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Procedures storage – distribution USAID materials. 1965-11-04

Phongsavan, Pheng
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Ministry of Social Welfare

Vientiane, November 4, 1965

The Minister of Interior and Social Welfare
(Department of Social Welfare)

to

the Chao Khouengs of the Kingdom

Subject: Procedure of request, storage and distribution of relief items given by USAID

I have the honor to inform you that the Ministry of Social Welfare has just been reorganized in order to be able to carry through the various missions that are placed upon it. In this reorganization, it has been provided that the provincial services will be progressively established according to the budget. I wish to make it clear that, awaiting the creation of the provincial services of the Social Welfare Ministry (except Luang Prabang and Sedone), the Chao Khouengs are the direct representatives of the Ministry of Social Welfare, and considered as such, they are responsible for the implementation of instructions which may come from this Ministry. As much as possible, the Chao Khouengs would be assisted by an official of the Social Welfare Ministry who will devote himself exclusively to the social tasks under the responsibility of the province chief.

Some questions relating to the aid to refugees and ralliers have been discussed at the last meeting of the Chao Khouengs in September 1965. I deem it advisable to show you the procedure to be followed in the future concerning the request, storage, and distribution of relief items given to the Government by USAID. For the best management of the commodities, it is desirable that the Chao Khouengs be assured of the cooperation of the Provincial representatives of USAID.

A. Preparing the requests - As a rule, each Khoueng must have at its disposal a small stock of relief items in order to be able to meet emergencies such as fires, first aid, new refugees, etc.... You will examine your needs with the representative of USAID and when you come to an agreement on the quantity required, you use Form No. 8, one copy will be sent to the Ministry of Social Welfare by you, and one copy will be sent to USAID at Vientiane by its provincial representative. The allocation of relief items will be decided upon by the Directorate of Social Welfare and USAID.

B. Forwarding and Receiving the Items - The allocated items will be sent to the Chao Khoueng of the province concerned either by plane, barge, or car. The receipt of these items will become an item of a report of a commission composed of the representative of the Chao Khoueng and of the USAID provincial representative. Two copies of the report will be sent to the Minister of Social Welfare who will forward one copy to USAID. Further detailed instructions will be given.

C. Storage and Management of the Supplies - The items checked and signed for will be put into the stores of the Khoueng and if they are insufficient, into the provincial warehouse of USAID. The storekeeper must keep the accounting of stock up to date and be able to present, at any time, status to the Chao Khoueng or to the USAID representative. All the receipts and issuances of items from the store must be countersigned by the representative of USAID and the Chao Khoueng or his representative. The precise principles of storekeeping will be determined by special note.

D. Allocating - When the Chao Khoueng receives requests, he reviews them with the USAID representative and when they reach an agreement, the items are released and allocated by a committee consisting of the following members:

1. The Chao Khoueng or his representative and the USAID representative,

Vientiane, November 4, 1965

when they are able to take part in the committee;

2. If not, the administrator of the place, either the Chao Muong of an official of the Muong (president), the representative of Education (village teacher), of Police, if there is one, and the village chief concerned (members).

The allocation reports with the list of recipients and the quantity allocated to each of them must be drawn up each time and one copy forwarded to the Ministry of Social Welfare (Form No. 2)

The above-mentioned allocating procedure for the relief items is to be used in secure areas. In non secure areas, where civil authorities do not exist, the following procedure is to be followed to help the new refugees coming to these military posts. The Commander of the area will send the request of his estimated needs, stating at the same time the number of families and persons (men, women, children) to the commander of his Military Region. The commander of the Military Region will consider his request with the Chao Khoueng, the USAID representative and the representative of the Social Welfare Ministry (for Luang Prabang and Pakse). This committee will immediately decide on the measures to be taken in order to help these refugees as soon as possible by making use of the provincial stock of relief items of Social Welfare. After each case, the members of the above-mentioned committee will inform their immediate superiors of what has been done. Similar instructions will be given by the General Staff of the Armed Forces to its responsible military authorities.

E. Future Periodical Documents - In order to maintain control and obtain up-to-date statistics, you are reminded to complete the following documents:

- a. Report of receipt of items (for each arrival) - Form No. 1
- b. Report of distribution (for each distribution) - Form No. 2
- c. Monthly recapitulation of distribution list - Form No. 3
- d. Monthly stock of USAID items - Form No. 4
- e. Monthly stock of Catholic Relief Service items (PL 480) - Form No. 5
- f. Census cards of refugees (3 Forms) - Forms Nos. 6¹, 6², 6³
- g. Monthly recapitulation showing the number of refugees - Form No. 7

In the provinces of Luang Prabang and Sedone where there already exists regional services of Social Welfare, it is the duty of these chiefs of service to carry out the preceding instructions under the supervision of the Chao Khouengs. Detailed instructions will be forwarded to them by the Director of Social Welfare in order that they may carry out the herein stated instructions.

