

D R A F T

TO: Frank B. Cliffe, Jr., Acting Coordinator
FROM: Wesley R. Fishel, Chief Advisor
SUBJECT: Finance Administration Training

The following information on finance administration training is furnished as per your request of November 21.

The training activities in finance administration carried on by MSUG fall into four areas: (1) courses offered as part of the curriculum of the National Institute of Administration, (2) formally organized in-service training courses, (3) informal in-service training carried on through frequent contact between American staff members and Vietnamese agency personnel, and (4) the participant training program.

Courses at the N.I.A. offered in the field of financial administration, and the approximate number of students who have completed the work, are as follows:

<u>Course</u>	<u>Approx. No. of Students</u>
Public Finance	100
Money and Banking	100
Taxation	50
Budgetary Administration	30
Accounting	20

All but the accounting course are continuous courses established as part of the permanent curriculum. Initially all of the courses were taught by American staff members but currently some of the courses are being taught by Vietnamese, with the collaboration of

American staff members. We can estimate that approximately 50 students each year will take the economics courses and about 25 a year will enroll in the budget course. Many of the students of the N.I.A. were civil servants before they enrolled and all of them go into government service after graduation.

A formal in-service training course in budgeting and accounting was organized in the spring of this year for 18 government officials. These officials were primarily staff members of the Direction of Budget at the level of service chief or above, although several agency budget and accounting officers attended. The course covered 30 hours of instruction, 20 hours of which was in budgeting, 6 hours in accounting and 4 hours in organization and methods.

Although plans are not definite, it is very possible that we will offer this course again next year, primarily for agency budget and accounting officers. The course enrollment would be around 20. Our suggestion that Vietnamese staff members of the Direction General of Budget teach in-service training courses for government-wide budget and accounting personnel has been accepted and it is likely that organized training by Vietnamese for Vietnamese in this area will take place next year.

Informal in-service training takes place on a continuous basis through the relationships and contacts our accounting consultant and budget specialist have developed with the top staff of the Direction General of Budget. Almost daily meetings with the

budget and accounting staff take place, at which time the Vietnamese request aid on particular problems or pose specific questions. This type of training is difficult to measure in quantitative terms but is nevertheless training in a very real sense. As an example, the Government has established, for fiscal year 1958, a new budgetary classification of accounts. At the request of the Director General of Budget, the MSU budget specialist spent hours working with the agency personnel teaching them how to set up the accounts, how to code vouchers, etc.

Through the participant training program MSU has sent approximately 15 people for training in financial administration in the United States. The amount of training varies. Some participants have had courses in budgeting and accounting as part of a general training program in public administration. Others have had exclusive training in this area. Three of the returned participants now hold high-level government jobs in the budget or accounting area.

MSU is currently preparing five high and medium level government officials for specialized training in budget and accounting in the United States. Two-hour weekly seminars are being held for these people as a pre-departure training program. It is estimated that over the next two years 15 additional people will receive this type of training.

Plans have been discussed with the Director General of Budget for several third country training and observation trips. Two

members of the Direction of Budget are tentatively scheduled for a two to three week training trip to the Philippines in February or March, 1958 and we have been requested to consider similar trips to India, England and Sweden.

WRF:mrw