event of HMGN requesting that it become the District Hospital, no further building need occur. The Hospital Director was encouraged to express a willingness for the hospital to be the District Hospital and to inform the local representative of the District Health Committee. However, the Hospital Director was advised to go no further than that at this point, because of the complications involved in running a District Hospital for HMGN. It was RESOLVED to present Appendix 1 together with the annual plan to the EC.

- 24.4 Okhaldhunga Rebuilding Progress Report The progress report was presented by Paul Seefeldt on behalf of the Building Committee, and it was received for information. The BPC Hydro Consultant has reported that the proposed site for rebuilding is satisfactory and it is proposed that building start after the monsoon. Written permission to rebuild is being sought from both district and central government. Specifications for a district hospital are also needed.
- 24.5 The Post List 1989/1990 was received and changes noted. The addition of a Nepali General Practitioner post was approved and it was RESOLVED to present the post list to the EC.
- 24.6 The Primary Health Care Programme Annual Plan 1989/1990 was presented by the Rural Development Programme Director and changes from the PMC were noted. It was RESOLVED to present this to the EC.
- 24.7 Okhaldhunga Long Term Plans The AHSS pointed out that EC had asked for Long Term Plans for Okhaldhunga. However, in light of the restructure of administration for the project it was felt that at this time only a plan for the next twelve months period could be submitted. The AHSS will work with the Primary Health Care Programme Director over the next twelve months and prepare Long Term Plans for presentation to the EC in April 1990.
- 24.8 TB Control Programme Proposal The Hospital Director proposed a district-wide TB and leprosy follow-up programme be started. The first aim of the programme is to reduce the positive sputum and skin smear positive default rate by half. It was felt that this was a very worthwhile programme and the project was encouraged to begin this work. It was RESOLVED to present this to the EC.

EXTENDED COORDINATING COMMITTEE MINUTES

March 15, 1989

UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Colin Law, Assistant to the Treasurer*
Graeme Guger, Personnel Secretary
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Paul Seefeldt, Administrative Assistant to the HSS*
Jim Alexander, Rural Development Secretary
David McConkey, Education Secretary
Ryohei Takatsu, Assistant Education Secretary*
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Sec*
Mark Keller, Education Representative*
Ben van Wijhe, EID Representative/Acting Butwal Project Director*
David Bambach, Gandaki Boarding School Headmaster*
Purushotam Nepali, TSP Administrator*
Sahadev Mahat, Business School Director*
John Finlay, Jumla Project Director*
Tony McGall, DCP Director*
Jens Olesen, Acting DCS Director/Industrial Development Coordinator*

* present at parts pertaining to them

Devotions were led by David Bambach.

EDUCATION

ECC-25/89 Gandaki Boarding School

25.1 The Annual Plan for UMN Involvement 1989/1990 was presented by the GBS Headmaster and it was RESOLVED to present the plan to the EC. The following points were highlighted:

- a) Girls' Hostel The building of the Girls' Hostel is now complete and it is able to provide boarding for 90 girls (at present there are 65 boarders). A second hostel to accommodate 55 - 60 girls is included in the recently approved capital development plan with construction beginning during 1990.
- b) Scholarships At present 27 % of the students are on scholarships. It is envisaged that the school's long term goal of 30 % of the students receiving scholarships will be realised within a few years.
- c) Training Eight Nepali staff; five academic and three support services, will go for further training in the coming year. It is also proposed that there will be internal on-the-job training as well as seminars for teachers in other schools.

- 25.2 The Post List 1989/1990 was received and it was RESOLVED to present it to the EC. It was noted that by July 1989 all UMN approved posts will be filled. The post of the Scholarship Officer was deleted and will now fall directly under the Training & Scholarship Programme administration. The ECC was reminded that the post of Headmaster (Principal) and Bursar (Support Services Manager) will be reviewed during 1989/1990.
- 25.3 Report on Building Development Committee Meeting The ECC noted the valuable discussions which had taken place in the Building Development Committee regarding ethical issues versus payment of women workers and use of steel rather than timber. In the latter case, the ECC agreed that ecological factors should be weighed against financial ones.
- 25.4 GBS Involvement in 10+2 System It was noted that no definite response has yet been obtained from the National Education Committee regarding GBS's involvement in the 10+2 system. The school would now prefer to do 10+2 rather than O-Level.

ECC-26/89 Consultant Librarian

The Summary Annual Plan 1989/1990 was presented by the ES. It was noted that there will only be 1 expatriate Librarian for the coming year. It is proposed that the Consultant Librarian will liaise with libraries in HMGN departments and possibly with other NGOs, as well as carry out UMN work. It was RESOLVED to present the plan to the EC.

ECC-27/89 Teacher Training

- 27.1 The Annual Plan 1989/1990 was presented by the Education Representative and the following points were highlighted:
- a) English Resource Centre This centre at PN Campus, Pokhara, is being used well by those Nepalis wishing to improve their English. The Campus has been positive towards this type of centre being established. It is hoped that a Resource Centre for the Science Department will also be set up in the future.
 - b) Personnel Concern was expressed that there will be no UMN seconded personnel in the Campus during the summer as one family leaves for furlough and another will be on home leave. The Campus, however, have requested more secondments of expatriate personnel. Also, it was suggested that support for seconded workers be a priority since they do not relate directly to a Project Director.

The ES was asked to prepare a Summary Annual Plan to include a total picture of the secondment of teacher trainers to be presented to the EC.

- 27.2 Teacher Trainer Agreement with HMG The ES reported that the Letter of Understanding for seconded workers in TU Campus' has been approved at the University level and is now with the Ministry of Education. The ES was asked to clarify the qualifications required by the HMGN for seconded educators.
- 27.3 Scholarships for Campus Teachers The Education Representative expressed concern about the lack of opportunity for further education for campus teachers who have potential and commitment. These teachers are more likely to stay in Pokhara. The possibility of providing scholarships through the Training & Scholarship Programme was discussed. The ES was asked to look into this matter.
- 27.4 The Teacher Trainer Budget 1989/1990 was discussed. The following was approved and it was RESOLVED to present this request to the FC/EC.

NRs 5,000 for Science Department Resource Centre
NRs 5,000 for Materials for the English Resource Centre

It was noted that the NRs 5,000 approved for the current year has not yet been utilised.

ECC-28/89 Training & Scholarship Programme

- 28.1 The Annual Plan 1989/1990 was presented by the TSP Administrator who highlighted changes and new activities. It was noted that there is to be an increase from 50 to 80 general scholarships awarded, and of these 50 % will be given to women. More emphasis on in-service training is proposed with better communication between the TSP office and UMN projects. It was RESOLVED to present the plan to the EC.
- 28.2 The Post List 1989/1990 was received and it was RESOLVED to present it to the EC. The Scholarship Officer, Gandaki Boarding School was added to the listing. A new post for a Nepali woman to assist with the increased number of women scholarships was approved.
- 28.3 The Budget 1989/1990 was presented by the TSP Administrator and it was RESOLVED to present it to the FC/EC. There is an overall increase in the budget in line with the Board directive to increase the efforts in training and leadership development. Also, there has been an increase in overseas scholarships.
- 28.4 The Capital Budget Request for a computer was discussed in some detail. It was agreed that before such equipment be purchased, the Systems Analyst should be consulted and implementation would result based on the recommendations from his report.

ECC-29/89 UMN Business School

- 29.1 The Annual Plan for UMN Involvement 1989/1990 was presented by the Business School Director. The proposal to include a new word processing course was approved. It was RESOLVED to present the plan to the EC.
- 29.2 The Post List 1989/1990 was received. With the additions of one Nepali Computer Instructor and one expatriate ESL/Computer Instructor it was RESOLVED to present this to the EC. Concern was expressed regarding the turnover in staff, due to lack of satisfaction with salaries and with transportation problems.
- 29.3 The Recurring and Capital Budgets 1989/1990 were received and highlighted by the Business School Director. It was RESOLVED to present this to the FC/EC.

ECC-30/89 Jumla Project

- 30.1 PMC Report A verbal report on the PMC was given. A paper showing the administrative structure of Jumla project was amended at the recent PMC and will be presented at a later CC.
- 30.2 The Summary Annual Plan 1989/1990 was presented by the ES and it was noted that the HMGN has asked that the courses at Karnali Technical School run for two years with a class 10 pass level intake of students instead of the present four years with a class 7 pass intake. It was RESOLVED to present the plan to the EC.
- 30.3 The Post List 1989/1990 was received noting the overall reduction in Nepali staff as the building programme concludes. It was RESOLVED to present this to the EC.
- 30.4 The Revised Programme Budget 1980/1991 including revision of the 1988/1989 budget was received and was highlighted by the ES. It was pointed out that financial commitment in the building programme has been significantly increased due to revision in buildings needed as well as construction costs. Because of the difficulties in starting and stopping a building programme in a remote area such as Jumla, it was felt that funding for the building programme should be high priority, so that it can be completed as projected in 1989/1990. It was RESOLVED to present the revised budget to the FC/EC for their approval.

ECC-31/89 Language & Orientation Programme

- 31.1 The Annual Plan 1989/1990 was presented by the AES and it was RESOLVED to present it to the EC. Proficiency tests will be introduced instead of the yearly examinations and participants will be free to choose their own materials for these. It is also proposed that there is an introduction of advanced modules for different professional areas.

31.2 The Post List 1989/1990 was received and it was RESOLVED to present it to the EC. It was stressed that there is a great need for a full-time Language Coordinator. At present the post is being filled by the AES. The title of "Language Consultant" was changed to "Linguistic Consultant" to come in line with the list sent to the HMGN.

31.3 The Recurring Budget 1989/1990 was not received. This will be presented to the ECC the following day.

ECC-32/89 Non-Formal Education Support Programme

32.1 The Annual Plan 1989/1990 was highlighted by the ES and it was RESOLVED to present it to the EC. It is proposed that pre-service and in-service training be available to NFE personnel in the projects with particular emphasis on training NFE supervisors. There will also be a new programme of on-the-job training in work related skills for lower level UMN staff in Kathmandu.

32.2 The Recurring Budget 1989/1990 was not received. This will be presented to the ECC the following day.

ECC-33/89 Children Education Support Programme

33.1 Summary Plan The ES was asked to prepare an overall summary plan covering all the Tutorial Groups and KISC, to be presented to the EC.

33.2 Requests from Kathmandu Tutorial Group

a) It is envisaged that the group size will increase to 12 in the coming year. The request for UMN to find a second full-time teacher for the group was not approved, however. It was proposed that only one tutorial teacher post be assigned to each Tutorial Group in light of the recent visa restrictions. However, to help teachers with larger numbers of children, the ES was asked to help find volunteer workers when needed.

b) The request for NRs 40,000 to cover deficit resulting from start-up-equipping/furnishing and course development costs for 1988/1989 was not approved. Since it was estimated that fees would in the end be able to cover the costs, it was agreed that the Tutorial group's accounts would be allowed to temporarily run at deficit. The TR was asked to clarify the procedure of requesting funding for capital items and this will be brought to the next CC meeting.

33.3 KISC Building Programme The ES reported that it would take 2 - 3 months to complete the building extension work at KISC. It was agreed that building work should start immediately using funds in hand. Further funding for this approved budget item is still needed and approval of a loan to complete the project will be sought from the FC.

- 33.4 KISC Boarding Facilities It was noted that boarding facilities for students not attending KISC will now not be available due to increasing numbers of UMN boarders and restricted space. The ES was asked to make this information known to all UMN Appointees.

ECC-34/89 Development Communication Productions

Plans (Phase I - Phase III) and Budgets were presented by the DCP Director and were received as information only. These have not yet been approved by INF. Clarification was requested as to whether DCP is considered by INF to be an INF programme or not. Concern was expressed that at present DCP does not seem to fall under either organisation's administration. There is a need for clarification of the accountability and legitimacy of the programme before discussions can continue. It was agreed that a small working group be set up, with the ES as Convenor, to discuss this matter with INF.

ENGINEERING & INDUSTRIAL DEVELOPMENT

ECC-35/89 Butwal Project

- 35.1 The Summary Annual Plan 1989/1990 was presented by the Project Director and it was RESOLVED to present it to the EC.
- 35.2 Butwal Project Size The Project Director reported on concern at the potential increase in numbers of expatriates working with UMN in Butwal, given the number of approved posts. A proposal for limiting the posts had been discussed at the Butwal Advisory Committee. It was RESOLVED that a limit of 22 posts be set. The EIDS will bring a proposal to the CC for distributing the posts in the light of recent changes made in the ECC meetings.
- 35.3 The Post List 1989/1990 was received and the following was noted:
- a) Tutorial Group Teacher The number of Tutorial Group teachers was reduced to one to keep in line with the Education Department plans.
 - b) Campus Lecturer It was noted that the ES was negotiating about the post of Campus Lecturer, and there may in the future be two posts.
 - c) Guest House Hostess The Guest House Hostess post will lapse within the next six months, as a result of a decision by the ITID Board Chairman not to seek an expatriate visa for the position.
 - d) Unassigned Spouse Coordinator The Project Director reported that an unofficial post of Unassigned Spouse Coordinator has been created to serve the needs of wives in the project.

- 35.4 The Project Support Budget 1989/1990 was received and it was noted that there will be substantial maintenance work needed on the houses on the compound in the coming year. It was noted that the agreement between UMN and BTI regarding housing is being reviewed, and that there may be a possibility of UMN paying rent to BTI for the compound houses. It was RESOLVED to present the budget to the FC/EC.
- 35.5 The Housing Allowances Rates 1989/1990 were received for information.
- 35.6 The Guest House Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 35.7 The Project Director's Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.

ECC-36/89 Institute of Technology & Industrial Development

36.1 Development & Consulting Services

- a) The Summary Plan 1989/1990 was presented by the DCS Director and the new administrative structure was outlined. There are now six separate activities with a move towards employing Nepali managers in each section.

The DCS Director reported on the encouraging successful development of turbine and electrification technology and the high demand for installation. It was also noted that there had been a district-wide approach for electrification from the remote Mustang area. DCS was requested to document the district level initiative to facilitate and coordinate this development.

The Advanced Training Programme will not seek recognition by the HMG and will not develop to Diploma course level as per decision by the ITID Board. In general much emphasis will be given to training seminars and short courses in several programmes.

It was RESOLVED to present the summary plan to the EC.

- b) The Post List 1989/1990 was received and title changes noted. It was RESOLVED to present it to the EC.
- c) The Summary Operational Budget and Industrial Development Coordinator Budget 1989/1990 were received and highlighted by the DCS Director. It was noted that although UMN gives funding to DCS, responsibility for its use should be with ITID. It was RESOLVED to present the budgets to the FC/EC.
- d) The Capital Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.

36.2 DCS Financing

A draft proposal on the financing of DCS was presented by the EIDS and received as information. This paper will be discussed at the ITID Board.

36.3 Butwal Wood Industries and Butwal Plywood Factory

The Industrial Development Coordinator outlined the current situation for BWI and BPF. BWI had accumulated a loss of about NRs 100,000 during the first six months of the current financial year, and its net worth was now about zero. BPF had ceased production about six months before, and all the staff, except for a few management personnel and the forestry department staff, had resigned. Recently the Timber Corporation of Nepal (TCN) had indicated that they may be interested in supplying timber for the factory, provided that they had an increased share investment in the company, and provided that they had sole dealership for the company's production.

- a) There was discussion about the possible options for BWI. This included continued efforts to incorporate the operation of BWI as a part of BPF. This would only be feasible if BPF started production again, and there was a strong prospect of it continuing. As an alternative, BTI management had expressed interest in BWI being operated as a production department of BTI. This would be a return to the structure prior to the establishment of BWI and BEW.
- b) While there was the possibility of restarting operations in BPF, it was recognised that this would only be possible if there was an injection of fresh capital into the company. This may be achieved by the TCN providing a stock of timber as investment in kind.
- c) A request was also presented for continued funding for the BPF Forestry Plantation. It was noted that there was a radical change in the assumptions as compared with the original proposal. Under this, the plantation had been assumed to be able to become self supporting, and would be evaluated on that basis. It was now recognised that this would not be possible, and that if it was to continue to operate, as had been originally envisaged, it would require a considerable amount of capital to be injected on a long term basis.

After discussion, the following was RESOLVED:

- 1) The EIDS was requested to bring a written justification of UMN's continued involvement in BWI and BPF, and an assessment of the possibilities for handover of UMN shares.

- 2) The UMN Appointee members of the BPF Board are requested to develop long term plans for UMN involvement in BPF, setting out plans for the situations:
 - i) if BPF continues plywood production or
 - ii) if production is not able to resume.
- 3) The EID and RD departments are requested to develop plans for the future of the Forestry Plantation, in the light of the options for the future operation of BPF. These plans should identify significant changes from the original plans as approved by the EC.

36.4 BTI Expansion Programme Continuation This proposal, which is effective for one year only, was presented by the EIDS. The Capital Funding and the Training Subsidy Requests were approved and it was RESOLVED to present it to the FC/EC.

Concern was expressed about the proposal to provide subsidies for training only in companies related to BTI, and it was suggested that the subsidy should be used on a pro rata basis for all trainees, in any company. The EIDS was asked to bring this suggestion to the ITID Board.

ECC-37/89 Industrial Development Coordinator

- 37.1 The Summary Annual Plan 1989/1990 was presented by the Industrial Development Coordinator, setting out the expected activities of UMN related organisations. The plans for UMN involvement in BPF are dealt with under ECC-36.3/89 above. It was RESOLVED to present the plan to the EC.
- 37.2 The Budget 1989/1990 was presented by the Industrial Development Coordinator. It was noted that the proposal to merge the function of the Industrial Development Coordinator with the DCS Management Consultancy Programme would mean that this budget will be added to the DCS budget. It was RESOLVED to present the budget to the FC/EC.

EXTENDED COORDINATING COMMITTEE MINUTES
March 16, 1989
UMN Conference Room

Roll Call

Howard Barclay, Executive Director
Anders Kammensjö, Assistant to the Executive Director
Lynn Miller, Treasurer
Graeme Guger, Personnel Secretary
Jim Alexander, Rural Development Secretary
Lionel Mackay, Engineering & Industrial Development Sec
Wynn Flaten, Assistant Engineering & Industrial Dev Sec*
Trevor Strong, Health Services Secretary
Ken Snider, Assistant Health Services Secretary*
Paul Seefeldt, Administrative Assistant to the HSS*
David McConkey, Education Secretary
Ben van Wijhe, EID Representative/Acting Butwal Project Director*
Colin Law, Missionwide Support Project Representative*
David Ramse, Andhi Khola Project Director*
Keith Smith, Missionwide Support Project Director*

* present at parts pertaining to them

Devotions were led by Wynn Flaten.

ENGINEERING AND INDUSTRIAL DEVELOPMENT

ECC-38/89 Andhi Khola Project

- 38.1 The Summary Annual Plan 1989/1990 was received and it was RESOLVED to present this to the EC.
- 38.2 Long Term Plans 1989/1993. The Project Director reported on proposed changes and the following areas were discussed:
- a) Phasing Out of Project It is proposed that there is a general phasing out of the project activities over the next 4 years, and that all RD activities conclude on July 15, 1993. The EIDS, RDS and the AKP were asked to work further on specific administrative details for the completion of the project to be brought to the September 1989 ECC. The EIDS was also asked to obtain definite plans for the future work of BPC in the project area.
 - b) Long Term Plans - Changes to General Objectives This paper was received for information and the major changes were highlighted by the Project Director. It was noted that there is a total reorganisation of the planning document layout, which highlights Resource Conservation as a support activity for both rural electrification and irrigation rather than an individual programme. It was felt that one of the expatriate posts should be extended beyond 1990 so that there is provision for an expatriate in this area, if needed.

The Project Director was asked to include a review of the post list in the long term planning discussion to be brought to the September 1989 ECC.

- c) Personnel Post Changes The changes were approved with one amendment.

- 38.3 The Revised Irrigation Programme Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 38.4 The Drinking Water and Sanitation Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 38.5 The Resource Conservation Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 38.6 The Project Administration Budget 1989/1990 was received and it was RESOLVED to present it to the FC/EC.
- 38.7 The Project Services Support and Vehicles Budgets were received and it was RESOLVED to present them to the FC/EC.

ECC-39/89 Jhimruk Project EC(2)-16/88

- 39.1 Update Report The AEIDS reported on the progress made so far on the Jhimruk Project. The following were noted:

- a) Agreement All necessary agreements have been signed by the appropriate parties and all have expressed enthusiasm for carrying out this project.
- b) Quality Auditor It was RESOLVED to approve to set up a new post of Quality Auditor for the Jhimruk project. This person would come to Nepal 3 or 4 times a year and would be made available to all three companies who are expected to be involved in the Jhimruk project; BPC, Himel Hydro, and NHE. The Quality Auditor would be responsible to the EIDS, and would have the following authority and responsibility:
- 1) He will have access to and the right to obtain all relevant information regarding the involvement of each company in the Jhimruk project.
 - 2) He will notify the concerned company manager, and if he considers it necessary also the company board, of any weaknesses he detects and any problem he foresees with regard to the company's involvement in the Jhimruk project.
 - 3) He will serve as an advisor in all matters related to the contractual relationships between BPC on the one side and Himel Hydro respective NHE on the other side. He will, as far as time and opportunity allows, give professional advice within his field of technical expertise.

- 4) He will report to UMN concerning the overall implementation of the Jhimruk project and make recommendations as to actions he deems necessary in connection with UMN's overall responsibility for carrying out the project.
- 5) The functions of the Quality Auditor as an arbitrator in case of disputes between BPC and the JHREP contractors Himat Hydro and NHE, will be on the strength of terms mutually agreed upon by the parties, as incorporated in the text of each contract.

Mr Ludvig Johan Bakkevig, an experienced Norwegian engineer in the field of hydropower development, has agreed to fill the post of Quality Auditor.

- c) Financial Procedures, reporting and cash flow management between the various concerned parties are still in their preliminary stages.

39.2 Plans The AEIDS presented plans on cash flow projections, project implementation schedule and an update on activities covering 1989. It is hoped that the land acquisition process will be completed early in the second half of 1989, so that construction can begin immediately after the monsoon. A draft overall timetable for the project was presented. The AEIDS was asked to prepare updated plans for the Jhimruk project to be presented to the EC.

39.3 The Post List 1989/1990 was received noting that there are at present 9 expatriate posts for the Jhimruk project. It was RESOLVED to present the post list to the EC.

39.4 UMN Involvement in Companies

Discussion followed on the extent of UMN involvement in companies and large hydropower projects, whether it should be gradually diminishing its ownership of these companies and handing over to Nepali management. Concern was expressed whether in UMN organisation, there is felt an "atmosphere" that is conducive to handing over responsibilities to Nepalis. UMN inability to attract highly qualified Nepali professionals was also a point of concern.

ECC-40/89 Industrial Development Action Plan EC(2)-30/88

The EIDS presented this report as requested in EC(2)-30/88. The UMN goals for each company was discussed noting the following:

- 40.1 DCS There is a new emphasis on the future of DCS; namely that it should become a Development Centre to continue eventually without UMN involvement. This is a change in perception of its role. It was suggested that a feasibility study be carried out to see whether it is possible for this concept to become a reality and then to become self-supporting and also to investigate possible sources of funding for it.

40.2 BPC It was noted with interest that the primary thrust of BPC is as a development organisation, although using the PLC mechanism.

40.3 Himal Hydro The proposed goals for UMN involvement in Himal Hydro were received, and amendments suggested. It was emphasised that UMN is aiming for this to be a Nepali run company.

The EIDS was requested to prepare a presentation of the UMN goals for the companies to be presented to the EC.

ECC-41/89 Assistance to Devkota Non-Ferrous Metals

A request for assistance from Mr C Devkota in starting a factory producing aluminium doors and windows was presented. It was agreed that it would not be right to agree to this request.

ECC-42/89 New Apprenticeship Training Centre EC(2)-23/88

A paper was presented by the EIDS and received for information. While UMN cannot be involved in the running of this centre at present, UMN might look favourably on seeking suitable personnel to help with training.

ECC-43/89 Gobar Gas Shares Handover

The request from the Chairman of the Gobar Gas Board, that UMN should continue to hold indefinitely the shares in the Gobar Gas company was discussed. The EIDS was requested to discuss this again, and press strongly for the Agricultural Development Bank to assist in facilitating the handover of UMN's shares to a suitable recipient.

ECC-44/89 The EID Post List was received and changes to the different project post listings were noted.

ADMINISTRATION

ECC-45/89 The MSP Capital Budget 1989/1990 was received and it was RESOLVED to present this to the FC.

ECC-46/89 The MSP/HQ Computer Capital Budget 1989/1990 was received and it was questioned whether the proposed number of computers can be justified. After discussion it was agreed to recommend changes to the Systems Analyst. He is requested to bring a revised budget to the CC meeting on March 23, 1989.

ECC-47/89 MSP/HQ Vehicle Request from HS The MSP Director informed the meeting of vehicle quotations. However, it was felt that these were too expensive and he was requested to look into cheaper types of transport e g small saloon car.

ECC-48/89 Level of Computer Complexity in HQ The TR presented the following proposed statement regarding the level of complexity for computers within HQ:

"Most computers will be stand-alone (will not be linked). An exception would be the possible linkage of information between Accounts Office and Treasurer. Also, a facility for a simple link within individual departmental areas (between desk top and portable PCs). Hardware switches between computers sharing a common printer is envisioned. This plan further implies no mini computing system will be undertaken."

It was agreed that this paragraph should be included in the MSP Computer Long Term Plans received earlier by the ECC.

HEALTH SERVICES

ECC-49/89 The Nursing Campus Capital Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

EDUCATION DEPARTMENT

ECC-50/89 The Jumla Project Area Services Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

ECC-51/89 The NFE Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

ECC-52/89 The Language & Orientation Budget 1989/1990 was received and it was RESOLVED to present this to the FC/EC.

ECC-53/89 The Linguistic Consultant Budget 1989/1990 was received, changes were noted and it was RESOLVED to present this to the FC/EC.

Abbreviations Used

CC	Coordinating Committee	PS	Personnel Secretary
ECC	Extended Coordinating Committee	TR	Treasurer
CCC	Confidential Coordinating Comm	HSS	Health Services Secretary
BD	Board Meeting	ES	Education Secretary
EC	Executive Committee	EIDS	Engineering & Industrial Dev Secr
FC	Finance Committee	RDS	Rural Development Secretary
DS	Department Secretary	AED	Assistant to the Executive Dir

COORDINATING COMMITTEE MINUTES

November 29, 1988

Present Howard Barclay, Anders Kammensjo, Lynn Miller, Graeme Gugerl, Gareth Wardell, Trevor Strong, Ken Snider*, Mick Langford*, Uli Kohler*, Ryohei Takatsu, Lionel Mackay, Jim Alexander

* present at parts that pertained to them

CC-198/88 Confirmation of Minutes

The minutes of the last meeting, November 9, were approved.

CC-199/88 New Offer of Service

Bjorn & Anne Odegaard, Teacher & Nurse, NHAM, Norway. It was RESOLVED to accept their offer of service. They hope to be part of the February 1989 LOP.

CC-200/88 Return from Sick Leave

Doug & Maggie Curry. It was RESOLVED to accept their return from sick leave. They hope to come during next month.

CC-201/88 Assignments

Paul & Norma Seefeldt as ASOs for the Health Services Department.
Doug & Maggie Curry as Hostel Parents, KISC, Kathmandu.

CC-202/88 Supplementary Budgets

Tansen Hospital As of ECC-62.3/88 NRs 25,000 were approved for the Medical Staff Intern, salary level 8.

Palpa CHP As of ECC-64.1/88 NRs 32,000 were approved for the Assistant Director, salary level 10.

Business School It was RESOLVED to approve the capital and recurring items as below, with the request that the policy on personal use of the vehicle is made clear by the ES to the Business School:

NRs 43,000 Motorcycle
NRs 2,400 Fuel, Maintenance and Engine Oil

Butwal Tutorial Group The ES was asked to seek further clarification regarding the request for an additional air conditioner.

BTI The request for a supplementary budget for the BTI 25th Anniversary Celebration will be brought up with more details at the next CC Meeting.

CC-203/88 Proposal for a FISTULA Unit for Nepal

The HSS outlined the proposal from Dr Silvia Scholz to set up a FISTULA Unit (bladder control operations) for Nepal. The following was RESOLVED:

- 1 UMN be willing to accept Dr Scholz as a Board Appointee to conduct a feasibility study for the purpose of defining the need for and the likely demand for such a service, and if the likely demand is shown to be significant, to explore the possibilities of setting up such a unit by Nepali professionals.

Dr Silvia's availability for this purpose would be subject to MoH (HMGN) approval and the granting of the necessary visa.

- 2 The feasibility study should be based on the following understanding:

- a) This unit should be a Nepali venture with Nepali professionals prepared to make it their own programme with independent registration (with HMGN authorization for open funding) and operating independently of UMN.
- b) UMN involvement would be limited to Dr Silvia's secondment to the unit (assuming HMGN authorization of her secondment from UMN).

CC-204/88 Proposed Administrative Division, Okhaldhunga

After a full discussion it was RESOLVED that the administrative division proposed for the Okhaldhunga Project be carried forward for a trial period of 18 months. The HSS, AHSS and RDS are to work on the details of the leadership role and budgeting and report back to CC. (Appendix)

CC-205/88 Hospital Building Plans for Okhaldhunga

The urgent need of starting to rebuild the Okhaldhunga Hospital was raised by the HSS. It was RESOLVED to approve that the preparations go ahead, with the Administrative Assistant to the HSS coordinating the planning from HQ, in the hope that a plan and special budgets be presented in time for the next EC Meeting.

CC-206/88 Update on HMG Approval for Health Workers

The HSS gave an update of the eight new health workers' visa submitted to HMG, and presented a request from the National Planning Commission of all UMN personnel to be listed.

The Assistant to the PS briefed on his visit to the Foreign Ministry on the current situation of the visa situation and how the changes will effect us. It was RESOLVED that the ED, PS and DSs meet in a special session to discuss how to move forward in this matter.

CC-207/88 UNFDAC Interest in Supporting DAPP

The Mental Health Educator presented the discussions between UNFDAC (United Nation Fund for Drug Abuse Control) and DAPP, UMN regarding DAPP assisting UNFDAC with advising and authorising distribution of funds as a preparatory phase for one year. The CC Meeting encouraged negotiations to be continued in this direction, with the request that further information be brought back to CC on how the actual channeling of funds will take place.

