

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca-2, East Pakistan

March 25, 1959 Office Chief V-AID Advisor

Date Rec'd. APR. 8. 1959

Action.....

Initials.....

To : Mr. Herman J. Holiday
Provincial V-AID Advisor

From : Lawrence A. Gahn
Communications Media Advisor *L. A. Gahn*

Subject : Monthly Report - February 16 to March 15, 1959.

Time Allocation:

February 16 - 20 : Dacca - USOM - GOEP Offices

February 23 : Holiday

February 24 - 26 : Dacca - USOM - GOEP Offices

February 26 - 28 : Gaibandha-Rangpur with USOM Personnel Officer Mr. True

March 2 - 6 : Dacca - USOM - GOEP Offices
interviews applicants for positions
in GOEP Information Office.

March 9 - 14 : Dacca - USOM - GOEP Offices

Activity Summary:

Meetings were held with the V-AID Administrator and Acting Deputy V-AID Administrator in company with Mr. Holiday - for coordination of other departments with the V-AID Program. Suggestions for short course at the VATT's for teaching extension workers and others in methods of inoculations for emergency situations.

Proposals and plans were drawn up with ~~the~~ Mr. S. S. Chowdhury, V-AID Information Officer for presentation of East Pakistan's program for the Second Five Year Plan.

more.....

Mr. Gahn's Monthly Report (Feb/Mar) -- page 2.

Proposals were worked up with Mr. S.S. Chowdhury for presentation to Planning Department for immediate needs for space and staff.

Applicants for four approved non-gazetted positions were interviewed and tested. The positions for a Copy Writer, an Artist, a Photographer-cum-Laboratory Technician and a Film Operator were filled following tests and interviews. They will be placed on the rolls the later part of March or the 1st of April, 1959.

Two booklets in English for the proposed Chand Tara^{Club} Seminar were turned over to Mr. S. S. Chowdhury for printing. The printing is being held up due to lack of approval from Finance Department and allocation of money. We are awaiting Mr. Latif's return to secure the money. The Government Printing Plant is unable to handle the request.

A trip by train was made to Gaibandha with Mr. True, USOM Personnel Officer. Due to unsatisfactory train schedules it was decided to go to Rangpur in a Jeep Pickup. More than five hours were required to make the 80 mile round trip.

Proposed Calendar of Work:

1. Continue action for space, staff and financing.
2. Work with the gradually expanding Information staff.
3. Meet with Nation Building Departments, administrators and staff members for closer cooperation in the V-AID fields.

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca, East Pakistan

20 February 1959 Office Chief V-AID Advisor

Date Rec'd. MAR. 5. 1959

Action.....

Initials.....

To : Mr. Herman J. Holiday
Provincial V-AID Advisor

From : L. A. Gahn *L. A. Gahn*
Communications Media Advisor, V-AID.

Subject : Monthly Report - Period 21 December 1958 -
February 15, 1959.

I. Time Allocation:

December 21-24	-	Arrival in Pakistan. Orientation in Karachi.
December 29-32	-	Orientation in Karachi.
January 2	-	Arrival in Dacca.
January 5-9	-	USOM - GOEP - Con.Gen. - USIS.
January 12-16	-	Trip to Gaibandha Institute with Provincial V-AID Information Officer, Mr. A.S. Choudhury.
January 19-23	-	Trip to Daulatpur Institute with Mr. A.S. Choudhury.
January 26-30	-	Trip to Lahore - V-AID, A/V and Information programs.
February 2-3	-	In Karachi.
February 4-6	-	Dacca - USOM and GOEP Offices.
February 9-13	-	USOM and GOEP offices.

II. Activity Summary.

The early part of the period covered in this report was spent in orientation of the V-AID program in Pakistan.

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*Choudhury
S. S. Choudhury
and working*

In company with the Provincial V-AID Information Officer, Mr. A.S. Choudhury the Institute at Gaibandha was visited. The A-V materials and equipment were checked and found to be in working condition with the exception of the tape recorder and the Argus Camera. They are being repaired. Neither materials or equipment are being utilized at the Institute. Training of staff members in the use of these teaching aids is needed.

The Institute at Tejgaon was visited with Mr. A.S. Choudhury. A/V materials and equipment are stored in the warehouse on the grounds. Equipment assigned to school is not being utilized - the projector has been damaged. USIS is unable at the present time to repair it.

