

To : Mr. Lucius Fuller, Chief of Party, University of Hawaii Team

From : *John W. Santala*
John W. Santala, Procurement & Logistics Officer, UH Team

Subject: Monthly Report, January 1973

The activities of and need for the UH PLO position have of late been in question. It seems timely to review the role and function of the PLO position so that if changes are needed they will become common knowledge to the team, the campus and USAID/Education.

The activities of this position as they were established through discussion and common understanding at the date of my employment on the UH Lease Contract July 1970, and as I think they were confirmed in December 1972, relate to the following areas of responsibility:

- I. Construction
- II. Maintenance
- III. Procurement/Logistics
- IV. Transportation
- V. Administrative Support

Note: This is not a job description in its final form, therefore I have reserved the right to comment on certain aspects of my present assignment. I had the privilege of making comments and suggestions about the rough draft of the Curriculum Advisors and the Secondary Education Advisors job descriptions, during the time of their development and team discussion. I hope the team will have the same privilege with respect to the PLO job description.

I. Construction

1. Coordinating, consulting and communicating with PMD, OIGC, MOE, EDU and the UH Chief of Party on matters relating to new and planned construction of the Pa Ngea Schools and related facilities and services such as pumps, wells, reservoirs, teacher cottages, roads, boundaries, fences, electrical power, city water, etc.

2. Serving in the capacity of liaison between the UH Secondary Education Advisor, the Project Manager, MOE and EDU during the course of Pa Ngea construction. This often requires inspection and discussion of various problems at the construction site with the SEA and representatives of the AG, OIGC, PMD and the Contractor. This is usually followed by a report to the Project Manager and/or Chief of Education on the situation existing, recommendations made or action taken.

3. Inspecting proposed Fa Ngum School sites and preparing and reviewing alternative proposals for building locations and plot development. This task eventually leads to the review of proposed plans with the RIG Ministry of Education, the Project Manager and Chief of Education preparatory to their approval of final plans.

4. Study, discussion and submission of proposed Change Orders to previously approved plans. This involves consultation with SEAs, School Directors, ACs, the Project Manager and OICC. It frequently requires visitations to the construction site.

5. Participating in the preliminary and final inspection of newly completed Fa Ngum School facilities. This is generally followed by a report of the conditions noted and recommendations for corrections and/or additional work if needed.

II. Maintenance

1. Providing maintenance, installation and repair service to school facilities and equipment or arranging for the same service through PWD, OICC, MOE or local contract.

Obviously, the limitations of one man stacked against the scope and demand of this school administrative need requires help and cooperation from all UH team members, school directors and their staff.

Although I have on several occasions accepted responsibility for organizing, supervising and participating in a school cleanup effort, I do not look upon this as my individual responsibility. This is a UH advisory team and Fa Ngum staff responsibility. In-service training of Fa Ngum school teachers and administrators is still required in this aspect of maintenance. This is largely a matter of UH Curriculum and Secondary Education Advisors showing, telling and demonstrating how to care for and use the tools, equipment and facilities provided under the contract for each curriculum area.

III. Procurement/Logistics

1. Ordering, receiving and arranging for transshipment of small emergency repair parts for machines and equipment of all Fa Ngum schools.

2. Ordering, receiving, arranging for transshipment and installation of pumps, transformers, electrical hardware, concrete power poles, generators, etc.

This activity is generally preceded by consultation with MOE, EDL, BIE, PWR, OICC, PWD, PFD, and YRP. It requires a search for a source of supply, securing of prices, setting up of a PIO/J and writing of a purchase order.

3. Preparing Common Use procurement lists for ordering SMD materials and tools for curriculum implementation. This normally involves consultation with other US team members and consulting of SMD catalogs.

4. Writing and processing of Supply Requisitions (ao Form 203). This, on occasion, requires a search of SMD warehouses and manufacturers catalogs for identifying and determining availability of commodities required.

5. Preparing of ao Form 288 for procurement of local or US commodities needed in school development.

6. Arranging for local contract manufacture of Fa Ngum School furniture. This involves seeking out competent builders, review and development of plans, writing of APs and PIO/C requests, securing bids, SMD awarding of contracts, inspection of furniture under construction and processing of receiving reports.

7. Hand carrying of emergency requisition of Common Use (SMD) commodities. This involves carrying a 203 supply requisition through SMD channels and going to Phakha National Supply Center, HPH and Sao Loo warehouses to pick up the needed supply.

