

In his capacity as member for Civil Status Affairs, the Chairman is responsible for maintaining civil status registers and for recording and issuing birth, marriage and death certificates to the people in his Village. He also presides over wedding ceremonies held in his office.

Article 27.- The Deputy Chairman of the Village Administrative Committee coordinates the activities of members of Village Administrative Committee in accordance with instructions of the Chairman and replaces the latter when he is absent or occupied with other duties.

In addition, the Deputy Chairman may be permanently delegated by the Chairman to sign certain categories of papers dealing with matters provided for in Article 26 above, except civil status matters and expenditure authorizations.

In the capacity of Commissioner for Economy and Finance, the Deputy Chairman administers finance and village properties and handles problems concerning village budgets, taxation, economy and supply.

Article 28.- The Commissioner for Security handles problems concerning administrative and judicial police, public order, military draft and military affairs.

He also serves as judicial police agent.

Article 29.- The Commissioner for Propaganda and Civic Action is in charge of problems pertaining to popular groups, information, open-arms, civil proselyting, youth and village postal services.

Article 30.- The Commissioner for Social Welfare handles problems concerning culture, education, social welfare, construction, labor, public sanitation, and public health.

Article 31.- The Commissioner for Agricultural Affairs handles problems concerning land administration and agriculture. He cooperates with the Deputy Chairman, concurrently Commissioner for Economy and Finance, in the administration of village public land and rice fields.

Section 3: Functioning

Article 32.- The Deputy Chairman and Commissioners of the Village Administrative Committee, are subordinate to the Chairman of the Village Administrative Committee.

Article 33.- The Village Administrative Committee shall meet at least twice a month under the chairmanship of the Chairman of the Village Administrative Committee to review the work completed and, at the same time, to work out plans of action for the months to come and to coordinate with other agencies in the Village.

In addition, the Village Administrative Committee shall meet at least once a month with the Village Council, upon convocation of the Village Council Chairman, under the joint chairmanship of the Village Council Chairman and the Chairman of the Village Administrative Committee.

Article 34.- There is a secretariat placed at the disposal of the Village Administrative Committee. This secretariat is headed by a Chief Secretary who is assisted by one or two assistants.

The Chief Secretary and Assistants are selected and removed from office by decision of the Province Chief upon recommendation of the local District Chief.

Article 35.- The Chief Secretary of the Village Administrative Committee has the following responsibilities:

- to supervise the village secretariat;
- to handle general administrative problems;
- to keep seals, registers and village records;
- to act as the Village Cashier.

The Assistant to the Chief Secretary is in charge of the Civil Status Section, assists the latter in the performance of the above-cited duties and replaces him during his absence or when busy with other duties.

CHAPTER III

Hamlet Management Committee

Article 36.- The Hamlet is placed under the management of a Hamlet Management Committee which is composed of:

- One Hamlet Chief
- One Assistant for Security
- One Assistant for Propaganda and Civic Action

In hamlets where the population exceeds three thousand (3,000) the hamlet Chief may be assisted by a Deputy Hamlet Chief.

Article 37.- The Hamlet Chief and his Deputy are elected by the people in the Hamlet through universal and direct suffrage with secret ballot. The election procedure will be provided for in a separate Decree.

The term of office of the Hamlet Chief and his Deputy is three years. They may be re-elected.

The Hamlet Chief and his Deputy are not entitled to enter into contracts with their Village.

Parents and children, brothers and sisters, husbands and wives may not hold various memberships in the same Hamlet Management Committee.

Article 38.- The Hamlet Chief and his Deputy may tender their resignation, be declared resigned or removed from office in accordance with the similar procedure provided for the bodies at village level, but the term of the Hamlet Chief and Deputy Hamlet Chief has no connection with the term of these bodies.

In case the hamlet Chief terminates his duties before completing his term for any reason, the Deputy Hamlet Chief ^{will} perform the duties of Hamlet Chief and an election will be held within a maximum period of 3 months to elect another Deputy Hamlet Chief.

In case there is no Deputy Hamlet Chief or the Hamlet Chief and Deputy Hamlet Chief both terminate their duties, an election will be held within a maximum period of 3 months to fill these positions.

Article 39.- The Hamlet Chief represents the Village Chief in his hamlet and is vested with the following functions:

- To carry out the laws, policies and regulations of the government and the directives of local administrative authorities;
- To maintain order and security in his hamlet;
- To supervise the Hamlet Management Committee;
- To report to the Village Administrative Committee on the general situation and activities of his hamlet;

- To represent the hamlet before the Village Administrative Committee;
- To certify routine administrative papers before submitting them to the Village Administrative Committee;
- To maintain hamlet registers;
- To assist the Village Administrative Committee in the collection of taxes.

The Deputy Hamlet Chief replaces the Hamlet Chief during his absence or when he is busy with other duties.

Article 40.- The Assistant for Security and the Assistant for Propaganda and Civic Action are appointed by the Chairman of the Village Administrative Committee in accordance with the conditions prescribed by the Province Chief, upon the recommendation of the Hamlet Chief and with the concurrence of the Village Council. The District Chief may disapprove such appointment in accordance with the procedure set forth in Article 25 above.

The Assistant for Security assists the Hamlet Chief in the maintenance of order, security and defense of the Hamlet.

The Assistant for Propaganda and Civic Action assists the Hamlet Chief in problems concerning popular groups, information, open-arms, social welfare, youth and public sanitation.

CHAPTER IV

General Provisions

Article 41.- In the exercise of their functions, the Members of the Village Council are not entitled to any salary but are granted an allowance computed on the basis of the number of days of attendance at Council meetings. Members of the Standing Committee of the Village Council receive a special allowance to be determined later. The special allowance of the Chairman of the Village Council must be equal to the monthly compensation received by the Chairman of the Village Administrative Committee.

The Chairman and his Deputy and other members of the Village Administrative Committee, the Chief Secretary and his Assistant, the Hamlet Chief, the Deputy Hamlet Chief and Assistants are granted monthly compensation.

The allowance and compensation mentioned above are supported by village budget in accordance with a rate to be fixed by an arrete of the Special Commissioner for Administration with the concurrence of the Central Budget Agency.

Article 42.- During their period of service, all village and hamlet officials mentioned in this Decree, together with their spouses and legitimate children, are entitled to receive second class treatment in government hospitals. Hospitalization fees will be paid in accordance with procedure applicable to government officials.

In case a village or hamlet official is fatally wounded or missing in the course of exercising his duty, his legal beneficiary is entitled to compensation equal to twelve times his last month's salary. This

compensation is supported by the village budget. In the case of a member of the Village Council, the death benefit will be the equivalent of twelve times his monthly allowance on the basis of 30 days a month.

Article 43.- Temporarily during the pacification period, and in areas where elections cannot be held, local authorities will establish by Arrete and upon consultation with representatives of all strata of people in the village:

- a provisional Village Administrative Committee (at village level);
- a provisional Hamlet Management Committee (at hamlet level).

Article 44.- The Provisional Village Administrative Committee is established by an Arrete of the Province Chief. Its composition is limited to the following members:

- One Chairman concurrently Commissioner for Civil Status;
- One Deputy Chairman concurrently Commissioner for Economy, Finance and Agricultural Affairs;
- One Commissioner for Security;
- One Commissioner for Propaganda and Civic Action, concurrently Commissioner for Social Welfare.

The Provisional Village Administrative Committee assumes the combined functions and holds the authority of both the Village Council and Village Administrative Committee.

The provisional Village Administrative Committee has a small secretariat appointed by the Province Chief.

Article 45.- The Provisional Hamlet Management Committee is created by Service Order of the District Chief concerned. Its composition can be limited to one Hamlet Chief and one Assistant.

Article 46.- Village and hamlet operating expenditures are ordinarily covered by the village budget.

In the pacification period, all organizing and operating expenditures incurred by the Provisional Village Administrative Committee and the Provisional Hamlet Management Committee are supported by the National Budget.

Article 47.- This Decree cancels and supersedes Decree No. 203-d/NV dated 31 May 1964.

Article 48.- Deputy Chairman of the Central Executive Committee, Commissioners General, Commissioners, Deputy Commissioners, Special Commissioners and Province Chiefs are charged, each as to that which concerns him, with the execution of this Decree.

This Decree will be published in the RVN Gazette.

