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INTERNATIONAL COOPERATION ADMINISTRATION

UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

January 21, 1960

Office Chief V-AID Advisor
Date Rec'd 28 JAN 1960
Action
Initials

To : Dr. John E. Mills
Provincial V-AID Advisor

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - December 20, 1959 to January 19, 1960.

II. Time Allocation:

December 20 to 22 - In Dacca.

December 23 to Jan. 3 - On leave.

January 4 to 19 - In Dacca.

A. Goals:

1. These continue to be the same as in previous reports.

2. Developing a unified Communications Media production unit in the USOM organization.

3. Developing Basic Democracies materials.

B. Accomplishments:

1. Meeting with Dr. Mills, S.S. Choudhury and K. Mahmood, Provincial V-AID Administrator for discussion of the needs of the information-education program. Mr. Mahmood promised an early study of the proposal.

2. Developed a production request form and procedures for use in the Communications Media office of USOM.

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3. Posters and photographic layout were prepared and produced for the USOM Health and Sanitation Division for use in the East Pakistan Industrial Fair. One series of posters can be developed into a flip chart for use by V-AID Instructors and Village Workers.

4. Prepared a series of rough draft sketches for a proposed poultry pamphlet for the Agriculture Division. These pamphlets can also be used effectively in the VATIs and by Village Workers.

5. The Communications Media advisor and two artists are now housed in larger quarters in USOM for more efficient operation.

C. Activities in Process:

1. Developing materials for the BDO program such as charts and informational material for Union Council members.

D. Advice and Recommendations:

Normal activities with emphasis on pushing for increased staff, raising his present position and title to Chief Information Officer and request for larger quarters.

E. Activities planned for immediate future.

1. Utilization of one of the two participant returnee's from Indiana U. into the GOEP V-AID Information-Education Unit. Officially he is assigned as the regional PRO. Efforts are being made to have him assigned to us. The other returnee is not very effective.

2. Planning with counterpart for the production of BDO materials particularly information and education kits.

H. Problems:

Lack of space for a production unit and sanctions for an increased staff and failure to allot money for the program.

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INTERNATIONAL COOPERATION ADMINISTRATION

UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

February 25, 1960

Office Chief V-AID Advisor
Date Rec'd 2 MAR 1960
Action
Initials

To : Dr. John E. Mills
Provincial V-AID Advisor

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - January 20 to February 19, 1960.

II. Time Allocation:

January 20-25	-	In Dacca.
January 26-27	-	In Comilla.
January 28-Feb. 8	-	In Dacca
February 9-19	-	In Karachi

III. Activity Summary:

A. Goals:

These continue to be same as in previous reports.

B. Accomplishments:

Establishment of a coordinated Communications Media unit resulted in greater and better production of visual materials for all divisions including V-AID.

2- The following materials were produced in the unified CM unit since 15 January 1960:

1. 18 illustrations were drawn for a poultry book. The illustrations have been approved with only a few minor changes. They will be given the final inking in and readied for the printers.

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2. 2 flip charts, one on cholera of six pages and one on BCG of twenty-five pages.

3. A picture roll on cloth of 26 sketches in color for the H&S Division for display at the P.I.I.F. in Dacca.

4. 3 photographic layouts with captions in Bengali and English.

5. 18 separate captions in Bengali and English.

6. A flannelgraph consisting of 68 lettered strips in two colors.

7. A revised Basic Democracies chart for East Pakistan - this is now in the hands of the V-AID Administrator for final okeh.

8. 6 lettering guides for use of contractor in making Pakistan/USOM projects signs.

9. 5 posters and 7 charts.

10. Miscellaneous sketches and small signs.

11. Worked with and advised USOM technicians in the preparation of technical publications for use in East Pakistan. Some of these materials will be very useful in the V-AID program.

12. In company with Mr. Harold and Dr. Mills visited the Village Development Academy at Comilla. Discussions and meetings were held with Akhtar Hamid Khan, Director and his staff at the Academy.

13. Reviewed the V-AID film produced by the center in Karachi titled "We Work Together" a film on self-help in flood control work.

14. Addressed sub-divisional agriculture officers at Tejgaon on use visual teaching and training aids.

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C. Activities in process:

1. Production of 2 V-AID flannelgraphs.

2. Productions of flip charts on NDO (V-AID) for training purposes and and for use of Union Council members and chairman. The charts in Bengali are similar to those produced in West Pakistan.

D. Activities planned for immediate future:

1. Adapting some materials produced for other divisions to V-AID use in the VATI's, for DOs, Supervisors and Village Workers.

2. Planning with counterpart for development and production of B.D. informational and educational kits for all levels within the B.D. framework.

E. Problems:

Failure on the part of the V-AID Administration to make a decision on rental of quarters to house the V-AID Information-Education unit and approval of staff needs. A quite suitable building to house not only the Information unit but also the V-AID administration, as well, is available. Finance is haggling over the rental cost. The I&E unit should not be charged for the entire amout - if apportioned the unit cost would be quite reasonable.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

March 22, 1960.

Office Chief V-AID Advisor
[illegible] 4 APR 1960
Action.....
Initials.....

To : Dr. John E. Mills
Provincial V-AID Advisor

From : Lawrence A. Gahn
Communications Media Advisor LAG

Subject : Monthly Report - February 20 to March 19, 1960.

II. Time Allocation:

The entire period was spent in Dacca.

III. Activity Summary:

A. Goals -

Remain the same, establishment of a functioning communication plant within the GOEP/V-AID framework.

B. Accomplishments -

1. A number of meetings were held with the V-AID Deputy Administrator Mr. Aslam Iqbal relative to the establishment of the Audio Visual center, with floor plan drawings, organizational chart and job responsibilities; the production of flip charts for the Basic Democracies for East Pakistan.

2. With my counterpart meet with Assistant Secretary of Finance for discussion of Audio Visual proposal relative to staffing needs. Also met with Deputy Secretary relative to rental of accommodations for the entire V-AID Administration.

3. Met with GOEP printing officials for discussion of the facilities of the government printing plant to meet Audio Visual needs.

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4. Addressed agricultural training group at Agriculture Institute on the making and use of visual teaching and information aids.

On the USOM Communications Media production the following were produced:

5. 2 V-AID flannelgraphs were made: one on Communnity Developmen t and the other on Chand Tara Club.

