

of cooperative societies - Vietnam
V-SX-59

REPUBLIC OF VIETNAM

COMMISSARIAT GENERAL FOR COOPERATIVES
AND AGRICULTURAL CREDIT

**THE
COOPERATIVE RESEARCH
AND
TRAINING CENTER**

1960

REPUBLIC OF VIETNAM

COMMISSARIAT GENERAL FOR
AND AGRICULTURAL CRE

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**THE
COOPERATIVE RESEARCH
AND
TRAINING CENTER**

1960



President NGÔ ĐÌNH-DIỆM

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« ... Our society rests on two solid pillars : the family and the community. It is up to us to complete this traditional socio-political duality by the coordinated addition of a third element, cooperative organizations, economic units functioning to ensure the necessary material conditions for the integrated life of the family and administrative units of the community.

By reducing to a minimum the role of intermediaries, by habituating its members to the current practice of fair price and equitable division of burdens and income, the cooperative system also brings to the peasants the living experience of the true democratic life... »

(Excerpt from the message of
President NGO-DINH-DIEM to the
National Assembly on the Opening
Session of October 6, 1958).

INTRODUCTION

« It is truly said that cooperation is an economic movement which aids education — But one can also say that cooperation is an educational movement which aids economic action ».

This statement, written in 1933 by M.P. Watkins, Director of the International Cooperative Alliance, not only stresses strongly and deeply the ultimate purpose of cooperation, but also emphasizes the cooperative education which is the basic corner stone of all cooperative movements.

Cooperative education has the purpose of acquiring the habit of seeing, thinking, and judging to conform to the principles of the cooperative ideal. To achieve this purpose, it requires, at the same time, intellectual, moral, and social training, which is the base of all conviction and parting away from all working principles.

In Việt Nam, as in most Asian countries where the cooperative movement is still new, there is a need of drafting an extensive teaching and educational program in order to spread, as far as possible, theoretical and practical cooperative knowledge.

Due to the importance of this task, we started it with vigor a couple of years ago.

Thanks to the technical and financial aid of the Cooperative League of the USA and of USOM, a first Center for the teaching of cooperation was opened in May 1959 in Saigon. This was the *Cooperative Research and Training Center*. Before the setting up of the Center, USOM made contribution for the organization of some special training and refresher courses in case of need, (but now), due to the existence of the Center, these courses can be conducted regularly and systematically.

The principal activities of the Center are :

1) To train cooperative officers, cooperative civil servants, managers and employees of cooperatives (Pre-Service Training).

2) To provide Refresher courses to existing cooperative officers (In-Service Training).

3) To offer Cooperative education to the Cooperative members.

4) To undertake information and cooperative education to the public in general.

5) To work on social research and investigation to find out the optimum conditions for the solid implantation of cooperative institutions in different social localities, rural as well as urban.

In addition to the functioning of the Center, we will show its activities during the first year of operation under the following outline :

Chapter I. — Creation, functions and organization of the Center.

Chapter II. — Conditions for admission. School regulations — Study programs and teaching techniques.

Chapter III. — Activities of the Center — Extension projects — Its prospective future.



CHAPTER I

CREATION, FUNCTIONS AND ORGANIZATION OF THE CENTER

A. — CREATION AND FUNCTIONS

The Center was set up by the authority of presidential Arrêté N° 711/TTP/HTX/NT of May 14, 1959. (See Annex I)

According to article 2 of this basic document, the Center will :

- train civil servants for the cooperative movement,
- organize refresher courses for officials and civil servants working in the cooperative services,
- train and provide refresher courses for the cooperative directors and employees,
- train cooperative administrators,
- train officers who are in charge of propagating the cooperative movement,
- do research, investigations and gather documents in different branches of cooperation within our own country as well as in foreign ones,
- to make studies on the most efficient functioning of cooperative organization, in collaboration with the services and organizations in charge of the cooperative movement,
- exchange documents with similar organizations of foreign countries

- compose books and documents of all kinds for the propagation of cooperatives,
- collaborate with schools for the teaching of cooperation.

B. — ORGANIZATION

The Administrative Board.— Put directly under the authority of the Commissioner General for Cooperatives and Agricultural Credit, the Administrative Board consists of:

- The Commissioner General for Cooperatives and Agricultural Credit **Chairman**
- A Representative of the Department of National Economy **Member**
- A Representative of the Department of Agriculture **Member**
- A Representative of the Department of National Education **Member**
- A Representative of the Direction of Planning **Member**
- A Representative of the Direction of National Budget and Foreign Aid **Member**
- The Director of the Research and Planning Directorate of the Commissariat General for Cooperatives and Agricultural Credit **Member**
- A Representative of the National Cooperative Federation **Member**
- The Director of the Cooperative Research and Training Center **Member**

The Administrative Board, which meets at least once

every three months, has the role of studying and deciding all matters concerning the functioning of the Center.

Direction.— The Center, which is composed of two divisions, is headed by a director. These two divisions are :

— the Division of Instruction and Training is in charge of working out study programs, of organizing courses, field training, and examinations.

— the Division of Research and Documentation is in charge of collecting documents, setting up a library, publishing books, documents, study manuals and distributing them, conducting research and investigations in different social localities for the implantation of the cooperative movement, and of studying efficient methods for cooperative organization and management.

Professors Council.— The teaching staff is composed of full time and part-time professors. (Annex 2 : teaching staff).

The Professors Council, the president of which is the Director of the Center, approves the hours of the courses, gives opinions and observations concerning the program and teaching methods, the examinations during and at the end of the school year.

Disciplinary Council.— Presided over by the Director of the Center, this Council is composed of four members : the Chief of the Instruction and Training Division, two professors, and a student representative.

Besides the verbal admonition by the Director of the Center, other penalties which may be imposed by the disciplinary council are temporary expulsion or final expulsion. The records of these penalties are filed in the student records.

Budget.— The Center is operated with an autonomous budget. It consists mainly of 4,500,000\$00, provided by the Cooperative League of the USA. This amount is for the use of the Center for a minimum period of 2 years.

See Annex 3: Agreement signed on May 7, 1959 between the Commissioner General for Cooperatives and Agricultural Credit and Mr. Carl R. Hutchinson representing the Cooperative League of the USA.

USOM also gives an annual credit of VN\$ 2,000,000 to organize refresher courses for cooperative and credit personnel.

CHAPTER 11

CONDITIONS FOR ADMISSION, SCHOOL REGULATIONS, STUDY PROGRAMS AND TEACHING METHODS.

I.— CONDITIONS FOR ADMISSION

To be admitted in one-year course, the candidate must have one of the following qualifications :

a) Ages from 18 to 28, and graduate from the School of Commerce or any other technical school whose salary index, after nomination, in the national cadre is equal or above 320. A percentage of students admitted to each class is reserved for students mentioned above. Besides they enjoy an addition of 3% preference grade.

b) Age 18 and 28 years and holding the diploma of Baccalaureat.

c) Civil-servants whose salary index is equal to or above 300.

To be admitted in six-month course, one of the following qualifications is required :

— Age 18 to 28 years and holding a high school Diploma.

— Non-commissioned public servants having Elementary School Diploma and having worked for at least 2 years in a cooperative or agricultural credit institution or 3 years in other institutions.

Auditors are also allowed to attend classes at the Center.

Each non-civil-servant student of the one-year and six-month courses is granted a monthly allowance of VN\$ 1,500 and VN\$ 1,000 respectively. Civil-servant students continue to receive their regular salary from their service.

II. - SCHOOL REGULATIONS

While waiting for the time when we can build a boarding house, the students live in various places outside of school.

Students are required to attend all classes regularly. If a student misses a total number of hours equal to 1/8 of the hours of the course, he will not be permitted to take the final examinations unless the Professors Council allows him to do so.

III. - STUDY PROGRAMS

The study programs for the one-year and six-month courses are presented in the tables below.

The period of study is fixed as follows :

— For one-year course : 945 hours, plus two months of field training at the Provincial Cooperative and Agricultural Credit Services, at the Cooperatives and at the Central Offices of the Commissariat General for Cooperatives and Agricultural Credit and Farmers' Associations.

— For six-month course : 535 hours plus one month of field training.

