

M I N U T E S  
NATIONAL INSTITUTE OF ADMINISTRATION  
ADMINISTRATIVE COUNCIL MEETING  
February 8, 1957  
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On 8th February 1957, at 08:00 a.m., the Administrative Council met in the Conference Room of the National Institute of Administration.

Present:

Messrs. LE VAN AN,	Inspector General of Administrative and Financial Affairs, representing the President of the Republic, as	Chairman
VU QUOC THONG,	Director of NIA, assisted by Mr. NGHIEM DANG, Deputy Director,	Member
LUONG DANH MON,	Representative of Dept. of Defense	-do-
NGUYEN VAN CU,	Representative of Dept. of Interior	-do-
LE NGOC HO,	Representative of Dept. of Foreign Affairs	-do-
NGUYEN DUY THANH,	Representative of Dept. of Finance	-do-
THANH Q NHIEU,	Representative of Dept. of Economy	-do-
LE DINH TUE,	Representative of Dept. of Education	-do-
TON THAT TRACH,	Director General of Public Service	-do-
NGUYEN DO,	Representing Dean of Faculty of Law	-do-
TON THAT DAO,	Representative of Office of Government Delegate to Central Vietnam	-do-

DO TRONG TAI,	Representative of Office of Government Delegate to the PMS.	Member
LUONG KHAC NHAC,	Representative of Office of Government Delegate to South Vietnam	-do-
NGUYEN XUAN LIEN,	Office of the Secretary General at the Presidency	Secretary

The Chairman greeted the members and declared the conference open. After the Council heard and approved the agenda of the conference he invited the directing staff to report on various points of the agenda. The agenda was as follows:

1. Passage of the decisions taken by the Academic Council.
2. Proposals for changes in the statute of the Institute in connection with the present developments.
3. Miscellaneous affairs.

I. DECISION OF THE ACADEMIC COMMITTEE.

Reported by Mr. Nghiem Dang

This item was divided in two parts

A/ Report on the meeting held on the 26th of November 1956.

The Committee fixed the program of the final examination tests for students of the third year (General Study Section) and for students of the second year (PMS section) as well as the method of correcting tests and the coefficient.

General Study Section (including all subjects taught in  
(the third year and part of the  
(program of the second year  
( - (important subjects)

<u>PMS Section</u>	<u>Written tests</u> (Vietnamese, (Administrative matters (PMS matters
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<u>Oral tests</u>	(Political matters (Taxation law (National defense (Labour
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As this was a matter of regular activities of the Academic Committee, it was approved by the Council.

B/ Report on the meeting held on the 11th of November 1957.

1. Election of the Division Chief and Section Chiefs.

This is a matter of internal distribution of work based on the abilities of professors and lecturers:

Research Division

Division chief	:	Mr.	LY BINH HUE
Study section chief	:	Mr.	TRAN VAN DINH
Research section chief	:	Mr.	NGUYEN NHU CUONG
Collaborators	:	Messrs.	NGUYEN TAN THANH NGUYEN QUANG QUYNH THANH QUANG NHIEU

Academic Division

Division Chief	:	Mr.	NGUYEN CAO HACH
Division deputy chief	:	Mr.	VUONG VAN BAC
		Mr.	TRUONG NGOC GIAU, in charge of evening courses
		Mr.	TON THAT THIEN, in charge of the liaison with MSU and those civil servants selected to attend training courses in the States.
General study section chief	:	Mr.	NGUYEN MANH TU
General Administration Section chief (second year)	:	Mr.	NGUYEN DO
Economic and Financial Section Chief (second year)	:	Mr.	PHAN TAN CHUC
General Administration Section Chief (third year)	:	Mr.	LUU VAN BINH

General Administration  
Section deputy chief  
(third year) : Mr. NGUYEN KHAC NHAN

Economic and Financial  
Section Chief (third  
year) : Mr. TRAN VAN KIEN

In-Service training of  
Civil servants  
Section Chief : Mr. VU YEN VAN

PMS section chief : Mr. TON THAT THIEN

Approved by the Council

## 2. Curriculum.

As the curriculum includes many subjects, in the final examination, the number of examiners has to equal that of the candidates. The curriculum should be now simplified by gathering several scattered subjects into one.

