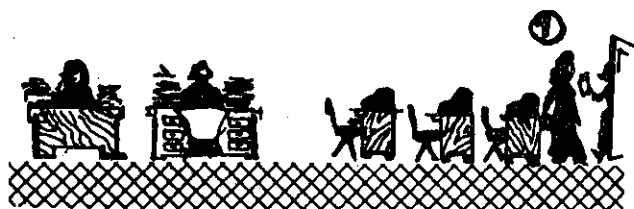
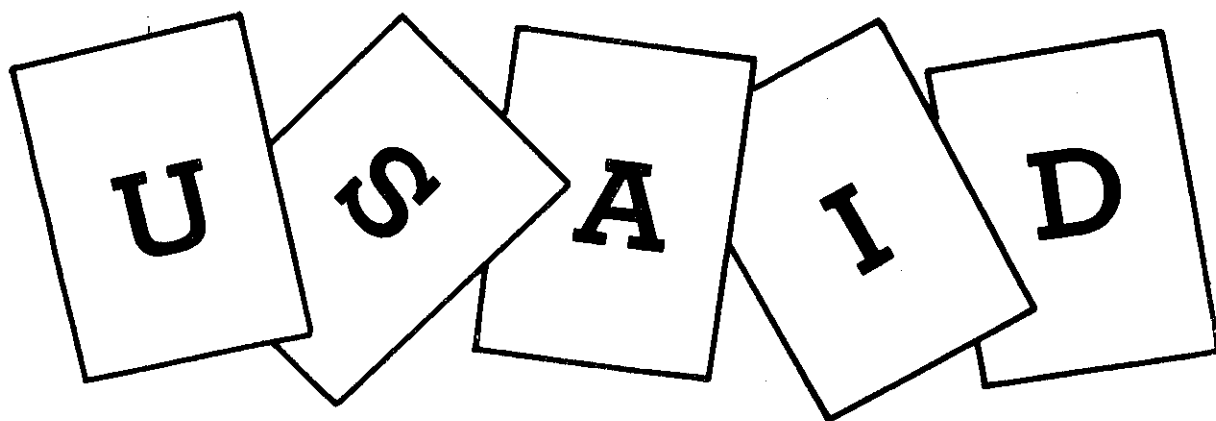


Public Administration Bulletin Vietnam



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The Office of Public Administration (ADPA) of USAID, Saigon, is on the first and second floors at 85 Le van Duyet, Saigon. Our APO address is ADPA, USAID, APO 96243.

We publish the Bulletin monthly, with occasional lapses into two-months intervals when more urgent business intervenes. Your opinions are welcome. New readers are welcome. To receive it you have only to let us know. Our telephone numbers are 93083 to 93090 (USAID), ext. 547.

CENTRAL GOVERNMENT: The Armed Forces Council, the Constitution, and national elections:

The Armed Forces Council of Vietnam, meeting on March 27, 1967 at the Vietnam Armed Forces General Staff Headquarters, under the chairmanship of Lt. Gen. Nguyen van Thieu, Chairman of the National Leadership Committee, to study the Draft Constitution as voted by the Constituent Assembly on March 18, 1967, has decided:

1. To approve the entire Draft Constitution as voted by the Constituent Assembly on March 18, 1967, and to promulgate the said Constitution on April 1, 1967.
2. To hold the presidential, Vice Presidential and senatorial elections on September 1, 1967 and the election of the House of Representatives on October 1, 1967.
3. The Armed Forces Council, representing the entire Armed Forces of the Republic of Vietnam, re-asserts its confidence vested in the War Cabinet in their responsibility to lead the nation and particularly to maintain stabilization to bring about the democratic institutions as scheduled.

(communique of the Armed Forces
Council Mar. 27, 1967)

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: changes in village and hamlet government:

SPECIAL COMMISSION
for
ADMINISTRATION

Saigon, Jan. 9, 196.

No. 96-DUHC/NC/6

Special Commissioner for Administration

t o

Province Chiefs

SUBJECT: Regarding Reorganization of Village and Hamlet Administration

REFERENCE: Decree No. 198-SL/DUHC Signed on 24 December 1966.

The Chairman of the Central Executive Committee has recently promulgated Decree No. 198-SL/DUHC dated 24 December 1966 abolishing Decree No. 203-d/NV signed on 31 May 1964 and redefining the organization of Village/Hamlet administration.

The Special Commission for Administration now wishes to advise you of the following general guidelines that will help you to explain and carry out the aforecited decree.

I. Reason for Reorganization:

Reorganization of Village/Hamlet Administration should be accomplished for the following reasons:

1. The Village Councils, Hamlet Chiefs and Deputy Hamlet Chiefs elected pursuant to Decrees No. 203-d/NV, 31 May 1964, and No. 228/NV 8 July 1964, have completed their terms of office during recent months. This is a good opportunity to draw experience in the election of Village/Hamlet officials for the new term of office.
2. Notwithstanding noticeable progress made in respect to the decentralization of powers, the existing Village/Hamlet Administration has experienced a number of important shortcomings that deprive the Village of certain inherent powers symbolizing the traditional autonomy of our village and hamlets.

The decentralization of power and separation of the deliberative and executive bodies at village level have not yet achieved the desired results; with the present organization, the Village/Hamlet Administration proves inadequate to respond to the rural construction requirements and new life development.

II. Objectives of Reorganization

The reorganization of Village/Hamlet Administration defined by Decree No. 198-SL/DUHC dated 24 December 1966 is aimed at two main objectives:

1. To restore the position of the basic administrative unit of the village in the national community. To this end, the people in villages will assume the duty of electing the institutions responsible for the management of village interests: the voters will directly elect the village councils and these councils will elect the chairman of the village administrative committee and will approve the appointment of village administrative committee commissioners. All the powers appertaining to villages are to be returned to them. Moreover, the villages have full authority to use village resources in order to carry out programs of common interests to the community.
2. Improve the village administration through unity of command, rational use of personnel, adequate training, commensurate compensation and increased staff, thus permitting the village administration to develop within the framework of the nation.

In accordance with this reorganization, henceforth the agencies at central, provincial and district level only lend support to the village administration and do not directly intervene in the affairs of villages; in particular, they are not authorized to use village funds for province and district expenditures.

III. Organizational Structure

According to the new organization, the village administration is placed under the responsibility of two bodies:

- Village People's Council - deliberative body
- Village Administrative Committee - executive body.

A. Village People's Council

Village Council members are elected by the village people through universal suffrage by direct and secret ballot. Each village is a unique constituency.

The number of Village Council members varies from six to twelve depending on the population of each village:

- | | |
|------------------------------------|------------|
| - 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 |

The term of office of the Village Council is three years. Administrative rank in the Village Council is decided by the village people through the election: the Chairman of the Village Council is the

member who wins the largest number of votes. The Deputy Chairman is the member who wins the next largest number of votes.

The Secretary General of the Village Council is elected by the Council.

B. Village Administrative Committee

The composition of this Committee is as follows:

- 1 Chairman - concurrently Commissioner for Civil Status;
- 1 Deputy Chairman - concurrently Commissioner for Economy and Finance;
- 1 to 4 Members to assure the following functions:
 - Security
 - Propaganda and Civic Action
 - Social Welfare
 - Agricultural Affairs.

The Chairman of the Village Administrative Committee is a member of the Village Council elected by the Council members to direct the Village Executive Body. This official will enjoy adequate prestige since he has been elected twice: first by the village people and again by the Village Council.

After the election, the Chairman will establish and direct the Village Administrative Committee. The Deputy Chairman and other Committee Members are appointed and removed from office by the Chairman with the concurrence of the Village Council. Appointments must be in compliance with standards prescribed by the Province Chief and may be disapproved by him within a period of 20 days.

With this procedure for appointment as defined above, the autonomous nature of villages and the unity of command are assured: it is the person elected by the village people themselves who manages all village affairs, appoints subordinate personnel and represents the village to maintain liaison with authorities of various echelons.

As the Village Administrative Committee derives from the Village Council, the term of the Committee will terminate at the same time as that of the Council.

