

John Dorsey

**REPORT ON THE ORGANIZATION
OF THE
DEPARTMENT OF INFORMATION AND YOUTH AND SPORTS**

**MICHIGAN STATE UNIVERSITY
Vietnam Advisory Group**

15 January 1957

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SUMMARY OF RECOMMENDATIONS

It is recommended:

1. That the Directorate General of Youth and Sports be detached from the Department of Information and organized as the National Office of Youth and Sports.
2. That the Central Office of the Department of Information be reorganized so that all activities are placed under one of the following:
 - Director of Cabinet
 - Secretary General
 - Director General of Operations
3. That a government printing office be established within the Department.
4. That the public information offices in each of the departments be strengthened and be given responsibility for the major emphasis on the government information program.
5. That measures be taken to improve the quality and the ethics of the press through the medium of training and education, and by the cessation of indirect subsidies by the Department of Information.
6. That more illustrated publications be prepared and distributed.
7. That the territory of Vietnam be divided into areas instead of the present three regions for the purpose of administering the information program.

8. That more funds be provided for field operations, and that less funds be expended in the Saigon-Cholon area.
9. That a manpower survey be undertaken for the purpose of improving utilization of manpower and eliminating unnecessary jobs.
10. That personnel procedures be reviewed and that appropriate recommendations for revision to meet the needs of this Department be made to the Directorate General for Fonction Publique.
11. That an aggressive in-service training program be inaugurated.
12. Concerning Radio Vietnam:
 - A. That Radio Vietnam be established as an autonomous unit.
 - B. That Radio Vietnam be reorganized.
 - C. That a personnel survey be made of all technicians employed by the Directorate of Radio Broadcasting to determine technical qualifications.
 - D. That the Directorate of Radio Broadcasting take immediate measures to cut operating costs by elimination of waste.
13. That the responsibilities and functions of the Presidential Press Bureau be defined and made official in the form of a decree.
14. That responsibility for collection of radio taxes be transferred to the Ministry of Finance.

INTRODUCTION AND SCOPE

This report is the result of a four-months study performed by staff members of the Michigan State University Group. During the course of the research, eighty-five interviews were conducted at the central office level and in the provinces. The bulk of the time was spent in interviewing and questioning province directors, village information officers and local inhabitants. All three regions of Vietnam were visited and of the total provinces, thirty-two were studied.

Throughout the course of the study the MSU researchers found the personnel of the Department of Information and Youth to be, almost without exception, responsible, enthusiastic and diligent, in spite of the regulatory measures which adversely affect their pay when compared with other departments. As in other surveys made by Michigan State University Group, it was revealed that personnel are not being paid on time and in the case of newly-hired cadres, sometimes a period of six months elapses before they receive their first pay checks.

The Department both in Saigon and the field was found to be rather well organized and the personnel aware of organizational problems which need resolution. Some weaknesses in operations were observed, but where these weaknesses were found, it was learned that the staff were working on methods for improvement. Program-wise, it is the opinion of the Group that it is a successful one. There does, however, appear to be an excessive amount of emphasis placed upon repetitive political propa-

ganda to the detriment of more positive types of information, to publicize the program of other departments of the Government. During the survey it was learned that in Central Vietnam greater emphasis is being placed on political indoctrination than on information activities, and that the National Revolutionary Movement and the Department of Information are perhaps too closely related in their endeavors.

A brief recent history of the Department which provided background for conducting this survey is contained in Part II.

The findings during the course of this survey revealed a number of situations and conditions which, if improved, would contribute materially to the efficiency and effectiveness of the program. Recommendations pertaining to these matters and the reasons therefor are contained in Part IV.

A brief summary of the recommendations constitutes Part I.

Appreciation must be expressed for the splendid cooperation and hospitality that was extended to members of the Group by the Department personnel throughout the country. Their willingness to assist the MSU team, their interest in their work and their desire to better the information program made the work much easier. Thanks must also be given to personnel of USIS and USOM Program Support Division for their technical assistance.

III

BRIEF RECENT HISTORY OF THE DEPARTMENT

A Service of Information has existed in Indochina since 1923 but during its early years its field of activities was very limited and it had no real status. In 1939, when the war broke out in Europe, the French Government deemed it necessary to exercise a strict control over the Service of Information and the Press. The Governor General in Indochina issued several arrêtés restricting press liberty and forbidding the publication of information which could have an adverse influence on the population.

In June 1941, the Service was revised as the Service of Information, Propaganda and Press and placed under the authority of the Director of Political Affairs. This Service was composed of three bureaus:

- 1.- Bureau of Information with the following functions:
 - a- Gathering of information: direction and control of all news receiving centers,
 - b- Centralization and classification of news, especially political and military news,
 - c- Diffusion; publication of new bulletins.
- 2.- Bureau of Propaganda with the following functions:
 - a- External propaganda for Indochina, the Far East and the Pacific,
 - b- Counter propaganda,
 - c- Internal propaganda: supervision of various forms of propaganda (radio broadcasting, movies, periodicals).

3.- Press Bureau whose activities were as follows:

- a- Relations with the French and local press documentation,
- b- Press control and censorship,
- c- Press bulletins.

This organization functioned until April, 1945, when the Japanese Acting Governor General T. Tsukamoto, ignoring the decree of June, 1941, created a Service of Information, Propaganda and Press under the Cabinet of the Governor General. It was short lived, however, due to the termination of the war. The French Service of Information carried on after the war, but was not particularly influential.

The Convention signed in December, 1949, between Bao-Dai and the French High Commissioner in Indochina, which marked the transfer of public services to the Vietnamese Government, made no mention of the Service of Information. The Vietnamese Government had previously established a Ministry of Information, by Decree No. 36 TT of September, 1949. The French Service of Information continued to exist, however, and it controlled radio broadcasting. The Minister of Information had to sign special contracts with French and foreign press agencies concerning the transmission of news from Vietnam to the French Union countries and other foreign countries.

Since 1949, the Ministry of Information has gone through many changes. During the Trân-van-Huu Government, for example, it was reduced to sub-ministerial level. In August 1951, President Huu

issued a decree fixing the organization of a Directorate General of Information headed by a Director General responsible to the Presidency. The Central Office was in Saigon. The Directorate General was represented in each region, North Vietnam, Central Vietnam and South Vietnam by a Regional Director of Information appointed by the Regional Governor upon the approval of the Director General of Information.

The three Regional Services of Information were responsible to their respective Regional Governors for administrative matters and to the Director General of Information responsible for technical matters to the Directorate General of Information, but placed under the political and administrative authority of the Imperial Cabinet.

Succeeding governments issued several decrees providing for reorganization of the Ministry and some changes took place; but, on the whole, the organizational structure remained substantially the same. The only noticeable change was the integration of the Directorate General of Youth and Sports into the Department of Information. In December 1955, by virtue of Decree No. 30 TTP, this Directorate, originally a Commissariat of Youth and Sports established in 1939, after having been reorganized and transferred from department to department several times, was again transferred to the Department of Information which has since been called the Department of Information and Youth.

This has been the general evolution of the Department. It can be summed up by saying that the history of the Department of

Information follows the recent history of the country, which consists of three distinct phases:

1. From 1923 to 1949 the Information Service was entirely under French control, except for the brief period under Japanese control.
2. From 1949 to 1954 Vietnam was part of the French Union. The Ministry of Information was still dependent on French Press agencies for receiving, as well as broadcasting, news outside Vietnam.
3. Since 1954, Vietnam has been independent. The Minister of Information and Youth has full control over the information, press and broadcasting services in Vietnam. On December, 1, 1955 the President issued Ordinance No. 7 which gave to the Vietnamese Government the monopoly of radio-diffusion in Vietnamese territory.

Discussion of Recommendations

1. IT IS RECOMMENDED THAT THE DIRECTORATE GENERAL OF YOUTH AND SPORTS BE DETACHED FROM THE DEPARTMENT OF INFORMATION AND ORGANIZED AS THE NATIONAL OFFICE OF YOUTH AND SPORTS.

Considering the length of time a youth movement has existed in Vietnam, it has made little progress toward becoming an institutionalized national organization. Perhaps the fact that the Youth and Sports program has undergone so many changes in status and goals since its inception is the basic reason for this lack of development in program and administration. A brief review of the history of the youth movement will give some insight into this program and the causes for its lack of development.

In 1939, a Commissariat of Youth was organized for Vietnam, Laos, and Cambodia under the directorship of the French Commandant, Mr. Ducoroy. Under the Vichy Regime, Admiral Decoux became Governor General of Indochina and, under him, the Youth and Sports program received some impetus. There were stadiums built in many provinces and the School of Physical Education at Phan Thiet was established. In May, 1948, with the return of French control after Japanese and Vietminh Governments, a sous-secretariat of Youth and Sports was formed and, although nominally independent, it was indirectly under the Minister of Education. In May, 1950, a Ministry of Youth and Sports was instituted which in January, 1954, became the Directorate of Youth and Sports in the Ministry of Education. In January,

1955, the Directorate of Youth and Sports was transferred to the Ministry of Labor where it remained until May, 1955. From May until December, 1955, the Directorate of Youth and Sports was in the Ministry of Education and from the latter date to the present, it has been part of the Department of Information.

Since 1955, Regional Directorates of Youth and Sports have been established in South and Central Vietnam. In the PMS, however, there is only the bare beginning of any youth service. There are also provinces in South and Central Vietnam without a Youth Service. Some of the existing Youth Services are integrated with the Provincial Information Services and others are separated.

Now, as in the past, the Youth and Sports program will suffer from restricted goals and organizations as long as it remains appended to one of the national departments. Youth Service under Education tended to appeal to those in schools, while under Information it tends to attract those who are politically oriented. The main emphasis in the Youth program is to produce healthier, more socially responsible young people upon whom the community and nation can rely. Such a program is restricted by the current framework in which it operates.

It is suggested that this office be given autonomous status as the National Office of Youth and Sports and that it be headed by a Director General. In the existing organizational structure, the Youth Service has its own administrative organization in the Central Office of the Department of Information and Youth, as well as in the

regional offices. In most of the provinces, the Youth Service is already separated from the Information Service. Organizing Youth and Sports as a separate entity should therefore present no basic administrative difficulties. In addition, this office could cooperate closely with other departments in their programs. Such cooperation is an intrinsic part of the youth program since one of its basic tenets is to develop the broad civic responsibility of the young people of the nation.

2. IT IS RECOMMENDED THAT THE CENTRAL OFFICE OF THE DEPARTMENT OF INFORMATION BE REORGANIZED SO THAT ALL ACTIVITIES ARE PLACED UNDER ONE OF THE FOLLOWING: DIRECTOR OF CABINET, SECRETARY GENERAL OR DIRECTOR GENERAL OF OPERATIONS.

Although, in general, it was found the Department of Information to be well and efficiency organized, some improvement can be made to increase the efficiency of the Central Office. As in most organizations, there are three major spheres of interest... administrative, operational, and political. As presently organized there is no sharp line of demarcation separating these component parts, which has resulted in considerable overlapping of functions. Such overlapping can be eliminated by grouping all administrative offices and bureaus under the Secretary General, by placing all political matters under the Director of Cabinet, and by placing all operational and planning offices under a Director General for Operations.

(See Annex A)

In this study of the present organization of the Central Office, it was found that the Secretary General is responsible for all operational as well as administrative offices within the Department, both in the Central Office and in the field. (See Annex B for present organization of the Department.)

Not only has this resulted in an overload of work for the Secretary General's office, but also it has led to the creation of separate administrative and research and planning offices within the directorates under his control. By separating the administrative and operational functions, two things will be accomplished: (1) the administrative unit will be better able to serve the entire department; (2) an overall planning unit will facilitate and enhance the primary mission of the Department of Information.

Under the Secretary General will be located the Administrative Services and Staff Services. It is to be noted that the Printing Office (see Recommendation No. 3), although under the Secretary General, will provide its services to all departments. The Budget Bureau is concerned only with the allocation of funds for the information program, which will be determined by the Office of Program Planning (see below).