6. A cover was designed and stencil "cut" for Plant Protection bulletin on chemicals.

7. 3 Illustrations were drawn and stencils "cut" for Plant Protection bulletin on the Rice Fly.

8. Completed final inking of approved sketches for paultry book - a total of 25 drawings.

9. A rice chart for agriculture division showing trends, needs and production for East Pakistan.

10. 3 Posters for Health & Sanitation on Bore Hole latrines and Urinals.

11. 6 Small posters for Colorado State College contract unit.

12. 4 Flip chart drawings on the Basic Democracies were drawn - ready for captioning and inking

Note:- With the exception of Plant Protection cover and the bulletin on the Rice Fly; all other production were single copies.

C. Activities in process -

1. Continuing work on the Basic Democracies flip charts - the V-AID Information artist is to assist in this work at the ICA office.

2. Revising the 2 V-AID flannelgraphs, Community Development and Chand Tara Clubs for wider use. Plans call for printing in sufficient quantities to meet needs of the program.

D. Activities planned for immediate future -

Still plan to adopt materials produced for other divisions to V-AID needs - providing if and when the V-AID Audio

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Visual center is set up.

2. Planning with and advising my counterpart on developing V-AID informational educational materials taking consideration his present limited staff.

E. Problems -

This remains the same, delay in approving plans for the Audio Visual Center. Some headway has been made - it is now in "Finance".

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

April 21, 1960

Office Chief V-AID Advisor
Date Received 27 APR 1960
Action.....
Initials.....

To : Dr. John E. Mills
Provincial V-AID Advisor

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - March 20 thru April 19, 1960.

II. Time Allocation

The entire period, with exception of two days, 11-12 April which were spent in Comilla, was spent in Dacca.

There were quite a number of holidays during the period covered by the report. The 23-25-29-30 were holidays observed by all however the GOEP offices were closed the entire period from 24 March to 2 April, the end of Ramazan.

III. Activity Summary

A. Goals

These continue the same, the immediate goal is the finalizing of plans and sanctions for a physical plant and for staff.

B. Accomplishments

1. Meetings were held with the V-AID Administrator and with officers of the Finance Department including Mr. M. Islam, Deputy Secretary of Finance. The meetings resulting in a better understanding, by them, of the purposes and aims of the information-education program, the need of early sanctions for housing and staff. Rental of quarters by finance department has been approved, quarters have been found, signing of lease is now needed.

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2. In company with my counterpart, Mr. S.S. Choudhury went to Comilla to check on the feasibility of setting up the physical plant in Comilla in the event the V-AID Administration failed to come through in getting quarters for our operation. Also discussed with the Academy Director their production of technical booklets and adapting them to provincial wide circulation.

3. The GOEP artist and the USOM artists have completed the drawings of a series of flip charts NDO and Basic Democracies. The copy writer has supplied the Bengali text or captions. Production is awaiting tenders from local printers.

4. Preliminary sketches and text for three Chand Tara Club flannel-graphs covering the club structure, aims and objectives. A limited production will be made the objective to serve as a model for demonstration use.

5. On the USOM Communications Media operations:

   a. A number of small posters were made the education unit, Colorado State College contract.

   b. Seven sketches and seven stencils were cut for Health and Sanitation education program on latrines and urinals.

   c. Several design stencils were cut for the Consulate.

C. Activities planned for the immediate future.

1. Drawing plans of the physical plant of the V-AID Information-Education in the new quarters when the lease is signed.

2. With counterpart recruiting, interviewing and recommending hiring for the program.

3. Setting up the most urgently needed units of the production section for earliest operation.

D. Advice to Counterpart:

Suggestions for presentation of plans and programs to V-AID and other GOEP officials in connection with his section.

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Emphasing the need for him to stress the information-education angle when presenting plans of operation in order to eradicate the false concept that publicity is the same thing.

E. Problems.

These continue to be the same - lack of approval and/or sanctions for staff and quarters. These problems are easing a bit. The problem of having printing done by commercial concerns is not as great.On the problems of printing being done by commercial concern, approval has been given and money allotted by finance on a tender basis. This approval does not cover the entire printing program, only those items of large size and illustration with illustration. The GOEP printing plant cannot handle jobs of this sort.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

May 23, 1960.

To : Dr. John E. Mills
Provincial C.D. Advisor ICA/Dacca.

From : Lawrence A. Gahn
Communications Media Advisor ICA/Dacca.

Subject : Monthly Report - April 20 to May 19, 1960.

II. Time Allocation:

The entire period was spent in Dacca.
Russell H. Davis, Jr., Communications Media, Karachi visited Dacca for showing of Commerce College film, produced by Communications-Media. Attended meeting of Governor Lt. Gen. Mohammad Azam Khan with Messrs. Edwards, White, Mills, Davis and Additional Chief Secretary Mr. Muizuddin Ahmed, at which suggestions were made for establishment of a committee for information education across the board.

III. Activity Summary:

a. Goals - No long range plans can be made for the present. As soon as goal of recruiting a minimum staff is achieved and the second five year plan approved, a long range program can be developed.

One goal is near achievement; that of acquring space for an operating. NDO information-education unit. The unit will move into new quarters by the end of May'60. We will have some 2500 sq. ft. to houseoffset, cyclostyle and screen printing; a photo lab., projection and sound recording; Art department and edetorial section. At least two monthswill be needed for the necessary wiring, plumbing carpentry and masonery work.

Production of art work on the NDO side was nil as the artist was ill the entire period covered by the report. Production of art work on the Comm. Media USOM side was down, this too was due to ABSENTEEISM of the art staff.

Masters for and cutting of stencils were produced for

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the Plant Protection section of Agriculture.

Masters for a flip book on fertilizers are being worked up for the Agriculture Division/USOM.

Several projects are in the mill for the Provincial Director.

Two masters for Chand Tara Club flannelgraphs have been completed - and film stencils cut for one. This will be done in three colors.

c. Plans for early activities:

The prime action will be in fitting up the new quarters soonest for operation. The pressing for recruitment of additional stafff to man the various functions of the NDO Information-Education unit will be stressed.

d. Problems:

Release of funds and sanctions for staff by the Finance Department continue to be the main headache. Funds have been allotted for I & E operation but getting them released is terrific hurdle.

Another problem is assigning to the counterpart functions that should be delegated to other personnel in the NDO.

If the position of a chief information officer is sanctioned and one appointed the unit should operate more smoothly and efficiently.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

July 1, 1960.