In case the Village Council is dissolved before completing its term of office due to reasons described in Article 7 of the Decree (i.e., proves to be inoperative or there is evidence that activities of more than half of the Council members are pro-communist or neutralist in favor of communism), the Village Administrative Committee is also dissolved and both will be replaced by a Provisional Village Administrative Committee. This Provisional Committee is appointed by the Province Chief and terminates its responsibilities when another Village Council is elected and another Administrative Committee is created.

Provisional Village Administrative Committees are appointed in accordance with article 43 of the decree, similar to the case of Village Administrative agencies during the pacification period. See paragraph D below.

The Province Chief may appoint the Provisional Chairman, Deputy Chairman and commissioner of the outgoing Village Administrative Committees. However, members of the dissolved Village Councils can not be selected as officials of the Provisional Village Administrative Committees;

Beside the Village Administrative Committee, there is a permanent office placed under the direction of a Chief secretary who is assisted by one or two deputy secretaries. These officials are appointed by the Province Chief.

The Chief Secretary is a permanent official who has the responsibility of maintaining the continuance of village public affairs.

C. Hamlet Management Committee

The hamlet is placed under the administration of a Hamlet Management Committee and is composed of:

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

Hamlet with over 3000 population may have a Deputy Hamlet Chief.

Hamlet Chiefs and Deputy Hamlet Chiefs are elected for 3 year terms. The Assistants are appointed by the Chairman of the Village Administrative Committee in accordance with standards prescribed by the Province Chief upon recommendation of the Hamlet Chief and with the concurrence of the Village council.

D. Organization of Village/Hamlet during the pacification period

Temporarily, during the pacification period and in those localities where elections cannot be assured, the local authorities will establish Provisional Village Administrative Committees and Hamlet Management Committees with a limited composition and in compliance with the following standards.

1. Provisional Village Adm. Committees, to be established by Arrête of the Province Chief, are composed of:

- 1 Chairman concurrently Commissioner for Civil Status
- 1 Deputy Chairman concurrently Commissioner for Economic Finance and Agriculture
- 1 Commissioner for Security and Civic Action,
- 1 Commissioner for Propaganda and Civic Action, concurrently Commissioner for Social Welfare.

The Provisional Village Administrative Committee assumes the combined responsibilities of the Village Adm. Committee and Village council.

The Provisional Village Administrative Committee also has the permanent office of Chief Secretary and may have an additional secretary.

2- The Provisional Hamlet Management Committees is established by service order of the District Chief and is composed of:

- 1 Hamlet Chief and
- 1 Assistant

IV. Power, Responsibilities, and Functioning

A. Village Council

1- Power

The Village Council has 3 kinds of power:

- deliberative
- control
- advisory

a) deliberative power.

The deliberative powers of the Village Council are broadened in comparison with decree No 203-d/NV dated 31 May 1964.

In addition to the matters defined in the former text, the Village Council has the power to decide on miscellaneous taxes, fees, management of markets and fairs, subvention, loans, concession for public services, and in general all matters connected with public interests of the village:

The power of surveillance of the Central and Province Government over certain decisions taken by the Village Council has lessened if compared to previous regimes:

- * Village budgets and programs, of common interest of over 500,000\$ which were previously approved by the Central Government are now approved at Province level within the maximum of 1,000,000\$.
- * Village must submit to the Province for ratification only decisions relative to the administration of village properties ranging from 50,000\$ to 500,000\$ (previously from 30,000\$ to 300,000\$) and to the Central Government for approval only decisions of the same nature involving more than 500,000\$ (previously over 300,000\$)

Regular decisions reached by the Village Council must be carried out by the Chairman of the Village Administrative Committee within 15 days after receipt excepting certain decisions noted in Articles 14 and 15 of the decree which must be approved by the Ministry concerned or Province Chief.

In case the Chairman of the Village Administrative Committee cannot execute the decisions of the Council, he must give explanations and request the Council to reconsider.

After reconsideration by the Council, if a disagreement still exists the Village Council as well as the Village Administrative Committee may submit the matter directly to the local District Chief or Province Chief for solution.

b) Control Powers

One of the important reforms in decree 198-SL/DHHC of 24 December 1966 empowers the Village Council to control the following matters:

- implementation of the decisions of the Council as well as the policy and programs of the Government;
- account books of village and annual report of expenditures in relation to the Village budget;
- behavior of personnel and cadres at all levels in the Village including Village Executive Members, particularly their attitude towards serving the people.

Moreover, the Council has the power to warn the Village Adm. Committee Members and subject to a three-fourths majority, to propose removal from office if it finds grave faults in the exercise of their duties.

c) Advisory Powers

Pursuant to articles 11 and 12 of the decree, the Village Council has extensive advisory powers. It may present ideas, recommendations and desires on matters of common interest of the Village to the local District Chief, Province Chief, Provincial Council and Special Commissioner for Administration.

2. Functioning

The Village Council meets in regular session at least once a month; its monthly meetings do not last more than 4 days. In addition, the Council may convene in special sessions which do not last more than 2 days in a month.

All meeting of the Council are fixed by the Village Council Chairman. The agenda of the sessions are also fixed by the Chairman after discussion with the Village Administrative Committee Chairman and the Standing Committee of the Council.

Proceedings of the meetings of the Village Council must be recorded by the secretary general in a separate register and copy must be submitted to the Chairman of the Village Adm. Committee for action within five days after each meeting.

B. Village Administrative Committee

a) Responsibilities

1) Chairman concurrently commissioner for Civil Status. The Chairman of the Village Adm. Committee is the representative of the Village and is responsible for the implementation of laws, regulations and policies of the Government. He sees to the maintenance of security and public order in the Village.

The Chairman of the Village Adm. Committee directs the Committee and is responsible for the entire Committee before the Village Council.

The Chairman of the Village Adm. Committee is empowered to manage all members and to issue orders directly to them. The Adm. Committee members may not carry out public affairs of their own free will through any technical channel but must comply with the instructions of the Chairman. Any official correspondence exchanged between the Village Adm. Committee members and outside agencies must pass through the Chairman.

In order to have authority to solve village affairs, the Chairman is empowered to reward or punish subordinate personnel and make recommendations on rewards, punishment of employees and cadres of various echelons working in the village.

With the task of maintaining security and public order, the Chairman of the Village Administrative Committee has the right to mobilize the organic forces in the village and when necessary, to request the Popular forces of the locality to provide support for security measures.

The Chairman of the Village Administrative Committee has the responsibility to control the village budget and resources; he is the only official who has the right to sign expenditure authorizations less than 50,000\$ voted and approved by the Village Council.

Moreover, the Chairman concurrently fills the position of Commissioner for Civil Status, due to the importance attached to this position by village custom and tradition. To alleviate the heavy workload, the

duties pertaining to Civil Status will be assumed by the Deputy Chief Secretary under the general responsibility of the Chairman. The Deputy Chief Secretary will handle all recording and will submit prepared civil status documents to the Chairman for ratification and signature.

2) Deputy Chairman, concurrently Commissioner for Economy and Finance

The Deputy Chairman of the Village Administrative Committee coordinates the activities of all the Commissioners upon instructions from the Chairman.

In capacity of Commissioner for Economy and Finance, he administers all economic and financial affairs of the village but he is not assigned the duties of a treasurer as before.

3) Commissioner for security

The Commissioner for security assists the Chairman of the Village Administrative Committee in the command of village organic forces in order to maintain security and public order in the village.

In addition, the Commissioner for security acts as judicial police agent and is authorized to exercise powers in compliance with the code of criminal procedure in force.

To assist the Chairman of the Village Administrative Committee and the Commissioner for security in the coordination of activities of various popular forces units stationed in the village, the S.C.A will intercede with the agencies concerned and will issue relevant instructions at a later date.

4) Commissioner for Propaganda and Civic Action

The Commissioner for Propaganda and Civic Action assumes the following affairs: popular groups, information, open-arms, civil proselyting, youth and village postal services.

