MINUTE

Directing Council of the National Institute of Administration meeting on
28th June, 1956.

On 28th June 1956, at 09:00 A.M., the Directing Council of the National
Institute of Administration met at the National Institute premises, under the
chairmanship of Mr. Lé-van-An, Inspector General of Administrative and Fi-
nancial Affairs, representing the President of the Republic.

Present:

Messrs. Vu-quoc-Thong, Secretary of State for Social Action and Public
Health, Director of the National Institute of Administration,

assistants:

Ly-binh-Hue, acting Assistant Director.
Pham-duy-Suu, Chief of Administrative Affairs.

members
Le-dinh-Who, Director General of Public Service.
Nguyen-duy-Thanh, representative of the Dept. of Finance.
Hoang-gia-Linh, representative of the Department of Education.
Le-Ngoc-Ho, representative of the Dept. of Foreign Affairs.
Nguyen-van-Cu, representative of the Dept. of Interior.
Nguyen-dinh-Liên, representative of the Directorate of Budget.
Captain Pham-van-Ven, representatives of the Department of
1st. Lt. Pham-Khac-Dinh, Defence.
Nguyen-Do, representative of the Dean of the Faculty of Law.
Nguyen-van-Le, representative of the Govt. Delegate for South V.N.
Nguyen-van-Hieu, representative of the Govt. Delegate for PMS.
Dean-Nam, representative of the Govt. Delegate for CVN

Secretary: Nguyen-xuan-Lien, of the Secretariat General of the Presidency.
After thanking the members for coming plenarily to the meeting, the Chairman announces the agenda:

I. Three-year expansion program of the Institute.
II. Projected Budget for 1957.
III. Approving the minutes of the Academic Council.
IV. Miscellaneous.

: I.-- THREE-YEAR EXPANSION PROGRAM :

Reported by the Institute Director

According to Decree No. 183-PTT/TTK of August 9, 1955, relative to the creation and organization of the National Institute of Administration, this institution has two goals:

a. training of high functionaries and in-service training
b. conducting study and research pertaining to Administration, Economy and Finance of Vietnam.

In order to attain these goals, of course the Institute needs adequate material means. For your consideration, I am presenting you the expansion program under three broad chapters:

A. - Studies and training

1. - Studies. Besides teaching the regular students of the Institute, the Study and Training Division also takes charge of the evening classes and the in-service training.

For the Academic Year 1956, the total of students amounts to 208, divided as follows:

First year.

<table>
<thead>
<tr>
<th>Section</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal section</td>
<td>64</td>
</tr>
<tr>
<td>Plateaux section</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>79</td>
</tr>
</tbody>
</table>

Second year.

<table>
<thead>
<tr>
<th>Section</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special section</td>
<td>39</td>
</tr>
<tr>
<td>General administration section</td>
<td>10</td>
</tr>
<tr>
<td>Economic and Financial section</td>
<td>26</td>
</tr>
<tr>
<td>Plateaux section</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>82</td>
</tr>
</tbody>
</table>
Moreover, the Institute is planning to have an increased number of students and auditors and after three years (in 1959) the total of students (regular students and auditors) will be increased to 520.

There will be no change in the instructional method, but the Institute hopes to have an audio-visual system installed if its conditions so permit. The total of the subjects taught for all the three classes is 33, and requires an equivalent number of professors and lecturers. For the time being, only 21 professors (including 4 American professors) are available to the Institute, and their number does not meet the present needs.

On the other hand, in conformity with the agreement passed between the Government of Vietnam and Michigan State University, the Institute appoints each year from 2 to 4 professors for studying and researching in the United States for a period of 6 or 9 months. This year Messrs. Nghiem-Dang, Assistant Director Vuong-van-Bac, Lecturer has left early in June.

2. Evening classes. These have been well received by the students. An "eloquent token" is found in that the Institute received 1,630 applications while it had planned to operate only 6 classes of 50 students each (300 students in all).

The Institute has endeavoured to respond to the eagerness of the public and private servants, and has received a total of 660 students. But virtually, it has met several difficulties (class-rooms, equipment, lecturers, etc.).

The program for the first semester of the current year consists of:
- 2 compulsory subjects (Introduction to Administration Economics.
- 4 subjects for students' choice (Administration Constitution Accountancy Statistics
The entrance examination was conducted late in June.

On the basis of the increasing number of applicants, the Institute is planning to admit each year a number of 600 to 700 students for evening classes.