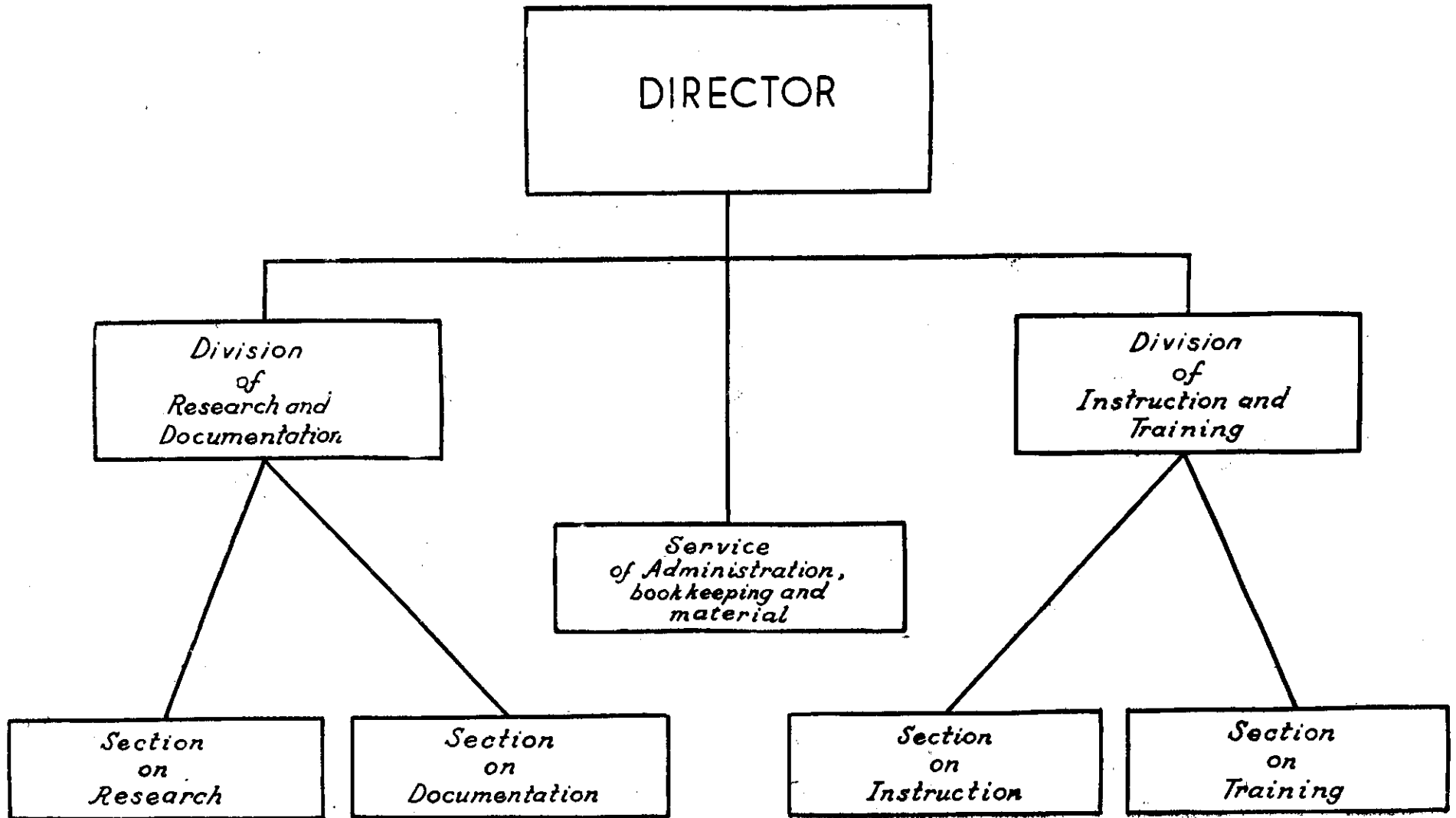
The training program consists of :

— General subjects relating to cooperatives, including basic information on political economy, civil law, commercial law relating to cooperatives and agricultural credit, and subjects



Mr. TRẦN-NGỌC-LIÊN Commissioner General for Cooperatives and Agricultural Credit, representing the Government of the Republic of Viet Nam and Mr. C. R. HUTCHINSON representing the Cooperative League of the U.S.A. sign the Agreement of May, 7, 1959.

ORGANIZATIONAL CHART
of
THE COOPERATIVE RESEARCH AND TRAINING CENTER



concerning man and his medium such as rural sociology and methods of working with people.

— Technical subjects including management of enterprises, cooperative accounting, commercial arithmetics, and verification and control.

— Cooperative course itself including History of the Cooperative movement, its basic principles, its forms, methods of organizing a cooperative, dynamic management of cooperative enterprises, cooperative education, and public relations.

a) *One year course.*

COURSE SUBJECTS	Total number of hours of courses
Vietnamese economy	30
Economics related to cooperatives	40
Commercial law related to cooperatives	40
Civil law related to cooperatives	40
Rural sociology	30
Methods of working with people	50
Cooperatives	200
Agricultural Credit	80
Bookkeeping	250
Agricultural credit bookkeeping	20
Commercial arithmetics	25
Administrative writing	20
English	90
Political talks	30
Total	945 hours

b) *Six-month course.*

COURSE SUBJECTS	Total number of hours of courses
Vietnamese Economy	30
Rural sociology	15
Cooperatives and Farmers' Associations	100
Agricultural Credit	50
Methods of working with people	40
Bookkeeping	150
Agricultural Credit bookkeeping	20
Commercial arithmetics	15
Administrative writing	20
English	50
Political talks	15
Total	535 hours

The study programs of all classes have been carefully studied and constantly readapted to promote teaching which inculcates theory as well as practice in spite of the short duration of study. Besides the general knowledge securing profound unity of the doctrine and cooperative principles, we strive to guide the students toward a concrete action in order to prepare them for the job of executing the governmental programs of rebuilding the economy and modernizing the rural area.

Once the students complete their schooling, they will contribute their part to the building of local teaching Centers, and also serve as mobil advisors to the cooperatives in order to divulge the best techniques in management. (See Annex 4)

IV.— TEACHING TECHNIQUES

« To know in order to act », is the motto that we use as guide in organizing study courses.

Therefore, we exclude to the extent possible, sclerotic methods of a purely pedantic teaching and try to have an active teaching in order to develop in the students the sense of live reality and of concrete action.

At the end of each course, discussion meetings are organized in order to raise personal reflection and judgments.

Besides the discussion meetings, we also use other technical methods of collective training such as seminars, case studies, psychological and social drama, demonstration and experimentation.

The audio-visual techniques are also used including tableaux, charts, sketches, movies...

Finally, as we have stated above, at the end of each course, the students must take one or two month field training in the Provincial Agricultural Credit and Cooperatives Services or in the cooperatives in order to gain practical knowledge and to acquire essential basic experience.

During the period of study in school, we also organize visits to cooperatives under the guidance of trained technicians.

We also plan to seek scholarships for the best students of different classes to go abroad to study or to make observation trips.

V. — ADVANTAGES OF GRADUATES

Graduates of the one-year course are nominated to be « *controllers of Agricultural Credit and Cooperatives* » in the national cadre with a salary index of 350.

Graduates of the six-month course are nominated to be « *secretaries of Agricultural Credit and Cooperatives* » in the national cadre with a salary index of 240.

CHAPTER III

ACTIVITIES OF THE CENTER AND ITS PROSPECTIVE FUTURE

The Center has been actively operating since July 6, 1959, the date of the opening of the first refresher course. Its activities have included the following:

A. — COOPERATIVE TRAINING COURSES

a) *Training of civil servants for the cooperation movement*: 3 courses have been organized.

1. — One course of one-year.

— Study duration : From October 5, 1959 to October 4, 1960.

— Number of students : 38 (24 of them are civil servants.)

— Final examination date : July 25, 1960.

— Field training : From August 2 to October 4, 1960. (5 weeks of which in the provinces).

2. — Two six-month courses.

1st six-month course

— Study duration : From October 23, 1959 to April 22, 1960.

— Number of students : 58 (41 of them are civil servants.)





*One-year and six-month courses students
(First class)*

— Final examination date : March 13, 1960

— Field training : From March 23 to April 15, 1960.

— Number of graduates : 258.
and six-month course.

— Study duration : From May 2, 1960 to November 21, 1960.

— Number of students : 46 (25 of them are civil servants).

Total number of students for this category : 136.

b) Training course for bookkeepers of the Farmers' Associations.

2 training courses for bookkeepers and field agents for the Farmers' Associations.

