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UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
TO LAOS



ACTION MEMO

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TO : Distribution List
FROM : Joseph A. Mendenhall, Director *JAM*
SUBJECT: IVS/EDU Role (Subject Index No. 220)

IVS/Education works in Laos under a contract with A. I. D. The Contractor, on behalf of the United States, renders technical advice and assistance to the Government of Laos.

In cooperation with the Cooperating Government, through the Ministry of Education, or duly authorized representatives, and under the general policy direction of the USAID Director, or his authorized representative, the Contractor provides personnel and advisory services in the planning and implementation of the program of educational development activities as selected jointly by the Cooperating Government, Contractor and USAID. Emphases in education development activities are broken into three areas: work with institutions of learning as general education advisors; teaching of English and other academic subjects; teaching and supervising practical arts and agriculture.

The IVS headquarters team is responsible for the overall policy, direction, fiscal and personnel support of team members, the assignment of staff members in cooperation with the appropriate Ministry or service and USAID, and maintaining appropriate liaison with USAID and authorized representatives of the Ministry of Education. The Associate Chief of Party for field services will maintain the above mentioned liaison between the field team members and IVS headquarters, USAID and the RLC Ministry of Education and Services at the national level by regular field visits. The Chief of Party and Associate Chief of Party for the Ecole Superieure de Pedagogie (ESP) Program will maintain liaison between the team members assigned to the ESP and IVS headquarters, USAID and RLC Ministries and Services

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at the national level. They will be in a position to discuss programs at the local level with full knowledge of the thinking and goals of the RLG at the national level through their contacts with the Ministries and Services.

Team members working outside Vientiane will work under the general policy guidelines of the USAID/Education Division and cooperatively under the general director of the Area Education Officers. The ESP group will work under the technical direction of the USAID/Education Division. With appropriate Cooperating Country counterparts, team members will be involved in planning and implementation of educational development activities in the schools of their assignment. In accordance with their specialties and agreed-upon program objectives, they will also assist in making preliminary surveys of projects to be developed in order to determine the needs of the schools and prepare recommendations for project plans and activities.

IVS/EDU team members assigned to Vocational-Technical schools will cooperate with the personnel of the Directorate of Vocational-Technical education by giving advice and assistance in planning and implementing instructional programs and procedures as well as advising on needs and organization to meet objectives determined by the Ministry of Education.

IVS/EDU team members assigned to the ESP will cooperate with personnel of the Directorate of Ecole Superieure de Pedagogie by developing inservice training programs for counterparts, courses of study for students, instructional material for class work and independent study and acting as instructors when assigned to specific academic responsibilities. They will advise on needs and organization to meet objectives determined by the Ministry of Education.

The team members will work cooperatively with appropriate RLG personnel and USAID/Education Division in developing and obtaining approval for all projects. To the extent possible, IVS/EDU will channel requests for project commodities through their RLG counterparts in an effort to strengthen the influence of the Lao Government over the Lao populace. When this proves impractical, the volunteers will request material support through the IVS Chief of Party to USAID/Education Division.

The IVS/Education headquarters staff will strive for better cooperation and understanding with the RLG by direct contacts with the appropriate Ministry of Education Directorate or Service. Unilateral programs carried on by IVS will be forbidden in areas where USAID/Education Division technicians and/or appropriate RLG counterparts are present. In areas

where counterparts and/or USAID technicians are not present, IVS will conduct programs only with the full approval of the responsible USAID representative and in agreement with the Ministry or Service involved.

Individual volunteer reports will be submitted through the Associate Chief of Party concerned. A monthly consolidated report will be submitted to USAID/Education Division by the IVS/Education Chief of Party.