3.- In-service training courses. In order to improve the operational methods, to obtain a higher efficiency, the Presidency has approved the principle of establishing the in-service training courses for various ranks (Circulars No. 5-TTP/TTK of December 12, 1955 and No. I-TTP/TTK of January 10, 1956).

But, according to Circular No. 4-TTP/TTK of March 5, 1956, this training has been determined as follows:

a. **executant level.** - Training at this level should be carried out at once to meet the urgent needs of various agencies.

   Therefore, a first course (accountancy, personnel, typing) terminated on June 16, 1956 and a second course (shorthand) will begin on July 2, 1956.

b. **specialist field.** - During the preparation period, the Departments and their relevant organizations will work out their plan of in-service training, decide upon the order of priority of training subjects, and hold liaison with the NIA for execution of the plan.

c. **leadership level.** - Postponed, for further consideration.

Being aware of the importance of this problem, and anxious to carefully operate towards the achievement of its goal, the Institute deems it necessary to increase the number of lecturers and classrooms and to be provided with more equipment and working facilities.

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**B.- Research and Study**

This Division has been faced with many difficulties because of lack of responsible personnel, but after several discussions, it has set up the following program:

1. **Library**

   At present, the Library holds a total of 3,000 books (mostly in English) and is composed of two rooms:

   - 40-seat reading room.
   - Book-loan room.
With the increasing number of students and the expansion of research assignments, the library quarters and equipment cannot meet the present requirements.

It is hoped that after three years the Institute will be able to establish a library with 10,000 books (political, administrative, economic, financial) and then a 300-seat reading room will be necessary.

2. **Implementation between Institute and Departments.** This has the purpose of centralizing data necessary for research. To perform this implementation, there is every week an interdepartmental conference at Independence Palace. The first conference took place on December 14, 1955.

3. **Establishment of an Association for administrative research.** To promote research in administrative matters, the Institute has prepared itself to create an association and to ask functionaries of various administrative agencies, teaching circles, and individuals to participate as members. During the starting period, the Institute will loan quarters and staff to the Association, and may request the American Aid to help financially.

Furthermore, it should be thought of establishing in Vietnam a branch of the "International Institute of Administrative Science Research". Vietnam is currently a member of this Institute and every year the Government delegates to its conference Mr. Le van An, Inspector General of Administrative and Financial Affairs and Chairman of the Directing Committee of N.I.A.

4. **Administrative review.** Its publication helps spread out the policy of the Association for Administrative Research.

The temporary editorial staff will be composed of members of the Research Division and of the Association. This staff will be responsible for applying for publication permit and for preparing the publication.

This review will be published in Vietnamese and eventually will include a Vietnamese-French-English glossary that will help clarify American professors' lectures (which will be also translated into Vietnamese). During the preliminary period, to publish this review, the association fund will need be supported by American Aid.

5. **Training of personnel and students.** Training of government personnel and Institute students will be necessary to provide the Departments with a qualified research personnel. The Institute is proposing to begin in the coming year a special, theoretical and practical, course on research for regular students.

6. **Special work assigned by Presidency.** At present, the Presidency has instructed the Institute Director to preside over an Interdepartmental Council aiming at studying the question of reorganizing the Fonction Publique. This
Council meets every week at the Institute and possibly achieves the task assigned in the course of the first semester of 1956.

**C. Quarters. Equipment. Financing.**

If the program as outlined above will be fully implemented, after a three year period (1956-57-58), the conditions of the Institute will be as follows:

1. **Premises.**
   a) With the following distribution of students, 8 class-rooms should be provided.

<table>
<thead>
<tr>
<th>Year</th>
<th>Students</th>
<th>Auditors</th>
<th>Total</th>
<th>Number of Class-rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>120</td>
<td>80</td>
<td>200</td>
<td>1</td>
</tr>
<tr>
<td>Second year</td>
<td>120</td>
<td>80</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>(two divisions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third year</td>
<td>120</td>
<td>120</td>
<td>240</td>
<td>5</td>
</tr>
<tr>
<td>(Five groups)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   b) For evening classes, 7 class-rooms are needed.

   c) For in-service training, 11 class-rooms are needed.

If it is so arranged as to provide adequate space for all students and auditors, evening class and in-service training students, the number of rooms required will be 15.

Furthermore, the following should be provided:

1 auditorium with a capacity for 400 people, used as general meeting hall.
1 reading room with capacity for 300 persons.

