

MICHIGAN STATE UNIVERSITY

Vietnam Advisory Team

In-Service Training Division: Dr. F. R. Wickert

I. Introduction

- A. Relation between the work of MAAG and the MSU In-Service Training Division
- B. Objectives of the In-Service Training Division
 - 1. Improving government administration through improving people.
 - 2. The idea of "continuing education"
 - 3. Establishing training as an accepted procedure
- C. Problems of In-Service Training
 - 1. How to make real changes in the behavior of government officials
 - 2. What is to be taught: training content
 - 3. How to build on and work with the present Vietnamese culture
 - 4. Size of the training problem
 - 5. Limited facilities

II. The Program

- A. History of in-service training activities of the MSU team
 - 1. Training as a function serving other MSU programs; accomplishments
 - 2. In-service training as a program separate from other MSU programs
 - a. Phases in the development of this program
 - b. Training accomplished
 - c. Training planned

January 4, 1957

NATIONAL INSTITUTE OF ADMINISTRATION

1. Broad objective of programs at the National Institute of Administration is the improvement of governmental administration in Viet Nam. Accomplishment of this objective will contribute to government stability, help to insure that American Aid funds are efficiently used, and further American foreign policy.
2. The NIA is working for the betterment of government administration through several programs: (1) a comprehensive in-service training program (which MSU has placed in a separate division because of its size and importance); (2) a day degree program; (3) evening certificate program; (4) research and consultation activities; (5) library and documentation; (6) miscellaneous activities.
3. Day Degree Program
 - A. 230 (to be increased to 300 in February) students are trained in a three year program for the upper echelons of the civil service.
 - B. Students, who must have at least a baccalaureate degree, are chosen from within and without the service by competitive examination.
 - C. MSU is advising in Institute organization and curriculum, teaching courses, training faculty, and preparing student's materials.
4. Evening Certificate Program
 - A. This is a mass education program in government administration, offered in the evenings to 700 students, mostly fonctionnaires.
 - B. Advanced certificate program now being planned.
5. Research
 - A. Individual research of MSU and Vietnamese is being undertaken in such matters as taxation, budget, economic development, etc.
 - B. Collective research efforts are preparing government manuals, a dictionary of government terms, personnel studies, etc.
 - D. Research activities of Institute are being integrated with those of MSU's Field Administration Division.
6. Library and Documentation
 - A. The Institute is becoming the center of materials in the field of government and administration. Present books number about 3,200.
 - B. The Dewey decimal system and open shelves system have been introduced.
 - C. A master index to all government and administration materials in Vietnam is planned.
7. Miscellaneous Activities.
 - A. A professional society for public administration has been organized; a professional journal in public administration will be published in February.
 - B. Consultative services for government agencies are being performed.
 - C. NIA is sponsoring various conferences and meetings for administrative improvement.
 - D. The Institute is becoming increasingly recognized as a center and source of leadership for the betterment of public administration in Vietnam.

MICHIGAN STATE UNIVERSITY GROUP
Field Administration Division
Saigon, Vietnam

Briefing for MAAG Staff
by Walter W. Mode, Chief, Field Administration Division
January 4, 1957

- A. Beginning July 1955 - Conditions - not safe in field, bombs in Saigon, riot at Majestic Hotel.
- B. Immediate Vietnam Government requests -
 - 1. Refugee Commission Central Office
 - 2. Refugee Commission Field Organization
 - 3. Interior Department
 - 4. Four Department Study
 - a. Agriculture Department
 - b. Agrarian Reform Department
 - c. Education Department
 - d. Civic Action Commission
- C. Current Studies -
 - 1. National Economy Department
 - 2. Information Department
 - 3. Civic Action - continued
 - 4. Special Provincial Study - MyTho Province
 - 5. Special Projects Study - Agrarian Reform
- D. Proposed Studies -
 - a. Finance Department
 - b. Fonction Publique
- E. Method of Work - three general phases:
 - 1. Research
 - a. Background material, legal base, organization, history
 - b. Interview technique
 - 2. Analysis of Data and Report Writing
 - 3. Implementation - 6 month report - committee method - negotiation - additional specific studies
- F. Future work -
 - 1. Continued work on departments
 - 2. Inter-governmental relations study and report
- G. Problems -
 - 1. Personnel - recruitment - assignment - short time consultants
 - 2. Coordination
 - 3. Effect of Legislative Assembly