8. Developing tool and equipment lists for the equipping of newly planned Fa Ngum schools or second cycle programs of established schools. This involves consultation with other US team members, consulting of catalogs, reviewing past lists and contacting suppliers for current catalogs and prices.

9. Preparing Purchase Orders for new school equipment and answering USA inquiries regarding substitutes or requests for additional information.

10. Inspecting SMD-received commodities, arranging for assembly of agricultural machines, submitting Receiving Reports and preparing of Transportation Requests (ao Form 147) for award of commodities to various Fa Ngum schools.

IV. Transportation

1. Preparing and submitting transportation requests for official team member travel to Fa Ngum School sites. All personnel travel forms 147 are subject to approval of the COP.

2. Receiving and submitting to transportation shipping documents for automobile and household effects of incoming team members. (Import documents require personal handling, inventory and signature of team member).

Note: Home leave, departure and R&R travel are arranged by team members in consultation with Campar, COP and USAID Transportation.

Visa and passport assistance are provided by Transportation in direct consultation with the team member.

3. Arranging for traveller pick-up service. Arrangements for pick-up when returning from travel are arranged by call to Motor Pool 5133, by BSB to Rentals/8du, or telephone call to Mr. Koungkham, UH Office 6464. Schedules are so uncertain that arrangements for pick-up prior to departure from Vientiane is impractical. Every effort will be made to provide pick-up service after arrival time has been established by telephone call or BSB.

4. Dispatching of UH taxi vehicle as per requests of team members.

V. Administrative Support

1. Writing of Activity Plans for projects of school improvement and serving as Project Manager, Technical Consultant or Vientiane backstop to various AP projects.

2. Providing input of estimated costs needed by the Chief of Party in preparing budgets and PIO/C requests for the equipping of new schools and second cycle programs.

3. Providing input of proposed AP project costs needed by the Chief of Party for budgeting and preparation of the Education Division presentation at the Dry Season Review.

4. Administering, with the assistance of Secondary education Advisors, Curriculum Advisors, and School Directors, the COP-established policy of kip and dollar expenditures for recurring and curriculum implementation expenditures.

5. Preparing of BSB and memoranda for communication of information regarding project activities to SEAs.

6. Providing authorizing signature to such forms, letters, memorandums, requisitions, purchase orders, PIO/C requests, time & attendance reports, gate passes, etc. as relate to the activities of the PIO position.

Note: These are frequently concurred and approved by signature of COP and Chief of Education.

7. Writing of a monthly report that summarizes and brings to the attention of the COP and Chief of Education the most significant accomplishments, recommendations, and/or problems reported by the SEAs. This summary is to be on topics relating to construction, maintenance, procurement and logistics.

Phase Two

1. PSts and parents who toured the Pa Yum campus at the time of their Primary School Inspector's conference (Jan. 17, 1973) were very favorably impressed with the building, facilities, equipment and cleanliness of the campus.

2. Mr. Grandler's visit and discussion of the Pa Yum water problem with Messrs. Green, Young and Zane has been most helpful in getting PWD action on the cleaning, enlarging and sealing of the water reservoirs.

3. Mr. Phou Rasphoun visited the PWS on Jan. 23, 1973. He also was pleased with the newly completed school. He spent a portion of his time in individual and group meetings with Pa Yum teachers. This was followed by the customary Lao hospitality of food and music. The U.S. Department of the school is to be congratulated for their excellent contribution to the official visits of the past month.

4. Mr. Zane has assisted Mr. Noupit in getting his rather heavily abused and inoperative vehicle towed to Vientiane for a complete overhaul by RTB. We have experienced difficulty in getting all the necessary repair parts.

5. Irrigation water from the PWS reservoir has made the Agricultural program -- possible this year. I gather from Mr. Zane that pumping, irrigating, gardening, fertilizing, using insecticides, planting and cultivating are agricultural practices that the teachers very reluctantly participate in. They would far rather attempt to teach agriculture from the book.

6. Mr. Zane reported a minor tractor accident that had very near tragic potential. An agricultural student accidentally drove the tractor over an embankment. It luckily hung up against the cyclone fence before tipping over. Mr. Noupit and the teachers have used the incident for discussion and example of what is and is not to be done.