The Director of Cabinet will have the following functions: Cabinet, Press Relations, and Communist Denunciation Program. Note that the Director of Cabinet is also a consultant to the Directorate of Program Planning, and as such is directly concerned with the formulation of the information program.

The Directorate General for Operations contains three main

divisions: the Directorate of Program Planning; the Directorate of Information and Press and the Directorate of Field Services.

a. The Directorate of Information and Press maintains its present functions with little alteration. It is hoped that by combining the Editing and Translation offices that the problem of lack of qualified personnel will be eased.

b. The Directorate of Program Planning will be responsible directly to the Director General for Operations, and its main function will be the determination of the overall program for the Department of Information. As mentioned previously, the Director of Cabinet should serve as consultant to this Directorate in the formulation of policy.

c. The Directorate of Field Services is the actual operating agency of the Department of Information. Included among its functions are: training of cadres, mobile operations, direct supervision of the provincial information services, and the assignment of field inspectors. All facets of implementation of the information program are under its direct control. The field Inspectors' Office will continuously survey activities in the field in order to determine the success of the program under implementation by information personnel, both those permanently stationed and in mobile units.

Reorganization of the Department of Information as outlined above will eliminate dual administrative and operational functions in many of the offices and thus promote more effective and efficient administration of the program with less personnel. Personnel released from these functions will be available for other aspects

of implementation of the program or for transfer to other departments of the government.

3. IT IS RECOMMENDED THAT A GOVERNMENT PRINTING OFFICE BE ESTABLISHED WITHIN THE DEPARTMENT.

Presently, government printing is done by private contractors on a contract basis. Not only does the Department of Information have large printing requirements, far in excess of the capabilities of its present small printing shop, but also other departments have similar needs. If all printing could be done in one plant managed by the Government, considerable savings could be realized. It might be better to purchase an existing plant than attempt to create a new one. Trained personnel could be retained and there would be no loss of efficiency. There are, in Saigon, a number of well equipped printing shops that could handle a large project such as this.

When and if the Government establishes a General Services Department to perform government-wide services, the printing plant should be then transferred to that agency. For the present, however, it could be set up and supervised within the General Secretariat of the Department of Information.

4. IT IS RECOMMENDED THAT THE PUBLIC INFORMATION OFFICES IN EACH OF THE DEPARTMENTS BE STRENGTHENED AND BE GIVEN THE RESPONSIBILITY FOR THE MAJOR EMPHASIS ON THE GOVERNMENT INFORMATION PROGRAM

There is a great need for publicizing the activities and projects of the government departments. Many fine things are being

achieved in Vietnam, but too often the people do not know about them. The Department of Information has facilities to disseminate such news and information but is unable to do so without active cooperation from the other departments.

At present the Department of Agriculture and the Commissariat General for Refugees have effective public information offices. A study of the daily press summaries shows a high percentage of releases concerning agriculture and refugees attesting to the efforts of the public information officers concerned.

The addition of a capable, aggressive public information officer in each of the other departments could produce similar results.

- a. In a departmental public information office approach, the public information officer is a member of the operating department and, as such, his primary interests are in the promotion of the work of the department to which he is assigned, rather than possibly having multiple departmental assignments in a central department of information. A central department of information must divide its time among all departments and may tend to place too much emphasis on general government information at the expense of the various departments.
- b. He becomes a specialist in the department's operations and is able to prepare a better quality of information than if he were a member of a central department of information.

- c. He is a source of reliable information on departmental operations for communications media representatives.
- d. As a public information specialist thoroughly familiar with departmental operations, he is more alert to initiating information than is a central department public information officer who must rely to a much **greater extent** upon what the various departmental personnel may "feed" to him.

In developing and strengthening departmental public information offices, the Department of Information must exercise surveillance over them in order to preclude possible misuse and abuse of their prerogatives.

- a. A departmental public information officer could tend to build his "own little empire" and turn out grossly excessive material (a criticism of U.S. Departmental Public Relations Officers which has resulted in regulatory legislation).
- b. By slanting his material, a departmental public information officer might become a "press agent" for his department head, creating an artificial prestige as a political personality for the department head. (This would constitute a misuse of departmental funds and talent for personal gain).
- c. The diffusion of public information offices makes for multiple points of contact for communications media representatives, making the gathering of material more

time consuming than at a central department of information. If the dispersion is so great as to discourage adequate cooperation from communication media representatives, the Department of Information should consider establishing a central point of contact for all departments.

- d. A particular department might possibly, by an effective information campaign, unintentionally create public demand for a program which the government as a whole may not desire or for which it may not be ready (experience of the Beveridge Plan in England).

The Department of Information should retain responsibility for developing the broad policy of the Government for its information program, maintain surveillance over the various departmental information offices to assure a proper balance of information in the total program, and provide technical advice and guidance and technical equipment and service to the various departmental public information offices.

5. IT IS RECOMMENDED THAT MEASURES BE TAKEN TO IMPROVE THE QUALITY AND THE ETHICS OF THE PRESS THROUGH THE MEDIUM OF TRAINING AND EDUCATION, AND BY THE CESSATION OF INDIRECT SUBSIDIES BY THE DEPARTMENT OF INFORMATION.

There are presently published in Saigon thirteen Vietnamese language newspapers. Few of them have a large circulation, but they are able to stay in business because the Department of Information purchases a large number of copies from each of them

as a type of subsidy. However, the number of qualified journalists in Vietnam is too few to staff more than a few properly managed newspapers. There are not sufficient reporters, city editors, feature writers, and other journalism specialists. There are no facilities presently within Vietnam to train such specialists. If the Government were to terminate the practice of indirectly subsidizing the press, it is reasonably certain that within a short time only a limited number of newspapers could stay in business. The ones who remain in business will be those papers who sell the most copies and again, obviously, the papers who sell the most copies will be those who offer the most to the reader. With only a few newspapers in Saigon sharing the market, the best qualified journalists would be concentrated on the staffs of these newspapers. The second- and third-rate journalists would either have to improve in their profession or seek a new one. Keen competition between a few newspapers should result in a press which would have considerable "reader-appeal". Concurrently, assistance could be requested from an organization such as the United States Information Service in establishing in Saigon a special seminar for the press with the objective of raising the standards of journalism. It has been reported that such a program was eminently successful in Greece a number of years ago. No attempt should be made to "Americanize" the Vietnamese press, but certain principles should be taught which hold true for journalism in any country. Also, through the assistance of the United States Government, certain selected journalists should be sent to the United States or to other

countries to study and observe the operation of responsible newspapers.

As the press of Vietnam attains high standards of responsibility to the people and develops its own code of ethics, the necessity for control and invisible censorship will disappear. It is, therefore, recommended that the Department of Information terminate its subsidy of the Vietnamese press; that the Department of Information make an official request to the United States Information Service for a journalism seminar to be held in Saigon and that with the collaboration of foreign embassies and legations, local newspapers be encouraged to send selected staff members to foreign countries for periods of not less than six months to study and observe journalism techniques in the free democracies of the world.

6. IT IS RECOMMENDED THAT MORE ILLUSTRATED PUBLICATIONS BE PREPARED AND DISTRIBUTED.

In the information halls throughout the cities and villages, many pamphlets were seen. The great majority of those published by the Department had plain texts without pictures or illustrations. Examination of them revealed that they showed little sign of wear and tear although they had been in the halls for a considerable length of time. On the other hand, copies of Free World published by USIS, which is profusely illustrated and attractive in format, showed signs of a great amount of handling. It appears that the publications without "eye-appeal" and pictures are not being read and are, therefore, not reaching the people. It would be better

to publish a few good illustrated pamphlets which might possibly cost more than a larger number of cheaper, plain text pamphlets. It is certainly worth the effort and money involved to produce an attractive, readable booklet with good pictures and illustrations with a Grade A format when one considers the greater audience **it** will reach.

7. IT IS RECOMMENDED THAT THE TERRITORY OF VIETNAM BE DIVIDED INTO AREAS INSTEAD OF THREE REGIONS FOR THE PURPOSE OF ADMINISTERING THE INFORMATION PROGRAM.

With the abolition of the regions the administration of the information program will become much more difficult unless the number of local administrative units is considerably reduced. The establishment of approximately fourteen administrative units would greatly simplify the problem of control and supervision and would make operations much more effective.

The Department has already taken a step in this direction by taking action to form four areas in South Vietnam. If this proves more efficient and workable, the plan should be extended. The establishment of an inspectorate will afford good control over the several areas. It is further recommended that any such action to form areas be coordinated with current plans now being formulated by the Department of Interior and the Presidency.

8. IT IS RECOMMENDED THAT MORE FUNDS BE PROVIDED FOR FIELD OPERATIONS AND THAT LESS FUNDS BE EXPENDED IN THE SAIGON-CHOLON AREA.

During the last twelve months considerable amounts of public money have been expended in the Saigon-Cholon area on elaborate celebrations, festivals and other affairs designated to publicize the achievements of the Government, but comparatively small amounts have been spent in the provincial areas where the strength of Free Vietnam lies. It would seem that people who have lived under Viet-minh or sect rule for many years need greater reindoctrination and reeducation than the inhabitants of a modern city like Saigon.

It is recognized that at this stage of the development of the Republic, it is desirable to show the world the great amount of progress that has been made. It is just as necessary to show the rice farmer in the paddies, the fishermen on the sea and the woodcutters in the forest that Free Vietnam is surging forward with other free peoples of the world.

9. IT IS RECOMMENDED THAT A MANPOWER SURVEY BE UNDERTAKEN FOR THE PURPOSE OF IMPROVING UTILIZATION OF MANPOWER AND ELIMINATING UNNECESSARY JOBS.

During Central Office interviewing, it was noticed that many persons did not appear to be gainfully occupied all the time, whereas others seemed to be overworked. Also, such practices as maintaining a reception desk on each floor of each office building, each with its messengers and receptionists, is unnecessary and

could better be handled by a central reception desk in each building.

Many of the office chiefs interviewed stated that lack of transportation was hampering their activities, especially when it was necessary to go into the field. At the same time, vehicle drivers sometimes had nothing to do from the time the office opened in the morning until it closed in the afternoon, and a number of vehicles were parked in the Department parking lot from morning until night. To better utilize existing transportation, vehicles should be pooled in a Central Office motor pool during working hours and dispatched to qualified individuals as needed. Needless to say, operational vehicles such as sound wagons and mobile units should not, however, be pooled.

Present practices mentioned above indicate that a manpower survey could bring about more efficient utilization of equipment and manpower.

10. IT IS RECOMMENDED THAT PERSONNEL PROCEDURES BE REVIEWED AND THAT APPROPRIATE RECOMMENDATIONS FOR REVISION TO MEET THE NEEDS OF THIS DEPARTMENT BE MADE TO THE DIRECTORATE GENERAL OF FONCTION PUBLIQUE.

Throughout the MSUG interviews with the Department personnel it was evident that there is much ill feeling about government personnel regulations. In particular, Department personnel who are well qualified for their positions received low salaries because many of them do not hold the educational degree which is

the basis for classification under Fonction Publique rules. It was pointed out by the Department of Information that they need men who are politically indoctrinated and who are qualified to propagandize. Experience in many cases is more important than educational degrees.

Therefore, it is recommended that the Department undertake a survey of its personnel needs and recommend to the Directorate General of Fonction Publique suggested civil service classifications based on the qualification requirements of the Department rather than on the existing educational training requirements.

11. IT IS RECOMMENDED THAT AN AGGRESSIVE IN-SERVICE TRAINING PROGRAM BE INAUGURATED.

No organization can dispense with training and the Department of Information is no exception. It is essential that in-service training on a Department-wide basis be inaugurated. Top-management staff members should be formed into study and discussion groups to study administration, management, organization and methods, and other appropriate subjects.

Middle-management personnel can be trained in human relations, office management, economics and similar matters.

A similar program should be provided for field personnel as well.

Stenography, typing, and accounting training are the fields in which results will be obtained first. Standards of efficiency can be raised by a well organized training program for these functionaries whose services are so essential to the operation of the

Department.