Saigon 24 December 1966

S/ Nguyen Cao Ky

An organization Chart, prepared
by ADPA, USAID, follows. (the editor)

VILLAGE COUNCIL

6-12 members each elected for 3-year terms
Chairman - one with largest popular vote
Deputy - one with second largest popular vote
Secretary elected from and by Council members
Standing Committee - Chairman, Deputy & Secretary

VILLAGE ADMINISTRATIVE COMMITTEE

CHAIRMAN

(also Commissioner for Civil Status Affairs)

Elected from
Village Council

DEPUTY CHAIRMAN

(also Commissioner for Economy and Finance)

CHIEF SECRETARY

Appointed by Province Chief on
recommendation of District Chief -

COMMISSIONERS

Appointed by Village Chief upon approval of Village Council and in
accordance with standards set by Province Chief who has 20 days after
their appointment to register written objections to appointment based
on standards.

PROPAGANDA AND
CIVIC ACTION

SECURITY

SOCIAL
WELFARE

AGRICULTURAL
AFFAIRS

H A M L E T

HAMLET CHIEF

Elected for 3 year term

DEPUTY HAMLET CHIEF

Elected for 3 year term
(Only for over 3,000 population)

ASSISTANT FOR SECURITY

ASSISTANT FOR PROPAGANDA
AND CIVIC ACTION

Appointed by Village Chief per standards set by Province Chief as recommended
by Hamlet Chief who can register written objection within 20 days of appoint-
ment.

Republic of Vietnam
Office of the Chairman
Central Executive Committee

Decree No. 199-SL/DUHC
Signed 24 December, 1966

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: village and hamlet elections:

Decree

Article 1.- This decree provides for the election procedures of village council members, hamlet chiefs and deputy hamlet chiefs.

Chapter I
GENERAL PROVISION

Article 2.- Village council members are elected through universal suffrage by direct and secret ballot with a simple majority.

Each village is a unique constituency. The number of village council members to be elected will be fixed by the province chief concerned based on the population of each village in accordance with the following:

- Up to 2,000 Inhabitants, 6 members
- From 2,001 to 5,000 Inhabitants, 8 members
- From 5,001 to 10,000 Inhabitants, 10 members
- Above 10,000 Inhabitants, 12 members

Hamlet chiefs are also elected through universal suffrage by direct and secret ballot and with a simple majority.

In hamlets having a population of more than 3,000 a deputy hamlet chief will be elected at the same time as the hamlet chief.

Each hamlet is a constituency for purposes of electing a hamlet chief and deputy chief (if any).

Article 3.- Upon recommendation of the district chief concerned the province chief will establish and announce:

- a.- The date of election and number of village council members.
- b.- The date of election of hamlet chiefs and deputy chief and the hamlets for which deputy hamlet chiefs will be elected.

Article 4.- Elections for village council members, hamlet chief and deputy hamlet chiefs must be held on a Sunday at least two weeks before the expiration of the term of office of outgoing village councils or of hamlet chiefs and deputy hamlet chiefs.

Elections for village councils are to be managed by the district chief concerned and under the control of the province chief. Elections of hamlet chiefs and deputy hamlet chiefs are to be conducted by the village administrative committee concerned and under the control of the district chief.

Article 5.- In each province, a Board will be established to consider the list of voters and the slate of candidates, to determine the form of the ballots and to review the election returns in each village.

The composition of this Board is as follows:

- Province chief or his representative, Chairman
- Senior judge in the province or his representative . Member
- District chief concerned or his representative, Member
- Two provincial councillors designated by that council
or two notables chosen by lot to represent the people: Members
- A representative of the office of the province chief: Recorder
(This official has no right to vote)

Article 6.- In each district a Board will be established to consider the list of voters and slate of candidates, to determine the form of the ballots and to review the election returns in each hamlet.

The composition of this Board is fixed as follows:

- The Chairman of the Village Administrative Committee
- District chief or deputy district chief: Chairman
- A member of the village council or a notable chosen by lot
to represent the voters: Member
- Chief clerk of the village administrative committee: Recorder
(This official has no right to vote).

Article 7.- Prior to assuming this duty all officials in charge of the election must take a written oath as follows:

"I affirm that I have read and understand the provisions concerning the election and I pledge myself to perform my duties in organizing the election in compliance with the procedures prescribed according to law."

Chapter II
VOTERS

Article 8.- Voters to elect village councils, hamlet chiefs and deputy hamlet chiefs are all persons, whether male or female, who hold Vietnamese citizenship, who are at least 18 years of age by 31 December of the year preceeding that in which the election is held, who reside in the village concerned and have their names registered on the list of voters; excepted from the above are individuals who have been deprived of civic rights by a court.

Each citizen is allowed to have his name on only one voters' registration list. If need be, he will be provided with a voter's card.

Procedure governing preparation and issuance of voter's cards will be fixed by the Special Commissioner for Administration through an Arrete.

Article 9.- The list of voters will be set up by the chief clerk of the village administrative committee and approved by the district chief concerned and will be posted for the first time forty (40) days prior to the date of election at the office of the village administrative committee and of the hamlet chief.

Article 10.- Any eligible voter who finds his name omitted or erroneous may lodge a complaint.

The complaint must be filed with the office of village administrative committee or hamlet chief within ten days from the date the list of voters is posted for the first time. Upon submission of the complaint, the person concerned will be provided with an acknowledgement.

The district chief will, within three days after expiration of the time limit mentioned above, gather the list of voters for village council elections and the complaints, if any, and will transmit them for consideration by the Board provided for in Article 5.

Likewise within three days after expiration of the time for lodging complaints, the village administrative committee will take the list of voters for hamlet chief and deputy hamlet chief elections, together with any complaints, for consideration by the Board provided for in Article 6.

Article 11.- The list of voters must be considered by the board and returned to the district chief of the village administrative committee within seven days.

The district chief or the village administrative committee will have these lists of voters posted for the second time in places provided for in Article 9 above at least eighteen days prior to the date of election.

Chapter III CANDIDATES

Article 12.- Any citizen, male or female, who fulfills the following conditions is eligible to run for membership on the village council or for hamlet chief or deputy hamlet chief:

1. Must have been a Vietnamese national without interruption since birth or have been a naturalized Vietnamese for at least five (5) years, or have been reinstated as a Vietnamese citizen at least three (3) years prior to the submission of his application for candidacy.

2. A village council candidate must be at least twenty five (25) years of age as of the date of the village council election; a candidate for hamlet chief or deputy must be at least twenty one (21) years of age as of the election date for hamlet chief and deputy.

3. Must not have been deprived of civic rights.

4. Must have actually and regularly resided in the village concerned for at least one (1) year prior to the date of applying for candidacy.

5. May not be in one of the categories presented in article 13 below.

Article 13.- The following are not eligible for candidacy:

1. Those who have been sentenced by a criminal court for commitment of a felony.

2. Those who have been sentenced by a criminal court for commitment of a misdemeanor such as burglary, falsification, outrage of good morals, bribery, misuse of one's influence or embezzlement of public funds.

3. Those who have been sentenced to imprisonment for at least three months for other misdemeanors with the exception of cases resulting from negligence and carelessness. However, deserters from a traffic accident are not eligible for candidacy.

4. Those who are deprived of civic rights or disfranchised by the court in accordance with current regulations and laws.

5. Those who are under guardianship or who suffer a mental defect.

6. Those bankrupt merchants who are not yet rehabilitated.

7. Those whose military draft status is not regular and those who are not responsive to a draft call.

8. Those government officials, cadres, servicemen and other government personnel in any branch who, as a result of disciplinary action, have been removed, dismissed or declared to have resigned.

9. Those who directly or indirectly work for the communists or pro-communist neutralists or for the benefit of communists.

Paragraphs 1, 2, 3, 4, and 8 above do not apply to those who have been granted a rehabilitation of civic rights in accordance with Decree-Law No. 4/63 dated 24 December 1963 or who have been given amnesty in accordance with Decree Law No. 083/SL/CT dated 29 January 1964 and subsequent documents.

Article 14.- Application for candidacy for the village council must be submitted to the office of district chief and application for candidacy for hamlet chief and deputy hamlet chief must be submitted to the office of village administrative committee at least thirty (30) days prior to the election date, the following papers must be attached thereto:

1. Birth certificate or a copy of the ID Card.
2. Court Record form No. 2 not exceeding three months from the issuing date.
3. Certificate of residence issued by village administrative committee.

Article 15.- The list of candidates will be set up in alphabetical order and posted immediately after the expiration date for submission of candidacy applications. (at places designated in Article 9)

Within six (6) days from the day the slate is posted, voters and candidates in the village or hamlet concerned who have complaints about candidates may submit them to the office of the district chief or the village administrative committee. Within two (2) days after the expiration of this period the list of voters plus any complaints, will be transmitted for consideration by the Board provided for in Article 5 or 6 above.

