

MICHIGAN STATE UNIVERSITY  
VIETNAM TECHNICAL ASSISTANCE PROJECT  
**OFFICE MEMORANDUM**

TO : Reports Coordinator DATE : September 3, 1957  
FROM : Chief, Public Administration Division  
SUBJECT : Monthly Report

Attached is the draft report for this Division for the month of August, 1957.

att. 2

PUBLIC ADMINISTRATION DIVISION

1. General:

a. Discussions to clarify program objectives of the Division continued, with particular attention to the role of the newly-established Research Section and to that of the redesignated Consulting Section (formerly the Field Administration Division). The role of the In-Service Training Section will be determined by the Government's response to the proposed government-wide in-service training program, while the efforts of the Academic Instruction Section will shift largely to teaching in the advanced studies program proposed by the NIA and approved by the Presidency this month. These courses, open to NIA graduates and selected higher civil servants, will begin in February.

b. A Table of Organization for the Division was prepared, indicating organizational assignments of all Division personnel. This will be circulated in the near future.

c. Discussions with the Secretary of State at the Presidency, Mr. Nguyen Huu Chau and his Cabinet Director, Mr. Doan Them, resulted in the Government's proposal of a regularized procedure for their use of the services of the Consulting Section. This procedure is under consideration by MSUG, and is intended to improve coordination with Government agencies concerned, to achieve a consensus on priorities, and to increase the probability that MSUG recommendations on improved organization, methods, and training will be accepted and implemented.

d. The loan of MSU Vietnamese personnel to the Government to assist with the Colombo Plan Conference resulted in several being named to crucial staff positions for the Conference. However, this will also result in a reduction of MSU research and translating activities for the duration of the Conference.

e. During the month the Division was visited by the Director of the Royal School of Administration of Cambodia, Mr. Pho Proeung, and the Director of the Institute of Public Administration of the University of the Philippines, Dr. Carlos P. Ramos. These gentlemen, who were in Saigon to visit the National Institute of Administration, took the occasion to spend a few hours with MSUG and the Public Administration Division. Mr. Pho Proeung was accompanied by Mr. Georges Bargues, Director of Studies at the Royal School, and Dr. Ramos was accompanied by Mr. Manuel Carreon of the Philippine National Economic Council and Mr. Fred Crawford of USOM-Manila. All were present at the graduation exercises of the Institute, and their discussions with the staff of NIA laid the foundations for continuing relationships between the three institutions. The Director of the NIA extended an invitation to hold a meeting in Saigon of the Steering Committee of the Manila Conference on Public Administration which is to be held next Spring.

2. Academic Instruction:

a. General:

(1) On August 27th, the NIA held its graduation exercises at the City Hall with the President of the Republic, the President of the National Assembly, Cabinet ministers, the Ambassador of the

United States and many leading Vietnamese and foreign officials in attendance. The graduation class of 47 students, which had completed its studies last January, had been undergoing military training during the past six months. Almost all the members of this graduating class will be assigned to the provinces in the anticipation of strengthening provincial and local governmental operations.

(2) The new members of the section have been mainly engaged in visiting various governmental offices and U.S. agencies to familiarize themselves with conditions and programs in Viet Nam.

b. Teaching

(1) Arrangements have been made for members of MSUG to offer two courses in the NIA Night School as requested by the Director of the NIA. Dr. Lloyd Woodruff will give the course, "Introduction to Public Administration" and Mr. Dale Rose the course in Personnel Administration. There are approximately 350 students enrolled for the former course and 150 for the latter. It is expected that for the course in Personnel Administration Mr. Rose will arrange for a number of visiting lecturers, including officials of the Public Function (Civil Service), professors from the NIA and Mr. Wood, Chief of the Public Administration Division of USOM.

(2) The Consulting Section supplied a staff member for the NIA Board of Examiners. He assisted in giving oral examinations to last semester's students in the Public Administration classes of Dr. Fox and Mr. Thai.

c. Participants

(1) Final arrangements are being made for the departure on September 17th of Mr. Tran Van Dinh, a member of the NIA faculty. Late in the month, candidates for the three graduate study fellowships were interviewed and three persons were selected. These fellowships are primarily designed for training future members of the faculty of the NIA, and the interviews were conducted jointly by representatives of the NIA and MSUG. The successful candidates seem highly qualified (two are recent graduates of the NIA), and it is expected that they will begin their studies in the U.S. in early 1958. The graduate study fellowships are granted for a period of one year, subject to renewal for up to three years if the recipient's performance is satisfactory.

