

(Translation)

REPORT

on the meeting held at the Fonction Publique on June 6, 1958, to discuss the problem of modification of civil servants' status, the problem of reform of government agencies and the problem of in-service training.

(Implementing the order of the Secretary of State at the Presidency, no. 829-BPTT/VP dated March 26, 1958, and referring to the letter no. 1484/ST dated May 28, 1958 of the N.I.A.)

---

On June 6, 1958, at the Fonction Publique a meeting was held to discuss the above mentioned problems.

Present at the meeting were:

a) Representatives of the Fonction Publique:

Mr. Ton-that-Trach, General Director of the Fonction Publique

Mr. Nguyen-van-Trung, Chief of Service

Mr. Vinh-Tho, Chief of Service

Mr. Vo-xuan-Dai

b) Representatives of the N.I.A. and MSUG:

Mr. Cao-huu-Dong

Mr. Pham-ngoc-An

Mr. Leonard Maynard.

x

x x

Mr. Ton-that-Trach, as chairman of the meeting, brought out 4 general problems of the reform program for discussion:

- 1) Civil servants' status
- 2) Organization of Government agencies
- 3) In-service training
- 4) Organization of the Fonction Publique

Mr. Trach's ideas:

Concerning personnel status.-- One of the main objectives of the system is to keep qualified people working for the Government in order to improve the efficiency of Government agencies. But the system which is being used at present has some weak aspects which are not up to date and cannot meet the needs of the present situation. Also, in its social aspects, this system has brought about many damaging consequences which can reduce the efficiency of the civil service:

One example: An engineer earns only 2 or 3 times more than the salary of a messenger who has the same family situation as the engineer. If this messenger or clerk has much more family allowance, his salary will be almost equal to the salary of the engineer.

Thus, in studying a new personnel system, one should consider these aspects in order to give to the Government more possibilities to recruit skilled technicians. Of course, modification of the personnel system should not damage the lower-level employees, and should reduce the differences between the salary status of public employees and private employees. Therefore, the most important factor for a new personnel system is the following: to enable the Government to recruit qualified technical personnel and to reduce the heavy expenditures of the Government in paying low level employees.

Organization of Government agencies.- There is no doubt that the position classification system which is presently used in U.S. is necessary, but due to the present social situation of Vietnam, it is impossible to adopt this system in pure form. Also, one should not forget that according to Vietnamese traditions civil servants are considered by the people as government representatives.

In-service training.-

In the country: Strengthen the in-service training movement in the country because the present training program (a few hours per week for 5 or 6 months) is not sufficient and cannot attain practical results. The in-service training program must be revised. The training should be complete and continuous, in order to enable the personnel to have the required knowledge and to improve their skills.

Training in foreign countries.

For this kind of training, one factor should be considered: all participants must have a solid foundation in the language of the country to which they wish to go.

Organization of the Fonction Publique: Study ways of improving the organization of the General Directorate of Fonction Publique in order to make it more efficient.

x

X x

Mr. Leonard Maynard's ideas:

Sub-committees should be organized to study each problem separately, such as a sub-committee to study the problem of modification of personnel status, a sub-committee for the problem of in-service training, etc...

x

x x

With the agreement of all representatives, another meeting will be held on June 26, 1958, to discuss further and to establish a better working method.

The Fonction Publique is responsible for collecting all ideas concerning the problem of modification of the personnel system and the N.I.A. will study training methods and facilities in order to present these suggestions at the next meeting.

The meeting was over at 10:30

The President of the meeting.

to Dale Ross

Meeting at the Junction Publique 6/7/58  
Memo for the Secord  
from Masnard

Written letter from Rector —

Minutes of second meeting on problems of  
revision of the Statute of Civil Servants

Minutes of the second meeting on problems of revision of the Statute of Civil Servants and In-Service Training, on June 20, 1958 - at the General Direction of Civil Service.

(Continuation of the minutes of the first meeting on June 5, 1958)

A second meeting was held on June 20, 1958, 3:30 pm at the General Direction of Civil Service, to determine the work procedures in carrying out the two objectives stated above.

Present:

From the General Direction of Civil Service:

Messrs. Ton That Trach - General Director  
Vinh Tho - Chief of Service  
Nguyen Van Trung  
Vo Xuan Dai

From the NIA and MSUG:

Messrs. Cao Huu Dong  
Pham Ngoc An  
Dale Rose  
John Dorsey  
Leonard Maynard

Dr. Dorsey, on behalf of MSUG members, expressed appreciation for their participation in the discussion, then asked to be informed on the problems to be discussed.