The list of candidates must be considered by the Board and returned to the district chief or to the village administrative committee within five days. This list will be posted for the second time at least fourteen days prior to election day.

Article 16.- Information on each posting of the list of voters and of the slate of candidates as well as on the expiration of time for lodging complaints, must be recorded by village and hamlet officials.

Chapter IV

ELECTION CAMPAIGN

Article 17.- The election campaign will be organized on the basis of complete equality for all candidates.

Article 18.- In each village or hamlet, there will be a campaign committee composed of candidates or their representatives; each candidate may appoint one representative.

The campaign committee will elect a chairman to direct its work and to serve as liaison officer with village/hamlet authorities during the campaign.

The campaign committee will be convened by the village or hamlet administration promptly after the list of candidates is posted for the second time.

Article 19.- The campaign committee establishes the procedures for the election campaign within the financial capability and physical facilities of the area. No one can use any other means of campaigning beyond those provided for by the campaign committee.

Article 20.- The campaign begins at the earliest eight (8) days before election day and ends at noon the day before the election.

Chapter V

VOTING PROCEDURE AND VOTE COUNTING

Article 21.- The printing of ballots for candidates for the village council will be managed by the district chief, and the printing of ballots for candidates for hamlet chief and deputy hamlet chief will be handled by the village administrative committee under control of the district chief.

Each ballot will have but a single name and will be made of white paper in accordance with a sample form determined by the Board described in Article 5 or 6. On each ballot will be printed the name of only one candidate together with his unique emblem in a square at the upper right corner to help the voters distinguish the various ballots.

Ballots must be bound in booklets of 100 sheets. Each booklet must bear a serial number on its cover.

Article 22.- Voting places will be determined by the district chief or village administrative committee and made public at least three days before the election day.

Each polling booth will be managed by a committee composed of a head and an even number of members. The committee head, designated by the district chief or village administrative committee, must be selected from among respected persons who know the election law. The committee members will be chosen by the chairman from among the voters present at the start of the voting, in particular those persons who hold an elective position in the locality.

Each candidate has the right to send one observer to the polling booth to witness the operations. Observers must have certificate issued by their respective candidates and authenticated by administrative authorities. They may ask the committee head preparing the committee's report to include notes of any complaints.

Article 23.- The vote casting starts at eight o'clock (08:00 hrs) and ends at 4 o'clock (16:00 hrs) the same day. Operation of the polling booth is an official public function.

Article 24.- When voting starts, the committee head and members must sign the pledge in Article 7 of this decree.

Then the committee head opens the ballot box to show the public that it is empty and has only a small slot for admitting the envelopes containing the ballots.

Thereafter, the ballot box must be locked by two different locks, the custody of which will be entrusted to the committee head and the eldest member, one key to each.

At the closing of the polls if both keys cannot be found the committee must try by all means to open the box and must mention the incident in its report.

Article 25.- Each voter must cast his vote personally and may not have someone else do it for him.

When entering the voting place, the voter must show his identity card and voter's card, as mentioned in Article 8, to a member of the voting place committee. Then he is given an envelope and ballots of the candidates, one for each candidate.

The voter enters the voting booth alone. For the election of the village council he selects the ballots of the candidates he chooses and put them in the envelope. For the election of hamlet officials the voter will select the ballot of the one candidate he chooses as hamlet chief except that if a deputy hamlet chief is also to be elected, the voter will select the ballots of two candidates and put them in the envelope. He must tear up all the remaining ballots and put them in a basket placed there. Upon leaving the booth the voter holds the envelope high and then drops it in the ballot box. Any disabled voter who cannot cast the ballot himself may ask the committee head for authorization to select a voter to help him. The committee head has full power of decision in such a case.

In cases where voting cards are used, after the voter has cast his ballot a committee member stamps a seal on his voting card and cuts off one corner. All these corners must be retained as a means of counting the number of voters. In cases where voting cards are not used, the voter must sign his name or stamp his fingerprint on the voters' list.

Article 26.- At the conclusion of voting, the committee head must count the detached corners of the voting cards or the number of signatures and fingerprints and must check the number of ballots issued to determine number of voters. The result will be made known to the public and mentioned in the tally sheet.

The committee head will choose some of the voters present who can read and write to count the votes. These persons will be seated four per desk. Each candidate is allowed to designate his own vote-counter. The individuals will be assigned in equal numbers to each desk.

The committee head opens the ballot box and has the enclosed envelopes counted. If the number of envelopes is more or less than the number of voters who have voted, this must be stated in the report.

The committee head divides the envelopes among the desks. At each desk, the first vote-counter opens the envelopes and if he finds the ballots do not show any of the irregularities prescribed in Article 27, hands them to the second counter who reads the candidate's name aloud. The ballots will then be passed on to two other persons who will record the result on two separate tabulation sheets.

Article 27.- The following cases can be considered invalid:

- a. Envelopes which contain nothing.
- b. Envelopes which contain papers other than the ballot issued.
- c. Ballots which are not in an envelope.
- d. Ballots with the candidate's name torn away.
- e. Envelopes containing more ballots than number of the village council members or hamlet chief and deputy hamlet chief to be elected. However if these excess ballots all bear the name of the same candidate, this is to be accepted as one vote.
- f. Envelopes or ballots which show an erasure or additional words or signs.

The head and one member of the committee must sign their names on invalid envelopes or ballots which will be enclosed with a report explaining why they were declared invalid. If they are not so enclosed the voting is nullified in those cases where the invalid votes, if counted, would change the result.

Article 28.- As soon as the votes have been counted, the committee in charge of the voting place affirms the result and signs all four (4) copies of the report.

The committee head posts one (1) copy at the voting place, keeps one and immediately sends the two other copies with complete documentation to the central voting station for the final result to be consolidated.

Each village or hamlet has, depending on the election, one central voting station.

With respect to the election of the village council, the main voting station of each village is at the administrative committee office. For the election of hamlet chief and deputy hamlet chief the main voting station is the hamlet office.

The committee in charge of the main voting station is comprised of a head and an even number of members. The head and members are designated in accordance with the procedure stipulated in article 22.

The committee in charge of the main voting station has the task of totaling the vote count, preparing report in three copies, and posting the temporary result in the village or hamlet.

Article 29.- Within the limits of the number of members to be elected for the village council, the candidates who win the largest number of votes are declared elected. In case of a tie, the eldest candidate is declared elected.

For the position of hamlet chief the candidate who wins the largest number of votes is declared elected. In those hamlets that require it, the candidate who wins the next most votes is declared elected as deputy hamlet chief. In case of a tie, the eldest candidate is declared elected.

Article 30.- The election reports prescribed in Article 28 must be submitted to the Board described in Article 5 or 6 at least three days after the election day.

This Board reviews the voting file and announces the final result.

Article 31.- The result of the election of the village council shall be ratified by a decision of the province chief. The decision of the province chief must be made known to the newly elected village council members at least three days prior to the expiration of the term of the current council members.

The result of election of hamlet chiefs and deputy hamlet chiefs shall be ratified by the district chief. The election result must be sent to the newly elected hamlet chiefs and deputy hamlet chiefs at least three days prior to the expiration of current term of office.

Chapter VI

COMPLAINTS AND LAWSUITS

Article 32.- Any voter or candidate in each village or hamlet has the right to file complaints about the election in his village or hamlet. Letters of complaint must state the sound reasons and will be sent in triplicate to the office of the Board chairman stipulated in Article 5 or 6 within three days following election day. Upon receiving a letter of complaint the Board will issue a receipt. The Board must immediately notify, through administrative channels, the candidate whose success raises an objection in any letters of complaint and must advise him that he has a period of 10 days in which to file a rejoinder at the office of the Board chairman.

Article 33.- After the above period, all letters of complaint, rejoinders and reports of the election, together with the invalid ballots and envelopes, must be transmitted to the Administrative Court through the Special Commission for Administration.

The committee may refuse to transmit the letters of complaint if it finds the complaint not well-founded.

The Administrative Court will sit in judgement within one month from the date of receipt of the file.

The judgement of the Administrative Court will be transmitted to the Special Commissioner for Administration, the local Province Chief and the concerned parties within a period of 10 days.

Article 34.- Concerned parties may file an appeal against the judgement of the Administrative Court before the Council of State. Appeals at law should explain the reasons and will be sent in triplicate to the Office of the Secretary General of the Administrative Court or Council of State within 10 days from the date of notification of the judgement.