— One training course for bookkeepers :

— Study duration : 2 months (February 15 to April 15, 1960)

— Number of students : 82

— One training course for field agents :

— Study duration : 3 weeks (March 23 to April 15, 1960)

— Number of students : 20

Total number of students : 102

B. — REFRESHER COURSES

To date 12 refresher courses have been organized :

a) Refresher courses for the Administrative Board members and personnel of the cooperatives :

1. — *Agricultural Cooperatives* : (4 courses)

1st course for the Administrative Board members.

(November 2 to November 7, 1959) 65 students.

2nd course for the managers of cooperatives :

(November 8 to November 14, 1959) 65 students.

3rd course for the bookkeepers :

(November 15 to November 21, 1959) 44 students.

4th course for the bookkeepers :

(November 22 to November 28, 1959) 51 students.

2. — *Fishery cooperatives* (3 courses)

1st course

(April 18 to May 1st, 1960) 46 students.

2nd course

(May 2 to May 15, 1960) 36 students,

3rd course

(May 19 to June 1st 1960) 31 students.

Total number of students of this category 338

b) *In-service training course for civil servants of the Commissariat General for Cooperatives and Agricultural Credit.*

(over) 1st course (July 11 to August 10, 1960) 52 students.

This first course has a central point of interest in cooperatives which take up half of the total hours of the course. Four additional courses which will be organized successively, will emphasize Farmers' Associations, Agricultural Credit, Agricultural Credit Bookkeeping and Cooperative bookkeeping.

Total number of students of the first course: 52



In-Service Training

c) In-service training course for field agents in cooperative and Agricultural Credit :

1st course : from July 27 to August 8, 1959 : 52 students.

2nd course : from June 15 to June 30, 1960 : 52 students.

3rd course : from July 5, to July 20, 1960 : 49 students.

4th course : from July 25, 1960 to August 10, 1960 : 43 students.

Six more courses of this kind will be organized successively during the remainder of the year.

Total number of students : 196

C. — SEMINARS.

Two seminars have been organized :

1st seminar. — (From August 6 to August 13, 1959) for Chiefs of Provincial Cooperative and Agricultural Credit Services and civil servants of the Commissariat General for Cooperatives and Agricultural Credit : 56 students.

The discussions were on cooperative census, organization, functioning, finance, and control of cooperatives.

2nd seminar. — (From June 15 to June 19, 1960) for 98 members of the Administrative Boards of Agricultural Cooperatives and members of the National Agricultural Cooperative Federation. The subjects discussed were on the role and action program of the National Federation.

Total number of students : 154.

Up to August 10, 1960, the total number of students attending the courses organized by the Center totaled 988 ;

Training courses :	248
Refresher courses :	586
Seminars :	154
	<hr/>
	988

Thus, an average of 80 persons received cooperative training per month or 3 persons per day.

Nomination of graduates of the first class.

The graduates of the 1st six-month course were nominated as « secretaries of cooperatives and agricultural credit » in the national cadre in the following places :

21 at 19 Provincial Services of Cooperatives and Agricultural Credit

2 at the National Agricultural Credit Office

5 at the Cooperatives Directorate

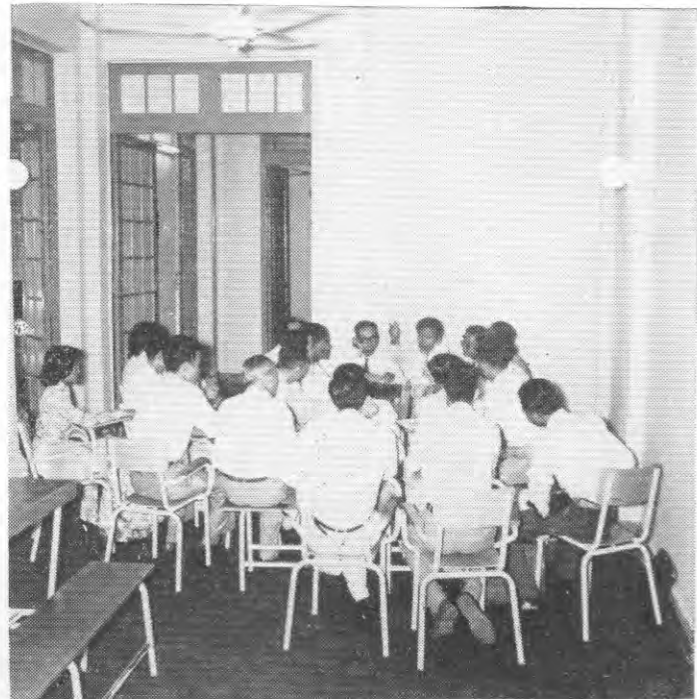
3 at the Directorate of Administrative Affairs and Finance of the Commissariat General for Cooperatives and Agricultural Credit.

5 at the Directorate for Inspection

21 at the Special Central Committee for Farmers' Associations.

D. — PLAN OF ACTIVITY FOR 1961

a) For the academic year from October 1960 to October 1961, the Center visualizes the following :



*Seminar for
the Chiefs of
Provincial
Cooperatives
and Agricultural
Credit
Services.*



*Small group
discussion.*

ACTIVITIES OF THE COOPERATIVE RESEARCH AND TRAINING CENTER

FROM JULY 27, 1959 TO AUGUST 10, 1960

5 cooperative training courses

12 Refresher-courses

2 Seminars

CATEGORIES OF COURSES	NUMBER OF PARTICIPANTS	STUDY DURATION
A. — COOPERATIVE TRAINING COURSES.		
— One-year course (1st class)	38	October 5, 1959 to Oct. 4, 1960
— Six-month course (1st class)	58	Oct. 23, 1959 to April 22, 1960
— Six-month course (2nd class)	40	May 2, 1960 to Nov. 1, 1960
— Training course for bookkeepers of the Farmers' Associations	81	Feb. 15, 1960 to April 15, 1960
— Training course for field agents of the Farmers' Associations	31	March 23, 1960 to April 15, 1960
5 Cooperative Training Courses Total	248	
B. — REFRESHER COURSES.		
— 1 refresher course for field agents of the Provincial Cooperatives and Agricultural Credit Services and for personnel of the Agricultural Cooperatives	52 (29 field agents and 23 cooperative employees)	July 27, 1959 to Aug. 8, 1959
— 4 refresher courses for the Administrative Board members and personnel of the Agricultural Cooperatives	225	Nov. 2, 1959 to Nov. 28, 1959 Nov. 2, 1959 to Nov. 7, 1959 Nov. 8, 1959 to Nov. 11, 1959 Nov. 15, 1959 to Nov. 21, 1959
— 1st course for the Administrative Board members : 65 students		
— 2nd course for the managers : 65 —		

and personnel of the Agricultural Cooperatives	225	Nov. 2, 1959 to Nov. 28, 1959
— 1st course for the Administrative Board members :	65 students	Nov. 2, 1959 to Nov. 7, 1959
— 2nd course for the managers :	65 —	Nov. 8, 1959 to Nov. 11, 1959
— 3rd course for the bookkeepers :	44 —	Nov. 15, 1959 to Nov. 21, 1959
— 4th course for the bookkeepers	51 —	Nov. 22, 1959 to Nov. 28, 1959
	<u>225</u> students	
— 3 refresher courses for the personnel of the Fishery Cooperatives	113	April 18, 1960 to June 1, 1960
— 1st course :	46 students	April 18, 1960 to May 1, 1960
— 2nd course :	36 —	May 2, 1960 to May 15, 1960
— 3rd course :	31 —	May 5, 1960 to June 1, 1960.
	<u>113</u>	
— 3 refresher courses for field agents in Cooperatives and Agricultural Credit	144	June 15, 1960 to August 10, 1960
— 1st course :	52 students	June 15, 1960 to June 30, 1960
— 2nd course :	49 —	July 5, 1960 to July 20, 1960
— 3rd course :	43 —	July 25, 1960 to August 10, 1960
	<u>144</u>	
— 1 refresher course for the personnel of the Commissariat General for Cooperatives and Agricultural Credit	52	July 10, 1960 to August 10, 1960
12 refresher courses	Total	
	586	
C. — SEMINARS.		
— 1 seminar for Chiefs of Provincial Cooperative and Agricultural Credit Services and civil servants of the Commissariat General	56	Aug. 10, 1959 to Aug 13, 1959
— 1 seminar for the Administrative Board members of Agricultural Cooperatives	98	June 15, 1960 to June 19, 1960.
2 Seminars	Total	
	154	
GRAND TOTAL A + B + C	988	

