

**EDU Staff Meeting  
Monday, August 20, 1973**

**Present: Green, Colman, Levy, Engler, Liston, Woodson**

- 1. Bob Martin left for Honolulu August 19 for medical consultations. John Rantala will be acting Chief of Party.**
- 2. Soukane is leaving August 27 for about two months in the States, including one month at the MIDS course at Syracuse.**
- 3. OICC officials, Admiral Fisher and Captain Wynne, will visit Vientiane August 24. Norm, Tom, and John will meet them at the Fa Ngum School at 2:30.**
- 4. Trips this week:**
  - Larry to Houei Sai - Wednesday-Friday**
  - Jim to Pakse and Savannakhet - Tuesday-Friday.**
- 5. The mission has received the new PER forms which involve much less narrative writing. New regulations call for employee "consultations" every four months.**
- 6. The Zanes plan to move to Pakse this week.**

**NWG:el**