In parallel with the problem of adequate space for increasing number of students, more materiel and equipment should be supplied. Because the present location of the Institute is not convenient, question should be raised as to its removal to other more convenient quarters. The American Aid has promised to cover all expenses relative to new construction and purchase of equipment, amounting approximately to 32 million VN piastres.
In the foregoing, I have outlined the activities of the National Institute of Administration; in this connection, I wish to call your attention to the difficulties we are facing frequently, accrued from the lack of equipment and inadequacy of quarters (for evening course, in-service training course, lectures). As an example, for the recent series of Presidential Lectures given by American professors for high Government officials, the Prefecture just billed the Institute for expenses incurred by the organization of these lectures (electricity, cleaning, etc...) and amounting to over 10,000 VN$. 

Recently, in an interview with him, the President gave instructions for the transfer of the Institute to another location, because the present location is not convenient. The present premises may be assigned to the use of a government agency. In view of the increasing activities of the Institute, this expansion program should be carried out. The Institute has in view a land of 15,200 sq. meters in Cong Street for the purpose of erecting new premises.

Expenditures for the construction and purchase of additional material and equipment are evaluated at VN$32 million and will be covered by the American Aid, on following conditions:

- The National Budget covers the cost of land purchase, evaluated at 10 million piasters.

- The Government refunds the sum of VN$13.5 million (which has been used for the purchase of the present premises, No. 4 rue Alexandre de Rhodes) to the American Aid so that it can be added to the proposed sum of 32 million. The present premises of the Institute can be therefore assigned to another government agency.

Chairman.

After the Director has reported, you now have enough material for discussion; please express your views.

Mr. Nguyen-duy-Thanh.- We should know whether the National Budget will be able to meet these expenses, namely 13.5 million to be refunded to the American Aid and 10 million for land purchase?

Mr. Vu-Quoc-Thang.- The American Aid has promised to disburse 32 million for the construction of new premises which will meet the requirements of the Institute; the National Budget will have to cover only the cost of land purchase (10 million), whereas the refundment of 13.5 million to the American Aid will enable the Government to make use of the present premises of the Institute and can be considered as a disbursement to purchase premises for a government agency. Moreover, the move has been ordered by the President. I therefore think that the National Budget can meet these expenses.
Chairman.

In case this expansion program is approved, will this mean an engagement on the part of the Institute vis-à-vis MSUG because of the increase of regular expenses of the Institute?

Mr. Vu-Quoc-Thong.

Not necessarily. This is only a project; because the American Aid has promised to disburse a fund for new construction, it wanted to know beforehand the operational program of the Institute.


We understand that the reasons expressed in the Director's report are well justified. But if the Council approves the program, it should approve it as to its principle only.

After an exchange of views, the Council unanimously passed in principle the expansion program of the Institute.

After the report, Secretary Vu-Quoc-Thong took leave because of his occupation at the National Assembly, and delegated Mr. Ly-Binh-Hue, professor, acting Deputy Director, to reporting on subsequent matters.

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II. BUDGET PROJECT FOR 1957:

Three parts of the budget project:

a. Personnel
b. Students
c. Material.

A. Personnel.

For 1957, the proposed personnel distribution will be as follows:

- Directing Staff 2
- Bureau of Administrative Affairs one office of Chief of Bureau 18
  three divisions.
- Training Division
  Teaching staff 10
  In-service training staff 5
  Administrative staff 10

- Research and Study Division
  Teaching Staff 10
  Administrative Staff 7

Comparison with 1956 figures:

1. Directing Staff: unchanged.

2. Administrative Staff: 35; increased by five.

3. Teaching Staff: 25; increased by ten, because the requirements for teaching has greatly increased; broken down as follows:

- Training Division
  (Professors and Lecturers) 10
  In-service training staff (Professors and Lecturers) 5

- Research and Study Division
  (Professors and Lecturers) 5
  Assistants 5

Chairman. Please express your views.

Council. No objection as to number of administrative staff. But further discussions on increase of number of professors.

Chairman. In imitation of the Administrative Schools of Europe, may the Institute visualize to invite high officials in government agencies to teach as lecturers?

Mr. Ly-Binh-Hue. The Institute has thought of this solution, but such lecturers, after class hours, do not collaborate regularly with the Institute. Because the amount of work has greatly increased (regular courses, evening course, in service training course, interdepartmental council, research), I do request the council to approve the increase by ten of the number of professors, in order to enable the Institute to perform its task.
Chairman. After a debate, the Council decided to approve the number of additional professors, on condition that 300 hours should be deducted from the total amount of teaching hours proposed for 1957.