A C T I V I T I E S

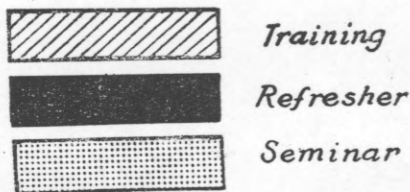
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THE COOPERATIVE RESEARCH AND TRAINING CENTER

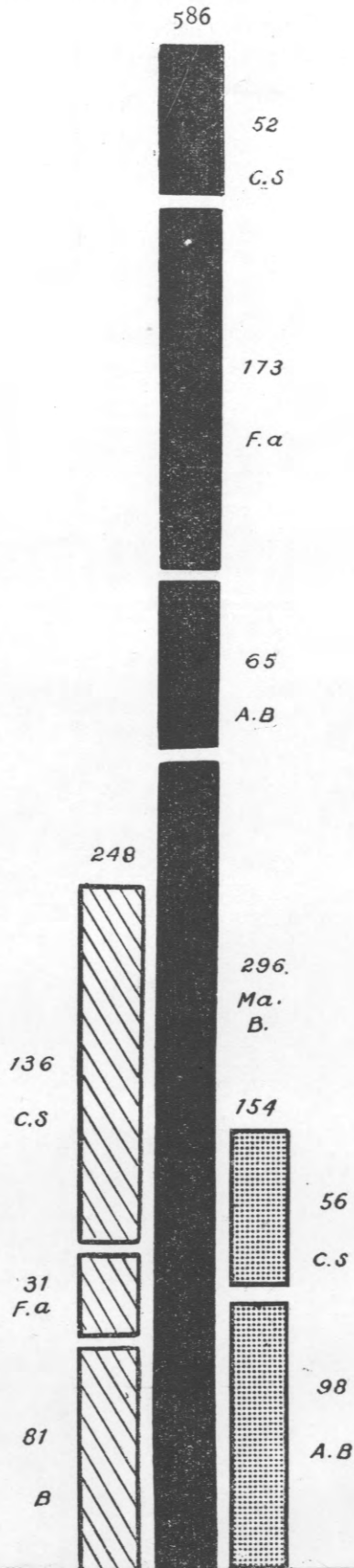
(July 27, 1959 — August 10, 1960)

988 participants in all courses

Breakdown by
courses



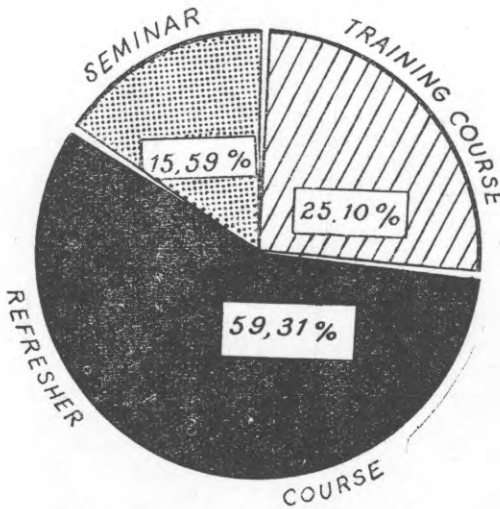
CS : Civil servants
 Fa : Field agents
 B. : Bookkeepers
 AB : Administrative
 Boards.
 Ma : Managers.



PERCENTAGE OF PARTICIPANTS IN DIFFERENT COURSES

TOTAL NUMBER OF PARTICIPANTS : 988

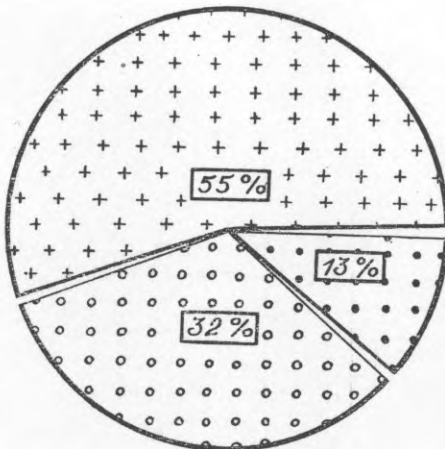
NATURE OF THE COURSES	Number of participants	Percentage
Cooperative Training	248	25.10 %
Refresher courses	586	59.31 %
Seminars	154	15.59 %
Total :	988	100 %



TRAINING COURSES : 5

Participants : 248

136 Civil servants of Cooperative and Agricultural Credit.



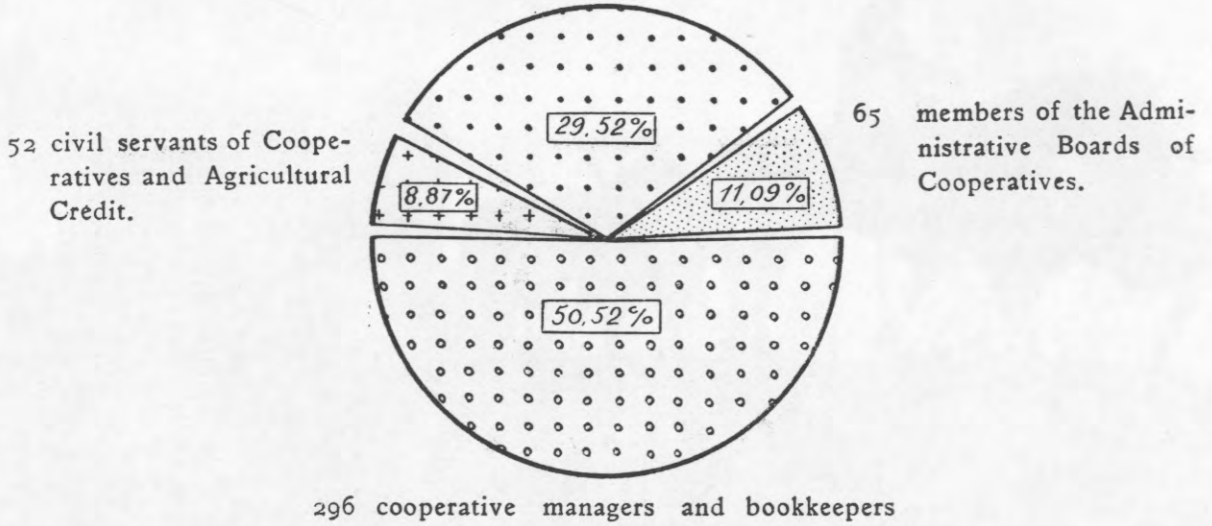
31 field agents for Farmers' Associations.

81 Bookkeepers for the Farmers' Associations.

REFRESHER COURSES : 12

Participants : 586

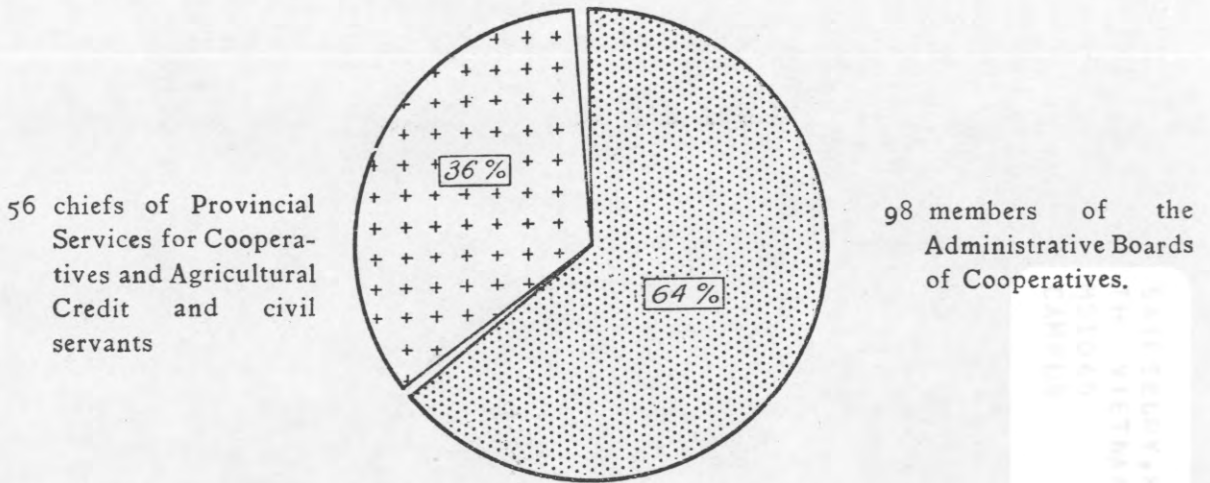
173 field agents of Cooperatives and Agricultural credit



