

PROGRAM REVIEW

Public Administration Division

Michigan State University Vietnam Advisory Group

(Prepared for USOM Mission
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The Public Administration Division of the MSU Group renders technical advice and assistance to the Government of the Republic of Vietnam through four main programs: academic instruction, consultation, in-service training, and research. The general objective of the Division is to cooperate with the Government in the development and strengthening of an effective, efficient, and democratically responsible system of public administration. Most, but not all, of this cooperation is carried out through the National Institute of Administration in Saigon.

Program accomplishments, April 1955 to present:

1. Academic Instruction:

a. Establishment of NIA in July 1955.

- Physical plant provided.
- Faculty enlarged from 4 to 18 (7 full-time, 11 half-time).
- Student body up from 147 in 1955 to 217 in 1957.

b. Curriculum reform.

- New 3 year curriculum adopted in 1955, revised in 1957.
 - Courses formerly all in law; now only about half.
 - More social sciences (economics, political science).
 - More practical and managerial courses (7 1/2 months field work; courses in budgeting, personnel management, accounting, statistics, etc.).
- Night school curriculum established in 1955 (about 600 students per year enrolled).
- Graduate curriculum established in 1958.

c. Teaching.

- 42 semester-length courses taught by MSUG staff.
- Undergraduate courses now taught entirely by Vietnamese faculty.
- MSUG staff now teaching about a half of graduate courses.

d. NIA staff development.

- 6 of NIA staff sent to U.S. for 6 to 9 months study under MSU auspices.
- 2 more selected and processed to leave in March.
- 5 sent to various 3rd countries in region for short study-observation trips.
- 3 advanced students selected to study for Ph.D. in U.S. beginning in Fall 1958, to return as NIA faculty.

e. Development of Vietnamese-language texts and teaching materials.

- 8 textbooks or lecture collections published:

Readings in Public Administration
Modern Public Administration

Organization and Methods
Budgetary Administration
Statistics
Provincial and Local Revenues in Viet-Nam
Readings in Economic Development
Money, Banking and Economic Development in Viet-Nam

- Administrative case study program initiated (Winter 1957):

One case in business admin and three in pub adm. approved and published
First case completed. *six others nearly finished*
Staff of interviewers trained.

case research assistants
NIA counterpart designated.

f. Related activities.

- Association for Administrative Studies established.
- 2 issues of Administrative Research, journal of the Association, published in collaboration with NIA.
- NIA alumni association established.
- Participant program in operation (includes figures given above under NIA Staff Development):

6 VN manual
10 civil servants spent 9 months in U.S. in 1955-56.
20 civil servants spent 9 months in U.S. in 1956-57.
6 civil servants currently in U.S.
9 more selected and being processed to go before summer.

2. Consulting:

- a. Surveys conducted and organizational and/or procedural recommendations submitted for 17 government agencies; mimeographed reports published for all but 5 (asterisked):

- Office of the Presidency
- General Commissariat for Refugees
- Special Commissariat for Civic Action
- General Commissariat for Land Development *
- General Directorate of Budget and Foreign Aid
- General Directorate of Civil Service *
- National Office of Agricultural Credit *
- National Office for Exploitation of Agricultural Machinery *
- National Broadcasting System
- Vietnam Press *
- Province of My Tho
- Department of Interior
- Department of Land Registration and Agrarian Reform
- Department of Agriculture
- Department of Information and Youth
- Department of Education
- Department of National Economy

- b. Organizational and procedural surveys in process in 2 agencies:

- Department of Finance
- Department of Public Health

- c. Approximately 60% of the recommendations from these studies adopted.
(N.B.- Numbers are not significant in estimating impact of these surveys, but are at least a rough index of Government's attitude of receptivity.)
- d. Budget reform under way:
 - Central budget agency reorganized.
 - Modern budget classification system established.
 - Modern budget document adopted for 1958 budget.
 - Procedures of budget preparation and execution reformed, simplified.
 - Training conducted for staff of central budget agency.
- e. Accounting reform initiated:
 - Machine accounting for appropriation accounts established.
 - Monthly budgetary accounting reports established for management and control purposes.
 - Accounting procedures manual (modernized) published.

3. In-Service Training:

- a. Establishment of In-Service Training Division of NIA in 1955.
 - Appointment of Interdepartmental Commission of In-Service Training instigated.
 - Plan for Training Directors' Program prepared.
 - Training reporting system installed.
- b. 12 training courses given by or with major participation by MSUG personnel.
 - Budget, O & M, and Accounting (Budget agency personnel)
 - Accounting (Central agency personnel)
 - Accounting (Provincial personnel)
 - Tax collection (Provincial personnel)
 - Economic Theory (Department of Finance personnel)
 - Job Instruction Training (Central agency personnel)
 - Office Management (Central agency personnel)
 - Office Management (Department of Information)
 - Typing Training (Central agency personnel)
 - Typing Training (Central agency personnel)
 - Conference Management (Central agency personnel)
 - Stenographic Training (Secretariat of National Assembly)
 - Cataloguing and classification of Books
- c. Advice and assistance on training programs rendered to agencies:
 - General Directorate of Civil Service:
 - Clerical training course.
 - Supervisory training course.
 - Vietnam Press:
 - Six lecture series.
 - Typing training.
 - Headline writing and journalistic English course.

- Office of Patents.
- Ba Xuyen province training program.
- Vinh Binh province training program.

d. Training materials prepared or translated and published:

- Training Course for Government Typists
- Instructor's Manual, Training Course for Government Typists
- Proposed Standardized Administrative Letter
- Conference Leadership Manual
- Training Methods (excerpt from Philippine Islands Training Officers Manual).
- In-Service Training Glossary (Vietnamese and English)
- In-Service Training Newsletter (First issue February 1958)
- Vietnamese soundtrack dubbed in on 4 training films.

4. Research:

a. NIA Library established in 1955:

- Current holdings about 6,000 volumes.
- Dewey decimal system of classification introduced.
- Open shelf system introduced.
- Library staff trained.
- Monthly library bulletin published since September 1957.

b. 10 governmental research reports published:

- Analysis of Viet-Nam's Tax System, with Recommendations (for USOM)
- An Analysis of Government Payments in Vietnam during 1955
- Comparison of Vietnamese Government Revenues and Expenditures for Fiscal Years 1954, 1955, and 1956
- An Analysis of Revenues and Expenditures of Vietnamese Governmental Agencies Having Budget Autonomy, Fiscal Year 1956
- Autonomous State Organizations: Government Enterprises and Public Corporations of Viet Nam
- Taxation in the Provinces of South Viet Nam
- Preliminary Research Report on the PMS (Southern Highlands Region)
- Financial Activities of the Provinces, Prefectures, and Municipalities of Viet Nam in 1956 (in press)
- Summary of Village Finances in the South Region of Viet Nam (in press)
- Land Taxation in Viet Nam (in final draft)

c. Joint NIA-MSUG research program adopted in January 1958.