Appeals at law may be sent by registered mail; the date on the seal of the post office will serve as proof for the Council of State as to whether the appeal at law is made within the prescribed time limit.

The party making the appeal when sending his letter of complaint as stipulated above, must also submit two copies of his letter to the local provincial administrative office. The province chief must immediately notify the defendant by sending him one

copy of the letter of complaint and must advise him that he has a period of 10 days to send his rejoinder in triplicate directly to the office of the Secretary General of the Council of State. After having made the above notification, the province chief must also advise the Secretary General of the Council of State.

The Council will render a judgment within two (2) months from the date of receipt of the dossier.

The judgment of the Council of State will be transmitted within 10 days to the special Commissioner for Administration, to the local province chief and the parties concerned.

Article 35.- Violations of the free and honest nature of the election of village Councils, hamlet chiefs and deputy hamlet chiefs will be punished according to the provisions of decree-law No. 13/64 of July 8/1964 modified and supplemented by decree law No. 032/66 dated September 1, 1966.

Article 36.- In cases specified in Article 35 above, complaints must be sent to the local court of first instance or justice of the peace with extended powers within three (3) days following election day. The court will sit in judgment for the first instance not later than fifteen (15) days after the election day.

If the candidate appeals or requests dismissal, the Court of Appeals or the Supreme Court of Appeals will render a judgment in the shortest time possible.

Article 37.- A candidate whose election is challenged before an administrative court may assume office pending the rendering of a decision.

If the complaint is brought before a Judicial Court, the candidate involved may not participate in the activities of the elective office if no court ruling has been made in the case.

Article 38.- With respect to the election of the village administrative committee chairman, the handling of complaints and consideration of letters of complaint will be carried out in accordance with the regulations in Articles 32 to 37.

Article 39.- Election suits will be conducted in accordance with emergency procedures. Records of proceedings and judgments pertaining to elections will be exempted from fiscal stamps and registration fees.

Article 40.- In case an election result is nullified, the province chief or district chief will, depending on the particular case, schedule another election within a maximum period of three months from the date of the judgment.

Article 41.- All expenditures for the election of village council members, hamlet chiefs and deputy hamlet chiefs shall be financed from the village budget.

Article 42.- This decree repeals and suspenses decree No. 228/NV dated 8 of July 1964.

All village councils, village administrative Committee chairmen, hamlet chiefs and deputy hamlet chiefs elected in the first election pursuant to this decree, shall assume their duties and shall replace the current village and hamlet administrations as soon as the election result is ratified.

Article 43.- The Deputy Chairman of the Central Executive Committee, commissioners general, commissioners and province chiefs are charged, each as to that which concerns him, with the execution of this decree.

This decree will be published in the official Journal of the Republic of Vietnam.

Saigon, 24 December 1966
S/Air Vice-Marshal
Nguyen-Cao-Ky

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: voluntary
associations in hamlets:

Republic of Vietnam

Saigon, December 24, 1966

Chairman of the Central
Executive Committee

No. 192-TT/DUHC

CIRCULAR

CHAIRMAN OF THE CENTRAL EXECUTIVE COMMITTEE

TO: - Minister of RD
Copies To: - Vice-Chairman of the C.E.C.
- Commissioners-General,
- Commissioners
- Secretaries of State
- Special Commissioners
- Corps Commanders acting government deputies,
- Prefects, Province Chiefs and Mayors.

Subject: Organization of Popular Associations
for Revolutionary Development.

Under the plan for revolutionary development during 1967, the main purpose of your Commission is the transformation of Old Life Hamlets into New Life Hamlets. I have the belief that these important activities require the direct cooperation of the population living right in the hamlets. To get maximum results from this direct cooperation, the population should be organized into associations to facilitate the distribution of tasks, the coordination, the management and support.

Therefore, after the deliberations and consultations of the Army-People's Council, the Cabinet has approved the project on the organization of the popular associations for Revolutionary Development. Your Commission is requested to make all efforts to carry out this organization project according to the following main points:

1. Policy.

a. The Popular Associations for revolutionary development to be organized by the people themselves. The cadres only

prepare the ground and the government only provides support.

b. The Popular Associations for revolutionary development are to be organized only in the hamlets which are operated by revolutionary development cadre teams.

c. The organization of Popular Associations for revolutionary development must be very simple, practical and reasonable.

II. Organization and duties -

The Popular Associations have for duties the protection and construction of hamlets.

A. Protection of hamlets.

1. Each hamlet will be divided into defense zones, depending on the population number and on the terrain.

2. All the citizens in the hamlet are enlisted into small groups according to the resistance abilities of each individual.

B. Contruction of hamlets

All youngsters, women and teenagers participate in the teams of youth, women and teenagers under the form of sections, inter-groups and groups.

III. Implementation Program

This project will start from the beginning of 1967 according to the pace of the implementation of operations and activities led by the revolutionary development cadre teams. The cadre teams will stay in these hamlets until further order to share the activities of the revolutionary development Associations.

IV. Supporting measures.

a. Support to operations.

The revolutionary development cadre teams operating in hamlets will take charge of supporting and guiding the operations of Popular Associations.

b. Support in Logistics.

The provincial, district, village and hamlet administrative levels will take charge of providing support in respect of logistics (weapons, ammunitions, medicines, allowances and rewards).

Your Commission is requested to issue the necessary instructions for the organization of Popular Associations for revolutionary development in accordance with the above general instructions. Other Commissions connected with the revolutionary development Program are also requested to provide support to the General Commission for Revolutionary Development in the execution of this mission.

The Central Authority in charge of this problem is the Directorate of Popular Associations for Revolutionary Development which will be created within the Special Commissariat for Administration directly placed under the General Commission for Revolutionary Development.

Signed: Air-Marshal NGUYEN CAO KY

For the Chief of Cabinet,
Deputy Chief of Cabinet,

DAO XUAN DUNG

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: training of village and hamlet officials:

Republic of Viet-Nam
Special Commission for Administration
No. 106/DUHC/HLTN

To: All Province Chiefs and Mayors

Subject: Organization of Seminars and Training Courses for Village/Hamlet Officials.

References: - Circular No. 191-TT/DUHC of Dec. 24, 1966 from the Prime Minister's Office.
- Circular No. 96/DUHC/NC/6 of Jan. 9, 1967 from SCA.
- Circular No. 3667-B/BNV/NC/14 of May 12, 1966 from the former Ministry of Interior.

By the second referenced circular, you are requested to push forward the reorganization of villages and hamlets effective April 1, 1967 in order to carry out Decrees Nos. 198 and 199-SL/DUHC of Dec. 24, 1966.

In an attempt to help newly elected or nominated officials efficiently perform their duties in accordance with the new decree and thus fulfill the requirements of the revolutionary development program for 1967, you are requested to conduct a series of seminars and training courses for the above-mentioned officials in accordance with the following plan:

I.- Objectives of the Seminars and Training Courses

Following are the three main objectives of the seminars and training courses:

1. Getting village and hamlet officials to understand the concept of autonomy and self-help development of the rural areas in accordance with two decrees issued Dec. 24, 1966 so that these officials will contribute in a positive way toward restoring the position of the village as a basic administrative unit within the national community.
2. Building new modes of conduct and working methods in villages and hamlets based on principles of democracy, science, and progress.
3. Providing village and hamlet officials with adequate knowledge for carrying out efficient rural administration that will fully serve the people and strongly support the 1967 rural construction program.

II.- Guidelines to be Adopted for the Organization of Training Courses

In 1967, each province must conduct at least five training courses for village and hamlet officials in accordance with programs mapped out by the province concerned and approved by the Revolutionary Development Council. On an

average, each training course will last 15 days, and involve 90 scheduled hours.

1. Categories of Trainees:

The following officials will be gradually trained; giving attention to the priority order of listing:

- Chairman of the Village Administrative Committee, concurrently Member for Civil Status.
- Vice-Chairman of the Village Administrative Committee, concurrently Member for Finance and Economy.
- Chief of Secretariat of the Village Administrative Committee.
- Hamlet Chief and Deputy Hamlet Chief.
- Member for Village Security, and Assistant for Hamlet Security.
- Member for Village Information and Civic Action, and Assistant for Hamlet Propaganda & Civic Action.
- Member of Agriculture.
- Member for Social Welfare.
- Deputy Chief of Secretariat for the Village Administrative Committee.

The number of trainees in a course must not exceed 60. To facilitate operation and follow-up, each class should be divided into several sub-groups.