To : Mr. Charles W. Edwards
Provincial Director, USOM/Dacca

From : Lawrence A. Gahn
C.D. Communications Media Advisor

Subject : Monthly Report - May 20 to June 19, 1960.

II. Time Allocation:

May 23-24 was in Karachi and on June 1 - 3 was in Lahore, Pindi and Karachi for the Agriculture Information Service committee meeting. During the period there were a number of holidays. The entire GOEP was officialy closed from 4 June to 9 June inclusive.

III. Activity Summary:

A. Goals

The immediate goals are setting up the communications media equipment in the new quarters of the NDO program; recruiting of sanctioned staff and training this staff.

The long range goals continue to be the same; the establishment and training of a functioning communications media center for East Pakistan.

B. Accomplishments:

The meeting of the Agriculture Information Service Committee achieved a bit of break-through of inter-directorate prejudices and jealousies. Additional meetings are to be held in both wings during August and September.

Sanctioning of a number of position for the NDO (V-AID) Information-Education unit by the finance department.

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Masters for a 21 page flip book on fertilizer as completed. This was a request from USOM Agriculture unit. Communications Media however plans to have the NDO Information & Education unit publish copies for use in the Institutes and by Village Workers.

Organizational chart was produced for the Agriculture Directorate. The chart was revised twice.

Sketches were drawn and cyclostyle stencils cut for plant protection bulletins and pamphlets.

A large housing chart and board was made for the Provincial Director's office.

C. Activities planned for the immediate future:

With counterpart will recruit, interview and recommend competent people to staff the NDO Information & Education unit.

Drawing revised plans and working for the letting of contracts for building locally some equipment and furnishings for the physical plant.

Working with the Adult Literacy program personnel in producing and advising on the production of materials.

D. Advice to Counterpart: Normal advice as problems arose.

E. Problems - A major problem arose on the USOM side with the rather arbritrary assignment of the Administrative Assistant and Stenographer on the Community Development staff to other units of the USOM, leaving only a Typist to handle the work for the two Advisors. With both Advisors spending most of their time in GOEP, the offices are left bare of a qulified Administrative Assistant and a Stenographer.

On the GOEP side the major problem is trying to break the GOEP Finance Department bottleneck. Beacuse of the GOP type of financing operation, contracts for construction and/or servicing for the Information & Education unit could not be let. We must wait until after July one, when the new fiscal year starts. This will delay the start of operations of some phases of the Communications Media program.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

July 25, 1960.

Office Chief V-AID Advisor
Date Rec'd 28 JUL 1960
Action
Initials

To : Mr. Charles W. Edwards
Provincial Director, USOM/Dacca.

From : Lawrence A. Gahn
C.D. Communications Media Advisor

Subject : Monthly Report - June 20 to July 19, 1960.

II. Time Allocation:

June 20	:	Dacca.
June 21 - 24	:	Dacca - Adult Literacy Conference.
June 25	:	Conference with Mr. Mahmood, N.D.C. Administrator; Mr. Jamil Khan, Lahore.
June 27 - 30	:	Dacca.
July 1 - 2	:	Dacca.
July 4 - 5	:	Holidays.
July 6	:	Sick.
July 7 - 16	:	Dacca.
July 18 - 19	:	Dacca.

III. Activity Summary:

A. Goals

These continue to be the same, both long and immediate ones are the establishing of a functioning Communications Media Program in the N.D.C.

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B. Accomplishments:

The move to new and larger quarters of the Information-Education unit of the N.D.O. finally became a fact. The actual move started on 6 July. The setting up of the operational units is moving forward. I hope to have the photo lab, work furniture and the offset press set up in the next two weeks. By that time we should have some of the sanctioned staff on the job.

The Adult Literacy Conference was rather productive. The consensus was that each wing would develop and produce adult literacy materials because of their separate languages and cultures.

Mr. Jamil Khan and I met with the N.D.O. Administrator Mr. K. Mahmood, the day following the ending of the Adult Literacy Conference. Mr. Khan gave the Administrator a cincise picture of the Information Program in N.D.O. in West Pakistan. Mr. Mahmood asked to a brief written outline of the program of their accomplishments. Mr. Khan has sent this to Dacca.

Rough drafts of drawings were for a flip book on fruit preservation and canning for use in the VATI's and by Women Village Workers were completed and final inking started. Rough drafts for a film strip on tomato canning was completed and inking started. These to be used also by women village workers and instructors at the VATIs.

A cover in two colors was designed for the Agriculture Crash Program Training agenda. Stencils were cut and copies run off. Colors were black and green. Two drawings were prepared and stencils cut for an Agriculture Plant Protection bulletin on godowns.

An organizational chart was made for the Agriculture Division for use by the Agriculture Directorate.

The usual monthly chart was made for the Health and Sanitation Unit.

Drawings of work furniture, partitions, and other items for the new quarters of the Information-Education unit were made during this period.

A demonstration of the feasibility of using cyclostyle (mimeograph) stencil and printing for pamphlets was produced for a limited distribution at the Adult Literacy Conference.

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C. Activities planned for the immediate future:

Working with my counterpart, will recruit additional staff now that final sanctioning has been accomplished. Again, with counterpart will train the staff in their functions of the N.D.O. Information Education program.

Production of materials for Adult Literacy program and other units of the N.D.O.

D. Advice to counterpart. This is a continuing operation as problems arise.

E. Problems - Lack of clerical staff on the USOM side is a handicap.

On the GOEP side the Finance Department continues to be one of the major bottlenecks to a functioning Communications Media unit. This is due to many clearances and approvals needed before they sanction the use of alloted or budgeted funds.

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Met with Mr. Bannigan of Asia Foundation.

Attended sessions of the Development Officers conference in Dacca.

On the Home Economics side, Mrs. Taylor served on the selection panel for women trainees for Tejgaon and Daulatpur NDO Institutes. The Gouripur institute started its women training program. Instructors for Home Economics and Health were selected for the Amla institute.

Thirty women and three alternates were selected for the next training course at Tejgaon institute.

The Tejgaon institute Home Economics teacher was given assistance in developing better final examinations tests.

Packets of subject-matter information were given the new women teachers at Gouripur and Gaibandha. The women's classrooms at Gaibandha were furnished with basic tables and chairs.

Mrs. Taylor assisted the Home Economics teacher in getting the women's program underway at Gouripur institute.

The Information-Education NDO program is making slow progress due to the slowness of the contractor in performing the work. The Community Development and Leaderships flip books are at the printers. A new NDO map is being given a final check before printing.