In each semester, for each subject will be reserved:  
the minimum time of 35 hours  
the maximum time of 40 hours

Besides, the time reserved for field work will not exceed the eighth of the above mentioned number of hours.

Mr. TON THAT TRACH. The NIA aims at forming administrative cadres. As the curriculum presents many similar points with the Law Faculty, it should be accordingly amended to serve its purposes.

Mr. NGHIEM BANG. In fact, the curriculum of the NIA includes more administrative laws than the law curriculum itself.

Mr. CHAIRMAN. The Academic Committee is requested to work out a more appropriate curriculum (reduce the theory part, concentrate on practice). So that after their graduation, the students can assume their mission without having to go through a period of probation.

Mr. TON THAT TRACH. In addition to the Chairman's ideas, I suggest that the curriculum will reserve two years for the theory part, one year for the practice part

Mr. VU QUOC THONG. While determining the curriculum, the Academic Committee attached much importance to the practice part which occupied the third of the students' time, as shown in the following:

<u>First year</u>	(First semester (Second semester	)	including the practice part
<u>Second year</u>	(First semester (Second semester	)	including the practice part
<u>Third year</u>			
	Administration Section	{	{ 2 months in province 3 months in districts
	5 months of practice	{	
	Financial and Economic Section	{	{ In Central Service

Including 4 months of military training at the Military Academy of Dalat (during Summer vacation and Tet holidays) and six months of military probation after their graduation, the total period of practice and probation lasts one year and six months.

In my opinion, that is much more than sufficient, because in fact, the result of the students' probation depends on the matter of concept and organization. By the way, I call the attention of the Council to the flaws in the students' probation matter.

- The reception organ for the probationary students lacked organization.
- Supervisors were not designated.
- Lack of control and supervision.

Measures should be taken to remedy these flaws although the NIA sent letters to the services to ask them to pay attention

to the probationary students entrusted to them.

Mr. CHAIRMAN. In order to remedy these shortcomings, we had better request the office of the Secretary General at the Presidency to submit draft circulars sending instructions about this matter to different services.

The Council is asked for suggestions.

The COUNCIL. Alright, the NIA is requested to submit the above proposals to the Office of the Secretary General at the Presidency.

Mr. TON THAT TRACH. As the demands of public affairs keep increasing while the number of cadres is not sufficient, may the military probation period be reduced so that the students can be appointed right after their graduation?

In other words, the students used to go through

- A military training at Dalat for 4 months
- A military probation at military areas 6 months

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10 months

Now the time will be reduced as follows:

- Military training (during summer vacation)  
during 4 months
  - Military probation (after graduation)  
during 2 months
- 
- 6 months

Thus 2 months (instead of 6 months) after their graduation, the students may be appointed.

Mr. CHAIRMAN. To remedy the lack of cadres, this proposal is quite logical because after 4 months of military training in Dalat and 2 months of military probation at military areas, the students are considered to finish their military service. the representative of the National Defense department is requested to express his ideas.

Mr. LUONG DANH MON. I personally approve this idea, but as far as a change of principles is concerned, I'll ask the Council to submit it to the concerned department for study.

The COUNCIL. After changing ideas, the Council asked the NIA to send a letter to the National Defense department to study the above proposal offered by Mr. TON THAT TRACH and approved by the Council, and submit it to the President through the Directorate General of Public Affairs.

If the proposal is approved by the President, it will be at once applied to first batch students whom the NIA is on the point to send on probation to military areas.

The Council reminded Mr. LUONG DANH MON of expediting this matter so as to get good results before long. After approving the proposal of Mr. LE NGOC HO to add a modern language in favor of the Diplomatic Group and confirming that temporarily, those graduated students (having attended the Diplomatic Group Courses) could work at the Foreign Affairs department, the Council approved the curriculum.