It was noted that in-service training in the Department has been started on a minor scale, but it needs considerable expansion.

12. RADIO VIETNAM

- A. IT IS RECOMMENDED THAT RADIO VIETNAM
BE ESTABLISHED AS AN AUTONOMOUS UNIT.

The operation of a radio station has little in common with the administration of other government bureaus. Radio is one form of media through which news and propaganda are transmitted to the people and is, therefore, in competition with other media such as the press. The swift dissemination of spot news depends upon complete freedom of action by the radio staff and technicians. The only person qualified to supervise the activities and operations of a radio station are those persons who know and understand radio. If decisions as to operational problems must depend upon a long administrative chain of command, the quality of the programs will suffer. We feel that Radio Vietnam would be a much better organization if it were removed from the Department of Information and established as an autonomous unit. It is recognized that policy guidance must continue to emanate from the Department of Information. This policy guidance can be transmitted from the Secretary of State for Information to the Director of Radio Broadcasting. In all other matters, radio broadcasting should be free and independent.

B. IT IS RECOMMENDED THAT RADIO VIETNAM BE REORGANIZED.

The organization of Radio Vietnam has been the subject of much discussion within the organization itself and with other outside agencies engaged in rendering advice and assistance to Radio Vietnam. The concensus is that the Directorate of Radio Broadcasting must be reorganized in order to make its operation both more efficient and more effective. Accordingly, it is suggested that the Directorate be divided into three main sections: a Program Service, a Technical Service and an Administrative Service, with each service being held responsible for its functions. In other words, the Program Service should have a News and Commentary Bureau, a Cultural Bureau, and a Broadcast Control Bureau. The Technical Service should include a News Room (teletype), a Low Frequency Broadcasting Bureau, a High Frequency Broadcasting Bureau and a Maintenance Bureau. The Administrative Service would be of the normal type; that is, Personnel, Accounting and Material. If so organized, and with responsibilities clearly defined, the quality of the broadcasting and of the programs clearly can be improved.

Care should be taken that lines of authority are not drawn too closely since a too rigid organization can hamper a group that by its very nature must have freedom of action to get a job done quickly. There is no room in a radio station for excessive arguments as to lines of authority and spheres of activity when such things can interfere with prompt and efficient broadcasting of the news.

- C. IT IS RECOMMENDED THAT A PERSONNEL SURVEY BE MADE OF ALL TECHNICIANS EMPLOYED BY THE DIRECTORATE OF RADIO-BROADCASTING TO DETERMINE TECHNICAL QUALIFICATIONS.

Some employees of Radio Vietnam do not appear to be trained or qualified for duties in a modern broadcasting station. Positions exist which are filled by poorly qualified personnel. Although many radio technicians trained abroad are available, few of them have been able to find employment with Radio Vietnam. A survey should be made to weed out incompetent or untrained personnel and to replace them with properly qualified people. It is needless to point out that a few well qualified men will be less expensive than a larger number of untrained men.

- D. IT IS RECOMMENDED THAT THE DIRECTORATE OF RADIO-BROADCASTING TAKE IMMEDIATE MEASURES TO CUT OPERATING COSTS BY ELIMINATION OF WASTE.

During the course of our study of radio broadcasting, information was received indicating that certain practices were occurring which result in the operating costs of Radio Vietnam being excessively high. Examples were cited such as: (1) three orchestras, having identical personnel, being hired as different orchestras; i.e., the same individuals playing different instruments and actually drawing three salaries; (2) an acting group being paid for fifteen players at a fixed amount per player but only utilizing five players, each of which played three parts. Scrutiny of the budget of Radio Vietnam indicates that there is need for reform in this matter. It was noted that for a twelve-month period, 82,000,000VN\$ were requested for the operation of radio network

which technicians, well qualified to comment, state could be operated for about 10,000,000VN\$. Although MSUG research members are not qualified to judge on the technical requirements of radio broadcasting, there is certainly sufficient evidence to warrant an investigation. It is suggested that immediate action be taken to eliminate wasteful practices.

NOTE: During the course of this study the direction of Radio Vietnam was changed. The new Director is attempting to correct many of the faults that were noted by the MSUG team and is obviously doing an excellent job.

13. IT IS RECOMMENDED THAT THE RESPONSIBILITIES AND FUNCTIONS OF THE PRESS BUREAU OF THE PRESIDENCY BE DEFINED AND PUBLISHED IN THE FORM OF A DECREE.

During the course of this study, the Press Bureau of the Presidency was reviewed to ascertain whether or not any duplications or overlapping of functions exists. Interviews with the Director of the Press Bureau and research performed by this Group in November, 1955^{*}, produced sufficient information to clarify the situation. This Bureau presently operates very efficiently but has never been formally set up and no written instructions or directions pertaining to its functions have been published. The office performs, in general, three functions. The first is information. International

* Report and Recommendation on the Reorganization of the Presidency of Vietnam. M.S.U. 15 Nov. 1955

and local news items are gathered daily and presented to the President in the form of a briefing. The second is the function of liaison between the President and the press. Third, is the preparation of presidential statements and speeches. In order to clearly define the responsibilities, a decree or order establishing the Press Bureau should be issued. The decree should provide the Press Bureau with the following responsibilities: (1) Maintenance of liaison with representatives of the domestic and foreign press and government agencies, particularly the Department of Information, (2) The maintenance of a system of palace accreditation for photographers and reporters, (3) Planning and convening of the President's press conferences; preparation and distribution of press releases concerning the Presidency, (4) Preparation and representation of daily news briefing for the President, (5) Maintenance of a long range calendar or dates and events which may require

a Presidential statement or his presence and keeping the President and his secretary informed of such dates and events, (6) The Director of the Bureau should serve as the President's spokesman to the press and be directly responsible to the President. His primary responsibility would be to facilitate the communications of the President to the people through the middlemen of the press. Any duties which he is now performing that do not fall into the above categories should be handled by the appropriate section in the Department of Information.

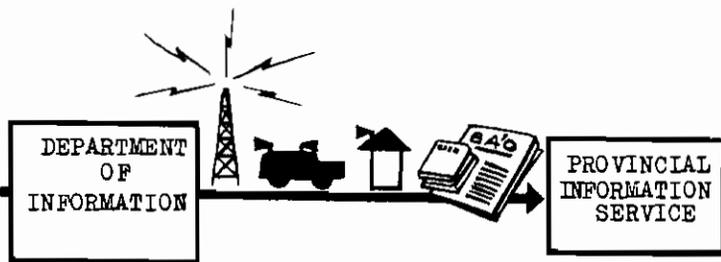
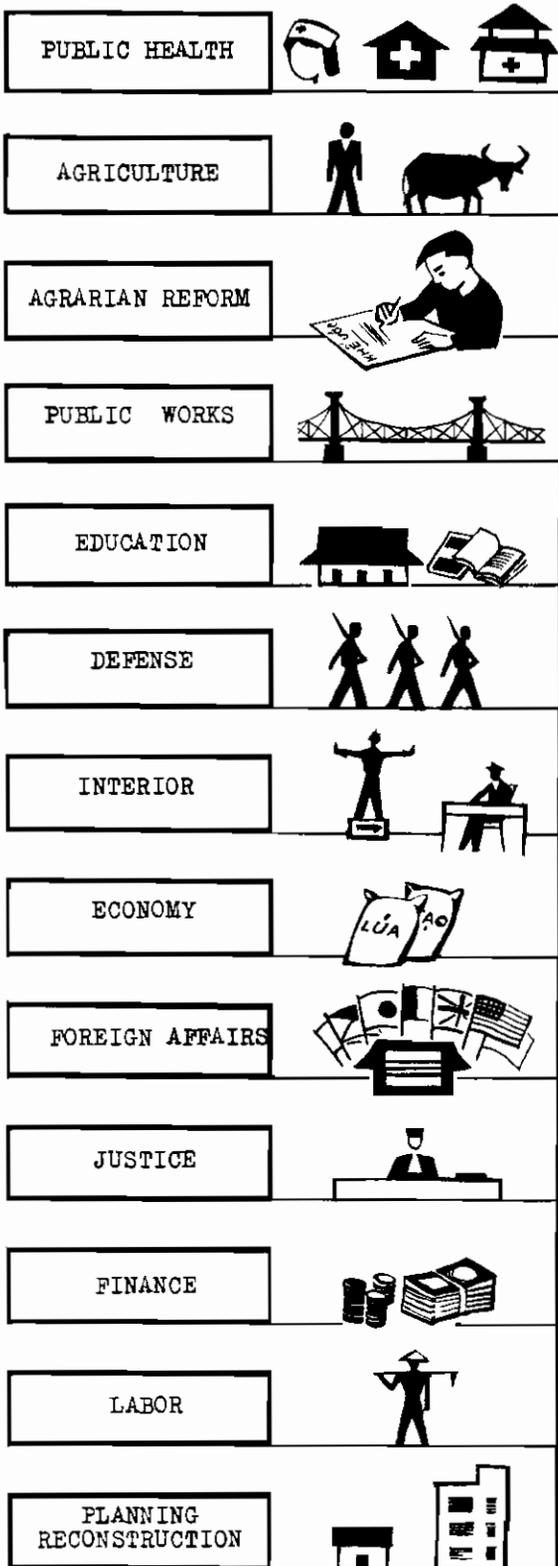
The maintenance of an efficient, smoothly operating Press Bureau cannot be over-emphasized if the President and the Government

of Vietnam are to be properly portrayed to the people of the nation and the people of the world.

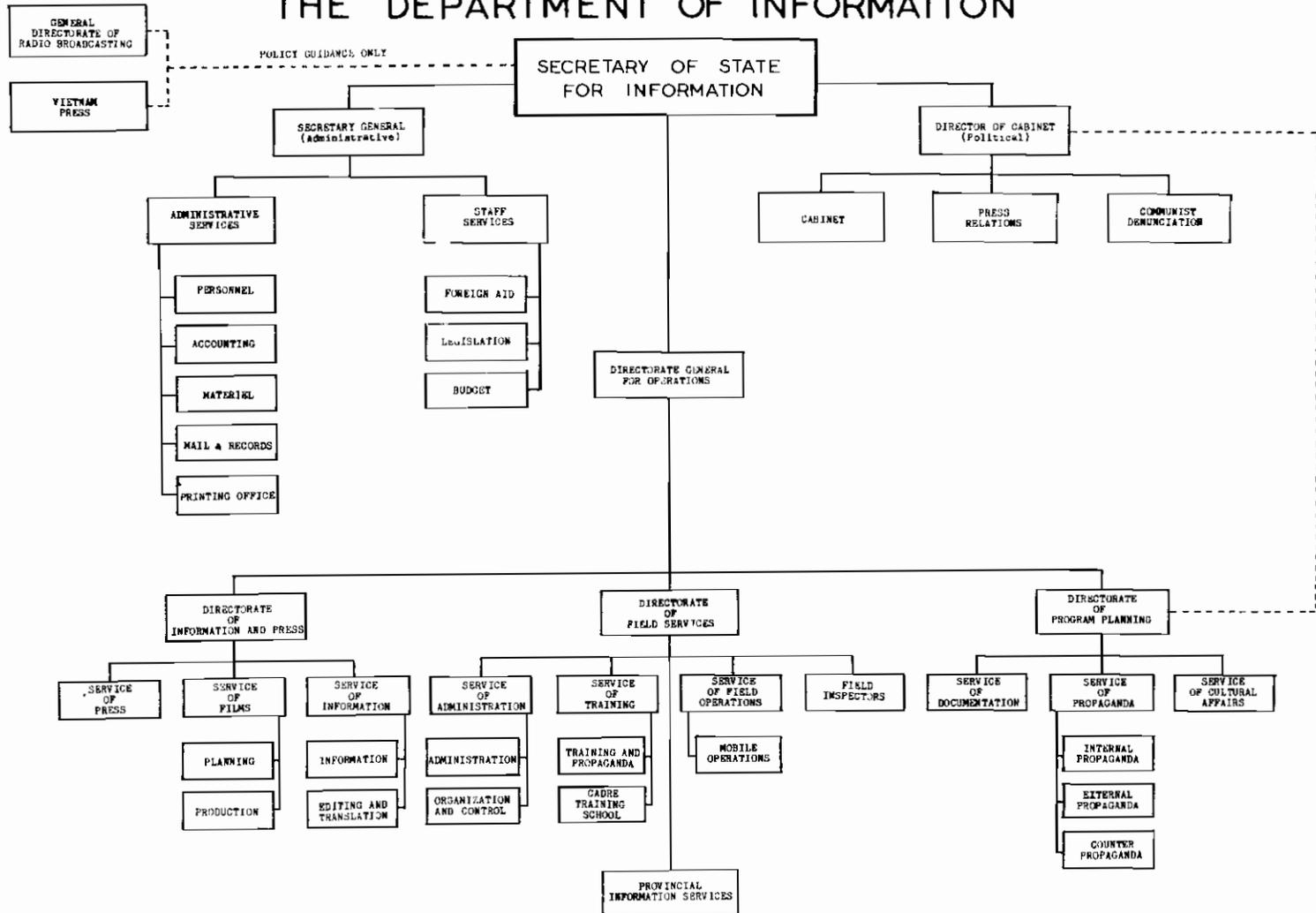
14. IT IS RECOMMENDED THAT RESPONSIBILITY FOR COLLECTION OF RADIO TAXES BE TRANSFERRED TO THE MINISTRY OF FINANCE.