296 cooperative managers and bookkeepers

SEMINARS : 2

Participants : 154

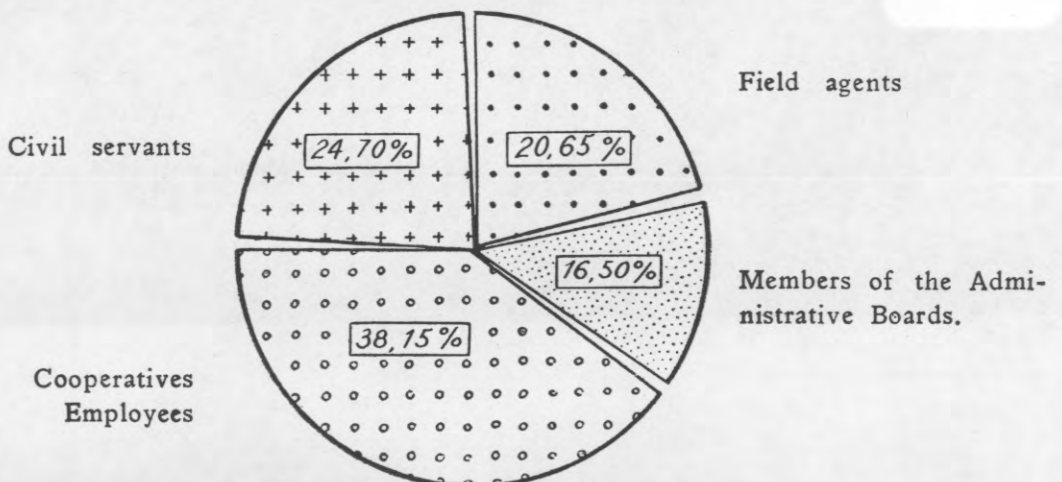


56 chiefs of Provincial Services for Cooperatives and Agricultural Credit and civil servants

98 members of the Administrative Boards of Cooperatives.

PARTICIPANTS CLASSIFIED IN CATEGORIES

PARTICIPANTS CATEGORIES	NUMBER	%
Civil servants	244	24.70%
Field agents	204	20.65%
Cooperatives Employees	377	38.15%
Members of the Administrative Boards	163	16.50%
TOTAL :	988	100%



Civil servants

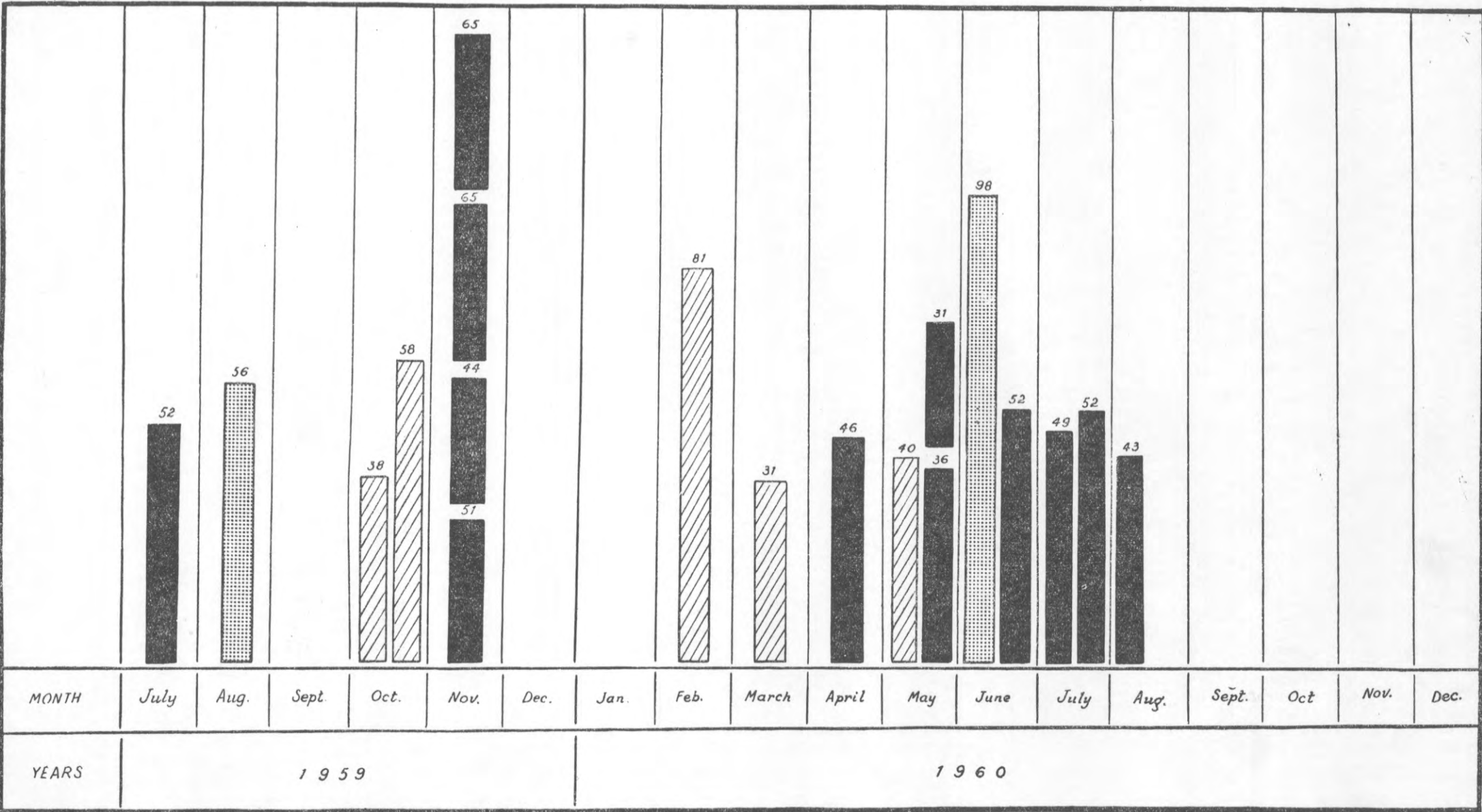
Field agents




Cooperatives Employees

Members of the Administrative Boards.

COURSES OF THE COOPERATIVE RESEARCH AND TRAINING CENTER

CHART SHOWS THE MONTH WHEN EACH COURSE WAS INITIATED AND THE SIZE OF EACH CLASS



 Training course
 Refresher course
 Seminar

TRAINING ACTIVITIES OF THE COOPERATIVE RESEARCH AND TRAINING CENTER

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FROM JULY 27, 1959 TO DECEMBER 31, 1960

6 Cooperative training courses : 288 students
 23 Refresher-courses : 1.097 students
 2 Seminars : 154 participants
 31 courses Total ... 1.539

Category of courses	Number of Participants	Study Duration
A. - COOPERATIVE TRAINING COURSES. -		
- One-year course (1st class)	38	Oct. 5, 1959 to Oct. 4, 1960
- One-year course (2nd class)	42	Dec. 1, 1960 to Nov. 30, 1961
- Six-month course (1st class)	58	Oct. 23, 1959 to April 22, 1960
- Six-month course (2nd class)	38	May 2, 1960 to Nov. 1, 1960
- Training course for bookkeepers of the Farmers' Associations.	81	Feb. 15, 1960 to April 15, 1960
- Training course for field agents of the Farmers' Associations.	31	March 23, 1960 to April 15, 1960
6 COOPERATIVE TRAINING COURSES TOTAL	288	
B. - REFRESHER COURSES. -		
- 1 refresher course for field agents of the Provincial Cooperatives and Agricultural Credit Services and for personnel of the Agricultural Cooperatives.	52 (29 field agents and 23 cooperative employees)	July 27, 1959 to Aug. 8, 1959
- 4 refresher course for the Administrative Board members and personnel of the Agricultural Cooperatives.		Nov. 2, 1959 to Nov. 28, 1959
- 1st course for the Administrative Board members : 65 students :	225	Nov. 2, 1959 to Nov. 7, 1959
- 2nd course for the managers : 65 students :		Nov. 8, 1959 to Nov. 14, 1959
- 3rd course for the bookkeepers : 44 students :		Nov. 15, 1959 to Nov. 21, 1959
- 4th course for the bookkeepers : 51 students :		Nov. 22, 1959 to Nov. 28, 1959
	225 students :	

