

MICHIGAN STATE UNIVERSITY
VIETNAM TECHNICAL ASSISTANCE PROJECT

OFFICE MEMORANDUM

TO: Dr. Wesley R. Fishel, Chief / ^{Advisor} DATE: July 30, 1957
Thru: Dr. John Dorsey, Chief, Public Administration Division
FROM: Mr. Albert A. Rosenfeld, Acting Chief, Consulting Section *WR*
SUBJECT: Monthly Report -- July, 1957

1. General.

During the month, Miss Westermann joined the Consulting Section as Secretary, replacing Miss Lamphere who returned to the United States.

Two Vietnamese staff members, Messrs Hoa and Hung, were made available to the Police Division to assist in the work of that Division.

In view of the decrease in staff members, Consulting Section personnel were regrouped for more efficient use of office space. This regroupment released three offices for use by other personnel of the Group.

b.2. Department of Land Registration and Agrarian Reform.

(1)a. The study of the implementation of the MSUG recommendations previously made on this Department and reported in the Fifth Report of MSUG has been formalized into a "Review of the Recommendations on the Organization of the Department of Land Registration and Agrarian Reform." This review has been submitted to the Vietnamese Government and distributed to other interested agencies.

(2)b. Since the completion of this review, the Vietnamese press has reported that the Land Reform Directorate and the Cadastral Directorate have called meetings of their provincial service chiefs. Such meetings on a regular basis were recommended in the MSUG "Report on the Organization of the Department of Land Registration and Agrarian Reform" as

a means of effecting coordination and an exchange of experience.

c.3. Department of Information and Youth and Sports.

According to the Vietnamese press, the Department of Information and Youth and Sports is establishing a separate Youth and Sports Service in each of the provinces. Such action was recommended in the MSUG "Report on the Organization of the Department of Information and Youth and Sports" in order to give more autonomy and greater emphasis to youth and sports activities.

d.4. Special Commissariat for Civic Action.

The MSUG "Report on the Organization of the Special Commissariat for Civic Action" has been submitted to the Vietnamese Government in English. Distribution to other interested agencies has also been effected. A French text of the report is in preparation and will be distributed early in August.

e.5. Department of Finance.

The study of the National Treasury is continuing with interviews in the various bureaus thereof.

b.6. Administration of the PMS.

Research pertaining to the administration of the PMS continues. In addition, material on the United States program for handling the American Indian problem was supplied to the Secretary of State at the Presidency (at the request of Mr. Doan Them).

For inclusion in 2. Research...

7. Participant Training Program.

(3) Members of the Consulting Section staff, assisting in the participant training program, have prepared a proposed program and schedule of training for participants in the areas of personnel administration and organization and methods. The proposed program envisages that five participants in the area of personnel administration and two in the area of organization and methods will spend approximately one year in training and observation in the United States beginning about the 1st of February, 1958.

8. Research Committee.

As a result of the meeting of the Research Committee at NIA on July 5, Consulting Section staff personnel are making a review of the research which has been carried out by the Field Administration Division. The objectives of this review are to provide suggestions for improving research and the possible reorganization of the Research Division, as well as providing an up-to-date summary for the new Chiefs of the Research Section and the Public Administration Division.

f.9. Special Request.

Mr. Tran Van Lam, President of the National Assembly, has asked for some information on the relationships between the Executive and Legislative Branches of the United States Government. Consulting Section is now developing this information.

10. Vietnamese Government Exposition.

A specially guided tour of the Vietnamese Government Exposition, where staff members of the Consulting Section were given explanations of the exhibits portraying the accomplishments of the Government during the past three years, proved both interesting and informative.

AAR:mw

Dr. John Dorsey, Chief, Public Administration Division
August 29, 1957
Albert A. Rosenfeld, Chief, Consulting Section
Monthly Report - August, 1957

1. Special Commissariat for Civic Action.

The French text of the "Report on the Organization of the Special Commissariat for Civic Action" was distributed in early August.

2. Department of National Economy.

Decree No. 12/57 of the Vietnamese Government made public this month includes provisions for raising the fees for patents and for changes in fees for trademarks. This action is in line with the recommendations made by MSUG in its "Report on the Organization of the Department of National Economy."

