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**DEVELOPMENT ASSISTANCE
TO SCHOOLS AND INSTITUTES
OF ADMINISTRATION
IN DEVELOPING COUNTRIES**

A Selected List of References for A.I.D. Technicians

Prepared by
Development Administration Division
in cooperation with
A.I.D. Reference Center

Agency for International Development
Department of State
Washington, D. C. 20523

Development Assistance to Schools and Institutes
of Administration in Developing Countries

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Introduction

This bibliography is one of a series designed as a guide to the publications of AID in the field of development assistance. AID employees should be able to benefit by the Agency's past experience. One method of benefiting from this experience is the reading of reports on past activities. The annotated listings in this particular bulletin reflect the experience of AID in programs designed to promote the development of schools and institutes of administration in developing countries.

To Obtain Retention or Loan Copies

A number of the reports listed in this bibliography were issued only in limited quantities. Reference copies of all of them are available in the Development Administration Division and the A. I. D. Reference Center.

If a technician wishes to obtain, for retention in his own files, a publication issued by an A. I. D. mission, he should address his request directly to the mission.

If the desired publication was issued by AID/Washington, the technician should address his request to the AID Development Administration Reference Service. The mailing address is:

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Requests for loan copies should also be sent to the above address. The Development Administration Division will either supply the loan copy from its own collection or make arrangements with the A. I. D. Reference Center for a loan copy.

Guides to Use of This Bibliography

1. A first point of reference should be the classifications used in the table of contents to see if the topic or country of particular interest to the technician is included there.

It should be remembered, however, that the topic headings indicate only the chief point of emphasis among the different reports, there is considerable overlap in topic coverage.

2. Staff members with very limited time at their disposal may want to concentrate on the publication, ORGANIZING SCHOOLS AND INSTITUTES OF ADMINISTRATION (Item No. 1) which summarizes A. I. D. experience in this field. The introductory comments at the beginning of each of the other sections will also help individuals locate the materials they want.
3. This is a selected bibliography and most of the publications included may be classified as evaluative reports.

Send In Your Ideas

If you have suggestions regarding additional materials for this bibliography, send them to the Development Administration Division at the address given on page one of this Introduction. Send suggestions regarding additional subjects which you would like to see covered in other bibliographies to the AID Program and Technical Information Staff at the following address:

PPC/PRB/PTIS
Agency for International Development
Washington, D. C. 20523

Development Assistance to Schools and Institutes
of Administration in Developing Countries

A. General Reference

1. ORGANIZING SCHOOLS AND INSTITUTES OF ADMINISTRATION: Contract No. AID/csd-1205. Issued as attachment to AIDTO CIRCULAR A-724 of March 29, 1969, 235 pp. University of Pittsburgh, Graduate School of Public and International Affairs for AID/Washington. ARC Catalog No. 350.0007, P692.

This handbook synthesizes the experience of many schools and institutes of public administration around the world. Prepared under the direction of Dean Donald C. Stone, it is based on discussions with an international consultative group organized by the International Institute of Administrative Sciences. The handbook discusses all aspects of organizing and managing public administration training centers. It should be consulted by anyone responsible for planning, administering or evaluating such centers.

B. Institution Building

All of the more than twenty-five schools and institutes which AID and its predecessor agencies have assisted are case studies in institution building. The one which has been studied most carefully from this point of view is the establishment of the Institute of Public Administration at Thammasat University in Bangkok, Thailand. The University of Indiana assisted with the establishment of this Institute from 1955 to 1964. This Institute was selected for study in 1965 and 1966 under the Inter-University Program on Institution Building Research. The first document is the excellent report of this study. The remaining three are other reports about the same project.

2. Siffin, William J. et al, THE THAI INSTITUTE OF PUBLIC ADMINISTRATION: A CASE STUDY IN INSTITUTION BUILDING. Contract No. AID/csd-763. March 1967, 275 pp. Prepared under the auspices of the Inter-University Program on Institution Building Research and published by the Graduate School of Public and International Affairs,

University of Pittsburgh for AID/Washington. ARC Catalog No. 354.593, I61.