The Daulatpur Institute and Area were visited. Equipment and materials were checked and found to be in working order. The Bessler combination opaque and transparency projector was demonstrated to Home Economics Supervisor at the school. She plans using this teaching aid in her classes.

The Daulatpur Region has a Mobile Unit - fully equipped. A trained projectionist is assigned to handle the equipment, however the equipment is not making enough trips to the villages. The speedometer registered a total of 184 miles. There is a need for a trained staff member to program, narrate and show films. I suggest that this unit be brought to the Dacca Area as there more villages that are accessible by road. Better supervision can be maintained. Better film programs can be initiated.

The trip to Lahore was made to observe the A/V operation in West Pakistan in the field of publications, development and production of posters, developing of educational type of information programs. During my stay a Regional V-AID Advisors' meeting was held. I attended most of the sessions.

In Dacca meetings were held with Mr. D.N. Haque, East Pakistan Provincial V-AID Administrator; Mr. Holiday, Mr. Latif, Mr. A.S. Choudhury on the staffing pattern and budget for the Second Five Year Plan as well as present staff and space needs.

Working with Mr. A.S. Choudhury a proposed staff and budget requirements was drawn up for presentation to the Central Government for approval. These documents were given to Mr. Haque for his meeting with V-AID officials in Karachi on February 19 - 20 - 21.

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Mr. Haque has given verbal approval for recruitment of a staff to take care of present needs. He also approved a proposed plan to house all activities of V-AID - A/V section.

III. Proposed Calendar of Work

1. Press for action in securing accommodations for the A/V unit of V-AID.
2. Recruit a staff in order of priority.
3. Discussions with Nation Building Department staff and advisors for better utilization of equipment, and coordinating of efforts in educational information work.
4. When space is made available to move into quarters with my counterpart, Mr. A.S. Choudhury.

Training ??

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca, East Pakistan

April 28, 1959 Office Chief V-AID Advisor
Date Rec'd. MAY 15 1959
Action.....
Initials.....

To : Mr. Kerlin O. Judy
Acting Provincial V-AID Advisor
From : Lawrence A. Gahn
Communication Media Advisor
Subject : Monthly Report - March 16 to April 15, 1959.

Time Allocation:

March 16 - 20	: Dacca - USOM - GOEP.
March 23	: Holiday
March 24 - 27	: Dacca and Tejgaon - USOM - GOEP.
March 30 - Apr. 3	: Dacca and Tejgaon - USOM - GOEP.
April 6 - 9	: Dacca and Tejgaon - USOM - GOEP.
April 10	: Holiday
April 13 - 15	: Dacca and Tejgaon - USOM - GOEP.

Activity Summary:

Met with American Agriculture and Plant Protection Advisors and with East Pakistan Agriculture Director discussing development of audio-visual aids within their programs. Also attended meeting with American Agriculture Advisors.

Made talk on audio visual teaching and instructional aids at the Social Research College - also talked on same subject at the staff training class of Development Officers at the Tejgaon VATI. Attended and spoke at meeting of Thana Agriculture Officers.

Same progress in getting space was made, though slight, it is a start. We now have a room at the Tejgaon VATI for storage and servicing of A/V materials and equipment. These items will be turned to VATI's Development Officers after

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training in their use and in preventative maintenance. We hope to secure quarters elsewhere for a continued unit.

A film operator, who has some mechanical ability and qualifications will service the equipment.

Cover designs for mimeo'd brochures were made and produced on the Gestetner. The covers were in several colors.

Charts were produced for the Youth Seminar to be held in Daulatpur April 27 to May 2.

Chand Tara Club booklets were reproduced by ink stencil process. These booklets are to be finalized at the Seminar. They will then be translated into Bengali and printed.

The staff of the GOEP Information-Education Officer is slowly taking shape. An artist, copy writer, photographer and film operator have been appointed.

Discussions with Mr. S.S. Chowdhury, my counterpart were held during the period. Also meetings with other GOEP officials.

Because of Ramzan holidays accomplishment were somewhat limited.

Calendar of Work:

1. Work for coordination of effort, particularly in the field of Agriculture and Health, on the American Advisory side and the Nation Building Departments.
2. Continue to press for space and staff.
3. To work for flexibility in terms of budgeted and allotted funds. Lack of funds is a major problem, the Finance Department is very reluctant in releasing allotted funds.

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca-2, East Pakistan

September 16, 1959

Office Chief V-AID Advisor

Date Rec'd. OCT 5 - 1959

Action.....

