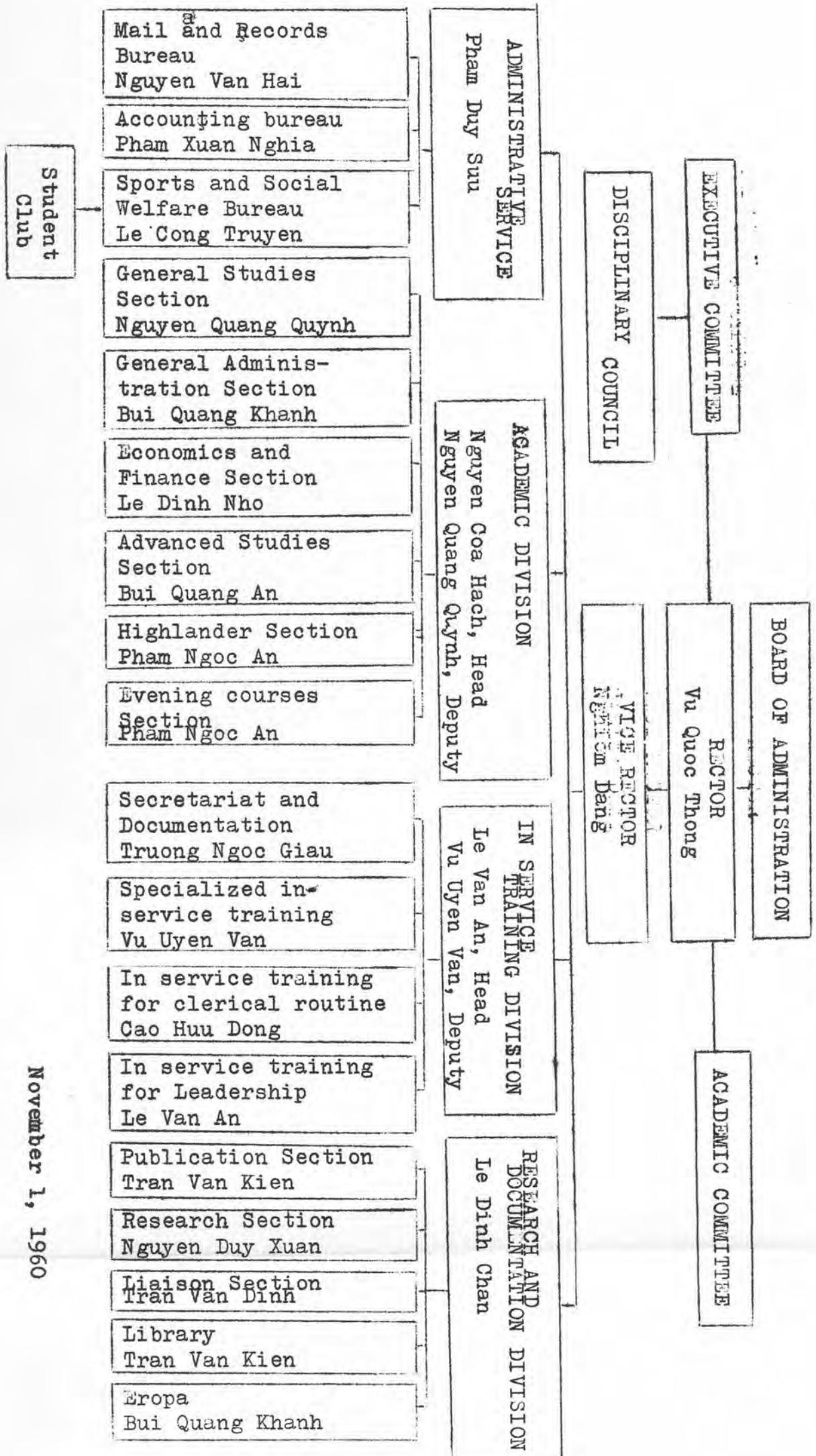