3. A FINAL REPORT ON THE ESTABLISHMENT OF INSTITUTE OF PUBLIC ADMINISTRATION AT THAMMASAT UNIVERSITY. July 1965, 122 pp. Institute of Public Administration Indiana University for AID/Washington. ARC Catalog No. TI 354.593, I39.
4. Huvanandana, Malai, Thammasat University, REPORT TO THE RECTOR OF THAMMASAT UNIVERSITY CONCERNING THE EVALUATION OF THE THAMMASAT-INDIANA CONTRACT. December 1960, 52 pp. Institute of Public Administration, Thammasat University, Bangkok, Thailand. (English translation of Thai original for AID/Washington.) ARC Catalog No. TI 354.593, H985.
5. Stoaks, DuVal, SUMMARY EVALUATION OF THE CONTRACT BETWEEN THE UNITED STATES OF AMERICA, THAMMASAT UNIVERSITY AND INDIANA UNIVERSITY. Contract No. ICA-X-9. December 1960, 54 pp. AID/Bangkok, Thailand. ARC Catalog No. TI 354.593, S863.

C. Development of Doctrine

What are the norms governing public administration in a developing country? The development of this type of doctrine has been a challenge to many institutes. The first report discusses the difficulties of developing an explicit doctrine in Turkey and the second discusses it in a wider framework of overseas technical assistance in public administration. The third report points up the importance of avoiding the tendency to export the American experience without adaptation.

6. Birkhead, Guthrie S., INSTITUTIONALIZATION AT A MODEST LEVEL: PUBLIC ADMINISTRATION INSTITUTE FOR TURKEY AND THE MIDDLE EAST. Contract No. AID/csd-763. March 1967, 140 pp. Inter-University Research Program in Institution Building for AID/Washington. ARC Catalog No. TU 354.4961, B619.
7. Weidner, Edward W., Michigan State University, THE AMERICAN EDUCATION OF FOREIGN ADMINISTRATORS:

LESSONS FROM AMERICAN TRAINING PROGRAMS IN FOREIGN COUNTRIES. September 1960, 25 pp. Paper presented at the 1960 Annual Meeting of the American Political Science Association, New York City. ARC Catalog No. 354.1, W418.

(This paper has been expanded into the following book: Edward W. Weidner, TECHNICAL ASSISTANCE IN PUBLIC ADMINISTRATION OVERSEAS: THE CASE FOR DEVELOPMENT ADMINISTRATION. 1964. 247 pp. Public Administration Service, 1313 East 60th St., Chicago, Ill. 60637.)

8. FINAL REPORT -- EACSO TRAINING PROJECT. (East Africa Civil Service Officers Training Project). Contract No. AID/afr-324. Jan. 1968, 13 pp. Public Administration Service, 1313 East 60th St., Chicago, Ill. 60637 for AID/Washington. ARC Catalog No. KE 658.37651, P976.

D. Enlisting Support for a School or Institute

Many institutes have had difficulty building outside support for their programs within the government and, in some cases, within the university where they are located. Often times strong local leadership for the institute has been missing. In other cases, the foreign advisors have found it difficult to get acceptance for themselves, let alone to build support for the institute they have come to help. The last report cites the importance which the prestige of visiting advisor Paul Appleby and the dynamic leadership of V.K.N. Menon had on the establishment of the Indiana Institute of Public Administration.

9. Robinson, Nelson, et al, TERMINAL REPORT OF THE UNIVERSITY OF TENNESSEE ON THE CONTRACT CONCERNING PUBLIC ADMINISTRATION IN THE UNIVERSITY OF SAN ANDRES, SEPTEMBER 1955-JULY 1960. 1961, 55 pp. University of Tennessee for USOM/LePaz, Bolivia. ARC Catalog No. BV 354.84, T297.
10. A FINAL REPORT ON A PROGRAM FOR THE MODERNIZATION OF MANAGEMENT PRACTICES AND RESOURCES OF INDONESIA. Contract No. ICAC-1006. May 1966, 276 pp. Institute of Public Administration, Indiana

University for ICA/Washington. ARC Catalog No. IA 354.91, I39.