USAID will notify their regional and provincial representatives of these instructions.

I expect your cooperation in having these instructions implemented, and ask that you inform me should there be any difficulties that might arise that I may consider necessary measures to correct them.

/s/ PHENG PHONGSAVAN

REPORT ON THE RECEIPT OF RELIEF ITEMS

The year one thousand nine hundred sixty _____ and the _____

_____ of the month of _____ a meeting has been

held at _____ for the commission in charge of checking the receipt of relief items sent by the Directorate of Social Welfare.

This commission is constituted by:

_____ the Chao Khoueng (For the provinces of Luang Prabang and Pakse, they are the provincial chief of the Social Welfare) _____ Chairman.

Mr. _____ representative of USAID in the province _____ Vice-Chairman.

Two officials (either from the Khoueng, or from the provincial Social Welfare Office) _____ members.

The commission is in charge of checking on and signing for items forwarded by dispatch note No. _____ dated _____

After the enumeration, the commission has found the following results:

Description of Items	Quantity per dispatch note	Quantity checked and received by the Commission	Total of items missing or broken	Remarks
----------------------	----------------------------	-------------------------------------------------	----------------------------------	---------

In testimony where of, this report is drawn up (with all the advantages thereto pertaining).

Chairman

Members

Note: When there are some items missing, broken, damp, etc. please mention it in the column "Remarks".

NOTE ON DISTRIBUTION OF COMMODITIES

In the presence of the Committee composing of:-

Group _____

Peng Sri-oudom	Chairman
Chaiavong	Member
Bountang	Member
Salla	Member
Tenh	Member

Whereas: _____

The committee has distributed relief materials to the population of

Ban _____ Tasseng _____

Mouang _____ Khoueng _____

Numbering _____ Families _____ Persons _____

who suffer from the misfortune from _____

Old refugees: _____ Families _____ People _____

New refugees: _____ Families _____ People _____

MATERIALS DISTRIBUTED ARE AS FOLLOWS

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ | 26. _____ |

After mutual agreement, the Committee has thus drawn up this note for further reference.

Done at _____ Date _____ Month _____ Year _____

(signed)
Peng Srioudom
Chairman.

Signed

1. Chaiavong	3. Salla
2. Bountang	4. Tan
Member of Committee.	

Royal Lao Kingdom

LIST OF MATERIALS DISTRIBUTED TO REFUGEES

Ministry of Social Welfare,

KHOUENG

Khoueng: _____

For the Month of _____ 19__

Date of Distribution	Number of people who have received commodities		Place of Origin				Present Address			Amount of distributed materials					Remarks
			Ban	Tasseng	Muong	Khoueng	Ban	Tasseng	Muong	Rice	Salt	Blankets	Mosquito Nets	Mats	
	Family	Members													
4-02-65	3	12	V. V.	V. V.	V. V.	V. Tiane	Nasi thong	Nasi thong	Nasai thong	150	15	4	4	4	
9-07-65	1	5	M. H.	M. H.	M. H.	L. P.	That Khao	That Khao	Sisat-tamak	50	5	1	1	1	
"	10	45	M. H.	M. H.	M. H.	X. K.	Thong toum	Thong Toum	Chanta boury	500	50	12	12	12	
9-29-65	1	2	Thk.	Thk.	Thk.	Kham-mouane	Be-o	Be-o	Xaifong	30	5	1	1	1	
Total	15	64								730	75	18	18	18	

Date _____ Month _____
 Chao Khoueng _____

(Example)

No. L _____/.

Royal Lao Kingdom
 Ministry of Social Welfare
 Khoueng _____

List of Commodities remaining in
 stock of warehouse of khoueng _____
 at the end of _____ 1965

List of Commodities	Balance as of 8/30/65	Commodities Received on 9/1-3/65	Total of Commodities	Distributed from 9/1-30/65	In Stock as of 9/30/65	Remarks
Rice	3,500	1,500	5,000	730	4,270	
Salt	500	-	500	75	325	
Blanket	50	20	70	18	52	
Mosquito Net	60	-	60	18	42	
Mat	150	50	200	18	182	

_____ Date _____ Month _____ Year

Chao Khoueng _____

Kingdom of Laos

Ministry of Social Welfare

Province of _____

Report on stock of Relief Items of the

CATHOLIC RELIEF SERVICES

Month of _____ 19__

Description of Item	Quantity in Stock date of	Items Received in month of	Total in Stock	Quantity Distributed Month of	Quantity Remain date of	Total of Recipients		Remarks
						Villagers	Persons	

Addresses:

-- Mr. the Director of Social Welfare for files 4
of which two for USAID and CRS for information