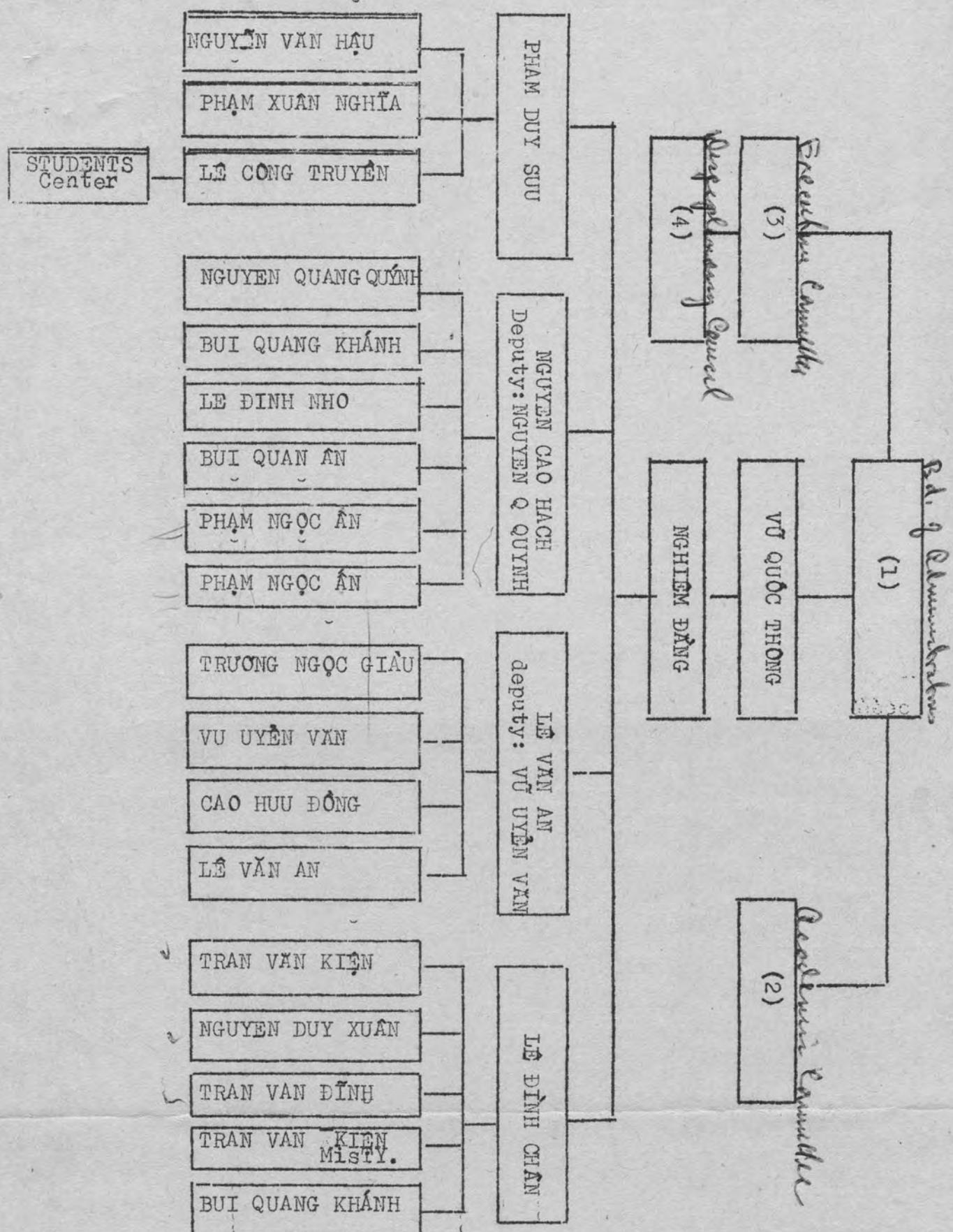


