

To : Dr. Guy H. Fox

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From : Charles A. Joiner

Subject: NIA Floor Space in the New Physical Plant

Although the new buildings of the National Institute of Administration provide considerable advantages in terms of physical facilities as compared to the old NIA physical plant, numerous shortcomings are found in the current physical arrangements and inevitably these shortcomings will be aggravated in the near future. To a certain extent problems relating to available space reflect inadequate planning. Lack of systematic planning, in turn, basically has been a manifestation of lack of appreciation of basic rules concerning efficient utilization of space and adequate construction for future expansion. In addition to inadequate planning, to a great extent problems of future adequacy of physical plant are the direct result of previous and currently projected expansions of the NIA as an academic institution. The lack of planning is most vividly portrayed by the problem of storage space, and the physical plant problems related to expansion are prominently displayed by the already scheduled increases both in student enrollment and in faculty accompanying the recently approved new academic programs.

At the new NIA there are three main buildings and a small building containing a dining hall and kitchen. The largest of the buildings is the Administration-Classroom building. All members of the faculty and of the administration will have offices in this building. The main building will be used also for all classes in the regular three-year program, the evening school program, the in-service training classes, and a number of special programs such as the special programs for Tham Su (head clerks) cadres and Montagnards.

1. The NIA faculty consists of 28 members, including 9 professors, 7 assistant professors, and 12 lecturers. Administrators include the Rector, the Vice Rector, the Head of the Academic Division, the Head of the Research and Documentation Division, and the Head of the In-Service Training Division, and the assistants and staffs of these administrators. The NIA floor space requirements also reflect other pertinent statistics, including the following: a daytime enrollment of approximately 295, a night course enrollment of approximately 68, a maintenance staff of 11 non-specialized workmen, and a clerical staff of 44 (exclusive of MSUG clerical staff, some of whom must be housed in the typing pool room with the regular NIA

clerical staff). Currently, the administration-classroom building is used for 72 daytime classes (21 first year classes, 34 second year classes, and 17 third year classes) and for 9 night program classes.

The faculty will need to be increased in the near future due to decreasing use of non full-time lecturers, to increased enrollment, to instruction of special courses not previously taught (such as administration of justice and security), to new NIA programs (press and information, etc.), and to return of current Ph.D. candidates now studying abroad under the participant program. This increased faculty will necessitate added office space both for the instructors and for secretarial assistance.

Increasing emphasis upon faculty research requires not only adequate library space for research materials but also space for such purposes as research assistants and clerical assistance. The NIA Research Division has already found its space for research assistants to be inadequate. Provided the MSUG contract is renewed, office space will be tight even in the opening year of the new NIA. Even today three planned seminar rooms are being used as NIA faculty offices. With the planned progressive development of the NIA, there is likely to be a serious shortage of offices within two or three years.

2. Grounds for the new NIA buildings total 35,000 square meters, plus some 12,000 square meters donated by the Presidency for a sports field. This space in general is adequate but will be only slightly more than adequate with the construction of two additional dormitories, expansion of dining facilities, and construction of a dean of students-counseling office. Even today the space is considered insufficient for housing two quonsets that might be moved from the old NIA to provide needed storage space.
3. The present dormitory has seventy-two rooms (24 rooms on each floor) of 15 square meters each. As two students occupy each room, this allows for only 7.5 square meters for each student. This dormitory can now house only approximately one-half of the current male enrollment. There are no provisions for housing female students in the present dormitory. Because of the necessity for housing the female students at the NIA, the remainder of the male students, and the projected expanded enrollment, plans already have been made to construct two more dormitories, one for male students and one for female students.
4. The present dining facilities are sufficient to provide for only 150 persons. It is felt that a dining hall is needed

to be added to the present dining facilities in order for all students residing in the dormitories to have proper eating arrangements. Present plans also include construction of a student center area attached to the present dining facilities.

