

**EDU Staff Meeting**

**Monday, November 13, 1972**

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

**Absent:** Liston  
Costantino  
Woodson

1. Mr. Mann is scheduled to visit EDU on Tuesday, November 14, at 11.
2. The official opening of the Ministry's exhibit at That Luang is scheduled for November 14 at 1600.
3. Translation Section wants to compile a list of qualified Lao-English, English-Lao translators who would be interested in contract work when there is a heavy load of translating to do. Please contact qualified persons and submit names to Green.
4. MGT suggests employees begin listing their duties and accomplishments to submit to supervisor for preparation of PERs.
5. Applications for long-term training for FY 74 should be sent to Henry Beyda by November 30.
6. The Ambassador has suggested the following dates for school dedication ceremonies:

Fa Ngum Savannakhet	- Saturday, December 2
Fa Ngum Luang Prabang	- Saturday, December 9

Green to present proposed dates to Mr. Khamtanh for discussion with the Minister.

Butler to draft speeches.

7. Mr. Harper, from RECSAM, completed a successful visit to Laos.
8. Miss Engler reported on EDU's contribution to the Combined Federal Campaign.

9. The Savannakhet ENI has presented a proposal to the Ministry for the establishment of evening classes for first cycle studies. Students would pay tuition, half of which would go to the teachers and half to the school.

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A discussion was held on Population Education and Family Planning. John Morse and Wia McKeithen participated. We will try to find the right person to work on curriculum, materials and training needed to introduce these subjects into the formal school system, particularly for teacher training and elementary education. Fa Ngum texts already include some information and more is being added. If the right person can be found various methods would be explored for assigning him to Laos--EARP grant, graduate study program, TDY, direct hire, contract, etc.