Initials.....

To : Mr. Kerlin O. Judy
Acting Provincial V-AID Advisor

From : L. A. Gahn *LAG*
Communications Media Advisor

Subject : Monthly Report for period from 31 August to
15 September 1959.

Time Allocation:

August 31 to September 1, 2	: Dacca - Reorientation following return from home leave.
September 3 to 4	: Dacca - USOM-GOEP offices.
September 7	: Holiday
September 8 to 10	: Dacca - USOM-GOEP offices.
September 11	: Holiday - $\frac{1}{2}$ day at GOEP.
September 13 to 14	: Dacca - GOEP.
September 14 to 15	: Dacca - USOM-GOEP offices.

Activity Summary:

The activity report covers the period from 31 August when I returned from home leave. The first three days were devoted to personnel matters and renewing contacts with USOM, State and Pakistani officials and personnel.

Mr. Patten, of the program office, brought me up-to-date on the status of the audiovisual-education V-AID proposal. This was a slightly revised version by Mr. Russell Davis, Jr. of the one that Mr. S.S. Chowdhury and I had drawn up prior to my departure for home leave. This proposal was discussed with Mr. M.M. Huq, Acting V-AID Administrator for East Pakistan by Mr. Patten and Mr. Davis. No action was taken at that time by Mr. Huq nor has any been taken since then.

Mr. Gahn's Monthly Report -- page 2.

A meeting was set up with Mr. Huq, Mr. S.S. Choudhury and the writer to again discuss this very important proposal a few days after my return. Mr. Huq came up with the suggestion that the proposal be further revised for immediate needs for staffing, for equipment, supplies and contingencies in order to get the show on the road. The second Five Year Plan would incorporate a larger expanded audio-visual education program. Again Mr. Choudhury and I worked together in drawing up a proposal calling for the barest essentials of staff and money. Since Mr. Huq was out of the city it was not possible to present it to him prior to the closing date of this report.

Discussions were held with my counterpart to develop timely materials such as posters, pamphlets relative to Agriculture, Health or Youth Clubs. These items were to be prepared by his present staff. The proposed V-AID monthly magazine in Bengali was also discussed with him and his staff. The format, number of pages and the number of colors for the cover was decided at that time.

2. Subject Matter

a. Goals - A reasonable nucleus of an organization to operate and produce an effective V-AID audio-visual-education program was the prime goal on my return to Dacca. In consultation and in cooperation with my counterpart, Mr. S.S. Choudhury a new proposal calling for a minimum staff, monies and space was drawn up for presentation to Mr. M.M. Huq, the Acting V-AID Administrator for East Pakistan. Approval and sanctions are an urgent immediate need in order to start recruitment and hiring processes which normally take several months at least.

Acquiring of desk space with my counterpart is being pushed. I can be more effective as an Advisor when this is accomplished. I will be more readily available to Mr. Choudhury and his staff. Production and utilization will be stepped up.

b. Accomplishments - Practically nil since all matters are still in the discussion stages.

c. Advice and recommendations made to counterpart - During the period covered in the report recommendations were made for drafting requirements, drafting job descriptions and in writing justifications for the V-AID Audio-visual-Education proposal. Advice and recommendations were also given to him and a member of his staff on format, number of pages and use of color for the proposed V-AID magazine in Bengali.

Mr. Gahn's Monthly Report - page 3.

d. Activities planned for immediate future:-

- I. Continued action to secure approval and sanctions for the establishment of a realistic V-AID audio-visual-educational program. This requires staff, space and money for salaries equipment and production of materials.
- II. Assist in the setting up and advising the technical storekeeper cum projectionist procedures for the keeping of stores and records. Assist and advise him in testing of equipment and train him in preventative maintenance of motion picture projectors, portable generators.
- III. Develop a course of instruction for projectionists in the use and care of projectors and generators.
- IV. Selection of some suitable films for a film "package" show.

e. Problems preventing progress toward the advisors goal -

The delay by the Government in appointing a permanent V-AID Administrator for East Pakistan is a serious handicap. The present acting Administrator is scheduled to depart for the United States before the end of September, so he is rather averse to taken action.

File Gahn

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca-2, East Pakistan

December 11, 1959.

Office Chief V-AID Advisor
Date Rec'd. DEC 15 1959
Action.....
In Reply.....

Section 1.