The Secretary of State for Information is presently responsible for the administration of the radio tax. This responsibility is delegated to the Direction de la Radio Diffusion National du Vietnam. This tax is an annual use tax assessed on owners of radios. Tax collection is normally a function of the Ministry of Finance. It is difficult to see any valid reasons why the Department of Information should be engaged in tax collection. It is, therefore, recommended that action be taken to transfer the responsibility for the collection of the radio taxes to the Ministry of Finance. Personnel presently engaged in this activity should also be transferred.

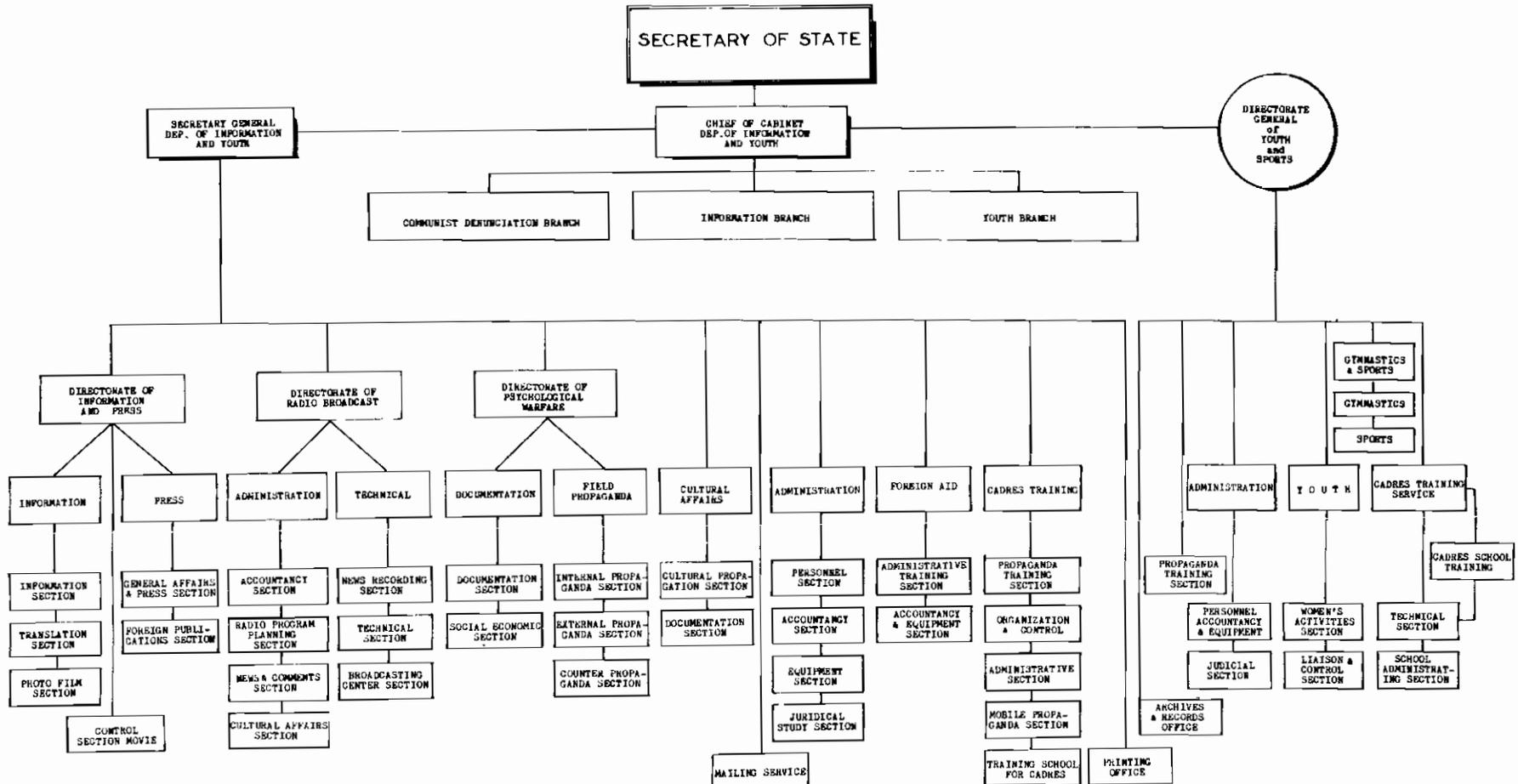
FUNCTIONS OF THE DEPARTMENT OF INFORMATION



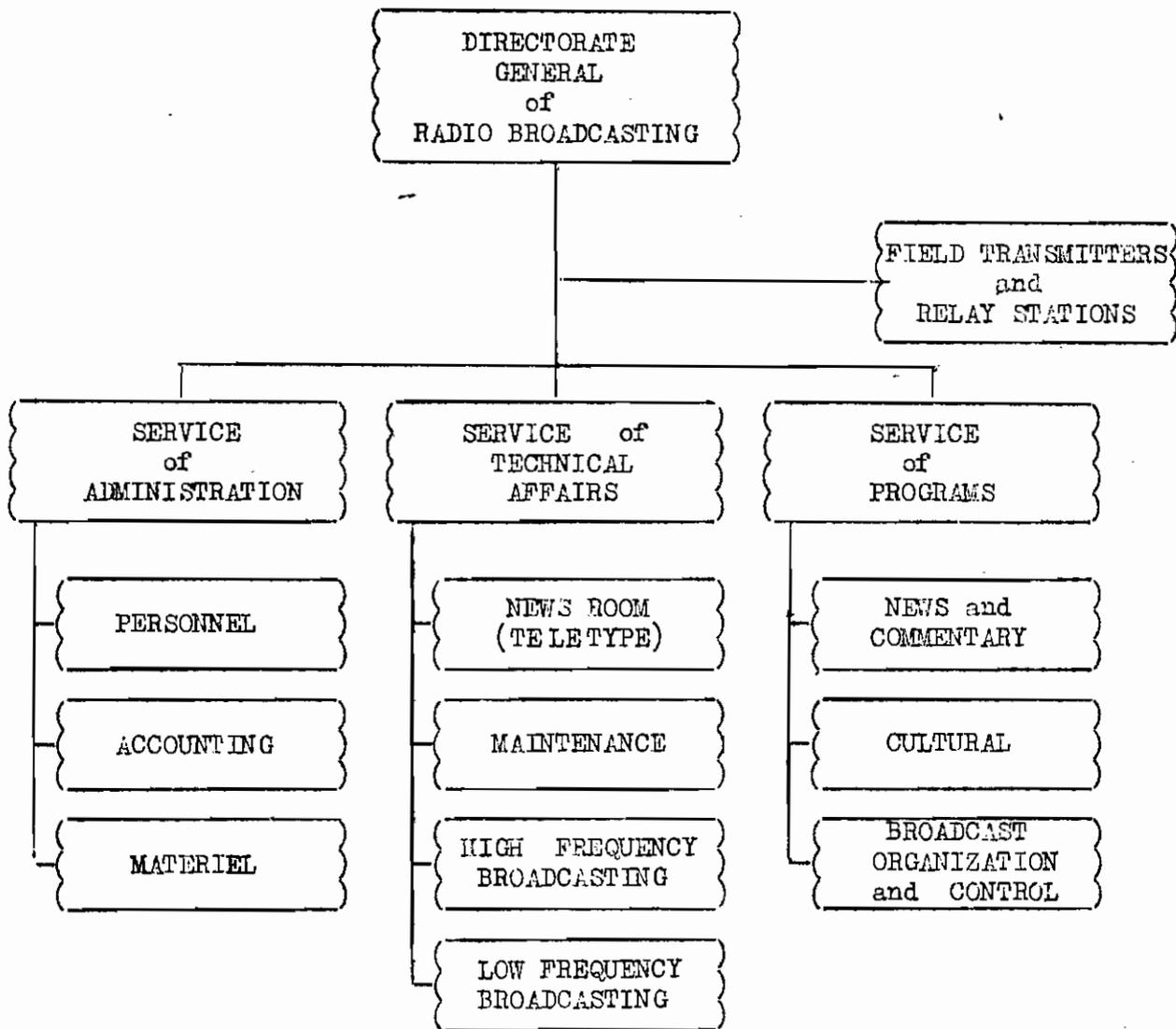
PROPOSED ORGANIZATION OF THE DEPARTMENT OF INFORMATION



PRESENT ORGANIZATION OF THE DEPARTMENT OF INFORMATION AND YOUTH



ANNEX 'B'



STATE OF VIETNAM

Presidency of the Government

The President of the Government

No. 417-Cab/SG

Considering

Considering

ORDERS

CHAPTER I

Generalities

Article 1. The various information agencies of VietNam are put under the direct control of the Director General acting as a permanent delegate of the President of the Government.

Article 2. A Deputy Director General ranking with a Chief of Service assists the Director General of Information.

He is appointed by the President of the Government on the recommendation of the Director General.

Article 3. The headquarters of the General Directorate of Information are located in Saigon.

The organization of the General Directorate of Information includes:

- 1o/ Central agencies.
- 2o/ External agencies directly dependent on the General Directorate of Information.
- 3o/ Special agencies.

CHAPTER II

Article 4. The central agencies include:

- 1o/ A Private Secretariat managed by a chief of bureau, in charge of the reception of visitors, mail, archives and documentation, messages, confidential correspondence, and all important affairs which must be settled by the General Director.
- 2o/ An Administrative Bureau, managed by a chief of bureau, and comprising an accounting section, a personnel section and a material section.

- 30/ A Legislative Bureau, directed by a chief of bureau, and in charge of the drafting of laws, projects, or regulations concerning the press, the censorship of publications, plays, films, phonograph records, radio-broadcasts, as well as the use of radio receiving sets throughout VietNam.
- 40/ A Supervisory Bureau controlled by a chief of bureau, comprising a press section, a film section and in charge of the control of publications coming out in VietNam or foreign publications, broadcasts in Viet Nam, films, plays, songs put up for sale or sung on the stage, recorded or broadcasted.

In addition, the Supervisory Bureau is in charge of studying cases brought forward against the control at regional level in view to send them to the Higher Supervisory Committee or to the President of the Government.

- 50/ A Propaganda Service managed by a chief of service, and composed of two bureaus, each of them directed by a chief of bureau:
- Bureau of Internal Propaganda
 - Bureau of External Propaganda

It comprises furthermore a Cine-Photo section directed by the Chief of Propaganda Service. The Internal Propaganda Bureau deals with propaganda within the country organized at the national level: training of cadres, harmonization and improvement of the propaganda works of various regional Information services, study and application of cultural and artistic resources of the country for propaganda purposes.

The External Propaganda Bureau is in charge of propaganda in foreign countries, of supply of documents and pictures to the legations, embassies and information halls of VietNam abroad.