Concerning postal services, the Village Administration may hire an additional employee if the financial situation permits. If not, the Chairman of the Village Administrative Committee may assign an employee of the Village permanent office to assist the Commissioner for Propaganda and Civic Action in handling mail and parcel post. The allowance of this employee will be paid out of village budget and will not exceed the allowance provided to the Commissioner in charge of postal services pursuant to existing regulations (from 300\$ to 500\$ per arrete 245-BCC/NV/ND dated 12 April 1961)

5) Commissioner for Social Welfare

The Commissioner for Social Welfare handles cultural, educational, construction, labor, health and public sanitation affairs. must oversee reconstruction matters with a view to helping the ge people improve their living standard.

As to social welfare and public sanitation affairs, the Commissioner for Social Welfare has the assistance of the assistant for Propaganda and Civic Action at hamlet level.

6) Commissioner for Agriculture

The Commissioner for Agriculture assumes two functions: land and agriculture, in particular the program of agrarian reform.

In addition to agricultural affairs, he has the following responsibilities:

- to file and up-date maps and registers of land and rice-fields in the village.
- to assist the survey personnel in surveying and drawing maps.
- to provide to the Chairman of the Village Administrative Committee data necessary for him to certify real property papers.
- to assist the deputy chairman concurrently Commissioner for Economy Finance in the administration of public land and rice-fields as well as the establishment of land tax rolls.
- to carry out all matters relative to land reforms and concessions for village properties.
- to classify rice-field and land in the village and establish statistical data on land affairs.
- to collect, keep and deposit the money resulting from the sale of expropriated ricefields or the rental of Government rice-fields, as well as agricultural credits.

7) Chief secretary of the Office of the Village Administrative Committee

The Chief secretary has the following responsibilities:

- to supervise the Village office
- to handle general administrative problems:

to publish laws and regulations, notices; establishment of certificates and ordinary permits, authentication of copies I.D. Cards, declarations of families, population census; in general, all matters not specifically designated to other officials.

- to keep seals-registers and village records;

The Chief Secretary is only the head of the village secretariat, therefore he does not have the authority to coordinate the activities of the Commissioners of the Village Administrative Committee like a Secretary General at higher levels of government. (the Deputy Chairman assumes this function in assisting the Chairman)

However, this official has still another responsibility: acting as Village treasurer. In capacity of Village treasurer, the Chief Secretary has the duty to control public fund of village as well as to keep records of receipts and expenditures.

The assistant to the Chief Secretary assists the Chief Secretary in the performance of above-mentioned duties, except the duties of Village treasurer. An assistant to the Chief Secretary takes charge of the Civil Status section under the supervision of the Chairman of the Village Administrative Committee as described above.

b) Functioning

According to article 33 of the decree, the Village Adm. Committee shall meet at least twice a month under the Chairmanship of the Chairman of the Village Adm. Committee to review work completed and to work out plans of action for the months to come.

Moreover, the Village Adm. Committee shall meet at least once a month with the Village Council under the joint chairmanship of the Village Council Chairman and the Chairman of the Village Adm. Committee.

c) Hamlet Management Committee

The Hamlet Chief represents the Chairman of the Village Adm. Committee in his hamlet and is vested with the following functions:

- to carry out the laws, policies and regulation of the government and the directives of the local administrative authorities;
- to maintain order and security in his hamlet;
- to supervise the Hamlet Management Committee;
- to report to the Village Adm. 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 Adm. 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.

The assistant for security assists the Hamlet Chief in the maintenance of security, order and defense of the hamlet.

The assistant for Propaganda assists the Hamlet Chief in all matters concerning popular groups, information, open arms, welfare, youth, and sanitation.

d) Provisional Village Adm. Committee and Hamlet Management Committee

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

The Provisional Hamlet Management Committee assumes the authority and functions of the Hamlet Management Committee.

V. Program to be executed

A. Schedule of activities

The reorganization of Village Administrative Committees will be carried out according to the following schedule:

1. from April to June 1967:

- election of village councils and establishment of Village Adm. Committees in those villages which meet the prescribed standards.
- election of Hamlet Chiefs, Deputy Hamlet Chiefs in acceptable New Life Hamlets
- establishment of Provisional Village Adm. Committees and Provisional Hamlet Management Committees in those localities which have not yet met the required conditions to organize elections.

2. Subsequent to July 1967 depending on progress of the pacification program.

- election of Village Councils and establishment of Village Adm. Committees in those villages to be pacified during 1967.
- election of Hamlet Chiefs, deputy hamlet chiefs in New Life Hamlets, strengthened Hamlets and Pacified Hamlets 1967 according to definition of the Ministry for Revolutionary Development.

The number of Villages/Hamlets to hold elections or to establish provisional administrative offices are those villages/hamlets shown on the reorganization plan (form HC 3 and HC 4) approved by the Central Rural reconstruction Program and Budget team in its previous review and reconsideration.

To promote the democratization of the grass-root structures and to avoid envy and jealousy among villages and hamlets, in particular the matter of compensation, it is advisable to hold elections in secure villages first, then to establish provisional administrative offices in those villages/hamlets not adequately secure.

The current Village Councils, including the outgoing Councils and Administrative Committees, and the Village Pacification Committees in office will continue to operate until the establishment of new corresponding agencies.

As of now, you are urged to prepare the organization of elections, particularly campaigning and extensive explanation in order to induce progressive-minded, respected, and qualified candidates to stand for election to the Village/Hamlet Administrative bodies.

Concerning the establishment of provisional Village Adm. Committees and Hamlet Management Committees, you are requested to consult representatives of various social strata in the Villages/Hamlets to choose worthy officials. These officials are appointed not to prolong a situation but to push forward the pacification phase; therefore, it is recommended that dedicated and active persons with leadership be selected for the purpose.

Besides, immediately after the above agencies start operating, training courses should be conducted by your province to increase the efficiency of public service in villages and hamlets.

Other circulars concerning this matter will be issued later by the Special Commission for Administration.

B. Implementation procedure

In addition to the main activities mentioned above, the Special Commission for Administration draws your attention to the following matters concerning the operation of village and hamlet agencies.

1. Recruitment conditions

In accordance with articles 25 and 40 of the revised decree, the Vice-Chairman and members of the Village Administrative Committee and hamlet assistants are all appointed and removed from office by decision of the Chairman of the Village Administrative Committee with concurrence of the Village People's Council. The recruitment must be based on conditions fixed by the Province Chief. The Chairman of the Village Administrative Committee must send a copy of these decisions to the Province Chief or the district chief provided with delegated powers for approval.

Therefore your attention is called to the following points:

a- a circular should be issued to define the conditions for appointment and discharge of village and hamlet officials to allow the Chairman of the Village Administrative Committee to set up new village and hamlet agencies. The memorandum should specify the deadline for the Chairman of the Village Administrative Committee to submit appointment decisions to your office for approval, and the dossier which should be enclosed with the decision (individual records, Village Popular Council's Comments, etc...)

In addition, the circular should also provide that in case the Chairman of the Village Administrative Committee and the People's Council do not agree upon an appointment or discharge, the case will be submitted to the Province Chief for consideration and final decision.

b- With regard to the general conditions for appointment, the Special Commission for Administration calls the local authorities attention to the following points which must be given consideration after consultation with Provincial Councils has been made, if deemed suitable:

- a candidate must have been born or have resided in the village concerned for at least one year,
- he must be from 21 to 45 years of age
- he must have an educational background equal to the primary education level or higher
- he must be well behaved and have clean police records,
- he must be strongly nationalist,
- he must have prestige among the local people,
- he must be healthy, enthusiastic and considerate.'

All persons who are not strongly nationalist minded or whose activities are pro-communist or in favor of communism must be strictly prohibited from participating in the grass-root adm. structures. Members of a Village Council discharged ~~because~~ of their pro-communist attitude must not be selected to participate in the Village Administrative Council.

c- Appointment decisions should be considered. If required delegation of authority must be given to district chiefs to consider and approve decisions for appointment of Village/Hamlet officials; authorities are reminded to observe the deadline prescribed for consideration of appointment: 20 days.

After the concerned decision has been received, the district chief should give his opinions. If no action is taken, the decision automatically becomes valid. In case the district chief disapproves the appointment because he thinks the candidate does not meet the prescribed conditions, the concerned decision will be returned to the Chairman of the Village Adm. Committee with explanatory statement attached. Any time a decision appointing a village or hamlet official is disapproved, the district chief must report it to the Province Chief in order that the latter may follow up or intervene in his capacity as the highest local authority.