CC-208/88 Participation in Jajarkot ? E-Week

The HSS reported on recent renewed interest from HMGN on the possibility of UMN involvement in Jajarkot. However, a telephone call had been received from HMGN to cancel a previously arranged appointment to discuss the matter. We will await a further approach from HMGN.

CC-209/88 Guidelines for UMN Personnel Used as Consultants Outside Nepal
CC-111/88

A paper on Guidelines On Requests for Consultancy or Advisory Services to Church/Missionary Society/Aid Agency Projects Around the World from the PS was outlined. Appreciation of the paper was expressed and it was approved to be added as an appendix to the Appointees Manual, with the addition of a description of the formal procedure which should be followed when requesting the consultant services of UMN personnel.

CC-210/88 Status of Medical Coordinator

Regarding the proposal arising out of ECC to transfer the post of UMN Medical Coordinator from Health Services to Personnel Department, it was agreed to keep the post within the Health Services. The importance of appropriate information sharing between the Medical Coordinator, DSs and PS was emphasised.

CC-211/88 Open House Clinic Fees

It was reported that there will be a moderate increase in fees at the Open House Clinic effective from January 1989 and that information will be circulated to users of the Clinic outside of UMN regarding the level of service that can be provided.

CC-212/88 Dates of CC and ECC

The dates for the CC Meetings will be

December 7, 1988, 1 pm
January 11, 1989, 9 am
February 8, 1989, 9 am

The ECC Meetings were approved to be held as follows:

Tuesday, February 28, 1989	EID/HQ/MSP
Friday, March 3, 1989	OKH/NC/MSD/Mental Health/DAPP
Monday, March 6, 1989	Palpa/Gorkha/Oral Health/ HSO
Friday, March 10, 1989	CDHP/RD
Tuesday, March 14, 1989	Education
Thursday, March 16, 1989	Reserve

1

2

3

4

5

6

7

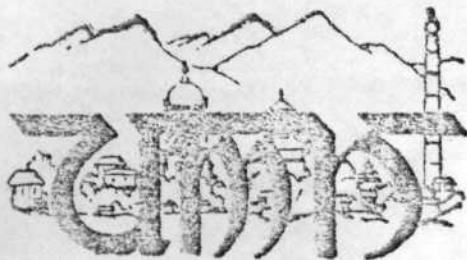
8

9

0

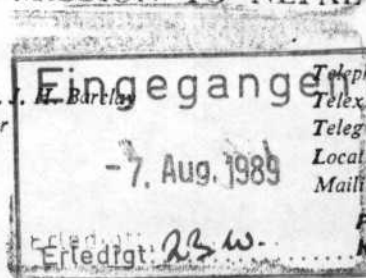
Finance Committees

42



THE UNITED MISSION TO NEPAL

Executive Director: Mr. J. L. Bartholomew
Treasurer: Mr. L. Miller



Telephone : 212179, 215573, 212668.
Telex: 2315 UMNEPA
Telegrams: UMNEPAL
Location: K-1-325 Thapathali
Mailing address:

POST BOX 126
KATHMANDU, NEPAL

TO: Member Bodies and Other Supporting Organizations

FROM: Lynn J. Miller, Treasurer

DATE: June 1989

SUBJECT: Records Update and Questionnaire

As we prepare for another year of making our financial needs known to you our member organizations and supporting friends, we would ask that you help update our information files. Please take a few minutes to complete this questionnaire.

Frequently, we are being asked to consider new areas of involvement that have implications for both our personnel and financial resources. Your completion of this questionnaire will be a big help in our planning process.

The year ahead is a challenge to us all. Two major events will have a significant impact on future budgets.

In an effort to attract and retain upper level Nepali staff, the Executive Committee has approved a major salary adjustment effective mid-July 1989. Particular strain is being felt by our Health Services Programmes where the majority of our employees work.

The economic embargo placed on Nepal by India with the expiration of the Trade and Transit Agreement between the two countries continues and is a cause for concern. The longterm impact on Nepal's development path or our UMN budget is uncertain at this time.

Thank you for your cooperation and assistance as well as your ongoing support.

2/42 DRAFT

Minutes of the

UMN FINANCE COMMITTEE MEETING

held in Kathmandu, on November 17, 1989

The Finance Committee meeting was held at UMN Headquarters, and was opened with devotions led by Billy Johansson.

Roll Call Members were present as follows:

Chairman of the Finance Committee	Billy Johansson
Chairman of the Board	Richard Clark
Other Member of Finance Committee	Ronald Yoder
Executive Director	Howard Barclay
Executive Director Elect	Edgar Metzler
Treasurer	Lynn Miller
Ex-Officio Members, part time	Lionel Mackay, Eng & Ind Dev Secretary
	Tjerk Nap, Health Services Secretary

Agenda The agenda was adopted as presented with a few additions.

FC(2)-1/89 Confirmation of Minutes The Minutes of the meeting held on April 24, 1989 were accepted and confirmed as correct.

FC(2)-2/89 Financial Report for 1988/1989 The Treasurer presented the consolidated and detailed financial statements for 1988/1989, and highlighted significant items. Approximately 10 % of the total budget consists of inter-project transfers (within areas such as Medical Supplies Department, vehicles, guesthouses).

It was RESOLVED to recommend to the Executive Committee that the financial statements for 1988/1989 be accepted with gratitude.

FC(2)-3/89 Allocation of 1988/1989 Surplus It was RESOLVED to recommend to the Executive Committee to allocate the year-end surplus of NRs 3,076,367 as follows:

Investment Fund	NRs 2,500,000
Undesignated Fund	576,367

FC(2)-4/89 Supplementary/Revised Budgets Minor supplementary budget requests approved by the Coordinating Committee were confirmed, and are listed in FC(2)-24/89. It was noted that a contingency item approved in the budget need not come to the Finance Committee for further approval of its allocation, provided the allocation is made to already existing and approved items or replacements. Larger items were brought to the Finance Committee for consideration, and it was RESOLVED to recommend to the Executive Committee approval of the following for 1989/1990:

a) Tansen Hospital:		
New Posts, PCS (2 FTE)		NRs 200,000
New Posts, Nepali Staff (4 FTE)		218,000
Capital, Electrical Suctions (2x)		25,000
Capital, Plaster Saw		7,000
Capital, Electric Clothes Dryer		200,000
Capital, Gastroscope		14,000
Capital, Operating Room Light		50,000
Capital, Patient Trolleys		60,000
Capital, Lifepack 4 (1x)		14,000
Capital, Cash Registers IP + OP (6x)		300,000
Capital, Refencing Compound		40,000
b) Gorkha:		
Computer System to Business Office		110,000
Video Production		30,000
c) MSP:		
Appointees' Furniture, Revised Budget from 210,000		375,000
Repairs/Maintenance, Revised Budget from 700,000		900,000
d) DCP: Budget Reduced from 300,000		
		220,000
e) DAPP: Revised Budget from 549,500 (Appendix 37)		
		732,500

FC(2)-5/89 Gorkha TB Control Programme Long Term Plan and Budget 1989/1995
A long term plan and budget for a tuberculosis control programme in Gorkha District was presented. It was RESOLVED to recommend the budget, NRs 3,533,000, to the Executive Committee pending their approval of the plan; and that expansion of the programme to other districts only be done after a mid-term evaluation. (Appendix 35)

FC(2)-6/89 CDHP, Lalitpur Revised Long Term Budget A revised long term budget for Lalitpur Community Development & Health Project (CDHP) was presented due to the effects of the extraordinary salary adjustment approved at the April 1989 Finance and Executive Committee meetings. It was RESOLVED to recommend the revised budget for approval of the Executive Committee (Appendix 36). It was noted that the extraordinary salary adjustment has resulted in increased budgets in other projects as well.

FC(2)-7/89 AHREP Rural Electrification Budget The Engineering & Industrial Development Secretary presented an approach for an extended plan and budget of the Rural Electrification component in the Andhi Khola Hydel & Rural Electrification Programme (AHREP), in order to subsidise recipients and stimulate industrial end uses of the electricity. It was RESOLVED to recommend to the Executive Committee:

a) Approval of the approach and budget as outlined; and

b) Authorisation to UMN Administration to finalise the following:

- i) together with Butwal Power Company (BPC) and Andhi Khola Project establish specific priorities for use of the fund;
- ii) set out details of how the fund will be administered;
- iii) how disbursements will be accounted for; and
- iv) a clear strategy for how communities can be involved in contributing to the costs of providing infrastructure from which they will benefit.

FC(2)-8/89 UMN Companies and Related Matters

- a) Working Capital Fund for DCS As Development Consulting Services (DCS), Butwal are moving into a more separate status under the Institute of Technology & Industrial Development (ITID), it was RESOLVED to recommend that DCS have its own Working Capital Fund; and to encourage the UMN Administration to assist in raising funding for the working capital needs of DCS as below, with emphasis on ii):
 - i) Seek additional grant funding for the purpose; or
 - ii) Attempt to borrow from a Nepal bank and include the cost of interest in the DCS budget.
- b) Company Board Representation and Reporting Back to UMN
FC(1)-9/88 The Finance Committee was informed that during next year the task of developing a new five year overall plan for industrial development will be dealt with, and as part of the plan the issues of the relations between UMN and the companies will be pursued.
- c) Funding for Butwal Technical Institute (BTI) Expansion
FC(1)-9/88 The Engineering & Industrial Development Secretary reported on developments regarding the channelling of funds between NORAD, NHAM, UMN and BTI.
- d) Financial Procedures for Jhimruk A proposal listing the different accounts to be set up in connection with the Jhimruk Project is being discussed between UMN, BPC and NHAM.
- e) Company Share Investments A summary of the share investments in UMN related companies was presented for information.
- f) Andhi Khola Irrigation Loan Fund The irrigation loan fund, referred to in the Andhi Khola programme long term plans and budget, has raised questions with NORAD which are being discussed. A consultant from NORAD will visit to assist in setting up rules for the operation of the fund.

- g) Sanepa Property As the Nursing Campus will hopefully shortly get independent status with the Institute of Medicine, there will be a handover of the property to the Institute of Medicine, Lalitpur Nursing Campus. There was discussion regarding the use of the lower portion of the property which is not used by the Campus presently.

It was RESOLVED to hand over the part of the Nursing Campus property needed for present activities to the Institute of Medicine at the time of the Nursing Campus receiving independent status; and to request the UMN Administration to bring a proposal to the April 1990 Finance Committee meeting with options regarding the lower portion of the property looking at future needs of both the Nursing Campus and Nepal Hydro Electric (NHE).

- h) Building Committee Rules A report regarding changes in the Building Committee Rules used in UMN's construction activities was received. Previous rules were approved by the Executive Committee. It was felt that these rules should be developed and modified by the Administration and the Finance Committee recommends to the Executive Committee that approval of future Building Committee Rules rest with UMN Administration.
- i) Future of BPF/BWI The Engineering & Industrial Development Secretary reported on the development on the future of Butwal Plywood Factory (BPF)/Butwal Wood Industries (BWI). As to future support to BPF/BWI, it was RESOLVED that UMN indicate its desire to hand over its shares to Nepal Industrial Development Corporation (NIDC)/Timber Corporation of Nepal (TCN), both of which are present shareholders. UMN will:
- i) under present circumstances provide no further financial support to the manufacturing operations;
 - ii) continue support for the forestry programme to the end of 1990/1991.
- j) Working Capital Fund FC(1)-17/89 c) It was reported that the main users of the working capital fund are Butwal Plywood Factory (BPF) and Butwal Wood Industries (BWI). The possible handing over of the administration of the Working Capital Fund has been further delayed due to uncertainties in currency value and India - Nepal border difficulties.
- k) Gobar Gas Shares FC(1)-17/89 d) The negotiations of handing over Gobar Gas shares have been held up, but are being continued.

FC(2)-9/89 Hospital Operating Subsidies In response to the UMN Hospital Directors' request to reconsider the action taken in FC(1)-14/89, the Finance Committee acknowledged the good work performed by the hospital staff, the sensitivity of this issue, and the timing of this decision. There was a lengthy discussion on the hospitals' cost effectiveness and increased need for subsidies. The report on five year operating trends of UMN hospitals was found to be very helpful in getting an overview, and should be continued annually. It was RESOLVED to recommend to the Executive Committee:

- a) to request the UMN Administration, in consultation with the projects, to attempt to predict where the escalating pressures are, define them and work on a plan of concrete actions in order to stabilise the situation;
- b) to encourage the UMN Administration to gain experience about how other hospitals are operating in Nepal and South Asia in order to have a proposal for the future with a longer term view using accepted hospital indicators; and
- c) to set the recurring budget subsidies for 1990/1991 at 26 % for Patan Hospital, 34 % for Tansen Hospital, 58 % for Amp Pipal Hospital and 62 % for Okhaldhunga Hospital.

FC(2)-10/89 Tansen Hospital The Health Services Secretary reported on the verbal directive received from Ministry of Health to merge Tansen Hospital with HMGN Palpa District Hospital.

FC(2)-11/89 Loan to KISC As recommended by the Extended Coordinating Committee, it was RESOLVED to approve an interest free loan of NRs 450,000 in order to facilitate purchase of a vehicle. It was noted with gratitude that former loans have been almost completely repaid.

FC(2)-12/89 Report from DCP FC(1)-3/89 d) The Treasurer reported that Development Communication Productions (DCP) has scaled back plans to significantly upgrade the Audio Visual equipment due to personnel constraints, and that negotiations with UNICEF are not being pursued.

FC(2)-13/89 Salary Policy Related Matters As recommended by the Coordinating Committee, it was RESOLVED to eliminate accumulation of annual leave in the future, and any accumulation prior to July 15, 1989 to be paid out. The Treasurer reported that:

- a) the overall reaction to the extraordinary salary adjustment has been positive;
- b) with the higher salaries, a larger number of employees are required to pay income tax. Therefore, the projects have been instructed to withhold income tax; and the possibility of implementing non-taxable allowances has been discussed; and
- c) the expectations on the level of medical care provided and the high cost of the medical insurance scheme for employees have called for a review of the present policy.

FC(2)-14/89 Provident Fund It was RESOLVED to recommend to the Executive Committee that the interest payout rate be set at 13 % for 1989; any surplus above 13 % be distributed as a bonus payout in the same year; and to recommend the Provident Fund revised rules to the Executive Committee for their approval. (Appendix 38)

FC(2)-15/89 Cost-of-Living for 1990/1991 Budgets This year HMGN has not published the official statistics regarding cost-of-living since mid-July, when official prices were raised on a number of items including petroleum products. It was RESOLVED to defer the action to set parameters for the cost-of-living assumption to be used in the annual budgeting process, to be able to take into account any further information that may become available prior to formulating budget instructions. The Treasurer will make contact with the Finance Committee Chairman to finalise this at a later date.

FC(2)-16/89 Per Capita Grant (PCG) Matters

- a) Short Term Personnel It was RESOLVED that all short term personnel be entitled to the full range of UMN support services and therefore pay the PCG, on a monthly pro-rata basis (any fraction of a month will be rounded to the nearest full month).
- b) PCG Policy BD-13/85 It was noted that there is ambiguity in the interpretation of paragraphs e) and f) in the PCG Policy. The Treasurer was requested to bring back a clearer wording of the paragraphs to the April 1990 Finance Committee meeting.
- c) Alternatives to PCG Funding of the Missionwide Support Project budget have been considered by the Administration as requested in FC(1)-4/89 b). It was RESOLVED to attempt to make the donors aware of the administrative costs, and incorporate a management/technical service figure in the budgets of new projects.

FC(2)-17/89 MSP Statement A year-to-date financial statement for the Missionwide Support Project was received and noted.

FC(2)-18/89 Funding of Gratuity Liability FC(2)-16/88 d) It was RESOLVED to continue to fully fund for gratuity liability, and that projects should reflect this in their budgets.

FC(2)-19/89 Guidelines on Funding Appointees' Participation in Seminars and Conferences Abroad It was RESOLVED to recommend the guidelines to the Executive Committee. (Appendix 39)

FC(2)-20/89 Investments A report on the current position regarding the investments was received and noted.

FC(2)-21/89 Member Body/Donor Survey The Treasurer reported on a survey on level of funding and funding priorities among the Member Bodies and donors of UMN. The report was received with thanks.

FC(2)-22/89 Information to the Finance Committee The UMN Administration was encouraged to provide more information in the area of aggregate trends and the forces and philosophy impacting these trends, both past and future, with less emphasis given to detailed budgets and statements.

FC(2)-23/89 Vote of Thanks Sincere appreciation was expressed to the Treasurer, other staff members and Finance Committee members for their good contribution to the meeting.

FC(2)-24/89 Coordinating Committee Actions The Coordinating Committee actions regarding financial matters taken since the last meeting of the Finance Committee were confirmed, and are appended for record:

Coordinating Committee Executive Actions

- 1) **BANK ACCOUNTS** See the following Coordinating Committee Minutes for details:

CC-80/89, CC-96/89, CC-134/89, CC-154/89, CC-185/89.

- 2) **SUPPLEMENTARY BUDGETS** The following supplementary budget items were approved:

CC-75/89	Gorkha, Assistance to Schools due to Storm Damage	NRs 42,000
	Guesthouse Building Repair due to Storm Damage	30,000
CC-89/89	CDHP, Building/Maintenance:	18,500
	Chaughare Staff Quarter's Kitchen	8,500
	Thula Durlung Agriculture Centre Kitchen	4,000
	Gimdi Agriculture Centre Wall Repair	6,000
	DAPP, Travel Expenses for Repr at Conf in Malaysia	4,000
CC-110/89	DCS Roofing Tiles Programme,	
	Travel Expenses for Seminar Repr, Switzerland	36,000
	BTI, Training Charges for BEW and NHE	80,000
CC-133/89	AKP, AKP Cooperative Society	10,000
	DCS Roofing Tiles Programme,	
	Increased Travel Exp for Roofing Tiles Conf	14,000
CC-153/89	TSP, Increased Rent for New TSP Office Premises	27,000
CC-172/89	RDC, Increase in Dictaphone Set Up	25,000
	Decrease in Purchase of Vehicle	(25,000)
CC-184/89	Gorkha, Replacement of Suction Machine Motor	9,000
ECC-70.4/89	LOP, Increased Salaries:	25,500
	1 Nepali Linguistic Consultant	6,000
	1 Nepali Language Administrator	19,500
ECC-72.2/89	Business School, Video Materials and Text Books	55,000
ECC-74.3/89	Okhaldhunga, Constr of Tut Gr Build & Basic Furniture	90,000
ECC-82.3/89	Surkhet, Additional Post for Senior NFE Coordinator	30,000
ECC-85.5/89	Okhaldhunga, Typewriter for RD office	6,500
	Honda Generator for Dental Progr, PHC	25,000
ECC-85.6/89	Okhaldhunga Hospital, New Posts, PHC Health Educator	40,000
	PHC TB Lab Techn	40,000
	Adm Officer Trainee	28,000
ECC-88.2/89	CDHP, New Posts, Forester Officer & Technician	86,000
ECC-88.3/89	CDHP, Badegaon Health Post Work	429,200
ECC-106.2/89	Gorkha, Additional Posts in Drinking Water Programme:	
	1 Supervisor, 1 Development Worker	40,000
ECC-106.3/89	CDHP, Capital Items:	303,500
	Motorcycle (additional)	20,000
	Old Canteen Central Room Door & Wall	3,500
	Bhattedanda Staff Water Scheme	10,000
	Chapagaon Health Post/Staff Repair	50,000
	Chapagaon Nutrition Centre	160,000
	Asrang Health Post Repair Work	50,000
	Gotikhel Health Post Floor	10,000

3) EMPLOYMENT AND SALARY MATTERS

- a) CC-112/89 Accumulated Leave Provision It was RESOLVED to approve provision for accumulated leave as follows:

- a) The accumulation of 40 hours leave per year up to 160 hours be discontinued at the end of Ashar 2046 (mid-July 1989).
- b) Cash in lieu be paid for leave so accumulated. Such payment to be made with the Ashar 2046 (mid-July 1989) payroll.
- c) That from Shrawan 1, 2046, (mid-July 1989) in special cases, the practice continue whereby at the convenience of the Project/Programme, leave entitlement from one year may be taken during the first three months of the new year, ie during Shrawan, Bhadra or Ashwin (July/August, August/September or September/October). Thus, an employee can have a maximum 15 month period in which to take his/her annual entitlement.
- d) That in special cases of isolation and where long distance travel may be involved, and at the Project/Programme convenience, an employee may carry one year's annual leave entitlement over and take it together with the second year's entitlement. The two year's entitlement should be taken by Ashar (mid-July) of the second year.

- b) CC-113/89 New Allowances Schedule It was RESOLVED to approve the recommended allowances schedule with an overall 10 % increase, as per COL increase.

- c) CC-136/89 Future of PPC It was RESOLVED to amend the paragraph iv) of Minute CCE-20/84, which constituted PPC, to read as follows:

"Personnel policy matters arising from UMN projects should be referred directly to the PPC Secretary with a copy to the DS concerned."

4) APPOINTEE MATTERS

- a) CC-95/89 Children's Education Screening It was RESOLVED to approve a questionnaire of "educational clearance" to try to forestall possible problems in families and Tutorial Groups. The questionnaire will be included in the UMN application packet, and to be completed by the class teacher of children of five years age or older.

- b) CC-114/89 Refunds on accommodation and food (within Nepal) It was RESOLVED to upgrade the deduction for food and accommodation expenses incurred on or after July 16, 1989 as follows:

- a) The Appointee will pay the first NRs 50/day.
- b) Up to a further NRs 120 per day may be refunded by UMN.
- c) Amounts over the total figure of NRs 170 per day will be paid by the Appointee, except in special circumstances as authorised by the Department Secretary.

- c) CC-135/89 Vehicles Mileage Reimbursement Rates It was RESOLVED to approve the following rates, effective as from July 16, 1989.

	Locally	Long Distance
Motorcycle	NRs 2/km	NRs 1,60/km
Car	NRs 4,60/km	NRs 3,50/km

- d) CC-151/89 Procedures for Handling Short Term Personnel regarding Per Capita Grant It was RESOLVED to approve the following rules:

- a) All short term personnel to be entitled to the full range of UMN support services including guesthouse or housing accommodation.
- b) From January 1990, all short term personnel will pay the Per Capita Grant, on a monthly pro-rata basis (any fraction of a month will be rounded to the nearest full month).

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

Minutes of the

UMN FINANCE COMMITTEE MEETING

held in Kathmandu, on April 24, 1989

The Finance Committee meeting was held at UMN Headquarters, and was opened with devotions led by Ron Yoder.

Roll Call. Members were present as follows

Chairman of the Finance Committee	Billy Johansson
Chairman of the Board	Richard Clark
Other member of Finance Committee	Ron Yoder
Executive Director	Howard Barclay
Treasurer	Lynn Miller
Ex-officio members, part time	David McConkey, Education Secretary
	Lionel Mackay, Eng & Ind Dev Secretary
	Trevor Strong, Health Services Secretary
	Jim Alexander, Rural Dev Secretary

Agenda. The agenda was adopted as presented by the Treasurer.

FC(1)-1/89 Confirmation of Minutes. The Minutes of the meeting held on November 15, 1988 were accepted and confirmed as correct.

FC(1)-2/89 Revised/Supplementary Budgets for 1988/1989. It was RESOLVED to recommend to the Executive Committee the approval of the revised 1988/1989 Jumla Project budget (Appendix).

FC(1)-3/89 Budgets for 1989/1990. The consolidated budgets for the year 1989/1990 were carefully noted, and explanations given concerning major changes from the previous year. FC members also had in hand the budgets for each project of the Mission.

After a full discussion it was RESOLVED to recommend these budgets to the Executive Committee for their approval, with the following provisos on the DCP budgets:

- a) That an appropriate agreement be granted for the project from HMGN;
- b) That the INF also approve the budgets;
- c) That expansion be subject to the Managing Committee's prerequisites being fulfilled;
- d) That the possibility of UNICEF becoming the full donor for the whole programme be investigated, with the understanding that UMN and INF will contribute expatriate personnel with their full support, and administer the programme.

FC(1)-4/89 Per Capita Grant for 1989/1990. It was noted that a considerable increase would need to be made in order to cover the full budget for 1989/1990. After discussion it was RESOLVED to recommend to the Executive Committee:

- a) That the Per Capita Grant for 1989/1990 be raised from USD 950 to USD 1,000.
- b) That administration be requested to consider other ways of meeting some of these costs, in the future, such as charges for services rendered to projects and report back at the November FC meeting.

FC(1)-5/89 Language Fee for 1989/1990. A lower number of new workers is expected in the coming year, and arrangements with LARC have been adjusted accordingly. The present fees charged are insufficient to meet the approved budget.

It was RESOLVED to recommend to the Executive Committee that the fee for the initial five-month course be raised from USD 1,000 to USD 1,100, to help to cover the deficit.

FC(1)-6/89 Long Term Budgets. It was RESOLVED to recommend to the Executive Committee approval of the following:

- a) Long term budget for Lalitpur CDHP, pending approval of the plans;
- b) Revised long term budget for Jumla, for 1989/1991.

FC(1)-7/89 Funding of Tutorial Groups/KISC. Ref FC(2)-10/88, b). Draft guidelines for the use of the capital fund outlined in the above minute were presented and discussed. It was RESOLVED to receive and endorse these in principle, to be further studied and finalised by the Coordinating Committee. See CC-55/89.

FC(1)-8/89 Training & Scholarship Programme Funding/Budgets. Ref FC(2)-2/88, d). After discussion it was RESOLVED that:

- a) The TSP budgets be based on the estimated annual expenditure and the income needed to meet those expenditures;
- b) The Programme's financial reports reflect the actual annual expenditures, and that a footnote disclose the breakdown of estimated future costs (on an annual basis) needed to complete the commitment to all students on scholarship at the end of the financial year;
- c) Funds be raised enough in advance to have a reserve sufficient to cover at least six months of the Programme's cash needs.

FC(1)-9/89 GBS Girls' Hostel. Ref FC(2)-5/88. A statement of accounts to March 31, 1989 was presented. It was RESOLVED to accept this as the final statement for this building programme; any other minor items in connection with the hostel to be included in the project accounts.

FC(1)-10/89 KISC Loan. In view of the increased numbers of children at the centre and the limited accommodation, it was RESOLVED that an interest free loan of up to NRs 300,000 be extended to KISC to facilitate the completion of the addition to the learning centre before the monsoons.

FC(1)-11/89 Expansion of Tansen Hospital. After discussion, it was RESOLVED to recommend to the Executive Committee that, pending approval in principle of expansion of the hospital, the building project budget be increased by NRs 1,150,000 to a total of NRs 4,150,000 to facilitate a future addition of 25 beds.

FC(1)-12/89 Rebuilding of Okhaldhunga Hospital. It was RESOLVED to recommend to the Executive Committee that a budget of NRs 6,000,000 be approved for the rebuilding of the hospital, pending receipt of written approval for this building project from HMGN.

FC(1)-13/89 TB Control Programme in Gorkha and Okhaldhunga. It was noted that UMN has been approached regarding administration of TB control programmes in these areas, and the matter is still being considered. Plans and budgets will be developed and submitted for approval at a later date pending the outcome of present negotiations. The administration is encouraged to develop a donor source(s) that would be outside the present group of supporters.

FC(1)-14/89 Hospital Operating Subsidies. It was RESOLVED to approve:

- a) That each hospital administration should budget and adjust fees as necessary to attain the lowest recurring budget subsidy level (in percentage terms) realised in the past three year actuals;
- b) That, as much as is administratively possible, the recurring budget subsidy should be given in the form of PCS and direct free care.

FC(1)-15/89 Funding of Training Costs for Appointees. It was unanimously agreed that the present policy continue to be followed, whereby the training costs to fill a given post are expected to be borne by an Appointee's Sending Body; and that no UMN funds be used for this purpose.

FC(1)-16/89 Jhimruk Project. It was noted that an updated report is being presented to the Executive Committee, including a cash-flow forecast.

FC(1)-17/89 Butwal Project.

- a) BTI Expansion Programme. Ref FC(2)-11/88, c). It was reported that NORAD has ceased to fund this programme, and RESOLVED to approve a revised budget of NRs 2,300,000; funds to be sought from other sources.
- b) BPF and BWI. It was noted that the future of these two companies is being carefully studied in light of present local difficulties in obtaining wood supplies and operating results. This report was received with concern.

- c) Working Capital Fund. Negotiations are being carried out towards the handing over of administration of this fund to the Nepal Bank Ltd. This process has been delayed by the closure of BPF.
- d) Gobar Gas Co Shares. The matter of handing over the UMN shares is still being actively pursued.
- e) Shareholdings in Companies. An updated listing of shares held was presented for information. The record requested in FC(2)-11/88 will be set up once all the 1987/1988 financial reports have been received.
- f) Board Representation. Ref FC(2)-11/88, b). This matter is still being studied. A manual is also being compiled which will contain guidelines on issues such as representation, feed-back to UMN, etc.

FC(1)-18/89 Performing Arts Troupe. Pending approval of the concept of this programme, it was RESOLVED to accept a budget of NRs 100,000 for an investigation fund.

FC(1)-19/89 Salary Scale. It was RESOLVED to recommend to the Executive Committee acceptance of the proposed revised salary scale, to be effective from Shrawan 1, 2046 (mid-July 1989). This scale is based on percentage increases on the present scale, and the inclusion of the COL increase for the coming year. Levels 12 and 13 are omitted, with the understanding that separate agreements will be negotiated with any staff to be employed at these levels. The new salary scale is found as Appendix .

FC(1)-20/89 Gratuity Fund. It was RESOLVED that the present gratuity scheme rules be modified whereby:

- a) There is a gradual increase in the amount of gratuity received for each year of service beyond five years;
- b) There is a gradual increase in the maximum amount payable as gratuity for each year of faithful service beyond the minimum of five years continuous service. The details are found in Appendix .

FC(1)-21/89 Investments Update. The Treasurer presented a statement of present investments, and the advice given for changes was noted.

FC(1)-22/89 Audit Committee Report. The Audit Committee report was noted, and the Auditor's reports were presented for all projects except Okhaldhunga for the year 1987/1988. Clarification was sought whether the Audit Committee should continue since it is no longer referred to in the Bye-Laws. It was felt that the Executive Director and the Treasurer should use whatever forum they desire to carry out the fiscal management, resulting from the auditor's reports. The FC should continue to receive the audit reports on each project as well as written comments responding to any matter raised in the auditor's report.

