Ministry Social Welfare agreement with World Vision, Inc.. 1970-10-06

Secretary of State for Social Affairs and Labor
[s.l.]: [s.n.], 1970-10-06

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MINISTRY OF SOCIAL AFFAIRS AND
LABOR

(Vientiane, October 6, 1970

TO: Chao Khouengs of the Kingdom Prefects of Vientiane and of Luang
        Prabang Chief of Provincial Services of Social Affairs and Labor

FROM: Secretary of State for Social Affairs and Labor

SUBJECT: Procedure for the management of Articles of the "World Vision Inc."

I have the honor to inform you that in November 1968, the RLG signed an
Agreement with representative of the World Vision Inc., a voluntary organization
recognized and registered in the United States of America.

According to the terms of this Agreement, the articles imported into Laos
by the World Vision Inc., are exempted from customs duties and will be stored in
the central warehouse of the Social Affairs and Labor. The study on the needs and
the distribution of the articles to the provinces from the subject of a joint
examination between the Director of the World Vision in Laos and the representa-
tive either of the Ministry of Social Affairs and Labor in case of articles in aid
to the refugees and the needy, or of the Ministry of Public Health in case of
medicaments and medical equipment. The articles thus issued will be sent to the
provinces for purpose of distribution according to the needs.

I wish to specify herebelow the methods of warehousing and distribution of
the World Vision's articles that the Ministry of Social Affaires and Labor has
sent to the provinces:

A. The articles sent will be stored in the provincial warehouse of the Social
    Affairs and Labor or in the warehouse of the Khoueng or USAID warehouse in
    case the Provincial Social Affairs and Labor Service does not exist in the
    Khoueng. The reception forms the subject of a report (Model W.V. 1). Two
    copies thereof will be sent to the Directorate General of Social Affairs
    and Labor.

B. The study on the needs and the distribution of the articles is made by the
    World Vision's representative in the province and/or the USAID representa-
    tive, and the Provincial Social Affairs and Labor Service Chief; the latter
    will consult the Chao Khoueng in advance and will take his agreement on the
    final distribution.

C. The recipients of these articles are Lao refugees and all needy people of
    the Kingdom without discrimination. It is recommended to the Committee
    mentioned in (B) to select the recipients in order to obtain maximum
    effectiveness.

D. The distribution will be made as much as possible by a Committee composing
    of:

    A representative of the Social Affairs and Labor Chairman.
    A representative of the World Vision.
    A representative of USAID refugees division.
    A representative of the General Administration appointed by the Chao
        Khoueng (either an official of the Office of the Khoueng or a Chao Muong
        of the locality or an official of the Muong concerned. When the Chao
        Khoueng participates therein, he assumes, by right, the chairmanship).
    The Tasseng or Phoban of the locality where the distribution is made.

    A report on the distribution (Model W.V.2) will be drawn up after each
    distribution. Two copies will be sent to the Directorate General of the

E.   The Provincial Social Affairs and Labor Service or the Khoueng Office if the former does not exist, will send a monthly statement (preferably in French) in the first week of each month for the past month to the Directorate General of the Ministry of Social Affairs and Labor in 3 copies, one of which will be sent to the Director of the World Vision to Laos.

This statement (Model W.V. 3) includes:

a   All articles remaining in stock on the last day of the preceding month.

b.   All articles received by the Provincial Social Affairs and Labor Service or the Khoueng during the month.

c.   All articles distributed during the month.

d.   The general stock remaining in the warehouse at the end of the month.

e.   The number of villages receiving the articles during the month.

f.   The number of persons receiving the articles during the month.

F.   The stock card will be kept for each category of articles. The incomings will be recorded by virtue of the receipt report or transmittal note and the outgoing will be verified by the issue order countersigned by the representative of the World Vision and the representative of the Social Affairs and Labor.

G.   The situation of the stock must be kept up-to-date. The Director of the World Vision to Laos or his representative, equipped with the permanent certificate of the Directorate General of the Ministry of Social Affairs and Labor, could visit the warehouse and have access to the stock cards at all times.

H.   In principle, the World Vision must have the representatives in the provinces to cooperate with representative of the Social Affairs and Labor in the Mission specified in (B). The names of the World Vision representatives in the provinces will be forwarded to you as soon as they are obtained by the Directorate General of Social Affairs and Labor. However, in the absence of World Vision representative, the USAID representative for the Social Affairs is official representative of the World Vision.

I am looking forward to the collaboration of the Chao Khouengs and the devotion of the Chiefs of Provincial Social Affairs and Labor Services to implement these instructions and please let me know, if possible, of the difficulties that might result therefrom in their implementation.