The above conditions may be varied according to the local situation, especially in villages populated by many Montagnards or Vietnamese of Cambodian descent, etc.....

In all cases, the Special Commission for Administration deems it necessary to give priority to those who have received training, who are victims of communism or who are veterans.

In addition, appointments must be based on the particular requirements for the position, as follows:

- Vice-Chairman: should be honest, capable, have prestige, and broad technical knowledge, especially in the financial field.
- Commissioner for Security: should be brave, resourceful and virtuous so that he would not misuse this position of authority to oppress the people or engage in dishonest actions. He may be selected from former servicemen having the rank of sergeant or higher, or from former policemen who are willing to accept a new wage scale.
- Commissioner for Propaganda and Civic Action should be a man having political knowledge, initiative, ardor to work and ability to organize popular groups.
- Commissioner for Social Welfare should be experienced in rural construction and in social welfare.
- Commissioner for Agricultural Affairs should be well versed concerning rice fields, land and cultivation.

With regard to former Police members who are hired on a daily wage basis and paid according to grade C 1/1, please apply the following measures approved by the Directorate General of Police:

If the concerned party agrees to continue his services in the villages, with a salary similar to that of other members, please introduce him to the Chairman of the Village Administrative Committee for appropriate appointment.

If the concerned party does not agree to continue his services in the village, please send him back to the Provincial Service of Police for appropriate use....

2. Discharge of village, hamlet officials

You should point out to the village authorities the importance of the decisions that have a bearing on the future functioning of public service in villages and hamlets. Failure to take action in these matters when required will not assure efficiency and dignity for village and hamlet agencies. Conversely, abuse of power will cause injustice and disastrous confusion.

It is most important that public interests take precedence over everything, and in making a removal decision the authorities must be sure that it is the last recourse to protect the general interests of the village or hamlet.

Decisions to discharge village or hamlet officials must be based on very accurate reasons. For example:

- The concerned party is sentenced for a correctional or criminal offense, especially for offenses committed by government employees (bribery, embezzlement of public funds, misuse of one's influence...);
- There is evidence that the concerned party is not qualified to perform the duties assigned to him;
- The concerned party commits a grave error in the performance of his job causing a loss of public funds, harming the prestige of the government or the interests of the village or hamlet;
- Misuses authority or remains inactive in his job;
- Engages in activities detrimental to the discipline of his agency and to solidarity between colleagues.
- Conducts himself in a manner detrimental to the good name of national cadres.

In principle, a decision to discharge village or hamlet officials does not have to be submitted to the Province Chief for approval. However, a copy of such decisions and justificatory documents should be sent to the Province Chief or the district chief to allow them to follow up the situation of personnel in the village or hamlet.

3. Procedure for appointment of village secretary and assistant secretary

Provinces should select candidates in advance so that after the results of the village council election are known, decisions can be made immediately to appoint secretaries and assistant secretaries to work in the offices of the village administrative committees.

With respect to those villages where the population is less than 5,000 or where requirements not urgent only one Deputy Secretary will be appointed.

Each province has full responsibility to select personnel to operate the village administrative service continuously, especially the choice of a Secretary and a treasurer. The choice of these employees is based not only on their qualification and bearing, but also on their properties as a form of guarantee.

Conditions required to recruit village members and hamlet assistants will also be applied for the choice of the Secretary and Deputy Secretary. If possible, these employees should be chosen from among those who had attended a junior high school for 3 or 4 years.

4. Internal regulations of the Village Council

In principle, it is up to the Village Council to decide its internal regulations. However, to facilitate this matter, copies of model regulations will be sent to each province for distribution to Village Councils for reference. With consideration to local circumstances and customs, each Village Council may modify the model regulations as required.

5. Village/Hamlet administrative organizations without relations with their own villages/hamlets

As prescribed in the 1967 R.D. program, all village/hamlet administrative organizations must be dissolved if they leave or no longer serve their own villages/hamlets.

- If the Village Administrative Committees and the Village Pacification Committees have moved to other villages, or work permanently in district-towns or province capitals without maintaining relations with their own villages/hamlets, and especially if they refuse to cooperate with their village R.D. cadres, or are assigned to perform duties other than those of their own villages/hamlets by district or province, their authority must be terminated on March 1, 1967 at the latest.
- If Hamlet Chiefs, Deputy Hamlet Chiefs, Assistants for Hamlet Chiefs, and Hamlet Pacification Committees have moved to other villages/hamlets, or to district towns or province capitals, their duties must be terminated on April 1, 1967 at the latest.

However, if the above officials have left their hamlets but still work in the village with the Village Administrative Committee concerned, they may continue in their jobs and are entitled to remuneration.

With respect to those village/hamlet officials who have moved along with refugees from communism, they may also continue their jobs and enjoy their remunerations provided they have actually carried out their duties.

C. Report on activities

Effective the end of April 1967 every province must report on the progress of activities concerning the reorganization of village/hamlet administration by the end of each month in accordance with the attached form.

The report must also include favorable points, inadequacies, and difficulties encountered in the reorganization implementation.

This report must be forwarded to the Ministry of R.D. and the SCA, one copy each, before the 5th of each month.

x

x x

The government has greatly relied upon the strengthening of village/hamlet administration, and the restoration of rural activities in the common effort toward rebuilding the country.

To attain this purpose, in addition to the reorganization discussed above, the government has decided to provide maximum assistance to villages and hamlets in their operation. The following support measures are promulgated or under study for further implementation:

- Increasing allowances for village/hamlet officials;
- Formulating programs of training and seminars suitable to the above officials;
- Providing more facilities to village/hamlet organizations;
- Equipping village/hamlet officials with arms, if these officials hold key positions.

To insure success for the village/hamlet reorganization program, all provinces are requested to comply strictly with the government's instructions, and urge all direct officials to eagerly contribute their maximum efforts towards the implementation as far as their duties are concerned.

S/s Nguyen van Tuong

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

Special Commissariat
for Administration

Saigon, 9 January 1967
No. 103-DUHC/NC/7

From : Special Commissioner for Administration
To : Province Chiefs
Subject : Election of Village Councils, Hamlet
Chiefs and Deputy Hamlet Chiefs
Reference : Decree No. 199 -- SL/DUHC
dated 24 December 1966

In pursuance of the Decree governing reorganization of Village and Hamlet Administration, the Prime Minister has promulgated Decree No. 199-SL/DUHC dated 24 December 1966 to fix the procedure for election of Village Councils, Hamlet Chiefs and Deputy Hamlet Chiefs.

The following information to be used as a guide in implementation of the above mentioned Decree is therefore provided.

1. GENERAL ORGANIZATION

a. Conditions to be fulfilled in conducting election:

According to Decree No. 198-SL/DUHC dated 24 December 1966 dealing with reorganization of village and Hamlet administration, election will be conducted in secure areas only. In other areas where pacification programs are carried on, Provisional Village Administrative Committees and Provisional Hamlet Administrative Boards will be established.

Election will be conducted in villages and hamlets which meet the following conditions:

Phase 1 : Villages in which a majority of
(from April hamlets are New Life Hamlets which
to June 1967) have actually achieved the NLH six
points.

- New Life Hamlets which have
actually achieved six points.

Phase 2 : Villages in which a majority of
(from July Hamlets are New Life Hamlets, Strengthened
1967 on) Hamlets and Pacified Hamlets (according
to the definition of the Ministry of
Revolutionary Development.)

- New Life Hamlets, Strengthened Hamlets
and Pacified Hamlets.

b. Election day - Number of Members:

The first elections of Village Councils, Hamlet Chiefs and Deputy Hamlet Chiefs in accordance with the new system will be held in each province during period from April to June 1967 in the following sequence:

- Step 1 : Sunday, 2 April 1967 -- 30% of the total Village Council to be elected.
- Step 2 : Sunday, 9 April 1967 -- 30% of the total Village Council to be elected.
- Step 3 : Sunday, 16 April 1967 -- 20% of the total Village Council to be elected.
- Step 4 : Sunday, 23 April 1967 -- 10% of the total Village Council to be elected.
- Step 5 : Sunday, 30 April 1967 -- 10% of the total Village Council to be elected.