FC(1)-23/89 Provident Fund Statement for 1988. The Provident Fund statement for the year ended mid-January 1989 was presented, and is recommended to the Executive Committee for approval.

FC(1)-24/89 Supplementary Budget Sanctions. It was noted that the former authorisation given to the Coordinating Committee has been omitted from the new Bye-Laws, but agreed that the action should be continued.

It was therefore RESOLVED to record that the Coordinating Committee be given authority to approve the amount needed when the breakdown of a capital item demands immediate replacement, and to respond to emergencies as seems to be appropriate to the Committee.

The action of FC(1)-8/87 was also reiterated, in total.

FC(1)-25/89 MSP Statement Year-to-Date. The Treasurer reported that overall expenditures are running close to budget, although some items are overspent, notably rent, minor equipment/furniture, and repairs and maintenance.

FC(1)-26/89 Equipment in Isolated Areas. Ref FC(2)-6/88. This matter has not been pursued, and it was agreed that any such capital requests be considered individually as they may arise.

FC(1)-27/89 Appointment of Auditor. It was RESOLVED to authorise administration to engage the services of Mr Ratna Sansar Shrestha as the UMN auditor for the 1988/1989 fiscal year statements.

FC(1)-28/89 Coordinating Committee Actions. The Coordinating Committee actions regarding financial matters taken since the last meeting of the FC were confirmed, and are appended for record:

(To be inserted)

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

CONTENT OF EXECUTIVE DIRECTOR'S OVERVIEW

- 1 Current visa situation.
- 2 Jhimruk Hydel Agreement.
- 3 General Agreement update.
- 4 Contact with SSNCC.
- 5 Patan Hospital Agreement.
- 6 CC Retreat and future leadership.
- 7 Personnel matters and health.
- 8 Salaries of Nepali colleagues.
- 9 Nepal/India relationship.
- 10 The Church in Nepal.

April 25, 1989/JHB/ake

UMN CONSOLIDATED BUDGET 1989/90
(All figures in Nepal Rupees: NRs 26.3 per US \$1)

	Income	Expenditure	Grants Needed
ADMINISTRATION	5,939,691	17,306,134	11,366,443
LANGUAGE STUDY	162,881	1,489,440	1,326,559
HEALTH SERVICES	27,050,619	73,498,728	46,448,109
EDUCATION	1,707,900	22,607,250	20,899,350
ENG & INDUSTRIAL DEVEL	20,910,000	186,282,200	165,372,200
RURAL DEVELOPMENT	2,836,264	8,945,330	6,109,066
INTEREST INCOME	1,000,000		(1,000,000)
	-----	-----	-----
GRAND TOTALS	59,607,355	310,129,082	250,521,727
	=====	=====	=====

Breakdown of Grants Needed:

Per capita grants for admin/support budget (US \$1000 each)	11,366,443
Fees for language and orientation budget (US \$1100 each)	1,326,559
Grants for "recurring budgets"	12,022,353
Grants for "capital" budgets	27,748,900
Grants for "program" budgets	199,057,472

	251,521,727
Less interest income	(1,000,000)

	250,521,727
	=====

Breakdown of Budgeted Income:

Personnel contributed services	14,590,126
Contribution from Government	12,273,000
Inter-project income	11,400,786
Interest income	1,000,000
Other income generated in Nepal	20,343,443

	59,607,355
	=====

Breakdown of Grants Needed for Recurring Budgets:

Education	301,800
Health Services	11,710,053
Engineering and Industrial Development	10,500

	12,022,353
	=====

Budget Increases Compared With 1988/89:

Total expenditure	136.6%
Total PCG needed for admin/support budgets	16.2%
Total personnel contributed services	18.6%
Total grants needed for recurring budgets	14.8%
Total grants needed for program budgets	332.2%
Total grants needed for capital budgets	74.5%

	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
GENERAL ADMINISTRATION AND					
Missionwide Support Project	2,694,700	11,401,700		473,000	9,180,000
M S P Guesthouses	1,557,500	1,557,500			0
M S P Maintenance	150,200	150,200			0
M S P Healthcare	205,500	205,500			0
M S P Vehicles	404,700	404,700			0
Jumla Area Services	0	138,500			138,500
Pokhara Area Services	73,800	334,400			260,600
Jhimruk Area Services	0	100,000			100,000
Tatopani Area Services	0	14,000			14,000
Surkhet Area Services	5,900	45,760			39,860
Lalitpur Area Services	0	87,000			87,000
Palpa Area Services	25,896	569,979		50,000	594,083
Palpa Guesthouse	331,195	331,195		5,000	5,000
Gorkha Area Services	71,500	307,700		20,000	256,200
Gorkha Guesthouse	68,800	68,800			0
Okhaldunga Area Services	27,000	143,000		35,000	151,000
Butwal Area Services	26,000	431,200			405,200
Butwal Guesthouse	277,000	277,000		15,000	15,000
Andhi Khola Area Services	20,000	120,000		20,000	120,000
TOTAL GENERAL ADMIN & SUPPT	5,939,691	16,688,134		618,000	11,366,443

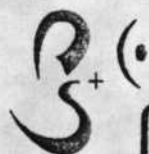
	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
LANGUAGE (to be funded by 1)					
Language and Orientation	40,500	1,333,800			1,293,300
Linguistics Consultant	63,000	112,900			49,900
Palpa Language	42,381	27,740			(4,641)
Butwal Language	17,000	5,000			(12,000)
TOTAL LANGUAGE	162,881	1,479,440		0	1,326,559

	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
EDUCATION					
Development Commun. Prod.	0			300,000	300,000
Junla Project	552,000		7,262,000		6,710,000
Training and Scholarship	96,000		8,351,000		8,255,000
Business School	398,900	495,200		66,000	162,300
Seconded Workers	135,000	183,500			48,500
Non-formal Education	103,000	260,000		5,000	162,000
Librarian Consultancy	51,400	51,400			0
Gandaki Boarding School	371,600	371,600		5,261,550	5,261,550
TOTAL EDUCATION	1,707,900	1,361,700	15,613,000	5,632,550	20,899,350

	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
RURAL DEVELOPMENT					
RDC Administration	905,700		1,880,700		975,000
RDC Income Creation	183,000		446,500		263,500
RDC Farm	390,500		390,500		0
RDC Animal Health	218,900		922,500		703,600
RDC Horticulture/Agronomy	120,900		568,700		447,800
RDC Water Systems	82,100		391,600		309,500
RDC Treeplanting/Forestry	161,000		490,300		329,300
Performing Arts Troupe	0		100,000		100,000
Okhaldunga Rural Dev'l	248,500		1,715,000		1,466,500
Surkhet Project	525,664		2,039,530		1,513,866
TOTAL RURAL DEVELOPMENT	2,836,264	0	8,945,330	0	6,109,066

	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
HEALTH SERVICES					
Patan Hospital	1,758,000	5,500,000		11,425,000	15,167,000
Nursing Campus	504,600	2,486,700		802,100	2,784,200
CDHP Lalitpur	786,600		8,791,600		8,005,000
Drug Abuse Prevention	65,000		549,500		484,500
Mental Health	230,000		542,000		312,000
Nutrition Consultancy	59,100	187,400			128,300
Seconded Workers	325,726	347,726			22,000
Oral Health	59,100	104,100			45,000
Medical Supplies Department	7,460,000	7,307,000			(153,000)
Palpa Hospital	10,755,398	14,324,351		3,239,250	6,808,203
Palpa Workshop	792,486	792,486		600,000	600,000
Palpa Community Health	264,609		2,785,015		2,520,406
Gorkha Hospital	2,338,300	4,075,300		40,000	1,777,000
Gorkha Community Health	335,000		977,300		642,300
Gorkha Project Support	381,600	381,600			0
Gorkha Workshop	271,600	271,600		10,000	10,000
Okhaldunga Hospital	580,000	1,217,700		6,000,000	6,637,700
Okhaldunga Primary Health	83,500		741,000		657,500
TOTAL HEALTH SERVICES	27,050,619	36,995,963	14,386,415	22,116,350	46,448,109

	Income	Recurring Expenditures	Program Expenditures	Capital Expenditures	Gifts/Grants Needed
ENG & INDUSTRIAL DEV'L					
Butwal Project Admin	16,000	26,500			10,500
Butwal DCS/ITID	6,435,000		8,097,000		1,662,000
BPF Forestry Programme	50,000		1,957,000		1,907,000
Butwal Technical Institute	0		2,300,000		2,300,000
Jhimruk Khola Hydel	3,360,000		132,660,000		129,300,000
Andhi Khola Hydel	10,500,000		33,500,000		23,000,000
Andhi Khola Drinking Water	0		710,500		710,500
Andhi Khola Irrigation	142,000		5,897,000		5,755,000
Andhi Khola Resource Cons.	97,000		633,000		536,000
Andhi Khola Administration	110,000		301,200		191,200
Andhi Khola Vehicles	200,000		200,000		0
TOTAL ENG & INDUSTRIAL DEV	20,910,000	26,500	186,255,700	0	165,372,200



RATNA SANSAR & COMPANY

REGISTERED AUDITOR

P.O. Box. 3934,
Ranipokhari, Kantipath,
Kathmandu, Nepal.
TLX. 2314, RAITRA NP.
TEL 216-404
FAX. 225025

To.
The Board of Directors.
The United Mission to Nepal.

We have examined the Balance Sheet of the UMN Provident Fund as of January 13, 1989 and the related Income and Expenditure Statement for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements referred to above present fairly the financial position of the UMN Provident Fund as at January 13, 1989 and results of its financial transactions for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding years.

April 10, 1989

R. S. Shrestha
Ratna Sansar Shrestha

UMN PROVIDENT FUND

Income and Expenditure Statement for year ended 13 January, 1989

1987/88

1988/89

Income

1,245,968
1,245,968

Interest Earned

1,602,372
1,602,372

Expenditure

1,159,464
15,000
1,174,464

Interest Paid
Other Expenditure

1,819,423
24,465
1,843,889

71,504

Surplus/Deficit
Undistributed interest at 17 January 1988
Surplus at 13 January 1989

(241,517)
244,613
3,096

UMN PROVIDENT FUND

Balance Sheet as at 13th January, 1989

Assets

455,977
9,326,000
19,625
3,024,754
12,826,356

Balance with UMN
Cash at Bank - Savings Account 1
- Fixed Deposits 2
Accounts Receivable 3
Loans to Members 4

176,030
856,603
9,196,000
24,110
4,093,242
14,345,985

Liabilities

1,853,068
10,728,555
244,613

12,826,356

Balance with UMN
Members Balances
Surplus for Year
Accounts Payable

5

14,317,799
3,096
25,100
14,345,985

A. S. Shroete



John Miller *Cal. Jones*

PROVIDENT FUND BALANCE SHEET NOTES

1987/88

1988/89

1.			
	308,809	Cash in Nepal Bank Limited Savings A/C	608,461
	147,168	Cash in Nepal Grindlays Bank Ltd Sav. A/C	248,142.
	<u>455,977</u>		<u>856,603.</u>
2.			
	5,290,000	Fixed Deposits at Nepal Bank Limited	4,390,000
	4,036,000	Fixed Deposits at Nepal Grindlays Bank Limited	4,806,000
	<u>9,326,000</u>		<u>9,196,000</u>

Fixed deposits are less this year because we paid back the overdrawn balance with UMN 17th January, 1987.

3. Interest receivable on fixed deposits and savings a/c for 13 days.

4.			
	235,124	Loans to MSP members	254,650
	1,301,660	" " Palpa members	1,782,309
	544,857	" " Gorkha members	659,425
	103,248	" " Okhaldhunga members	109,511
	273,450	" " Nursing Campus members	369,900
	2,500	" " Jumla members	2,000
	39,045	" " RDC members	80,045
	356,050	" " CDHP	519,400
	47,900	" " In-Service Scholarship members	103,200
	120,920	" " Butwal members	146,282.
		" " Andhikhola members	37,200
		" " Surkhet members	19,620
		" " KISC members	9,700
	<u>3,024,754</u>		<u>4,093,242.</u>

5.		MEMBERS BALANCES	
	934,361	Liabilities to MSP members	1,254,069
	4,078,379	" " Tansen members	5,307,201
	1,448,362	" " Gorkha members	1,842,633
	347,107	" " Okhaldunga members	509,757
	876,521	" " Nursing Campus members	1,122,683
	335,605	" " Butwal members	469,287
	203,687	" " RDC members	268,025
	123,693	" " Andhikhola members	164,226
		" " KISC members	33,995
	26,019	" " Surkhet members	67,491
	1,622,603	" " CDHP members	2,201,616
	34,662	" " Jumla members	80,742
	697,656	" " In-Service Scholarship members	996,061
	<u>10,728,655</u>		<u>14,317,789</u>



Signature

Revised Salary Scale (Proposal)

I. Summary of Proposal

In view of the market realities and in keeping with the development of a strategy to increase the number of Nepali staff in management/leadership positions within the Mission, the administration recommends an extraordinary adjustment in cash salaries of 28.5% overall - the lowest salary level (level 1) to receive an increase of 25% and the highest salary level (level 11) to receive an increase of 64% (Exhibit A). Such increase is to be given in addition to the annual cost-of-living salary adjustment at the start of the 1989/90 fiscal year.

The 1989/90 salary scale is to include a total of 11 levels. No employees or promotion criteria exist for the present levels 12 and 13. ✓

II. Present Situation

UMN operates one salary scale for all of its employees. The salary scale comprises 13 job levels with a description of each level included in the promotion criteria section of the Mission's salary policy documents. At present approximately 700 employees are directly affected by the UMN salary policy and as many as another 1500 are employed by employers with historical ties to the UMN salary structure. These persons are employees of the UMN-related companies, BTI/DCS, Patan Hospital, and Gandaki Boarding School. Most of these employers have started out using the UMN salary structure and have monitored UMN's salary movements in making salary adjustments.

The annual salary increases are approved by the FC/EC. For the past number of years, FC/EC has approved annual increases by a standing policy linking the percentage increase to the annual cost-of-living (COL) index as published by the Nepal Rastra Bank.

The salary movement of HMGN has been monitored (Exhibit B) but due to its erratic movement has generally not been considered when making increases. The setting of the 1988/89 salary increase departed from the annual COL rate (11.1%) when an increase of 16% was approved after consultation with the Finance Committee Chairperson. The feeling by UMN administration was that over the years our cash salary levels vis-a-vis HMGN's salary levels was decreasing. This, along with the fact that HMGN gave a 25% increase after no increase the previous year, led to the granting of the 16% increase. Since UMN had given 9.1% the previous year, UMN did as well as HMGN over the two year period.

Over the years, there has been a squeezing of the upper and lower limits of the scale so that at present the ratio is 4.8 : 1 (Rs. 4229 / Rs. 878). In actual fact, the ratio between highest paid and lowest paid employee is 3.7 : 1 since the highest paid employee is at level 11. Because of the compressed nature of the scale and the multitude of levels, the salary of an employee with many years of service may in fact be higher than another employee who has been hired two levels higher.

Little attention has been given to the movement of salaries in the market place when making annual salary adjustments. Bilateral aid organizations, foreign and Nepali NGOs, and construction and tourism/service industries all compete for the various types of employee sought by UMN. A market factor provision is built into the salary policy but has been only moderately successful in implementing.

III. Realities of The Present Situation

1) Pressure for higher salaries come from increased expectations in the standard of living as well as COL annual rate increases. The standard of living is rising for many in the urban areas, particularly Kathmandu. However, according to statistics published by the World Bank, the per capita income has fallen from 170 dollars in mid 1980 to 160 dollars in mid 1987 - a decline of nearly six percent. In current dollar terms, the UMN salary levels remained relatively steady, though measurement in real dollar terms would show a significant decline (Exhibit C).

2) Labor market pressures are increasing. There is an increasing number of employers who are competing for the relatively few skilled and motivated candidates and many can offer a post based in Kathmandu. While our hospital and community health projects are generally filling their vacant posts within the present salary scale, the present salary levels are not competitive enough to attract persons to upper level posts relating professionally to rural and industrial development. Salaries for our business school teachers and senior secretarial posts lag significantly behind the market.

3) The minimum formal training and experience requirements to perform a given job is rising and it becomes a justification for paying higher salaries.

4) Few bilateral aid organizations or foreign NGOs are operating institutions as we do in UMN where the employees are employees of the donor organization. Many employees in other organizations are hired on a contract basis for a limited amount of time.

5) UMN Appointees view working alongside a Nepali who will take on ever greater responsibilities in the vision and administration of programs as one of their primary goals and are disillusioned when the Nepali leaves employment due to salary considerations or when qualified candidates find the UMN remuneration package to be too low and look elsewhere.

6) The UMN Board and Executive Committee have encouraged the development of a strategy to place Nepalis in Project leadership positions. Current statistics indicate Nepalis occupy 44 posts at level 8 and above out of a total of perhaps 200 such posts (Exhibit D).

7) In the hills, most locally hired staff (the majority of UMN employees in these Projects) are quite content with their salary levels as these salaries provide them with discretionary income. They would

otherwise be forced to live solely off their land or uproot to find another cash paying job. Viewed in this way, a salary increase for these people would not likely be needed to keep them employed with the Mission.

IV. Consideration of Alternate Strategies

1) Separate salary scales for the various professional areas were considered. It was felt that this approach is unacceptable at present. Many of our Projects are integrated and more than one salary scale would be difficult for employees to understand and accept and would be complex to administer. It would also take considerable time to develop the appropriate scales and related promotion criteria.

2) Implement market factor allowances for positions in rural and industrial development, senior secretaries, and business school teachers. This was viewed as a quick fix to the current pressures but does not anticipate the labor market trends of nearly all sectors that are not heavily HMGN dominated. The necessary market factor allowance would be very difficult to implement because in some cases the amount needed might effectively move the employee several levels higher on the salary scale.

3) Do away with the salary scale and hire on a negotiated contract basis with a fixed period of employment. Again this is viewed as difficult to administer, time consuming, and the setting of salary levels would depend on how well the person hiring knew the market. Employees would likely compare with each other and complain about differences.

4) Raise the upper levels of the salary scale significantly with a primary objective to create a scale that can attract personnel with leadership and technical skill qualities so as to be able to increase the number of Nepali staff in key positions. With the likelihood of restrictions on the number of expatriate posts, the capability to hire more highly trained and experienced personnel is viewed as urgent. The capability to hire more highly trained and experienced personnel provides a necessary alternative to the present approach of hiring lower level personnel and training them up over a number of years with no assurance of staying once they have received training.

5) Review what it costs to live and establish a need based salary structure. A variety of allowances are normally built into this approach. It was felt that such a review could be useful in evaluating what should be the minimum salary on the scale but that the use of allowances was discouraged because pay should be linked closely to the work performed.

1100 Rs 1400 Rs 1 Wohnungs miete

EXHIBIT A

25% ON 878; 1.5% INCR		OVERLAP	INCR ON PRESENT SALE
1100	17x20 = 1440	↓	P.222 = 25%
1270	19x20 = 1650	10 INCR 50%	271 = 27%
1460	22x20 = 1900	" "	320 = 28%
1620	25x20 = 2180	" "	325 = 28%
1930	27x20 = 2510	5 INCR 50%	454 = 21%
2265	34x20 = 2745	11-5 INCR 57%	572 = 34%
2655	40x20 = 3455	" "	729 = 38%
3135	47x20 = 4210	12 INCR 60%	939 = 43%
3700	55x20 = 4800	" "	1199 = 48%
4415	61x20 = 5735	13 INCR 65%	1551 = 55%
5240	80x20 = 6940	14 INCR 70%	2078 = 64%
6460	97x20 = 8400	" "	2747 = 74%
7820	117x20 = 10,160	" "	3,591 = 85%

115 COST	16,950,544	
SENT	13,187,278	
	3,763,266	= 28.54%
+ P.F	276,326	7.
	4,139,592	

Wibel

Minutes of the meeting of the

UMN FINANCE COMMITTEE

held in Kathmandu, 27-28 March, 1981

The meeting of the Finance Committee was held in the Board Room, UMN Headquarters, and lasted for 1½ days. Sessions were opened each morning with devotions led by Mr. E. Wennemyr and Mr. M. Roemmele respectively.

Roll Call:

President of UMN Board	:	Rev. P. Kniss (absent)
Chairman of Finance Committee	:	Mr. M. Roemmele
Other Member	:	Mr. M. Warner (absent)
Ex-Officio	:	Mr. C. Johansson, Executive Director
		Mr. F. Clarkson, Treasurer
		Mr. A. Schlorholtz, Economic Development Secretary
		Mr. R. Clark, Education Secretary
		Dr. S. Mogedal, Health Services Secretary
Co-opted Members	:	Mr. J. Malm, Executive Committee Member
		Mr. E. Wennemyr; Treasurer-elect

Apologies were received from Rev. P. Kniss, President of UMN Board, from Rev. E. Gass, Vice President of UMN Board and from Mr. M. Warner. It was agreed that Mr. J. Malm be co-opted for this meeting.

Agenda: The agenda was adopted as presented by the Treasurer, with minor amendments.

FC(1)-1/81 Confirmation of Minutes. The mimeographed minutes of the meeting held on 10-11 November, 1980, were approved and adopted as an accurate record.

FC(1)-2/81 Matters arising from the Minutes.

- a) FC(2)-2/80 c) RESOLVED to allow a further extension of time in the spending of Rs. 6,599.32 capital balance for typewriter.
- b) FC(2)-22/80 a) RESOLVED that this projection of recurring budget costs for Patan Hospital Project be presented to the November meeting of Finance Committee.
- c) FC(2)-41/80 RESOLVED that this be referred to the November meeting of Finance Committee.

POLICY MATTERS

FC(1)-3/81 UMN Salary Scale. It was RESOLVED to approve the following amendments:

a) Uniform allowance for nurses:

Maximum allowance up to Grade 5 Rs. 45. per month
Maximum allowance from Grade 6 and up Rs. 55. per month

Uniform allowance for other than Nurses to continue to be according to local project policies. This is to be shown as a separate budget item, with a ceiling, in cash or clothing, of Rs. 180. per half year.

b) Temporary relief-duty allowance:

Under item "In Charge Allowance" add "If the responsibility and work-load are limited, there should be an allowance of Rs. 52. per month instead of the full 'In Charge Allowance'."

c) On-Call Allowance:

On-Call Allowance, up to Grade 8 inclusive:

Rs. 3. per night if living at home

Rs. 5. per night if living away from home

d) Shift Differential:

Shift differential to be allowed at the discretion of Project, where shift finishes at 9:00 p.m. or later:

Rs. 1.60 per shift

FC(1)-4/81 Cost of Living Index.

- a) FC(2)-4/80 c) iv) RESOLVED that the final clause be deleted ("leaving the increments the same").
- b) In order to make COL adjustments in salaries from mid July 1981, it was RESOLVED to recommend the following proposal to the Executive Committee:
- i) Authorize expenditure up to 17% of total salary budget (roughly estimated at Rs. 500,000.) in granting salary increase from mid July 1981 -- mid July 1982.
 - ii) The Coordinating Committee be authorized to distribute the available amount between the different personnel categories after discussion with the personnel involved through their representatives.

FC(1)-5/81 Budgeting guidelines for 1982. (FC(2)-46/80) RESOLVED that the Projects be requested to prepare budgets on the basis of maximum increase of 20% in present 1981 UMN budget allocation.

FC(1)-6/81 Employment Policy. RESOLVED to approve the following amendments to the employment policy:

- a) Consecutive Service Clause 17.
Add to the definition of Consecutive Service - In-Service Training, in the last line the words "and will not lose seniority by taking a course".
- b) Maternity Leave Clause 11b.
- i) Delete the words "provided there is at least 24 months' interval between each live birth."
 - ii) Add "2 weeks maternity leave may be taken before delivery if necessary."
 - iii) Add "If still birth/^{occurs} after 28 weeks of pregnancy, up to 3 weeks maternity leave may be given. Where still birth occurs earlier than at 28 weeks of pregnancy, sick leave should be taken."
- c) Overtime Clause 9.
Add "where necessary, authorised overtime may be worked up to a maximum of 30 hours per month. Overtime is paid at the hourly rate of the monthly basic salary plus increments divided by 176 (44 hours x 4 weeks).

FC(1)-7/81 Provident Fund Scheme. It was RESOLVED to recommend to the Executive Committee approval of the following:

- i) That funds be made available from P.F. monies held by Headquarters for the authorised P.F. loans when requested by the Project.
- ii) From 14 April 1981, new or extended P.F. loans be charged interest at the same rate as interest receivable on Bank Fixed Deposit, but on the varying monthly balance.

FC(1)-8/81 Medical Insurance Plan. It was RESOLVED to approve the following amendments in the Medical Insurance plan:

- a) Clause 3: Add 'Allowances' shall include those for Housing, Outside Kathmandu Valley & Village allowance, In-Charge, Temporary Relief Duty, Non Practising, and such others as may be added from time to time. It specifically shall not include overtime, and allowances for uniform, on-call, shift differential, cash, walking, travel and daily allowance.

Add 'Part-time employees' premium will be based on what would be received on full-time work'.

Add 'Temporary employees may be covered under this plan'.

- b) Clause 12: Delete and replace with the following:

The service under this plan does not include medicines obtained other than through a UMN hospital except as stated in the next paragraph, nor for spectacles. At the discretion of the project administration, the fee for an outside doctor, medicine, tests and transport within Nepal may be paid. This plan does not provide for treatment outside Nepal.

- c) Clause 15: Delete Clause 15. Present Clause 16 then becomes Clause 15.

FC(1)-9/81 LOP Employment Policy. It was RESOLVED to approve the following amendments:

- a) Delete under Clause c the words "Plus 60% Cost of Living Allowance."
b) Add under Clause "g, Cost of Living Allowance: *(paid during the period of residence in remote projects for those who are normally ~~not~~ resident in that project) - 60% for those transferred to Jumla."

FC(1)-10/81 Accidents & Compensations. It was RESOLVED that a policy be accepted as follows:

When UMN assistance is required in a community development project and community members contribute with voluntary labour in a self-help basis, there shall be made a written agreement before the work is initiated, that shall include the following terms:

- a) In the event of an accident causing injury or loss of life to a person working as voluntary labour in the project, UMN shall in no way be held liable.
b) The responsibility for giving compensation to an injured person, as above, or to his/her family, will be carried by the community and arrangements worked out by the community itself according to what is seen feasible and appropriate in the local situation.

FC(1)-11/81 Studies & Investigation Fund. (FC(2)-16/80) It was RESOLVED

- a) To approve the proposal (Appendix I) noting that it includes pre-feasibility studies as well as research and development.
b) To authorise the seeking of Capital Funds for the fund - Rs.100,000. per year for three years.

FC(1)-12/81 Grants for other than UMN Projects. (EC(2)-59/80). It was RESOLVED to accept the statement as follows:

In the majority of cases it is better that agencies like women's clubs, service organisations etc., use channels that enhance their distinctiveness and do not become confused with UMN. This ambiguity of policy allows for the rendering of a useful and good service in extraordinary situations.

FC(1)-13/81 Report on Gratuity Scheme.

- a) The report was received with thanks and recommendations were made as follows:
i) That Executive Committee note the need for increasing the Gratuity Fund and suggest ways of seeking these funds.
ii) That the Treasurer's office make an actuarial assessment to determine whether or not the interest on an investment of Rs. 2,000,000. would be sufficient to cover claims on the fund with entitlement at 10 years of service as at present; and also what the investment would need to be to cover claims on the fund if entitlement was lowered to 5 years.
b) It was noted that the decision regarding the future of Shanta Bhawan Hospital will have a very real effect on this fund.
c) It was RESOLVED that a transfer be made of Rs. 100,000. from the Valuation Reserve Fund to the Accumulated Fund. Further, that Rs. 300,000. be transferred from the Accumulated Fund to the Gratuity Fund.

FC(1)-14/81 UMN Banking Procedures. (FC(2)-18/80) The paper was received for information and will be presented to the Executive Committee.

FC(1)-15/81 Per Capita grants. Concern was expressed in noting that the present per capita grants are not sufficient to meet the rising costs (especially rents, salary increases and additional salaries due to Nepalisation). It was RESOLVED to recommend that the Executive Committee consider alternative ways of structuring our income from Member Bodies in such a way that it does not act as a deterrent to Asian and other groups wishing to join UMN.

O.K.
separate admin
and projects
Mission

ANNUAL FINANCIAL STATEMENTS FOR 1980

FC(1)-16/81 Annual Financial Statements: The annual General Fund, Capital Fund and Program Funded statements from each of the projects were studied carefully and discussed. The following items were particularly noted and with these comments it was RESOLVED to forward these to the Board of Directors for acceptance:

- a) Headquarters. The Truck account shows a deficit because of the high operating costs of the old vehicle. The three guesthouses are to be taken as a whole and are self-supporting, except for rent, maintenance and contributed personnel services.
- b) Shanta Bhawan. The deficit balance in the Nurse Campus account will be covered by nurses' scholarship fund.
- c) Palpa Project. Colleagues are to be commended on the excellent efforts made in holding down hospital costs.
- d) Gorkha Project. The large surplus balance in Hospital account was noted as was the current checking of its accuracy. Increased patient load and some increase in fees, plus inventory fluctuations help to explain this.
- e) Pokhara School. The deficit balance of the Agriculture Department includes depreciation. It is not UMN policy that depreciation be funded.

The Area Administration statement includes no payment to GAMV for accounting services rendered to UMN personnel. This is being adjusted with supplementary recurring budget grant.

This is the final report on the Building Project. It was noted that payments were less than the total budget. An approach has been made to the donor asking if they would give the full 75% of the total budget along with permission that this be used for other related work, but this was denied.

- f) Jumla. There is need for guidelines in preparation of statements for Program Funded Projects. (see FC(1)-19/81).
- g) Rural Youth Training Program. The need for a study as to the future of this program was endorsed. (EB-7/81).

FC(1)-17/81 Treasurers' Annual Statements. Thanks were expressed to the Treasurer for the detailed statements, especially the consolidated statements of Recurring, Capital and Program Funds.

It was directed that, according to stated policy, the surplus and deficit balances (after audit) be absorbed into Accumulated Fund.

GENERAL BUSINESS

FC(1)-18/81 Grant from Leprosy Mission. It was noted that this grant does not really fit the category of per capita grant and it was requested that the Treasurer consider listing this grant in a different category.