Categorie of courses	Number of Participants	Study Duration
- 3 refresher courses for the personnel of the Fishery Cooperatives :		:(April 18, 1960 to June 1, 1960)
- 1st course : 46 students	113	:- April 18, 1960 to May 1, 1960.
- 2nd course : 36 -		:- May 2, 1960 to May 15, 1960.
- 3rd course : 31 -		:- May 19, 1960 to June 1, 1960.
113 students		
- 10 refresher courses for field agents in Cooperatives and Agricultural Credit :		:(June 15, 1960 to Dec. 29, 1960)
- 1st course : 52 students		:-June 15, 1960 to June 30, 1960.
- 2nd course : 49 -		:-July 5, 1960 to July 20, 1960.
- 3rd course : 43 -		:-July 25, 1960 to August 10, 1960.
- 4th course : 46 -		:-August 15, 1960 to Aug. 30, 1960.
- 5th course : 49 -	463	:-Sept. 5, 1960 to Sept. 20, 1960.
- 6th course : 43 -		:-Sept. 26, 1960 to Oct. 12, 1960.
- 7th course : 43 -		:-Oct. 17, 1960 to Nov. 2, 1960.
- 8th course : 50 -		:-Nov. 7, 1960 to Nov. 21, 1960.
- 9th course : 45 -		:-Nov. 25, 1960 to Dec. 9, 1960.
-10th course : 43 -		:-Dec. 15, 1960 to Dec. 29, 1960.
463 students		
- 5 refresher courses for the personnel of the Commissariat General for Cooperatives and Agricultural Credit :		:(July 11, 1960 to January 14, 1961)
- 1st course : 52 students (Cooperatives)	244	July 11, 1960 to August 10, 1960.
- 2nd course : 49 - (Agricultural Credit)		August 15, 1960 to Sept. 15, 1960.
- 3rd course : 76 - (Agricultural Credit bookkeeping)		Sept. 20, 1960 to Oct. 20, 1960.
- 4th course : 37 - (Co-operative bookkeeping and Bookkeeping of the farmers' Associations)		Nov. 10, 1960 to Dec. 10, 1960.
- 5th course : 30 - (Farmers' Associations)		Dec. 15, 1960 to January 14, 1961.
244 students		
23 REFRESHER COURSES. TOTAL..	1.097	
C. SEMINARS. -		
- 1 seminar for Chiefs of Provincial Cooperative and Agricultural Credit Services and civil servants of the Commissariat Gen.	56	Aug. 10, 1959 to Aug. 13, 1959.
- 1 seminar for the Administrative Board members of Agricultural Cooperatives	98	June 15, 1960 to June 19, 1960.
2 SEMINARS TOTAL..	154	

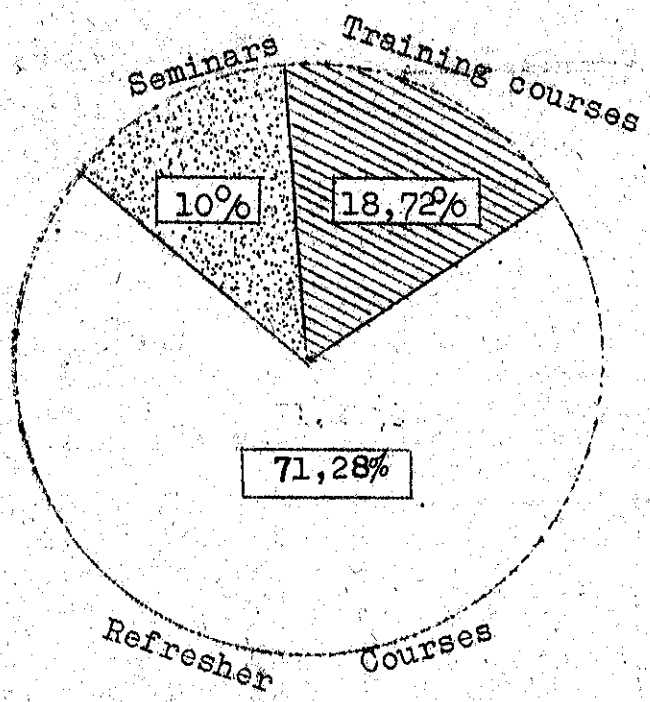
GRAND TOTAL A + B + C : 1,539

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PERCENTAGE OF PARTICIPANTS IN DIFFERENT COURSES
(July 27, 1959 - December 31, 1960)

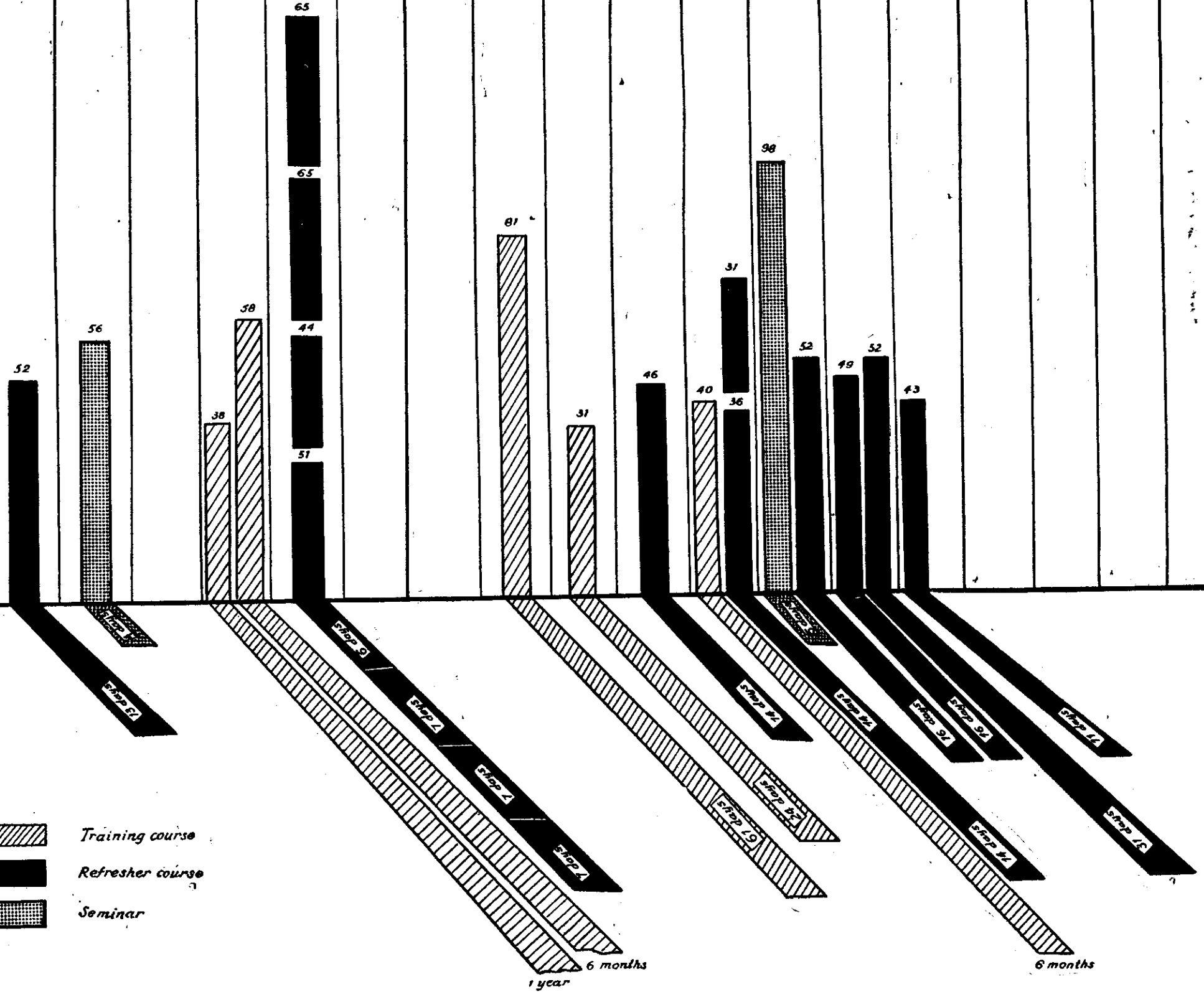
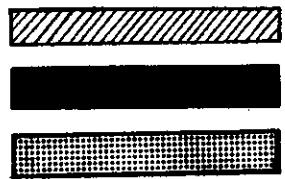
Total number of participants : 1,539

