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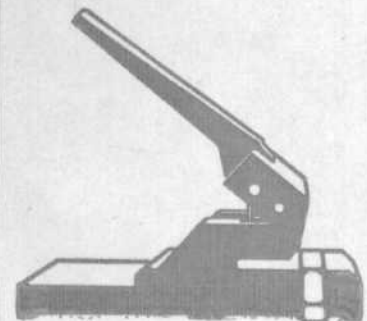
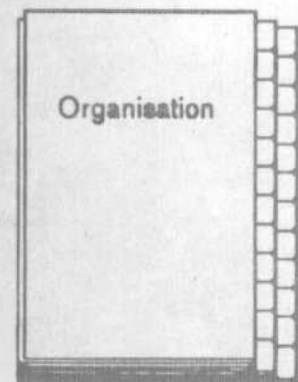
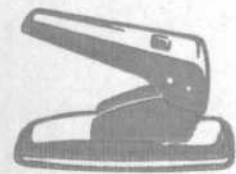
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- 1 Sitzungsprotokolle
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**LEITZ**



# THE UNITED MISSION TO NEPAL

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FIVE YEAR PLAN  
1977-1982

# **UNITED MISSION TO NEPAL**

## **FIVE YEAR PLAN 1977-1982**

**THE UNITED MISSION TO NEPAL**

**POST BOX 126**

**KATHMANDU**

**NEPAL**

# UMN FIVE YEAR PLAN

1977-1982

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## UNITED MISSION TO NEPAL FIVE YEAR PLAN

1977-1982

At the request of the UMN Board of Directors in April, 1976, this Five Year Plan of the United Mission has been prepared. Underlying its preparation have been several factors. First, this is an attempt to set the course and determine priorities of mission involvement for the next five years. Second, the plan takes into consideration the fact that the UMN has an Agreement with His Majesty's Government which runs to May, 1980. Third, His Majesty's Government has its own Five Year Plan which ends in July, 1980.

At the outset of preparation of this UMN Five Year Plan, it was recognised that looking that far into the future was somewhat hazardous. The Government plans change from year to year and frequently more than once during a year, thus affecting the UMN involvement in development programs for the country. Several agreements with Government are pending, any one of which, could affect certain portions of this plan. The resources needed to carry out this plan, both in personnel and finance, are dependent entirely upon overseas Donor Agencies and UMN Member Bodies. The UMN has no control over these, but can only present well documented proposals and hope that suitable and sufficient responses will be made.

Considering these deterrents to any really effective planning, there may have been a tendency to wonder if producing such a plan was worth the heavy involvement of scores of people across the Mission. Almost without exception, each of the Board Appointees in all Projects has had an opportunity for input in planning at the "grassroots" or project level. Encouragement has come from Ecclesiastes 11:4. In the Revised Standard Version it reads: "He who observes the wind will not sow; and he who regards the clouds will not reap". The Living Bible translation puts it this way: "If you wait for perfect conditions you will never get anything done". Taking that admonition to heart, the plan has been conceived in prayer, and has been brought to birth depending entirely upon the grace and power of God.

Roughly in the form of a rectangle about 500 miles long east to west and averaging about 100 miles wide from north to south, the 54,362 sq. miles of Nepal are pressed between India and the Tibet region of China. In this small, mountainous, Hindu Kingdom there are semi-tropical jungles in the Terai along the southern border, green valleys packed



with terraced rice fields in the middle area, and along the northern border are the bleak mountain sections with the towering peaks of Everest, Annapurna, etc., where 8 of the world's 10 highest mountains lift their magnificent snowy peaks to an altitude of more than 26,000 feet. Its population of about 13 million has an annual growth rate of 2.2%. Approximately 85% of its people are Hindu; most of the rest are Buddhist; about 1% are Muslim; and there is a tiny minority of Christians (about 1,400).

Nepal, like many developing nations, is a mysterious amalgam of ancient traditions and modern innovations, of age-old modes of life and new advanced technology. While some people ride elephants through the monsoon-soaked forests of the Terai, most still walk the narrow mountainous trails, and still others "take the wings of the morning" in modern aeroplanes, flying to dirt airstrips perched on the ledges of precipitous mountainsides, or carved from the occasional valley floor which is sufficiently long and wide.

Nepal is more than land-locked; it is, as one of its Prime Ministers used to put it, "India-locked", since its only other border, with China, is blocked by the world's highest mountains, including Everest. Most of the approximately 13 million people live on subsistence farms, growing little terraced patches of rice or wheat up and down the mountain-side. None of them are starving, but many Nepali people are continuously malnourished.

Nepal has often been described as the picture-postcard paradise of clean streams, alpine hiking trails and snowy peaks. But the country is also traversed by barefoot people trudging miles every day with heavy loads supported by slings across their foreheads. They lead a hard life which lasts on average, only about 40 years.

Because of the Himalayan mountains, Nepal is unusually disparate for its size, with isolated pockets of people speaking more than a dozen languages. In an effort to put it all together as a Nation and to achieve his stated goal "to enhance the welfare and dignity of our people", King Birendra travels extensively throughout the country, using a helicopter, because so many of the people live several days' walk from the nearest road.

Nepal has been listed among the 10 least developed nations of the world with minimal natural resources except for the tremendous potential of hydro-electric power provided by the 20,000 foot drop that its rivers take. 90% of Nepal's foreign trade comes from India. Yaks carry a trickle of commercial goods across the high mountains to China. Over the past decade the Gross Domestic Product has increased by 2.67% per annum, but the population growth of about 2.5% per annum indicates that the real per capita Gross Domestic Product seems to have remained stagnant over the past 10 years.

The Fifth Five Year Plan of His Majesty's Government of Nepal, July 1975-July 1980, has as the development objectives:

1. Balanced Regional Development
2. Establishment of an egalitarian society.
3. Participation of all citizens in the country's development.

To achieve these objectives His Majesty's Government has the following priorities:

- a. Agriculture, in which 90% of the labour force is engaged, accounting for the two thirds of the Gross Domestic Product;
- b. Social Services, providing to the maximum number of people the most urgently needed facilities in such areas as drinking water, minimum health services, primary education;
- c. Population Control, including an extensive resettlement program;
- d. Employment Generation with emphasis on labour-intensive techniques;
- e. Hydro-electric generating capacity, including increased irrigation facilities to utilize more effectively the huge water resources of Nepal.

In his annual report on "Development Assistance to Nepal", for 1975/1976, the United Nations Development Program Resident Representative lists 44 agencies that have contributed in finance or personnel. The only identifiable Christian organisation among these is the United Mission to Nepal.

The United Mission to Nepal has been functioning in this country since ten mission societies joined together in 1974. There has been a steady growth in the UMN ever since then, and at present there are 29 societies as Member Bodies of the United Mission. Through the years more and more missionaries from many lands and denominations have come for longer or shorter periods of service. A steady expansion into new projects and programs has occurred. Some large institutions have been established. Relationships, commitments, and patterns of work have developed. There is a momentum toward expansion development in new areas. At the same time, tending to deter radical change, are these factors: an inertia in habits, Agreements with His Majesty's Government, our own Constitutional Regulations.

On the one hand, radical change may appear to be a logical development while looking objectively at a planning document. On the other hand, marked departure from standard procedures is expensive in terms of overcoming our inertia of habits. The proposed benefits of such changes must be weighed against the cost. It is hoped that this plan represents a reasonable balance between standard proved procedures and fresh innovative initiatives.

Until recently, the land of Nepal has been supporting the population, at least on a subsistence level. Nepal has limited scope for expanding its arable land area. In the hills this is being done by moving the fields up hill into marginal land, at the expense of cutting valuable forests. The forests are already dwindling as the growing population cuts more and more trees for fuel, building and animal fodder. In the Terai, forests are being cleared for the timber and to create new farms.

Ecological balance is being tipped. Once the richly forested hills and fertile valleys of Nepal supported a population with easy access to fuel, building materials, animal fodder, water and food. But the point at which population exceeds the capacity of the land to support it seems to be approaching rapidly. Forests are disappearing in man's relentless need for their products. Marginal land is opened up. Cultivation marches up the hills. These events result in loss of ground cover and consequent loss of topsoil. Rainwater, once held in reserve by the great forests, now runs off rapidly, eroding the thinning topsoil, silting the streams and often producing land-slides. Water runs off more freely, ordinary springs and wells are beginning to dry up, village people must walk farther and farther for fuel, fodder and water.

Farmers in the hills generally are shut off from the benefit of the new "miracle grains". The magic of these grains is that they can make maximum use of large inputs of water, fertiliser and pesticide to produce increased harvest. Farmers in the hills are effectively shut off from such benefits because of the long distance from any motor-road or distribution centre that most farms are located. With farm output limited and population growth continuing, there is an increasingly serious factor of malnutrition in Nepali life. Recent surveys indicate that 70% of children were under-nourished. Malnutrition invites infectious diseases. It is estimated that out of every 10 babies born, 4 will die before reaching 5 years of age.

But the patient, sturdy people of the Nepal hills are really a tremendous resource. They live in hard situations, they suffer disease and die early. They toil for a meagre existence from an increasingly grudging land, yet they maintain a fortitude and cheerfulness that is amazing. Their culture has been developed over centuries of partnership with a hard but generous land. They inherit the wisdom acquired through many generations of trial and error learning. They have developed their farming methods, their family systems, their communal arrangements and their values and attitudes through long experience in their own environment. But now the bases of their culture are changing. Population pressure has altered the delicate balance. The land is not so generous and the old ways do not quite fit into the new situation. The villagers know that change must come but they bide their time and are cautious. They cannot afford radical experimentation. The old way has served their ancestors well; the new way is uncertain. It is this sturdy, self-reliant and cheerful people for which His Majesty's Government sets forth its own Five Year Plan. It is for these same people that the United Mission to Nepal has come into this land to take its part in the share of development.

The UMN Agreement with His Majesty's Government includes a clause, "to conduct its activities in the fields of education, health services, agriculture, technical and development services, and in other fields subject to separate agreements concluded with the concerned ministries and departments of HMG/N".

Another clause indicates that "UMN shall in all its activities attempt to work within the framework of HMG/N planning and shall ask for the advice and guidance of concerned departments of HMG/N regarding execution of the Projects in which they are involved."

Another clause in the Agreement indicates that "the UMN and its members shall confine their activities to the achievements of the objectives of the project to which they are assigned and shall not engage in any proselytising and other activities which are outside the scope of their assigned work."

Two other important clauses in the General Agreement refer to training of Nepali people: "Appropriate training shall be given to the Nepalese employees in order to replace their foreign counterparts at all levels as soon as possible."

"The UMN agrees to give preference to the Nepalese citizens for being employed in the paid posts of teachers, trained nurses, compound dressers and other medical and technical posts etc. in the projects."

The UMN Constitution states as its purpose:

"A. To minister to the needs of the people of Nepal in the Name and Spirit of Christ, and to make Christ known by word and life thereby strengthening the universal Church in its total ministry.

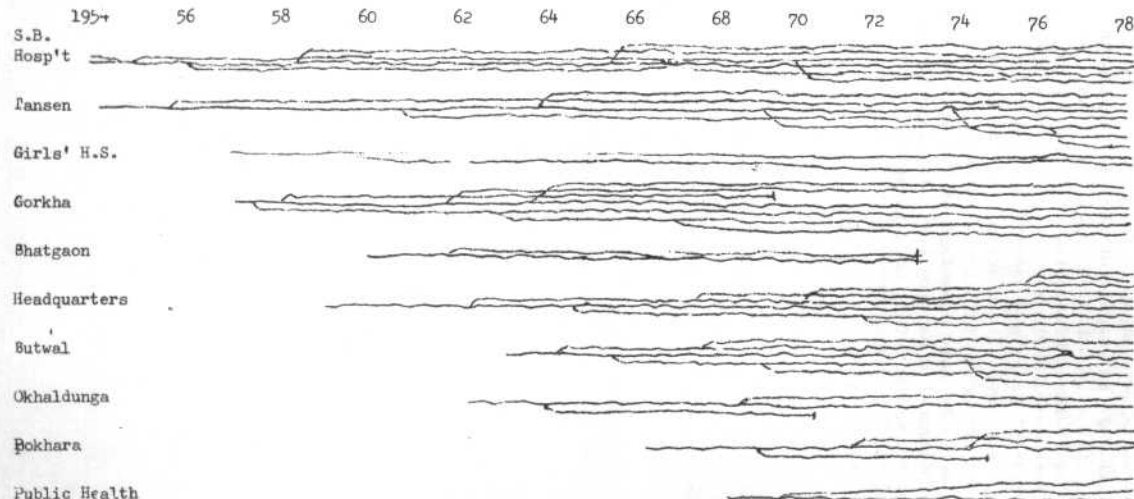
"B. In doing so it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults the development of agriculture and industry, and such other activities as are conducive to the fulfilment of the purposes of the United Mission.

"C. It will be a fundamental principle of the United Mission to train the people of Nepal in professional skills and leadership."

The first entrance of UMN into Nepal was by government request to open medical work in Tansen and Kathmandu. Following that the UMN sought permission to open new projects in other areas of the country. Some were granted; some were rejected. The basic work and projects were all under way during the first 10 years of the UMN's existence. In the subsequent years, until 1976, considerable expansion took place, but largely around older existing places or projects. The new factor now is that Government is approaching UMN asking us to take up new projects largely in new areas .... in the east, west, north and south, expanding our geographical involvement in the country. We need clear policies and guidelines as to the future according to proposed plans and opportunities detailed in succeeding pages of this Plan.



After 23 years of experience with varying degrees of success in seeking to assist His Majesty's Government in their successive Five Year Plans, and in fulfilling the purpose of the United Mission to Nepal as stated in its Constitution, this UMN Five Year Plan, 1977-1982, is presented to the Board of Directors. Although it is presented by the Executive Secretary, obviously it represents a co-operative effort. Each Functional Secretary and the Personnel Secretary have made major contributions. The chart of the "flow" of our work in an ever broadening stream of influence, comes from Jonathan Lindell. The Plan seeks to take advantage of the accumulated years of wisdom and experience in setting forth its objectives, priorities, and goals for contributing, under God, toward the continuing development of Nepal and for giving UMN's service in the Name and Spirit of our Lord Jesus Christ.



A visual impression of the  
volume of flow of UMN work  
through the years.  
(All details are not accurate)

New  
Proposed  
Projects

1. Rural Youth Train'g Prog. -----
2. 7 teachers to Gorkha  
2 to Lausibot -----
3. Far West Board'g School -----
4. Stud.Fin. Ass't Prog. -----
5. Patan Hospital -----
6. Palpa/Nalwal-Parasi CHP -----
7. Okhal. CHP/Hosp't -----
8. Small Area Dev.Proj. -----
9. Gobar Gas + Agri. Exple. -----
10. Himal Hydro -----
11. Dhankuta Tech. Centre -----
12. Foreman Training Proj. -----
13. Maintenance Training -----

UMN FIVE YEAR ECONOMIC DEVELOPMENT PLAN1977-821. What is "Economic Development"

Until the economic Development Board was established a year ago, economic development work in UMN was almost synonymous with Butwal. And still, most of the activities under the EDB are located in Butwal. However, in order to work out a Five Year Plan for Economic Development activities of UMN, it is necessary to look beyond what is going on in Butwal. What should the meaning of "Economic Development" be as a functional area of UMN's work?

The process of expanding our horizon in this respect must take time. The Five Year Plan which is now being submitted, can only be considered a first attempt to define the term "Economic Development" and the role of UMN in this field. It is good and necessary to plan and look ahead. But planning should not be just an exercise in listing ideas and wishes. In order to be useful our planning must be realistic and it must be constantly corrected in the light of experience. The present plan can only be a brief outline of what "Economic Development" seems to mean to us in practical terms today. And next year we may be able to work out something better.

2. Goals and Strategy

Basically, UMN's involvement in economic development must be directed towards the improvement of the living conditions of ordinary people in this country. As long as people remain in such poverty as is common in Nepal, there is little hope that programs for improvement of their social and health conditions will have any effect. First, an economic base must be established which can sustain these other development programs.

The fundamental goal or purpose of UMN's economic development projects must be to contribute, directly or indirectly, to help people establish an economic base sufficient to support a richer and happier life and thus free themselves from this bondage of poverty in which they are now living.

Because of the enormity of this task, and the very limited resources available to UMN, the direct effects of UMN's programs on the economy of the country will be like a drop in the ocean. Our emphasis must be on the quality rather than the quantity of our contribution.

Realizing this, we think that the basic principles of our service should be:

- a. To serve - through example and training - as a catalyst of economic development based on locally available resources.
- b. To develop and apply technology which is appropriate to the needs and resources of the local area.
- c. To demonstrate Christian ethics in the economic life of Nepal as we serve "the people of Nepal in the Name and Spirit of Jesus Christ."

Our enthusiasm in doing this must, however, be matched by our understanding of the people, their society and culture, as well as of the economic, ecological and political realities we are facing. There must be a dual emphasis in our development activities; a balance between what we bring with us from outside, and what we see and learn here in Nepal.

It is not easy to find this balance. It is extremely difficult. In all we attempt to do, there is always a "but":

We wish to:

- remove poverty, BUT within the limits of available resources.
- utilize the available natural resources, BUT at the same time protect and improve the environment.
- promote economic growth, BUT avoid uprooting people and causing uncontrolled urbanization.
- work for social justice and equal opportunities, BUT without causing destructive social and political upheaval.
- influence people through example and training, BUT also let the people themselves decide on their development and future.

- see our projects and programs grow big and strong, BUT only as elements of integrated community development where people matter more than money and statistics and as programs that can be turned over to the people to manage after a reasonable period of time.

### 3. Problems and Restraints

Our basic goal is to help people out of this situation where they are unable to satisfy their elementary needs of food, clothing, shelter, basic health services and education, etc. And first we must find out why they are in this position. Why are people in Nepal poor? - The following may be some of the answers:

- limited natural resources, particularly arable land.
- rapidly growing population.
- heavy population pressure in the hills threatening permanent damage to the environment.
- regional imbalances (hill-terai and rural-urban).
- infra-structure lacking, especially communications in the hills.
- employment opportunities almost non-existent apart from farming.
- lack of suitable technology, particularly for hill conditions.
- shortage of skilled labour and leaders with practical understanding.
- limited local initiative and motivation for self-help.
- some traditional attitudes and beliefs of people counteractive to economic progress.

In our efforts to help people in Nepal overcome some of these problems, we in the UMN are subject to restraints of another kind:

Firstly, our resources are limited. This applies to finances. But today shortage of funds is usually not a serious problem. The serious shortcoming in our economic



development work is lack of suitable personnel, especially people with experience from working in a developing country. UMN's strength, as compared with other aid organizations and Government agencies, should be the quality of our people. And if this kind of personnel are not forth-coming, the UMN has nothing to offer.

Secondly, the fact that everything UMN does in Nepal depends on the close cooperation with the Government bureaucracy. This may delay and complicate things. On the other hand, if we do work in close contact and consultation with concerned Government officials, then we will get cooperation - although it may take some time.

#### 4. Methods of Solving These Problems

It is our responsibility to make up our own opinion concerning the activities in which we are to become involved. We must consider the likely effects our programs or projects will have on the economy and welfare of the people affected, and make sure that they are really beneficial to the country, and give maximum benefits for the costs. And it may well be that through our intimate contact with concerned Government officials we may to some extent influence their thinking regarding desirable development.

Through years of discussion and experience in the UMN projects in Butwal, some elements of an economic development philosophy have crystalized. These are briefly expressed in the three principles referred to above in section 2 and may be further enlarged upon as follows:

- To start small, with poor planning, and adjust plans as experience is gained, is better than to start big with 'perfect' plans, and not being able to change when plans after all turn out to be faulty.
- The attitudes of people are more important than capital and technology.
- People's attitudes can most effectively be influenced through example and long-term personal contact.
- Therefore, training must always be a major part of development programs.

- On the job training is the most economical and in many cases the most effective form of training.
- The success of economic development projects must be measured in economic terms, which means profit, although this should not be the sole measure.
- Accounting must be realistic, and one must be aware of hidden subsidies which may result in unpleasant surprises at the time of national takeover of projects.
- A certain concentration of effort is necessary to initiate self-sustained takeover of projects
- Decentralized and balanced regional development must, however, be the overriding consideration, and prevail over short-term economic advantages.
- Economic development programs must be broad, and individual projects must be planned and carried out taking into consideration the many secondary effects there may be, of positive or negative type.

#### 5. Impact Areas and Project Evaluation

The indirect impact of our work is mainly through example, personal influence, our inspiration, motivation of people to do things themselves. Over a long period of time experts may perhaps be able to measure or somehow register these effects. For the present staff of EDB this is beyond what we are able to do - timewise and professionally. We work in faith and try to use common sense.

As regards project evaluation, there are two indications which we always want to use: Firstly, comparing the achievements with the original plans (which should state the goals of each individual project as to size, timewise, etc.). Secondly, the financial result. This requires, as already mentioned, that accounting methods are suitable and realistic. Financial adjustments or provisions should be made to reflect also the intangible results as far as possible.

#### 6. Priorities

Fixing priorities for economic development programs and projects, is very difficult. There are three main reasons for this:

Firstly, the close cooperation with the Government requires both flexibility and a certain amount of give and take. When HMG specifically requests that we take up a particularly project, we cannot easily say: "Sorry that type of work has not a high priority in our planning."

Secondly, making up a plan and fixing priorities on paper is one thing. Getting the necessary personnel and funds is quite a different thing. Without the right kind of personnel available at the right time, we can do nothing. On the other hand, if UMN personnel with very special and rare qualifications become available, it may be right to take up a new kind of activity for that very reason, even if it is not in our plans.

Thirdly, economic development projects are not clean-cut and easy to categorize. Depending on all sorts of factors, they may be made up of different types of programs. For example, a new technical centre in the Eastern hills may, besides production-cum-training, be involved in bio-gas, hydro power and rural electrification or ropeway building. It is a question of growth and development which is impossible to predict and plan many years ahead.

On the other hand, there is a need of direction. UMN cannot get involved in any sort of opportunity which comes up. There need to be limits set for UMN involvement in funds and expatriate personnel. And above all, there needs to be set a limit in time of UMN participation. This limit should be fixed in the beginning because it will then influence the execution of a project from the very start. And the most important test of the soundness of economic development projects run by foreign aid is the process of turning over to national management and ownership.

Such a time limit has been built into the plans of most old or new economic development projects initiated by UMN. In Butwal, we are coming close to the end of UMN involvement. And we must take this seriously, and not think that, well, if it does not work, then UMN involvement may be continued by mutual agreement with HMG. We do not want this to happen. On the other hand, when justified, a certain amount of consultancy and professional support should be available, also later on, if the Nepali management request it.

Due to our limited resources it may not be possible for UMN to carry out all the projects and programs which are being planned. Some of them may have to be delayed or perhaps

cancelled altogether because of lack of suitable personnel or for other reasons. When faced with these problems, it will be necessary to fix priorities.

Obviously, when fixing priorities, UMN does not have complete freedom. Firstly, we have obligations to employees and trainees in ongoing projects. There are limits to these obligations, but they have to be considered seriously when decisions are made. Secondly, we must honour our commitments to HMG as far as it is possible. Because of changing conditions, inside or outside UMN, it may at times become impossible to carry out the tasks we have taken on through agreements with HMG. Then it is important that we have established good relations with the concerned officials, so that agreements may be re-negotiated without breaking down confidence and trust.

Regarding plans for projects and programs where UMN has not yet made any commitments, it is easier to fix priorities. This is what the EDB has attempted to do, as indicated in the following listing of projects. But such listing of priorities may be of limited value. One reason is that our economic development projects are of such different natures that one project cannot easily be substituted for another as far as demands on UMN resources are concerned. Another reason is that those various activities listed below are not all "projects" in the sense that they can be physically defined. Some of these are programs or perhaps rather concepts, which will not necessarily be carried out separately, but which may appear as integrated parts of other projects.

Because of all this, it would appear to be more fruitful and practical to define priorities with reference to impact areas. In section 4 above, certain criteria have been stated which may serve as a guide when fixing priorities for future activities of the EDB. From applying these criteria it would seem that top priority should be given to projects of the following three types:

1. Growth centres of the "production-cum-training" type. This is what Butwal basically has been, and what the new centre in the East is supposed to be. These centres must be located in under-developed areas which do have some potential for growth. They shall - through example and training -- function as catalysts for economic development.

- ii. Energy related projects. This is a crucial area of the economy, worldwide and particularly in Nepal. It is an area where introduction of appropriate technology may be especially useful. And it is the base without which economic development can hardly take place.
- iii. Projects in the border area between engineering/ industrial development and rural/agricultural development. Such projects may be the fruit of (i) and (ii). It is an area where benefit/cost ratio often is high, and where an organization like UMN should have special advantages. Being spread out over the country, such projects also give good opportunities for contact with people.

Broadly speaking, these are the kinds of projects in which EDB is presently engaged, or which are planned. Agricultural expansion programs may be added to this, or growing out of these projects. But that area has not been properly studied, and no firm plans have been developed as yet.

#### 7. Brief Description of on-going Activities Under EDB

- a. Service Functions. Some of the following projects serve the whole of UMN, others mainly economic development projects. They are all financially self-supporting, charging fees as required to cover expenses. Except for the DCS Engineering Office which has not yet been set up, there are no plans to expand or reduce these activities during the coming 5 years, except for perhaps adding a few posts for Nepali employees.
- EDB Service Office in Kathmandu. Purpose: to serve all EDB projects mainly by maintaining liaison with Government offices and other agencies in Kathmandu.
- DCS Service Office Butwal and Calcutta. Purpose: to serve EDB and other UMN projects in the field of purchase, clearing and forwarding.
- DCS Engineering Office. Not yet approved. Purpose: to serve UMN projects by offering consulting services in connection with construction of buildings etc. Proposed expatriate staff: 3 plus a varying number of persons in a Building Personnel Pool.



b. Other on-going Activities Under the EDB. All Located or Based in Butwal

- i. Butwal Technical Institute. This production-cum-training centre was established by the signing of an agreement between UMN and Department of Industries in November 1963. In accordance with this contract BTI will be handed over to Nepali ownership in November 1978. BTI has had its own Managing Board with HMG representatives as voting members since three years ago, and has been under full Nepali management for two years. Presently, only one UMN Board Appointee remains in BTI (as Product Development Engineer). One Advisor for Woodshop is being sought for short-term assignment.

BTI is a fully self-supporting enterprise, using income from production to pay for training activities. The EDB has approved the following capital projects for possible funding from UMN:

For class-room block (already built)	Rs. 115,500
For share investment in galvanizing project	Rs. 110,000
For establishment of a foundry.	Rs. 300,000
	<u>Rs. 515,000</u>

None of these projects will require UMN personnel nor recurring grants.

During the remaining 1½ years of UMN involvement in BTI, UMN personnel will continue to give advice and support to the BTI management when required, and requested. In particular, UMN will continue to be involved in negotiating the future set-up of BTI: The establishment of the three production units as separate companies, possibly with a cooperative of employees owning part of the shares, and the exploration and negotiation of suitable form of Government ownership of BTI as a whole.

- ii. Butwal Power Company Pvt. Ltd. 2/3 of shares are owned by UMN, (total approx. Rs. 5½ million), the rest mainly by HMG. No expatriate staff for the last few years. Only some professional advice and support given to management. DCS is planning and supervising the Tinau Hydro Project (owned by BPC) as a paid consultant. The final accounting for UMN share investment in the third stage of the Tinau Project expected to be completed before end of 1977. By this time also the construction work is supposed to have been completed, and there will be no further commitments from UMN. The only remaining question is to decide what to do with the UMN held share interests. Probably the Company will soon be taken over by HMG.
- iii. Butwal Plywood Factory Pvt. Ltd. 2/3 of shares are owned by UMN, the rest by NIDC. No UMN personnel working in BPF at present. In the future DCS staff may help out with installation of new-machinery etc. on a consulting basis. A Rs. 800,000 grant is being used to purchase and ship additional machinery from Europe. This will be completed within 1977. Total UMN investment will then be approx. Rs. 4 million. No further investment from UMN is considered. UMN involvement will then be limited to giving advice and support to the management. The question of how to dispose of UMN held shares remains to be decided. This will probably be negotiated with the concerned Departments of HMG before the expiry of the current agreement in November 1978.
- iv. Development and Consulting Services. In the current agreement with HMG concerning the UMN "Institute of Technology and Industrial Development" which expires in November 1978, there are two sections: One covers BTI and the other covers DCS. While UMN involvement in BTI definitely will be terminated at this time, it is expected that the agreement will be renegotiated to provide for DCS to continue to operate as a UMN owned and managed organization. The question of turning over DCS as such to national ownership will never come up, because DCS is in fact nothing but a channel for UMN participation in economic development in Nepal. If UMN is no longer involved in this kind of work, then DCS will simply disappear.

On the other hand, it is expected that also in the future DCS will initiate new development projects of various types, which in time, when grown and matured enough to stand on their own, will be spun off as new companies. And these projects will eventually be turned over to Nepali management and ownership like the BPC and the BPF.

DCS will, at least up to November 1978, be stationed in Butwal. But, it is likely that it will continue to be based in Butwal after BTI is turned over to HMG. But this will have to be negotiated in connection with the new agreement between UMN and HMG. There is no necessity for DCS always to be based in Butwal. But for several years it will continue to be practical for DCS to make use of BTI workshop facilities, and it will also be of advantage for BTI to have DCS as its neighbour.

The ownership of living quarters and DCS office building (all built on land which most likely will be registered in BTI's name), will also have to be decided by November 1978. Perhaps an agreement can be made whereby BTI will own the buildings, while DCS will have the right to use them to the extent necessary.

- DCS Central Administration. Presently this has two UMN Board Appointees: Director and Business Manager. It is expected that this will continue, while Nepali staff may increase or be reduced depending on the number of activities and programs managed by DCS from time to time.
- DCS Consulting Services are entirely depending on the number and kind of UMN personnel offered for this type of work. At the moment there are 10 approved posts for consultants, out of which only 3 are filled. It is not expected that all the posts will ever be filled simultaneously. Some of these consultants may be short-term people. If on the average half of these posts were filled, it would probably be quite sufficient.
- Research and Development will be carried out by some of these consultants. At present two programs are on the way or being started: a) Gobar gas research trying to develop better designs for gobar gas plants in Nepal. This program may go on for at least another couple of years. Related to this is a proposed program for development of gobar gas drums (gas receivers), grain storage

silos, etc. made of ferro-cement. Only a beginning has been made as yet due to lack of personnel. b) Development of agricultural tools and implements. This program is just being started up and may continue for 2 or 3 years. The idea is to produce and test prototypes which later on may be produced in BTI workshops and elsewhere in Nepal. These programs are financed by capital grants through UMN.

- Gobar Gas Construction. This program is now in its second season of operation. Two UMN workers are presently engaged and three posts are vacant. Nepali personnel are being trained for posts as branch officers and regional managers. During 1975-76 season 100 plants were constructed in the districts around Butwal. This current season the plans call for the construction of 200 plants. The program is operated on a commercial basis, financed by the Agricultural Development Bank except for working capital which has been provided by a capital grant through UMN. In the future this program will be transferred from DCS to a separate firm, Gobar Gas and Krishi Yantra Bikkash Pvt. Ltd. which is now in the process of being established (see below).
- Tinai Hydro Power Project. Two UMN engineers are presently engaged in the final stage of this construction project which is supposed to be completed during 1977. DCS is involved only as a paid consultant working for Butwal Power Company on a contract basis. During the several years this work has been going on, a good deal of experience has been gained, and a team of Nepali workers and foremen/supervisors has been trained. It is expected that these will be transferred to the proposed new Himal Hydro Construction Co. Pvt. as soon as this has been set up (see below).
- Small Turbine and Mills Project. This is a project run by DCS, but closely related to BTI's Mechanical Unit which is developing and manufacturing turbines etc., installed by DCS at locations in the hills. Two UMN engineers are presently involved in this. The project is run on a commercial basis. The development costs and working capital have been paid for by capital grant through DCS. It is expected that this program will continue for a couple of years as a project under DCS, whereafter it will either be turned over to private contractors or to a new share company to be floated. Pos-

sibly some of this work may be transferred to the Himal Hydro Construction Co., in particular if the project gets involved in small hydro-electric power schemes and rural electrification. Presently, in response to request from HMG, preliminary designs are being prepared for such a project in Baglung. DCS may take on the contract for this project if the Government so decides. It will be financed by HMG, and may take 1 to 2 years to complete and will require a part time UMN site engineer.

8. Projects Which have been Approved but not Implemented

a. First Priority - UMN Already Committed

1. Gobar Gas and Krishi Yantra Bikash Pvt. Ltd. This project will take over and continue the Gobar Gas construction program described above. The new company will have its headquarters in Kathmandu, and will gradually build up its activities to cover the whole country. UMN will invest Rs. 300,000 as share capital, and two other partners Agricultural Development Bank and Nepal Fuel Corporation will put in Rs. 200,000 each. The company will be operated as a commercial enterprise, and its purpose will be to promote and install Gobar Gas plants in villages all over Nepal, and thereby help to meet the fuel crisis which is threatening Nepal. About 6 UMN workers will be required for a period of 5 years.

A major part of this project will be to train Nepali personnel to work as branch officers and regional managers in the many offices spread out over the whole country. The project will cooperate with the DCS gobar gas research program, and use their results. The problem of financing and/or subsidizing gas plants for poor farmers will also have to be taken up. Considering the need for lakhs of gobar gas plants in Nepal, this is far beyond UMN financial resources. But UMN may play a role in channelling funds from other agencies for this purpose.

- ii. Himal Hydro Construction Pvt. Ltd. UMN proposed two years ago to participate in establishing this enterprise in partnership with HMG. Recently the decision has been made by HMG to accept this proposal. The details have still to be negotiated.

It is assumed that the initial share capital of the company will be between 3 and 4 million rupees, out of which UMN will invest Rs. 2 million. An application for a grant of this size has been presented to a donor agency and it is expected that the money will be granted soon.

The purpose of the new company is to take over the trained manpower, and the expertise and reputation gained from the Tinau Hydro Power Project, as mentioned above, and use this as the starting base for establishing a national construction firm which will be the only one so far in Nepal experienced and specialised in hydro power construction work. Initially, the company will probably take contracts for 'mini power plants' (below 100 kw.) and 'micro power plants' (between 100 and 1000 kw.) which are now being planned all over the country. Gradually, as its financial and technical strength increases, it may also taken on larger projects.

UMN involvement in the construction firm will be limited to 10 years. During the first 5 years the number of UMN personnel engaged in this project is assumed to increase to 10. During the following 5 year period, the management will gradually be taken over by Nepali employees. Since the size and technical level of projects is likely to grow over the years, the number of UMN personnel may increase or continue to be high. But their role will more and more become advisory.

- iii. Dhankuta Technical Centre. This project was offered to HMG by UMN two years ago, but no progress was made because of the delay in the renewal of the ITD agreement. It is similar to BTI, since both projects are of the 'production-cum-training' type. In many ways the new project will be a copy of BTI. On the other hand, it will be very different because of its location up in the hills, without road connection until the planned motor road from the Terai is completed 5 years from now. The Dhankuta centre will have to be geared to the needs of the hills.

The project is placed in a strategically good location: Dhankuta is the gateway to the Eastern Hills and will be the administrative centre of East Nepal. As a base for other economic development activities of various kinds, the project may exert a lot of influence in a large and populous area of Nepal where UMN has had no work until now.

It is hoped that building work may start within a year. The growth will be slow, and plans for the physical plant are modest. During the first three years the staff of UMN personnel will increase to 5, making maximum use of Nepali workers trained in BTI. After the initial buildup of facilities, more UMN personnel may be added, depending on to what extent the project will be used as a base for rural/agricultural development programs (gobar-gas, small turbines and hydro plants, rural electrification, ropeways as well as agricultural extension work etc.). The capital investment is estimated to be Rs. 2.7 million to build up the centre itself. The cost of district activities will be additional to this. There will be no need of recurring grants from UMN.

b. Second Priority - UMN not Yet Committed

- i. BTI Foreman Training Project. We have been seeking a qualified person to head up this new activity for a couple of years, but no response has been forthcoming so far. There is a great need for advanced, practically orientated training of industrial supervisors and foremen both within BTI and other EDB projects, and in Nepali industry in general. This program does not require any physical facilities additional to what already exists in BTI, and it will be fully financed by fees. It is assumed that a UMN Board Appointee will be required for a three year period.
- ii. UMN Maintenance Program. One UMN Board Appointee is being sought for this project which is meant to be a service offer for all UMN projects, particularly for the hospitals. It will mainly involve on-the-job-training, and perhaps short courses for maintenance personnel. All the costs will have to be born by the projects making use of these services.



iii. Galvanizing Project. This is only indirectly a project under EDB. Both BTI and DCS have approved capital budgets of Rs. 100,000 each towards share investment in a proposed new company which is to be set up by several mechanical workshops in Nepal. This will be a joint venture for taking on large contracts which no single workshop in Nepal is able to handle alone, and for setting up a galvanizing plant which does not yet exist in Nepal and which is a necessity for production of transmission line towers and poles etc. BTI wants to participate in this project because of the long-term business interests of its Mechanical Unit. DCS is involved in the project as a consultant, and would want to buy shares in order to be represented on the company board. There will be no further involvement of personnel or finance from the UMN side.

iv. Small Area Development Project.- SADP - This is an integrated hill community development project launched by HMG to stimulate development in certain selected key districts spread over the whole country. Altogether HMG plans to establish 20 such projects over a 5 years period. Each project will cover an area with a population of about 20,000 and will require an investment over 5 years of Rs. 5 millions. Local Boards will manage each project, and HMG wants various aid organizations to take one project each, provide the funds and experts who will function as advisers.

UMN has been in contact with HMG concerning possibly taking the responsibility for one of these projects. A capital budget of Rs. 100,000 has been approved to pay for the initial survey which is required, but no funds have been received. On the basis of this survey the final plans will be worked out and presented to HMG and UMN for approval, whereafter a contract between UMN and HMG could be made and funds sought, if approved by UMN Board of Directors.

This project could at the earliest be started a year from now. Besides the capital investment there would be need of between 5 and 7 UMN workers. It is expected that 4 of these might be posted to the project by EDB and the others by the Education Board and the Health Services Board. UMN involve-

ment in the project would last 5 years, and there would be no recurring budget.

9. Projects and Programs for Which no Detailed Planning has been Undertaken as Yet

1. The Agricultural Sector. This is the most important area of economic development in Nepal, to which the Government is giving top priority. It is an area, in which UMN was involved some years ago. Under the present general agreement between UMN and HMG, the agricultural sector has again been opened for UMN to serve in. But due to lack of qualified personnel with time to spare, we have not yet been able to prepare plans for any activity specifically directed towards agricultural development.

There are of course, the Gobar Gas, the Grain Storage Silo and the Agricultural Implements Development programs under DCS which all are oriented towards agricultural development. The same is true concerning the Small Turbine and Mill Program. These all belong to the border area between engineering/industry and rural/agricultural development referred to above, which have high priority in EDB planning.

In addition to this, we would like to be able to take up work more directly related to the various sides of agriculture and farming. This can be done by using the gobar gas and small turbine/mill programs as the starting point. Or it can be done from Community Health side considering the nutritional aspects of agriculture. But in order to be worth while, such programs, must be planned in a systematic way. It will not work simply to recruit some agriculturalists, assign them to some project and tell them to go ahead and do whatever they think is right. We need a comprehensive agricultural plan for UMN based on thorough study and research done by a competent person. This is why EDB is seeking an agricultural planner.

Other areas related to rural/agricultural development are those of irrigation, soil conservation and forestry. These are vital areas which most certainly should form parts of any integrated

hill development project. But again, before we can even plan something in these fields we need well qualified personnel who can help us to do the planning.

- ii. Rural Electrification and Transport. Without electric power supply and means of transport it is nearly impossible to have economic development in the hill districts. In the past it has been thought that both electrification and transport were areas where things could only be done on a big scale. However, these days there is a new awareness that bigness is not always the best, that quite often "small is beautiful". It may not be necessary to build motor roads costing six million rupees per km. in order to provide transport facilities for hill areas. Simple ropeways may do the job. And rural electrification in a hilly country like Nepal is possible without big dams and expensive power plants and transmission lines. The answer is 'mini power plants' which supply electricity to nearby villages, to irrigation pumps and ropeways, without heavy capital investment.

We are already touching these areas through the small Turbine and Mills Program. BTI Mechanical Workshop is able to and interested in producing much of the equipment needed for this kind of installation. The new Dhankuta Centre is ideally located for taking up some of these challenges. But before we can present realistic plans and projects for approval, we need to study the problems and gain some experience from related activities which are already under way.

- iii. Andikhola Hydro Power Project. With the completion of the Tinau Hydro Project we are in need of a new project of similar type, involving tunneling etc., where we can put our skilled workers and foremen from Tinau to work. And for many years we have looked at the Andikhola project as the ideal job for following Tinau. The civil engineering works there would be very similar to those done in the Tinau project, in some ways simpler. But the power output could be 5 to 10 times larger. By the time the Andikhola power plant could be ready to produce, there would be need of that much additional energy

in the western sector, supplementing the Tinau and other sources. Technically and economically it is an ideal plant. For the Himal Hydro Construction Company it would also be an ideal job. But it would cost a lot of money, perhaps 20 to 25 million rupees. No firm plans for this project have been prepared yet. We would like to do so when there is spare capacity among the DCS engineers.

- iv. New Production-Cum-Training and Other Industrial Projects. It takes a long while from the time an idea for a new project is first raised, until all the formalities have been settled and the work on the site can actually begin, usually several years. For EDB long-term planning, it is therefore necessary to look far ahead, beyond 5 years. It is our intention to do so. During this current 5 year period we want to explore and investigate new projects which we in due course may take up and where we may eventually offer our services. This will continue to be one of the tasks of the EDS, drawing on the services and advice of DCS and other consultants inside or outside UMN, and keeping constantly in touch with concerned authorities within HMG.

EDB Personnel Needs

(Estimated as at 20. Feb. each year. Does not include language students).

A = Approved posts.

F = Filled posts.

\* = EDB workers serving under other F. Boards. \*\* = Only guess, no firm plans.

Program	Post	1977		1978		1979		1980		1981	
		'A	'F	'A	'F	'A	'F	'A	'F	'A	'F
UMN	*Patan Hospital	2	1	2	1	2	2	2	2	1	1
Building	*Pokhara NAMV	1	1	1	1	-	-	-	-	-	-
	*Pokhara ANM	1	-	1	1	1	1	-	-	-	-
	*Tansen ANM	1	1	-	-	-	-	-	-	-	-
	*New projects	1	1	2	1	2	2	2	2	3	3
		6	4	6	4	5	5	4	4	4	4
BTI	Auto supervisor	1	1	-	-	-	-	-	-	-	-
	Prod. Devt. Eng.	1	1	-	-	-	-	-	-	-	-
	Wood advisor	1	-	1	1	-	-	-	-	-	-
	Foreman training	1	-	1	-	1	1	1	1	-	-
		4	2	2	1	1	1	1	1	-	-
DCS	Director	1	1	1	1	1	1	1	1	1	1
	Business Manager	1	1	1	1	1	1	1	1	1	1
	Hostess	1	1	1	1	1	1	-	-	-	-
	*Eng. Office coord.	1	-	1	1	1	1	1	1	1	1
	Const. Ind. actg.	1	-	1	-	1	1	1	1	1	1
	,, Civil Eng.	1	1	1	1	1	1	1	1	1	1
	,, Ferro cem. etc.	1	-	1	-	1	1	-	-	-	-
	,, Mech. eng.	1	-	1	1	1	1	1	1	1	1
	,, Econ. devt.)										
	,, Mang./sales )	3	-	3	1	3	1	3	1	3	1
	,, Ind. Engg. )										
	,, rural electr.	1	-	1	1	-	-	-	-	-	-
	,, bio gas	1	1	1	1	1	1	-	-	-	-
	,, ,, res.	1	-	1	1	1	1	-	-	-	-
	Inst/maint. eng.	1	1	1	1	-	-	-	-	-	-
	Site eng. Tinau	2	2	-	-	-	-	-	-	-	-
	*Surveyor	1	-	1	1	1	1	1	1	1	1
	*Builder	1	-	1	-	1	1	1	1	1	1
	Proj. man. small turb.	1	1	1	1	1	1	1	1	1	1
	Other jobs	-	-	1	-	2	1	2	2	2	2
		20	9	19	13	18	15	14	12	14	12

Gobar	Project Manager	1	-	1	1	1	1	1	-	-
Gas	Field workers	4	2	5	3	6	5	5	5	4
Co.	Advisor	-	-	-	-	-	-	-	1	1
		5	2	6	4	7	6	6	6	5
Himal	Manager	1	-	1	1	1	1	1	-	-
Hydro	Site eng.	2	-	3	2	4	3	5	4	5
	Inst./maint. eng.	1	-	1	-	1	1	1	1	1
	El. eng.	-	-	-	-	1	1	1	1	1
	Technical Man.	-	-	-	-	1	1	1	1	1
	Advisors	-	-	1	1	2	1	2	2	2
		4	-	5	4	10	8	11	10	10
Dhankuta	Project Leader	1	-	1	1	1	1	1	1	1
	Instr. buildg.	1	-	1	1	1	1	1	1	1
	Procurement	1	-	1	-	1	1	1	-	-
	Instr. wood	1	-	1	-	1	1	1	1	1
	Instr. mech.	1	-	1	-	1	-	1	1	1
	Add.staff.consult.	-	-	-	-	2	-	2	1	2
		5	-	5	2	7	4	7	6	6
Other	**New Prod./train cent-	-	-	-	-	4	-	4	2	6
Programs	SADP (under EDB)	-	-	3	1	3	2	4	3	4
	**Ropeways	-	-	1	-	1	1	1	1	1
	**Irrigation	-	-	1	-	1	1	1	1	1
	**Agriculture	-	-	3	1	5	2	7	4	7
	*UMN maint.	1	-	1	1	1	1	1	1	1
	Seccon. outside UMN	3	3	1	1	1	1	2	1	2
		4	3	10	4	16	8	20	13	20

Totals:A. Service for UMN:

* Seconded builders	5	4	6	4	5	5	4	4	4	4
*DCS Eng. Office & Builders Pool	3	-	3	2	3	3	3	3	3	3
*UMN maintenance	1	-	1	1	1	1	1	1	1	1
	9	4	10	7	9	9	8	8	8	8

B. EDB own projects

BTI	4	2	2	1	1	1	1	1	-	-
DCS (excl.UMN Serv)	15	9	16	11	15	12	11	9	11	9
Gobar Gas Co.	5	2	6	4	7	6	6	6	5	5
Himal Hydro Co.	4	-	5	4	10	8	11	10	10	10
Dhankuta	5	-	5	2	7	4	7	6	6	6
New and other work	4	3	10	4	16	8	20	13	22	20
	37	16	44	26	56	39	56	45	54	50

All EDB workers:

Service for UMN	4	7	9	8	8					
Own projects	16	26	39	45	50					
Totals	46	20	54	33	65	48	64	53	62	58
Add each year	2	13	15	5	5					

NOTE: Nepali employees in EDB Projects.

-----Nepali-----

	<u>UMN Personnel</u>	<u>Prof. &amp; skilled</u>	<u>Unskilled</u>	<u>Trainees</u>
BTI	1	50	50	50
BPF	0	20	110	
BPC	0	8	20	
Tinau	2	20	100	
DCS Admin.	2	5	5	
Gobar Gas	3	3	20	5
Small Turbine	2	2	2	
Other	2	2	3	
	12	110	310	55
			485	



## Forecast of EDB Capital Needs - 1977 - 81. in 1,000 Rupees

	Funds					
	in hand	Additional Funding required				
	use '77	1977	1978	1979	1980	1981
<b>A. Projects already planned:</b>						
BTI: Workers' housing		115(2)				
Class room block		153(1)				
Foundry			200(3)			
BPC: NORAD approc.	500					
BFF: BFDW	800					
DCS: General	38	22(2)				
Galv. Plant		100(2)				
Gobar Gas research, MCC	200					
Small turbines, MCC	300					
Gobar Gas Co.		300(2)				
Himal Hydro Co. NORAD		1,800(1)	200	250		
SADP: Survey		100(1)				
Dhankuta.			500(3)	1,400(3)	800(3)	
Total Planned:	1,838	2,590	900	1,650	800	-
<b>B. Projects without definite Plans as yet</b>						
SADP: Implementation			1,000	1,000	1,000	1,000
Gobar Gas subsidy			1,000	1,000	1,000	1,000
Andikhola and/or other power projects		500	2,000	2,000	3,000	5,000
Ropeways, rural electrification			500	500	500	500
New prod./train. centre					500	1,500
Agriculture, irrigation, reforestation			500	800	1,000	1,000
Total:	1,838	3,090	5,900	6,950	7,800	10,000

(a) Application pending

(2) Budget approved, no application submitted

(3) Budget proposed.

There will be no needs of recurring budget grants from UMN for any EDB project.

UMN FIVE YEAR EDUCATION PLAN1977-82General Introduction

It is not a very easy task to draw up a 5-year plan for UMN education work in Nepal because of the situation under which we work. Five years ago in December, 1971 the NESP (New Education System Plan) came into existence. This plan, in a systematized manner, brought all of the schools of Nepal, including those in which the UMN worked into the national system. When this took place it meant that UMN no longer maintained administrative control in the various educational projects where it was working, but rather worked under the administrative structure of the HMG/N (His Majesty's Government of Nepal), Ministry of Education. From that point onwards the UMN has been in the position of assisting HMG/N in the implementation of the NESP in the areas where UMN had education work going on previously, but in a modified form.

Since the implementation of the NESP, the UMN has clearly had to assume the servant role. This should not be taken as an undesirable role, but rather a very desirable one because it is probably the most effective position that the UMN could be placed in for its education work in Nepal. Christ was truly a servant to mankind for whom. He became the Saviour. We are, as Christians, called to be more Christ-like in our lives. We are called to be servants, not just to Christ but to our fellow men with whom we work and to whom we are trying to witness and serve. As servants, within our capabilities, we must try to be ready to meet our masters' (Ministry of Education) needs and through that work and role, serve our Supreme Master (Jesus Christ) as a witness here in Nepal.

UMN Education Goals and Strategies

The underlying philosophy in UMN education work is that education is important to the total development of a person. Therefore as Christians we must do our part to cooperate with and assist HMG/N, Ministry of Education, in the education and training of the people of Nepal. For UMN, all of this work must be done within the context of the NESP and the Fifth Five Year Plan of HMG/N. Specifically, the UMN is interested in being involved in education in the following ways and for the following purposes:

A. Ways of Involvement

1. Boarding Schools (particularly Regional Schools)
2. Education Specialists working in other schools
3. Development of teaching materials
4. Financial assistance
5. Non-formal education.

B. Purposes of Involvement

1. Boarding Schools (particularly Regional Schools).

- a. The UMN has special abilities in this area which are unique to UMN, and needed here in Nepal.
- b. These institutions have a much broader influence in the country than day schools where students come from only one locality, because boarding students come from a wide geographical area.
- c. These institutions offer an involvement in the total lives of students rather than just a 10.00 a.m. to 4.00 p.m. involvement, and allow more influence on the total development and education of students in such areas as discipline, character, social, etc.
- d. These institutions offer good opportunities and facilities for a strong vocational education program.
- e. In these schools which are specifically designated as "regional schools", the UMN is placed in a position where the activities and ideas of UMN workers can directly influence the development of education in Nepal.

2. Education specialists working in other schools.

- a. To do and demonstrate quality teaching or work in the area of specialty.
- b. To assist Nepali teachers in their own teaching and development of materials.

3. Development of teaching materials

- a. There is a great need of good quality teaching material, i.e. lesson plans, teachers' guides, supplemental information, etc., based on the government produced curriculum and textbooks. Experienced UMN education personnel can make a needed contribution in this area.

#### 4. Financial assistance

- a. HMG cannot offer educational opportunities to everyone in Nepal. There are many persons living in remote areas, and socially deprived or poor people, who cannot obtain an education without some kind of assistance. UMN can offer some assistance at the primary, lower secondary, secondary and higher education levels.

#### 5. Non-formal education

- a. This is a very important aspect of education frequently neglected. The UMN, where possible, can involve itself as an outreach of formal school involvement, i.e. in literacy classes, adult vocational agriculture classes, training of school dropouts, etc. Workers within the community health programs can be encouraged to do the same in their programs.

#### Background to the New Education System Plan

Education has been something which could not be taken for granted in Nepal. Until the early 1950s education was often suppressed in order to ensure control. (Education wakens people to their needs and can create unrest). From 1951 until the beginning of the NESP the student enrollment in schools in Nepal was as follows:

#### % of Student Age Population

<u>Year</u>	<u>Primary</u> (age 6- 10)	<u>Secondary</u> (age 11-15)	<u>Higher</u>
1951	0.9%	0.17%	0.035%
1961	15.8%	1.89%	0.463%
1970	32.0%	7.36	1.178%

In comparison with the actual situation just before the beginning of the NESP in 1971 the goals of the NESP are very optimistic. In all cases they are at least double. At the end of the first 5 years of the NESP, 1976, the goals in terms of student numbers at the different levels are as follows:

% of Student Age Population

Class	1,2,3. <u>Primary</u> (age 6-8)	4,5,6,7. <u>Lower Secondary</u> (age 9-12)	8,9,10. <u>Secondary</u> (age 13-15)	<u>Higher Ed.</u>
1976	64%	25.6%	12.8%	2.4%'

In addition to this very hearty goal there are many other goals and aspects of the NESP to be implemented as well. Some of them are as follows:

1. Providing trained teachers.
2. Creating and implementing a national curriculum.
3. Creating and distributing government produced standardized textbooks.
4. Creating a system of internal assessment and altering the examination system.
5. Emphasising the equalization of opportunity for education by:
  - a) creating more schools in the sparsely populated remote areas,
  - b) making textbooks and education free in those remote areas,
  - c) providing scholarships for the benefit of the economically handicapped,
  - d) provision of hostel facilities for the benefit of remote students.
6. Emphasise strong vocational education at the secondary level for providing lower-level trained manpower needs.
7. Provision of wholesome extra-curricular activities for students.
8. Establishment of school libraries.
9. Establishment of Model Schools.
10. Carrying out Adult Literacy and Functional Education.

Many of these specific goals of the first 5 years of the NESP have not been fully attained. These and other goals have been set for education within the context of the current 5-Year Plan for all of Nepal (1975-80). In that plan the primary, overall goals of the education work are as follows:

1. To produce citizens who are loyal to the nation, monarchy and national independence, and who remain ever alert and active toward their rights and duties under the Panchayat system.

2. To develop, preserve, expand and extend such learning, science, technology and skill as may be necessary for the development of the country and to produce a cadre of able workers who can shoulder responsibilities in every development sector.
3. To preserve, develop and propagate the national language and literature, culture and arts.
4. To inculcate the following qualities in all:
 

a. Moral integrity	b. Habits of work
c. Self-reliance	d. Creativity
e. Scientific approach	f. Powers of appreciation
g. Aesthetic awareness	h. Cosmopolitanism.

In addition to these overall goals which have continued into the current 5-Year Plan of Nepal, the following specific items have been emphasised:

1. Free primary education except in boarding schools.
2. The same goals as before regarding % of student population to receive an education.
3. Increased teacher training.
4. Encouraging more girls to attend school and more women teachers.
5. Emphasise extra-curricular activities.
6. Provide boarding facilities for the remote region students and provide financial assistance for the poor.
7. Establish at least 1 Model School in each Development Region.
8. Provide educational opportunities for the handicapped.
9. Continue to emphasise Adult Literacy work (600,000 made literate).
10. Continue Adult Functional Training program.

#### UMN 5-Year Education Plan

1. Mahendra Bhawan Girls' High School

This school has been in existence for over 20 years. It was started as a "Mission School" and operated as such until the implementation of the NESP in the Kathmandu Valley, 3 years ago. From the very beginning the UMN has maintained a very minimal involvement of UMN personnel. For many years the Headmistress was the only UMN worker in the School.

In the development process of the School the UMN took on a rather extensive capital improvement program. All together more than Rs. 2,500,000. has been spent for this purpose. Now the capital development aspect of the work is nearly complete with only a few small projects to be completed. The UMN Executive Committee has taken a policy decision (EC (2)-11/73) that no new capital projects be approved for the school. Since that time a few smaller capital items have been considered to be necessary, but most of them have been met from funds already in hand in the name of Mahendra Bhawan Girls' High School. In line with this policy decision there should be no significant outlay of capital for the Mahendra Bhawan Girls' High School in the next 5 years.

The UMN continues to feel that there should not be a large involvement of UMN workers in the School at any one time and that the School should continue to run and be strengthened under Nepali management with UMN workers helping from the sides as much as possible. In this line the Education Secretary has been encouraged by the EB to maintain a close personal contact with the administration of the school and encourage the Advisory Committee to take a firm hand in the proper management of the School. The Education Secretary and one other UMN worker should serve on the Advisory Committee representing the UMN.

During the last 12 months an agreement for continued UMN involvement in the Mahendra Bhawan Girls' High School was drawn up and discussed with HMG/N Ministry of Education officials. It has not become a signed document, but it has been mutually agreed that this paper would be the plan of UMN involvement in Mahendra Bhawan Girls' High School at least to the end of the existing UMN General Agreement in 1980. The main features of that agreement are the, a) turning

- a) turning over of the property title to the School when requested,
- b) helping the School to develop a mature administrative structure,
- c) improving the quality of teaching and development of teaching materials,
- d) scholarship assistance,
- e) using the School as a training institution for new UMN education workers.

The agreement contains six suggested posts for UMN workers in the School. (One of those posts is the School Nurse which actually falls under the HSB). As mentioned previously, there was only one UMN worker at the beginning of 1977. This



will not increase until about mid-1977 when we expect there will be a total of 3 UMN workers. It is hoped that by the beginning of the 1978 school year there would be at least 5 workers with the additional post being filled by 1979. By 1981, the end of this 5-Year Plan, the school should have developed strongly enough that the UMN personnel involvement will start to decrease again.

As a part of the strengthening of the leadership and administration of the School a request may be made to the UMN Scholarship Committee to give one or two of the staff members short-term training programs such as is already being done in the Nepali Adarshaya Madhyamik Vidhyalaya, Pokhara.

At present the Mahendra Bhawan Girls' High School has 600 girls enrolled in classes I-X. Of these about 170 live in the boarding facilities provided at the school and the rest attend as day-scholars. There are about 25 girls receiving scholarships or financial assistance through UMN or UMN handled sources. It is anticipated that this assistance will continue over the next five years, and possibly expand somewhat with the emphasis upon providing financial assistance to those from more remote areas rather than from the Kathmandu Valley.

## 2. Nepali Adarshaya Madhyamik Vidhyalaya, Pokhara

Nepali Adarshaya Madhyamik Vidhyalaya, N.A.M.V., was started as a private school (not a "Mission School") a little over 10 years ago. Until the implementation of the NESP in 1971 it was owned by a Nepali Managing Committee and decisions were taken by a 3 party School Board made up of members of the Managing Committee, International Nepal Fellowship and the United Mission to Nepal. The School was administered by a UMN Headmaster.

The primary goal in establishing the N.A.M.V. has been to establish a good quality boarding school for boys and within that school give a heavy emphasis to vocational education and developing well rounded citizens of Nepal. In attempting to meet this goal the UMN has been involved in the School in the following ways:

- a. Providing capital for developing and furnishing the physical facilities as well as supervising the construction of those facilities.

- b. Providing personnel to help develop the various aspects of the internal school operations, i.e. academic, hostel, health, library, extra-curricular, farm, etc.
- c. Providing finances through the UMN Scholarship Program for the further training of Nepali staff.
- d. Serving as a channel for and providing financial assistance for needy students.

In 1971 N.A.M.V. was integrated into the NESP. Administratively this did away with the Nepali Managing Committee and the School Board as the School came directly under the administration of the District Education Office. Unlike Mahendra Bhawan Girls' High School a UMN worker has remained as Headmaster in the School since the beginning of the NESP.

At present there are more than 350 students enrolled in class II-X with 300 of them living in hostels on camps. Over the next two years classes II and III will be phased out and the second section of high school classes added. This is being done in order to make it possible for the School to serve in the NESP better by:

- a. Allowing opportunities for remote region students to obtain a quality education.
- b. Allowing for more vocational subjects to be added to broaden the vocational program in the School.

In establishing and developing this School, the UMN has taken a much heavier involvement financially as well as with UMN personnel than has been the case with Mahendra Bhawan Girls' High School.

The UMN has approved the financing and the carrying out of a capital development program equalling almost Rs.9,000,000 for land, 24 buildings plus equipment for furnishing those buildings. At the beginning of 1977 the construction of one staff house, a laundry unit, two agricultural buildings, an assembly hall/gymnasium and landscaping are the major projects which remain. With the exception of the assembly hall/gymnasium most of this work will be completed by the end of 1977. Money has been budgeted for the starting of a fourth vocational curriculum (Business Management), but before that can be begun HMG/N must grant permission. Permission for adding that vocational subject will probably begin sometime during 1977 with the expectation that it could begin in 1978 or 1979.

UMN workers in the School began with only 1 person in 1966, but have increased over the years to the present number of 15 which includes the Site Engineer and School Nurse who are not under the EB. As the School is growing closer to its planned maturity it is envisioned that UMN personnel numbers will begin to decline with more and more of the work turned into competent Nepali hands. By the end of 1981 UMN workers in N.A.M.V. will probably be reduced to only 3-4 workers and these persons will not necessarily be holding top administrative positions in the School, but will rather be there for enrichment purposes.

During the coming 5 years the primary goals of the UMN work in the School will be as follows:

1. Completing the development of the physical facilities within the next 2-2½ years.
2. Providing UMN Personnel, decreasing from 14 to 4.
3. Continuing to develop a mature internal administrative structure in all areas of the School, - academic, business, domestic, farm, etc.
4. Training Nepali personnel to take on this administrative work.
5. Developing subject Departments and teaching materials and writing with the Nepali teachers to strengthen the quality of the academic program.
6. Developing further the activities and programs for the students outside of the academic area.
7. Continuing the Student Financial Assistance Program and concentrating more heavily on recruiting remote region students.
8. Restarting the Adult Vocational Agriculture Program.
9. Using the N.A.M.V. as a training institution for new UMN education and agriculture workers before they go out to other work.

In fulfilling the third goal, one Nepali person, through the UMN Scholarship Program has taken a 5-month study leave for further training in school administration. It is anticipated that another will do a similar program in counselling and student discipline during 1977 and possibly others in 1978 or 1979.

At present more than 80 students (23%) are receiving some form of financial assistance in the School. This money comes from the School, UMN or UMN handled resources. The latter two make up the largest bulk of the financial assistance. It is

anticipated that this assistance will probably remain constant with between 20% and 25% of the students enrolled receiving some form of financial assistance. It is envisioned that more and more of this assistance will be shifted towards the remote region areas of the Western Development Region in an effort to serve that region more fully.

There is an unknown which possibly lies ahead in the life of N.A.M.V. during the next 5 years which could greatly effect and possibly add to the plans laid down thus far. As has been pointed out earlier, one of the features of the NESP during the present 5-Year Plan is that there will be a Regional School appointed in each of the four development regions. There has been much talk and thought about this in the past three years and it is possible that N.A.M.V. may be appointed the Regional School for the Western Development Region. The complete definition of what a Regional School will be has not been drawn up by the Government as yet, although we know that much of what is already being done at N.A.M.V. already fits into the thinking. If this appointment comes to pass, it may alter and possibly expand UMN involvement in the School during the next 5-years, on the other hand it may change it very little.

### 3. Gorkha District Education Work

In the Gorkha District the UMN has been involved in education work for the past 20 years. This work has not been localized in only one school, but has involved a number of different schools in the District. Luitel High School and Amp Pipal School were both started and run as "Mission Schools" until the beginning of the NESP in the Gorkha District three years ago. In addition to those two schools, the UMN has given assistance in the form of money for buildings, finances for running the school, volunteer teachers, etc. to other schools in the District as assistance to local efforts. These other schools are: Multighara, Bajerydada, Nawalpur, Jaubari, Chapleti, Lausibt.

With the beginning of the NESP in the Gorkha District all financial assistance for running schools was ceased and the management of the Luitel and Amp Pipal Schools was turned over to the District Education Office of the Ministry of Education. UMN has continued to be involved in the Gorkha District with some volunteer UMN teachers until mid-1976 when the last UMN teacher in the Gorkha District went on furlough. Though there are 7 UMN approved posts for teachers in Gorkha District and the District Education Officer has said that UMN

teachers are welcome as secondary level teachers, the UMN does not have anyone it can send there at this time without hurting other work. It is anticipated that by mid-1977 two UMN workers will have returned from furlough and will return to the Gorkha District. The UMN received a request from the Lausibot High School for two teachers and presently the UMN is seeking permission from the Ministry of Education to send two teachers to that School.

The education work in the Gorkha District is different from that in Mahendra Bhawan Girls' High School and N.A.M.V. in that it is not a project in any one school, but simply involves sending one or two teachers to work in various schools in the District. Therefore, when personnel are not available, no education program is stopped. The schools run pretty much as normal, may be short staffed, but nevertheless they run. UMN workers are an added help to the school and not a necessity to its continued running. This being the case it is very easy, when there is a shortage of personnel to post them to other places where their presence is needed to keep programs running, etc. Until we get a significant increase in education personnel this trend is likely to continue, but should the numbers pick up there is more opportunity beyond the two posts to be filled in 1977. If personnel are available the UMN should post at least 5 or 6 teachers in the Gorkha District by 1978 and increase that number to 7 or more by 1980, depending upon a continued opportunity for these teachers to be placed in various schools with District Education Officer appointment. The main type of teachers needed for the Gorkha District are secondary teachers of mathematics, science, vocational agriculture and English.

During this 5-Year Plan there is no anticipation of further capital involvement in the Gorkha District.

#### 4. Scholarship Program

The Scholarship Program of the UMN began in 1967 and since that time 240 students have been granted financial assistance. 105 students are currently receiving financial aid from the Scholarship Program.

The Scholarship Program has been set up as a post-SLC program for higher studies except for cases where UMN in-service personnel must get SLC qualifications before going on for further training to upgrade them in their work. At present, the Scholarship Program offers assistance to those

who fit into any one of the following categories, giving preference to those who are training in areas of study where there are in-service needs within the UMN or where there are manpower shortages in Nepal:

- a. Remote Region persons (there are 3 grades of remoteness).
- b. Women.
- c. Socially deprived minority groups.
- d. UMN in-service workers or in-service workers in UMN-related institutions that have served at least 2 years.

It is anticipated that the receipts for the Scholarship Program will continue around Rs. 300,000. per year during the next 5 years and that the Scholarship Committee will grant between 35 and 45 new scholarships each year. This means that during the next five years approximately 200 more students will receive financial assistance from the UMN towards obtaining training to fill the manpower needs of Nepal.

#### 5. Student Financial Assistance Program

Although the types of activities described in the Student Financial Assistance Program, (SFAP), have been going on for years in the UMN, it has only been formalized as a specific program beginning with 1977. In primary and secondary schools where the UMN has been or is involved, quite often, UMN personnel become interested in assisting certain deserving students. They may use their own money or money sent to them from other sources. This involvement has grown over the years until in 1976, there were more than 100 students receiving financial assistance in the Mahendra Bhawan Girls' High School and N.A.M.V. either through UMN or UMN handled sources. This involvement amounts to more than Rs. 200,000.- per year.

In the recent Executive Committee Meeting (EC(2)-5/76,d) the formation of the SFAP as an approved program of the UMN was accepted. In addition to reporting the money which goes into the program through presently UMN approved channels, an additional amount of Rs. 45,000.- was approved in the 1977 budget for granting financial assistance to deserving remote regions students in the NAMV and MBGHS.

If the UMN begins assistance in other schools in Nepal, it is anticipated that during the coming 5 years both the non-UMN funds as well as the UMN funds in this program will increase.

It is planned that by 1979, the UMN approved financing will have increased to Rs. 90,000.- above the 1976 level, and that non-UMN funds in the program will increase to Rs. 300,000.- as further interest in the program develops. This increase is contingent on UMN involvement in another boarding school somewhere in Nepal.

#### 6. Materials Development Program

This program was approved for 1976 as a separate program apart from the Capital Development Budget at the NAMV, EC(2)-10/75,c). For further reference see AC-8/75e and FC(2)-9/75, d. At that time a budget of Rs. 107,085 was approved.

This program has developed out of an effort of various teachers at NAMV to develop formal lesson plans and teaching helps in their subject area for use in the NAMV school, sharing with the Ministry of Education and other Schools. In 1976, a complete set of materials for Science VIII based upon the HMG/N Ministry of Education curriculum and textbook was produced.

Work on this project was moved ahead slowly mainly because of a shortage of UMN education personnel with time available. It is anticipated that in the coming 5 years, materials will be produced for all classes of Science and English and that possibly some materials for other subjects will be developed as well. When there are experienced teachers at other Schools with time and a desire to do this type of work, the project will broaden out beyond its present NAMV base. It is planned that the work in this program will expand in 1979 and it will be necessary to ask for a further capital grant to cover typist salary and stationery materials. This will be approximately Rs. 50,000.-, as foreseen at this time.

#### 7. Rural Youth Training Program

This is a 4-year pilot project approved by the UMN (EC (2)-5/76,f) and is presently being considered by HMG/N Ministry of Agriculture and Ministry of Finance for approval. If approved the program will begin about mid-1977.

The emphasis of this program is to provide sound vocational training in agriculture and home science to rural youth who have dropped out of school before reaching the High School level where vocational training is given.



During the first year the program will reach approximately 100 youths and from the 2nd year onwards 200 youths. Budget allocations are Rs. 55,500; 105,000; 73,000; and 73,000 respectively for the years 1977-80.

For the first year the program will be based in Pokhara using the NAMV agriculture facilities and personnel. During 1978 when the second centre is established in Kathmandu there will be need of an additional agriculturalist to work in the program. Other needed help can be obtained from existing personnel in the Kathmandu area.

UMN involvement in this program will come to an end at the end of the 4 years as it is envisioned that if the program is successful the Ministry of Agriculture will continue it as a modified form of the 4-H (char pati) organization which now exists.

#### 8. Boarding School, Far Western Development Region

It has been proposed by the EB and acted upon by the Executive Committee, EC(2)-5/76, e, that UMN consider possible involvement in helping HMG/N Ministry of Education in the establishment of a Boarding School in the Far Western Development Region which would probably become the Regional School for that region. At present, the UMN is waiting further action on this by the Ministry of Education.

If such a project materializes and UMN approves it, the UMN involvement will most likely be as follows, from 1978 onwards:

- a. Provide the capital funds for building and equipping the school facilities or adding onto existing facilities. Perhaps Rs. 5,000,000.- to 10,000,000.
- b. Supervise the planning and building of the facilities. This would mean one Building Site Supervisor provided by the EDB.
- c. Providing educational personnel (teachers, hostel parents, etc.) and possibly a school nurse (HSB personnel) for working in the school to develop quality programs. In the first year or two this might be only 2 or 3 UMN workers, but later it would increase to as many as 6 or 7 workers.
- d. Providing financial assistance for remote region students through the Student Financial Assistance Program as mentioned previously.

## 9. Small Area Development Project

Another project presently being negotiated with HMG/N is UMN involvement in a Small Area Development Project, SADP. This is a program covering a 9-12 panchayat area (approx. 20,000 population) and is an integrated program including agriculture, forest, education, health, cottage industries, transportation, etc. UMN participation in this program would be financial, (about Rs. 5,000,000.-) and with a team of 6 or 7 advisory personnel. Just what the specific financial involvement as well as personnel involvement will be in each of these areas is very difficult to say at this time, but it will most certainly involve at least one education worker to advise and help coordinate the education work in the project. As the NESP has more or less developed the formal education program throughout Nepal the probably emphasis in the program will be upon improving school facilities and doing literacy work, particularly functional literacy.