3. Department of Finance.

The organization and methods survey in the General Treasury is continuing with interviews being conducted in various units of the organization.

4. Directorate of Budget.

Mr. Adamson joined MSUG on August 12 as a consultant on governmental accounting. Following his preliminary orientation on the present situation and the recommendations already made by MSUG, he began working with the Directorate of Budget in the areas of budgetary control and accounting procedures. He is assisting in planning ways and means for effecting the transition from existing procedures to

to those to be used in implementing the MSUG recommendations in these areas.

5. Participant Training.

Consulting Section staff members continued to assist in arranging a training program for Vietnamese Government personnel in the United States in the areas of organization and methods and personnel.

6. Briefing.

A Consulting Section staff member assisted in the briefing of new arrivals to the project.

7. Oral Examinations.

The Consulting Section supplied a staff member for the NIA Board of Examiners. He assisted in giving oral examinations to last semester's students in the Public Administration classes of Dr. Fox and Mr. Thai.

8. Preliminary Bibliography on O & M.

The Consulting Section staff prepared a preliminary bibliography on O & M for use of the Directorate of the Budget.

AAR:mw

Dr. John T. Dorsey

September 30, 1957

Albert A. Rosenfeld, Acting Chief, Consulting Section

Monthly Report for September, 1957 - Consulting Section

1. The fact-finding phase (central offices) of the Treasury survey has been virtually completed. An emergency teaching assignment to Mr. Rose slowed down the work but it is expected that he will be available to start surveys in four field offices next month. An additional staff member will be added to this task force next month.
2. We are working with the Police Division on a review of the desirability of microfilming fingerprint cards.
3. Worked with the Director of the National Agricultural Credit Agency on the problem of establishing a new financing agency to be based on bonds issued to landlords in payment for land taken under the Agrarian Reform program.
4. A draft in English of a detailed accounting manual has been completed and the illustrative forms are now being drafted for us by Program Support at USOM. The manual will be translated into Vietnamese.
5. The English version of the "Review of Recommendations on the Reorganization of the Department of Agriculture" was published during the month. The French edition will be published in the near future.

AAR:mrw

Dr. John T. Dorsey, Chief, October 31, 1957
Public Administration Division
Albert A. Rosenfeld, Acting Chief, Consulting Section

Consulting Section Monthly Report - October, 1957

1. Analysis of data gathered in the Central Office of the Treasury Directorate was begun. Local conditions made it impossible to do any field work on this project during October.
2. The French version of the "Review of Recommendations on the Reorganization of the Department of Agriculture" was published during the month.
3. The text of the revised lectures on Organization and Management was sent to the printers.
4. A series of interviews with bankers and businessmen with respect to furthering the use of checks by the Vietnamese Government was completed in October.
5. The 1958 Vietnamese budget embodying a new classification has been presented to the National Assembly. In design, size and shape, paper and printing, and organization of material, the new document represents a marked improvement over those previously issued.
6. Messrs. Adamson and Murphy are working with the staff of the Direction General of the Budget and Foreign Aid to plan the implementation of the new budgetary accounting procedures being developed by Mr. Adamson.

7. A pre-departure training program is being given to participants who will leave for the United States in January to study budgeting, organization and methods and personnel administration.
8. The English version of "Analysis of Revenues and Expenditures of Vietnamese Governmental Agencies Having Budget Autonomy, Fiscal Year 1956" has been distributed. A French translation of this report is currently being prepared and will be distributed soon.
9. A job classification study is being made for the Vietnam Press. A reorganization of this agency may result.
10. At therequest of the Directorate of Budget, the scope of the proposed accounting manual has been extended and additional material is being prepared. The final draft will be completed before November 15 when Mr. Adamson expects to depart from Saigon.

AAR:mrw

Dr. John D. Montgomery, Acting
Chief, Public Admin. Division
Albert A. Rosenfeld, Acting Head, Consulting Section
November 29, 1957
Consulting Section Monthly Report - November, 1957

1. Analysis of Treasury data continued with some further research materials being collected as needed for detail. We have not yet received permission from the Government to go to the field offices.
2. Work continues with the staff members of the Direction General of Budget toward the development of new budgetary execution procedures. In this connection a new manual of procedures and new budgetary accounting forms are being prepared for distribution and use of all government employees.
3. Translations of several sections of the 1958 budget document have been prepared.
4. Tentative agreement has been reached with the Director of the Viet-Nam Press with respect to salary classifications and organizational structure.
5. Two 30-minute programs were prepared on tape for the MSU Campus radio station.
6. An article "Statistics for Management" has been prepared and submitted to the Journal of the Viet-Nam Society for Public Administration.

