

DOCUMENTATION  
**SEDOS**

39

Rome, December 5th, 1969.

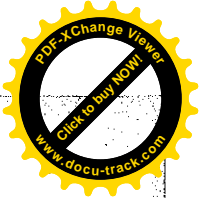
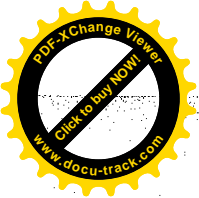
To the Superiors General  
To their Delegates for SEDOS  
To the Members of the SEDOS Groups

- 1) This week's bulletin is a "package" of documents related to the Agenda of next week's Assembly of Superiors General. The idea of having all such documents in one package had emerged from the Assembly itself. We hope the initiative will help ensure a fruitful discussion.
- 2) We are glad to announce that we have secured the services of a professional trainer for Sensitivity Training: Fr. Suitbert Hellinger cmm (see SEDOS 69/944). The first training (group of 12 persons) will take place between January 18th and 26th, 1970 (8 days). If members of your Generalate are interested, please contact the Secretariat. More information will be circulated in next week's bulletin.
- 3) A full report of the Study Session on Comprehensive Health Care (27-XI-1969) will be circulated in one of the January issues of this bulletin.
- 4) Enclosed please find the following:

- Agenda of the Assembly of Superiors General	page 913
- Document 1: Application for membership (SND de N)	page 914
- Document 2: Report on activities for 1969	page 915
- Document 3: Terms of reference of the Work Groups	page 920
- Document 4: Responsibilities of the Secretariat	page 923
- Document 5: Budget for 1970	page 938
- Document 6: Suggested dates for the 1970 Assemblies	page 941
- Report of the Executive Committee meeting of 25-XI-69	page 942

Sincerely yours,

*Benjamin Tonna*  
Benjamin Tonna,  
Executive Secretary.



SEDOS 69/913

ASSEMBLY OF SUPERIORS GENERAL

The XXV Assembly of Superiors General will be held at the OMI-  
International Scholasticate, 78/a Via Pineta Sacchetti, Roma, on  
Tuesday, December 16th, 1969, at 16.00 h.

The agenda will be as follows:

1 - Business

- a) Application for membership of the Sisters of Notre Dame de  
Namur (Document 1)
- b) Report of SEDOS Activities for 1969 (Document 2)
- c) The terms of reference of the SEDOS Working Groups  
for 1970 (Document 3)
- d) The responsibilities of the Secretariat for 1970 (Document 4)
- e) The Budget for 1970 (Document 5)
- f) Dates of the Assemblies for 1970 (Document 6)

2 - Discussion of main topic in language groups

The main topic will be Item 1c) above: The terms of reference  
of the Working Groups (Document 3).

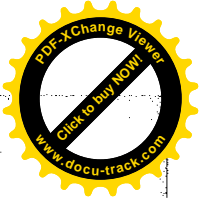
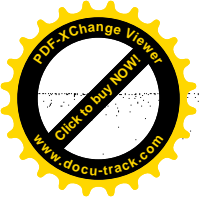
3 - Supper at the OMI-International Scholasticate

Please, phone the Secretariat if you do not intend to stay for  
supper.

4 - Summary of the conclusions of the different discussion groups

Sincerely yours,

Benjamin Tonna  
Executive Secretary



SEDOS 69/914

ASSEMBLY OF SUPERIORS GENERAL

Document 1

Application for membership of the Sisters of Notre Dame de Namur

Dear Father Tonna,

In order to benefit by and contribute to the collaborative effort of mission sending congregations, the Sisters of Notre Dame de Namur wish to apply for membership in SEDOS. We see this application as wholly in line with the thinking of our Special General Chapter, since the scope of human need and the pace of world development today urge upon us the widest kinds of collaboration in our service of God's people.

Our congregation was founded in France in 1804 by Saint Julie Billiart. We number approximately 4,500 and are involved in the work of Christian education from nursery school to university level in Belgium, England, France, Italy, Japan, Scotland and the United States. Besides staffing or administering schools and teacher training colleges, we carry on dispensary and maternity work as well as adult education and directly pastoral work in northeast Brazil, the Congo, Nigeria, Kenya, Rhodesia, the Republic of South Africa, and Swaziland.

We are most interested in seeing the materials at SEDOS and we should also be very glad to have the opportunity to talk with you here at our Generalate, Father. Perhaps this can be arranged when our Superior General returns to Rome in mid-November.

Sincerely yours in Christ,

signed by

Sister Edith Ryan, SND de N  
(for the General Councillors)

November 4, 1969.

Members of the Generalate:

Superior General:

Councillors:

Sr. Mary Linscott

Sr. Marie Chantal Schweitzer

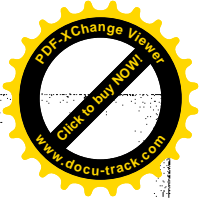
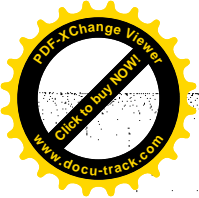
Sr. Louisa Mary Banks

Sr. Joan Bland

Sr. Edith Ryan

Address of the Generalate:

Via della Giustiniana, 1200, 00189 Roma, telephone: 69.95.424.



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ASSEMBLY OF SUPERIORS GENERAL

Document 2/1

Report on SEDOS Activities during 1969

I. COOPERATIVE VENTURES, GUIDED BY THE EXECUTIVE COMMITTEE

1 - The Symposium: Mission Theology for our Times (1969)

publications: Acts in French by Spiritus, Paris

in preparation: Acts in English by Maryknoll, New York  
Acts in German by SVD-Press St. Augustin  
Version for Missionaries by J. Power sma

2 - The SEDOS-MISEREOR Personnel Development Program (1969)

- 3 candidates presented by the Congo-K. Episcopal Conference
- 1 candidate presented by the Philippine Episcopal Conference
- 3 candidates presented by the Marianist Brothers
- 1 candidate presented by the PIME-Institute
- 1 candidate presented by the GABA-Institute, East Africa

Director for the Program appointed (Bro. Vincent Gottwald fsc)

Presentation to the African Bishops by Bro. Vincent Gottwald during Autumn 1969.