## 10. Secondment of Other Education Workers

During recent months the Ministry of Education has shown some interest in possibly using experienced UMN education workers in other places than those where UMN is presently involved in education work. In some instances this would be working in a specific school and in other instances it might be in a 'roving' capacity. The EB has approved the post of 'Roving Librarian' for a person to work both within institutions where UMN is involved as well as in other institutions if the opportunity arises. In addition, the EB has approved two other posts, Asst. Administrator and Teacher for UMN workers in a Regional School. The recent visit of the ES with the Secretary of the Ministry of Education indicated that this might be an area where the UMN might be called upon for additional workers. Although no workers will be available for this purpose in 1977 it may be possible to provide as many as 2,4,7 and 7 respectively in the years 1978-81.

## 11. Language and Orientation Training Program

This program is under the EB and is operated for the purpose of providing Nepali language study and orientation to all new UMN workers and to help those who need assistance in continuing their language study. At present two 4-month programs are held each year with one beginning in February and the other in August. The UMN approved post of Language and Orientation Supervisor is presently filled on a part-time

basis by a UMN worker. The UMN is seeking a full-time Language and Orientation Supervisor with linguistic training and experience in order to provide a better quality program. It is envisioned that this will continue over the next five years.

## 12. Cultural Resource Worker

This post was approved by the Executive Committee (EC(2)-5/76,g) after being recommended with a job description by the EB. It is envisioned that such a person might become available to begin training and working in this post sometime during 1978.

## IMPACT OF UMN EDUCATION WORK

The ultimate impact of the UMN education work included within this Five-Year Plan cannot be truly measured for 10 or 20 years, and even then it would be very difficult. Only some indication of the way these programs have the potential of influencing can be indicated at this time.

In the schools where UMN works there is the obvious impact upon the students of the schools. In 1977, this will be nearly 1,000 students in a total of three schools and this will expand when UMN begins participation in other schools throughout the plan. In addition, there is the impact which the UMN personnel working in the schools have on the other staff members of that school in terms of motivation, encouragement and help. At Mahendra Bhawan Girls' High School and N.A.M.V. in Pokhara, there is the added impact brought about by students and teachers from other schools as well as Ministry of Education officials visiting the schools from time to time and observing what is happening. This would be similar in the case of the Regional school in the Far Western Development Region. At Pokhara, there is also the impact of the work within the vocational agriculture department including classes for local farmers supplying of breeding stock, providing limited veterinary service, informal teaching, etc.

One way of measuring the immediate impact of the Scholarship Program and Student Financial Assistance Program is in terms of the number of persons aided, which is pointed out in the plan, but the true impact is not discernible until one knows what the various students do with that education.

The impact of the Materials Development Program is very difficult to measure as copies of this material are being distributed widely throughout Nepal. Often it is further duplicated and distributed without our immediate knowledge. The Ministry of Education has indicated that copies of the material produced will go into the hands of every person teaching that subject in Nepal.

The number of youth to be reached by the Rural Youth Training Program has been specified previously, but the real impact can only be measured after 5 to 10 years when one returns to see what these youths really are doing on their land.

All of this suggests that at the end of this Five-Year Plan, or possibly even later than that, the UMN should budget for and carry out an in-depth true evaluation of the impact of the UMN education work in Nepal. Until then we can only project what we think the impact might and should be and make decisions accordingly.

#### COMMENTS

It should be clearly realised that in all of the education work approved and proposed in this plan there is practically no involvement of recurring money beyond providing housing, travel, etc. which is supplied to all UMN personnel. These programs assume that in order to be fully integrated into the NESP all recurring expenses must be met through resources within Nepal. The only exception to this may possibly be the Student Financial Assistance Program, but more than likely this will be a Program Funded item rather than recurring budget funded item. At present the only recurring budget funded program is the Rs. 5,000.- subsidy to the agriculture work at N.A.M.V. for carrying out programs not essential to the education program in that school. This amount will probably continue throughout the coming 5 years.

ANTICIPATED EDUCATION PERSONNEL

<u>Program</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
1. Mahendra Bhawan					
Girls' High School	3*	5*	6*	6*	4*
2. N.A.M.V.	14*	11*	9*	6*	4*
3. Gorkha District	2	5	6	7	7
4. Scholarship Program	1	-	-	-	-
5. Student Financial					
Assist. Program	-	-	-	-	-
6. Materials Devel.	-	-	-	-	-
7. Rural Youth Training	-	1	1	1	1
8. Boarding School,					
Far Western Reg.	-	3	3	5	7
9. SADP	-	-	1	1	1
10. Secondment to other					
educ. workers	-	2	4	7	7
11. Language & Orient.	1	1	1	1	1
12. Cultural Resource					
Worker	-	1	1	1	1
ANTICIPATED PERSONNEL	21**	29	32	35	33
TOTAL APPROVED POSTS	37	42	43	43	43

\*These figures include the posts of School Nurse and/or Site Engineer which are not posts under the EB.

\*\* This figure is larger than the actual number of education personnel present during 1977 because of several persons filling more than one post.

UMN CAPITAL OR PROGRAM FINANCIAL INVOLVEMENT

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
1. MBGHS	*	-	-	-	-
2. NAMV	*	-	-	-	-
3. Gorkha District	-	-	-	-	-
4. Scholarship					
Program	300,000	300,000	300,000	300,000	300,000
5. Student Fin.					
Asst. Program	45,000*	45,000	90,000	90,000	90,000
6. Materials Devel.					
Program	-	-	50,000	-	-
7. Rural Youth					
Training Prog.	55,500**	105,000**	73,000**	73,000**	-

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
8. Boarding Sch. in Far West	-	5,000,000	to	10,000,000	
9. SADP	-	-	-	-	-
10. Secondment of other workers	-	-	-	-	-
11. Lang. and Orientation Prog.	-	-	-	-	-
12. Cultural Re- source Worker	-	***	***	***	***
Totals (Excluding Boarding School, Far West.Dev.Reg.)	400,500	450,000	513,000	463,000	390,000

\* These funds have already been received or promised.

\*\* The funds for this program have been promised by World Neighbours though not yet approved by HMG/N.

\*\*\* The necessary funds regarding personnel budgetted in UMN HQ or Mission-wide budgets.

UMN FIVE YEAR HEALTH SERVICES PLAN

(Abstract of Planning Document)

1977-1981A. Health Situation in Nepal

1. Malnutrition - up to 70% of children in the hills.
2. Infection - rampant:
  - a) Reinforced by, and reinforcing, malnutrition.
  - b) Tuberculosis - up to 5% in some areas. No valid national statistics.
  - c) Leprosy - up to 0.5% in some areas. No valid national statistics.
  - d) Respiratory infections and diarrhea are common, and the chief killer of infants.
  - e) Malaria - recurring.
3. People - caught in a changing world. Some old ways are contrary to modern health practices.
4. HMG programs - trying to meet the need by developing programs and personnel.

B. Goals for Specific Areas of UMN Influence

1. To affect the lives, and improve the health, of at least 100,000 people.
2. To influence improvement in local economic conditions with minimal nutritional requirements.
3. The availability of appropriate health care at prices people can afford.
4. To improve the general environment so that only 50% have intestinal worm load, and 85% of the populace have available clean water.
5. The reduction of infant mortality to no more than 80/1,000 births, and child mortality to no greater than 50/1,000 children.

6. The reduction of tuberculosis, leprosy and serious complications, by 50%.
7. The proper spacing of children in 80% of families.
8. The establishment of community based health programs in 50 villages.
9. To encourage greater concern by professional and para-professional staff for individual and community health needs.
10. To enlarge the understanding of Nepal's health problems.

C. Priorities

First: To honour the Name of Jesus Christ.

Second: Fulfill our commitment to HMG and others.

Third: To assist in economic development.

Fourth: To attack disease and death.

Fifth: To train Nepali personnel.

Sixth: To extend into new geographical and/or professional areas.

D. Methods

1. Continue the present programs, as agreed with UMN, attempting to improve the quality and acceptability of services as we continue.
2. Develop and extend programs of care, prevention and control of tuberculosis, leprosy, intestinal and respiratory diseases, directed at key segments of the population.
3. Attack malnutrition by education, assistance in agricultural and economic development.
4. Attack infectious disease by attempting environmental sanitation through technical assistance and behaviour modifications.



5. Attempt to encourage and assist communities to become involved in their own health care.
6. Assist appropriate agencies in agricultural and economic development.
7. Set up both output targets and impact objectives.

#### E. Funds

1. Continue present projects and commitments with current funding sources:
  - a) Okhaldhunga dispensary/hospital (15 beds) and community health program.
  - b) Shanta Bhawan Hospital (135 beds) and community health program.
  - c) Amp Pipal Hospital (25 beds) and community health program.
  - d) Tansen Hospital (100 beds) and community health program.
  - e) Nurses training in Shanta Bhawan Hospital.
  - f) Training of ANM and GMA workers in Tansen.
  - g) Seconded workers in Kathmandu and to INF.
2. Major new programs will largely be funded by outside agencies:
  - a) Patan Hospital, by E.Z.E.
  - b) Palpa/Nawal Parasi community health program, by I.C.C.O.
  - c) Okhaldhunga District Hospital and community program, undetermined.

The programs will be funded nearly in full by these donors as projects with specific termination dates, when HMG will be expected to take over. Some unspecified funds may need to be raised from other sources. Until definite negotiations can be made, no figures can be given.

3. Some new expansions may require capital grants. No specific figures can be given.
4. Increased running expenses will be kept to a minimum by:

- a) limiting expansion of present projects;
- b) attempting to participate in new projects which are funded from outside sources (HMG and others).

Summary of Recruiting Needs

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
Physicians	6	4	3	-	-
Directors	-	-	-	-	-
Hospital nurses	1	-	-4	-4	-
Community health nurse-midwives	7	6	10	-2	-10
Senior Staff Tutors	-	1	-	-	-
Nurse tutors	5	-	-	-	-
Dentists	1	1	-	-	-
Pharmacists	-	1	-	-	-
Physiotherapists	-	-	-	-	-
Laboratory technicians	1	-	-	-	-
Medical social workers	1	-	-	-	-
Prosthetics technician	-	-	-	-	-
Health educators	2	2	1	-	-2
Health visitor	-	-	-	-	-
Nutritionist	1	-	-	-	-
Nutrition Improvement worker	2	-	-	-	-
Hospital Administrator	1	-	-	-	-
Secretaries	2	-	-	-	-
Housekeeper	1	-	-	-	-
Hostess	-	-	-	-	-
Maintenance officer	1	-	-	-	-
Sanitarian	1	-	-	-	-

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
GMA school staff	4	-	-	-	-
Occupational therapist	1	-	-	-	-
Therapeutic dietitian	-	1	-	-	-
	<hr/>				
Total:	38	16	10	-6	-12
Builders (listed under EDB)	2	-	-	-1	-1
	<hr/>				
	40	16	10	-7	-13
	<hr/>				

UMN FIVE YEAR HEADQUARTERS AND MISSION-WIDE PLAN

1. Headquarters Administrative expenses will Increase Minimally

The basic expatriate staff needs are largely met at present, except for an auditor/accounting advisor. There has been, and likely will continue to be, an increasing workload because of the additional volume of visas, etc. which have to be processed. There may be need for one or two more Nepali staff in the entire Headquarters operation. The Language and Orientation Training Program will increase if replacements are found for personnel terminating service, plus new personnel in expanded programs. This, however, is basically self-supporting. Increasing numbers of UMN personnel will certainly put a strain on guesthouse facilities, but there are possibilities of flexibility in arranging all of this. We do not envisage any large increase in guesthouse facilities.

2. Mission-Wide Expenses Will Increase With Expanded Programs

Undoubtedly with more personnel in the whole UMN program, there will be more expenses for the following items:

Rent of residences;  
Maintenance of residences;  
Travel, both for assignment changes and to various kinds of meetings;  
Freight shipments;  
Capital needs for project housing and furniture.

3. Increased Expenses Resulting From Additional Personnel

It is anticipated that such increased expenses will be met by additional per capita grants for such workers provided by member bodies.

CONCLUSION

Generally, it is anticipated that increased recurring costs from expanded programs in this Plan will be limited to increased per capita income resulting from greater numbers of personnel sent by UMN member bodies. Recurring funding obligations will not increase proportionately with expanded programs. We expect that these new programs which will be undertaken will be with funded grants for specific projects and within set time limits.

Increased numbers of personnel in approved posts will mean also approximately 40% more to be included because of spouses. These persons will, however, bring per capita grants with them too. Experience has shown that the UMN secure personnel for roughly 55% - 65% of the total approved posts at any one time. The larger number now being planned will allow for flexibility as personnel with particular skills become available. The present personnel picture is as follows:

	<u>Approved Posts</u>	<u>Personnel Appointed</u>	<u>Percentage</u>
Headquarters	16	14	87%
Education Board	35	15	43%
Economic Development Board	49	20	41%
Health Services Board	<u>122</u> 222	<u>96</u> 145	79% 65%
Plus spouses	88	59	

It seems reasonable to assume that roughly no more than the same percentage, 55% - 65%, of approved posts will be filled in any one year. We expect to receive personnel for present commitments, both for unfilled approved posts and replacements, but we also look for additional personnel to meet approved expanded programs opened up to UMN by our God.

The following table shows a consolidated picture of the approved posts and personnel needs as outlined in the various sections of this Plan:

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
Headquarters	2	-	-	-	-
Education Board	15	5	1	-	-
Economic Development Board	26	18	11	-1	-2
Health Services Board	<u>38</u>	<u>16</u>	<u>10</u>	<u>-6</u>	<u>-12</u>
Total new and unfilled posts over and above present UMN workers:	81	+39	+22	-7	-14

PLUS REPLACEMENTS for present workers terminating service in the next five years.

	1977	1978	1979	1980	1981
Total Approved Posts	<u>222</u>	<u>261</u>	<u>283</u>	<u>276</u>	<u>262</u>
Expected personnel (60% average)	153	157	170	165	159
(Presently 65%	145)				
Plus spouses (40%)	53	63	68	66	64
(Presently 40% of 145	59)				
	<u>186</u>	<u>220</u>	<u>238</u>	<u>231</u>	<u>223</u>
	204				
(Plus some in extra posts, extended furlough, etc.	20				
	<u>224</u> )				

We shall continue to emphasise in program and implementation the training of Nepali people, so that as programs or projects are completed experienced Nepalis will take over. With an adult literacy rate in Nepal of only 14%, difficulties must be honestly faced and realistically considered in organising the training sector of the UMN Five Year Plan.

Each project must have built into it a method of evaluation. Provision must be made annually to update the Plan, and, if necessary, to alter the priorities.

Twenty-three years ago, when interested people came together in Nagpur, India to consider forming a United Mission to Nepal in response to invitations which had come to two couples to open medical mission work in Nepal, a decision was taken to invite other friends and possible joiners. Following are quotations from two such letters which were sent out in April and May, 1954:

"In all the meetings in connection with this enterprise, we have been conscious of God's blessing and leadership, and have had a most happy sense of fellowship together and with him. We are constrained to move forward in faith, hoping for developments that will make possible the full achievements of the objectives declared in the statement of principles."

"There is untold scope for development of all kinds of work, and I am convinced that if we can come together...we shall be able to forge an instrument glorifying to the Lord in the establishment of His Church in Nepal."

It appears that after 23 years of working in Nepal, gaining experience, becoming a really united body, building trust in the country, winning the confidence of HMG/N officials at all levels, demonstrating integrity and capability, and being increasingly supported by prayer and resources of personnel and money from larger numbers of member bodies, the UMN may be poised for a second wave of God's choosing to thrust it forward for greater and wider ministry "to the needs of the people of Nepal in the Name and Spirit of Christ, and to make Christ known by word and life."

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Glossary of Abbreviations Used in the Plan

ANM	Auxiliary Nurse Midwife
BPC	Butwal Power Company
BPF	Butwal Plywood Factory
BTI	Butwal Technical Institute
DCS	Development and Consulting Services
EB	Education Board
EDB	Economic Development Board
EDS	Economic Development Secretary
ES	Education Secretary
FWDR	Far West Development Region
GMA	General Medical Assistant
HMG/N	His Majesty's Government of Nepal
HSB	Health Service Board
HSS	Health Services Secretary

EZE Protestant Central Agency for Dev. Aid, Bonn

DCCO District Council Coord. Committee for Dev. Prog.  
Hulland

NAMV	Pokhara Boys' Boarding School
NESP	New Education System Plan
NIDC	Nepal Industrial Development Corporation
SADP	Small Area Development Plan
SFAP	Student Financial Assistance Program
SLC	School Leaving Certificate (Matriculation, High School diploma)
UMN	United Mission to Nepal
INF	International Nepal Fellowship.

March, 1977



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## THE UNITED MISSION TO NEPAL

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POST BOX NO. 126

1/29 THAPATHALI

KATHMANDU, NEPAL.

7th February, 1976

Members of the Board of Directors of  
the United Mission to Nepal

Dear Friends,

Enclosed you will find a revised draft of the new Constitution and Bye-laws accepted in the first instance by the UMN Board of Directors in its meeting in April 1975. Also enclosed is a list of suggested further amendments to the UMN Constitution and Bye-laws, which are mainly in the nature of minor or editorial changes.

The Executive Committee, in its meeting in November 1975, taking up suggestions of the Administrative Advisory Conference, recommended some further minor changes in the Constitution and Bye-laws, and the Continuation Committee appointed by the Board of Directors has also made some further editorial changes and recommended some amendments. One of the major amendments recommended by the Continuation Committee and the Executive Committee is the amendment to the Bye-law dealing with the nomination and appointment of the Executive Secretary of the United Mission to Nepal. You will see that this matter has been covered with more comprehensive detail and suggestions for steps to follow in either re-appointing an Executive Secretary in office or in selecting a new person to fill this post. I trust you will give this careful consideration before coming to the Board of Directors meeting in April.

I am very grateful to you for being willing to take time and to give thought to this new draft of the Constitution and Bye-laws, with added suggested amendments, in order to assist and help the United Mission in arriving at a final decision and possible ratification of the Constitution and Bye-laws at the Board Meeting, April 8th, 9th and 10th.

We look forward to seeing you at that time, and may I remind you again of the schedule of meetings for that week. The Finance Committee will meet on Tuesday, 6th April, beginning at 9 a.m. here in Thapathali. The Executive Committee will meet Wednesday and Thursday, 7th and 8th April, beginning at 9 a.m. Wednesday morning. The Board of Directors will meet Thursday, Friday and Saturday, 8th, 9th and 10th April, with meetings beginning at 1.30 p.m. on Thursday. I think it is just possible that the meeting of the Board of Directors may be concluded on Saturday, but we hope that all of you would be prepared to remain for further deliberations if necessary.

With warmest greetings to each of you, and a prayer for God's blessing upon your several ministries, I remain

Cordially, your fellow worker,

Frank Wilcox  
Executive Secretary

Amendments to UMN Constitution and Bye-laws, 2 February 1976

- A) Changes which have already been made in the draft of 2 February, 1976, but which still need approval of the Board of Directors:
- 1) Bye-law V, A, 2 - Election of Executive Secretary.
  - 2) Bye-law VII, C, 8 - Appointment of Area Services Officers and Central Services Director.
  - 3) Bye-law VII, E, 3 - Recruiting of Nepali personnel.
  - 4) Bye-law VII, E, 4 - Assignment, etc. of Board Appointees.
  - 5) Bye-law VII, E, 11 - Recording of minutes.
  - 6) Bye-law VII, E, 12 - Negotiation of secondment contracts.
  - 7) Bye-law VII, E, 13 - Information circulated to projects.
  - 8) Bye-law IX, K - Board Appointees under Functional Boards.
  - 9) Bye-law XVII, A, 5 - Director of BTI dropped.
  - 10) Bye-law XV - Health Secretary and health work changed to Health Services Secretary and health services work.
  - 11) Bye-law XVI - Educational Secretary changed to Education Secretary (in line with titles of other Functional Secretaries).
  - 12) Verb in 3rd person changed to "will" through Constitution and Bye-laws.
  - 13) Deletion of masculine pronoun alone throughout Constitution and Bye-laws.

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B) Further changes suggested for approval of the Board of Directors:

- 1) Bye-law II, A, - "...one or two BOARD APPOINTEES....three or more BOARD APPOINTEES..."
- 2) Bye-law V, A, 2, b, iii, last sentence: "These nominations will be presented by the Convenor of the Selection Committee to the BOARD APPOINTEES through correspondence for their comments prior to the presentation of the nominations to the Executive Committee."
- 3) Bye-law V, A, 3, last sentence: "The nominations by the Executive Committee will be presented to the BOARD APPOINTEES through correspondence for their comment prior to their presentation to the Board."
- 4) Bye-law VII, E, 5 - "To provide professional orientation, refresher training, encouragement and professional support for BOARD APPOINTEES, when assigned to the particular Functional Board."
- 5) Bye-law VII,C,9; VII,E, 3 and 4, and X,C,1 - "termination of service" rather than termination of BOARD APPOINTEES.
- 6) Bye-law VII, G - Reverse clauses 9 and 10.
- 7) Bye-law IX, B - Delete "and" to read: "...project director, who will send it to the Functional Secretary, who in turn will send it...."
- 8) Bye-law IX, I, 1, b - Alter "stations" and "station" to read "projects" and "Project".
- 9) Bye-law XVI - Alter Educational Board to Education Board, in line with names of other Functional Boards.
- 10) Bye-law XV,C,3; XVI,C,3 and XVII,C,3, last sentence - "...presenting the plans to the Executive Committee for approval, and the budget request to the Finance Committee for consideration and recommendation to the Executive Committee."
- 11) Bye-law XIII,C, end of sentence - "...and submit them to the Secretary concerned and the Treasurer by the end of the eighth month of each United Mission fiscal year."



PROPOSED  
CONSTITUTION AND BYE-LAWS  
of  
THE UNITED MISSION TO NEPAL  
\*\*\*\*\*

2 February, 1976

CONSTITUTION

I. Foundation.

Believing that God, in response to the fellowship and prayers of His people, has indicated it to be His will, the United Mission to Nepal (hereinafter referred to as "the United Mission") was established on an interdenominational basis under the auspices of the National Christian Council of India & Pakistan at a meeting held in Nagpur on March 5th, 1954.

II. Purpose.

- A. The purpose of the United Mission is to minister to the needs of the people in Nepal in the Name and Spirit of Christ, and to make Christ known by word and life, thereby strengthening the universal Church in its total ministry.
- B. In doing so, it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults, the development of agriculture and industry, and such other activities as are conducive to the fulfilment of the purposes of the United Mission.
- C. It will be a fundamental principle of the United Mission to train the people of Nepal in professional skills and in leadership.

III. Basis of Faith.

The United Mission to Nepal:

- A. Holds the faith which the Church has ever held in Jesus Christ, the Redeemer of the world, in Whom people are saved by grace through faith; and, in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.
- B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.
- C. Accepts the creeds commonly called the Apostles' and the Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

Note: in adopting the foregoing basis of faith, the United Mission recognises that this does not fully express the doctrinal standards of all the member bodies, nor does it expect the member bodies, in accepting this brief statement of our common faith, to reject any of their doctrinal beliefs. Workers will be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

IV. Member bodies.

- A. Member bodies are those Churches, Missions and other Christian groups which agree to work within the Constitution and Bye-laws of the United Mission, and fulfil all the requirements thereof.
- B. Membership will be by the provision of workers, appointed by the Executive Committee, with their full financial support, or by the covenanting of an annual financial grant to the United Mission, or both.
- C. There will be a schedule of membership.

V. Organisation.

- A. The Headquarters of the United Mission will be in Nepal.
- B. The final authority for formulating policy for administration of the United Mission will be invested in the Board of Directors (hereinafter referred to as "the Board"). The Board will consist of:
  1. Representatives elected by the member bodies and the Nepal Christian Fellowship.

2. Ex-officio members: The Executive Secretary, Treasurer, Functional Secretaries, one BOARD APPOINTEES' Representative from each Functional Board, and the presiding Chairman of the last Workers' Conference, who shall have voice but no vote.
3. Co-opted members: In order to secure proper representation on the Board from appropriate interests not otherwise represented, the Board will have the right to co-opt up to six additional members, who have voice but no vote.

C. The Board will be the controlling body of the United Mission.

D. The Officers of the United Mission will be:

President  
Vice President  
Executive Secretary  
Treasurer

E. The Executive Committee of the Board will consist of the President and Vice President of the United Mission, and six elected members. The Executive Secretary, Treasurer, Functional Secretaries and one BOARD APPOINTEES' Representative from each Functional Board will be ex-officio members of the Executive Committee.

F. The Executive Committee will direct the work of the United Mission and report to the Board.

G. The Executive Secretary will be the Executive Officer of the Board and its Executive Committee, carrying out its policies and directions, and will be an ex-officio member of all other Committees of the United Mission.

H. As it may deem necessary, the Board will authorize the posts of Area Services Officers for geographical areas of work in Nepal. Area Services Officers will be appointed annually by the Executive Secretary from nominations by, and from among, the BOARD APPOINTEES assigned to the particular area.

I. As it may deem necessary, the Executive Committee will appoint Secretaries for functional spheres of work in the United Mission. Functional Secretaries so appointed will be responsible to the particular Functional Board and the Executive Secretary in their respective areas of responsibility. They will serve as ex-officio members of the Board, the Executive Committee and the Coordinating Committee.

J. As it may deem necessary, the Board will establish Functional Boards for functional spheres of work in the United Mission.

K. There will be a Coordinating Committee.

L. Member bodies of the United Mission will assign workers to the United Mission, and when appointed by the Executive Committee those workers, then called BOARD APPOINTEES, will be under the administration of the United Mission. Member bodies will not withdraw BOARD APPOINTEES from the United Mission without prior consultation and agreement.

In work to which the United Mission is unable to assign workers, member bodies may second workers directly, in consultation with the United Mission.

#### IV. Finance.

A. The Board will have a general fund for the maintenance of the work. Contributions to this fund will be invited from Church and Mission groups and other sources throughout the world.

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.

C. Gifts will be solicited for only such projects as are approved by the Board or Executive Committee.

#### VII. Amendments.

At least two months before the Annual Meeting, notice of proposed amendments to the Constitution will be given to the Executive Secretary, who will immediately circulate to the member bodies. The amendments must be approved by at least two-thirds of the member bodies present and voting at the ensuing Annual Meeting. They will be ratified at the succeeding Annual Meeting.

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I. Application for Membership.

- A. Application for membership in the United Mission will be received by the Executive Secretary.
- B. The schedule of membership may be amended at the Annual Meeting of the Board by a vote of two-thirds of the member bodies present and voting.
- C. Member bodies failing to contribute workers or financial grants for two successive years will be dropped from membership.

II. Basis of representation on the Board of Directors.

- A. Member bodies contributing one or two workers, or an annual grant of at least Rs.10,000 Nepali currency, or both, will be entitled to one representative on the Board; and member bodies contributing three or more workers, or an annual grant of at least Rs.30,000 Nepali currency, or both, will be entitled to two representatives on the Board.
- B. BOARD APPOINTEES in the United Mission will be eligible to represent their own member bodies on the Board provided that the member body has no personnel in a nearby country. However, such BOARD APPOINTEES may not serve as one of the voting members of the Executive Committee.
- C. Member bodies are requested, insofar as possible, to appoint representatives to the Board who can serve a number of years consecutively.
- D. The Nepal Christian Fellowship, in its annual conference, may elect two representatives to the United Mission Board in a private capacity, each to serve a two-year term, such representation being full voting representation, and any elected representative to serve only two consecutive terms on the Board; one representative will be elected each year.

III. The Board of Directors.

A. Meetings.

The Board will meet annually. When the number of voting representatives present equals half the number of full member bodies of the United Mission, a quorum is established. Two months' notice of the meeting will be given.

B. Voting.

1. Each voting member of the Board and of its several Committees will have one vote. The Chairman will be entitled to vote on each motion. In the event of a tie, the motion will be lost.
2. There will be no voting by proxy.
3. Ex-officio members will have voice, but no vote.
4. Co-opted members will have the privileges of the floor, but they may not vote.

IV. Proceedings.

The proceedings of the Board and its several Committees will be conducted according to Robert's Rules of Order.

V. Election, appointment and length of term of Officers.

A. Officers of the Board.

Officers of the Executive Committee will be elected at the Annual Meeting in the following manner:

1. President and Vice President. To be elected annually.
2. Executive Secretary.
  - a) The Executive Secretary will be appointed for a three year term, to be terminated on leaving Nepal on furlough, or for other reasons, for a period of three months or longer; provided, however, that when it is considered desirable for him/her to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may recommend re-appointment of the Executive Secretary for a further three year term to the Board of Directors; such recommendation to be presented to the BOARD APPOINTEES by the President of the United Mission through correspondence for comment

prior to the meeting of the Board. The Executive Committee may terminate this appointment when it deems necessary.

- b. Upon resignation or termination of service by the Executive Secretary, the following steps will be taken to elect a new Executive Secretary:
  - i. A Selection Committee of 5 members will be appointed by the Executive Committee, one of whom will be the Convenor. The Selection Committee will include 1 voting member and 1 ex-officio member of the Executive Committee, 2 representatives from the United Mission Board of Directors outside of the Executive Committee, and 1 BOARD APPOINTEE who does not hold any United Mission administrative post.
  - ii. On behalf of the Selection Committee, the Convenor will correspond with United Mission member bodies, BOARD APPOINTEES, and others, seeking qualified candidates for the post of Executive Secretary. The Convenor will acknowledge receipt of all suggestions received.
  - iii. From all proposed candidates willing to serve in the post, if appointed, the Selection Committee will obtain full dossiers of training, qualifications, experience in administration, Christian and missionary experience, statement of Christian convictions, and medical reports.  
 The Selection Committee will select up to 3 possible candidates for presentation to the Executive Committee, with full bio-data on each candidate. The Selection Committee will arrange for interviews for those candidates whose names are to be presented to the Executive Committee. These nominations will be presented by the Convenor of the Selection Committee to the BOARD APPOINTEES through correspondence.
  - iv. The Executive Committee, from the list of persons presented to them by the Selection Committee, will select one candidate for nomination to the Board of Directors.

### 3. Treasurer.

To be appointed for a three-year term, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate this appointment when it deems necessary.

Nominations to this appointment will be made by the Executive Committee to the Annual Meeting of the Board. Suggestions for nominations may be made to the Executive Committee by member bodies. The nominations by the Executive Committee will be presented to the Workers' Conference for comment, if possible, prior to their presentation to the Board.

4. Other six elected members of the Executive Committee. To be elected annually, but no member to remain more than three successive years.
5. Vacancies occurring in the Executive Committee between Board Meetings may be filled by the appointment of the Executive Committee from among the members of the Board.

### B. Officers of Functional Boards, Institutions and Projects.

1. The Functional Secretary will be the Executive Officer of the particular Functional Board, and will be appointed for a three year term by the Executive Committee. The appointment will terminate on leaving Nepal on furlough or for other reason for a period of three months or longer; provided, however, than when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate such appointment when it deems necessary. Nominations to these appointments will be made by the Functional Board concerned.
2. The Functional Boards will provide for such other officers, procedures for appointment and termination, and length of term, as they deem necessary.
3. Administrative heads and such other officers of institutions as provided by the constitution and bye-laws of the particular institution, and project directors, will be appointed by the respective Functional Boards. The Functional Secretary will consult with senior staff and the board, if any, of the particular institution or project before presenting to the Functional Board recommendations concerning these appointments.



## VI. Executive Committee.

### A. Membership.

1. Members elected by the Board:  
     Chairman: The President of the Board.  
     Vice Chairman: The Vice President of the Board.  
     Six members elected by the Board.
2. Ex-officio members with voice but no vote:  
     Executive Secretary.  
     Treasurer.  
     Functional Secretaries.  
     One BOARD APPOINTEES' Representative from each Functional Board.

### B. Meetings.

1. The Executive Committee will meet at least twice a year.
2. The meetings are called by the Executive Secretary, giving two months' notice. In an emergency the Executive Secretary may, with the permission of the President, call a meeting of the Executive Committee at shorter notice.
3. The quorum will be four voting members. Whenever a quorum of four voting members of the Executive Committee is unavailable, Committee actions taken must be confirmed through correspondence vote of all absent voting members. Such correspondence will be sent in the form of a registered letter with acknowledgement-due card attached. If no reply is received within six weeks of the posting of the Minutes of the meeting, the member's consent will be assumed.
4. In special circumstances, when policy is not involved, members of the Executive Committee will be entitled to vote on a matter circulated to them by the Executive Secretary in the form of a registered letter with acknowledgement-due card attached. The Executive Secretary will take action only in the event of the vote being unanimous. Such actions will be recorded in the Minutes of the Executive Committee. If no reply is received within six weeks, the member's consent will be assumed. In the event of a dissenting vote, action will be deferred to the next Executive Committee meeting.

### C. Duties.

1. The Executive Committee will, through its Executive Secretary, direct the work of the United Mission in accordance with the decisions and policies laid down by the Board, and will report to the Board.
2. It will take action concerning the appointment, return, resignation, suspension or dismissal of BOARD APPOINTEES, and will consider and take action concerning appeals made by BOARD APPOINTEES in matters affecting them.
3. It will make nominations to the Board concerning the appointment of the Executive Secretary and Treasurer, and it will appoint Functional Secretaries and members of Functional Boards as required.
4. It will consider and take action in matters related to mission-wide rules concerning employees of the various projects, such as employment policies, salary scales, provident fund, medical insurance, etc.
5. It may initiate long-term planning within the United Mission, review such plans, and present them to the Board for action.
6. It will receive from the Executive Secretary annual plans and budgets from all the Functional Boards and the Executive Secretary, together with recommendations of the Finance Committee; study, consider, amend and take necessary action.
7. It will receive from the Executive Secretary annual reports concerning the work of the Functional Boards and other United Mission activities, and present them to the Board for consideration and appropriate action.
8. It will receive from the Finance Committee the annual financial statements,



together with auditor's reports, for all the projects, the United Mission treasury, and the Provident Fund, together with the recommendations from the Finance Committee; study them, take necessary action, and present the statements to the Board for approval.

9. It will act as Trustees of the United Mission Provident Fund and properties owned by the United Mission.
10. It will consider any other matters presented to it by the Executive Secretary, and take such action as it deems necessary within the framework of the Constitution and Bye-laws.
11. It may call an emergency meeting of the Board.
12. It will, on the advice of the Executive Secretary, appoint a Personnel Secretary.
13. It will, on the advice of the Executive Secretary, appoint a Personal Counsellor for the United Mission, who will be a spiritual counsellor, a preacher and teacher, and give pastoral care as needed.

## VII. Duties of Officers, BOARD APPOINTEES' Representatives, and Others.

### A. President.

1. The President will preside at all meetings of the Board and Executive Committee.
2. The President may authorize the Executive Secretary to call an emergency meeting of the Executive Committee when necessary.

### B. Vice President.

The Vice President will preside at such meetings of the Board and Executive Committee when the President is unable to attend.

### C. Executive Secretary.

The duties of the Executive Secretary will be:

1. To be responsible to the Board and the Executive Committee for carrying out their policy and decisions.
2. To issue notices of meetings of the Board and Executive Committee at least two months before the date of the meetings, and to compile and circulate the agenda and relevant materials at least one month before the date of the meeting.
3. To be empowered, on permission of the President, to call an emergency meeting of the Executive Committee.
4. To record, compile and publish the Minutes of the meetings of the Board and Executive Committee.
5. To correspond on behalf of the Board and the Executive Committee with His Majesty's Government of Nepal, all official agencies of other governments and societies, and with the member bodies of the United Mission.
6. To receive applications for membership in the United Mission.
7. To maintain a card index of all BOARD APPOINTEES, institutions and member bodies of the United Mission.
8. To appoint the Area Services Officers and the Central Services Director, and to direct the work of the Functional Secretaries, Personnel Secretary, Area Services Officers and the Central Services Director in their particular areas of responsibility, and to provide the Personnel Counsellor with necessary working facilities.
9. To make recommendations to the Executive Committee regarding the appointment, return and termination of BOARD APPOINTEES after consultation with the Coordinating Committee.
10. To be responsible for the assignment of BOARD APPOINTEES, after giving due consideration to the recommendations of the Coordinating Committee and the Functional Board concerned. In case of appeal by the BOARD APPOINTEE or member body involved, the decision of the Executive Secretary will be held in abeyance until the appeal is heard by the Executive Committee.
11. To be responsible to initiate, present, review and implement the short and long-term planning of the United Mission, other than that which is the

responsibility of the Functional Secretaries.

12. To be responsible for the production and distribution of publicity materials concerning the work of the United Mission.
13. To submit an annual report to the Board and Executive Committee.
14. To arrange for the annual auditing of the accounts maintained by the Treasurer of the United Mission, and to submit the audit report to the Finance Committee.
15. To make a standing appointment from time to time of one of the Functional Secretaries or Treasurer to serve as Acting Executive Secretary when the Executive Secretary is absent from Kathmandu, or is incapacitated by illness.

#### D. Treasurer.

The duties of the Treasurer will be:

1. To receive all monies and issue official receipts on behalf of the United Mission.
2. To maintain the accounts of the United Mission, and present monthly statements of those accounts and an annual report to the Finance Committee.
3. To disperse the budgeted grants of the United Mission to the various institutions and projects, and such other monies as may be received on their behalf.
4. To receive and scrutinize monthly financial statements from all the institutions and projects of the United Mission, and report on the same to the Finance Committee as needed.
5. To be responsible for the bank accounts of the United Mission, and be a signatory of all bank accounts of the United Mission institutions and projects.
6. To receive the proposed budgets from the Functional Boards and the Executive Secretary, and to present them to the Finance Committee.
7. To arrange for the annual auditing of all United Mission accounts, except those maintained by the Treasurer, and submit reports to the Finance Committee.
8. To present the annual financial reports to the Finance Committee.

#### E. Functional Secretary.

The duties of the Functional Secretary will be:

1. To be the Executive Officer of the particular Functional Board, implementing its policies and directives.
2. In consultation with the Executive Secretary, the Functional Board, His Majesty's Government of Nepal and other agencies, to initiate recruitment of personnel through the Personnel Secretary, and to evaluate their qualifications for approved posts.
3. To consult with BOARD APPOINTEES concerning assignment, leave, furlough, return, resignation, suspension and termination.  
To assist in recruiting Nepali personnel for United Mission projects, or assignment to other projects in which the United Mission is interested, in consultation with Project Directors.
4. To advise the Executive Secretary and consult with Project Directors, heads of institutions or other concerned authorities concerning appointments, assignments (including time in continuing language study), leaves, furloughs, return, resignation, suspension and termination of BOARD APPOINTEES.
5. To provide for BOARD APPOINTEES, when assigned to the particular Functional Board, professional orientation, refresher training, encouragement and professional support.
6. To consult with senior staff and the board, if any, of the particular institution or project before presenting to the Functional Board recommendations concerning the appointment of officers of institutions and projects.
7. To be responsible for providing direction to heads of institutions and project directors regarding objectives, programs, plans, personnel and budgets, in accordance with the policies and directives of the particular Functional Board.



8. To visit the various projects at regular intervals.
9. To develop long-term plans for the consideration of the particular Functional Board, including the areas of possible expansion or contraction.
10. To propose an agenda and compile relevant materials for meetings of the particular Functional Board, and circulate them to members at least two weeks before meetings.
11. To be responsible for the recording and compilation of the minutes of the meetings of the Functional Board, and distribute them within two weeks.
12. To act as liaison with His Majesty's Government of Nepal and other organizations in matters within the functional area, and, in consultation with the Executive Secretary, to negotiate project agreements and other contracts, such as secondment contracts.
13. To be responsible for the communications between the various projects, the Functional Board concerned, the Executive Committee and the Board, and to help issue joint informational bulletins periodically to all BOARD APPOINTEES through the office of the Executive Secretary.
14. To present annual reports, annual financial statements and audit reports to the Functional Board.
15. To perform such other duties as are assigned by the Executive Secretary.

#### F. Personnel Secretary.

The duties of the Personnel Secretary will be:

1. To report and be accountable to the Executive Secretary.
2. In consultation with the Executive Secretary and Functional Secretaries, to correspond with United Mission member bodies regarding personnel.
3. At regular intervals, in consultation with the Executive Secretary and Functional Secretaries, to compile a list of United Mission personnel requirements, including brief job descriptions, which will be circulated to all member bodies.
4. To keep a file of all BOARD APPOINTEES.
5. To welcome and assist in necessary adjustments of new BOARD APPOINTEES in the initial language and orientation period.
6. To be a member of the Coordinating Committee.
7. To perform such other duties as are assigned by the Executive Secretary.

#### G. Area Services Officer.

The duties of the Area Services Officer will be:

1. To report and be accountable to the Executive Secretary. The Executive Secretary will agree with the head of institution or project director and the BOARD APPOINTEE concerned as to the allotment of time for which the Area Services Officer will be released from responsibilities within the institution or project in order to carry out the duties of this position.
2. To convene annually, or at other times as necessary, meetings of the BOARD APPOINTEES assigned to work in the particular area.
3. To be the Chairman of the Area Housing Committee.
4. To be responsible for providing housing for BOARD APPOINTEES, furniture allowed, maintenance, water supply and other facilities as necessary, with the advice and assistance of the Area Housing Committee.
5. To be responsible for providing guest housing and boarding, with the advice and assistance of the Area Housing Committee.
6. To prepare area service budget proposals; to authorize disbursements for the budgeted allocations for area service activities; to have the responsibility for the area service bank accounts, if any; to be responsible for accounting for the receipts and expenditures of funds and preparing reports and statements for the Executive Secretary and Treasurer.
7. To provide guidance, communication, encouragement and fellowship to all BOARD APPOINTEES in the area, through personal contact with individuals, by initiating activities which may promote good social relationships and spiritual enrichment within the group, and especially to help new BOARD APPOINTEES to settle and adjust to life in the area and to continue their language study.

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8. On behalf of the Executive Secretary, to make emergency decisions and maintain a leave register concerning seconded BOARD APPOINTEES assigned to the area.
  9. To appoint a BOARD APPOINTEE in the area to serve as Acting Area Services Officer when the Area Services Officer is absent from the area or incapacitated by illness.
  10. In general, to endeavour to maintain high standards of cooperation and unity of purpose between personnel and projects within the area.
  11. To perform such other duties as are assigned by the Executive Secretary.

#### H. BOARD APPOINTEES' Representative to Functional Boards.

The duties of the BOARD APPOINTEES' Representative will be:

1. To act as a link between the BOARD APPOINTEES assigned to a Functional Board and that Functional Board.
2. To inform the BOARD APPOINTEES of coming Functional Board meetings, and make a copy of the agenda available to those BOARD APPOINTEES desiring it.
3. To place before the Functional Board proposals, items of concern or other opinions as requested by BOARD APPOINTEES.
4. To report back to the BOARD APPOINTEES on significant Functional Board decisions and other items of interest.
5. To attempt to keep abreast of development in the various institutions or projects.

#### I. Head of Institution and Project Director.

1. The duties of the head of institution will be as outlined in the constitution and bye-laws of the particular institution; otherwise the project director will report and be accountable to the related Functional Secretary for the duties listed below:
  - a. To so manage the day-by-day business of the project that the decisions and policies of the Functional Board are implemented in accordance with the principles laid down in the United Mission Constitution and Bye-laws.
  - b. To submit to the Functional Secretary plans and budgets and annual reports.
  - c. To submit to the Functional Secretary and the Treasurer monthly and annual financial statements.
  - d. To make reports and recommendations on personnel to the Functional Secretary.
  - e. To perform such other duties as are assigned by the Functional Secretary.
2. The Head of Institution and Project Director will make emergency decisions concerning BOARD APPOINTEES assigned to the particular institution and project, and their families.
3. The Head of Institution and Project Director will submit items for the agenda of the Functional Board to the Functional Secretary concerned.

#### J. Personal Counsellor.

The duties of the Personal Counsellor will be:

1. To report and be accountable to the Chairman of the Board.
2. To be available to BOARD APPOINTEES and other workers in the United Mission for confidential personal counselling.
3. To visit regularly the BOARD APPOINTEES in each area.
4. To be available for invitations to preach, teach and lead in Bible studies.
5. To give pastoral care where needed.

#### K. Central Services Director.

The duties of the Central Services Director will be:

1. To report and be accountable to the Executive Secretary.
2. To have responsibility for purchasing, clearing and forwarding of goods and services for the United Mission.
3. To make arrangements for leasing of offices and other spaces, furnishing,



maintenance, providing of water supplies and other facilities as necessary for use by the Headquarters project, in consultation with the Executive Secretary.

4. To be the Chairman of the Headquarters Project Housing Committee, and to receive the advice and assistance of the Committee.
5. To be responsible for arrangements for Headquarters Project guest housing and boarding, with the advice and assistance of the Headquarters Project Housing Committee.
6. To represent the Executive Secretary on the United Mission Children's Hostel project committee.
7. To be responsible, with the assistance of a small committee, for the operation of the United Mission children's school vehicle.
8. To perform such other duties as are assigned by the Executive Secretary.

#### VIII. Rules government acceptance of workers.

##### A. Workers appointed by the Executive Committee.

1. These will be termed "BOARD APPOINTEES", and are defined as those workers offered and fully supported by member bodies and appointed by the Executive Committee. Full support ordinarily includes the per capita recurring financial grant to the general expenses of the United Mission.
2. Commitment expected from BOARD APPOINTEES:
  - a. BOARD APPOINTEES will be those who:
    - Have a call from God for work in Nepal.
    - Are prepared to cooperate with Christians from other Church denominations.
    - Are willing to accept the Constitution of the United Mission.
    - Are prepared to be subject to the laws of Nepal.
  - b. The Executive Secretary will draw the attention of the member bodies to the need of informing the applicant of the personal commitment expected of all BOARD APPOINTEES.
3. Procedures for appointment of workers:
  - a. The Executive Secretary will circulate to the member bodies a list of approved personnel needs.
  - b. The member body will process the application of one desiring to serve with the United Mission in accordance with its own rules and regulations.
  - c. When the member body has found the applicant suitable for service in the United Mission, it will offer him/her as a candidate for service in Nepal. In doing so, the member body will send to the Executive Secretary the personal data of the candidate, and a statement regarding any personal choice of place of service in Nepal.
  - d. The Functional Secretary, in consultation with the Executive Secretary and the heads of institutions and project directors concerned, will consider the qualifications of the candidate offered, as related to the approved personnel needs.
  - e. The Executive Secretary, after due consultation with the Coordinating Committee, will make a recommendation to the Executive Committee regarding the candidate, if necessary by mail.
  - f. The Executive Committee will vote on accepting or rejecting the candidate offered.
  - g. The Executive Secretary will advise the member body of the decision.
  - h. The member body will inform the Executive Secretary once it has definitely decided to send the candidate to Nepal, and will also intimate the expected time of arrival on the field.

##### B. Employees.

1. Heads of institutions and project directors may appoint other workers within their approved personnel and financial budgets as employees for periods of up to three years, these appointments being renewable.
2. The appointment of all personnel from overseas, including self-supporting

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volunteers, will be made only after consultation with, and approval by, the Functional Secretary concerned. Heads of institutions and project directors will make clear to self-supporting volunteers and other personnel from overseas that they will agree not to work against the purposes of the United Mission; that they are not members of the United Mission; neither are they entitled to the privileges and facilities offered by the United Mission; nor are they expected to assume the responsibilities of BOARD APPOINTEES.

#### IX. Rules governing BOARD APPOINTEES.

##### A. Representation in projects.

Ordinarily in each project or institution at least two member bodies will be represented among the BOARD APPOINTEES working there.

##### B. Right of appeal.

All BOARD APPOINTEES will have the right of appeal to the Executive Committee in matters affecting them. Such appeal will first be made in writing through the head of the institution or project director, who will send it to the Functional Secretary, and who in turn will send it to the Executive Secretary for presentation to the Executive Committee.

##### C. Review of appointments.

Appointments will be reviewed by the Functional Secretary, in consultation with the head of institution or project director and the BOARD APPOINTEE concerned, prior to the latter's going on furlough. A report of this review and recommendation will be made to the Coordinating Committee. The decision of the Executive Committee regarding the return of the worker to the United Mission will be discussed by the Functional Secretary personally with the BOARD APPOINTEE and forwarded to the member body concerned.

##### D. Seconded workers.

It is the policy of the United Mission to second workers to other programs or organisations in Nepal, in which cases the following guidelines will be followed:

###### 1. Kinds of work:

In keeping with the General Agreement, workers may be seconded to appointments for which the United Mission has obtained the prior permission of His Majesty's Government.

###### 2. Qualifications.

- a. These workers will be regular United Mission BOARD APPOINTEES.
- b. Except in very special circumstances, they will have had experience in United Mission projects, and know and appreciate the customs and thinking of the people of Nepal.
- c. They will have demonstrated abilities in the Nepali language; in being adaptable to those living and working conditions which may be required; in expressing their faith in word and life; in displaying the gifts of patience, perseverance and dedication, and competence for the post to which they go.
- d. These rules may be relaxed in cases where United Mission workers are seconded to projects or organisations where they will work under the supervision of experienced United Mission personnel, or in cases where the secondment is for short duration and requires highly specialized qualifications.

###### 3. Administration of such workers:

- a. Each post for secondment will be approved by the Functional Board concerned or the Executive Committee, and assignments will be made in the usual manner by the Executive Secretary.
- b. Whenever United Mission workers are seconded to an agency or company outside of the United Mission, and where possible, a contract setting forth the terms of secondment will be signed by the United Mission and the agency to which the workers are seconded.
- c. The United Mission officer responsible for such workers will arrange with the receiving organisations for the terms of work, housing, salary, tools and equipment, discipline, etc.
- d. The appropriate Area Services Officer will provide guidance, communication,



encouragement and fellowship to the workers within the United Mission structure.

- e. All financial and other matters, such as leave, concerning these workers and their work will be handled according to the rules of the United Mission.
- f. The Functional Secretaries will be the liaison with organisations to explore opportunities and negotiate openings for workers.

#### E. Resignations.

Except in the case of emergency (the emergency to be judged by the Executive Committee), six months' notice of resignation by the BOARD APPOINTEE, or withdrawal of the BOARD APPOINTEE by the member body, will be expected. The worker will give notice to his/her own member body, and at the same time give intimation of intent to resign to the Executive Secretary of the United Mission, and obtain permission from his/her member body for such a course of action before actually submitting the resignation to the United Mission. In the event of a member body granting permission, the resignation period will be deemed to commence from the date when the intimation was first given to the Executive Secretary.

#### F. Suspension.

In cases where the Functional Secretary, head of institution or project director concerned considers it necessary, that officer may suspend a BOARD APPOINTEE, having presented him/her with a charge sheet (or statement of reasons for the action). Normally the BOARD APPOINTEE will leave the premises of the institution or project of work at the time of suspension, and report to the Executive Secretary. Such action will be referred immediately to the Executive Secretary, who will take it to the Executive Committee for final action.

#### G. Terminations and dismissals.

The Executive Committee will give six months' notice to a BOARD APPOINTEE and to his/her member body when his/her services are no longer required, except when the Executive Committee deems such notice would be to the detriment of the work, and for such cases the Executive Committee will reserve the right of instant dismissal. The member bodies will invariably be consulted before such notice of dismissal is given to a BOARD APPOINTEE. The member body will have the right of appeal to the Board.

#### H. Married couples.

1. It is expected that one of the couple will be appointed to a full-time assignment. The spouse may, however, seek a job assignment within or without the United Mission, with the approval of the Executive Secretary.
2. Spouses without job assignments in the United Mission are not entitled to vote for BOARD APPOINTEES' Representatives to Functional Boards.

#### I. Vacations.

##### 1. Concerning leaves:

- a. Member bodies, when seconding workers to the United Mission, will agree to put such workers completely under the authority of the United Mission with respect to annual leave, language study and conditions of work.
- b. It is understood that conditions may vary considerably on different stations, but it is recommended as a general rule that BOARD APPOINTEES avail themselves of five weeks' leave annually, plus travel time for one round trip annually between their station and the nearest point of transportation.
- c. Spouses without job assignments are exempted from this rule.
- d. Annual leave may only be taken by permission of the head of institution or project director concerned.
- e. Additional leave, or variation in annual leave for any purpose, can only be taken by permission of the head of the institution or project director and the Functional Secretary concerned.
- f. Each Area Services Officer, head of institution or project director will keep a leave register. Travel information about BOARD APPOINTEES going beyond the borders of Nepal will be given to the Functional Secretary concerned by the Area Services Officer, head of institution or project director.

g. The annual leave should be taken within each full year of service.

2. For BOARD APPOINTEES, furlough to their home countries will be granted after such period as their member bodies decide.
3. The leave and furlough detailed above will be the financial responsibility of the member body concerned.

J. Replacement of disabled BOARD APPOINTEES.

Should any BOARD APPOINTEE be subject to continued or recurrent ill-health for three months in any twelve-month period, his/her case will be referred by the head of the institution or project director concerned to the Functional Secretary. After obtaining a qualified medical opinion and consultation with the BOARD APPOINTEE involved, the Functional Secretary will recommend to the Executive Secretary the replacement of the BOARD APPOINTEE, or other action deemed necessary.

K. Relationship to Functional Boards.

BOARD APPOINTEES will serve under the Functional Board creating the post. 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.

X. Coordinating Committee.

A. Membership.

Members will be the Executive Secretary, Treasurer, Functional Secretaries and Personnel Secretary.

B. Meetings.

The Coordinating Committee will meet at least six times each year.

C. Duties.

1. It will advise the Executive Secretary in all matters concerning the appointment, assignment, return, resignation and termination of BOARD APPOINTEES.
2. It will advise the Executive Secretary in matters of a mission-wide or inter-functional nature.
3. Such other responsibilities assigned by the Executive Secretary.

XI. Area Committee.

In any area established by the Board, there will be an Area Committee.

. Membership.

Members will be the BOARD APPOINTEES assigned to work in the area.

B. Meetings.

The Area Committee will meet at least once annually. The Area Services Officer will be the Convenor.

C. Duties.

1. It will make nominations for Area Services Officer from among the BOARD APPOINTEES assigned to the area.
2. It will elect the Area Housing Committee.
3. Such other responsibilities as are necessary.

XII. Workers Conference.

There will be an annual Workers' Conference attended by BOARD APPOINTEES.

A. The purpose of this conference will be:

1. The spiritual refreshment of its members.
2. Mutual discussions of the various aspects of the work of the United Mission.
3. To further unity among workers through fellowship and recreation.

B. The Conference will elect a Chairman, Vice Chairman and Secretary. Together they will comprise the Workers' Conference Committee. They will serve from the close of the Workers' Conference at which they are elected until the close of the following Conference. The presiding Chairman will represent the Workers' Conference at the following annual Board Meeting.



- C. The Workers' Conference Committee, in consultation with the Executive Secretary and the Personal Counsellor, will plan for the next Conference, including an agenda which should be sent to all BOARD APPOINTEES before the meeting.
- D. Minutes will be kept of the Conference, and the recommendations of the Conference will be forwarded to the Functional Boards or concerned authority by the Workers' Conference Committee.
- E. The Conference will elect a Nominating Committee which will have the responsibility to secure at least two nominations for each elected position of the Conference.
- F. There will be a meeting of all BOARD APPOINTEES assigned to each Functional Board to nominate at least two persons for each position of BOARD APPOINTEES' Representative to their Functional Board.
- G. As soon as practicable after the Conference, the Functional Secretaries will conduct the election of the BOARD APPOINTEES' representatives to the Functional Boards by polling all of the BOARD APPOINTEES assigned to the respective Functional Boards, and notify all of the BOARD APPOINTEES of the election results.

### XIII. Finance.

- A. All accounts will be maintained according to the Nepali calendar month.
- B. The fiscal year of the United Mission will end about January 15th. The projects of the United Mission will be permitted to set a fiscal year which is appropriate to their own work.
- C. All heads of institutions, project directors and Area Services Officers will, in consultation with the Functional Secretary concerned, prepare budgets for the coming fiscal year in the form prescribed, and submit them to the Secretary concerned and the Treasurer by the end of the ninth month of each fiscal year.
- D. The annual budget for the coming fiscal year will be considered by the Functional Board and the Finance Committee, and approved by the Executive Committee in its last meeting in the current fiscal year.
- E. All heads of institutions, project directors and Area Services Officers will submit monthly statements of accounts to the Secretary concerned and the Treasurer.
- F. The bank accounts of the United Mission will be with such banks as are approved by the Executive Committee. The Executive Secretary is authorised to notify the bank of changes in personnel authorised to sign on such accounts.

### XIV. Finance Committee.

There will be a Finance Committee composed and functioning as follows:

#### A. Membership.

1. The Finance Committee will be a sub-committee of the Board.
2. The membership will be as follows:
  - a. Two members from the Board appointed for a three-year term by the Board, one of whom will be appointed Chairman.
  - b. The United Mission Treasurer, who will act as secretary.
  - c. The Executive Secretary.
  - d. Functional Secretaries.

#### B. Meetings.

Ordinarily the Finance Committee will meet just before each of the regular meetings of the Executive Committee.

#### C. Duties.

The duties of the Finance Committee will be:

1. To receive, scrutinize, consult about, and make necessary changes in the proposed annual budgets, and to recommend a consolidated budget to the ensuing meeting of the Executive Committee. This includes the general recurring, capital, Treasurer's consolidated, and all other budgets.
2. To receive the annual financial statements, together with the auditor's report, of all institutions and projects, the United Mission Treasurer and the Provident Fund; to scrutinize, make necessary recommendations, and present them to the ensuing meeting of the Executive Committee.

3. To study the terms of employment and business procedures, and make recommendations concerning them to the Executive Committee.
4. To study the sources of local income of the United Mission, and make recommendations concerning them to the Executive Committee.
5. To compile priority lists for recurring and capital budget needs, and make recommendations concerning them to the Executive Committee. This would give guidance with regard to the use of undesignated funds.
6. To review and study the sources of income to the general treasury, and possible sources from which capital grants can be received, and make recommendations concerning them.
7. To advise the Executive Committee in regard to policies respecting investments, endowments and reserves, and regarding specific investments.
8. To deal with all other financial and business matters which are referred to it, and make recommendations concerning them to the Executive Committee.

#### XV. Health Services Board.

##### A. Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Health Services Board, for a one year term, and they may be re-appointed for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Health Services Board, the Health Services Secretary and the two BOARD APPOINTEES' Representatives.
2. Two voting members will be elected by the BOARD APPOINTEES assigned to the Health Services Board, to serve a one year term. One of the BOARD APPOINTEES' representatives will be elected by the Health Services Board to attend the Executive Committee and Board meetings.
3. One voting member will be the Executive Secretary, who will be the Chairman of the Health Services Board.
4. One non-voting member will be the Health Services Secretary, who will be the secretary of the Health Services Board.
5. Two non-voting members will represent each United Mission health services institution or project, and will include either the Project Director or Medical Superintendent of the hospital (but not both), and the Director of the community health program.
6. Vacancies in the membership may be filled by the Executive Secretary until a regular election or appointment is made.

##### B. Meetings.

1. The Health Services Board will meet at least twice each year.
2. A quorum is three voting members. In case of a tie, the Chair<sup>man</sup> will have a casting ballot (a second vote).

##### C. Duties.

1. The Health Services Board, through the Health Services Secretary, will direct the health services work of the United Mission in accordance with the purposes and procedures in the United Mission Constitution and Bye-laws, the decisions and policies of the Board and Executive Committee, and report to the Executive Committee.
2. To will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operations of the Health Services Board, and the constitutions and bye-laws of the related institutions within the provisions set forth in the United Mission.
3. It will receive from the Health Services Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee and the budget request to the Finance Committee for approval.
4. It will approve personnel posts for BOARD APPOINTEES.
5. It will initiate long-term planning for health work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.
6. It will appoint heads of institutions and project directors, or delegate this responsibility to other bodies.



7. It will receive from the Health Services Secretary an annual report concerning the health services work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.
8. It will receive from the Health Services Secretary annual financial statements and audit reports from the Treasurer; study them, and take necessary action.
9. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of health services properties of the United Mission.

## XVI. Educational Board.

### A. Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Educational Board, for a one year term, and they may be re-appointed for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Educational Board, the Education Secretary and the two BOARD APPOINTEES' Representatives.
2. Two voting members will be elected by the BOARD APPOINTEES assigned to the Educational Board to serve a one year term. One of the BOARD APPOINTEES' representatives will be elected by the Educational Board to attend the Executive Committee and Board Meetings.
3. One voting member will be the Executive Secretary, who will be the Chairman of the Educational Board.
4. One non-voting member will be the Education Secretary, who shall be the secretary of the Educational Board.
5. Ex-officio members will include the Director of the Language and Orientation School and the Secretary of the Scholarship Committee, who will have voice but no vote.
6. Vacancies in the membership may be filled by the Executive Secretary until a regular election or appointment is made.

### B. Meetings.

1. The Educational Board will meet at least twice a year.
2. A quorum is three voting members. In case of a tie, the Chairman will have a casting ballot (a second vote).

### C. Duties.

1. The Educational Board, through the Education Secretary, will direct the United Mission participation in educational work in accordance with the purposes and procedures of the United Mission Constitution and Bye-laws, and the decisions and policies of the Board and Executive Committee, and report to the Executive Committee.
2. It will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operation of the Educational Board, and the constitutions and bye-laws of related institutions within the provisions set forth in the United Mission Bye-laws.
3. It will receive from the Education Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee and the budget request to the Finance Committee for approval.
4. It will approve personnel posts for BOARD APPOINTEES.
5. It will initiate long-term planning for educational work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.
6. It will appoint heads of institutions and project directors, or delegate this responsibility to other bodies.
7. It will receive from the Education Secretary an annual report concerning the educational work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.
8. It will receive annual financial reports from the Education Secretary, and audit reports from the Treasurer; study them and take necessary action.
9. It will be responsible for and supervise the Language and Orientation

School.

10. It will be responsible for, appoint the membership of, and supervise the Scholarship Committee and its Secretary.
11. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of education properties of the United Mission.

## XVII. Economic Development Board.

### A. Membership.

1. Two voting members will be appointed by the Executive Committee from among persons not serving under the Economic Development Board, for a one year term, and they may be re-appointed for up to four consecutive terms. They will be nominated by a Nominating Committee comprised of the Chairman of the Economic Development Board, the Economic Development Secretary and the two BOARD APPOINTEES' Representatives.
2. One voting member will be elected by the BOARD APPOINTEES assigned to the Economic Development Board in the Butwal area, to serve a one year term. One voting member will be elected by the BOARD APPOINTEES assigned to the Economic Development Board other than in the Butwal area, to serve a one year term. One of the BOARD APPOINTEES' Representatives will be elected by the Economic Development Board to attend the Executive Committee and Board meetings.
3. One voting member will be the Executive Secretary, who will be the Chairman of the Economic Development Board.
4. One non-voting member will be the Economic Development Secretary, who will be the secretary of the Economic Development Board.
5. Ex-officio members will include the Director of the Division of Consulting Services and the Director of the Construction Division, who will have voice but no vote.
6. Vacancies in the membership may be filled by the Executive Secretary until a regular election or appointment is made.

### B. Meetings.

1. The Economic Development Board will meet at least twice a year.
2. A quorum is three voting members. In case of a tie, the Chairman will have a casting ballot (a second vote).

### C. Duties.

#### Development

1. The Economic Development Board, through the Economic Secretary, will direct the United Mission participation in economic development work in accordance with the purposes and procedures of the United Mission Constitution and Bye-laws and the decisions and policies of the Board and Executive Committee, and report to the Executive Committee.
2. It will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operations of the Economic Development Board, and the constitutions and bye-laws of related institutions within the provisions set forth in the United Mission Bye-laws.
3. It will receive from the Economic Development Secretary the annual proposed plans and budgets. It will study, discuss and amend, if necessary, presenting the plans to the Executive Committee and the budget request to the Finance Committee for approval.
4. It will approve personnel posts for BOARD APPOINTEES.
5. It will initiate long-term planning for economic development work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.
6. It will appoint heads of institutions and project directors, or delegate this responsibility to other bodies.
7. It will receive from the Economic Development Secretary an annual report concerning the economic development work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.
8. It will receive annual financial statements from the Economic Development Secretary and audit reports from the Treasurer; study them and take necessary action.



9. It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of economic development properties of the United Mission.

#### XVIII. Amendments.

At least two months before the Annual Meeting, amendments to the Bye-laws will be given to the Executive Secretary, who will immediately circulate them to the members of the Board. Provided the amendments are approved by at least two-thirds of the member bodies present and voting, they will be effective from the meeting wherein they are approved.

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**LEITZ**

1656 Trennblatt  
zum Selbstausschneiden  
von Registertasten

*Super 2*  
Zur Ablage

Aktenplan-Nr. 228

Datum 9.12.76

Handzeichen *DFW*

The UMN Executive

MINUTES OF THE

UMN EXECUTIVE COMMITTEE MEETING

held in Kathmandu, 4-5 November, 1976

The UMN Executive Committee met in the Board Room of the Headquarters in Thapathali, Kathmandu, for two full days. On Thursday, 4th November, sessions lasted 9.00-12.00 noon, and 1.30-6.00 p.m., and on Friday, 5th November, 8.30-12.00 noon and 1.30-6.00 p.m.

Devotions: Each morning session was opened with devotions, led by Dr. M. Owen and Mr. F. Clarkson.

Roll Call: Members were present except as indicated:

President: Mr. M. Roemmele

Vice-President: Mr. N. Janzen

Other members: Dr. M. Owen

Miss H. Quirk

Rev. P. Kniss

Dr. R. Seaton

Rev. D. Lindell

Bishop F. Jonathan (absent)

Ex-officio:

Rev. G. Ruff, Executive Secretary

Mr. F. Clarkson, Treasurer

Dr. C. Friedericks, Health Services Secretary

Mr. L. Asher, Education Secretary

Mr. O. Hoftun, Economic Development Secretary

Dr. R. Harding, Board Appointees' Representative,  
Health Services Board

Mr. J. Lindell, do., Education Board

Mr. G. Tweeddale, do., Economic Development Board.

Schedule and Agenda. These were adopted as presented by the Executive Secretary, with several amendments to the agenda.

EC(2)-1/76. Minutes of previous meeting. The Minutes of the Executive Committee meeting held April 7-8, 1976 were accepted and confirmed as circulated and printed.

EC(2)-2/76. Correspondence votes. Actions which had been taken by unanimous correspondence vote since the last meeting are recorded as follows:

- a) Mr. and Mrs. Ed Miller, business manager, offered by Mennonite Central Committee. It was RESOLVED to accept the services of Mr. and Mrs. Miller, with thanks to God and to their sending Mission.
- b) Miss Jenny Degg, teacher, offered by CMS, UK. It was RESOLVED to accept the services of Miss Degg, for a one year period in the first instance, with thanks to God and to her sending Mission. (It was noted at the time of this meeting that this matter is left in abeyance pending further negotiations.)
- c) Dr. and Mrs. Michael Dobson, anaesthetist, offered by BMMF, UK. It was RESOLVED to accept the services of Dr. and Mrs. Dobson, with thanks to God and to their sending Mission.
- d) Miss Ann Matthias, social worker, offered by Baptist Missionary Society. It was RESOLVED to accept the services of Miss Matthias, with thanks for God and her sending Mission.
- e) Mr. and Mrs. D. Cooke, maintenance supervisor/designer, offered by BMMF, Australia. It was RESOLVED to accept the services of Mr. and Mrs. Cooke, with thanks to God and to their sending Mission.
- f) Mr. and Mrs. R. Yoder, civil engineer, MCC. Further to the



action of EC(1)-43/76, it was RESOLVED to welcome Mr. and Mrs. Yoder to return to Nepal after furlough, if there is a suitable post available for them at that time.

#### PLANS AND BUDGETS FOR 1977

The proposed plans and budgets for 1977 for each of the projects and possible new spheres of work were considered, together with the relevant recommendations of the Finance Committee and the concerned Functional Boards.

EC(2)-3/76. UMN Headquarters. It was RESOLVED to approve the plans and budgets for 1977, together with the proposed listing of personnel posts. These are printed as Appendix B to these Minutes.

EC(2)-4/76. Missionwide Expenses. It was RESOLVED to accept the budgets for 1977 as presented. These are found as Appendix C to these Minutes.

EC(2)-5/76. Education Board Projects and Programs.

- a) Pokhara Area, Scholarship Program, and Mahendra Bhawan Girls' School. It was RESOLVED to accept and approve the plans and budgets for 1977 for these projects as presented, with amendments noted at the time of the meeting. These are found as Appendices D, E and F to these Minutes.
- 2 b) Mahendra Bhawan Agreement. An Agreement, which has not yet been signed but has been approved verbally by the Ministry of Education, was presented, and it was RESOLVED to approve this document.
- c) Gorkha Project. The Education Secretary reported that secondary teachers would be welcomed for secondment to schools in the Gorkha Area.  
It was RESOLVED to approve the capital budget of Rs.15,000. carried forward for roofing on the Luitel School for a further year, on the understanding that the local School Advisory Committee would be involved in this project.
- d) Student Financial Assistance Program. It was RESOLVED to accept the recommendation of the Education Board (ED-31/76):
  - i) That the UMN approve the idea of UMN personnel accepting money and arranging for the financial assistance of deserving students at the primary, lower secondary and secondary levels in any school in which the UMN is involved; such money to be reported to the UMN Treasurer as a UMN contribution through the S.F.A.P.;
  - ii) That a designated grant of Rs.45,000. be approved for the year 1977, to be used at the rate of Rs.15,000. per year over the next three years; one third to Mahendra Bhawan and two thirds to the Pokhara Boys' Boarding School, for this purpose.
- e) Far Western Regional School. It was RESOLVED to approve in principle the idea of the UMN becoming involved in terms of personnel, S.F.A.P. and capital funding in the Far Western Regional School in Surkhet, but to request that this be presented within the context of the 5 year Plan requested by the Board, to be presented in April, 1977.
- f) Rural Youth Training Program. The proposed involvement of UMN in this government scheme was considered, and it was RESOLVED to approve this in principle, and to instruct the Education Secretary to proceed with detailed plans and budgets for such a project.
- 2 g) Cultural Resources Worker. Further to the action of EC(21)-9/76, c, it was RESOLVED to approve the post of Cultural Resources Worker, and the job description as presented by the Education Board.



EC(2)-6/76. Health Services Board Projects and Programs.

- a) Palpa Project, Gorkha Project, Community Health Office, Shanta Bhawan Hospital, and Okhaldhunga Project. It was RESOLVED to approve the proposed plans and budgets for these projects as presented, with amendments noted at the time of the meeting. These are found as Appendices G, H, I, J and K to these Minutes)
- b) Future of Shanta Bhawan Hospital. After consideration of the recommendation of the Health Services Board (HSB-43/76), it was RESOLVED to approve that the future of Shanta Bhawan should not be linked with the new Patan Hospital Project, but should be considered as an issue by itself; further, that the UMN should not build a "new Shanta Bhawan", or otherwise make any major investment in new facilities for SBH.  
It was requested that the HSB keep the Executive Committee informed of the developments in connection with this matter.
- c) Patan Hospital Project. Taking into consideration the recommendations of the Health Services Board (HSB-41/76) and the Finance Committee (FC(2)-11/76, c), it was RESOLVED:
  - a) To approve that the Patan Hospital be a separate project under the responsibility and direction of the HSB, and that the PHP Director be responsible to the Health Services Secretary;
  - b) To approve in principle the preliminary estimated capital budget of Rs.22,000,000. for the building of the PHP, subject to detailed estimates, plans and budgets being presented to the HSB for scrutiny, and their approval of same.
- d) Letters of Agreement. The H.S.S. reported that these documents will hopefully be signed in the near future. It was noted that an amendment of the date quoted in Para 14 of the Palpa Letter of Agreement will be negotiated after the signing of the Agreement.
- e) UMN budget grants to hospitals. It was noted that the UMN hospitals appear to be keeping within the policy of November 1974, Appendix O, para 1 of the Executive Minutes. (Note HSB-28/76, iii).
- f) Central Agency grant to UNDP. It was reported that a grant to be channelled from the Central Agency to UNDP for use in the Nepal Malaria Eradication Office has the full approval of the Department of Health Services. (See HSB-50/76).

