

Saigon, January 12, 1959

Duties and responsibilities

I have a double function in the NIA, an academic function and an administrative function :

1. Academic function : As a professor full-time I am responsible for 3 courses given in the NIA :

- (a) Constitutional law (evening class)
- (b) Criminal law (2nd year NIA)
- (c) Social problems (3rd year NIA).

2. Administrative function.- The NIA is divided into 3 divisions : - The academic division
- The in service training division
- The Research and documentation division.

I am in charge of the Research and documentation division.

A. Attributions of the research and documentation division :

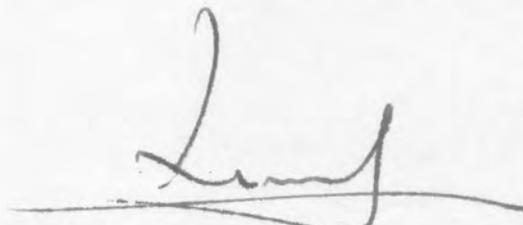
- 1. Gathering of documents related to important Problems concerning every Department by Coordinating, following-up and exposing results.
- 2. Studying Problems submitted by various Departments with the participation of specialists. Upon request by various Departments or independently, the Division may assign Professors or lecturers to carry out above-mentioned project.
- 3. Publishing research projects, translating, editing Public Administration reviews.
- 4. Providing students with guidance service in their research and documentation works.
- 5. Administration of the NIA library.

../..

B. Organization of the research and documentation division :

This division is composed of 4 sections :

- a. Book development section, responsible for printing and translating research projects as well as editing public administration reviews.
- b. Documentation section, responsible for research projects and conservation of documents.
- c. Liaison section, responsible for :
 - organizing all Division meetings
 - sponsoring all conferences
 - guiding students in their research
 - organizing research projects in coordination with other government agencies and specialists.
- d. Library. The Chief of library section is responsible for administering the library and submitting appropriate reforms to improve library service and develop library collection.



NGUYỄN QUANG QUYNH

BIOGRAPHICAL STATEMENT

Name: Mr. Nguyen Quang Quynh

EDUCATION:

1942 Completed high school with bacclaireate degree
1942-1949 Attendance at University of Hanoi, Faculty of Law
Attendance interrupted due to war
Received licence en droit, 1949
1952-1953 Received diplôme D'Etudes Superieures de Droit
Prive, 1952, and diplôme D'Etudes Superieures
de Droit Public, 1953 - two parts of the require-
ments for the doctorate.

LEGAL EXPERIENCE:

1949-1950 Private practice as lawyer (barrister)
1950-1953 Judge, Mixed Tribunal of Hanoi
1953-1955 Judge, Military Tribunal

ACADEMIC:

1955-1957 Professor (half-time) National Institute of
Administration
1958 to
present Professor (full-time) National Institute of
Administration

OTHER EXPERIENCE:

1955-1957 Secretary General, Ministry of Social Action

SCHOLARSHIPS AND AWARDS:

- 1957 Designated scholarship recipient for social studies and observations in France by United Nations Technical Assistance Program
- 1958-1961 Designated as Delegate (3-year term) of the Republic of Vietnam to the "Permanent Commission for the Prevention of Professional Risk" of the International Association of Social Security.

MEMBERSHIP IN ASSOCIATIONS:

- 1949 Member, Corporation of Barristers
- 1950-1954 Member, Alumni Association of the Faculty of Law, University of Hanoi
Assistant to the Secretary General of the Association during this same period
- 1957 to present Member, Association For Administrative Studies, and Secretary General of the Association

PUBLICATIONS:

Author of many articles published in the following reviews:

- 1950-1954 "Universal Review" (Phô' Thông), Journal of the Alumni Association of the Faculty of Law
- 1955-1956 "Revue Juridique" (Pháp Lý Tập san) published by the Department of Justice
- 1958 "Administrative Studies" (Nghiên Cứu Hành Chánh), Journal of the Association for Administrative Studies

BIOGRAPHICAL STATEMENT

Name: Mr. Nguyen Quang Quynh

EDUCATION:

1942 Completed high school with bacclaireate degree

1942-1949 Attendance at University of Hanoi, Faculty of Law
Attendance interrupted due to war
Received licence en droit, 1949

1952-1953 Received diplôme D'Etudes Superieures de Droit
Prive, 1952, and diplôme D'Etudes Superieures
de Droit Public, 1953 - two parts of the require-
ments for the doctorate.

LEGAL EXPERIENCE:

1949-1950 Private practice as lawyer (barrister)

1950-1953 Judge, Mixed Tribunal of Hanoi

1953-1955 Judge, Military Tribunal

ACADEMIC:

1955-1957 Professor (half-time) National Institute of
Administration

1958 to
present Professor (full-time) National Institute of
Administration

OTHER EXPERIENCE:

1955-1957 Secretary General, Ministry of Social Action

SCHOLARSHIPS AND AWARDS:

- 1957 Designated scholarship recipient for social studies and observations in France by United Nations Technical Assistance Program
- 1958-1961 Designated as Delegate (3-year term) of the Republic of Vietnam to the "Permanent Commission for the Prevention of Professional Risk" of the International Association of Social Security.

MEMBERSHIP IN ASSOCIATIONS:

- 1949 Member, Corporation of Barristers
- 1950-1954 Member, Alumni Association of the Faculty of Law, University of Hanoi
Assistant to the Secretary General of the Association during this same period
- 1957 to present Member, Association For Administrative Studies, and Secretary General of the Association

PUBLICATIONS:

Author of many articles published in the following reviews:

- 1950-1954 "Universal Review" (Phổ Thông), Journal of the Alumni Association of the Faculty of Law
- 1955-1956 "Revue Juridique" (Pháp Lý Tập san) published by the Department of Justice
- 1958 "Administrative Studies" (Nghiên Cứu Hành Chính), Journal of the Association for Administrative Studies