3 - Study Session on Planning (1969)

directed by Prof. C. Taylor (for the member Generalates)

PREPARATORY WORK ON:

4 - Credit Unions for Development (September/October 1970)

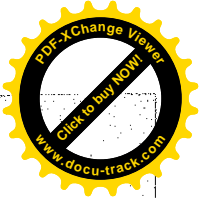
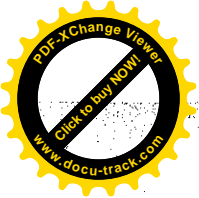
An international ecumenic planning session involving expert missionaries

5 - Sensitivity Training (first group in January 1970)

for member Generalates, and especially Work Group Chairmen

6 - A Study on the Activation of the Missionary Responsibility of Bishops

Papers already submitted by Fr. J. Masson sj and Fr. J. Seaumois omi



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## II. STUDY AND PLANNING INITIATIVES, GUIDED BY THE WORKING GROUPS

### 1 - Catechists

2 meetings at the Secretariat and contacts with various institutions and experts

Report by Maryknoll and studies by other member institutes

Proposals to the Congregation for the Evangelization of Peoples

### 2 - Social Communications

5 meetings at the Secretariat and 1 meeting in Geneva

Study of publications of Generalates

Report to SODEPAX on electronic media; With SODEPAX preparation of a series of consultations on the use of communication facilities for development, justice and peace

### 3 - Development (8 meetings)

The SEDOS-MISEREOR Personnel Development Program (Scholarships);

Criteria for dispensing aid;

Credit Unions for the missions;

Representation at MISEREOR, Intermediate Technology, FAO;

Secured funds for Indonesia Seminar.

### 4 - Educational work in the missions

4 meetings (preparatory ones) and 1 plenary meeting

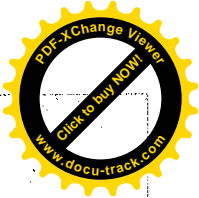
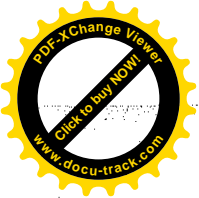
Reports on the educational situations in various African countries; Report on Upper Volta regarding Nationalization of the schools.

Work going on on reports on missionary implications of the Nationalization of schools in Africa.

### 5 - Formation of missionaries (2 meetings at the Secretariat)

Forwarded views to the Congregation for the Evangelization of Peoples regarding the Congregation's draft of an instruction.

Studies of models of curriculum for the formation of missionaries.



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6 - Medical work

8 meetings of the Contact Group and 3 plenary meetings

Study Session on Comprehensive Health Care

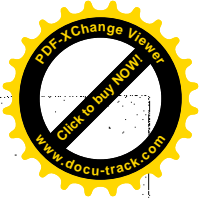
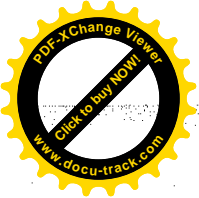
Representation at and close contact with the Christian Medical Commission, Geneva

7 - Meetings by Country

1 plenary meeting on Brazil

III. THE DOCUMENTATION SERVICES, RUN BY THE SECRETARIAT

- 1 - 41 issues of the weekly bulletin with a total of 1000 pages.
- 2 - Documentation section inspected and adjusted by Dr. W. Kralewski in March 1969.
- 3 - Interview program processed by Miss Joan Overboss.
- 4 - Statistics: build-up of information on the Communities of the member Institutes.
- 5 - Overhaul of three programs (Documentation, Personnel and Interviews) and their rationalization into one data system (now called Documentation Services).



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#### IV. INNER RING

##### 1 - General Assembly

The General Assembly met 4 times.

Two members opt out: Missionary Sisters of the Most Sacred Heart of Jesus (Hiltrup); Sisters of St. Paul de Chartres.

Four new members: Columban Fathers, Foreign Missions of Paris, Franciscan Missionaries of Mary, Mariannhill Missionaries;

One member to be voted for on occasion of the fourth Assembly: Sisters of Notre Dame de Namur.

##### 2 - Executive Committee

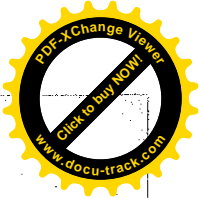
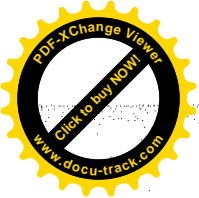
The Executive Committee met eleven times.

#### V. OUTER RING: REPRESENTATION OF MISSIONARY VIEW

##### 1 - in Geneva by Fr. L. Volker pa

BY VARIOUS SEDOS-REPRESENTATIVES AT THE FOLLOWING OCCASIONS  
AND INSTITUTIONS:

- 2 - Justitia et Pax: Round Table of Aid Agencies
- 3 - Consultation Round Table of Catholic international agencies  
(personnel/fund raising)
- 4 - Caritas Internationalis: Plenary meeting 1969
- 5 - Pastoral Sound Slide Fribourg/Munich (member of the  
"Beirat")
- 6 - Catholic Media Council (Paris/Münster/Aachen)
- 7 - MISEREOR Symposium in Bensberg/Germany



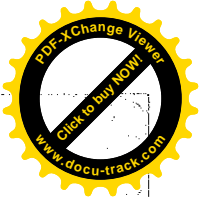
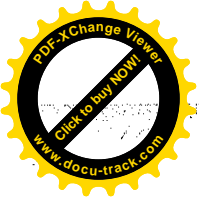
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- 8 - All India Seminar
- 9 - Church in Tanzania Today: Seminar
- 10 - Pro Mundi Vita, Brussels
- 11 - Pontifical Commission for the Propagation of Faith (FWG),  
Aachen/Germany
- 12 - International Conference of Religious Sociology
- 13 - World Council of Churches:
  - a) Division of World Mission and Evangelization
    - mutual representation at SEDOS Symposium and
    - at the WCC Canterbury- and Geneva-meetings
  - b) Christian Medical Commission
- 14 - Swiss Lenten Action, Lucerne/Switzerland
- 15 - FAO - Second World Food Congress, Rome
- 16 - International Symposium of Documentation on Development, Berlin
- 17 - Marquette University, U.S.A.
- 18 - Intermediate Technology Group
- 19 - Fund raising in Europe Seminar

SEDOS Secretariat  
4-XII-1969





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ASSEMBLY OF SUPERIORS GENERAL

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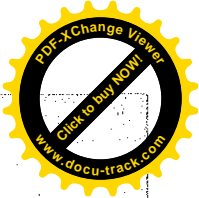
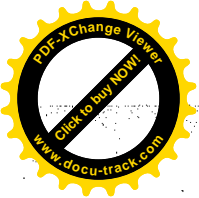
The Terms of Reference of the SEDOS Working Groups (Discussion Paper)

I. CATECHISTS

- 1 - To isolate the major and universal issues of the present force of Catechists in the missions.
- 2 - To define the role of the Catechist in the Local Church of the future (in the missions).
- 3 - To offer to the Generalates and to interested bodies recommendations for joint action for planning for the Catechists of the future.
- 4 - To report by the end of February 1970, in view of the next meeting of Council of the 24 of the SC for the Evangelization of Peoples.