EC(2)-7/76. Economic Development Board Projects and Programs.

- a) Butwal Area and DCS Administration. It was RESOLVED to approve the plans and budgets as presented for these projects for 1977. These are found as Appendix L to these Minutes.
- b) Construction Division and Building Committees.
  - i) It was noted that no plans had been presented for the Construction Division (Building Department), as the future role of this Department is under review.
  - ii) It was RESOLVED to approve the proposed revision of the rules governing Building Committees for UMN projects, as found in Appendix O to these Minutes. (See EDB-73/76).
- c) Reports on DCS and other projects, already approved. It was RESOLVED to accept the plans and verbal reports given by the Economic Development Secretary on:  
DCS Administration and services  
DCS Consulting Services: Civil Engineering  
Gobar Gas  
Agricultural Equipment  
Gobar Gas Construction  
Small Turbine and Mill Project  
Tinau Power Project  
Hydro Construction Company  
Butwal Technical Institute/ Butwal Plywood Company

These plans are found as Appendix M to these Minutes.

- d) New Production-cum-Training Centre, Dhankuta. It was RESOLVED to accept the report given of the early planning stages of this new development; further to request that an evaluation of BTI be made by EDB personnel and outside personnel (possibly SKIP, India), to be arranged by the ED Secretary in consultation with the Executive Secretary, taking into consideration the technical aspect and the Christian impact on BTI through the years of its operation. (See EDB-103/76).
- e) Heavy Structural and Galvanising Company. On the recommendation of the EDB and the Finance Committee, it was RESOLVED to approve in principle the participation of DCS and BTI in launching this company; and the capital budget of Rs.100,000. to be invested by UMN/DCS in this company. (See EDB-104/76).
- f) Small Area Development Projects. The report of this new government scheme was received with considerable interest. It was RESOLVED to approve in principle UMN participation in one of the S.A.D. Projects to be undertaken by HMG, and the capital budget of Rs.100,000. to carry out the survey phase of the project. (See EDB-102/76). An introductory outline of this project is found as Appendix N to these Minutes.

#### OTHER FINANCE COMMITTEE MATTERS

EC(2)- 8/76. Types of funds of the UMN. 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, 1978.
- 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 firmly 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.

Examples of the various types of funds outlined above are given in FC(2)-4/76.

EC(2)-9/76. Salary Scale. It was RESOLVED:

- i) That the UMN salary scale be adapted to correspond to the new

HMG salary scale, retroactive to 16th July, 1976 (1 Shrawan, 2033);

- ii) That for those employees who are presently subject to an equalisation allowance, the new salary scale will be applied so that the equalisation allowance will absorb all except Rs.5/- of their new basic salary; i.e. that all such employees will receive an increase of at least Rs.5/- per month.

Further amendments to the Salary scale are listed in FC(2)-8/76.

The total revised scale is printed as Appendix Q to these Minutes.

EC(2)-10/76. Grants received for work. It was RESOLVED to bring to the attention of UMN workers again and to endorse the policy of the action EC-17/66,4,a: namely, that all gifts of over Rs.100. given directly to the projects will be channelled through, or reported to, the Treasurer, and will be applied to approved budget items only.

It was requested that the Finance Committee give consideration to the possibility of small casual projects being authorised by Headquarters administration, and to bring a recommendation concerning this to the next meeting of the Executive Committee.

EC(2)-11/76. Finance Committee Minutes. It was RESOLVED to accept and approve the remaining Minutes and recommendations of the Finance Committee Meeting of 3rd November, 1976; also those of the Sub-Committee held on 18th June and 8th October, 1976. These appear as Appendix A to these Minutes.

#### PERSONNEL MATTERS

EC(2)-12/76. New Board Appointees who have arrived since the last meeting (for information only):

Mr. and Mrs. F. Clarkson  
Mr. and Mrs. D. Cooke  
Dr. and Mrs. M. Dobson  
Mrs. L. Lewis  
Miss A. Matthias  
Miss S. Merry  
Mr. and Mrs. E. Miller  
Dr. and Mrs. G. Morris  
Dr. R. Pinniger  
Mr. and Mrs. D. Wyse (Direct Appointees)

EC(2)-13/76. Board Appointees who have returned from furlough since the last meeting (for information only):

Miss G. Coventry  
Mr. O. Hoftun  
Miss A. L. Jokinen  
Miss R. Judd  
Miss J. McConnell  
Mr. and Mrs. D. McCauley  
Miss R. Peterson  
Dr. and Mrs. D. Roche  
Mr. and Mrs. N. Solvik  
Miss D. Stringer (sick leave)  
Miss L. Ammann (Direct Appointee) 2

EC(2)-14/76. New Board Appointees expected to arrive (for information only):

Miss Jacky Brown (Jan. 1977)  
Mr. and Mrs. W. Unruh (Jan. 1977)

EC(2)-15/76. Board Appointees expected to return from furlough before the next meeting (for information only):

Dr. and Mrs. W. Bond  
Miss S. Fry



Miss B. Grimsrud  
 Dr. and Mrs. N. Iwamura  
 Miss K. Pedersen  
 Miss P. Pooler  
 Mr. H. Scheuer  
 Miss F. Swenson  
 Miss E. Talbot  
 Mr. and Mrs. B. Yoder

EC(2)-16/76. Board Appointees who have left on furlough/end of term since the last meeting (for information only):

Mr. and Mrs. D. Aandstad  
 Miss Ruth Angove  
 Miss Hisa Asaoka  
 Dr. and Mrs. W. Bond  
 Miss G. Coventry  
 Dr. and Mrs. W. Gould  
 Miss B. Grimsrud  
 Mr. and Mrs. R. Havens  
 Dr. M. Hook  
 Mr. and Mrs. T. Mogedal  
 Mr. and Mrs. J. Paterson  
 Miss K. Pedersen  
 Miss R. Peterson  
 Miss P. Pooler  
 Miss M. Schutzka  
 Mr. H. Scheuer  
 Mr. and Mrs. N. Solvik  
 Miss F. Swenson  
 Miss E. Talbot  
 Miss A. Talso  
 Mr. and Mrs. A. Voreland  
 Mr. and Mrs. F. Wilcox  
 Dr. and Mrs. J. Yoder  
 Mr. and Mrs. B. Yoder  
  
 Mr. K. Finlay )  
 Rev. and Mrs. P. Johnson )  
 Miss J. Nichols ) Direct Appointees  
 Dr. and Mrs. J. Willms )

EC(2)-17/76. Board Appointees due for furlough before the next meeting:

- a) It was RESOLVED to thank the following people for their service with the United Mission, and to welcome their return to Nepal after furlough, if there is a suitable opening for them at that time:
- Miss Gunnel Borg, nurse; Swedish Baptist Mission.
  - Mr. and Mrs. Richard Clark, science teacher; BMMF.
  - Miss Edna Clysdale, nurse; United Church of Canada.
  - Dr. and Mrs. John Dickinson, internist; BMMF.
  - Miss Carol Evans, teacher; CMS, UK.
  - Dr. Margareta Hook, obstetrician; Swedish Free Mission.
  - Miss Britt Johansson, nurse; Swedish Free Mission.
  - Mr. and Mrs. Seppo Kostamo, maintenance officer; Free Church of Finland.
  - Mr. Helmut Scheuer, product development engineer; C.S.O.
  - Miss Jenny Sutton, nurse; BMMF.
  - Mr. and Mrs. Martyn Thomas, civil engineer; Church of Scotland.
  - Miss Anna Weir, nurse; Baptist Missionary Society.
- b) It was RESOLVED to thank the following people for their services with the United Mission, recognising that they are completing their terms but may consider the possibility of returning to Nepal within the foreseeable future; further, to encourage them to re-apply for service with the UMN if and when they are able to return:

Mr. Doug Curry, physical education teacher; BMMF.  
Mr. and Mrs. Ed Martin, business manager; MCC.

- c) Dr. and Mrs. Kuniyuki Itoh will complete their term of service with the United Mission in January 1977, and do not at this time expect to return to Nepal. It was RESOLVED to thank them for their service with the UMN over six years, and particularly the contribution they have made to the work at Okhaldhunga.

New offers of Service.

- EC(2)-18/76. Dr. Theodoor Beels, general practitioner, offered by MCC. It was RESOLVED to accept the services of Dr. Beels, with thanks to God and to his sending Mission.
- EC(2)-19/76. Mr. and Mrs. Kenneth Brookes, civil engineer, offered by BMMF, Australia. It was RESOLVED to accept the services of Mr. and Mrs. Brookes, pending final medical clearance, with thanks to God and to their sending Mission.
- EC(2)-20/76. Miss Joy Carter, teacher, offered by RBMU, UK. It was RESOLVED to accept the services of Miss Carter, with thanks to God and to her sending Mission.
- EC(2)-21/76. Mr. and Mrs. Il Joo Cho, nutritionist, offered by Christian Church. It was RESOLVED to accept the services of Mr. and Mrs. Cho, pending medical clearance, with thanks to God and to their sending Mission.
- EC(2)-22/76. Miss Joyce Baldwin, physical therapist, tentatively offered by UMC, USA. It was RESOLVED to accept the services of Miss Baldwin, pending receipt of a confirmed offer and medical clearance, with thanks to God and to her sending Mission.
- EC(2)-23/76. Miss Elizabeth Fast, nurse, offered by MCC. It was RESOLVED to accept the services of Miss Fast, pending medical clearance, with thanks to God and to her sending Mission.
- EC(2)-24/76. Dr. Judy Henderson, paediatrician, offered by RBMU, Australia. It was RESOLVED to accept the services of Dr. Henderson, pending medical clearance, with thanks to God and to her sending Mission.
- EC(2)-25/76. Miss Joan Hills, secretary, offered by RBMU, UK. It was RESOLVED to accept the services of Miss Hills, pending medical clearance, with thanks to God and to her sending Mission.
- EC(2)-26/76. Dr. and Mrs. Heinrich Hohman, general practitioner, offered by CSO, Germany. It was RESOLVED to accept the services of Dr. and Mrs. Hohman, with thanks to God and to their sending Mission.
- EC(2)-27/76. Miss Linda Howes, secretary, offered by BMS. It was RESOLVED to accept the services of Miss Howes, pending medical clearance, with thanks to God and to her sending Mission.
- EC(2)-28/76. Mr. and Mrs. Juhani Kivela, writer/editor, offered by Free Church of Finland. It was RESOLVED to accept the services of Mr. and Mrs. Kivela, with thanks to God and to their sending Mission.
- EC(2)-29/76. Miss Melody Koch, teacher/health educator, offered by Gossner Mission. It was RESOLVED to accept the services of Miss Koch, pending final medical clearance, with thanks to God and to her sending Mission.
- EC(2)-30/76. Mr. and Mrs. Ed Kramer, civil engineer, offered by BMMF, UK. It was RESOLVED to accept the services of Mr. and Mrs. Kramer, pending receipt of one final screening paper and medical clearance, with thanks to God and to their sending Mission.



- EC(2)-31/76. Mr. and Mrs. Reinhold Metzler, mechanical engineer, offered by CSO. It was RESOLVED to accept the services of Mr. and Mrs. Metzler, with thanks to God and to their sending Mission.
- EC(2)-32/76. Dr. Rachel Pinniger, obstetrician, offered by BMMF, UK. It was RESOLVED to accept the services of Dr. Pinniger, with thanks to God and to her sending Mission.
- EC(2)-33/76. Dr. John Sleggs, general practitioner, offered by BMMF, UK. It was RESOLVED to accept the services of Dr. Sleggs, pending medical clearance, with thanks to God and to his sending Mission.
- EC(2)-34/76. Miss Joy Stephens, teacher/secretary, offered by WMPL, USA. It was RESOLVED to accept the services of Miss Stephens, pending medical clearance, with thanks to God and to her sending Mission.
- EC(2)-35/76. Dr. and Mrs. Karl Tracht, general practitioner, offered by CSO. It was RESOLVED to accept the services of Dr. and Mrs. Tracht, with thanks to God and to their sending Mission.
- EC(2)-36/76. Mr. and Mrs. Philip West-Kelsey, chartered surveyor, offered by B.M.S. It was RESOLVED to accept the services of Mr. and Mrs. West-Kelsey, pending medical clearance, with thanks to God and to their sending Mission.
- EC(2)-37/76. Mr. and Mrs. Brian Wood, teacher, offered by BMMF, New Zealand. It was RESOLVED to accept the services of Mr. and Mrs. Wood, pending medical clearance, with thanks to God and to their sending Mission.

#### OTHER MATTERS

- EC(2)-38/76. Long-range plans. The Executive Secretary reported that work is in progress on the long-range plans requested by the Board, but that these are not ready for presentation at the present time.
- EC(2)-39/76. Supplementary Information Form. It was reported that this form, which has been in use for a year, has proved to be useful in answering queries from prospective candidates and securing relevant information. A few minor changes will be made, and the form will then continue to be used.
- EC(2)-40/76. Medical reports for UMN workers. It was RESOLVED to request the Coordinating Committee to discuss the matter of filing of medical reports, and the responsibility of the UMN in the matter of health care of workers; to circulate a proposal to the member bodies; and to bring back a report on the responses from the member bodies to the Board.
- EC(2)-41/76. Visa Report. An outline of the new visa regulations was circulated to members of the Committee for information, and this was accepted with thanks. Exemption from residence and trekking visa fees has been applied for, but to date no definite response has been received from HMG.
- EC(2)-42/76. Direct Appointee Support. In accordance with the action taken in EC(2)-48/76, ix, d, it was RESOLVED:
- i) To delete the second half of the action of EC(1)-6/76;
  - ii) To authorise that salaries and rents for expatriate Direct Appointees presently paid under contract be approved for 1977 from Undesignated Funds.
- EC(2)-43/76. UMN film and slides. The Executive Secretary reported that the English and Swedish versions of the new film, 'Living Water for

Nepal', are now available; also a set of 46 slides on UMN work and Nepal.

- EC(2)-44/76. Election of Executive Secretary. Recognising that the new process of election of a new Executive Secretary will take a considerable time, it was RESOLVED to request the Workers Conference Nominating Committee to make a slate of names, to be circulated to all Board Appointees for their votes on the Board Appointee who does not hold an administrative post to serve on the Selection Committee. The Chairman of the Workers Conference will present this nomination to the Executive Committee. (Ref. Bye-law V, A, b).
- EC(2)-45/76. Regional Conferences. It was noted that the 1977 Regional Conferences have been arranged as follows:  
European: In Orebro, Sweden, May 31 - June 2, 1977.  
N.American: In Minneapolis, Minnesota, USA, June 7-9, 1977.
- EC(2)-46/76. General Conference. It was RESOLVED to request the Executive Secretary to circulate Executive Committee members and member bodies for suggestions as to the content of the program and agenda for the General Conference; also for clarification as to the most suitable date in either 1978 or 1979.
- EC(2)-47/76. Structure Chart. The Committee considered a structure chart which had been drawn up to depict the new administrative organisation of the Mission, which was accepted with thanks. This is found as Appendix P to these Minutes.
- EC(2)-48/76. Constitution and Bye-laws. It was RESOLVED to recommend to the Board the following changes in the UMN Constitution and Bye-laws:
- i) Const. IV,B: "...workers, accepted by the Executive Committee.."
  - ii) Const. V,L: "Member bodies of the United Mission will offer workers to the United Mission, and, when accepted by the Executive Committee..."
  - iii) Bye-law VI,C,2: "It will take action concerning the acceptance, return,..."
  - iv) Bye-law VII,C,9: "...regarding the acceptance, return and..."
  - v) Bye-law VII,E,5: "...concerning acceptances, assignments..."
  - vi) Bye-law X,C,1: "...concerning the acceptance, assignment..."
  - vii) Bye-law V,B,3; second sentence: "...and will consult with the senior staff and BOARD APPOINTEES, and the board..."
  - viii) Bye-law VII,C,1: Delete the words "and the Functional Board concerned" at the end of the first sentence.
  - ix) Bye-law VIII:
    - 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.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."
    - e) Para B.2. The Coordinating Committee is requested to further study this para, and bring a revised proposed wording for recommendation to the Board.
  - x) 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."

xi) Bye-laws XV,9; XVI,11 and XVII,9: "It will make recommendations to the Executive Committee concerning the acquisition and disposition of lands and buildings of projects which fall under its authority, and concerning the establishment and transfer or termination of such projects."

xii) Bye-laws 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."

xiii) Bye-law XVII,A,5: "Other non-voting ex-officio members will include the Divisional Directors."

EC(2)-49/76. Resignation of Miss H. Quirk. As Miss Quirk will not be able to attend the next meeting of the Executive Committee, it was reported that she had submitted her resignation from the Committee. It was RESOLVED to request her to remain as a member of the Executive Committee up to 15th March, and to appoint Mr. A. Bjoroy as the new member to fill this vacancy from 16th March 1977 to the time of the next Board Meeting.

EC(2)-50/76. Dates of next meetings.

Finance Committee: March 28, 1 p.m.; March 29, 1977.

Executive Committee: March 30; March 31 morning, 1977.

Board of Directors: March 31, 1.30 p.m.; April 1, April 2, 1977.

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



Minutes of the  
UMN FINANCE COMMITTEE MEETING

Held in Kathmandu, 3rd November, 1976

The Finance Committee met in the Board Room at UMN Headquarters, Kathmandu, on 3rd November, sessions lasting 8.30-12 noon, and 1.30-6.00 p.m. The meeting opened with devotions, led by the Chairman.

Roll Call. Members were present at the meeting as follows:

Mr. N. Janzen (Chairman)  
Dr. R. Seaton (Executive Committee member)  
Mr. G. Ruff (Executive Secretary)  
Mr. F. Clarkson (Treasurer)  
Mr. O. Hoftun (Economic Development DSecretary)  
Mr. L. Asher (Education Secretary)  
Dr. C. Friedericks (Health Services Secretary)  
  
Observer: Mr. M. Roemmele (President).

FC(2)-1/76. Confirmation of Minutes. The Minutes of the meetings held on 6th April, 1976 were accepted and confirmed as circulated. Further, the minutes of the sub-committee, composed of members resident in Kathmandu, held on 18th June and 8th October, 1976, were approved as circulated. These appear as Appendices to these Minutes.

FC(2)-2/76. Matters arising from the Minutes:/ The Treasurer reported on the queries raised in FC(1)-2/76, as follows:

- i) In the Tansen Hospital Capital budget, Rs.217,034 should have been shown as the balance at the end of the year for the Hospital extension, and Rs.897,087. for the ANM Hostel. It was RESOLVED to request that the Palpa Project statements show these as separate items in future.
- iii) It was noted that the review of the Okhaldhunga accounts is in progress, but has not yet been completed.
- iv) In the Treasurer's General Fund statement for 1975, the receipts should show:  
Mennonite Board of Missions: Actual receipts Rs.26,145.  
Mennonite Central Committee: " " 55,440.

FC(2)-3/76. General Budget Forecast. Before the details of the project budgets were considered, matters of general policy affecting these budgets were discussed. The Treasurer presented an overall forecast of the general fund situation as expected for the period to the end of 1977. Following discussions and decisions taken in the meeting, the Treasurer was requested to bring this in revised and up-dated form to the Executive Committee.

FC(2)-4/76. Types of funds of the UMN. It was RESOLVED to recommend to the Executive Committee that the following policy be adopted for the funding of projects and programs of the United Mission to Nepal:

- a) Recurring budgets, covering expenses in connection with activities which the 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, 1978,

- Central Mission administration and other general overhead expenses.
  - Housing and maintenance of UMN Board Appointees.
  - Subsidies necessary to operate institutions and other ongoing activities which do not have a definite time limit, and which cannot be discontinued without serious consequences.
- 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 onetime designated grants for "program funded" activities will be dispersed annually by the Treasurer to cover the annual recurring budgets for such programs.
- Lalitpur Community Health Program.
  - Palpa/Nawal Parasi Community Health Program.
  - Economic Development programs of a non-institutional type.
  - Survey/research work, campaigns of different types.
  - Scholarship programs.
  - "Opportunity fund" for functional boards.
- c) Approved capital projects will, as in the past, be undertaken only if and when the required capital grants are in hand or firmly pledged by outside donors.
- Investment in buildings and equipment for new or ongoing activities.
  - Specific development projects like Gobar Gas, establishment of a construction company, etc.
- 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.

FC(2)-5/76. Grant from Presbyterian Church of Canada. In anticipation of adoption of the above policy, section a, ii, it was RESOLVED to recommend that the Treasurer be given authorisation to accept and use general recurring budget grants offered by the Presbyterian Church in Canada in the following amounts for 1976:

Rs. 31,361. for Okhaldhunga  
127,575. for SBH School of Nursing  
Rs.158,936.

and a further grant of Rs.250,000. for the year 1977.

FC(2)-6/76. Grants received for work. It was RESOLVED to recommend that the Executive Committee again bring to the attention of UMN workers and endorse the policy of EC-17/66,4,a; namely, that all gifts of over Rs.100. given directly to the projects will be channelled through, or reported to, the Treasurer, and will be applied to approved budget items only.

FC(2)-7/76. Grants and donations for EDB projects. It was RESOLVED to recommend that the Proposed revised rules regarding grants and donations for EDB projects be adopted as presented by the ED Board. Further that the Education and Health Services Boards review this policy with a view to adapting it for their use also, and report back to the next meeting of the Finance Committee.

FC(2)-8/76. Salaries. It was RESOLVED to recommend to the Executive Committee:

- i) That the UMN salary scale be adapted to correspond to the new

HMG salary scale, retroactive to 16 July, 1976 (1 Shrawan 2033);

- ii) That for those employees who are presently subject to an equalisation allowance, the new salary scale will be applied so that the equalisation allowance will absorb all except Rs.5/- of their new basic salary; i.e. that all such employees will receive an increase of at least Rs.5/- per month (which will amount to a total increase of approximately Rs.22,500. for 1976 and 1977);
- iii) That the following amendments be made to the listing of posts:
  - a) Ward Sister, to be moved to Gazetted Officer, Class III (Tech.)
  - b) Sister Tutor to be moved to Gazetted Officer, Class III (Tech.)
  - c) Therapeutic Dietitian, II, to be deleted from Class III (Tech.),
  - d) Headmaster of Language School to be placed in Gaz. Officer, Class II (Admin.)
  - e) Auditor to be placed in Gaz. Officer, Class II (Admin.)
  - f) Scholarship Program Secretary to be placed in Gaz. Officer, Class III (Admin.)
  - g) Liaison Officer to be placed in Gaz. Officer, Class III (Admin.)
  - h) Caretaker/office helper to be placed in Grade III (Admin.)
- iv) That a non-practising allowance of Rs.250/- per month be granted to resident doctors, MBBS, in Technical Cadre, Gaz. Officer, Class III, from 15th January 1977 (1 Magh 2033).

FC(2)-9/76. Valuation Reserve. With reference to the action of EC(1)-4/76, a, it was RESOLVED to recommend that this policy be unchanged for the present; that the Treasurer implement it by adjusting the amount in the Fund at the end of the present fiscal year to 10% of the foreign bank account balances at that time; and to report back to the next meeting of the Finance Committee for review of the policy.

It was further recommended that the Treasurer be requested to bring to the next meeting of the Finance Committee a proposed definition and set of working rules for the use of the Valuation Reserve Fund, and the Equalisation Reserve Fund.

FC(2)-10/76. Employment Policy. It was RESOLVED to recommend to the Executive Committee that the following clarifications and amendments to the Employment Policy be made:

- i) That previous experience with the UMN, with government or with like organisation, which is relative to his employment with the UMN, be taken into consideration when placing a worker in the salary scale and allowing for increments.
- ii) That salaries paid in the UMN be paid according to the job being done, and not necessarily the qualifications of the person holding the post.
- iii) That it be confirmed that the employees of the UMN projects under the EDB are exempt from the UMN Employment Policy rules, and the UMN salary scales.
- iv) That the rulings concerning the length of annual leave, as set out in Appendix O to the Executive Committee Minutes, November 1972, and the amendment of FC(2)-14/73, be re-affirmed, with the understanding that each project will decide which posts fall into the different categories. Further, that Headquarters administration be instructed to investigate this matter, and if necessary to bring recommendations to the concerned functional Boards and Finance Committee.
- v) With regard to the matter of a retirement age, it was agreed to in principle, but the Treasurer was asked to investigate the subject, its implications, possibility of implementation, etc., and bring a proposal to the next meeting of the Finance Committee.
- vi) That Para 9 of the Policy be amended to read: "...whose duties so permit, to 44 hours a week, or 5½ days at 8 hours a day, it shall be understood..."
- vii) That Para 10, c be amended to read: "The following leave with



pay be granted to all employees in addition to annual leave: Two days religious holiday, the King's Birthday (14 Poush or late December), and Democracy Day (7 Falgun or mid-February), in respect of each year of service. This leave must be taken only after permission is granted by the institution authorities."

**FC(2)-11/76. Proposed Budget for 1977.**

- i) It was RESOLVED to recommend that the proposed budgets for 1977 as presented by the projects, with some adjustments, be approved, subject to the general review of the revised forecast of the general fund for 1977.
- ii) It was RESOLVED to recommend that the proposed capital budgets for 1977 be accepted as presented by the projects, together with some amendments and supplementary items, excepting that for the Patan Hospital Project.
- iii) With reference to the proposed capital budget for the Patan Hospital Project, it was RESOLVED to recommend that this be approved in principle, subject to detailed estimates, plans, and budgets being submitted to the Health Services Board for scrutiny, and their approval of same.

**FC(2)-12/76. Supplementary budgets for 1976.** The following supplementary general fund requests were considered, and it was RESOLVED to recommend that these be approved:

- a) Gorkha, C.H.P.:
 

Terrace lease	Rs. 3,000.
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- b) Butwal Area Administration:
 

Bazar house, No.1, renovations	1,000.
Bazar house, No.2 renovations	7,508.
Rent for bazar house	1,400.
Guesthouse refrigerator repairs	<u>1,400.</u> 11,000.
- c) Salary increases, approx. 80,000.
- d) Urbana Conference grant 7,035.

**FC(2)-13/76. Capital Fund grants.** It was RESOLVED to recommend to the Executive Committee that the following grants be made from Unesignated Funds held by the Treasurer:

- a) Headquarters:
 

Office furniture and equipment	10,000.
Dictating equipment	1,153.
- b) Missionwide Expenses:
 

Kathmandu Valley housing	830.
Kathmandu Valley housing, new request	5,000.
- c) Gorkha Project:
 

Roofing sheets for Luitel School	15,000.
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- d) Palpa Project Administration:
 

Renovations of apartments for vol. workers	5,000.
Furniture for " " " "	15,000.
Renovations of bazar apartments for staff	30,000.
Furniture for " " " "	20,000.
- e) Tansen Hospital:
 

Additional for rewiring of hospital	5,000.
Motorcycle and crash helmets	8,100.
- f) Tansen ANM School:
 

Furniture for Pokhara Hostel	16,132.
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- g) Tansen AHW School:
 

Classroom furniture	10,000.
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- h) Gorkha Area Administration:
 

Calculator	374.
2 steno-typist chairs	747.
Rucksack for mail carrier	135.
- i) Gorkha Community Health:
 

Renovations to C.H. buildings	30,000.
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- j) Shanta Bhawan Hospital:
 

Renovations of Bethany staff quarters	12,601.
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k) Okhaldhunga:	
Staff quarters, Nepali style	30,000.
l) Butwal Area:	
Incinerator	1,500.
Water meters	1,500.

FC(2)-14/76. Audit Reports. The Treasurer reported that the following audits have been completed, or are still pending:

- a) Completed: Mahendra Bhawan Improvement Plan, 1974, 1975 and final audit to 31 March, 1976.  
Mahendra Bhawan General Fund, final audit, to 1 January - 12 February, 1974.  
Mahendra Bhawan Capital Fund: 1974, 1975, and to 15 July, 1976.  
Mahendra Bhawan Hostel: 1974, 1975 and to 15 July, 76.
- b) In progress: Palpa Project for 1974, 1975.
- c) Outstanding: Headquarters, 1975.  
Missionwide Expenses, 1975.  
Shanta Bhawan Hospital, 1974, 1975  
Community Health Office, 1974, 1975  
Building Department, 1974, 1975  
Okhaldhunga Project, 1975  
Gorkha Project, 1975  
Pokhara Administration, 1974, 1975  
Pokhara Agriculture Dept., 1974, 1975  
Pokhara Hostel, 1974, 1975  
Pokhara Building, 1974, 1975  
Tansen Construction Dept., 1974, 1975  
Butwal D.C.S., 1975 (15 July 1975 - 15 Jan. 1976).

It was RESOLVED to recommend the following actions:

- a) That the Headquarters administration be asked to explore ways of getting the audits completed as soon as possible.
- b) That the Mahendra Bhawan capital funds be transferred to the Treasurer's accounts, and operated from his office.
- c) That the sums of Rs.1,828. and Rs.2,583., bad debts at Mahendra Bhawan, be written off against the construction costs, as recommended by the auditor.

FC(2)-15/76. Sundry Debtors. A list of sundry debtors was reviewed by the Committee, and assurance given that these accounts are being examined and dealt with. It was RESOLVED to recommend that two items be dealt with at this time:

- a) Mr. R. Mowll's cheque be accepted and the balance of the account written off against the Reserve Fund;
- b) The balance of Mr. G. Tweeddale's account be written off against the Reserve Fund in the interest of good working relationships.

FC(2)-16/76. Central Services Department. It was RESOLVED to draw the attention of the UMN workers to the fact that CSD and other similar departments in the Mission are set up for the service of UMN members, and that they use these services at their own risk and are expected to pay all costs incurred on their behalf by such departments.

FC(2)-17/76. Medical Insurance Plan. It was RESOLVED to recommend the adoption of the following amendments and additions to the rules of the MIP:

- a) With reference to the action of AC-21/75 (confirmed in EC(2)-23/75), that the 25% charge on medicines be made on out-patients medicines only.
- b) Any UMN institution treating people under the MIP other than their own employees may charge the employer or sponsoring body for the costs in excess of the medical insurance premium received, as from 16th January 1977 (1 Magh 2033).



FC(2)-18/76. 1975 Project balances. The Treasurer was authorised to carry out the transfer of surplus and deficit balances of the projects for 1975 to the UMN General Fund account.

FC(2)-19/76. Provident Fund. A statement of the Provident Fund was presented, and it was RESOLVED to recommend that interest be granted at the rate of 20% for the current year, and that 20% of the Lapse and Forfeiture account balance at 15th January 1977 be transferred to the interest account.

FC(2)-20/76. Bank Accounts. It was RESOLVED to recommend the following actions with regard to bank accounts:

- a) That the Children's Hostel savings account at the Nepal Bank be operated by: the Chairman of the Children's Hostel Committee; the Secretary/Treasurer of the Children's Hostel Committee; the UMN Executive Secretary, and the UMN Treasurer, two of the above to sign jointly.
- b) That it be suggested that the United Mission Mahendra Bhawan Girls' School account at the Nepal Bank, after withdrawal of the capital funds, be altered to the Mahendra Bhawan Girls' School Hostel account.
- c) That the DCS bank account with the Nepal Bank Ltd., Khasauli Branch, be altered to United Mission Development and Consulting Services account.

It was further RESOLVED to request the Coordinating Committee to take up the matter of UMN bank accounts as referred to in By-laws VII,D,5 and XIII,F, in relation to projects directly managed by UMN as distinct from the BTI project; and to request the Committee to submit a proposal for amendments to these By-laws to the Executive Committee and the Board.

FC(2)-21/76. Gorkha Robbery. The Treasurer reported that a robbery had occurred at the project office during the summer, and a sum equal to N.C. Rs.27,958.61 had been taken, about half of which has been recovered.

FC(2)-22/76. UMN Treasurer. The Executive Secretary paid tribute to the Treasurer for the excellent work which he has accomplished under trying conditions since coming into office, and the appreciation of the Finance Committee was expressed for this valuable service to the Mission.

FC(2)-23/76. Date of next meeting. It was RESOLVED to begin the next meeting of the Finance Committee half a day earlier than usual, to begin on Monday, 28th March, 1977 at 1 p.m., and continue through Tuesday, 29th March.

The Meeting was closed with prayer.

UMN HEALTH SERVICES BOARD

Minutes of the Meeting held in Kathmandu, 15-18 September, 1976

The meeting of the HSB was held in the Board Room at UMN Headquarters, for four full days. Sessions lasted from 9 a.m. - 12 noon, 1.30 p.m. to 5.30 or 6.0 p.m., and 7.30 onwards for varying times. From 3 p.m. onwards on Friday, 17th, guests from HMG and other organisations joined the HSB members for informal times of discussion, films, etc.

Each morning session was opened with devotions, led on the different days by Rev. Gordon Ruff, Miss Gwen Coventry, Mr. Paul Spivey, and Miss Audrey Maw.

Roll Call. Members were present as follows, except as indicated:

Voting members: Rev. G. Ruff (Executive Secretary), Chairman.  
Mr. O. Hoftun (Executive Committee appointee)  
Dr. G. Scott-Brown (Exec. Committee appointee) - absent.  
Dr. R. Harding (Board Appointee Representative)  
Mr. P. Spivey (Board Appointee representative)

Ex-officio members: Dr. C. Friedericks (Health Services Secretary)  
Dr. M. Eldridge (Exec. Director, Shanta Bhawan Hospital)  
Mr. S. Ruohoniemi (Supt., Shanta Bhawan Comm. Health Pgm.)  
Dr. K. Itoh (Medical Director, Okhaldhunga Dispensary)  
Miss E. Muxfeldt (Director, Okhaldhunga Comm. Health Pgm.)  
Dr. T. Hale (Medical Director, Gorkha Hospital)  
Miss A. Maw (Director, Gorkha Community Health Program)  
Dr. D. Roche (Medical Supt., Tansen Hospital)  
Miss G. Coventry (Director, Palpa Comm. Health Program)

Co-opted members: Mr. F. Clarkson (UMN Treasurer)  
Miss M. McLean (Counterpart In-Charge, Tansen ANM Prgm.)  
Dr. N. Iwamura - absent.

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Co-opted members.

Agenda. The agenda was adopted as presented by the HSS, with some additions.

HSB-21/76. Co-option of members. It was noted that Mr. F. Clarkson, as UMN Treasurer, had been co-opted to the HSB for one year (ref. HSB-2/76); and RESOLVED to co-opt Miss M. McLean to the HSB through the meeting of May, 1977.

HSB-22/76. Minutes of previous meeting. The Minutes of the meeting held May 6-7, 1976 had been circulated to all members of the Board. It was RESOLVED to confirm these as correct, with the following amendments:

- a) HSB-1/76, a) Numbering should read "1.0202".
- b) HSB-9/76, final para. This should read: "Further, to study and make recommendations concerning the agreement with HMG regarding the new Patan Hospital, and to present a report to the next HSB meeting. The Convenor of the Committee to be the HSS."
- c) HSB-12/76. Title "Central Research Office" to be altered to "Data Handling Service" in heading and fourth line.
- d) HSB-13/76. Words in brackets should read (HSB-6/76, c. Secondment of Direct Appointees).

It was further decided that no change should be made in the system of numbering the Minutes.

HSB-23/76. Statement of Objectives and Working Rules. Pursuant to HSB-1/76, final para, an amended copy of the SOWR had been prepared and circulated to all members of the Board. It was noted that this also included alterations suggested by the appointed committee, and it was further RESOLVED to make several additional changes at this meeting.

It was RESOLVED to accept the report of the committee, and to adopt the SOWR as presented and amended in this meeting. (Appendix I).

HSB-24/76. Shanta Bhawan Hospital Constitution. On the recommendation of the SBH Board, it was RESOLVED that the SBH Constitution and Bye-laws be amended as follows:



- a) Const. V: Delete para 7.
- b) Const. VI, A:
  - i) Delete para 1, and substitute "UMN HSB representative, elected from their membership".
  - ii) Delete paras 2 and 7.
- c) Const. VI, C: Delete section 1, and substitute "UMN Health Services Board representative, by the UMN Executive Secretary".
- d) Const. VII, C, third line: Alter to read "not less than 14 days..."
- e) Const. VII, D: Add second sentence: "In case of a tie vote, the Chairman will have the casting ballot (a second vote)".
- f) Const. VIII, B: Correct spelling of "biennially".
- g) Bye-laws II, C: Insert para from UMN Bye-law VIII, B.2.
- h) Bye-law V, A: Delete sections 7 and 8, and substitute:  
"7. Two members elected by Hospital Staff Committee".
- i) Bye-law V: Delete paras D, E and I.
- j) Bye-law V, H:
  - i) Delete "3. Area Superintendent".
  - ii) No.7: Delete name "Co. Thapa".
  - iii) No.8: Amend to read "Person appointed by HSB".

HSB-25/76. Palpa Constitution. It was noted that this document is under revision. It was RESOLVED to appoint the following committee to study further the draft amendment, and to bring recommendations to the next meeting of the HSB: Miss G.Coventry (Convenor), Mr.O.Hoftun, Mr.S.Ruohoniemi, Mr.P.Spivey.

HSB-26/76. Letters of Agreement and Joint Boards. The Executive Secretary and HSS reported on progress in the negotiations for the Letters of Agreement for Palpa, Gorkha and Okhaldhunga. The latest draft for the only the Palpa Letter was in hand, and this was reviewed carefully.  
It was RESOLVED to request that in para No.14 the date be altered from 1979 to 1980 to agree with the date of expiry of the UMN General Agreement, and to request the Executive Secretary and the HSS to bear in mind the further observations and suggestions of this discussion as they proceed with negotiations. It is hoped that these three documents might be signed and put into operation soon. The UMN welcomes this opportunity to of closer cooperation with HMG in health services.

HSB-27/27. Long-range Planning. The HSS had circulated papers concerning the whole matter of planning, goals, objectives, etc. in the overall health services work in UMN. Some time was spent in discussion of these, but it was realised that the matter was too lengthy to be dealt with in detail at this meeting, and a separate seminar will be called at a later date.

HSB-28/76. Plans and Budgets for 1977. The plans and budgets for the five health services projects were carefully reviewed and discussed. Amendments were made to all of these in the course of the meeting; for presentation to the Finance and Executive Committees:

It was RESOLVED:

- i) To recommend to the Finance Committee that CIDA be asked to authorise the use of Rs.10,500. for rent for the ANM Hostel in Pokhara from funds already given towards the building program for that Hostel.
- ii) With the amendments as agreed upon during the meeting, to recommend acceptance of these plans and budgets to the Finance and Executive Committees, recognising that it may not be possible for the Treasurer to meet all the budget grants requested, and adjustments may have to be made.
- iii) To draw the attention of the projects to the policy statement as found in Appendix O to the Minutes of the Executive Committee, Nov. 1974, para 1: "Only that combination of the UMN Treasurer's grant, plus the estimated value of the services of foreign, unsalaried personnel, which does not exceed the total operating budget His Majesty's Government (or other Nepali association) provides for a hospital of similar size and function shall be allotted to a UMN Hospital." It was noted that at present all the UMN hospital budgets appear to be within this limit.

UMN HEALTH SERVICES BOARD

Minutes of the Meeting held in Kathmandu, 15-18 September, 1976

The meeting of the HSB was held in the Board Room at UMN Headquarters, for four full days. Sessions lasted from 9 a.m. - 12 noon, 1.30 p.m. to 5.30 or 6.0 p.m., and 7.30 onwards for varying times. From 3 p.m. onwards on Friday, 17th, guests from HMG and other organisations joined the HSB members for informal times of discussion, films, etc.

Each morning session was opened with devotions, led on the different days by Rev. Gordon Ruff, Miss Gwen Coventry, Mr. Paul Spivey, and Miss Audrey Maw.

Roll Call. Members were present as follows, except as indicated:

Voting members:

Rev. G. Ruff (Executive Secretary), Chairman.  
Mr. O. Hoftun (Executive Committee appointee)  
Dr. G. Scott-Brown (Exec. Committee appointee) - absent.  
Dr. R. Harding (Board Appointee Representative)  
Mr. P. Spivey (Board Appointee representative)

Ex-officio members:

Dr. C. Friedericks (Health Services Secretary)  
Dr. M. Eldridge (Exec. Director, Shanta Bhawan Hospital)  
Mr. J. Ruohoniemi (Supt., Shanta Bhawan Comm. Health Pgm.)  
Dr. K. Itoh (Medical Director, Okhaldhunga Dispensary)  
Miss E. Muxfeldt (Director, Okhaldhunga Comm. Health Pgm.)  
Dr. T. Hale (Medical Director, Gorkha Hospital)  
Miss A. Maw (Director, Gorkha Community Health Program)  
Dr. D. Roche (Medical Supt., Tansen Hospital)  
Miss G. Coventry (Director, Palpa Comm. Health Program)

Co-opted members:

Mr. F. Clarkson (UMN Treasurer)  
Miss M. McLean (Counterpart In-Charge, Tansen ANM Prgm.)  
Dr. N. Iwamura - absent.

Agenda. The agenda was adopted as presented by the HSS, with some additions.

HSB-21/76. Co-option of members. It was noted that Mr. F. Clarkson, as UMN Treasurer, had been co-opted to the HSB for one year (ref. HSB-2/76); and RESOLVED to co-opt Miss M. McLean to the HSB through the meeting of May, 1977.

HSB-22/76. Minutes of previous meeting. The Minutes of the meeting held May 6-7, 1976 had been circulated to all members of the Board. It was RESOLVED to confirm these as correct, with the following amendments:

- HSB-1/76, a) Numbering should read "1.0202".
- HSB-9/76, final para. This should read: "Further, to study and make recommendations concerning the agreement with HMG regarding the new Patan Hospital, and to present a report to the next HSB meeting. The Convenor of the Committee to be the HSS."
- HSB-12/76. Title "Central Research Office" to be altered to "Data Handling Service" in heading and fourth line.
- HSB-13/76. Words in brackets should read (HSB-6/76, c. Secondment of Direct Appointees).

It was further decided that no change should be made in the system of numbering the Minutes.

HSB-23/76. Statement of Objectives and Working Rules. Pursuant to HSB-1/76, final para, an amended copy of the SOWR had been prepared and circulated to all members of the Board. It was noted that this also included alterations suggested by the appointed committee, and it was further RESOLVED to make several additional changes at this meeting.

It was RESOLVED to accept the report of the committee, and to adopt the SOWR as presented and amended in this meeting. (Appendix I).

It was further RESOLVED to recommend that the term 'senior staff, used in SOWR 3.08, be brought to the attention of the Coordinating Committee, further to the discussion at this present meeting, and to request that Committee to recommend a definition of that term.

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Datum 29.11.76

Handzeichen

Co-opted members:



- a) Const. V: Delete para 7.
- b) Const. VI,A:
  - i) Delete para 1, and substitute "UMN HSB representative, elected from their membership".
  - ii) Delete paras 2 and 7.
- c) Const. VI,C: Delete section 1, and substitute "UMN Health Services Board representative, by the UMN Executive Secretary".
- d) Const. VII,C, third line: Alter to read "not less than 14 days..."
- e) Const.VII, D: Add second sentence: "In case of a tie vote, the Chairman will have the casting ballot (a second vote)".
- f) Const. VIII,B: Correct spelling of "biennially".
- g) Bye-laws II,C: Insert para from UMN Bye-law VIII, B.2.
- h) Bye-law V,A: Delete sections 7 and 8, and substitute:  
"7. Two members elected by Hospital Staff Committee".
- i) Bye-law V: Delete paras D, E and I.
- j) Bye-law V,H:
  - i) Delete "3. Area Superintendent".
  - ii) No.7: Delete name "Co. Thapa".
  - iii) No.8: Amend to read "Person appointed by HSB".

HSB-25/76. Palpa Constitution. It was noted that this document is under revision. It was RESOLVED to appoint the following committee to study further the draft amendment, and to bring recommendations to the next meeting of the HSB: Miss G.Coventry (Convenor), Mr.O.Hoftun, Mr.S.Ruohoniemi, Mr.P.Spivey.

HSB-26/76. Letters of Agreement and Joint Boards. The Executive Secretary and HSS reported on progress in the negotiations for the Letters of Agreement for Palpa, Gorkha and Okhaldhunga. The latest draft for the only the Palpa Letter was in hand, and this was reviewed carefully. It was RESOLVED to request that in para No.14 the date be altered from 1979 to 1980 to agree with the date of expiry of the UMN General Agreement, and to request the Executive Secretary and the HSS to bear in mind the further observations and suggestions of this discussion as they proceed with negotiations. It is hoped that these three documents might be signed and put into operation soon. The UMN welcomes this opportunity to of closer cooperation with HMG in health services.

HSB-27/27. Long-range Planning. The HSS had circulated papers concerning the whole matter of planning, goals, objectives, etc. in the overall health services work in UMN. Some time was spent in discussion of these, but it was realised that the matter was too lengthy to be dealt with in detail at this meeting, and a separate seminar will be called at a later date.

HSB-28/76. Plans and Budgets for 1977. The plans and budgets for the five health services projects were carefully reviewed and discussed. Amendments were made to all of these in the course of the meeting; for presentation to the Finance and Executive Committees:

It was RESOLVED:

- i) To recommend to the Finance Committee that CIDA be asked to authorise the use of Rs.10,500. for rent for the ANM Hostel in Pokhara from funds already given towards the building program for that Hostel.
- ii) With the amendments as agreed upon during the meeting, to recommend acceptance of these plans and budgets to the Finance and Executive Committees, recognising that it may not be possible for the Treasurer to meet all the budget grants requested, and adjustments may have to be made.
- iii) To draw the attention of the projects to the policy statement as found in Appendix O to the Minutes of the Executive Committee, Nov. 1974, para 1: "Only that combination of the UMN Treasurer's grant, plus the estimated value of the services of foreign, unsalaried personnel, which does not exceed the total operating budget His Majesty's Government (or other Nepali association) provides for a hospital of similar size and function shall be allotted to a UMN Hospital." It was noted that at present all the UMN hospital budgets appear to be within this limit.

HSB-29/76. Posts for expatriate personnel. As the plans for each project were studied, the lists of requested expatriate personnel posts were considered, amended, and approved as found in the amended plans submitted to the Executive Committee. In addition to those listed under the various projects, it was also RESOLVED to approve the following posts for secondment of health services personnel:

\*\*1 In-Charge of the proposed new Nursing School in Pokhara.

1 Medical social worker, Pyersingh.

\*\*1 Nurse practitioner, Pyersingh.

HSB-30/76. Policy paper and Evaluation of HS program. Further to HSB-5/76, the HSS reported that a paper had been presented to all Board Appointees and discussed, without any definite recommendations to this Board. Attention is drawn to the policy statements found in BD-9/70 and Appendix Q; also AC-19/74, EC(2)-54, EC(2)-5/74 and Appendices O, P and Q.

HSB-31/76. Health Services Reports. Representatives from the various projects and branches of work reported briefly on current work and opportunities, followed by a brief report from the HSS, inviting suggestions as to how the office of the HSS could be of increasing help and usefulness to the projects.

HSB-32/76. UMN Treasurer's Report. The Treasurer presented a general survey of the present financial position of the UMN, and expectations for the coming year. The Executive Secretary took the opportunity to express to the Treasurer the appreciation of the UMN for his excellent work in seeking to deal with a backlog of work and to serve the workers and work of the UMN.

It was reported that considerable sums of money had been offered by several agencies towards the general fund budget expenses of specific projects. While this is greatly appreciated, attention was drawn to the policy decision of PC(2)-8/71: "That the ongoing work of the Mission be financed from the per capita askings from the member bodies, and that special gifts for the recurring budget grants be only solicited in those cases where there is a definite limited term on the obligation for the recurring budget." The matter was referred to the Coordinating Committee for recommendation to the Finance Committee.

HSB-33/76. Appointment of Acting HSS. It was RESOLVED to appoint the Executive Secretary as Acting HSS during the absence of the HSS.

HSB-34/76. Appointment of E.A. representative to the Board and Executive Committee. It was RESOLVED to appoint Dr. R. Harding as the Board Appointees' Representative to the UMN Board and Executive Committee from the HSS for the current year.

HSB-35/76. Appointments to administrative posts. It was RESOLVED to make the following appointments:

- i) Project Director, Patan Hospital Project: Mr.S.Ruohoniemi, to May 1977.
- ii) Supt. of Shanta Bhawan Community Health Program: Mr.S.Ruohoniemi, to May 1977.
- iii) Business Manager, Palpa Project: Miss F.Swenson, from 1st December 1976 to May 1978. The UMN will continue to seek the services of a qualified Hospital Administrator.
- iv) Counterpart In-Charge, ANM Program, Tansen: Miss M.McLean, to May 1977.
- v) In-Charge, AHW Program, Tansen: Dr.R.Harding, to May 1977.

HSB-36/76. Job Description Forms. A suggested format for two forms - one to seek recruitment of expatriate personnel, and the other for agreement by a worker assigned to a post - had been accepted by the Coordinating Committee, and circulated to the projects. Further supplies of these are available for members of the HSB and for use in the projects.

HSB-37/76. Direct Appointees. It was noted that the Executive Secretary had



circulated two letters giving details of the new approved procedures for appointment of expatriate Direct Appointees. Copies of these are also available to members of the HSB and other personnel concerned.

**HSB-38/76. Salary Scales.** After considerable discussion, it was **RESOLVED**:

- i) To recommend to the Finance Committee and Executive Committee that the UMN salary scale be adapted to correspond ~~with~~ to the new HMG salary scale, retroactive to 16 July, 1976 (1 Shrawan 2033).
- ii) To recommend that the post of Ward Sister be moved from Technical Cadre, Non-gazetted employee, Grade V, to Gazetted Officer, Class III.
- iii) That a non-practising allowance of Rs.250/- per month be granted to resident doctors, MBBS, in Technical Cadre, Gazetted Officer, Class III, from 15th January 1977 (1 Magh 2033), which is the practice in the Bir Hospital.
- iv) That Miss M. McLean be requested to obtain all relevant and reliable information about government salary scales and special allowances relating to other posts under discussion, and to send this to the Treasurer in writing for submission to the next meeting of the Finance Committee.

**HSB-39/76. Employment Policy.** It was **RESOLVED** to recommend to the Finance Committee and Executive Committee that the following amendments be made in the UMN Employment Policy:

- i) Para 9. "...whose duties so permit, to 44 hours a week, of 5½ days at 8 hours a day, it shall be understood...."
- ii) Para 10, c. "The following leave with pay will be granted to all employees in addition to annual leave: with Two days religious holiday, the King's Birthday (14 Poush or late December), and Democracy Day (7 Falgun or mid February), in respect of each year of service. This leave must be taken only after permission is granted by the institution authorities."

**HSB-40/76. Medical Insurance Plan.** After discussion it was **RESOLVED** to recommend the following amendments and additions to the rules of the M.I.P.:

- i) With reference to the action of AC-21/75 (confirmed in EC(2)-23/75), that the 25% charge on medicines be made on outpatient medicines only.
- ii) Any UMN institution treating people under the M.I.P. other than their own employees may charge the employer or sponsoring body for the costs in excess of the medical insurance premium received, as from 16 January 1977 (1 Magh 2033).

**HSB-41/76. Patan Hospital Project.** The Minutes of the meeting of the sub-committee, appointed in HSB-9/76, were presented and accepted; it was noted that items needing action were being dealt with in the various agenda items of this Board. The Minutes of the sub-committee are found as Appendix B to these Minutes.

It was **RESOLVED** to recommend to the Executive Committee:

- i) On the recommendation of the sub-committee, that the Patan Hospital Project be regarded as a separate project from the Shanta Bhawan Hospital;
- ii) On the recommendation of the sub-committee, and at the request of the SBH Board, that the HSB assume the responsibility and direction for the Patan Hospital Project, effective as of this date.
- iii) On the recommendation of the SBH Board, that the PHP Director be responsible to the HSS.

It was further **RESOLVED** to approve the draft job description for the PHP Director as submitted, and which is found as Appendix D to these Minutes.

**HSB-42/76. PHP Building Committee.** The Executive Secretary reported that the land for the new hospital had been acquired by HMG, and the UMN had paid the price of Rs.768,396 for this. Verbal assurance had been given that the proposed amendments to the agreement would be taken into consideration

after this payment had been made.

A written report from the PHP Building Committee was presented in the form of certain minutes culled from those of the 7 meetings of the Committee held since the time of the last HSB meeting. This report is found as Appendix C to these minutes.

A) It was RESOLVED to accept this report, and, after consideration of PHP-033/11, to instruct the PHP Building Committee to take the following action:

- i) To have the Design Consultant/Construction Engineer be responsible to the PHP Building Committee and the PH Project Director, and to serve as an ex-officio member of the PHP Building Committee;
- ii) To engage a Nepali architect to assist in the development of the architectural design for the Patan Hospital;
- iii) To seek consultancy from a hospital planner, if possible.

The Executive Secretary reported that a hospital planner from USA had already responded to an invitation to assist in this work.

B) It was further RESOLVED to elect a new PHP Building Committee, as follows:

Rev. G. Ruff, Executive Secretary (Chairman)  
Dr. C. Friedericks, HSS (Vice Chairman)  
Mr. S. Ruohoniemi, Project Director  
Dr. M. Eldridge (medical representative)  
Mr. B.B. Khawas (administrative representative)  
Miss R. Judd (nursing representative)  
Mr. O. Hoftun (engineering representative)  
Col. L. J. Thapa (community representative)  
- (still undesignated) (community representative)  
Mr. C.P. Malla (Ministry of Health representative)  
Dr. H.D. Pradhan (Department of Health representative)  
ex-officio: Mr. M. Thomas (Builder)

The Committee to have the privilege of co-option.

C) The Executive Secretary reported that the Central Agency had shown a very definite interest in this project, and in financing it. It was RESOLVED to submit to the C.A. a tentative total budget of Rs.22,000,000.

HSB-43/76. Future of Shanta Bhawan Hospital. It was RESOLVED to accept and adopt the recommendations of the PHP sub-committee, found in Minute No.6 of their meeting, as follows:

- a) The future of SBH is not to be linked with the New Patan Hospital, but shall be considered as an issue by itself.
- b) UMN will not build a "new Shanta Bhawan", or otherwise make any major investment in new facilities for SBH.
- c) It is recognised that SBH, besides its functions as a Community Hospital, also does provide necessary services to paying private patients and to the foreign community, services which probably will not be transferred to the new Patan Hospital.
- d) It is a concern of the UMN that these services may be continued; also that the employment of the national staff at SBH may be secured in the future.
- e) This, however, does not mean that UMN is going to continue to run SBH forever, and it is at this time necessary to set a definite time limit for UMN involvement in operating the SBH.
- f) It was noted that the SBH Board has recommended to turn the existing SBH over to the proposed Hospital Association, if and when the H.A. is properly registered, and provided that certain outstanding issues are settled in the satisfactory manner.
- g) UMN will continue to operate the SBH up to the time of the opening of the new Patan Hospital, at which time any one of the following alternatives may be possible; and in the following order of priority:



- i) To turn the hospital over to the H.A.
- ii) UMN continue to operate SBH, probably at a reduced level.
- iii) To turn the SBH over to HMG, to be used in such a way as HMG may decide.
- iv) To turn the SBH over to some other agency.
- v) To close down the Hospital, in phases, or at once.

HSB-44/76. Data Handling Service. It was noted that this project still has to be presented to the Finance and Executive Committees for approval, and it is hoped that it may become active early in 1977.

HSB-45/76. Associate Superintendent, SBH CHP. The HSS and the Supt. of the SBH Community Health Program were requested to draw up a job description for this newly approved post.

HSB-46/76. Refresher Training of Paramedical Personnel. It was reported that Dr. N. Iwamura had drawn up a program for Refresher Training for Paramedical Personnel, which he hopes to begin early in 1977. Funding for this has been guaranteed by CICARWS, WCC.

HSB-47/76. Fund for HSB contingency work. The Treasurer reported that an amount of Rs.5,000. for HSB contingency or 'opportunity' needs had been included in a total of Rs.12,000. for all Functional Boards in the Missionwide Expenses account. It was RESOLVED to recommend to the Finance Committee that this item be approved; also an item of Rs.10,000. for F.B. seminars in the same budget.

HSB-48/76. Procurement of supplies. It was RESOLVED to request SBH to investigate the possibility of setting up a Central Supply Store to serve the other UMN hospitals with hospital supplies.

HSB-49/76. Maintenance of UMN Hospitals. After considerable discussion, it was RESOLVED to request the EDB to provide the assistance of a qualified consultant:

- i) In the development of maintenance programs and procedures to ensure the best maintenance of all equipment and facilities;
- ii) In the setting up of financial records of equipment costs, depreciation, damage and maintenance in such a manner as to reflect direct and indirect costs of use of major equipment;
- iii) In doing this to bear the following in mind:
  - a) Assistance to HSB in establishing within the UMN (preferably not within the HSB only) a central service to ensure proper, effective and efficient maintenance throughout HSB-related institutions, and possibly in all UMN-related institutions;
  - b) Assistance to all institutions related to HSB in the training and supervision of local semi-skilled maintenance personnel;
  - c) Assistance to all the institutions related to HSB in evaluation of the effectiveness and costs of the proposed maintenance services;
  - d) Assistance to HSB in determining reasonable, effective data for implementing all the foregoing proposals;
  - e) Assistance to HSB in preparing maintenance budgets for projects and for central services;
- iv) To present the resulting proposals to the HSB for consideration at its next meeting, if possible.

HSB-50/76. Central Agency grant to UNDP. After consideration of the request made by UNDP, it was RESOLVED to confirm the interest of UMN in helping the Nepali Malaria Eradication Organisation by supporting the grant of \$400,000, for the procurement of insecticides, from the Central Agency to UNDP, providing that UNDP will undertake the necessary auditing and reporting, and providing that HMG is made aware in writing of the limit of UMN involvement in the transfer of this grant.

HSB-51/76. Lines of responsibility. It was RESOLVED to support the request of the Gorkha Project that the Executive Secretary and Coordinating Committee be asked to reconsider their decision concerning lines of responsibility for the Business Manager and the Maintenance Supervisor in that project, and to recommend:

- i) That the Business Manager be responsible to the Medical Director of the Hospital and the Director of the CHP;
- ii) That the Maintenance Supervisor be responsible to the Medical Director of the Hospital.

HSB-52/76. Workshop with Dr. Hendratta. The HSS reported that a visit had been arranged by Dr. Hendratta, approximately 29 November - 5 December, 1976, and it was hoped to plan workshops with him in Kathmandu and Tansen at that time. It was RESOLVED that the exact dates and places for these workshops be finalised by the HSS, and that he work out the details of the program in each place with a local committee: for Kathmandu - Dr. J. Dickinson, Mr. S. Ruohoniemi, and Mr. P. Spivey; for Tansen - Miss G. Coventry, Dr. D. Roche and Dr. R. Harding. This will be for all Board Appointees under the HSB who can attend.

HSB-53/76. Dates of Seminar and HSB. It was RESOLVED to take the following actions:

- i) To request the Executive Secretary and the HSS to arrange dates in early December, in conjunction with Dr. Hendratta's visit, for a 3 day seminar for the HSB members on long-range planning;
- ii) To request HSB members to keep the dates 16-19 February, 1977, free for the next meeting of the HSB, which may be shortened to less than the full four days.

The meeting was closed with prayer led by Miss M. McLean.

UNITED MISSION TO NEPAL

STATEMENT OF OBJECTIVES AND WORKING RULES

for the HEALTH SERVICES BOARD

I. OBJECTIVES AND PRINCIPLES.

1.0 Definitions.

In the following articles these abbreviations are used:

HSB	- Health Services Board
HSS	- Health Services Secretary
UMN	- United Mission to Nepal
HMGN	- His Majesty's Government of Nepal
SOWR	- Statement of Objectives and Working Rules of the HSB.
Executive Secretary	- UMN Executive Secretary
Treasurer	- UMN Treasurer
Personnel Secretary	- UMN Personnel Secretary.

2.0 Preamble.

2.01 UMN Constitution and Bye-laws.

The Constitution and Bye-laws of the UMN shall be deemed to form a part of this Statement of Objectives and Working Rules, and this Statement shall in no way supercede or invalidate the Constitution and Bye-laws of the UMN.

2.02 Agreements.

This Statement is subject to the provisions of the General Agreement between HMGN and the UMN and any specific agreements that apply to UMN Health projects or personnel, and shall not in any way supercede or invalidate them.

3.0 Purpose.

The UMN establishes the Health Services Board in order to carry out the purposes of the UMN as defined in the UMN Constitution and Bye-laws in the field of health services through health projects and personnel and working in cooperation with HMGN and other organisations.

4.0 Use of UMN Resources.

4.01 UMN will contribute the services of personnel made available to it by the member organisations, and is willing to consider and negotiate for financial support to develop and establish new projects.

4.02 UMN seconded personnel shall not receive personally any income for services rendered from project activities. Any fees or income received for their services, or earnings, shall accrue to UMN. The UMN agrees not to receive such income from Nepal.

5.0 Ownership.

5.01 The Board is an instrument for UMN participation in health services in Nepal. Any projects undertaken by the HSB shall be owned and operated by UMN through the HSB until they are transferred to Nepali ownership according to agreement with HMGN.

5.02 When desirable the HSB may decide to participate in health service projects as joint projects with HMGN, or to establish separate managing boards for projects owned by the UMN, and to appoint members to such boards, and to request HMGN or other organisations to appoint representatives to such boards.



## 6.0 Related Organisations.

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- 6.01 The HSB, on behalf of the UMN, may relate to other organisations in various ways including the provision of capital, personnel, management or other services.

## 7.0 Termination.

- 7.01 If the HSB can no longer function in accordance with the principles of this Statement, the authority of the HSB shall revert to the UMN Board of Directors through its Executive Secretary.

## 8.0 Amendments.

- 8.01 This statement may be amended by the HSB, provided the proposed amendment has been approved by 3/5 of the regular voting members in two successive ordinary meetings of the ~~HSB~~ HSB.

## II. WORKING RULES.

### 1.0 Health Services Board.

#### 1.01 Membership of the HSB.

- 1.0101 Two voting members shall be appointed by the Executive Committee from among persons not serving under the HSB, for a one year term, and they may be re-appointed for up to four consecutive terms. They shall be nominated by the Nominating Committee, comprised of the Chairman of the HSB, the HSS and the two BOARD APPOINTEES' Representatives.
- 1.0102 Two voting members shall be elected by the BOARD APPOINTEES assigned to the HSB, to serve for a one year term. One of the BOARD APPOINTEES' representatives will be elected by the Health Services Board to attend the UMN Executive Committee and UMN Board meetings.
- 1.0103 One voting member will be the Executive Secretary, who will be the Chairman of the HSB. In the case of the Chairman being absent, the HSB shall elect an Acting Chairman from among the voting members to serve in his place.
- 1.0104 One non-voting member shall be the Health Services Secretary, who shall be the secretary of the HSB.
- 1.0105 Two non-voting members shall represent each United Mission health institution or project, and shall include either the Project Director or Medical Superintendent of the hospital (but not both), and the Director of the Community Health Program.
- 1.0106 Vacancies (not absences) in the membership may be filled by the Executive Secretary until a regular election or appointment is made.
- 1.0107 The HSB may co-opt one to four members for a meeting, or for sessions thereof, or for up to a period of one year, and these persons may be co-opted again. Co-opted members will have voice by no vote.

#### 1.02 Meetings of the HSB.

- 1.0201 The HSB shall meet at least twice a year.
- 1.0202 A quorum is three voting members. In the case of a tie the Chairman shall have a casting ballot (a second vote).
- 1.0203 For ordinary meetings the members shall be notified at least one month in advance with the agenda, the time, the place of the meeting.
- 1.0204 With the permission of the Chairman, or of two regular voting members of the HSB, an extraordinary meeting may be convened on shorter notice.

#### 1.03 Duties of the HSB.

- 1.0301 The HSB, through the HSS, will direct the health services work of the United Mission in accordance with the purposes and procedures in the United Mission



- Constitution and Bye-laws, the decisions and policies of the UMN Board of Directors and Executive Committee, and report to the Executive Committee.
- 1.0302 It will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operation of the HSB, and the constitutions and bye-laws of the related institutions within the provisions set forth in the United Mission Bye-laws.
- 1.0303 It will receive from the Health Services Secretary the annual proposed plans and budgets. It will study, discuss and amend them if necessary, presenting the plans to the Executive Committee for approval, and the budget request to the Finance Committee for consideration and recommendation to the Executive Committee.
- 1.0304 It will approve personnel posts for BOARD APPOINTEES.
- 1.0305 It will initiate long-term planning for health work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.
- 1.0306 It will appoint heads of institutions and project directors, or delegate this responsibility to other bodies.
- 1.0307 It will receive from the Health Services Secretary <sup>an</sup> ~~an~~ annual <sup>report</sup> ~~report~~ concerning the health services work of the United Mission, and will study, amend and present it to the Executive Committee for consideration.
- 1.0308 It will receive from the Health Services Secretary ~~an~~ annual <sup>financial</sup> ~~report~~, statements and audit reports from the Treasurer; study them, and take necessary action.
- 1.0309 It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of health properties of the United Mission.
- 1.0310 It will appoint or nominate HSB members or personnel, or other suitable persons, <sup>well</sup> who, as directors, as delegates to General Meetings, or in other capacities, <sup>well</sup> serve as HSB representatives in health projects and other organisations, ~~provided that~~ The Chairman, on the advice of the Health Services Secretary, may make such appointments or nominations when necessary between meetings of the HSB. At least one of the HSB representatives in each such health project or organisation shall be a member of the HSB.
- 1.0311 It will appoint a BOARD APPOINTEE to serve as Acting Health Services Secretary during the absence of the Health Services Secretary.
- 1.0312 It will make nominations to the Executive Committee to fill a vacancy in the post of Health Services Secretary.
- 2.0 Duties of the Chairman of the HSB.
- 2.01 The Chairman shall preside at the meetings of the HSB. Between the HSB meetings he shall advise the Health Services Secretary concerning urgent matters, and if required make decisions which shall be confirmed by the HSB when it meets. In the absence of the Secretary, he shall call meetings of the HSB.
- 3.0 Duties of the Health Services Secretary.
- The duties of the Health Services Secretary shall be:
- 3.01 To be the Executive Officer of the HSB, implementing its policies and directives.
- 3.02 To call ordinary and extraordinary meetings of the HSB.
- 3.03 In consultation with the Executive Secretary, the HSB, HMGN and other agencies, to initiate recruitment of personnel through the Personnel Secretary and to evaluate their qualifications for approved posts.
- 3.04 To assist in recruiting Nepali personnel for health services projects in which the United Mission is interested, in consultation with Project Directors, <sup>and other concerned authorities.</sup>
- 3.05 To consult with BOARD APPOINTEES concerning assignment, leave, furlough, return, resignation, suspension and termination of service.

- 3.06 To advise the Executive Secretary and consult with Project Directors, heads of institutions or other concerned authorities concerning appointments, assignments (including time in continuing language study), leaves, furloughs, return, resignation, suspension and termination of service of BOARD APPOINTEES.
- 3.07 To provide professional orientation, refresher training, encouragement and professional support for BOARD APPOINTEES when assigned to the HSB.
- 3.08 To consult with senior staff and the board, if any, of the particular institution or project, before presenting to the HSB his recommendations concerning the appointment of officers of institutions and projects.
- 3.09 To be responsible for providing direction to heads of institutions and project directors regarding objectives, programs, plans, personnel and budgets, in accordance with the policies and directives of the HSB.
- 3.10 To visit the various projects at regular intervals.
- 3.11 To develop long-term plans for the consideration of the HSB, including the areas of possible expansion or contraction.
- 3.12 To propose an agenda and compile relevant materials for meetings of the HSB, and circulate them to members at least one month before meetings.
- 3.13 To be responsible for the recording and compilation of the minutes of the meetings of the HSB, and distribute them within two weeks, to all BOARD APPOINTEES serving under the HSB, the members of the Coordinating Committee, concerned Project Directors, and the Chairman of the UMN Board.
- 3.14 To act as liaison with HMGN and other organisations in matters related to health services, and, in consultation with the Executive Secretary, to negotiate project agreements and other contracts, such as secondment contracts.
- 3.15 To be responsible for the communications between the workers under the Board, the projects, the HSB, the Executive Committee and the UMN Board of Directors; and to help issue joint informational bulletins periodically to all BOARD APPOINTEES through the office of the Executive Secretary.
- 3.16 To present annual reports, annual financial statements and audit reports to the HSB.
- 3.17 To provide for delegation of parts of his authority and duties while retaining the overall responsibility to the HSB.
- 3.18 To perform such other duties as are assigned by the Executive Secretary.

#### 4.0 Duties of BOARD APPOINTEES' Representatives to the HSB.

The duties of the BOARD APPOINTEES' Representatives to the HSB shall include all the duties of a voting member, and in particular shall be:

- 4.01 To act as a link between the BOARD APPOINTEES serving under the HSB and the HSB itself.
- 4.02 To inform the BOARD APPOINTEES of coming HSB meetings, and make a copy of the agenda available to those BOARD APPOINTEES desiring it.
- 4.03 To place before the HSB proposals, items of concern or other opinions as requested by BOARD APPOINTEES.
- 4.04 To report back to the BOARD APPOINTEES on significant HSB decisions, and other items of interest.
- 4.05 To attempt to keep abreast of developments in the various institutions and projects.

#### 5.0 Duties of Heads of Institutions and Project Directors.

- 5.01 The duties of the Heads of Institutions shall be as outlined in the constitution and bye-laws of the particular institution; otherwise project Directors shall report and be accountable to the HSB for the duties listed below:



Constitution and Bye-laws, the decisions and policies of the UMN Board of Directors and Executive Committee, and report to the Executive Committee.

- 1.0302 It will establish and amend as necessary the Statement of Objectives and Working Rules to govern the operation of the HSB, and the constitutions and bye-laws of the related institutions within the provisions set forth in the United Mission Bye-laws.
- 1.0303 It will receive from the Health Services Secretary the annual proposed plans and budgets. It will study, discuss and amend them if necessary, presenting the plans to the Executive Committee for approval, and the budget request to the Finance Committee for consideration and recommendation to the Executive Committee.
- 1.0304 It will approve personnel posts for BOARD APPOINTEES.
- 1.0305 It will initiate long-term planning for health work within the United Mission, reviewing such plans and presenting them to the Executive Committee for consideration and approval.
- 1.0306. 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.  
amend and present it to the Executive Committee for consideration.
- 1.0308 It will receive from the Health Services Secretary ~~an annual report~~ *financial* statements and audit reports from the Treasurer; study them, and take necessary action.
- 1.0309 It will make recommendations to the Executive Committee concerning the acquisition, use and disposition of health properties of the United Mission.
- 1.0310 It will appoint or nominate HSB members or personnel, or other suitable persons, *and* who, as directors, as delegates to General Meetings, or in other capacities, *will* serve as HSB representatives in health projects and other organisations, ~~provided that~~ The Chairman, on the advice of the Health Services Secretary, may make such appointments or nominations when necessary between meetings of the HSB. At least one of the HSB representatives in each such health project or organisation shall be a member of the HSB.
- 1.0311 It will appoint a BOARD APPOINTEE to serve as Acting Health Services Secretary during the absence of the Health Services Secretary.
- 1.0312 It will make nominations to the Executive Committee to fill a vacancy in the post of Health Services Secretary.