_____ Date _____

MINISTRY OF SOCIAL WELFARE

A. CENSUS - FORM FOR REFUGEES

Ban _____

Tasseng _____

Muong _____

Khoueng _____

No.	Name - Surname	Relationship in the family	Age	Sex		Specialty of person over 15 years	Living condition of the family
				Male	Female		
1							1. Village of origin _____ Tasseng _____ Muong _____ Khoueng _____
2							2. Do they want to go home? Yes ___ No ___ Want to go to other place _____
3							3. Personal Properties in the old place?
4							a) Do they have houses in their old place? Yes _____ No _____ If they have, are they still there? Yes _____ No _____ Don't know _____
5							
6							
7							
8							
9							
10							
11							b) Do they have rice field? Yes ___ No ___ Quantity of rice _____ c) Do they have garden? Yes _____ No _____

Ban _____

Tasseng _____

Muong _____

Khoueng _____

CENSUS FORM

No.	No. of census form	Over 45 yrs.			from 16-45 yrs.			from 6-15 yrs.			younger than 6 yrs.			Members of family	Number of Children Attend School
		M	F	Total	M	F	Total	M	F	Total	M	F	Total		

TOTAL

**INSPECTION FORM OF LIVING CONDITIONS
OF THE PRESENT REFUGEE RESETTLEMENT VILLAGE**

Ban _____ Tasseng _____ Muong _____ Khoueng _____

1. Number of houses:
2. Number of people in village:
3. Tribe (Lao, Lao Thueng, Lao Soung):
4. Distance to nearest town:
5. Distance to nearest village:
6. In the village, there are

- | | | |
|---------------------|----------|-----------|
| a. Temple | No _____ | Yes _____ |
| b. School | No _____ | Yes _____ |
| c. Dispensary | No _____ | Yes _____ |
| d. Well | No _____ | Yes _____ |
| e. Stream | No _____ | Yes _____ |
| f. Communication | | |
| Walk way | No _____ | Yes _____ |
| Cart track | No _____ | Yes _____ |
| Car road | No _____ | Yes _____ |
| Boat | No _____ | Yes _____ |
| Cart | No _____ | Yes _____ |
| Bicycle | No _____ | Yes _____ |
| Motor cycle | No _____ | Yes _____ |
| Motor car | No _____ | Yes _____ |

7. Animals

- | | | |
|----------------|----------|-----------|
| Cows | No _____ | Yes _____ |
| Buffalos | No _____ | Yes _____ |
| Pigs | No _____ | Yes _____ |
| Ducks | No _____ | Yes _____ |
| Chickens | No _____ | Yes _____ |

8. Horticulture

- | | | |
|------------------|----------|-----------|
| Plantation | No _____ | Yes _____ |
| Rice field | No _____ | Yes _____ |
| Garden | No _____ | Yes _____ |

Done at _____ date _____ Month _____ Year _____

(Signature of the Inspector) _____

No 7

Kingdom of Laos

Example

Form No. 7

No _____ /FS/BCS

Ministry of Social Welfare

Directorat of Social Welfare

Bureau of Social Works

Monthly report number of refugees
arriving in province of Vientiane
during September 1965

Place of Origin	Places of resettlement	Total arrival of refugees				Total returning back of the refugees				Total number of refugees remaining Sept. 1965	Remarks				
		Previous ref. from 6/14/61 to 8/31/65	New ref. arrived during the month of Sept. 1965	TOTAL		Previous ref. from 6/14/61 to 8/31/65	New ref. going back during the month of Sept. 1965	TOTAL							
		Fam :	Pers :	Fam :	Pers :	Fam :	Pers :	Fam :	Pers :	Fam :	Pers :	Fam :	Pers :		
Mg. Vang Vieng	Mg. Naxaythong	91	455	3	12	94	467	15	45	1	5	16	50	78	417
Mg. Houm (IgPg)	Mg. Sisatta Nak	5	30	1	5	6	35	1	3	1	5	2	8	4	27
Mg. Hiem (= " =)	Mg. Sikota bong	10	60	-	-	10	60	3	15	-	-	3	15	7	45
Mg. Soui (Xg kg)	Mg. Chantha boury	50	254	10	45	60	229	5	10	-	-	5	10	55	289
Thakhet	Mg. Kaybong	3	10	1	2	4	12	-	-	2	5	2	5	2	7
Paksane	Vientiane	2	10	-	-	2	10	-	-	-	-	-	-	2	10
Birmanie	Salakham	49	216	-	-	47	216	22	96	-	-	22	96	25	120
Total		208	1035	15	64	223	1099	46	169	4	15	50	184	173	915

Vientiane, October 22, 1965
The Chief of the Bureau of Social Works
Pheng SRIUDOM

NOMINATION LIST OF RECIPIENT TO BE ATTACHED TO RECORD NO. 2

DISTRIBUTION OF COMMODITIES ON _____

No.	Name and Surname	Number of Persons in Family	Number of Family	Materials distributed	Remarks

Remarks: Issue order

Date _____ Month _____ Year _____

No. _____

/Signed/ _____
Distribution Supervisor