II. SOCIAL COMMUNICATIONS

- 1 - To define the functions of contemporary media of social communications
  - .1 for the internal well being of each Institute;
  - .2 for the promotion of cooperation among the Institutes;
  - .3 for the promotion of cooperation of the Institutes with other bodies.
- 2 - To offer recommendations for the joint activation of such functions.
- 3 - To offer recommendations on the use of such media for the evangelization of mission territories, for the development of the Local Churches.
- 4 - To propose joint projects for common planning/action to implement such recommendations (II/2,3 above).



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### III. DEVELOPMENT

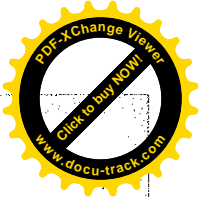
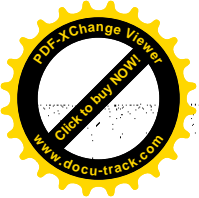
- 1 - To study the role of the missionaries in the full development of man in the Third World.
- 2 - To establish links with development agencies.
- 3 - To propose guidelines for the missionary involvement in development.
- 4 - To prepare joint projects for the Generalates in view of the above (III/1,2,3).
- 5 - To guide the SEDOS-MISEREOR Personnel Development Programme.

### IV. EDUCATION IN THE MISSIONS

- 1 - The collection of reports on educational policy, administration and achievement and other source material on **the** total situation of education in the mission countries.
- 2 --The circulation of this data to the interested SEDOS Generalates and, through them, to the missionaries.
- 3 - The comparative study and evaluation of this data in view of the integration of the educational mission in the total situation.
- 4 - The formulation of recommendations and, eventually, of joint plans to ensure such integration through the cooperation of the Sedos Institutes.

### V. FORMATION OF MISSIONARIES

- 1 - To formulate the current common problems of the formation of missionaries.
- 2 - To study actual formation programmes in view of identifying basic orientations.
- 3 - To offer recommendations for planning formation programmes in terms of the emerging role of the Missionary of the future.



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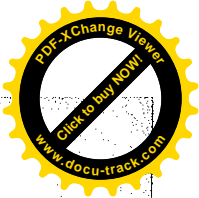
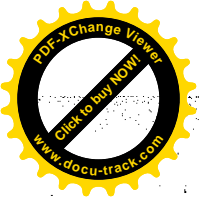
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VI. MEDICAL WORK IN THE MISSIONS

- 1 - To isolate the common problems posed by the current medical <sup>111</sup> commitments of the Institutes in the mission.
- 2 - To propose practical solutions to such problems, especially in terms of comprehensive medical care.
- 3 - To offer recommendations and joint projects in view of further cooperation
  - .1 among the Institutes;
  - .2 of the Institutes with other bodies (especially with the Christian Medical Commission, Geneva). <sup>111</sup>

VII. "MEETINGS BY COUNTRY"

- 1 - To list the current common problems of the Institutes in a particular missionary country.
- 2 - To offer recommendations for planning for joint action vis-a-vis current common problems, especially in terms of priorities.
- 3 - To study the application of the recommendations of the other Working Groups (by sector) for a particular missionary country.



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ASSEMBLY OF SUPERIORS GENERAL

Document 4/0

The Responsibilities of the Secretariat for 1970

SUMMARY

The Secretariat:

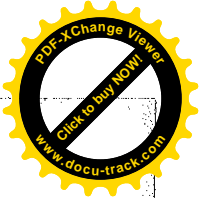
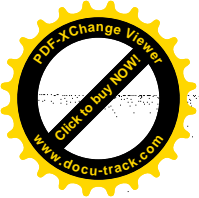
- I is responsible for the Documentation Services
- II shares responsibility for the Study and Planning Services with the Working Groups and the Executive Committee
- III activates the Coordination Services for the Executive Committee

In terms of staff:

- I The Documentation services require:  
one new full time Documentation Officer, and, eventually  
two clerk-typists, ordinary grade
- II The Study and Planning Services require:  
one new full time Secretary to the Working Groups, and, eventually  
one clerk typist (also available for coordination services), high grade
- III The Coordination Services will continue to be run by:  
the full time Executive Secretary (B. Tonna), assisted by  
the full time Secretary (AM. Kohler), and by  
the full time Clerk typist - receptionist, ordinary grade (A. Trezzini)

Appendix:

Sample of job descriptions

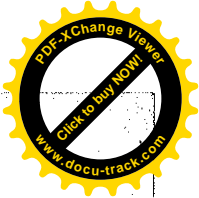
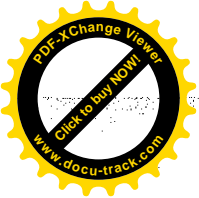


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STATEMENT OF INTENT

- 1 - Sedos exists because 30 missionary sending Institutes want to do more for the missions by promoting cooperation.
- 2 - Cooperation is promoted among the 30 Institutes (hereafter called Inner Ring), with other Institutions (hereafter called Outer Ring)
- 3 - Cooperation is pursued only at the Generalate level (because co-operation in the field is the task of the local communities).
- 4 - At this level, cooperation is promoted through:
  - I Documentation: objective data on "who is doing what, where, how and when".
  - II Study and Planning: reflection on the data (above) in view of identifying areas for cooperation and subsequent division of work among the Institutes,
  - III Coordination of such planning efforts.
- 5 - The basic policies for cooperation are agreed on by the Assembly. Their practical application is decided on by the Executive Committee. The actual work of preparing and following up such decisions is done by the Working Groups, each entrusted by the same Executive Committee with the study of and the planning for one specific area of cooperation.
- 6 - The Secretariat runs the documentation services (4/I) and ensures the Assembly, the Executive Committee and the Working Groups of preparatory, supporting and follow up services.