FC(1)-19/81 Financial statements for Program Funded Programs. It was requested that the Treasurer bring to the next meeting of the Finance Committee a proposal as to how statements should be prepared to give sufficient information to enable monitoring expenditure as compared to budget, development, and to timing.

FC(1)-20/81 Supplementary Recurring Budgets. It was RESOLVED to approve the following supplementary grants:

- a) Pokhara Area Administration.
Contribution for services of GAMV Business Manager Rs. 4,000.

FC(1)-21/81 Supplementary Capital Budgets.
A. It was RESOLVED to approve the following Capital Budget items:

- a) Training & Scholarship Fund
Office Furniture Rs. 3,000.
- b) Missionwide
Kathmandu Valley Housing Furniture 40,000.
- c) Headquarters
 - i) Delete:

Motor Rickshaw	26,000.	
Auto Trailer	35,000.	61,000.

ii) Approve:		
Light Van		Rs. 185,000.
Telephone batteries and charger		4,000.
Fleming guesthouse major repairs & maintenance		3,500.
d) Education		
i) Makaisingh - Latrine		3,000.
ii) Gorkha - Evaluation of work of teachers		28,500.
e) Health Project Support Office - maintenance Program		
Test Meter - Bio Medical		850.
f) Shanta Bhawan C.H.P. Typewriter		10,000.
g) Gorkha		
Renovation for shelving		7,000.
Furniture & Equipment		6,000.
Revolving Fund for stock		250,000.
h) B T I		
Revolving Fund for Tradesmen		200,000.
i) Studies & Investigations		300,000.
j) Tansen		
Nawal Parasi MCH		21,250.
New Palpa Health Post		7,526.
Dera Line Electric Meters		7,000.
		<u>Rs. 1,076,626.</u>

B. It was further RESOLVED to confirm the action of the Coordinating Committee in approving items:

a) Training & Scholarship Fund:	
Office Furniture	Rs. 3,000.

FC(1)-22/81 Patan Hospital Project. (EC(2)-5/80) It was RESOLVED to recommend authorization of the plan to construct the final roof on its columns at the same time as stage I construction with a view to completing this later for staff housing. Funds for this are to be made available from monies other than EZE funds until funds for staff housing have been received. Total estimated cost Rs. 450,000.

FC(1)-23/81 Supplementary Program Budgets. It was RESOLVED to recommend approval of Program Funded budgets as follows:

a) Shanta Bhawan CHP	
i) Lalitpur Primary Health Care Program - 5 year budget	Rs. 9,784,474.
ii) Lalitpur Community Dev. Program 5 year "	5,285,635.
iii) It was also recommended that the above programs be explained to the Board.	
b) Palpa Community Health Program 5 years	11,042,750.
c) Okhaldhunga Community Health Program 3 years	1,275,500.
d) Jumla - increase as per revised budget	8,762,338.
e) Andhikhola - increase due to delay and inflation	8,000,000.
f) Buling-Arkhal Project - increased budget for pre-feasibility study and 1982 programs	427,000.

(It was noted with interest that an outside agency is being used for the pre-feasibility study).

44,577,697.

FC(1)-24/81 Capital Grants from Undesignated Funds.

A. It was RESOLVED to make the following grants for 1980 approved capital items:

a) Headquarters	
Fleming guesthouse major repairs & maintenance	3,500.

b)	Missionwide Kathmandu Valley Housing Furniture	Rs. 50,000.
c)	B T I Foreman Training Program	10,000. Rs. 63,500.
B. It was further RESOLVED to confirm the Coordinating Committee action in approving the following grants from undesignated funds:		
a)	Training & Scholarship Fund Office Furniture	3,000.
b)	Education/Service Office Office Furniture	1,550.
c)	Makaisingh - Latrine	3,000. Rs. 7,550.

FC(1)-25/81 Variation in Grants. It was RESOLVED to approve the following:

a)	Education Balance of original grant for roofing on Lapsibot school to be used toward new building	Rs. 23,330.
b)	EDE-SO Hold Capital Funds for purchase of duplicator	7,000.
		Rs. 30,330.

FC(1)-26/81 Housing.

- a) It was RESOLVED to approve the following revised ceiling rent allowance for Board Appointees:
- i) Kathmandu Valley - effective from mid April

A. Single Workers	Rs. 800.per month
B. Couples without children	1,050.
C. Couples with one child	1,250.
D. Two Singles living in the same apartment	1,250.
E. Couples with 2 or more children	1,350.
 - ii) Tansen

A. Single workers	Rs. 400.
B. Couples without children	650.
C. Couples with one child	725.
D. Couples with two or more children	800.
- b) It was agreed to refer the following proposals to the Executive Committee for discussion and decision:
- i) In order to encourage UMNers living in Kathmandu to make available to the Guest House Pool any spare room they may have, it is proposed that:
 - 1) Anyone committing the use of a room for the Guesthouse be allowed rent allowance upto one category above that which they would normally get, upto the limit of Rs.1,450.
 - 2) UMN provide basic furniture for such a room (bed, table, mattress.)
 - 3) Kathmandu Valley Housing Committee reserves the right to accept only such offers of guest rooms as are needed and suitable considering location and need - families, single men, single women, etc.
 - 4) The need for the room be reviewed annually.
 - ii) To make further housing available, especially to UMN families coming in from the projects, it is proposed that UMN maintain a self-contained flat where families could stay and cater for themselves.

FC(1)-27/81 UMN Salary Scale Routine Amendments. It was RESOLVED to approve the following:

- a) New and amended posts:
- | | |
|----------------------------------|---------|
| Senior Purchasing Officer | Grade 6 |
| Assistant Accountant | Grade 7 |
| Cook (Guesthouse over 20 people) | " 3 |

Head Cook (Guesthouse over 20 people)	Grade 4
Senior Doctor's Helper	Grade 3
Leprosy Assistant	Grade 3

Amend: "Senior Administrative Health Assistant" to "Senior Health Assistant" Grade 7

FC(1)-28/81 Promotion Criteria. It was RESOLVED to approve the following Amendments:

- a) Promotion Criteria, General Guidelines Section 2
Add "Clause vi. Where new staff have completed a certificate level course and their exam results are pending, they may be employed on a temporary basis only, at the next Grade below which they would have been employed if they had their exam, but without any increments. On the exam results becoming known, their grading and position is to be completely re-assessed."
- b) Under Promotion Criteria
Add "Discretionary Authority
Where special circumstances exist, the Functional Secretary and Treasurer (jointly), on recommendation from the Project Director, be given discretionary authority in regard to appointment or promotion to make exceptions in relation to Promotion Criteria."
- c) It was RESOLVED that there be a permanent committee for review of promotion criteria and for consideration of requests for interpretation of criteria where controversies may exist.
- d) Detailed Promotion Criteria.
 1. Grade 4 sr. C.H. Worker
Add "or 5 years experience in Grade 3"
"or 3 years experience in Grade 3 with special responsibility."
 2. Grade 3
Add "Sr. Doctor's Helper" and bracket with Sr. Nurse Aid for the same criteria.
 3. Grade 3
Add "Leprosy Assistant" and bracket with Jr. Lab. X-ray, Pharm. Assistant, Physiotherapy, for the same criteria.
 4. Grade 7
Amend "Sr. Administration Health Assistant" to "Sr. Health Assistant", the criteria remaining the same.

FC(1)-29/81 Reserve Funds. The statements were received with thanks and it was noted that the expected surplus in General Funds in 1980 may roughly balance the increased expenditures in salaries the last half of 1981. It was also noted that there is approximately Rs. 100,000. available for transfer from Valuation Reserve Fund to Accumulated Fund.

FC(1)-30/81 Accounts Outstanding. It was RESOLVED that the following balances be written off against accumulated funds:

a) Headquarters Truck Account	Rs. 17,649.
b) Truck accident related expenses	11,237.
c) Design Office Butwal - costs involved in preliminary plans for Tansen building program ..	6,082.

FC(1)-31/81 Report on Audits and Recommendations.

- a) It was requested that the Coordinating Committee be responsible to receive and scrutinise audit reports, referring major matters to the Finance Committee; noting that the Bye-Laws must be amended accordingly. The Coordinating Committee was encouraged to set up its own Audit Committee.
- b) It was agreed that the following proposal be referred to the Executive Committee:
That the provisional statements be printed with the April Minutes as previously, but that the November Minutes include a supplement consisting of the audited statements.

FC(1)-32/81 Bank Signatures. It was RESOLVED to authorise signatures as follows, any two signing jointly:

a) That Ken Webster sign on the following accounts instead of John Williamson.

i) Nepal Bank Limited, Khasauli Branch, Butwal
"United Mission Development and Consulting Services"

1) Current Account No.52

2) Employees Provident Fund Savings Accounts

ii) Grindlays Bank Limited, 29 Netaji Subhas Road, Calcutta
"United Mission Development and Consulting Services".

Current Account No. 31'35

iii) Punjab National Bank, Naya Gunj, Kanpur
"UMN Development and Consulting Services"

Current Account No. 7583

iv) Nepal Bank Limited, Khasauli Branch, Butwal
"UMN Bio-Gas Research Development/Construction"

Current Account No. 1268

b) UMN Treasurer's Accounts to be signed by:

Treasurer	Deputy Executive Director
Treasurer's Assistant	Central Services Director
Executive Director	Frances Swenson

FC(1)-33/81 Recognition of services of Mr. & Mrs. Frank Clarkson.

Frank and Flora Clarkson will be sorely missed from the UMN team after five years of service. Their dedication has been first to God, and strongly to people. The ever open door and table of their home have testified to this. However, Frank's signal contribution has been in the office of Treasurer. Here he has delighted to bring order out of confusion, and to strengthen control and planning in financial administration throughout the Mission. In this he has contributed the double strength of his own strong convictions and his openness to the ideas and contributions of others. The benefit experienced by the Finance Committee has been a progressive ease in the conducting of its business. The light burning in Frank's office on many a late evening tells at least part of the inside story, and points to the supportive patience of Flora in their shared service. We express our thanks and appreciation to them both, and pray God's richest blessing on them as they enter the next phase of life, in New Zealand.

PROPOSED PLANSIntegrated Rural Development Committee

The IRDC has only one area of work which it implements, namely that of undertaking studies and investigations related to integrated rural development and reporting its findings to the appropriate UMN Board or Committee. Integrated rural development is being carried out in the various projects of UMN. Much research on IRD has already been done by UMN and other organizations. Efforts need to be made to compile this information and distribute it to people who will use this. This proposal presents a sample of the kind of studies that UMN may do, how these studies are to be implemented, and a budget.

Studies, Investigations proposed to IRDC to be undertaken:

The following list suggests a number of studies which have been brought forward to IRDC to be implemented. With many of these topics, much research has already taken place, and is available in current literature available in Kathmandu libraries (including UMN Health Services Library). Compiling this information and relating it to the particular project may be all that is necessary.

1. Preparation of a manual on community diagnosis which would help community workers on how to analyse problems in the village.
2. Effects of migration of people who lived in the hills to urban growth centres. This study should especially look into the effects of families and women who leave traditional communities to go to urban areas where there may possibly be a lack of community. The purpose of this study is to identify some problems of urban areas.

Other problems of urbanization should also be studied.

3. The channels of leadership of village communities. Villages have formal and traditional structures of leadership organization.
4. How to better integrate women in rural development programs.
5. Nepali attitude towards health. Understanding this may give us greater appreciation of Nepali worker's behaviour.
6. Child-bearing techniques of Nepal and how they relate to nutritional matters. How do the various ethnic groups in Nepal raise their children. Knowing children's early feeding habits should help our nutrition work.
7. At the request of a functional board, IRDC could undertake preliminary social and economic studies of a geographical area prior to the initiation of a new UMN project. Such a study would try to produce facts on paper as they may be ascertainable) of social and economic structures of these communities and help UMN understand the needs of the area. Knowing formal traditional organizational structures of an area will help UMN to plan how to implement the projects. Already Andhi-khola Project Planning Committee has asked IRDC to implement a study on irrigation, soil conservation and land reclamation of that area.
8. Christian approaches to development in Nepal.
9. How various types of UMN Projects/Programmes affect our christian witness (and vice versa).

Implementation of Investigation

Studies and Investigations for IRDC can be best co-ordinated through the office of the UMN culture resource person. However, the work itself will have to be carried out by others as listed below:

1. Involvement of Language and Orientation Programme. If possible and acceptable to Education Board and LOP, new language students as part of their orientation would have the option to select a research topic related to his/her professional interests. In their orientation, these persons should learn about the various libraries and research facilities in Kathmandu. Those students who participate in their research will be assigned to a senior UMN person or other person with expertise in their area of research, who will assist and guide the students in their study. If possible, the students should try to coordinate their study with their village stay.

2. Voluntary Study Assignments. UMN persons upon returning from furlough, and senior Nepali staff will have the opportunity to take time to study or investigate an area of his/her interest. Before going on furlough the UMN person will work out with his/her project director and functional secretary the details of study, and length of study assignments (1 to 6 months). While on furlough, the person could visit universities or other research facilities which may be involved in related research. Senior staff could be given the opportunity to take study assignments. Again, details should be worked out with the project director and Functional Board Secretary, and studies should be closely related to on-going work.
3. Projects and programmes, as personnel are available can undertake studies and investigations. Assistance can be given by Rural Development Division and/or the Culture Resource Worker. Graduate students, Nepali or expatriate may be interested in undertaking these studies. Nepali firms, such as CEDA (Centre for Economic Development Administration), APROSC (Agricultural project Service Centre), and New Era through contract could provide these services.
4. Care should be taken so that studies do not adversely affect community development efforts. As much as possible, communities should be involved in undertaking the survey.

Budget for Studies and Investigations Fund:

To carry out studies for the next several years, IRDC will need the following: budget. This budget will be administered by the Secretary of the IRDC on the instructions of the IRDC and approval by the Coordinating Committee.

The following budgets provide an estimate as to the total annual cost for implementing studies and investigations for IRDC.

Annual Budget for 3 years:

Secretarial services, office expenses & rent	Rs. 15,000.
Graduate student study assistanceship (max.2 students per year)	20,000.
Study by a Nepali Consulting Firm	30,000.
Travel	5,000.
Salary Costs for Senior UMN Nepali Staff while on study assignments (average two per year)	30,000.
	<hr/>
	Rs.100,000.
	<hr/>

Minutes of the

UMN EXECUTIVE COMMITTEE MEETING

Held in Kathmandu, 30-31 March, 1981

The meeting of the Executive Committee was held in the Board Room at UMN Headquarters, Thapathali, for two full days. The morning sessions were opened with devotional periods, led by Rev. J. Malm and Dr. S. Mogedal.

Roll Call:

President: Rev. P. Kniss (absent)

Vice President: Rev. E. Gass

Other Members: Mr. B. Lobe

Mr. M. Warner

Rev. J. Mizuno

Mr. S. Isaac (absent)

Rev. E. Campbell

Rev. G. Grose

Rev. J. Malm

Mr. M. Roemmele

Ex-officio Members: Rev. C. Johansson

Mr. F. Clarkson

Mr. A. Schlorholtz

Mr. R. Clark

Dr. S. Mogedal

Mr. H. Simrose

Miss G. Walker

Dr. D. Haug

Executive Director

Treasurer

Economic Development Secretary

Education Secretary

Health Services Secretary

EDB representative

EB representative

HSB representative

Co-opted Member: Mr. E. Wennemyr

Treasurer Elect

Agenda: The agenda was adopted as presented by the Executive Director, with the addition of a few items.

EC(1)-1/81 Confirmation of Minutes. The minutes of the meeting held on 13-14 November 1980, had been circulated to members. It was RESOLVED to accept and approve these as accurate.

EC(1)-2/81 Confirmation of Correspondence Votes. Since the meeting of the Committee in November, the following matters had been acted upon by correspondence vote. It was noted that on all the personnel matters unanimous positive votes had been received on each item except where there was no response within the six weeks' time limit. There was one negative vote on the item regarding amendment of Provident Fund rules:

a) Offers of service:

i) Fred and Toni Peters, Host and Hostess, MCC. It was RESOLVED to accept the services of Fred and Toni Peters with thanks to God and to their sending Mission.

ii) Sjoerdje van der Wal, Nurse, MCC. It was RESOLVED to accept the services of Miss van der Wal with thanks to God and to her sending Mission.

iii) Peter and Carol Thompson, Quantity Surveyor, TEAR Fund. It was RESOLVED to accept the services of Peter and Carol Thompson with thanks to God and to their sending Mission.

iv) Roy and Leora Thompson, Electrical Engineer, World Concern. It was RESOLVED to accept the services of Roy and Leora Thompson with thanks to God and to their sending Mission.

b) Addition to EC(2)-15/80 "Board appointees leaving on furlough":

Miss Stina Ullberg, Nurse/midwife, Orebro. Came to Nepal in April, 1959. Was assigned to Shanta Bhawan Hospital, District Clinics, Bhaktapur Hospital and to Shanta Bhawan Community Health Program. Went on furlough in late December.

c) Amendment to Provident Fund rules. This proposal was not approved by correspondence vote, so was referred to Finance Committee. See FC(1)-7/81.

EC(1)-3/81 Annual Reports and Financial Statements for 1980. The Annual reports from each of the projects were noted carefully and discussed, and the financial statements accepted together with the comments of the Finance Committee. It was RESOLVED to forward these reports to the Board of

Directors with a recommendation for acceptance, as listed in BD-5/81.

EC(1)-4/81

Provident Fund Scheme. It was RESOLVED to approve the action of FC(1)-7/81 as follows:

- i) That funds be made available from P.F. monies held by Headquarters for the authorised P.F. loans when requested by the Project.
- ii) From 14 April, 1981, new or extended P.F. loans be charged interest at the same rate as interest receivable on Bank Fixed Deposit, but on the varying monthly balance.

EC(1)-5/81

Finance Committee actions. It was RESOLVED to approve all actions and recommendations of the Finance Committee as found in the minutes of the meeting of 27-28 March, 1981, with the exception of FC(1)-22/81 which is dealt with separately.

EC(1)-6/81

Per Capita Grants. It was RESOLVED to forward the following recommendation to the Board (via Administration discussion group): Concern was expressed that the demands on the income derived from the per capita grant have been increasing steadily and will probably continue to do so. There was discussion about the effect of this on Member Bodies, and on the causes of the increase. Factors mentioned included increased rents and administrative costs in UMN; and salary increases and additional salaries due to Nepalisation, as reflected in grants to Projects. It was noted that the recent approval of Programme Funding for Community Health and some other projects is one means of reducing the size of subsidy to Projects, but this cannot be applied to all projects, especially hospitals.

EC(1)-7/81

Audited statements. (FC(1)-31/81 b) It was requested that the Treasurer's office make available the audited statements of the accounts upon requests for same from Member Bodies.

EC(1)-8/81

Housing. Since language students occupy most of the guesthouse accommodation most of the time, there is need for more accommodation for those taking advantage of the opportunities for further language study under the new language study program, for those coming in from the projects on holiday or business affairs, for UMN related guests from abroad, etc. It was RESOLVED that the two proposals as stated in FC(1)-26/81 b) be approved together with a note of caution to Administration that all other possible options for housing accommodation be kept in mind so that growth of guesthouse facilities do not continue to expand without limit.

EC(1)-9/81

Patan Hospital Project. It was RESOLVED to endorse the Finance Committee minute, FC(1)-22/81, and also to affirm UMN commitment as a body to the Patan Hospital Project as follows:

- a) In viewing the progress of Patan Hospital building (a community health orientated project) and realising that in order to save on spiralling costs of material and labour, authorisation is granted to complete the 4-storey block while the work force is in being on site.
- b) The Executive Committee considered the attaining of the agreed UMN 25% share of the total expense as a matter of extreme urgency. It was therefore RESOLVED to appeal to all Member Bodies to contribute as generously as possible a special amount to enable UMN to receive US \$ 385,000. at the earliest possible date.

PERSONNEL MATTERS

EC(1)-10/81

New Board Appointees who have arrived since the last meeting (for information only):

Lorraine Beard
Sandy & Elaine Chilcote
Ray & Karen Cross
Fred & Anneli Eglin
Randall Friesen
Maija Koski
Goran & Lotta Kurlberg
John & Jacquee Larsen
Colin & Sue Law
Florence Martin

Helen Matthews
Okoro & Oyidiya Ndukwe
Duane & Joy Poppe
Greg & Helen Smith
David & Mary Stengel
Ryohei Takatsu
Ernest & Evangeline Thiessen
Roy & Leora Thompson
Winnie Thuma
Sjoerdje van der Wal
Erling & Ulla-Britt Wennemyr

EC(1)-11/81 New Board Appointees expected (already accepted; for information only):

Richard & Heather Cameron	Roger & Margareta Lunden
Hannelore Egner	Alex & Myrena Mercken
Marquand & Marlene Gorton	Tjerk & Cornelia Nap
Agne & Kirstin Karlsson	Fred & Toni Peters
Susan Leathley	

EC(1)-12/81 Board Appointees who have returned since the last meeting (for information only):

Louise Bowden	David & Jane Fulford
Joy Carter	David & Ann McConkey
David & Rosemary Cooke	Martyn & Shirley Thomas

EC(1)-13/81 Board Appointees expected to return before next meeting (for information only):

Joyce Baldwin	Ann Matthias
Mirjam Bergh	Audrey Maw
Margaret Brass	Delos & Hazel McCauley
Ken & Gwynneth Brookes	Jim & Elsie Pettibone
Tom & Elaine Haggerty	Jean Smucker
Judy Henderson	Paul & Claire Spivey
Britt Johansson	Stina Ullberg
Juhani & Tuovi Kivela	Betty Young
Lilly Lewis	

EC(1)-14/81 Board Appointees who have left since the last meeting (for information only):

Jacky Brown	Barbara McLean
Kerry Brown	Jim & Elsie Pettibone
Tom & Elaine Haggerty	Ingeborg Skjervheim

EC(1)-15/81 Board Appointees leaving on furlough. The following personnel are due to leave Nepal on furlough soon. It was RESOLVED to thank them for their service with the United Mission, and to welcome their return to Nepal at the end of furlough, provided there is a suitable post available for them at that time:

Rick Allen, Doctor, Presby. Church in Canada
Martin & Inge Anhorn, Civil Engineer, CSO
Jean Baird, Teacher, BMMF International
Leiv Boyum, Civil Engineer, WMPL, Norway
Annette & Warwick Britton, Doctors, BMMF International
Andrew Bulmer, Sociologist, CMS, U.K.
Richard & Janice Clark, Teacher, BMMF International
Mary Cundy, Almoner, BMMF International
Peder & Ulla Ericsson, Electrician, Orebro Mission
Steve & Gail Erikson, Health Educator, MCC
Else Furthmuller, Teacher, Gossner Mission
Friedrich Gaus, Wood Technician, CSO
Kirsti Kirjavainen, Nurse/Midwife, FMS
Ed & Annie Kramer, Civil Engineer, BMMF International
Ann Lycett, Teacher, BMMF International
Michie Maeda, Nurse/Midwife, JOCS
Walton & Ruth McCaslin, Maintenance, MCC
Margaret McCombe, Teacher, RBMU
Mabel McLean, Nurse/Midwife, RBMU
Wendy Moore, Nurse, CMS Australia
Al & Peggy Schlorholtz, Sociologist, UPC, U.S.A.
Paivi Vaisala, Pharmacist, FMS
Tom & Moira Wilson, Construction Foreman, Church of Scotland

- EC(1)-16/81 Board Appointees leaving with no plans for return at this time. The following people are leaving Nepal soon. It was RESOLVED to thank them for their service with the UMN:
- Frank & Flora Clarkson, Treasurer, BMMF International
 Reinhold & Anneliese Metzler, Mechanical Engineer, CSO
 Graham & Jill Morris, Doctor, BMMF International
 Helen Pattinson, Dentist, BMMF International
 Henry & Cathleen Spencer, Host/Hostess, World Concern
 Eileen Talbot, BMS Secretary
- EC(1)-17/81 Resignations. The following Board Appointees have resigned from service with UMN, and it was RESOLVED to receive these resignations with regret:
- John & Melody Sleggs, Doctor, BMMF International
 Beaulah Wood, Teacher, BMMF International
- EC(1)-18/81 Aud Bjerke, Nurse, offered by WMPL Norway. It was RESOLVED to accept the services of Miss Bjerke, with thanks to God and to her sending Mission.
- EC(1)-19/81 William Bridges, Rural Development Consultant, offered by United Methodist Church, USA. It was RESOLVED to accept the services of Mr. Bridges, with thanks to God and to his sending Mission.
- EC(1)-20/81 Stu & Susan Clark, Rural Development Worker/Doctor, offered by MCC. It was RESOLVED to accept the services of Stu & Susan Clark, pending receipt of medical reports, with thanks to God and to their sending Mission.
- EC(1)-21/81 Barry & Gwen Deines, Agriculture Worker, offered by World Concern. It was RESOLVED to accept the services of Barry & Gwen Deines, with thanks to God and to their sending Mission.
- EC(1)-22/81 Geert & Janna deZwaan, Civil Engineer & Teacher, offered by BMMF International. It was RESOLVED to accept the services of Geert & Janna deZwaan, pending receipt of medical reports, with thanks to God and to their sending Mission.
- EC(1)-23/81 Rune & Elisabeth Emanuelsson, Agricultural Worker, offered by Orebro Mission. It was RESOLVED to accept the services of Rune & Elisabeth Emmanuelsson, with thanks to God and to their sending Mission.
- EC(1)-24/81 Edwin & Penny Fowler, Accountant/ Medical Lab. Technician, offered by MCOB. U.K. It was RESOLVED to accept the services of Edwin & Penny Fowler, pending receipt of medical reports and clarity on length of term of service, with thanks to God and to their sending Mission.
- EC(1)-25/81 Alan & Jane Iles, Horticulturalist/Caterer, offered by CNS U.K. It was RESOLVED to accept the services of Alan & Jane Iles, pending receipt of medical reports, with thanks to God and to their sending Mission.
- EC(1)-26/81 Bill & Ruth Stephen, Teacher/ Nurse-Midwife, offered by BMMF International. It was RESOLVED to accept the services of Bill & Ruth Stephen, pending receipt of medical reports, with thanks to God and to their sending Mission.
- EC(1)-27/81 Coby van Vliet, Paediatrician, offered by EMMF International. It was RESOLVED to accept the services of Miss van Vliet, pending receipt of medical papers, with thanks to God and to her sending Mission.
- EC(1)-28/81 Alan & Cathryn Young, Surgeon/Nurse-Midwife, offered by BMMF International. It was RESOLVED to accept the services of Alan & Cathryn Young, pending receipt of medical reports, with thanks to God and to their sending Mission.
- EC(1)-29/81 Acting Economic Development Secretary. Appointment as follows was received as information: Mr. Tor Mogedal as Acting Economic

Development Secretary for the time of Mr. Al Schlorholtz's furlough from August 1981 to January, 1982; Mr. Schlorholtz to resume office on his return to Nepal.

- EC(1)-30/81 Acting Education Secretary. The action of the Education Board (EB-14/81) in *initiating* steps towards this appointment was noted. Final decision will be made by the meeting of Education Board in May, noting that the Acting Education Secretary will serve from July 1981 - January 1982 and that Mr. Clark will resume office on his return to Nepal.
- EC(1)-31/81 Appointment of voting members to Functional Boards. It was RESOLVED to make the following appointments of persons to serve on the Functional Boards for the year 1981/82, who are not UMN Board Appointees serving under those Boards:
- Education Board : Dr. Rajendra Rongong, Mr. Ken Jones
Economic Development Board: Mr. Bir Bahadur Khawas, Mr. David McConkey
Health Services Board: Mr. Dafton Sada, Miss Jeanette Hyland
- EC(1)-32/81 Pre-furlough evaluation reports. Following discussion of the definite value of the evaluation reports in terms of personnel management, screening and recruitment, it was RESOLVED to encourage each sending body to consult with its workers already in Nepal with a view to obtaining their agreement to a policy of supplying to the sending body copies of pre-furlough and annual interviews. Where such a policy has been reached, it is still incumbent on the interviewer to remind the person being interviewed that a copy will be sent to the sending body.
- EC(1)-33/81 Recruitment of teachers. After much discussion on all that is involved in secondment of teachers to remote areas, the following resolution was made:
- The recent efforts of the Administration to bring before the Member Bodies the need and openings for teachers was noted with approval, and it was agreed that continuation of this kind of effort be encouraged, as well as the education of Member Bodies as to all that is required and implied in the secondment of a teacher to Government schools. Administration is encouraged to continue to exercise great care in the location of such teachers, keeping in mind factors such as cultural adaptation and language mastery, scope for professional satisfaction, Christian fellowship and spiritual ministry, support and company from other expatriates, and responsiveness of the local community.
- EC(1)-34/81 Report on Commission on Institutional Implications. This report was received with thanks and referred to the study of the Health Services group at the Board Meeting.
- EC(1)-35/81 Grants for other than UMN Projects (FC(2)-14/80). It was RESOLVED that there be no fixed policy in this matter, thus leaving open the possibility of being able to channel such funds in extraordinary situations, while being careful that any such projects remain distinct from UMN.
- EC(1)-36/81 Medical Reports of Board Appointees (EC(2)-48/80). Report was received that in receiving no negative responses from Member Bodies, the policy has been implemented whereby the medical report is given to the individual worker to be held by him/her in his/her personal file for reference when needed.
- EC(1)-37/81 Glossary. (EC(2)-49/80). Report was received that a list of commonly used abbreviations has been prepared and is being printed with the minutes of the November meeting of the Executive Committee and that definitions of commonly used terms has not yet been prepared.
- EC(1)-38/81 Evaluation of UMN's contribution to Education in the Gorkha District. Report was received that plans are being made to begin the evaluation process within the year.

EC(1)-39/81 Education of the Blind. Report was received that this program has not yet been implemented due to the inability to find a suitable host school.

EC(1)-40/81 Integrated Rural Development Committee. On recommendation from this Committee (IRDC-64/81) it was RESOLVED to approve the change in name to 'Integrated Development Committee', along with SOWR revised accordingly.

EC(1)-41/81 Application for Membership in UMN. Applications were received with appreciation and reviewed:

- a) Antioch Missionary Society, Japan
- b) Church of South India
- c) Presbyterian Church, India
- d) Santal Mission, Denmark

It was RESOLVED that these applications be referred to the Board to be considered together with discussions on UMN growth and also the Aims and Purposes.

