

To: ALL STAFF
Fm: Kathleen

Attn: _____
Date: 23 March 1998

Please, please, please read this memo. It's guaranteed to be boring, however it contains no intentional insults, and contains important information which is intended to increase efficiency and resources so we can all work well together.

STAFFING

Peter Sainsbury (Peter) is virtually a weathered editorial staffer by now as full-time reporter. The Kiwi conspiracy theorists will be pleased to hear of the news.

Vann Kunnika (Kunnika) who has been working part-time at the Post since December is now working full-time as of 16 March. Her responsibilities will include a number of administrative and advertising duties.

Pok Sokundara (Dara) has been hired as our full-time translator/interpreter. Check with Matthew or Chris Fontain if you have any questions about procedures for working with him.

COMPUTERS

It has come to my attention that while I have complained vehemently about possible misuse of computers and technical problems, I have not been thorough and consistent about providing computer training. I realize that nobody would knowingly sabotage equipment and that we are all intelligent adults capable of operating computers and apologise if I have implicated otherwise in words or tone.

The fact is that while most staff can function on the computer, there remain various gaps. In an effort to bridge those gaps, I would like to ask Peter Hüttenmoser to structure some training. Since people are at various levels, there probably should be at least two levels of training. If you need a quick course on the basics of the computer, MacBasics program is installed on most of the computers. Please indicate your needs below and return to me by Wednesday so that Peter can try to organize something after the next issue is finished, depending on Peter's availability.

Name:.....
I need basic training
I need specialized instruction on: (please specify areas below).....
.....
.....
.....
.....

In addition, there may be some things we can do to make operations more efficient. (For instance, when networking, you might have to enter different user names for different computers. This is something which can be changed so it is one less thing for you to think about.) These are things which you can bring up with Peter during training, and he might have some solutions for. Please come prepared.

INTERNET/EMAIL COMPUTER: I remind everybody that Peter Hüttenmoser is the only one authorized to use the internet without permission from me. Until we have our website up and running, Peter will need to utilize most of the allotted hours. As additional hours cost \$10 per hour, I would like to minimize our costs. That said, I realize that this is an important resource and intend to make it available for editorial and other needs. For now, I ask for your cooperation as follows:

1. Ask my permission to use the net.
2. Inform Peter that you would like to use it and ask him to log on for you.
3. Be efficient about the time spent on the net.
4. Log off as soon as you are finished.
5. Inform Peter that you have logged off.

In addition, please remember that the Internet/Email computer is used by all. As the traffic level is becoming unmanageable, I request that you compose your emails on another computer and only use that computer to copy files and send them.

REMINDER: If you do not know how to power up or power off computers, let me now as soon as possible. **REMEMBER** that you can not turn on the color monitor on the computer next to my desk if any other computers are on in that office space. If you do, it will make all the other computers crash. If you want to turn it on and someone is on a computer, ask them to shut down and turn on the monitor before computers. When you shut down that computer, the screen will go black. You do not have to turn the screen off unless it is the end of the day.

TELEPHONES

Some mobiles have been shuffled around. Matthew is now on 015833395 and Chris is no longer on 015916392, but will be getting a new Samart number soon. Sopheap has done an updated list which anyone can get a copy of if you don't have already. Unfortunately, the Post is not in a position to purchase any more mobile telephones for staff. However, we will try to do a deal for barter on mobiles for people who want them.

The deal would probably be that you pay to the Post a small charge which shouldn't be more than half the price of the phone. The phone is yours. You are responsible for paying the bills. You will be reimbursed by the Post up to a certain monthly amount (to be determined) for local business phone calls which should be kept to a minimum to the extent possible..

It is more likely that we can do a better deal with Mobitel than Samart. The advantage of Samart is being able to use phones in some provinces. There are other GSM advantages to using Mobitel, however, aside from Kompong Som, the Golf Club and Kompong Speu I don't think their provincial coverage will materialize before some months.

In order to strike a deal with either Samart or Mobitel, and give you figures, I need to know how many phones we are interested in. If you might be interested in buying your personal phone as described above, please leave a note in my box by Wednesday so I can explore the possibilities.

IMPORTANT NOTE: The Post will pay for international calls for business purposes which have been authorized by Michael. You are not allowed to use Post telephones for personal international calls. Before making any international calls for which you expect the Post to pay, check with Michael.

STATUS REPORT

In general, I think the Post is a lot stronger than it's been in a while. Everyone is to be applauded for this. I think that the addition of new staff has contributed greatly to reducing the stress on a few, and producing a quality product under limited resources.

Color is back for as long as it is paid. The last two months has produced a healthy rise in advertising — albeit many one-offs — which I hope can be maintained over the coming months. Michael is working hard on other proposals which may provide additional resources, although there is no guarantee of funding, especially if the EU cuts funding for the elections. However, our financial situation is still critical, so your cooperation in keeping costs down is greatly appreciated.

Please let me know if you have any questions or problems of which I should be aware. I appreciate your cooperation on all of the above.

Kathleen