- 60/ The Liaison Bureau, headed by a chief of bureau, is in charge of relations with different ministries and services of VietNam, The VietNam Press Agency, The French Service of Information, foreign informations services and foreign press attaches, political parties, and also of the reception of journalists or foreign correspondents.

Article 5. The internal organization of these various

institutions will be the object of subsequent decisions of the Director General of Information. The personnel necessary to these organisms will be recruited in accordance with the conditions laid out in the general statutes or the particular statute of the Function Publique. They will be assigned and transferred by the Director General of Information to the General Direction of Information as permanent officials.

CHAPTER III

External Agencies

Article 6. The external agencies dependent directly on the General Directorate of Information are:

- 1o/ The Broadcasting Service
- 2o/ The various regional services of information
- 3o/ The Information Bureau in Dalat and its branches in the Highlands of the Southern Zone of VietNam

Article 7. The National Broadcasting Service of V.N.

Installed in Saigon this service is put under the control of a director ranking with the Deputy Director of the President's Cabinet of the Government.

The Director of the National Broadcasting Service is appointed by the President of the Government on the recommendation of the Director General of Information of VietNam.

Article 8. The National Broadcasting Service includes:

- 1o/ the central agencies
- 2o/ the national broadcasting station in Saigon
- 3o/ the regional broadcasting stations in Hanoi, Hue, and Dalat.

The central agencies and the national broadcasting station in Saigon are temporarily put under the sole control of the Director of the National Broadcasting Service.

They comprise:

- the Administrative and Financial Bureau, directed by a chief of bureau.
- the Program Supervisory Bureau, directed by a chief of bureau.
- the Bureau of Program Organization, directed by a chief of bureau.
- the Technical Bureau directed by a chief of bureau.

The organizational and operational methods of the different agencies of the Radio-Broadcasting Service and of the national broadcasting station in Saigon will be laid down by decision of the General Director of Information of VietNam.

Article 9. Each regional broadcasting station is managed by a chief of service and includes three sections: the administrative and financial section, the program organization section and the technical section.

The organizational and operational methods of the regional broadcasting station will be laid down by decision of the General Directorate of Information.

The regional broadcasting stations are directly subordinate to the Service of National Broadcasting; expenditures on personnel and material are covered by the National Budget. However, the Regional Governor may, in agreement with the General Director of Information, use the regional broadcasting station for one or several hours a day for information purpose at the regional level.

Article 10. As far as the broadcasting station in Dalat is concerned, it is temporarily placed under the political supervision of the Imperial Cabinet in Dalat until a Delegation of the General Directorate of Information is established in this local. Expenditures on personnel and material of the broadcasting station in Dalat are however covered by the budget of the General Directorate of Information.

Article 11. Various regional information services

In each region of Vietnam, the General Directorate of Information is represented by a regional Director of Information. The regional Director of Information is appointed by the concerned regional Governor in agreement with the General Director of Information.

The three information services in North, Central, and South VietNam depend on their respective regional Governors in administrative matters and on the General Directorate of Information in technical matters.

Temporarily, the expenditures of the three regional information services are covered by regional budgets.

The information halls of regions, provinces, districts, and villages are placed under the supervision of regional information services. The expenditures brought about by the operation of these information halls are to be covered by the respective regional budgets.

Article 12. The information hall in Dalat and its branches

in the Highlands of the Southern zone of Central Vietnam are placed under the control of a chief of bureau staying in Dalat. Though administratively pertaining to the General Direction of Information, these different agencies are temporarily placed under the political supervision of the Imperial Cabinet until a delegation for the General Directorate of Information is set up in Dalat.

CHAPTER IV

Special organizations: Cadre School

Article 13. The General Directorate of Information may, when necessary, open "propaganda cadre schools" placed under its direct or indirect control.

These schools will be set up in Saigon or in another town, according to the decision of the General Director of Information.

The methods of organization, personnel, assignment, and financing concerning this agency, and the relationship between it and the General Directorate of Information are to be determined subsequently.

Article 14. All previous provisions contrary to these of the present arrete are abrogated.

Article 15. The General Director of Information is responsible for the carrying out of the present arrete.

SAIGON, August 27, 1951
SIGNED: Tran - van - Huu

Department of Information
No. 88 - ND/BTT

THE SECRETARY OF STATE

Considering Ordinance No. 1 of July 1, 1949, fixing the organization and operation of public agencies.

Considering Decree 4 - CP of January 1, 1954 fixing the composition of the Government.

Considering Decree 36 - TT of October 19, 1949 fixing the functions of the Secretary of State for Information.

Considering the Presidential Communique No. 30 - SG/CN of August 27, 1952 relating to the organization of the Departments.

Considering Arrete No. 18 bis ND/BTT of April 20, 1953 fixing the organization of the Department of Information, Propaganda and Psychological Warfare.

Considering the requirements of the public affairs and upon the agreement of the President.

A R R E T E S :

Article 1.- Arrete No. 18 bis/ND/BTT of April 20, 1953 will be amended as follows:

Article 1.- The Department of Information and the following agencies are placed under the direct supervision of the Secretary of State:

- 1.- The Cabinet
- 2.- Bureau of Legislation
- 3.- Bureau of Administration
- 4.- Direction of Information and Press
- 5.- Direction of Propaganda and Psychological Warfare
- 6.- Direction of Radio-Broadcasting.

Article 1 (A).- The Cabinet is placed under the direction of a Director of Cabinet assisted by Attaches of Cabinet or Charges de mission and a Private Secretary. It is composed of:

- 1.- Secretariat (as previously)
- 2.- Office of the Secretary (as previously)
- 3.- Mail Office

Article II.- The Bureau of Legislation is charged with the study and elaboration of:

- General legislation
- Legal statute of press and publications
- Study of legal projects of different departments before submitting them to the Council of Departments for discussion.

Article II (A).- The Administrative Service is headed by a Chief of Service and composed of:

a/ Personnel Bureau.

- Recruiting and supervision of personnel
- Management of personnel and keeping of individual records.

b/ Accounting and Material Bureau.-

Preparation of the Departmental budget.
Settlement of expenditures on personnel and material.
Purchase, repairs and stock-taking of the current materials.

Chapter II

Directorate of Information and Press

Article III.- The Directorate of Information and Press is placed under a Director and composed of:

- 1.- Mail office charged with the reception and delivery and keeping records of the correspondence of the Directorate
- 2.- Service of Information
- 3.- Service of Press
- 4.- Bureau of control of movies and exported publications
- 5.- National Printing Office.

Article III (A).- The Service of Information is placed under the direction of a Chief of Service and composed of:

- a/ Bureau of News and Documents
- Documentation
 - Receipt of documents
 - Synthetizing of news taken from newspapers radio broadcasting and press-agencies

- b/ Editing Bureau.
 - Editing and publication of Vietnamese magazines.
 - Providing documents and articles for different directions of information, papers within the country and abroad, popularizing the reading of Vietnamese magazines.
- c/ Bureau of Foreign Languages
 - Translation of documents
 - Editing and publication of magazines in foreign languages
 - Popularisation
- d/ Bureau of Photo-film
 - Arrangements for photo-reporting
 - Providing photographs for newspapers, information halls and other related agencies.
 - Laboratories.

Article IV.- The Service of Press is placed under a Chief of Service and composed of:

- a/ Miscellaneous bureau.
 - Delivery and withdrawal of press-authorization
 - Purchase and distribution of newspapers
 - Checking up on newspapers
 - Study and summary of the opinions of press inland and abroad.
- b/ Bureau of Liaison and Press Conference
 - Liaison with the press, editors and writers.
 - Compiling of documents on the press-trends.
 - Liaison with foreign papers and information agencies
 - Press conference
 - Communique to be published in papers.

Article IV (bis).- National Printing Office

- Publication of all information propaganda documents and other printing materials for different departments and services if requested.

- The organization and operation of the National Printing Office will be provided in an ulterior arrete.

Chapter IIIThe Directorate of Propaganda and Psychological Warfare

Article V.- The Directorate of Propaganda and Psychological Warfare is placed under the direction of a Director and composed of:

- 1.- Mail office: charged with the receipt, delivery, keeping of official correspondance.
- 2.- Service of Propaganda.
- 3.- Service of Psychological Warfare.
- 4.- Service of Cadres-Training.

Article 5 (bis).- The Service of Propaganda is placed under the direction of a Chief of Service and composed of 4 bureaus:

a/ Research and Planning Bureau.-

- Study and drafting of topics for propaganda.
- Drafting of plan for propaganda campaign.
- Study of political, economical and social problem.
- Drafting of weekly instructions.
- Keeping itself informed of the public opinions.

b/ Practical and Technical Bureau.-

- Gathering and study of propaganda techniques and documents.
- Following and supervising of the execution of instructions.
- Publication, drawing of books, newspapers, post-bills and pictures.
- Writing and selecting of songs, theaters for propaganda purpose.
- Organization of examinations and liaison with music and theatrical bodies.

c/ Bureau of Mobile Propaganda.-

Technical instructions for local mobile propaganda groups.

- Organization of music and theatrical groups.
- Setting up of mobile propaganda groups.
- Using of mobile propaganda equipment.

d/ American Aid Bureau.-

- Drafting and study of assistance program.
- Receipt and distribution of equipment given by American Aid.
- Supervision and repair of equipment.

Article 6.- The Service of Psychological Warfare is directed by a Chief of Service. It will cooperate with a similar services in the Department of National Defense. It is composed of 2 bureaus:

- a/ Bureau of General Information
- b/ Bureau of "Exploitation" and Popularization of Information.

Article 6 (A).- The Services of Cadres Training is directed by a Chief of Services and composed of two bureaus:

- a/ Bureau of Organization.-
 - Study and organization of the central and local training courses.
 - Drafting of the training program and preparation of lessons for different levels.
 - Methods of cadre training.
- b/ Bureau of Supervision and Control.-
 - Records of the training courses and cadres.
 - Supervision and control of training courses.
 - Liaison with instructors and cadres for calling a meeting.

Chapter IV.

Directorate of Radio-Broadcasting

Article 7.- The Directorate of Radio-Broadcasting is placed under a Director and composed of:

- 1- Administrative Bureau
- 2- Financial Bureau
- 3- Technical Service.

Article 7 (bis).- Administrative Bureau.-

- Receipt, delivery and keeping of official correspondences.
- Recruiting and administration of the broadcasting service and different broadcasting stations.
- Liaison with private people, writers, artists, different organizations and groups.

Article 8.- Financial Bureau

- Accounting of personnel
- Prizes for writers, artists.
- Copyright
- Accounting of materiel.

Article 8 (A).- The Technical Service is under a Chief of Service and composed of 3 bureaus:

- a/ Bureau of editing
 - Preparation of the news
 - Editorials
 - Listening to radio-broadcasting.
- b/ Bureau of Program Organization.-
 - Drafting of broadcasting program and execution of these programs.
 - Coordination of broadcasting performances.
- c/ Mechanics Bureau.-
 - Control of the broadcasting performances
 - Mechanic works, checking of machines

Article 10.- The broadcasting station of Dalat, being in a particular geographical situation, is under a Chief of Service of the Department of Information but as far as political matters are concerned, it is temporarily placed under the supervision of the Civil-military cabinet of His Majesty the Chief of State.

Expenses on personnel and material are covered by the budget of the Information Department.

Article II.- Article II of the former arrete is no longer valid. Articles 9, 12, 15 are maintained as previously.

Article III.- The Director of Cabinet is responsible for the execution of the present arrete.

Saigon, March 25, 1954
Signed: LE THANG

Seen.
No. 125
Saigon, March 16, 1954
authorized expenditures
Signed: Huynh-Van-Hon

No. 759 - BTC/NV
Approved
Saigon, March 22, 1956
For the Secretary of State
for Finances
Director of Cabinet
Signed: Nguyen-Xuan-Quang

No. 595 - BNV/NV/CH
Approved
Saigon, March 4, 1954
For the Secretary of State for the Interior
Director of Cabinet
Signed: Le-Dinh-Nho

STATE OF VIETNAM

Annex F

oooo
Ministry of Information

oo
No 18bis/ND/BTT

The Vice-President of the Govern-
ment, Minister for Information,
Propaganda and Psychological
Warfare.

o
Considering....
Considering....