A series of charts were made for the Administrator of the NDO organization, of development and other facts of the NDO program. Some were used by the Administrator in discussions with GOP and GOEP officials.

A cover has been designed for a forthcoming booklet on fruit growing.

Plans are being formulated for the distribution of the 17 transistor radios for the Union Councils and Village Councils.

Problems:

The time log between sanctioning of positions and hiring of personnel.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

September 1, 1960

Office Chief, V.AID Advisor,
Date Rec'd 12 SEP 1960
Action
Initials

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - July 20 to August 19, 1960.

Time Allocation

July 20 - 23	:	Dacca - NDO I&E and ICA
July 25 - 30	:	Dacca - NDO I&E and ICA
August 1 - 6	:	Dacca - NDO I&E and ICA
August 8 - 13	:	Dacca - NDO I&E and ICA
August 15 - 16	:	Dacca - NDO I&E and ICA
August 17 - 19	:	Chittagong and Kaptai - Karnafuli.

Activity Summary

B. Accomplishments

A food poster in Bengali for use in the NDO womens program has been completed, ready for the printers.

A monthly operations chart for the Health and Sanitation unit.

A large chart on Plant Protection values for the Agriculture unit.

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Two large charts for Agriculture, one on land irrigated and one on land reclamation.

A cover design and stencil cut for Agriculture on Home Gardening.

Stencil cut for masthead for Colorado State University bulletin.

Organizational charts for the Congen personnel office.

Several rough drafts of for Seed Treatment poster for the Agriculture unit.

Sixteen page flipbook on Fruit Preservation has been completed for final accuracy check of Bengali text. Planned use is the NDO womens program.

Activities:

Meeting with Dr. Saleh-el-din-Abd, U.N. Urban Community Development head; Mr. Banningan of Asia Foundation and others in assisting to draft a script, selecting sites and general advice for the making of a short documentary film of the U.N. Urban Community Development project in East Pakistan.

Participated in one session of Agriculture Training program for the SDO's.

Attended opening day and one other session of the Development Officers conference at Tejgaon. The Minister of Health and Social Welfare, General Burki opened the conference.

Attended the dedication of the Model Village near Dacca by the President of Pakistan.

Met with Mrs. Salma Omar for discussion on development and utilization of Audio-Visual Projects.

Discussion with Mr. Walton of Texas A&M on Communication Media and arranged to visit Tejgaon NDO Institute.

Met with Mr. Bierce, ICA Project Advisor and Mr. S. Huq, in charge of the Karnafuli project for construction and erection of signs on the project, now that the monsoon season is just about finished.

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C. Activities in process:

With counterpart scanning and interviewing applicants for 12 sanctioned positions.

Advising and assisting art staff of NDO I&E unit.

Preparation of visual aid materials for weekly USOM program/project presentations by ICA staff members.

D. With counterpart submitted list of commodity needs and replacement items requiring foreign exchange which is to be made available to the NDO program.

E. Problems:

Installation of the power line and meter is ~~also~~ a bottleneck.

Sanctioning of Information Officer as a drawing officer for petty cash funds is also a handicap.

The failure of the contractor to do his work is holding up production.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

October 6, 1960.

Office Chief V-AID Advisor
Date Rec'd. 11 OCT 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C.D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - August 20 to September 19, 1960.

Time Allocation

Entire period in Dacca.

Activity Summary:

The Home Economics Advisor attended the All Pakistan Workshop on Women's Work in V-AID at Quetta.

A conferenc was held with the Principal and Home Economics teacher at Tejgaon Institute with the ICA Home Economic Advisor for developing a training program for two women who are to be supervisors.

Eight women village workers were selected for promotion to supervisor.

Governor Lt. Gen. Md. Azam Khan gave out certificates at the passing out ceremony at Tejgaon Institute.

Eighty-four boys and twenty-eight girls received certificates.

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The Education*Information unit has received sanctions for recruiting of a few key officers on the production side.

The physical plant is taking shape.

One Flipbook has been printed on Community Development. Others are in the mill.

A new N.D.O. map of East Pakistan is due from the printers.

A meeting was held with Mr. K. A. Haque, the newly appointed Secretary of Health, Social Welfare and Local Government - on the distribution of radios and setting up a committee for developing radio program for rural people.

Activities planned:

Interviewing and selecting personnel for positions of Production, Radio, and Film Officer for production of Educational-Informational materials.

Training of 20 NDO supervisors in Education-Information work. The supervisors are being selected on the basis of at least one supervisor for this program in 18 districts.

Meetings with the NDO Administrator, Deputy and the Secretary of Health, Social Welfare and Local Government will be held to push this program.

Problems:

One problem has been ~~is~~ partly solved, that of sanctions for personnel. Additional positions must be sanctioned.

The thinking that the NDO Education-Information unit in East Pakistan is to be taken over by Public Relations department, still exists. As a result the administration is reluctant to sanction additional positions. Recently indications are that the Public Relations department will not take over the functions. This should get the Education-Information unit moving toward its goal.

Failure on the part of the administration to appoint field personnel for the E & I unit.

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Dr. Kelly
Dr. Santistevo
Miss Smith
Mrs. Moody

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

October 6, 1960.

Office Chief V-AID Advisor
Date Rec'd 11 OCT 1960
Action
Initials

To : Mr. Edward C. Harold
Chief C.D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - August 20 to September 19, 1960.

Time Allocation

Entire period in Dacca.

Activity Summary:

The Home Economics Advisor attended the All Pakistan Workshop on Women's Work in V-AID at Quetta.

A conferenc was held with the Principal and Home Economics teacher at Tejgaon Institute with the ICA Home Economic Advisor for developing a training program for two women who are to be supervisors.

Eight women village workers were selected for promotion to supervisor.

Governor Lt. Gen. Md. Azam Khan gave out certificates at the passing out ceremony at Tejgaon Institute.

Eighty-four boys and twenty-eight girls received certificates.

contd.....2

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The Education-Information unit has received sanctions for recruiting of a few key officers on the production side.

The physical plant is taking shape.

One Flipbook has been printed on Community Development. Others are in the mill.

A new N.D.O. map of East Pakistan is due from the printers.

A meeting was held with Mr. K. A. Haque, the newly appointed Secretary of Health, Social Welfare and Local Government - on the distribution of radios and setting up a committee for developing radio program for rural people.

