

Saigon, August 31, 1957

The Secretary of State at the
Presidency

to
The Secretary of State

Saigon

(Also to the Director of the National Institute
of Administration)

Mr. Secretary of State,

I have the honor to inform you that after examining the proposal of the National Institute of Administration and the activities of the MSU Group, the President has approved the following general procedures for documentation and research work:

I. Documentation

The collection of materials must be carried out regularly. After gathering materials of a general character on the organization and operation of various departments, attention should be directed to materials related to the most important problems of each department (including foreign documents).

The NIA has the responsibility of coordinating and following up the work and of reporting the results.

II. Research

1. Each Department will make a list of problems to be studied and classify them according to their priority. We wish that your Department would consider this matter and send us, as soon as possible, your list to be submitted to the President for approval.

The choice of the subjects to be given priority will be based on present needs and on the necessity of amending the regulations which are outdated (the collection of these materials has been more or less completed by the Departments).

2. After Presidential approval, you are requested to contact directly the Chief Advisor of the MSU Group in order to inform him of the subjects to be studied.

At the same time, each department will give instructions to its responsible personnel to prepare a "dossier" on each problem and gather supplementary materials themselves and not leave this responsibility to MSU experts.

3. After receiving your general ideas, the MSU experts will deal directly with the personnel assigned by your Department⁽¹⁾ in order to discuss and study the problem together, but they must always follow the policy of the government. (In regard to subjects about which presidential instructions have been issued, the experts will follow these instructions concerning form as well as the substance.)

4. After the research is completed, the responsible personnel of your Department will submit a report, and if there is a MSU report on the subject, it should be included.

These reports will first be examined by your Department and, if necessary, be revised.

5. Thereafter, you will submit the report to the President, with your personal comments and opinions on each recommendation presented in the report.

This procedure can be applied to all foreign experts (UN, Colombo, etc.).

III. The NIA may, at your request, assign professors who are specialized in the subject to be studied, to participate in the work mentioned above, because experience and knowledge gained will be very useful in their teaching and in research work.

The choice of subjects to be given priority will be based on present needs: the collection of materials concerning the operation and functions of your Department is now almost completed; therefore, I suggest that these materials be re-examined in order to discover which questions need to be revised.

Nguyen-Huu-Chau

(1) High ranking officials such as
Directors or Directors-General.