2. Training Program

The training program includes 90 hours distributed generally as follows (detailed topics attached)

| | |
|---|-----------|
| - Introduction (Objective and meaning of the reorganization of village and hamlet administration) | : 2 hours |
| - Politics | 10 " |
| - Promoting good conduct and working techniques | 10 " |
| - Revolutionary Development | 26 " |
| - Administration | 20 " |
| - Technical fields | 10 " |
| - Practice | 12 " |
| Total | 90 " |

This program is general in nature and applies to all administrative trainees. Later, after receiving the basic training, each official, depending on his responsibility, will receive more specialized training especially on finance, civil status, land, and population control. The SCA will take necessary steps with the relevant ministry or department to support the province with respect to these specialties; If need be, supplementary training courses will be held centrally.

3. Setting Up the Board of Directors and the Panel of Instructors.

Whatever official is in charge of the organization of training courses will be known as Provincial Training Director. Under the general direction of the Province Chief and Deputy Province Chief for Administration, the Training Director is to play the active role in the implementation of the training program.

As regards the problem of lecturers, the Training Director will choose qualified officials, consulting especially those who received instructor training in Gia-Dinh from July 12 to July 25, 1966. The Provincial R.D. Cadre Group will be in charge of choosing lecturers for the Revolutionary Development subjects.

4. Training methods.

As was demonstrated to Training Directors during the course in Gia-Dinh July 12 to 25, 1966, the training should be conducted in such a way as to be lively, easily understood, and attractive so as to help trainees achieve maximum results.

The following training techniques should be applied in a modern way:

Lecturing, observation tours, demonstrations, role playing, case studies, small group discussions, panel discussions, symposiums, seminars, practice under guidance, rotating assignments, etc.

In addition, purposeful use should be made of audio-visual aids such as blackboards, pictures, graphics, charts, flannel boards, slides, and motion pictures, if any.

Part of such training aids are being developed by SCA, and after completion, will be distributed to each province for use.

5. Training materials.

Basic instructional materials are being prepared by central agencies and will be gradually sent to all provinces before the opening of training courses.

However, you are requested to remind lecturers to check the training materials, and to provisionally amend them in keeping with the local situation and circumstances before presentation to trainees.

Moreover, this Special Commission is reprinting the "Manual of Village/hamlet Administration" and this manual will be distributed to provinces upon completion.

6. Evaluation and follow-up of training

In an attempt to estimate the results of training and gain experiences for the improvement of future training, every training course must be evaluated.

The objective of evaluation is as follows:

- Assessing trainees both individually and collectively in relation to their achievement of course objectives at an appropriate level.
- Assessing the appropriateness of programs, techniques, and training materials used.
- Giving assistance to the Panel of Instructors so that it can gain more from the training experience.

Moreover, each province is required to establish a unit composed of the Deputy Province Chief for Administration, the Training Director and Chiefs of Provincial Services concerned, to take charge of following up the trainees after their training and their return to village for resuming their duties. This follow-up is not only a means of becoming aware of the trainees' improvement in knowledge, technical ability and skill, but also of assisting them to obtain the conditions required for the application of what they have learned.

7. Operating Expenses

Each province will be allotted funds needed to conduct five training courses in accordance with budget forms HC6 previously approved by the Central RD Council.

The formula used in calculating training expenses is as follows for each course:

| | |
|--|----------|
| - Boarding allowances for trainees | |
| 60\$ per day x 15 days x 60 trainees : | 54,000\$ |
| - Remuneration for lecturers | |
| 100\$ per hour x 90 hrs : | 9,000\$ |
| - Organization expenses (office supplies, miscellaneous, etc.) : | 1,000\$ |
| Total | 64,000\$ |

Total expenses for each province to hold 5 training courses:
64,000\$ x 5 : 320,000\$

The above expenses are covered by the RD budget. Detailed procedures for fund allotments, disbursements and controls will be disseminated later.

III. Organization of Seminars (for elected council members)

To help Chairmen, Vice Chairmen and Village Council Members fully understand their duties, powers, and management methods and know how to cooperate effectively with Village Administrative Committees, every province will organize seminars especially for them after completion of the election of these Councils and Committees, i.e. from May 15 to May 31, 1967.

Each seminar will last about 5 days and will involve approximately 30 hours. Participants must not exceed 80 for each seminar.

Organization expenses will be provided by SCA upon request of the province concerned in accordance to the following standards:

| | |
|--|----------------|
| - Organization expenses | 5,000\$ |
| - Remunerations for Lecturers 100\$/1h x 30 hours | 3,000\$ |
| Total | <u>8,000\$</u> |

In addition, during seminar period of 7 days (includes one day for coming and one day for return), seminar participants are entitled to travel allowances defined in article 41 of decree No. 198-SL/DUHC dated Dec. 24, 1966.

Procedures for evaluation and follow-up are the same as outlined for training courses.

Later on, after all village/hamlet bodies have been reorganized we will issue instructions concerning the organization of more extensive seminars among Village Councils, Village Administrative Committees, and Hamlet Executive Committees, and if need be, with lower level employees attending.

IV. Implementation program.

In accordance with the scheduled reorganization program, the elections of Village Councils will be carried out from April 2 to April 30, 1967, and the elections of Hamlet Chiefs, from May 14 to June 12, 1967. Moreover, the establishment of Village Administrative Committees and Provisional Executive Committees will be implemented from April 1 to July 1967.

Consequently, the training program of village/hamlet officials is scheduled as follows for each province:

- Course I (Training)

(From April 15 to April 30, 1967).

- Newly elected Chairmen of Village Administrative Committees

- Chairmen of Provisional Village Administrative Committees
- Vice-Chairmen of Village Administrative Committees, concurrently Members for Economy and Finance
- Chief Clerks of the above Village Administrative Committees.
- Course 2 (Training)
(From May 5 to May 20, 1967).
Composition of trainees as mentioned above
- Course 1 (Seminar)
(From May 25 to May 31, 1967)
Newly elected Chairmen, Vice-Chairmen, and Members of Village Administrative Committees
- Course 3 (Training)
(From June 1 to June 15, 1967)
 - Elected Hamlet Chief and Deputy Hamlet-Chiefs
 - Hamlet Chiefs and Deputy Hamlet-Chiefs recently nominated
 - Members for Village Security and Assistants for Hamlet Security.
- Course 4 (Training)
(From June 20 to July 5, 1967)
 - Remaining Hamlet Chiefs and Deputy Hamlet-Chiefs
 - Members for Village Propaganda and Civic Action, and Members for Village Agriculture and Social Welfare.
 - Deputy Chief Clerks of Village Administrative Committees.
- Course 5 (Training) and Course 2 (Seminar)

These programs are conducted by each province villages/hamlets where administrative bodies are newly established after completion of pacification or after the elections of additional Village Council in the area where standards have been recently met.

In cases one or two additional training courses are required in a given province, SCA can consider this matter individually and allot funds for this purpose.

In managing its training courses, each province has full power to decide the schedule, the training program, the composition of trainee, groups and the composition of Board of Directors as well as of Instruction Panel. To facilitate follow-up, copies of decisions must be submitted to the Ministries of RD and SCA, one copy to each.

At the end of each month, every province must submit a report in accordance with the form attached.

During the training period, the SCA will send Inspectors or Controllers from Central to each province to follow up, and provisionally assist if need be.

To implement the scheduled program, each province must immediately take the following measures:

- Organize its Training Unit and place an appropriate number of key officials at the disposal of the Training Director.
- Coordinate all Chiefs of Services within each province in their contributions to the program, documentation, and training methods.
- Refurbish or repossess the In-Service Training Center (if any), making an inventory of equipment and shelves of books provided for in-service training purposes. So that training activities may begin from March 1, 1967.

The above instructions also apply to municipalities even though their administration has not yet been reorganized. The Central RD Council has approved the allotment of funds to organize, training in municipalities for 1967.

The above is only an outline for organizing training courses and seminars for village/hamlet officials. We think you can recognize that training is of highest importance. The entire program for reorganizing village/hamlet administration under the two decrees issued Dec. 24, 1966, may be successful or not depending on results of the above-described training.

You are therefore requested to give a great amount of attention to this matter in 1967, and to vigorously instruct all Training Directors, District Chiefs, and other provincial officials concerned at all levels to devote their best efforts so as to appropriately support all reorganization measures in accordance with the policy adopted by the Prime Minister as stated in circular No. 191-TT/DUHC dated Dec. 24, 1966.

S/S Nguyen van Tuong
Special Commissioner for Administration

Enclosures: - Training Course Outline.
- Form for Reports on Training Programs
- Form for Reports on Training Activities.

Distribution:

- Office of the Chairman of National Directory, etc.