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## I. THE DOCUMENTATION SERVICES (DS)

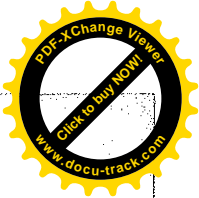
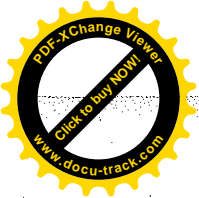
- 7 - The Documentation facilities of Sedos are envisaged as a service to missionary cooperation: by collecting and circulating relevant information; the service helps to eliminate duplication of effort, to identify urgent needs, to mobilize scarce resources.
- 8 - In particular, the service aims to answer the recurrent questions of the 30 Generalates: "who is doing what, where, how and when". The "who" is primarily understood as the group of the 30 institutes (Inner Ring) and, secondarily, as other organizations or agencies whose activities affect the missions (Outer Ring). The "what" is understood as any activity of interest to the missions (e.g. language schools, training programmes, educational, medical and development work). The "where, how, and when" are considered as relevant details about such activities.
- 9 - Such a field is obviously too vast to be covered by the current Sedos facilities. It is therefore proposed that Sedos cover directly only the Inner Ring (primary focus), conveniently called internal documents.
- 10 - Still, it can cover much of the Outer Ring indirectly, by entering into cooperative agreements with other specialized documentation centres which guarantee access to their data. The condition is access to the Sedos services for such centres. Steps in this direction have already been taken in the frame of the proposed International Clearing House for the development field. Opportunities are being actively sought for other missionary fields.

## OUTPUT OF THE DS

- 11 - In the long run, the DS will be able to supply the member Generalates, on request, with the following:

### from the Inner Ring:

- .1 Profiles of the Communities of the member Institutes (who)



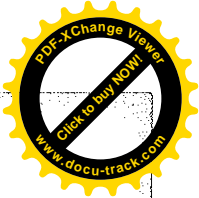
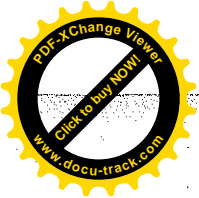
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- .2 Data on Projects conducted by the member Institutes (what)
- .3 Data on Experts belonging to the member Institutes
- .4 Data on Studies, Reports, Plans, of the member Institutes
- .5 Diary of Events scheduled by the member Institutes

from the Outer Ring:

- .6 Profiles of the Countries in which the member Institutes are involved, with particular reference to their development plans, their lists of experts, their libraries and their information and documentation centres.
  - .7 Profiles of the Dioceses in which the member Institutes are active.
  - .8 Profiles of selected Institutions, religious and secular, of interest to missionaries.
  - .9 Data on selected Projects undertaken by 11.8 above, with special reference to a) formation and training programmes, b) advisory recruitment and funding services, and c) research and information facilities.
  - .10 Data on studies, reports and plans of 11.8 above
  - .11 Diary of events scheduled by 11.8 above
- 12 - It is proposed to assign priority to items 11.1, 11.4, 11.5 from the Inner Ring and to 11.6, 11.7 and 11.11 from the Outer Ring
- 13 - The phasing would then work out as follows:
- 1970: Items 11.1, 11.4, 11.5, 11.6, 11.7, 11.11
- 1971: Items 11.2, 11.3, 11.8, 11.9. 11.10.
- 14 - Besides providing the above items of information at the request of the member Generalates, the DS will also offer the following services:



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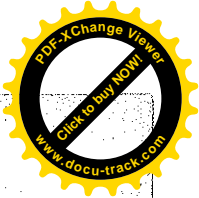
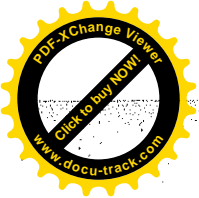
- .1 Referrals to appropriate Communities, organizations, agencies and Institutions, both from the Inner and Outer Ring, as regards special requests of the Generalates.  
(e.g. Generalate X would like to increase the number of applicants for its language courses in Country Y. DS refers it to Institution Z in country Y, after consulting its files.)
- .2 Preparation of bibliographies, abstracts and other aids on specific topics.  
(e.g. Generalate A would like to conduct a survey of its commitments to Catechists. DS prepares lists of studies and abstracts the most relevant documents on this topic.)
- .3 Photocopies of basic documents stored at the DS and circulation of relevant promotional literature.
- .4 Occasional lists of available training programmes and audio-visual aids.
- .5 Regular bulletin on developments in the DS  
(e.g. the recent addition of the Anbar Management Service)

#### INPUT OF THE DS

- 15 - The DS depends on the regular supply of data from the member Institutes insofar as the items listed above under Inner Ring (11.1 to 11.5) are concerned. It depends on its involvement in the emerging network of specialized documentation centres as regards the other items.
- 16 - The DS, however, makes this regular supply of data as simple and as routine and unobtrusive as possible by itself taking the initiative, once a year, of sending short basic questionnaires to the member Generalates. E.g.:  

1970: <u>Communities</u> :	address, personnel, activities
<u>Studies</u> :	authors, conclusions
<u>Events</u> :	location, timing, topic, participants
1971: <u>Projects</u> :	purpose, method
<u>Experts</u> :	name, address, specialization, experience





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- 17 - The DS will also expand its small reference library of directories and of periodicals. This library will be comprehensive as regards the publications of the Inner Ring (Generalate level only) but very selective as regards the Outer Ring.