## 2.0 Duties of the Chairman of the HSB.

- 2.01 The Chairman shall preside at the meetings of the HSB. Between the HSB meetings he shall advise the Health Services Secretary concerning urgent matters, and if required make decisions which shall be confirmed by the HSB when it meets. In the absence of the Secretary, he shall call meetings of the HSB.

## 3.0 Duties of the Health Services Secretary.

The duties of the Health Services Secretary shall be:

- 3.01 To be the Executive Officer of the HSB, implementing its policies and directives.
- 3.02 To call ordinary and extraordinary meetings of the HSB.
- 3.03 In consultation with the Executive Secretary, the HSB, HMGN and other agencies, to initiate recruitment of personnel through the Personnel Secretary and to evaluate their qualifications for approved posts.
- 3.04 To assist in recruiting Nepali personnel for health services projects in which the United Mission is interested, in consultation with Project Directors, *and other concerned authorities.*
- 3.05 To consult with BOARD APPOINTEES concerning assignment, leave, furlough, return, resignation, suspension and termination of service.

- 3.06 To advise the Executive Secretary and consult with Project Directors, heads of institutions or other concerned authorities concerning appointments, assignments (including time in continuing language study), leaves, furloughs, return, resignation, suspension and termination of service of BOARD APPOINTEES.
- 3.07 To provide professional orientation, refresher training, encouragement and professional support for BOARD APPOINTEES when assigned to the HSB.
- 3.08 To consult with senior staff and the board, if any, of the particular institution or project, before presenting to the HSB his recommendations concerning the appointment of officers of institutions and projects.
- 3.09 To be responsible for providing direction to heads of institutions and project directors regarding objectives, programs, plans, personnel and budgets, in accordance with the policies and directives of the HSB.
- 3.10 To visit the various projects at regular intervals.
- 3.11 To develop long-term plans for the consideration of the HSB, including the areas of possible expansion or contraction.
- 3.12 To propose an agenda and compile relevant materials for meetings of the HSB, and circulate them to members at least one month before meetings.
- 3.13 To be responsible for the recording and compilation of the minutes of the meetings of the HSB, and distribute them within two weeks, to all BOARD APPOINTEES serving under the HSB, the members of the Coordinating Committee, concerned Project Directors, and the Chairman of the UMN Board.
- 3.14 To act as liaison with HMGN and other organisations in matters related to health services, and, in consultation with the Executive Secretary, to negotiate project agreements and other contracts, such as secondment contracts.
- 3.15 To be responsible for the communications between the workers under the Board, the projects, the HSB, the Executive Committee and the UMN Board of Directors; and to help issue joint informational bulletins periodically to all BOARD APPOINTEES through the office of the Executive Secretary.
- 3.16 To present annual reports, annual financial statements and audit reports to the HSB.
- 3.17 To provide for delegation of parts of his authority and duties while retaining the overall responsibility to the HSB.
- 3.18 To perform such other duties as are assigned by the Executive Secretary.

#### 4.0 Duties of BOARD APPOINTEES' Representatives to the HSB.

The duties of the BOARD APPOINTEES' Representatives to the HSB shall include all the duties of a voting member, and in particular shall be:

- 4.01 To act as a link between the BOARD APPOINTEES serving under the HSB and the HSB itself.
- 4.02 To inform the BOARD APPOINTEES of coming HSB meetings, and make a copy of the agenda available to those BOARD APPOINTEES desiring it.
- 4.03 To place before the HSB proposals, items of concern or other opinions as requested by BOARD APPOINTEES.
- 4.04 To report back to the BOARD APPOINTEES on significant HSB decisions, and other items of interest.
- 4.05 To attempt to keep abreast of developments in the various institutions and projects.

#### 5.0 Duties of Heads of Institutions and Project Directors.

- 5.01 The duties of the Heads of Institutions shall be as outlined in the constitution and bye-laws of the particular institution; otherwise project Directors shall report and be accountable to the HSB for the duties listed below:



- 5.0101 To so manage the day by day business of the project that the decisions and policies of the HSB are implemented in accordance with the principles laid down in the United Mission Constitution and Bye-laws and this Statement.
- 5.0102 To submit to the Health Services Secretary plans and budgets and annual reports.
- 5.0103 To submit to the Health Services Secretary and the Treasurer monthly and annual financial statements.
- 5.0104 To make reports and recommendations on personnel to the Health Services Secretary.
- 5.0105 To perform such other duties as are assigned by the Health Services Secretary.
- 5.02 The Head of Institution and Project Director will make emergency decisions concerning BOARD APPOINTEES assigned to the particular institution and project, and their families.
- 5.03 The Head of Institution and Project Director will submit items for the agenda of the HSB to the Health Services Secretary.

6.0 Finances.

- 6.01 The financial year shall follow the Nepali months from 1 Srawan through Asar.
- 6.02 The Treasurer shall arrange for the annual auditing of the accounts of the institutions and projects under the HSB. He shall submit his report to the HSB.

# APPENDIX B

## HBS Sub-Committee on PATAN HOSPITAL

The Minutes of the Health Services Board Sub-Committee on Patan Hospital, held on June 22nd, 1976, at UMN Board Room, Thapathali, Kathmandu.

Present: Health Services Secretary (Convenor) )  
 Mr. Gordon Ruff (UMN Executive Secretary) )  
 Dr. Dick Harding )  
 Mr. Paul Spivey )  
 Mr. Odd Hoftun )  
 Dr. Mary Eldridge )  
 Mr. S. Ruohoniemi ) Ex-officio, Shanta Bhawan Representatives, non-voting

1. Mandate. HSB-9/76, b. It was agreed that at this time the sub-committee is not able to consider the matter of evaluation of the entire health services of the UMN. (This was considered to be an error in the Minutes, and will be noted at the next HSB meeting.) It was agreed that the proper charge of this Committee is to study the issues of the Patan Hospital Plan for building and Shanta Bhawan Hospital, and to make a recommendation to the HSB.
2. Separation of Issues. It was agreed to recommend that the Patan Hospital be considered a separate, new project which must be studied and planned as apart from the existing Shanta Bhawan Hospital, except that the Lalitpur Community Health Program must be closely linked with the new Patan Hospital. The Patan Hospital Building Committee shall be responsible to the HSB, rather than to SBH.
3. Patan Hospital agreement with HMG. In line with BD-21/76, a, and in view of wider implications on UMN relations with HMG, it was agreed to recommend that UMN honour the agreement of March 28th, 1974 with HMG concerning the Patan Hospital, provided the time limit be extended to three years and the agreement be re-negotiated and interpreted along the lines indicated below.
4. Changes to be re-negotiated in the text of the agreement:
  - No.4. HMG/N shall make the acquired land available to UMN as soon as possible.
  - No.5. UMN shall complete the construction of the hospital as soon as possible after the land has been made available.
  - No.7. HMG/N shall exempt all imported hospital equipment and construction materials from payment of customs duty (and charges) and sales tax. (Alternatively: Pay 15 customs duty and no sales tax.)
  - ~~No.8. Change period of UMN cooperation to: "...until B.S.2039-40 (Fiscal)."~~
  - No.8. Add to (c), (h) and (i): ",,designated by UMN".  
 Change (h) to: "Representative, UMN Health Services Board."  
 Add one Board Member (Voting): "Superintendent, UMN Community Health Program, Lalitpur."
  - No.19. Change period of UMN cooperation to: "...until B.S.2039-40 (Fiscal)".
5. Interpretation of agreement to be spelled out in accompanying letter to HMG as follows:
  - a) The new Patan Hospital shall be a part of an integrated program to serve the people of Lalitpur District by means of a Hospital and a Community Health Program.
  - b) The Patan Hospital shall be a 150 bed general hospital, constructed in phases of 50 beds each.
  - c) It shall be the policy of UMN when planning, staffing and operating the Patan Hospital to adhere to Government regulations and standards for

district hospitals of this type, applying self-imposed restrictions as to capital and recurring budget, in line with normally allotted Government resources for similar sized hospitals. (Refer to EC(2)-54/74, "Policy Statement on Priorities in Health Services").

- d) UMN personnel will, during the period of UMN cooperation, be seconded to serve in key posts under the joint hospital board, aiming at expatriate personnel being replaced by Government employees at the earliest date possible.
- e) Training activities shall be given high priority during the period of UMN cooperation.

~~The hospital buildings shall be of simple design and of high quality in~~

- f) The hospital buildings shall be of simple design and of high quality in order to keep costs of future upkeep to a minimum.

- g) Hospital equipment and installation shall be only what is necessary to provide the essential services as required in a hospital of this type, bearing in mind that the need of repairs and cost of maintenance must be kept at a minimum.

6. Recommendations concerning the Future of the Shanta Bhawan Hospital.

- a) The future of SBH is not to be linked with the new Patan Hospital, but shall be considered as an issue by itself.
- b) UMN will not build a "new Shanta Bhawan", or otherwise make any major investment in new facilities for SBH.
- c) It is recognised that SBH, besides its functions as a community hospital, also does provide necessary services to paying private patients and to the foreign community, services which probably will not be transferred to the new Patan Hospital.
- d) It is a concern of UMN that these services may be continued; also that the employment of the national staff at SBH may be secured in the future.
- e) This, however, does not mean that UMN is going to continue to run SBH forever, and it is at this time necessary to set a definite time limit for UMN involvement in operating the SBH.
- f) It was noted that the SBH Board has recommended to turn the existing SBH over to the proposed Hospital Association, if and when the H.A. is properly registered, and provided that certain outstanding issues are settled in the satisfactory manner.
- g) UMN will continue to operate the SBH up to the time of the opening of the new Patan Hospital, at which time any one of the following alternatives may be possible, and in the following order of priority:
  - i) To turn the hospital over to the H.A.
  - ii) UMN continue to operate SBH, probably at a reduced level.
  - iii) To turn the SBH over to HMG, to be used in such a way as HMG may decide.
  - iv) To turn the SBH over to some other agency.
  - v) To close down the Hospital, in phases, or at once.

7. Discussions with HMG/N. It was agreed that the Executive Secretary and the H.S.S. should prepare a suggested revised Agreement and an outline of the UMN interpretation of this Agreement (as spelled out in No.4 above); further that they should meet with the Director General of Health Services with these documents at the earliest possible time.



## Report from the PATAN HOSPITAL PROJECT BUILDING COMMITTEE

The Patan Hospital Project Building Committee, having co-opted the Health Services Secretary, met seven times. Most of the time was taken up in reviewing a previous draft of the architectural program. The PHP Building Committee actions quoted below constitutes its report to the HSB:

### PHP-033/1. Background.

1. The UMN has received a verbal communication from the HMG/N Department of Health Services that the site for the new hospital has been acquired.
2. The UMN Board of Directors has asked the new Health Services Board to come up with a detailed plan and costs. In turn the HSB has requested this committee to do this.
3. The HSB set up a sub-committee to review the PHP agreement and the relationship of the PHP to the future of SBH. The HSB sub-committee recommended:
  - 3.1. To request DHS for certain amendments in the original project agreement for the PHP, and particularly to extend the agreement for an additional 3 years to 2039/40.
  - 3.2. To separate the PHP from the SBH project.
  - 3.3. To take up with the SBH Board the request that the PHP Building Committee be transferred to, and be accountable to, the HSB.
  - 3.4. To state that the role of the Patan Hospital shall be to be a District Hospital, serving primarily as a base for a comprehensive community health program for Lalitpur District.
4. Goal: RESOLVED to prepare the report requested by the HSB for the UMN Board, and to make details of plans and costs available to funding agencies also.

### PHP-033/2. Procedure.

RESOLVED to set forth the necessary steps which are required to be taken in order to reach our goal:

1. To take as a frame of reference the kind of hospital that we want to build as stated to the Director-General, DHS, verbally, and in Dr. Friedericks's letter of 2033/3/10 (23-6-76) to him, especially in paragraphs 6 and 8.
2. To review the previous draft of the architectural program, make changes and approve an architectural program.
3. To select an architect.
4. To obtain maps of both properties and to request the architect to provide a master plan in black design in order to show functional relationships and the use of the land and existing buildings.
5. To request the architect to provide preliminary drawings and an estimate of costs of construction. This process may require revising the preliminary drawing two or more times in order to obtain approval of DHS and this committee.
6. To make up lists of equipment and an estimate of the cost for equipping the hospital.
7. To request possible donor agencies for funding of the project costs.
8. After funding is assured, to request the architect for all the necessary detailed drawings in order to construct the building.
9. After approval of the detailed drawings, to either request the UMN Building Department to undertake construction, or to engage a reliable contractor, and to authorise the project director to obtain the equipment for PHP. The UMN will need to recruit as soon as possible an experienced and competent builder, either to undertake the construction work or to supervise the outside contractor as directed by the architect.



PHP-033/7. The chairman announced that the amount of compensation fixed for the land and demolition of houses is Rs.7,68,396.96. The UMN Executive Secretary has requested the Department of Health Services for a discussion of the proposed amendments to the PHP agreement (see PHP-033/1.3) to clear the way for the UMN to deposit the money requested.

PHP-033/10. Mandate of the Building Committee (PHP\_033/1.3.3). It was RESOLVED to take note of the action of the SBH Board in MB 27/76 para 2, requesting the UMN Health Services Board (HSB) to take responsibility for the PHP Building Committee, and that the HSB will be meeting on 2033 Bhadra 30 to Ashwin 2 (15 to 18 September 1976).

PHP-033/11. Design Consultant/Construction Engineer (PHP\_033/5). It was RESOLVED to recommend to the HSB: to approve the post of Design Consultant/Construction Engineer, to draw up a job description for such a post, and to request the UMN to assign M. Thomas to work fulltime in the Patan Hospital as the Design Consultant/Construction Engineer; and further to request approval of the following PHP Building Committee proposals:

- (1) To have the Design Consultant/Construction Engineer be responsible to the Building Committee and the Project Director, and to serve as an ex-officio member of the PHP Building Committee,
- (2) To request him to hire a Nepali architect to assist in the development of the architectural design for the Patan Hospital; &
- (3) To see consultancy from a Hospital Planner from one of our UMN member bodies, and to make him available at little or no expense to the project.

PHP-033/14. Hospital Planner (see PHP-033/11). It was RESOLVED to receive the report of the chairman that he was contacting two very experienced hospital planners, one in Norway and one in USA, to see if they were willing to volunteer their services to review the planning and under what conditions.

PHP-033/16. Survey of hospital sites. RESOLVED to authorise the UMN Building Department to make a survey of the two hospital sites, and to pay a fee of Rs.5,000. for this work, and the travel costs of M. Thomas in assisting the PHP Building Committee in this current year.

PHP-033/17. Payment for the land (see PHP-033/7). RESOLVED to receive the report of the chairman that the money to pay compensation to the landowners will soon be deposited by the UMN to the account of the Bagmati Zonal Commissioner in the Nepal Rastra Bank.

PHP-033/15. Architectural program (see PHP-033-12). Reviewing the proposals of the last meeting, and continuing the review of the previous draft of the architectural program, it was RESOLVED to make the following additional comments, deletions and additions: to query the number of water taps; to approve the final draft of the architectural program and to make it available to each of the committee members by preparing replacement pages which will include all the deletions and additions; and, further to PHP-033/11, to recommend to the HSB that the architectural program be given to the Design Consultant/Construction Engineer to guide the development of the architectural design of the Patan Hospital.

APPENDIX D  
Patan Hospital Project Director

Job Description

United Mission to Nepal: Health Services Board

Title: PATAN HOSPITAL PROJECT DIRECTOR.

Qualification: A qualification in the field of health services, or in hospital administration, with proven administrative ability and familiarity with the local situation.

Appointment: By the Health Services Board, on the recommendation of the HSS.

Responsible to: The Health Services Secretary of the UMN and the PHP Building committee.

Responsibilities: A. Secretary of Patan Hospital Project Building Committee, whose composition is as follows:

Rev. G. Ruff, Executive Secretary (Chairman)  
Dr. C. Friedericks, HSS (Vice Chairman)  
Mr. S. Ruohoniemi, Project Director  
Dr. M. Eldridge (medical representative)  
Mr. B. B. Khawas (administrative representative)  
Miss R. Judd (nursing representative)  
Mr. O. Hoftun (engineering representative)  
Col. L. J. Thapa (community representative)  
- (still undesignated) (community representative)  
Mr. C. P. Malla (Ministry of Health representative)  
Dr. H. D. Pradhan (Department of Health representative)  
ex-officio: Mr. M. Thomas (builder).

- B. Ex-officio member of Health Services Board.
- C. Responsible to develop a brief for the hospital design and construction, for approval by the PHP Building Committee, which will fit the hospital for its role in comprehensive community health care in the Lalitpur District, and overseeing completion of all plans and estimates of costs.
- D. Liaison with donor agencies with regard to financial support.
- E. Preparing and submitting for approval an expense budget to the PHP Building Committee.
- F. Coordinate all construction activities and the equipping of the new Hospital.
- G. Liaison with HMGN, Tribhuvan University Institute of Medicine, local authorities, Department of Health Services administration, and Senior Medical Officer, Lalitpur Hospital.

Duration of appointment: Until May 1977, and may be re-appointed.

11th October, 1976

Dear Colleagues,

With the change of seasons as the monsoon recedes into memory, with the brisk mornings and evenings in the valley, with the refreshing this brings to body and spirit, we are ever mindful that we serve a gracious God. May you experience His mercies renewed every morning.

The Workers Conference Committee has held many meetings, and is now sending you a tentative program for the meeting to be held in Pokhara, January 12-17, 1977. You are asked to respond to the general program, the discussion group topics, and to give a tentative indication as to which of you will attend. One of the subjects likely to be included in discussion groups concerns relations with the church. Let me quote a passage that might be helpful in this regard. It is from Let the Earth Hear His Voice, pp.341-2, quoting from a paper by J. Howard Snyder, given at the Lausanne Congress:

'The Church is itself a missionary structure, and any group of missionaries may be the legitimate embodiment of the Church. This means there can be no questions of the Church versus "missionary structures". Where missionaries are, there is the Church, and there missionaries are responsible to demonstrate the reality of Christian community.... Missionaries can never go to another culture and leave the Church behind! But they can, and often should, leave behind or modify the para-Church forms peculiar to their own culture.'

The planning process for next year's UMN program was somewhat different this year because instead of having all the plans and budgets from all the projects considered by the former Administrative Advisory Conference, these were routed to the relevant functional board. Long, hard hours of work in each of these boards resulted in thorough discussion, and, in a few cases, revision, of plans and budgets for 1977. The UMN Finance Committee on November 3rd, and the Executive Committee on November 4th and 5th, will review all of this preparatory material in order to approve the overall program for UMN in 1977, including budgetary provision and personnel to carry it out. We in HQ are very grateful for the input each of you may have made weeks ago. We seek your prayers for the important meetings in November. Ongoing work with increased demands, exciting new program opportunities and financial support will surely need God's gracious guidance.

To fill some of the vacant personnel posts, nine persons are in language and orientation school, and will be going to their assignments in December. There are still three more persons to come who, because of the non-authorisation of visas yet, were not able to join the school August 1st. They, and two others, are still waiting for non-tourist visas, long overdue. As we go to the Government ministry to inquire we are told over and over again that the visa applications are "in process". How we pray that God will soon open the doors for these our colleagues. The next group of persons for language and orientation school, due to open about February 1st, 1977, will be larger, and we have already started their visa application process. Pray that there will not be such frustrating delays for any of them.

Our copy of LIVING WATER FOR NEPAL is here. We have written to member bodies informing them that an English copy may be obtained for \$400. and is to be ordered from:

Colour Film Services Ltd.,  
22 Portman Close,  
London, W1, U.K.

If you wish to remind any of your mission offices or friends overseas of this, please encourage them to buy and use the film. A Swedish language copy will be available from Orebro Mission.

The new set of slides is ready, and copies of it may be ordered for \$21 plus



postage from:

World Mission Prayer League,  
Brogt 8,  
Oslo 1, Norway.

We expect to have some sets available at HQ, and you may buy from us in Kathmandu.

We are in the process of revising the booklet "Greetings From Nepal", and have written to member bodies asking how many copies in English they may wish to order. Larry Asher will have the new printing done in USA this winter in connection with the UMN participation in the Urbana Conference, December 27-31, where about 15,000 evangelical college students will gather for the triennial missions conference. Ashers will represent UMN in Urbana.

The Patan Hospital Project is gaining momentum. The money has been paid to Government for the land. It will soon be surveyed. The Health Services Board has appointed a new Patan Hospital Project Building Committee. It accepted the report of the former Committee, including the revised architectural brief. San Ruohoniemi continues as Project Director. Martyn Thomas is the Design Consultant/Building Engineer, and with his family will move to Kathmandu this month. A potential donor in Europe, through a personal visit of its Asia Desk Executive, has enthusiastically agreed to accept our application for complete funding with a good chance of success. A Hospital Planner Consultant recently retired from a top level American Hospital Architectural Firm, and who has had experience with design for a large medical complex in India, has accepted our invitation to come as a volunteer for six weeks in November/December. An experienced Nepali architect has been engaged to work with San, Martyn and the Consultant. There is much more to do before the new Patan Hospital can be used, but we thank God for clearing away so many hurdles so quickly in recent weeks.

The autumn season is the most attractive for overseas visitors, whether Mission-related tour groups (from Germany, Canada, USA), member body executives, church-related VIPs, UMN Executive Committee members, or the casual tourist who wishes to see something of UMN. We are confident that you will rise to the occasion if any of them are in your area. Transportation being what it is in Nepal, we are somewhat limited in the itineraries we can propose for short visits of overseas friends, so some of you may be "overvisited".

One important visitor coming next February, 12th to 20th, is Archbishop Marcus Loane of Australia. Following Workers Conference, January 12-17, and with the functional boards all scheduled to meet in February (HSB, 16-18; EDB, 21-22; EB, 24-25), we do not have complete freedom to prepare the Archbishop's itinerary. We trust that you will be understanding if he doesn't visit your area.

Some of our Area Services Officers are concerned about visitors in their areas, from within or outside the UMN, whom they would like to welcome and inform about meetings and times of fellowship, but are <sup>not</sup> aware that these visitors are around at the time. So if you visit one of the other projects, make sure that you meet the A.S.O. and find out what is going on in which you can join. These appointed A.S.O.s are: Butwal - John Finlay; Tansen - Neil Solvik; Pokhara - Dorothy Broom; Gorkha - Helen Huston; Okhaldhunga - Anna-Liisa Jokinen.

Christmas will be coming soon, and many of us are thinking about mailing off cards. Don't forget that we still have a supply of the UMN notelets at Headquarters, selling at Rs.1/- each, with the envelope. Betty Young will be glad to receive orders for these and send them off to you.

A year ago we made a thorough check on our overseas mailing list, and at that time asked our workers in UMN to indicate whether or not they wished to receive the printed books of Board and Executive Minutes, as well as the duplicated Minutes and annual reports. Those who have arrived in UMN and



Nepal during 1976 have missed out on this. If you do wish to receive the printed books, please let Betty Young or Elizabeth Knight know, and they will see that your name is recorded for distribution of the Minutes.

There are a lot of things to remember in this letter, and here are two important ones about visas:

- 1) The people who are actually resident in Gorkha and Okhaldhunga have this written into their residence visas. Everyone else visiting those areas must obtain a proper trekking permit before going. The forms should be available in your project office (or if not, from HQ), and each person is asked to fill in his/her own form, supply two photos, and quote the actual dates for which the permit is needed. The cost is Rs.15/- per week, plus Rs.1/- application fee. HQ will be happy to help you secure these permits if you send in your passports and completed forms, etc. to Betty.
- 2) The matter of renewing residence visas is becoming more complicated, and this is something which every one of us needs to watch carefully. We cannot get visas renewed at short notice, as in the past. It is a much longer process and has to go through three government offices, now involving the holding of your passport in Kathmandu for some time (we don't know yet how long, but maybe a couple of weeks). So please watch the expiry date of your residence visa, don't plan any travel around that time if you can possibly avoid it, and if you must travel get in touch with us well ahead of time to make sure that we can get all the business attended to without difficulty while your passport is free. Warning about this has been sent out before, and it comes to you again with renewed emphasis now, as holidays and travel plans may have to be cancelled if visa matters are not in order, and they just do take time!

Letters from Frank and Billie indicate a nostalgia for UMN and all of you wonderful people. They are busy in the work of the California Lutheran Bible School, and have an almost inexhaustible well of resources from their six years of experience in Nepal. They will surely welcome your letters and your prayers of support.

Here are the comings and goings of our UMN family since the last Occasional Letter of June 29th:

Workers to have left Nepal, on furlough or end of term:

Hisa Asaoka	Monika Schutzka
Alan Ashmore (this month)	Eileen Talbot
Becky Grimsrud	Anneli Talso
Ken Finlay	Helmut Scheuer
Judy Henderson	Jonathan and Fyrne Yoder
Judy Nichols	Bob and Jo Yoder
John and Marg Paterson	

Workers to have arrived back from furloughs, long and short:

Lilly Ammann	Eleanor Knox
Gwen Coventry	Rut Peterson
Ruth Judd	Denis and Ann Roche
Joy McConnell	Neil and Clarice Solvik
Delos and Hazel McCauley	Denise Stringer

Workers who have transferred projects:

Kirsti Kormu - to Mahendra Bhawan, as School Nurse.  
Martyn and Shirley Thomas - to the Patan Hospital Project, (this month)

New workers to have arrived in Nepal:

David and Rosemary Cooke, language school  
Mike and Shirley Dobson, Shanta Bhawan  
Kathleen Kilpatrick, Tansen and Pokhara  
Dr. Kawahara, Tansen  
Lil Lewis, language school  
Ann Matthias, language school

Susie Merry, language school  
Ed and Twila Miller, language school (not really new!)  
Graham and Jill Morris, language school  
Trudy Stevens, Tansen  
Dean and Berneda Wyse, Pokhara

New arrivals, of another category :

A daughter to Nick and Helga Peters, in August  
A son to David and Rosemary Cooke, in September.

Engagement:

Duane Poppe and Joy Stephens, looking forward to their wedding in  
February.

\*\*\*\*\*

We in HQ are nearly settled into our new offices, although not completely. We rejoice to see you when you come our way. Please give us that privilege as often as you can. May each of you have the patience of Job, the wisdom of Solomon and the mind of Christ.

Cordially, your colleague in Christian service,

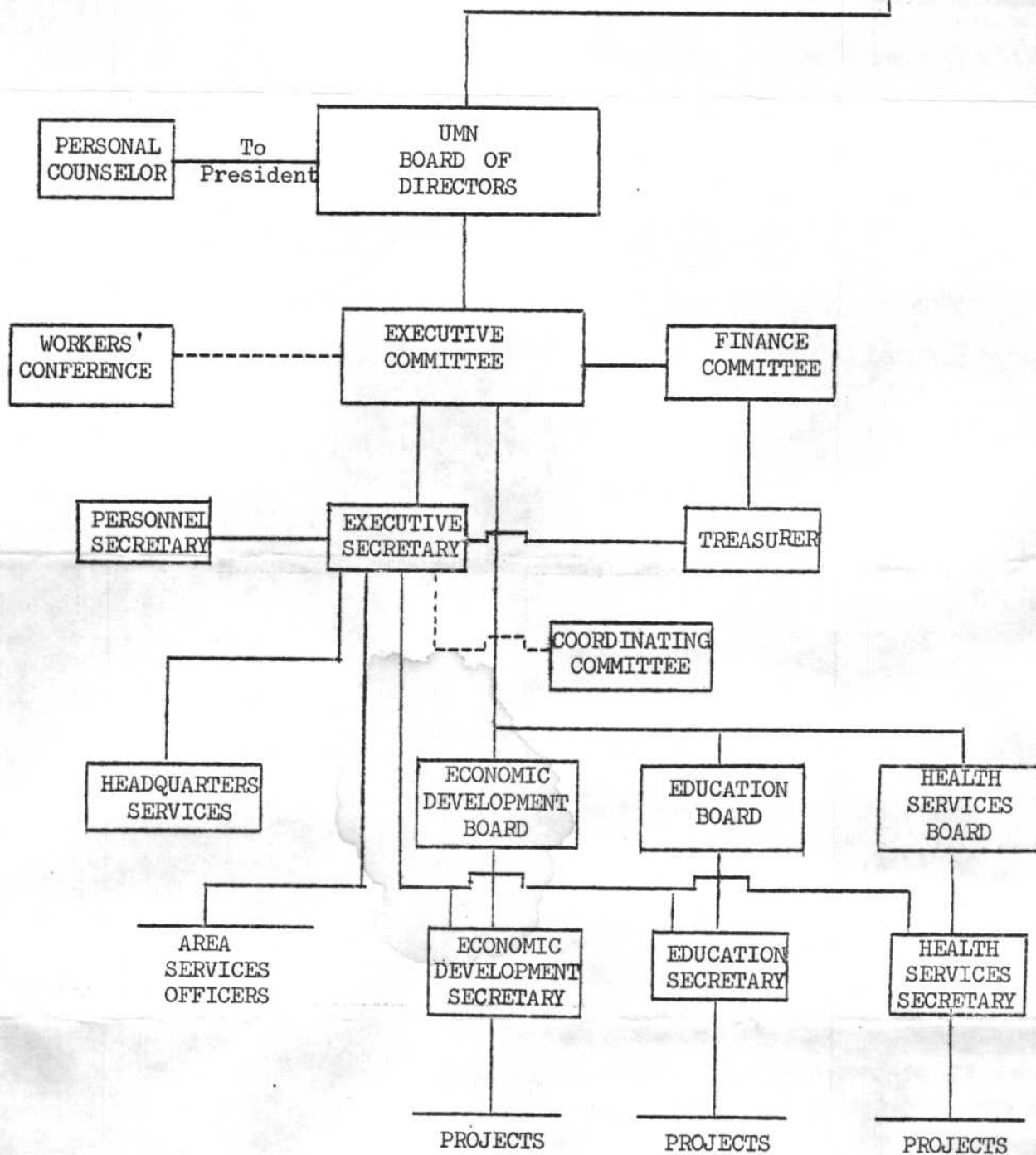
Gordon M. Ruff  
Executive Secretary

P.S. We have heard from Third Eye Tours that some of the mail for our workers is being addressed to their Post Box number, 124, instead of to our own, No. 126. If you notice any letters coming to you incorrectly addressed, please be sure to point out the correct post box number to your friends so that we do not inconvenience the Travel Agency by using theirs. Thank you.

Mrs H. Schultze

ORGANIZATIONAL STRUCTURE  
of  
THE UNITED MISSION TO NEPAL

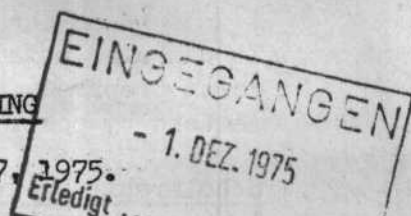
TWENTY-NINE OVERSEAS MEMBER BODIES SEND REPRESENTATIVES TO





Minutes of the  
UMN EXECUTIVE COMMITTEE MEETING

held in Kathmandu, November 6-7, 1975.



The meeting of the Executive Committee was held in the Board Room of UMN Headquarters, Thapathali, for two full days. Sessions lasted on Thursday, 6th November, 9-12 and 1.30-6 p.m., and on Friday, 7th November, 8.30-12 and 1.30-5.30 p.m.

Devotions. The UMN President, Mr. M. Roemmele, led devotions on the first morning, and Dr. J. Schaefer on the second day.

Roll Call. Members were present, except as indicated:

President:	Mr. M. Roemmele
Vice President:	Rev. G. Ruff
Other members:	Mr. N. Janzen
	Rev. F. Jonathan
	Dr. J. Schaefer
	Dr. M. Owen
	Rev. P. Kniss
	Dr. N. Minz (absent)

Ex-officio members:

Rev. F. Wilcox, Executive Secretary  
Mr. A. Voreland, Personnel Secretary  
Mr. R. Havens, Treasurer  
Dr. W. Gould, Tansen Area Superintendent  
Miss F. Swenson, Gorkha Area Superintendent  
Mr. S. Ruohoniemi, Kathmandu Area Supt., and  
Health Services Secretary  
Miss M. McCombe, Education Secretary  
Mr. F. Sauer, Technical Secretary  
Mr. B. Abels, ICCO, Netherlands.

Zur Ablage  
Aktenplan-Nr. 228  
Datum 2.1.76  
Handzeichen

Visitor:

Schedule and Agenda. These were adopted as presented by the Executive Secretary.

EC(2)-1/75. Minutes of previous meeting. The Minutes of the meeting of the Executive Committee held 2 - 3 April, 1975 were accepted and confirmed as printed.

EC(2)-2/75. Correspondence Votes. Two actions which had been taken by correspondence vote since the time of the last meeting are recorded as follows:

- Executive Secretary. Further to the action of the Board of Directors in BD-13/75, 3, it was RESOLVED to appoint Rev. Gordon Ruff to the post of Executive Secretary from June, 1976 for a three year term. In the light of this appointment, Rev. and Mrs. Gordon Ruff, administrator, offered for service by the United Presbyterian Church, USA, are regarded as accepted Board Appointees, with thanks to God and to their sending Church.
- Administrative Officer, Shanta Bhawan. It was RESOLVED to appoint Mr. Bir Bahadur Khawas to the post of Administrative Officer, Shanta Bhawan Hospital, from July, 1975.

PLANS AND BUDGETS FOR 1976

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

EC(2)-3/75. UMN Headquarters. Following discussion, it was RESOLVED:

- To accept the recommendations of AC-2/75, a,b,c,d,e,g, and FC(2)-3/75c;
- To approve the post of Information Advisor, and the addition of Rs.2,000. to the item Staff Travel for the use of this person;
- To accept the proposed plans and budgets for 1976, with the above amendments.

EC(2)-4/75. Building Department. It was RESOLVED to accept the plans and budgets for 1976, with the inclusion of amendments as listed in AC-3/75, a and b.



It was also noted that the statement of policy requested in AC-3/75, c is being prepared, and this should be circulated to Executive Committee members by post.

- EC(2)-5/75. Scholarship Program. It was RESOLVED to accept the plans and budget for 1976 as presented, with the amendment of AC-4/75, a.
- EC(2)-6/75. Children's Hostel. A brief report was received from the Hostel, and accepted with thanks.
- EC(2)-7/75. Community Health Office. It was RESOLVED to accept the plans and budgets as presented for 1976, with the amendments listed in AC-5/75, and the addition of a post in the personnel list:  
\*\* 1 Water resources advisor or Sanitarian.
- EC(2)-8/75. Tansen Area. The plans and budgets were discussed, and Mr. Abels also spoke concerning the application made to ICCO for funds for the community health work of the area. it was RESOLVED:  
a) To accept and approve the recommendations of AC-6/75, b,c,d,e,f,h,j,k,l and m; also FC(2)-7/75, b,c,and d;  
b) To amend the item in the Hospital capital budget for dental equipment to read Rs.125,000;  
c) With reference to AC-6/75, a, it was agreed that the name of the project be altered as suggested, but also RESOLVED to request the administration to consider the suggestion of Dr. Moin Shah that a more suitable name might be found for the health services work in Palpa, and possibly for that in other areas of the Mission also;  
d) With the above amendments, to approve the plans and budgets for 1976.
- EC(2)-9/75. UMEDA Projects, Butwal. It was RESOLVED to accept the plans and budgets for 1976, with the amendments listed in AC-7/75.
- EC(2)-10/75. Pokhara Project. The plans and budgets were discussed, with particular attention to the revised budget for capital building needs at the school. The figures, revised on the advice of Mr. Abels, were presented, and Mr. Abels and Mr. Larry Asher contributed to the discussion. It was RESOLVED:  
a) To express real appreciation to Mr. Abels and the ICCO for their very generous contribution of funds to the building of the Boys' School;  
b) To accept the recommendations of AC-8/75, a,b,c,e, and FC(2)-9/75, b,c,d, and e;  
c) To accept the plans and budgets for 1976 with the above amendments.
- EC(2)-11/75. Gorkha Project. It was RESOLVED to approve the plans and budgets for 1976 as presented, with the amendments recommended in AC-9/75, a and c, and FC(2)-10/75, b and c.
- EC(2)-12/75. Shanta Bhawan Hospital. It was RESOLVED to approve the plans and budgets for 1976, with the amendments of AC-10/75, b,d and e, noting that the hospital general fund budget has not yet been approved by the Hospital Board, and is therefore still pending approval by the Executive Committee.  
It was further RESOLVED to approve the recommendation that the Health Services Board, when appointed, be instructed to go carefully into the matter of studying the possible transfer of the Shanta Bhawan Hospital operations to the Hospital Association.
- EC(2)-13/75. Mahendra Bhawan School. It was RESOLVED to approve the plans and budgets of the Girls' High School as presented.
- EC(2)-14/75. Okhaldhunga Project. After discussion, it was RESOLVED:  
a) To approve the inclusion of a list of personnel needs as follows:  
Dispensary - 1 Medical Director, general practitioner  
1 Nursing Superintendent  
1 Nurse  
Comm. Health - \*1 Doctor  
\*1 Nurse/midwife  
\*\*1 Nutrition Improvement Worker  
Office - \*1 Business Manager  
b) To approve the recommendation of FC(2)-13/75, b and c;  
c) With the inclusion of the above amendments, to approve the plans and budgets for 1976;  
b,  
d) To approve the recommendation of AC-12/75/ omitting the last sentence.

EC(2)-15/75. Mission-wide Expenses. It was RESOLVED to approve the budget as presented, with the increase in the publicity item as recommended in AC-13/75.

EC(2)-16/75. Treasurer's Consolidated Budget. It was RESOLVED to accept the amended budget as presented, approving the Finance Committee recommendation in FC(2)-15/75.

#### OTHER FINANCIAL MATTERS

EC(2)-17/75. Salary Scale. After discussion of the recommendation of FC(2)-17/75, it was RESOLVED to accept this proposed new salary scale, with certain minor amendments. The revised scale is as follows:

- a) As from 1st January, 1976, the UMN salary scale will correspond to the government salary scale.
- b) An extra Overtime Allowance of 20% of basic salary will be paid to all employees to compensate for the longer hours worked by UMN employees.
- c) A 10% housing allowance on basic salary may be paid to UMN employees for whom housing is not provided, as per the present policy.
- d) A uniform allowance will be granted to technical personnel, as per government ruling.
- e) In implementing this new scale, no employee will receive less than he is receiving at present under the UMN salary scale; any additional allowance necessary will be regarded as an Equalisation Allowance.
- e) An Rs.18/- Dearness Allowance, similar to the Dearness Allowance paid by government, will be paid to those employees who come in the non-gazetted levels of the government scale, payable over and above the Equalisation Allowance.
- g) A Field Allowance will be paid to Community Health workers of Rs.5/- per night if they are to stay overnight away from home.

It was further RESOLVED:

- h) That a special one-time grant be made to Shanta Bhawan Hospital for the year 1976 for the increase in salaries, and that the Shanta Bhawan Hospital Board be instructed to include this increase in the hospital budget for the year 1977.
- i) That all projects be instructed to calculate their new salary budgets for 1976, based on the above scale, and to submit this detailed listing to the Treasurer, who will increase their budget allocations accordingly, as necessary.
- j) That the estimated total increase of about Rs.210,000. for 1976 be paid from General Fund balances with the UMN Treasurer.

EC(2)-18/75. Provident Fund. The recommendation of AC-19/75 was considered, and it was RESOLVED:

- a) That the Provident Fund contributions from both the employer and the employees of the United Mission be increased, as from 1st January 1976, to 10% of basic salary, plus 20% Overtime Allowance, plus the Equalisation Allowance where applicable;
- b) That the additional amount required to cover the new Provident Fund contributions of the employer be included in the total salary increase to be paid by the UMN Treasurer from General Fund balances;
- c) That an employee be allowed to borrow up to the amount of his vesting in the Provident Fund, as an amendment to Provident Fund Rules, No.11,a; the rate of vesting being listed under P.F. Rule 8,b,1.

EC(2)-19/75. Capital Fund Grants. It was RESOLVED to approve the recommended grants listed in FC(2)-21/75; further that an advance of Rs.50,000. be made from General Funds for the new communication system at Headquarters, in consideration of the need for this and of the rising cost of such equipment, but that this amount is to be reimbursed by the General Fund by anticipated capital gifts which may be applied to this item.

EC(2)-20/75. Per Capita Grants. After discussion of the recommendations of FC(2)-23/75, it was RESOLVED that the Executive Secretary be instructed to inform the member bodies of the present financial position and the need to increase the per capita grants to Rs.7,200. in 1978, and to request their opinions and reactions; also to instruct the Treasurer to prepare a detailed statement of anticipated receipts and balances over



the next three years, on the basis of the information received from the member bodies, this statement to be available by the time of the next Board Meeting.

EC(2)-21/75. Building Department Bank Account. It was RESOLVED that a current account be opened in the Nepal Bank Ltd., Pokhara in the name of the United Mission Building Department, to be operated by the following signatories, signing singly: The Design Engineer, the N.A.M.V. Site Engineer, the Pokhara Project Director, and the UMN Treasurer.

EC(2)-22/75. Language Fund. It was noted that the Tansen Project has budgeted to cover expenses of teacher training and equipment for the further language study of workers following their time at Language School. It was RESOLVED to record that the Executive Committee looks with favour upon the setting up of such facilities, approves this in principle, and would encourage each of the projects to do likewise where this is applicable and helpful.

EC(2)-23/75. Finance Committee Minutes. It was RESOLVED to accept and approve the Finance Committee Minutes of the meeting held on 5th November, 1975, with the amendments as listed in Executive Committee Minutes above.

It was further RESOLVED to approve the Minutes of meetings of the Kathmandu-based members of the Finance Committee held on 13th June, 5th September, 16th September, 26th September and 3rd October, 1975, all of which are found in Appendix B to this meeting. The attention of the Finance Committee was drawn to the policy action of FC(2)-12/72 that undesignated funds may be granted only for approved capital funds and for specific emergency capital needs.

#### PERSONNEL MATTERS

EC(2)-24/75. New Board Appointees who have arrived since the last meeting (for information only).

Dr. and Mrs. C. Friedericks  
Mr. and Mrs. J. Miller  
Dr. and Mrs. D. Haug  
Dr. and Mrs. D. Henderson  
Miss J. Smucker  
Miss M. Nichol  
Miss E. Knight  
Mr. J. Williamson  
Dr. and Mrs. P. Johnson ) Direct  
Mr. and Mrs. R. Berger ) Appointees

EC(2)-25/75. Board Appointees who have returned from furlough since the last meeting (for information only)

Miss D. Ventham	Miss M. Kingsley
Miss K. Kormu	Miss B. Young
Miss V. Collett	Miss A. Maw
Dr. and Mrs. D. Harding	Dr. H. Huston
Mr. and Mrs. U. Rasanen	Mr. A. Vossberg
Mr. and Mrs. J. Lindell	Mr. and Mrs. D. Jantzen
Mr. and Mrs. J. Finlay	

EC(2)-26/75. New Board Appointees expected to arrive (already accepted).

Miss B. Woodger, January 1976  
Mr. and Mrs. P. Williams, January 1976  
Rev. and Mrs. G. Ruff, January 1976.

EC(2)-27/75. Board Appointees expected back from furlough before the next meeting (for information only)

Miss M. Brass	Dr. and Mrs. T. Hale
Miss D. Bailey	Mr. and Mrs. P. Spivey
Mr. O. Hoftun	Miss A.L. Jokinen
Miss J. Willmette	

EC(22)-28/75. Board Appointees who have left on furlough or end of term (for information only)

Dr. P. Dodson  
Miss J. McConnell

Mr. A. Vossberg  
Miss J. Willmette  
Miss A.L.Jokinen  
Miss M. Kingsley  
Mr. K. Roes  
Mr. R. Fox  
Mr. J. Finlay

Mr. and Mrs. D. Jantzen  
Dr. and Mrs. R. Ferguson  
Dr. and Mrs. T. Hale  
Mr. and Mrs. O. Hoftun  
Mr. and Mrs. D. McCauley  
Mr. and Mrs. R. Mowll  
Dr. and Mrs. D. Roche

- EC(2)-29/75. Miss Joy McConnell, nurse, BMMF; went on furlough September 1975. It was RESOLVED to thank Miss McConnell for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-30/75. Mr. and Mrs. Paul Spivey, pharmacist, BMMF; leaving on furlough December 1975. It was RESOLVED to thank Mr. and Mrs. Spivey for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.
- EC(2)-31/75. Miss Ritva Saukkonen, nurse, Free Church of Finland; leaving on furlough December 1975. It was RESOLVED to thank Miss Saukkonen for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-32/75. Miss Masae Sakurai, dietitian, JOCS; due for furlough December 1975. It was RESOLVED to thank Miss Sakurai for her service with the UMN, and to welcome her back to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-33/75. Miss Glenys Walker, teacher, BMS; due for furlough December 1975. It was RESOLVED to thank Miss Walker for her service with the UMN, and to welcome her return to Nepal after furlough, subject to receipt of satisfactory medical reports, and if there is a suitable place available for her at that time.
- EC(2)-34/75. Miss Susan Fry, health educator, CMS Australia; due for furlough December 1975. It was RESOLVED to thank Miss Fry for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-35/75. Miss Ruth Judd, nurse, CMS Australia; due for furlough January 1976. It was RESOLVED to thank Miss Judd for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-36/75. Miss Margaret McCombe, teacher, REMU; due for furlough January 1976. It was RESOLVED to thank Miss McCombe for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(2)-37/75. Mr. and Mrs. Dieter Werner, electrical engineer, C.S.O.; leaving on termination of service; January 1976. It was RESOLVED to thank Mr. and Mrs. Werner for their service with the UMN, and particularly their contribution to the work of the Butwal Technical Institute over the past three years.
- EC(2)-38/75. Miss Patricia Wright, nurse, BMMF; leaving on furlough January 1976. It was RESOLVED to thank Miss Wright for her service with the UMN, and particularly at the Tansen Hospital; and to recommend that she re-apply for service in Nepal if and when she is free to do so.
- EC(2)-39/75. Mr. and Mrs. Stephen Bull, mechanical engineer, BMS; leaving on furlough March 1976. It was RESOLVED to thank Mr. and Mrs. Bull for their service with the UMN, and particularly at the Butwal Technical Institute; and to recommend that they re-apply for service in Nepal if and when they wish to do so.
- EC(2)-40/75. Miss Norma Kehrberg, teacher, United Methodist Church; due for furlough April 1976. It was RESOLVED to thank Miss Kehrberg for her service with the United Mission, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.



- EC(2)-41/75. Miss Fran Swenson, business manager, WMPL, USA; leaving on furlough April 1976. It was RESOLVED to thank Miss Swenson for her service with the United Mission, and to welcome her return to Nepal after furlough, if and there is a suitable post available for her at that time.
- EC(2)-42/75. Dr. and Mrs. Wolfgang Zeiher, dentist, CSO: leaving March 1973 on termination of service. It was RESOLVED to thank Dr. and Mrs. Zeiher for their service with the United Mission, and particularly for their contribution to Shanta Bhawan Hospital in the dental and laboratory departments.
- EC(2)-43/75. Mr. and Mrs. Dan Jantzen, mechanical engineer, MCC; left on short furlough June 1975, and returned September 1975. It was RESOLVED to thank Mr. and Mrs. Jantzen for their service with the United Mission, and to confirm that they are welcome to return to Nepal for a further term of service.
- EC(2)-44/75. Mr. Sverre Skjelsbaek, plywood engineer, Direct Appointee with CSO; leaving Nepal February 1976 on termination of service. It was RESOLVED to thank Mr. Skjelsbaek for his service with the United Mission, and particularly for his contribution to the Butwal Plywood Factory over the past several years.
- EC(2)-45/75. Miss Sylvia Watkins, medical social worker, Direct Appointee with BMMF; leaving Nepal on termination of service December 1975. It was RESOLVED to thank Miss Watkins for her service with the United Mission, and particularly for her contribution to the work of Shanta Bhawan Hospital.
- EC(2)-46/75. Miss Joy Stephens, secretary, Direct Appointee with BMMF; due to leave February 1976 on termination of service. It was RESOLVED to thank Miss Stephens for her service with the United Mission, and particularly for her contribution to the work at Tansen Hospital.
- EV(2)-47/75. Dr. Paul Davies, surgeon, Direct Appointee with BMMF; due to leave February 1976 on termination of service. It was RESOLVED to thank Dr. Davies for his service with the United Mission and his contribution to the work at Shanta Bhawan Hospital.
- EC(2)-48/75. Miss Hilary Wheeler, nurse, Direct Appointee with BMMF; due to leave December 1975 on termination of service. It was RESOLVED to thank Miss Wheeler for her service with the United Mission and her contribution to the Boys' School, Pokhara.
- EC(2)-49/75. Mr. and Mrs. Jimmy Roane, administrator, Assemblies of God; leaving Nepal January 1976 on resignation from service. It was RESOLVED to thank Mr. and Mrs. Roane for their service with the United Mission, and particularly for their contribution to the work of the Central Services Department of UMN Headquarters over the past three years, and to accept their resignation with regret.
- EC(2)-50/75. Dr. Mona Bomgaars, doctor, United Presbyterian Church; leaving Nepal March 1976 on resignation from service. It was RESOLVED to thank Dr. Bomgaars for her service with the United Mission; and particularly for her contribution to the work of the Community Health Program of SBH over the past four years, and to accept her resignation with regret.
- EC(2)-51/75. Mr. and Mrs. John Haughey, business manager, UCC; accepted EC(2)-30/74. It was noted that this offer of service from the United Church of Canada has been withdrawn, and Mr. and Mrs. Haughey will not be coming to Nepal.
- EC(2)-52/75. Dr. and Mrs. Eric Livingston, general practitioner, BMS; accepted EC(2)-34/74. It was noted that this offer of service from the Baptist Missionary Society has been withdrawn, and Dr. and Mrs. Livingston will not be coming to Nepal.
- EC(2)-53/75. Miss Charlotte Self, nurse, UPC; accepted EC(1)-35/75. It was noted that this offer of service from the United Presbyterian Church has been withdrawn, and Miss Self will not now be coming to Nepal.
- EC(2)-54/75. Dr. Pam Dodson, doctor, BMMF. Dr. Dodson had to leave Nepal at short notice in May, 1975, and has since resigned from the UMN for family reasons. Dr. Dodson first came to Nepal in March 1958, and during these

17 years has made a very real contribution to the medical work, administration and fellowship of the UMN at Bhaktapur, Okhaldhunga, Shanta Bhawan, and more latterly at Tansen. It was RESOLVED to express sincere appreciation to Dr. Dodson for her service with the United Mission, while accepting her resignation with regret.

- EC(2)-55/75. Mr. and Mrs. Ron Fox, mechanical engineer, RBMU. After serving since January 1968 at Butwal Technical Institute, and more latterly at the Boys' School, Pokhara, for family reasons Mrs. Fox left Nepal in February 1975 and Mr. Fox in September, 1975. It was RESOLVED to thank Mr. and Mrs. Fox for their service with the United Mission and their contribution to these projects, and to accept with regret the concurrence of RBMU to the recommendation of their resignation from the UMN at this time.
- EC(2)-56/75. Miss Olive Anniss, nurse, RBMU. It was reported that Miss Anniss had left Nepal on sick leave in June 1975, after a term of service at the SBH Nursing School Program, and has now resigned from the UMN for health reasons. It was RESOLVED to thank her for her service with the United Mission, and to accept this resignation with regret.
- EC(2)-57/75. Mr. and Mrs. Jostein Holm, agriculturalist/accountant, WMPL Norway. Mr. and Mrs. Holm have served at the Boys' School, Pokhara, and with INF at Green Pastures, Pokhara, from January 1971 to December 1973, and have now resigned from the UMN for health reasons. It was RESOLVED to thank Mr. and Mrs. Holm for their service with the United Mission, and their contribution to these projects in the Pokhara Valley, and to accept this resignation with regret.
- EC(2)-58/75. Mr. Darrell Ediger, builder, MCC. Mr. Ediger left Nepal in July 1974 after a term of service at the Butwal Technical Institute, and did not afterwards extend his term as previously expected. It was RESOLVED to thank Mr. Ediger for his service with the UMN and at Butwal, and to recognise his departure in 1974 as termination of service.
- EC(2)-59/75. Mr. and Mrs. Geoffrey Reid, teacher, BMMF. Mr. and Mrs. Reid left Nepal on furlough in December 1969 after a term of 4 years service in the Gorkha Project education program, and have now resigned from the UMN for health reasons. It was RESOLVED to thank them for their contribution to the work in Gorkha, and to accept their resignation with regret.
- EC(2)-60/75. Mrs. Tomoko Tsukada, social worker, ICU Church, Tokyo. Mrs. Tsukada left Nepal in December 1973 after nearly six years service at the Boys' School, Pokhara, and has since resigned from the UMN for health reasons. It was RESOLVED to thank her for her work with UMN, and her contribution to the Boys' School, and to accept this resignation with regret.
- EC(2)-61/75. Mr. Franz Sparr, wood technician, offered by the Committee for Service Overseas, Germany. Further to the action of EC(1)-34/75, it was noted that Mr. Sparr has been accepted by the UMN as a Direct Appointee at the Butwal Plywood Factory, and his application for acceptance as a Board Appointee need not be pursued.
- EC(2)-62/75. Miss Mary Nichol, nurse tutor, offered for service by the Presbyterian Church in Canada. It was RESOLVED to accept the services of Miss Nichol, with thanks to God and to her sending Church.
- EC(2)-63/75. Mr. John Williamson, civil engineer, offered for service by the Mennonite Central Committee. It was RESOLVED to accept the services of Mr. Williamson, with thanks to God and to his sending mission.
- EC(2)-64/75. Mr. and Mrs. David McConkey, science teacher, offered for service by BMMF. It was RESOLVED to accept the services of Mr. and Mrs. McConkey, with thanks to God and to their sending Mission.
- EC(2)-65/75. Miss Joyce Brown, nurse/secretary, offered for service by the Baptist Missionary Society. It was RESOLVED to accept the services of Miss Brown, with thanks to God and to her sending Mission.



- EC(2)-66/75. Mr. and Mrs. Adrian Evans, management accountant, offered for service by RBMU. It was RESOLVED to accept the services of Mr. and Mrs. Evans, with thanks to God and to their sending Mission.
- EC(2)-67/75. Mr. and Mrs. Steven Erickson, health educator, offered for service by MCC. It was RESOLVED to accept the services of Mr. and Mrs. Erickson, with thanks to God and to their sending Mission.
- EC(2)-68/75. Miss Shelagh Wynne, nurse, offered for service by BMMF. It was RESOLVED to accept the services of Miss Wynne, with thanks to God and to her sending Mission.
- EC(2)-69/75. Miss Patricia Hodgson, physiotherapist, offered for service by BMMF. This offer is looked on favourably, but full papers and details are not yet to hand. It was RESOLVED to instruct the Executive Secretary to continue negotiations with BMMF, and if desirable to circulate the Executive Committee for a correspondence vote on the acceptance of Miss Hodgson.
- EC(2)-70/75. Mr. and Mrs. Edward Jennings, accountant, possibly to be offered for service by BMMF. This possible offer is looked on favourably, and it was RESOLVED to instruct the Executive Secretary to continue negotiations with BMMF, and if desirable to circulate the Executive Committee for a correspondence vote on the acceptance of Mr. and Mrs. Jennings.
- EC(2)-71/75. Miss Elizabeth Knight, secretary, offered for service by BMMF. It was RESOLVED to accept the services of Miss Knight, with thanks to God and to her sending Mission.
- EC(2)-72/75. Mr. and Mrs. Frank Clarkson, accountant, offered for service by BMMF, with the post of UMN Treasurer in view. It was RESOLVED to accept the services of Mr. and Mrs. Clarkson, with thanks to God and to their sending Mission.

#### ADMINISTRATIVE APPOINTMENTS

- EC(2)-73/75. Executive Director, Shanta Bhawan Hospital. It was RESOLVED to appoint Dr. Mary Eldridge to the post of Executive Director up to April, 1977.
- EC(2)-74/75. Medical Superintendent, Shanta Bhawan Hospital. It was RESOLVED to appoint Dr. Mary Eldridge to the post of Medical Superintendent up to April, 1977.
- EC(2)-75/75. Assistant Medical Superintendent, Shanta Bhawan Hospital. It was RESOLVED to appoint Dr. John Dickinson to the post of Assistant Medical Superintendent up to April, 1977.
- EC(2)-76/75. Nursing Superintendent, Shanta Bhawan Hospital. It was RESOLVED to appoint Mrs. Suson Sada to the post of Acting Nursing Superintendent for a six month period from January 1976 to cover the time of Miss Judd's furlough; Miss Judd to resume the post of Nursing Superintendent on her return to Nepal.
- EC(2)-77/75. Superintendent, Community Health Program, Shanta Bhawan. It was RESOLVED to appoint Mr. San Ruohoniemi to the post of Superintendent for a one year period from December, 1975.
- EC(2)-78/75. Area Superintendent, Tansen. Owing to Dr. Dodson's departure unexpectedly, the Executive Secretary appointed Dr. Bill Gould as Acting Area Superintendent in May, 1975. It was RESOLVED to confirm this appointment, and to extend it to the time of the Board Meeting, April '76.
- EC(2)-79/75. Medical Director, Tansen. It was RESOLVED to appoint Dr. Bill Gould to the post of Medical Director up to April, 1977.
- EC(2)-80/75. Nursing Superintendent, Tansen Hospital. It was RESOLVED to re-appoint Miss Klara Pedersen to this post for the period to April 1977, and to appoint Miss Jenny Sutton as Acting Nursing Superintendent during the time of Miss Pedersen's furlough from May 1976.
- EC(2)-81/75. Superintendent, Community Health Program, Tansen. In May 1975 the Executive Secretary appointed Miss Gwen Coventry as Acting Superintendent

on Dr. Dodson's departure from Nepal. It was RESOLVED to confirm this appointment, and to further appoint Miss Coventry as Superintendent of the Community Health Program up to April, 1977.

EC(2)-82/75. Medical Director, Amp Pipal Hospital. It was RESOLVED to appoint Dr. Tom Hale to the post of Medical Director from the time of his return in January 1976 up to April, 1977.

EC(2)-83/75. UMN Treasurer. The Chairman presented a number of offers of service which had been received from member bodies in response to an appeal for a qualified accountant to fill the post of Treasurer from June 1976. It was RESOLVED to recommend to the Board of Directors the appointment of Mr. Frank Clarkson to this post for a three year term from April, 1976. Further to the acceptance of Mr. and Mrs. Clarkson as Board Appointees in EC(2)-72/75, it was RESOLVED that they be requested to prepare themselves to come to Nepal as quickly as possible to allow sufficient time for some language study and overlap with the present Treasurer before he leaves in June.

EC(2)-84/75. Education Secretary. (N.B. In the case of this and the following three posts, it was RESOLVED to concur with the recommendation that the Board of Directors make appointments for a one year term only from April, 1976, in the first instance.)

It was noted that Mr. Asbjorn Voreland was unable to fulfil the appointment to the post of Education Secretary, made by the Board of Directors in April 1975, and had withdrawn from the appointment. In view of the resulting vacancy, it was RESOLVED to appoint Mr. Larry Asher as Acting Education Secretary from January to April, 1976; and further to recommend to the Board of Directors that they appoint Mr. Asher to the post of Education Secretary for a one year term from April, 1976.

EC(2)-85/75. Economic Development Secretary. It was RESOLVED to recommend to the Board of Directors that they appoint Mr. Odd Hoftun to the post of Economic Development Secretary for a one year term, from April, 1976.

EC(2)-86/75. Health Services Secretary. It was RESOLVED to recommend to the Board of Directors that they appoint Dr. Carl Friedericks to the post of Health Services Secretary for a one year term from April, 1976.

EC(2)-87/75. Personnel Secretary. It was RESOLVED to recommend to the Board of Directors that they appoint Miss Betty Young to the post of Personnel Secretary for a one year term from April, 1976.

#### CONSTITUTIONAL MATTERS

EC(2)-88/75. Changes in the present Constitution. It was noted that the amendments listed in BD-22/75, 23/75 and 24/75 are to be forwarded to the Board of Directors for ratification at their meeting in April, 1976.

EC(2)-89/75. Preliminary Report of the Continuation Committee. It was noted that the Committee appointed by the Board in BD-24/75, 2 would present their report to the meeting of the Board in April, 1976.

EC(2)-90/75. Proposed amendments to the new Constitution and Bye-laws. It was RESOLVED to recommend to the Board of Directors the following amendments to the draft new Constitution and Bye-laws, further to those sanctioned in April, 1976:

i) Bye-law V,A,2. Election of Executive Secretary.

a. The Executive Secretary shall be appointed for a three year term, to be terminated on leaving Nepal on furlough, or for other reasons, for a period of three months or longer; provided, however, that when it is considered desirable for him to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may recommend re-appointment of the Executive Secretary for a further three year term to the Board of Directors; such recommendation to be presented to the BOARD APPOINTEES by the President of the United Mission through correspondence for



comment prior to the meeting of the Board. <sup>Committee</sup> The Executive/  
may terminate this appointment when it deems necessary.

- b. Upon resignation or termination of service by the Executive Secretary, the following steps shall be taken to elect a new Executive Secretary:

- a) A Selection Committee of 5 members shall be appointed by the Executive Committee, one of whom shall be the Convenor. The Selection Committee shall include 1 voting member and 1 ex-officio member of the Executive Committee, 2 representatives from the United Mission Board of Directors outside of the Executive Committee, and 1 BOARD APPOINTEE who does not hold any United Mission administrative post.
- b) On behalf of the Selection Committee, the Convenor shall correspond with United Mission member bodies, BOARD APPOINTEES, and others, seeking qualified candidates for the post of Executive Secretary. The Convenor shall acknowledge receipt of all suggestions received.
- c) From all proposed candidates willing to serve in the post, if appointed, the Selection Committee shall obtain full dossiers of training, qualifications, experience in administration, Christian and missionary experience, statement of Christian convictions, and medical reports.  
The Selection Committee shall select up to 3 possible candidates for presentation to the Executive Committee, with full bio-data on each candidate. The Selection Committee shall arrange for interviews for those candidates whose names are to be presented to the Executive Committee. These nominations shall be presented by the Convenor of the Selection Committee to the BOARD APPOINTEES through correspondence.
- d) The Executive Committee, from the list of persons presented to them by the Selection Committee, shall select one candidate for nomination to the Board of Directors.

(3. Former No.2, concerning appointment of the Treasurer only .

4., Former No.3.

5. Former No.4.)

- ii) Amendments as recommended in AC-16/75, b - g, noting that section c) is an addition to the present Bye-law VII,E,3, and the other paragraphs fully replace the sections in the present draft.
- iii) Deletion of Bye-law VI,14, as this duty is now included in Bye-law VII,C,8.
- iv) The title "Health Secretary" should be changed to "Health Services Secretary" through the Constitution and Bye-laws.
- v) Bye-law XII should read:
  - A. All accounts shall be maintained according to the Nepali calendar month.
  - B. The fiscal year of the United Mission shall end about January 15th. The projects of the United Mission shall be permitted to set a fiscal year which is appropriate to their own work.
  - C. D. and E. as before.
- vi) A new section to be added as Bye-law IX, K:  
Relationship to Function<sup>-al</sup>/Board. BOARD APPOINTEES shall serve under the Functional Board creating the post. BOARD APPOINTEES whose work affiliates them to a Functional Board different from that of their profession should be accorded advice by that Board, and may be accorded participation in seminars related to their profession.
- vii) The wording of the Constitution and Bye-laws to be amended to eliminate the use of the masculine pronoun where inappropriate, without making any alteration in meaning.

EC(2)-91/75. Steps in transition. It was RESOLVED to concur with the recommendations listed in AC-17/75 in the transition from the present Constitution to the new one.

EC(2)-92/75. Drafts of Objectives and Working Rules. The drafts of the Objectives and Working Rules for each of the Functional Boards had been circulated to members of the Executive Committee before this meeting. It was RESOLVED to accept these for information, and for reference to the Board of Directors.

## OTHER MATTERS

- EC(2)-93/75. Secondments. A report from the Executive Secretary on secondment of workers was received for information. It was RESOLVED to approve the following present posts of secondment, some of which are new posts:
- Butwal: Butwal Plywood Factory (3 posts)  
Butwal Zonal Hospital (2 posts)
  - Tansen: Institute of Medicine (5 posts)
  - Gorkha: District Education Office (2 posts)
  - Pokhara: District Education Office (8 posts)  
International Nepal Fellowship (2 posts)
  - Kathmandu: Institute of Medicine (6 posts)  
Nepal Orthopaedic Appliances Centre (1 post)  
Narayan Bhawan (1 post)  
Leprosy Mission, Anandaban (1 post)  
Ministry of Health (1 post)  
Institute of Engineering (1 post)
- EC(2)-94/75. Education Workers. A report was presented by Miss McCombe and Mr. Asher on the proposed future education plans of the United Mission, which has been submitted to the Department of Education. It was RESOLVED to express approval of these outlined plans, and to instruct the administration to circulate such information to the member bodies on receipt of sanction from the Ministry of Education.
- EC(2)-95/75. Supplementary Information Form. The Personnel Secretary presented a proposed supplementary information form for initial use in dealing with new applications for service, through member bodies or directly. It was RESOLVED to request members of the Executive Committee to give to Mr. Voreland in writing any suggested amendments to this form, and to instruct him to edit the form, taking into account all suggestions received; to use it for one year, and then to bring it back to the Executive Committee for reassessment.
- EC(2)-96/75. Special Agreements with HMG. The Executive Secretary reported briefly on the special agreements presently being negotiated with HMG for the various projects of the Mission, and it was RESOLVED to receive this for information.
- EC(2)-97/75. New UMN Film. The Executive Secretary reported on the making of the new UMN film by Mr. and Mrs. Hakan Cronsioe, which is now in progress. Following on the action of the Board in BD-17/75, it was RESOLVED to authorise payment for the film from General Fund reserves, and to encourage member bodies to seek and make contributions towards the cost of the film.
- EC(2)-98/75. Finance and Executive Committee membership. Following the appointment of Rev. Gordon Ruff as Executive Secretary-designate, it was RESOLVED to accept his resignation from the Finance and Executive Committees as from January 1976, with appreciation for his contribution to these Committees. It was further RESOLVED to appoint Mr. N. Janzen Chairman of the Finance Committee; Dr. J. Schaefer as a full member of the Finance Committee; and Dr. R. Seaton to the membership of the Executive Committee, these appointments to be from January to April 1976, in order to fill the vacancies left by Mr. Ruff's resignation; also to request Mr. Ruff to attend the next meetings of these Committees as an observer.
- EC(2)-99/75. Dates of next meetings. The dates set for the next meetings were noted and confirmed as follows:
- Finance Committee: April 6, 1976.
  - Executive Committee: April 7 and 8, 1976.
  - Board of Directors: April 8, 9 and 10, 1976.
- EC(2)-100/75. Vote of thanks. A vote of thanks and appreciation was given to the Chairman, the Executive Secretary and the recording secretary for their work and contribution to the sessions of the Executive Committee.

The meeting was adjourned with prayer led by Rev. G. Ruff.



Minutes of the  
FINANCE COMMITTEE MEETING

held in Kathmandu, on Wednesday, 5th November, 1975.

The meeting of the Finance Committee was held in the Board Room of UMN Headquarters on 5th November, 1975. Sessions lasted from 9 a.m. to 12 noon, and 1.30 - 5.30 p.m. Mr. Ray Havens opened the morning session with devotions. Members present were:

Rev. G. Ruff (Chairman), Mr. N. Janzen, Dr. J. Schaefer (alternate),  
Rev. F. Wilcox (Executive Secretary), Mr. R. Havens (Treasurer), Mr. S.  
Ruohoniemi (Representative from Administrative Advisory Conference).

FC(2)-1/75. Confirmation of Minutes. The Minutes of the meeting of the Finance Committee held on 1st April, 1975 were confirmed as printed in the Minutes Book. Minutes, as circulated to members of the Finance Committee, of meetings held in the interim by the Kathmandu-based members of the Finance Committee were also approved as follows:  
13th June, 1975, 5th September, 1975, 16th September, 1975, 26th September, 1975, and 3rd October, 1975; with note made that the amount of Rs.49,115. referred to in Minute No.7 of the meeting of 26th September had already been re-allocated and is not available for the vehicle for the Shanta Bhawan Program, Nurse Campus.

FC(2)-2/75. Matters arising from the Minutes:

- a) FC(1)-4/75, c,ii: It was noted that the sum of Rs.65,000. had been deducted from expenses, and for that reason had not been shown as a receipt. This statement has been recast to show the receipt of this sum, and the gross expenses.
- b) FC(1)-4/75, f: The item "Donations and approved items" represents grants and gifts received as designated money and undesignated gifts.
- c) FC(1)-4/75, g: The statement of <sup>on-</sup>expended capital funds at the Bhaktapur Hospital has been received, and it was noted that distribution of these funds has already been made.

PROPOSED BUDGETS FOR THE YEAR 1976

FC(2)-3/75. Headquarters. The recommendations of the Administrative Advisory Conference were noted. After discussion it was RESOLVED to recommend:

- a) Approval of AC-2/75 d and e;
- b) Approval of AC-2/75 h, iv if the post of Information Advisor is approved;
- c) The addition of an item of a truck to the capital budget, in the sum of Rs.250,000., to include the cost of the vehicle, duty, spare parts and garaging. Mr. John Cooley presented the need for such a vehicle for use in transporting goods to the outlying projects, pointing out the advantages in economy, the possibility of more personalised service with our own vehicle, the convenience of being able to make journeys at the time required and without any delays, and the fact that E.B.E., who have given considerable assistance in transport in 1975, will not be in a position to continue making such transportation available to the UMN.
- d) Approval of the proposed budgets, with the above amendments.

FC(2)-4/75. Building Department. It was RESOLVED to concur with the recommendations of AC-3/75, b and d.

FC(2)-5/75. Scholarship Committee. It was RESOLVED to recommend approval of the budget for 1976.

FC(2)-6/75. Community Health Office. It was RESOLVED to approve the recommendations of AC-5/75 c, d, and e, and to pass them on to the Executive Committee.

FC(2)-7/75. Tansen Area. It was RESOLVED to recommend:

- a) Approval of AC-6/75, h, j, k, m;
- b) With reference to AC-6/75, g, that, in order to properly charge the various units of the project for expenses of accounting, a separate accounting office be set up, and the costs of salaries for staff employed in this office be prorated among the several units of the total project;

- c) With reference to AC-6/75, i, that the items included under Miscellaneous receipts be classified according to the source of income, and included in the figure for fees;
- d) That in the Community Health, East Palpa budget, the item of Rs.500. be deleted from the general budget and included in the capital budget; which item was omitted from the AC minutes in error;
- e) That, with the above amendments, the budgets for 1976 be approved.

FC(2)-8/75. UMEDA Projects, Butwal. It was RESOLVED to recommend approval of AC-7/75, c, d, e and f.

