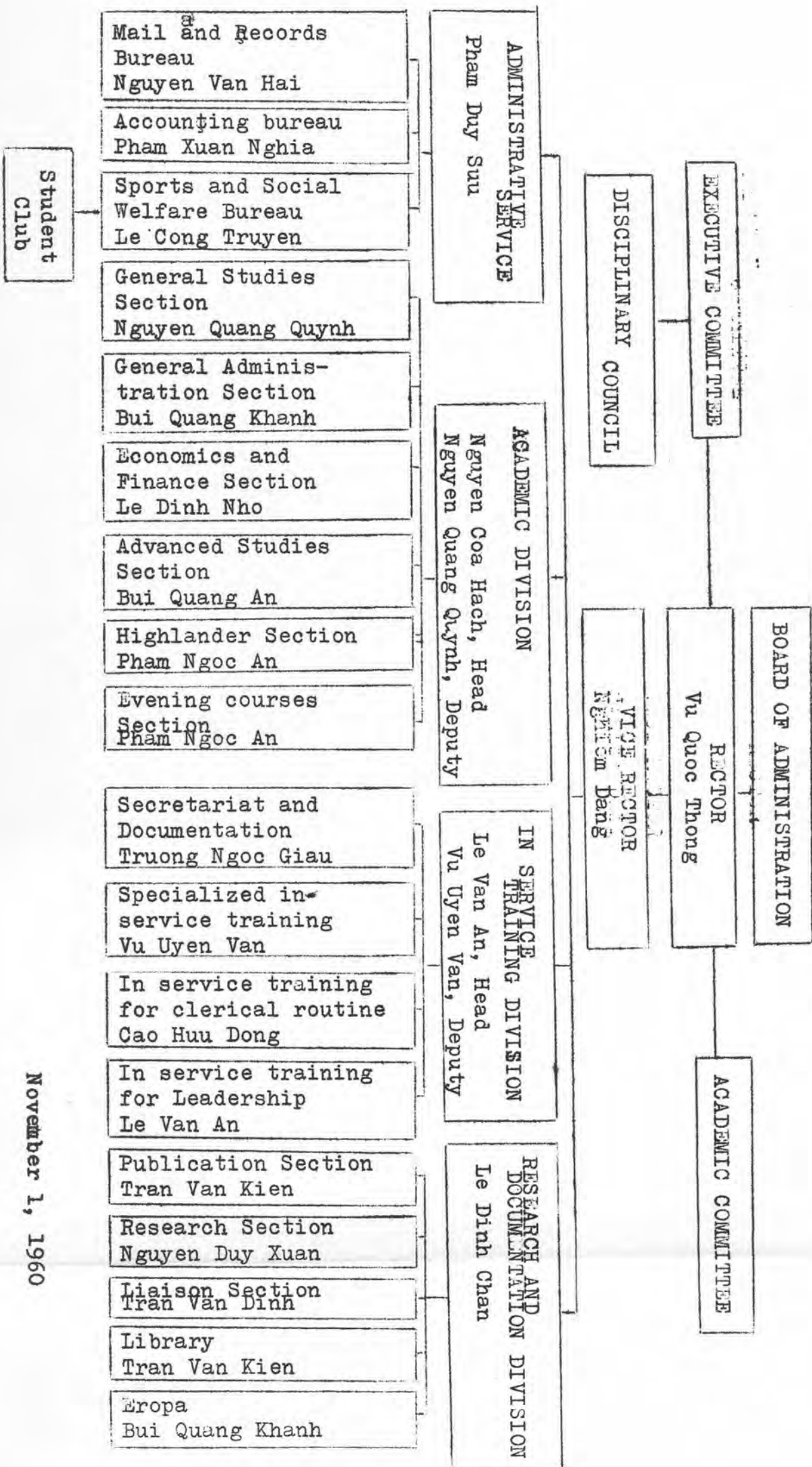