Then the Council approved without discussion the following items:

3. Distributing students of the 2nd year to different sections.
4. Distributing students of the 2nd year to different groups.
5. Portioning out work for members of the teaching staff for the first semester of 1957.
6. Giving marks to essays.
7. Selecting students attending evening courses.

## II. CHANGES IN THE STATUS OF THE NIA.

Reported by Mr. VU QUOC THONG.

The regulations of the NIA were fixed by decree 483-PTT/TTK dated August 9, 1955. As the activities of the NIA are more and more numerous, in order to meet the increasing demands, the Directorate proposes to amend the following items in the above mentioned decree.

### Item 3.

In this item, it was provided for:



I. A study and Training Division

II. A Research and Document Division.

At present, as the in-service training of civil servants is zealously sped up, the Directorate proposes to create a third division.

III. The civil servants in-service training division.

After the Directorate confirmed that the creation of this new division necessitated no additional financial problems, the Council approved.

Item 4.

The constitution of the administrative Council must be changed as follows to fit the new administrative system.

Representative of the President....	as Chairman
" " " Secretary of National Defence	as Member
" of the Secretary of Interior	"
" of the Secretary of Foreign affairs	"
" of the Secretary of Finance	"
" of the Secretary of Economy	"
" of the Secretary of Education	"
The Dean of the Law Faculty	"
The Director General of the Public Service	"
" " " of the Budget	"
" " " of the NIA	"
Representative of the office of the Secretary General at the Presidency	"



Chief of the departmental staff  
of the NIA

Secretary

The Council debated on the expenditures necessary to the management of the NIA and approved the decisions of the Academic Committee provided in the following Article 5

The Council approved.

Item 5.

As the words: "Giám-độc" and "Phó Giám-độc" (translated from French words directeur, sous-directeur) do not give the proper meaning and tend too much towards the administrative system, they should be changed into:

Viện trưởng

and Phó Viện trưởng

The end of this Article should be changed as follows:

The decisions of the Academic Committee should be approved by the Administrative Council, except those related to the matter of internal distribution of work and the organization of examinations.

The Council approved.

Item 24.

The following

"The number of students admitted to the second year of each section is fixed by the Administrative Council every year..."

will be changed into:

"The number of students admitted to the second year of each section is fixed by the Academic Committee every year....." in order to avoid all delay, besides this is not an important decision.

The Council approved.

Item 30.

This item provided that the curriculum of the final examination for each section comprised all the subjects taught in the second and the third year. As this cur-

riculum was too extensive, a number of examiners equivalent to that of the candidates had to be used.

The change will be as follows:

"The curriculum comprises a number of subjects taught in the second and the third year..."

The Council found this logical and approved.

Item 38.

This provided: "With a transitional character and until January 1st, 1957, the candidates native from the PMS are admitted to this Section through examination. A degree is not required of these candidates."

Considering the formation of cadres for the PMS quite necessary, and the candidates passing "the Diplôme d'Etudes primaires supérieures" or "Certificat d'Etudes modernes 1er degré" are too few, I propose that the transitional conditions will be maintained until January 1st; 1960.

THE COUNCIL. Considering that from now until January 1st, 1960 the number of graduated candidates from the PMS may not increase much and therefore a decision of extension of time is required.

The Council approve the proposal to maintain the transitional conditions until a later date and change the word:

"The candidates native from the PMS...." into:

"The High land candidates..."

The word "High land candidates" includes:

- the Minority people
- the Cham, Cambodians, Malaysians living now in the territory of Vietnam.

The Council ask the NIA to particularly support the High land people (PMS) in entrance exams because the High land from the North (PMN) through their higher educational standard left no place for the PMS candidates.