FC(2)-9/75. Pokhara Project. It was RESOLVED to recommend:

- a) AC-8/75, a, covering the list of personnel needs also;
- b) Deletion of the item of Rs.3,000. for Board Appointee furniture, as this has now been funded;
- c) Inclusion of a capital budget for the proposed <sup>housing and</sup> guest accommodation at the house of Mr. and Mrs. Thomas as follows:
 

Furniture	1,000.
Renovations	5,000.
	6,000.
- d) Approval of the revised capital budget of new requests for the school building and capital budget as presented by the Project Director, following the recent visit of Mr. Abels of ICCO, with the understanding that the recommendation of AC-8/75, d, i/will still be referred to the Education Board; <sup>and the item "Conference Centre"</sup>
- e) That the Pokhara Project be requested to clarify the items in the school capital budget carried forward, showing how much of the budgeted amounts have already been funded;
- f) With the above amendments, the approval of the budgets for 1976.

FC(2)-10/75. Gorkha Project. It was noted with appreciation the return of Rs.8,167.34 from the Gorkha Project, representing unused capital funds. (Minute No.3 of Finance Committee meeting of 26th September, 1975).

It was RESOLVED to recommend:

- a) Approval of AC-9/75, c;
- b) Inclusion of an amount of Rs.15,000. in the Administration Capital budget for roofing sheets, as per AC-9/75, d;
- c) Deletion of deposit for gas cylinders and fittings, Rs.2,200. from the capital budget, omitted from the AC minutes in error;
- d) Approval of the budgets, with the above amendments.

FC(2)-11/75. Shanta Bhawan Hospital. It was RESOLVED to note and approve the recommendations of AC-10/75, b, c, d, e and f, and pass these on to the Executive Committee.

FC(2)-12/75. Mahendra Bhawan. It was RESOLVED to recommend approval of the capital budget for 1976.

FC(2)-13/75. Okhaldhunga District. It was RESOLVED to recommend:

- a) Approval of AC-12/75, b, first two sentences;
- b) That the budget allocation from the Treasurer for 1976 to the Dispensary general fund budget be set at Rs.95,000., and the project be instructed to adjust its budget to correspond with this reduction;
- c) That the following items be deleted from the capital budget, as these have now been funded:
 

Teaching materials	400.
Furniture	1,000.
Office desk	600.
Filing shelf	300.
- d) Approval of the budgets, with the above amendments.

FC(2)-14/75. Mission-wide Expenses. It was RESOLVED to recommend action as in AC-13.75.

FC(2)-15/75. Treasurer's Consolidated Budget. The recommendation of AC-14/75 was noted.



It was RESOLVED to recommend that, with the amendments as listed in each of the project budgets in preceding minutes, the consolidated budget of the UMN Treasurer be accepted, with the present deficit of Rs.235,489 to be met from General Fund balances, less any amount which may be received for Community Health general fund askings, such as a possible grant for the Tansen Area from ICCO.

#### OTHER MATTERS

FC(2)-16/75. Community Health Program, Palpa District. It was noted that a request for funding has been made to the ICCO in line with the action of FC(1)-8/75, but that the amount of the asking has been reduced to a total of £136,000; £77,000. being for general funds, and £59,000. for capital items.

FC(2)-17/75. Salary Scale. The recommendations of AC-18/75 were noted; also further information received concerning government salary scales for medical workers. It was RESOLVED to recommend:

- a) That, as from 1st January, 1976, the UMN salary scale correspond to the government salary scale;
- b) That 23% extra on basic salary be paid to compensate for the longer hours worked by UMN employees;
- c) That a 10% housing allowance on basic salary be paid to UMN employees for whom housing is not provided, as per the present policy;
- d) That a uniform allowance be granted to technical personnel, as per government ruling;
- e) That an Rs.18/- per month Dearness Allowance be paid to those employees who come in the non-gazetted levels of the government scale;
- f) That, in changing over from the present UMN salary scale to the government scale, no employee will receive less than he is receiving at present under the UMN salary scale;
- g) That a special one-time grant be made to Shanta Bhawan Hospital for the year 1976 of Rs.83,000. for the increase in salaries, and that the Shanta Bhawan Hospital Board be instructed to include this increase in the hospital budget for the year 1977.

The best estimate which can be given of the increase in the total cost of salaries across the Mission on the basis of the above revised scale and allowances is about Rs.210,000. for 1976. It was RESOLVED to recommend that this amount be met from General Fund balances with the UMN Treasurer.

(For details of authorised and amended scale, see EC(2)-17/75).

FC(2)-18/75. Provident Fund. Noting the action of AC-19/75, it was RESOLVED to recommend:

- a) That the Provident Fund contributions, from both the employer and the employees in the UMN, be increased to 10% as from 1st January, 1976;
- b) That the additional amount required to cover the new Provident Fund contributions of the employer, in addition to the new salary scale, be charged against the Treasurer's General Fund balances for the year 1976;
- c) That the recommendation of AC-19/75, c be approved.

(For details of authorised and amended P.F. contributions and loans, see EC(2)-18/75.)

FC(2)-19/75. Pension Scheme. It was RESOLVED to concur with the recommendation of AC-20/75.

EC(2)-20/75. Medical Insurance. It was RESOLVED to recommend that the proposal made in AC-21/75 be approved for implementation.

FC(2)-21/75. Capital Fund grants. It was RESOLVED to recommend that the following grants be made from funds held by the Treasurer:

From Undesignated capital funds:

Pokhara Pardi house renovations and furniture	6,000.
Gorkha Project furniture	6,600.
Gorkha Project renovations of house by Amp Pipal school	11,200.

From General Fund balances:

Rural Equipment Development, D.C.S.

15,000.

- FC(2)-22/75. Audit reports. The Treasurer reported that the following audits had been completed, or are now in progress:
- 1973: Completed: Tibetan Camp Program  
Okahldhunga Project
  - 1974: Completed: Headquarters  
Division of Consulting Services (to 15 July, 1974)  
UMEDA  
Gorkha Project
  - 1975: In process: Division of Consulting Services (to 15 July 1975)  
UMEDA (to 16 July, 1975).
- FC(2)-23/75. Per Capita grants. It was noted that the last increase in the amount of the per capita work grants was effective on 1st January 1969 (ref. FC-4, b of November 1967), and that there is now need for additional income to the General Fund, largely to cover increases in salaries of national staff. It was RESOLVED to recommend to the Executive Committee that, beginning from January, 1978, the per capita grant be increased to Rs.7,200. per year, which at the present rate of exchange is about \$600.
- FC(2)-24/75. Provident Fund account. The Lapse and Forfeiture Account, and statement of earned Interest, as presented by the Treasurer, was noted, and accepted for information. It was RESOLVED to recommend:
- a) Approval of a request by Mr. Thomas with regard to P.F. transactions;
  - b) That the rate of interest paid to the members of the Provident Fund for 1975 be fixed at 20%.
- FC(2)-25/75. Special Allowances. The recommendation of AC-22/75 was noted. It was reported that the details requested had only been received from one project.
- FC(2)-26/75. UMN foreign accounts. It was RESOLVED to recommend that full use be made of accounts in New York with any accumulated funds.
- FC(2)-27/75. Building Department Bank account. It was RESOLVED to recommend that a current account be opened in the Nepal Bank Ltd., Pokhara in the name of the United Mission Building Department, to be operated by the following signatories, signing singly: The Design Engineer, the N.A.M.V. Site Engineer; the Pokhara Project Director, and the UMN Treasurer.
- FC(2)-28/75. Duty Travel. It was RESOLVED that the clarification of duty travel as requested in AC-32/75 be deferred until the time of the next meeting.

The meeting was closed with prayer led by Mr. Neil Janzen.





THE UNITED MISSION TO NEPAL

President: Mr. M. Roemmele  
Executive Secretary: Mr. F. Wilcox  
Personnel Secretary: Mr. A. Voreland  
Treasurer: Mr. R. Havens

Telephone: 12179  
14580

Telegrams: UMNEPAL

POST BOX NO. 126

1/29 THAPATHALI

KATHMANDU, NEPAL.

23rd April, 1976

To Members of the UMN Board of Directors, 1976.

Dear Board Members,

In Frank's absence from the office, I am sending on to you the draft of the Minutes of the Board, Executive and Finance meetings held here in Kathmandu the first week of April. We apologise for a delay in getting these minutes duplicated and out to you, due to pressure of urgent items which had to be covered before Frank went on a short holiday. We would be grateful if those of you who were present at the meetings could please look carefully through the draft, and write to Frank with any suggestions for corrections, alterations, additions, etc. which you think would be correct and appropriate. We would appreciate hearing from you soon so that we may include any such alterations in the copy being submitted to the printer.

We do want to thank you again for coming to Kathmandu earlier this month, from near and far, and for your sharing and contribution in the work of these meetings and in the fellowship here with us in United Mission. We greatly appreciate this, and all your interest and concern, not only at the time of the meetings, but all through the year as we seek to work together for God's kingdom in this land of Nepal.

We trust you have each had a good journey back to your countries and places of work, and pray for God's blessing upon you as you take up your own particular spheres of service once again.

Yours sincerely,

Betty Young  
Secretary to: Frank Wilcox  
Executive Secretary

Zur Ablage  
Aktenplan-Nr. 228  
Datum 24.6.76  
Handzeichen D. Fine

Minutes of the

UMN BOARD OF DIRECTORS' MEETING

Held in Kathmandu, 8th - 10th April, 1976

The Annual Meeting of the Board of Directors was held at UMN Headquarters, Kathmandu for two full days. Sessions lasted from 1.30 p.m. to 6.00 p.m. on Thursday, 8th April; 9.00 - 12 noon and 1.30 - 6.00 p.m. on Friday, 9th April; and 9.00 - 11.00 a.m. on Saturday, 10th April, 1976.

Mr. Mike Roemmele led the opening devotions on the first day, Mr. Frank Wilcox on the second, and Miss Hester Quirk on the third day.

BD-1/76. Schedule of Membership. The schedule of membership at the meeting was as follows, with delegates present except as indicated. (Note action of BD-14/76, resulting in some alterations in membership as from this meeting.)

A) Member bodies and their representatives:

- 1) Assemblies of God: Mrs. S. Bryant.
- 2) Baptist Missionary Society: Mr. S. Mudd.
- 3) Bible & Medical Missionary Fellowship: Mr. M. Roemmele, Miss H. Quirk.
- 4) Church Missionary Society, Australia: Miss P. Bennett (absent).
- 5) Church Missionary Society, U.K.: Miss P. Bennett (absent).
- 6) Church of North India: Mr. A. C. Dharmaraj (absent).
- 7) Christian Church (Disciples): Rev. F. Jonathan.
- 8) Committee for Service Overseas, Germany: Mr. K. Kaiser.
- 9) Darjeeling Diocesan Council & Church of Scotland: Rev. W. Murison.
- 10) Free Church of Finland: Miss E. Moilanen.
- 11) Gossner Mission: Dr. N. Minz (absent), Miss D. Friederici.
- 12) International Christian University Church, Tokyo: None.
- 13) Japan Overseas Cooperative Service: Dr. T. Umeyama, Dr. K. Nakamura.
- 14) Lutheran Church of America: Rev. D. Lindell.
- 15) Mennonite Board of Missions: Rev. P. Kniss.
- 16) Mennonite Central Committee: Mr. N. Janzen.
- 17) Methodist Missionary Society: Dr. D. Goodall.
- 18) Presbyterian Church in Canada: None.
- 19) Regions Beyond Missionary Union: Dr. M. Owen.
- 20) Swedish Baptist Mission: Mr. E. Erickson, Miss E. Cederholm.
- 21) Swedish Free Mission: None.
- 22) Swiss Friends Mission: None.
- 23) United Church of Canada: Dr. E. Furcha.
- 24) United Fellowship for Christian Service: None.
- 25) United Methodist Church: Dr. J. Schaefer, Dr. R. Fleming (absent).
- 26) United Presbyterian Church: Rev. J. Alter, Dr. R. Seaton.
- 27) Wesleyan Church in America: None.
- 28) World Mission Prayer League, Norway: Mr. A. Bjoroy.
- 29) World Mission Prayer League, USA: Mssrs R. Hanson, Miss D. Christianson (absent).

B) Representatives of Nepal Christian Fellowship:

- 1) Mr. S. Sodemba.
- 2) Mr. P. Rajhan.

C) Co-opted members:

- 1) Leprosy Mission: Dr. V. Das.
- 2) Executive Secretary elect: Rev. G. Ruff.

D) Ex-officio members:

- 1) Executive Secretary: Mr. F. Wilcox.
- 2) Treasurer: Mr. R. Havens.
- 3) Personnel Secretary: Mr. A. Voreland.
- 4) Education Secretary: Mr. L. Asher (acting).



- 5) Technical Secretary: Mr. F. Sauer.
- 6) Health Services Secretary & Kathmandu Area Superintendent:  
Mr. S. Ruohoniemi.
- 7) Gorkha Area Superintendent: Miss F. Swenson.
- 8) Tansen Area Superintendent: Dr. B. Gould (acting).
- 9) Workers' Conference Representative: Mr. T. Mogedal.
- 10) Shanta Bhawan Board Representative: Mr. P. B. Rai.
- 11) UMEDA Board Representative: Mr. D. Jantzen.

E) Visitor:

Japan Overseas Cooperative Service: Mr. T. Nara.

BD-2/76. Agenda. The agenda was adopted as presented by the Executive Secretary.

BD-3/76. Confirmation of Minutes. The Minutes of the Board of Directors meeting, held on 2nd - 3rd April, 1975, had been circulated to the members present at that meeting. It was RESOLVED to approve these as correct.

BD-4/76. Annual Reports and Statements. The annual reports and statements for 1975 had been circulated to members of the Board before the time of the meeting. It was RESOLVED to accept these as presented, on the recommendation of the Executive Committee, together with brief verbal reports from representatives of the various projects, as follows:

- a) Executive Secretary - Appendix B to these Minutes.
- b) Headquarters - Appendix C.
- c) Special Projects - Appendix D.
- d) Community Health Office - Appendix E.
- e) Palpa Project - Appendix F.
- f) UMEDA Projects - Appendix G.
- g) Pokhara Project - Appendix H.
- h) Gorkha Project - Appendix I.
- i) Shanta Bhawan Hospital, Kathmandu - Appendix J.
- j) Girls' High School, Kathmandu - Appendix K.
- k) Okhaldhunga Project - Appendix L.
- l) Mission-wide Expenses - Appendix M.
- m) Treasurer & Provident Fund - Appendix N.

BD-5/76. Workers' Conference Report. Mr. Tor Mogedal, elected Workers' Conference Representative to the Board for 1976, reported on the Conference held in Kathmandu, 19-24th February 1976, and presented the Minutes and resolutions of that Conference. These are found as Appendix O to these Minutes.

BD-6/76. Shanta Bhawan Hospital Board. It was RESOLVED to appoint the following persons to serve on the SBH Board of Managers for the year 1976/77:

- a) Community Representatives: Dr. Rajendra Rongong, Mr. Rajeshwar P. Shrivastava.
- b) UMN Board of Directors Representative: Dr. John Schaefer to July;  
Mr. Arne Bjoroy after July.

APPOINTMENTS

BD-7/76. UMN Treasurer. (Ref. EC(2)-83/75 and WC-19/76,a). It was RESOLVED to appoint Mr. Frank Clarkson to the post of Treasurer from 1st June, 1976, for a three year term. A vote of sincere appreciation was given to Mr. Ray Havens for his efficient work in this post during the past three years.

BD-8/76. Education Secretary. (Ref. EC(2)-84/75 and WC-19/76,c). It was RESOLVED to appoint Mr. Larry Asher to the post of Education Secretary for a one year term.

BD-9/76. Economic Development Secretary. (Ref. EC(2)-85/75 and WC-19/76,b). It was RESOLVED to appoint Mr. Odd Hoftun to the post of Economic Development Secretary for a one year term.

- BD-10/76. Health Services Secretary. (Ref. EC(2)-86/75 and WC-19/76,d). It was RESOLVED to appoint Dr. Carl Friedericks to the post of Health Services Secretary for a one year term.
- BD-11/76. Personnel Secretary. (Ref. EC(2)-87/75 and WC-19/76,e). It was RESOLVED to appoint Miss Betty Young to the post of Personnel Secretary for a one year term.

#### OTHER MATTERS

- BD-12/76. Reports from Seconded Workers. It was RESOLVED to receive with thanks some written reports from workers seconded to various other organisations, and also a written paper, submitted by Mr. Tor Mogedal at the request of the Workers' Conference, on Nepali leadership, with appreciation.
- BD-13/76. Publicity materials. It was RESOLVED to request UMN administration to produce an up-dated and expanded handbook on the United Mission to Nepal, including a description of the work, policy statement, personnel policies, etc., if necessary assigning someone specifically to do this task.
- BD-14/76. Membership in UMN. The Executive Secretary reported on correspondence with several mission bodies as follows:
- a) International Christian University Church, Tokyo. The ICU Church had asked to be withdrawn from membership for the present time, while still maintaining an interest in the work of the UMN. It was RESOLVED to accept this withdrawal from membership, with thanks for their partnership in the work of the UMN.
  - b) United Fellowship for Christian Service, USA. The UFCS Board has now merged with the Board of BMMF, USA, and for this reason will no longer hold separate membership in the United Mission. It was RESOLVED to accept this withdrawal from membership, while noting with thanks to God that the UFCS will still retain its links with the UMN through BMMF.
  - c) Finnish Missionary Society. The FMS has applied for membership in the UMN, and it was RESOLVED to accept this Society for full membership in the United Mission, with gratitude to God for their interest and partnership in the work of the UMN.
- BD-15/76. Power of Attorney. It was RESOLVED to record the following action:  
The Board of Directors, United Mission to Nepal, hereby appoints Mr. Gordon Ruff (Executive Secretary), and Mr. Frank Clarkson (Treasurer) to hold the Power of Attorney for the Board of Directors of the United Mission to Nepal from 1st June, 1976; and authorises each of the afore-mentioned persons, acting singly, to buy, sell, give in hire or take in hire any properties owned by the United Mission to Nepal; to transact general business in behalf of the United Mission to Nepal; to act in litigation in behalf of the United Mission to Nepal.
- BD-16/76. Per Capita grants. The Executive Secretary reported that, subsequent to the action of EC(2)-20/75, about half the full number of member bodies had responded positively to the suggestion that the annual grant might have to be raised as from 1978. After discussion of the overall financial situation, it was RESOLVED to ask the member bodies to increase the per capita member grant by 50% to Rs.7,200. N.C. from 1978.
- BD-17/76. Long-term planning. It was RESOLVED to request UMN administration to prepare a five-year plan for the Mission, integrating into this the policy and personnel needs of the United Mission, to be approved by the Executive Committee in April 1977. This Plan should be presented in a graphic way to the home offices of member bodies, and used in discussion at the proposed Regional Consultations.



BD-18/76. Personal Counsellor. The Board concurred with the desire expressed by the Workers' Conference that Dr. and Mrs. Park Johnson be invited to remain on in Nepal, beyond their initial one year commitment, in the post of Personal Counsellor. However, in view of their own conviction that it is right for them to return to USA this summer, the Board RESOLVED to accept this decision with regret, and voted to go on record to express sincere thanks to Dr. and Mrs. Park Johnson for their service through this year with the United Mission, and for their dedication, help, fellowship, advice and spiritual inspiration and sharing in many ways with the members of the UMN in all projects.

After discussion about the post of Personal Counsellor, it was RESOLVED that the post should be continued, under its present title and with responsibility directly to the Chairman of the Board, and that the Executive Committee be requested to seek to make a further appointment to this position, keeping in mind the possibility that the Personal Counsellor might be able to combine some other function with this post. Such an appointment should be for a two to three year period, of a person either with the Nepali language or given opportunity for adequate language study.

BD-19/76. UMN Film. The Executive Secretary reported that the new UMN film is well on in the process of production, and it was hoped to have copies of this available for member bodies and other interested friends this summer.

BD-20/76. General Agreement with HMG/N. The Executive Secretary reported that the new General Agreement with His Majesty's Government of Nepal had been signed on 29th May, 1975, allowing the UMN to continue working in the country for a further 5 year period. The Board accepted this report, with real gratitude to God for this renewed permission. The Agreement is found as Appendix P to these Minutes.

BD-21/76. Special Agreements with HMG/N. Reports were given by the appropriate Functional Secretaries on the progress which has been made in connection with separate project agreements for health services and technical projects.

In connection with the new Patan Hospital, for which an agreement was signed two years ago, it was RESOLVED to record:

- a) That, in view of the earlier decision made, it is not the desire of the UMN to withdraw from this project, but that the Health Services Board be asked to study and prepare a full, detailed plan, with costs, with respect to the building project and equipment;
- b) That the Health Services Board and the Executive Committee be empowered and instructed, in the course of this examination, to look again very carefully at the feasibility and desirability of proceeding with this whole plan for the new Patan Hospital;
- c) That the Health Services Board and Executive Committee be instructed and empowered to evaluate the whole health services program of the UMN, and its priorities, with particular respect to the new Patan Hospital or alternatives in relationship to government policies, and to bring recommendations to the next meeting of the Board.

BD-22/76. Regional and General Conferences of UMN.

- a) It was RESOLVED to encourage the setting up of Regional Conferences in Europe and USA in early June, 1977;
- 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.

BD-23/76. UMEDA Constitution. It was RESOLVED:

- a) To ratify the amendments to the UMEDA Constitution as noted in BD-22/75, b;
- b) To dissolve the UMEDA Board with the initial meeting of the Economic Development Board.



BD-24/76. Hospital Constitutions. It was RESOLVED to instruct the administration at Shanta Bhawan Hospital and at Tansen Hospital to prepare lists of proposed amendments in their Hospital Constitutions and Bye-laws necessary to bring these in line with the provisions of the new UMN Constitution and Bye-laws, and to submit these to the Executive Committee and Board for action.

BD-25/76. UMN Constitution and Bye-laws. It was RESOLVED:

- a) To ratify the new Constitution and Bye-laws, approved by the Board of Directors in April, 1975.
- b) To approve the proposed amendment to the Constitution, section VII, altering the last sentence to read: "They will be ratified at the succeeding Annual Meeting by an affirmative vote of at least two-thirds of the member bodies present and voting, and will take effect from the date of ratification"; this amendment to be ratified by the Board of Directors in April 1977.
- c) To approve proposed amendments, as recommended by the Executive Committee, in the following Bye-laws:  
Bye-law II,A; V,A,2; V,A,3; VI,B,4; VII,C,8,9,15; VII,E,3,4,5,11,12,13; VII,G; VIII,B,2; IX,B; IX,H; IX,I,1,b,c; IX,K; X,A; X,C,1; XIII,C; XV; XV,C,1,3; XVI; XVI,C,3; XVII,A,5; XVII,C,3; use of "will" for third person; deletion of masculine pronoun alone.

The new Constitution and Bye-laws, with the inclusion of all the above amendments, is found as Appendix Q to these Minutes.

BD-26/76. Tribute to Rev. and Mrs. Frank Wilcox. Verbal tributes to Mr. and Mrs. Frank Wilcox were expressed by Mr. N. Janzen and Mr. T. Mogedal on behalf of the Board and the workers of the United Mission, followed by a presentation as a token of deep appreciation for their leadership in the UMN. It was RESOLVED to place on record the following written tribute:  
Rev. Frank Wilcox, in response to an invitation of the United Mission Board of Directors to become its Executive Secretary, and Mrs. Billie Wilcox, arrived in Nepal in August 1970. After language study and a period of orientation, he assumed his new responsibilities from February 1971 for a three year term. The Board re-elected him to this position for another three year term in April 1974, although the Wilcoxes indicated that they planned to relocate in the USA in the summer of 1976.

During their six years of service in the UMN Frank and Billie have made an outstanding contribution to witness and service for Jesus Christ. In her quiet, cheerful and loving way Billie has been a personal counsellor, patient listener and 'shock absorber', not only for her husband, but also for a steady stream of missionary colleagues. Her hospitality is legendary, and her Christian home has been open to one and all at any time.

Frank brought to his responsibilities many years of missionary experience in this sub-continent, as well as keen insight into Biblical basis for mission. As a Christian, he has been forthright in expressing his faith. As an administrator, he has been concerned for his colleagues as persons, even when making difficult decisions. As the executive officer of the UMN Board and leader of the Mission, he has been faithful in implementing established policy, taking counsel with his Board members, exercising patience and undergirding all his activities with prayer.

When the Wilcoxes decided to return to the USA, there was a spontaneous and almost unanimous expression from their colleagues that they reconsider their decision and remain with the UMN. But as they return to the USA in June 1976, the Board thanks Frank and Billie for their memorable years of service in Nepal, and commends them to God's gracious care in the years to come. If in God's plan the way is open

in the future for their return to Nepal, the Board will welcome their application for service again in the UMN.

BD-27/76. Election of Executive and Finance Committees. A nominating committee, comprised of Mr. A. Voreland (convenor), Dr. J. Schaefer and Miss H. Quirk, presented nominations for these Committees, to serve for the year 1976/77. It was RESOLVED to make the following appointments:

a) Executive Committee:

President -	Mr. M. Roemmele
Vice President -	Mr. N. Janzen
Other members -	Rev. F. Jonathan
	Rev. P. Kniss
	Dr. M. Owen
	Dr. R. Seaton
	Miss H. Quirk
	Mr. D. Lindell

b) Finance Committee:

Chairman -	Mr. N. Janzen
Other member -	Dr. R. Seaton
Alternate -	UMN President.

BD-28/76. Dates of next meetings. It was RESOLVED to set the dates for the next meetings as follows:

1976: Finance Committee:	Wednesday, November 3.
Executive Committee:	Thursday and Friday, November 4 and 5.
1977: Finance Committee:	Tuesday, March 29.
Executive Committee:	Wednesday and Thursday, March 30 and 31.
Board of Directors:	Thursday, Friday and Saturday, March 31, April 1 and 2.

BD-29/76. Vote of thanks. The Board expressed a vote of thanks to the Chairman and Secretary for their help and guidance through the meeting of the Board.

The meeting was closed with prayer, led by Rev. G. Ruff.

Minutes of the

UMN EXECUTIVE COMMITTEE MEETING

Held in Kathmandu, 7 - 8 April, 1976

The sessions of the Executive Committee Meeting were held at UMN Headquarters, Kathmandu, from 9.00 a.m. to 12 noon, and 1.30 to 6.00 p.m. on Wednesday, 7th April, and from 9.00 to 11.30 a.m. on Thursday, 8th April, 1976. Dr. R. Seaton opened the meetings with devotions on the first day, and Mr. M. Roemmele on the second morning.

Roll Call. All members were present, except as indicated:

Chairman: Mr. M. Roemmele  
Other members: Mr. N. Janzen  
Rev. F. Jonathan  
Dr. J. Schaefer  
Rev. P. Kniss  
Dr. M. Owen  
Dr. R. Seaton  
Dr. N. Minz (absent)

Ex-officio: Mr. F. Wilcox, Executive Secretary  
Mr. R. Havens, Treasurer  
Mr. A. Voreland, Personnel Secretary  
Dr. W. Gould, Acting Area Superintendent, Tansen  
Miss F. Swenson, Area Superintendent, Gorkha  
Mr. S. Ruohoniemi, Area Superintendent, Kathmandu and Health Services Secretary  
Mr. F. Sauer, Technical Secretary  
Mr. L. Asher, Acting Education Secretary  
Co-opted: Rev. G. Ruff, Executive Secretary elect.

Agenda. The Agenda was adopted as presented by the Executive Secretary, with one addition.

EC(1)-1/76. Minutes of previous meeting. It was RESOLVED to confirm the Minutes of the meeting of the Executive Committee held on 6-7 November, 1975, as circulated and printed.

EC(1)-2/76. Annual Reports. The Annual Reports for 1975 from each of the projects of the UMN had been circulated before the meeting, as listed in the following minute. It was RESOLVED to accept these and to present them to the Board.

EC(1)-3/76. Annual Financial Statements. The Financial Statements for 1975 from each of the projects, together with the Minutes and recommendations of the Finance Committee, were studied, and it was RESOLVED that these be accepted with thanks. Reports and statements were received from:

- a) Executive Secretary
- b) UMN Headquarters
- c) Special Projects: Scholarship Program and Building Department.
- d) Community Health Office.
- e) Palpa Project
- f) UMEDA Projects
- g) Pokhara Project
- h) Gorkha Project
- i) Shanta Bhawan Hospital, Kathmandu
- j) Girls' High School, Kathmandu
- k) Okhaldhunga Dispensary
- l) Mission-wide Expenses
- m) Treasurer
- n) Auditor



## FINANCIAL MATTERS, PLANS AND BUDGETS

EC(1)-4/76. Valuation Reserve. Ref. FC(1)-3/76. It was RESOLVED:

- a) That 10% of the total foreign current bank account balances be kept in the Valuation Reserve Fund (which at the moment would be approximately Rs.600,000.), this policy to be subject to review;
- b) That the amount of Rs.238,015. be transferred from a Special Valuation Capital account with the Treasurer to the Undesignated Capital account each year in 1976, 1977 and 1978.

EC(1)-5/76. Auditor's Report. Ref. FC(1)-4/76. It was RESOLVED to accept the Auditor's Report as outlined in the Finance Committee Minute, noting with concern the number of audits still remaining to be carried out; further, to concur with the recommendation of the Finance Committee to ensure the completion of these audits, and also to emphasise the need to recruit an Auditor to the Headquarters staff.

EC(1)-6/76. Housing provision for Volunteer Direct Appointees. It was RESOLVED that projects be allowed to include in their recurring budgets items which arise out of the necessity to provide housing for Volunteer Direct Appointees. However, foreign Direct Appointees who required a salary to be paid by the project should be treated, project-wise, according to the usual housing policies applying to Nepali employees.

EC(1)-7/76. Duty Travel. It was RESOLVED to accept in principle the recommendation of the Finance Committee in FC(1)-10/76, and to request the administration to work out the details.

EC(1)-8/76. Bank Accounts. It was RESOLVED that bank accounts be opened and signatories be authorised as per the listing in FC(1)-16/76.

EC(1)-9/76. Supplementary Plans and Budgets.

- a) It was RESOLVED to approve the supplementary general fund budget requests and capital fund items as listed in FC(1)-4/76 and 5/76.
- b) It was further RESOLVED to approve the following changes in the UMEDA Project personnel posts:

i) Deletion of -

Butwal Project Director  
Principal, Training Section, BTI  
Consultant in Finance, DCS  
Irrigation Field Worker, DCS  
Technical Advisor, BPF.

ii) Addition of -

General Manager, Himal Hydro  
2 Site (Civil) Engineers, Himal Hydro  
Installation & maintenance engineer, Himal Hydro  
Project Leader, small turbines installations.  
Project Manager, Gobar Gas.  
Consultant, Mechanical engineering, DCS  
Technical Advisor, Wood Unit, BPF  
Teacher, Foreman Training Program, BTI.

- c) With regard to the new post of Anthropologist, as requested in WC-16/76,d, it was RESOLVED that this be approved in principle and referred to the Education Board for further study and definition, with the request that a report be brought back to the Executive Committee at its next meeting for action.

EC(1)-10/76. Finance Committee Minutes. It was RESOLVED to accept and approve:

- a) The Minutes of the Finance Committee meeting held on 6th April, 1976, (Appendix A, I to these Minutes), with the above amendments and resolutions;

- b) The Minutes of the Finance Committee meeting held on 15th December, 1976 (Appendix A, II to these Minutes).

PERSONNEL MATTERS

EC(1)-11/76. Arrival of new Board Appointees since the last meeting (for information only):

Miss Joyce Brown  
Mr. and Mrs. A. Evans  
Mr. and Mrs. S. Erickson  
Miss P. Hodgson  
Miss K. Fritz  
Mr. and Mrs. D. McConkey  
Rev. and Mrs. G. Ruff  
Dr. and Mrs. T. Valta  
Mr. and Mrs. P. Williams  
Miss S. Wynne  
  
Miss L. Ashdown )  
Mr. F. Sparr ) Direct Appointees  
Miss L. McCloskey)

EC(1)-12/76. Return of Board Appointees from furlough/sick leave since the last meeting (for information only):

Miss D. Bailey  
Miss M. Brass  
Dr. and Mrs. T. Hale  
Miss K. Macwann (sick leave)  
Mr. and Mrs. P. Spivey  
Miss J. Willmette

EC(1)-13/76. New Board Appointees expected to arrive before the next meeting (for information only):

Miss Jacqueline Brown, July 1976  
Mr. and Mrs. Frank Clarkson, April 1976.

EC(1)-14/76. Board Appointees expected back from furlough/sick leave before the next meeting (for information only):

Miss J. McConnell	Miss J. McConnell
Mr. and Mrs. S. Bull	Mr. and Mrs. D. McCauley
Miss G. Coventry	Dr. and Mrs. D. Roche
Miss S. Fry	Mr. and Mrs. N. Solvik
Mr. O. Hoftun	Miss D. Stringer (sick leave)
Miss A.L. Jokinen	Miss F. Swenson
Miss R. Judd	

EC(1)-15/76. Board Appointees who have left since the last meeting (for information only):

Dr. M. Bomgaars	Miss R. Saukkonen
Mr. and Mrs. S. Bull	Miss M. Sakurai
Mr. and Mrs. J. Cooley	Miss S. Slade
Miss S. Fry	Miss D. Stringer (sick leave)
Miss B. Johansson	Miss G. Walker
Miss R. Judd	Mr. and Mrs. D. Werner
Miss N. Kehrberg	Miss P. Wright
Miss M. McCombe	Mrs. A. Wygant
Mr. and Mrs. J. Roane	Dr. and Mrs. W. Zeiher
Mr. and Mrs. P. Spivey	

- EC(1)-16/76. Mr. and Mrs. Dag Aandstad, teacher, WMPL, Norway; due for furlough June 1976. It was RESOLVED to thank Mr. and Mrs. Aandstad for their service with the UMN, and to recommend that they re-apply for service if and when they are able to return to Nepal.



- EC(1)-17/76. Miss Ruth Angove, dietitian, United Methodist Church, USA: due for furlough May 1976. It was RESOLVED to thank Miss Angove for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-18/66. Miss Hisa Asaoka, nurse tutor, WMPL, USA: due for furlough July 1976. It was RESOLVED to thank Miss Asaoka for her service with the UMN, and to recommend that she re-apply for service if and when she is able to return to Nepal.
- EC(1)-19/76. Dr. and Mrs. Walter Bond, pathologist, United Presbyterian Church; due for furlough June 1976. It was RESOLVED to thank Dr. and Mrs. Bond for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.
- EC(1)-20/76. Mr. and Mrs. Stephen Bull, mechanical engineer, BMS; left on short furlough March, 1976. It was RESOLVED to thank Mr. and Mrs. Bull for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.
- EC(1)-21/76. Miss Gwen Coventry, nurse, RBMU; due for short furlough May 1976. It was RESOLVED to thank Miss Coventry for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-22/76. Miss Rebecca Grimsrud, nurse, WMPL, USA; due for furlough June, 1976. It was RESOLVED to thank Miss Grimsrud for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-23/76. Dr. Margareta Hook, obstetrician, Swedish Free Mission; due for furlough May, 1976. It was RESOLVED to thank Dr. Hook for her service with the UMN, and to recommend that she re-apply for service if and when she is able to return to Nepal.
- EC(1)-24/76. Mr. and Mrs. Ray Havens, accountant, Christian Church (Disciples); due for furlough June, 1976. It was RESOLVED to thank Mr. and Mrs. Havens for their service with the UMN, and to recommend that they re-apply for service if and when they are able to return to Nepal.
- EC(1)-25/76. Miss Britt Johansson, nurse, Swedish Free Mission; left on furlough March, 1976. It was RESOLVED to thank Miss Johansson for her service with the UMN, but to defer further action pending consultation with Miss Johansson about her future plans.
- EC(1)-26/76. Mr. and Mrs. Tor Mogedal, mechanical engineer, WMPL, Norway; due for furlough May, 1976. It was RESOLVED to thank Mr. and Mrs. Mogedal for their service with the UMN, and to welcome them back after furlough, if there is a suitable post available for them at that time.
- EC(1)-27/76. Mr. and Mrs. John Paterson, agriculturalist, BMMF; due for furlough September, 1976. It was RESOLVED to thank Mr. and Mrs. Paterson for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.
- EC(1)-28/76. Miss Klara Pedersen, nurse, WMPL, Norway; due for furlough May, 1976. It was RESOLVED to thank Miss Pedersen for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-29/76. Miss Rut Peterson, nurse, Swedish Baptist Mission; due for short furlough June, 1976. It was RESOLVED to thank Miss Peterson for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.



- EC(1)-30/76. Miss Patricia Pooler, nurse, Presbyterian Church in Canada; due for furlough June, 1976. It was RESOLVED to thank Miss Pooler for her service with the UMN, and to welcome her return after furlough, if there is a suitable post available for her at that time.
- EC(1)-31/76. Miss Monika Schutzka, nurse, Gossner Mission; due for furlough July, 1976. It was RESOLVED to thank Miss Schutzka for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-32/76. Miss Sylvia Slade, nurse, BMS; left on emergency furlough, October 1976, and has since been granted leave of absence from BMS. It was RESOLVED to thank Miss Slade for her service with the UMN in several projects of the Mission during her nine years in Nepal.
- EC(1)-33/76. Mr. and Mrs. Neil Solvik, pharmacist, Lutheran Church in America; due for short furlough June, 1976. It was RESOLVED to thank Mr. and Mrs. Solvik for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable place available for them at that time.
- EC(1)-34/76. Miss Eileen Talbot, medical secretary, BMS; due for furlough July, 1976. It was RESOLVED to thank Miss Talbot for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable post available for her at that time.
- EC(1)-35/76. Miss Anneli Talso, nurse, Free Church of Finland; due for furlough August, 1976. It was RESOLVED to thank Miss Talso for her service with the UMN, and to welcome her return to Nepal after furlough, if there is a suitable place available for her at that time.
- EC(1)-36/76. Mr. and Mrs. Asbjorn Voreland, teacher, WMPL, Norway; due for furlough June, 1976. It was RESOLVED to thank Mr. and Mrs. Voreland for their service with the UMN, and to welcome their return to Nepal after furlough, if there is a suitable post available for them at that time.
- EC(1)-37/76. Mr. and Mrs. John Cooley, precision engineer, BMMF; left Nepal on resignation, January 1976. It was RESOLVED to thank Mr. and Mrs. Cooley for their service with the UMN, at Headquarters and in the Children's Hostel, and to accept their resignation with regret.
- EC(1)-38/76. Dr. and Mrs. Bill Gould, surgeon, BMMF; leaving on resignation, July 1976. It was RESOLVED to thank Dr. and Mrs. Gould for their service with the UMN for 10 years, mainly at Tansen, and also for a short time at Shanta Bhawan; and to accept their resignation with regret, and with deep appreciation for their dedicated leadership in the Palpa Project, and for Dr. Gould's fellowship and advice in wider UMN administration.
- EC(1)-39/76. Mr. Helmut Scheuer, product development engineer, CSO; due to leave on completion of service, July 1976. It was RESOLVED to thank Mr. Scheuer for his service with the UMN at the Butwal Technical Institute through the past three years.
- EC(1)-40/76. Mr. and Mrs. Frank Wilcox, pastor/administrator, WMPL, USA; due to leave on furlough and resignation, June 1976. It was RESOLVED to thank Mr. and Mrs. Wilcox for their service with the UMN through the past six years in the central administrative post of Executive Secretary. A fuller expression of the appreciation felt for Mr. and Mrs. Wilcox's leadership in the Mission is recorded in BD-26/76. It was also noted that in WC-13/75 the workers of the United Mission had expressed their desire that the Wilcoxs should return to Nepal, if God should lead them to do so in the future.
- EC(1)-41/76. Mrs. Alice Wygant, public relations officer, UMC; left on home leave December, 1976, and subsequently resigned. It was RESOLVED to thank Mrs.

Wygant for her service with the UMN in the area of publicity work, and to accept her resignation with regret.

- EC(1)-42/76. Dr. and Mrs. Jonathan Yoder, surgeon, MBMC; due to retire September, 1976. It was RESOLVED to thank Dr. and Mrs. Yoder for their service with the UMN, in several projects at varying times through the past years, covering urgent needs in medical work and particularly in surgery.
- EC(1)-43/76. Mr. and Mrs. Robert Yoder, civil engineer, MBMC; due to leave July, 1976 on completion of service. It was RESOLVED to thank Mr. and Mrs. Yoder for their service with the UMN through the past three years, particularly in construction work with the DCS, Butwal.
- EC(1)-44/76. Miss Inge Andersen, nurse, Direct Appointee under BMMF, appointed to Shanta Bhawan Hospital for six months. It was RESOLVED to thank Miss Andersen for her service with the UMN.
- EC(1)-45/76. Mr. and Mrs. Robert Berger, agricultural consultant, Direct Appointees connected with UPC; appointed to DCS, Butwal for 4 months, and Mrs. Berger to Shanta Bhawan for a further 3 months. It was RESOLVED to thank them for their service with the UMN.
- EC(1)-46/76. Mr. Kenneth Finlay, engineer, Direct Appointee under BMMF, appointed to Tansen Hospital for one year. It was RESOLVED to thank Mr. Finlay for his service with the UMN.
- EC(1)-47/76. Dr. Timothy Jack, anaesthetist, Direct Appointee under BMMF; appointed to Shanta Bhawan Hospital for two years. It was RESOLVED to thank Dr. Jack for his extended time of service with the UMN.
- EC(1)-48/76. Dr. Judy Henderson, paediatrician, Direct Appointee, appointed to Tansen Hospital for one year. It was RESOLVED to thank Dr. Henderson for her service with the UMN.
- EC(1)-49/76. Dr. and Mrs. Park Johnson, pastor, Direct Appointees connected with UPC; appointed as Personal Counsellor of the UMN for one year. It was RESOLVED to thank Dr. and Mrs. Johnson for their service with the UMN, and their help and counsel to many workers of the Mission.
- EC(1)-50/76. Miss Judith Nichols, nurse, Direct Appointee under BMMF, appointed to Tansen Hospital for 2 years. It was RESOLVED to thank Miss Nichols for her extended term of service with the UMN.
- EC(1)-51/76. Dr. and Mrs. John Willms, general practitioner, Direct Appointees with MCC; appointed to Shanta Bhawan Hospital for 1 year. It was RESOLVED to thank Dr. and Mrs. Willms for their service with the UMN.
- EC(1)-52/76. Miss Grethe Andersen, nurse, United Fellowship for Christian Service; served in Nepal 1967-1969. Miss Andersen worked at Bhaktapur and Amp Pipal hospitals during the time of her service with the UMN, but was obliged to resign from the Mission for health reasons, although retaining a deep interest in the work in Nepal. On 10th October 1975 God called her to His presence in heaven, after many fruitful and effective years of joyous Christian service in a number of different countries. The United Mission wishes to express condolence and sympathy to her family and wide circle of friends, and deep gratitude for Miss Andersen's service, fellowship and friendship in Nepal, her radiant life, her love for the Lord and witness to Christ wherever she went.
- EC(1)-53/76. Mr. and Mrs. Edward Jennings, accountant, possible offer from BMMF. Ref. EC(2)-70/75. It was noted that this offer of service has been withdrawn.
- EC(1)-54/76. Miss Betty Woodger, nurse tutor, BMMF. Ref. EC(2)-27/74. It was noted



that this offer of service has been withdrawn.

- EC(1)-55/76. Miss Patricia Hodgson, physiotherapist, offered for service by BMMF. It was RESOLVED to accept the services of Miss Hodgson, with thanks to God and to her sending Mission.
- EC(1)-56/76. Dr. and Mrs. Taisto Valta, physician, offered for service by the Free Church of Finland. It was RESOLVED to accept the services of Dr. and Mrs. Valta, with thanks to God and to their sending Mission.
- EC(1)-57/76. Miss Karen Fritz, nurse, offered for service by BMMF. It was RESOLVED to accept the services of Miss Fritz, with thanks to God and to her sending Mission.
- EC(1)-58/76. Dr. and Mrs. Graham Morris, surgeon, offered for service by BMMF. It was RESOLVED to accept the services of Dr. and Mrs. Morris, subject to medical clearance, with thanks to God and to their sending Mission.
- EC(1)-59/76. Mr. and Mrs. Willard Unruh, mechanical engineer, offered for service by the MCC. It was RESOLVED to accept the services of Dr. and Mrs. Unruh, subject to medical clearance for Mrs. Unruh, with thanks to God and to their sending Mission.
- EC(1)-60/76. Mr. and Mrs. Stephen Carter, electrical and electronic engineer, offered by CMS, UK. It was RESOLVED to instruct UMN administration to continue negotiation concerning this offer of service, and to circulate the Executive Committee with a correspondence vote if desirable.
- EV(1)-61/76. Mrs. Lilly Lewis, hostess, offered by WMPL, USA. It was RESOLVED to accept the services of Mrs. Lewis, with thanks to God and to her sending Mission.
- EC(1)-62/76. Miss Rosemary Merry, nurse, offered for service by BMMF. It was RESOLVED to accept the services of Miss Merry, with thanks to God and to her sending Mission.

#### LEADERSHIP POSTS

- EC(1)-63/76. Superintendent of Nursing Education, Shanta Bhawan Hospital. It was RESOLVED to appoint Miss Hisa Asaoka to this post up to the time of her furlough in July 1976, and Miss Mary Nichol to succeed her from that time until April 1977, the transfer of authority to be made at a time mutually agreeable to both these parties.
- EC(1)-64/76. Director, Community Health Office. It was RESOLVED to appoint the Health Services Secretary to direct the work of this Office up to April, 1977, subject to review by the Health Services Board.
- EC(1)-65/76. Director, Development & Consulting Services, Butwal. It was RESOLVED to appoint Mr. Dan Jantzen to continue in this post up to the time of his furlough in October 1977.
- EC(1)-66/76. Medical Director, Tansen Hospital. It was RESOLVED to appoint Dr. Peter Lucas as Acting Medical Director from the time of Dr. Gould's departure about 15th June until the return of Dr. Roche from furlough. Further to appoint Dr. Denis Roche as Medical Director of Tansen Hospital from the time of his return to Nepal in September 1976.
- EC(1)-67/76. Project Director, Palpa. It was RESOLVED to appoint Miss Gwen Coventry as Acting Project Director from the time of Dr. Gould's departure on furlough for one year.



EC(1)-68/76. Board Appointments. It was noted that in the case of the following appointments to be made by the Board, the Workers' Conference had concurred with the recommendations made by the Executive Committee in November:

UMN Treasurer: Mr. Frank Clarkson, for a 3 year period.

Education Secretary: Mr. Larry Asher, for a 1 year period.

Economic Development Secretary: Mr. Odd Hoftun, for a 1 year period.

Health Services Secretary: Dr. Carl Friedericks, for a 1 year period.

Personnel Secretary: Miss Betty Young, for a 1 year period.

#### OTHER MATTERS

EC(1)-69/76. Scholarship Committee. It was RESOLVED to appoint the following members to the Scholarship Committee on a temporary basis, recognising that in future this will be the responsibility of the Education Board:

Mrs. Mary Karthak

Mr. P. B. Rai

Mrs. R. K. Gurung

Mrs. Florence Bond

Miss Carol Evans

Mrs. Betty Ann Friedericks

(Secretary)

Ex-officio: Executive Secretary

Functional Secretaries.

EC(1)-70/76. Appointments to Functional Boards. Acting on the recommendations received from the Nominating Committees of each of the Functional Boards, it was RESOLVED to make the following appointments of voting members not serving under these Boards:

a) Health Services Board: Dr. Graham Scott-Brown, (with Dr. Paul Kalthoff as alternate);

Mr. Odd Hoftun;

Co-opted: UMN Treasurer.

b) Education Board:

Miss Edna Clysdale;

Mr. Stephen Bull.

c) Economic Development Board: Mr. San Ruohoniemi;

Mr. Richard Clark;

Co-opted: UMN Treasurer.

EC(1)-71/76. Secondment of Direct Appointees. After considerable discussion on this matter, it was RESOLVED to defer action on an amendment to the Bye-laws. The subject has been referred to the Health Services Board, which should pass on a recommendation to the Coordinating Committee, and the Executive Secretary was requested to subsequently prepare a suitable amendment to the Bye-laws for action by the Executive Committee at its next meeting.

EC(1)-72/76. Vacation House. The Executive Secretary reported that since it had not been possible to proceed with this project, and there appeared to be no live need in the Mission for such, the vacation house project has been dropped, and the funds donated for this purpose transferred to the Undesignated Fund account, with the permission of the donors.

EC(1)-73/76. UMN membership. It was RESOLVED to recommend to the Board the following action on Mission bodies with regard to membership:

a) ICU, Tokyo: To accept their withdrawal from membership.

b) UFCS, USA: To accept their withdrawal as a separate member body, their link with UMN to be maintained through BMMF, USA.

c) Finnish Missionary Society: To accept their application for membership.

EC(1)-74/76. Matters referred to the Board: The following subjects were noted for information, and fuller discussion at the meeting of the Board:

Special Agreements with HMG/N;  
UMN Film;  
Per capita grants.

EC(1)-75/76. New Constitution and Bye-laws. A list of proposed amendments was studied, and it was **RESOLVED** to pass these on to the Board, with the recommendation that they be adopted.

EC(1)-76/76. Vice-Chairman. Since the Executive Committee had not made an appointment in November to the position of Vice-Chairman on the withdrawal of Rev. Gordon Ruff, it was **RESOLVED** to appoint Mr. Neil Janzen to this office for the time of the coming Board Meeting.

The meeting was closed with prayer, led by Mr. Neil Janzen.

Minutes of the

UMN FINANCE COMMITTEE MEETING

Held in Kathmandu,

6th April, 1976.

The Finance Committee met in the Board Room at UMN Headquarters, Kathmandu, on 6th April, sessions lasting from 9 a.m. to 12 noon, and from 1.30 p.m. to 5.45 p.m. Dr. John Schaefer opened the meeting with devotions.

Roll call. Members present at the meeting were:

Mr. N. Janzen (Chairman); Dr. J. Schaefer; Mr. F. Wilcox (Executive Secretary); Mr. R. Havens (Treasurer); Mr. S. Ruohoniemi (Representative from Administrative Advisory Conference).

Observers: Mr. M. Roemmele (President); Rev. G. Ruff (Executive Secretary elect).

FC(1)-1/76. Confirmation of Minutes. It was RESOLVED to confirm as correct the Minutes of the Finance Committee Meeting held on 5th November, 1975, as circulated and printed; and those of the meeting of the Kathmandu-based members on 15th December, 1975, as presented to the present meeting.

FC(1)-2/76. Financial Statements for the year 1975. The financial statements from all the projects of the UMN for the year 1975 were studied. It was RESOLVED to pass these on to the Executive Committee, with appreciation for the careful work being carried out in accounting in the projects, and the recommendation that the Executive Committee accept these statements, with attention drawn to the following points:

- a) Palpa Project. That the Palpa Project be requested to submit an explanation and details of the large balance shown at the end of the year for the New Hospital Extension, and also to explain how the funds in hand for the ANM Hostel Complex are accounted for;
- b) Shanta Bhawan. That the Lalitpur Community Health project statement for 1975 be recorded in summary form, and that the project Balance Sheet also be included in the printed statement;
- c) Okhaldhunga. That it be noted that the review requested at the last meeting of the Executive Committee has not as yet been carried out, and that pending this being done, the statement as submitted is not yet ready for approval;
- d) Treasurer. That the Treasurer be asked to look into the accounts shown as actual receipts for 1975 in the General Fund from the Mennonite Central Committee and the World Mission Prayer League, USA.

FC(1)-3/76. Valuation Reserve. It was RESOLVED to recommend to the Executive Committee:

- a) That 10% of the total foreign current bank account balance be kept in the Valuation Reserve Fund (which at the moment would be approximately Rs.675,000.), this policy to be subject to review;
- b) That the balance of Rs.630,000. be put into a special Valuation Capital account with the Treasurer, one-third of this sum to be transferred to the Undesignated Capital account in each of the years 1976, 1977 and 1978. (See EC(1)-4/76 for amended figures).

FC(1)-4/76. Supplementary General Budget Requests. It was RESOLVED to recommend to the Executive Committee approval of the following supplementary budget items for project general funds:

a) Palpa Project:

- i) Area Administration - additional for water carrying 4,000.
- ii) Hospital - additional rent for staff 12,000.
- iii) Community Health, Hospital MCH clinic -



Additional sales of medicines	16,000.	
Additional salaries	6,000.	
Additional drugs & supplies	<u>15,000.</u>	<u>21,000.</u> 5,000.
b) <u>Pokhara Project</u> : Additional for repairs		1,500.
Transportation (HQ motorcycle charges)		1,000.
c) <u>Pokhara Boys' School</u> : Rent for staff		3,000.
d) <u>Gorkha Project</u> : Hospital - rent for additional quarters		600.

It was further RESOLVED to recommend that the whole matter of the AHW School, Tansen budgets be referred to the Health Services Board for discussion and action in connection with relevant policy matters; also that the plans and budgets submitted for a Central Research Office in Kathmandu be referred to the Health Services Board for action.

FC(1)-5/76. Capital Fund items for approval. It was RESOLVED to recommend that the following capital fund items be approved:

a) <u>Headquarters</u> :		
Additional for dictating equipment		10,000.
Duplicating equipment		10,000.
Electronic calculator		3,500.
b) <u>Palpa Project</u> :		
i) Hospital -		
Renovation of apartments for volunteer workers		5,000.
Furniture for volunteer workers		15,000.
Additional for rewiring existing hospital		5,000.
Second water pipeline to hospital from bazar		30,000.
Renovations for housing for new graduate ANMs		3,000.
Installation of water filtration plant		25,000.
ii) Community Health, Administration -		
Hospital MCH clinic: Remodelling existing facilities		2,000.
Furniture		4,000.
Medicine stock and equipment		6,000.
Four baby weighing scales		1,200.
Cement slabs for toilets for village MCH clinics		400.
Water supply for 7 villages (moved from East Palpa budget)		200,000.
iii) ANM School -		
Additional for renovation of rented ANM Hostel, Pokhara		8,000.
c) <u>UMEDA Projects</u> :		
i) Butwal Project -		
Additional for fence		3,256.
Assistance for deficit of guesthouse unit		3,072.
ii) Division of Consulting Services -		
Small turbine and mill project		300,000.
Additional for office building		15,000.
Office furniture and equipment		42,422.
Library books		5,000.
d) <u>Pokhara Project</u> :		
Administration - Furniture for Board Appointees		4,000.

FC(1)-6/76. Capital Fund grants. It was RESOLVED to recommend to the Executive Committee that the following grants be made from funds in hand as specified:

a) <u>From ANM Hostel, Pokhara funds</u> :	
Additional renovations to rent ANM Hostel, Pokhara	8,000.

5) From Undesignated funds:

i) Headquarters -	
Additional for dictating equipment	10,000.
Duplicating equipment	10,000.
Electronic calculator	3,500.
ii) UMEDA Projects -	
Butwal Project - Additional for fence	3,256.
Deficit of guesthouse unit	3,072.
D.C.S. - Additional for office building	15,000.
Office furniture and equipment	42,422.
Library books	5,000.
iii) Palpa Project -	
Community Health Admin. - water project	10,000.
iv) Pokhara Project - Furniture for Board Appointees	4,000.
v) Treasurer's General Fund - Repayment of loan to	
Headquarters for telecommunication system	50,000.
vi) UMN Film	200,000.

FC(1)-7/76. Auditor's Report. The Treasurer reported that the following audits have been completed:

Okhaldhunga Project, for 1974  
 Scholarship Program, for 1974 and 1975  
 Padma Sadan, for 1974 and 1975  
 Division of Consulting Services, June 1974 - July 1975  
 UMEDA accounts, for July 1974 - July 1975.

It was noted that most of the project accounts for 1975 still remain to be audited, and also those for Tansen and Shanta Bhawan for 1974. It was therefore RESOLVED to recommend that the Treasurer be authorised to take whatever emergency steps may be necessary, including the hiring of commercial auditors, to ensure that the backlog of auditing is completed up to date as soon as possible.

FC(1)-8/76. Personal accounts held by Projects. It was RESOLVED to recommend that wherever there are local banking facilities available, individuals in projects be encouraged to make use of these, and be required to make cash payments for services rendered by the project; also that such projects consider making a service charge on personal accounts if requested to handle such, and that all projects consider charging interest on debit balances in personal accounts.

FC(1)-9/76. Housing provision for Volunteer Direct Appointees. It was RESOLVED to recommend that projects be allowed to include in their budgeted rent items a rent allowance for overseas volunteer Direct Appointees, but that Direct Appointees who require a salary to be paid by the project be treated, projectwise, similarly to Nepali Direct Appointees regarding housing allowances. (See EC(1)-6/76 for amended wording.)

FC(1)-10/76. Duty Travel. Further to the policy as set forth in FC(1)-10/69, it was RESOLVED to recommend that in the case of a change of assignment while a Board Appointee is on furlough, the UMN will pay for transport costs from Kathmandu to the new place of assignment; but that when a Board Appointee returns to the same project after furlough, the supporting member body will pay the transportation costs.

FC(1)-11/76. Provident Fund accounts.

a) It was recommended that in case the Letters of Exchange are signed later in 1976 and employees of UMN projects be obliged to withdraw from the UMN Provident Fund, they be encouraged to leave their Provident Fund accounts untouched until January 1977, in order to secure the advantage of interest for the year 1976, and also a possible one-time grant from the Lapse and Forfeiture account balance.

- b) It was RESOLVED to recommend that as Mr. T. Thomas withdrew his Provident Fund account before leaving the employment of Shanta Bhawan Hospital, it be considered that he subsequently started a new account and is therefore not entitled to any UMN contributions paid to him after withdrawal of the total amount two years before leaving the project.

FC(1)-12/76. Salary Scale.

- a) New Posts. It was RESOLVED to recommend that approval be given to the inclusion of the following new posts in the UMN salary scale, from 1st January, 1976:  
Nos. 1-12 : As presented.  
New No.13: 4 Pharmacy posts recommended by Shanta Bhawan Hospital.  
New No.14: Senior Auxiliary Nurse/dresser (Tansen or Raxaul trained), under Tech. N.G., Grade III.

The amended salary scale is found as Appendix R to these Minutes.

- b) Community Health Field Allowance. It was RESOLVED to recommend that this allowance be raised from Rs.5/- to Rs.7/50 per night for each night which must be spent away from home, to agree with new HMG rates.
- c) Equalization allowance. It was RESOLVED to authorise an adjustment to the equalisation allowance being paid in the implementation of the current UMN salary scale in the following manner:  
That, effective from 1st January 1976, the basic salary for any applicable grade may be increased by the number of increments possible, subject to the maximum in that grade, reducing the equalisation allowance by the same amount. But it shall not be reduced below an amount equal to at least two increments. One shall not be authorised to move to a new salary grade in order to adjust any unused equalisation allowance.

FC(1)-13/76. School Vehicle. It was RESOLVED to recommend:

- a) That the policy decision of FC(1)-16/73 be again confirmed, that the School vehicle is the property of the United Mission to Nepal;
- b) That the proceeds of the recent sale of this vehicle (Rs.31,000., less the current deficit in running expenses of the vehicle account of Rs.3,600.), to be held by the UMN Treasurer in a special account, designated for the purchase of a vehicle for the transport of UMN children to school in the Kathmandu Valley if there should be a need for such within the next two years; and that in the event that such a purchase has not been made by 31st March, 1978, the Finance Committee again consider this matter, and possibly authorise the use of these funds for the expenses of UMN children's school transport within the Kathmandu Valley by other means.

FC(1)-14/76. Rent for Children's Hostel. It was RESOLVED to recommend that a special grant of Rs.500/0 per month be given to the Children's Hostel towards rent from 1st February 1976 up to the time when Mrs. Kamp leaves the hostel in June 1976.

FC(1)-15/76. Methodist Advance Program Support Funds. It was RESOLVED to recommend that these funds be authorised for use for the year 1977 as follows:

- a) Pokhara Special Projects:
- |                                       |           |           |
|---------------------------------------|-----------|-----------|
| Industrial Training Program equipment | \$ 3,000. |           |
| Scholarships for Pokhara students     | 3,000.    |           |
| Audio visual equipment                | 500.      |           |
| Vehicle maintenance                   | 1,000.    |           |
| Physical education equipment          | 2,000.    | \$ 9,500. |
- b) Leadership development - UMN Scholarship Program 3,000.
- c) Home extension student work - Padma Sadan 2,000.
- d) Shanta Bhawan Hospital -  
Dietary department 2,500.



Maintenance department	2,000.	
Community Health program	<u>2,000.</u>	6,500.
Nursing School		2,000.
e) Administration of UMN, for ongoing work		5,000.
f) General medical work, UMN		3,000.
g) Work equipment for missionaries		<u>4,000.</u>
		<u>\$ 35,000.</u>

FC(1)-16/76. Bank Accounts. It was RESOLVED to recommend that the Executive Committee authorise the following signatories to UMN project bank accounts and in certain cases the opening of such accounts:

- a) United Mission Scholarship Committee: To have an account with the Nepal Bank Ltd., with any two of the following to sign jointly: UMN Treasurer; UMN Executive Secretary; UMN Education Secretary; Scholarship Committee Secretary.
- b) United Mission Building Department: The account in Kathmandu, Nepal Bank, to be operated with any one of the following to sign singly: Head of Building Department; UMN Executive Secretary; UMN Treasurer; UMN Economic Development Secretary.
- c) United Mission Building Department: The account in Tansen to be operated with any two of the following to sign jointly: UMN Treasurer; Tansen Site Engineer; Tansen Administrative Officer; Palpa Project Director.
- d) United Mission Tansen Hospital: The accounts in Nepal Bank, Tansen and in American Express Co., Bombay to be operated with any two of the following to sign jointly: UMN Treasurer; Tansen Hospital Medical Director; Tansen Administrative Officer; Tansen Nursing Superintendent; Palpa Project Director; Palpa Superintendent of Community Health Program.
- e) United Mission Butwal Project: The account in Nepal Bank, Butwal to be operated with any two of the following to sign jointly: Butwal Area Services Officer; DCS Business Manager; DCS Accountant; UMN Treasurer.
- f) United Mission Consulting Services: To open an account in National & Grindlays Bank, Ltd., Calcutta, to be operated with any two of the following to sign jointly: UMN Treasurer; DCS Director; DCS Business Manager; MCC (Calcutta) Director; Mr. N. Das Gupta.
- g) United Mission Consulting Services: To open an account in Punjab National Bank, Kanpur, to be operated with any two of the following to sign jointly: UMN Treasurer; DCS Director; DCS Business Manager; Mr. Kul Prasad.
- h) United Mission Gorkha Project: The accounts in Nepal Bank, Kathmandu and American Express Co., Bombay to be operated with any two of the following to sign jointly: UMN Treasurer; Gorkha Business Manager; Gorkha Medical Director; Gorkha Community Health Administrator.
- i) United Mission Shanta Bhawan Hospital: The accounts in Nepal Bank and National & Grindlays Bank, Calcutta, to be operated with any two of the following to sign jointly: UMN Treasurer; Shanta Bhawan Executive Director; Assistant Medical Superintendent; Administrative Officer; Nursing Superintendent; Superintendent of Nursing Education; Superintendent of Community Health.
- j) Lalitpur Community Health Program: To confirm the opening of an account at the Nepal Bank, to be operated with any one of the following signing singly: UMN Executive Secretary; UMN Health Services Secretary; Shanta Bhawan Superintendent of Community Health.

It was further requested that the Treasurer consult with Miss McCombe about the operation of the United Mission Girls' High School account.

The meeting was closed with prayer, led by Mr. M. Roemmele.

b) From Medical Work funds:

Palpa Project -

Area Administration:	Area Furniture	20,000.
	Renovation of house for builder	8,366.
	Improvement of residences	10,000.
Hospital:	Additional for re-wiring of hospital	5,000.

April 6, 1976

In response to an expressed feeling of need by workers of the UMN, the Board of Directors, in April 1974 (BD-26/74), voted to "look into the possibility of securing for the United Mission a personal counsellor to whom workers throughout the mission could go for advice". Efforts were then made to find someone to fill this post, as recorded in the minutes of the Executive Committee in November 1974 (EC(2)-66/74). At the meeting of the Executive Committee in April 1975, it was reported that Dr. and Mrs. Park Johnson have volunteered to serve in this capacity for 1 year. It was then voted (EC(1)-54/75) "to create and fill the post of Personal Counsellor to deal with the spiritual and counselling needs of the UMN workers, and keep this post separate from any other administrative functions, this post to be responsible to the Chairman of the Board". The appointment was confirmed by the Board in April 1975 (BD-16/75).

Alice and I arrived in Kathmandu on August 6, 1975, and were comfortably settled in a small flat in Thapathali near the UMN Headquarters. We profited from the opportunity of 3 weeks of the Nepali language course and orientation lectures. Our explorations in September, while the monsoon rains were still prevalent, were confined to the Kathmandu Valley, including Anandaban (September 12-14). Since then the following travel schedule has been followed:

1975: Oct. 13-16	Amp Pipal	1976: Jan. 10-24	Tansen
16-22	Pokhara	9, 24-Feb. 8	Butwal
22-28	Tansen	Feb. 15-16	Anandaban
28-Nov. 3	Butwal	Mar. 10-18	Amp Pipal
Nov. 1-9	Bojha	18-26	Pokhara
22-29	Paimey, Pyersingh	29-Apr. 1	Pokhara
31-Jan. 4	Okhaldhunga	Mar. 26-29	Paimey

Between Oct. 13, 1975 and Apr. 1, 1976, we were in Kathmandu a total of 72 days, including the annual UMN Workers' Conference in February, and were "on the road" a total of 100 days.

It is generally recognised that counselling or advice are matters which cannot be forced upon people by a counsellor. The counsellor must wait for those who seek his assistance. Accordingly, I determined, with the agreement of the Chairman of the Board and several people in the UMN administration, to adopt a "low-key" stance, rather than exerting pressure on the workers for any formal communication of their concerns. For some time the major activity was simply that of getting acquainted with the workers of the UMN, and helping them to feel acquainted with us, recognising that acquaintance and trust are essential foundations for the sort of personal communication which enters into counselling.

Our experience during the 8 months of our sojourn in Nepal may be summarised as follows:

1. Very few opportunities have arisen for what might be called formal counselling interviews, involving the specific initiative of the UMN worker and a resulting scheduled appointment. Cases that have arisen have dealt with personal spiritual questionings or problems connected with furlough plans, and about assignments or adjustment in the work of the mission in Nepal.
2. A great deal of what might be called informal pastoral counselling has been part of the social contacts with UMN workers in the course of periods of visitation in the different locations. These conversations have often turned to issues in the work of the mission and to genuine personal and family concerns.
3. In the locations outside Kathmandu there have been ample and valuable opportunities for leading church services, prayer meetings, and Bible study sessions, and for informal discussion or spiritual concerns.
4. The opportunities mentioned under the three headings above have been almost entirely in the locations outside Kathmandu.

Since the discussion at the Workers' Conference in February, I have exercised more initiative in approaching many of the UMN workers, in particular in an effort to discover people's ideas about the need for a Personal Counsellor and about his manner of operation. In general, the UMN workers with whom I have talked reflect the



judgment of the Workers' Conference that this post is "needed". The Workers' Conference took action (WC-15/76) "that the desire of the Conference is to have the post of Personal Counsellor filled, either by Dr. Park Johnson if possible, or by a new appointee". When questioned, many of the workers expressed the feeling that the "need" is not so much for direct counselling as for pastoral care, spiritual encouragement, and Bible teaching.

It has been my experience, as a church pastor and as a mission executive, and the experience this year in the UMN reinforces the impression, that it is mainly in informal, indirect ways that a pastor or executive renders counselling help to the people whom he serves. Much more than in formal scheduled appointments in his study, a pastor exercises what might be called casual or informal counselling - before and after church meetings, at a luncheon table, in hospital corridors, in home visits, and other encounters "along the way". These informal opportunities arise as a by-product to the regular preaching, teaching, pastoring, and administrative activities of the minister. They usually would not happen to someone more apart from all the regular life of the congregation. Similarly, counselling opportunities would most easily and naturally arise in the life of the UMN in connection with someone whose duties were understood to be those of a "pastor" or 'mission minister-at-large', rather than someone wearing a special label as 'counsellor'. This leads to a consideration of terminology which will appear in the recommendations below.

A further aspect of initiative which I am planning to carry out in late April and early May is a brief scheduled interview with each of the students currently in Language School. This will be simply a check-over of their prospects, adjustment at this point, and possible concerns as they face getting into their assigned work. These interviews will of course be confidential, except as there is agreement on possible consultations with others.

The main difficulties have been mentioned by many workers with whom I have talked:

1. The inevitable problem of time and space. A personal counsellor or 'mission pastor' cannot be everywhere at once, and may easily be off in some distant place when his availability in some other particular place suddenly shapes up as a critical need. Too long a time spent in any one place means less time in other locations. A person in this post can only do his best, endeavouring to be sensitive in his schedule-making and as flexible as possible in his response to evident needs. However, it must be recognised that often the necessary counselling or dealing with problems which arise in a given place will have to be handled by someone other than the appointed 'pastor' or 'counsellor' - by project directors or other administrative people, or by available fellow-workers and friends.

2. The Personal Counsellor, in the present framework which has been set up, is in the nature of the case an 'outsider'. In certain circumstances his detachment from the regular administrative machinery of the mission may be advantageous. But to a considerable extent it results in his being somewhat 'out of it' and 'up in the air', while often people feel like talking with someone more pertinently involved with their business. For the most part, UMN workers have expressed to me their satisfaction in discussing their needs and problems with local project directors or appropriate Headquarters administrative staff. Actually, in no case has there been an instance of someone saying, 'I haven't felt free to talk about my concerns with regular mission staff, and am therefore glad to have the opportunity to talk to you as a non-administrative counsellor'.

#### RECOMMENDATIONS.

1. As discussed above, the title 'Personal Counsellor' seems to be something of a handicap. In the view of some workers, as they themselves have remarked, the title sounds unduly formidable and even frightening. As one worker expressed it, 'To seek direct counselling help appears to be a confession of failure or of emotional instability'. Undoubtedly this attitude is not common to all, but the use of this title does serve to a degree to put the person involved in a sort of vacuum, apart from the regular ongoing work of the mission. Another title, indicating a more understood and accepted pastoral function in the mission, and leaving the counselling aspect as a by-product, would be preferable. Suggestions of alternative terms have been 'pastoral counsellor' (but I believe it is wiser to omit entirely the word

'counsellor' from the title), ('pastoral advisor', simply 'pastor', 'mission pastor', 'mission pastor-at-large', and 'chaplain'. 'Mission Pastor' is perhaps the simplest and most descriptive title.

2. Probably another person in this post should again be a retired volunteer. He should have had experience either in the pastorate or in the mission field, or preferably both. He should be in sufficiently vigorous health not only to endure, but to enjoy, the hiking, climbing and travelling in crowded and uncomfortable vehicles which are inescapable aspects of service throughout the varied territory in Nepal served by the UMN. If the person has a wife, it would be desirable if she were in a similarly vigorous condition of health, so that she may accompany her husband to the different locations of UMN workers and share in the ministry of pastoral friendship.

I am not sure that the function of an itinerant mission pastor, Bible teacher (and counsellor as opportunities arise) in the UMN would offer full job satisfaction to a capable person in mid-career. The exception would be in the case of a trained specialist in counselling, psychological testing or personnel management. But it is questionable whether a high-key program along these lines, as such a person would expect to carry out, would be desirable or acceptable in the UMN. The UMN is not a 'mission board', but expects normal processes of screening and preparation of personnel from the sending boards and societies which are the member bodies of the UMN.