Nature of courses	Number of participants	Percentage
6 Cooperative training courses	288	18,72 %
23 Refresher courses	1,097	71,28 %
2 Seminars	154	10 %
Total	1,539	100 %

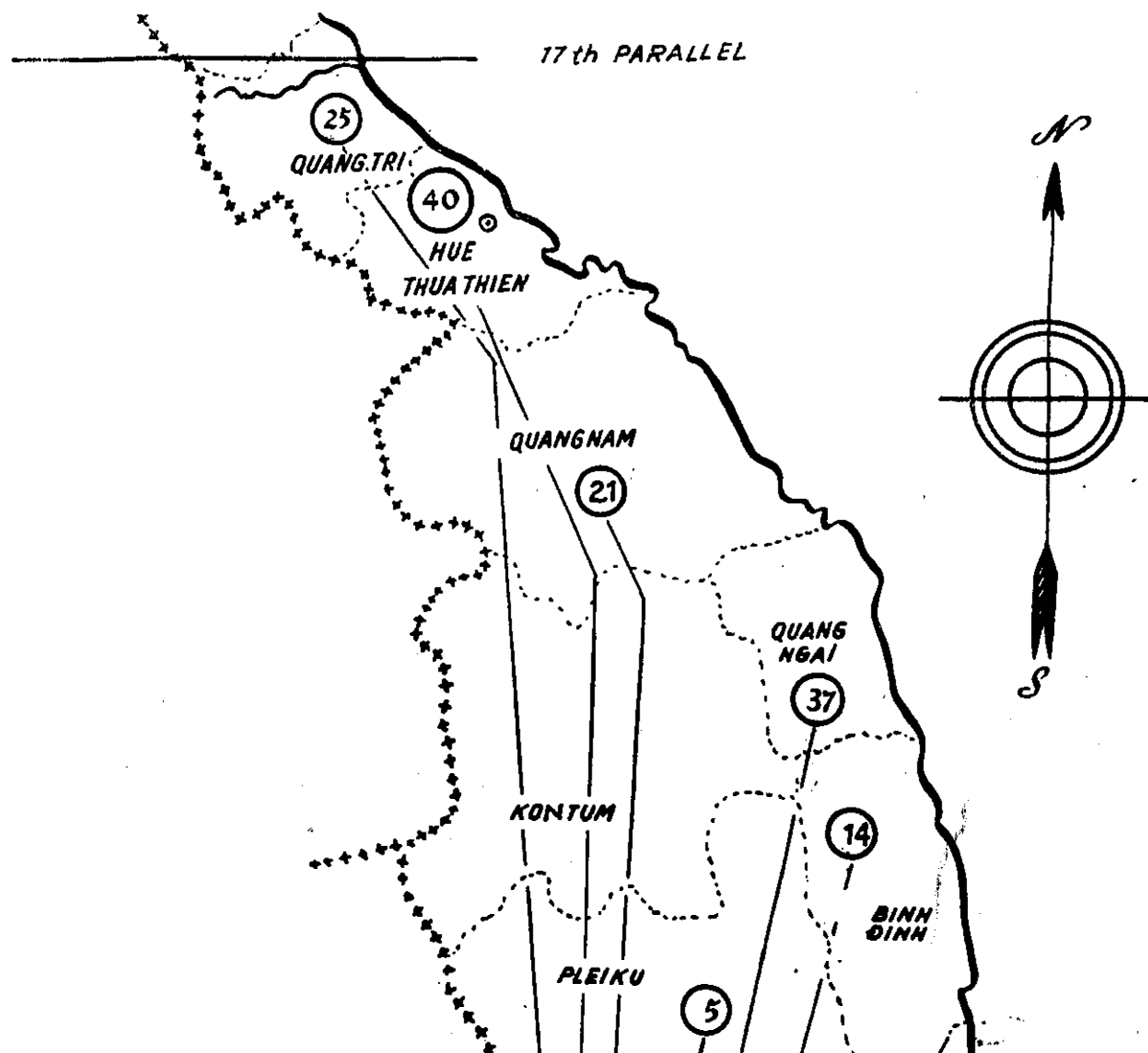


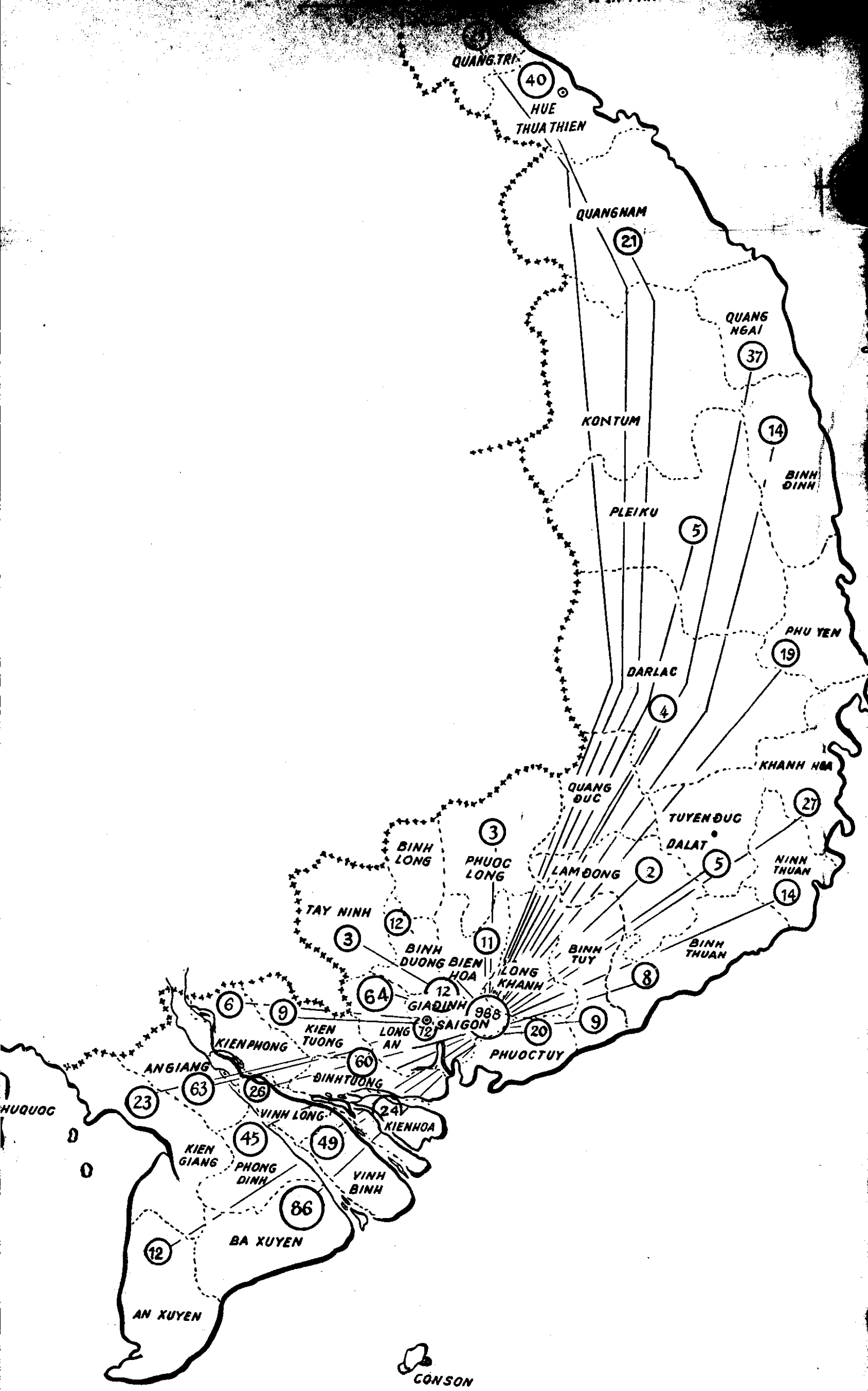
NUMBER OF COURSES
and
OF PARTICIPANTS PER COURSE AND PER MONTH

DURATION OF COURSES



TOTAL NUMBER OF CIVIL SERVANTS, FIELD AGENTS, BOARD MEMBERS AND EMPLOYEES
OF COOPERATIVES OF EACH PROVINCE PARTICIPATING IN THE TRAINING
AND REFRESHER COURSES AT THE CENTER
(From July 27, 1959 to August 10, 1960)





— A second one-year course, and a third six-month course making a total of 5 classes with an average of 40 students each for the first 2 years.