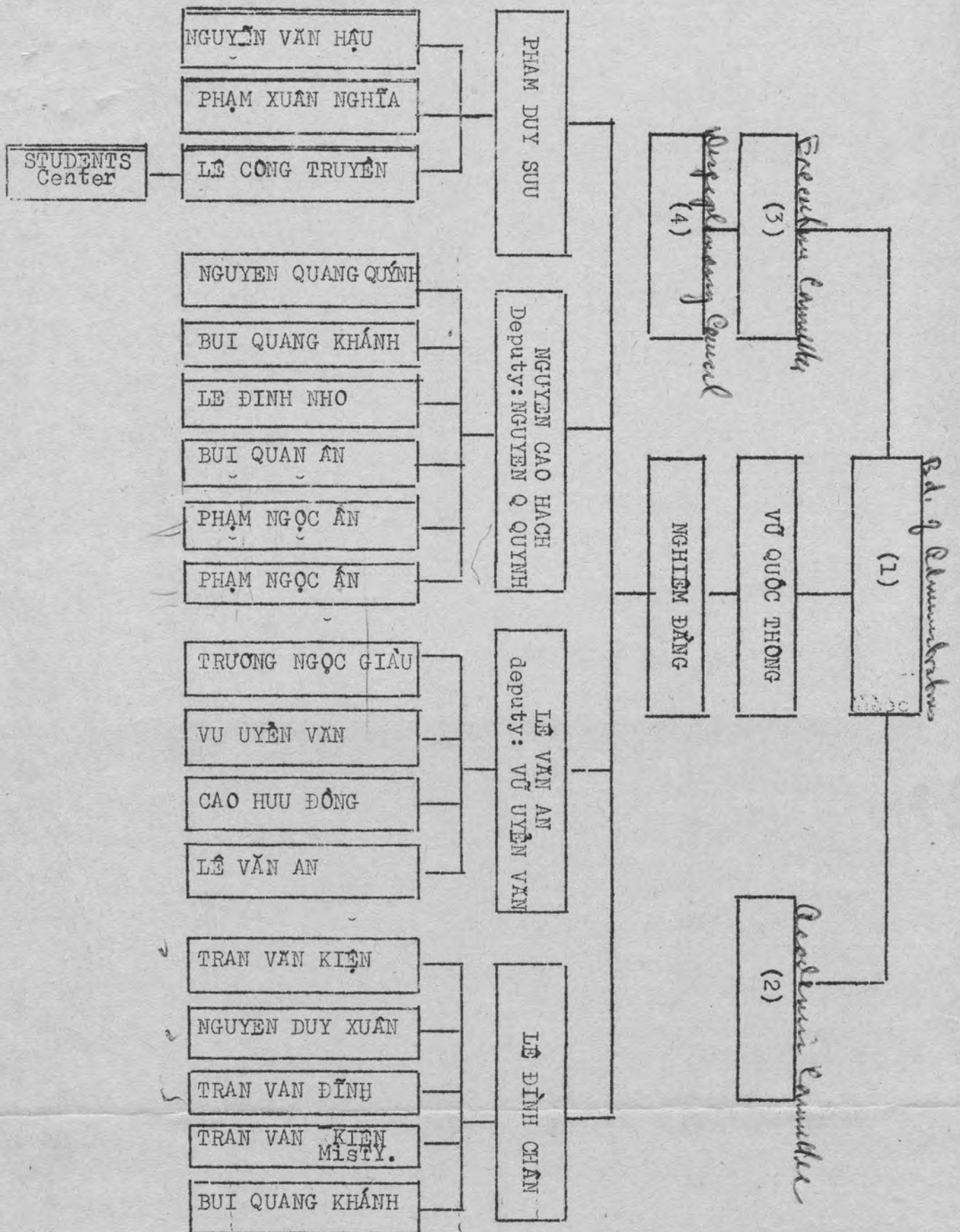