3. If a candidate for the position could be enlisted for a two-year term of service, it would undoubtedly be advantageous. There are, in addition to Kathmandu and its immediate suburbs, 8 locations where UMN workers are living (with occasional temporary secondments to other places). During the past six months of open travel season in Nepal, we have visited all of these locations, and 6 of the 8 twice, Okhaldhunga and Bojha only once. The size of the territory and conditions of travel do not allow very frequent rounds of visitation. A mission pastor in the span of 2 years could make a more sustained coverage of the field, get better acquainted, develop a greater understanding of people's needs, and cultivate a deeper sense of confidence and trust.

4. As a residence headquarters for a mission pastor, Kathmandu has many advantages, as a relatively easy place to carry on the business of daily living, and as a convenient place where contacts are made with visiting UMN workers and others. Its disadvantage is that the functions of pastoral care and teaching are very little in demand by the workers resident in Kathmandu, where many opportunities of spiritual fellowship and business consultation are readily available. Another person or couple in this post might want to consider the possible advantages, perhaps after an introductory period of residence in Kathmandu, of establishing residence in some outlying center such as Pokhara.

#### CONCLUSION

Alice and I have appreciated the cordial recommendation of the Workers' Conference that we continue to fill the post for another year. However, despite the attractions of this suggestion, we feel that, in view of numerous arrangements at home for an absence of only one year, we should not stay in Nepal beyond the present year of service. We have therefore decided definitely that we will return to the USA, leaving probably with the advent of the monsoon in early June.

We want to express our very great appreciation for the wonderful experience of sharing intimately in the life of the UMN during this year. We are grateful to many people - in fact to just about every worker in the UMN - for thoughtful help, cordial hospitality, and inspiring fellowship along the way. We hope that, upon our return to USA, we may continue to serve the interests of the UMN as we endeavour to interpret to the churches the opportunities in Nepal for Christian witness and service.

R. Park Johnson.



UNITED MISSION TO NEPALAnnual MeetingBOARD OF DIRECTORSApril 8-10, 1976  
Kathmandu, Nepal.A G E N D A

1. Opening Devotions: Thursday, 1.30 p.m. - Dr. Robert Fleming, Sr. Roemmle  
Friday, 9 a.m. - Mr. Frank Wilcox  
Saturday, 9 a.m. - Miss Hester Quirk

2. Schedule of Membership and Roll Call; welcome to Visitors.

The UMN Board of Directors includes the following categories of members:

- a) Appointed representatives of member bodies (voice/vote)
- b) Representatives of the Nepal Christian Fellowship (voice/vote)
- c) Co-opted members (voice/no vote)
- d) Ex-officio members (voice/no vote)

A quorum is half the total number of member bodies (half of 29 = 15).

3. Suggested Schedule: Thursday, 1.30 p.m. to 6.00 p.m. 10 a.m. } Tea  
Friday, 9.00 a.m. to 12 noon; 1.30 p.m. to 6.00 p.m. 15.30 p.m. }  
Saturday, 9.00 a.m. to 12 noon.

4. Announcements.

5. Adoption of the Agenda, with possible additions.

6. Confirmation of the Minutes of the last meeting of the Board, April 3-4, 1975.

7. Appointment of the Nominating Committee (for Executive and Finance Committees).

8. Receive Annual Reports and Financial Statements of the Projects, forwarded by the Executive Committee:

	Page
a) Executive Secretary's Report . . . . .	1
b) Headquarters Report. . . . .	3 and 28
c) Special Projects Reports . . . . .	6 and 29
d) Community Health Office. . . . .	9 and 31
e) Palpa Project Report . . . . .	9 and 32
f) U.M.E.D.A. Reports . . . . .	13 and 36
I. Butwal Project	
II. Butwal Technical Institute	
III. Division of Consulting Services	
IV. Butwal Power Company	
V. Butwal Plywood Factory	
g) Pokhara Project Report . . . . .	18 and 39
h) Gorkha Project Report. . . . .	19 and 40
i) Shanta Bhawan Hospital Report. . . . .	21 and 43
j) Girls' High School, Kathmandu Report . . . . .	26 and 45
k) Okhaldhunga Project Report . . . . .	26 and 45
l) Mission-wide Expenses. . . . .	46
m) Treasurer's Report . . . . .	47
n) Auditor's Report.	

9. Minutes and Recommendations of the Workers' Conference, presented by the Workers' Conference representative, Mr. Tor Mogedal . . . . . 57

10. Appointment of Representatives to the Shanta Bhawan Hospital Board:

- ✓ a) Community Representatives. The UMN Board of Directors appoints Community Representatives (five in number, two appointed one year and three the following year) to the SBH Managing Board. The SBH Board of Managers' Nominating Committee has presented the names of the following persons, for re-appointment for the regular two-year term:

1. Dr. Rajendra Rongong; ✓ 2. Mr. Rajeshwar P. Shrivastava. ✓



- b) UMN Board of Directors' Representative to the SBH Board. Biennially, the UMN Board elects, from among its membership, one representative to serve for two years as a regular voting member of the SBH Board. The SBH Board meets quarterly for its regular meetings, always in Kathmandu. Although Dr. John Schaefer was elected for a regular two-year term in 1975, he has indicated that he and Mrs. Schaefer will be leaving Nepal some time after the July, 1976 meeting of the SBH Board. For this reason, the Board may want to elect another representative at this time to succeed Dr. Schaefer and fill out his term following the July meeting.

#### PERSONNEL MATTERS

11. UMN Treasurer. The Mission has carried on correspondence with its member bodies through the past year, seeking possible candidates for nomination to the post of Treasurer. After consideration of this correspondence, the Executive Committee voted to accept Mr. and Mrs. Frank Clarkson, New Zealand, offered by the Bible & Medical Missionary Fellowship, as Board Appointees of the UMN, and to nominate Mr. Frank Clarkson for a 3-year term as Treasurer of the United Mission to Nepal. EC(2)-72/75 & EC(2)-83/75. The Workers' Conference concurred with this nomination. WC-19/76, a.
12. Education Secretary. (N.B. In the case of this and the following three posts, the Executive Committee acted to concur with a recommendation of the Administrative Advisory Conference that the Board of Directors make the appointments of functional secretaries and personnel secretary, under the new Constitution and Bye-laws, for a one year term only in the first instance, from April, 1976.)  
Executive Committee recommends that Mr. Larry Asher, present Acting Education Secretary, be appointed to the post of Education Secretary for a one year term, from April, 1976. Workers' Conference concurs with the recommendation. EC(2)-84/75; WC-19/76, c.
13. Economic Development Secretary. Executive Committee recommends that Mr. Odd Hoftun be appointed to the post of Economic Development Secretary, for a one year term, from April, 1976. Workers' Conference concurs with this recommendation. EC(2)-85/75; WC-19/76, b.
14. Health Services Secretary. Executive Committee recommends that Dr. Carl Friedericks be appointed to the post of Health Services Secretary for a one year term from April, 1976. The Workers' Conference concurs with this recommendation. EC(2)-86/75; WC-19.76, d.
15. Personnel Secretary. Executive Committee recommends that Miss Betty Young be appointed to the post of Personnel Secretary for a one year term from April, 1976. Workers' Conference concurs with this recommendation. EC(2)-87/75; WC-19/76, e.
16. Reports from Seconded Workers. Executive Secretary. (See page 51.)
17. Constitutional Matters.
- a) Report of the Study Committee appointed by the Board, April 1975.  
(Mr. Gordon Ruff, Dr. John Schaefer, Mr. Frank Wilcox), BD-24/75, 3.
  - b) Report of the Continuation Committee. Consideration of the editorial changes and amendments to the new Constitution & Bye-laws, proposed by the Continuation Committee. (See attached list of proposed editorial changes and amendments, Page 79, para A), and Page 80).

- United Missionary Society Nepal - Kathmandu*
18. Withdrawal of the ICU Church, Tokyo, Japan from membership in the UMN.  
*(United College of Christian Service, USA (joined B.M.F. USA))*
19. Power of Attorney for the UMN. Since a new Executive Secretary and Treasurer will be coming into office, it will be necessary to change the names included in last year's action granting Power of Attorney to the Executive Secretary and the Treasurer. BD-14/75. The following wording is recommended:

"The Board of Directors, United Mission to Nepal, hereby appoints Mr. Gordon Ruff (Executive Secretary) and Mr. Frank Clarkson (Treasurer) to hold the Power of Attorney for the Board of Directors of the United Mission to Nepal; and authorizes each of the afore-mentioned persons, acting singly, to buy, sell, give in hire or take in hire any properties owned by the United Mission to Nepal; to transact general business in behalf of the United Mission to Nepal; to act in litigation in behalf of the United Mission to Nepal."

*from 1.6.1*

20. Report on Correspondence regarding Per Capital Worker Grants. EC(2)-20/75. About half of the UMN member bodies have responded to the correspondence raising questions about a possible increase in the per capita worker grants in 1978. The Executive Secretary will report on this correspondence.

21. The New General Agreement. Report by the Executive Secretary.

22. Report on the service of a Personal Counsellor in the UMN. Dr. and Mrs. R. Park Johnson have served 8 months of the year's service they agreed to offer to the UMN from 1st August 1975, and have travelled widely in the projects of the UMN, meeting all of our people. The President of the UMN, to whom Dr. & Mrs. Johnson have been directly responsible, will report on the ministry of a Personal Counsellor. Dr. R. Park Johnson has been invited to sit in on this part of the Board's deliberations as a co-opted member, and will be prepared to report on the work of a Personal Counsellor in the UMN. (BD-16/75 and WC-15/76).

23. Report on the new UMN Film. The Executive Secretary, and others. BD-17/75 and EC(2)-97/75.

24. Report on Special Agreements with HMG/N:

- a) Letters of Exchange with Ministry of Health, HMG/N.
- b) Renewal of the I.T.I.D. Agreement.

25. Election of the Executive and Finance Committees.

26. Any other business.

27. Dates of next Meetings:

1976: Finance Committee: Wednesday, November 3.  
Executive Committee: Thursday, Friday, November 4 and 5.

1977: Finance Committee: Tuesday, March 29  
Executive Committee: Wednesday, Thursday, March 30 and 31.  
Board of Directors: Thursday, Friday, March 31 & April 1 & 2

28. Adjournment.

*European 11-3.6.78 Saturday*

*General Conference April 78*



UMN BOARD OF DIRECTORS, 1976

A) Representatives of Member Bodies:

- 1) Assemblies of God: Mrs. S. Bryant. ✓
- 2) Baptist Missionary Society: Mr. S. Mudd. ✓
- 3) Bible & Medical Missionary Fellowship: Mr. M. Roemmele, Miss H. Quirk. ✓
- 4) Christian Church (Disciples): Rev. F. Jonathan. ✓
- 5) Church Missionary Society, Australia: Miss P. Bennett (absent).
- 6) Church Missionary Society, U.K.: Miss P. Bennett (absent).
- 7) Church of North India: Mr. A. C. Dharmaraj.
- 8) Committee for Service Overseas, Germany: Mr. K. Kaiser. ✓
- 9) Darjeeling Diocesan Council & Church of Scotland: Rev. W. Murison. ✓
- 10) Free Church of Finland: Miss E. Moilanen. ✓
- 11) Gossner Mission: Dr. N. Minz, Miss D. Friederici. ✓
- 12) International Christian University Church, Tokyo: None.
- 13) Japan Overseas Cooperative Service: Dr. T. Umeyama, Dr. K. Nakamura. ✓
- 14) Lutheran Church of America: Mr. D. Lindell. ✓
- 15) Mennonite Board of Missions: Dr. P. Kniss. ✓
- 16) Mennonite Central Committee: Mr. N. Janzen. ✓
- 17) Methodist Missionary Society: Dr. D. Goodall. ✓
- 18) Presbyterian Church in Canada: None.
- 19) Regions Beyond Missionary Union: Dr. M. Owen. ✓
- 20) Swedish Baptist Mission: Mr. E. Erickson, Miss E. Cederholm. ✓
- 21) Swedish Free Mission: None.
- 22) Swiss Friends Mission: None.
- 23) United Church of Canada: Dr. E. Furcha. ✓
- 24) United Fellowship for Christian Service: None.
- 25) United Methodist Church: Dr. J. Schaefer, Dr. R. Fleming. ✓
- 26) United Presbyterian Church: Rev. J. Alter, Dr. R. Seaton. ✓
- 27) Wesleyan Church in America: None.
- 28) World Mission Prayer League, Norway; Mr. A. Bjoroy. ✓
- 29) World Mission Prayer League, USA: Mr. A. Schmidt, Miss D. Christiansen. ✓  
Miss HANSON

B) Representatives of the Nepal Christian Fellowship:

- 1) Mr. S. Sodemba.
- 2) Mr. P. Rajhan.

C) Co-opted Members:

- 1) Leprosy Mission: Dr. V. Das. ✓
- 2) Darjeeling Diocesan Council & Church of Scotland: Dr. J. Duncan. ✓
- 3) Japan Overseas Cooperative Service: Mr. T. Nara. ✓
- 4) Executive Secretary elect: Rev. G. Ruff. ✓

D) Ex-officio members:

- 1) Executive Secretary: Mr. F. Wilcox.
- 2) Treasurer: Mr. R. Havens.
- 3) Personnel Secretary: Mr. A. Voreland.
- 4) Education Secretary: Mr. L. Asher (Acting).
- 5) Technical Secretary: Mr. F. Sauer.
- 6) Health Services Secretary & Kathmandu Area Superintendent: Mr. S. Ruohoniemi.
- 7) Gorkha Area Superintendent: Miss F. Swanson.
- 8) Tansen Area Superintendent: Dr. B. Gould (Acting).
- 9) Workers' Conference Representative: Mr. T. Mogedal.
- 10) Shanta Bhawan Board Representative: Mr. P. B. Rai.
- 11) UMEDA Board Representative: Mr. D. Jantzen.



UMN Executive Secretary's Report for 1975

Two events in that segment of Nepal's life and history defined and delimited by the calendar numerals "1975" are firmly lodged in the mind and memory of members of the United Mission to Nepal. One event, the coronation of His Majesty, King Birendra Bir Bikram Shah Dev, was a very public event. Joining the thousands of Nepali citizens of high and low degree who thronged the streets of Kathmandu late in February for this fabulous festival of color, drama, pomp and pageantry were princes, heads of state and special envoys from all parts of the world. Generous Kodachrome coverage of this unusual event, mingling elements of the mediaval with the modern, crimson-robed elephants bearing the newly crowned monarch and his queen followed by gleaming Mercedes-Benz limousines, appeared in the news media around the world. Large numbers of the UMN amateur "Photographers Crops" exposed hundreds of feet of film also, covering the most auspicious event of the Nepali year for personal satisfaction or future deputation demands!

But another event took place in Kathmandu nearly three months later, 29th May to be exact, which was of even greater significance for the UMN than the coronation of King Birendra. This was not a public event, and was attended by no pageantry. No representatives of the press, local or international, were present in the quietness of the small office in the Ministry of Foreign Affairs. Only two members of the UMN and three representatives of the Ministry of Foreign Affairs, HMG, met together that sunny May morning. Nevertheless, this little-publicized event was memorable to us in the UMN because on that day we signed a new General Agreement with His Majesty's Government of Nepal. This is our fourth General Agreement with HMGN, and it gives us a further five-year mandate for Christian presence, service and witness in this mountain kingdom. Several features of our new Agreement seem quite significant in the ongoing life of the Mission:

- 1 - The language of our earlier Agreements left the impression of terms of service or assistance dictated by HMGN. This Agreement begins with a different tone: "Being desirous of cooperating in undertaking various development projects in Nepal, His Majesty's Government of Nepal and the United Mission to Nepal have agreed as follows:..." The UMN proposed the change in wording, and the men in government who handled the negotiations readily accepted it, as convinced as we were that working relationships between HMGN and the UMN are closer, more cordial and fruitful than ever before. We thank God for this minor change in wording, for the new tone of cooperation and mutual respect which it lends to the whole Agreement, and for the reality of closer working relationships with our friends in Nepal.
- 2 - The first three clauses of the new Agreement refer to "separate agreements" for each project or program which the UMN conducts in Nepal. These separate agreements, negotiated with the concerned departments or ministries of HMGN under the "umbrella" of the General Agreement, again indicate a closer, integrated relationship, at the planning stage, with such Ministries as Health, Education, Commerce and Industry, etc.
- 3 - In our third General Agreement, which expired mid-January, 1975, we were prohibited from giving any assistance to the people of Nepal in the area of agricultural work. The new Agreement restores to the UMN the privilege and permission to serve again in the sphere of agricultural development.
- 4 - Up till now the UMN has been required, by the terms of our General Agreements, to supply all funds and resources for whatever programs we might operate. The new Agreement acknowledges that a Ministry or Department of HMGN may "agree to provide assistance in respect of finances, staff or other facilities for a particular project".

Encouraging progress!

*signed 29.5.76, valued till May 1981*

#### The United Mission to Nepal.

The medical ministry centered in our dispensary-hospital in Okhaldhunga continued through 1975, and the Mission decided to renew efforts to strengthen our missionary staff in this easternmost project. It is hoped to send another doctor, nurse, and a business manager to Okhaldhunga in 1976. A draft "Letter of Exchange", similar to those being considered for other UMN Health services projects, is under consideration for our Okhaldhunga project by the Ministry of Health. This project agreement, once signed, will establish a joint UMN-HMG managing board for the health services work.

In Kathmandu, 1975 saw the Improvement Plan for Mahendra Bhawan Girls' High School, the construction of a totally new campus, virtually completed. Finishing



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touches are being made this month! .. Though the Ministry of Health has not yet acquired the land for the new Patan Hospital, Shanta Bhawan's ministry in the hospital, community health program and nursing education continued to grow ... Since major construction continues in Tansen (the Assistant Nurse Midwives' complex) and Pokhara (Boys' Boarding School), the Central Design Office of the UMN Building Department was moved to Pokhara ... Workers' Conference 1975 was held in January on the campus of the Boys' Boarding School in Pokhara. The ministry of Rev. John Stott, All Souls' Church, London, was a great blessing to all gathered for Conference... The Board of Directors approved a proposed new Constitution and Bye-Laws for the UMN in April, to be ratified by the Board in April, 1976. If ratified, the new Constitution will lead the UMN into a re-structured administration along functional lines ... The Rev. Gordon Ruff, Presbyterian missionary in India for many years, was elected to succeed Frank Wilcox in June 1976 in the Executive Secretary's post.

In Amp Pipal, Gorkha Project, work in both the hospital and the community health program continued to grow. Implementation of plans for residential community health centres in a number of villages awaits the signing of a similar "Letter of Exchange" to the one being negotiated for Okhaldhunga ... Although very few UMN teachers are involved in schools in the Gorkha District, district authorities have requested the Mission to send teachers for Gorkha schools.

At the Boys' Boarding High School in Pokhara, there was significant growth in enrolment, in the scope of the school program, and in construction of the campus. The training and maturing of national staff for leadership was most encouraging. Tours were made in outlying areas of west-central Nepal to recruit new students from such remote areas ... Small groups of ANM students from our Tansen campus began receiving their midwifery training at the Gandaki Zonal Hospital in Pokhara ... A UMN agriculturalist and a UMN builder were seconded to work with our sister mission, the International Nepal Fellowship.

Sudden and spectacular growth of various programs in Tansen in 1975 has left many of us in the UMN breathless! It has been very heartening to see construction of the badly needed hospital extension move swiftly to completion this past year. The experienced crew of workmen has been shifted to the site of the Assistant Nurse Midwives' training complex just below the hospital, construction of which has finally been approved. There has been unusual growth in both hospital and community health work. Finalization of aspects of a projected 5-year community health program for Palpa District depends on the signing of a "Letter of Exchange" with the Ministry of Health... Six months ago the UMN was asked to plan and assume leadership of a large field training program (90) young men are involved at present, with more on the way!) for Auxiliary Health Worker students, the training to take place in Tansen and surrounding district! A great challenge, but implementation has brought heavy burdens to many of our Tansen staff.

In Butwal our UMEDA Projects have been growing as well. The year has seen a Nepali director assume leadership at BTI, and a Nepali General Manager in the Butwal Plywood Factory, which is producing plywood for the markets of Kathmandu. Good progress continues in the later stages of construction at the Butwal Power Company ... Late in the year our Development and Consulting Services began construction of the first units in a 100-unit project of "gobar gas plants" in a small size for domestic use. These plants generate heating/lighting gas from cow and buffalo manure, and promise a reasonable, plentiful source of this fuel for much of Nepal.

In 1975 more of our UMN Board Appointees were seconded to programs and posts which are, technically, not UMN work than ever before. In November 35 of our Board Appointees were serving in such posts, in health services, education, technical/industrial development. There will be more such opportunities in the future.

We received two new member bodies into full participating membership in 1975: the Division of World Mission & Ecumenism of the Lutheran Church in America, and the Methodist Missionary Society of the U.K.

Christ's Church in Nepal continues a sure, steady growth. The annual conference of the Nepal Christian Fellowship listed 40 congregations spread across the land. The conference considered the first draft of a basic confessional statement for the churches in Nepal, and also planned to hold 3-4 regional conferences in 1976, hoping to gather even more of the brothers and sisters for this vital time of fellowship.

Since the first UMN film, "Nepal on the Potter's Wheel", has been in use around the globe for many years, we proceeded with earlier plans to make a new film on the Mission's life and work. Basic "shooting" was completed in November, and it is hoped that the new film, about 30 minutes in length (sound and color), will be ready for distribution in just a few months time.

At the close of 1975, about 210 workers, including wives, were on the roster of the



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UMN. This includes workers on furlough, leave of absence, and workers accepted for the February 1st Language School, 1976, nearly all of whom were accepted in 1975.

The Treasurer's report will tell the amazing, humbling story of God's grace and provision for all of our needs in the work and witness of the UMN. That report will record in detail the use of the Rs.1,444,037. received from member bodies and friends for our general, recurring budget. Detailed expenditures of Rs.2,335,519. in capital and designated grants received from a number of donor agencies and individuals are also included.

As in years past, the 1975 report of the works and witness of the UMN, if diagrammed in color, would resemble a patchwork quilt! The light, bright colors would speak of new challenges and opportunities, blessing, even occasional achievements. The dark, somber colors would reflect new obstacles and difficulties, thwarted plans, our failures and sins. But through all the interplay of light and dark color, a sure pattern is emerging, the pattern of our God's gracious, saving redemptive purpose for us and all the people in Nepal. For His never failing grace and the enabling power of His Spirit through all of 1975 we are deeply grateful!

Mr. Frank Wilcox  
Executive Secretary

#### APPENDIX C

##### UMN Headquarters Report for 1975

The several ministries of the Headquarters Project, serving the needs of persons, programs and projects of the UMN, were carried on through the offices and departments of Headquarters as spelled out in detail below. Mr. Jimmy Roane has come to the end of his term of service with the UMN this year, and we are grateful for all he has done to launch and carry the new work of the Central Services Department. Mr. John Cooley, who, with his wife Ann, has also been in charge of the UMN Children's Hostel, stepped into leadership at CSD, and has thus far done a great job, carrying on the tradition of dedicated service to the people and projects of the UMN ... 1975 also saw the departure of Miss Judy Hayward, who served ably in our H.Q. office from the summer of 1974 to the summer of 1975 as furlough replacement for Miss Betty Young. Betty returned on schedule, and is back "in harness", doing all the things for which we have come to rely upon her through her years of service with the UMN! ... It was our privilege to welcome another skilled and dedicated secretary, Miss Elizabeth Knight, who will serve with us in the expanded staff and offices of the H.Q. Project when full-time functional secretaries are added to our staff under the new structure proposed for the Mission.

Again the H.Q. staff through the year consisted of 7 Board Appointees and 2 Volunteer Direct Appointees, Miss Sutcliffe and Miss Hayward. They carried on their work in the offices, the guesthouse and the Language school, with the assistance of 10 regular employees. Office or department reports follow.

- A) Executive Office. Responsibilities in this office were carried by Mr. Frank Wilcox and by the Personnel Secretary, Mr. Asbjorn Voreland, who also serves as Assistant to the Executive Secretary. Miss Judy Hayward completed her year's term of service as office secretary through the first of July, and Miss Betty Young returned from furlough some days later to resume her duties in this office. Dr. Pam Dodson, upon the sudden death of her mother and the subsequent need to return to England to care for her father, was compelled to leave her work in Tansen, and the post of Area Superintendent much earlier than intended. Br Bill Gould unhesitatingly agreed to the Executive Secretary's request to step into this post, even though he continues to bear heavy responsibilities as Medical Director at the UMN Hospital, Tansen. Other Area Superintendents were Miss Fran Swenson in Gorkha, and Mr. San Ruohoniemi in Kathmandu. Miss Margaret McCombe continued to serve as Education Secretary, Mr. Francis Sauer as Technical Secretary, and Mr. San Ruohoniemi was appointed by the Board of Directors to serve as Health Services Secretary.

Mr. Frank Wilcox  
Executive Secretary



B) Personnel Office. Year by year there seem to be increasing numbers of people coming and going within the UMN. The trend is, in many cases, for shorter terms on the field, short furloughs at home, and also an increasing number of short-term workers with the Mission. This creates certain problems in keeping institutions running, and a permanent pressure on the personnel office to recruit people for the ongoing work. The increasing involvement with HMG teaching and training programs also demands a great number of national, as well as expatriate, staff to keep these programs going. Much is being done to train Nepali workers through the same HMG/UMN related programs, while each project has its own in-service training to prepare local workers to take over more responsibility and leadership. The Scholarship Program is working to this end too. In spite of more and more Nepalis being trained, there is still a great need for various kinds of personnel from overseas.

In response to the Personnel Needs List being widely circulated twice a year, we receive a steady stream of applications through our member bodies, other related agencies, or individuals writing directly. In spite of a positive response in most cases from the UMN side, only a small percentage of the applicants seem to materialize in the final stage. We are, however, grateful for the tremendous effort of Personnel Secretaries and others at the home end in securing the right kind of people needed by the UMN. With the help of Rev. Park Johnson, a new UMN Supplementary Information Form was issued for each applicant to fill in. This is an attempt to speed up the screening process and supply us with more direct information in the initial stages. This will hopefully be a help in finding the right person for the right place, and also supply the candidate with some basic information about the UMN, the country of Nepal, and the unique work and living situation in Nepal.

The annual questionnaire form, which was introduced at the beginning of 1975, was also an attempt to strengthen communication within the Mission, and to improve the direct line of communication with each worker and Headquarters administration. The response was good, and very helpful, and we hope this will be a useful tool in the future. The arrival of Mr. and Mrs. Park Johnson was a great encouragement, to fill a growing need for a Personal Counsellor in the Mission. After initial language study, they have ceaselessly travelled to visit every project, giving time to each worker.

Workers' Conference in Pokhara in the middle of January 1975 was a great encouragement in every way. Similar arrangements are being planned for the 1976 Workers' Conference in Kathmandu, when people from all the various UMN project will have an opportunity to live, work, share and worship together during that week.

Board Appointee movements in 1975 were:

New arrivals	24	Returns from furlough	34
Furlough departures	29	Termination of service	24
Retirements	2		

Short-term Direct Appointees and volunteers numbered 46.

Mr. Asbjorn Voreland  
Personnel Secretary

C) Language School. The Language school and orientation program has provided help and teaching facilities to a large number of students during the past year. The February course started with a group of 19 students and a staff of 8 competent teachers. After an initial 2 months study at HQ, a group of 8 students and 3 teachers set out for a 3 week extension program in a hill project. Walking and talking to people on the trail, staying overnight in a small village, eating local food and observing life and customs in hill villages were all part of the orientation. During their stay in Amp Pipal the students continued with their regular lessons, but they also had plenty of time to practice their Nepali with nearby farmers, students or shopkeepers. Students also took turns in joining the community health team working in the surrounding villages or at MCH clinics, while others visited the local school, the hospital or Nepali neighbours in their homes or in the fields. This hill experience proved to be of great value to the students, from the language and from the orientation point of view. We therefore hope to incorporate this into the regular language and orientation program as far as possible.

We have been able to include students from other Christian agencies, Aid missions, Embassies and other non-UMN people into our regular language courses, or provided separate crash courses when teachers and facilities have been available. A good number of advanced UMN students have also used the HQ facilities for further studies, refresher courses or preparation for either 1st or 2nd year examinations. Throughout the year Direct Appointees and volunteers have been given crash courses in language and orientation before starting their work. A group of 4-5 students from SIL (Summer Institute of Linguistics) used our HQ language teachers and facilities for a six weeks course. In return we have drawn upon their language experience by asking Mrs. Hugoniot to give each new group of UMN students a lecture on 'How to learn a new language'.



Several new vocabulary lists have been completed. The Language Committee and local language supervisors have made great efforts to improve facilities and the Program at Headquarters and in the projects. Statistics for the year were:

February-May term:	19 students	Nepali 1st year exam. passed:	14
August-November term:	10 students	Nepali 2nd year exam. passed:	3

A total of 78 students have used the HQ language facilities during 1975.

Mr. Asbjorn Voreland  
Language Supervisor

D) Central Services Department.

This year has seen a change of Director and a new Nepali assistant, Mr. Bhattarai, who is proving a very capable assistant indeed. The amount of business taken on by this office has increased in every aspect of our operation. The year has also seen the approval for the CSD to obtain its own truck to distribute supplies to the Projects, although at the moment funds are not available for us to go ahead and make the purchase. During the year the Department shipped 104,000 kg. of supplies, which is an increase of 82% over 1974. The number of import cases dealt with increased to 100. The year 1976 looks even more likely to hold increased work for the Department, as each project requires more supplies to maintain operations. In the last few months of 1975, this office has experienced a new impetus of business flowing into it. This is very reassuring and encouraging for all concerned, as this is a service department, and it is our intention, wherever possible, to supply the needs of each person and project.

Mr. John Cooley  
Director

E) Guesthouse.

Ernestine Sauer replaced Lilly Ammann as Hostess in December 1974, in time to welcome a new 'king-sized' language group for the February classes. In August there were only four regular language students living in the guesthouse, the remaining rooms, plus two annexes, being available for folk from our UMN projects, and several non-UMN visitors.

In July the guesthouse received a complete colourwash, inside and outside. Our faithful staff continue to be cheerful and helpful in making the guesthouse a welcome place for people, going, coming or staying, and to suit their many requests. Guests have been gracious and cooperative during their stay in the guesthouse.

Mrs. Ernestine Sauer  
Hostess

F) Treasurer's office.

The work in the Treasurer's office continued to perform its assigned tasks during 1975. At times it was a bit tardy in getting everything done, but perhaps with a short staff that might be understandable. Mr. Krishna Devkota is functioning as the senior accountant, and Mr. Bharat K. Shrestha joined the team as cashier. Acting as the 'banker' for many of the mission projects has increased the work load for the entire staff. The amount of cash moving through the box each week has increased almost four times from a few years ago. It may be necessary to impose some limiting restrictions in order to bring the work load back into line with the available staff.

Attending meetings, working on project audits and serving as resource person in accounting has kept the Treasurer moving hither and yon, performing none of them well. But it has been a good year, with much work accomplished, and with some even left over to be done in the new year. We shall continue to serve the financial needs of the mission, wherever possible, in an organized and efficient manner.

Mr. Ray Havens  
Treasurer

SPECIAL PROJECTS REPORT FOR 1975I. SCHOLARSHIP PROGRAM

In 1967 the Scholarship Committee of the United Mission to Nepal began operating a formal program, and three students received scholarship assistance. Since that time 206 students have received scholarship assistance, and of that number 98 are presently studying on scholarship. The study courses and the number of students in each course for the last five years are listed on the chart which follows:

	<u>COMPLETED COURSES</u>					<u>Total</u>	<u>PRESENTLY STUDYING</u>
	<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>		
Intermediate Education	-	2	7	5	10	24	12
Bachelor of Education	4	2	-	1	4	11	7
Agricultural Education	-	1	2	-	-	3	-
Intermediate Arts	-	2	-	-	-	2	-
Bachelor of Arts	-	-	1	-	-	1	-
Master of Arts	-	1	-	-	-	1	-
Intermediate Science	2	-	6	3	5	16	5
Bachelor of Science	1	-	-	2	-	3	1
School Leaving Certificate	1	-	2	1	-	4	20
Intermediate Commerce	-	-	-	-	1	1	2
Bachelor of Commerce	1	-	1	-	-	2	1
Business Correspondence	-	-	-	-	-	-	6
USIS English Conversation	1	-	-	-	-	1	-
Certificate of Engineering	-	-	-	2	-	2	1
Civil Engineering	-	-	-	1	-	1	1
X Auxiliary Nurse Midwife	-	-	-	-	1	1	6
X Auxiliary Health Worker	-	-	-	4	-	4	10
Health Assistant	-	-	-	-	-	-	7
X Trained Nurse	-	-	-	2	-	2	5
Nursing Administration	-	-	-	-	2	2	2
Public Health Nurse	-	-	1	-	-	1	1
Bachelor Science in Nursing	-	-	-	1	-	1	1
Master Science in Nursing	-	-	-	-	-	-	1
Diploma in Dietetics	-	-	-	1	-	1	-
Dresser Refresher course	-	1	-	-	-	1	-
Training in Prosthesis	-	1	-	-	-	1	-
Radiography	-	1	-	-	-	1	1
Microscopist	2	-	-	-	-	2	-
Lab. technology	3	1	1	-	-	5	4
Pharmacy	-	-	-	-	-	-	3
MB BS	-	-	-	-	-	-	1
Total	15	12	21	23	23	94	98*

Location of study: Abroad 0  
 India 15  
 Nepal 177

Known emigrants 0  
 Studying in Japan 1  
 Now employed or studying in India or Nepal 176

\* 54 UMN sponsored

Scholarship and leadership development programs around the world are always concerned about the number of scholarship recipients who emigrate to other countries. Thus far, to our knowledge, all of the UMN scholarship recipients are living, working or studying in India or Nepal except for one student who is studying under private sources in Japan.

During 1975, 23 students completed their course of study, and as of December 31, 1975, 71 students are receiving general scholarship assistance for their study, and 7 have been approved and are waiting for admission into their courses. During 1975 funds for the Program were received from the following agencies: United Presbyterian Women; United Methodist Crusade Scholarship Program; Gossner Mission; Church Missionary Society; United Methodist Advance Special Support Program; Disciples Church of USA; and the Rotary Club of Sweden. In addition, there have been several UMN-related individuals and friends who have donated substantial amounts to the Program on a regular basis.



The office of the Scholarship Committee also acts as administrator for three students who are receiving scholarship grants from the German Ecumenical Scholarship Program; for two students who are receiving grants from the Sherpa Scholarship Fund of the United Church Board for World Ministries; and for fifteen students who are receiving grants from the Action in Distress Society of England.

In 1975, the Committee made an important policy decision regarding the awarding of scholarships in 1976. As per this decision, scholarships will only be awarded to the following groups: a) remote area people; b) minority social groups; c) women and girls; d) UMN in-service employees if they have completed two full years of service with the UMN; and e) employees of UMN-related institutions. This decision was made to encourage the education of the less mobilized social groups, as well as to continue to serve as a vehicle for up-grading UMN employees.

The Scholarship Committee in 1975 was composed of four Nepalese leaders and two UMN Board Appointees. UMN administrative leaders and the UMN Executive Secretary served as ex-officio members of the Committee. It is with thanks to God for His guidance and help, through friends and agencies, that the Committee wishes to submit this report.

Miss Norma Kehrberg  
Secretary

## II. BUILDING DEPARTMENT

In previous years, one report has been submitted to cover all Building department work, but as its personnel operate under the jurisdiction of the project to which they are assigned, and their work is not controlled by the Design Office, it seems best that each of the engineers concerned submit his own report, as follows.

Mahendra Bhawan Girls' High School. With the completion of the new pre-vocational building, the Improvement Plan work was finished by the end of the year. Other minor work started during the year, including the assembly hall alterations, classroom roof insulation, more laundry facilities. These are now being looked after by UMN administration, and should be completed early in 1976. Delays were caused by shortage of materials, and consequently only a small workforce of 10 carpenters, 6 masons, and 15 labourers and 1 machinist were employed. The book-keeper also acted as site supervisor.

Mr. Kari Punkkinen.

Boys' Boarding School, Pokhara. Mr. Robert Buckner took over the responsibility of the construction work from Mr. Delos McCauley, who left on furlough in June.

The main work during the year has been centered on the science block, the school water tank, the final hostel block (No.2), and the agriculture feed and office building. The science block was completed in the middle of the year after delays caused mainly by lack of roofing slate. The science laboratory has all its fittings completed, and offers good facilities to the school. A much needed toilet unit was incorporated into this block. The water tank of 50,000 gallons, located under the east wing classrooms, has been held up for two years because of lack of cement. This year the work was started in June, and has progressed steadily, with completion expected in 1976. One classroom on the north end of the tank was up to roof level by the end of the year, but work has stopped due to lack of roof slate. Hostel No.2, which was begun before the beginning of the year, has progressed smoothly and steadily, and is expected to be completed before the beginning of the 1976 school year. Hostel No.3 was completed at the beginning of 1975, but not before the school re-opened.

The agriculture feed and office building was in use by the middle of the year, with water, electricity and internal partitions completed later. It has served the agricultural team well by centralising their work. Design, prefabrication and site supervision has also been carried out for a new unit at the Paimsey dispensary.

Throughout the year the supply of materials has improved, allowing the work to proceed smoothly. We thank the Lord for His wonderful provision as each difficulty encountered has been overcome. For the coming year we expect some money shortages for a few months, and know that other difficulties lie ahead. Nevertheless we expect a good year under the grace and love of Him Who provides all.

Mr. Robert Buckner.

UMN Hospital, Tansen. Mr. R. Mowll was in charge of the construction of the Hospital extension, stage II, until his furlough in March, by which time the important structural work has been done. The work of completing the roof and internal finishings was carried on under the supervision of Mr. Giri Devkota (site supervisor), with help from Kathmandu for a period, and then from Mr. Duane Poppe for the final stages. The extensions were completed before the end of the year, and are now in use by the hospital. An average of 16 carpenters, 12 masons, 70 labourers and a machinist have



been working on site.

Work started on the ANM school complex after the monsoon, the site store and office being built first. About half of the foundation work of the Hostel, block B, was finished before the end of the year. There have been 10 carpenters, 12 masons, about 100 labourers and 1 machinist working on site. Besides these, there has been 25 women employed making sand and gravel. Mr. Punkkinen, structural engineer, moved from Mahendra Bhawan to Tansen in October, to take over the construction work.

Mr. K. Punkkinen.

Design Office, Pokhara. For the major part of the year the Design Office has supplied a consulting service, both in the office and on site, for UMN-associated projects and other Christian and charity groups.

UMN Hospital, Tansen: Revised architectural and structural details were prepared from time to time as instructed by the Building Committee. During the period immediately after the site engineer had gone on furlough, the Design Engineer made regular trips to site to help out with the construction supervision. He also served on the Building Committee until replaced by a UMN administrative representative. *Wro*

ANM School, Tansen: A new series of revised architectural plans were produced for this school and hostel, and detailed drawings of the first stage were in progress when the office closed. *Wro*

Amp Pipal MCG Clinic: Various schemes were produced for this extension to the hospital, and on approval detailed architectural and service drawings, as well as material lists, were produced.

Boys' School, Pokhara: Final detailed drawings were made for the initial project at the school, and various scheme drawings were produced for proposed new assembly hall/gymnasium, staff house, hostel block, and conference centre. Provisional estimates were also made for these units. The Design Engineer served on the newly reformed Building Committee which dealt mainly with the above.

Girls' School, Kathmandu: The Design engineer was coopted onto the Building Committee, and stood in for the site engineer during his holiday. Preparation of financial statements and reports was done, and these were sent to the donor agency.

SIL, Kathmandu: The staff prepared detailed structural drawings for the final stage of the administration building, and did on-the-site checks of the work of the outside contractor. Design and details of a new school building were carried out, together with its supervision. Final accounts for both jobs were checked by the office.

Nepal TB Association: Structural details for the new surgical ward at the hospital in Kalimati were prepared, and supervision of the small crew of direct labour took place until the office was closed. Advice and designs were given for various small projects in Kathmandu, Anandaban and outside the valley.

INF, Pokhara: A land survey of the proposed site for the 150 bed extension to the Zonal Hospital was carried out, and help was given in the initial briefing of a hospital architect.

Design Office: In November, in accordance with a directive from UMN administration, the Design Office was moved to Pardi, Pokhara, and the Kathmandu office closed, making all the Nepali staff redundant. There was no possibility of re-employing or replacing them in Pokhara, as there would be insufficient outside (lucrative) jobs to finance and fully employ them. The office will not be re-opened for some time as much renovation is needed to both the office and the residential accommodation, most of which is being done by Mr. Thomas. *2*

Mr. Martyn Thomas  
Head of Building Department

*bumah  
leading*

## APPENDIX E

### Community Health Office Report for 1975

1975 started with the departure of Dr. Iwamura on furlough, leaving two rather new workers, Miss Eileen Talbot and Mr. Samuel Shanyasi, in the office. This meant that there was more or less a holding operating to keep the office going, especially at the beginning of the year. Our thanks are due to the long-suffering people in the projects as we have tried our best to help them with their various requests during the year. In April Mr. Ruohoniemi took over responsibility for the office, in addition to his other duties, and has continued to strengthen our hands since then. Mr. Shyam Krishna Ranjit joined the staff as Health Assistant early in the year, and visited the health services projects with Mr. Ruohoniemi. He has also been involved in liaison work with Government Departments. In July Miss Ruth Angove was seconded to work at Narayan Bhawan, and is receiving some support from the Community Health Office.

Transcription of the talks which Dr. David Morely and others gave at the MCH Conference in November 1974 was a heavy task. It is a pity that this was never put into print. The printing of the manual for the refresher course was completed, and has been used to an extent in the projects. A start has been made on re-printing some health education leaflets locally, and more could be done in this way in the future. On the closing of Bhaktapur Hospital, and before he started work in India, Mr. Hastaman Rai produced some health education posters, and these have been copied for use in some of the projects, along with flashcards, which are now out of print and therefore unobtainable from India.

There have been shortages of Government health education leaflets and FP/MCH medicines at times during the year, and the TB Pilot Control Project has recently said that only sputum positive cases can receive free medicines in the future, while those who are not at the present sputum positive cases but have been received free medicines in the past may continue to do so.

Only one meeting of the Community Health Committee was held during the year, in Kathmandu in April. A considerable amount of work was involved in arranging a Conference with Dr. John Byrant at Tansen in May/June 1975, and it was a disappointment when this has to be cancelled as he was unable to come.

The Office also helped Dr. R. Harding with the Field Training Program for Auxiliary Health Workers at Tansen, both in production of materials in the office, and in Mr. S.K. Ranjit's visits to the Institute of Medicine and other places. The continual amendments to the Letters of Exchange for the Health projects during the year provided a considerable amount of typing work. As the work in the Community Health Office has not been too demanding, it has been good to also be able to offer and provide help to other people in order that their health might remain whole!

Miss Eileen Talbot  
Secretary

## APPENDIX F

### Palpa Project Report for 1975

We look back in thankfulness to God for His goodness and His graciousness to us over the past year. It has been a year of changes. Sometimes the changes have come very rapidly, too rapidly for the majority of us, and sometimes they have come too slowly. Nevertheless, throughout the year we have proved that the Lord changes not; His compassions fail not, and day by day through the year we have proved His sufficiency in every situation.

During the course of the year there have been many changes in personnel, with people leaving and new ones coming in, but perhaps the change we felt most deeply was losing Dr. Pam Dodson from the team and from this area in which she has served for so many years. We are so grateful to God for all He accomplished through Pam, and we trust that her interest in Nepal will continue, even though she is at present in England looking after her father. As usual, the people in the team have brought varying gifts and skills into the work, and it has been a wonderful experience working alongside so many people from different mission groups and countries, with the knowledge that in Christ we are all one.



We have continued negotiations with HMG throughout the year regarding the status of the hospital (HMG want to make it the official District Hospital), and the health care of Palpa District. We have seen changes in the wording of the "Letter of Exchange", but by the end of the year the agreement remained unsigned. Nevertheless, development of the project has gone on apace, with the completion of the new expansion to the hospital giving us a new outpatient department, with ancillary departments, plus a new administrative block and a minimal care unit. Our community health program now has a definitive base with their new office, and their work has shown a very large expansion in this past year, with many more MCH clinics opening up throughout Palpa district. Our only sadness is that there are not more Westerners offering for service in this program when there is a wide door of opportunity. We received permission to go ahead with the building of the ANM Hostel complex, just below the hospital buildings, and this project is now moving ahead rapidly, although it is going to be a race against time to have the girls resident there by December 1976. The ANM program has gone ahead strongly, and we have seen our first graduates. Perhaps the area where we have seen the most rapid change has been in the reversal of HMG policy to allow an AHW school to run in Tansen. Having had what we thought was a final refusal, suddenly, on Dr. Harding's return to Nepal in the middle of the year, the whole outlook changed, and within a few weeks we were into a field training program, with the possibility of a full 2-year training to be started in 1976. The coming of this program has meant quite a lot of changes for us, but in a wonderful way God has enabled us to accept the changes and the challenges which such a program brings. Of necessity the team in the project has enlarged, and yet it is still true to say that there is a very closely knit team spirit in the project, and it has been a wonderful privilege, as well as a responsibility, to lead the team. I want to thank each one of them for their support, and their participation during the course of the year.

The work of the project now sub-divides into four distinct sections: the hospital, the community health program, the ANM school and the AHW program. The work of the past year will be described under these various headings.

Dr. Bill Gould  
Acting Area Superintendent

#### I. Hospital.

Dr. Ferguson, who had been Acting Medical Director during Dr. Gould's home leave, handed back that responsibility when Dr. Gould returned at the beginning of the year, and Dr. Ferguson himself left on leave in March. Dr. Jonathan Yoder returned to the program in February, together with his wife. This is a couple who should have retired several years ago, but who have continued to be involved in God's work, putting in long hours uncomplainingly and with real graciousness. It is a joy and a privilege to have them, but also a sadness to realise there is no one forthcoming at this present time to take over Jonathan's place as surgeon in the team here,

despite repeated requests over the last two years for another surgeon for this program. Dr. Dodson, who had been doing a part-time clinical assignment, had to leave, and since then Dr. Judy Henderson has joined us as a paediatrician. Dr. Henderson was one of our short-termers a year ago, and has returned to Tansen for a year's service. It has been a wonderful help to have her working in the program, and she is also devoting time to advise the community health team in MCH work, as well as setting up a nutrition unit for malnourished children in the hospital compound.

The increased size of the OPD, with the other departments and the new wards, has been a great help to us with our increased numbers of patients. We are grateful to the Building Department, and particularly to Martyn Thomas, Ron Mowll and Duane Poppe, for our new extension building. The end product is greatly appreciated. Despite the big rises in the cost of the building, all the money has been contributed and we have a small amount remaining for the first year's maintenance. During the course of the year there have been more inpatients than ever before, more outpatients, and more operations.

Amongst our national staff there have been changes, with several people leaving to go into Kathmandu to do HMG-recognised courses. We are delighted that these opportunities arise, but this year we have suffered to some extent as senior members of staff have left at short notice to join such courses. However, the future, when these people return to work in the hospital, looks bright, for we shall have people in the laboratory, x-ray department, pharmacy department and our nursing staff, who have all received government certificates. Two of our senior nurses, who were originally Shanta Bhawan trained, have gone to Indore, India for further training in ward administration, so there again we look forward to their strengthening the national team when they return from this training.

The rehabilitation department has continued to play an important role in the



work of the hospital, and it has been strengthened in this past year by a strong bias to occupational therapy, helped by Mrs. Yoder and a relative of the Brekkes. It does make a lot of difference to patients if they do have something to occupy them while they are in hospital, and this particularly applies to children.

The maintenance work of the hospital was carried on by Bjorn Brekke, and later by Duane Poppe, but we have had some excellent help from Ken Finlay in re-wiring the older part of the hospital, as well as in the installation of a completely new telephone system. This work continues. There has been extremely good cooperation between the maintenance department and the building department, and we are grateful to have had the help of all these people as they have worked alongside us, supporting us, and allowing the medical work to continue and expand.

Dr. Bill Gould  
Medical Director

## II. Community Health Program.

It has been a great loss to the Palpa District community health program that Dr. Pam Dodson had to return to the UK in May 1975. She did valuable work in consolidating and coordinating the various parts of the program.

The most significant change in the community health work has been the incorporation of AHW students into it. There are now 10 AHW students and 6 ANM students at any one time in the program. AHW students spend two weeks, and ANM students spend 12 weeks, training in community health. TB control and followup, BCG trips and home visiting have continued as in previous years. Statistics are:

5737 BCG vaccinations given,  
1367 home visits, mostly TB follow up, made,  
1910 new TB patients treated.

MCH and village health care clinics are now being held in 9 ventres in 5 panchayats. The resident clinic in Madan Pokhari has still not been built as the panahcyat is still not agreed on where it should be situated, but clinics are being held at 5 centres in Madan Pokhara panchayat. Initial interest in these clinics has been good, but numbers drop off as most people do not see the need to bring a child who is not sick to a clinic. The following attendance statistics are for the last 6 months of the year only:

Children	2332	DPT injections	312
Antenatals	122	BCGs	- included in above figures.
Others	292		

Tansen MCH clinic and domiciliary midwifery service: the clinic has been open 2 days a week, and 4-6 ANM students at a time are receiving training in the clinic, in home visiting, and in home deliveries. Health education continues to be an important function in the clinic and in the homes. Attendances at clinics have been:

Children	4432	Home visits	1868
Antenatals	2259	Deliveries	169

East Palpa Program: There have been a number of changes in staff during this year. Judy Nichols gave valuable help from January to March; Sue Fry and Mariam Rai were welcomed in January, and Nicky Waaning in March. Gwen Coventry left for Tansen in August.

The clinic in Bojha has been open for 6 days a week. MCH clinics are being held in 17 centres, covering 30 villages. In Magar villages, the response is very encouraging, as almost all children under 5 are seen each month, and most ante-natals come for regular examination. We are encouraging each village to choose a woman from the village to be the local health worker. The two women chosen so far are proving a valuable help.

We have been able to help one village build a good, clean water supply. There was a failure of the corn crop in 1974, so most people were without food from early in 1975. We were able to help in this by giving food for work. The Middle School was built; and work done on water supply for 4 villages. Attendances recorded were:

Bojha clinic: Total	8883	MCH clinics: Children	3324
Major surgery	17	Antenatals	130
Minor surgery	157	Postnatals	36
IUDs	48	DPT and BCG	3431
Deliveries	5		
Home visits	54		

Miss Gwen Coventry  
Community Health Director

## III. ANM School.

Students: During the past year two groups of students have been accepted for training; 12 in March and 15 in August. Out of the 19 final year students, 13 passed successfully, and have been assigned, some to health posts and some to hospitals, some near and some afar. There was a few months delay in knowing the



exam results as they were not given until the required number of midwifery cases has been obtained. The present group of 28 students have almost all got this required number, and they will be sitting their finals in February 1976. At present we have a total of 61 students, but for 2 months we had 74 students. As we are also taking a group of 20 in February 1976 there will again be an overlap for a few months.

Staff: Mrs. Shanti Adhikari was accepted in the College of Nursing, New Delhi, and, after being successful in the ward administration course, is now doing the tutor's course. We look forward to her rejoining us after May 1976. For a short period we had a shortage of housekeepers, creating a very real problem, but at present this need is being met adequately. Office and other hostel staff are also sufficient in numbers, all being in the employ of the Institute of Medicine.

Syllabus: Revision of the syllabus is still under way, and several of us were able to attend seminars for discussion of the same, where representatives from all ANM campuses were present.

Hostels: Work on the Tansen hostel building progresses well, and it is exciting to see walls beginning to appear. We expect at least one block to be ready for occupancy by the end of this year. We regret to report that plans regarding the Pokhara hostel have come to a standstill as a settlement regarding the land has still not come to fruition.

It became necessary to open a small hostel in Butwal in order to meet midwifery training requirements. This area of clinical experience in the Butwal hospital has proved to be very 'fruitful', but adequate supervision has been a problem. We continue to be very grateful for all help received from the various hospital staff in Gandaki Zonal Hospital, Shining Hospital, Tansen and Butwal Hospitals, community health department and the MCH clinic in Tansen, in granting these areas for clinical experience for the students, and also for the help many have given in clinical supervision and in classroom teaching.

We continue to thank God for His help to us in and through many difficulties, and we are also grateful for the privilege of having a share in the training of young women of Nepal.

Miss Mabel McLean  
Assistant to Campus In-charge

#### IV. AHW Field Training Program.

In July 1975, the UMN was asked to provide a four month period of field training for a succession of groups of students from the two classes in the AHW training School, Lazimpat Extension of Maharajganj Campus of the Institute of Medicine of Tribhuvan University. To provide field training of the entire two classes, 18 months will be required. It is hoped that during this period a campus will be established at the Program Centre in Tansen, and new classes of students will be admitted.

At present the AHW is a middle-level health auxiliary, with at least 8 grades of basic education before this 2 year training, who will be assigned to work in rural health posts. The first group of 50 students who successfully passed all their exams at the end of 18 months of academic study began the field training at Tansen in October 1975. The second group of 44 students began in December, so that at the year's end 94 students were in the field practice program. Because of the large numbers of students involved in practical training, many projects, both mission and government, are being utilized, and many people involved in ongoing hospital, health post, community health and government communicable disease control projects have been providing instruction and supervision. This has required considerable planning and coordination, and fortunately there has been excellent cooperation from everyone. The following is a list of the programs being utilized:

- UMN Hospital, Tansen, involving many staff;
- West Palpa community health program, involving the entire team;
- Green Pastures Leprosy Hospital - Dr. Paul Karltoff and staff;
- Lumbini Zonal Hospital and CHP - Dr. F.B.Malla, Dr. Sigrun Mogedal and Mrs. Helga Peters and staff;
- Bhairawa Hospital - Dr. Joshi, Dr. Shakya and staff;
- Gulmi Jilla Hospital - Dr. M. Shrestha and staff;
- 4 Health posts on Rupandehi and Nawal Parasi Districts;
- Malaria Control office - regional office, Bhairawa; district office, Tansen;
- TB Control program - Rupandehi mass immunisation program;
- Smallpox control program - Rupandehi mass immunisation program.

Dr. Richard Harding, Program in Charge, and Mr. Bjorn Brekke, Chief Field Instructor, have been seconded by the UMN to the Institute of Medicine. Three Nepali instructors from the Lazimpat (2 AHWs and 1 Health Assistant) have been assigned to work in the program. The budget for the program comes to approximately Rs.200,000. per year from the Institute of Medicine. UMN has provided a non-interest loan of Rs.24,000. to be repaid over four years. A capital fund of Rs.30,000. was contributed by the J. Chester Crothers Foundation, USA, to help cover renovation and repair and maintenance expenses.



We are grateful for the support and help from the many people who have been involved in this unique program, and are happy to have been given this great opportunity.

Dr. Richard Harding  
Program In-Charge

#### V. Hospital Statistics.

	<u>1973</u>	<u>1974</u>	<u>1975</u>
Inpatients	1919	1964	2200
Outpatients	32806	32366	34057
Major operations	629	603	670
Minor operations	929	963	1848
Deliveries	123	119	117
X-rays	2437	2683	3359
Min. x-rays	7054	6885	6561
Fluoroscopies	310	224	133

#### APPENDIX G

##### UMEDA Report for 1975

UMEDA stands for United Mission Economic Development Agency, and is the UMN organisation set up to handle UMN's involvement in the various projects in Butwal. It is governed by the UMEDA Board, whose members are appointed by the UMN Board for one-year terms. UMEDA holds interest in, or is directly responsible for, the administration of 5 separate administrative units which make up the UMN work in Butwal:

1. Butwal Project is the name of the activities connected with the support of UMN personnel living in Butwal, including the housing, guesthouse, water supply, etc., and is managed by the Project Director, reporting to the UMN Executive Secretary.
2. Butwal Technical Institute (BTI) is a production-cum-training unit with five workshops, operating as small-scale business in which trainees receive on-the-job training.
3. Division of Consulting Services (DCS), which is proposed to become Development and Consulting Services, is an organisation for handling UMN's efforts in industrial and economic development outside of BTI.
4. Butwal Power Company Pvt. Ltd. (BPC) is the company supplying power throughout Butwal town, and is jointly owned by UMN and HMG's Ministry of Water and Power.
5. Butwal Plywood Factory, Pvt. Ltd. (BPF) is engaged in the commercial production of plywood, and is jointly owned by UMN and the Nepal Industrial Development Corporation.

All of these administrative units operate under the broad terms of an agreement between UMN and HMG's Department of Rural and Cottage Industries, which was originally signed in 1963 and is currently in the process of being renewed. Under the terms of the original agreement, UMN was to turn over this work to Nepali management and HMG ownership by 1978. It is hoped that the new agreement will allow UMN to continue to manage the Division of Consulting Services beyond 1978, and that the UMN will be able to use this organisation as a channel for involvement in new economic development efforts.

Mr. Dan Jantzen.

#### I. Butwal Project.

At the end of 1975 there are 10 UMN families and 4 single men living in Butwal. Out of these, 2 families and one bachelor are living in rented quarters outside the compound; 8 families are living in homes on the compound, and 3 single men live in the Central Staff Quarters, in which the guesthouse is also accommodated. In addition to the UMN staff, some 50-60 BTI trainees live in quarters attached to the homes, and 8-10 Nepali staff from the various institutions live on the compound. Within the past year BTI has built a dera for BTI staff housing on the compound, accommodating 8 staff members and their families.

During the year there has been a considerable turnover in the UMN staff, as some have left on furlough, or termination of service, and other new reinforcements have



arrived. Departures during the year have been: Helmut and Hedwig Milcke, Roland and Lucille Newton, Odd and Tullis Hoftun, Eric Liechty, Lloyd Schmucker, Bob and Judi Helm, Ken Roes, and Stuart and Loretta Amstutz. New arrivals have included: Roger Fisher, Bob and Judi Helm, Alpo and Eeva Paaajanen, Ed and Kathy Martin, Jim and Pauline Miller, Bob and Evonne Berger, and Sheila Finlay. John Finlay and Dan and Betty Jantzen left on short furloughs and returned again. In addition Dorothy Broom was with us off and on during the summer, and two other small arrivals were Ryan Yoder and Bernice Jantzen.

The UMN group in Butwal is young. By March 1976, the oldest UMN member in Butwal will be 38 years, and the average age will be 29 years. The group is young in age, and the average service time with the Mission is 2.8 years. We are in the process of adjusting to working partly under Nepali management. This is a new situation for both parties, and it takes some effort to make things run smoothly and in good routine.

The Sunday service is the most regular fellowship, while the Bible Study group has also been quite regular. A small darkroom is frequently used, and we are in the season of ball games with trainees and workers. Our group gathering on Christmas eve this year is believed to have been the cleanest ever, as almost everybody had visited the Paaajanens' new sauna!

Mr. Tor Mogedal  
Project Director

## II. Butwal Technical Institute.

During the past year we have witnessed in BTI development and change which can be summed up mainly by the word "indigenisation". On consideration of the terms of the ITID Agreement, it becomes obvious that this is a movement in the right direction. 1978 is the date kept in mind when considering future planning and staffing. With competent personnel in the administration, on the shop floor, and in the training section, the task of eventually handing over to HMGN, or its nominee, will be smoother, easier and much more efficient. On the whole, the various production and service workshops have enjoyed full order books, and a healthy overall surplus in the accounts has been achieved. BTI finances have been invested in the new Training Section block inaugurated in January, and a new BTI Workers' dera consisting of 8 double room units, occupied later this year.

Organisation: In anticipation of, and planning for, 1978, the various BTI units are accepting more responsibility for services, and offering increased facilities with a view to becoming more self-reliant and sufficient in the future. Office and accounting facilities are being introduced in the Mechanical and Wood Units, together with storage and sales departments. It is envisaged, however, that the BTI Central administration and personnel services will be common to all units in the foreseeable future. The Purchasing, Clearing and Forwarding Department (PCF) is at present under consideration, and will most probably be offering additional services in the future.

Personnel: New blood has been introduced into some of the departments, and some BTI staff have been offered more responsibilities. Various members are engaged in self-study (correspondence) courses, with the aid of UMN/BTI scholarships, with varying success.

Administration: From April 1975 Mr. Dinesh Prasad Upadhaya, previously the BTI Design Engineer and Training Principal, was appointed Acting Director, succeeding Mr. Odd Hoftun. Mr. Rudra Bahadur Chhetri has continued as Manager of the Industrial Section, with responsibility for all financial business. Mr. Simon Pande continues as Personnel Officer, with responsibility for workers' and trainees' welfare, etc.

Mechanical Unit: Mr. Chandra Kumar Shahi, Production Manager, has special responsibility for procuring new orders, and the overall planning of production work in the machine shop and welding shop. Mr. R. P. Sharma and Mr. S. R. Rana continue to head the welding shop and machine shop respectively. Mr. Kedar Chandra Sharma was appointed Design Engineer in July 1975, succeeding Mr. Dan Janzen on his appointment to DCS. Development of new items for manufacture in the Mechanical Unit is the responsibility of Mr. Helmut Scheuer, Product Development Engineer, who has been kept very busy this year. Mr. Scheuer plans to leave BTI in mid-1976 on completion of his term of service.

Electric Shop: The Electric Shop has been headed throughout the year by Mr. Dieter Werner, who, on his departure early in 1976 and completion of his term of service, will hand over to a Nepali colleague.

Auto Shop: After a gap of a few years, the auto shop was again headed by a Western supervisor, Mr. Roger Fisher, who has been seeking to build up this department.

Wood Shop: No western staff is at present serving in the wood shop. Mr. Pushmakhar has served as supervisor, with the assistance recently of the Manager of the Industrial section, Mr. Rudra Bahadur.



Training Section: One of the main responsibilities of the Principal of the Training Section, Mr. Stephen Bull, during the past year has been to initiate and train a Nepali counterpart with a view to his assuming some, if not all, of his responsibilities before his departure in 1976.

Building/Maintenance Department: This service department has continued for the majority of the time without any Western supervision, under the able leadership of Kanaujee.

After mid-1976, with the departure of most, if not all, of the western UMN staff, it is possible that BTI will find itself completely staffed by Nepali personnel, a new situation in the history of BTI.

Production: Production work has continued apace in all the production workshops, thereby creating the necessary finances for fully supporting the training role of the BTI operation.

The mechanical unit accepted and completed its largest single order to date, in 1974-75: a 198 meter span suspension bridge for erection by HMGN Roads Department. A further small bridge, various storage tanks, gas plants, structural work for DCS and BPC steel gates, furniture and window frames, simple agricultural implements, ginger processing equipment, etc., have been manufactured in the workshops by both skilled tradesmen and trainees. In the coming year it is planned to develop and manufacture small water turbines suitable for use by farmers in the mountains, and also irrigation gates for the terai.

The woodshop continues to manufacture all types of quality furniture and structural components. In the coming year it is hoped to increase production of the popular "Jiri" furniture in order to cater for the increasing demand.

The electric shop continues to offer various electrical repair and installation facilities in the Butwal area, and also further afield, including Pokhara and Kathmandu. Rewiring of burnt out electric motors is in constant demand, and supply of battery eliminators continues apace.

The auto shop initially experienced difficulties in attracting good and interesting work for the department, but business appears to be picking up.

Training: From a total of 208 applicants for the 1975 admissions, 20 new trainees were eventually selected, making a total of 50 trainees, one of the largest groups in BTI's history. The numbers were made up as follows:

First Year	20	Machine shop	24
Second year	14	Welding shop	5
Third year	12	Electric shop	3
Fourth year	4	Auto shop	2
		Wood shop	10
		Office	6

During the year 5 trainees have either left, or been dismissed from, the training, therefore making a total of 45 trainees at the end of 1975.

For the coming year 238 applications were received for 10 training vacancies, and at the time of writing 21 applicants have been selected for the 1 month selection period.

Last year 8 fourth year trainees passed the BTI test and received the BTI Tradesman's Certificate. All were offered employment in the various workshops, and 7 are at present employed in BTI. This year 4 trainees will be appearing for the Tradesman's test.

The facilities offered in the new training block have been used extensively during the past year for the benefit of the training. Now it is difficult to imagine how we managed without this over the last 10 years! The training block consists of 4 classrooms, a laboratory, 2 offices and a large multipurpose workshop for metal and woodwork, welding and auditorium. Trainees spend their first six months receiving their initial "pre-training" in the workshop before starting work in respective workshops as apprentices.

At present we have very close relationships with both Tribhuvan University, the Institute of Engineering, and with HMGN Cottage and Village Industries Department. We are in the process of seeking government recognition for the BTI training program, in order to be able to give a government-recognised certificate to our trainees.

To date, BTI workshops and sister organisations (BPC, BPF, DCS) have built up their skilled workforce, and part requirements for supervisory staff, from newly qualified BTI tradesmen. In future some of our tradesmen will have to look further afield for employment in Nepal's growing industry as it is not possible to offer employment to all any longer. This will be a new situation for BTI to face, and so it is hoped to be able to devise a system of job placement for new tradesmen in the open market.

In keeping with other educational/training institutions in Nepal, we were not able to escape trainees problems during the year. Our trainees, unfortunately, went on strike for a couple of weeks during the monsoon, protesting against the quality of food being provided in the hostel canteen. It has been possible to make necessary improvements in this direction, and we trust the situation will continue to improve



in the future.

New forms of training are being planned, or are under consideration, for the future in conjunction with sister organisations. Possibilities include the offering of surveyor/overseer training for trainees, and foreman/supervisory training for shop floor staff.

In conclusion, the coming year should see improvements and developments under the leadership of BTI Nepali members of staff, and many of us will follow its future with great interest.

Mr. Stephen Bull  
Principal, Training Section

### III. Division of Consulting Services.

DCS is the organisation under UMEDA through which future UMN involvement in economic development is being developed, and as such the purposes of DCS have been set in very broad terms, "to seek to undertake services of consultation, survey, project planning and implementation related to economic development." In keeping with this broad definition of purpose, the UMN Board is being asked to approve changing the name of DCS to Development and Consulting Services.

1975 has been a year of expansion for the Division of Consulting Services, as new personnel have become available and new projects have been taken on. Throughout most of the year, DCS has been crowded into office space rented from BTI, but now a new two-storey office building, adjacent to the BTI offices, is nearing completion. When this building is complete, DCS will have room for the present staff, plus some hoped for future additions.

Tinau Power Project. DCS has for a number of years been acting as the consultant to Butwal Power Company, and as such has been responsible for the design and site supervision of the hydro-electric power station which the Power Company is building in the Tinau gorge above Butwal. During the past year construction work at a new headworks, including a 150/<sup>metres</sup> extension of the tunnel and a new intake structure, have been completed and used during the monsoon. This makes the total inlet tunnel 1650 metres long. A second generating unit in the main powerhouse was put on the line in July, increasing the total hydro-electric generating capacity to about 400kw. Work on completion of the main powerhouse is now almost complete, and it is expected that before the coming monsoon Tor Mogedal will <sup>in</sup> stall the third and final generating unit. Bob Yoder, as site engineer, is working hard now to complete another 350 m. of trailrace tunnel before the monsoon, and John Williamson has been assisting with some of the design work before leaving for language school in February.

Gobar Gas plan construction. DCS has taken a contract from the Agriculture Development Bank to build 100 gobar gas plants in the three terai districts of Lumbini Anchal. The bank is giving loans of about Rs.4,000. each to farmers for this purpose. These plants generate 100 cu.ft. of methane gas per day, sufficient for the cooking needs of an average family, using cow manure from 4-6 cattle. In addition the gas is used for lighting at night, using petromax type lanterns. The construction of these plants has gotten off to a slow start while we waited for the bank to arrange the loans, but now interest (from the farmers, not the bank!) seems to have picked up and the construction crews are busy. We have now got three crews working, each one completing a plant every 4 or 5 days. Jim Miller and Nick Peters are supervising and coordinating the work of these crews.

Bob Berger has studied the economics of using these plants, and finds them to be a cheaper source of fuel than either wood, kerosene or bottled gas, assuming a 25 year lifetime for the plants. His report, and drawings for the plants, are available through DCS to interested parties.

Rural equipment development. A number of activities related to development of the rural economy have been lumped together under this heading, all looked after by John Finlay. John was instrumental in starting the present gobar gas program, and now is doing some research and development on larger plants and on plants suitable for the hilly regions of the country. He has also worked on developing improved farm implements which could be manufactured in BTI.

Service Department. The DCS Service Department, supervised by Business Manager Ed Martin, was organised in June. K.S.Joshi in Kathmandu is responsible for maintaining liaison with government officials and obtaining import licences and other permits. An agent has recently been posted to Calcutta, to oversee shipments passing through Calcutta, and to purchase and send to Butwal goods required from India. BTI has continued to be responsible for clearing of goods through the Nepali customs, but it is now being proposed that this work also become the responsibility of DCS.

Mr. Dan Jantzen  
Director



#### IV. Butwal Plywood Factory.

BPF has completed the first year of production, and has shown that "made in Nepal" plywood is both possible and potentially profitable. Production began slowly, as the entire production crew was unfamiliar with the various jobs, and the machines, which have been standing idle for some years, needed to be adjusted, cleaned, checked and put into good running order. Eventually production at about 1/3rd the rated capacity was achieved, and a look inside the factory was convincing evidence that a new factory had come into existence. A new production season is now beginning, with high hopes for the future.

Mr. Nagendra Prakash Shrestha took over as General Manager in December 1974, and since then has shown a sure hand at organising the factory and moving through the government bureaucracy. Helmut Milcke left Butwal in April, after seeing the entire factory in operation. Sverre Skjelsbaek has continued in his position as technical advisor, contributing from his many years of experience in plywood production, and since June Alpo Paajanen has been managing production on the shop floor. Stu Amstutz has spent the year maintaining and organising the logging equipment, but has recently been transferred to Gorkha. Eric Liechty and Lloyd Schmucker both left in June after completing their terms as sawmill supervisor and maintenance supervisor respectively. Bob Helm assisted in the sales and marketing department from February until leaving for language school in July, and has subsequently been transferred to Pokhara.

Mr. Dan Jantzen

#### V. Butwal Power Company.

The Butwal Power Company has functioned throughout the year under the management of Mr. Balaram Pradhan, Manager, and the direction of a Board of Directors consisting of 3 UMN-appointed representatives (San Ruohoniemi, K.S. Joshi and Bob Yoder), and 1 representative of the Nepal Industrial Development Corporation, with the Chief Engineer of HMG's Electricity Department serving as Chairman. The company now employs 26 workers on contract as office staff, line crew, powerhouse operators and construction site foremen. An additional 80-100 labourers work at the construction site.

The Power Company sells electric power throughout the Butwal-Khausali bazar area, to a total of 797 domestic consumers and 45 industrial consumers. Sales recently reached a level of 98,000 kwh per month, generating an income of about Rs. 45,000. Power is distributed through a distribution net of 7 km of high voltage line, and 10.1 km of low voltage lines. 16 transformers, with a total capacity of 1240 KVA, are installed in the distribution net.

Within the past year UMN investment in the company has increased by Rs. 1,120,000., bringing the total of UMN-held shares to Rs. 2,285,000. An additional investment of Rs. 1,144,000. worth of equipment is expected to be converted into shares shortly. At present HMG's Ministry of Water and Power holds shares valued at Rs. 2,000,000., and the Nepal Industrial Development Corporation Rs. 81,000. An additional grant of Rs. 1,300,000. has been requested from the Norwegian aid organisation towards completion of the project, and a request for Rs. 650,000. to HMG will be made in time to be included in the next budget. It is expected that another two years will be required to finish the construction of the hydro-electric plant.

Mr. Dan Jantzen

Pokhara Project Report for 1975General.

