

April 10, 1958

Miss Marjorie Milbourn  
Reports Assistant  
Methods Coordination Staff  
International Cooperation Administration  
Washington 25, D.C.

Dear Miss Milbourn:

Please find enclosed the quarterly report for the  
3rd quarter of the 1958 fiscal year for our  
Vietnamese participants.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

ICA-13-28 (7-55)

BUDGET BUREAU NO.

**PERIOD COVERED**

QUARTERLY REPORT FROM PARTICIPATING AGENCIES  
OR PRIVATE ORGANIZATIONS ON ICA PARTICIPANTS

24-R-034

3rd Quarter Fiscal Year 1958

**TYPE OF PARTICIPANTS**

PRIMARY       SECONDARY

FROM - (Government Agency and Bureau, Private Organization and Address)

ICA, Michigan State University, East Lansing, Michigan

NAME AND TELEPHONE EXTENSION OF PERSON PREPARING REPORT

FOA INTERESTED DD/S OFFICE(S)

Elsie Cunningham, Edgewood 2-1555 ext. 2222

## Public Administration

**PART I - SUMMARY OF NUMBERS OF ICA PARTICIPANTS BY REGION**

AREA (1)	BALANCE AT BEGINNING OF QUARTER (2)	BEGAN/ TRAINING DURING QUARTER (3)	COMPLETED TRAINING DURING QUARTER (4)	BALANCE AT END OF QUARTER (5)	MAN-MONTHS (Cumulative) (6)
<b>TOTAL</b>					
Europe (excl. Ger. & Austr.)					
Germany and Austria					
Multi-Country Projects:					
Coal-Steel Community					
European Productivity Agency					
No. Atlantic Treaty Org.					
Far East (excl. Korea)	1	8	1	8	171 2/3
Korea					
Latin America					
Near East, Africa & S. Asia (excl. Greece & Turkey)					
Greece & Turkey					

PART II - REPORT ON UN FELLOWS INCLUDING SPECIALIZED AGENCIES (ILO, FAO, ETC.)

(LIST TOTAL UN FELLOWS FOR WHOM ICA CONTRIBUTES FUNDS TO PROVIDE ARRANGEMENTS)

**TOTAL**

**PART III – PARTICIPANTS BEGINNING OR COMPLETING TRAINING DURING QUARTER**

NAME OF PARTICIPANT BEGINNING OR ENDING TRAINING (1)	COUNTRY (2)	PIO/P OR TAA NUMBER (3)	DATE ON ROLLS (4)	DATE OFF ROLLS (5)
Huynh van Dong	Viet Nam	30-77-080-170233	1/24/58	
Nguyen van Son	"	"	"	
Tran van Kien	"	"	3/11/58	
Vu Uyen Van	"	"	"	
Pham Phan Con	"	"	3/21/58	
Huynh van Dao	"	"	"	
Pham van Ngu	"	"	"	
Huynh Than Hung	"	"	"	
Tran van Dinh	"	g	9/23/57	3/29/58
Phan Dinh Ngoc (picked up by TCA/W)	"	"	12/29/57	12/29/57

## INSTRUCTIONS

### GENERAL

1. NUMBER OF COPIES - Prepare and forward one original and one carbon to ICA by the 5th of the month following the end of each quarter of the fiscal year.
2. WHERE TO SEND REPORTS - All copies are to be sent to: Reports Assistant, S/MCS, ICA.
3. SUPPLIES OF REPORTING FORMS - Copies of reporting forms may be obtained from Distribution Section, ADSEK, ICA.
4. CONSOLIDATED REPORTS - Each agency will collect the reports from each of its bureaus and forward a consolidated report for the agency, attaching the reports of the bureaus to the consolidated report. Only Part I (the Summary Statistics) need be completed in the consolidated report.
5. INCLUSIONS - (a) Include participants from former TCA, IIIA, and MSA countries; (b) UN participants should be included in Part II only, and are not to be included in the Part I totals; (c) Universities completing this form should include only those participants studying under ICA-University contracts program.
6. SECONDARY PARTICIPANTS - (Secondary participants are those who, while in training in Bureau A of an agency, go for a brief period to Bureau B within that agency, or to another agency, for supplementary training.) Secondary participants will be shown on a separate report on this same form and so identified. This is for the purpose of avoiding duplication in reporting and yet to give credit to the bureaus that contribute materially to the handling of these participants. Such reports will not, of course, be included in a consolidated agency report.

