

July 31, 1973

To : Mr. Norman W. Green, Chief, Education Division
Contract Representative, USAID/Laos

From : Robert M. Martin, Chief of Party *(RM)*
University of Hawaii Contract Team/Laos

Subject: July, 1973, Monthly Report

The first monthly report by a newly arrived Chief of Party necessarily must be constrained by his limited knowledge of contract activities. Balancing this, however, might be a certain longitudinal view of progress from 1965 when the reporter was a member of the Survey Group whose recommendations were instrumental in the creation of the Contract to the present time. During this eight year period the opportunity to read semi-annual reports, contacts with the Campus Coordinator and social letters from Team Members gave me sense of the continuity of contract operations. Thus, this first report will be long on general appreciation of the notable and sustained achievement of the USAID/Laos Mission, The Royal Lao Government and the University of Hawaii Team in bringing into existence these four fine Lao secondary schools. However, it will be short on detailed analysis and understanding of the problems being encountered during this and previous reporting periods.

Activities of Chief of Party

Orientation to the job would characterize his main efforts during the month of July. Norman Green, along with John Rantala and Ah Chong Zane, guided the writer to each of the Fa Ngum schools, including the construction site of the Pakse school.

The two day visit of University of Hawaii President Harlan Cleveland, (July 12-14), was programmed by the Mission. His activities included a visit to the Vientiane Fa Ngum School; a meeting with the Hawaii Team; meetings with Mr. Charles Mann, AID Mission Director; Minister of National Education Lemam Insisienmay, and other officials in Vientiane. A social affair the evening of his arrival sponsored jointly by the Chief, Education Division and the UH Team provided an opportunity for informal contact by all.

Certain procedural changes were adopted by the Team during July. These included:

1. Combining of all textbook production activities involving services of Lao personnel into one Activity Plan. Formerly two APs separated textbook writing and editorial assistance. It is felt that this will give those involved more budget latitude and cut down the paper work.
2. All keys to classrooms and shops of Fa Ngum, Vientiane are being turned in to the Director of the school. We will retain keys to the gate and our offices and secure any additional needed keys from the Director's Office for specific use.

3. All recommendations by UN advisers involving curriculum or classroom changes will be routed through the school Director. Obvious latitude is necessary in implementing this.
4. Office forms covering Trip Reports, Supplemental Leave Requests, and individual monthly reports will be used. These are 'in-house' items.
5. Weekly staff meetings, as needed, will stress information sharing, group action on pending problems, & procedures. It is planned that SE Advisers in Luang Prabang, Savannakhet and Pakse will attend one meeting a month.
6. Iwao Kumabe has refined procedures attendant upon textbook production. The staff has responded with suggested changes and it will be put into practice.
7. Arthur Crisfield will act as SE Advisor at Fa Ngum School, Vientiane for the period of Hartwell Blake's home leave.
8. At a staff meeting, attended by Norman Green, it was decided that the Monthly Report to him follow the following general format:
 - o Each UN advisor to prepare his individual report under agreed-upon topic headings and containing pertinent details.
 - o These reports will be given to the Chief of Party directly by the 28th of each reporting month.
 - o The Chief of Party will write a covering report and submit the total without altering any of the individual reports.

Planning Steps for Establishment of Fa Ngum School in Xieng Khouang (No. 6)

(the following time table is taken from a report entitled Education Programs, MRIL by Eugene P. Bable, AD/MO dated May 22, 1973.

2. Establishment of Fa Ngum School in Xieng Khouang

	<u>Action</u>	<u>Time</u>
a. Chao Khoueng/XK requests the XK secondary school move back to MRIL, but be converted to Lao-language, Fa Ngum-type program	AC/XK CK/XK	June, 1973
b. USAID and RIG agree on Fa Ngum program, including curriculum offerings, enrollment, relation to teacher training, process for converting college, etc.	EDU MoE	June, 1973
c. Possible sites inspected; water resources checked; site selection made	PND, AC/XK EDU, MoE	July, 1973
d. Preliminary construction plans drawn up and approved	PND, EDU	July- Aug., 1973

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| e. | Site survey and land clearing carried out | PWD | July-
Aug., 1973 |
| f. | MoE selects school staff to work in MR II; training provided if needed; U/Hawaii advisor selected for project | EDU
MOE | Aug., 1973 |
| g. | Final plans and estimates for construction prepared | PWD | Sept.-
Oct., 1973 |
| h. | PIO/Cs prepared for required equipment | EDU | Sept., 1973 |
| i. | Funding documents for force account construction approved; Section 611 requirements met. | EDU | Sept., 1973 |
| j. | Buildings constructed to accommodate up to 200 students | PWD | Nov., 1973
Sept., 1974 |
| k. | Provision made for construction of school furniture | PWD, EDU | Jan., 1974 |
| l. | Staff, equipment, furniture, etc. put in place | EDU | Sept., 1974 |
| m. | School opens for 200 students in Grades 7-8-9 | MoE | Oct., 1974 |
| n. | Additional construction, materials, and staff provided for 200 more students | EDU
PWD | Oct., 1974
Sept. 1975 |
3. Savamakheth, with its poor soil conditions presents a challenge to Mr. Wong in preparing it with nutrients so that crop activities can be carried on during this coming year.
4. Workshops: A science workshop was conducted by Leslie Allen in cooperation with the Normal School. I visited this and was impressed by the stress on activity by the students with materials appropriate to the classroom. Iyao Kumabe was responsible for workshops in Business Education and Librarianship. A workshop in home economics is planned by Dorothy Helele in August. John Rantala and Tom Liston plan a maintenance workshop during the period August 27-Sept. 21 and this will be reported on in the August report. These vacation time workshops will lay the foundation again for follow-up activities by the subject-area advisors during the coming school year.

5. Reports on textbook production activities reveal steady progress with the expected difficulties and delays. The August report will include data on titles completed and progress on titles in the developmental stage.
6. The matter of insuring that an adequate staff of Lao teachers will be present in each subject area is creeping into the reports. Because this is an administrative function with the Ministry of Education and the Directors of each Fa Ngum school, the UH staff can only anticipate and adjust to the upcoming situations.
7. Agriculture: Before he left for Home Leave July 29, he reported on problems in the field of agriculture in all schools. Hydraulic flow to the needed places in each school and at the right times seems to be the continuing problem. Textbook production continues as noted.
8. Industrial Arts: William Rankin left on Termination July 19. His final report which is too long to include here summarizes textbook writing progress to date, analyzes the problems and makes recommendations regarding industrial arts in the Fa Ngum schools. John Rantala will incorporate significant extracts from this report in his August report in IA.
9. Linguistics: Arthur Crisfield has been analyzing each manuscript to insure that the Lao language is correct. This time-consuming process often entails seeking new words to fit technical or scientific English or deciding between two somewhat suitable words. It is hoped that time spent in this effort will reduce the embarrassing presence of inappropriate or erroneous translations.
10. Even the newcomer to the staff must be impressed with the professional commitment of each member of the University of Hawaii staff. Saturday activities, special efforts to implement needed actions and a positive attitude toward all demands placed upon them in advancing the project are only a few things noticed.