11. SEVEN YEARS IN IRAN - FINAL REPORT OF A TECHNICAL ASSISTANCE PROJECT IN PUBLIC ADMINISTRATION. Contract No. ICAa-1299. June 1962, 68 pp. University of Southern California, School of Public Administration for AID/Teheran, Iran. ARC Catalog No. IR 354.55, U58.
12. Doubleday, Douglas J., University of Pittsburg/Central University. (School of Administration and Institute of Administrative Studies) Contract. END OF TOUR REPORT, TOAID A-240, August 24, 1966, 16 pp. AID/Quito, Ecuador. ARC Catalog No. EC 354.866, D727.
13. Brown, David S., SOME OBSERVATIONS ON THE CONDUCT OF TECHNICAL ASSISTANCE IN PUBLIC ADMINISTRATION, WITH PARTICULAR REFERENCE TO THE CURRENT PROGRAM IN PAKISTAN. Contract No. AID/NESA-255. July 1962, 90 pp. University of Southern California Party in Public Administration for AID/Karachi, Pakistan. ARC Catalog No. PK 354.55, U58.
14. Evans, Gordon W., OBSERVATIONS OF PUBLIC ADMINISTRATION TRAINING IN INDIA. March 1960, 22 pp. USOM/ New Delhi, India. ARC Catalog No. IN 354.541, E92.

E. Combining Public and Business Administration

It is a continuing question whether the management of public and private enterprises should be taught in the same institution. In Pakistan they were combined and later have been split into two institutions. In Taiwan; Rio Grande do Sol, Brazil; and Guinea they continue in one school.

15. FINAL REPORT ON THE INSTITUTE OF PUBLIC AND BUSINESS ADMINISTRATION, UNIVERSITY OF KARACHI, SEPTEMBER 1954-DECEMBER 1959. Contract No. ICA-5. January 1960, 76 pp. University of Pennsylvania for AID/Washington. ARC Catalog No. PK 378.55, P415.

16. PUBLIC AND BUSINESS ADMINISTRATION EDUCATION AT THE NATIONAL CHENGCHI UNIVERSITY, REPUBLIC OF CHINA, FINAL REPORT. January 1962 - June 1965, 87 pp. University of Michigan, Taiwan Project for AID/Taiwan, Republic of China. ARC Catalog No. CH 378. 51249, M624.
17. Obern, Alfred F., University of Southern California Contract No. AIDc-1138. END OF TOUR REPORT, TOAID A-101. July 17, 1963, 10 pp. AID/Rio De Janerio, Brazil. ARC Catalog No. BL 350.0007, U58a.
18. Moyne, Claudia, FINAL REPORT TO AID ON THE GUINEA PUBLIC ADMINISTRATION PROJECT. Contract No. AID/afe-75. December 1964, 16 pp. Development Research Center, African Studies Program, Boston University for AID/Washington. ARC Catalog No. GV 354.6652, B747.

F. Staff Development

The training of trainers is a central task of an institute. It must develop the ability of its own staff and utilize them effectively. The first document is a report of a training program for trainers. The second discusses staffing problems.

19. A REPORT ON THE PAKISTAN TRAINING OF TRAINERS GROUP I. JUNE 1962-FEBRUARY 1963. Contract No. AIDc-1960. 1963, 119 pp. School of Public Administration, University of Southern California for AID/Washington. ARC Catalog No. PK 354.549, U58a.
20. Robinson, Joseph B., Richard J. Isador and Humayun Khan, REPORT ON PRESENT STATUS AND FUTURE PROSPECTS OF NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION AND DEPARTMENT OF ADMINISTRATIVE SCIENCES, UNIVERSITY OF PUNJAB. University of Southern California, AID/W Contract No. AID/NESA-255. 1967, 22pp. AID/Karachi, Pakistan. ARC Catalog No. PK 350.0007 R662.