7. A proposal has been made to the Institute for a joint survey and preparation of a proposal for new archival legislation.
8. A proposal has been made for the development of a series of study groups from within the Viet-Nam Society for Public Administration to make informal surveys and recommendations on government organization and procedures.
9. Mr. Arthur Naftalin, Consultant for administrative reform, arrived and is being briefed.
10. Courses in Management Planning and Personnel Administration given by members of this section were continued.
11. Training of participants by Consulting Section staff continues.

AAR:mrw

11

Dr. John T. Dorsey, Chief
Public Administration Div.
Albert A. Rosenfeld, Head, Consulting Section

February 28, 1958

Monthly Report - February, 1958

1. Vietnam Press has placed purchase orders for equipment, and has made changes in distribution procedures as recommended. A staff member is conducting a weekly seminar in headline writing and journalistic English.
2. The Department of Information will soon begin publication of a picture magazine in lieu of several of their current periodicals, as recommended in our report on that Department.
3. Preliminaries to the survey of the Department of Public Health have been completed and the first interviews will take place during the week of March 3rd.
4. A draft of the report on the Treasury survey is now 30% complete.
5. A draft of an organization plan for the Administration General for Malaria Control has been completed and is under discussion by representatives of the Administration, Bureau of the Budget, USOM and MSUG.
6. Recommendations have been made to the Police Division with respect to certain records of the Immigration Service.

7. Advice and assistance is being given to the staff members of the Direction General of Budget and Foreign Aid who are preparing new and improved methods, forms and instructions for the 1959 agency budget requests.
8. As a result of the direct personal contact between the staff of the Program and Planning Unit of the Budget Direction and the MSU Budget Consultant, a series of informal training sessions has been held for the newly appointed budget examiners. This work will continue on a several times a week basis over the next few months.
9. The Direction General of Budget and Foreign Aid has received a new IBM installation which will greatly increase the number of machine accounting applications that can be made.
10. Members of the Consulting Section attended the Preliminary Meeting for the Regional Conference on Public Administration, assisted with translations, and later prepared drafts of short reports of the meeting to be sent to the Public Administration Review and the American Political Science Review.
11. Printed copies of the lecture series book on "Organization and Methods" were received and distribution is now being made to all government offices.

AAR:mrw

Dr. John T. Dorsey, Jr., Chief
Public Administration Div.
Albert A. Rosenfeld, Head, Consulting Section

March 31, 1958

Monthly Report - March, 1958

1. Interviewing in the Department of Public Health is in full swing with four American staff members engaged part-time. This includes preliminary studies toward installation of a program-type budget.
2. The Department of Public Health has indicated an interest in an Employee Suggestion System. We are preparing a proposal for establishing such a system in the Department.
3. We have prepared an inventory control plan for the Vietnam Press which will be presented early in April. With the assistance of Bob Swanson, we will also make a preliminary review of their accounting procedure to determine if MSU can be helpful in this area.
4. A draft of the report on the Treasury Survey is now 90% complete. All of the recommendations to be made have been discussed with Treasury personnel who were in complete agreement with us as to their workability.
5. Preliminary discussions were held with GVN representatives on organizing for tourism and natural resources control. These may become formal projects.

6. The Fonction Publique has agreed to allow one of its employees to "interne" with the Consulting Section. We are seeking to obtain NIA agreement to this.
7. The Asia Foundation has agreed to pay for the membership of the Vietnam National Archivist in the Society of American Archivists. We are exploring the possibility of extending this to other technical fields.
8. The NIA will co-sponsor (with the National Institute of Statistics and the General Directorate of Budget and Foreign Aid) a seminar on "Management Uses of Statistics." The Section is heavily involved in the planning of the seminar which will have an all-Vietnamese cast.

AAR:mrw