7. A major electrical breakdown was repaired by Mr. Zane personally coming to Vientiane to pick up the necessary repair parts. The reserve water available was exhausted in 10 hours. This raises the question of whether the present or the new back up pump to be installed soon should have an arrangement for being powered by a gasoline engine. This could be provided from the present 7 HP engine on hand by making the necessary engine mount and providing an appropriate belt to the pump jack.

8. The poorly painted H. E. sinks were repainted with epoxy paint. Mr. Zane suggests that this is an unsatisfactory construction practice. The epoxy paint has a very limited life as a sink surface. This situation should be studied for a possible change order on the Pakse construction.

9. The replacement for the broken sink of the H.E. Dept. has been received from Bangkok. Mr. Batu of OIG reports it will be installed on February 5th.

10. The plaster cracks on the 2nd group scolaire type building reported in early January by Mr. Zane will be repaired by the contractor on February 5th.

11. Mr. Zane, Mr. Blake, Mr. Edston and Mr. Rantala met with Mr. T.R. Gray/PWD on February 2, 1973 for preliminary discussion on the Fa Ngum Phone Hong reservoir repairs and improvement.

12. The frustrating problem of local farmers cutting the Fa Ngum school fence to allow their cattle to get in and graze is presently being discussed between the Director and the Chao King Khoueng. If a solution cannot be arranged locally it may have to be taken to the MOE.

13. Mr. Zane reports a potential problem that needs to be considered now. Next year the Fa Ngum Phone Hong will not have a Secondary Education Advisor. Mr. Zane feels that steps should be taken to insure that the transfer of full responsibility to the Lao will not be chaotic. USAID and the III team members have not been able to transfer the burdens of maintenance, supply, transportation and curriculum implementation to the Lao.

This is partially due to the fact that the Lao are not able to/ permitted to operate within the framework of the USAID logistical support system. They always require an American intermediary. Is it possible that Lao Fa Ngum school burgars could be authorized by USAID/SMD to draw supplies from the National Supply Center without an American intermediary? The hope that an RIG/MOE logistical system will come into being soon enough to service Fa Ngum Schools is an unrealistic hope for the near future.

Is it conceivable that an IVSAR could provide the transitional support of serving as an SEA?

Could it be that a few of the best Fa Ngum Industrial Arts students should be offered jobs in MOE as school maintenance supply and logistics experts? If the MOE cannot afford to have a maintenance expert in each Fa Ngum School, is it possible that the RIG might set up a central maintenance shop and capability for all secondary education? It is quite apparent, in fact obvious, that it is equally important to have a maintenance capability available to each Fa Ngum School as it is to have a Director. It is a mistake to assume that this capability can be found in an untrained person at a salary of 8,000 - 10,000 K per month.

Maintenance experts should be highly trained, well educated tradesmen/craftsmen of multi-trade capability. They should be paid at a salary level equal to school administrators.

A participant training program for Fa Ngum School Maintenance Experts should have a high USAID/OSR priority.

It would be no exaggeration to state that the whole Fa Ngum School concept might fail as the result of OSR incapability to maintain the sophisticated facilities created with USAID/OSR technological capabilities.

Vientiane

1. Mr. Blake's primary OSR concern is helping Fa Ngum Schools to develop adequate agricultural and possible water resources. I appreciate his assistance on this problem of logistics. His verbal and written reports in regards to Fa Ngum Pabou, Loung Prabang, Phone Hong and Vientiane have been made to SMO, DIBO, OOF and the Chief of Education. Work is progressing on the reconstructions in all Fa Ngum Schools except Vientiane.

2. The situation in Vientiane is critical, for additional water cannot be drawn from either the subsoil well or the city water system. Sanitary and agricultural water needs are not being met and this is only the start of the dry season. We would like to suggest that the daily hauling of water with a USAID or RUC water truck be considered. The hauling would have to continue until the present city efforts to augment their water supply to the Salakottane area are completed. (Presently being worked on).

We can improve our water tower system for receiving and storing hauled-in water. Replacement of the present 3/4" up (infeed) pipe with a 1 1/2" pipe with suitable connection to the tank truck pump would facilitate the operation.

3. A second well for Fa Ngum School Vientiane has been requested but seems unlikely to be drilled in the near future. Attention is brought to the fact that the incoming power line to the new curriculum center has been slightly diverted to bring the power in past the Sam Thong dormitory. This would make sufficient electrical power available to run a pump at a possible new well site.

Is it possible that the new PIT training center and Fa Ngum school might use the same back-up well? We understand that present plans call for SMO and PIT training center to share the same sector field. This will in all probability add another burden to the SMO's already over extended water supply.