EC(1)-42/81 Policy regarding extra-Nepal work. This matter was referred to the meeting of the Executive Committee in November, 1981.

Minutes of the
UMN BOARD OF DIRECTORS MEETING
Held in Kathmandu, 31 March, 1-2 April, 1981

The Annual Meeting of the Board of Directors was held in Kathmandu, at the Blue Star Hotel. Sessions began at 7 p.m. on Tuesday, 31 March, continued through early afternoon on Friday, 2nd April. Rev. E. Gass opened the meeting on Tuesday evening with devotions. On Wednesday, Thursday and Friday mornings, 8:30 - 9:15, Rev. Simon Barrington-Ward led in Bible Study.

BD-1/81 Schedule of Membership and Roll Call. The schedule of membership of the meetings was as follows, with delegates present except as indicated:

a) UMN member body representatives:

American Lutheran Church	Rev. J.H. Mayer (absent)
Assemblies of God	Rev. J. Parsley
Baptist Missionary Society	Mr. S. Mudd
	Rev. G. Grose
BMMF International	Mr. M. Roemmele
	Miss J. Cowan
Christian Church (Disciples)	Rev. E. Gass
Church Missionary Society, Australia	Rev. P. Dawson
Church Missionary Society, UK	Mr. M. Warner
Church of North India	none
Committee for Service Overseas	Mr. K. Kaiser
	Mr. H. Buhler
Darjeeling Diocesan Council & Church of Scotland	none
Finnish Missionary Society	Mr. L. Houstila
Free Church of Finland	Mr. K. Punkkinen
Gossner Mission	Mr. H. Voegli
	Mr. E. Mische
Japan Overseas Cooperative Service	Dr. M. Miyazaki
Lutheran Church in America	Mr. S. Isaac (absent)
	Dr. F. Neudoerffer
Mennonite Board of Missions	Dr. D. Schumm
Mennonite Central Committee	Mr. B. Lobe
	Mr. P. Myers
Methodist Church Overseas Division, UK	Rev. G. Shaw
Orebro Mission	Rev. J. Malm
	Mr. I. Berndtson
Presbyterian Church in Canada	Miss P. Brown
Presbyterian Church in Ireland	none
Regions Beyond Missionary Union	Dr. M. Owen
Swedish Free Mission	Mr. A. Orrbeck
	Mr. A. Kammensjo
Swiss Friends for Missions in India & Nepal	none
TEAR Fund	Mr. E. Oliver
United Church of Canada	none
United Church of Christ in Japan (Kyodan)	none
United Methodist Church, USA	Rev. J. Mizuno
	Dr. T. Taylor (absent)
United Presbyterian Church, USA	Mr. E. Campbell
	Mr. N. Thurber
Wesleyan Church, USA	Dr. R. McIntyre
World Concern	Mr. D. Martin (absent)
	Mrs. D. Martin (absent)
World Mission Prayer League, Norway	Mr. A. Voreland
World Mission Prayer League, USA	Miss A. Aadland
	none

b) Nepal Christian Fellowship representatives:

Mr. S. Pandey
Mr. H.B. Thapa

c) Co-opted Members:

Leprosy Mission Dr. N. Samuel

d) Ex-Officio Members:

Rev. C. Johansson	Executive Director
Mr. F. Clarkson	Treasurer
Mr. A. Schlorholtz	Economic Development Secretary
Mr. R. Clark	Education Secretary
Dr. S. Mogedal	Health Services Secretary
Mr. H. Simrose	Economic Development Board representative
Miss G. Walker	Education Board representative
Dr. D. Haug	Health Services Board representative

e) Co-Opted Ex-Officio:

Mr. E. Wennemyr	Treasurer Designate
Mr. T. Mogedal	Associate Economic Development Secretary

f) Observers:

Miss G. Bonnedal	Information Officer
Mrs. C. Thurber	Christian Church (Disciples)
Dr. & Mrs. H. Goodrich	Christian Church (Disciples)
Mrs. A. Hankins	United Church of Canada

g) Apologies were received from Rev. P. Kniss, President of the Board. Vice President, Rev. E. Gass chaired the meeting.

BD-2/81 Agenda. It was RESOLVED to accept the agenda with some additions.

BD-3/81 Confirmation of Minutes. The Minutes of the Board of Directors Meeting held on 17-19 April, 1980 were approved and confirmed as circulated.

BD-4/81 Orientation Session. At the opening meeting on Tuesday evening, the Executive Director and Functional Secretaries briefly reviewed areas of work, matters to be discussed by the Board, and their expectations.

ANNUAL REPORTS

BD-5/81 Annual Reports and Financial Statements for 1980. The Annual Reports and Financial Statements for 1980 of the UMN Projects and UMN-related projects had been circulated to members. It was noted that these had been studied by the Finance and Executive Committees, and the comments of these Committees observed. The reports and statements were referred to functional discussion groups at the Board and recommendations brought to plenary sessions that they be accepted. It was RESOLVED to accept and approve these reports and statements with appreciation. They are found as appendices to these minutes as follows:

Appendix

A	Executive Director
B	Treasurer
	Provident Fund
C	UMN Headquarters Project
D	Missionwide Expenses

Health Services Projects :

E	Health Services Secretary
F	Shanta Bhawan Project
G	Okhaldhunga Project
H	Palpa Project
I	Gorkha Project
J	Patan Hospital Project
K	Nutrition Advisor's Office
L	Central Drug Store

Education Projects:

M	Education Secretary
N	Mahendra Bhawan
O	Gorkha District
P	Pokhara Project
Q	Jumla Project
R	Rural Youth Training Program
S	Training and Scholarship Fund

T	Student Financial Assistance Fund
U	Language & Orientation Program
V	Education Services Office
W	Childrens' Hostel

Economic Development Projects:

W	Economic Development Secretary
X	EDB Service Office
Y	Butwal Area
Z	Development & Consulting Services
AA	Rural Development Division
BB	Buling Arkhala Project
CC	Surkhet Industrial Center
DD	Andhikhola Project
EE	Maintenance Program
FF	EDB-related Projects

BD-6/81 NCF Report. A report was given by the NCF representative, and a time of questions and discussion followed. The participation by other NCF members in the small group discussions was also greatly appreciated.

MATTERS ARISING FROM REPORTS AND SMALL GROUP DISCUSSIONS

In accordance with instructions from the Board (BD-35/80), the Administration, in consultation with UMN workers at all levels; with the assistance of Dr. Robert Hoyt, of the American Lutheran Church; in the continuation of the UMN planning process presented a paper on Statement of Mission, Purposes and Aims. On Wednesday morning, after the Bible Study, led by Rev. Simon Barrington-Ward, members divided into four groups for discussion of the Statement of Mission: Purposes. These groups were augmented by Nepali colleagues and UMN resource personnel. Reports and recommendations were brought back to the afternoon plenary session. A committee was appointed to prepare a revised Preamble, Statement of Mission and Purposes on the basis of recommendations from the small groups. Copies of the revised Preamble, Statement of Mission and Purposes were distributed for study and comment.

Small groups then discussed the Aims for each of the Functional groups. Reports and comments were brought back to the plenary session.

BD-7/81 Preamble, Statement of Mission, Purposes and Aims. It was RESOLVED that the revised document be accepted as UMN policy paper to be printed as an appendix to these minutes for use as follows:

- a) to be affirmed by present and prospective Member Bodies.
- b) to be affirmed by present and prospective Board Appointees.

Matters pertaining to each of the Functional Boards and Administration were then discussed in small groups and recommendations brought to the full Board for action.

BD-8/81 Administrative Group. The Administrative group recommended acceptance of the 1980 Annual Reports and Financial Statements of the Executive Director, Treasurer, Provident Fund, Headquarters and Missionwide Expenses.

BD-9/81 Per Capita Grants. The resolution of the Executive Committee (EC(1)-4/81) was noted and it was RESOLVED to request Administration in consultation with Member Bodies to bring to the November meeting of the Executive Committee a proposal regarding possible increase in per capita grants.

BD-10/81 UMN Growth. Concern was expressed regarding the increase in the number of UMN Member Bodies and the resultant logistical factors involved. Discussion included consideration of various possibilities: there be a moratorium on UMN membership for two years; consider re-structuring of membership on the Board; criteria for membership be expanded to include acceptance of the Preamble, Statement of Mission, Purposes and Aims.

The report on growth in terms of the number of approved posts, personnel required to fill these posts, and effect on Administration structure and costs was received with thanks.

BD-11/81 Acceptance of new Member Bodies. Applications for membership in the United Mission were received from the following groups, with the recommendation of the Executive Committee that they be accepted:

- a) Antioch Missionary Society, Japan
- b) Church of South India.
- c) Presbyterian Church, Synod, Mizoram, India
- d) Santal Mission, Denmark

It was RESOLVED to accept these four bodies into membership in the United Mission, with gratitude to them and to God for their interest and desire for participation in the work of the UMN through the coming years.

BD-12/81 Recruitment of personnel. Suggestions and resolutions regarding this matter evolved from various other discussions:

- a) Concern was expressed regarding the heavy work-load carried by many Board Appointees. It was RESOLVED to encourage Administration to recruit personnel realistically in terms of up to 15% of Board Appointees being away from duty at any time for language study or leave.
- b) It was requested that Administration seek to provide to Member Bodies general job descriptions relating to vacant posts for which workers are being sought. Member Bodies are requested to emphasise to candidates the need for flexibility.
- c) It is recommended that the Executive Committee, on accepting personnel offered by the Member Bodies, pay careful attention to the maintenance of balance of professional skills in order to preserve the priorities established for program involvement.

BD-13/81 Health Services Group. The Health Services Group recommended acceptance of the Annual Reports and Financial Statements of the Health Services projects for 1980. Resolutions are noted separately.

BD-14/81 Patan Hospital Project. The actions of FC(1)-22/81 and EC(1)-7/81 were noted and the need for active participation by all Member Bodies in soliciting contributions towards the remaining UMN financial commitment affirmed.

BD-15/81 Future of Shanta Bhawan Hospital. While clearly affirming the action of the Executive Committee last November (EC(2)-5/80 a) it was RESOLVED to clarify the matter of transfer of UMN owned equipment presently in Shanta Bhawan as follows:

- a) Any equipment which is desirable or necessary for use in the Patan Hospital should be transferred to Patan Hospital.
- b) Any other equipment should be disposed of in the most feasible manner.

BD-16/81 Report on Commission on Institutional Implications of Health Care. The report was received with sincere thanks, noting that it is an adequate response to the request as per EC(2)-6/79. Particular note was taken of the recommendations given regarding appropriate care, and the administration was encouraged to follow this up with defining size, equipment, drug lists and personnel requirements for the various UMN hospitals in light of their role in the health care system.

BD-17/81 Proposed Agreement between HMG/N and the UMN concerning participation in Health Care. The draft agreement for UMN participation in Health Care was discussed and report on negotiations received with thanks. It was noted that the draft agreement establishes a base for integration of health programs with HMG/N as well as for participation by local community, and this direction was affirmed.

BD-18/81 Costs involved in increasing Nepalization. Realising that already about 50% of money received in per capita grants is needed to meet the UMN Budget Allocations to the general recurring budgets of the projects, there was discussion regarding the possibility of Member Bodies providing salaries for Nepali staff in lieu of sending Board Appointees. It was RESOLVED to request Administration to bring a proposal to the Finance Committee in November. The proposal should seek to include projected needs in the next 5 years, define the period in which institution might

be expected to assume responsibility of the salary costs, means of administering such funds, etc.

It was also suggested that there should be consideration given to the possible use of such funds to pay salaries for Indian nationals who come to work on the basis of a Direct Appointee where Nepali staff are not available.

*Board Appointee: 2 B.
by GH*

BD-19/81 Community Primary Health Care Program, Lalitpur and Community Development Assistance Program, Lalitpur. It was RESOLVED to approve these program proposals and budgets for Program Funding, noting that they reflect aims and priorities as approved for UMN Health Services (BD-7/81). The program administration was requested to specify local contributions (in cash or kind) in future reporting.

BD-20/81 Education Group. The Education group recommended acceptance of the Annual Reports and Financial Statements of the education projects for 1980. Some of the matters discussed are listed below:

- a) Present HMG policy regarding private boarding schools was discussed together with the effects on Mahendra Bhawan and GAMV, Pokhara.
- b) Language and Orientation Program (Sept., 1980) was affirmed and the following matters were noted:
 - the need for orientation beginning while in one's home country regarding working in an international and interdenominational Mission;
 - the need for a basic knowledge of English before coming to Nepal;
 - special circumstances causing workers to delay full time language study while meeting a particularly urgent work assignment;
 - the need to recruit enough personnel so that a Board Appointee's language study can be given priority during his/her whole first year.
- c) While affirming UMN's commitment to education that is "appropriate to the culture and society" and ^{noting} the forthcoming evaluation of UMN's contribution to education in Gorkha District, it is requested that the findings of this evaluation be used as a basis for seeking an answer to the question of whether or not this present level of involvement in formal education is the best way of fulfilling UMN's own aims, and ^{that} report be presented to the next meeting of the Board.
- d) There was affirmation of the work and people now working in Jumla Project. It was noted that a study is being done to determine the factors involved in sociological and economic change in Jumla District.

BD-21/81 Economic Development Group. The Economic Development group recommended acceptance of the Annual Reports and Financial Statements of the economic development projects for 1980. Some of the matters discussed are listed below. Resolutions are noted separately.

- a) Ownership Structures: Discussion centered on the effect of present sale and installation practices of technology such as turbines and bio-gas plants. Are the rich being helped instead of the lower-income groups? It was stressed that
 - the financial risks of developing appropriate technology are being shared by UMN Research and Development work and those who can afford it.
 - competitions between mill owners helps to regulate cheaper rates.
 - the use of water power rather than expensive fossil fuels results in national savings.
 - the direction of UMN program is toward helping communities to own and manage their own mills and plants.
 - a socio-economic survey is in process as part of a larger study by UMN personnel.
 - UMN recognises that technical progress is satisfactory, but agrees that continued effort is necessary in management, social and economic aspects.

- b) Buling-Arkhalah Project Studies: There was affirmation of obtaining basic facts concerning the nature of IRD work and pre-feasibility studies.
- c) Surkhet Industrial Centre: It was noted that the SIC Annual Report is a statement of how the Economic Development Board viewed the project in 1980.
- d) Foreign Agencies in Development Work: See BD Minute 22/81.

BD-22/81 Foreign Agencies in Development Work. (BD-25/80) The report was received with thanks and appreciation. The following recommendations were made:

- a) This study be a continuing process and that the present reports be presented to the Workers' Conference and widely shared within UMN.
- b) That the subject be referred to the Integrated Development Committee and that the Studies and Investigation Fund enable further study which would:
 - i) present an overview of UMN's past and present contribution in development.
 - ii) that this contribution be examined in the context of total foreign involvement to discover whether this revealed any distinctive contribution which UMN might have to offer.

BD-23/81 Executive Director. (EC(2)-43/80) It was RESOLVED to appoint Rev. Carl Johansson as Executive Director for a further term of three years beginning June, 1982.

BD-24/81 General Agreement. It was noted with appreciation that the General Agreement was renewed on May 29th, 1980, for another period of 5 years.

BD-25/81 Regional Conference. Reports of the conference held in Dorking, UK, May 27-30, 1980, and in Chicago, USA June 10-12, were received with thanks.

BD-26/81 Seminars. It was noted that a seminar on development in relation to theology is being held in Kathmandu in June, 1981.

BD-27/81 Power of Attorney. It was RESOLVED that Power of Attorney will be transferred to Mr. Erling Wennemyr when Mr. Frank Clarkson leaves Nepal at the end of May, 1981.

BD-28/81 Election of Executive Committee and Finance Committee. A Nominating Committee, comprised of Mr. M. Roemmele, Mr. A. Voreland, Dr. M. Owen, Mr. A. Schlörholtz and Mr. R. Clark, presented nominations for these committees, to serve for the year 1981/82. After discussion it was RESOLVED to elect the following persons:

a) Executive Committee:

President	Rev. Eric Gass
Vice President	Mr. Malcolm Warner
Other Members:	Rev. Jiro Mizuno
	Rev. Geoffrey Grose
	Rev. Jean Malm
	Miss Annegerd Aadland
	Miss Janette Cowan
	Mr. Leo Houstila
	Rev. Paul Kniss
	Rev. Ernie Campbell

Finance Committee:

Chairman:	Rev. Jean Malm
President of the Board:	Rev. Eric Gass
Other Member:	Mr. Malcolm Warner

BD-29/81 Recognition of Frank & Flora. The action of the Finance Committee FC(1)-33/81) was noted and heartily endorsed.

BD-30/81 Mr. Brian Wood. The minute of the Executive Committee (EC(2)-44/80) was noted and affirmed.

BD-31/81 Dates of next meetings: The dates set for the coming meetings were noted:

Finance Committee	:	November 9 - 10, 1981
Day for discussion	:	November 11, 1981
Executive Committee	:	November 12- 13, 1981

Finance Committee	:	March 26 - 27, 1982
Executive Committee	:	March 29 - 30, 1982

Board of Directors	:	March 31, April 1 - 2, 1982
--------------------	---	-----------------------------

Finance Committee	:	November 8 - 9, 1982
Day for discussion	:	November 10, 1982
Executive Committee	:	November 11 - 12, 1982

Finance Committee	:	April 15 - 16, 1983
Executive Committee	:	April 18 - 19, 1983

Board of Directors	:	April 20 - 22, 1983
--------------------	---	---------------------

BD-32/81 Vote of thanks. A sincere vote of thanks was expressed to the Chairman for his capable and gracious leadership and to administration for the work and preparation made for the Board meeting.

God is here.

He is present in Nepal.

God has called us to be His servants here.

We respond in faith, willing to accept our vulnerability.

The following we therefore declare as our statement of mission:

STATEMENT OF MISSION : PURPOSES

The United Mission to Nepal purposes to make a common witness for Christ by:

- reflecting the values of the Kingdom of God in models of community and in personal relationships in redemptive activity and justice.
- assisting and learning from the people of Nepal through relevant training in leadership and practical skills.
- a sensitive and servant relationship within the Body of Christ.

PURPOSE: PERSON

We would participate in the development of persons in the following ways:

- by our commitment to the development of persons in their skills, character, leadership and in their relationship to Christ.
- by encouraging responsible participation in personal roles as members in a family and local community; as citizens in a nation; and as seekers after justice and righteousness.
- by discovering and channeling potential in neglected peoples.

PURPOSE: COMMUNITY

We would participate in community development in the following ways:

- by listening, observing and facilitating communication.
- by stimulating community decision-making processes.
- by participating in an integrated way, alert to the danger of creating dependency and the need to give priority to the neglected.

PURPOSE: NATION

As under our general agreement with His Majesty's Government of Nepal we would participate in the development of Nepal, affirming the Nation's social and cultural identity, and by focusing on selected issues including:

- equity and justice
- poverty and its causes
- ecology
- village and cottage economy

PURPOSE: CHURCH

We would participate in the life of the church of Nepal in the following ways:

- by maintaining our identification and integrity as a Christian Mission in all our relationships.
- by faithfulness to distinctive Christian life styles and priorities in fulfilling the purposes stated above for individuals, community and nation.
- by our personal participation as individual members of the local congregation for fellowship, worship and mutual encouragement while recognizing our restraints under our general agreement with His Majesty's Government of Nepal.

UMN LONG-TERM PLANNING : STATEMENT OF AIMS FOR THE ADMINISTRATION

PURPOSE: PERSON, COMMUNITY, NATION, CHURCH

Aims : The planning process is to be used as a tool for determining future policy and direction. Within the UMN family it will always be a process of consultation, in which there is a two-way flow to and from the grass roots and the center where a responsibility for stimulus and initiative still lies. In this process both the church and government have a crucial part.

Leadership is a servant role in assisting one's fellow workers to achieve potential and possibility in their placement and growth professionally and in relation to the church.

Relationship to HMG/N is to facilitate and make possible by negotiated agreements our entry into tasks, and also our continuing role of being a positive influence.

Central Services Department is to be a lifeline to projects, be our agent for property management and maintenance, as well as the collection and distribution of mail.

The Treasurer's Office maintains and manages the accounts of the Mission; assists in the budgeting process by adequate interpretation and communication to the Finance Committee, insuring decision-making resulting in consolidated budgets for recurrent, programme and capital sections of the total budget.

Headquarters' staff shall seek to excel in hospitality including operating guesthouses as well as being the interpreters of the nature of the mission of UMN to Nepali and expatriate visitors.

Counsellors are to be a supportive resource for staff to relate to for encouragement and counselling.

Administration shall engage in research and evaluation resulting in a deeper self understanding of the growth and change of the UMN as a Christian community.

UMN LONG-TERM PLANNING : STATEMENT OF AIMS FOR THE HEALTH SERVICES BOARD

- Sickness, suffering and injustice are rooted in the brokenness of the relationship between God and man.
- Healing is God's act of making whole, with the purpose of restoring man to full relationship with Himself.
- Wholeness is not a static presence, but rather reflections of a dynamic process where Christ enters into a living relationship with man and community. We are called to participate in this healing process which enters into all aspects of human life, and involves struggle against oppression, meeting the needs of the poor, the suffering and sick, improving environment and making the best possible use of resources.
- Realising our role as participants in this healing ministry the UMN Health Services Board has set out the following aims in relation to person, community, nation and church.

PURPOSE : PERSON

- Aims :
1. To seek to reflect a concept of health care which incorporates the physical, mental, social and spiritual dimensions of the whole man in the context of Nepal.
 2. To encourage each person to take an active part in the promotion of their own health through seeking with them ways of utilising local resources and modifying environment and practices to prevent disease and strengthen health.
 3. To train village level volunteers and community members for responsible participation in matters relating to health and development of their own communities.
 4. To train health services staff into positions of leadership, decision-making and competence.

PURPOSE : COMMUNITY

- Aims :
1. To seek a health care that is appropriate in relation to culture; being open to learn from the traditional understanding of health and seeking ways for meeting health needs that are acceptable to individuals and communities.
 2. To motivate local communities to take increasingly more responsibility for their own health care, stimulating and facilitating community participation at all levels through an ongoing dialogue with all concerned and affected and responding to needs in an integrated way through cooperation with other functional groups.
 3. To work within a cost frame that is controlled and informed by the economic potential of the community, seeking innovative ways of generating income and utilising local resources.

PURPOSE : NATION

- Aims :
1. To assist the Ministry of Health in planning, managing and providing health care to the people of Nepal, seeking ways for interchanging of experience with, and integrating institutions and programmes into the institutional framework of HMG/N health care in Nepal, including a willingness to give over control when time and circumstances seem right, and it is agreeable to UMN's purposes.
 2. To seek an appropriate care level for each institution or programme, informed by national and local resources; emphasizing functional interaction between care levels so that care can be given at the lowest appropriate level, as close to the homes as possible.
 3. To participate in the development and operation of health manpower training programmes.
 4. To initiate new work in unserved areas within the framework of the National Health Plan with a clear priority to the development of primary health care and motivation for community action.
 5. To allocate resources based on an overall understanding of what contributes to people's health, demonstrating a commitment to justice in relation to the poor, the oppressed and the powerless; with a clear priority to efforts that will meet the needs of the poor.

PURPOSE : CHURCH

- Aims :
1. To seek together with the local church for expressions of the Christian concept of health and wholeness in the context of Nepal.
 2. To seek together with the local church and individual believers for practical ways of participating together as the 'body of Christ' in God's healing ministry.
 3. To seek to encourage and respond to the local church in its efforts to minister to the poor and the powerless of the society of which it is a part.

UMN LONG-TERM PLANNING : STATEMENT OF AIMS FOR THE EDUCATION BOARD

PURPOSE : PERSON, COMMUNITY, NATION, CHURCH

- Aims:
1. Formal Education. To work in cooperation with His Majesty's Government of Nepal at national and local levels in primary, lower secondary, secondary, and teacher-training institutions in defined geographical areas; in vocational, technical, special and general education, seeking to provide education that is appropriate to the culture and society, and consistent with the Christian faith, and to establish models which can be an example to other workers and institutions.
 2. Non-formal Education. To work in cooperation with HMG/N and other UMN Projects and Programmes in developing resources, attitudes and skills in non-formal education techniques to be used in any UMN activity, seeking to make appropriate education available to adults as well as children, with special concern for those who do not have access to formal education institutions.
 3. Material Development. To work in cooperation with HMG/N in preparing teaching and other educational materials for use in both formal and non-formal education work, seeking to make available texts, teachers' guides, and other teaching aids where these are now lacking.
 4. Training. To give or make available training for Nepali residents in professional skills and leadership through on-the-job training and formal education.
 5. Equipment of, and Facilities for, UMN Personnel. To equip our own UMN workers with tools of language ability and cultural understanding and other facilities in order that they may more effectively fulfil their personal and work goals.

UMN LONG-TERM PLANNING : STATEMENT OF AIMS FOR ECONOMIC DEVELOPMENT BOARD

PURPOSE: PERSON

- Aims :
1. Self-reliant citizens in productive work/development
 2. Self-sustained families
 3. Productive citizens contributing to better quality of life
 4. Motivated persons practising stewardship of natural resources
 5. Informed persons utilizing energy well
 6. Gainful employment, job mastery, integrity
 7. Neediest using resources well
 8. Help and hope to unserved/handicapped

PURPOSE: COMMUNITY

- Aims :
1. Localities participating for/in self-improvement
 2. Small farmers' inputs/benefits from integrated crop/livestock/horticulture/business
 3. Management skills
 4. Training by self-supporting production
 5. Teaching a wise use of ecological development
 6. Encourage Community-owned/managed technology
 7. Facilitate Input-procurement

PURPOSE: NATION

- Aims :
1. Pioneering development work; adapting Appropriate Technology
 2. Contribute to Economic Development of people through industrial growth centres
 3. Set up models of Economic Development which can be reproduced and promote their replications
 4. Overcome problems by/in Basic Needs Approach; more employment
 5. Assist in natural resources development
 6. Development and distribution of renewable energy resources
 7. Develop community-strengthening, income-generating enterprises
 8. Contribute to food sufficiency

PURPOSE: CHURCH

- Aims :
1. To seek together with the local church and individual believers for practical ways of participating together as the "Body of Christ" in strengthening the economic base for the building of community.

Minutes of the meeting of the
UMN FINANCE COMMITTEE
held in Kathmandu, 10-11, November 1980

The meeting of the Finance Committee was held in the Board Room, UMN Headquarters. Sessions were opened each morning with devotions led by Mr. M. Roemmele and Mr. F. Clarkson.

Roll Call:

President of UMN Board:	Rev. P. Kniss
Chairman of Finance Committee:	Mr. M. Roemmele
Other members:	Mr. M. Warner
Ex-officio:	Mr. C. Johansson, Executive Director
	Mr. F. Clarkson, Treasurer
	Dr. S. Mogedal, Health Services Secretary
	Mr. A. Schlorholtz, Economic Development Secy.
	Mr. R. Clark, Education Secretary

Erledigt.....

9. DEZ. 1980

Agenda: The agenda was adopted as presented by the Treasurer with one addition.

FC(2)-1/80 Confirmation of Minutes: The Minutes of the meeting of the Finance Committee held on 14-15 April, 1980 were approved and adopted as an accurate record.

FC(2)-2/80 Matters arising from the Minutes:

- a) FC(1)-20/80 b) Review received. No action necessary.
- b) FC(1)-20/80 c) Review received. No action necessary.
- c) FC(1)-20/80 f) iii) The Education Secretary reported that there is need for an office typewriter and duplicator.
RESOLVED that the fund be used for this purpose. Any balance at the end of 1980 must be given to UMN Undesignated Fund.

POLICY MATTERS

FC(2)-3/80 Duty Travel. It was agreed to recommend the following as policy:

- a) Refund on accommodation: When a worker has to pay for room and board when on duty travel, the first Rs.15 per day be paid by the worker; up to a further Rs.35 per day may be refunded by the UMN; amounts over that total figure of Rs.50 per day will be paid by the worker, except in special circumstances as authorised by the Executive Director.
- b) Refund on travel: Reimbursement will generally be limited to an amount which is three times normal bus fares; taxi fare in town; or the absolute ceiling being air fare where applicable.
- c) Board Appointees' Travel Abroad in connection with his/her work.
 - i) Permission to be given by the Functional Board unless the matter arises between meetings when the Functional Secretary in conjunction with the Executive Director can make the decision.
 - ii) Resources must be available above and beyond regular budgets unless specifically provided for in the budget.

FC(2)-4/80 UMN Salary Scale.

- a) It was noted with approval that an increase of 12½% had been granted from July 15, 1980.
- b) It was also noted that a cost of living index has been established and data being kept in each of the Projects.
- c) Procedure for future salary increases based on a study of COL changes. The need to be able to respond more readily to increases in the cost of living, in setting salary levels for employees of the UMN, including the LOP, was discussed. It was RESOLVED to use the following procedure:
 - i) Increases in salaries will be considered annually in relation to the COL, to be effective from 1st Shrawan (mid-July).
 - ii) In the budget approved by Finance Committee in November, the salary budgets will be set to allow for increases indicated by current trends in COL.
 - iii) Proposals for increases based on the UMN COL index change over the previous 12 months will be submitted to the Finance Committee in March for authorisation and counsel.
 - iv) The COL increase will be expressed as a percentage which will be applied basically to the Grade basic rates, leaving the increments the same.

FC(2)-5/80 Salary requests from Shanta Bhawan and Gorkha. These requests were noted and will be considered in the broader principle of salary adjustments being planned for July 15, 1981.

- FC(2)-6/80 Salary Scale for higher grades: Recommend the acceptance of the proposal of the HSB sub-committee as follows:
- A cost of living adjustment of 12½% of basic salary as per UMN salary scale has been made from 15 July, 1980.
Since this was done on a percentage basis, it has served to rectify the imbalance between the lower and higher grades. Therefore a special increase for upper grades should not be given.
 - When salary scale is next revised provision should be made for a more equal spread between grades.
 - Non-practising allowance be paid at 25% of basic salary (including increments) with a minimum of Rs.250. for Resident doctors MBBS. (Not applicable to special contracts).
 - Doctors with MBBS plus Diploma to be placed on Grade 10.
 - Specialists may be paid on a special contract basis, providing this is authorised in each case by the Project Director, Functional Secretary and the Treasurer.