5. Other buildings needed in the near future include the following: a small building for the dean of students and counseling service to be located at one corner of the campus; garages for vehicles to transport faculty, supplies, etc., to the campus, and, a maintenance workshop. The provision of adequate facilities for maintenance purposes is of particular importance. It is necessary to add specialized workmen to the present staff if the NIA is to initiate new concepts in building maintenance. Due to climatic and other reasons, instituting new maintenance practices is essential for protecting the capital investment in the new NIA buildings.
6. Special attention must be given to the topic of current inadequacy of storage space. In the present buildings, only 30 square meters are allotted for storage. Fifteen square meters are located under the stairs on the rez-de-chaussée and fifteen square meters are provided for storage in the attic of the main building. The attic storage space is being used exclusively by MSUG. This problem forces crowding of faculty offices as well as of secretarial offices, requires placing materials in the library which cannot be properly located there, necessitates construction of temporary buildings, etc.
7. The NIA Auditorium is relatively large (640 square meters including screens and small areas) and hold 500 seats. However, in the near future the seating arrangements will not be adequate to provide for all students and faculty.
8. The physical plant of the new NIA library represents a tremendous improvement over the previous facilities. It is a modern structure with a large main room for shelving books and for student study and with additional rooms for documents, bound periodicals (and microfilms), and cataloging. In addition, an alcove of the main room serves as a periodicals reading room.

The entire library floor space covers an area of 40 meters by 21 meters (840 square meters). At present, this space houses 15,000 books, over 800 United Nations documents, over 200 Vietnam government documents, some 1,700 miscellaneous documents, and over 1,000 bound periodicals. In addition the library now has over 1,000 books that have not yet been catalogued and 500 outstanding book orders. Other non-catalogued works include 123 books and 183 issues of periodicals,

both recently supplied by MSU. The library collections are also constantly expanded by the periodical subscriptions totaling 150 different titles received on a regular basis (the library contains over 300 different periodicals titles). Journals provide a second basis for constant expansions, the library currently receives 13 different dailies and weeklies. It is, of course, hoped that the collection of books will continue to be expanded in the future through the acquisition of funds from the GVN, the NIA, private foundations, and American and other agencies. It is also hoped that the NIA library will soon become an official depository for all publications of all agencies of the government of Vietnam. If these two desirable situations occur, the current total floor space in the library may not prove adequate in the years ahead.

The most serious floor space problems of the NIA library are not, however, directly related to future expansions of library collections. Rather the problem currently faced (which will be aggravated by collection expansions) is the necessity for using floor space for non-library purposes. This problem developed primarily as a product of the scarcity of storage space in the entire NIA complex. At present the in-service training division of the NIA is utilizing considerable, portions of the documents room for storing in-service training materials, MSUG plans to utilize available shelf space for storing copies of its publications, and EROPA has been assigned two rooms in the library. The inadvisable but necessary practice of using the library as a storage room has necessitated alterations in plans concerning arrangement of various collections, has precluded the establishment of a library lounge, and has forced the chief librarian to be placed in an office inadequate for her needs.

9. The two rooms in the library occupied by the EROPA are for office space, research work, diffusion of materials, and housing of materials relating to public administration in Asian countries. One room is devoted entirely to office space. The second room (27 square meters) is to be used for all EROPA operations. In the near future the space in the workroom will be only barely adequate. In addition to storing all EROPA publications and materials relating to research projects (questionnaire materials concerning Asian civil service systems, etc.), the workroom will house the country shelves containing materials specifically concerning each state member of EROPA. The Asia Foundation is providing sixty public administration books to EROPA and it is hoped that additional works will be received from various sources in the future in order that the NIA office of the EROPA will become a real documentation center; all of these works are

to be housed in the EROPA workroom. The workroom also serves as an office for the EROPA secretary and for an assistant researcher. In the future, the workroom will contain indexes for the EROPA books and documents collection and for the published materials concerning Asian public administration. In order to utilize the collected materials, a reading table for visitors is being placed in the workroom.