4. Mr. Blake's report of Mr. Somsak, Director FMS/Vientiane organizing student class teams for a Leo system of volunteer clean up and campus beautification is very significant. I wonder why it didn't happen until Mr. Somsak had an SEA?

5. Mr. Hlaka and the FMS agricultural staff have developed plans in cooperation with PWD to seal the school fish pond that presently is incapable of holding water. The problem of materials and funding is being examined closely.

6. The visit of Senator Inouye, his staff and the Mission Director, Mr. Charles Mann, to the Fa Ngum School was highly successful. The excellent condition of the school for the visit is a credit to all who participated in cleaning it up.

Luang Prabang

1. The visit of Rankin and Rantala to Luang Prabang Fa Ngum School to install metal working equipment and to test-run woodworking equipment was frustrated in part by the failure of the 220 single phase power to the planer, table-saw and jointer (blown-out circuit breaker). The metal working equipment was installed, however some local fabrication of equipment remains to be done, namely, welding bench, anvil stands, forge, and metal rack.

2. The rapidity with which the farm tractor was received, assembled, transshipped and put into instructional use must be some kind of record. It is noteworthy that Director Wath is not allowing student use of the tractor until the instructor is fully qualified.

3. The 3 HP portable gasoline powered agricultural pump purchased from ADO has made gardening possible even though the costly more permanent system is not yet ready.

4. The reports from Mr. Yuzanishi and Mr. Blake on the potable water situation look hopeful. The strong likelihood of getting potable water from the Nam Pa Pa Water Association have been reported in detail to PWD and OICC. A follow-up is being made to determine what kind of change order will be required.

5. It is hoped that work on the floating water pump base, distribution line and storage facility for irrigation will proceed without further delay. The new pump requirements are being worked on by Mr. Pittro/PWR.

OICC is studying the possibility of using the 10 HP, 75 gal. per minute pump in Luang.

6. On January 30, Deputy Chief Planning Engineer led a delegation of 14 RIG and village representatives, OICC Inspector David, job superintendent Selang, Director With and Mr. Kasauchi on a walk along the school property line. Temporary stakes were driven along boundary lines to mark the location of approximately 130 concrete posts called for in the Phase II contract.

7. Activity Plan No. 3114 for clearing 4 hectares of Fa Ngum Land was received in the Hawaii Town office in November. It was discussed with the Chief of Education and was thought to have been submitted to the Program Office. No record can be found of the AP being processed and approved. PWD/IP is asking for the AP so that work already completed can be charged.

8. The removal of all seven automatic door closers from the new economics room 101 and 102 raises the question of why and by what authority. If Fa Ngum School Administrators alter buildings at will, without prior discussion and approval, this could raise substantial problems. Assuming that the removal was a good idea, the improvement should be the subject of a change order to Pakse plans.

Pakse

1. The common developmental problems of disputed Fa Ngum School land boundaries, squatters on the land, and claims for trees planted by previous users of the land have delayed clearing of the Fa Ngum school site.

All necessary communication and coordination with PWD, AC/IP, ^{Pakse,} OICC and MOE on the problems have been accomplished. The expectation is that the problems will be resolved by the MOE within the month.

2. The final plot plan was approved by MOE, Chief of Education and the Project Manager.

3. The Buy America requirement has caused some delay in OICC preparations for letting bids on the project. The recent request from the Chief of Education to PWD for a separate small contract to erect the New Economics/Agriculture building and one toilet building for October 1973 occupancy will take some of the pressure off the problem.

4. All necessary communication and coordination between EDU, UH, OICC, AC/IP, MOE, EDL and Lao Water Associates have been completed for the express purpose of getting official RIG commitment in writing for Fa Ngum electrical power and potable water. The expectation is that these letters of commitment will be received within the month.

Summary:

1. The electrical pole locations and line layout for the Sa Ngua power line are in order.

2. SMO has received our Purchase Request for 93 wooden cross arms.

3. Authority has been issued to Mr. Wong and the AC to hire labor to dig and back fill the power pole holes.

4. PWD is transporting and erecting the poles. Confirmation of the amount of work accomplished to date will be forthcoming in Mr. Wong's monthly report.

5. The remaining work to be done at the Sa Ngua School (listed in the December monthly report) is in various stages of ODCU planning and contractor accomplishment. We are awaiting Mr. Wong's report.

EDU/S :JWRanta :kk