Mr. Ton That Trach replied: The purpose of this meeting was to determine the work procedures in carrying out the objectives:

Revision of the Statute of Civil Servants  
Organization of In-Service Training

After briefing the MSUG members on the statute of civil servants of all categories, as well as the recruitment procedures and requirements under the various political regimes in Vietnam (before 1945 and after 1945 up to the present). Mr. Ton That Trach concluded that the present statute is no longer appropriate and needed to be revised, for the following reasons.

1. Salary

- The salary scale is not logical
- Difficulty encountered by the government in recruiting qualified personnel because of the lack of adequate compensations for this category.
- Lower level personnel are very numerous, with comparatively good compensations.
- Results: large amounts spent, but few qualified personnel to carry out government work

2. Opportunity for professional advancement:

- As things stand, the civil servant has few opportunities to advance professionally and therefore, there is no incentive for In-Service Training.

Mr. Ton That Trach expressed his desire to have the help of the MSUG in the study of a revised statute of civil servants. He wished to receive the objective comments of MSU experts for comparison with all collected materials, and technical experiences of the Direction in order to enable the Fonction Publique to establish a statute suitable to the national needs of the present time.

Mr. Ton That Trach, then reminded the conference members of the main characteristics that are necessary in the future statute.

1. The new statute should be suitable to the situation of the government in-service employees who are classified into three categories:
  - category of government employees recruited before 1945.
  - category of government employees recruited during war time.
  - category of government employees recruited after the war.
2. The new statute must assure the right and interest of those who are capable and loyal toward the government in order to facilitate recruitment.
3. The new statute must provide government employees with opportunities for professional advancement.
4. Stop all recruitment of personnel with no technical abilities.

To facilitate the study work for MSU members and to give to these experts an overall idea about the reform, Mr. Ton-that-Trach lent the MSUG some documents concerning the statute of commissioned personnel and non-commissioned personnel and a copy of the proposed statute for non-commissioned personnel.

After Mr. Ton That Trach's exposé, agreement was reached to assign the work as follows:

Mr. Nguyen Van Trung is charged with the study of a revised Statute of Civil Servants.

Mr. Vinh Tho is charged with the study of a Program of In-Service Training.

These two members are to maintain contact directly with the NIA and MSUG in order to exchange their views and discuss the work to be done.

Finally, Mr. Ton That Trach thanked MSUG and all the conference members; he hoped that with MSUG assistance, the study would be successfully completed in a short time.

The meeting was adjourned at 4:30 pm.

Chairman

Ton That Trach

Copy -

Chief of Service, Central Office, General Direction of Civil Service, Vinh Tho

## B I Ê N - B Ả N

buổi họp thứ hai để bàn về các vấn-đề sửa đổi quy-chế công-chức và huấn-luyện tu-nghiệp ngày 20 tháng 6 năm 1958 tại Nha Tổng Giám-Đốc Công-Vụ.

(Tiếp theo biên-bản buổi họp lần thứ nhất ngày 5.6.1958)

Ngày 20 tháng 6 năm 1958, lúc 15 giờ 30, tại Nha Tổng Giám-Đốc Công-Vụ, đã triệu tập một buổi họp lần thứ hai để ấn-định các thể-thức thực-hiện 2 mục-tiêu nêu ở trên.

Có mặt :

Về phía Nha Công-Vụ :

các Ông : Tôn-thất Trạch, Tổng Giám-Đốc Nha Công-Vụ ;

Vĩnh-Thọ, Chánh Sự Vụ ;

Nguyễn-văn-Trung, Chánh Sự Vụ ;

Võ-xuân-Dài.

Về phía Học-Viện Quốc-Gia Hành-chánh và Phái-đoàn Cố-vấn Đại Học Đường Michigan có các Ông :

Cao-hữu-Dồng ;

Phạm-ngọc-Ấn ;

Rose - Dorsey - Maynard

o

o o



Ông Dorsey, thay mặt các chuyên-viên trong Phái-đoàn Michigan, tỏ ý rất sung-sướng được dự vào cuộc thảo-luận và muốn biết rõ những vấn-đề cần nghiên-cứu.

Ông Tôn-thất Trạch trình bày : Buổi họp hôm nay là để ấn-định những thể-thức thực-hiện các mục-tiêu :

Sửa đổi quy-chế công-chức và  
Tổ-chức huấn-luyện tu-nghiệp.

o

o o

Sau khi giải-thích sơ-lược cho các nhân-viên trong phái-đoàn Michigan về quy-chế công-chức các hạng cùng các cách-thức và điều-kiện tuyển-bổ qua các giai-đoạn chính-trị ở Việt-Nam (trước năm 1945 và sau năm 1945 cho đến bây giờ), Ông Tôn-thất Trạch kết-luận rằng quy-chế hiện thời không còn thích-hợp và cần phải sửa đổi lại vì các lý-do sau đây :

1. Về lương-bổng :

- Các mức lương bổng không được ấn-định một cách hợp-lý ;
- Chính-Phủ khó tuyển-dụng những công-chức có khả-năng vì quyền-lợi lương-bổng của các hạng này không được tương-xứng ;
- Công-chức các hạng dưới rất đông, lương-bổng tương-đối khá ;
- Kết quả : Ngân-sách chịu một gánh nặng, nhưng Chánh-Phủ không có nhiều người giỏi giúp việc.