Elections scheduled for Sunday 23 and 30 April 1967 can be held on the same day. Election day will be fixed by Province Chief upon recommendation of the District Chiefs concerned.

With regard to villages and hamlets classified in Phase 2; election day will be fixed by Province Chiefs in accordance with the progress of pacification programs and the accomplishment of Revolutionary Development Cadres.

The decision of the Province Chief to authorize organization of election must contain necessary information such as name of villages in which election will be held, number of councillors to be elected in each village and election calendar schedule, using the attached form as reference.

In compliance with Article 2 of the Decree governing reorganization of village and hamlet administration, the number of Village Councillors will be dependent on the population of each village as follows:

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

Concerning election of Hamlet Chiefs and Deputy Hamlet Chiefs, in addition to the names of hamlets in which elections will be held and the election schedules, the names of hamlets for which Deputy Hamlet Chiefs will be elected must also be included. (Hamlets with more than 3,000 people.)

It is stressed that in each village, election of Hamlet Chiefs and Deputy Hamlet Chiefs should be held 40 to 60 days later than the election of Village Councils in order to avoid excessive work load, eliminate confusing voters and allow newly appointed Village Administrative Committees adequate time for preparation.

Election of Hamlet Chiefs and Deputy Hamlet Chiefs is fixed as follows:

- Step 1 : Sunday, 14 May 1967 --- 30% of the total number of hamlets eligible for election.
- Step 2 : Sunday, 21 May 1967 --- 30% of the total number of hamlets eligible for election.
- Step 3 : Sunday, 28 May 1967 --- 20% of the total number of hamlets eligible for election.
- Step 4 : Sunday, 4 June 1967 --- 10% of the total number of hamlets eligible for election.
- Step 5 : Sunday, 11 June 1967 --- 10% of the total number of hamlets eligible for election.

Elections scheduled for Sunday 4 June 1967 and 11 June 1967 can be held on the same day.

Prior to issuing a decision governing organization of elections, each Province is requested to inform this office of such decision by telegram, and a copy of the decision will be submitted later for information.

The following information will be included in the telegram:

- Names of villages and hamlets in which election will be held.
- Number of members to be elected in each village and name of hamlets in which Deputy Hamlet Chiefs will be elected.
- Election dates.

c. Constituency

Each village is a single constituency for election of Village Councils. It will not be divided into several areas to elect one member for each area as provided in Decree No. 203 dated 31 May 1964 and No. 228-NV dated 8 July 1964.

According to the new Decree, all the Councillors will be elected by the village population at one time.

Each hamlet is also a constituency to elect Hamlet Chief and Deputy Hamlet Chief (if any).

d. Authorities in charge of organization of election

Election of Village Councils is conducted by the District Chief concerned and under the direct control of the Province Chief. Election of Hamlet Chiefs and Deputy Hamlet Chief is conducted by Village Administrative Committee and under the direct control of the District Chief.

In each district, an Election Organizing Committee presided over by the District Chief should be established to conduct the election or to monitor organization of the election. Members of the election board must take the written oath, using the form prepared for the previous election of Village Councils and provided again in Article 7 of this Decree.

In areas where Revolutionary Development Cadres are working, elections will be conducted with their assistance, especially in motivating the people to be responsive.

e. Election Board

In each Province, an election 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 of each village.

The composition of this Board is as follows:

- Province Chief or his representative : Chairman
- Chief Justice in the Province : Member
- District Chief of the District
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 (this official has no
right to vote) : Recorder

Deputy Province Chief for administration should be designated representative of the Province Chief, and Deputy District Chief will act as representative of the District Chief.

In any province where a Provincial Council is not available, two notables must be chosen by lot from a list of ten established by local administrative authorities.

In order to avoid an unexpected vacancy, alternate members should also be chosen by lot in advance.

In each District, a Board will also 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 of each hamlet.

The composition of this Board is as follows:

- District Chief or Deputy District Chief : Chairman
- Chairman of the Village Administrative Committee : Member
- A member of the Village Council or a notable chosen by lot to represent the voters : Member
- Chief Clerk of the Village Administrative Committee (This official has no right to vote.) : Recorder

The notable as member of the District Election Board will be chosen by lot from a list of ten notables established by the Village Administrative Committee.

In case no Chief Clerk is available, a member of the Village Administrative Committee will act as Recorder.

Election Boards must be established at least one week prior to the date of posting the list of voters for the first time.

2. VOTERS

a. Conditions to be fulfilled by voters

Voters eligible to elect Village Councils, Hamlet Chiefs and Deputy Hamlet Chiefs include all persons, male or female, who hold Vietnamese citizenship, who are at least 18 years of age by 31 December 1966, 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.

b. List of Voters

According to the Decree governing these elections, the list of voters for these two elections will be set up by the Chief Clerk of the Village Administrative Committee and approved by the District Chief concerned, using the form previously applied in the election of Village and Provincial Councils; that is to say, voters are listed by family groups and house addresses as shown on family registration cards.

In villages where this is the first election of a Village Council, the current Deputy Chairman of the Village Administrative Committee will establish the list of voters.

The list of voters must be considered by the election board and posted in conformity with the procedure fixed in Articles 9 and 11 of the election decree.

Information on each posting of the list of voters must be recorded by village officials.

c. Voting Card

If it is deemed necessary, voting cards will be issued to voters to elect Village Councils and Hamlet and Deputy Hamlet Chiefs.

In case voting cards are to be used, the old cards recently used to elect the Constituent Assembly may be used again. After a voter casts his ballot, a member of the Election Organizing Committee will append a seal on his voting card and cut off one corner. (Corner C for election of Village Council; Corner D for election of Hamlet Chief and Deputy Hamlet Chief.)

In case voting cards are not to be used, the voter must sign his name or stamp his fingerprint on the list of voters.

3. CANDIDACY AND ELECTION CAMPAIGN

a. Conditions to be fulfilled by candidates

Candidates for both elections must fulfill the conditions provided for in Article 12 of Decree No. 199-SL/DUHC dated 24 December 1966.

The period of regular residence for 6 months prescribed in Decree No. 228-NV dated 8 July 1964 is now extended to one year prior to the date of applying for candidacy. Candidates for the position of Hamlet Chief and Deputy Hamlet Chief required to reside in the village concerned, not in the hamlet concerned.

Cases in which the people are not eligible for candidacy are mentioned in Article 13 of the Election Decree.

b. Procedure governing application for candidacy

Application for Candidacy must be written by the individual candidate and submitted to the office of District Chief (candidates for Village Councils) or to the office of the Village Administrative Committee (candidates for Hamlet Chief and Deputy Hamlet Chief) at least thirty days prior to the election date. Application forms must be prepared in advance by the office of Province Chief.

Acknowledgement of the candidates dossiers will be provided upon receipt of these dossiers.

The dossier will be very simple and will not include the certificate of good character as required in previous elections. If necessary, Court Record Form No. 2 will be requested by the District Chief concerned from the competent court. A telegram from the court notifying that the Court Record will be issued is acceptable, but it must be replaced later by the regular Court Record Form.

c. Slate of Candidates

District and village officials will set up slates of candidates in alphabetical order, using the form applied in previous elections. These slates must be posted for the first time immediately after the expiration date for submission of candidacy applications, and posted for the second time after they are considered by the Election Board, at least fourteen days prior to the election day.

Information on each posting of the slate of candidates and the list of voters must be recorded by village and hamlet officials.

d. Election Campaign

Candidates are entitled to conduct election campaign.

The procedure for electoral campaigning will be established by the Electoral Campaign Committee as may be required in each locality and on the basis of complete equality for all candidates.

This committee is composed of candidates or their representatives. The Chairman is elected by committee members to direct its work and to serve as liaison officer with village/hamlet authorities.

The following campaigning procedures may be applied:

- Speeches (time and program must be clearly defined)
- Posters and leaflets (written, typed or mimeographed in a uniform size and paper in equal quantity)

The electoral campaign begins, at the earliest, eight (8) days before the election day and ends at noon the day before the election.

4. VOTING PROCEDURE

a. Voting Procedure

Each voter will elect all members of the Village Council. After entering the voting booth, each voter selects a number of ballots equal to the number of Village Councillors and puts them in an envelope prior to dropping them in the ballot box.

