

13 May 1997

DEPARTING STAFF:

As you all must know by now, Ker Munthit has resigned from the Post to work for AP wire service. He can be reached on tel: 015918385.

Imran Vittachi has also resigned and will be departing Phnom Penh at the end of this week.

NEW STAFF:

Hong Sokheang has been working since late March as interpreter on a part-time basis while finishing his studies, after which time, he will work full-time. While he working under the direction of the editorial staff, he is available for other translation work as required. Please check with Jason on his availability.

We have taken on staff two new reporters, effective immediately, whom many of you should know already:

Mr Hurley Scroggins

Mr Nick Lenaghan

In addition, Miss Ann Moran will be working on some special projects on a part-time basis.

We are still in the process of recruiting additional Khmer and Foreign reporters and editors. If you know of anyone qualified and interested, please refer them to Jason or Michael.

NEW TELEPHONE ASSIGNMENTS

Please note the following new mobile numbers for staff:

Valerie Jourdan, advertising: 012811007

Jason Barber, editorial: 015912859

Chea Sotheacheath 017811007

COMPUTERS

Please note that the use of computers, telephones and other facilities is limited to PPP staff. If others want to use our facilities, they should do so only with the permission of Michael or myself.

If new staff require additional training on the computer or other facilities, please see me.

Editorial staff, please note that there is a new folder on all computers for filing stories for the current issue. The folder is labeled "CURRENT ISSUE". Inside this folder are two folders labeled "STORIES EDITED", and "STORIES UNEDITED". When you finish writing a story for the current issue, you should put a copy of the story in the appropriate folder so that the editors can easily find the appropriate version. Please let me or Jason know if you have any questions about this.

At the end of each issue, these folders should be purged by journalists and/or editors.

PLEASE NOTE that I may be bringing the Powerbook 150 to Bangkok for repair this week. If you need any files from that computer, please be sure to copy them elsewhere.

If you have any questions on the above, please let me know. Thank you.

Kathleen