2. Về cơ-hội tiến-triển trong nghề :

- Người công-chức hiện giờ ít có cơ-hội để tiến-

triển. . .

triển trong nghề và như vậy, không có sự khuyến-khích trong việc tu-nghiệp và học hỏi.

Ông Tôn-thất Trạch tỏ ý muốn phái-đoàn Michigan giúp đỡ trong việc nghiên-cứu sửa đổi lại quy-chế công-chức, cho biết các ý-kiến khách-quan của phái-đoàn để, sau khi đem đối chiếu với các tài-liệu đã sưu-tập cùng các kinh-nghiệm chuyên môn riêng, Nha Công-vụ sẽ đi đến việc cấu-tạo một quy-chế thích ứng cho nhu-cầu hiện tại của Quốc-Gia.

Tiếp theo, Ông Tôn-thất-Trạch xin Lưu-ý Hội-nghị đến các điểm cần-yếu mà quy-chế tương-lai cần phải có :

1. Quy-chế mới phải thích-hợp với tình-trạng các công-chức hiện-dịch mà người ta có thể chia thành 3 hạng :
  - hạng tuyển-dụng trước năm 1945
  - hạng tuyển-dụng trong thời-kỳ chiến-tranh
  - hạng mới được tuyển-dụng sau này.
2. Bảo-đảm quyền-lợi cho các công-chức có khả-năng và trung-kiên với Chính-thể để có thể tuyển-dụng họ một cách dễ dàng ;
3. Người công-chức sẽ có nhiều cơ-hội để tiến-triển trong nghề ;
4. Ngưng hẳn việc tuyển-dụng các công-chức thiếu năng-lực chuyên-môn.

Để tiện cho sự tham-khảo của Phái-đoàn và để cho Phái-đoàn có một ý-niệm tổng-quát về sự cải-tổ, Ông Tôn-thất Trạch có cho Phái-đoàn mượn một tập quy-chế công-chức hiện đang áp-dụng cho các hạng công-chức chính ngạch và ngoại ngạch và một bản dự-án nghị-định sửa đổi quy-chế các nhân-viên ngoại ngạch.

Sau khi nghe Ông Tôn-thất Trạch trình-bày, Hội-nghị đồng-ý phân chia công-tác như sau :

- Ông Nguyễn-văn-Trung phụ-trách nghiên-cứu sửa đổi quy-chế công-chức ;
- Ông Vĩnh-Thọ phụ-trách nghiên-cứu chương-trình Huấn-luyện tu-nghiệp.

Hai Vị này sẽ liên-lạc trực-tiếp với Học-Viện Quốc-gia hành-chánh và Phái-đoàn Cố-vấn Đại Học-đương Michigan để trao-đổi ý-kiến và bàn luận công việc cho được kết quả.

o  
o      o

Sau hết, Ông Tôn-thất Trạch tỏ lời cảm ơn các chuyên-viên trong Phái-đoàn cùng toàn-thể Hội-nghị và ước mong rằng, với sự giúp đỡ của Phái-đoàn, công việc nghiên-cứu sẽ sớm được thành-tựu mỹ-mãn.

Hội-nghị bế-mạc lúc 16 giờ 30.

Chu-Tọa,

Ký tên : Tôn-Thất-Trạch

SAO Y BẢN CHÍNH

Chánh-sự-vụ Sở Trung-Uơng  
Nha Tổng-Giám-Độc Công-vụ



Vĩnh-Thọ

Committee for Studying and Revising Civil Servant Status  
and In-service Training.

-----

Minutes  
of the third meeting at the General Directorate of Civil Service  
July 24, 1958  
-----

Present: GD of CS and NIA,

- Vinh-Tho
- Nguyen-Van-Trung
- Vo-Xuan-Dai
- Cao-Huu-Dong

MSUG,

- Rose
- Maynard.

Summary: Mr. Vinh-Tho presented the purposes of the meeting: Exchange of materials and ideas on the problem of revising civil service regulations and in-service training.

Revision of Civil Service <sup>Regulations</sup> Policies.-

Mr. Trung presented to the conference a list of proposed changes on some points of the old (present) regulations (salary, allowances, age-limits for integration into permanent status, retirement, etc.).