Training program for village/hamlet officials

000

| | | |
|-----------------|---|-----|
| <u>Topic 1.</u> | Position of the village in the local administration: | 1h. |
| <u>Topic 2.</u> | Objective and meaning of the reorganization: of village/hamlet administration. | 1" |

| | | |
|-----------------|--|-------|
| <u>Topic 1.</u> | Assessment of the present situation in the rural area of Vietnam: | 1.30h |
| <u>Topic 2.</u> | Understanding the enemy A. Communist policies and methods | 1.30h |
| <u>Topic 3.</u> | Understanding the enemy (cont'd) B. VC's war of invasion of South VN: | 1.30h |
| <u>Topic 4.</u> | Understanding the enemy (cont'd) C. Dissension within the communist ranks: | 1.30h |
| <u>Topic 5.</u> | Understanding the policies adopted by the Government of the RVN - Government's action plans: Analysis of main points: | 1h. |
| <u>Topic 6.</u> | - Government's action plans (cont'd) - Overall results and prospects: | 1h. |
| <u>Topic 7.</u> | - Assistance from Allied Nations in the anti-communist war waged by the Vietnamese people. Advantages for the rural areas. | 1h. |
| <u>Topic 8.</u> | Government's Chieu Hoi policy | 1h. |

Topic 1. What is democracy? What should village/hamlet officials do to bring a spirit of democracy into reality? 1h.

Topic 2. Activities among the people: 3h.

- People's thoughts and viewpoints
- Popular psychology
- Techniques of talking to the people
- Techniques of motivating people.

| | | |
|-----------------|--|-----|
| <u>Topic 3.</u> | Public relations | 1h. |
| <u>Topic 4.</u> | Ways of making decisions and settling problems: | 1h. |
| <u>Topic 5.</u> | Conciliating disputes | 1h. |
| <u>Topic 6.</u> | Organizing village/hamlet offices | 2h. |
| <u>Topic 7.</u> | Comportment, morality and ways of working to be adopted by village/hamlet employees. | 1h. |

IV. Revolutionary Development (26 hours)

| | | |
|------------------|---|-----|
| <u>Topic 1.</u> | Outlines of the organization and management: of the RD system from the Central to localities | 1h. |
| <u>Topic 2.</u> | RD policy: A. Concept on rural construction | 2h. |
| <u>Topic 3.</u> | RD policy (cont'd): B. Techniques applied to R.D.: - Hamlet construction - Hamlet defense - Organization of people's intelligence | 4h. |
| <u>Topic 4.</u> | Hamlet self-help projects: Implementation principles and financial procedures. | 2h. |
| <u>Topic 5.</u> | Hamlet schools: Implementation principles and financial procedures | 2h. |
| <u>Topic 6.</u> | Outlines of New Life Development under the R.D. program: Agricultural Affairs, Animal Husbandry, Fishery. | 2h. |
| <u>Topic 7.</u> | Organization and duties of Provincial RD Cadre Groups and teams. | 2h. |
| <u>Topic 8.</u> | Working techniques of various types of technical branches: A. Chief affairs : | 3h |
| <u>Topic 9.</u> | B. Motivation people : | 2h. |
| <u>Topic 10.</u> | C. New Life Development : | 3h |
| <u>Topic 11.</u> | Organization of Civilian groups | 3h. |

V. Administration (20 hours)

- Topic 1. General concept of political and administrative organizations of the Nation:
- A. Public authority :2h.
 - B. Composition of government, outlines of duties of each ministry and assistance from key central agencies to rural areas. :2h.
- Topic 2. Local administrative structures: :1h.
Province: Province chief, Provincial Administrative Office, Technical Services, and the Province Council
- Topic 3. Districts, Cantons, and Technical Branch Offices :1h.
- Topic 4. Organization of village administration :1h.
- Village Council: Composition, election procedures, limitations on power, management, and responsibilities toward the people.
- Topic 5. Village Administrative Committee: :1h.
Composition, nomination procedures, limitations on power, management, and interests.
- Topic 6. - Relation between the Village Administrative Committee and the Village Council . :1h.
- Relation between the Village Administration and that of district, province, and central government. :1h.
- Topic 7. Village Administration:
- Hamlet Chief, Deputy Hamlet Chief, and Assistant; election procedures, nominations, powers and interests.
- Topic 8. Basic administrative procedures: 1h.
Different kinds of licenses, certificates, and authentications within the village and hamlet's competence.
- Topic 9. Measures to control the population: 1h.
Identification cards, family registers, interfamilial organization.
- Topic 10. How to organize an election. :1h.
General procedures, organization and management of polling rooms.

Topic 11. General concept of Administrative and judicial police. Limits of the village/hamlet authorities's rights of detention and house-searching. :1h.

Topic 12. Office writing.

Topic 13. Study of a problems; Preparation of reports :1h.

VI. Technical Programs (10 hours)

Topic 1. Land policy of the government :1h

Topic 2. Cooperatives and Agricultural Credits :1h.

Topic 3. Rural public works: Building roads, digging canals, constructing dams, drilling wells, building bridges, etc. :2h.

Topic 4. Economic development (emphasis to be put on general guidance, not techniques). :1h.

Topic 5. Cultural and Social Welfare problems:
- Education: Elementary education, popular education, and adult education, etc. 1h.

Topic 6. Health: Dispensaries, first-aid, midwifery, sanitation, infirmaries, rural health, etc. :1h.

Topic 7. Youth, Sports, and Social Welfare :1h.

Topic 8. Refugees from communism :2h.

VII. Practice (12 hours)

To be arranged by each province based on local requirements and conditions. Three points should be stressed:

- Promoting good conduct and working techniques
- Rural construction
- Administration.

Recapitulation

| | | |
|------|---|----------|
| I. | Introduction | 2 hours |
| II. | Politics | 10 hours |
| III. | Promoting good conduct and working techniques | 10 hours |
| IV. | Revolutionary Development | 26 hours |
| V. | Administration | 20 hours |
| VI. | Technical programs | 10 hours |
| VII. | Practice | 12 hours |

| | |
|-------|----------|
| Total | 90 hours |
|-------|----------|

REFUGEES: problems and policies:

I. INTRODUCTION

.....
3. A disturbing feature of events during the quarter was that the population in temporary refugee shelters rose from the figure of 500,732 at the end of June to 574,992 by the end of September....

4. The general logistical situation had so improved that in most localities emergency needs of any sudden increase in the numbers of new refugees could be met from local or regional stockpiles without rush shipments from Saigon.....

5. During the quarter the transfer of responsibilities for GVN refugee programs at the provincial level to the new Special Commission for Refugees was completed....

....it was no small achievement that a general hiatus in GVN refugee programs was averted. As the quarter ended some slow progress was evident in furnishing administrative support. A representative of the Special Commission for Refugees (SCR) had been appointed in each province... and provincial offices were being organized and gradually staffed with the necessary cadre.....
.....

8. There was further indication that the flow of refugees away from the areas under their control was of concern to the VC. It is inevitable that such a drain of manpower and population is of consequence, particularly as the possibilities for infiltrating GVN territory become more restricted. There was no definite evidence of an overall policy to attempt to terrorize the refugees as a preventive measure against a transferral of allegiance. On the other hand, during the quarter there was an increasing pattern of local reprisal action against refugee groups. The motive of these attacks was apparently to force the refugees to go back to their villages to harvest crops....

II. GVN POLICY AND PROGRAMS FOR REFUGEE ASSISTANCE.

.....The following extracts from the Policy Guidelines for 1966 (an operational handbook) illustrate the main goals established by SCR: "Regardless of the groups to which they belong, all persons when they enter GVN territory to ask for shelter, should have their immediate needs satisfied for: temporary shelter with a minimum of sanitation facilities; daily food rations; mosquito nets, blankets, sleeping mats and kitchen utensils; preventive and curative medicines; schools for the education of their children. However, social assistance is of a temporary character designed to assist people at the initial stage, when they still feel lost and far away from their homes. In order to avoid that people become demoralized or dependent, the authorities concerned should create favorable conditions so that refugees will have employment and be transformed into a productive element. In order to achieve this goal, the authorities should apply the following procedures:

- Registration of the refugees in order to select a number of youths who have ability and initiative so that they would attend training classes.
- Opening of vocational training classes at temporary center, or at resettlement sites so as to direct the women, youth, and children toward the learning of handicrafts, such as hat making, mat or doormat weaving, tailoring, etc.
- Encouraging people to start home handicrafts by providing them with initial capital.
- Relocating people in special resettlement sites in order to develop agriculture, fishing and animal husbandry.
- Contact with the Labor Service in order to find employment for refugees at construction sites or in other branches which need workers."

