

EDU Staff Meeting

Monday, November 27, 1972

**Present: Green
Colman
Fitzgerald
Engler
Liston
Levy**

**Absent: Woodson
Costantino
Butler**

- 1. Mr. Lee St. Lawrence, Director of RED, Bangkok, is visiting Vientiane.**
- 2. HRDD is going over FY 73 participant training programs to see if budgets can be reduced.**
- 3. Mr. Mann has signed the PIO/T for Fa Ngum Pakse.**
- 4. A dedication ceremony for Fa Ngum Savannakhet is planned for Saturday, December 9.**
- 5. Mr. South will spend a few hours in the Hawaii Team office on Thursday and Friday this week. He will work there full time, December 4-22.**
- 6. We are looking for a qualified person to take Mr. Thanh's place.**
- 7. Translation Section still requires names of qualified persons willing to do contract translation work, Lao-English, English-Lao. Please give Green the names of persons willing and able to do this work.**
- 8. Lee, Elsie, and Norm will organize an office Christmas party, tentatively scheduled at Norm's house on Friday, December 22. Suggestions are welcomed.**
- 9. A draft position description for Tom Liston was reviewed.**
- 10. EDU will prepare modifications in pre-academic training program for next year.**

11. AP's for in-service training are being reviewed for objectives, evaluation procedures, etc.

12. Five PSIs are now at RECSAM working on elementary science curriculum revisions. RECSAM worked out a good program for them.

EDU:NWGreen:mvt:11/28/72