To : Mr. K. O. Judy
Acting Provincial V-AID Advisor

From : Lawrence A. Gahn *L. Gahn*
Communications Media Advisor

Subject : Monthly Report - October 20 to November 20, 1959.

Section 2.

Time Allocation:

Excepting for a two day period, 5 and 6 November which was spent in Chittagong, the time was spent in Dacca.

Section 3.

A. Goals:

- 1) This continues to be the developing of a V-AID information-education unit for production and utilization.
- 2) Approval and sanctions for staff, space and contingencies.
- 3) Develop and maintain closer liason and coordination in the V-AID information-education unit.
- 4) Strengthening the V-AID information unit through advice and training.
- 5) Continue efforts to promote closer working relations with Nation Building Departments and ICA Advisor for production and utilization.

Let's adopt this!

Due to the limited time the Acting Administrator can give the V-AID program, communications with him is difficult.

2. A closer working relationship is now possible since I have a small desk in the GOEP V-AID Information-Education Office, this in spite of the very small floor area allotted to us. This arrangement permits better opportunities for teaching, training and advising.

3. Production of a new V-AID map of East Pakistan incorporating the newly opened development areas, institutes and the academy, has been completed. The printer has promised delivery in a few days.

4. A new Chand Tara Club poster was developed and produced.

5. Spoke before a group trainees of the Public Relations Department on the use of Audio-Visual Methods.

c. Activities in process: Setting up with the counterpart a program for the care and use of motion picture equipment for field use, the training of a staff for the equipment and developing film package shows.

d. Advice and recommendation: Advised and suggested methods of approach in presenting problems and proposals to officials of the V-AID program. Other normal types of advice and/or recommendations was given.

e. Training of counterpart: No particular subject was handled. Normal training was given as problems arose.

f. Research results: None was undertaken.

g. Activities planned for immediate future: Will continue to pressure the GOEP V-AID administration for a practical staffing pattern, space for staff and production, reasonable funds for equipment, materials and contingencies.

2. Training of the V-AID Information-Education staff in production and utilization of audio-visual materials for VATIs, the Academy and for Village Workers.

h. Problems: The major problem continues to be the delay on the part of the GOP in naming a permanent V-AID Provincial Administrator and a Deputy Administrator. Both positions at present are filled by acting officers who have other responsible positions. This situation is the main reason for delay in approving the Information-Education proposal that and the waiting for the approval of the second five year plan.

File Gahn

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca-2, East Pakistan

December 11, 1959.

Office Chief V-AID Advisor
Date Rec'd. DEC 15 1959
Action.....
In Reply.....

Section 1.

To : Mr. K. O. Judy
Acting Provincial V-AID Advisor

From : Lawrence A. Gahn *L. Gahn*
Communications Media Advisor

Subject : Monthly Report - October 20 to November 20, 1959.

Section 2.

Time Allocation:

Excepting for a two day period, 5 and 6 November which was spent in Chittagong, the time was spent in Dacca.

Section 3.

A. Goals:

- 1) This continues to be the developing of a V-AID information-education unit for production and utilization.
- 2) Approval and sanctions for staff, space and contingencies.
- 3) Develop and maintain closer liason and coordination in the V-AID information-education unit.
- 4) Strengthening the V-AID information unit through advice and training.
- 5) Continue efforts to promote closer working relations with Nation Building Departments and ICA Advisor for production and utilization.

Let's adopt this!

-: 2 :-

- 6) To have 2 participants who recently returned after 8 months training in Audio Visual in the U.S. assigned to Audio Visual Unit.

B. Accomplishments:

- 1) A meeting was held with Brig. Gulzar Ahmed for discussion regarding approval and sanctioning of the V-AID Information-Education unit. He was given a copy of the proposal and promised early assistance.
- 2) An instructive pamphlet on Child Care was prepared for Home Economics teachers and trainees for use in Community Development Work.
- 3) Edited - All Pakistan Seminar Report.
- 4) Worked counterpart on contents format for proposed V-AID book of East Pakistan.
- 5) Briefed and arranged for visit at Tejgaon VATI two members of the U.S. Bureau of the Budget, Mr. Macy and Mr. Hauge visited male and female classes.

C. Activities in process:

- 1) Developing a flip chart for Home Economics classes - for all VATIs and trainees.
- 2) Assisting photographer in making of photographs and in filing and proper storing.
- 3) Trying to secure space for photographic laboratory - including that ~~xxxx~~ for offset work.