10. New NIA academic programs will produce specific and immediate floor space problems because of increased enrollments and expanded faculty. The Press and Information Program begins August 1, 1962. Approximately thirty-five students will be selected from or added to the regular three-year program.

The NIA also is adding a special in-service training program in press, for press and information personnel; approximately twenty civil servants will receive such training. Beginning in 1962 some twenty students will be added to the three-year program for special training in the field of taxation. A program of administration of justice and security will be initiated in 1962 and a Vietnamese professor either trained or hired to carry out the program. The Montagnard program is being reactivated. Approximately fifteen Montagnard students will be enrolled by 1962. Also, a special two-year course for the Tham Su category of civil servants will be initiated in 1962; the first class will consist of approximately thirty students. In addition special programs are being studied and considered, such as the foreign service program (possibly some twenty students in 1963) and the business administration program (probably about thirty students enrolled during 1963). Two special courses with an approximate enrollment of thirty students each will be held both in 1962 and in 1963 to provide public administration and psychological warfare training for army officers.

APPENDIX

Floor Space of New NIA Buildings in Square Meters

A.	Ground Floor:	Administration-Classroom	Square meters
1.	Office	Building	20
B.	Second Floor:	Administration-Classroom	
		Building	
C.	Third Floor: [*]	Administration-Classroom	
		Building	

^{*}Numbers 1, 2, 3, 4, 5, 6, and 7 are assigned to MSUG.

GROUND FLOOR

1. Office of the Chief of the Administrative Service (Mr. Suu)
Area: 20m²
2. The room which serves as waiting room and in which the switchboard is located (Standard et Salle d'Attente)
10m²
3. Office of the Secretary(ies) (Secrétaire) - 10m²
4. Archives - 12m²
5. Administrative Service - 52m²
6. Typing Pool - 40m²
7. The NIA Doctor's Cabinet - 16m²
8. Waiting Room (Salle d'Attente) - A.H. - 8m²
9. Mimeograph Room - 12m²
10. 4 Offices for the professors - 12m² each
11. Audio Visual Storehouse - 12m²
12. Toilet for female students - 8m²
13. Toilet for male students - 16m²
14. Audio Visual Workshop - 20m²
15. Office of the Chief of the In-Service Training Division - 16m²
16. Office of the Assistant Chief of the In-Service Training Division - 12m²
17. 2 classes for 150 students each - 198m²
18. 1 class for 50 students - 96m²

SECOND FLOOR

1. Salle de professeurs (professors' room) 64m²
2. 1 professor's office - 6m²
3. The Academic Division - 22m²
4. Office of the Administrative Assistant - 12m²
5. Office of the Secretaries of the Rector - 16m²
(1 secretary and 1 typist)
6. Office of the Vice Rector - 24m²
7. Office of the Rector - 36m²
8. Conference Room - 80m²
9. Office of the Chief of the Academic Division - 32m²
10. Office of 1 professor - 11m²

THIRD FLOOR

1. 2 large rooms - 16m² each
2. 8 smaller ones - 12m² each
3. Secretarial Office - 48m²
4. 2 Offices - 16m² each
5. Reception room - 24m²
6. 1 large office - 18m²
7. 1 large adjacent office 30m²
8. 6 small offices - 12m² each
9. 5 large rooms - 51.40m² each

	<u>Square meters</u>
D. Auditorium (including screens and small areas	640
E. Library	
i. Entire library floor space	840
ii. Documents Room	84
iii. Periodicals Room	84
iv. EROPA Workroom	27
v. EROPA Office	15
vi. Chief Librarian Office	12
vii. Catalogue Room	50.4
F. Storage (Main Building)	
i. Under First Floor stairs	15
ii. Attic (MSUG)	15
G. Dormitory: 72 rooms, 15 square meters each room	
H. Grounds (total)	35,000
Sports grounds (addition)	12,000