ORDERS

Article 1.- The Secretary of State for Information discharges his functions through the following agencies placed under his control:

1. The Direction of Cabinet
2. The General Direction of Information
3. The Regional Direction of Information

CHAPTER I

Direction of Cabinet

Article 2.- The Direction of Cabinet is headed by a Director of Cabinet assisted by Attachés of Cabinet or chargés de mission and a chief secretary. It includes:

1. The Cabinet

- Confidential and reserved affairs
- Relations with the Presidency, other departments and regional administrations
- Coordinating the activities of various services dependent on the Department of Information.
- The Secretary of State's correspondence
- Special operations
- Special missions

2. The Private Secretariat managed by a Chief of Secretariat

- Registration of confidential correspondence
- Confidential records and records reserved for the Secretary of State,
- Visits, receptions, inspection tours
- Code service - secret code
- Interior and particular service

3. The Administrative Service is placed under the control of a chief of service and includes 3 bureaus:

- a) Bureau of Mail, Documentation, and Records.
 - Incoming and outgoing mail - Sorting of correspondence - Delivery of correspondence.
 - Acquisition of books magazines and management of the department library.
 - Statistical information - Filing documents
 - Records of the departments.
- b) Bureau of Personnel and Accounting
 - Organization, recruitment, supervision and administration of personnel,
 - Budgeting
 - Payment of personnel and materiel expenditures
 - Purchase, maintenance, and inventory of furniture and materiel.
- c) Bureau of Materiel and American Aid.
 - Control and maintenance of technical materiels
 - Radio-car, movie-car, radios
 - Mobile propaganda equipment
 - Cine-photo materiels
 - Checking stocks and supplying materiels to cine-photo laboratory
 - Materiels for cars
 - Use of American aid funds. Program of action
 - Reception and distribution of equipment materiel.

CHAPTER II

General Direction of Information

Article 3.- The General Direction of Information, placed under the control of a general director, deals with all political or technical questions concerning information, propaganda, and psychological warfare. The General Direction of Information includes:

- a- Service of Information
- b- Service of Propaganda
- c- Service of Psychological Warfare
- d- Service of National Radio-Broadcasting
- e- Special Services
- f- Regional Directions of Information

Article 4.- The Service of Information is placed under the direction of a chief of service and includes the following bureaus:

- a- Internal Service Information Bureau.
 - All information concerning political, economic and social events in Viet-Nam
 - Coordinating activities of the regional information services.
 - Drafting press articles for radio broadcasting programs and newspapers.
- b- External Information Bureau.
 - To provide external affairs agencies of national or foreign origin with all information on Viet-Nam.
 - To provide regional information services with information coming from external affairs agencies of national or foreign origin.
- c- Press Bureau.
 - Analysis and synthesis of press opinions.
 - Liaison with local or foreign press, press correspondents, press-conferences.
 - Press legislation, publications.
 - Application of regulations in force.
 - Relations with foreign journalists.
 - Information for the press.

Article 5.- The Service of Propaganda is placed under the direction of a chief of service and includes 6 bureaus:

- a- Internal Propaganda.
 - National activities in every field.
 - Mass organizations.
 - Indoctrination.
- b- External Propaganda.
 - Booklets, posters, photos for national or foreign agencies abroad.
- c- Mobile Propaganda.
 - Directives and techniques for regional mobile propaganda units.
 - School of psychology - information.
- d- Film and Photo Reporting.
 - Photos for information-halls, for the press and agencies abroad.
 - Laboratory
- e- Bureau of Management of Information Halls.
 - Management and organization of information halls. In agreement with the Secretary of State for Foreign Affairs, the Secretary of State for Information may set up information halls or information bureaus, in

foreign countries having diplomatic relations with Viet-Nam.

The organizational, financial, and personnel assignment methods concerning the above organizations as well as their relations with the Department of Information will be determined at a later date.

f- Radio-Broadcasting Bureau.

- Selecting and broadcasting news, and documentation.

Article 6.- The Service of Psychological Warfare is placed under the control of a chief of service and includes three bureaus:

a- Political Orientation and Supervisory Bureau.

- Planning the doctrine and keeping it up to date.
- Planning propaganda themes.
- Enquiry into political, and social problems which may interest Viet-Nam.
- Waiting weekly directives.
- Coordination of works performed by commissions.
- Control of public opinion and keeping files regarding this up to date.
- Directives for censorship.
- Supervising the carrying out of the adopted measures.

b- Bureau of General Information.

- Gathering information from Vietnamese, French, or foreign agencies.
- Review of local and foreign press - press and information agencies.
- Enemy and subversive propaganda.
- Synthesis of information.
- Daily news bulletin.

c- Technical and Executive Bureau.

- Instructions on the interpretation of the directives as well as on the use of broadcasting material and the organization of propaganda campaigns.

Article 7.- The Service of National Radio-Broadcasting includes:

- a- The central agencies.
- b- The national broadcasting station in Saigon.
- c- The regional broadcasting stations in Hanoi, Hue, Dalat.

Article 8.- The central agencies and the national broadcasting station are temporarily placed under the direction of the Chief of the National Broadcasting Service.

They include 4 bureaus placed under the control of chiefs of bureau:

- The administrative and financial bureau
- The broadcasting-program supervision bureau

- The bureau of broadcast program planning
- The technical bureau

The organizational and operational methods of these different agencies belonging to the Broadcasting Service and to the national broadcasting station in Saigon will be defined by decision of the Secretary of State for Information on the recommendation of the Chief of the National Radio-Broadcasting Service.

Article 9.- Each regional broadcasting station is managed by a deputy-chief of service and includes 3 sections:

- Administrative and financial section
- Broadcasting program planning section
- Technical section

All the regional broadcasting stations are directly dependent on the national broadcasting service; Expenditures on personnel and on material are covered by the National Budget.

However, in agreement with the Secretary of State for Information, the regional administrative authority may use the regional broadcasting station one or several hours a day for information purposes at the regional level.

Article 10.- The broadcasting station of Dalat, being in a particular geographic situation, is controlled by the Delegate of the Department of Information in the Crown Domain.

Expenditures on personnel and material are covered by the budget of the Information Department.

Article 11.- The special services include 4 bureaus:

- a- Bureau of Control of Films
 - Controlling imported movies or movies made in Viet-Nam.
- b- Theatre and Music Bureau
 - Staging of plays, selection of musical works for propaganda purposes.
 - Competitions in order to promote and to reward the best musical works and plays.
 - Grouping actors and amateur-musicians for propaganda operations.
 - Contact with theatrical troupes and artists.
- c- Cultural Affairs Bureau:
 - Struggle against illiteracy.
 - Popularization.
 - Organization of courses for adults.
 - All matters relating to letters and arts.
 - Organization of talks, lectures and exhibits.
- d- National Printing House in charge of publication of propaganda documents or, if need be, printing works ordered by different Vietnamese administrative organizations.

The organization and operations of the National Printing House will be determined by a subsequent arrêté.

Article 12.- Regional Information Services. In each region of Vietnam the Secretary of State for Information is represented by a Regional Director of Information. The latter is appointed by the Secretary of State for Information in agreement with the concerned Regional Governor.

The expenditures of the three regional services in South, Central and North V.N. are to be covered by the regional budget.

The information halls and bureaus of information in regions, provinces, districts, and villages are placed under the supervision of the regional information services. The expenditures required by the functioning of these different halls and bureaus are covered by regional budget.

Article 13.- In the Domain of the Crown, the Secretary of State for Information is represented by a delegate whose office is in Dalat and is appointed by the Secretary of State in agreement with the Imperial Cabinet.

The Delegate of the Secretary of State for Information in the Crown Domain has under his control, in addition to the broadcasting station of Dalat, the information hall of Dalat and its branches in the P.M.S. and P.M.C.

Chapter III

Article 14.- All previous provisions contrary to those of the present arrêté are abrogated.

Article 15.- The Director of Cabinet of the Department of Information and the General Director of Information are responsible for the carrying-out of the present arrêté which will be published in the Official Journal of Viet-Nam.

Saigon April 20, 1955

Signed: Lê-văn-Hoach

REPUBLIC OF V.N.

MINISTRY OF EDUCATION AND YOUTH

GENERAL DIRECTORATE OF YOUTH AND SPORTS

Arrêté no 31-GD/TN/ND
Organization of the Directorate
General of Youth and Sports in the
Ministry of Education and Youth.
November 1955

The Minister of Education and Youth

Considering.....
Considering.....
Considering.....

Orders:

Article 1.- The Directorate General of Youth and Sports, referred to in article IV of Arrêté No 56-LDTN/ND, under the Ministry of Education and Youth, shall be reorganized as follows:

Article 2.- The Directorate General of Youth and Sports, under the supervision of a Director General assisted by a Deputy-Director General, comprises:

- The Director General's Cabinet and
- 4 central Divisions

A - The Director General's Cabinet.

Article 3.- The Director General's Cabinet, under the direct control of the Director General, is composed of 2 sections:

- 1/ The Mail Section, under the supervision of a Section Chief, in charge of:
 - Reception, registration and distribution of incoming mail.
 - Registration of out-going mail.
 - Centralizing correspondence to be signed.
 - Correspondence in general.
 - Files and records.

- 2/ The Propaganda and Training Section managed by a Section Chief, in charge of:
 - Propaganda operations for Youth and Sports.
 - Creation of a theatrical troupe for mobile propaganda operations.
 - Press review.
 - Publication of reviews and papers on Youth and Sports.
 - Liaison with press, press conferences, issuing press communiqués.
 - Radio Broadcasts.

B - The Administrative Division.

Article 4.- The Administrative Division is under the control of a Division Chief, with 2 Sections:

- 1/ The Section of Personnel, Accounting, Materiel managed by a Section Chief, dealing with:
 - Application of principles related to employees of all cadres belonging to the Directorate.
 - Keeping files, curriculum vitae and personnel records book.
 - Keeping files regarding recruitment, appointment, transfers, special assignments, promotion, penalization, leaves, retirement, retiring allowances of employees belonging to the Directorate.
 - Purchase, maintenance, control and inventory of properties, materiel and equipment belonging to the Directorate.
 - Keeping accounting books on material and salary.
 - Paying salary, retiring pension, allowance fund, for personnel of the Directorate.
 - Settling accounts of advanced funds.
- 2/ The Legislation and Research Section under a Section Chief, in charge of:
 - Research and study of general documents relating to administration, youth, sport and cadre training in order to bring about improvements or to make suggestions to the Director General.
 - Research in the fields of legislation and principles in order to plan appropriate means for solving problems or for carrying out activities before the technical divisions take charge of these.

C - The Youth Division

Article 5.- The Youth Division, headed by a Division Chief, comprises 2 sections:

- 1/ The Section of Young People's Affairs managed by a Section Chief, in charge of:
 - Documentation on and programs of youth organization for the whole country.
 - Statutes and regulations for associations of young men, young girls and boys.
 - General program of activities for young people.
 - Statistics.
- 2/ The Liaison and Control Section under Section Chief, in charge of:
 - Liaison and coordinating activities of various youth organizations.
 - Congress and rallies of V.N. youth with international youth.

- Organization of Summer camps, clubs, youth hostels, libraries.
- Center of professional orientation.
- Stadium for youth.
- Special operations.

D - Division of Physical Education and Sports

Article 6. - This Division, managed by a Division Chief, has 2 Sections:

- 1/ The Physical Education Section under a Section Chief, in charge of:
 - General documentation on physical education.
 - Methods and programs for physical training in schools and masses.
 - School or popular sport certificate.
- 2/ The Sport Section managed by a Section Chief, in charge of:
 - General documentation on Sport.
 - Sport Charter.
 - Liaison with and coordinating activities of the National Sport Committee, the National Athletics Committee and all the Sportive Associations.
 - Grant of financial aid to sportive organizations
 - School sport, popular sport.
 - Health and hygiene in sports and medical control of all sportive activities.
 - Delivery of certificates to sportmen.
 - Study and popularization of sanitation and hygiene conditions in sports.
 - Training of physical therapeutics.