For example, if the number of Village Councillors is ten (10) each voter in that constituency will select not more than ten ballots prior to putting them in the envelope.

Explanation should be given to voters that only those envelopes which contain a number of ballots equal to or less than the number of Village Councillors are considered as valid. Any envelope which contains a number of ballots higher than the number of Councillors is regarded as invalid.

For the election of Hamlet Chief, voters will cast ONE ballot only.

In hamlets where the position of Deputy Hamlet Chief is needed, voters will elect this official at the same time as Hamlet Chief. In this case, each voter will cast TWO ballots as maximum. Each voter must cast his ballot personally and may not have someone else do it for him.

b. Ballot

Each ballot will have but a single name and will be made of white paper in accordance with a sample form determined by the election board. Paper, size 31 cm x 27 cm may be used to print four ballots each with size 10 cm 5 x 13 cm 5. On each ballot will be printed the name of only one candidate together with his unique emblem in a 4 cm x 4cm square in the upper right hand corner to help the voter distinguish the various ballots.

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

c. Voting Places

Each village or hamlet will have one main voting place and several ordinary voting places. For the election of Village Councils, the main voting place will be located at the office of the Village Administrative Committee. For the election of Hamlet Chiefs and Deputy Hamlet Chiefs, the main voting place will be located at the office of the Hamlet Chief. If only one voting place is needed, it should be the main voting place.

Voting places will be made public at least three days before the election day instead of one week as provided for in Decree No. 228-NV dated 8 July 1964.

Each voting place will be managed by a committee composed of a head and an even number of members, usually 2. Each candidate has the right to send one observer to the voting place to witness the operations.

d. Voting Hours

The vote casting starts at eight o'clock (08:00) instead of seven o'clock (07:00) as in previous elections and ends at four o'clock (16:00) the same day.

5. VOTE COUNTING AND APPROVAL OF THE RETURNS OF THE ELECTION

a. Vote Counting

Vote counting should be performed in compliance with Article 26 of the election decree. Emphasis should be placed on the following point:

— Before starting vote counting, the committee head must have the detached corners of the voting cards or the number of signatures and fingerprints counted. In addition, the number of ballots for each candidate issued must also be checked to determine the number of voters. The result will then be made known to the public and mentioned in the tally.

— During the vote counting, the counters are strictly forbidden to keep in their hands anything which might be used to render the ballots invalid.

— In order to eliminate fraud, vote counters are required to check the ballots again and record the result on the tabulation sheet in ink, not in pencil. Each vote counter must have a separate tabulation sheet for cross check purposes.

Invalid ballots, as provided for in Article 27 of the election decree must be placed in a separate envelope.

As soon as vote counting is finished, the committee must establish the election file, using printed forms for this purpose.

These printed forms will be provided by provincial officials using the form designed by the Special Commissariat for Administration.

b. Proclamation of the Election Results

After vote counting is completed, the voting place committee confirms the returns of the election and signs the report made in four (4) copies.

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

The election file and reports will then be submitted to the Election Board provided for in Article 5 or 6 of the election decree for final review and declaration of definitive results of the election.

The result of the election of Village Councils will be ratified by a decision of the Province Chief.

The result of the election of Hamlet Chief and Deputy Hamlet Chief will be ratified by the District Chief.

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. The elected member with the largest number of votes assumes the chairmanship of the Council and the elected member who comes next serves as Deputy Chairman. In case of a tie, the eldest member will be Chairman and the other Deputy Chairman.

The elected Hamlet Chief is the candidate who wins the largest number of votes. In hamlets where the position of Deputy Hamlet Chief is needed, the candidate who wins the second largest number of votes is declared Deputy Hamlet Chief. In case of a tie, the eldest assumes the position of Hamlet Chief.

6. COMPLAINTS AND LAWSUITS

Cases involving complaints and lawsuits are provided for in Articles 32 and 39, Decree No. 199 - SL/DUHC dated 24 December 1966.

We must distinguish two cases:

a. Complaints on irregularity of the election

There is no change as compared with provisions of Decree No. 228-NV dated 8 July 1964.

Only complaints with well established grounds and recognized by the election board, as provided for in Article 5 and 6 of the election decree, will be transmitted to the Administrative Court. Any complaint is considered well grounded if supported by a clearly worded statement of facts accompanied by concrete proof and findings in conformity with legal procedure.

The election board, as provided in Article 5 and 6 of the election decree, may refuse to transmit the complaints to the Administrative Court if it finds the complaints not well founded.

Acknowledgement of receipt of complaints is provided when these complaints are received by the election board. The Board must then notify the opposed candidate that he has a period of ten days to file a rejoinder to the election board.

File of complaints comprising Part A, B and C as shown in the enclosure must be submitted to the Administrative Court through the Special Commissariat for Administration at the expiration of the 10 day period mentioned in Article 32 and 33.

The parties concerned may lodge an appeal to the Council of State.

With reference to Article 37 of the election decree, elected candidates against whom complaints are lodged to the Administrative Court will assume their function pending the decision of the court. However, in the event complaints against them are lodged with the Judicial Court, they cannot assume their function until a final discharge or acquittal by the court is provided.

b. Complaint on violation of the free and honest nature of the election

Violation will result in penalty as provided in Decree Law No. 13/64 dated 8 July 1964 and Decree Law No. 032/66 dated 1 September 1966.

Complaints will be filed with the Judicial Court concerned.

7. EXPENDITURES

With reference to Article 41 of the election decree, expenses incurred for the election of Village Councils and Hamlet Chiefs and Deputy Hamlet Chiefs will be supported by village budgets.

Details on use of these funds will be provided later by the Special Commissariat for Administration.

This office wishes to call to your attention that organization of the election of Village Councils, Hamlet Chiefs and Deputy Hamlet Chiefs will be entirely invested in local authorities.

In order to insure satisfactory results, government officials and cadres in charge of the election should attend a training course so that they may thoroughly understand provisions of Decree No. 199 SL/DUHC dated 24 December 1966 and Decree No. 198-SL/DUHC dated 24 December 1966 governing reorganization of village and hamlet administration.

Emphasis should be placed on the fact that elections should be held in keeping with availability of funds supported by the village budget. Any activity requiring large expenses, especially for means of election campaigning, should be limited to the proper extent.

In addition, mass campaigning should be immediately conducted throughout the province in order that the people may understand well and participate enthusiastically in these elections.

/s/ Nguyen Van Tuong

GVN VILLAGE - HAMLET ELECTION SCHEDULE 1967

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
E Day Minus 41	E Day Minus 31	E Day Minus 30	E Day Minus 27	E Day Minus 19	E Day Minus 15	E Day Minus 14	E Day Minus 8	E Day Minus 3	ELECTION DAY
<u>List of VOTERS posted Exact Time</u> Must be registered citizen, 18 years of age male and female. Complaints on list of voters may be lodged within 10 days.	<u>Deadline for VOTERS to register completed</u> <u>Deadline for CANDIDATES to declare</u> Must be Vietnamese by birth, naturalized five years or reinstated three years. Reside in village at least one year. Village Council candidates 25 years of age, Hamlet Chief and Deputy, 21 years of age.	<u>List of VOTERS sent to Election Boards</u> Province Board consists of Prov. Chief, Chief Justice, District Chief, 2 Councillors, Recorder. District Board consists of District Chief, Chairman of VAC, 1 Councillor, Recorder.	<u>List of VOTERS examined by Boards & returned within 7 days to District Chief (Village Council election) or Village Administration Committee (Hamlet Chief election)</u>	<u>List of VOTERS Posted second time</u> <u>Slate of CANDIDATES considered by Board and returned within 5 days.</u>	<u>Slate of CANDIDATES Posted second time.</u>	<u>Campaign Committee meets. Composed of candidates or one representative each. To establish procedures within financial capabilities and physical facilities of area. To insure equality for all candidates.</u>	<u>Campaigning Begins.</u> May consist of leaflets and posters of uniform size and speeches with clearly defined time and program. Campaign ends at noon day before election.	<u>Voting Places announced publicly.</u> Main voting place for village council will be VAC office; For Hamlet Chief the hamlet office. Other voting places established as required.	<u>Voting begins at 08:00 hours and ends at 16:00 hours the same day.</u> <u>Village Council Election Dates</u> 2 April 1967 9 April 1967 16 April 1967 23 April 1967 30 April 1967 <u>Hamlet Chief Election Dates</u> 14 May 1967 21 May 1967 28 May 1967 4 June 1967 11 June 1967

ADPA/USAID/VIETNAM March, 1967

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: extent of local elections:

	Tactical Region:				Total	Remarks
	# 1	# 2	# 3	# 4		
<u>With Elections to be held</u>						
Villages	182	428	295	392	1,297 (1)	(1) Compared with the total of villages in the country (2,552), the percentage is 50.8%.
Hamlets	590	1,608	1,164	2,131	5,493 (2)	(2) Compared with the total of hamlets in the country (13,984), the percentage is 39.2%.
<u>With no Elections to be held</u> (only interim administrative agencies to be set up)						
Villages	244	198	122	329	893 (3)	(3) Compared with the total of villages in the country, the percentage is 35%
Hamlets	1,253	1,075	251	905	3,484 (4)	(4) Compared with the total of hamlets in the country, the percentage is 24.9%.