The project has been steadily increasing in size, and now includes the people working at NAMV; the Thomas family working in the UMN Building Department head office in Pardi, Pokhara; the Asbjorn Holm family at Green Pastures Leprosarium, and Miss Tomoe Tawara working in the Pokhara branch of the ANM School, Tansen. Throughout the year the members of the Project have gathered together for business, fellowship and study. The highlight of the project activities was the housing of the UMN Workers' Conference in January of 1975. Although there was much work, the project members felt that there were many blessings as well.

With the exception of the Nepali Aadarshaya Madhyamik Vidhyalaya, the work of the UMN members in this project is administratively under other projects, and the work is reported on those project reports. Therefore the remainder of this report deals with happenings at NAMV.

Boarding School.

This has been a year characterized by much thinking, discussing with NAMV staff and HMG officials, and then planning in more detail about the final form the school is to take. The outcome of it all is that the school hopes to add a second section of 35 students to the High School portion of the school, and begin teaching Furniture making as a third vocational subject. This is to begin with Class VII with the 1976 school year. We would then seek permission for one more vocational subject at a later date. In 1977 the school will probably begin phasing out the primary section (Classes I, II and III). This change will not alter the originally planned size of the school (300 hostel and 50 day students), but will increase the size of the staff and require a further staff quarter unit to be built.

This whole shift in the plans of the school is being considered in order to make the school better able to serve the National Education System by placing more emphasis upon recruiting remote region students for the Lower Secondary and Secondary levels of education, and offering them a quality education with strong vocational training.

The implementation of the first stage of these plans was gotten underway during 1975 with the application to the Ministry of Education for the additional vocational subject, furniture making, and then the recruiting of remote region students. A team from the school visited 7 northern districts of the Western Region, interviewed, tested and selected more than 30 new students.

Another accomplishment of the year 1975 was the enactment of the Land Acquisition Act by the Ministry of Education. Although it is not yet completed at the local level, it means that very soon the school will have additional land. This will enable it to close the road through the middle of the campus, by opening an alternate public road around the campus, and also the construction of the very much needed Service Workers' quarters on this newly acquired ground.

In the overall aspect of the National Education System, another of the works of the school has been to provide the use of school facilities for workshops and training programs. A group of 40 primary school teachers, supervisors, District Education Officers and training staff spent 3 weeks on the campus holding a workshop. The American Peace Corps also held another training program in Pokhara, and used the school agriculture facilities, although in this program NAMV personnel did not participate as greatly as in the past. It has also been indicated to the NAMV staff that these types of programs will be happening more and more in the future, if we allow them.

Of course the most important part of the school is the students, and 1975 has provided several milestones there also. The school enrolment reached 300 during the year, and 12 Class X students completed their education at NAMV. These were the first 12 graduates of the school under the New Education System. Just after Dashai, these students took their send-up test, and all passed (3 first division, 6 second division, and 3 third division). Needless to say, we were all quite happy as this was an externally set and marked examination. These 12 students will sit the National SLC examination early in 1976.

Mr. Larry Asher  
Project Director

*runs entirely on images fr. Shree & HMG?  
This does not include nep. scholars for  
western staff (three teaching)*



Gorkha Project Report for 1975I. Administration.

It seems that in project administration and the business office the past year has provided even more varieties of work and responsibilities than ever, and has given lots of opportunity to prove God's faithfulness and enabling.

Sylvia Slade's help as hostess and in the office was appreciated during the short time she was here, mid-February to mid-August. Her being here made it possible for 7 students from the language school to come to the project for 3 weeks study and orientation to village life. About 1st November we were able to get an able Nepali office assistant, who also teaches Nepali. Just a couple of weeks before the year ended, Stu and Loretta Amstutz joined us with a view to taking over the business administration and hostess work to relieve Fran Swenson for furlough at the end of April.

Glenys Walker taught through the school year, at Amp Pipal, to 15th December, and then went on furlough. This leaves us with Dag Aandstad as the only Mission teacher in the district, teaching in the Nabalpur school.

Because the spring maize crop was a failure, many people were left very hard pressed to find food. To bring some relief to the situation we brought in 10 tons of rice to sell at a subsidized price. Checking in and paying porters who carried the rice from Dumre, plus selling the rice, occupied a good share of Seppo Kostamo's time from mid-July to mid-September.

About 42,446 kg. of freight for the project has been carried up from Dumre. Most of that came from Kathmandu, but some from Butwal, plus sugar and some rice from a village not far from Dumre. This freight included a tank for our "gobar gas" unit. The tank is 6 ft. diameter, and about as high, so it taxed the porters' ingenuity and ability to get this tank up these paths and over the foot bridge. It needed real team spirit!

As a project we have had work commitments to fulfil, and burdens to bear. We thank God for the team spirit He has given us, and pray that there may be glory to His Name through all that has been done in the Name and Spirit of Jesus Christ.

Miss Fran Swenson  
Area Superintendent.

II. Hospital.

1975 was a year of continuing to thank God for His hand upon us for good. And a year of continuing to provide inpatient and outpatient service for many people of the Gorkha, Tanhu and Lamjung districts, also others from Chitwan, Dhadang and elsewhere. Patient numbers are similar to those for 1974. Major operations are down a bit. Costs have soared. Our charges have increased, and charity also. The TB and leprosy charity fund has helped greatly.

1975 was a year to be thankful for 2 Shanta Bhawan nurses, and an assistant nurse from Pokhara; also our locally trained staff, about 20 in number. It was a year of continuing to wonder concerning our staff:

- a) How to know if we will get trained nurses and ANMs in the future or not? Shanta Bhawan could only spare us one nurse for 1976, and the girls we sent to Tansen for ANM training have not been posted to Amp Pipal.
- b) How to manage without those local boys who have gone for study? Our locally trained boys in the lab, x-ray and operating room-central supply, and also our Shanta Bhawan-trained pharmacy-in-charge, have either gone or would like to go for further training with the hope of getting a government recognised certificate. We understand this, and would like to encourage them, but how do we continue to staff the hospital?
- c) How to prepare the remaining staff for the future? They have had very little schooling, some only to Class II or IV, and thus have no hope of getting a government certificate. Consequently job security for the future is poor.
- d) How to know if we should train more young people in this category or not? If we do, they will be in trouble later. If we don't, we will be in trouble trying to staff the hospital. Boys with high school certificates or less are available, but they are no sooner valuable to us than they want to work for a government certificate.
- e) How to teach minimally educated girls to do the work of graduate nurses?
- f) How to encourage girls to get more education? At present very few girls in the hills study beyond primary school.

1975 has been a good year of cooperation with the community health program. Cauliflowers, cabbages, tomatoes, radishes, bananas and papayas are springing up all over the place. The C.H. gardens are on every scrap of free ground around the



hospital, even in the courtyard between the outpatient and inpatient lines.

HMG has sent 2 health aides to do Family Planning in this hospital, and in surrounding panchayats. C.H. sends staff to run the hospital MCH clinics on Tuesdays and Fridays, and to work with the HMG F.P. boys in the government MCH clinic on Sundays. All clinics are held at present in the library/prayer room, while new MCH facilities are being built onto the hospital.

C.H. has continued to send one trained Nepali young man to work in the hospital outpatient department. Besides doing general health teaching, he spends time teaching each new T.B. and leprosy patient about his illness. He notes family contacts, and arranges for their check-ups. He keeps a file on these patients so that he knows at once if a patient has failed to come for his medicine on time. These defaulters are either visited by a member of the C.H. team, or they receive a letter. Many patients living up to 2 or 3 days walk away return saying 'I received your letter, so I came'. He interviews defaulters when they do come. He is a real asset.

Records continue to climb to the ceiling in the records room. The Anchaldish from Pokhara (the most important Nepali visitor we have ever had) came to visit Amp Pipal hospital and school. Tony Bouverie-Brine has been loaned to Okhaldhunga and Tansen for some weeks to do lab. work. Three new TB deras, and an animal waste gas plant, are nearing completion. 1975 has been a year of good resolutions concerning staff recreation, reading, and continuation education, which we are carrying over into 1976!

Ex-patriate staff in the hospital during the year have included: Drs. Tom and Cynthia Hale, Dr. Helen Huston, Dr. Del Haug and Dr. Eleanor Knox, with Dr. Gerry Hankins doing holiday relief. Miss Anneli Talso has served as Nursing Superintendent, with a nursing staff of Miss Rigmor Hildershavn the whole year, and Miss Ellen Muxfeldt, Miss Marianne Puder and Miss Jenny Simmons for shorter periods. Mr. Tony Bouverie-Brine has continued in the lab., and Mr. Seppo Kostamo as maintenance supervisor for the project.

Dr. Helen Huston  
Acting Medical Director

Hospital statistics are:

	<u>1974</u>	<u>1975</u>
Out-patients, new	4,247	4,201
Out-patients, old	8,835	9,097
" " total	13,082	13,298
In-patients	956	1,098
Major operations	130	104
Lab. tests	-	11,978
Deliveries	45	46
X-rays	-	943

### III. Community Health Program.

The Amp Pipal CHP has continued throughout 1975 with some changes from the previous year. The main part of the work continues to be centered around the MCH/FP clinics, with now number six. Boragaom was closed early in 1975, and two more clinics have been opened during the year. Attendance has been variable according to the amount of field work and festivals in the area, although overall the attendance has increased over last year. The hospital MCH/FP clinic is now a joint project with HMG, and one HMG clinic day and two UMN clinic days are held each week. One FP aide was posted by the Nepal FP/MCH project to the hospital MCH/FP clinic last April, and a second one was posted to the MCH clinic in June. With their work in the area, we have noticed an increase in community awareness about family planning. Immunizations against whooping cough, etc. have been carried out in the nearby panchayats. Requests for further clinics have come from time to time, but these cannot be met until the matter of the Letter of Exchange has been settled.

The TB/Leprosy control program continues, with patient referrals from hospital for follow-up and contact case finding. BCG immunization has been completed in a further two panchayats -- Choprak and Siranchok Thalajung.

The nutrition unit has been giving a service in teaching mothers of severely malnourished children on ways in which they can improve the child's diet, and on health care. Some problems have been encountered in getting mothers to stay more than one day because of the unit's isolation from the village and the hospital: the mothers do not think that a hospital referral to the nutrition unit is 'proper' treatment when they come to the hospital for medicine! The school feeding program has gained momentum with the delivery of a new supply of corn soya and skimmed milk powder. 90 underweight children in the lower grades of 4 schools in three panchayats are benefitting from the daily supply of this food supplement.

The home visiting part of the program has been increased, and follow-up of families with malnourished or chronically sick children is being attempted, with emphasis on nutrition, health education and family planning. Over 400 visits were made, apart from family planning, in the latter part of 1975.

Requests have come for improving water supplies and toilet construction, and meeting these requests has been dependent upon how much the people themselves are prepared to assist in the construction and provision of labour for this project. Increasing emphasis is being put upon community involvement and service in all areas of community health.

The community health gardens are now producing a good supply of vegetables, and new terraces have been opened up and planted. A community health office has been established in temporary quarters until a more permanent place can be found. Contacts have been maintained with Gorkha District Health officials, and with the Jaubari Health Post, which has now got a Health Assistant.

Dr. Cynthia Hale left for furlough in August. Additions to the team over the year have been Miss Audrey Maw, nurse, returning from furlough in June. Dr. Eleanor Knox joined the team in July, but has relieved at Shanta Bhawan and Amp Pipal Hospitals for periods since then. Miss Marianne Puder, nurse, joined the team in September, and Mr. Urho Rasanen, advisor on water supplies and sanitation, horticulturist and gardener, joined in September. Miss Ellen Muxfeldt, nurse, joined the team in April. The rest of the western staff are Miss Heidi Froelicher and Miss Wendy Moore, nurses, and Miss Masae Sakurai, nutritionist. The Nepali staff consist of 3 female nurse aides (FP trained), and 4 male nurse aides (two FP trained), as of December 1975. In-service training of Nepali staff has continued intermittently over the year. One male nurse was unsuccessful in attempts for admission for Health Assistant/AHW training, and the ANMs whom we had hoped to get after finishing their training have been posted elsewhere, which means that we are still largely dependent upon western staff for carrying on the program.

Miss Audrey Maw  
Community Health Administrator

C.H. statistics are:

Clinic attendances, all ages	6674
Home deliveries attended	4
Immunizations & vaccinations	14363
Family Planning	168
Other home visits	over 400

## APPENDIX J

### Shanta Bhawan Report for 1975

During a year characterized by change, we acknowledge with thanks-giving the good hand of our God upon us as we have been privileged to share in His service of love in all areas of Shanta Bhawan.

#### I. Hospital.

New Patan Hospital. Twenty months have passed since the agreement with HMG was signed. At that time it was anticipated that a year would elapse before negotiations for the purchase of land were completed. Now the land is priced, but an estimate for the building on the site has yet to be given.

During the interim a Hospital Association, under the chairmanship of General Surendra, has been set up, with Memorandum and Articles of Association. Its purpose is to continue the service of the present Shanta Bhawan Hospital when the new Patan hospital is completed, but the transfer of title of the land from Rajkumari Achala Rajya Laxmi to the Association could take place at an earlier date. The Hospital Association, at the time of writing, is awaiting registration.

The present Shanta Bhawan. This continues meanwhile to provide a service for all sections of the community. In 1975 there was a further increase in number of out-patient attendances, admissions, deliveries and bed occupancy.

Dr. Strong's vision of improved OP facilities became a reality with the opening



of the Under Fives clinic and OP waiting hall in June. The Under Fives, run by an able Health Assistant, allowed the doctor in paediatrics to concentrate on sick children and the older age group. It soon became apparent that more multi-purpose workers would be needed to staff the increasingly popular clinic, and two of our staff are presently undertaking a course in Family Planning at Patliah. All workers in OPD appreciate the system of patient circulation made possible by the new waiting hall.

A pilot scheme of dera accommodation intended for the use of poor patients requiring further hospital attendance, but not admission, has been set up. Expansion will depend on its use. We are grateful to the maintenance department for construction of new facilities and regular work on existing buildings and services.

Staffing. In April we sadly said farewell to Dr. Strong. We are reminded of the tremendous contribution Drs. Trevor and Patricia made to Shanta Bhawan as we use extended buildings and good equipment, and as we talk with professional colleagues, mission personnel, staff and patients. We thank God for every remembrance of them.

On the credit side, Mr. B.B.Khawas, who has already given many years of loyal service to Shanta Bhawan, has been appointed Administrative Officer. Dr. Mona Bomgaars, having complete her term of service, will be missed in her role as a hospital officer as well as in CHP. We welcome Mr. San Ruchoniemi back to this position.

We have lost the services of Mr. R.L.Shrestha as business manager, and Miss Ruth Angove, who has handed over the dietary department to Mrs.R.Adhikari. The physiotherapy department, depleted of trained staff since Miss Lindahl completed her term of service, has been cared for by Mrs. Assal and Miss Willms. Miss Strieff completed her term of service, and Miss Bowen now works in the pathology department. Mr. Paul Spivey went on leave in December, and Miss C.Arthur is now in charge of the pharmacy, where Mrs. Willms also gives valuable help.

Since Miss Kathy Lowry (secretary cum hostess) left in July, an increasing load of hostess work has fallen on the social services department, where Miss W.Thuma joined Miss S.Watkins until the return of Miss D.Bailey, whom we are delighted to welcome back after furlough. Miss L.Ashdown joined us as a secretary in December, but there is a real need for someone to undertake hostess work.

On the medical side, Dr. Zeiher, who is preparing to leave Nepal after 6 years service, has handed over the dental department to Dr. Henderson. Dr. Hankins has carried the burden of the surgical department, but needs a fulltime surgical colleague. Dr. Willms has given invaluable help in many areas, and Dr. Davies has come for a short term. During the year we enjoyed the help of many who filled in gaps for a few weeks or months. With so many comings and goings, we are glad to report that we now have a fine group of Nepali resident doctors, and one part-time Nepali physician.

Staff have shared in teaching programs, and of special note are the contributions given by Dr. Dickinson and Dr. Zeiher in the clinical training of health assistants. The X-ray department is also providing a clinical teaching area for radiography students, and Mr. Spivey has participated in pharmacy training at Maharajganj.

In the nursing service, too, there has been change. Nepali nurses are looking for opportunities to travel or emigrate, and many are seeking jobs overseas. Thus in 1975 two of our trained nurses have gone to USA, one to Austria, one to France, and two to Canada. We have also lost a number of nurses through marriage or return to India. But others have gone for further training, two completing the post-basic ward sisters' course, and one the hospital administration course at Indore. Six assistant nurses have gone for ANM or AHW training, and we hope to welcome at least some back on the completion of their course. To fill gaps caused by the loss of trained and auxiliary nurses, by the students nurses' strike, holidays and shorter clinical hours, we have completed a nine-month program for 14 assistant nurses who are now contributing greatly to the nursing care of patients.

Finances. 1975 was a year of increasing costs due to inflation. Once again, however, we can give thanks to God for the supply of material needs. We have received generous donations for capital items, and to enable us to care for patients who could not otherwise afford treatment. We benefit greatly from personnel contributed services. But the running costs of the institution have been largely set by income. In March, fees in the private patient sector were increased, and towards the end of the year a small extra charge was made for general out-patient registration. But we are concerned that patient fees should never become prohibitive, and to this end emphasise the need for economy in supplies and prescribing. As we anticipate increased costs due to implementation of the new UMN salary scale to bring salaries into line with those of HMG, we believe that these too will be met in the future.

A report would not be complete without expressing our gratitude to members of the SBH Managing Board for their continued interest and wise counsel during the year. To local friends involved with us by running the shop, visiting and "specialing" the



sick, painting chart folders and looking after the library, we are grateful. To friends through the world for support through gifts and prayer, we say thank you. Also to each and every member of staff for loyal service during 1975 we give thanks.

But in conclusion, where does the patient come into this report? As a number amongst thousands of OP attendances? As an interesting case? As one in need of 'charity'? As a statistic? I hope this has not been so in 1975. But, as a prayer for the future, may all of us increasingly recognise the infinite worth of the individual, and experience the joy of working together to provide a compassionate service to such ones in need.

Dr. Mary Eldridge  
Executive Director

Statistics for 1975 are:

	1973	1974	1975
OPD, number of visits	62,438	75,400	80,941
Inpatient admissions	3,832	4,400	4,771
X-rays	13,326	16,647	14,896
Total operations	1,474	1,865	1,526
Deliveries	344	436	533
Inpatient average per day	100	110	114
Bed occupancy	74%	82%	85%

## II. Nursing School Program.

The year 1975 will no doubt be remembered for two important events which took place. First, the colourful coronation of the King and Queen in February, and secondly, the strike which occurred in May. All the campuses of the University participated in the coronation activities with cultural and other social programs in honour of this happy occasion. The nursing students, after practising for two months, performed before an enthusiastic, packed audience for two evenings at the Bir auditorium.

The University-wide strike which disrupted the semester classes also involved the students of the Nurse Campus. Unfortunately the effect of the strike was not limited to the University, but it also had ramifications for the hospitals where the students have their clinical experience. None of the students were allowed to work, or even help at the hospital! After ten days of strike, all the students were sent home on vacation for four weeks. This happened just three weeks after the end of the semester, which delayed, not only the closing of the semester, but also the beginning of the new semester. Therefore the new semester, with the intake of new students, began at the end of August instead of in July. Out of 141 students who took the entrance examination at the nurse campus, 50 were accepted at the Mahabaudha Program, and 25 were accepted at the Shanta Bhawan Program.

From August to December we had a total of 75 students, the largest group so far. Our last group of 18 students from the old program finished their Part II Final examinations in December, and they have all passed. Six of them will go to the Institute of Medicine, and the rest will be posted in the various UMN projects.

For the first time, in November the students participated in a community-wide social welfare activity when landslides occurred in Bhaktapur and Hyumat Tole. The University organised a collection day for all the campuses of the University. The nursing students and teachers helped to collect money, supplies and clothing from the residents and shop keepers of downtown Kathmandu. They collected almost Rs.3,000. in one afternoon.

Regarding changes in teaching personnel, Miss Futila Bhutia joined the school in January 1975 as clinical instructor. Miss Mary Nichol and Miss Jean Smucker, after 4 months language study, are two new teachers who started in December. Miss Ritva Saukkonen left for furlough after four years of teaching and supervising students in midwifery. Miss Olive Annis left for health reasons.

In June Miss Saukkonen took an active part in a two week workshop on "Systematic course design in health", sponsored by the Institute of Medicine and Harvard University School of Public Health. During the Dasain holidays I attended a five day University curriculum workshop at the Padma Kanya Campus, where about 200 teachers from the various campuses participated in developing courses in their own subject areas.

The year has been full and exciting. The teachers and students look forward to another year of learning together, for it is not only students who learn, but we teachers have also learned many things this year!

Miss Hisa Asaka  
Director of Nursing Education



### III. Community Health Program.

The community health program, as reorganised in 1972, continued to assist the health programs of the district panchayats of Lalitpur and Kathmandu. The structure of the program includes the advisory mobile team, providing advisory services in sanitation, nutrition and clean water; consultation and training services to local compounders, traditional birth attendants and Shamans, supply and communication services between sub-district resident staff and Kiran Bhawan-based offices; and sputum examination services. Sub-district resident staff are involved in maternal and child health, nutrition education, home visits, school health education, volunteer support and training, and the TB/leprosy control program in the 4 to 6 villages in their areas. Weekly panchayat house MCH/FP clinics are offered in 22 village panchayats. Supplies and services of HMG's public health program are distributed via CHP to the area. The entire program is coordinated and developed through bi-weekly team meetings.

Personnel changes. Sister S. Kanashiro came to work in the Badegaon sub-district area with Mrs. Abhijal Maharjan, ANM, in February. Public health sister Lamami Bajracharya resigned in March. Mrs. Chandra Bahadur Dahal, sanitarian, resigned in April. Sister Stina Ullberg returned from furlough in March, and was assigned to Bungmati sub-district area and to Kiran Bhawan. Mrs. N. Thapa resigned in June. Mr. Birkha Bdr. Pun, sanitarian, worked from June to September. Sister Kirsti Kormu returned from furlough and was assigned to the nutrition rehabilitation unit in July. Mrs. Bhuvan Bhattaraya is on leave since July in Delhi for the public health diploma course. Mr. Purna Singh Nepali, sanitarian, began work in November. Dr. M. Bomgaars resigned as of 30th November, and Mr. S. Ruohoniemi assumed duties of Superintendent on 1st December. Dr. Dharma Bhakta Sakya is working part time as doctor on the mobile team from December. Mr. Shyam Krishna Ranjit, assistant to the Superintendent, began work in December.

#### Program Developments.

- a) CHP decided to approach the problems of the malnourished child with locally available foods rather than using donated powdered milk or corn soya meal. This will work toward building self-respect and fuller appreciation of the worth of the appropriate local resources.
- b) CHP decided to continue the nutrition rehabilitation unit at Chapagaon for purposes of educating mothers with malnourished children, and to demonstrate to staff and others the therapeutic value of locally available foods prepared by the mothers, particularly sarbotam pitho.
- c) CHP decided to set the following guidelines for providing concrete slabs for latrines: The latrine will offer a good demonstration and motivation for others, and should be for private home use (not a public facility). Villagers must be interested in health and CHP, or actively involved in the program. Villagers must dig the hole and provide for the wall. If a villager agrees, he should send an application for a slab to CHP, and if he receives approval for a slab, he must dig the hole and provide for the wall, and then the concrete slab will be sent.
- d) On a one-time trial basis, to provide measles vaccine to children in villages.

#### Activities.

- a) A seminar for sister tutors of Shanta Bhawan Hospital program of the Nurse Campus was held at Kiran Bhawan and in the field on January 6, 7 and 8.
- b) In cooperation with World Neighbours, USA, we completed the preparation of film-strip and flashcard serves as follows: 'What happens in an MCH clinic?', 'Feeding your baby', 'Diarrhoea and its home treatment', 'When your child is sick', 'Sarbotam pitho', and 'Treatment of scabies and infected sores'.
- c) Using the equipment and assistance of Mrs. A. Wygant, we prepared and showed to many educated groups video tapes on 'Rice, our nutritious food', 'Safe latrines' and 'Home visit'.
- d) We assisted in preparation of operational manuals for health post technical staff and Junior AHW, published by the Dept. of Health Services, HMGN.
- e) Distribution of UNICEF seeds to village women volunteers.
- f) Community health orientation to UMN language students and other visitors.
- g) Assistance in the training of integrated district health workers at Pathalaiya in March and April, sponsored by the Community Health & Integrated Disision, Depart. of Health Services, HMGN.
- h) A session on 'Common diseases in Nepal' for 20 women village supervisors of the Remote Area Local Development Department on 2nd July.
- i) Dr. Mona Bomgaars participated in many sessions of Project formulation for basic health services, C.H.I.D., HMGN.
- j) Preparation of a poster and glass slides on 'Bottles kill babies' and glass slides on 'Mother's milk is best', and provided for its display in public places and also in cinema halls.
- k) Began preparation of school health teaching plans, including materials for



primary schools, and organised a set of slides with script on building a safe latrine.

- l) Prepared two posters on 'Weighing your child' and 'Breast feeding'.
- m) Dr. M.Bomgaars and Miss M.Krantz participated in many sessions of Project formulation for nutrition unit, CH& ID, HMGN.
- n) Second Annual Surini seminar at Kiran Bhawan, Oct.28 & 29, when 39 surinis as traditional birth attendants participated.
- o) Training of students of Women's affairs training centre in groups of 2 for one week at Nutrition Rehabilitation Centre, Chapagaon, began on 9 November.
- p) Orientation to Lalitpur District Community health program to 78 Health Assistant students at Maharajganj Campus, on 1st December.
- q) Seminar for 29 jhankaris (shamans) on 6th December.
- r) Preparation of folder showing pictures of well child, 'runchhe' or first degree malnourished child, and 'sukheko' or dehydrated marasmic child.
- s) Encouraging local shopkeepers to obtain and sell unpolished rice.

Papers. 'Concept of the Empty Hand' by M.Schutzka; 'The ANM and the local birth attendant' by M.Schutzka; 'Compounders' by M.Bomgaars; 'CHP approach to TB' by B. Bajracharya; 'CHP health educator's report for 1975' by N.Kehrberg; 'Nutrition and sarbotam pitho' by B.Burathoki; 'The pattern of family health care (MCH/FP) in Lalitpur District' by M.Bomgaars, in Nepali; 'Nutrition and culture' by M.Krantz; 'General letter to friends' by N.Kehrberg.

Special studies. Traditional food habits related to the lactating period; Field trials of film strips and flash card series; Field trials of plastic arm band techniques of determining the nutritional states of children; Survey of operation of several MCH and/or Under Fives clinics in Kathmandu; Evaluation of Nutrition rehabilitation center and its activities; Evaluation of nutrients in samples of gundruk, masgourd and dried rape leaves.

Integration Program. The Lalitpur Integrated health program has not yet been formally approved by the HMGN Planning Commission, but implementation of the program has been undertaken under the direction of the Acting Senior Public Health Administrator, CH & ID, HMGN, and Senior Medical Officer of Lalitpur District Hospital, and the Director of Shanta Bhawan CHP. Formal approval is being sought.

Training sessions for health post and other staff were held at Pathalaiya in the first part of 1975. Shanta Bhawan CHP staff assisted in these training programs.

The FP/MCH project provided 5 persons and CHP provided 5 persons to work as JAHWs out from the Khapakhel Health Post in 9 village panchayats (pop.25,013), and the Bhattedanda Health Post in 4 villages (should later be in 6 village panchayats) (pop. 9,950). After training by NMEO personnel, these persons are working under the health post in-charge to conduct a census of their area.

An Integration Committee has been formed to review and facilitate the implementation of the program in Lalitpur District. The Senior Public Health Administrator, CH & ID, HMGN, is chairperson. The Senior Medical Officer is vice chairperson, and the SBH CHP Director is Secretary. Other members are from the FP/MCH Project, NMEO, Leprosy Control Project, TB control project, Smallpox eradication project, and Health Education Division. The Committee recommended to DHS the setting up of District Health Office.

Mr. SanRuohoniemi  
Supt., Community Health Program

#### IV. Patan Hospital Project.

The possibility of turning over Shanta Bhawan Hospital to a Nepali Hospital Association will affect the role and size of the proposed Patan Hospital. Therefore two architectural programs have been drawn up, one if the new hospital will have 140 beds, including private block, and the other if the new hospital will have 100 beds, with the first stage plan for only 50 beds.

HMGN is still in the process of acquiring the land behind Toha Pokhari, close to the present HMGN Lalitpur District Hospital. The Canadian International Development Agency has granted \$20,000. for use in this project. Mrs.A.Wygant joined the project in June 1975 as Communications Officer.

*Kosta Veta Rein Auld?*

Mr. SanRuohoniemi  
Project Director



## APPENDIX K

### Mahendra Bhawan Report for 1975

1975 was our second year in the New Education System. Again it has given us rich opportunities to learn, share and consult with other headmasters, teachers and supervisors.

We had 580 students in the Girls' High School in 11 classes, and 186 of these were boarders. There were 20 Nepali and 2 western teaching staff under the leadership of Mrs. Martha Mukhia. Miss R. Grimsrud has continued to make an important contribution in caring for the girls' health and in doing hostel accounts.

Different club activities for classes VI to X gave teachers and students a new and interesting learning and sharing experience for six months of the year. Contact with the parents of weak students has been very helpful. We plan to develop this on a more regular basis in 1976. Staff and student problems have taught us many things and we are grateful to God for grace and wisdom given in difficult times.

The building program is nearing completion. Adjustments and extensions to some buildings are being made in order to leave the property in a good functional state as UMN financial commitment comes to an end.

One phase of UMN help to the school is almost complete. We are happy to learn that there seem to be openings for a new kind of cooperation. We are therefore looking for semi-specialists in English teaching, primary school education, library science and an assistant administrator for school and hostel. The UMN personnel should be able to advise, encourage and train the staff in Mahendra Bhawan and other interested schools.

God is at work in us. We want to develop further service to students and staff here, and inspire other Nepalis to dedicate themselves to giving full-orbed education.

Miss Margaret McCombe  
Assistant Headmistress

## APPENDIX L

### Okhaldhunga Project Report for 1975

We are continuing our activities as before, and preparing for future development opportunities. Our patients were too many in number for our beds before the rains.

Miss Anna-Liisa Jokinen went on furlough in May. Miss Anna Weir has taken responsibility as business manager during her absence, and Miss Pat Pooler is responsible for the wards and as hostess. This means that we could not spare much time for the community health program. We are very thankful to Dr. and Mrs. Hall and Dr. Huston, who helped us by replacing the doctors during their holidays. Miss Jammu Sherpa resigned in February, and Miss Pompa Devi Rai left in October. Miss Kinji Sherpa came back from Mahendra Bhawan Girls' High School in November, and Mr. Sakamoto joined us to help in supervising the new building in October. There have been only small changes in buildings. We enlarged the godown, and now it has one bedroom and storage space. A registration office is almost finished.

Mr. Tony Bouverie-Brine helped us to complete a "formula of Okhaldhunga", and arranged all drugs according to this. After ten years, it is now possible for everybody to find any drugs which are in our formula with ease. More than half our drugs, especially expensive ones, were supplied by donation from Japan, but we cannot expect this donation in 1976.

As the charge of chartering planes has become so great, (1 kg. costs Rs.6/-), we have begun to send our cargo via Janakpur, with the kind help of Mr. Shimada; this route costs Rs.1/- to 2/- per kg. It has become more difficult to find mail runners to go to Kathmandu, and during the rains we could only get one batch to accompany Dr. Itoh. HQ began to send out mail through the government post office each week, and this looks satisfactory for ordinary mail. But we discovered many letters were lost, in rainy and dry seasons, going and coming. As the rains began a month early, some of our personal freight took more than 6 months to get from Kathmandu.

In May we celebrated the graduation of 3 girls, Jammu Sherpa, Ujeri Rai and Pompa Devi Rai, from our two year training course of AN at Okhaldhunga. Local influential personnel and the UMN Personnel Secretary were present at this ceremony. We began to train another 2 girls in this course, in March.

Our Health Services Secretary visited us in June to talk with the CDO about the

Letter of Exchange. Several drafts came here in different forms, and were returned with our comments. The negotiations are still going on in Kathmandu.

Dr. Kuniyuki Itoh  
Medical Director

Statistics for 1975:

Outpatients	5356	M.C.H.:	DPTs	269
Inpatients	544		BCGs	334
Operations	222		Examinations	1151



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UMN HEADQUARTERS

General Fund Statement for the year 1975

	<u>Budget</u> <u>1975</u>	<u>Actuals</u> <u>1975</u>	<u>Total</u> <u>1975</u>	<u>Budget</u> <u>1976</u>
Receipts:				
Miscellaneous	-	50.		-
Budget allocation	188,870.	188,868.		259,700.
Personnel contributed services	<u>107,304.</u>	<u>107,304.</u>		<u>140,490.</u>
	<u>296,174.</u>		296,222.	<u>400,190.</u>
Payments:				
Salaries: Central Services Dept.	20,000.	23,793.		23,200.
Liaison officer	12,000.	-		12,000.
Treasurer's office	11,000.	18,737.		17,100.
Foreign staff (PCS)	107,304.	107,304.		140,490.
Auditing fee and expenses	3,000.	4,650.		5,000.
Legal fees and expenses	1,500.	1,720.		2,000.
Miscellaneous	1,500.	5,466.		3,000.
Office supplies	10,000.	7,650.		8,000.
Postage	15,000.	12,950.		17,000.
Stationery and printing	18,000.	27,173.		12,000.
Printing of Minutes	-	-		15,000.
Staff Uniforms	1,500.)	794.		800.
Rent: Guesthouse	15,000.)			20,340.
Language school	6,120.)	78,014.		6,780.
Offices and storage	15,720.)			25,245.
Additional offices	- )			12,000.
Project housing	13,530.)			24,735.
Repairs and maintenance	12,000.	12,550.		12,000.
Travel expenses: Executive Committee	8,000.	6,735.		8,000.
Staff - local	12,000.	5,812.		9,000.
Staff - out of town	5,000.	6,515.		16,000.
Telephones and telegrams	5,000.	6,042.		5,500.
Utilities	<u>3,000.</u>	<u>3,149.</u>		<u>5,000.</u>
	<u>296,174.</u>		<u>329,054.</u>	<u>400,190.</u>
Excess expenses over receipts			<u>32,832.</u>	

Capital Fund Statement for the year 1975

	<u>Balance</u> <u>1.1.75</u>	<u>Receipts &amp;</u> <u>allocations</u>	<u>Payments &amp;</u> <u>transfers</u>	<u>Balance</u> <u>31.12.75</u>
Guesthouse extension	(303.)	303.	-	25,300.
Vehicle Fund	25,300.			8,723.
Office furniture & equipment	2,425.	15,097.	8,799.	7,231.
Guesthouse furniture & equipment	2,307.	5,250.	326.	
Valleywide Housing Committee				
furniture & equipment	3,403.	-	4,233.	(830.)
Communication system	-	50,000.	-	50,000.
Dictating equipment	-	<u>10,805.</u>	<u>10,805.</u>	-
	<u>33,132.</u>	<u>81,455.</u>	<u>24,163.</u>	<u>90,424.</u>

Summary of balances as at 31 December, 1975

Assets: Deposits with UMN Treasurer	72,900.	
Other receivables	125.	
General Fund deficit	<u>32,832.</u>	
		<u>105,897.</u>
Liabilities: Due other projects	15,433.	
Reserves: Capital fund balance	<u>90,424.</u>	
		<u>105,857.</u>

I. SCHOLARSHIP PROGRAMGeneral Fund Statement for the year 1975

	<u>Budget 1975</u>	<u>1975 Actuals</u>	<u>Total</u>	<u>Budget 1976</u>
Balances Forward:				
German Program	42,556.	42,556.		47,560.
Sherpa Program	(3,129.)	(3,129.)		1,486.
General Program - Undesignated	(11,759.)	(11,759.)		40,621.
	<u>27,668.</u>	<u>27,668.</u>		<u>89,667.</u>
Designated and unpaid	178,521.	173,200.		160,940.
Additional rewards and unpaid	-	-		188,710.
Total:	<u>206,189.</u>	-	200,868.	<u>439,317.</u>
Receipts:				
German Program	50,000.	23,130.		10,000.
Sherpa Program	25,000.	10,290.		9,000.
General Program	111,118.	366,066.		100,000.
Personnel Contributed Services	<u>7,200.</u>	<u>7,200.</u>		<u>7,200.</u>
Total:	<u>193,318.</u>	-	406,686.	<u>126,200.</u>
Total available:	<u>399,507.</u>		607,554.	<u>565,517.</u>
Expenditures:				
Scholarships -				
German Program	50,000.	18,126.		50,000.
Sherpa Program	25,000.	5,675.		9,000.
General Program - budgeted	123,201.	133,911.		144,000.
General Program - addnl. awards	-	-		188,650.
Foreign Staff (PCS)	7,200.	7,200.		7,200.
Administration	1,000.	1,154.		1,000.
Miscellaneous	-	108.		100.
Rent	1,380.	1,320.		1,320.
Travel	<u>500.</u>	<u>743.</u>		<u>300.</u>
Total:	<u>208,281.</u>	<u>168,237.</u>		<u>401,570.</u>
Add: Designated Scholarships unpaid	55,320.	349,650.		17,000.
Scholarships to be awarded	<u>115,000.</u>	-		<u>130,000.</u>
Total liabilities:	<u>378,601.</u>		517,887.	<u>548,570.</u>
Balances forward:	<u>20,906.</u>		89,667.	<u>16,947.</u>



Balance Sheet as of December 31, 1975

## Assets:

Cash in bank	23,724.
Fixed deposit	120,000.
Deposit with UMN	<u>297,511.</u>

Total Assets:

441,235.

## Liabilities:

Action in Distress	1,918.
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## Reserves:

German Program -		
Balance 1.1.75	42,556.	
Net increase for the year	<u>5,004.</u>	
Balance 31.12.75		47,560.

Sherpa Program -		
Balance (deficit) 1.1.75	(3,129.)	
Net increase for the year	<u>4,615.</u>	
Balance 31.12.75		1,486.

General Program -		
Balance 1.1.75:		
Designated	173,200.	
Undesignated	<u>(11,759.)</u>	
	161,441.	
Net increase for the year	<u>228,830.</u>	
Total available:	390,271.	
Designated funds	<u>(349,650.)</u>	349,650.
Undesignated funds		<u>40,621.</u>

Total Reserves: 439,317.Total Liabilities and Reserves: 441,235.BUILDING DEPARTMENT DESIGN OFFICE.General Fund Statement for the year 1975

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Receipts:				
Fees from UMN associated projects	25,000.	28,152.		15,000.
Fees from other sources	7,500.	16,786.		500.
Personnel Contributed Services	<u>16,000.</u>	<u>16,000.</u>		<u>16,000.</u>
	49,250.		60,938.	31,500.
Payments:				
Office salaries	18,500.	18,343.		3,500.
Foreign staff (PCS)	16,000.	16,000.		16,000.
Office rent and services	4,750.	4,818.		4,000.
Stationery, printing, equipment	2,000.	4,024.		2,000.
Travel expenses	7,500.	8,481.		5,500.
Maintenance	<u>500.</u>	<u>828.</u>		<u>500.</u>
	49,250.		52,494.	31,500.
Excess receipts over payments			8,444.	
Less Debit balance 1974			<u>(4,364.)</u>	
Balance at 31.12.75			<u>4,080.</u>	



Capital Fund Statement for 1975

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
Concrete test machine	123.	273.	396.	-
Print machine and table	1,729.	-	1,729.	-
Survey equipment	(63.)	63.	-	-
Motorcycle fund(incl.depreciation)	2,145.	3,298.	5,443.	-
Office equipment	(623.)	2,669.	800.	1,246.
Office furniture	-	780.	780.	-
General undesignated	-	5,443.	592.	4,851.
	<u>3,311.</u>	<u>12,526.</u>	<u>9,740.</u>	<u>6,097.</u>

Summary of Balances as at 31.12.75.

Cash in hand	1,006.	
Cash in Bank, Pokhara	9,986.	
Cash in Bank, Kathmandu	1,703.	
Advance from Treasurer		2,384.
Stock in hand	466.	
General Fund balance		4,080.
Capital Fund balance		<u>6,097.</u>
	<u>13,161.</u>	<u>13,161.</u>

COMMUNITY HEALTH OFFICE

General Fund Statement for the year 1975

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
<b>Receipts:</b>				
UMN Budget allocation	39,000.	39,004.		31,000.
Rent received	1,350.	750.		-
Personnel Contributed Services	<u>25,560.</u>	<u>5,500.</u>		<u>8,800.</u>
	<u>65,910.</u>		45,254.	<u>39,800.</u>
<b>Payments:</b>				
Salaries	8,000.	9,271.		4,000.
Foreign staff (PCS)	25,560.	5,500.		8,800.
Travel and transport	9,450.	2,413.		2,500.
Stationery, office expenses )	3,000.	2,006.		3,000.
Educational materials )		3,416.		4,000.
Rent and maintenance	14,400.	13,639.		16,000.
Training programs	4,000.	1,439.		-
Miscellaneous	<u>1,500.</u>	<u>119.</u>		<u>1,500.</u>
	<u>65,910.</u>		37,803.	<u>39,800.</u>
Excess receipts over payments			<u>7,451.</u>	

Capital Fund Statement for the year 1975.

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
B.F.W. water scheme	27,835.	-	3,000.	24,835.
Furniture and equipment )	1,402.	-		
Customs duty on typewriter)			1,423.	(21.)
Purchase of Nepali typewriter	-	4,200.	4,200.	-
Undesignated funds	<u>3,500.</u>	<u>262.</u>	<u>-</u>	<u>3,762.</u>
	<u>32,737.</u>	<u>4,462.</u>	<u>8,623.</u>	<u>28,576.</u>

Summary of Balances as at 31.12.75.

<b>Assets:</b>	Cash in hand	200.	
	Cash with Treasurer	<u>35,827.</u>	<u>36,027.</u>
<b>Liabilities:</b>	General Fund balance	7,451.	
	Capital Fund balance	<u>28,576.</u>	<u>36,027.</u>

General Fund Statement for the year 1975

	<u>Budget 1975</u>	<u>Actuals 1975</u>	<u>Total 1975</u>	<u>Budget 1976</u>
<b>I. <u>Project Administration.</u></b>				
Receipts:				
Budget allocation	<u>20,760.</u>	<u>20,760.</u>	20,760.	<u>41,600.</u>
Payments:				
Salaries	1,560.	1,346.		20,400.
Travel and vehicle	5,000.	2,162.		5,000.
Mail bag	2,400.	2,028.		2,400.
Water and grounds	2,600.	1,262.		2,600.
Street lighting	1,200.	1,200.		1,200.
Maintenance	5,000.	8,199.		8,000.
Miscellaneous	<u>3,000.</u>	<u>2,091.</u>		<u>2,000.</u>
	<u>20,760.</u>		<u>18,288.</u>	<u>41,600.</u>
Excess receipts over payments			<u>2,472.</u>	
<b>II. <u>Hospital.</u></b>				
Receipts:				
Miscellaneous fees	425,000.	387,693.		440,000.
Medicine sales	385,000.	361,405.		400,000.
Miscellaneous	25,000.	40,504.		25,000.
Service to Leprosy department	8,000.	8,000.		8,000.
Budget allocation	74,500.	74,502.		102,900.
Personnel contributed services	<u>160,000.</u>	<u>160,000.</u>		<u>233,390.</u>
	<u>1077,500.</u>		1032,104.	<u>1209,290.</u>
Payments:				
Salaries		280,418.		308,400.
Medical Insurance		16,047.		23,000.
Provident Fund	375,000.	21,779.		28,000.
**Rent for staff		25,887.		28,000.
Drugs	275,000.	255,541.		285,000.
Medical & surgical supplies, )		91,970.		90,000.
X-ray supplies Central Supp.)		35,867.		35,000.
Laboratory supplies	158,000.	37,342.		38,000.
Med. & surg. supplies, wards )		25,117.		19,000.
and OPD )		17,686.		20,000.
Bedding, linen & uniforms	18,000.	15,095.		10,000.
Catering	10,000.	15,877.		16,000.
Laundry & cleaning	15,000.	24,130.		28,000.
Power, heat & light	30,000.	20,684.		28,000.
Maintenance, bldg. & grounds	20,000.	14,445.		12,000.
Administration	12,000.	3,513.		5,000.
Miscellaneous	3,000.	1,938.		2,000.
Vehicle transport	1,500.			
**Foreign staff (PCS)	<u>160,000.</u>	<u>160,000.</u>		<u>233,390.</u>
	<u>1077,500.</u>		<u>1063,337.</u>	<u>1209,290.</u>
Excess payments over receipts			<u>31,233.</u>	
<b>III. <u>Leprosy Department.</u></b>				
Receipts:				
Budget allocation	<u>24,900.</u>	<u>24,900.</u>	24,900.	<u>24,600.</u>
Payments:				
Salaries	3,700.	6,049.		6,240.
Drugs	1,500.	737.		1,500.
Shoes	200.	25.		200.
Hospital treatment	7,000.	4,013.		4,660.
Food	3,000.	1,268.		2,500.
Miscellaneous	1,000.	229.		500.

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Bedding and linen	500.	181.		1,000.
Fee for hospital service	8,000.	8,000.		8,000.
	<u>24,900.</u>		<u>20,502.</u>	<u>24,600.</u>
Excess receipts overs payments			<u>4,398.</u>	

#### IV. Community Health, Administration.

##### Receipts:

Services of health educator to ANM and AHW programs	-	-		4,000.
Use of motorcycle	-	-		4,000.
Foreign staff (PCS)	15,000.	15,000.		30,700.
Personnel Contributed Servs.	<u>10,620.</u>	<u>10,620.</u>		<u>15,580.</u>
	<u>25,620.</u>		25,620.	<u>50,280.</u>

##### Payments:

Salaries	-	-		8,500.
Foreign staff (PCS)	10,620.	10,620.		15,580.
Travel: Admin. & conferences	5,000.	1,902.		5,000.
Motorcycle expenses	-	-		4,000.
Patient retained cards	6,000.	7,775.		10,000.
Innoculation cards	3,000.	-		-
Stationery, printing and health education materials	-	-		7,000.
Books and periodicals	-	-		200.
Miscellaneous	<u>1,000.</u>	<u>26.</u>		-
	<u>25,620.</u>		<u>20,323.</u>	<u>50,280.</u>

Excess receipts over payments

5,297.

#### V. Community Health, West Palpa.

##### Receipts:

Fees for medicines	20,700.	20,994.		32,500.
Fees for deliveries	3,500.	4,272.		3,500.
Fees, miscellaneous	300.	-		-
Income from F.P. office	-	-		100.
Polyclinic	30,000.	-		-
Budget allocation	72,250.	72,252.		91,200.
Personnel contributed servs.	<u>42,490.</u>	<u>42,490.</u>		<u>53,100.</u>
	<u>169,240.</u>		140,008.	<u>180,400.</u>

##### Payments:

Salaries, uniforms & allowances	42,500.	27,082.		66,880.
Foreign staff (PCS)	42,490.	42,490.		53,100.
Drugs and supplies	19,600.	31,460.		32,500.
Health education	4,100.	3,413.		-
X-ray	2,000.	7.		-
Nursing supplies, stationery	5,250.	2,727.		-
Transportation	12,000.	4,196.		8,500.
Supplies, kerosene, etc.	3,500.	3,015.		3,500.
Rent, repairs, maintenance	4,700.	3,579.		11,000.
Light, heat and firewood	1,000.	-		1,000.
Miscellaneous	2,100.	6,738.		3,920.
Polyclinic	<u>30,000.</u>	<u>-</u>		-
	<u>169,240.</u>		<u>124,707.</u>	<u>180,400.</u>

Excess receipts over payments

15,301.



	Budget 1975	Actuals 1975	Total 1975	Budget 1976
<u>VI. Community Health, East Palpa.</u>				
Receipts:				
Medicines fees	22,000.	20,178.		24,000.
Income from F.P. office	-	-		200.
Budget allocation	26,500.	26,502.		30,500.
Personnel contributed servs.	<u>10,620.</u>	<u>10,620.</u>		<u>B31,860.</u>
	59,120.		57,300.	86,560.
Payments:				
Cement for water tank	500.	-		-
Salaries	17,500.	12,431.		24,000.
Foreign staff (PCS)	10,620.	10,620.		31,860.
Medicines and supplies	23,000.	19,346.		24,000.
Transport and coolies	4,000.	3,046.		4,000.
Maintenance & miscellaneous	2,000.	2,264.		2,000.
Health education (incidentals)	1,000.	-		-
Travel	<u>500.</u>	<u>-</u>		<u>-</u>
	59,120.		<u>47,707.</u>	<u>86,560.</u>
Excess receipts over payments			<u>9,593.</u>	

VII. A.N.M. School.

Receipts:				
Budget allocation	66,089.	66,088.		59,584.
Personnel contributed servs.	<u>47,440.</u>	<u>47,440.</u>		<u>47,440.</u>
	<u>113,529.</u>		113,528.	<u>107,024.</u>
Payments:				
Salaries	20,814.	7,759.		12,984.
Day wages	-	6,402.		-
Foreign staff (PCS)	47,440.	47,440.		47,440.
Scholarships and food	17,875	18,754.		10,000.
Miscellaneous & ceremonies	2,000.	1,545.		2,000.
Maintenance	4,000.	3,907.		5,000.
Power, heat and light	3,700.	2,537.		5,000.
Transport	2,000.	5,492.		6,000.
Medical care	6,000.	3,407.		5,000.
Housekeeping	5,500.	6,349.		5,000.
Administration	2,000.	1,594.		2,000.
Rent, Butwal Hospital	<u>2,200.</u>	<u>2,200.</u>		<u>6,600.</u>
			<u>107,386.</u>	<u>107,024.</u>
Excess receipts over payments			<u>6,142.</u>	

Balance Sheet as at 31.12.1975

Assets:		Liabilities:	
Cash	6,342.	Designated fund balance	1143,106.
Postage	1,320.	Special fund balance	146,062.
Amexco bank	36,349.	Patients' deposits	11,516.
Nepal Bank	55,481.	Board Appointees' deposits	925,202.
Central Store	302,492.	Guest unit deposits	915.
Bal. with UMN Treasurer	1218,519.	Central store	250,000.
Due from BTI	19,032.	Reserve fund	13,572.
Staff benevolent fund	107.	Truck depreciation	13,701.
Diesel and mobiloil stock	2,616.	Landrover depreciation	28,112.
Kerosene stock	2,279.	Vehicle spares: Truck	(755.)
General advances	2,193.	Do. Landrover	1,379.
Project advances	4,839.	Do. Power plant	5,490.
Rent advances	13,255.	Gen.Fund bals: Area	2,472.
Staff advances	935.	Hospital	(31,233.)
Board Appointee advances	884,512.	Leprosy	4,398.
		C.H. Admin.	5,297.
		West Palpa	15,301.
		East Palpa	9,593.
		ANM School	6,143.
	<u>2550,271.</u>		<u>2550,271.</u>

Capital & Designated Fund Statement for 1975

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	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
Undesignated capital	(20,884.)	68,656.	45,097.	2,675.
Community Health, East Palpa	(3,030.)	3,449.	419.	-
Scholarship fund	14,570.	41,030.	22,900.	32,700.
Literature	11,478.	138.	4,719.	6,897.
Artificial limbs & rehab. centre	10,797.	4,459.	7,098.	8,158.
Motor cycle for Community Health	3,829.	3,100.	6,929.	-
COEMAR grant for linen	3,690.	24,900.	13,253.	15,337.
Refrigerator for path. lab.	1,171.	-	1,171.	-
Office furniture	(6,632.)	2,839.	2,063.	(5,856.)
Equipment for MCH clinics	2,307.	-	2,307.	-
Nurses training equipment	-	347.	347.	-
New beds for ward	6,626.	122,648.	129,274.	-
COEMAR grant for equipment	12,479.	4,980.	17,459.	-
Medical library facilities	(558.)	910.	352.	-
Miss Briitt & Dr. Hook work account	4,768.	1,232.	3,787.	2,213.
Revolving Loan Fund	-	1,310.	-	1,310.
Duplicator	1,574.	-	1,574.	-
Furniture & equipment for ward	3,407.	569.	3,976.	-
ANM Tansen hostel fire escape	-	10,000.	-	10,000.
Dr. Henderson work account	-	4,980.	39.	4,941.
Miss Edna's designated account	2,227.	19,013.	9,380.	11,860.
New hospital extension, capital	1256,270.	332,904.	475,053.	1114,121.
Realignment & widening of road	4,986.	-	1,086.	3,900.
COEMAR grant Med. Relief & C.H.	24,616.	12,980.	32,956.	4,640.
UMN Building Dept., recurring	56,252.	77,011.	131,206.	2,057.
Area furniture	373.	16,400.	45,937.	(29,164.)
Furn. & equipment, C.H. West Palpa	1,351.	-	1,351.	-
Incinerator	-	12,035.	2,869.	9,166.
Health education, filmstrips, etc.	938.	-	938.	-
Children's education fund	1,418.	6,800.	2,379.	5,839.
Suction machines	3,930.	120.	4,050.	-
Weighing machines	1,716.	-	-	1,716.
Ophthalmoscope/otoscopes	2,760.	-	2,760.	-
Delivery table	451.	-	451.	-
X-ray repair	-	1,088.	1,088.	-
Renovation of bazar apartments	(2,920.)	20,745.	72,715.	(54,890.)
Chicken project	-	1,210.	3,908.	(2,698.)
Samaritan fund	1,810.	9,444.	2,900.	8,854.
Maintenance area	190.	-	190.	-
Wood stock	7,918.	41,060.	45,334.	3,644.
Remodelling of OPD extension	(5,395.)	8,400.	3,005.	-
Wash place and water tank	911.	-	911.	-
Fans for OPD and office	4,267.	1,042.	5,309.	-
Fire extinguisher and protection	1,644.	8,000.	-	9,644.
Battery-operated clock	769.	-	-	769.
Rewiring of hospital	2,297.	10,020.	25,667.	(13,350.)
Parking area	7,000.	-	-	7,000.
Remodelling office area	2,100.	-	2,100.	-
Renovation of nurses' hostel	1,826.	-	1,139.	687.
Staff changing room	1,867.	-	-	1,867.
Workshop extension	7,875.	-	1,138.	6,737.
Drain	1,127.	-	1,127.	-
Dr. Harding's transfer account	17,422.	47,587.	54,045.	10,964.
Water survey	3,000.	-	3,000.	-
Japanese water projects	4,133.	-	3,115.	1,018.
Scholarship travel fund	240.	1,000.	1,240.	-
Patient health records (IF cards)	(1,623.)	10,143.	8,520.	-
Equipment for guest unit	355.	-	355.	-
Intensive care unit equipment	4,731.	4,207.	4,641.	4,103.
Operating room equipment	5,731.	2,975.	6,213.	2,493.
Supply control, central supply	4,930.	-	4,930.	-
ANM Tansen complex, furn. & equip.	-	20,205.	34,131.	(13,926.)
Village training project, M. Pokhari	6,420.	-	-	6,420.
Telephone system	3,325.	67,152.	56,675.	13,812.
Immersion heaters	912.	-	912.	-
ANM sports equipment	2,441.	-	1,342.	1,099.
Community Health nutrition centre	-	1,124.	1,795.	(671.)

	Balance 1.1.75	Receipts & allocations	Payments & Transfers	Balance 31.12.75
New medical ward equipment	(30.)	1,664.	1,634.	-
Correction of wall, staff house	1,539.	-	1,539.	-
M. Pokhari building & water	17,692.	13,114.	8,836.	21,970.
Famine relief and food supplmt.	9,000.	108,507.	108,318.	9,189.
ANM Pokhara, furniture	24,534.	18,392.	39,871.	3,055.
Dharmshala	2,000.	-	-	2,000.
Remodelling of nurses' station	-	10,000.	-	10,000.
Spares for generator	22,000.	583.	11,749.	10,834.
Leprosy patients settlement fund	-	4,237.	3,113.	1,124.
Lucas/Brekke farm	-	5,499.	5,499.	-
AHW course, Tansen	-	5,624.	881.	4,743.
Darajheri special project	-	41,893.	3,866.	38,027.
Humin relief fund	-	1,637.	1,637.	-
AHW equipment and furniture	-	30,000.	37,360.	(7,360.)
	1564,733.	1269,363.	1544,928.	1289,168.

U.M.E.D.A. PROJECTS.

BUTWAL PROJECT

General Fund Statement for 6½ months to 32 Ashadh 2032  
(16 July, 1975).

	Budget 2031-32	Actuals 2031-32	Total 2031-32	Budget 2032-33
Receipts:				
Guesthouse room rent	542.	706.		630.
Rent for quarters	3,250.	3,290.		6,910.
Budget allocation	19,500.	19,500.		38,708.
Personnel contributed services	81,250.	81,250.		146,166.
	104,542.		104,746.	192,414.
Payments:				
Mailbag expenses	1,625.	1,160.		3,000.
Salary for chowkidhar	1,083.	1,535.		2,542.
Salary, foreign staff(PCS)	81,250.	81,250.		146,166.
Accounting services	2,167.	1,700.		4,000.
Electricity	2,708.	1,556.		5,000.
Guesthouse linen and utensils	1,083.	1,083.		2,000.
Hospitality	542.	235.		1,000.
Miscellaneous	-	58.		-
Office supplies	271.	980.		1,582.
Travel expenses	271.	355.		770.
Repairs, living quarters	7,042.	11,166.		16,792.
Repairs, water lines	4,333.	3,857.		6,917.
UMEDA Board expenses	2,167.	3,603.		2,645.
	104,542.		108,538.	192,414.
Excess payments over receipts			3,792.	

Balance Sheet as of 32 Ashadh 2032

ASSETS:

Current Assets:

Cash in bank		113,185.
Oslo account		255,290.
Bank fixed deposit		300,000.
With UMN Treasurer		21,830.
Accounts receivable: BTI	99,690.	
BPC	5,359.	
BPF	2,085.	
K.S.Joshi	5,251.	
Personal accounts	58,488.	
Miscellaneous	780.	171,653.



Loans receivable: BTI	300,000.	
BPF	<u>150,000.</u>	450,000.
Due from BTI Guesthouse		<u>2,755.</u>

Total Current Assets 1,314,713.

Investments:		
Share Capital held: BPC	2,165,000.	
BPF	<u>2,064,000.</u>	4249,000.
Capital & advances to subsidiaries: BTI	1,624,425.	
DCS	1,473,088.	
BPF	<u>1,200,000.</u>	<u>4297,513.</u>

Total Investments: 8,526,513.

Fixed Assets:		
Living quarters	246,219.	
Guesthouse	145,310.	
Roads and drains	5,000.	
Water lines	61,381.	
Furniture and equipment, quarters	74,094.	
Office furniture and equipment	1,019.	
VW. Minibus	20,979.	
Less Accumulated depreciation	<u>(5,358.)</u>	<u>15,621.</u>

Total Fixed Assets: 548,644.

TOTAL: 10,389,870.

#### LIABILITIES AND RESERVES:

Liabilities:		
Accounts payable: DCS	285,820.	
UMN Treasurer	94,112.	
Excess budget allocation	1,500.	
Personal accounts	148,883.	
V.W. Minibus surplus	<u>1,643.</u>	

Total Liabilities: 531,958.

Reserves:		
Gifts received and grants to: BTI	1,624,425.	
DCS	3,638,083.	
BPF	3,267,885.	
Working Capital Fund:		
Balance at 1.1.75	768,103.	
Add: Interest earned	<u>25,687.</u>	793,790.
Fixed Assets fund		<u>533,724.</u>
		<u>9,857,912.</u>
		TOTAL: 10,389,870.

#### DIVISION OF CONSULTING SERVICES

##### General Fund Statement (UMN responsibility) for year to 32 Ashadh 2032

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Receipts:				
Budget allocation	10,292.	18,135.	18,135.	21,058.
Payments:				
Salaries	2,708.	2,979.		5,541.
Hospitality	271.	-		229.
Legal expenses	325.	600.		600.
Literature	542.	-		1,000.
Mailbag	433.	680.		1,017.
Office supplies	542.	2,016.		1,812.
Promotion	542.	901.		1,000.
Repairs & maintenance, buildings	812.	2,600.		1,988.
Do., equipment	325.	-		600.

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Training	2,167.	3,114.		5,083.
Transportation	552.	-		-
Travel expenses	1,083.	1,393.		2,188.
	10,292.		14,283.	21,058.
Excess receipts over payments			3,852.	

Balance Sheet as at 32 Ashadh, 2032.

ASSETS:

Current Assets:

Cash on hand			9,217.	
Cash in bank			14,029.	
Accounts receivable: UMEDA	285,820.			
Butwal Power Co.	10,321.			
Miscellaneous	88.			
			296,229.	
Employees' advances			1,888.	
Inventory, spare parts			16,749.	
				338,112.
		Total Current Assets		

Power Project:

Stage One -

Preliminary expenses			2,258.	
Capital shares held (UMEDA)			1065,000.	
Machinery billed			427,000.	
Equipment: Construction equipment	36,041.			
Office furniture & equipment	4,665.			
Surveying equipment	21,929.			
Diesel generating equipment	67,339.			
			129,974.	
Distribution lines			6,140.	
				1630,372.
		Total Stage One		

Stage Two -

Capital shares held (UMEDA)			1100,000.	
Construction costs billed			551,335.	
Other costs: Diesel power house & installations				
	76,566.			
Office/stores building	30,995.			
Diesel generator	54,746.			
Transportation	16,491.			
			178,798.	
				1830,133.
		Total State Two		

Stage Three -

Construction cost billed			290,285.	
Construction costs, (schedule)			193,542.	
				483,827.
		Total Stage Three		

Total Power Project assets 3944,332.

Fixed Assets:

Office building			49,373.	
Office furniture & equipment			6,790.	
Morotcycles & bicycles			6,814.	
				62,977.

Deferred charges:

Norwegian shipment payments			27,100.	
Preliminary expenses: Rural equipment project			3,349.	
Leather Project			3,682.	
Construction Company invesg.			342.	
				34,473.
		TOTAL:		4,379,894.

LIABILITIES AND RESERVES:

Liabilities:

Accounts payable: BTI			424,839.	
BPF			1,536.	
Employees			2,078.	
Norwegian Shipment Advances			25,797.	
UMN operating surplus			10,406.	
				464,656.

# General Fund Liabilities

## Operating surplus -

Balance 15.7.74	46,247.
Add: Net income for the year	98,675.
Deduct: Devighat project expenses	(476.)
Balance 32 Ashad, 032	<u>144,446.</u>
Service Dept. surplus, Net income for year	1,005.
Designated surplus, Renewal funds	<u>124,259.</u>

## Total General Fund Reserves

269,710.

## Special Reserves:

UMN Gobar gas grant	10,741.
Less: Expenses for the year	<u>(3,301.)</u>

7,440.

## Power Project Reserves (held by UMEDA):

### Stage One -

NORAD Grant I	239,668.
" " II	336,777.
UMN grant for equipment	11,560.
Gifts of materials and equipment	<u>896,343.</u>
	1484,348.

### Stage Two -

NORAD grant III	1082,124.
UMN grant for buildings	<u>24,430.</u>
	1106,554.

### Stage Three -

NORAD Grant IV	<u>1047,186.</u>
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## Total Power Project Reserves

3,638,088.

TOTAL:

4,379,894.

## POKHARA PROJECT

### General Fund Statement for the year 1975

	Budget 1975	Actuals 1975	Total 1975	Balance 1976
Receipts:				
Budget allocation	3,200.	3,198.		3,600.
Personnel contributed services	<u>78,804.</u>	<u>78,804.</u>		<u>90,840.</u>
	82,004.		82,002.	<u>94,440.</u>
Payments:				
Foreign staff (PCS)	78,804.	78,804.		90,840.
Administration	200.	527.		500.
Mailbag	2,200.	2,335.		2,300.
HQ motorcycle costs	-	345.		-
Repairs	200.	84.		200.
Travel	<u>600.</u>	<u>176.</u>		<u>600.</u>
	82,004.		<u>82,271.</u>	<u>94,440.</u>
Excess payments over receipts			<u>269.</u>	

### Capital Fund Statement for the year 1975

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
UMN repairs	409.	-	257.	152.
UMN furniture	1,277.	3,000.	4,101.	176.
Prevocational equipment	1,476.	-	484.	992.
Playground equipment	277.	-	-	277.
Materials development program	-	30,000.	23,306.	6,694.
Loudspeaker equipment	-	5,250.	-	5,250.
Equipment and maintenance	16,783.	7,105.	-	23,888.
Grant for drawings	-	1,500.	-	1,500.
Design Office renovations/furniture	-	<u>6,000.</u>	<u>5,000.</u>	<u>1,000.</u>
	<u>20,222.</u>	<u>52,855.</u>	<u>33,148.</u>	<u>39,929.</u>



Statement of Balances as at 31 December 1975

Due from UMN Treasurer	11,607.	
Cash in hand	213.	
Cash in bank	29,906.	
UMN Treasurer	199,954.	
Rents recoverable	5,754.	
Personal accounts	19,572.	
General fund deficit	269.	
NAMV Hostel a/c balance		619.
NAMV Agric. dept. balance		31,980.
NAMV. Building dept. balance		85,437.
College students a/c balance		2,955.
Scholarship fund balance		18,935.
Methodist fund		56,136.
Esselstrom and Peace Corps a/cs.		32,704.
Capital and designated UMN funds		39,929.
Transport clearing account	155.	
Margerine account	1,265.	
	<u>268,695.</u>	<u>268,695.</u>

BOYS' BOARDING SCHOOL, POKHARA

Balance Sheet as at 31 December, 1975

Cash in hand	101,630.	
Cash in bank	52,759.	
Advances: BTI	25,090.	
Others	12,961.	
Deposits received		2,430.
Dutch Agricultural a/c balance		34,354.
UMN Pokhara Treasurer	85,437.	
Building stock in hand	56,632.	
Sundry debtors	1,914.	
Equipment: Office	6,510.	
Construction	64,730.	
Tools	27,349.	
Motorcycle	3,835.	
	102,424.	
Construction costs	4741,323.	
Dutch govt. funds		3684,927.
UMN funds		1458,459.
	<u>5,180,170.</u>	<u>5,180,170.</u>

GORKHA PROJECT

General Fund Statement for the year 1975

	<u>Budget</u> <u>1975</u>	<u>Actuals</u> <u>1975</u>	<u>Total</u> <u>1975</u>	<u>Budget</u> <u>1976</u>
<u>I. Area Administration.</u>				
Receipts:				
Budget allocation	15,400.	15,402.		18,100.
Personnel contributed services	23,615.	24,164.	39,566.	26,730.
	<u>39,015.</u>			<u>44,830.</u>
Payments:				
Agent expenses	2,000.	597.		2,000.
Salaries	8,100.	5,739.		8,100.
Foreign staff (PCS)	23,615.	24,164.		26,730.
Maintenance	2,000.	1,654.		3,000.
Water allowance	1,800.	1,885.		3,000.
Travel	500.	453.		500.
Office supplies	1,000.	1,027.		1,500.
	<u>39,015.</u>		<u>35,519.</u>	<u>44,830.</u>
Excess receipts over payments			<u>4,047.</u>	

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
<b>II. Hospital.</b>				
Receipts:				
Fees	195,000.	228,072.**		214,500.
Budget allocation	37,100.	37,100.		56,000.
Personnel contributed services	42,742.	40,950.		43,810.
	274,842.		306,122.	314,310.
Payments:				
Salaries	102,100.	88,116.		102,000.
Foreign staff (PCD)	42,742.	40,950.		43,810.
Medicines	70,000.	90,193.		100,000.
Medical & surgical supplies	16,000.	24,440.		25,000.
Bedding, linen & uniform	8,000.	5,354.		8,000.
Laundry and cleaning	3,000.	2,505.		3,000.
Maintenance	5,000.	3,293.		5,000.
Power, heat and light	20,000.	15,165.		20,000.
Administration	6,000.	2,326.		6,000.
Miscellaneous	1,000.	87.		500.
Travel	1,000.	445.		1,000.
	274,842.		272,874.	314,310.
Excess receipts over payments			33,248.	
** Includes Rs.16,671. from TB & Leprosy charity fund and from British Army TB treatment.				

### III. Community Health.

Receipts:				
Fees	300.	-		-
Medicines	15,000.	9,639.		19,665.
Food supplement	-	-		4,000.
Budget allocation	46,300.	46,300.		69,905.
Personnel contributed services	71,861.	37,900.		86,228.
	133,461.		93,839.	179,798.
Payments:				
Salaries	34,100.	24,316.		41,520.
Foreign Staff (PCS)	71,861.	37,900.		86,228.
Medicines	15,000.	15,475.		27,250.
Field expenses	1,500.	154.		-
Food supplement	-	-		5,000.
Medical supplies and equipment	1,000.	1,583.		3,500.
Teaching and publicity	2,000.	411.		1,500.
Maintenance of clinics	2,000.	1,041.		-
Administration	500.	1,340.		4,500.
Travel	500.	158.		1,500.
Freight	1,000.	-		-
Triple vaccine	2,000.	1,200.		-
Vaccines	-	-		6,200.
Uniforms and linen	1,500.	947.		1,100.
Miscellaneous	500.	75.		1,500.
	133,461.		84,600.	179,798.
Excess receipts over payments			9,239.	

### Capital Fund Statement for the year 1975

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
<b>I. Area Administration.</b>				
Staff furniture	2,374.	6,857.	157.	9,074.
Water system	8,283.	-	-	8,283.
Undesignated	1,487.	-	-	1,487.
Guesthouse	1,377.	-	-	1,377.
Phone extension & new phones	740.	-	445.	295.
Fire protection	335.	-	-	335.
Meeting room, bathroom renovations	500.	-	668.	(168.)



	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
Calculator	-	3,000.	1,857.	1,143.
Roof on house near school	-	11,200.	720.	10,480.
	15,096.	21,057.	3,847.	32,306.
<b>II. Hospital.</b>				
Building and equipment	85,676.	3,123.	48,579.	40,220.
Gobar gas plant	-	-	2,556.	(2,556.)
Bee keeping	-	-	636.	(636.)
TB deras	-	-	2,800.	(2,800.)
	85,676.	3,123.	54,571.	34,228.
<b>III. Community Health.</b>				
Medical equipment & supplies	2,702.	2,000.	2,271.	2,431.
Hardware	683.	-	-	683.
Furniture	2,100.	2,500.	1,823.	2,777.
Projector	1,464.	-	1,464.	-
Lab. supplies & equipment	914.	-	914.	-
Contrib. to village clinic bldgs.	5,789.	-	5,789.	-
School & village toilets	1,801.	-	180.	1,621.
Nutrition project	7,386.	972.	5,679.	3,179.
MCH building	27,273.	-	11,686.	15,587.
School feeding program	-	1,375.	4,600.	(3,225.)
Furn/equip., 2 new clinics	-	7,000.	-	7,000.
Furn/equip., C.H. office	-	4,280.	-	4,280.
Refrigerator	-	6,000.	-	6,000.
	50,612.	24,127.	34,406.	40,333.
<b>IV. Education.</b>				
General, Luitel School	11,170.	-	517.	10,653.
Primary, Luitel School	29,452.	-	3,890.	25,562.
District Schools	422.	-	-	422.
	41,044.	-	4,407.	37,637.

Summary of Balances as at 31 December, 1975

**ASSETS:**

Cash on hand	19,002.
Cash in Nepal Bank	3,938.
Cash in American Express Co.	1,656.
UMN Treasurer	203,072.
Checks in transit	11,098.
Household store	13,627.
Provident fund loans	900.
Special accounts	4,211.
Inventory accounts	2,919.
Accounts receivable	13,206.
Medicine inventory	79,165.
Suspense	15,272.
Staff accounts	56,407.
	424,473.