- FC(2)-7/80 Promotion criteria amendments: Recommend the acceptance of the proposal of the HSB sub-committee as follows:
- Nursing staff, to accept the recommendations as per Appendix I.
 - Promotion criteria, A. General guidelines: Add v) There should be a system of evaluation to be done at the point of appointment; on reaching the efficiency bar; and when being considered for promotion.
 - The need for further study and review of various job categories was underlined.

- FC(2)-8/80 Allowance - Amendments: Recommend the acceptance of the proposal of the HSB sub-committee as follows:
- Cash responsibility:
for handling up to Rs.1000. daily (minimum Rs.200.) -- Rs.26. p.m.
for handling more than Rs.1000. daily Rs. 40. p.m.
 - In charge allowance - Rs. 52. per month
Applicable if there are 3 or more employees in the department and where work being done is not normal responsibility for that particular salary grade. Extra increments may be given in lieu of In Charge Allowance if there are less than 3 employees in a department.
 - Allowance for temporary relief may be given if the relief duty is for a minimum of one week and an acting appointment is made. This allowance to be equivalent to the difference in the basic salary plus increments being paid to the employee doing the relief and the basic salary of the post for which relief is being done.
 - Daily Allowance:
Continue as at present, but the Project has permission to refund actual (reasonable) expenses in special cases.

- FC(2)-9/80 UMN Policy of Employment Amendments: It was agreed to recommend amendments as follows:
- Paragraph 10. c) should read "The six days holiday under (ii) and (iii) above to fall due during the leave. . . ."
 - Paragraph 10.b) ii) last sentence to read: "In addition, upto 13 consecutive days 'kiriya' (funeral rites)"
 - Paragraph 15, Gratuity Scheme, a.1) under "basis" should read "Average of last 3 years' basic salary, including increments."
 - Paragraph 15 a) Change to read "Gratuity will be given to permanent contract employees who have served UMN for a minimum of five consecutive years in that capacity. Entitlement is calculated from the date of commencing confirmed service on the following basis...."
 - Add to paragraph 17 "Dismissal" to be defined as the action of dismissal taken in the event of serious misconduct, and confirmed as such by either the Project Director or the Administrator and one other senior officer dealing directly with the employee in question."
 - Consecutive service as related to time off for study leave to be defined as follows: "When an employee is sent by the Project for further training on UMN funding and he/she returns to the Project employ, this is considered consecutive service."

FC(2)-10/80 Language and Orientation Program.

- Recommend amendments as follows in Terms of Employment:
Paragraph 5 - add "When a tutor accepts transfer to a project outside the IOP School, he/she will not lose his/her seniority, and if necessary can be transferred back to the IOP School even if all posts at the school are filled at the time. In such an event, the tutor may be retained at the

school for a period of upto 4 months, and will take the first vacant post which arises unless he/she is transferred to another project in the meantime."

- b) Confirm action of Education Board in answer to request from the teachers (EB-101/80) and recommend that LOP teachers be considered on the same basis as other UMN employees in further salary increase planned for 15 July, 1981.

FC(2)-11/80 Recording of undesignated funds. (FC(1)-19/80)
Recommend procedure as follows:

- a) One account be kept for undesignated Capital funds, and one be kept for unallocated special funds.
b) These accounts must be credit accounts. The Treasurer should be advised of receipts and use of these funds.

FC(2)-12/80 Accounting procedures involved regarding special grants specifically for recurring budget items. Recommend that this fact simply be noted when financial statements are presented.

FC(2)-13/80 Sources of Capital Funding (FC(1)-13/80)
RESOLVED to approve statement as presented. (Appendix II)

FC(2)-14/80 Grants for other than UMN Projects. Proposal received and referred to Executive Committee for statement on policy involved.

FC(2)-15/80 Foreign Agencies in development. (BD-25/80)
a) The summary as produced by EDB was noted with interest.
b) Noted the proposal presented that a fund be set up for "Program Coordination and Integration", but do not feel that we have a mandate from the Board to set up such a Program.

FC(2)-16/80 Fund for Pre-feasibility study of possible programs. There was much discussion on the need for such a fund to be a revolving fund as far as possible, recovering costs on programs which materialise. Good research in development of plans is to be encouraged. Requested that the matter be given further study at IRDC and Functional Boards and a recommendation be brought to the next meeting of the Finance Committee.

FC(2)-17/80 It was agreed that we recommend the following to Executive Committee:
a) Reduce period of service (on resignation) for Gratuity from 15 years to 10 years from 1 Magh, 2037 (14/1/81).
b) Immediately transfer Rs. 200,000. from Accumulated Funds to Gratuity Fund.
c) Approve authority to seeking funding for at least Rs.300,000. to bring Gratuity Fund to Rs.1,000,000. which on investment at 12% the Interest could cover 1981 estimated payments.
d) Seek in each of next 4 years to add Rs.250,000. to Gratuity Fund to build up a sufficient Investment to use Interest only for payments.
e) A fuller report to be brought to the March 1981 Finance Committee Meeting.

FC(2)-18/80 UMN Banking Procedures. (BD-40/80) It was noted that investigations continue.

FC(2)-19/80 Size and Administrative costs of UMN. It was requested that supportive information be prepared for the Board giving:
a) Relationship between number of personnel and administrative costs.
b) Projection of approximately how many personnel can be utilised under present administrative structures.

PLANS AND BUDGETS FOR 1981

FC(2)-20/80 Treasurer's Consolidated Recurring Budget for 1981. It was noted that this budget shows a deficit balance of Rs.366,395. in spite of the fact that anticipated receipts are figured on the basis of the increased per capita grant of \$800. There was discussion on ways of cutting UMN Budget allocation to the various projects in 1981.
a) RESOLVED to cut budget allocations by the following means:
i) Shanta Bhawan Hospital budget allocation Rs.159,264. and Tansen Hospital budget allocation Rs. 230,009.
ii) Administration budgets be cut by 5%.
iii) Community Health Budgets be cut by 2%.
iv) Request that each Project inform the Treasurer as to how each budget will be adjusted in the light of reduced budget allocation.

- b) RESOLVED to record our concern that special gifts have been decreasing and encourage Administration to seek gifts (within 30% limit) to help meet the rising expenses, especially salaries.

FC(2)-21/80 Headquarters Project Recurring Budgets. RESOLVED to recommend acceptance of recurring budgets as follows:

- a) UMN Headquarters with a reduction of 5% on Budget allocation.
- b) Missionwide Expenses with a reduction of 5% on Budget Allocation.
- c) Headquarters Truck - Noting that this is self financing.
- d) Asha Niketan Guest House - noting that this is self financing.
- e) Salayan Guest House - noting that this is self financing.
- f) Fleming Guest House - noting that this is self financing.

FC(2)-22/80 Health Services Projects Recurring Budgets.

- a) RESOLVED to recommend acceptance as follows, noting with approval that budgets reflect further trends towards Nepalisation:

i) Shanta Bhawan

1. Hospital Budget - with reduction in budget allocation to Rs. 159,264.
2. Nurses' Campus - with reduction of 2% of budget allocation.
3. CHP - noting that this is the last year of present Program Funding arrangement and that there are prospects of another donor funding the program from 1982.

ii) Okhaldhunga Project

1. Area services budget - with reduction of 5% in budget allocation.
2. Dispensary
3. CHP - with reduction of 2% in budget allocation.

iii) Palpa Project

1. Project Administration - with reduction of 5% in budget allocation.
2. Hospital - with reduction in budget allocation to Rs.230,009.
3. Leprosy Section
4. CHP - with reduction of 2% in budget allocation.
5. ANM School

iv) Gorkha Project

1. Area Services - with reduction of 5% in budget allocation.
2. Hospital
3. CHP with reduction of 2% in budget allocation.

- v) Patan Hospital Project Recommended for approval together with a request that a projection of recurring budget costs be brought to meeting of Finance Committee in April, 1981.

vi) Health Services Office Complex

1. Health Services Office - with a reduction of 5% in budget allocation.
2. Consultant Team - with reduction of 5% in budget allocation.
3. Support Office - with reduction of 5% in budget allocation.

b) Shanta Bhawan Hospital

- i) Requested that Executive Committee formulate a policy on the future of Shanta Bhawan Hospital.
- ii) It was noted that Shanta Bhawan Hospital is being granted a UMN Budget allocation for 1981 while still receiving outside gifts recognizing that this is an exception to normal policy.

FC(2)-23/80 Education Projects Recurring Budgets.

- a. RESOLVED to recommend acceptance as follows:

i) Gorkha Project

ii) Pokhara Project

1. Area Administration - with reduction of 5% in budget allocation.
2. Agriculture Program - with reduction of 5% in budget allocation.

iii) LCP - noting that this is self-financing.

iv) Education Services Office - with a reduction of 5% in budget allocation.

v) UMN Childrens' Hostel - noting that this is self-financing.

vi) Elementary Business and Secretarial School.

- FC(2)-24/80 Economic Development Projects Recurring Budgets. RESOLVED to recommend acceptance of budgets noting as follows:
- Economic Development Services Office - with reduction of 5% of budget allocation.
 - Butwal Area - with reduction of 5% in budget allocation.
 - Rural Development Division be allowed to transfer the grant of Rs. 8,888. as opening balance in the 1981 recurring budget.
- FC(2)-25/80 Treasurer's Consolidated Recurring Budget. RESOLVED to recommend budget as revised after adjusting for cuts in budget allowances in project budgets, noting that there is still some deficit which may have to be taken from Reserve Funds.
- FC(2)-26/80 Capital Budgets. RESOLVED to recommend approval as per consolidated list (Appendix I) noting the following:
- Shanta Bhawan Hospital request as follows be considered in the light of policy to be formulated regarding future of Shanta Bhawan Hospital as it relates to transfer to Patan Hospital:

Anaesthetic Machine	Rs. 25,000.
---------------------	-------------
 - Okhaldhunga Project Community Health request for Clinic Building be held pending approval of Health Services Bd. Rs. 70,000.
 - Patan Hospital Project
 - Proposed amendment for Staff Housing was received -Rs.1955,000. RESOLVED to recommend approval of this proposal noting that this in no way commits us to proceeding with Stage II of building program at a later date and also realising that should it be decided at a later date to proceed with Stage II there would have to be other arrangements made for Staff Housing.
 - Supplementary Equipment list - Rs. 2,628,318. be approved only in the light of policy yet to be made regarding possible transfer of equipment from present Shanta Bhawan Hospital.
- FC(2)-27/80 Program Funded Projects.
- RESOLVED that the following be confirmed as Programs which have previously been approved and for which funding has either been received or is being sought:
 - Health Programs
 - Shanta Bhawan C.H.P. (present funding extends through 1981) Rs. 845,000.
 - Palpa Project C.H.P. Request that a new proposal be submitted to Executive in March.
 - Gorkha Project C.H.P.
 - Okhaldhunga C.H.P.
 - Education Programs
 - Jumla Project (5 years) Rs. 10,539,999.
original 304,331. new 10844,330.
 - Economic Development
 - Buling Arakhala (1 year) 737,600.
 - RESOLVED that the following Programs previously listed as Capital Items be recognized as Program Funded:
 - Education
 - Rural Youth Training (4 years) 306,500.
 - Economic Development Board
 - Andhikhola Project C/Fwd 23000,000.
 - Surkhet Industrial Centre C/Fwd 3200,000.
 - Rural Equipment Development (1 year) 161,680.
 - Gobar Gas Research & Development 236,000.
 - Rural Electric Development 165,000.
 - Small Turbines & Mills (3 years) 495,000.
 - Tree Planting (3 years) 676,200.
 - Production of Gobar Gas Equipment Assistance 250,000.
 - RESOLVED that the following new projects be recommended for approval and seeking of funds:
 - Education
 - Education of the Blind (1 year) 263,200.
 - Economic Development
 - Animal Health Improvement (3 years) 58,000.
 - Madhubasa Reclamation (2 years) 108,000.
 - Referred to Executive Committee. Since there is no limit on the following proposed program, is it to

be considered in the category of Program Funding?

Rural Development Division, Pokhara (3 years) 312,000.

FC(2)-28/80 Other Funds

RESOLVED that we recommend approval of budgets for the following recognizing that they are neither Capital Funds nor Program Funded.

- a) Training and Scholarship Fund (Note change of name)
- b) Student Financial Assistance Fund (Note change of name)

GENERAL BUSINESS

FC(2)-29/80 Supplementary Recurring Budget Requests for 1980 RESOLVED that we recommend approval of the following:

- a) Headquarters
 - Health Services Office 8,000.
 - b) Okhaldhunga Hospital
 - Salaries 10,000.
 - Drugs 30,000.
- 48,000.

FC(2)-30/80 Supplementary Capital Budget Requests for 1980

- a) Headquarters
 - Typewriter for Health Services Office 9,500.
 - b) Health Programs
 - i) Shanta Bhawan C.H.P.
 - Nepali Typewriter 9,500.
 - ii) Tansen ANM Hostel, Pokhara
 - Additional building costs 100,000.
 - iii) Okhaldhunga C.H.P.
 - Demonstration area program 20,000.
 - iv) Gorkha Hospital
 - Stainless Steel sterilising equipment 4,000.
 - Gorkha C.H.P.
 - Spirit duplicator 6,000.
 - c) Education
 - i) Gorkha
 - Furniture for Makaisingh 5,500.
 - ii) Non-Formal Education
 - Office equipment 1,600.
 - d) Economic Development Board
 - i) EDB Service Office
 - Furniture and equipment 2,035.
 - Maintenance Program and Manual 2,399.13
- 160,534.13

FC(2)-31/80 Grant from C.U.R.D. Fund.

RESOLVED to confirm CC action in approving the following:

Madhubasa Village Roofing Scheme 13,500.

FC(2)-32/80 Grants from Undesignated Capital Fund.

a) RESOLVED to confirm CC action in the following grants for 1980 capital budgets:

- i) Headquarters
 - Typewriter for HSB Office 9,500.
 - ii) Missionwide
 - Publicity Materials 6,000.
 - iii) Shanta Bhawan C.H.P.
 - Nepali Typewriter 9,500.
 - iv) Education
 - 1. Furniture for Makaisingh 5,500.
 - 2. Office equipment for Non-formal education 1,600.
 - v) EDB Service Office
 - Maintenance Program and Manual 2,399.13
- 34,499.13

b) RESOLVED to approve the following grants for 1981 Capital Budgets from Undesignated Funds:

i) Headquarters	
1. Asha Niketan Guesthouse - repairs and renovations	9,000.
2. Salyan Guesthouse - Furniture & Equipment	5,000.
3. Fleming Guesthouse - Repairs and renovations and drainage system	18,500.
4. Overseas Consultations	3,080.
ii) Palpa Project	
1. 1980 ANM Hostel Building, Pokhara, deficit	6,958.
2. 1981 ANM Hostel Building, Tansen, deficit	51,408.54
3. 1981 ANM Hostel, Pokhara, fencing and screening	57,000.
iii) Gorkha Project	
1. Hospital - Stainless steel sterilising equipment	4,000.
2. Community Health - Spirit duplicator	6,000.
	<hr/> 160,946.54

FC(2)-33/80 Seeking Funds for Capital Items and Program Funding. There was discussion regarding the need to plan one and two years ahead since donor agencies have made commitments that far in advance and cannot quickly respond to a request. The following guidelines were given:

- Program Funding: In formulating new proposals, a skeletal budget should be presented to the Finance Committee for approval at least one year prior to possible beginning of Program so that funding can be sought.
- Capital Funds: In presenting Capital Budgets, a two-year projection should be made in order to allow time to seek funding.

FC(2)-34/80 UMN Consolidated Statements. RESOLVED that the statements as follows be received with thanks and request that they be sent to Member Bodies with a covering letter:

- 1979 Consolidated Recurring and Capital Transactions
- 1980 Consolidated Recurring and Capital Budgets

FC(2)-35/80 Food for Work Program - Evaluation. RESOLVED to receive with thanks the statements and reports submitted, noting that a complete audit has not been done. Recommend that the auditor continue with the audit within limits of what he deems reasonable and practical.

FC(2)-36/80 Audit Reports.

- The audit reports for 1979 and responses from the Project Business Managers were noted. Further noted that the administration will take action according to the suggestions made.
- RESOLVED that an external auditor be engaged to do 1980 accounts for Treasurer's Consolidated accounts and Provident Fund accounts only.

FC(2)-37/80 Salary scale posts. It was RESOLVED to approve the following amendments to the Salary Scale posts:

- Grade 4: Driver with special responsibilities
- Grade 6: Medical equipment repair technician
- Grade 7: Maintenance Supervisor (under 75-bed hospital)
- Grade 12: Hospital Administrator (Patan)

FC(2)-38/80 Rent Allowance, Butwal. It was agreed to approve the following revised ceiling rent allowances for Board Appointees in Butwal.

Single person	Rs. 360. per month
Couple	600. " "
Couple with one child	660. " "
Couple with two or more children	720. " "

FC(2)-39/80 Sundry Debtors. RESOLVED that the following amounts be written off as irrecoverable:

- Rs.56.00 for language lesson, Mr. Furnside
- Rs.13.74 Miss Ward
- Rs18,819. Loss in Gorkha Household Store

FC(2)-40/80 Reserve Fund. The Treasurer presented a statement of the balances in the various UMN Reserve Funds, which was accepted with appreciation. It was also noted with concern that the Consolidated Year-end Accumulations Fund is decreased by about 20%, partly due to the large deficit balances in recurring budgets in 1979.

FC(2)-41/80 Policy regarding Provident Fund and Gratuity in transfer of EDB employee to non-EDB post. Action on this to be deferred to next meeting of Finance Committee.

- FC(2)-42/80 Provident Fund Interest Rate. It was RESOLVED to recommend to the Executive Committee that they take the following action:
- The interest rate for continuing contributors on investments held at the end of the current financial year (13 January 1981) be 12%.
 - The broken interest rate for those ceasing to contribute to the Provident Fund during the year from 14th January, 1980 be 9%.
- FC(2)-43/80 Retirement of Employee. It was RESOLVED to approve that the CSD Liaison Officer be granted a year's extension of service.
- FC(2)-44/80 Children's School Vehicle Fund. It was RESOLVED to recommend that the Rs. 31,000. in this fund be transferred to the Children's Hostel as a Reserve Fund.
- FC(2)-45/80 Bank Accounts. It was RESOLVED to confirm the following actions of the Coordinating Committee:
- It was RESOLVED that the Bank accounts held in the name of the United Mission to Nepal, in the Nepal Bank, Kathmandu, in American Express Co. Bombay, in Union Bank of Switzerland, and in Chase Manhattan Bank, N.Y. in future be operated by any two of the following people signing jointly; UMN Executive Director, UMN Deputy Executive Director, UMN Treasurer, UMN Personnel Secretary, UMN Central Services Director.
 - RESOLVED to authorise the following signatories to operate the accounts, any two signing jointly:
 - Nepal Bank Limited, Khasauli Branch, Butwal

"United Mission Development and Consulting Services"

 - Current Account No.52
 - Employees Provident Fund Savings Accounts

UMN Treasurer	Frank Clarkson
DCS Director	John R. Williamson
DCS Business Manager	Rudra Bahadur Chhettri
Martin Anhorn	
Cliff Eaton	
John Finlay	
 - Grindlays Bank Limited, 29 Netaji Subhas Road, Calcutta

"United Mission Development and Consulting Services."

Current A/c. No. 31135

UMN Treasurer	Frank Clarkson
DCS Director	John R. Williamson
DCS Business Manager	Rudra Bahadur Chhettri
Tor Mogedal	
Kul Prasad Gauttam	
 - Punjab National Bank, Naya Gunj, Kanpur

"UMN Development and Consulting Services"

Current A/c. No. 7583

UMN Treasurer	Frank Clarkson
DCS Director	John R. Williamson
DCS Business Manager	Rudra Bahadur Chhettri
Purchasing Officer	Kul Prasad Gauttam
 - Nepal Bank Limited, Khasauli Branch, Butwal.

"UMN Bio-Gas Research Development/Construction."

Current A/c. No. 1268

UMN Treasurer	Frank Clarkson
DCS Director	John R. Williamson
DCS Business Manager	Rudra Bahadur Chhettri
Gobar Gas Consultant	John Finlay
Gobar Gas Research Consultant	David Fulford
- FC(2)-46/80 Budgeting Process. There was discussion on the need for an adjustment in present procedures to allow for coordinated planning between the Functional Boards and to guide the planning process by setting financial limits before final budgets are made for presentation to the Finance Committee.

- a) It was proposed that the following guidelines be used in the preparation of budgets for 1982:
- i) Tentative and general budgets (Recurring, Capital and Program Funded) be considered by the May meeting of Functional Boards following guidelines given by the Finance Committee Meeting in March-April.
 - ii) This is to be followed by a meeting of Coordinating Committee to consider the tentative budgets and plans and then give guidelines to those responsible to prepare the detailed plans and budgets for each Project.
 - iii) Minutes of these meetings, together with reasons and explanations for decisions made be sent to Finance Committee members.
 - iv) That Finance Committee be kept informed in the matter of trends in cost of living, inflation factors, etc.

The meeting was closed with a prayer.

CONSOLIDATED PROPOSED CAPITAL BUDGET 19811. UMN Headquarters

Motorised rickshaw C/Fwd	26,000	
Auto Trailer C/Fwd	35,500	
Asha Niketan - Furn. & Equip.	5,000	
Salyan House - Furn. & Equip.	10,000	
Asha Niketan - Repairs & Maintenance	11,500	
Salyan House - Repairs & Maintenance	5,000	
Fleming House - Repairs & Maintenance	22,000	
Information Office Equipment	500	
1980 Overseas Consultations	3,085	
Special Fund for Exec. Director's Travel	<u>19,000</u>	137,585

2. Mission Wide

K.V.H.C. Furniture & Equip.	10,000	
Publicity	<u>14,000</u>	24,000

3. Shanta Bhawan Hospital

OPD Extension C/Fwd	15,000	
Anaesthetic Machine - O.R.	25,000	
Room heating lamp - O.R.	3,000	
Water heater 50 litre - O.R.	5,000	
Patient Roller 4 pce.	4,000	
3 Diagnostic Set - OPD	4,000	
Overhead Projector - In-service Ed.	6,000	
Typewriter - Lab.	5,000	
Office file drawer	<u>2,000</u>	69,000

4. Shanta Bhawan - Nurses' Campus

Demonstration Room Equip. C/Fwd	6,000	
Fan	1,500	
Kitchen Equipment	3,000	
Electric Heaters (5)	500	
Furniture file cabinet	4,000	
Campus move	<u>20,000</u>	35,000

5. Shanta Bhawan - Community Health Programme

Agriculture Supply Centre C/Fwd	20,000	
Miscellaneous Office Equip. C/Fwd	15,000	
Small Community Dev. Projects	50,000	
Material Develop. Revolving Fund Proj.	100,000	
Water Supplies	<u>625,000</u>	810,000

6. Okhaldhunga Project

Community Health:		
Village water supplies	65,000	
Clinic building	70,000	
Demonstration Area Proj.	<u>35,000</u>	170,000

7. Palpa Project

a) Project Administration:

Guest house furnishings C/Fwd	1,000	
Office equipment C/Fwd	15,000	
Spares for generator	20,000	
Renovation of bazaar apartments	15,000	
Painting of roofs (comp.blds)	10,000	
Staff mail boxes (50)	2,500	
Vehicle	300,000	
Cleaning and painting water storage tanks	5,000	
Guesthouse additions	30,000 *	
" electric stove and oven	8,000	
" kerosene stove and oven	700	

*(Separate details supplied)

b) Hospital:

OPD Equipment	5,700 *
Lab. Equipment	6,700 *
Ward Equipment	44,600 *
O.R. Equipment	74,000 *
Improved & enlarged nursing work area	50,000
Medical Library	3,000
Nurses' Hostel	95,000

c) Community Health:

Motor cycle 125 cc. C/Fwd	35,000
Health Education	16,000
Demonstration areas (3)	63,000
Free medicines and supplies (health posts)	17,250 *
Village water projects	743,000 *

d) ANM Hostel Building Tansen

Deficit C/Fwd	51,409	
ANM Hostel Bldg. Pokhara Def. C/Fwd	200,000	
Fencing - Pokhara Hostel	51,000	
Furniture - Pokhara Hostel	20,000	
Screening - Pokhara Hostel	6,000	
Wire food storage shelves Pokhara Hostel	3,000	
ANM Hostel Bldg Pokhara, additional def.	40,000	1,931,859

8. Gorkha Project

a) Area Service:

Village house improvement	500
Repairs & Maintenance of house	10,000
Fence for Knoll house compound	4,000

b) Hospital

Hot-plates (10)	6,000
Hospital rewiring	20,000
Electric motor 240V	2,500
Delivery bed	12,000
Fans - variable oscillating (6)	6,000
Govseneck lamps (2)	150
Generator - Lister inc. freights spares	30,000
TB Dera extension	25,000
Hand wringer - laundry	2,000
OPD alteration	32,000
New staff house supplement	10,000
Furniture	2,000
New jerry cans	2,000
Hood - sterilising room	1,000
Portable scale for patients	2,000
Health Educator Materials	2,000
Batteries and charger	300

c) Community Health:

Health Education	3,500	
Community development (CCE-45/80)	115,000	
Training Nepali TB/Leprosy worker	1,500	289,450

9. Patan Hospital Project

Balance of 25% of Stage I C/Fwd	7,250,000	
Staff Quarters, Stage I C/Fwd (see proposed amdt.)	3,512,000	10,762,000

10.	<u>Health Services Office Complex</u>		
	a) H.P.S.O.:		
	Refrigerator	8,000	
	Poster display unit	1,000	
	b) H.S.O.:		
	Furniture	1,650	
	Crash helmet	500	
	Motor cycle (transfer)	--	
	c) H.S.B. Consultants:		
	Furniture	500	11,650
11.	<u>Pokhara School Project</u>		
	Tractor	35,000	35,000
12.	<u>Language & Orientation Programme</u>		
	Reference books and bookcase - Lang.		
	C/Fwd	5,400	
	Ref. books & bookcase - Orient. C/Fwd	10,285	
	Classroom echo-dampening C/Fwd	10,700	
	Sound Lab. - Phase II C/Fwd	40,176	
	" - Phase I deficit	2,974	
	Orientation Equip. (First Aid)	200	
	Furniture & Equipment	3,600	
	Tutor equalization fund	11,740	88,075
13.	<u>Education Office Complex</u>		
	a) Education Office:		
	Books and resource material (CRW)		
	C/Fwd	2,298	
	Resource material (CRW)	4,800	
	Office furniture & equipment	1,550	
	b) Material Development Programme:		
	Printing supplies and materials		
	(general) C/Fwd	27,643	
	Printing supplies & Materials		
	(Jumla) C/Fwd	100,000	
	Printing supplies & Materials		
	(general) C/Fwd	50,000	186,291
14.	<u>Elementary Business School</u>		
	(Assuming Proposal II)		
	Office furniture & fixtures	4,050	
	School equipment	46,850	
	Textbooks	2,500	53,400
15.	<u>E.D.B. Service Office</u>		
	Furniture and equipment	3,720	3,720
16.	<u>D.C.S.</u>		
	a) Administration:		
	Furniture and equipment	10,175	
	b) Design Office:		
	Drawing Board/Draughting Machine	12,000	
	c) In-service training	20,000	42,175
17.	<u>Butwal Area</u>		
	Furniture and equipment	20,000	20,000

18. Gobar Gas Co.

Share Capital (EDB-209/80)

1,000,000

1,000,000

19. Madhubasa Village Roofing Scheme

(E.D.B. - 214/80)

13,500

13,500

20. Central Undesignated Rural Development Fund

C/Fwd

500,000

500,000

21. Foreman Training

10,000

10,000

16,192,700

MEMORANDUM ON SOURCES OF CAPITAL FUNDING

FC (1) - 13/80 (p.44 - April 1980)

"Sources of Capital Funding". Concern was expressed about the receipt of grants from certain government funds. It was noted that all funding sought through Headquarters is in conjunction with the Executive Director and Treasurer. Administration is requested to bring back to the Finance Committee a suggested policy for discussion.

The target of the funds that are used from these sources is community development. The communities include Christians both in the giving communities as well as the receiving ones.

It seems right that criteria be established that do not discriminate against any country but are the same for all. Following are some suggested criteria.

1. No gifts are to be received with conditions that place our work in any sort of position that imperils our integrity and our Christian witness.
2. No gifts should be received that implicitly and unwittingly makes us the channels of propaganda politically for any nation.
3. No gifts should be received in such magnitude that makes any single country, group, or person, disproportionately large in its support.
4. However, good reporting and auditing procedures are not to be confused with unacceptable procedures that compromise our integrity.

1

2

3

4

5

6

7

8

9

0

Worker's Conference

43

MINUTES OF THE U.M.N. WORKERS' CONFERENCE
HELD IN POKHARA, JANUARY 11TH-16TH, 1979.

N.A.M.V. (soon to be G.A.M.V.) was the host situation for Workers' Conference 1979. Against the backdrop of Machhapulchhare and Annapurna, seen on some mornings by the earlier risers, the largest Conference yet met in this, the Jubilee year of U.M.N. history. The speaker, Dr. S. Moffett from Korea, with his charming wife, Eileen, challenged the Conference through his meditations in the Epistle to the Philippians in the morning Bible studies. The evening meeting messages were entitled, "Adventure in Mission" and took place on Thursday, Friday, Monday and Tuesday evenings.

Special evenings were devoted to "fun" - Saturday; and to worship through music - Sunday. On Tuesday evening, the Communion Service culminated in a Prayer of Covenant spoken corporately. Thursday afternoon was given over in its entirety to a Jubilee musical pageant which depicted the history of God's faithfulness to this land in sending and equipping witnesses to His saving Gospel throughout the centuries. Amongst these special occasions must be listed two others - very disparate in content. Dr. and Mrs. Moffett held an informal discussion time on the topic of "Human Rights" in which they drew freely on their experience in Korea. At tea on Sunday afternoon, 'Dr. Bob' announced his engagement to Juanita Owen; it was a time of great rejoicing by all for him and for his future wife.