(Excerpt from record of meeting of the
Central Revolutionary Development Council,
Feb. 14, 1967)

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: U.S. policy re local elections:

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1.....Our support will be limited to assisting in publicizing the forthcoming elections and in facilitating their coverage by free world media representatives.

2. U.S. military and civilian representatives will stay away from election campaign gatherings and the vicinity of polling places on Election Day.

3. No printing of ballots or campaign literature for individual candidates will be performed by U.S. printing facilities.

4. No financial support will be tendered by American organizations to any candidate.

5. No U.S. government transportation will be made available to candidates...

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(from JUSPAO Guidance No. 29,
Mar. 1967)

LOCAL GOVERNMENT AND RURAL DEVELOPMENT · training for village and hamlet officials:

Republic of VN
Special Commission
for Administration
No. 553-DUHC/HLTN

Unofficial translation

Saigon, Feb. 14, 1967

Special Commissioner for Administration

to: All Province Chiefs

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

Reference: Circular No. 106-DUHC/HLTN of Jan. 9, 1967
issued by SCA.

Pursuant to the referenced circular and to the seminar held at SCA Jan. 24 to Jan. 26, 1967, especially the Jan. 26 session for provincial and municipal Training Directors, you are advised as follows on those training problems discussed which still need to be solved.

A. PERSONNEL

At this time, every province must give special attention to training activities for the benefit of village and hamlet officials. The provincial Training Director is in charge of organizing training courses and your province is requested to provide this official with adequate staffmembers and facilities. He must be enabled to conduct the training efficiently in order to support effectively the reorganization of village and hamlet administration and the R. D. program as well.

In provinces where such positions are vacant, full time Training Directors must be chosen from among those having necessary qualifications and prestige.

To increase the number of qualified officials conversant with training, this Commission will organize during 1967 a training course for provincial Training Directors, and another for Deputy Training Directors, if any.

To facilitate our follow-up of these positions, all provinces and municipalities are requested to

promptly send to this Commission name-lists of Training Directors complete with their grades and titles, appointment dates, and the code numbers of decrees designating them.

2. Mobilization of instructors

Toward meeting the problem of lack of instructors, each province should establish a Panel of Instructors composed of Chiefs of Provincial Services, and high ranking officials well experienced and conversant with training. The Panel should take responsibility for the instruction and, where necessary, should prepare supplementary training materials that are appropriate to local conditions and circumstances.

R.D. matters are the responsibility of the provincial R.D. Group. Chiefs of the various provincial technical services have the duty to provide instruction on their subjects. This Commission will take steps to get other ministries and commissions to issue necessary instructions to their local officers regarding this matter.

Moreover, Inspectors and Auditors will make visits to provinces and make direct contacts with Provincial Training Directors and instructors for follow-up and any needed assistance.

3. Number of trainees for each training course:

By circular No. 106-DUHC/HLTN of Jan. 9, 1967, this Commission mentioned 60 trainees as the number for each course. The purpose was to facilitate the organizing, to help instructors follow up the trainees' diligence, and especially to give trainees opportunities to participate fully in sub-group activities. However, the number of trainees may vary depending on local circumstances provided that the total expenses do not exceed the estimated expenditure.

The most important thing is to carry out the Training program in accordance with the action plan, and in

tandum with the reorganization of village and hamlet administration.

B. FACILITIES

1. Training Center

All provinces should promptly repair their training centers, if any, and inventory all available tools and equipment. Province Chiefs are requested to recover without delay any training centers on loan to other agencies, and to ask the Central office for necessary intervention if you meet with difficulties regarding this matter.

In provinces where training centers are not available, provincial auditoriums, public buildings, or schools may be provisionally used as training centers pending the building of such centers. This Commission has estimated a fund for construction of such centers during this CY-1967. Provinces with priority status will be communicated with later with regard to developing the relevant documents.

2. Dormitories for trainees

Where training centers are available lodging houses for trainees should be established by Provinces through their own efforts coupled with the use of existing facilities. It has been suggested that each province can contact the appropriate provincial USAID Representative if need be and request that cement, and metal roofing be supplied

3. Equipment

In the past certain tools for use in training have been provided to provinces and municipalities. To make use of all existing facilities now at the disposal of the province, you are requested to have the items repaired through local means if possible.

Meanwhile, each province is requested to make an inventory of all existing equipment items and their condition, and to send such an inventory to this Commission, and also to list actual requirements, so that this Commission may request assistance from USAID.

4. Transportation facilities

Some representatives have requested distribution of cars to Training Directors for their use as transportation facilities, but we think that such requests may not be met; however, procedures governing requests for trilsambrettas are in process and this may provide more facilities to provinces for their various activities.

5. Expense Items

Expense items needed for operation at training courses are being suggested as follows:

- Increase subsistence allowances for trainees to VN \$120 per day instead of the present VN\$60.
- Organization expenses (office supplies, miscellaneous, etc.) to be increased to VN\$2,000 instead of the present VN \$1,000.
- Allowance for Interpreter/Translator.

All the above problems will be considered by this Commission, and we shall request the Budget Agency to re-consider such matters. In accordance with the budget estimate, allowances stipulated in circular No. 106-DUHC/HLTN of Jan. 9, 1967 remain valid.

Some provincial representatives have requested funds to organize training courses for civil servants. Regarding this matter we wish to request you to pay attention to circular No. 669-DUHC/NSKT dated Aug. 24, 1966 governing preparations for local budgets. This requests that each province and municipality to include training expense estimates in its local budget.

C. TRAINING MATERIALS

Basic materials for training village and hamlet officials will be provided in adequate quantities to instructors and trainees.

In addition, charts used in the presentation of village and hamlet reorganization in the recent seminar will be sent to provinces for instructors to use as training aids.

With respect to Montagnard trainees in particular, this Commission will contact the Special Commission for Highlander Affairs to have the above mentioned materials translated, or to provide necessary training materials in the Montagnard dialect to provinces where Highlanders are living.

In summary it may be said that some key problems relating to training activities were discussed and solved in an open and constructive spirit by seminar participants from different provinces and municipalities, during the last seminar conducted at SCA.

By this means and by the efforts of civil servants at local and central levels as well, this Commission is convinced that every province will overcome all difficulties and meet all requirements satisfactorily. Thus we will be able to carry out the training of village and hamlet officials successfully and simultaneously with the reorganization of village and hamlet administration in an attempt to efficiently support the 1967 R.D. program.

S/S Nguyen Van Tuong

Special Commissioner

for Administration.

Distribution:

- Office of the Directory Chairman
- Office of the Directory Secretary General
- Office of the Prime Minister

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Republic of Viet-Nam
Special Commission
for Administration

Unofficial translation
USAID/ADPA 2/23/67

- * -

Saigon, February 20 1967

From:

Special Commissioner
for Administration

Circular No. 671 DUHC/HLTN

To: - Dr. Deputy Prime Minister
- Commissioners General
- Commissioners
- Deputy Commissioners
- Special Commissioner (s)

Co-addressee: - Brig. General Director
General of National Police

Subject: Training of Village and Hamlet Officials.