E - Cadres' Division

Article 7. - This Division, managed by a Division Chief, has 2 Sections:

- 1/ The Section of Technical Education directed by a Section Chief, in charge of:
 - Program of instruction for Cadres and Youth Training Schools.
 - Program of instruction for in-service training courses for Youth and Physical Training courses designed for school teachers.
 - In-service training lessons and text books for Instructors and Youth Cadres.
 - Organizing of entrance exams and graduation ceremonies for Youth Cadres Training Schools.
 - Checking and supervising technical activities of Instructors and Cadres (creation of a Inspection committee composed of 2 representatives of the Youth

Division and the Physical Education Division)

- 2/ School Management Section directed by a Section Chief in charge of:
- Organization of Youth and Cadres Training School, of in-service-training courses.
 - Budgeting for schools.
 - Grant of scholarships to technicians studying abroad.
 - Delivery of Instructor certificate.
 - Controlling activities of all schools.

Article 8.- Any previous provisions contrary to this Arrêté, particularly Art. 8 of Arrêté No.56LDTN/ND of Dec. 31, 1956, are abrogated.

Article 9.- The Cabinet Director of the Ministry of Education and Youth and the Director General of Youth and Sport shall enforce this arrêté in accordance with their respective responsibilities.

Saigon, November 26, 1955

Nguyen-dương-Đôn
Minister of Education and Youth

TRANSLATION OF DECREE No 257-ND/BTT
FOR THE REORGANIZATION OF THE DEPARTMENT OF INFORMATION
AND PSYCHOLOGICAL WARFARE

--oOo--

THE SECRETARY OF STATE FOR INFORMATION AND PSYCHOLOGICAL
WARFARE

Considering the Provisional Constitutional Act of 26-10-1955.
Considering Decree No 4-TTP dated October 29, 1955 providing
for the composition of the Government of the Republic of Viet-Nam.
Considering Decree No 36-TT of 10-9-1949 fixing the attributions
of the Information Department.
Considering Circular No 67-CV of 22-12-1954 of the Prime Minister
providing for the nomination of Departmental Secretaries General.
Considering Decree No 18bis-ND/BTT of 20-4-1953, the organization
of the Information Department has been altered in compliance with
Decree No 88bis-ND/BTT of 25-3-1954.

In view of the requirements of official business,

D E C R E E S :

Article 1.- The Department of Information and Psychological
Warfare is composed of the following organisms directly subordi-
nated to the Secretary of State:

- 1.- Directorate of the Cabinet.
- 2.- Secretariat General.

I.- CHAPTER ONE - THE DIRECTORATE OF CABINET

Article 2.- The Directorate of Cabinet is placed under the
direction of the Director of Cabinet, assisted by a Chief of
Cabinet, 2 Chargés d'Affaires, 2 Charges de Mission, 1 Private
Secretary, assistants and is composed of

- 1) THE OFFICE of Chief of Cabinet in charge of:
 - Political, private and confidential affairs
 - Relations with the Presidency, the Departments, and
Administrative organs and specialized agencies.

- Records of the Cabinet Council and the Inter-department Council.
- Setting the policy of various Offices, Services, Sections subordinated to the Information Department and giving general directives to follow, supervise, control and give assistance to various organs of Information.
- Official and special assignments.
- Making of decisions on promotion and award of medals.

2) OFFICE OF THE PRIVATE SECRETARY headed by a Private Secretary, in charge of the reception, the custody and the typing of secret official documents:

- Private correspondence of the Secretary of State
- Tours of inspection.
- Keeping of secret records and private records of the Secretary of State.
- Internal relations and private affairs of the Secretary of State.
- Supervision, arrangement, and decoration of premises for important meetings and for celebrations organized by the Information Department.

II.- CHAPTER TWO - SECRETARIAT GENERAL

Article 3.- The Office of the Secretary-General is placed under the directive of the Secretary-General for handling administrative, financial matters and with the purpose to co-ordinate the activities of Offices, Services and Sections subordinate to the Information Department.

The Secretary-General has 3 Information Supervisors who have the same attributions as the Chiefs of Service of a dependent service.

The Secretary-General can ask the Supervisors to give assistance to Offices and Services in the Department of Information.

The Secretariat General is composed of:

- Section of archives
- Administrative Service
- Foreign Aid Service
- Cadre training and organization of agencies
- Service of Information and Press.
- Service of Psychological Warfare.
- Service of Radio Broadcast
- Cultural Affairs.

Article 4.- The Archive Section, headed by a Chief of section responsible for:

- Reception, registration of incoming and outgoing official documents.
- Distribution of official documents
- Registration and sending of cables
- Collecting of official papers and submission to Secretariat General Office of the Secretary of State for signature.
- Diffusion of instructions and circulars from the Presidency and from the Secretary of State for Information and Psychological Warfare.
- File of state documents.
- Custody and file of general records and archives of the Department.
- Administration of the central library
- Inventory of archives and libraries of agencies subordinate to the Department.

Article 5.- The Administrative Office, placed under the direction of a Chief of Service, is composed of:

a) - Personnel Section headed by a Chief of Section in charge of:

- Personnel administration, recruitment, nomination, promotion, special assignments, discipline, leaves, leave without pay, sick leave, retirement, dismissal.
- File of individual records.
- Keeping of official books, control of personnel,

b) - Accountancy section, headed by a chief of service responsible for:

- General accountancy, preparation of the Department budget, control of budget expenditure, supplementary budget, budget allocations, checking the payment of allowances of Offices, Services, Sections, control of the Department Funds, earmark expenditures of the Department, book-keeping, periodic reports on accounting status.
- Payroll: allocations, statement of affairs, allowance request, deposit of reserve funds into the Pension Fund, checking of Department payroll.

c) - Materiel Section, under the direction of a Chief of Section, in charge of...

- allocations, statement of affairs, making bills on materiel expenditure.
- price estimation, purchase of supplies, reception, custody, repairing of furniture, equipment and materiel, and custody of warehouses
- caring for, repairing, and distribution of Department official cars.
- management of warehouses
- reception and distribution of equipment and materiel.
- Control of equipment, furniture, and materiel of various Offices, Services and Sections of the Department, and custody of the general warehouse.

d) - Juridical and Study Section headed by a Chief of Section responsible for:

- Study, elaboration, interpretation of laws concerning the press, publications and radio, film, and cinema.
- Settlement of disputes which may arise in the application of laws cited above.
- Study of juridical questions under consideration by the Presidency or governmental Departments prior to their introduction to the Cabinet Council.
- Study and implementation of resolutions of the Cabinet Council of inter-departmental committees on the juridical plane.

Article 6.- FOREIGN-AID SERVICE, headed by a Chief of Service, and composed of:

a) - Administration and Planning Section, directed by a Chief of Section in charge of:

- Handling of foreign-aid materiel and equipment.
- Maintain relations with various Administrative agencies, study and supervision of foreign aid.
- Deal with Foreign Aid National Councils and related regional agencies
- Gathering and study of proposals of regional Information Services.
- Drafting of bills and projects.
- Supervising the implementation of projects
- To alter and to complement projects

b) - Accountancy and Materiel Section: directed by a Chief of Section, responsible for:

- Keeping of books on storage, receipt and deliverance of foreign-aid materiel and equipment.
- To pay the expenditures related to Foreign-aid fund.
- To distribute materiel and equipment provided by Foreign Aid.

Article 7.- Service of Cadre Training and Organization of Agencies, directed by a Chief of Service, composed of 4 Sections:

a) - Propaganda-Training Section, headed by a Chief of Section in charge of:

- Elaboration of training program for Information cadres
- Drafting of training lessons.
- Drafting of instructions for teachers.
- Designation of field teachers to give assistance to regional training courses.
- Supervision of the implementation of the program, alteration and completion of training program.

b) - The Organization and Control Section, under the direction of a Chief of Section, whose functions are defined below:

- Maintain relations with Regional Administrative agencies, to arrange and to prepare the general organization.
- Organize the intermediate School for Information Cadre at Saigon, to form and train cadres.
- Courses for Regional Information cadres, and in service training courses for cadres.
- Organization of Information agencies from village to province level.
- Supervision, control of the organization of agencies cited above in order to alter, improve and complete their organization.

c) - Administration Section, headed by a Chief of Section, charged with:

- Draft and propose statute of Information cadres at various levels.
- Draft the statute of schools, and courses for Information Cadres.

- Work out the budget for schools, and courses for Information Cadres.
- Administer the Cadres' List.
- Administer the schools and the courses for Information Cadres
- Custody of individual records of students of various schools, and courses for Information Cadres.
- Keeping of books and payroll, promotion and transfer of personnel, discipline, dismissal, and attendance reporting.

dd) - Mobile Propaganda Section under the direction of a Chief of Section in charge of:

- Organization of mobile propaganda teams to supplement to Regional Information agencies.
- Drawing up of program for mobile propaganda work.
- Maintaining of relations with regional agencies, organization and timing of propaganda performances for mobile propaganda teams.
- Follow the activities of the mobile propaganda teams and improve the program of action.

Article 8.- The Information and Press Service, placed under the supervision of a Director, is composed of:

- 1 - The Information Section
- 2 - The Press Section
- 3 - The Film Control Section.

Article 9.- The Information Service, headed by a Chief of service and distributed as follows:

- a) - News Section directed by a Chief of Section who is in charge of:
- Reception, documentation of news and other data for information purpose.
 - Distribution of news and documents from newspapers and publications, radio, news bulletins, Vietnam Presse.
 - Assignment of press correspondents to cover meetings and public gatherings.
- b) - Translation Section headed by a Chief of Section, in charge of:
- Translation of articles, stories, documents from foreign sources into Vietnamese.

- Translation of articles, news, from Vietnamese into foreign languages.
- c) - The Photo-Film Section, headed by a Chief of Section in charge of:

- Taking of pictures and shooting of films during official ceremonies, tours of the President or top government officials,
- Photographing and shooting of films on activities of common interest for the Nation.
- Film reporting
- Supply cuts for the press, information halls, and governmental agencies
- Direction supervision and control of dark room and studios.

Article 10.- The Press Service, headed by a Chief of Service, includes:

- a) - The General Affairs and Press Section, directed by a Chief of Section, has 2 divisions:

- General Affairs Division:
 - To supervise the application of journalistic procedures and principles.
 - To deliver and withdraw press licences
 - To buy and distribute newspapers
 - To establish political records of each newspaper.
 - To organize press conferences.
 - To make the list of local and foreign journalists.
- The Press Division:
 - To review dailies and weeklies
 - To analyze and to synthesize the opinions and political tendencies of local and foreign press, (daily, weekly and monthly reporting).
 - To maintain relations with the press, with publishers, journalists, in accordance with instructions from the Information Secretary.
 - To prepare and draft texts for use in press conferences held by the Secretary for Information.

b) - Foreign Publications Control Section.

- To control and censor foreign publications.
- To establish statistics on imported foreign publications.
- To report on political trends of foreign publications.

Article 11.- Film-control Section headed by a Chief of Section, in charge of:

- Censorship of imported films and films produced in Vietnam.
- Monthly reports on political tendencies, technique and business trends of film producers.
- Drafting and keeping of records on political, technical and business trends of each film producer.
- Studying and proposing proper measures to regulate the production and importation of films.

Article 12.- The printing-office, placed under the direction of a Chief of Section in charge of:

a) - Administrative division.

- Official papers, filing of records.
- Recruitment and management of employees and workers, report on time and attendance of personnel.
- To work out the budget.
- Accountancy.
- Materiel
- Keeping of books on storage.
- Control and management of supply-clerks.

b) - Technical Section headed by an overseer, in charge of.....

- Acknowledging printing assignments.
- Distributing and arranging technical work.
- Aesthetic presentation.
- Make up and printing of Information documents (leaflets, magazines, posters, propaganda drawings).
- Caring for and repairing of machine and equipment.