REPUBLIC OF VIETNAM  
NATIONAL INSTITUTE OF ADMINISTRATION

## Exhibit Organization





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Board of Administration

(1) Mr TRẦN NGỌC LIÊN, Chairman

Rector NIA,	Member	
Vice Rector,	-d°-	
Delegate of secretariat of State of interior,	Member	
-	Foreign Affairs,	-d°-
-	Finances,	-d°-
-	National Education,	-d°-
-	National Economy,	-d°-
-	National defence,	-d°-
Dean of Faculty of Law,	-d°-	
Gal Director of Public Function,	-d°-	
-	Plan,	-d°-
-	Budget & Foreign Aid,	-d°-
Delegate of Gal Secretariat of Presidency,	-d°-	
Chief of Administrative service of NIA,	Secretary.	

Academic Committee

(2) Rector NIA, ..... Chairman  
All faculty member  
of NIA (full and part times) ..... Members  
Chief of Administrative service of NIA, Secretary.

Executive Committee  
(3) Rector NIA, ..... Chairman

3 chief of Division of NIA or  
their deputies ..... Members  
Chief of Administrative Service of  
NIA. ..... Secretary.

Disciplinary Council  
(4) Rector NIA, ..... Chairman.

Vice Rector NIA ..... Member

Lê văn AN, Professor ..... -d°-

Nguyễn quang Quỳnh, -d°- ..... -d°-

1 Representative of Student (for each case) -d°-

Chief of Administrative service of NIA. Secretary.

Mail & record bureau .....

Accounting bureau .....

Sport & social Welfare bureau

General Studies section .....

General administration s

Economies & Finance s

Advanced studies s

Highlander s

Evening courses s

Secretary and documentation

Specialized In service training-

In service training for clental routine

service leadership .....

Publicat on section .....

Research section .....

Liaison section .....

Library .....

E.R.O.P.A. .....

Board of Administra-  
tion.(1)

Executive Committee  
(5)

Disciplinary Council  
(6)

Rector (2)

Deputy Rector (3)

Academie Committee  
(4)

Administrative  
Service (10)

Academic Division  
(9)

In service tra-  
ining division  
(8)

Research & Do-  
cumentation  
division (7)

.../...

- 1.- Studies and suggests to President measures to develop and supervise the work of the Institute.
  - Discusses the Budget of the Institute.
  - Considers and approves the decision of the Curriculum Committee.

o o o

- 2.- Organises and supervises all activities of the Institute.
  - Enforce the discipline of the Institute.
  - Chairman of the Executive, Academic Committees and Disciplinary Council.
  - Responsible for the Student's Academic program.

o o o

- 3.- Assists the Rector and replaces him in his absence.

o o o

- 4.- Works out the Academic Curriculum.
  - Considers technical questions submitted to it by rector or others members of the Institute.
  - Decision of the Committee are subject to the approval of the Board of Administration.

o o o

- 5.- Makes decision on matters relatives to the Administration of the Institute.
  - Carries out the decisions of the Board of Administration and the Academic Committee.

o o o

- 6.- Considers propositions relatives to disciplinary for personnel and students.

o o o

- 7.- Studies and gathers documents to assist professors and students in research.
  - Studies administrative, economic and financial problems for the various governmental agencies.

.../...

- Publishes studies and articles in public administration.
- Trains students in research and documentation.
- Teaches course on research and documentation.
- Administers the Library of the Institute.

o°o

- 8.- Has the basic mission of stimulating, coordinating and guiding in service training activities throughout the government by publishing appropriate material, furnishing expert counsel and arranging for centralized training in special subjects.
- Responsible for evaluating the effectiveness of training programs in the Government.

6°o

- 9.- Prepares the teaching for all sections.
  - Works out the agenda of the division meeting.
  - Supervises the section Chiefs, professors and all lecturers and consultants.
  - Fixes the schedule.
  - Supervises the academic curriculum and the academic work of the students.
  - Interviews the students.
  - Recommends lecturers and faculty appointments.

o°o

- 10.-Coordinates and supervises the activites of 3 following bureaus :

- a. Mail and record including recruitment of personnel and keeping their record. Admissions of students.
  - b. Accounting including Personnel's Salary - student's scholarships - Purchases and maintenance of hourses, material, cars, contrats, printing etc...
  - c. Social welfare including sports activities, keeping student's record - student's housing - student's organising - student's disciplinary - Alumni Section.
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