**LIABILITIES:**

General fund balances: Admin.	9,239.	
Hospital	33,248.	
Comm. Health	9,239.	46,534.
Capital fund balances: Admin.	32,306.	
Hospital	34,227.	
Comm. Health	40,333.	
Schools	37,637.	143,504.
Freight		9,438.
Staff Savings		12,460.
Special accounts		77,637.
Reserve for medicine stock		79,339.
Staff accounts		55,561.
		424,473.



SHANTA BHAWAN HOSPITAL

General Fund Statement for the year 1975

	<u>Budget 1975</u>	<u>Actuals 1975</u>	<u>Total 1975</u>	<u>Budget 1976</u>
<b>I. Hospital.</b>				
Receipts:				
Fees	1,962,000.	2,249,835.		2,100,000.
General donations	90,000.	135,669.		90,000.
SBH General Fund	125,000.	-		230,000.
Budget allocation for salaries	-	-		127,228.
Personnel contributed services	<u>175,913.</u>	<u>175,908.</u>		<u>203,104.</u>
	<u>2,352,913.</u>		2,561,412.	<u>2,750,661.</u>
Payments:				
Salaries and wages	938,260.	908,174.		1,111,066.
Foreign staff (PCS)	175,913.	175,908.		203,104.
Medical expenses	3,000.	1,588.		3,000.
Drugs	400,000.	512,672.		500,000.
Medical & surgical supplies	182,500.	273,240.		211,500.
X-ray supplies	73,870.	40,895.		71,020.
Path. lab. supplies	70,000.	59,235.		80,000.
Bedding and linen	48,000.	52,856.		50,000.
Kitchen supplies	124,000.	101,972.		125,000.
Laundry and cleaning	25,000.	26,532.		31,000.
Domestic repairs & housekeeping	9,000.	5,126.		9,000.
Power, light, heat	68,000.	56,734.		69,000.
Maintenance, grounds and buildings	61,000.	71,010.		76,000.
Administration & stationery	36,000.	51,290.		43,000.
Rents	106,370.	107,850.		106,370.
Medical training program	28,000.	29,428.		36,568.
Miscellaneous	4,000.	3,113.		4,000.
In-service training program	<u>-</u>	<u>-</u>		<u>21,033.</u>
	<u>2,352,913.</u>		<u>2,477,623.</u>	<u>2,750,661.</u>
Excess receipts over payments			<u>83,789.</u>	
<b>II. Nursing School.</b>				
Receipts:				
Gifts for training per Treasurer	127,708.	95,164.		120,415.
Gifts direct to Nursing School	90,000.	8,447.		-
UMN grant	-	127,710.		138,609.
UMN Scholarship grant	12,000.	26,356.		-
Personnel contributed services	<u>48,414.</u>	<u>48,420.</u>		<u>40,421.</u>
	<u>278,122.</u>		306,097.	<u>299,455.</u>
Payments:				
Salaries and wages	79,865.	89,476.		103,370.
Foreign staff (PCS)	48,414.	48,420.		40,421.
Supplies and expenses	118,643.	122,160.		123,864.
Rent, electricity, water	<u>31,200.</u>	<u>33,796.</u>		<u>31,800.</u>
	<u>270,122.</u>		<u>293,852.</u>	<u>299,455.</u>
Excess receipts over payments			<u>12,245.</u>	
<b>III. Community Health Program.</b>				
Receipts:				
Rent refund through SBH account	1,800.	1,800.		-
HMG Personnel contributed services	30,000.	30,000.		25,000.
Panchayat contributed services	2,640.	2,640.		2,000.
Other contributed services	14,400.	14,400.		11,500.
Budget allocation	142,085.	82,923.		141,607.
Personnel contributed services	<u>44,796.</u>	<u>44,796.</u>		<u>47,496.</u>
	<u>235,721.</u>		176,559.	<u>227,603.</u>

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Payments:				
Administration -				
Rent and utilities	15,840.	15,897.		18,000.
Salaries and wages	7,067.	8,548.		9,551.
Foreign staff (PCS)	14,304.	14,304.		14,304.
Supplies and expenses	2,500.	1,629.		2,500.
Training services:				
Salaries	4,666.	2,287.		14,442.
Foreign staff (PCS)	19,692.	19,692.		19,692.
Supplies and expenses	2,500.	2,573.		2,500.
Food	2,500.	1,295.		2,500.
Mobile advisory team:-				
Salaries	33,731.	23,067.		27,779.
Supplies and expenses	300.	848.		300.
Transport	30,000.	19,407.		30,000.
Preventive Promotive H. Posts -				
Salaries	38,681.	31,283.		30,035.
Foreign staff (PCS)	10,800.	10,800.		13,500.
Rent	3,000.	3,029.		-
Supplies and expenses	3,500.	2,598.		4,000.
Contributed Services -				
HMG, Panchayat, and other	47,040.	47,040.		38,500.
	<u>235,721.</u>		<u>204,296.</u>	<u>227,603.</u>
Excess payments over receipts			<u>27,737.</u>	

Capital and Designated Funds Statement for 1975

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
Kerosene fund	(1,867.)	17,114.	22,000.	(6,753.)
Revolving Loan Fund gifts	16,531.	1,972.	-	18,503.
Revolving Loan Fund advances	(10,365.)	30,515.	30,500.	(10,350.)
Medical library fund	308.	-	353.	(44.)
Nursery	4,269.	-	-	4,269.
Religious Life Fund	4,929.	8,088.	6,231.	6,786.
Sauna fund	229.	627.	392.	464.
Short-term furnishing fund	2,563.	2,908.	2,004.	3,467.
Social life fund	990.	456.	1,221.	224.
Social service fund	15,480.	19,351.	21,451.	13,380.
Vehicle operation fund	32,820.	37,292.	73,118.	(3,005.)
Children's ward improvement fund	27,343.	-	27,343.	-
Hospital equipment fund	36,284.	66,795.	69,745.	33,333.
Hospital Mobile unit	55,000.	9,532.	25,383.	39,149.
Maintenance equipment fund	6,032.	3,150.	500.	8,682.
Maternity ward renovations	2,670.	-	1,527.	1,143.
New x-ray unit	45,246.	-	45,246.	-
Path. lab. equipment	44,456.	4,686.	10,064.	39,077.
Refrigerator fund	3,199.	-	-	3,199.
SBH maintenance, renovations	313.	-	-	313.
Undesignated capital fund	15,610.	-	60.	15,550.
Vehicle capital fund	19,865.	22,821.	5,000.	37,686.
CHP capital	51,954.	30,207.	30,463.	51,699.
CHP subsidy	15,456.	15,741.	9,280.	21,916.
Drug store capital fund	109,902.	201,392.	311,294.	-
Nursing school capital fund	11,374.	8,300.	11,069.	8,605.
OPD extension & Under-fives Cln.	-	157,682.	72,748.	84,934.
Children's charity fund	-	16,901.	8,192.	8,709.
Indigent fund	-	3,679.	5,201.	(1,522.)
	<u>510,593.</u>	<u>659,209.</u>	<u>790,385.</u>	<u>379,417.</u>



GIRLS' HIGH SCHOOL, KATHMANDU

Capital Fund Statement for the year 1975

	Balance 1.1.75	Receipts & allocations	Payments & transfers	Balance 31.12.75
Scholarship fund	15,991.	1,579.	7,343.	10,227.
Office equipment	879.	-	41.	838.
Hostel teachers' furniture	984.	-	255.	729.
Headmistress's furniture	155.	2,001.	400.	(45.)
Designated items	21,548.	29,260.	46,329.	4,479.
Undesignated funds	70,487.	20,880.	-	91,367.
Western flat	214.	-	44.	170.
Bicycle	234.	-	-	234.
Prize money	10,795.	1,574.	1,225.	11,144.
Sewing machine	219.	-	-	219.
Science equipment	98.	-	-	98.
Adult literacy fund	200.	-	-	200.
Musical instruments	1,751.	-	1,375.	376.
Rent due	(234.)	234.	-	-
Dispensary	141.	-	-	141.
Advance for hall	-	-	15,000.	(15,000.)
Advance for solar heater	-	-	16,000.	(16,000.)
In hand for Improvement Plan	-	45,000.	30,000.	15,000.
Advance for laundry	-	-	2,010.	(2,010.)
	<u>123,461.</u>	<u>98,727.</u>	<u>120,022.</u>	<u>102,167.</u>

Statement of Balances at 31 Dec. 1975

Cash on loan		2,720.
Cash in bank	7,352.	
Hostel		9,841.
HQ transactions for school		2,093.
Accounts payable	1,645.	
Fixed deposit	20,000.	
Capital funds with UMN Treasurer	87,824.	
Capital fund balance		<u>102,167.</u>
	<u>116,821.</u>	<u>116,821.</u>

OKHALDHUNGA PROJECT

General Fund Statement for the year 1975

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
Receipts:				
Fees	60,000.	78,031.		90,000.
Budget allocation	74,500.	74,502.		95,300.
Personnel contributed services	<u>41,760.</u>	<u>41,760.</u>		<u>41,760.</u>
	<u>176,260.</u>		194,293.	<u>227,060.</u>
Payments:				
Salaries	51,000.	34,598.		54,800.
Foreign staff (PCS)	41,760.	41,760.		41,760.
Drugs	50,000.	27,608.		55,000.
Medical and surgical supplies	5,000.	22,163.		18,000.
Bedding and uniform	1,600.	-		2,500.
Fuel and light	5,000.	6,788.		8,000.
Administration	1,000.	3,987.		6,000.
Stationery	500.	-		500.
Cleaning	500.	385.		500.
Transport and travel	7,500.	15,640.		22,000.
Maintenance	5,000.	15,662.		7,000.
Rent	2,000.	-		2,000.
Health education	5,000.	-		5,000.
Miscellaneous	<u>1,000.</u>	<u>6,807.</u>		<u>4,000.</u>
	<u>176,260.</u>		175,398.	<u>227,060.</u>
Excess receipts over payments			<u>18,895.</u>	



MISSION-WIDE EXPENSESGeneral Fund Statement for the year 1975

	<u>Budget 1975</u>	<u>Actuals 1975</u>	<u>Total 1975</u>	<u>Budget 1976</u>
Receipts:				
Budget allocation	279,500.	279,498.		359,800.
Rent income received	<u>-</u>	<u>17,741.</u>		<u>-</u>
	<u>279,500.</u>		297,239.	<u>359,800.</u>
Expenses:				
Bank charges	6,000.	19,279.		18,000.
Duty travel: Personnel to meetings	5,000.	2,948.		10,000.
Change of assignment:				
Personnel travel	5,000.	8,514.		10,000.
Freight on goods	5,000.	5,664.		10,000.
Publicity	1,500.	-		7,000.
Rent and allowances	225,000.	239,387.		250,000.
Repairs and maintenance	10,000.	18,681.		30,800.
Salaries	2,000.	998.		-
Transportation of furniture	1,000.	1,645.		2,000.
Travel expenses for special speaker	4,000.	-		4,000.
Workers' Conference	<u>15,000.</u>	<u>10,179.</u>		<u>18,000.</u>
	<u>279,500.</u>		<u>307,195.</u>	<u>359,800.</u>
Excess payments over receipts			<u>9,956.</u>	

APPENDIX M

UMN Treasurer

General Fund Statement for the year 1975

	Budget 1975	Actuals 1975	Total 1975	Budget 1976
<u>Receipts:</u>				
Member grants:				
Assemblies of God	9,600.	10,500.		9,600.
Baptist Missionary Society	38,400.	47,086.		48,000.
Bible & Medical Missionary Fellowship	168,000.	154,000.	14	182,400.
Christian Church (Disciples)	9,600.	12,450.		9,600.
Church Missionary Society, Australia	28,800.	29,366.		28,800.
Church Missionary Society, UK	28,800.	16,308.	12	14,400.
Church of North India	10,000.	10,008.		10,000.
Committee for Service Overseas	43,200.	11,914.	32	19,200.
Darjeeling District Council & Church of Scotland	9,600.	5,021.	4	9,600.
Free Church of Finland	48,000.	-	48	52,800.
Gossner Mission	9,600.	9,600.		4,800.
International Christian University Church, Tokyo	4,800.	-	4	4,800.
Japan Overseas Cooperative Service	28,800.	37,800.		28,800.
Leprosy Mission	10,000.	22,120.		25,000.
Lutheran Church of America	9,600.	-	9	9,600.
Mennonite Board of Missions	24,000.	-	24	38,400.
Mennonite Central Committee	43,200.	81,585.		48,000.
Methodist Missionary Society	-	-		10,000.
Presbyterian Church in Canada	4,800.	8,407.		9,600.
Regions Beyond Missionary Union	52,800.	54,731.		28,800.
Swedish Baptist Mission	19,200.	-	19	19,200.
Swedish Free Mission	9,600.	10,126.		9,600.
Swiss Friends Mission	9,600.	7,050.	2	4,800.
United Fellowship for Christian Service	4,800.	5,040.		4,800.
United Church of Canada	24,000.	24,000.		24,000.
United Methodist Church	38,400.	38,400.		43,200.
United Presbyterian Church	33,600.	33,600.		43,200.
Wesleyan Church, USA	4,800.	-	4	4,800.
World Mission Prayer League, Norway	81,600.	81,600.		72,000.
World Mission Prayer League, USA	57,600.	47,605.	12 10	52,800.
Total:	864,800.	30 758,317.		870,800.
Special gifts:				
United Church of Canada	56,800.	79,461.		65,000.
United Methodist Church	181,600.	202,192.		171,600.
United Presbyterian Church	41,400.	24,150.		4,000.
Gossner Mission	-	61,560.		-
Total:	279,800.	367,363.		240,000.
Other income:				
Interest earned	100,000.	254,674.		150,000.
Miscellaneous	-	2,014.		-
Total:	100,000.	256,688.		150,000.
Total Receipts:	1,244,600.	1382.368.		1261,400.



	Budget 1975	Actuals 1975	Total 1975	Budget 1976
<u>Payment of Budget allocations:</u>				
Headquarters	188,870.	188,868.		259,700.
Mission-wide Expenses	279,500.	279,498.		359,800.
Community Health Office	39,000.	39,004.		39,800.
Tansen area:				
Administration	20,760.	20,760.		41,600.
Hospital	74,500.	74,502.		102,900.
Leprosy work	24,900.	24,900.		24,600.
Community Health -				
Administration	15,000.	15,000.		30,700.
West Palpa	46,950.	46,950.)		
MCH clinic, Madan Pokhara	16,000.	16,002.)		91,200.
MCH clinic, Tansen	9,300.	9,300.)		
Polyclinic	30,000.	-		-
East Palpa, general clinic	4,300.	4,302.)		
East Palpa, community health	22,200.	22,200.)		30,500
ANM School	66,089.	63,888.		59,584.
Butwal Project:				
Project administration	36,000.	36,000.		41,000.
Division of Consulting Services	19,000.	19,002.		22,200.
Pokhara Project:				
Project administration	3,200.	3,198.		3,600.
NAMV agriculture grant	-	-		5,000.
Gorkha area:				
Administration	15,400.	15,402.		18,100.
Hospital	37,100.	37,098.		56,000.
Community health	46,300.	46,302.		69,905.
Shanta Bhawan Hospital:				
Hospital	-	-		-
Community Health	142,085.	-		-
Nursing school	127,707.	127,710.		124,000.
Okhaldhunga Project:				
Dispensary	74,500.	74,502.		95,000.
Community Health	-	-		11,500.
Contingencies	10,000.	-		10,000.
Seconded workers' grants shared	-	9,600.		-
Total:	<u>1348,661.</u>		<u>1173,988.</u>	<u>1496,689.</u>
Excess receipts over payments			208,380.	
<u>Other Receipts:</u>				
Member grants for 1974 received in 1975:				
Bible & Medical Missionary Fellowship		30,750.		
Free Church of Finland		<u>55,903.</u>		
			<u>86,653.</u>	
Total net income for the year			295,033.	
<u>Add:</u>				
Balance at 1 January 1975		623,943.		
1975 net balance from projects		<u>18,280.</u>		
			<u>642,223.</u>	
			937,256.	
<u>Deduct:</u>				
Allocation to Division of Consulting Services for Rural Equipment Development		15,000.		
Loan to Headquarters project for Communications system		50,000.		
Allocation to Girls' High School for rent of adjoining land in prior years		<u>17,290.</u>		
			<u>82,290.</u>	
Balance at 31st December 1975			<u>854,966.</u>	



Statement of Capital Fund Transactions for the year 1975

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	<u>Total</u>	<u>Specified Projects</u>	<u>Designated Fund</u>	<u>Undesigna- ted Fund</u>
<u>Receipts:</u>				
Anglican Church of Canada	31,500.	-	31,500.	-
Bible & Medical Missionary Fellowship	178.	-	-	178.
Bread for the World	83,181.	83,181.	-	-
Chapel in the Hills	2,490.	-	-	2,490.
Church Missionary Society, UK	1,061.	-	499.	562.
Church of North India	2,880.	-	-	2,880.
Japan Overseas Cooperative Service	63,495.	63,495.	-	-
National Christian Council of Japan	7,470.	7,470.	-	-
Norwegian Agency for International Development	1165,580.	1165,580.	-	-
Norwegian friends	940,778.	940,778.	-	-
Swedish Baptist Mission	141,905.	78,684.	63,221.	-
Presbyterian Church in Canada	24,299.	24,194.	-	105.
Regions Beyond Missionary Union	9,000.	-	-	9,000.
Swedish Free Church	52,374.	52,374.	-	-
Swiss Friends Mission	12,540.	12,540.	-	-
TEAR Fund	217,947.	217,947.	-	-
Trinity United Church, Canada	9,960.	9,960.	-	-
United Church of Canada	291,189.	133,872.	52,552.	104,765.
United Methodist Church	332,144.	313,639.	13,255.	5,250.
United Presbyterian Church	186,577.	181,694.	-	4,883.
World Council of Churches	216,704.	216,704.	-	-
World Mission Prayer League, USA	630.	630.	-	-
Misc. anonymous and individual gifts	58,662.	51,581.	2,471.	4,610.
Transfer of unused capital funds from:				
Bhaktapur hospital	165,697.	-	54,882.	110,815.
Gorkha area	8,167.	-	8,167.	-
Tansen area	3,000.	-	-	3,000.
Tibetan work	3,335.	-	-	3,335.
Wagner's work 2	525.	-	-	525.
UMN Drug Store capital	100,000.	-	-	100,000.
<b>Total:</b>	<b>4133,268.</b>	<b>3554,323.</b>	<b>226,547.</b>	<b>352,398.</b>

	<u>Balance 1.1.75</u>	<u>Receipts 1975</u>	<u>Allocns.&amp; trans.'75</u>	<u>Balance 31.12.75</u>
<u>Designated Funds:</u>				
Medical equipment	(918.)	918.	-	-
Medical work -	974.	173,995.	-	43,453.
Tansen hospital & community health)			63,600.	
Tansen AHW hostel )			24,000.	
Gorkha community health )			21,780.	
Shanta Bhawan hospital )			12,918.	
Shanta Bhawan Nursing School )			8,300.	
Medical equipment fund )			918.	
Nursing School scholarships	-	52,552.	-	52,552.
Pokhara vacation house	35,350.	-	-	35,350.
School equipment -	1,282.	-	-	-
Girls' High School			1,282.	
T.B. work -	10,000.	-	-	-
Shanta Bhawan program			583.	9,417.
Wagners' work	525.	-	525.	-
	<u>47,213.</u>	<u>227,465.</u>	<u>133,906.</u>	<u>140,772.</u>



## LIABILITIES AND RESERVES:

## Liabilities:

Personal Accounts	16,448.
NCF building account	65,940.
National Orthopaedic Appliances Centre	20,373.
UMN Provident Fund	28,255.
Funds of member bodies	319,936.
Project accounts	4677,101.
Workers' Concurrence Study Committee	<u>3,650.</u>

## Total Liabilities

5,131,703.

## Reserves:

## Special Reserve:

Girls' High School Hostel deposit	7,500.
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## Valuation Reserve:

Balance 1.1.75	438,500.
Net transactions for the year	<u>875,545.</u>
Balance 31.12.75	1314,045.

## Capital Funds:

Designated	140,772.
Undesignated	<u>7,970.</u>
General Fund	148,742.
	<u>854,966.</u>

## Total Reserves

2,325,253.Total: 7,456,956.



## UMN PROVIDENT FUND

## Statement of Receipts and Disbursements for the year 1975

	Balance 1.1.75	Receipts 1975	Interest Credits*	With- drawals	Transfers in/(out)	Balance 31.12.75
Headquarters project	31,348.	9,537.	2,855.	15,745.	( 2,451.)	25,544.
Palpa Project	121,649.	44,682.	23,093.	6,110.	1,145.	182,558.
					( 1,901.)	
Gorkha Project	36,428.	12,612.	5,250.	10,554.	( 238.)	43,498.
Shanta Bhawan Hospital	392,475.	110,326.	71,434.	34,799.	4,882.	532,203.
					(12,115.)	
Bhaktapur Hospital	8,044.	-	404.	-	( 6,027.)	2,421.
Okhaldhunga Dispensary	18,274.	4,432.	3,327.	1,057.	( 580.)	24,399.
	608,221.	181,589.	106,363.	68,265.	(17,285.)	810,623.
Lapse & Forfeiture A/c.	30,584.	104.	(9,324.)	-	17,285. }	37,399.
Audit fee				1,250.		
Interest earned	28,295.	88,474.	(97,039.)	-	-	19,730.
Total:	667,100.	270,167.	-	69,515.	-	867,752.

\* For the year 1975, 20% interest was paid at  
31st Dec. 1975 on the opening balances.

## Balance Sheet at 31 December, 1975

## Current Assets:

Deposit with UMN Treasurer	28,254.	
Nepal Bank Ltd., Savings Account	19,498.	
Total Current Assets		47,752.

## Investments:

Nepal Bank Ltd., Fixed deposits	800,000.	
HMG/N Development bonds	20,000.	
Total Investments		820,000.

Total: 867,752.

## Liabilities:

Headquarters project	25,544.	
Palpa Project	182,558.	
Gorkha Project	43,498.	
Shanta Bhawan Hospital	532,203.	
Bhaktapur Hospital	2,421.	
Okhaldhunga dispensary	24,399.	
Total Liabilities		810,623.

## Other Funds:

Lapse & Forfeiture Account	37,399.	
Accumulated interest earned	19,730.	
Total Other funds		57,129.

Total: 867,752.

I. LUMBINI ZONAL HOSPITAL, BUTWAL

From a small start several years ago, our participation in the ongoing work of the Zonal Public Health Office of the Lumbini Zonal Hospital in Butwal has increased to a deeper involvement, and more and more we are encouraged by the way in which colleagues in the hospital and Zonal Office accept us and include us as a part of their staff.

Sister Helga Peters started to work with the Public Health Nurse by the beginning of 1975, and spent the first months doing MCH activities and TB clinics, guided and supervised by the Zonal Public Health nurse. Since September-October, besides continuing the clinic work, she has spent much of her time as instructor and local coordinator for the Butwal/Bhairawa part of the Tansen Campus AHW Field training program.

Dr. Sigrun Mogedal continued her advisory function in various fields, working in close relation with the Civil Surgeon. District work, with supervision of the Terai health posts in our zone, continued in close cooperation with the Zonal Health Inspectors.

Of particular encouragement through the year has been: 1) increased community participation, with the establishment of and active initiative by local health committees in several of our health post areas; 2) Under-fives club in Butwal bazar; 3) Establishment of a local training fund and short training of district hospital staff in doing AFB sputum examinations. Plans are being made for further local training of female volunteers and indigenous midwives; 4) The field training of AHW students, which proved to be a stimulus for both hospital and district staff.

We are thankful for the opportunity which has been given to us to do this work. It has given us a deeper understanding of the problems involved in the delivery of health care in this country, and, with the mutual exchange of ideas and experience, we feel on the whole that we have ourselves received more than we have been able to give.

Dr. Sigrun Mogedal.

II. GREEN PASTURES LEPROSARIUM, POKHARA

The development of the farm connected to the hospital is making good progress. Bufallos, pigs and chickens are doing well. Improved field crops and cultivation, especially for green fodder and silo, have increased the milk yield. Financially, the farm account showed some profit last year. The purpose of the farm is to train leprosy patients with a view to rehabilitation back in their own villages, or on free government land. The farm also supplies livestock for rehabilitation purposes.

Our personal relationships with INF and missionary co-workers are of the best. The contact and opportunity to meet our "old friends" in Pardi is very good, and we wish to spend more time with them.

Mr. Asbjorn Holm.

III. ANANDABAN LEPROSY HOSPITAL

Progress and achievement is evident as the year's activities are reviewed. Yet much of the work time is consumed outside the first priority area of rehabilitation. Time-consuming tasks which seem necessary for the project's welfare include frequent trips to Kathmandu to deal with business officials about materials and supplies, and to confer with the Nepal Electricity Corporation. At Anandaban much time has been given to business management in the hospital office and stores, and to maintenance and the supervision of maintenance. Less than a quarter of the time is left to organise the agriculture, which is being expanded and developed for rehabilitation. Actual rehabilitation activity is still a goal of the future! The harvest truly is great, but the labourers are few. The enemy would like us to be so busy that we haven't time to minister to spiritual needs.

Occupational therapy: After somewhat of a lapse in this field, a start has been made in a variety of crafts such as making straw mats, bamboo baskets and rope. Mrs. Iwamura, and later Mrs. Lawrence, spent an appreciable amount of time with the women patients teaching fancy needlework. Since July there has been no one available to carry on the important teaching and supervision of the work, so necessary for the



therapy of improving and maintaining the manual dexterity of the patients.

General: This year we planted a few hundred wild cherry trees in the forest; these leaves should give green livestock feed, and the blossoms are a source of honey. Eventually the tree will provide good quality timber. We also planted about 1000 legume bushes and several hundred shoots of napier grass for livestock feed. Next monsoon we hope to plant many more of each of these. More bamboo has been planted out to supply the basket-weaving needs. We recently acquired and planted 12 mulberry plants towards beginning a sericulture (silkworm) project. The fruit tree nursery has been relocated to a steeper hillside suitable to and creating the separation of varieties. A new glass house was constructed to replace the former plastic house.

Vegetables: A new larger water pump gives ample water supply for the hospital and spray irrigation for the vegetable terraces. This means sufficient vegetables all the year round for staff and patients. For demonstration and teaching purposes, vegetable terraces have been established, and are producing near the male wards; we soon plan to do the same near the female wards. A proper system of records and statistics for planting and produce is still to be implemented.

Livestock: The government has provided Anandaban with a herd of good quality buffalo at a greatly subsidized price. They should supply adequate milk for the hospital and staff, as well as some superior offspring which can be sold to selected patients as a mean to help their rehabilitation. We expect 4 of them to calve shortly. The rabbits are doing well, and the well worn cages are being replaced by durable steel-framed wire ones. Necessary improvements for the chicken housing and equipment are being done. Because of insufficient supervisory staff, this project has not been economical this year. The 2 Large White sows have recently produced 16 piglets from a Landrace boar. These are all thriving. Miss Eileen Lodge has reported through her own experience that pigs are proving a source of income for rehabilitated patients in Nepal. So we anticipate selling pigs to selected patients in the future. The goats have supplied a considerable amount of milk to the hospital and the sheep have supplied some hospital meat. The sheeps' wool is now stored away until we can get looms and spinning equipment to implement the use of the wool by hospital patients. Resume of livestock: 9 buffaloes; 1 Jersey bull; 20 goats; 11 sheep; 19 pigs; 41 rabbits; 60 chickens. This includes young offspring. The total estimated value is Rs.25,000.

Electricity: A revolution of a domestic form took place at Anandaban last May when the households adjusted to a 24 hour electricity supply from Kathmandu. And at that acceptable time, 2 electric refrigerators were given as a free donation by Hay Ling Chaur Hospital in Hong Kong! Though limited in quantity at first, the electricity is now adequate since a larger power meter from London has been installed. This has also meant lights for the animal sheds.

Water: Another event with much benefit is the new 15 h.p. water pump (possible with electricity) providing all the water needs for hospital, staff and agriculture. However, experience has shown that we still need to increase the storage capacity to provide a better supply to the hospital, male wards and kitchen, and also to prevent shortages which will still occur when the stream channels below are stopped for various reasons. With additional tanks, water should cease to be a perennial subject in this report.

Vehicles: A late road improvement effort by the Patan-Anandaban road crew was doomed to failure as the monsoon rains began. The rock and gravel soon became a quagmire, making travel difficult. The machinery was then taken away, and a gang of workmen spent the remainder of the rainy season repairing the worst patches. This year continued with the truck and the older Estate Car spending much time off the road, with gear box troubles. Like the women in Luke who sought healing from many physicians, so we sought help for our ailing Landrovers until finally Mr. Bannister, an expert with UNDP, was able to guide us to the cause of the gear trouble. A driver who did not correctly engage 2nd and 3rd gears strained the restraining spring clip. A small pin on the gear shift was sheared, allowed it to float and jump out of gear. The final damage was caused by holding the gearstick in position when it wouldn't stay in, resulting to considerable damage to the box itself. However, the strained spring was reused, and a nail substitute for the pin by the Kathmandu mechanics, thus quickly allowing repetition of the trouble in both vehicles. This has been a costly lesson, and the details are included here in case some other project has similar problems. The new Landrover arrived in September.

Landslides: This year has been quite bad, requiring much work to restore stone walls of terracing, etc.

Buildings: Again, lack of supervision has meant delay in repairs to roofs of hospital and the Edgar ward, and the postponement of long overdue painting to wood-work of the hospital and residential buildings. Alterations and extensions to the carpenters' shop have been carried out. The agriculture office is now in this building, and the addition of shelves in the near future will enable a better control of storage facilities for various hardware items and electrical vehicle spares.



Plans for the paramedical course, which involved more extensions and alterations to No.2, are now in abeyance, although materials were purchased and excavations carried out.

Medical work: We must glean a few medical aspects from Dr. Yuasa's report. Dr. Yuasa spent much time and energy conferring with officials of the Ministry of Health and with INF colleagues regarding the roles which Green Pastures and Anandaban are being asked to play in the national leprosy control plan. Anandaban has accepted a function as the referral center for the central and east region of Nepal, to give expert inpatient treatment for severely ill leprosy patients. A second accepted role for Anandaban is that of the National Reconstructive Surgical Center. Since his arrival in October, Dr. R. Prasad has been gradually developing our surgical program. Three further roles remain to be negotiated, relating to field control work, the training of paramedical workers, and the rehabilitation of leprosy patients.

Staff: Our medical and superintendent personnel have changed often enough during the year, with Dr. I. Lawrence working some of the year, relieving Dr. Yuasa's home leave during the summer. Dr. Y. Yuasa's resignation was effective from the end of October. The Dr. Prasad family arrived in October. George Carfield served as superintendent for November, until the arrival of Mr. Ian Hayes from Scotland, who came to serve as superintendent and business manager for an expected four months. Thus our future permanent leadership is still uncertain. We are grateful for stability on the nursing side, with Sister Jennifer Turner serving in her second term at Anandaban.

Mr. George Carfield.

#### IV. INSTITUTE OF ENGINEERING, KATHMANDU

After making the first practical contact with the Institute in April 1975, we were asked to study the situation in Nepal with respect to the training and use of mechanical engineers (technologists, technicians and craftsmen), and to make recommendations for setting up, in Kathmandu, a department of mechanical engineering of university standard and scope. The report was completed in June 1975, and, after joint discussions between UMN and the Institute staff, it was received very favourably.

We were then asked to do a similar report for the whole of engineering in Nepal. This report was much more difficult to prepare, mainly because of lack of availability of information on the actual situation, but was completed and submitted in October 1975. Initially, this report caused some consternation, but, after the accuracy of the facts it contained had been verified, it too was favourably received. The Institute decided to publish it and circulate it to the ministers who would be most affected by its implications. Its adoption would mean a radical change in Nepal's approach to: i) use of natural resources, ii) industrial planning, and iii) engineering education.

The liaison work goes extremely slowly, and it is clear that there are serious 'political' influences hindering more rapid progress. However, the work could develop into a very fruitful and quite extensive field of service, as the Institute's confidence and trust in the Mission increases. The education authorities are well aware of their own lack of experience in the field of engineering, and have been frustrated in the past by conflicting and too sophisticated recommendations (and practical 'aid') from external advisors. They are willing to consider and even try new ideas, but there is always the fear of loss of face to restrain them from change. There is also a fear of a takeover bid by Westerners or others.

There are great possibilities for the Mission to give advice in the future. For example, currently the Minister of Education is keen to set up, in the Terai, an establishment for the systematic training of technicians and craftsmen in close integration with a production plant, something like BTI, but much bigger. Several ideas for useful products on the lines of 'intermediate technology' have been offered, including a Nepalese bicycle, and the latter idea has caught the imagination of those concerned, and a tentative design is in the course of preparation. If the whole scheme goes forward, there will be a great need for suitable help and advice, from external sources, on both training and manufacture. The Mission could be in a position to provide all that is needed.

A complete engineering industry, education and training system is bound to be set up, sooner or later, by the government; therefore there will be many more such possibilities of cooperation, probably mainly in advising, but possibly also in actual teaching, instructing and supervising. We can be grateful to God for giving us at least the opportunity to share in something which will certainly affect for the better the future material well-being of the whole of Nepal, although the results may not become obvious for perhaps 10 or 15 years.

Mr. George Tweeddale

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V. NEPAL ORTHOPAEDIC APPLIANCES CENTRE

It is just over 18 months since the inception of orthopaedic surgical service as a distinct and separate entity in Nepal. Since that time some notable advances have been made in this field, the most significant of which are summarized below.

Hospital department of orthopaedic surgery. Under the provisions of the national five year plan, work is being done to establish a fully-fledged department of orthopaedic surgery at the Central Government Hospital in Kathmandu. One orthopaedic surgeon has already been appointed, and another is completing his training in the United Kingdom. Two outpatient clinics have been running weekly, of which one is a fracture clinic, and the other a general orthopaedic and follow-up clinic. On an average about 50 patients are seen in each of these clinics, and the number is steadily rising. The orthopaedic surgeon has a full-day operating session a week, in addition to emergency operations. Not less than 3 major and 6 minor cases are operated on every week. The general surgeons in the hospital also take some of the fracture cases. Most of the amputation cases are done by general surgeons who deal with cases of peripheral vascular diseases. The following procedures are routinely carried out by the orthopaedic surgeon: Different types of osteotomies, arthrodeses, correction of post-polio paralysis, operative treatment of major fractures and spinal laminectomies. Further plans include increasing the number of beds, expanding the operating room facilities, and starting special clinics.

Physiotherapy. One year's training program for assistant physiotherapists has been completed, with two Nepali girls having qualified. The main constraint in developing this specialty has been the lack of space in the Bir Hospital. New methods have been introduced. Pulley systems have been started. An adequate supply of crutches and other walking aids has been maintained. Shortwave diathermy and hydrocollator have been in use to give heat therapy. Three times a week special physiotherapy clinics are being conducted by a trained physiotherapist obtained through the Dooley Foundation. Plans are being currently discussed to expand the training program.

Nepal Orthopaedic Appliances Center. A formal training program, taking two Nepali trainees, has been started. Regular appliances follow-up clinics are being run at the Central Bir Hospital once a week by the orthopaedic surgeon and the orthopaedic technician. NOAC has also acquired a room at the Bir Hospital, this being the first stage of the ultimate integration with the government health service. This room is being equipped for measurements, fittings and minor repair and alteration work. This will save the patients journeys to the UMN Hospital, Shanta Bhawan. The range of appliances supplied so far includes: BK and AK prosthesis, various types of calipers, footwear, Dennis Brown splints, different types of spinal braces, and various other splints and supports. Basic patterns and standards for manufacturers of orthopaedic appliances have been worked out. Further plans include: a) Continuation of the training program, b) negotiations with HMG's Health Services, and c) Further improvement in designing and production of orthopaedic appliances.

Nepal Association for the Physically Disabled. The Medical Superintendent of the NOAC has now been nominated as an executive member of this body, which is concerned with the overall rehabilitation of physically handicapped people in Nepal. A large complex of buildings has been planned, which includes sheltered workshops, school, facilities for rehabilitation surgery, physiotherapy, and occupational therapy. Land has already been acquired, and much of the money needed for the construction has been collected.

Dr. J. R. Pandey  
Medical Superintendent

WOMEN'S AFFAIRS TRAINING CENTRE

I have been working for six months as 'Advisor in nutrition and child care' at the Women's Affairs Training Centre, Narayan Bhawan, Jawalakhel, the centre for training women workers, chief women workers and volunteers, the Ministry of Home and Panchayat Affairs.

a) IF you have completed your assignment and handed over to the selected national personnel, with 9 months to spare before the completion of your contract; and b) IF you have spent 6 years building up an association with a certain group of national personnel (i.e. at WATC); and c) IF you have some knowledge of the language and customs of the country, plus a fair number of friends in the UMN and elsewhere to support you, and d) IF then you get a letter from the Ministry of Home and Panchayat, Training Section, saying "Your voluntary services as an advisor in the Women's Training Program will be much appreciated" (this in lieu of a job descrip-



tion is highly satisfactory as it allows a lot of freedom and opportunism), THEN you may consider yourself ~~भग्यवान~~ (bhagywan), variously translated 'lucky', 'fortunate' or 'blessed'. What all this says is that my secondment is highly individual in all respects, but it does afford satisfaction as a short term assignment.

In my view it can be considered primarily a venture in relationships and an attempt to bridge the gap, cultural, emotional, educational, financial and religious, between the forwigner, who bears the signs of the WASP (White Anglo Saxon Protestant)(an unquestionable superiority??), and the indigenous people who bear the marks of 100 years isolation. Secundarily, it is a venture in sharing and spreading knowledge which affects behaviour in the fields of nutrition and health.

There are a number of frustrations related to the clash of the "Protestant work ethic" with the general attitude, and the workings of beaurocracy. There are learning experiences in relation to the way of life, the place of the family, religious beliefs, etc. There are unexpected and unearned satisfactions when some of one's ideas are adopted, or, better still, when one's own ideas combine with those of one's colleagues to make a better idea with a higher acceptability rating.

For example: One day the nutrition teacher whom I directly advise was giving a demonstration class on buckwheat (phapar) pauroti, to the refresher course for senior women workers. We had already given it to half the class. The electricity failed, and it was dark in the lab, so she took the kodo flour by mistake for phapar. On finding out the mistake, she was going to start again, but the women said it would be of more benefit to see the method (as they had already seen the end product), and use the koko, and find out if the kodo bread was better or worse than the pharar bread. The bread was a success, and when it was freshly made the training chief come from the Ministry and demanded some slices and a cup of tea. He pronounced it delicious and practical, and ordered 70 slices for the PDO's graduation tea. We made it, all the PDOs ate happily, and the Honourable Minister for Home and Panchayat was graciously pleased to comment, not only the bread, but the policy of 'the use of available resources' in clearly audible tones.

There is not only a "safety valve" in being without a specific job description as a voluntary advisor in that one can simply go away sometimes, but also a great power in being 'merely' an advisor without any powers (as Christians should well understand), as anything which is absorbed, adopted or changed is done so voluntarily, and is therefore more likely to be real and have long-term effect.

None of the above is easy to evaluate! Thanks are due to many friends, and especially the staff of SBH CPH for their supportive role. Do you want to be a 'bhagywan' too?

Miss Ruth Angove.

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During the past year my family and I have been living and working in Ghorahi, Dang, Rapti Zone in West Nepal. Dang valley is located in what we call the inner Terai. Ghorahi town is at the eastern end of the Dang valley. Anyone going to Ghorahi may fly, or go by road. If you fly, you will pass over Ghorahi town, and then need to walk back some 17 miles to where we live. Going by road on the East-west highway from Butwal, when open (the road is closed for six months of the year because of the high waters in the Rapti river), it takes 10 hours by landrover, or 2-3 days by truck, covering about 77 miles.

The International Nepal Fellowship is working in West Nepal with the Leprosy-TB Control Program of HMG. Ghorahi is the first of these places where we have two teams working, doing surveys throughout the area. We also have a leprosy-TB clinic, including a foreign staff of one doctor and one nurse. Our thanks are due to Dr. Mary and Sister Betty for their cooperation during the building of the hospital wing. The clinic was held in the HMG Mahendra Hospital until our new 8 bed, 5 dera wing was completed. The completion of this leprosy-TB wing was a reason for our going to Ghorahi.

When my family and I arrived in Ghorahi, most of the building had been built and the building materials had been bought. Thanks to three men - Patrick Paris, Peter Bisset and Captain Kesar Singh - all I had to do was to put things together with the help of carpenters, plumbers and cementers. Doors, windows, cement floors, plumbing, wiring, furniture, beds, painting, glass work and whatever is needed to polish off a building remained.

The building itself is about 130 feet long by 25 ft. wide, containing two 4 bed wards, a treatment room, drug room, store room, examining room, lab., bathrooms, staff room, changing room; to which we have added two buildings, one of 5 bed self-help deras with workshop, and the other of 5 cooking and sleeping deras. This is all located on the compound of the HMG Mahendra Hospital. Whenever building programs are finished, it means packing up and moving on, leaving close friends, working companions and those you have "rubbed elbows" with for a period of time. I thank the Lord for this period of time, the strength, understanding and wisdom He has given and shown us throughout the year.

Mr. Stanley Kamp

Minutes of the  
UMN WORKERS' CONFERENCE

held in Kathmandu, 19th-24th February, 1976

The Workers' Conference for 1976 was held at the Mahendra Youth Hostel, Jawalakhel, Kathmandu Valley. Each weekday began with a prayer session, followed by a Bible study led by Bishop Jack Dain of Sydney, Australia. Bishop Dain also spoke at each of the evening meetings, attended by UMN members and many friends and visitors, and his ministry during these times of fellowship was very much appreciated. The final meeting on Tuesday evening took the form of a Communion Service.

Business sessions were held from 10 a.m. to 12 noon, and from 2.00 to 3.45 p.m. on Thursday, Friday, Saturday and Monday, and from 10.30 to 12 noon on Tuesday. Smaller discussion and functional group meetings were held most afternoons at 4 p.m., and on Saturday Rev. John Locke showed cultural slides to the Conference at this time. On Sunday evening a relaxing fellowship program was arranged, ending with the showing of the Coronation film. Miss Miriam Krantz and her team presented a paper on nutritious Nepali food shortly before noon on Saturday, followed by a demonstration lunch for the Conference.

Several visitors attended various sessions of the business meetings also, and Mr. M. Roemmele, President of the UMN Board of Directors, was particularly welcomed, and appreciation expressed for his presence at the Conference.

A very special tribute was paid on behalf of all workers of the UMN to Rev. Frank Wilcox for his leadership of the Mission as Executive Secretary for the past 5 years. His outstanding gifts as leader, advisor, pastor, friend and colleague have been greatly used by God, and the dedication with which he and Mrs. Wilcox have given themselves in service and leadership has been deeply valued right across the Mission. We pray for God's rich blessing on them during their remaining months with the UMN, and then as they return to USA to take up other service for Him there.

WC-1/76. Appointment of Chairman and Secretary. Mr. Ray Havens was appointed Chairman for the business sessions of Conference, and Miss Betty Young secretary.

WC-2/76. Workers' Conference Representative to the Board, 1976. It was RESOLVED to appoint Mr. Tor Mogedal to this position for the April 1976 meeting of the Board of Directors.

WC-3/76. Workers' Conference Representative to the Shanta Bhawan Board of Managers, 1976/77. A Nominating Committee was elected, consisting of Mr. A. Voreland (convenor), Miss F. Swenson, Mr. L. Asher, Mr. E. Martin, and Mr. N. Solvik. This committee made its recommendation, and further nominations were invited from the floor. It was RESOLVED to appoint Miss Mabel McLean as the Workers' Conference Representative to the SBH Board for the year 1976/77.

WC-4/76. Workers' Conference Committee for 1977. On receiving the recommendations of the Nominating Committee, the following were appointed to serve on the 1977 Workers' Conference Committee:

Chairman: Mr. Larry Asher (also Workers' Conference Representative to the 1977 Board of Directors).

Vice Chairman: Miss Miriam Krantz.

Secretary: Miss Betty Young.

Ex-officio: Executive Secretary and Personal Counsellor.

It was RESOLVED to authorise this Committee to also make tentative plans for a speaker for the 1978 Conference, in view of the difficulty of obtaining speakers without adequate time being allowed for correspondence and planning. Further, to express the desire of the Conference that the 1977 Conference be held in Pokhara, but to leave the appointed Committee to finalise the decision about the location and time of the Conference.

WC-5/76. Project reports. The written reports for 1975 of all UMN projects had been circulated to members of the Conference. Representatives present from each of the projects answered questions as these reports were discussed, as follows:

Executive Secretary, and Headquarters.  
Building Department.  
Scholarship Program.



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Community Health Office.

Palpa Project.

UMEDA Projects.

Pokhara Project.

Gorkha Project.

Shanta Bhawan Hospital, Kathmandu.

Mahendra Bhawan Girls' High School, Kathmandu.

Okhaldhunga Project.

Seconded workers in INF, Lumbini Hospital, Anandaban, Institute of Engineering, NOAC and WATC.

It was RESOLVED to express a vote of thanks to Mr. Frank Wilcox, Mr. Asbjorn Voreland, Mr. Ray Havens, Mr. Jim Roane and Mr. John Cooley for their service and leadership in the Headquarters Project throughout the year.

- WC-6/76. Language Committee. A report was received from the Language Committee for the year 1975, with thanks. It was RESOLVED to forward this report to the Education Board for whatever action they consider appropriate, which report includes a recommendation on the election of a new Language Committee; further, to recommend that the Language Committee should also include a person who is still in the Language School or has very recently completed the course of study in the School.
- WC-7/76. Children's Hostel. A report for 1975 was presented to the Conference, and discussion referred to the meeting of parents held on the Saturday afternoon. It was later noted that the parents had decided they wished the Hostel to continue in existence, and that a new Committee had been elected for 1976/77 as follows:
- Kathmandu Valley - Miss W. Thuma, Mr. P. Williams, Mrs. A. Hankins,  
Mrs. C. Spivey, Mrs. A. Dickinson.  
Outside Kathmandu - Mr. S. Kamp, Mr. S. Kostamo, Mrs. C. Hale, Dr. D. Harding,  
Mr. D. Curry, Mrs. P. Miller.
- WC-8/76. Communications Committee. After hearing the report for 1975, it was RESOLVED:
- a) To request that the Committee prepare a written report, to be circulated to Board Appointees with the Minutes;  
b) To recommend that the person appointed to the post of Education Secretary be asked to serve in a personal capacity on the Communications Committee;  
c) On receipt of the report of the Nominations Committee, to elect the new Communications Committee for the year 1976/77, as follows:  
To serve for one year: Miss R. Overvold, Miss C. Evans, Miss M. Wright.  
To serve for two years: Miss E. Knight, Mr. G. Tweeddale, Dr. D. Henderson.  
Ex-officio: Mr. L. Asher, Bible Society representative, NCF representative.
- WC-9/76. Reports from other organisations: Reports and news were received from friends connected with the INF, Anandaban, Pyersingh, Semri, Bible Society, Nepal Leprosy Trust, NBCI, Tikapur School, and greetings from Lufthansa and PAN AM.
- WC-10/76. Report from the Church. Pastor Robert Karthak presented a report on activities in the Church, and replied to questions and opinions in a discussion on the relationship of members from inside and outside the country. This very helpful time of sharing convictions was brought to a close with a time of prayer.
- WC-11/76. Constitution and Bye-laws. The proposed Constitution and Bye-laws, as per the revised draft of 2nd February 1976, was considered by the Conference, in small groups and as a whole, together with additional suggested amendments. It was RESOLVED to refer a complete list of these further suggested amendments to the Constitution Committee for their consideration and appropriate action, noting that a definite recommendation is made to alter Bye-law V, A, 2, b, iii, second para, to read "...will select 2 or 3 possible candidates..."
- WC-12/76. Reports on Financial Matters. The Treasurer and Executive Secretary reported on several matters arising from the decisions of the Executive Committee in November 1975: New salary scale, amendments to the Provident Fund rules, and the response from member bodies to suggested increase in the per capita grants from 1978. These reports were received for information, with some discussion, and it was suggested that the problems of keeping uniform salaries and allowances for personal servants might be discussed in small local groups of concerned persons.



- WC-13/76. Special Agreements with HMG. The Functional Secretaries reported on the negotiations in progress concerning: The renewal of the ITID agreement, and the hope for continued UMN involvement in DCS activities; the Letters of Exchange awaited for each of the health services projects; and the proposal for a wider sphere of UMN involvement in education work submitted to HMG for consideration. It was RESOLVED to receive these reports with thanks.
- WC-14/76. New UMN film. The Executive Secretary reported that good progress was being made on the making of the new film, and it was hoped that the initial copy might be received from Mr. Hakan Cronsioe within a few weeks.
- WC-15/76. Personal Counsellor. Dr. Park Johnson reported on his past 7 months as Personal Counsellor in the UMN, travelling around the projects and seeking to help where possible. After considerable discussion, it was RESOLVED to record:
- a) That the work of Dr. and Mrs. Park Johnson over the past 7 months has been much appreciated;
  - b) That the desire of the Conference is to have the post of Personal Counsellor filled, either by Dr. Park Johnson if possible, or by a new appointee.
- WC-16/76. The Study of Culture in Nepal. A report was received from the Committee appointed last year to encourage the study of culture in Nepal, and considerable discussion followed. It was RESOLVED:
- a) To continue the study of culture in Nepal in relation to: a) society and religion in Nepal, and b) living as a Christian in Nepal.
  - b) That a coordinating committee be approved as follows: Mr. L. Asher, Miss E. Knight, Miss M. Krantz, Mrs. C. Spivey, Miss S. Ullberg, Mr. A. Vossberg, Mrs. B. Friedericks, Dr. J. Dickinson.
  - c) That continued emphasis of the study of culture be given in orientation lectures in the Language School for all new UMN workers, and that the most qualified people in Nepal be invited to lead these lectures.
  - d) That, conscious of the need for further disciplined study of the culture of Nepal, we recommend that the UMN seriously consider establishing the post of a resident theologian/sociologist/anthropologist, prepare an adequate job description for such a post (taking into consideration the proposed job description drawn up by members of the Committee), and seek a qualified Board Appointee to fill this post.
- WC-17/76. Vacation Housing, Pokhara. The Executive Secretary reported that Mr. and Mrs. Martyn Thomas had moved their residence and the Building Department office to the Pardi House. It was RESOLVED to agree with his recommendation that the matter of possible vacation housing in Pokhara be dropped, due to lack of interest and support from the body of UMN workers.
- EC-18/76. Vacation planning. The Conference accepted with appreciation Miss Doris Bailey's offer to act as Vacation Correspondent, to seek to link up UMN workers who wished to make plans for joint holidays, and to be available for any suggestions for such holidays.
- WC-19/76. Leadership Posts. The Conference noted the recommendations made by the Executive Committee to the Board concerning the appointment of persons to certain leadership posts in the Mission, under the terms of the present Constitution and Bye-laws. It was noted that most of these were for a one year term only, to allow the mechanism for making such appointments under the new Constitution and Bye-laws to operate after this initial year. It was RESOLVED to concur with the recommendations of the Executive Committee in each case:
- a) UMN Treasurer - Mr. Frank Clarkson, for a three year term;
  - b) Economic Development Secretary - Mr. Odd Hoftun, for a one year term;
  - c) Education Secretary - Mr. Larry Asher, for a one year term;
  - d) Health Services Secretary - Dr. Carl Friedericks, for a one year term;
  - e) Personnel Secretary - Miss Betty Young, for a one year term.
- WC-20/76. Representatives to Functional Boards. Following the meetings of 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) Health Services Board: Dr.D.Harding, Miss R.Judd, Dr.H.Huston, Mr. P.Spivey.
- b) Education Board: Mr.J.Lindell, Miss D.Broom, Miss M.Kingsley, Miss M. McLean.
- c) Economic Development Board:
  - Butwal area - Mr. J.Finlay, Mr. E. Martin.
  - Other areas - Mr. B.Buckner, Mr.S.Kamp, Mr.G.Tweeddale.

WC-21/76. Nepali leadership. Following some discussion of experiences of UMN workers in Butwal in working in seconded posts and under Nepali leadership, it was RESOLVED to request Mr. Tor Mogedal to write a paper outlining some of the factors involved in such situations which would be helpful to other seconded workers assigned to various types of projects in different places.

WC-22/76. Piano Recital. It was RESOLVED to express grateful and sincere thanks to Dr. Cynthia Hale for the beautiful, artistic and professional piano recital which she presented on February 22, 1976. It was a very moving experience for which we are indebted to Dr. Hale, and to God.

WC-23/76. Votes of thanks. It was RESOLVED to express appreciation to the India Cooperative Mission, Kathmandu for their welcome assistance to the Conference by making available the shamiana and side walls for the dining area.

A special word of appreciation and thanks was expressed to Mr. and Mrs. Sauer for all their work and preparation in the practical side of arrangements for the Conference; also to the catering committee and their Nepali staff, to Mr. Asbjorn Voreland, Miss Ruth Overvold, Mrs. Alison Hankins, Mr. Frank Wilcox, Mr. Ray Havens and Miss Betty Young for their various services in the running of the Conference; and to Bishop Jack Dain for his very helpful and challenging ministry through the devotional meetings of the Conference.



PROPOSED

CONSTITUTION AND BYE-LAWS  
of

2 February, 1976

THE UNITED MISSION TO NEPAL

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CONSTITUTION

I. Foundation.

Believing that God, in response to the fellowship and prayers of His people, has indicated it to be His will, the United Mission to Nepal (hereinafter referred to as "the United Mission") was established on an interdenominational basis under the auspices of the National Christian Council of India & Pakistan at a meeting held in Nagpur on March 5th, 1954.

II. Purpose.

- A. The purpose of the United Mission is to minister to the needs of the people in Nepal in the Name and Spirit of Christ, and to make Christ known by word and life, thereby strengthening the universal Church in its total ministry.
- B. In doing so, it will be the purpose of the United Mission to undertake the proper care and treatment of the sick, the prevention of disease, the education of children and adults, the development of agriculture and industry, and such other activities as are conducive to the fulfilment of the purposes of the United Mission.
- C. It will be a fundamental principle of the United Mission to train the people of Nepal in professional skills and in leadership.

III. Basis of Faith.

The United Mission to Nepal:

- A. Holds the faith which the Church has ever held in Jesus Christ, the Redeemer of the world, in Whom people are saved by grace through faith; and, in accordance with the revelation of God which He made, being Himself God incarnate, worships one God, Father, Son and Holy Spirit.
- B. Accepts the Holy Scriptures of the Old Testament and New Testament as the inspired Word of God, as containing all things necessary to salvation, and as the ultimate standard of faith.
- C. Accepts the creeds commonly called the Apostles' and the Nicene as witnessing to and guarding that faith, which is continuously confirmed in the spiritual experience of the Church of Christ.

Note: in adopting the foregoing basis of faith, the United Mission recognises that this does not fully express the doctrinal standards of all the member bodies, nor does it expect the member bodies, in accepting this brief statement of our common faith, to reject any of their doctrinal beliefs. Workers will be free to observe the sacraments and other ordinances of the church in accordance with their own usages.

IV. Member bodies.

- A. Member bodies are those Churches, Missions and other Christian groups which agree to work within the Constitution and Bye-laws of the United Mission, and fulfil all the requirements thereof.
- B. Membership will be by the provision of workers, appointed by the Executive Committee, with their full financial support, or by the covenanting of an annual financial grant to the United Mission, or both.
- C. There will be a schedule of membership.

V. Organisation.

- A. The Headquarters of the United Mission will be in Nepal.
- B. The final authority for formulating policy for administration of the United Mission will be invested in the Board of Directors (hereinafter referred to as "the Board"). The Board will consist of:
  1. Representatives elected by the member bodies and the Nepal Christian Fellowship.



2. Ex-officio members: The Executive Secretary, Treasurer, Functional Secretaries, one BOARD APPOINTEES' Representative from each Functional Board, and the presiding Chairman of the last Workers' Conference, who shall have voice but no vote.
  3. Co-opted members: In order to secure proper representation on the Board from appropriate interests not otherwise represented, the Board will have the right to co-opt up to six additional members, who have voice but no vote.
- C. The Board will be the controlling body of the United Mission.
- D. The Officers of the United Mission will be:
- President
  - Vice President
  - Executive Secretary
  - Treasurer
- § 8 E. The Executive Committee of the Board will consist of the President and Vice President of the United Mission, and six elected members. The Executive Secretary, Treasurer, Functional Secretaries and one BOARD APPOINTEES' Representative from each Functional Board will be ex-officio members of the Executive Committee.
- F. The Executive Committee will direct the work of the United Mission and report to the Board.
- G. The Executive Secretary will be the Executive Officer of the Board and its Executive Committee, carrying out its policies and directions, and will be an ex-officio member of all other Committees of the United Mission.
- H. As it may deem necessary, the Board will authorize the posts of Area Services Officers for geographical areas of work in Nepal. Area Services Officers will be appointed annually by the Executive Secretary from nominations by, and from among, the BOARD APPOINTEES assigned to the particular area.
- I. As it may deem necessary, the Executive Committee will appoint Secretaries for functional spheres of work in the United Mission. Functional Secretaries so appointed will be responsible to the particular Functional Board and the Executive Secretary in their respective areas of responsibility. They will serve as ex-officio members of the Board, the Executive Committee and the Coordinating Committee.
- J. As it may deem necessary, the Board will establish Functional Boards for functional spheres of work in the United Mission.
- K. There will be a Coordinating Committee.
- L. Member bodies of the United Mission will assign workers to the United Mission, and when appointed by the Executive Committee those workers, then called BOARD APPOINTEES, will be under the administration of the United Mission. Member bodies will not withdraw BOARD APPOINTEES from the United Mission without prior consultation and agreement.
- In work to which the United Mission is unable to assign workers, member bodies may second workers directly, in consultation with the United Mission.

IV. Finance.

- A. The Board will have a general fund for the maintenance of the work. Contributions to this fund will be invited from Church and Mission groups and other sources throughout the world.
- 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.
- C. Gifts will be solicited for only such projects as are approved by the Board or Executive Committee.

VII. Amendments.

At least two months before the Annual Meeting, notice of proposed amendments to the Constitution will be given to the Executive Secretary, who will immediately circulate to the member bodies. The amendments must be approved by at least two-thirds of the member bodies present and voting at the ensuing Annual Meeting. They will be ratified at the succeeding Annual Meeting.

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I. Application for Membership.

- A. Application for membership in the United Mission will be received by the Executive Secretary.
- B. The schedule of membership may be amended at the Annual Meeting of the Board by a vote of two-thirds of the member bodies present and voting.
- C. Member bodies failing to contribute workers or financial grants for two successive years will be dropped from membership.

II. Basis of representation on the Board of Directors.

- A. Member bodies contributing one or two workers, or an annual grant of at least Rs.10,000 Nepali currency, or both, will be entitled to one representative on the Board; and member bodies contributing three or more workers, or an annual grant of at least Rs.30,000 Nepali currency, or both, will be entitled to two representatives on the Board.
- B. BOARD APPOINTEES in the United Mission will be eligible to represent their own member bodies on the Board provided that the member body has no personnel in a nearby country. However, such BOARD APPOINTEES may not serve as one of the voting members of the Executive Committee.
- C. Member bodies are requested, insofar as possible, to appoint representatives to the Board who can serve a number of years consecutively.
- D. The Nepal Christian Fellowship, in its annual conference, may elect two representatives to the United Mission Board in a private capacity, each to serve a two-year term, such representation being full voting representation, and any elected representative to serve only two consecutive terms on the Board; one representative will be elected each year.

III. The Board of Directors.

A. Meetings.

The Board will meet annually. When the number of voting representatives present equals half the number of full member bodies of the United Mission, a quorum is established. Two months' notice of the meeting will be given.

B. Voting.

1. Each voting member of the Board and of its several Committees will have one vote. The Chairman will be entitled to vote on each motion. In the event of a tie, the motion will be lost.
2. There will be no voting by proxy.
3. Ex-officio members will have voice, but no vote.
4. Co-opted members will have the privileges of the floor, but they may not vote.

IV. Proceedings.

The proceedings of the Board and its several Committees will be conducted according to Robert's Rules of Order.

V. Election, appointment and length of term of Officers.

A. Officers of the Board.

Officers of the Executive Committee will be elected at the Annual Meeting in the following manner:

1. President and Vice President. To be elected annually.
2. Executive Secretary.
  - a) The Executive Secretary will be appointed for a three year term, to be terminated on leaving Nepal on furlough, or for other reasons, for a period of three months or longer; provided, however, that when it is considered desirable for him/her to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may recommend re-appointment of the Executive Secretary for a further three year term to the Board of Directors; such recommendation to be presented to the BOARD APPOINTEES by the President of the United Mission through correspondence for comment

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prior to the meeting of the Board. The Executive Committee may terminate this appointment when it deems necessary.

b. Upon resignation or termination of service by the Executive Secretary, the following steps will be taken to elect a new Executive Secretary:

i. A Selection Committee of 5 members will be appointed by the Executive Committee, one of whom will be the Convenor. The Selection Committee will include 1 voting member and 1 ex-officio member of the Executive Committee, 2 representatives from the United Mission Board of Directors outside of the Executive Committee, and 1 BOARD APPOINTEE who does not hold any United Mission administrative post.

ii. On behalf of the Selection Committee, the Convenor will correspond with United Mission member bodies, BOARD APPOINTEES, and others, seeking qualified candidates for the post of Executive Secretary. The Convenor will acknowledge receipt of all suggestions received.

iii. From all proposed candidates willing to serve in the post, if appointed, the Selection Committee will obtain full dossiers of training, qualifications, experience in administration, Christian and missionary experience, statement of Christian convictions, and medical reports.

The Selection Committee will select up to 3 possible candidates for presentation to the Executive Committee, with full bio-data on each candidate. The Selection Committee will arrange for interviews for those candidates whose names are to be presented to the Executive Committee. These nominations will be presented by the Convenor of the Selection Committee to the BOARD APPOINTEES through correspondence. *for their comments prior to the presentation of the nomination to the Executive Committee*

iv. The Executive Committee, from the list of persons presented to them by the Selection Committee, will select one candidate for nomination to the Board of Directors.

### 3. Treasurer.

To be appointed for a three-year term, to be terminated on leaving Nepal on furlough or for other reasons for a period of three months or longer; provided, however, that when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate this appointment when it deems necessary.

Nominations to this appointment will be made by the Executive Committee to the Annual Meeting of the Board. Suggestions for nominations may be made to the Executive Committee by member bodies. The nominations by the Executive Committee will be presented to the Workers' Conference for comment, if possible, prior to their presentation to the Board.

4. Other six elected members of the Executive Committee. To be elected annually, but no member to remain more than three successive years.

5. Vacancies occurring in the Executive Committee between Board Meetings may be filled by the appointment of the Executive Committee from among the members of the Board.

### B. Officers of Functional Boards, Institutions and Projects.

1. The Functional Secretary will be the Executive Officer of the particular Functional Board, and will be appointed for a three year term by the Executive Committee. The appointment will terminate on leaving Nepal on furlough or for other reason for a period of three months or longer; provided, however, than when it is considered desirable for the officer to resume office on return from such absence, arrangements may be made for an acting appointment in the interim. The Executive Committee may terminate such appointment when it deems necessary. Nominations to these appointments will be made by the Functional Board concerned.

2. The Functional Boards will provide for such other officers, procedures for appointment and termination, and length of term, as they deem necessary.

3. Administrative heads and such other officers of institutions as provided by the constitution and bye-laws of the particular institution, and project directors, will be appointed by the respective Functional Boards. The Functional Secretary will consult with senior staff and the board, if any, of the particular institution or project before presenting to the Functional Board recommendations concerning these appointments.



## VI. Executive Committee.

### A. Membership.

1. Members elected by the Board:  
Chairman: The President of the Board.  
Vice Chairman: The Vice President of the Board.  
Six members elected by the Board.
2. Ex-officio members with voice but no vote:  
Executive Secretary.  
Treasurer.  
Functional Secretaries.  
One BOARD APPOINTEES' Representative from each Functional Board.

### B. Meetings.

1. The Executive Committee will meet at least twice a year.
2. The meetings are called by the Executive Secretary, giving two months' notice. In an emergency the Executive Secretary may, with the permission of the President, call a meeting of the Executive Committee at shorter notice.
3. The quorum will be four voting members. Whenever a quorum of four voting members of the Executive Committee is unavailable, Committee actions taken must be confirmed through correspondence vote of all absent voting members. Such correspondence will be sent in the form of a registered letter with acknowledgement-due card attached. If no reply is received within six weeks of the posting of the Minutes of the meeting, the member's consent will be assumed.
4. In special circumstances, when policy is not involved, members of the Executive Committee will be entitled to vote on a matter circulated to them by the Executive Secretary in the form of a registered letter with acknowledgement-due card attached. The Executive Secretary will take action only in the event of the vote being unanimous. Such actions will be recorded in the Minutes of the Executive Committee. If no reply is received within six weeks, the member's consent will be assumed. In the event of a dissenting vote, action will be deferred to the next Executive Committee meeting.

### C. Duties.

1. The Executive Committee will, through its Executive Secretary, direct the work of the United Mission in accordance with the decisions and policies laid down by the Board, and will report to the Board.
2. It will take action concerning the appointment, return, resignation, suspension or dismissal of BOARD APPOINTEES, and will consider and take action concerning appeals made by BOARD APPOINTEES in matters affecting them.
3. It will make nominations to the Board concerning the appointment of the Executive Secretary and Treasurer, and it will appoint Functional Secretaries and members of Functional Boards as required.
4. It will consider and take action in matters related to mission-wide rules concerning employees of the various projects, such as employment policies, salary scales, provident fund, medical insurance, etc.
5. It may initiate long-term planning within the United Mission, review such plans, and present them to the Board for action.
6. It will receive from the Executive Secretary annual plans and budgets from all the Functional Boards and the Executive Secretary, together with recommendations of the Finance Committee; study, consider, amend and take necessary action.
7. It will receive from the Executive Secretary annual reports concerning the work of the Functional Boards and other United Mission activities, and present them to the Board for consideration and appropriate action.
8. It will receive from the Finance Committee the annual financial statements,

together with auditor's reports, for all the projects, the United Mission treasury, and the Provident Fund, together with the recommendations from the Finance Committee; study them, take necessary action, and present the statements to the Board for approval.

9. It will act as Trustees of the United Mission Provident Fund and properties owned by the United Mission.
10. It will consider any other matters presented to it by the Executive Secretary, and take such action as it deems necessary within the framework of the Constitution and Bye-laws.
11. It may call an emergency meeting of the Board.
12. It will, on the advice of the Executive Secretary, appoint a Personnel Secretary.
13. It will, on the advice of the Executive Secretary, appoint a Personal Counsellor for the United Mission, who will be a spiritual counsellor, a preacher and teacher, and give pastoral care as needed.

VII. Duties of Officers, BOARD APPOINTEES' Representatives, and Others.

A. President.

1. The President will preside at all meetings of the Board and Executive Committee.
2. The President may authorize the Executive Secretary to call an emergency meeting of the Executive Committee when necessary.

B. Vice President.

The Vice President will preside at such meetings of the Board and Executive Committee when the President is unable to attend.

C. Executive Secretary.

The duties of the Executive Secretary will be:

1. To be responsible to the Board and the Executive Committee for carrying out their policy and decisions.
2. To issue notices of meetings of the Board and Executive Committee at least two months before the date of the meetings, and to compile and circulate the agenda and relevant materials at least one month before the date of the meeting.
3. To be empowered, on permission of the President, to call an emergency meeting of the Executive Committee.
4. To record, compile and publish the Minutes of the meetings of the Board and Executive Committee.
5. To correspond on behalf of the Board and the Executive Committee with His Majesty's Government of Nepal, all official agencies of other governments and societies, and with the member bodies of the United Mission.
6. To receive applications for membership in the United Mission.
7. To maintain a card index of all BOARD APPOINTEES, institutions and member bodies of the United Mission.
8. To appoint the Area Services Officers and the Central Services Director, and to direct the work of the Functional Secretaries, Personnel Secretary, Area Services Officers and the Central Services Director in their particular areas of responsibility, and to provide the Personnel Counsellor with necessary working facilities.
9. To make recommendations to the Executive Committee regarding the appointment, return and termination of BOARD APPOINTEES after consultation with the Coordinating Committee.
10. To be responsible for the assignment of BOARD APPOINTEES, after giving due consideration to the recommendations of the Coordinating Committee and the Functional Board concerned. In case of appeal by the BOARD APPOINTEE or member body involved, the decision of the Executive Secretary will be held in abeyance until the appeal is heard by the Executive Committee.
11. To be responsible to initiate, present, review and implement the short and long-term planning of the United Mission, other than that which is the

responsibility of the Functional Secretaries.

12. To be responsible for the production and distribution of publicity materials concerning the work of the United Mission.
13. To submit an annual report to the Board and Executive Committee.
14. To arrange for the annual auditing of the accounts maintained by the Treasurer of the United Mission, and to submit the audit report to the Finance Committee.
15. To make a standing appointment from time to time of one of the Functional Secretaries or Treasurer to serve as Acting Executive Secretary when the Executive Secretary is absent from Kathmandu, or is incapacitated by illness.

D. Treasurer.

The duties of the Treasurer will be:

1. To receive all monies and issue official receipts on behalf of the United Mission.
2. To maintain the accounts of the United Mission, and present monthly statements of those accounts and an annual report to the Finance Committee.
3. To disperse the budgeted grants of the United Mission to the various institutions and projects, and such other monies as may be received on their behalf.
4. To receive and scrutinize monthly financial statements from all the institutions and projects of the United Mission, and report on the same to the Finance Committee as needed.
5. To be responsible for the bank accounts of the United Mission, and be a signatory of all bank accounts of the United Mission institutions and projects.
6. To receive the proposed budgets from the Functional Boards and the Executive Secretary, and to present them to the Finance Committee.
7. To arrange for the annual auditing of all United Mission accounts, except those maintained by the Treasurer, and submit reports to the Finance Committee.
8. To present the annual financial reports to the Finance Committee.

E. Functional Secretary.

The duties of the Functional Secretary will be:

1. To be the Executive Officer of the particular Functional Board, implementing its policies and directives.
2. In consultation with the Executive Secretary, the Functional Board, His Majesty's Government of Nepal and other agencies, to initiate recruitment of personnel through the Personnel Secretary, and to evaluate their qualifications for approved posts.
3. To consult with BOARD APPOINTEES concerning assignment, leave, furlough, return, resignation, suspension and termination.  
To assist in recruiting Nepali personnel for United Mission projects, or assignment to other projects in which the United Mission is interested, in consultation with Project Directors.
4. To advise the Executive Secretary and consult with Project Directors, heads of institutions or other concerned authorities concerning appointments, assignments (including time in continuing language study), leaves, furloughs, return, resignation, suspension and termination of BOARD APPOINTEES.
5. To provide for BOARD APPOINTEES, when assigned to the particular Functional Board, professional orientation, refresher training, encouragement and professional support. *when assigned to the particular functional board*
6. To consult with senior staff and the board, if any, of the particular institution or project before presenting to the Functional Board recommendations concerning the appointment of officers of institutions and projects.
7. To be responsible for providing direction to heads of institutions and project directors regarding objectives, programs, plans, personnel and budgets, in accordance with the policies and directives of the particular Functional Board.