.....

III. TECHNICAL GUIDELINES TO THE GVN

.....

a. Emergency Relief

Overall there was an improvement in the provision of immediate assistance to refugees newly arriving in GVN-controlled areas....mainly because of the better logistical situation.....

b. The Intermediate Stage of Temporary Care

During the quarter the Special Commission's program for improvement of conditions in existing temporary center was successful in several provinces and slow in starting in others. At the end of the quarter 82 wells, 401 latrines, and 150 kitchen units were reported as completed or under construction.....

c. Education

From the originally authorized program and supplementary refugee classrooms in 1966, a total of 131 were reported as completed by September 30, 1966 and 65 others were under construction. This represents 62 percent achievement of the target program.....

d. Health and Sanitation

....(The agreement between the Special Commission for Refugees and the Commission for Health concerning the 1967 health program for refugees is printed in the pages immediately following this item.

the editor.)

e. Community Development

.....
The first 50 prefabricated buildings arrived in country during the quarter to be situated near clusters of refugee camps as community and training centers....by the end of 1966 most should be functioning with generators and film projectors... and radio sets...
.....

g. Vocational Training

As the quarter ended, the beginning of substantial progress in the launching of short-term vocational training courses for refugees was being made. Courses had opened at technical schools in each of the four regions with the following enrollments: Da Nang - 253; Ban Me Thuot - 40; Phu Tho - 41; and Vinh Long - 43. Courses at Da Nang had begun during June and some students from the three-month courses had already left for employment. In addition, preparations were under way for the initiation of similar courses at Qui Nhon.....

Apart from these courses at secondary technical schools operated by the Ministry of Education, the Special Commissariat for Refugees was making arrangements to finance programs to begin in the next quarter at provincial rural or technical

trade schools in Quang Ngai, Kien Hoa, and Dinh Tuong. Additionally, Refugee Relief Service Chiefs were preparing for small-scale training courses in other provinces.

h. Registration

Registration activities were continued or initiated in six provinces so that by the end of the quarter 19,867 families had been interviewed. The data from these interviews is being IBM processed by the GVN National Institute of Statistics.....

The age and sex structure of the refugee population clearly shows the shortage of adult males.....

By western standards the labor force potential among the refugee population is very weak.....

i. Resettlement

In the quarter 61,200 refugees were moved to resettlement sites, less than half of the number of new arrivals. Only 25,900 of this total represented resettlement in Regions I and II, where there are the greatest concentrations of temporary refugees and where there is at present an acute shortage of secure, arable land.

.....

VII. CONCLUSION

...there was no foreseeable diminishing of the refugee problem in Vietnam. In fact, it was of increasing dimensions because the number of temporary refugees had swollen by new arrivals, in excess of the numbers assisted to resettle or to return to their original villages, among the older refugees. In existing circumstances, no change in this general trend could be predicted for the future.....

(Excerpts from VIETNAM REFUGEE
STATUS REPORT, July 1-Sept 30,
1966, Refugee Division, Office
of Civil Operations, American
Embassy, Saigon.)

REFUGEES: the health program for 1967:

AGREEMENT

Between the Special Commission for Refugees
and the Commission for Health, Concerning the Refugee
Health Program

I. Objective:

This Agreement aims at the health facilities in the temporary refugee camps, the refugee camp and special settlement hamlets of communist refugees, those are in working or will be established.

However, people who live around those areas even not refugees, may benefit from the above mentioned health facilities.

II. Standard:

Each temporary refugee camp or refugee station which has more than 500 people, and which is over three kilometers far from a present health station, may be provided a medical cabinet. Another Agreement will define the regulation of supplying and handling that hamlet medical cabinet (a first-aid chest complete with supplies.)

Each special refugee hamlet with more than 10,000 people will have a hamlet Dispensary - Maternity that is handled by a rural midwife, a hamlet health worker and a laborer.

Special cases will be decided by the Special Commission for Refugees after concurrence with Ministry of Health.

III. Buildings:

1. Structure: Copies the attached plan of the Commission for Health (furnished with water system, electricity, latrine, well).
2. Location: The Office for Refugees from Communism will agree with the Health office about building locations.

3. Construction expenses: Basically, construction expense for a hamlet dispensary - maternity is 350,000\$ piastres adding the increased living expenses, and will be funded by the Special Commission for Refugees.

In addition the Special Commission for Refugees will contact USAID to ask about supplies for building hamlet dispensary - maternities. Each hamlet dispensary - maternity will be provided for by:

- 310 bags of cement (unit weight: 50kgs)
- 160 sheets of fibro-cement (90 x 152)
- 600 kg. of iron bar

The Office for Refugees from Communism will be in charge of building, under the control of the Province Chief and Mayor.

4. Number of location that is planned to be built: In FY 1967, 15 Hamlet dispensary-Maternities are to be built.

IV. Equipment and administrative expenses:

1. Wooden furniture: supplied by the Commission for Health.
2. Special instruments and medication, supplied by the Commission for Health.
3. Administrative expenses (office supplies, oil, soap...) supported by the Commission for Health.

V. Personnel:

- Rural Midwife: Training period: 12 months
- Hamlet Health worker: Training period: 2 months

The Commission for Health is in charge of training. During the training period, Rural Midwife and hamlet health worker trainers receive an allowance of 1,200\$ piastres per month, supported by the Special Commission for Refugees.

In addition to above mentioned allowance for trainees, the Special Commission for Refugees also supports

- Each Rural Midwife and hamlet health worker trainee

- in the amount of 1,000\$ piastres to make two blouses,
and 400\$ piastres for transportation expenditures.
- Each course for each Hamlet Health Worker
(1,000\$ x 2 months) = \$ 2,000
 - Each course for each Rural Midwife
(1,000\$ x 12 months) = 12,000
for expense of training.

2. Recruitment: (by the Commission for Health) Requirements for recruitment.

- Rural Midwife: Must be graduated from the Rural Midwife Course, organized by the Commission for Health, or have a Special Certificate accepted by the Commission.
- Hamlet Health Worker: Must be graduated from the Hamlet Health Worker Course organized by the Commission for Health, or have a Special Certificate accepted by it.

Laborer: Recruitment of females is suggested with priority to widows and orphans of soldiers who died for the country and to local refugees who fled from communist areas.

3. Salaries:

Fixed Salary:

| | | | | |
|----------------------|---|--------------------|---|--------------|
| Rural Midwife | : | \$ 2,500 per month | + | 30% increase |
| Hamlet Health Worker | : | \$ 2,500 | " | + 30% " |
| Laborer | : | \$ 1,500 | " | + 30% " |

To Rural Midwife, salary may be changed according to regulations set up later.

These fixed salaries and transportation expenses are to be supported by:

- Special Commission for Refugees in the first year.
- the hamlets during the second and subsequent years

VI. Improvement facilities:

During the first year, the Special Commission for Refugees will improve or repair buildings. From the 2nd year on, the Commission for Health will be responsible for this.

VII. General rules:

VII. General rules:

In planning for buildings of temporary refugee camps, settlement camps, and special settlement hamlets, the Refugee Service/Bureau will discuss needs with the local health service and submit to the Province Chief/ or Mayor, who will ask the Special Commission for Refugees for funds to carry it out. Regulations for disbursing will be decided by the Special Commission for Refugees according to the Refugee, Settlement, or Special Settlement Program.

The Commission for Health will order the local health service to continue sending Mobile Health Teams to temporary refugee camps in order to supervise and assist in carrying out the following urgent activities:

- Drinking water supplying
- Installation of public latrines
- Burning or burying garbage
- Immunization against communicable diseases
- Maternal and Child Health Protection
- Health Education

The Special Commission for Refugees will set up teams for various activities to strengthen health facilities for Refugee Camps.

Commissioner for Health
Dr. Tran Lu Y

Saigon, Oct. 25, 1966
Chief Special Refugee Department
Dr. Nguyen Phuc Que

REFUGEES: the 1967 program

Date: November 23, 1966

SCR COMMUNIQUE No. 4112-TNCS-KH-TK

To: - All Chiefs of Province and Mayors
- All Refugee Relief Chiefs of Service and Bureau

From: Dr. Nguyen Phuc Que
Special Commissioner for Refugees

Subject: 1967 REFUGEE RELIEF ASSISTANCE AND RESETTLEMENT PROJECT

In contrast with 1966, in 1967 both the Temporary Relief Assistance Program and the Resettlement Program will be placed under the management of a unique central government agency which is the SPECIAL COMMISSION FOR REFUGEES. Therefore, it is necessary for the Resettlement, Land Clearance and Refugee Education Programs to be detached from the Provincial and Municipal Rural Construction Project for amalgamation with the SCR Temporary Relief Assistance Program to form a new project called the "REFUGEE RELIEF ASSISTANCE AND RESETTLEMENT PROJECT."