Item 41

the following:

"Students native from the PMS" will be changed into:

"The High land students"

### III. MISCELLANEOUS AFFAIRS.

#### A/ Examination of the contract signed between the Vietnamese Government and MSU.

(Reported by Mr. VU QUOC THONG)

This was entered on the agenda by request of the Office of the Secretary General for the Council to study and temporarily propose to change articles considered difficult to carry out. The text of this contract was copied by the NIA and distributed to all present yesterday for reference and study.

THE COUNCIL. Considering this matter too important and being incompetent to examine it, after changing ideas, the Administrative Council moved:

"The Secretary at the Presidency is requested to convoke a council composed of representatives of concerned departments and organs (Directorate General of Public Service, Directorate General of Projects, Directorate General of Civil Guard, the NIA...) to examine the matter and submit adequate proposals to the President.

#### B. Petitions of former students of Administrative Schools in North Vietnam, not admitted to the Special Section of the NIA.

(Reported by Mr. NGHIEM DANG)

1. The students graduated from the Administrative Schools in North Vietnam, assuming their duties as district chiefs over one year.
2. The students going successfully through intensive Administrative Courses batch I but having not finished one year of service when transferred to the South.
3. Intensive administrative courses batch II interrupted by events.

Based on the proposals of the Directorate of the NIA of Dalat, and after the examination (by a

Council) of the students' records and the fixation of conditions of admission to the special section of the NIA, the case of the former students of the Administrative courses was settled by:

- Decree 1.181 - PTT/TTK dated December 30, 1954 for students belonging to category 3.
- Decree 109 PTT/TTK dated March 8, 1955 amended by Decree 368 - PTT/TTK dated June 13, 1955 for students belonging to category 1 and 2.

Belonging to category 1 and 2, there are 39 students attending special section courses. Belonging to category 3, nobody is admitted for lack of conditions.

The students from the 3 above mentioned categories who were not admitted sent in their complaints many times and the related organs answered that their applications could not be accepted because they lacked the requirements mentioned in the above decrees. But they kept insisting. So, the Directorate of the NIA brings forward the following question for re-examination and presents:

A. The case of Messrs. DOAN KHAI MINH  
NGO NGOC BICH

1. Mr. DOAN KHAI MINH met the requirements, but since an investigation was made into his past as a district chief in the North for his abuses, he was not admitted.

Then, when the Directorate General of the Security Service found no proofs against him, the Special Section Courses almost finished the first year.

2. Mr. NGO NGOC BICH met the requirements, but only sent in his application on the 10th of October 1956 when he got or nearly got the permission to leave the Army after finishing his military service.

The NIA moves that the concerned students are permitted to attend the Special Section Courses but as the students attending the Special Section Courses already reached the third year, if the students are admitted, they will start from the second year and proceed to the end of the courses as other students.

THE COUNCIL. After debating, the Council approved the principles, but requested the NIA to thoroughly examine the concerned students' records.

B. The case of the students belonging to the 3 above categories who are not admitted.

Considering that the state of these students calls for a support, the NIA proposes to open an examination (having the same standard with the entrance exam to the NIA) for the students of the 3 categories, the admitted will attend PMS section.

THE COUNCIL. The fact that there are so many repeated complaints proves the existence of errors from the outset.

After debating, the Council approved the proposition to open a common examination for the students of 3 categories (having the same standard as the entrance examination to the NIA). The admitted will attend the General Study Section instead of the PMS section reserved for PMS students.

According to Decree 298 PTT/TTK dated November 17, 1956 the President fixed the number of students admitted to batch IV to be 100. Among these 100, will be included:

- the students: ĐOAN KHAI MINH, NGO NGOC BICH
- and those belonging to the 3 categories.

The Council asked the NIA to thoroughly examine the records and especially the age requirements of students.

The items of the agenda being discussed over, the Council closed the meeting at 2:00 p.m. on the 9th of February 1957.

Made in Saigon, February 9, 1957

Secretary  
NGUYEN XUAN LIEN

Chairman  
LE VAN AN