PROCEDURES OF THE DS

- 18 - The documentation process can be broken down into eight operations:

- origination
- acquisition
- indexing and abstracting
- announcement
- index operation
- document management
- document correlation
- end use

- 19 - The DS proposes to divide the work as follows:

Response (announcement, end use, correlation)

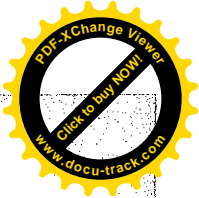
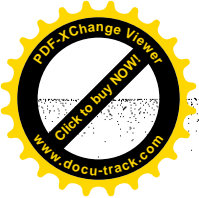
- through a regular bulletin
- referrals
- instant information
- bibliographies and abstracts
- photocopies

Data collection (origination, acquisition)

- through the preparation and administration of questionnaires
- follow up of relationships with Outer Ring
- management of library

Data processing (document management, indexing and abstracting, index operation)

- through preparation of "identity card" for each item of information (eventually on automatic data processing equipment)

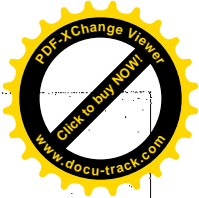
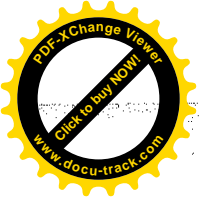


SEDOS 69/929

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STAFF REQUIREMENTS OF THE DS

- 20 - The above project involves the expansion of the present staff of one part time professional (Sr. Agnetta) to another full time professional and, eventually, to two full time clerks and other part timers.
- 21 - Responsibilities will be shared as follows:
- .1 Full time professional documentation officer  
assumes overall responsibility for the operations of the DS,  
in particular:  
runs the response services directly by:
    - editing the bulletin
    - ensuring referrals
    - providing instant informationprepares and administers questionnaires for the Inner Ring  
promotes and follows up relations in Outer Ring  
updates Descriptor List
  - .2 The part time professional documentation officer  
prepares bibliographies and abstracts  
manages library  
manages documents
  - .3 The first full time clerk  
assists 21.1 above in data collection  
mails, follows up questionnaires  
processes returned questionnaires
  - .4 The second full time clerk  
assists 21.1 above in data processing  
retrieves documents  
prepares identity cards, eventually on automatic equipment
  - .5 The part timers  
Each assumes responsibility for one of the items listed above  
under 11.  
(E.g. Community file, Reports file, etc.)



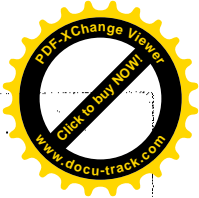
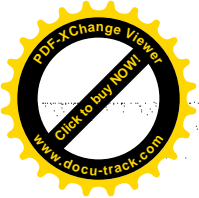
SEDOS 69/930

Document 4/7

- .6 Persons of another category will assist 21.1 above in developing Outer Ring relationships in specific fields  
(E.g. Fr. Volker will keep in touch with documentation sources in Geneva; Dr. W. Kralewski will represent SEDOS with the German Clearing Houses.)

22 - Useful bye-products of the above procedures could be:

- .1 The coordination, through standard questionnaires, of the data systems of the member Institutes
- .2 The training of documentation officers of the member Institutes
- .3 The continuing analysis of the reporting systems of the member Institutes



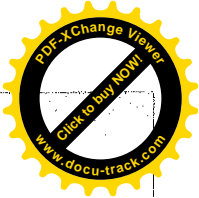
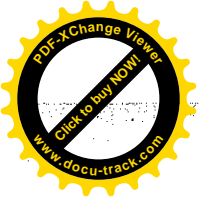
SEDOS 69/931

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## II. THE STUDY AND PLANNING SERVICES (SPS)

While responsibility for the DS falls squarely and solely on the Secretariat, that for the Study and Planning Services (SPS) is shared by the Secretariat with the Working Groups and the Executive Committee.

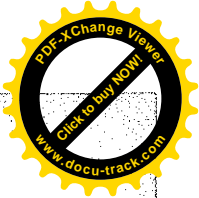
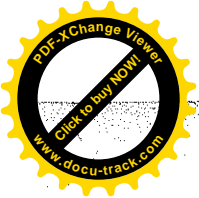
- 23 - In general, this sharing works out as follows:
- a) a Working Group studies the issue assigned to it by the Executive Committee (Study) and proposes solutions (Planning) to the problems posed by that same issue.
  - b) the Secretariat prepares the study efforts of the Working Group by furnishing it with the relevant data and by acting (after approval of the Executive Committee) on its recommendations for planning.
- 24 - The conceptual focus for the study and planning efforts of the Working Groups is reflection on objective data in the frame of the emerging local Churches.  
This concept of the local Church, in fact, has emerged as the ultimate purpose of the missionary endeavour. Consequently, our cooperative venture in SEDOS is ultimately directed at making our missionary efforts more effective in building that local Church.
- 25 - Reflection on the local Church is based on two complimentary stances but hopes to converge on a more developed concept of the local Church itself:
- the theological stance: what the local Church should be, according to the Christian message
  - the social science stance: the consequences and conditions of a self supporting local Church
- 26 - The unit of study is the diocese: this, in fact, is a convenient meeting place of the above two stances, the diocese being a social expression of the theological concept of the Bishop's role.



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- 27 - A specific source of our data, which could usefully complement written documents, is the opinion of the missionary in the grassroots.
- 28 - The specific objective of the efforts of the Working Groups and the Secretariat is indicative planning for cooperation at the generalate level (in view of inspiring **cooperation** in the field).
- 29 - The Working Groups, then,
  - .1 are assigned clear terms of reference (including deadlines) by the Executive Committee
  - .2 are recruited from among the resource persons of the Generalates (and others) concerned with such terms of reference
  - .3 are guided by a Chairman appointed by the Executive and eventually "animated" by a discussion leader (moderator)
  - .4 are "serviced" by a full time secretary (one for several groups) from the staff of the Secretariat
  - .5 are expected to produce specific proposals for planning cooperative efforts.
- 30 - The Secretariat
  - .1 forms the groups by proposing short lists to the Executive Committee, **after** consulting the various Generalates
  - .2 in agreement with the respective Chairmen and members, convenes the meetings of the groups, and eventually invites Resource Persons to such meetings
  - .3 produces and circulates among all Generalates a report on each study session of the Working Groups
  - .4 prepares the documents requested by the Working Groups
  - .5 takes action on conclusions and recommendations offered by the Working groups and approved by the Executive Committee



SEDOS 69/933

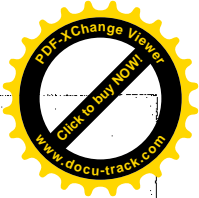
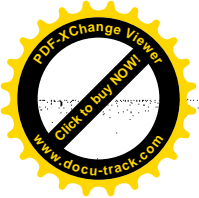
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OUTPUT OF THE SPS

- 31 - Conclusions and recommendations of the various Working Groups
- 32 - Implementation and activation of such conclusions and recommendations  
(E.g. The Mission Theology Symposium 1969; for 1970: the Planning Session on Credit Unions)

INPUT OF THE SPS

- 33 - The study sessions of the Working Groups
- 34 - The referral of problems of the member Generalates to SEDOS
- 35 - The documentation service facilities
- 36 - The opinion survey of missionaries
- 37 - The advice of Experts



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### III. COORDINATION SERVICES (CS)

The responsibility of coordinating the business of the various Working Groups falls on the Executive Committee. This Committee, however, activates its decisions through the Secretariat.

