

August 8, 1957

The Honorable Elbridge Durbrow
American Embassy
Saigon, Vietnam

Dear Mr. Ambassador:

The following is a summary of recent developments in connection with the Colombo Conference preparations.

1. Training Course for a Group of 45-50 Vietnamese people, mostly ladies, who will assist as receptionists, hostesses, liaison with the press, etc. These persons have been recruited by Mr. The of the Department of Information. Michigan State University is providing ten Vietnamese persons from its staff.

The course will begin on Wednesday, August 14, with classes at the English Language School. The group will be divided into three classes which will meet each day except on Wednesday afternoons. The class hours are 9:30-11:30 a.m., 2:30-4:30 p.m. and 4:30-6:30 p.m. All of the group have studied English and vary on their ability to speak the language. The group will be divided into classes based on their proficiency to handle the language. Michigan State University is providing three instructors, all Vietnamese.

Starting the 1st of September, this group will meet an additional hour each day to be briefed on the Colombo Plan and receive the necessary details and information to help them perform their tasks.

2. Training Course for Switchboard Operators.

The switchboard will be located in the Conference Hall.

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The course for the operators will begin Monday, August 12, with technical training at the PTT Building. The operators will receive training each day under the guidance of Mr. Tam of PTT.

Starting Wednesday evening, September 4, these six operators will attend the English Language School three nights a week for a refresher course. All six have a very good command of the English language as well as French.

PTT is furnishing two operators and Michigan State University is providing four operators.

3. Starting the first of September, about 31 military officers will begin attending the English Language School. These officers will be liaison personnel for the Chief Delegates. We have been told that all of them have studied English in the United States. Details of the course have not been worked out.
4. Mr. Tam informs us that the telecommunications system for the Conference Building is in the process of being installed. We have glanced at the blueprints of the plan, and they seem to be quite complete. There is probably very little that can be done in the changing of these plans.
5. We have visited the Conference Building and it appears that it will be very adequate.
6. Security. General Mai-Huu-Xuan, ARVN, Commander of G-2, has been appointed Coordinator of the security program for the Conference.

In this capacity he will coordinate the work of the Surete and Municipal Police Forces. The Michigan State University police advisors have been invited to meet with the General in establishing a suitable security program.

It is planned to provide escort service, security in hotels and at the Conference Hall, information, and, as far as possible, to eliminate those inconveniences generally encountered by strangers in a large city or foreign country.

Sincerely,

Wesley R. Fishel
Chief Advisor

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SUMMARY OF
EXTERNAL ASSISTANCE REQUESTED
FOR COLOMBO CONFERENCE

<u>Office</u>	<u>Date Needed</u>
1 - Minutes Officer	Starting September 15
3 - Verbatim Reporters	Starting September 26
3 - Additional Verbatim Reporters	Starting October 4
9 - English Stenographers	Starting September 26
12 - English Typists	Starting September 26
1 - Secretary to the Drafting Committee <i>Provisional Officer</i>	Starting September 26
4 - Simultaneous Interpreters (English-French; French-English)	Starting October 4
6 - Ordinary Interpreters (English-French; French-English) <i>6 from the U.S. ? 2 from the U.S. ?</i>	Starting September 26
1 - Assistant to the Conference Secretary to be in charge of Administrative Arrangements	Starting September 15
1 - Supervisory Officer for the Typing Pool	Starting September 26
1 - Documents Officer	

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Training Program for Public Relations Participants
of the Colombo Plan Conference

As Set Up By Mr. The
Department of Information
Government of Vietnam

Subjects of Training	Responsible Organization	No. of Hours
Practical English (Aug 14)	MSU	63
Colombo Plan (Sep 1)	Secretariat of the Conference	6
History, Geography	Depart. of Education	4
Culture, Traditions	Depart. of Education	4
The Economic Situation	Depart. of Economy	6
Investments and Duties	Depart. of Finance	
The Situation of the Labor Class	Depart. of Social Action	4
Health	Depart. of Labor	
Agriculture in Vietnam	Depart. of Agriculture Commissariat for Land Resettlement	4
Land Reform	Depart. of Agrarian Reform	3
Refugee and Resettlement	Com. Gen. for Refugees	2
The Political Situation	Press Bureau of the Presidency	6
The Republic of Vietnam Personalism		
Constitution	Office of the Assembly	3
Social Relations	Depart. of Information Depart. of Foreign Affairs	4
Discussion of Activities of Receptionists	Depart. of Foreign Affairs Secretary of the Conference)	8
Discussion and Division of work of Receptionists	Depart. of Information Secretary of the Conference)	8
		8
		125 hours