Mr. Dong's opinion:

- 1) (We should) examine pertinent problems: find out provisions in the old regulations which are no longer suitable and then figure out measures for changes afterward;
- 2) (We should) investigate more intensively and extensively, especially into the civil servant circle - we should hear from many voices lest the Committee would not be objective enough in its observation;
- 3) (We should) make comparisons between American, British, French and Japanese civil service concepts so as to pick up appropriate policies for application.

Mr. Trung's opinion:

(I am) not of the same opinion that we should investigate more intensively and extensively because the Studying Committee of the GD of CS is charged only with studying, with the objective collaboration of the MSUG and the NIA, (problems) in order to

prepare a draft of changes for the status. This draft will be discussed in a more important Council.

Mr. Maynard's opinion:

(I) agree with Mr. Dong on his proposal for making comparisons between civil service concepts of various countries. But this work will take a very long time. In order to achieve more concrete results I suggest that the conference would immediately examine gradually the points in the list of proposed changes of Mr. Trung. On the provisions for increasing allowances for specialists, engineers, etc, I want to know why we should not recommend an increase in salary for them in lieu of increasing the allowances.

Mr. Trung's explanation:

At present time, a majority of civil servants (of categories B and C) think that the salary of civil servants of category A (high ranking) is too high and want to reduce the pay-scale to 100 to 900 instead of 100 to 1,200 as being applied now. If we increased the salary for specialists having university degrees now, a majority of civil servants would inevitably think that the Government gives too many benefits to high ranking officials.

In studying the revision of the present regulations we must also take the social and political factors into consideration so that the higher level will accept our recommendations.

However, it is necessary to consider the possibilities for increasing the salary for specialists having university degree, if the Government wants to easily attract these types of civil servants.

As an example:

- A category B civil servant, having a Secondary school degree (9 years in school), with a seniority of 15 years, receives about 8,000\$, while a probationary engineer (from 15 to 17 years in school), having the same family status, receives only around 7,000\$, which is an insufficient reward for the technical degree of this employee.

Mr. Trung suggests that an additional allowance called "technical Allowance" which amounts to about 3 or 4,000\$ must be created so that the Government could easily attract candidates with university degrees.

Another suggestion: the way of calculating cost-of-living allowance must be changed. At present time, this allowance is 800% for category C civil servants and 1,200% for civil servants of categories A and B. It is proposed now to make it 50% of the basic salary.

For instance, if the basic salary is 2,000\$ the allowance will be 1,000\$, the basic salary is 3,000\$ the allowance, 1,500\$, and so on and so forth.

The changes in the allowance system (as proposed) above will as a matter of course be very costly to the budget.

Mr. Vinh-Tho's opinion:

Mr. Tho reminds the conference of the two points that Mr. Ton-That-Trach has brought up at a previous conference: The study for revision of the regulations must achieve two principle purposes:

- 1) Must not be costly for the Government,
- 2) Attract able men to the administration.

Therefore, the recommendations for improvement which are in line with these two purposes will have more change of acceptance.

Conclusion: The MSUG and NIA specialists will study the recommendations of Mr. Trung and give their opinion later. They at the same time will prepare a special study to be submitted for discussion at another meeting.

#### In-Service Training.-

Mr. Vinh-Tho's opinion: In-Service training is an important programme. But there has never been an official document providing for in-service training in the civil service.

The Studying Committee of the GD of CS must work out clearly and submit a draft regulation for the in-service training in the civil service.

As an encouragement for in-service training, it is deemed necessary to create privileges for civil servants who have passed an in-service training course and proved that they have made efforts in learning.

Mr. Vinh-Tho will prepare a complete study on the in-service training matter.

The specialists and professors from the MSUG and the NIA will also prepare a similar project for comparison purposes to be discussed at the coming meeting which is supposed to be held at the beginning of August.

The meeting adjourned at 11:30 a.m.

Vinh-Tho  
Chief of Central Service.

Amendment to regulations on hiring  
high degree graduates.

---

From "Tin Dien"  
July 10, 1958.

Art. 2, Arrêté # 739-NV of June, 25, 1954 shall be read as follows:

"Art. 2.- Can be hired as employees of Grade A, personnel graduated with high degree, or degree recognized as equivalent by Committee which has been provided by Arrêté No. 1277-TTP/CV of May 18, 1956.

Hiring shall be thru contract of 1 year duration with faculty of renewal for period of 1 year by amendment.

Salary and allowances shall be equivalent for 100 o/o to salary (discounted of retirement withholding) and allowances of a Government career employee of equivalent grade and family status.

Contract shall be checked by the Directorate General of "Fonction Publique" and visaed by the Directorate General of Budget and Foreign Aid after being favourably commented by the recruiting Committee".