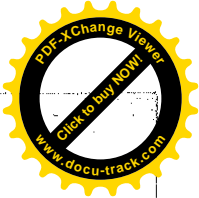
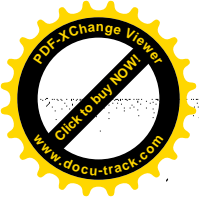
- 38 - In a more general way, coordination means the avoidance of duplication of effort inside the Sedos Inner Ring and outside it. More positively, coordination also means the location and identification of areas where cooperation within both rings could ensure greater efficiency and effectiveness of the missionary effort.
- 39 - The task of such coordination is shared by the Executive Committee and the Secretariat as follows:

#### The Executive Committee:

- .1 considers the request for cooperation presented by the member Generalates in view of common study and planning
- .2 considers the data analyzed by the Secretariat in view of locating areas of possible duplication and of potential cooperation
- .3 forms Working Groups in view of 39.1 and 39.2 above by establishing their terms of reference and appointing their Chairmen and members
- .4 considers the conclusions and recommendations of the different Working Groups in view of formulating proposals for the Assembly and, eventually, of undertaking joint action
- .5 instructs the Secretariat on action and follow up

#### The Secretariat:

- .6 ensures that there are no cases of unwanted overlap among the member Institutes by circulating information about the activities of each
- .7 ensures there is no similar overlap with the activities of institutions outside the Sedos Inner Ring, again through the circulation of information



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- .8 feeds the Executive Committee with analyses of the above information in view of the location of areas of possible duplication and of potential cooperation
- .9 assumes responsibility for the joint projects approved by the Assembly or by the Executive (e.g. Mission Theology Symposium)
- .10 ensures that the terms of reference of a Working Group and its subsequent work do not overlap with those of other groups.

#### OUTPUT OF THE CS

##### 40 - The Secretariat

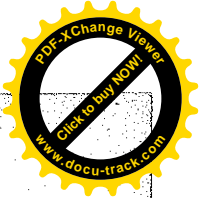
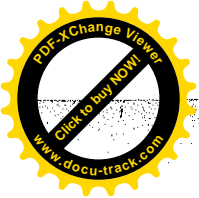
- .1 produces a weekly bulletin for the member Generalates, with documentation about the conclusions and the recommendations of the Assembly, Executive Committee and Working Groups and, eventually other institutions in the Inner and Outer Ring
- .2 refers requests for cooperation, planning, study and documentation to the appropriate channel
- .3 represents SEDOS interests with persons and institutions in the Outer Ring
- .4 manages the joint projects undertaken by the Assembly or the Executive Committee (E.g. SEDOS-MISEREOR Scholarship Fund)
- .5 provides a permanent forum for the exchange of ideas among the member Institutes

#### INPUT OF THE CS

##### 41 - The Secretariat

- .1 is ensured of access to the Secretariats of the member Generalates
- .2 is member of international institutions relevant to the missions
- .3 is represented at international conferences relevant to the mission





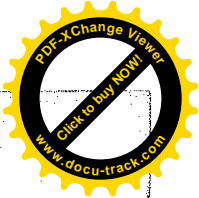
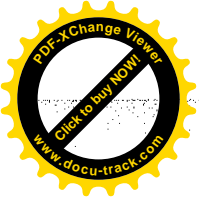
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Appendix

SAMPLE OF SEDOS JOB SPECIFICATIONS:  
SECRETARY TO THE WORKING GROUPS / DOCUMENTALIST

- I. The Work Group Secretary acts as a link between the Secretariat and the various Working Groups (about 6 - 8 at a time, most of them being "ad hoc" - with specific terms of reference to be covered by a certain date). He/she is thus expected, for each Working Group,
  - .1 to prepare its meetings, by distributing the agenda, by making available to participants the relevant information, etc.;
  - .2 to produce and circulate among all participants and institutes a report on each meeting;
  - .3 to follow up the meeting by taking action on its conclusions and by carrying out its instructions;
  - .4 to conduct, file and update all correspondence and other secretarial services required by the Working Group;
  - .5 to coordinate together with the Executive Secretary the business of the various Working Groups.
- II. The Documentalist: The specification is given in this document under no. 1/21.1 (Document 4/6).
- III. Each is directly responsible to the Executive Secretary of SEDOS and forms part of the permanent staff of the SEDOS Secretariat.
- IV. In general, each is expected to like to work with people, to be a creative, adaptive and missionary motivated type of person. Perfect knowledge of English is absolutely necessary; knowledge of French and of group dynamics would be appreciated. It is understood that each knows typewriting and the day-to-day routine of a small office.



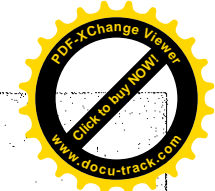
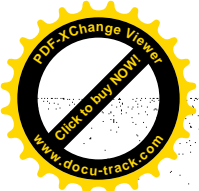
SEDOS 69/937

Document 4/14

- V. The Conditions of work would show the following details:
- a 5-day week (approx. 40 hours), week-end being off duty;
  - four weeks holiday per annum (in summer) plus Christmas and Easter holiday (approx. 4 weeks)
  - Salary: US-\$ 4000.-- per annum, incl.
  - One-year contract after an initial three months trial period; to be renewed yearly or to be renounced 3 months before date of expiring, or 3 months before summer holiday starts.
- VI. Applications are to be made to "SEDOS, Via dei Verbiti 1, 00154 Roma". They should contain the following:
- Curriculum vitae, giving Name and Surname, Home Address, Date and Place of birth, Citizenship, Names and address of parents, Names of Sisters and Brothers, Religion; Normal Education, further Education, diplomas resp. certificates, languages; Employments, and spare time activities (if they could be useful for the job in question).
  - one or two **reference** addresses
  - photograph
  - date of beginning the employment with SEDOS

SEDOS Secretariat

2 - XII - 1969



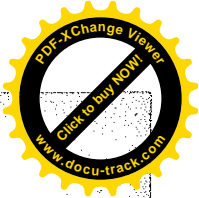
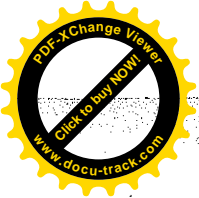
SEDOS 69/938