Activities planned:

Interviewing and selecting personnel for positions of Production, Radio, and Film Officer for production of Educational-Informational materials.

Training of 20 NDO supervisors in Education-Information work. The supervisors are being selected on the basis of at least one supervisor for this program in 18 districts.

Meetings with the NDO Administrator, Deputy and the Secretary of Health, Social Welfare and Local Government will be held to push this program.

Problems:

One problem has been ~~is~~ partly solved, that of sanctions for personnel. Additional positions must be sanctioned.

The thinking that the NDO Education-Information unit in East Pakistan is to be taken over by Public Relations department, still exists. As a result the administration is reluctant to sanction additional positions. Recently indications are that the Public Relations department will not take over the functions. This should get the Education-Information unit moving toward its goal.

Failure on the part of the administration to appoint field personnel for the E & I unit.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

October 6, 1960.

Office Chief V-AID Advisor
Date Rec'd 10 OCT 1960
Action
Initials

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - August 20 to September 19, 1960.

Time Allocation

Entire period in Dacca.

III. Activity Summary

A. Goals

Immediate goals - recruitment of personnel of sanctioned positions and training where necessary.

Setting up a training program for 20 Supervisors for an education information program in East Pakistan.

Long term goals remains as before; a functioning overall education information unit in production, evaluation and utilization for rural development.

B. Accomplishments

Sanctioning of positions for key officers in the production phase of the E&I unit of EDC.

contd...2

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Completion of Offset Camera room, dark room for negative loading.

Photographic processing laboratory 90% completed.

Assisted in developing, with the secretary, Health, Social Welfare and Local Government, contest plans for distribution of a limited number of radio sets to secondary schools for generating interest in the NDO and Basic Democracies program.

First of series of Flip books, Community Development, received from GOEP printers.

Flannelgraph and map overlay produced for Labor Advisor's staff talk.

Charts and Flip book produced for Health Education Advisor.

Charts on Food Grains were made for Program Office.

A number of bar charts were produced for Agriculture Division.

A master cover for technical report was designed for the Plant Protection advisor in Dacca.

Activities

Premier showing of Pakistani version of the College of Commerce film "Business is their Business".

Discussion with Mr. Russell H. Davis, Jr. on training program for NDO supervisors for Education-Information program in East Pakistan.

Met with Mr. Kazi Anwarul Haque, the new secretary, Health, Social Welfare and Local Government.

Advice to counterpart -

Continual stressing of the need for attending to administration of the E & I unit, delegating functions to his staff and decrease his publicity activities.

IV. Problems

The slowness of contractors and suppliers to complete their

contd...3

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obligations.

Delay by the government in paying their bills gives government work a low priority.

Delay in sanctions by Finance creates serious problem in recruiting personnel and purchase of supplies and equipments.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

October 26, 1960.

Office Chief V-AID Advisor
Date Rec'd. 2 NOV 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn LAG
Communications Media Advisor

Subject : Monthly Report - September 20 to October 19, 1960.

II. Time Allocation

Entire period in Dacca.

III. Activity Summary

A. Goals:

Immediate goals - training and orienting the newly appointed staff of the Information-Education unit of NDO.

Further development of a training program for Supervisors in the Information-Education program.

Long-term goals are as previously outlined.

B. Accomplishments:

Recruitment, testing and recommending for appointment personnel for the Information-Education unit for the following positions: Production Officer; Radio Project Officer, for developing radio programs for rural audiences in cooperation with officials of Radio Pakistan; electronics

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technician; technical storekeeper; offset cameraman; offset press operator and four PROs for the four regions.

The offset cameraman and press operator will need training. They will receive in-service training program from the Communications Media Advisor.

Four large charts were prepared for the Health & Sanitation Advisor's presentation of the program and one chart for H&S monthly activities.

Thirteen large charts in color were prepared for the USOM Agriculture unit for their presentations of the phases of the Agriculture program in East Pakistan.

A mast-head for the Plant Protection bulletins was designed and prepared for the printers for the Plant Protection unit of GOEP.

A design for promoting the growing of maize was produced and sent for approval by the Agriculture unit.

Activities

Met with the NDC Administrator at various times in relation to the Information-Education unit. Submitted to him recommendations for a review of the program, the staffing pattern and organizational functions of the I&E unit.

Drew up recommendations for Mr. A.M. Chowdhury for the meeting in Karachi with the Planning Commission. The second five-year plan of the Information-Education program of the NDC was to be discussed and finalized. Mr. A.M. Chowdhury represented East Pakistan. The Information Officer, Mr. S.S. choudhury did not want to attend. Representatives from West Pakistan and the Center attended.

Organizing the physical plant of the Information-Education unit.

Advice to counterpart -

As problems arose.

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IV. Problems

The hesitancy in recruiting and appointing personnel at a salary to ensure getting qualified personnel. Salary scales in the more important positions are Rs. 100 to 300 too low.

Failure of the counterpart to push for completion of projects after sanctioning.

Delays by the GOEP printing office to complete the printing ~~office to complete the printing~~ in time. A time allowance should be given them. If they cannot meet the schedule the work should be done by commercial press.

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INTERNATIONAL COOPERATION ADMINISTRATION
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American Consulate General
Dacca-2, East Pakistan

October 26, 1960.

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Date Rec'd. 2 NOV 1960
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Initials.....

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - September 20 to October 19, 1960.

Time Allocation

Entire period in Dacca.

Activity Summary

The Home Economics Advisor, C.D. Advisor and the ICA Architect in consultation with the NDO Administrator, Mr. K. A. Mahmood and Mr. A. M. Chowdhury, Principal, NDO Institute, Tejgaon worked on plans for additional buildings for the girls hostel, classrooms and instructor's quarters. The plans when approved will serve as models for the other five hostels; the Institute at Sylhet is to be opened 1 January 1961; regardless the present status of construction at this institute will not permit the enrollment of women trainees at that time.

Plans for additional buildings for new trainees and instructors quarters have been drawn for the Tejgaon Institute.

The Home Economics Advisor assisted two Home Economic Instructresses in preparing their talks on Nutrition to be given at a Health Conference in December. The subjects: "Use of Local Foods in Improving the Diet" and "Diet in Pregnancy and Lactation".

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Two former women village workers, now supervisors, will be used as instructøresses at Amla and at Gaibandha Institutes. The NDO Administrator approves the women were outstanding trainees, the two years in the field should be of advantage in teaching new women trainees.