Following are directives which all Provincial and Municipal Administrations and Refugee Relief Services and Bureaus are required to observe so as to permit a correct implementation of the 1967 Project in accordance with the SCR Refugee Relief Assistance Policy.

I. Coordination of Refugee Relief Assistance and Resettlement (RRAR)
Activity with local government agencies:

Of particular concern to the GVN is the ever-growing influx of persons seeking refuge from Communism which has created a medium for a hot political contest with the VCs. A triumphant emergence of GVN from this struggle will have a strong influence on pacification, on economic development and democratization in the countryside.

Aimed at such important targets, the program of activity will be burdensome and complicated. Therefore, coordination of effort between the Refugee Relief Service or Bureau (RRS or RRB) and the Provincial or Municipal Rural Construction Council (PRCC, MRCC) is required for planning and carrying out the Project.

Following is the progression of project programming.

1. First, the RRS or MRB should seek the advice of the Provincial or Municipal, and District Administrations and of Technical Services to work out an estimate of the coming year's refugee conditions and the Province's ability to cope with this prospective situation.

2. The second step is to plan the various programs of the Project (see Project Programming Method) and bring it up for debate at a PRCC meeting.

3. After due endorsement of the tentative Project by the PRCC or MRCC, it will be forwarded to the SCR for evaluation through the Tactical Zone RCC and Regional RCC.

4. Upon eventual approval of the Project by SCR, the RRS or MRB will prepare a detailed budget needed to cover the activities of the First Quarter so that the SCR will be able to release an imprest fund to the Province for implementation of the Project.

II. 1967 Project Purport and Guideline:

To date, it has been noticed that the Provinces have not achieved a good command of the refugee relief operation. As a consequence, refugee population reports (number of refugees returned to original village, number of resettled refugees, number of refugees living in temporary shelter, number of temporary camps, number of resettlement centers, total number of refugees) and payment of temporary relief allowance reports submitted by the provinces are usually inaccurate. The main reason for this erroneous reporting is that all refugees receiving relief assistance have not been concentrated into designated locations for an easy control.

In 1967, the relief assistance and resettlement operation will be governed by the following fundamental principles:

1. Only refugees living in temporary camps will be paid temporary relief allowances. If there are no temporary camps in a province or if there is not sufficient space at existing temporary camps to harbor refugees, the province will have to accommodate them in public housing facilities, temples and pagodas. Persons coming in GVN-controlled areas for refuge but choosing to settle down on their own in scattered groups in various hamlets, will be registered for reporting but will not be eligible for receiving relief payments.

2. The relief assistance operation should be conducted efficiently and aimed at winning the heart of the rural people. Therefore, apart from provision of cash allowance and commodity support, it is necessary to encourage refugees to take part in the Refugee Hamlet Construction Program, Handicraft and Vocational Training Program, Education Program, Development Program. (This part of the Project will be the charge of Mobile Worker Teams)

3. Resettlement allowances will only be paid refugees who, out of their own free will, desire to be resettled in Refugee Hamlets. Whether their place of resettlement is secure or not, individually-resettled refugees will not be entitled to allocation of relocation grants.

4. Refugee Hamlets will be constructed only in secure areas and at locations which are favorable to installation of a defense network and to land and surface communication, and which offer potential resources -- e.g., spacious land for farming, animal husbandry; proximity to industrial enterprises with plenty of employment opportunities for refugees -- that enable resettled refugees to attain self-sufficiency in a short time and lasting prosperity in the future.

5. Refugee Hamlets with a concentration of 150-200 families will be readied for conversion into NLHs. The implementation of a Refugee Hamlet construction project will consist of three phases:

. Phase I: Preparatory Activities:

a. Census and classification of refugees for eradicating Communist subversive agents and finding out the aspiration of refugees to send them to Refugee Hamlets, or vocational training courses, or back to original villages.

b. Organization of collective activity to encourage refugees to take a part in refugee hamlet construction and to train them in institution of a democratic way of life.

c. Implementation of procedures for compensatory payment of impressed land and crop losses incurred by the requisition and for rental of land for establishment of Refugee Hamlets -- resettlement sites which have been picked before project programming and endorsed by the TZRCC, Regional RCC and CRCC.

These preliminary works will be done while refugees are still living in Temporary Camps.

. Phase II: Refugee Hamlet Construction:

a. Housing construction. (Housing units will be built by refugees, or by the local government then allocated to each family)

b. Construction of Refugee Hamlet HQS and auxiliary facilities (classrooms, Health center, wells, latrines).

c. Allotment of salt, rice, seeds, seedlings, livestock, farm implements, fishery equipment.

Phase III: Refugee Hamlet Consolidation and Development:

REF

- a. Promotion of a new spirit
- b. Organized popular struggle against the VCs
- c. Administrative and popular organization
- d. Eradication of illiteracy
- e. Assault on diseases
- f. Land reforms
- g. Agriculture and cottage industry development
- h. Internal communication network development
- i. Rewarding privileges for combatants

Phase III activities are aimed at laying the democratic groundwork and promoting a long-range economic development. These activities, however, fall within the competency of Rural Development cadres.

Therefore, on completion of Phase I and Phase II within a maximum period of 12 months during which refugees are entitled to receiving relief assistance, the Refugee Hamlet will become a New Life Hamlet and cease to be the object of SCR support.

III. 1967 Budget Planning:

Within the domain of field operation, the 1967 Project will comprise three parts:

- . Temporary Relief Assistance
- . Resettlement
- . Cottage Industry and Vocational Training

Each part will consist of a multiplicity of programs, and it is necessary for the province to base its estimation of a budget for each program on the local refugee situation and its own resettlement potential. The planning of budget will be made in conformance with the following criteria.

. Part I - Temporary Relief Assistance:

1. Temporary Relief Assistance Program:

a. Cash allowance: The province will figure out an estimated total number of persons who may seek refuge in 1967. The fund needed for payment of temporary relief allowance to these persons will cover a maximal period of two months on a basis of VN\$ 10 per person.

b. Commodity support: Usually, relief commodities are provided by USAID and domestic and foreign voluntary agencies. Based upon the worth of commodities which have been distributed during 1966, the Province will plan the budget needed for 1967.

c. Special assistance (Fire, natural catastrophes, VC terrorism): This is social welfare assistance which used to be provided by the Commission for Social Welfare. However, if the above disasters affect refugees who are still entitled to receiving refugee relief assistance, a special assistance will be granted by the SCR in accordance with the criteria prescribed in the SCR Communique No. 1571-TNCS-CT-TC-2 dated July 14, 1966.

2. Temporary Camp Construction Program - CRITERIA:

. 150 housing units per camp at a cost of VN\$ 5,000 per unit.

. The budget planned for construction of new temporary camps in 1967 will be based on the province's present accommodation potential in proportion to the estimated number of prospective refugee-seekers in 1967. Beginning with 1967, only refugees living in temporary camps will be granted temporary relief payments.

. For vindication of the budget planned, the tentative 1967 temporary camp construction project will be accompanied by a list of existing camps and new camps planned for 1967, a sketchy map of camp locations in the province (Appendix II).

3. Auxiliary Facility Construction Program:

a. Well: 5 wells per camp at the rate of VN\$ 2,500 - 3,500 per well.

b. Latrine: 30 latrines per camp at the rate of VN\$ 1,000 - 1,500 per latrine.

c. Medicine cabinet: 1 medicine cabinet per camp at the rate of VN\$ 1,000 per cabinet. The refugee teacher will take care of the medicine cabinet and be paid a co-assumption of duty allowance of VN\$ 500 a month.

d. Classroom: 1 classroom per camp.

| | |
|---|-------------|
| . Construction & furniture | 25,000 VN\$ |
| . Monthly teacher salary | 2,500 |
| . Pupil supplies (VN\$ 10 per student a month for 6 months) | - |

. Part II - Resettlement:

1. Resettlement Allowances: The Province will make an estimation of the number of refugee families to be resettled in 1967, the number of families which the Province will be able to resettle within the province and the refugee surplus to be resettled in special resettlement centers.

. CRITERIA: . VN\$ 5,000 housing allowance per FAMILY