ASSEMBLY OF SUPERIORS GENERAL

Document 5/1

Proposed Budget for 1970: EXPENDITURE (+)

<u>Operating Expenses</u>	<u>Budget 1969</u>	<u>Actual 69(++)</u>	<u>Budget 1970</u>	<u>Remarks(x)</u>
Rent, Electricity	1'000.--	1'000.--	1'000.--	no change
Telephone	700.--	750.--	700.--	no change
Postage	300.--	692.--	600.--	doubled
Maintenance	300.--	300.--	300.--	no change
Petty cash	50.--	--	50.--	no change
Public Relations	400.--	315.--	300.--	100 less
Stationery	800.--	495.--	500.--	300 less
Supplies	200.--	924.--	600.--	400 more
Printing	200.--	259.--	200.--	no change
Displacement	600.--	451.--	600.--	no change
Travel	1'000.--	900.--	1'000.--	no change
Medical	1'000.--	300.--	700.--	300 less
<u>SUBTOTALS</u>	<u>6'550.--</u>	<u>6'386.--</u>	<u>6'550.--</u>	<u>no change</u>
<u>Personnel</u>				
Executive Secretary	4'572.--	4'572.--	4'572.--	no change
- Insurance	183.--	183.--	183.--	no change
Director	4'158.--	3'144.--	--	abolished
- Insurance	1'562.--	1'325.--	--	
Office Manager	2'400.--	1'549.--	--	abolished
- Insurance	720.--	387.--	--	
Secretary to ES	--	--	3'485.--	new(+++)
- Insurance	--	--	775.--	(++++)
Secretary to WG's	--	--	3'300.--	new
- Insurance	--	--	775.--	(++++)
Documentalist	--	--	3'300.--	new
- Insurance	--	--	775.--	(++++)
Clerk Typist	1'200.--	1'200.--	1'200.--	no change
- Insurance	360.--	360.--	360.--	no change
Other items	3'086.--	2'798.--	5'500.--	(+++++)
Geneva representative	4'410.--	4'410.--	4'410.--	no change
<u>SUBTOTAL</u>	<u>22'651.--</u>	<u>19'928.--</u>	<u>28'635.--</u>	4980 increase if (++++)



SEDOS 69/939

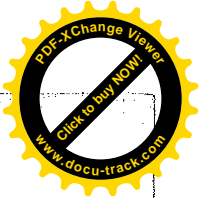
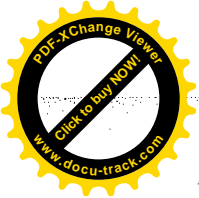
Document 5/2

<u>Other items</u>	<u>Budget 1969</u>	<u>Actual 69(++)</u>	<u>Budget 1970</u>	<u>Remarks(x)</u>
Consultation	1'000.--	486.--	200.--	800 less
Fees etc.	80.--	241.--	250.--	170 more
Equipment	2'000.--	1'800.--	500.--	1500 less
Contingencies	80.--	298.--	210.--	130 more
<u>SUBTOTAL</u>	<u>3'160.--</u>	<u>2'825.--</u>	<u>1'160.--</u>	<u>2000 saved</u>
<u>Cumulative</u>				
Operating Expenses	6'550.--	6'386.--	6'550.--	no change
Personnel	22'651.--	19'928.--	28'635.--	4980.-- incr.
---	----	----	----	if (++++)
Other items	3'160.--	2'825.--	1'160.--	2000.-- saved
<u>TOTAL EXPENDITURE</u>	<u>32'361.--</u>	<u>29'139.--</u>	<u>36'345.--</u>	<u>2980.-- incr.</u> <u>if (++++)</u>

Proposed Budget for 1970: INCOME (+)

Institutes	25'680.--	25'995.--	32'000.--	(xx)
Symposium SDC	1'864.35	2'194.64	--	net income
Credit Union Study	--	--	1'500.--	net income
Medical Fund Agency	1'000.--	1'000.--	700.--	fixed
<u>TOTAL INCOME</u>	<u>28'544.35</u>	<u>29'189.64</u>	<u>34'200.--</u>	<u>5655.65 incr.</u>

see overleaf for  
finalization and explanations



SEDOS 69/940

Document 5/3

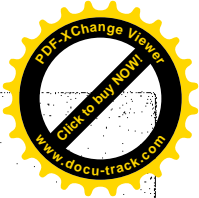
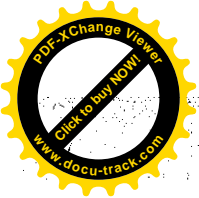
Proposed Budget for 1970: FINALIZATION (+)

	<u>Budget 1969</u>	<u>Actual 69(++)</u>	<u>Budget 1970</u>	<u>Remarks(x)</u>
TOTAL INCOME	28'544.35	29'189.64	34'200.--	5655.65 incr.
DEBT WITH PA 1.1.69	5'251.79			
" (carried through)		5'251.79		
DEBT WITH PA 1.1.70			5'251.79	no change
ACTUAL BUDGET AMOUNT	33'796.14	34'440.79	39'451.79	income incr.
EXPENDITURE	32'361.--	29'139.--	36'345.--	2980.-- incr. if (++++)

EXPLANATIONS:

- (+) all amounts are in US-\$
- (++) Actual up to 21-XI-1969; December estimated.
- (+++) The Secretary's salary and insurance for September to December 1969 appears under "Personnel, Other items, actual 1969"
- (++++) If the Secretary to the ES, the Secretary to the WGs and the Documentalist can be insured with EMI, the amount of those three insurances will be approx. US-\$ 1'000.-- lower.
- (+++++) This position includes the following items: paid feast days, 13th month for all, settlement fund, part timers (incl. present part time documentalist); the second column also (++) above.
- (x) the remarks are made with regard to the budget 1970 compared with the budget 1969.
- (xx) this amount includes also the amounts paid by those institutes which are not members of SEDOS but cooperate with SEDOS as regards MEDICAL WORK.