### PART I - STATISTICAL SUMMARY OF ICA PARTICIPANTS BY REGIONAL AREA

#### COLUMNS

1. NUMBERS - Summarize the numbers of participants receiving training in your agency in Columns 2, 3, 4, and 5.
2. MAN-MONTHS - Give cumulative number of man-months for the fiscal year in Column 6. Man-Months should be computed on the basis of actual time on your rolls during the fiscal year covered.
3. REGIONS AND COUNTRIES - List the numbers of participants by country or region according to groupings shown in Part I. For your assistance, shown below are the proper groupings for Far East and Near East, Africa, and South Asia:  
FAR EAST - China (Formosa), Laos, Cambodia, Vietnam, Indonesia, Philippines, Thailand, and Japan.  
NEAR EAST, AFRICA, AND SOUTH ASIA (including DOT's) - Afghanistan, Egypt, Ethiopia, India, Iran, Iraq, Israel, Jordan, Lebanon, Liberia, Libya, Nepal, Pakistan, Greece, and Turkey. DOT's - Tunisia, French Equatorial Africa, Madagascar, Angola, Mozambique, Belgian Congo, Nigeria, Gold Coast, Uganda, Tanganyika, Southern Rhodesia, and Italian Somalia.
4. DOT'S - Report DOT's (Dependent Overseas Territories) in region where geographically located rather than by metropolitan areas.

### PART II - REPORT ON UN FELLOWS

Report in this section all of those UN fellows and scholars whose program arrangements are financed from ICA funds. Include those from the specialized agencies (ILO, FAO, WHO, etc.)

### PART III - PARTICIPANTS BEGINNING OR COMPLETING TRAINING DURING QUARTER

1. NAMES - List in the columns the names and other data called for for participants beginning and completing training. Do not include UN or specialized agencies or fellows. The names of those beginning training should be listed first, followed by those completing training under the heading "Completed." In each case, participants should be grouped by country of origin.
2. Complete Columns 1, 2, 3, and 4 for those participants beginning training, and Columns 1, 2, 3, and 5 for those whose training has ended during the reporting period. DO NOT list the names of UN fellows.
3. In Column 3, PIO/P stands for Project Implementation Order/Participant; TAA stands for Technical Assistance Authorizations.
4. If more space is required for participants names use Continuation Sheet, (ICA-13-28A).

April 22, 1958

Mrs. Willie Brock, Chief  
Training Services Branch, S/TDS  
815 Connecticut Avenue, N.W.  
Washington 25, D.C.

Dear Mrs. Brock:

As requested by Mr. MacDonald Salter in his letter of April 11 I have completed copies of ICA-13-103 for the participants who have commenced training since June 30, 1957. Mr. Nguyen van Thong departed on July 8, 1957. Do you require a copy of this new form for Mr. Thong whose training began in September 1956?

Am I right in assuming that this new report form supersedes the form ICA-13-28?

I am also reporting the departure of Mr. Tran van Dinh upon completion of his program on March 29, 1958 on ICA 13-115.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

**INTERNATIONAL COOPERATION ADMINISTRATION**

**Washington 25, D. C.**

28 April 1958

Elsie Cunningham  
Administrative Assistant  
Michigan State University  
East Lansing, Michigan

Dear Miss Cunningham:

— Thank you for completed copies of ICA 13-103 for the nine participants training at Michigan State. Since Mr. Nguyen Van Thong departed on July 8, it will not be necessary for you to complete a card for him.

An error was made in Manual Order 1363.4 as to the copy which should be retained by you. In the future, please retain one tissue copy and return the two cards and one tissue copy to us.

ICA 13-28 "Quarterly Report" may be discontinued now that your cards have been completed.

Thank you for your cooperation.

Sincerely,

*Willie G. Brock*

(Mrs.) Willie G. Brock  
Chief, Training Services Branch



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