Mr. Ly-Binh-Hue. The Institute accepts this condition. The teaching time proposed for 1957 is 1,100 hours; on this condition, it will be reduced to 1,100 - 300 = 800 hours.

The Council approved the proposed appropriation for personnel expenditures, which was 8,362,694.56 VN$ (exceeding 1956 provisions by 8,362,694.56 - 6,121,000.00 = VN$ 2,241,694.56)

B. Students.

For 1957, the total number of students is distributed over as follows:

1. Graduated students, Batch I
   - 47

2. Third year students, Batch II
   - 42

3. Second year students, Batch III
   - 68

4. First year students, Batch IV
   - General section
     - 100
   - Highlands' section
     - 20
   - Special section
     - 39

   316 students

exceeding the 1956 total by 316 - 232 = 84 students.

Such increase is necessary to meet the needs for executives for Districts, Provinces, Regions and the Central Government.

Expenditures proposed for 1957 under this chapter are VN$ 14,659,200.00 exceeding 1956 figures by 14,659,200 - 13,306,500 = 1,352,700.

Mr. Ly-Binh-Hue called the attention of the Council to the fact that out of the 100 students of First year, Batch IV, the number of those who pass the examination is usually under the required number of passed students.

The Council approved the item of expenditures for personnel.
C. Material.

Under this chapter, there were 12 items. After consideration, the Council cut down by 50,000 VN$ item 1 relative to housing allowances and building maintenance.

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<thead>
<tr>
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<th>Proposed</th>
<th>Cut</th>
<th>Left</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>150,000.00</td>
<td>50,000.00</td>
<td>100,000.00 VN$</td>
</tr>
</tbody>
</table>

- cancelled items 11 and 12 relatives to estimates of 500,000 VN$ for publications for Library Maintenance Group and 30,000 VN$ for organization of ceremonies.

With regard to the cancellation of VN$ 500,000.00 expenditures for the Library Maintenance Group, after an appeal made by Mr. Ly-Binh-Hue, the Council confirmed that these expenditures were of a special nature and required a government order authorizing their use, and could not be listed in the budget project. When the Library Maintenance Group operates, and has adequate conditions to publish books, it will apply for allowances to be used as printing expenditures.

The Council approved proposed expenditures for material, which amounted to 948,000 VN$ and exceeded 1956 expenditures by 948,000 - 814,000 = VN$ 134,000.00.

The Council approved the general budget project of the Institute for 1957 as follows:

a. Personnel  VN$ 8,362,694.56
b. Students   14,659,200.00
c. Material   948,000.00
d. Students' insignia 12,000.00

VN$ 23,981,894.56

(see also Tables attached to this minute)
1. Assignments for professors and lecturers.

Besides lecturing duties, professors and lecturers participate in the activity of the Training Division and Research Division. Therefore, the Academic Council approved the following assignment list:

- Chief of Research Division  
  Messrs. Ly-Binh-Hue
- Chief of Training Division  
  (substitute) Nguyen-cao-Vach
- Chief of General Administration Section  
  (third year) Vuong-van-Bac
- Chief of General Administration Section  
  (second year) Luu-van-Binh
- Chief of Finance and Economics Section  
  (third year) Nguyen-Do
- Chief of Finance and Economics Section  
  (second year) Thanh-quang-Whien
- Chief of Section  
  (first year) Tran-van-Loan
- Chief of Section  
  (substitute) Nguyen-tan-Thanh
- Chief of In-service Training Section  
  (substitute) Nguyen-manh-Tu
- Assi. Chief of In-service Training  
  Vu-uyen-Van
- Chief of Study Section  
  Tran-van-Minh
- Chief of Research Section  
  Tran-van-Kien
- Assistants for Research Division  
  Tran-van-Dinh
  Nguyen-quang-Quynh
  Nguyen-nhu-Cuong
  Nguyen-khac-Nhan
  Vuong-van-Bac
  Nghiem - Dang

The council approved this assignment list.
2. Appointing delegate to participate in Council considering the admittance into public service cadre of functionaries of categories A & B.

Under Order No. 56-CN of April 13, 1956, the Institute should send a delegate to the council considering admittance of categories A and B civil servants into public service cadre. In order that the regular operation of the Institute be not impeded, Mr. Ly-Binh-Hue proposed that Teaching Staff members would be sent alternately to that council as representatives of the Institute.

The Council approved the request of the Institute that only professors were to be sent to meetings considering admittance of category A functionaries, and either professors or lecturers were to be sent to meetings considering admittance of category B functionaries.