D. Advice and recommendation:

Recommended pressing for the assignment to Information-Education unit of 2 P.R.O's who recently returned after Audio Visual study in U.S. These men normally would be returned to their original post which would be a waste of money. Other normal advice and recommendations as problem arose.

E. Training of counterpart

No particulars phase of Communication Media was given.

F. -

G. Activities planned for immediate future:

1. Continued action for space, staff and contingencies

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2. Developing of materials for the "Basic Democracies Plan".
3. Assist in training the artist in production of more simple and more effective designs for V-AID use - assist and training the photographer. Assist counterpart in developing an efficient unit. Attendance at Basic Democracies Conference in Dacca 21, 22 and 23 November.

G. Problems

The major problem still continues to be the delay in appointing a V-AID Provincial Administrator. A deputy Administrator was finally appointed. He appeared on the scene the 7 November. He was busy in personal affairs and also in getting oriented up to time of this report.

File - Gahn

INTERNATIONAL COOPERATION ADMINISTRATION
UNITED STATES OPERATIONS MISSION TO PAKISTAN



American Consulate General
Dacca-2, East Pakistan

December 21, 1959

Office Chief V-AID Advisor
Date Rec'd. 5 JAN 1960
Action.....
Initials.....

To : Dr. John E. Mills
Provincial V-AID Advisor, ICA/Dacca

From : L. A. Gahn *L. A. Gahn*
Communications Media Advisor

Subject: Monthly Report for period from 20 November to
19 December 1959.

II. Time Allocation:

20-28 November in Dacca

29 November - 6 December inclusive in Lahore. Basic
Democracy Seminar and conferences.

7-19 December in Dacca.

III. Activity Summary

a. Goals:

1. Broadening the scope of the information-education unit to include the development and production of materials for the Basic Democracies Plan as well as the V-AID NBD's? program.
2. Developing a closer working relationship, through and with the counterpart, with the newly appointed permanent V-AID Administrator for East Pakistan and with the Deputy Administrator.
3. To push for the rental or assignment of space for the program as soon as possible in keeping with directive of the Chief Administrator.
4. Continued efforts in advising and training of staff members of the V-AID information-education unit.

Monthly Report for Mr. Gahn,--page 2

5. Stress the importance of coordinating the V-AID efforts with Nation Building Departments for content technical matter and timeliness of visual information and/or educational materials.

b. Accomplishments

1. Participation in the Basic Democracies conference in Dacca and at the seminar and meetings with GOEP and GOP officials in Lahore developed a broader relationship within the V-AID structure.
2. Secured the assignment of a recent communication media returnee from the US to the Information-Education Unit. Present plans call for his assignment as a film officer.
3. Primary training given to this film officer in reviewing of films available here in developing film package shows for use in the regions.
4. A Basic Democracies organization chart, which follows the outlines of the one prepared in West Pakistan, has been completed and is ready for printing. The chart measure 15 x20 and is in three colors. A stencil for cyclostyling has also been prepared.
5. A child welfare pamphlet for Home Ec teachers, Women Village Trainees and Workers has been received from the printers. 2000 copies were printed. They will be distributed to the VATI's and to Women Village Workers already in the field.
6. The ICA V-AID artist designed and produced a stencil for an official invitation. It was printed in two colors.

c. Activities in process

1. Developing simplified forms for film reviewers and for film show projectionists for evaluating films for use in V-AID program for the photographic staff a simple negative and photograph record system and training in caption writing.
2. Developing for the photographic staff a simple negative and photograph record system and training in caption writing.

Monthly Report for Mr. Gahn--page 3

d. Advice and recommendation

Normal advice and recommendations as problems arose. No particular phase was stressed.

e. Training of counterpart.

General operational training.

f. Nil

g. Activities planned for the immediate future:

1. Press for an early appointment with the new V-AID Administrator for staffing, space and contingencies approval.
2. Continue training the film officer, artist and photographer in V-AID Communications Media.
3. Planning with my counterpart for the production of V-AID and Basic Democracies visual materials.
4. Planning with my counterpart for the utilization of deputy directors, assistant directors in V-AID and Basic Democracies program.

h. Problems

1. The appointment of a permanent V-AID Administrator should help solve the problem of lack of approval for V-AID Information-Education staffing, contingencies and space. Without the approval finance refuses to release the money. The situation looks much brighter.
2. Cancelling of the commodities requests for offshore equipment and supplies, particularly replacement parts and special tools is causing a headache. Also leaving a bad taste public relations-wise.