The daily timetable included business sessions in the mornings after coffee; small group discussions and a plenary discussion sharing in the afternoons. This year the Functional Groups met for half-an-hour only to conduct their required business. Alongside these sedentary activities, games, impromptu hikes, a Jubilee Bazaar (which basically was a sale of second hand clothing, toys, and books, plus an outlet for Green Pastures' products and U.M.N. notelets), choir practices, and huddles to polish-up offerings for the Saturday night programme were observed to be taking place.

The children were cared for according to age in programmes which kept them occupied and happy throughout the day. The help of non-U.M.N. volunteers, Mrs. J. Saunders, Miss R. McHenry from Australia, Miss R. Hagen from Norway and Miss L. Ruohoniemi from U.S.A., was much appreciated in this connection. In addition, the arrangements made for their earlier meal times, plus the provision of an ad hoc kitchen and a nappy service, meant that parents were really able to concentrate most of their energy on the Conference schedule. Thank you, Pokhara Team, for these significant contributions to the smooth running of the Conference!

WC - 1/79. Workers' Conference Committee. The Committee appointed in March '78 held office during the Conference in consultation with the Executive Secretary and the Personal Counsellor present.

Chairman - Mr. Richard Clark

Vice Chairman - Mr. Juhani Kivela

(in absentia, Mr. Paul Spivey stood ready)

Secretary - Mrs. Claire Spivey

The joint-secretary, Mrs. Sheila Bull, was unable to be present.

WC - 2/79. Workers' Conference Representative to the Board of Directors, 1979. Mr. David McConkey was elected to this position for the meeting to be held in April '79.

WC - 3/79. Workers' Conference Representative to the General Conference. The Conference agreed to Mr. Paul Spivey, who has been working on the General Conference Committee, continuing to act as Workers' Conference Representative at the General Conference.

WC - 4/79. Project Reports. Written reports had been circulated to all U.M.N. members before Conference. These were not read verbatim. The three Functional Secretaries chose different ways of highlighting the material presented in these reports. An interesting "matching" game for those unable to attend Conference would be to see if they can relate the H.S.S.'s titles to different aspects of the work of that Board, e.g., "Things ain't wot they used to be!" (with apologies to Antony Newley), or "Can I give you a hand?" Two other choice ones were, "Beads and Bones" and "It's all talk!" In case the U.M.N. ever needs a military tactician - Audrey Maw could be called on to play that role after her brilliant description of "The best fights of 1978."

The total reports, written and verbal, covered:

a) Executive Secretary and H.Q. project.

b) Education Board: Education Secretary
Boys' Boarding School, Pokhara
Mahendra Bhawan Girls' School, Kathmandu
Gorkha Project (highlighting Makaisingh)
Jumla High School and Jumla Trade School
Scholarship Program
Student Financial Assistance Program
Language and Orientation Program
Materials Development Program
Lapsibot Reflections, 1978

c) Economic Development Board:

Economic Development Secretary

E.D.B. Service Office

D.C.S. - (i) Service Department

(ii) Engineering Office

(iii) Small Turbine and Mill project

(iv) Rural Equipment development

(v) Bio-gas research & development

Related companies with separate managing boards:

(i) Butwal Technical Institute

(ii) Butwal Wood Industries

(iii) Butwal Engineering Works

(iv) Butwal Plywood Factories

(v) Butwal Power Company

(vi) Bio-gas Company

(vii) Himal Hydro & General Construction Company

Dhankuta Technical Centre

Small Area Development Project

Integrated Rural Development (Bhuling - Arakhala)

U.M.N. Maintenance Programme

Andhikhola

Seconded Workers

Many of these projects were stimulatingly reported with picturesque detail, e.g., "The B.T.I. plains buffalo needs to become the Dhankuta long-range mountain goat."

I.R.D. proved to be such a current, thought-provoking subject that a special time was set aside on Monday afternoon for a more lengthy presentation and discussion. Twice during the Conference groups of interested people met.

The E. D. S. stated that all relevant material on I.R.D. would be sent to all U.M.N. Board Appointees. He would welcome feedback from anyone on this matter. The Executive Secretary encouraged people to make any contribution to policy making and decision making in this area.

d) Health Services Board: Health Services Secretary
 Palpa Project
 Gorkha Project
 Shanta Bhawan Project
 Okhaldhunga Project
 Patan Hospital Project
 Community Health Office
 Jumla Project
 Seconded Workers

WC - 5/79. Other Reports. In either written or verbal forms, reports were also received from:

Communications Committee
 Culture Study Committee
 Nepali Church
 Padina Sadan
 I.N.F.
 General Conference - April '79
 Regional Conference in Australia, Dec. '78
 U.M.N. History Book
 Personal Counsellors
 Nepal Bible Society
 Children's Hostel

WC - 6/79. Small Group Discussions. The theme of Jubilee was carried through into one of the discussion sessions, Friday afternoon, which was based on the U.M.N.'s initials: Unitedness, Mission, Nepal. The groups sought to discuss ways in which these factors had been implemented in the life of the mission throughout the past twenty-five years and to gain direction for the future twenty-five years also. The compilation of salient points from this discussion time and also the succeeding one, based on the General Agreement with H.M.G./N., will be circulated in due course.

WC - 7/79. I.N.F. Report. Dr. and Mrs. (Dr.) B. Hawker brought the greetings and congratulations of I.N.F. to U.M.N. on its Silver Jubilee. Dr. Hawker and the Executive Secretary mutually desired even closer co-operation between the two groups.

WC - 8/79. The Church. Mr. K. S. Eapen was the delegate sent by N.C.F. to give their annual report. He urged the Conference to be in prayer concerning the Leaders' Conference in April of this year when the critical election to the N.C.F. Executive Committee will be held. The church needs prayer for unity. The Conference thanked Mr. Eapen for his open presentation of the situation.

WC - 9/79. Nepali Hymn Book. The Conference was privileged in having Mr. R. Byatt as a member for part of the time. He was able to put flesh on the bones of the report of the Communications Committee concerning the hymnal. It is planned to print 10,000 copies of a words only edition and about 100 music copies. The new hymnal will not be a revised edition of the old but a new issue with different format and content. Mr. Byatt had collected already many new hymns on tape.

It was resolved that the Communion Offering plus the profit from the Jubilee Bazaar would be given to help in the production of the hymnal. The money will be held by the Communications Committee until needed. (Rs. 6,205 N.C.)

WC - 10/79. Approval of Executive Committee's Nominee for the Post of U.M.N. Treasurer. There was unanimous approval of Mr. F. Clarkson returning to the post of U.M.N. Treasurer after his four months leave at the end of June, '79. Further, the Conference wished to record their thanks to him for all the work he has done in this position over these years.

WC - 11/79: Venue for Workers' Conference in Kathmandu N.E.: 1982 and following.

Discussions ensued as to the feasibility of meeting each year at Pokhara. 1980 Conference is fixed in that the speaker and dates for the Conference have been determined, i.e., Mr. Michael Griffiths, General Director of the Overseas Missionary Fellowship, March 13-18, 1980, in Kathmandu. Mothers, particularly, made a plea for Conferences from 1981 onwards to be in Pokhara. The matter was left to be discussed further.

WC - 12/79. General Conference - Spring 1979. The Executive Secretary gave a report on the development of the planning for this celebratory Conference. It will be held at the Blue Star Hotel, Thapathali, from April 2nd - 4th. On April 1st there will be an Orientation Session for the delegates. The Conference will be followed immediately by the Board of Directors Meetings, April 5th and 6th. A highlight for folks in the projects will be the visit to Tansen by the two main speakers, Bishop Newbigin and Dr. Koyama, where they will give addresses on Friday and Saturday, March 30th and 31st. All folks from Butwal, Pokhara and Tansen are urged to attend if at all possible. Travel expenses will be paid to this Conference. Workers in Gorkha and Okhaldhunga may like to come as observers to the Kathmandu Conference. The presentation of the programme outline sounded exciting and stimulating for all the mission.

WC - 13/79. U.M.N. History Book. Mr. Lindell shared the progress of the book to date. His approach has been to write of U.M.N. within the larger history of God's mission in Nepal. This has been achieved from a dual viewpoint of (a) Nepal, the country and people, and (b) Missions and the church. The book contains 50 pen and ink drawings illustrating the text; in addition, there are footnotes, bibliographies of each chapter and four appendices. U.M.N. is the publisher and owner of the book. There will be 12 agents throughout the world to deal with mail orders. It is hoped that Thomson Press in Delhi will have the first 5,000 copies ready by the end of March.

WC - 14/79. Personal Counsellors. Mr. Voreland stressed the part played by the wives and homes of both Personal Counsellors in their joint ministry. He also repeated the need for a full-time counsellor, pointing out that both he and Mr. Kivela had other jobs.

WC - 15/79. Nominating Committee. A nominating committee was appointed to propose names for election to a number of other committees. The members were:

Tor Mogedale (Convenor)
David McConkey
John Finlay
M. McLean
M. Voreland

WC - 16/79. Communications Committee. It was resolved to appoint the following persons to serve on the Communications Committee throughout 1979:

Ruth Overvold	Carol Evans
Martyn Thomas	Doris Bailey
Jonathan Lindell	Ann Lycett
Tuovi Kivela	Al Schlortholtz (alternate with J. Lindell)
Juhani Kivela	Lilly Ammann
Klara Pedersen	

There will be two I.N.F. representatives and two Nepalis also serving on the committee. J. Lindell will be the Convenor.

WC - 17/79. Culture Study Committee. It was resolved to appoint the following persons to serve on the committee for the Study of Culture for the year 1979/80:

Audrey Maw (Convenor)	Al Schlortholtz
Julie Willmette	Dick Smith
Miriam Krantz	Bucky Sydnor
Betty-Anne Friedericks	Herman Simrose

WC - 18/79. Children's Hostel Committee. A report was presented by Mrs. Thomas, Chairman of the present committee, in which she outlined the current state of affairs. Seemingly the most acceptable way to make the Hostel economically viable and therefore stable in the prevailing situation of very few children would be for it to become part of H.Q. project, functioning as one of the recognized service agencies offered by U.M.N. to its members. The proposal laid before Conference stated: 'That the U.M.N. Board be asked to take over the Children's Hostel and run it as one of the H.Q. service agencies.' Discussion ensued after which a vote was taken. The proposal, made by Mrs. Thomas and seconded by Dr. C. Hale, was passed by the Conference.

The committee elected by a group of parents and interested U.M.N. members who had met earlier in the Conference, to serve during 1979/80 is as follows:

Mrs. S. Thomas (Chairman)
 Mrs. S. Harding (Secretary)
 Mr. J. Woodward (Treasurer)
 Mrs. W. Matern)
 Mrs. P. Ruff) Kathmandu representatives
 Mrs. P. Schlörholtz)
 Mr. D. Fulford - Butwal representative
 Dr. C. Hale)
 Mr. W. McCaslin) Amp Pipal representatives
 Tansen representative to be appointed by A.S.O.
 Pokhara representative to be appointed by A.S.O.

WC - 19/79. Representatives to the Functional Boards. After the functional group meetings the following nominations were announced for Board Appointee representatives to the various Functional Boards; the elections from these nominations will be made by correspondence from all eligible Board Appointees before the meeting of the Executive Committee in March.

a) Economic Development Board:

Butwal - Ken Brookes
 David Fulford

Other - Tom Haggerty
 Tor Mogedale

b) Education Board:

Miss M. McCombe
 Mr. R. Clark
 Mr. D. McConkey
 Miss G. Walker
 Miss C. Evans.

c) Health Services Board:

Dr. R. Harding
 Miss V. Collett
 Dr. S. Mogedal
 Miss F. Swenson
 Dr. J. Henderson
 Mr. S. Ericksson

It was resolved that the H.S.S. should circulate a memo to instruct each group or project to formally consider the issue of nomination, before Conference.

WC - 20/79. Workers' Conference Committee 1980. After recommendations from the Nominating Committee had been received, the following were appointed to serve on the 1980 Workers' Conference Committee. The Chairman has yet to be confirmed as he was proposed in absentia.

Chairman (proposed but not confirmed)	Dr. J. Dickinson
Vice Chairman	Miss M. Krantz
Secretary	Miss A. Lycett

WC - 21/79. Visitors. A number of special visitors were present at this Jubilee Conference, either for the duration or partially. Their contribution to every part of Conference was warmly appreciated by the delegates. The visitors were:

Dr. T. Strong	Miss C. Eggers
Dr. N. Iwamura	Mr. R. Byatt
Dr. W. M. Anderson	Mr. and Mrs. A. Fleming
Dr. R. Fleming	Mr. and Mrs. J. Saunders

WC 22/79. Vote of Thanks A warm expression of appreciation was given to all the people who had shared in the Conference - in its planning and running:

- a) The Conference Committee
- b) The Pochara Team and their assistants
- c) Those who had led meetings and participated in reports and discussions.
- d) Dr. and Mrs. Moffett - for their ministry throughout the time of

Conference.

Conference closed with prayer.

Zur Ablage

Aktenplan-Nr. 228

Datum 18.5.77

UMN WORKERS' CONFERENCEheld in Pokhara, 12-17 January, 1977.

The 1977 Workers' Conference was held in Pokhara at the Boys' Boarding School, during the school holiday. Dr. Graham Scott-Brown of INF, Pokhara, was the special speaker, and his ministry, teaching and fellowship were greatly appreciated. Each day began with Bible Study on Hebrews, led by Dr. Scott-Brown, who also spoke each evening on the life of Moses at the devotional meetings. Discussion periods followed the Bible Studies, and then smaller prayer groups. Special items on the last three evenings were: a fun evening on Saturday, with all projects taking part, followed by the showing of the new IMI film "Living Water for Nepal"; a spiritual fellowship on Sunday, when again all the projects contributed items; and a communion service on Monday evening to close the Conference.

Business and report sessions were held daily from 10.45 to 12 noon, and again from 3.45 to 5 p.m. In addition small group discussions were arranged most days from 2 to 3.30 p.m. on a variety of different subjects, and these proved to be helpful and interesting.

The Conference was happy to note that His Majesty the King had recently awarded an honour to Mr. Odd Hoftun in recognition of his services in economic development in Nepal over many years.

WC-1/77. Workers' Conference Committee. The Committee appointed in 1976 took office during the Conference, in consultation with the Executive Secretary:

Chairman - Mr. Larry Asher
Vice Chairman - Miss Miriam Krantz
Secretary - Miss Betty Young.

WC-2/77. Workers' Conference Representative to the Board of Directors. It was RESOLVED to recommend to the Board of Directors that the following amendment be made in the Bye-laws, to become effective from 1978:
Bye-law XII, B, last sentence to read:
"A BOARD APPOINTEE member will be elected to represent the Workers' Conference at the following annual Board Meeting."

WC-3/77. Project Reports. In line with the new structure of the UMN, the reports were presented under functional groupings, as follows:

- a) Education: Education Secretary
Pokhara Boys' School
Mahendra Bhawan Girls' School
Scholarship Program
Financial Assistance Program
- b) Health Services: Health Services Secretary
Hospitals - Tansen, Gorkha, Shanta Bhawan,
Okhaldhunga, Patan.
Community Health - Palpa, Gorkha, Shanta Bhawan,
Okhaldhunga, C.H. Office.
Health Education - Shanta Bhawan Nursing Program,
ANM School, Tansen; AHW School, Tansen.
Seconded workers - Institute of Medicine, NAOC,
Pyersingh.
- c) Economic Development: Economic Development Secretary
Building Department
Butwal Technical Institute
Butwal Plywood Factory
Butwal Power Company
Development & Consulting Services
Gobar Gas Program
Hydro Himal, and other small industries
SADP plans
Seconded workers: INF, Institute of Engineering.

WC-4/77. Other Reports. Reports were also received from representatives of the following committees, projects and organisations with which the UMN is closely associated:

Communications Committee
Culture Committee
Language Committee
Nepali Church
Padma Sadan
International Nepal Fellowship
Urbana Conference, 1976

WC-5/77. Small group discussions. 25 small group discussions had been arranged for 3 afternoons of the Conference, and reports were brought back to the Conference on the discussions and findings of these groups. It was agreed that these reports should be duplicated and circulated by the Conference Committee to all projects, to be used for further discussion during the year.

WC-6/77. Area Services Officers. Written reports had been received from the Area Services Officers, and discussion took place on the practical outworking of this new post in the UMN. It was recognised that this involves a good deal of work in some projects, and appreciation was expressed for the help given by the ASOs in practical matters and fellowship.

WC-7/77. Nominating Committee. A Nominating Committee was appointed to propose names for nomination to a number of other Committees. Those appointed were: Mr. J. Lindell (Convenor), Dr. J. Dickinson, Miss R. Overvold, Mr. B. Yoder.

WC-8/77. Communications Committee. It was RESOLVED to appoint the following persons to serve on the Communications Committee for the coming year:

Dr. D. Henderson (Convenor)
Miss M. Wright
Miss C. Evans
Miss R. Overvold
Miss E. Knight
Mr. G. Tweeddale
Mrs. M. Henderson
Bible Society representative - Mr. N. Tamang
NCF Representative - Mr. L. Neopani.

WC-9/77. Culture Committee. It was RESOLVED to appoint the following persons serve on the Committee for the Study of Culture for the year 1977-78:

Mr. P. Spivey (Convenor)
Miss M. Krantz
Mr. A. Vossberg
Dr. J. Dickinson
Mr. P. Nepali
Mrs. B. A. Friedericks
Miss J. Smucker
Dr. D. Henderson
Mr. P. Williams
Mr. J. Lindell

WC-10/77. Children's Hostel Committee. The following Committee was appointed by parents and other interested UMN members, to serve for the year 1977/78:

Mr. J. Kivela
Miss W. Thuma
Mrs. A. Hankins
Mr. P. Williams
Mrs. B. A. Friedericks
Dr. C. Hale
Mr. L. Asher
Mrs. S. Finlay
Dr. or Mrs. D. Harding
Mrs. C. Spivey

WC-11/77. Representatives to Functional Boards. Following the meetings of the functional groups to make nominations for Board Appointee representatives to the various Functional Boards, the following nominations were announced, from which elections will be made by correspondence vote from all eligible Board Appointees:

a) Economic Development Board:

Butwal - Mr. B.Yoder, Mr. D.McCauley, Mr.E.Miller,
Mr. D. Poppe.

Other - Mr.G.Tweeddale, Mr.B.Buckner, Mr.K.Punkkinen.

b) Education Board: Mr.J.Lindell, Miss M.Kingsley, Miss M.McCombe,
Mr. D.McConkey.

c) Health Services Board: Mr.P.Spivey, Dr.D.Harding, Dr.H.Huston,
Miss G.Coventry, Miss A.Maw, Miss R.Judd.

WC-12/77. Workers Conference Committee, 1978. On receipt of the recommendations of the Nominating Committee, the following were appointed to serve on the 1978 Workers' Conference Committee:

Chairman - Mr. Paul Spivey

Vice Chairman - Mrs. Betty Anne Friedericks

Secretary - Miss Betty Young.

WC-13/77. Selection Committee. In accordance with the action of EC(2)-45/76, it was RESOLVED to approve the slate of names as proposed by the Nominating Committee, as follows:

Mr. N. Solvik

Miss M. Krantz

Mr. B. Yoder

Mr. D. McCauley

Mr. P. Spivey.

It was noted that these names will be circulated to all Board Appointees in the UMN for their vote on the Board Appointee who does not hold an administrative post to serve on the Selection Committee to choose a new Executive Secretary, as defined in Bye-law V, A, b.

It was further RESOLVED:

- a) That, because the new Workers' Conference Chairman's name also appears on the above slate of names, the Secretary be appointed to take responsibility for circulating this information and receiving the votes;
- b) That the complete tally of the vote be presented to the Executive Committee.

WC-14/77. Vote of thanks. Many members of the Conference expressed their gratitude to God for the very real spirit of unity, fellowship and participation felt through the Conference. Votes of thanks were particularly accorded to:

The NAMV authorities for the facilities of the school;

The Conference Committee for the arrangement of the program;

The Pokhara Project for all the practical arrangements of the living and eating requirements throughout the Conference;

Dr. Graham Scott-Brown for his spiritual leadership and ministry which was used by God to the blessing of all who attended.

1) Assignments and appointments, acceptances.

- a) Const. IV, B: "workers, accepted by the Executive Committee..."
- b) Const. V, L: "Member bodies of the United Mission will offer workers to the United Mission, and, when accepted by the Executive Committee..."
- c) Bye-law VI, C, 2: "It will take action concerning the acceptance, return..."
- d) Bye-law VII, C, 9: "...regarding the acceptance, return and..."
- e) Bye-law VII, E, 5: "...concerning acceptances, assignments..."
- f) Bye-law X, C, 1: "...concerning the acceptance, assignment..."
- g) Bye-law V, B, 3; second sentence: "...and will consult with the senior staff and BOARD APPOINTEES, and the board..."
- h) Bye-law VII, C, 10: Delete the words "and the Functional Board concerned" at the end of the first sentence.

2) Direct Appointees.

Amend Bye-law VIII as follows:

- a) Heading: "Rules governing acceptance of United Mission workers".
- b) Sub-heading: "A. Workers accepted by the Executive Committee".
- c) Sub-heading: "B. Workers appointed by United Mission institutions and projects (Direct Appointees)".
- d) Para B: *While this practice is not normally encouraged*
 "1. "Heads of institutions and project directors may appoint expatriates within their approved personnel, and with the assurance of funding for salary and housing from funds other than the UMN recurring budget or the project budget, as workers for periods of up to three years, these appointments being renewable.
 2. United Mission Headquarters administration will be responsible for processing requests for and applications from all expatriate personnel, including self-supporting volunteers. Project Directors and heads of institutions will be responsible for the budgeting for these appointments, and will also make it clear to expatriate personnel that: i) they will agree not to work against the purposes of the United Mission; ii) they are not full members of the United Mission; iii) they are not entitled to the privileges and facilities offered by the United Mission; iv) they are not expected to assume the responsibilities of BOARD APPOINTEES.
 3. In the case of openings for such expatriate workers to non-United Mission posts, they will be assigned to these posts by the concerned United Mission project or institution. In exceptional circumstances such assignments may be made by the Executive Secretary."

neu eintragen

3) Workers' Conference Representative to the Board of Directors.

Bye-law XII, B, last sentence to read:

"A BOARD APPOINTEE member will be elected to represent the Workers' Conference at the following annual Board Meeting."

4) Duties of Functional Boards.

- a) Bye-laws XV, XVI and XVII, C, 6: "It will appoint heads of institutions and project directors and such other officers of institutions as provided by the constitution and bye-laws of the particular institution, or delegate this responsibility to other bodies."
- b) Bye-laws XV, 9; XVI, VI, and XVII, 9: "It will make recommendations to the Executive Committee concerning the acquisition of lands and buildings of projects which fall under its authority, and concerning the establishment and transfer or termination of such projects."
- c) Bye-law XVII, A, 2: "Two voting members will be elected by the BOARD APPOINTEES assigned to the Economic Development Board, to serve a one year term. One of these will be elected by the Economic Development Board to attend the Executive Committee and Board Meetings."
- d) Bye-law XVII, A, 5: "Other non-voting ex-officio members will include the Divisional Directors."

eintragen

Further recommended amendments, March, 1977

Bye-Law IX, K, to read:

Relationship to Functional Boards.

BOARD APPOINTEES will serve under the Functional Board creating the post. A BOARD APPOINTEE not serving under a Functional Board by virtue of filling an approved post may be assigned to a Functional Board by the Executive Secretary. BOARD APPOINTEES whose work affiliates them to a Functional Board different from that of their profession should be accorded advice by the Functional Board to which they would normally be related by profession or vocation, and may be accorded participation in seminars related to their profession.

Bye-law XIII, F, to read:

The bank accounts of the United Mission will be as approved by the Executive Committee. The Executive Secretary is authorised to notify the bank of changes in personnel authorised to sign on such accounts.

Bye-law XVI, C, 9 to read:

It will be responsible for and supervise the Language and Orientation Program.

XX

EDB-17/77: UMN Policy Regarding Share Investment in Private Companies.

In view of the negotiations going on between UMN and various departments of HMG concerning the share investment to be held by the sponsoring organizations in the Himal Hydro and the Gobar Gas Company, and based on our experiences as majority shareholders in Butwal Power Company and Butwal Plywood Factory, it was RESOLVED to recommend to the UMN Board of Directors that the following policies be adopted:

- a. It is the policy of the UMN to be involved as shareholders in companies only in cases when UMN can maintain a strong influence in the management of the company during the early stages of the company's development.
- b. UMN will become a shareholder in a company on the condition that no other single party holds an absolute majority of shares.
- c. UMN is ready to commit itself in advance to hand over its shares interests, without compensation, to HMG or parties designated by HMG, at a time specified when the company is established.

UMN Functional Boards under which UMN Board Appointees who
are assigned to approved posts shall serve. (March, 1977).

Economic Development Board

✓ Bob Buckner
Stephen Bull
Ken Brookes
✓ George Carfield
✓ John Finlay
✓ Odd Hoftun
✓ Asbjorn Holm
✓ Dan Jantzen
✓ Stan Kamp
✓ Delos McCauley
✓ Ed Miller
✓ Tor Mogedal
✓ Reinhold Metzler
Nick Peters
Duane Poppe
Kari Punkkinen
✓ Helmut Scheuer
✓ Martyn Thomas
✓ George Tweeddale
Willard Unruh
Selma Unruh
John Williamson
✓ Bob Yoder.

Education Board

Dag Aandstad
✓ Larry Asher
✓ Dorothy Broom
✓ Hazel Buckner
Joy Carter
Richard Clark
Carol Evans
✓ Betty Friedericks
✓ Bob Helm
✓ Enni Hokkanen
✓ Margaret Kingsley
✓ Jonathan Lindell
✓ Margaret McCombe
David McConkey
✓ Barbara McLean
John Paterson
Brian Wood
Glenys Walker

Without Board Assignment

Frank Clarkson
Adrian Evans
Linda Howes
Joan Hills
Juhani Kivela
Elizabeth Knight
Lil Lewis
Evey Lindell
Gordon Ruff
Francis Sauer
Asbjorn Voreland
Betty Young

Health Services Board

Stu Amstutz
Loretta Amstutz
Ruth Angove
Phyl Asher
Doris Bailey
Walter Bond
Gunnel Borg
Gladys Brand
Margaret Brass
Bjorn Brekke
Joyce Brown
Jacky Brown
Edna Clysdale
Valerie Collett
David Cooke
Gwen Coventry
Mary Cundy
John Dickinson
Mike Dobson
Mary Eldridge
Steve Erickson
Carl Friedericks
Beth Fast
Karen Fritz
Heidi Froelicher
Sue Fry
Sheila Fulker
Becky Grimsrud
Tom Hale
Cynthia Hale
Gerry Hankins
Dick Harding
Del Haug
Dudley Henderson
Judy Henderson
Rigmor Hildershavn
Heio Hohmann
Patricia Hodgson
Margareta Hook
Helen Huston
Noburu Iwamura
Britt Johansson
Anna-Liisa Jokinen
Ruth Judd
Inge Karlsson
Norma Kehrberg
Kirsti Kormu
Seppo Kostamo
Miriam Krantz
Melody Koch
Peter Lucas
Ann Matthias
Kishori Macwann
Audrey Maw
Joy McConnell
Mabel McLean
Susie Merry
Sigrun Mogedal
Wendy Moore
Graham Morris
Ellen Muxfeldt
Mary Nichol
Liane Nitschke
Ruth Overvold
Klara Pedersen
Rut Peterson
Ray Pinniger
Pat Pooler
Marianne Puder
Urho Rasanen
Denis Roche
San Ruohoniemi
Ritva Saukkonen
Ingeborg Skjervheim
Jean Smucker
Neil Solvik
John Sleggs
Paul Spivey
Denise Stringer
Jenny Sutton
Fran Swenson
Eileen Talbot
Winnie Thuma
Karl Tracht
Stina Ullberg
Taisto Valta
Dulcie Ventham
Andreas Vossberg
Nieki Waaning
Anna Weir
Paul Williams
Julie Willmette
Margaret Wright
Shelagh Wynne
Barbara Bowen
Anneli Talso
Tomoe Tawara

This list consists of personnel required for approved posts, and, unless otherwise stated, long-term appointees are preferred. Job descriptions can be supplied on request. Enquiries from: Miss B. Young, Personnel Secretary, United Mission to Nepal, Post Box 126, Kathmandu, Nepal. MOST URGENT NEEDS ARE BOXED BELOW:

GENERAL:

- Auditor: For Headquarters staff, to do auditing and give advice in accounting to all projects of UMN. Considerable travelling involved.
- Business Managers: With involvement in accounting, ordering of supplies, running project stores, and other duties, mainly for outlying projects.
- Secretaries: To give assistance in administrative offices with typing and other office duties.

EDUCATION: (Note: Government approval is necessary for secondment of education workers to non-Mission institutions.)

- Domestic Superintendent/Hostel Parents: For Boarding School, to supervise and manage all areas of life outside the academic program for 300 boys, and to manage a hostel for 50 boys.
- Language and Orientation Program Supervisor: To supervise teachers and curriculum for new workers in Nepali language study and orientation. Linguistic training and experience desirable.
- Consultant Librarian: To assist in setting up and organising libraries and training Nepali staff to run them, involving considerable moving around from one place to another.
- Adult Vocational Agricultural Educator: To teach in and administer adult and rural youth agricultural training programs.
- Farm Manager: For Boys' Boarding School, to manage a 5 hectare general school farm, used for extension purposes.

ECONOMIC DEVELOPMENT:

- Consultants: In agricultural planning, industrial accounting; hydro-electric power engineering.
- Builders and site engineers: For various projects throughout the Mission, particularly small hydro power projects.
- Field workers: Young persons with practical background, ready to "rough it", working out in the field on bio-gas and other agriculturally related programs.

HEALTH SERVICES:

- Lady doctors: With experience in obstetrics and gynaecology, willing to come for a minimum of 3-5 years.
- Paediatricians: With several years' experience in post-graduate work, for a minimum of 3-5 years.
- Community Health Nurse/midwives: For teaching and supervisory work in community health programs over wide areas of Nepal. Nurses with community/public health training and experience, prepared to be flexible and mobile, and to live under primitive conditions.
- Nurse Tutors: For training schools for Registered Nurses and for Assistant Nurse Midwives (joint UMN/HMG programs). Nurses with teaching qualifications and abilities. Sister tutors with B.Sc. or equivalent, with midwifery qualifications.
- Laboratory technician: For training programs of health workers or various grades.
- Anaesthetist: For busy hospital program at Shanta Bhawan, Kathmandu.
- Dentists: For clinical work, and for involvement in teaching dental hygiene in schools and community health programs.