Illustrative materials, handbook for NDO Home Economics teachers is being prepared by the Home Economics Advisor.

Applicants for the newly sanctioned positions in the NDO Information-Education unit were tested and interviewed. Notice of appointment were sent to the successful applicants for Production Officer, Radio Officer, Projectionists-cum-Photographer, Technical Storekeeper, Offset Cameraman and Press Operator.

Other sanctioned positions, such as Editor and Sub-Editors remain to tested and interviewed.

The physical plant of the I&E unit is ready for operation. The staff, will require some training, which will be given by the Communications Media Advisor.

Recommendations were made for developing a better functioning I&E unit which calls for appointment of Class I gazetted officer and raising other positions to gazetted status.

Activities Planned:

Development of informational-educational materials on time need basis - utilizing various media. Some subjects to be handled on a campaign type of program.

Production should be a fact by the 1 December 1960 - if delays are not encountered in the approval text and illustrative materials. Good liaison should do much to eliminate that bottleneck.

As a result of a recent ruling that the NDO Information-Education unit is not to be absorbed by the Public Relations Department, greater efforts will be needed for the production of worthwhile materials containing good illustrations and simple texts.

Continued efforts in producing materials for use in home economics, child welfare and other subjects pertinet to a woman's program.

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Problems:

Lack of qualified teachers in the Home Economics field. The reluctance of the teachers to accept ~~posiiie~~ postings in institutes other than Dacca and Daulatpur.

The Information-Education unit needs more class two and class one officials to take over the key positions. This stature is needed to permit meeting and cooperating with officials in Nation Building Departments.

The time log in the actual production of materials by the GOEP Printing office is a handicap. The Printing office should state if they cannot complete the job within a specified period. If they cannot do it then the jobs should be given to commercial press.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

December 6, 1960.

Office Chief ~~V~~ AID Advisor
Date Rec'd. 9 DEC 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C.D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - October 20 to November 19, 1960.

II. Time Allocation

October	20 - 21	: In Dacca.
October	24 - 26	: In Dacca.
October	27	: Holiday
October	28 - Nov.13	: On annual leave.

III. Activity Summary

A. Goals:

Immediate goals - continued training of newly appointed staff of the Information Education unit. Expanding the scope of the unit through regional and district information education cum supervisors.

Long term goals remain as previously outlined.

B. Accomplishments

Most of the period covered was on annual leave. Assisted and advised some of new staff of the NDO Information-

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Education unit.

Eight charts were prepared for USOM Agriculture and three charts for Education. These were for project briefings.

Activities

Submitted to NDO Administrator recommendations on additional staff; development, production and utilization of information-educational materials.

Working with counterpart in developing proposals for procurement of necessary materials for production.

IV. Problems

Finances continues to be a major problem in that the Information Officer does not have authority to purchase any item, even one rupee, without approval. There is a delay in getting the money. The Information Officer should be designated a drawing officer up to Rs. 500. Production has been held up quite a number of times due to this bottleneck of not being a drawing officer.

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Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - October 20 to November 19, 1960.

Time Allocation

October 20 - 21	:	In Dacca.
October 24 - 26	:	In Dacca.
October 27	:	Holiday
October 28 - Novem.13	:	On annual leave.

Activity Summary

Further consulatations between the ICA staff, the ICA Architect and NDC officials were held on the proposed expansion of NDC Institutes for men and women trainees.

The Home Economics Advisor accompanied the Architect to the institutes and assisted in the preliminary plans for the proposed expansion plans.

Home Economics Classes for women are now established in five Institutes. Two women supervisors are on temporary teaching duty at Amla and Gaibandha replacing home economics teachers now on sick leave.

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The Home Economics teacher from Daulatpur Institute and the ICA Advisor assisted and advised the two supervisors in planning and beginning their classes.

Plans for additional hostels, classrooms and instructors quarters are held up pending decision whether or not women trainees are to be housed in 4 institutes or 7 institutes.

The Home Economics Advisor attended the conference of Principals, Regional Directors, the NDO Administrator and Deputy Administrator held at Daulatpur from 9 to 11 November 1960.

The Communications Media Advisor was on annual leave during most of the period covered. He worked with his counterpart in planning for procurement of necessary materials for production of informational-educational materials.

Activities Planned:

Development of informational-educational materials in agriculture, fisheries, home economics, health and nutrition for the NDO institutes' ~~for the~~ trainees. The trainees can develop their own training kits for use in the field.

Assisting in the development and production of agriculture information materials for agriculture workers, village workers and Union Council members for increasing crop production.

When the Home Economics GOEP Provincial Advisor is appointed, the ICA Home Economics Advisor will concentrate her efforts in assisting her develop the women's program in East Pakistan.

Problems

The Information-Education unit needs a drawing officer up to Rs. 500 for purchases of minor materials, advances to field men, purchase of transportation tickets.

The time log of production of printed materials by the GOEP printing office. Arrangements should be made to have materials printed by commercial press when government printing office cannot do the work in time.

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INTERNATIONAL COOPERATION ADMINISTRATION

UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

September 1, 1960.

Office Chief V. AID Advisor
Date Rec'd 12 SEP 1960
Action
Initials

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - July 20 to August 19, 1960.

Time Allocation

July	20 - 23	:	Dacca - NDC I&E and ICA
July	25 - 30	:	Dacca - NDC I&E and ICA
August	1 - 6	:	Dacca - NDC I&E and ICA
August	8 - 13	:	Dacca - NDC I&E and ICA
August	15 - 16	:	Dacca - NDC I&E and ICA
August	17 - 19	:	Chittagong and Kaptai - Karnafuli.

Activity Summary:

Meeting were held with the Administrator, Mr. Mahmood; Acting Deputy Administrator, Mr. A.M. Chowdhury and the newly appointed Officer on Special Duty, Mr. Ghulam Mahiuddin; a recent returned participant from the U.S. in Labor Management.

Held several meetings with Dr. Abd, U.N. Urban Community Development expert. Met his replacements - Rossman and Miss Aiken.

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Met with Mr. Bannigan of Asia Foundation.

Attended sessions of the Development Officers conference in Dacca.

On the Home Economics side, Mrs. Taylor served on the selection panel for women trainees for Tejgaon and Daulatpur NDO Institutes. The Gouripur institute started its women training program. Instructors for Home Economics and Health were selected for the Amla institute.

