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Office of Chief Advisor

January 15, 1958

Mr. Lam Le Trinh, Chairman
Organizing Committee for Preliminary Meeting
for 1958 Regional Conference on Public Administration
Department of Interior
Saigon

Dear Mr. Trinh:

I have the honor of confirming the agreement reached orally with Mr. Khanh on January 9 and subsequently discussed with you and the Committee, concerning MSUG's assistance to the Secretariat of the Preliminary Meeting for the 1958 Regional Conference on Public Administration, which will be held in Saigon on February 7 - 14, 1958. The MSU Group will be happy to lend to the Conference four of its Vietnamese staff members to serve as translators. In addition, we will lend two American staff members to serve as editors and proof readers. If the Organizing Committee finds it necessary, we will also lend one tape recorder to the Secretariat. These staff members and the equipment will be made available for the entire week of the Preliminary Meeting.

In the event that USOM is unable to meet all the requests you are making of them for secretarial and typing assistance, we will discuss further with you the possibility of MSUG's fulfilling a part of these needs.

Please accept, Mr. Trinh, the assurance of my most cordial best wishes for the success of the Preliminary Meeting, and of my highest personal esteem.

Wesley R. Fishel
Chief Advisor

JTD/cmf

cc: MM. Dorsey ✓
Hoyt
Stoutenburg

COPY

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VIETNAM ADVISORY GROUP

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February 3, 1958

Mr. Lam Le Trinh, Chairman
Organizing Committee for Preliminary Meeting
for 1958 Regional Conference on
Public Administration

Diên-Hồng Conference Hall
Quay Chuồng-Dương
SAIGON.

Dear Mr. Trinh,

In conformance with several conversations with Mr. Khanh, I have the honor to inform you that the MSU Group is making available a number of its personnel to assist the Secretariat of the Preliminary Meeting.

Beginning February 3, Mr. Nguyen Khoa Phon Anh and Mr. Than Trong Hue will work with your organization through February 14 on a full-time basis. Also, one secretary capable of taking dictation and typing in English will work with you each day. However, five different secretaries have been asked to undertake this assignment, rotating one day apiece. Although the order of assignments may have to be shifted, the tentative dates on which each will be at the Dien Hong Conference Hall is as follows:

February 3 and 8	-	Miss <u>Mary Watzel</u>
February 4 and 10	-	Miss <u>Catherine Forliti</u>
February 5 and 11	-	Miss <u>Marilyn Westermann</u>
February 6 and 12	-	Miss <u>Joan Peterson</u>
February 7 and 13	-	Miss <u>Helen Riggs</u>

It may develop that one or more of the above personnel may not be available due to unexpected emergencies in work scheduling in MSUG. In that event, one of the others will fill in for such a person on the day involved.

Feb. 3, 1958

2

Beginning on February 6 and continuing through February 14, the following personnel will work with you on a full-time basis for translating and possibly occasional interpreting: Miss Vu Thi Yen, Mr. Nguyen Kien Hanh, and Mr. Le Duc Gi. In addition, Mr. Charles Meyers, a newly-arrived member of our staff, will be there during the same period for the purpose of assuring a polished style in documents translated into English, and for general coordination of the work of MSU staff members, should there be a need for such coordination.

Although you requested two staff-members for the above purpose, it has turned out that it will be impossible to assign two full-time persons to that work during this particular week. However, I think you will find that the secretarial personnel we are sending will be of some help in this type of work should there be too much of it for Mr. Meyers to handle alone. If it should turn out that there is still a need for an additional such person on any particular day, will you please telephone me? We would then probably be able to send someone on a temporary basis to help.

I hope that these arrangements will be satisfactory. We are extremely hopeful that this Preliminary Meeting will be an outstanding success, and you will find that we have assigned to it some of our most talented personnel.

Please accept, Mr. Trinh, my very best wishes for a successful conference, and my highest personal regards.

John T. Dorsey, Jr., Chief
Public Administration Division

cc: MM. Fishel
Gi
Hanh
Hendry
Hoyt
Hue
Maynard
Meyers
Montgomery
Phon-Anh
Rosenfeld
Stoutenburg

Mlles. Forliti
Peterson
Riggs
Watzel
Westermann
Yen

File