References: 1- Circular No. 106-DUHC/HLTN issued Jan. 9 by SCA.
2- Circular No. 191-TT/DUHC dated Dec. 24, 1966.

Gentlemen:

To bring democracy down to the infra-structures of the nation, the Air Vice Marshal Chairman of the Central Executive Committee has promulgated decrees no. 198 and 199-SL/DUHC dated Dec. 24, 1966 designed to reorganize village and hamlet administration and to increase efficiency as well. In accordance with their provisions, the newly designed structure for villages and hamlets will be in effect at the beginning of April, 1967.

In connection with this and in order to make the reorganization, more effective, the training of village and hamlet officials, whether elected or appointed, is an essential of utmost importance that must not be lacking. To this end, by the first referenced circular (copies to your Commission, Ministries and Departments), this Commission has mapped out a minimum basic training program to be launched in every province in mid-April 1967.

Even though this program is a minimum basic one, it consists of various subjects that reflect all fields of operations of central agencies, such as politics, administration, security, and other technical matters, in an

attempt to develop generalist officials at the village and hamlet levels. This Commission is preparing training materials in coordination with the relevant agencies.

However, these materials are to be used only as general guide-books; they need to be appropriate to local activities and conditions. Therefore, in compliance with the second referenced circular (para 4, article 2) you are requested to issue instructions to the appropriate local supervisors to cooperate willingly with their provincial administrative offices (including Training Officers) in giving lessons, lectures, and Practical work pertaining to their respective training responsibilities.

Would you please accept our gratitude for your cooperation in this matter.

cc: - Prime Minister's Office (for report)
- Commanders of CTZs
- Prefect, Province Chiefs, and Mayors.

LOCAL GOVERNMENT AND RURAL DEVELOPMENT: inspection and control by the
General Commission for Revolutionary Development:

Republic of Vietnam
Central Revolutionary Development Council
General Secretary
7043/HDXDNT/TU/TTK/12

MEMORANDUM

Subject: Organization, Mission and Operation of the Inspection Division/
Ministry of Revolutionary Development

References: 1.- Decree # 158 XDNT, dated 30 July 1965
2.- Reporting Slip # 0482 - XDNT/11, dated 20 Jan 1966
3.- Memo # 5504 - XD/12, dated 26 August 1966

In order to comply with the new policy which is aimed at providing effective support for the General Service sections/CTZ, Revolutionary Development Councils, in their inspection and supervision of projects in the local revolutionary development program, and to help the Central Agency to follow up progress in the New Life hamlet construction at communes and hamlets, the organization and mission of the Inspection Division/Ministry of Revolutionary Development are hereby prescribed as follows:

I.- ORGANIZATION

a.- General: The Inspection Division/Ministry of Revolutionary Development is placed directly under the control of the Minister of Revolutionary Development, concurrently Secretary General of the Central Revolutionary Development Council and consists of:

- (1) Chief of Division (Inspection).
Deputy Chief of Division (Inspection).
Office.
Central Inspection Team.
- (2) An inspection team to reinforce each General Service Section of the Revolutionary Development Council/CTZ.

b.- At the Central Agency:

- (1) Central Inspection Team consists of:
 - a.- A Team Chief (Inspection).
 - b.- An assistant Team Chief (Inspection).
 - c.- Four Inspectors (each Inspector is responsible for a CTZ).
- (2) Station Location: Central Agency.
- (3) Scope of Activity: DTA, CTZ, Cities, Provinces.

(4) Allocation of Mission : Inspection Division Chief.

c.- Corps Tactical Zone:

- (1) An inspection team, to reinforce the General Services Section of RDC/CTZ consists of :
 - a.- A Team Chief (Inspection).
 - b.- An Assistant Team Chief (Inspection).
 - c.- From 7 to 15 inspectors (to be mentioned in paragraph D).
- (2) Station Location: Team Chief and assistant, to the General Service of RDC/CTZ.
- (3) Scope of Activity : Districts, Cities, Provinces.
- (4) Allocation of Mission: Chief of Inspection Team.

d.- At City and Province.

- (1) One or many inspectors, on the basis of one inspector for 20 New-Life Hamlets (or one inspector for 10 Revolutionary Development Cadre groups).
- (2) Station Location: City and Province.
- (3) Scope of Activity : Hamlets and Communes.

2.- MISSION

a.- The Inspection Division/Ministry of Revolutionary Development has the following missions:

- (1) Inspect work concerning the Revolutionary Development Program having funds earmarked by the Central Agency.
- (2) Consider questions and complaints of the people related to Revolutionary Development problems.

b.- Central Inspection Team:

- (1) Inspects transportation and warehouse construction plans.
- (2) Inspects the use of Revolutionary Development funds and materials.
- (3) Investigates the illegal use of Revolutionary Development funds.
- (4) Considers the complaints of the people in regard to Revolutionary Development problems.
- (5) Follows up and supervises CTZ Inspection Teams.

- -Inspection Team to reinforce the General Service Section/Revolutionary Development Council/CTZ.

- (1) The Team Chief and assistant coordinate with the General Service Section/Revolutionary Development Council/CTZ to: Conduct the inspection of 14 New Life Development program; follow-up, control and supervise inspectors assigned to cities and provinces.
- (2) Inspectors: Inspect the New Life Development program at hamlets and communes.

3.-ACTIVITY REPORT

- a.-Central Inspection Team: Personnel, directly in charge of work inspection, submit inspection reports to the Minister of Revolutionary Development.
- b.-CTZ Inspection Team:
 - (1) Inspectors, assigned to cities and provinces, directly submit inspection reports; one copy to the Chairman of Revolutionary Development Council/CTZ (General Service Section), one copy to the Minister of Revolutionary Development.
 - (2) Inspection Team Chief/CTZ directly submits reports; one copy to the Chairman of Revolutionary Development Council/CTZ (General Service Section), one copy to the Minister of Revolutionary Development.

4.-OPERATIONAL FACILITIES

- a.-In order to provide the CTZ Inspection Teams with facilities for operation of the General Service Section, the Revolutionary Development Council/CTZ must provide these teams with dwellings, offices and transportation.
- b.-Inspectors operating on local level will be provided with those facilities mentioned in paragraph a above by the General Service Sections/RDC of the cities and provinces concerned.
- c.-Typist and office supplies for CTZ Inspection Teams are supplied by the General Service Sections of RDC/CTZ in accordance with memo # 5585/XD/341, dated 30 August 1966.
- d.-Costs of office supplies, purchase of films and film development for CTZ Inspection Teams and for the inspectors assigned to the General Service Section/RDC of cities and provinces are defrayed by the General Service Section/Revolutionary Development Council of cities and provinces with the "Contingent funds" from the Revolutionary Development Budget of the current CY.

- e.-Each inspector is issued a camera to be supplied by the Central Agency (Material, Accounting Service).

5.-SALARIES, ALLOWANCES, SENIORITY

- a.-Monthly salary, functional allowances and per-diem allowances for members of Inspection Team/CTZs will be defrayed by the Central Agency by money orders or checks.
- b.-The service seniority and high cost of living allowances for members of Inspection Team/CTZs are computed in accordance with current regulations.
- c.-Mission orders and travel orders for members of Inspection Teams/CTZs will be issued by the General Service Section of RDC/CTZs.

6.-MISCELLANEOUS

- a.-Monthly, Team Chief, Assistants and Inspectors will return to the Central Agency for three days to report on their activities.
- b.-The exchange of personnel will be achieved on an individual basis.
 - (1) The requests of any inspection team member, requesting transfer to another team, will be considered by the Central Agency (Chief of Inspection Division).
 - (2) Requests by members of a team, requesting transfer from one province to another within the operational area of their team, will be considered by the Team Chief.
- c.-This memo supersedes and rescinds Memo # 5504-XD/12, dated 26 August 1966 (third reference).

Saigon 11 Nov 1966

Minister of Revolutionary Development
concurrently Secretary General of the
Central Revolutionary Development Council
/s/Nguyen Duc Thang
/t/MAJOR GENERAL NGUYEN DUC THANG