G. Curriculum Development

The development of materials for the teaching of public administration, relevant to the local situation, has been a concern

of many institutes. Research on local administrative systems and the preparation of case materials have been common approaches to the problem discussed in these reports.

21. FINAL REPORT OF THE KENYA INSTITUTE CONTRACT BETWEEN SYRACUSE UNIVERSITY AND AGENCY FOR INTERNATIONAL DEVELOPMENT. Contract No. AID/afe-60. March 1967, 32 pp., plus six appendixes, 48 pp. The Program of Eastern African Studies, Maxwell School of Citizenship, Syracuse University for AID/Washington. ARC Catalog No. KE 354.6762, S995.
22. Mauck, Elwyn A., INTERIM EVALUATION AND PROJECT COMPLETION PROPOSAL FOR THE SCHOOL OF PUBLIC ADMINISTRATION, SEOUL NATIONAL UNIVERSITY. June 1961, 28 pp. University of Minnesota Korea Project for AID/Seoul, Korea. ARC Catalog No. KS 354.5195, M447.
23. Paige, Glenn D., RESEARCH AT THE SCHOOL OF PUBLIC ADMINISTRATION, SEOUL NATIONAL UNIVERSITY, 1959-1960, TERMINAL REPORT. September 4, 1961, 116 pp. University of Minnesota Contract Report for AID/Washington. ARC Catalog No. KS 354.5195, P142.

H. In-Service Training

Many institutes provide pre-service training as well as post-entry or in-service training for government workers. The Bologna Administrative Science School was set up primarily to provide in-service training. The first two documents discuss this program. Item 24 is an International Cooperation Administration report. Item No. 25 is a report by two independent scholars reviewing the development of the Graduate School of Public Administration of the University of Bologna within the context of nationwide development in this field in Italy. This Project was financed in part by the U. S. International Cooperation Administration and the Ford Foundation. Items 26 and 27 discuss projects in Vietnam and Paraguay where both in-service and pre-service training received attention: in the case of Vietnam in the same institute and in Paraguay in two separate institutions. Item 28 gives a comprehensive case study of Pakistan's National Institutes which have emphasized in-service training.

24. Mosher, Frederick C., THE ADMINISTRATIVE SCIENCE PROGRAM AT BOLOGNA. November 1959, 36 pp. Originally issued by the Department of Political Science, Bureau of Public Administration, University of California, Berkeley for ICA/Washington. Reprinted in March 1960 in the PAD Prints and Reprints Series No. 28. ARC Catalog No. IT 354.452, M911.
25. Watson, James R., and Guglielmo Negir, ITALIAN TEACHING AND RESEARCH IN THE FIELD OF PUBLIC ADMINISTRATION. 1960, 104 pp. University of California(Berkeley) for submission to the Ford Foundation. Printed by Nicolo Zanichelli Editore, Bologna, Italy. ARC Catalog No. IT 354.452, C153.
26. FINAL REPORT COVERING ACTIVITIES OF MICHIGAN STATE UNIVERSITY VIETNAM ADVISORY GROUP. May 20, 1955 - June 30, 1962. June 1962, 81 pp. Michigan State University for AID/Washington. ARC Catalog No. VS 354.597, M624.
27. Young, Robert J., Public Administration Advisor, USAID/P, END OF TOUR REPORT, TOAID A-262, November 18, 1964, 7 pp. (Attached to the end of tour report is a paper titled: "Administrative Reform in Paraguay." 11 pp.) AID/Asuncion, Paraguay. ARC Catalog No. 354.892, Y75.
28. Sheeran, F. Burke and Robert Abramson, PAKISTAN'S NATIONAL INSTITUTES OF PUBLIC ADMINISTRATION: A CASE STUDY OF INSTITUTION BUILDING IN A NEW NATION. September 1968, 124 pp. Graduate School of Public and International Affairs, University of Pittsburgh for AID/Washington. ARC Catalog No. PK 354.549, P692.