SEDOS Secretariat  
5-XII-1969



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ASSEMBLY OF SUPERIORS GENERAL

Document 6

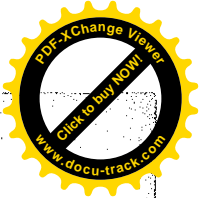
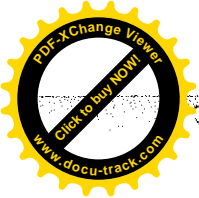
Proposed Dates for the Assemblies of the Year 1970

<u>Assembly</u>	<u>Date</u>	<u>Day of the Year</u>
1st Assembly	March 17th, 1970	76th day
2nd Assembly	June 9th, 1970	160th day
3rd Assembly	September 15th, 1970	258th day
4th Assembly	December 15th, 1970	349th day

Other dates which are already fixed

18-I-1970 to 26-I-1970:	Sensitivity Training
29-III-1970	Easter
16-VI-1970 to 30-VI-1970:	FAO World Food Congress in The Hague
27-IX-1970 to 3-X-1970:	Credit Union Seminar

SEDOS Secretariat  
2-XII-1969



SEDOS 69/942

EXECUTIVE COMMITTEE

A meeting of the Executive Committee was held on November 25, 1969, at 1600, at the Secretariat.

Present were: Bro. Ch. H. Buttimer fsc, Sr. J. Gates scmm-m, Mo. M. M. Gonzalvez rscm, Sr. M. Keenan rscm, Fr. F. Sackett omi, Bro. G. Schnepf sm, Mo. M. Th. Walsh osu.

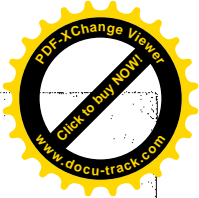
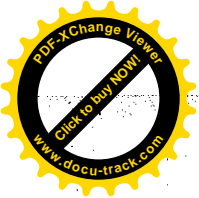
In the chair: Fr. H. Mondé sma.

From the Secretariat: Rev. B. Tonna, Miss AM. Kohler.

- 1 - Assembly: It was agreed to prolong the next Assembly until 20.30 and to adopt the following agenda:
  - a) Application for membership of the Sisters of Notre Dame de Namur
  - b) Report of activities for 1969
  - c) The terms of reference of the Working Groups
  - d) The responsibility of the Secretariat
  - e) Budget for 1970

The Executive reviewed each item as follows:

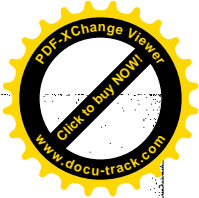
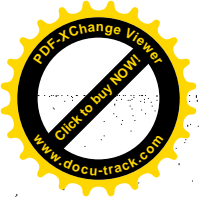
- a) New Member: It was agreed to recommend the application for membership of the Sisters of Notre Dame de Namur.
- b) Report of activities for 1969: The Secretariat was asked to prepare a very brief report on the activities of SEDOS during 1969. The report would also refer to projects under consideration.
- c) Terms of reference of the Working Groups: The Secretariat was also asked to prepare drafts of the terms of reference of each of the following Working Groups: Catechists, Social Communications, Development, Education, Formation, Health work, and the "Meetings by Country". These terms of reference, based on the current thinking of the groups, will be submitted to the Assembly and later circulated among all Generalates, with a request for volunteers to serve on each group. It was agreed that these members should not be restricted to the Generalates but should also include resource persons who would throw in extra lights, from relevant disciplines, to help each group define its problems, studies, solutions and plan for action. There would be no other groups, besides those mentioned above - before the Executive or Assembly decide otherwise.



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- d) The Secretariat: The reorganization plan prepared by the Secretariat was approved in principle (see Document 4 in this bulletin). The first step would be the strengthening of its present full time staff of three - Executive Secretary, his Secretary and a clerk typist - by a Secretary for the Working Groups and by a Documentalist. The functions of the Secretariat would be three:
- .1 sole responsibility for the documentation services;
  - .2 responsibility, with the Working Groups, for the study of and planning for common objectives;
  - .3 implementation of the decisions of the Executive in the latter's coordinative efforts.
- e) The Budget: A draft of the Budget was presented by Bro. Schnepf sm, Treasurer. It was agreed to transfer the item Medical Secretariat from the category salaries to that of operating expenses, to strengthen the latter category, which seemed too tight, and to update the column "actual expenses 1969" for the Assembly. It was also agreed to ask the Institutes to pay their full dues in January 1970 so as to cover the White Fathers' SEDOS account (which will show a deficit for December 1969).
- 2 - Fr. H. Mondé read a letter, addressed to him by Fr. J. Hamer, Secretary of the Secretariat for the Promotion of Christian Unity, in which SEDOS was asked to appoint a staff representative to sit on the Committee for the Division of World Mission and Evangelization of the World Council of Churches. It was agreed to appoint Rev. B. Tonna as such a representative for one year.
- 3 - The subject of representation of SEDOS on other bodies like the Justitia et Pax Round Table, the FAO Round Table etc., was briefly discussed. In general, such representation helped to put the missionaries on the map. But it could become counterproductive by making unreasonable demands on the time of the Generalates and of the Secretariat.
- 4 - Rev. B. Tonna reported on the Symposium on Documentation for Development in which he represented SEDOS (see SEDOS 69/890-899). It was agreed that contacts should continue with the International Conference of Voluntary Agencies in view of future membership. The Sedos Documentation should also be integrated in the emerging network of non-government clearing houses and documentation centres.





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- 5 - Miss Am. Kohler reported on her contacts with PWG Aachen (Catechists); MISEREOR and Swiss Lenten Action (Scholarship Fund, funds for the Philippines' bishops seminar); SKLW Fribourg and AGEH Aachen (documentation and staff); Basler Mission, Basel (education in the missions - S.A. Republic, West Africa); Laymissionaries' groups Basel, Zürich, Luzern and Freiburg i/Br. (staff); Redaktion "mmm" Köln and Mission Centre Würzburg (use of the mass media for missionary purposes, education in the missions, formation of missionaries, catechists - especially S.A. Republic, and sensitivity training). A full report will appear in one of the coming bulletins.
- 6 - It was agreed to organize Sensitivity Training for SEDOS members - particularly for Chairmen of the Working Groups -, the first training week taking place early next year.
- 7 - It was agreed to ask Bro. Vincent Gottwald fsc to take overall charge of the SEDOS-MISEREOR Scholarship Fund.
- 8 - It was agreed to restrict the circulation of the SEDOS bulletin to the Generalates. The Secretariat, however, was empowered to use its discretion as regards the circulation of individual reports.

SEDOS Secretariat  
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