

NATIONAL INSTITUTE  
of  
ADMINISTRATION

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Minutes  
of the 53rd meeting of the Technical  
Committee on construction of the National  
Institute of Administration

Date of the meeting: September 14, 1961.

Time: 10:30 a.m.

Present at the meeting were Messrs:

- Vũ Quốc Thông, Rector of the NIA . . . . . Chairman with the assistance of Mr. Nghiem Dang, Vice-Rector
- Hồ Đắc Cáo, representative of the Directorate General of Reconstruction and Urban Planning, concurrently Manager of the project for construction of the new NIA . . . . . Member with the assistance of Mr. Khúc Dan, Engineer
- Dương Thiệu Chi, representative of the Directorate General of Budget and Foreign Aid . . Member
- Dr. Guy H. Fox, Chief Advisor of MSUG . . . . . Member
- Paul Beidler, USOM Architect . . . . . Member
- Huỳnh An, Private Architect, Advisor to the Project . . . . . Member
- Phạm Duy Sưu, Chief of the Administrative Division of the NIA . . . . . Secretary

After the meeting was opened by the Chairman, the agenda which included the following subjects was approved by the Committee:

I. Rehabilitation of the yards, gardens, grass beds, passageways, the planting of trees.

The Chairman: The Institute has sent a letter to the Prefecture, requesting it to undertake the implementation of this work project, upon recommendation of the project Manager. The Prefecture replied that it is disposed to carry out this work, but has pointed out the following problems which must be solved beforehand:

1. The levelling of the ground which is under way must be completed before September 19, 1961, in order to ensure that other works can be completed before October 25.

After this has been discussed, it was decided by the Committee that the matter be reported to the superior from which agreement will be seeked to defer the dedication date toward the end of November, 1961. On the other hand, necessary work must be started immediately to meet this deadline. Mr. Beidler agreed to urge the Johnson Co. employees to complete the levelling work at an early date.

2. The level of ground in front of Building A is lower than that of the street - water of heavy rains cannot flow directly to the street and into the sewers - smaller sewers must be installed to conduct rainwater to the big sewers in the street; on the average, it is from one to three hours before water of a heavy rain completely retreats into the sewers, but in case the smaller sewers are clogged, the ground will be floodded for a longer length of time and rendered very inconvenient.

After this matter was discussed, the Committed accepted the viewpoints of Messrs Khuc Dan and Beidler that in levelling the ground, we will see to it that a depression be left - which may be 0m50 below the surface of the street - adjacent to the streetside, on the area where grass beds will be constructed; this will be connected to the big (underground) sewer by two smaller sewers. With these sewers installed, there would be no obstacle to normal passage through the paved street, even if rainwater does not completely retreat into the sewers.

Mr. Beidler would bring this Committee decision to the attention of Johnson Co. workers in charge of the levelling work. Mr. Khuc Dan would get in touch with the Prefectural Technical Service to work out details concerning the installation of the sewers.

3. Procedures for the liquidation of payments for invoices and work done.

After the Prefecture's recommendation has been discussed, the Committee expressed the following viewpoint:

a. The payment of invoices and undertakings for which the Prefecture had concluded contracts with the contractors will be liquidated by the project Manager, Mr. Hồ Đức Cao, according to the provisions of contracts signed between the

Prefecture and the contractors concerned. But in this liquidation, the Manager should write and provide the Budget Directorate with justifications, in order to obtain its rapid approval.

b. In case no contract has yet been concluded between the contractor and the Prefecture, invoices for the supply of materiel or services costing less than 100,000\$ should be received through price consultation, and through bidding, if they exceed 100,000\$.

- The procedure of implementing a work project before approval is obtained from the Budget Directorate is not applicable, because it is contrary to the principles.

c. Advance fund of 300,000\$ for liquidation of payments for work done through state management, as recommended by the Prefecture.

The Committee's decision: The establishment of such fund which requires considerable time (about two months) and which would entail much delay, is not advisable; the usual procedure of paying for labor on the work site should be applied and if necessary, efforts should be made to secure an early release of the check.

d. The amount of expenditures for work projects which the Prefecture agreed to carry out through state supervision has not yet been known.

The Committee's decision: The Prefecture be requested to provide the cost estimates, if the cost were considered appropriate a proposal would be made for the transfer of funds necessary for the Prefecture's direct liquidation of payments.

## II. Miscellaneous.

### 1. Procurement of furniture.

Mr. Hồ Đắc Cao: In execution of the Committee's instructions concerning this matter, the Sub-Committee has contacted three manufacturers for price consultation (the Phan Văn Nghi, Anh Dao and Đồi Nay) only two of whom gave the prices. The envelopes containing these prices will be opened this afternoon by the Sub-Committee, a comparison of prices will be made and the result will be reported to the Technical Committee at its next meeting.

### 2. Project for construction of a stadium.

Mr. Huynh An said he will present it to the Committee at its next meeting.

3. The supply of ceiling fans.

Mr. Hồ Đắc Cáo told the Committee that the Descours and Cabaud Co. has agreed to furnish 350 ceiling fans.

It was decided by the Committee that Mr. Phạm Duy Suu collect all information concerning the needs for ceiling fans of the new Institute, the number of existing fans (at the old Institute and turned over by MSUG), in order to enable the Committee to reach a decision at its next meeting.

The meeting came to a close at 11:45 a.m.

Secretary,

/S/ PHAM DUY SUU

Chairman,

/S/ VU QUOC THONG