REPUBLIC OF VIETNAM  
NATIONAL INSTITUTE OF ADMINISTRATION

Exhibit 1  
Formal Organization



November 1, 1960



*Board of Administrators*

(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 Council*

(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.

*vice rector*

*Disciplinary Council*

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

Vice Rector NIA ..... Member

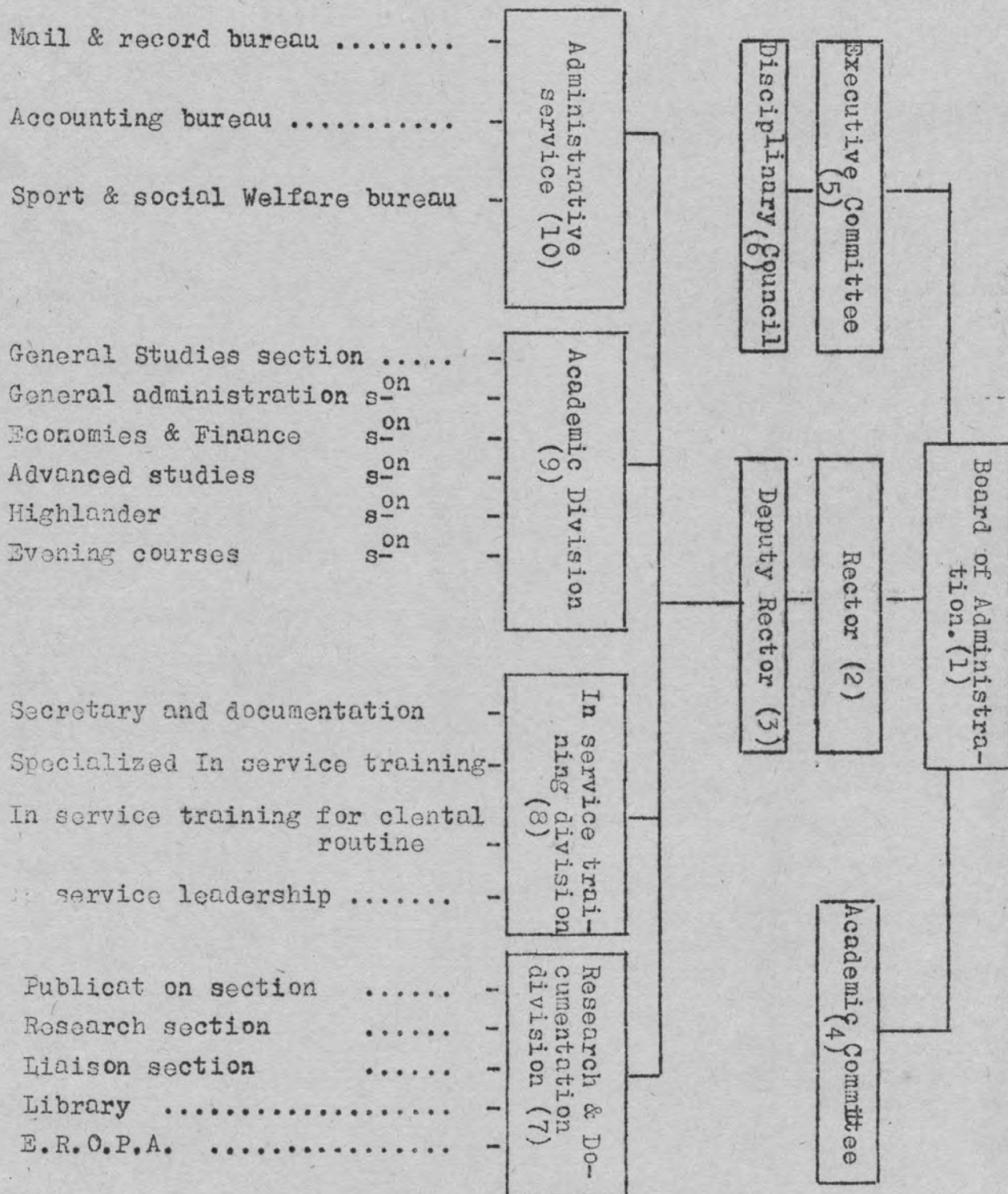
Lê văn AN, Professor ..... -d°-

Nguyễn quang Quýnh, -d°- ..... -d°-

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

Chief of Administrative service of NIA. Secretary.





- 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 Students 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 activities 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 houses, material, cars, contracts, printing etc...
- c. Social welfare including sports activities, keeping student's record - student's housing - student's organising - student's disciplinary - Alumni Section.