3. List of subjects to be taught in second semester.

The council approved this list because this is a technical matter agreed to by the Academic council.

4. Particular assignments within Training Division.

- Mr. Tran-van-Kien, during his stay in Dalat for lecturing at the Interarms School, would represent the Institute and pay a visit to second year students of PM3 Section being trained there and at the same time would determine the subject of the thesis for the students.

- Mr. Nguyen-manh-Tu, would be temporarily acting chief of 'Highlands' group.

- Mr. Vu-uyen-Van was appointed Chief of In-service Training Section, in charge of evening courses, assisted by Mr. Tran-van-Minh. (If the latter resigned, the Institute would appoint another official).

The Council approved.

5. Program for Taxation and Information Groups.

a. Taxation. The Department of Finance had proposed that the Institute initiated a Taxation Section, and had forwarded a training program. But as the program was inadequate, an Institute representative discussed it over with a Finance Dept. representative, after which the Department agreed that, in implementing this program, the Department would be caring for the technical part and the Institute for the theoretical part.

A committee set up for the consideration of this matter would be composed of Taxation representatives, Registration representatives and Messrs. Nghiem-Dang, Nguyen-cao-Nach, Nguyen-nhu-Guong, Nguyen-manh-Tu, Tran-van-Loan. This committee would cut a program for the Taxation Section and submit it to the Directing
Council for approval.

Approved by the Council.

b. Information. The Information Department had proposed that the Institute to establish a special Information Section to train higher level personnel in this field. Perhaps, not being aware of the view of the Department, the discussion of the Academic Council was not consistent. However, Mr. Vuong-van-Bac's opinion was found to be correct.

After an exchange of views, the Council agreed

- to approve the idea of opening an Information course at the Institute under present regulations (admission conditions, first year, second year, repartition, etc.),

- to grant no favor for auditors.

6. Organizing examinations for passage of students from second year to third year.

The Council approved the date fixed, limitative program, and examination procedure.

7. Research Program.

Composed of 5 fields -- cared for by 3 sections:

- political aspect
- administrative aspect
- economical aspect
- financial aspect
- social aspect

of the subjects on
- Bandeung conference,
- Public property,
- transfer of public property.

The Council approved this program.
3. Administrative study review.

The Research and Study Division planned to publish a review which included reproduction of lectures and studies by professors.

Financial aid was to be requested from MSUG. The council approved such publication inasmuch as it would not interfere with the Institute Budget of 1957.

: IV. MISCELLANEOUS :

A. Larger scholarship.

In the previous meeting, the Council had approved the increase of scholarship for 'non-functionary' students from VN$ 2,000 to 2,500. But the Department of Finance refused to approve the Decree draft relative to this subject.

Chairman. The Council has approved the increase in the previous meeting, the decision remains with the superiors. I think there is no use to discuss this matter once again.

Mr. Ly-Binh-Hue. This should be recorded in the minute, anyhow.

B. Evening classes.

As stated in Chapter I, title A (paragraph 2), the evening course progressed steadily, but only recently was completed the decree draft relative to organization, operation of the course and rights of students.

The Council passed various articles in the decree draft but requested the Directing Staff change the article relative to 'rights granted to graduates of evening course' and modified it into the following:

"Art. 7. The students holding graduation certificate for evening classes shall enjoy the following rights.

a. The graduates who are not functionaries:

- may be introduced to private enterprises by N.I.A.

- if sitting for a public service admittance examination, will have their final score increased by 10 per cent with the purpose of passing as well as of rating."
b. The graduates who are functionaries of various cadres including contractual functionaries:

- will have their seniority increased by one year in their respective cadres, for consideration of promotion by seniority. This seniority increase will be granted once only for each graduate.

- will be specially considered in appointment for executive positions.

- if sitting for a public service admittance, will have their final score increased by 10 per cent with the purpose of passing as well as of rating.

- if sitting for specialization examinations provided for functionaries to be promoted, will have their final score increased by 10 per cent. They shall benefitted from this score increase in rating only and should have minimum pass scores fixed for such examinations.

There shall be no change, accrued from the score increase as provided in (a) and (b), in the requirements for entering such examinations.

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The various points listed in the agenda for discussion being exhausted and the council member having no other view to express, the Chairman declared the meeting closed at 17 hours on July 2, 1956, after the council had worked on the 28th, 30th of June and the 2nd of July 1956.

This minute is completed in Saigon, on the 2nd July 1956.

Secretary,
Nguyen-xuan-Lien

President,
Le-van-An