Thirty women and three alternates were selected for the next training course at Tejgaon institute.

The Tejgaon institute Home Economics teacher was given assistance in developing better final examinations tests.

Packets of subject-matter information were given the new women teachers at Gouripur and Gaibandha. The women's classrooms at Gaibandha were furnished with basic tables and chairs.

Mrs. Taylor assisted the Home Economics teacher in getting the women's program underway at Gouripur institute.

The Information-Education NDO program is making slow progress due to the slowness of the contractor in performing the work. The Community Development and Leaderships flip books are at the printers. A new NDO map is being given a final check before printing.

A series of charts were made for the Administrator of the NDO organization, of development and other facts of the NDO program. Some were used by the Administrator in discussions with GOP and GOEP officials.

A cover has been designed for a forthcoming booklet on fruit growing.

Plans are being formulated for the distribution of the 17 transistor radios for the Union Councils and Village Councils.

Problems:

The time log between sanctioning of positions and hiring of personnel.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

September 1, 1960

Office Chief, V.AID Advisor,
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August 15 - 16	:	Dacca - NDO I&E and ICA
August 17 - 19	:	Chittagong and Kaptai - Karnafuli.

Activity Summary

B. Accomplishments

A food poster in Bengali for use in the NDO womens program has been completed, ready for the printers.

A monthly operations chart for the Health and Sanitation unit.

A large chart on Plant Protection values for the Agriculture unit.

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Two large charts for Agriculture, one on land irrigated and one on land reclamation.

A cover design and stencil cut for Agriculture on Home Gardening.

Stencil cut for masthead for Colorado State University bulletin.

Organizational charts for the Congen personnel office.

Several rough drafts of for Seed Treatment poster for the Agriculture unit.

Sixteen page flipbook on Fruit Preservation has been completed for final accuracy check of Bengali text. Planned use is the NDO womens program.

Activities:

Meeting with Dr. Saleh-el-din-Abd, U.N. Urban Community Development head; Mr. Banningan of Asia Foundation and others in assisting to draft a script, selecting sites and general advice for the making of a short documentary film of the U.N. Urban Community Development project in East Pakistan.

Participated in one session of Agriculture Training program for the SDO's.

Attended opening day and one other session of the Development Officers conference at Tejgaon. The Minister of Health and Social Welfare, General Burki opened the conference.

Attended the dedication of the Model Village near Dacca by the President of Pakistan.

Met with Mrs. Salma Omar for discussion on development and utilization of Audio-Visual Projects.

Discussion with Mr. Walton of Texas A&M on Communication Media and arranged to visit Tejgaon NDO Institute.

Met with Mr. Bierce, ICA Project Advisor and Mr. S. Huq, in charge of the Karnafuli project for construction and erection of signs on the project, now that the monsoon season is just about finished.

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C. Activities in process:

With counterpart scanning and interviewing applicants for 12 sanctioned positions.

Advising and assisting art staff of NDO I&E unit.

Preparation of visual aid materials for weekly USOM program/project presentations by ICA staff members.

D. With counterpart submitted list of commodity needs and replacement items requiring foreign exchange which is to be made available to the NDO program.

E. Problems:

Installation of the power line and meter is ~~also~~ a bottleneck.

Sanctioning of Information Officer as a drawing officer for petty cash funds is also a handicap.

The failure of the contractor to do his work is holding up production.

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INTERNATIONAL COOPERATION ADMINISTRATION
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American Consulate General
Dacca-2, East Pakistan

October 6, 1960.

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Date Rec'd. 11 OCT 1960
Action.....
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Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
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contd.....2

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The physical plant is taking shape.

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A new N.D.O. map of East Pakistan is due from the printers.

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Dr. Kelly
Dr. Santistevo
Miss Smith
Mrs. Moody

INTERNATIONAL COOPERATION ADMINISTRATION
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Date Rec'd 11 OCT 1960
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Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

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Communications Media Advisor

Subject : Monthly Report - August 20 to September 19, 1960.

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B. Accomplishments

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Completion of Offset Camera room, dark room for negative loading.

Photographic processing laboratory 90% completed.

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IV. Problems

The slowness of contractors and suppliers to complete their

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October 26, 1960.

Office Chief V-AID Advisor
Date Rec'd. 2 NOV 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn LAG
Communications Media Advisor

Subject : Monthly Report - September 20 to October 19, 1960.

II. Time Allocation

Entire period in Dacca.

III. Activity Summary

A. Goals:

Immediate goals - training and orienting the newly appointed staff of the Information-Education unit of NDO.

Further development of a training program for Supervisors in the Information-Education program.

Long-term goals are as previously outlined.

B. Accomplishments:

Recruitment, testing and recommending for appointment personnel for the Information-Education unit for the following positions: Production Officer; Radio Project Officer, for developing radio programs for rural audiences in cooperation with officials of Radio Pakistan; electronics

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technician; technical storekeeper; offset cameraman; offset press operator and four PROs for the four regions.

The offset cameraman and press operator will need training. They will receive in-service training program from the Communications Media Advisor.

Four large charts were prepared for the Health & Sanitation Advisor's presentation of the program and one chart for H&S monthly activities.

Thirteen large charts in color were prepared for the USOM Agriculture unit for their presentations of the phases of the Agriculture program in East Pakistan.

A mast-head for the Plant Protection bulletins was designed and prepared for the printers for the Plant Protection unit of GOEP.

A design for promoting the growing of maize was produced and sent for approval by the Agriculture unit.

Activities

Met with the NDC Administrator at various times in relation to the Information-Education unit. Submitted to him recommendations for a review of the program, the staffing pattern and organizational functions of the I&E unit.

Drew up recommendations for Mr. A.M. Chowdhury for the meeting in Karachi with the Planning Commission. The second five-year plan of the Information-Education program of the NDC was to be discussed and finalized. Mr. A.M. Chowdhury represented East Pakistan. The Information Officer, Mr. S.S. choudhury did not want to attend. Representatives from West Pakistan and the Center attended.

Organizing the physical plant of the Information-Education unit.

Advice to counterpart -

As problems arose.

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IV. Problems

The hesitancy in recruiting and appointing personnel at a salary to ensure getting qualified personnel. Salary scales in the more important positions are Rs. 100 to 300 too low.

Failure of the counterpart to push for completion of projects after sanctioning.

Delays by the GOEP printing office to complete the printing ~~office to complete the printing~~ in time. A time allowance should be given them. If they cannot meet the schedule the work should be done by commercial press.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

October 26, 1960.