(2) The police participants designated for training at the "Traffic Institute," Evanston Illinois beginning in September, have not progressed sufficiently in English to begin such training and, consequently, the program has had to be cancelled. Members of the MSUG Police Division have started offering a three-months course on Police Administration and Police Techniques to the 19 police participant candidates.

(3) Only nine of the expected nineteen public administration trainees have so far been designated by the responsible government agencies, and a decision by the Government is being awaited whether to wait for more candidates to be recruited or to begin processing and training those already selected. Meanwhile, Consulting Section staff members continued to assist in planning a training program in the United States in the areas of organization and methods and personnel.

3. Research:

a. During the month the following reports were distributed:

Wayne W. Snyder, Organizations with Budget Autonomy in Viet Nam.

Richard W. Lindholm, Discussions et Suggestions Relatives a l'Administration des Impots au Viet Nam.

In addition, fifty more copies of Lindholm's "Readings on Economic Development" were assembled and distributed.

b. The National Institute assigned Miss Tang thi Ti as Librarian effective August 1st. Miss Ti has recently returned from the U.S. where she was a member of the participant program. The library staff was increased by the addition of a clerk-typist to assist in the preparation of a printed catalog and with the increased typing due to the large number of books being ordered.

c. Mr. Gardner submitted a memorandum concerned with improving book acquisition procedures and strengthening the ties of the NIA Library with the MSU Library in East Lansing. The report received favorable consideration and certain changes and improvements were immediately put into effect.

d. During the course of the month 686 books were ordered and 21 periodical subscriptions were placed or renewed. 70 books were received. 92 volumes of periodicals were bound--the first time that this project has been undertaken. Circulation of books and periodicals for the month showed a slight increase due to the opening of the new semester.

4. Consulting:

a. Special Commissariat for Civic Action.

The French text of the "Report on the Organization of the Special Commissariat for Civic Action" was distributed in early August.

b. Department of National Economy.

Decree No. 12/57 of the Vietnamese Government made public this month includes provisions for raising the fees for patents and for changes in fees for trademarks. This action is in line with the recommendations made by MSUG in its "Report on the Organization of the Department of National Economy."

c. Department of Finance.

The organization and methods survey in the General Treasury is continuing with interviews being conducted in various units of the organization.

d. Directorate of Budget.

Mr. Adamson joined MSUG on August 12 as a consultant on governmental accounting. Following his preliminary orientation on the present situation and the recommendations already made by MSUG, he began working with the Directorate of Budget in the areas of budgetary control and accounting procedures. He is assisting in planning ways and means for effecting the transition from existing procedures to those to be used in implementing the MSU recommendations in these areas.

e. Preliminary Bibliography on O & M.

The Consulting Section staff prepared a preliminary bibliography on O & M for use of the Directorate of the Budget.

5. In-Service Training:

a. Budget Classification

The new budget classification system, developed by Mr. Vu van Thai, Director General of Budget and Foreign Aid, with the assistance of staff members of the Budget Direction and the advice

of Mr. Murphy, has been accepted by the Presidency and will be put into effect in the 1958 budget.

b. Preparation of Materials

At the request of the Budget Directorate, a translation of the excerpts from the principal laws relating to the United States Bureau of the Budget has been prepared.

c. Courses in Progress

(1) A five months course in Records Management conducted under the joint leadership of the Ministry of Education and the In-Service Training Section of the NIA, began August 16. The course content covers instruction in administrative organization, operation of a mail room, records management and filing and maintenance of archives, and is being attended by 37 civil servants from various governmental agencies. The course is being taught by Vietnamese instructors, with Dr. Carmichael and Mr. Gardner available for advice and assistance.

(2) A course in Conference Organization and Management, conducted by Mr. Milton Hagleberg, began August 26. The course content covers 40 hours of instruction and is being attended by approximately 20 top and middle level administrators of the Vietnamese government.

(3) A second presentation of the three weeks course in the operation and maintenance of audio-visual equipment, conducted by Mr. Do, is being given to five additional students selected from various Vietnamese police agencies. The results of the first course were highly satisfactory.