EDUCATION:

- Teacher Specialists (Secondary Education): For schools in various areas: In physical education/ music and art/ English/ maths/ science/ agricultural vocational teaching.
- Extra-curricular activities director: For Boys' Boarding School, to be in charge of and administer the total extra-curricular activities program.
- Hostel supervisor: For hostel of 50 boys in boarding school.
- Cultural Resource Worker : Experienced cultural anthropologist and mature Christian, to study, and to help others to study, Nepali culture, and how the UMN work can be more effective.

HEALTH SERVICES:

- General Practitioners: For out-patient and in-patient care in hospitals, and to assist in teaching programs.
- Nutritionists: Workers qualified in nutritional science.
- Nutrition Improvement Workers: For work with community health teams, agriculturalists with wide experience to teach and advise farmers, teach in schools, etc. Long-term appointments only.
- Social worker: For work amongst hospital patients and in local community.
- Health Educators: To assist in training para-professional and to stimulate community health actions.
- Housekeeper: To train Nepalis into housekeeping duties in hospital situation.
- Hospital Administrator: With qualifications and experience in hospital administration.
- Sanitarian/Water Resources Advisor: For work in different parts of the country in conjunction with community health teams and projects; may also teach in government institutions.
- General Medical Assistants training program staff:
 - Nursing Instructor; Evaluation and curriculum specialist;
 - Field Supervisor; General practitioner/clinical instructor;
 - Director of student affairs.

ECONOMIC DEVELOPMENT:

- Senior Consultants for Development and Consulting Services: Experienced persons who combine theoretical insight with a practical grasp of problems; who have worked in developing countries or who know "how things were done 30-40 years ago"; who may be retired persons who would like to serve for a couple of years, or a few months, and who are willing to adapt to new situations. These consultants may work alone on special assignments, or as members of a team; do trouble-shooting in existing projects, or do surveys, feasibility studies or detailed planning for new projects in the following or related fields:
 - Economic development planning;
 - Agricultural planning;
 - Industrial accounting;
 - Industrial management and sales;
 - Industrial engineering, small scale or agro-based;
 - Hydro electric power engineering.
- Research and Development personnel: For bio-gas program; for manufacture of ferro-cement poles of pre-stressed concrete, etc.
- Field workers: Young people ready to do practical work on different kinds of projects out in the field, and to live under primitive conditions. Should be fairly long-term workers who want to learn the language and adjust to the local culture. Persons with practical experience from farming, construction work or other technical trades preferred.
- Builders, site supervisors, surveyors and engineers: For various building projects,

out in the field, and to live under primitive conditions. Should be fairly long-term workers who want to learn the language and adjust to the local culture. Persons with practical experience from farming, construction work or other technical trades preferred.

Builders, site supervisors, surveyors, and engineers: For various building projects through the Mission (hospitals, schools, etc.), and for staffing a new Construction Company now being established in cooperation with government for the construction of small hydro power plants in various parts of the country.

Supervisor, Foreman Training Program: For Butwal Technical Institute, a person able to plan and carry out courses for training of industrial supervisors at shop level, a new program to supplement the existing apprenticeship training program.

Shop Supervisors/Instructors: For new industrial production/training centre similar to Butwal Technical Institute. Persons who are masters in their trade, able to set up and run production workshops with 'on the job' training of young apprentices, initially in the following fields:

- Mechanical workshop (fitter/welder)
- Woodshop (furniture production)
- Construction (building) trades.

Administrators: Who may, after gaining some local experience, serve as project leaders/business managers for construction company, bio-gas program, new production/training centre, etc.

PER CAPITA GRANTS AND INCOME FOR UMN TREASURER'S GENERAL FUND

Constitution VI, B.

Member bodies contributing workers to the United Mission will be responsible for the full financial support of such workers. Where possible such member bodies will also make a recurring financial grant as determined by the Board from time to time to assist with the general expenses of the United Mission.

Executive Committee Minute EC(2)-9/76.

It was RESOLVED to adopt the following policy for the funding of projects and programs of the UMN;

- a) Recurring budgets, covering expenses in connection with activities which the United Mission is committed to maintain will be financed:
 - i) By assured annual income, mainly in the form of per capita grants from member bodies;
 - ii) Up to 30% of the total recurring budget may be made up from funds other than per capita grants and earned interest, provided that an amount equal to 20% of such Special Gifts be set aside from the total recurring income in an Equalisation Reserve Fund, which will be used only for supplementing the general recurring income fund. This to take effect from 15th January, 1988.
- b) Program funded activities, clearly limited in time and scope, and any program which can be discontinued without serious consequences, may be financed by soliciting one-time designated grants or other special commitments by outside funding agencies. Such one-time designated grants for "program-funded" activities will be dispersed annually by the Treasurer to cover the annual recurring budgets for such programs.
- c) Approved capital projects will, as in the past, be undertaken only if and when the required capital grants are in hand or formally pledged by outside donors.
- d) Services rendered by the Mission Headquarters organisation to projects and programs funded by special capital and designated grants from outside donors will, as far as practical and possible, be paid for by the projects and programs making use of these services.

MEDICAL REPORTS ON UMN WORKERS

It is suggested the policies sanctioned in 1972 and 1974 be reaffirmed, with some minor alterations, as follows:

1. The policy with regard to medical reports submitted on Board Appointees and candidates is:

- a) These reports will be regarded as confidential documents submitted to the Health Services Secretary, who will make any necessary verbal reports in this connection to the Coordinating Committee.
- b) After the worker has been assigned, the medical report will be submitted to the Medical Director of the local project to which assignment is made; or will remain in the possession of the Health Services Secretary in cases where there is no UMN medical project.
- c) If the worker is later assigned to a different project, the relative medical reports will be forwarded to the Medical Director of the Project, or be returned to the Health Services Secretary as above.

3. Satisfactory medical reports should be submitted to UMN administration by all missionaries before return from any furlough of six months or longer, and, in cases where a furlough shorter than six months is taken, on the recommendation of the Health Services Secretary.

4. Member bodies may, if they so desire, designate a physician within the UMN to assume the duties of overall medical care for those Board Appointees it supports. Nevertheless, this physician will share the medical records with the HSS as required by the HSS, and pass the records to the appropriate Medical Director, as required by the ~~Executive Committee~~. in 2 c) above.

1. Full medical reports and records on all workers, and all members of families, coming to the UMN must be submitted at the time of application, to be approved by the UMN Health Services Secretary before the candidate is accepted.

Memo regarding UMN General Conference in 1978 or 1979

According to the Board of Directors action BD-22/76,b, "It was RESOLVED to accept the proposal that a General Conference be held in Kathmandu in 1978 or 1979, with prior consideration being given to 1978, probably either just prior to or immediately following the meeting of the Board." Letters were sent to all Member Bodies and to those who had been members of the 1976 Board of Directors, seeking their reactions to the Board of Directors' action. As of 25th March, 1977, 21 replies had been received from 28 persons to whom the letter was sent. Of these, 9 expressed preference for 1978, 8 expressed preference for 1979, 4 indicated either date was acceptable. Those who preferred 1978 gave the following reasons:

1. The General Conference should not coincide with the anticipated Twenty-Fifth Anniversary of the UMN founding, in 1979.
2. The General Conference should be a sequel to the two Regional Conferences in Europe and North America to be held in 1977.
3. The General Conference should not be held too long after the Regional Conferences in 1977.
4. BMMF has its Quadrennial Conference early in 1978 (dates not known) and many of BMMF's leaders would be in Asia at that time.
5. There will be a meeting in London of the Church of North India-related Church Committee which will include several North American participants, to be held March 29 - 31, 1978. It is possible that North American Mission Executives attending that Conference would find it convenient to come on to Nepal, but this is not certain.

Those who favoured 1979 gave the following reasons:

1. The General Conference should coincide with the UMN Twenty-Fifth Anniversary Year celebrations.
2. The Conference would better be held two years after the two 1977 Regional Conferences in Europe and North America.
3. The year 1977 - 1978 should be used for review and evaluation of the UMN Five Year Program, after its first year of operation. The Board of Directors' Meeting in 1978 could make its assessment and feed its material to the General Conference in 1979.
4. The Five Year General Agreement between UMN and HMG/N is due to expire in May 1980 and a General Conference closer to that date might be more meaningful.
5. Ideas which might be generated in the 1977 Regional Conferences could better be fed into a General Mission Conference in 1979, allowing time for study and for preparation.

There are valid reasons for holding the Conference in either 1978 or 1979. It appears as though participation may not be radically different in either year. The Board of Directors needs to take a firm decision about holding the Conference, and in what year.

Suggestions were sought as to the type of Conference that might be held and the content of the program. As a result of this enquiry, the following proposals have been set forth:

1. It would be helpful to have outside thoughtful speakers address particular issues which will be relevant for Nepal in the period following the General Conference.
2. A time of evaluation after the first 24 or 25 years is a valuable landmark in any organization. This might be better done with participation by overseas executives who are called upon to make responses to UMN proposed programs.
3. The General Conference on Mission ought to be in the Spirit of the Word of God and someone should bring relevant and inspiring challenges from God's Word to the UMN.
4. There ought to be time for Member Bodies to give their own input and expectations from their side as to the response they make to UMN programs, by way of resources of funds and of personnel.
5. There should be discussion regarding the terms of the General Agreement of the UMN with HMG/N, more particularly if the General Conference is held in 1979.

6. What comes after Mission in Nepal? In other countries a Mission devolved upon a Church, and the Mission as an organization ceased to exist. How far ahead is this likely in Nepal, if at all, considering the UMN type of program?
7. A General Conference should be useful for the future development of the UMN in order to consider plans and dreams to expand UMN opportunities to the Far West and the Far East.
8. The Nepal Christian Fellowship colleagues ought to be fully involved in such a Conference.
9. Government people ought to be welcome for their input, in as much as all of UMN activity is under the General Agreement with HMG and in direct relation with Government officials.
10. The exploration of Biblical principles of Mission today, should be sought, including: "What is the nature of the missionary call?", "What is the relation of wives to UMN program activities?".
11. Regarding the life of the Church, what of UMN activities will contribute most toward its strengthening?
12. What is the relationship of the generally institutionalised planning of UMN with the life of the Church?
13. What is the relationship between the Mission of the Church and development activities of the UMN?
14. What is the unique ecumenical character of the UMN, what does it mean, how ought it to relate to the Christian Conference of Asia?
15. What is the significance of concentration of expatriate authority and power in UMN in the Nepal of today?
16. How is identification made of expatriate workers as self-effacing, motivated solely by love of Christ.

Suggestions were also sought for possible speakers at such a General Conference. The following names were submitted:

1. John Stott
2. Professor Shumacher, author of "Small is Beautiful".
3. Dr. Kosuke Koyama, Japanese theologian and author of "Water Buffalo Theology".
4. A representative from the Christian Conference of Asia.
5. Dr. Hollenweger of Selly Oak.
6. Rev. Fank Wilcox.

Suggestions were made as to possible dates for the General Conference if it is held in 1978 or in 1979, as follows:

1978: UMN Finance Committee, April 5,6; UMN Executive Committee, April 7,8; Mission Group meetings, April 9 (Sunday); General Conference, April 10,11; Board of Directors Meeting, April 12,13.

In 1978, Easter falls on March 26th.

1979: UMN Finance Committee March 28, 29; UMN Executive Committee, March 30,31; Mission Group Meetings, April 1 (Sunday); General Conference, April 2,3; Board of Directors Meeting April 4,5.

In 1979, Easter falls on April 15th.

With this fairly wide-spread expression of opinion we request the Executive Committee and the Board of Directors to give thought to the matter and make definite recommendations as to how to proceed.

Minutes of the UMN Workers' Conference

January 11th - January 16th, 1975

EINGEGANGEN
13. FEB. 1975

During the afternoon and evening of Friday, January 10th 1975, the delegates to the UMN Workers' Conference were welcomed to "Camp Pokhara" by the members of the UMN Pokhara Team. The location, "on approximately 200 ropani of the Lord's beautiful creation in between the Seti Khola River and the fantastic Annapurnas" was approved by all and the hospitality afforded to the delegates by the Pokhara Team was much appreciated. The communal living gave a unique quality to this Conference, binding the delegates together into a colourful, closely-knit family which ate, prayed, worked, played, sang and slept together.

The daily business sessions were conducted from 10 a.m. till 12 noon, and 2.00 to 3.45 p.m. to be followed from 4.00 p.m. to 5.00 p.m. by Group Meetings whose purpose was to serve as a Forum for discussion of all kinds ranging from communication within UMN to Christian work/witness in Nepal. The Groups formed the basis for the division of the Conference during the time spent considering the recommendations of the Restructuring Committee.

Several Mission Boards had representatives at the whole or part of Workers' Conference and these were warmly welcomed along with other guests e.g., parents of UMN workers, Rev. and Mrs. John Schaffer of the Protestant Congregation in Kathmandu, and others.

The tenor of each day was set by the half-hour Prayer Session, followed by three quarters of an hour of Bible study led by the Rev. John Stott (All Souls, Langham Place, London) who conducted studies in the Epistle to the Ephesians. He was the speaker at the evening meetings also, when the Conference was joined by members of the I.N.F. and other interested people from the Pokhara Valley. The theme of the message at these meetings was the Lausanne Covenant upon which Mr. Stott commented, with particular reference to the life and witness of the Church to the Society in which it is situated. His ministry throughout the length of Conference was greatly appreciated, not least in the time of Open Discussion which he directed so ably on Wednesday (15th Jan) morning. On Sunday, the children were able to go to a special Sunday School held for them by members of the I.N.F. to whom both parents and children were grateful. In the evening of this day a happy time of fun, song and the showing of some films was enjoyed by the whole UMN family present.

WC-1/75 Appointment of Chairman and Secretary. For the business sessions of the Conference, Mr. Ray Havens was elected Chairman and Mrs. C. Spivey, Secretary.

WC-2/75 The Agenda, amended by the inclusion of items under Any Other Business, and the inclusion of reports from the Communications Committee, Padma Sadan, Bhutan and Afghanistan, under Item No. 4 "Reports from Others", was adopted by the Conference.

WC-3/75 Representative to UMN Board. A Nominating Committee was chosen, consisting of Miss Miriam Krantz, Mr. Larry Asher and Miss Lilly Ammann. Upon receiving their nomination, the Conference elected Mr. Dan Jantzen as its representative to the UMN Board of Directors for the year 1975.

Representative to Shanta Bhawan Hospital Board. No further nomination was made for this position, as Dr. Sigrun Mogedal has still one more year to serve in this office.

WC-4/75 Annual reports from projects. After distribution of the duplicated reports from each project, time was given for these to be read and subsequently the following people high-lighted certain aspects of their written reports and answered questions put from the floor:-

- (a) Headquarters: Mr. F. Wilcox
- (b) UMN Language Committee: Mr. A. Voreland
- (c) Special Projects - Building Department: Mr. F. Sauer
Tibetan Camp: Mr. A. Holm
Scholarship Programme: Miss N. Kehrberg
Childrens' Hostel: Mrs. C. Spivey

- (d) Community Health Office: Mr. F. Wilcox
- (e) Tansen Area: Dr. P. Dodson, Miss G. Coventry
- (f) UMEDA Projects: Mr. D. Jantzen, Mr. R. Yoder plus subsection
Plywood Projects Report: Mr. H. Milcke
- (g) Pokhara Boys' School: Mr. L. Asher
- (h) Gorkha Project: Miss F. Swenson
- (i) Shanta Bhawan Hospital: Mr. S. Ruohoniemi
- (j) Girls' High School: Miss M. McCombe
- (k) Bhaktapur Hospital: Dr. D. Roche
- (l) Okhaldhunga Project: Dr. I. Itoh.

Conducting his report on Headquarters, Mr. Wilcox paid tribute to the long and excellent service given by Miss Lilly Ammann originally in India and latterly in Nepal. He commended her to our love and prayers and expressed our great gratitude to her as a Mission. It was RESOLVED that a heartfelt vote of thanks be given to her.

WC-5/75

Other reports. Brief verbal reports were also received from the following friends engaged in other spheres of work.

- (a) Mr. P. Mitchin - I.N.F.
- (b) Miss S. Fry, Afghanistan
- (c) Miss M. Cundy - Pyersingh/Paimey
- (d) Miss F. Backhouse - Semri
- (e) Mr. S. Ruohoniemi - JJP
- (f) Dr. P. Dodson - Butwal Outreach
- (g) Mrs. C. Spivey - Padma Sadan
- (h) Mr. F. Sauer - Communications Committee
- (i) Dr. C. Pedley - Bhutan
- (j) Mr. S. Ruohoniemi - N.O.A.C.
- (k) Dr. T. Jack - Bible Society

The latter two were merely commented upon by the named persons, as the official representatives were absent. A report on the work at Anandaban, and that of the Church in Nepal were not given because of lack of knowledge of the delegates attending Conference who were not directly representing these spheres of work.

WC-6/75

Election of Committees. Upon receiving the recommendations of the Nominating Committee, the following Committees were elected to serve for the year 1975/76.

(a) Communications Committee:

Mr. Martyn Thomas (Convenor)	Miss O. Annis
Mrs. " Thomas	Miss C. Evans
Miss M. Wright	Mr. A. Voreland
Mrs. C. Spivey	Mr. R. Fox

(b) Language Committee:

Mr. A. Voreland (Convenor)	Dr. J. Dickinson
Mr. K. Khanal	Miss N. Kehrberg
Miss B. Grimsrud	Miss M. Schutzka
Miss G. Borg	
One representative from the Language School students.	

(c) Childrens' Hostel Committee (elected by UMN parents):

Mr. A. Voreland (Convenor)	Mr. J. Roane
Mrs. A. Dickinson	Mrs. S. Bull
Mrs. A. Hankins	Mr. S. Kostamo
Mrs. C. Spivey	Mrs. M. Gould
Hostel Parents - Dr. and Mrs. D. Roche	

It was RESOLVED to recommend that the Language Committee should not exceed eight persons, but that the Language Supervisor from each Project may be coopted onto the Committee as and when deemed necessary. The Language Supervisors are as follows:

- Mrs. C. Hoftun - Butwal
- Miss M. McLean - Tansen
- Miss F. Swenson - Gorkha
- Mrs. M. Paterson - Pokhara
- Miss R. Overvold - S.B.H

It was RESOLVED that all the various Committees which come before Conference and which were elected by Conference should define their aims and purposes and lines of authority and report back to Workers' Conference in 1976.

WC-7/75

General Agreement with HMG/N. The Executive Secretary reported that after fifteen months of negotiations, the end was in sight. The draft Agreement had had a chequered career through the Ministries of HMG/N, but all signs were now favourable that the amended final draft might go to the Cabinet for approval as the penultimate stage to the final signing. The amendments proposed by the various officials were slight, mere changes in wording in some instances, and the inclusion of agriculture as a field of service gave hopes of renewed effort in this area of work. However, the proposal to allow UMN workers exemption from payment of Income Tax and Customs Duty has been rejected. A specific Agreement for each Project of UMN work in Nepal will be needed in addition to this General Agreement. The report from Mr. Wilcox was received with gratitude as valued information.

WC-8/75

Administrative Structure of UMN. A slight alteration in the order of business on Monday allowed for a thorough discussion of the Report of the 1974 Workers' Conference to study the administrative structure of the UMN. The Committees report was presented by Mr. S. Ruohoniemi, with the aid of an organisational chart drawn by Mr. R. Havens. These two Committee members were asked questions, and so was Mr. D. Jantzen. Then the Conference dissolved the plenary session and took up a study of the report in small groups which subsequently reported back to plenary session when matters arising from these group discussions were raised and answers given by the Restructuring Committee members.

It was RESOLVED to pass on to all the Restructuring Committee members the thanks of Workers' Conference 1975 for having carried out their assignment so well.

A correlation of group opinion was drawn up after this first day of discussion on the report, and this was used as a basis for further discussion on Wednesday afternoon. Following a further full discussion, it was RESOLVED to ask the Restructuring Committee to form a motion to put before the Workers' Conference 1975. This motion was in the form of five units, each one of which was voted upon separately and each one of which was carried by Conference. These were:

- (a) Functional Administration Package containing Functional Boards, Coordinating Committee and Area Services Officer.
- (b) Personal Counsellor
- (c) Workers' Conference Committee
- (d) Fiscal Year
- (e) Direct Appointees

It was RESOLVED that Workers' Conference recommends to the UMN Executive Committee and Board approval of the amended Final Draft of the proposed Constitution and Bye-Laws as thus presented. Amendments carried were as follows:-

- (i) See Page 8, No. 6 of the Draft which was amended to read: "To consult with all Board Appointees and with other staff in supervisory capacities, and the Board, if any, of the particular....."
- (ii) See Page 11, Section VIII B. 2 of the Draft which was amended to read: ".... only after consultation with and approval of the Functional Secretary and Executive Secretary, Institutions and Project Directors....."
- (iii) The title of "Technical Secretary" was changed to that of "Economical Development Secretary".
- (iv) The title of "Chaplain" was changed to that of "Personal Counsellor".

It was RESOLVED that the Workers' Conference recommends to the UMN Executive Committee and Board consideration of the proposals.

- (a) That the present Board of Directors, with their membership representing member bodies, should become a "General Council and Conference" made up of area or field secretaries from member bodies or others, who supervise the work and personnel for their group in Nepal. This group could meet every second or third year rather than annually.
- (b) The present Executive Committee should become the Board of Directors, who would be responsible for the overall management of the United Mission. Member bodies' representatives would be elected and serve as individuals, who would have continuing responsibility that membership on the Board of Directors requires.

It was RESOLVED that the Executive Secretary be requested to circulate the proposed amendments to the Member Bodies in time for consideration at the 1975 Board Meeting.

It was RESOLVED to withdraw the suggestion to rewrite the Constitution because of the problems involved in presenting the proposed Constitution to the Board.

WC-9/75

Three reports in the sphere of Health Services Work. Mr. F. Wilcox commented briefly on these three reports, namely:

Policy Statement of Setting Priorities in Health Services
EC(2)-54/74

Meeting Health Needs for the next 5 years EC(2)-57/74

Refresher Course for Paramedicals EC(2)-58/74

and drew the attention of the Conference to their contents. An interested group met to study these papers for one hour on Tuesday afternoon when a lively discussion ensued.

WC-10/75

Report on S.T.A.R. Group. A somewhat low-key report was given by Mr. S. Ruohoniemi concerning the Secondary Tutoring and Recreational Group. The abortive attempt to start an International Secondary School resulted in the formation of this Group, whose urgent need currently is for an overseer of the various correspondence courses upon which the students are engaged. No great response from other groups within Nepal has been forthcoming as alternative arrangements have been made for the children of these groups.

WC-11/75

Possible UMN work in W. Nepal.

- (a) Surkhet Mr. F. Sauer gave a progress report on the three areas in which UMN involvement has been mooted. With regard to the Hydro-project, UMN are now just one of the bidding contractors; with regard to the A.H.W complex, the decision to implement this plan has still to be made by the Canadian Government; finally, the establishment of a BTI in Western Nepal has yet to be finalised.
- (b) Mahendranagar A very positive report was given by Miss M. McCombe with regard to UMN involvement in the sphere of education at two places, Tikapur and Mahendranagar. Both involve the seconding of workers to co-educational boarding schools for the local people, mainly Rana-Tharus and Tharus. A possible medical involvement in the Tikapur area has been proposed at local level.

Both these reports were received with thanks by Conference as information on possible new areas of work.

WC-12/75

Report on Plans for a New Film. An appeal for ideas for a new UMN film was made by Mr. A. Voreland as he drew the attention of Conference to the circular he had recently sent around giving details of the film proposal.

WC-13/75

Report on a Personal Counsellor to serve with the UMN. The Executive Secretary's report was received as information by Conference. Note was taken of the offer of voluntary service for one year from mid-summer 1975 to mid-summer 1976 made by the Rev. (Dr) Park Johnson. It was RESOLVED that Mr. F. Wilcox should meet this gentleman and consult with others who know him.

It was RESOLVED that as a Mission, we wish to express our thanks to the Wilcoxes and to express the hope that they will remain open to

the leading of the Lord to return to Nepal in any capacity.

WC-14/75

Annual Report from each Board Appointee. Mr. A. Voreland commented briefly upon the form that will be sent out to each Board Appointee immediately after Workers' Conference, which will enable each one to give a confidential report on the previous year's work and also allow room for comment upon the Annual Workers' Conference.

WC-15/75

Applications for Membership. The Executive Secretary reported that two Church/Mission Bodies have made their application for full membership in the United Mission, which applications will come before the Board of Directors for action. These are (a) The Lutheran Church in Amercia, Division of World Mission/Ecumenism (b) The Methodist Missionary Society (U.K). It was RESOLVED to receive this report within thanksgiving to God.

WC-16/75

Proposed Constitutional Changes. The Executive Director drew attention to the Executive Committee Minute EC(2)-70/74 which will need ratification by the Board of Directors. The proposed amendments are as follows:-

- (a) Ratification, by the Board of Directors, of the constitutional change making the Personnel Secretary an ex-officio member of the Board and the Executive Committee, initially approved by the Board this year. (BL-27/74, I, 3)
- (b) Bye-Law IX, new I, d, be amended to include India, recommended by the Board (BD-27/74, II, c)
- (c) Amendment of Bye-Law V, A, 2, on the Appointment of Area Superintendents recommended by Workers' Conference, (WC-18/74)
- (d) Amendment of Bye-Law XVII, recommended by UMEDA Board (BD-27/74, II, b)
- (e) Amendment of the Bye-Laws of the UMEDA Constitution:
 - (1) to include the "Statement of Objectives & Working Rules" for BTI
 - (2) to provide for such a "Statement" for BTI and other UMEDA projects, and to amend and alter duties of various officers of UMEDA projects as recommended by the UMEDA Board in meetings, 19-21 Nov, 1973, and 11-13 March, 1974.

Further RESOLVED to recommend no change in the title, "Personnel Secretary", at this time, (Recommended by Board action, BD-27/74, 11, c), in view of possible major changes arising out of the report of the Workers' Conference Committee.

Further RESOLVED to recommend to Executive Committee and the Board the following amendment in numbering and wording of Bye-Law VIII, B., the UMN Constitution & Bye-Laws "1. Heads of Institutions and Project Directors may appoint other workers within their approved budgetary limits, or self-supporting volunteers, as Direct Appointees for periods of up to three years; these appointments being renewable. 2. The appointment of personnel from overseas as Direct Appointees shall only be made after consultation with, and approval by the Area Superintendent, the Functional Secretary concerned, and with the Executive Secretary."

It was RESOLVED to recommend approval of all these changes and amendments to the Bye-Laws and Constitution to the Board of Directors. It was noted that there was a similar recommendation in the minutes of the last UMEDA Board Meeting.

WC-17/75

Leadership Posts in UMN. The following leadership posts in UMN require action by the Board of Directors.

- (a) Area Superintendent, Kathmandu. Further to EC (2)-49/74, it was RESOLVED to recommend to the Board of Directors the re-appointment of Mr. S. Ruchoniemi for a further one year term.
- (b) Health Services Secretary. After much discussion and for reasons similar to those behind the previous motion, it was RESOLVED to recommend to the Board of Directors the appointment of Mr. S. Ruchoniemi for a one year term. This concurs with the recommendation of EC(2)-50/74.

What about
a doctor?

- What about
M. McCombe?*
- (c) Technical Secretary. The action of EC(2)-51/74 was noted; however, it was RESOLVED to recommend to the Board of Directors that Mr. F. Sauer be appointed to this post for a one year term of office only.
- (d) Education Secretary. The action of EC(2)-52/74 was concurred with, in that it was RESOLVED to recommend the appointment of Mr. A. Voreland from November, 1975 until the meeting of the Board in March or April, 1976.
- (e) Executive Secretary. The Executive Committees action EC(2)-53/74 was received as information only. However, please see WC-13/75 motion two.

WC-18/75

Any Other Business.

1. Pokhara Vacation House. Mr. L. Asher and Mr. A. Holm put before Conference the idea of using the "Pardi" House either as a "Stop-over" house or as an alternative to the suggested Pokhara Vacation House. After full discussion, it was RESOLVED to recommend to the Finance Committee to lease the house for one year and to thank the Holms for being willing to take care of this Guest House. Anyone interested in this house should contact Asbjorn Holm.
2. Because of lack of Constitutional permission, the idea of instituting the Workers' Conference Committee as from this year was not pursued. However, Mr. F. Wilcox expressed his willingness to meet with an Ad-Hoc Committee regarding arrangements for 1976 Workers' Conference. It was RESOLVED not to form yet another Committee as the new Annual Report Form will give adequate opportunity for Board Appointees to air any comments they might wish to make.
3. As a by-product of the group discussions it was felt to be helpful to express publicly, concern over lack of communication within UMN, both within the realm of "official" communication i.e. letters or lack of them from the service agencies at H.Q. and also in the sphere of information for prayer from all the Projects. Suggestions were made as to various "standard letters of receipt" that could be sent out after official requests for help had been received.
4. It was RESOLVED to express to the Pokhara Team the gratitude and appreciation of Conference for their hard work and hospitality so freely and joyously given to the delegates of the 1975 Workers' Conference.
5. It was RESOLVED to thank the Chairman and Secretary of the business sessions for their work on behalf of the Conference.

3b. Proposal from a group of interested persons.

1. That Workers Conference take up the study of the Christian in relation to Nepali Society, especially with regard to:-

Hinduism and other religions of Nepal
Social Traditions of Nepal
The Communication of the Good News in Nepal

2. That a Coordinating Committee be set up to activate this discussion. The following were nominated by the group:-

Paul Spivey (Convenor)
Miriam Krantz
Margaret McCombe
Mary Cundy
Larry Asher
Monika Schutzka

3. In addition the group would like to nominate persons to instigate discussion and enquiry at local or project level and to cooperate with the Coordinating Committee.

Jolene Yoder - Butwal
Dag Aandstad - Gorkha
Mary Cundy - Tansen
Dr. Itch - Okhaldhunga
John Dickinson - Shanta Bhawan
Francis Sauer - Headquarters and seconded workers

4. That the Finance Committee be asked for allocations of funds and that the Coordinating Committee (see 2 above) set up a budget and present it to the Finance Committee.
5. That a full report be made to Workers' Conference, 1976.