Office Chief V-AID Advisor
Date Rec'd. 2 NOV 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C. D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Acting Provincial C.D. Advisor

Subject : Monthly Report - September 20 to October 19, 1960.

Time Allocation

Entire period in Dacca.

Activity Summary

The Home Economics Advisor, C.D. Advisor and the ICA Architect in consultation with the NDO Administrator, Mr. K. A. Mahmood and Mr. A. M. Chowdhury, Principal, NDO Institute, Tejgaon worked on plans for additional buildings for the girls hostel, classrooms and instructor's quarters. The plans when approved will serve as models for the other five hostels; the Institute at Sylhet is to be opened 1 January 1961; regardless the present status of construction at this institute will not permit the enrollment of women trainees at that time.

Plans for additional buildings for new trainees and instructors quarters have been drawn for the Tejgaon Institute.

The Home Economics Advisor assisted two Home Economic Instructresses in preparing their talks on Nutrition to be given at a Health Conference in December. The subjects: "Use of Local Foods in Improving the Diet" and "Diet in Pregnancy and Lactation".

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Two former women village workers, now supervisors, will be used as instructøresses at Amla and at Gaibandha Institutes. The NDO Administrator approves the women were outstanding trainees, the two years in the field should be of advantage in teaching new women trainees.

Illustrative materials, handbook for NDO Home Economics teachers is being prepared by the Home Economics Advisor.

Applicants for the newly sanctioned positions in the NDO Information-Education unit were tested and interviewed. Notice of appointment were sent to the successful applicants for Production Officer, Radio Officer, Projectionists-cum-Photographer, Technical Storekeeper, Offset Cameraman and Press Operator.

Other sanctioned positions, such as Editor and Sub-Editors remain to tested and interviewed.

The physical plant of the I&E unit is ready for operation. The staff, will require some training, which will be given by the Communications Media Advisor.

Recommendations were made for developing a better functioning I&E unit which calls for appointment of Class I gazetted officer and raising other positions to gazetted status.

Activities Planned:

Development of informational-educational materials on time need basis - utilizing various media. Some subjects to be handled on a campaign type of program.

Production should be a fact by the 1 December 1960 - if delays are not encountered in the approval text and illustrative materials. Good liaison should do much to eliminate that bottleneck.

As a result of a recent ruling that the NDO Information-Education unit is not to be absorbed by the Public Relations Department, greater efforts will be needed for the production of worthwhile materials containing good illustrations and simple texts.

Continued efforts in producing materials for use in home economics, child welfare and other subjects pertinet to a woman's program.

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Problems:

Lack of qualified teachers in the Home Economics field. The reluctance of the teachers to accept ~~posi~~ postings in institutes other than Dacca and Daulatpur.

The Information-Education unit needs more class two and class one officials to take over the key positions. This stature is needed to permit meeting and cooperating with officials in Nation Building Departments.

The time log in the actual production of materials by the GOEP Printing office is a handicap. The Printing office should state if they cannot complete the job within a specified period. If they cannot do it then the jobs should be given to commercial press.

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INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN

American Consulate General
Dacca-2, East Pakistan

December 6, 1960.

Office Chief ~~V~~ AID Advisor
Date Rec'd. 9 DEC 1960
Action.....
Initials.....

To : Mr. Edward C. Harold
Chief C.D. Advisor, ICA/Karachi

Thru : Mr. Charles W. Edwards
Provincial Director, ICA/Dacca

From : Lawrence A. Gahn
Communications Media Advisor

Subject : Monthly Report - October 20 to November 19, 1960.

II. Time Allocation

October	20 - 21	: In Dacca.
October	24 - 26	: In Dacca.
October	27	: Holiday
October	28 - Nov.13	: On annual leave.

III. Activity Summary

A. Goals:

Immediate goals - continued training of newly appointed staff of the Information Education unit. Expanding the scope of the unit through regional and district information education cum supervisors.

Long term goals remain as previously outlined.

B. Accomplishments

Most of the period covered was on annual leave. Assisted and advised some of new staff of the NDO Information-

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Education unit.

Eight charts were prepared for USOM Agriculture and three charts for Education. These were for project briefings.

Activities

Submitted to NDO Administrator recommendations on additional staff; development, production and utilization of information-educational materials.

Working with counterpart in developing proposals for procurement of necessary materials for production.

IV. Problems

Finances continues to be a major problem in that the Information Officer does not have authority to purchase any item, even one rupee, without approval. There is a delay in getting the money. The Information Officer should be designated a drawing officer up to Rs. 500. Production has been held up quite a number of times due to this bottleneck of not being a drawing officer.

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Activity Summary

Further consulatations between the ICA staff, the ICA Architect and NDC officials were held on the proposed expansion of NDC Institutes for men and women trainees.

The Home Economics Advisor accompanied the Architect to the institutes and assisted in the preliminary plans for the proposed expansion plans.

Home Economics Classes for women are now established in five Institutes. Two women supervisors are on temporary teaching duty at Amla and Gaibandha replacing home economics teachers now on sick leave.

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The Home Economics teacher from Daulatpur Institute and the ICA Advisor assisted and advised the two supervisors in planning and beginning their classes.

Plans for additional hostels, classrooms and instructors quarters are held up pending decision whether or not women trainees are to be housed in 4 institutes or 7 institutes.

The Home Economics Advisor attended the conference of Principals, Regional Directors, the NDO Administrator and Deputy Administrator held at Daulatpur from 9 to 11 November 1960.

The Communications Media Advisor was on annual leave during most of the period covered. He worked with his counterpart in planning for procurement of necessary materials for production of informational-educational materials.

Activities Planned:

Development of informational-educational materials in agriculture, fisheries, home economics, health and nutrition for the NDO institutes' ~~for the~~ trainees. The trainees can develop their own training kits for use in the field.

Assisting in the development and production of agriculture information materials for agriculture workers, village workers and Union Council members for increasing crop production.

When the Home Economics GOEP Provincial Advisor is appointed, the ICA Home Economics Advisor will concentrate her efforts in assisting her develop the women's program in East Pakistan.

Problems

The Information-Education unit needs a drawing officer up to Rs. 500 for purchases of minor materials, advances to field men, purchase of transportation tickets.

The time log of production of printed materials by the GOEP printing office. Arrangements should be made to have materials printed by commercial press when government printing office cannot do the work in time.