Article 13.- Psychological Warfare Office under the direction of a Director, includes:

- Documentation Service
- Field Propaganda Service

Article 14.- Documentation Service, under the direction of a Chief of Service includes:

- a) - The Political Section headed by a Chief of Section, entrusted with the collection of documents on political organizations, other organizations, political personalities, and foreign countries.
- b) - The Social-Economic Section headed by a Chief of Section who supervises the collection of social and political documents in the national zone, in Viet-Cong zone and in foreign countries.

Article 15.- The Field Propaganda Service, directed by a Chief of Service, is composed of:

- a) - Internal Propaganda Section:
 - 1) - Rural Division
 - 2) - Workers' Division
 - 3) - City Division (students, female civil servants, industrialists and businessmen).
- b) - External Propaganda Section, headed by a Chief of Section
- c) - Counter Propaganda Section .

Article 16.- The Radio-Broadcast Service, placed under the direction of a Director, is divided into:

- 1) - Administrative Service
- 2) - Technical Service.

Article 17.- The Administrative Service, headed by a Chief of Service, is composed of:

- a) - The Administrative and Accounting Section, headed by a Chief of Section responsible for:
 - 1) - General Administrative Division
 - Drafting of official notes on general questions related to the National Broadcasting Service and Saigon Radio Station.

- Receiving, distributing and sending of official notes of the National Broadcasting Service (NBS) and Saigon Radio Station (SRS)
- Filing of official notes and records of the NBS and SRS.
- Recruiting, distributing and administration of the NBS and the SRS personnel and of the Dalat, Nhatrang and Hue radio stations personnel.
- Purchase, distribution, custody of equipment, machine, materiel for the National Radio Broadcasting Service and Radio Station.
- Typing, mimeographing of official notes and other papers for the NRB and SRS.
- Handling of cars for the NRB and the SRS.
- Maintenance of the NRB and SRS

2) - Book-keeping and Radio Tax-Collecting Division

- Payment of salary and allowance to personnel and of expenditure on materiel of the National Broadcasting Service and Radio Stations of Saigon, Dalat, Nhatrang, Hue.
- Implementation of budget, earmark expenditures for the National Radio Broadcasting service and Radio Stations.
- Book-keeping on matters relating to tax-collecting on radio-set
- Custody of the Advance Fund and the Compensation Fund of Saigon Radio Station.

b) - The Radio Program-Planning Section, headed by a Chief of Section in charge of:

- Planning the broadcasting program for Saigon Radio and control of broadcast program of other national radio stations.
- Mobilization of speakers, musicians, singers, chorists and specialists of Saigon Radio
- Custody of and planning the purchase of records for Saigon Radio and for other national radio stations.
- Minute preparation to insure effective broadcasts for Saigon Radio.

c) - News and Comment Section, headed by a Chief of Section responsible for:

1) - The News Division

- Search of news by all possible means for Saigon Radio
- Study and selection of news.
- Processing and editing of news bulletin for Saigon Radio and, if possible, to supply hot news for other National Radios.
- Checking of news broadcast by other national radio stations.

2) - "Comment" Division

- Study of news, review of Vietnamese and foreign papers to seek topics and, if necessary, to find counter-measures.
- Editing of daily comment bulletins for Saigon Radio and, if necessary, for other national radio stations.
- Checking of comment bulletins of national radio stations broadcasted by the same stations.
- Follow and carry out the instructions of the Government related to political trends for popularisation or exploitation purposes.

d) - The Cultural Section directed by a Chief of Section in charge of:

- Organizing the choirs, musical and drama groups for Saigon Radio.
- Working out cultural programs for Saigon Radio and, if necessary, for other national radio stations.
- To control cultural programs of national radios and to give necessary instructions, proper and new directives on culture for National Radios.
- Censorship of songs, musical pieces, sketches and operettas presented at Saigon Radio.
- Statement of compensations for artists of Saigon Radio.

- Making lists of publications, sketches or other literary works for the all-Vietnam Copyright Association
- Handling of correspondence

Article 18.- The Technical Services, headed by a Chief of Service is composed of:

1) - News Reception Section and the Mechanical Section, directed by a Chief of Section.

a) The News Reception Section in charge of:

- Receiving, typing of news intercepted from worldwide radio network for use at Saigon Radio, in Vietnam Press, and if necessary, at other national radios.

b) The Mechanical Section

- Supervising, directing, and repairing of all machines and technical equipment of Saigon Radio (low-frequency structure)
- Checking of machinery and technical equipment of National Radio.
- Studying and dealing with technical problems of National Radios.
- Preparing, receiving, storing, and distributing of machinery and technical equipments.
- Installing of microphones, loudspeakers during official ceremonies and receptions.

2) - High-frequency Broadcasting Center, headed by a Chief of Section, in charge of:

- Supervising, directing and repairing of transmitting apparatus, transmitting aeriels, receiving aeriels, aerial wires and generators of Saigon Radio.
- Preparing, receiving, storing and distributing of transmitters and accessories.
- Checking of apparatus and equipment cited above for other national radio stations.
- Studying and dealing with technical problems related to high-frequency broadcasts of all National Radios.

Article 19.- Cultural Affairs Service placed under the direction of a Chief of Cultural Affairs Service who holds the same position as a Chief of Service and composed of 3 divisions:

- 1) - The Secretariat
- 2) - Documentation and study of cultural affairs.
- 3) - Propagation of culture.

Article 20.- The Secretariat is in charge of the handling of official notes, filing of records, general administration for the entire service, and receptions.

Article 21.- Cultural Documentation and Study Section, headed by a Chief of Section, in charge of:

- Documentation, study and research on all branches of science, culture and art.
- Planning activities on culture and art.
- Foundation custody and administration of cultural and art library.
- Organization and arrangement of a reading room for cultural and artistic circles.

Article 22.- Cultural Propagation Section, headed by a Chief of Section in charge of:

- Organizing and giving aid to cultural, artistic groups, holding conventions on cultural, art, sponsoring conferences and other cultural contests, organization of clubs.
- Supervising the work of Mobile Cultural Propaganda Division.
- Maintaining relations with the Art and Cultural Division of various agencies and groups.
- Writing, editing and publishing newspapers, reviews on cultural and art for the Information Department.
- Assisting cultural groups to publish papers aimed at developing the national culture.

Article 23.- All articles contrary to this Decree are to be abrogated.

Article 24.- This Decree shall be effective from 1-7-1955.

Article 25.- The Director of Cabinet and the Secretary General of the Department of Information and Psychological Warfare are to carry into effect this Decree.

Saigon, 2-12-1955

Signed: TRAN-CHANH-THANH

REPUBLIC OF VIETNAM

Department of Information
and YouthThe Secretary of State for Informa-
tion and Youth,

No. 54-ND/BTT

Considering the provisional Constitutional Act of October 26, 1955 creating the Republic of Vietnam;

Considering Order No. 4-TTP of October 29, 1955 fixing the composition of the Government;

Considering Order No. 36-TT of September 10, 1949 fixing the function of the Secretary of State for Information;

Considering Arrêté No. 257-ND/BTT of December 2, 1955 reorganizing the Department of Information and Psychological Warfare;

Considering Order No. 30-TTP of December 3, 1955 changing the Department of Information and Psychological Warfare into the Department of Information and Youth;

Considering Ordinance No. 17 of December 24, 1955 reorganizing the Regional Administration.

ORDAINS

Article 1.- A Directorate of Information is organized in South Vietnam and PMS.

Article 2.- The Directorates of Information in South V.N., Central V.N. and PMS are under the supervision of a Director.

The Directors of the Regional Directorates of Information will be appointed by the Secretary of State for Information after taking advice from the Government Delegates to each region.

Article 3.- The formation of the Regional Directorates of Information is as follows:

1. Administration Office,
2. Information and Press Office,
3. Psychological Warfare Office,
4. Protocol Office,
5. Control Section.

Article 4.- Each office is divided into several sections supervised by a chief of service. The duty of each section is as follows:

I. Administrative Office

1.- Correspondence section:

- Special operations
- Contract, application form etc...
- Reception and distribution of correspondence
- Liaison and coordination of the sections of the Directorate.
- Gathering and presenting the files to the Director for decision and signature.
- Keeping the files and documents of the Directorate
- Gathering and utilizing of received documents
- Transmission of political, administrative, economic, social information to the Information and Press Office, and Psychological Warfare Office.
- Conservation of submitted copies of publication issued in South VN (daily and weekly newspapers, books, poetry songs, theatrical plays, fiction, etc....)
- Periodic reports.

2.- Accounting section (Personnel, Material, official cars...)

- Method recruitment, assignment, leave, promotion, reward of personnel
- Setting up of the personnel estimated salaries and preparation of invoices on materiel.
- Purchase and maintenance of materiel.
- Materiel inventory.
- Miscellaneous supply
- Estimation and utilization of the budget.
- Control and maintenance of official cars.

II. Information and Press Office

1.- Censorship section: Press regulations.

- Censorship of the Vietnamese, French and Chinese press.
- Delivery of license to issue daily or periodic newspapers.
- Press sanctions applied and submitted to high authorities.
- Press review
- Communiqué.
- Press conference.
- Censorship and issuance of license for the publication of books, pictures, leaflets, slogans, records, songs etc...
- Censorship and approval of theatrical plays, speeches or conversations.
- Supervision of theatrical performances...
- Preparation of monthly statistical reports.

2.- Information section:

- Gathering and exploiting documents sent down by high authorities.

- Liaison and combining relations between the Information Offices.
- Centralisation and exploitation of regular reports sent in from all Information halls.
- Organization and supervision of Information halls.

3.- Photo-film section:

- Centralisation, maintenance, exploitation of photo-film document.
- Photo-reporting and movies.
- Development of photo and movie film sent in from different services.
- Keeping and maintenance of photo-film equipment.

III. Bureau of Psychological Warfare

1.- Study section:

- Study of program and plan for writing propaganda documents, slogans, leaflets.

2.- Training section:

- Organization of cadre-training courses

3.- Propaganda and Psychological Warfare section:

- To collaborate with artistic organizations to work on news and propaganda documents sent in from different provinces.
- Field propaganda operations,
- Use of high frequency radios;
- Distribution, posting of propaganda leaflets,
- Organization of meetings,
- Movies and theatrical performances.

IV. Bureau of Ceremony and Public relations.

1.- Ceremony section: Charged with the organization of official celebrations, public meetings.

- Planning programs of public entertainments, official ceremonies

2.- Section of Public Relations: Contacts with foreign residents to make them know and think favorably of Vietnam.

Organization of conferences to explain measures affecting foreigners taken by the Government.

V. Control section.

This section is composed of representatives of bureaus charged with controlling and supervising field information activities.

This control is supervised directly by the Director.

Article 5.- Chiefs of Bureau of the regional Directorate of Information are appointed by the Secretary of State upon the proposal of the regional Director. They are entitled to the same allowances as a provincial chief of bureau.

Article 6.- A Information Service will be set up in each province or city. These services will be headed by provincial chiefs of service. The Information Service of Saigon-Cholon will be directed by a Chief of Service.

Provincial Chiefs of Service are entitled to salary allowances in compliance with the present regulations and appointed by the Secretary of State upon the recommendations of the Regional Director.

Article 7.- Each Information Service includes:

- Correspondence section;
- Information and Press section;
- Psychological Warfare section;
- Ceremony and Public Relations section.

Article 8.- In the provinces where there is no Youth Service, a deputy chief of Information Service is put in charge of Youth with the assistance of one or several Youth leaders.

Article 9.- An Information section will be set up in each district. It will be managed by a chief of section assisted by several cadres.

Information in each village is managed by one or several cadres.

Article 10.- District Information sections and village Information are also in charge of Youth when no youth organization is available.

Article 11.- All previous provisions contrary to this arrêté are abrogated.

Article 12.- The Director of Cabinet and the Secretary General of the Department of Information and Youth are responsible for carrying out this arrêté.

Saigon, February 29, 1956
TRAN-CHANH-THANH