These 200 specialized civil servants will be enough to fill the immediate need of personnel for the cooperative services.

If no new need developed, the regular training courses (Pre-service Training) will be suspended for one year thus permitting the Center to focus its activities on « In-service Training » for existing cadres.

It should be noted that later, after this first period of accelerated training to meet the urgent need of technical personnel at executive level, we plan to extend the duration of courses to two or three years to train direction cadres with an advanced program. As the first school in the field of cooperative, the Center will become an Institute. Such a project depends on two fundamental conditions; first, available funds for the Center, including possible subsidy by the Government and increase in foreign aid, and second, highly qualified staff members such as law, rural sociology, political economics professors, agronomy engineers, graduates of School of Commerce that we think we can find a sufficient number soon. In case of necessity, we may obtain professors from the Faculty of France, US Universities, or from the Cooperative Institutes of friendly nations.

The refresher courses will be offered intensively to personnel of Administrative Services as well as to those of Cooperatives and Farmers Associations.

Our purpose is not to reserve technical study to directors or managers of those organizations but to offer it also to the cooperative members themselves. Furthermore, we hope to reach as much of the public as possible, especially the rural people, with an effective program of fundamental education.

Thus, we plan to set up, in 1961, in five Inter-Provincial Cooperative and Agricultural Credit Sectors, five Regional Cooperative Teaching and Training Centers. The graduates of the first one-year course will be enough to take care of the training of the Chiefs of basic groups of the cooperatives and Farmers' Associations. Those Chiefs will in turn organize study clubs and cooperative action clubs with the members of the basic groups. The students of the one year class, working at other regions, will receive preliminary pedagogical training which enables them to face the task of disseminating and teaching of cooperative philosophy.

RESEARCH AND DOCUMENTATIONS

In the course of its first year, the Center has tried to gather an abundance of documents on the doctrine and techniques of cooperatives. It has been able to build up a library with hundreds of books, reviews and publications in national and foreign languages for the use of the professors and students of the Center.

It has also contributed to the elaboration of information and dissemination of documents published by the Commissariat General.

From 1961 on, its activities will be focussed particularly on :

— research works in different localities, specially in rural areas in order to determine the « degree of receptivity » and « adhesive levels » of the people. Mobil groups of investigators made up of graduates of the first one-year and six-month courses will conduct research.

— the publication of « the Cooperative Review », information bulletins, books of dissemination, guide books for the active cadres, and directors and cooperative personnel. It will also publish school manuals, in collaboration with the Department of Education, for the students of secondary and

primary schools and for the use of the teachers, especially rural teachers.

The most important research, at the present time, consists of :

— Finding why and how cooperative education must be carried out to interest the indifferent, and transform them into pioneers of the cooperative movement.

— At the same time, finding the best techniques of management which will enable the activities of the cooperative to grow and to improve cooperatives services in order to reassure the confidence of the farmers, and to stimulate loyal and active participations of the people.



CONCLUSION

« Very often, we only see the cooperatives as essential economic organizations and while this is sometimes true... But cooperatives must influence not only economic life of the people but spiritual and social life of the people as well. Cooperation begins in your heart and mind, and it can spread all over the world. »

These are the words of Mr. Murray D. Lincoln, President of the Cooperative League of the USA. We reproduce his words here in the conclusion to express our sincere acknowledgement to the Cooperative League which has given us substantial help in the setting up of the Cooperative Research and Training Center.

Cooperation, noted truly by Mr. Lincoln, has spread all over the world. It extends incessantly its geographical area, and it is welcomed with fervor everywhere. It has become, in most of our Asian countries, an expression of ideal choice, and veritable act of faith.

In Vietnam, at the time when our nation is struggling on the road of democracy, it gives us a solution for the economic development, a human solution which will surely « influence the spiritual and social life of the people. »

By the spreading of cooperative teaching, we hope to adapt gradually its spirits to the new technique of community organization to build citizens, who recognise their role and their responsibilities, ready to contribute their collective and solidary action in the national reconstruction.

That is the end of our educational action. That is the principal task which the Cooperative Research and Training Center has undertaken.

Rejecting didactical methods which are often sterile, the Center should, above all, administer a concrete teaching based on old experience of the cooperative of the world as well as on

immediate data inheriting from the socio-economic condition of the country. As the Commissioner General for Cooperatives and Agricultural Credit, President of the Administrative Board of the Center, declared in the opening ceremony of the Center in Saigon on October 1959 :

« We live in a changing world. Therefore, the techniques of research and training of this Center will be modified according to the development of our cooperative system, to answer new needs, and to adapt to new circumstances, but it should be continuous and march toward perfection ».



REPUBLIC OF VIET-NAM

Arrêté No 711-TTP/HTX/NT dated May 14, 1959

*establishing the Cooperative Research and
Training Center.*

THE PRESIDENT OF THE REPUBLIC,

Considering the Decree No 4/TTP dated 10-29-1955 as amended by the subsequent texts, fixing the composition of the Government ;

Considering the Decree No 41/TTP dated 2-27-1959 creating the Commissariat General for Cooperatives and Agricultural Credit and fixing its authority ;

Considering the agreement between the Government of Vietnam and the Cooperative League of America concerning the Cooperative Research and Training Center ;

On the proposal of the Commissioner General for Cooperatives and Agricultural Credit,

ARRETE :

ARTICLE 1.— There has been established in Saigon a Cooperative Research and Training Center.

This Center is under the direction of the Commissioner General for Cooperatives and Agricultural Credit.

ARTICLE 2.— The Cooperative Research and Training Center has the following functions :

- a) To provide basic and technical education to better

equip public servants for their work in connection with cooperatives,

b) To provide in-service training for Government officials now employed in Cooperative service offices,

c) To provide instruction for Cooperatives staff, Boards of Directors and other officials of Cooperatives,

d) To train Cooperative personnel, in responsible positions of leadership,

e) To equip educators and organizers for their work in the Cooperative movement,

f) To establish a department of research and information the main function of which will be to assemble and analyse data and produce documents and translations concerning the various types and areas of cooperatives in Vietnam and abroad,

g) In collaboration with all organizations working with cooperatives, to study the effective structure, organization and functioning of all branches and types of cooperatives,

h) To exchange materials with similar organizations in other countries,

i) To prepare documents for study and for the promotion of cooperatives and participate in teaching cooperative principles and distributing cooperative literature to people of all levels,

j) To assist all schools in Vietnam seeking to incorporate cooperative teaching and principles in the curriculum.

ARTICLE 3. — To carry out its various functions, the Cooperative Center provides the following courses:

a) A one-year course for the development of technical public servants (first rank) in the field of Cooperatives,

b) A six-month course for the development of technical public servants (middle rank) in the field of Cooperatives and for training Cooperatives staffs,

c) Short refresher courses for Board members, Managers, bookkeepers, and other employees working in existing Cooperatives.

In-service Training for public servants now engaged in cooperative work.

d) Correspondence Courses in Cooperatives.

An Arrêté issued from the Commissariat General for Cooperatives and Agricultural Credit will determine the program of one-year and six-month courses and will fix the number of students for each school-year.

ARTICLE 4.— To be admitted in one-year course mentioned above in paragraph a, article 3, the candidates must pass an entrance examination, the program of which is equivalent to that of administrative head-clerks, and will be determined by an Arrêté issued from the Commissariat General for Cooperatives and Agricultural Credit.

ARTICLE 5.— To be permitted to participate in the entrance examination mentioned in Article 4:

Students must:

- a) — be free of court record,
- be a Vietnamese citizen,
- hold the Diploma of Baccalauréat,
- be between the ages of 18 and 26 as of December 31 of the current school-year.

b) Or belong to the middle rank or have a salary grade equal to or above 300.

ARTICLE 6.— Students of the (one-year) course who pass

Especially for the first two school-years, the public servant student continues to receive his regular salary from the employee's service during the period of his training.

ARTICLE 11.— The Cooperative Research and Training Center is administered by a Board of Directors composed of:

- The Commissioner General for Cooperatives and Agricultural Credit President,
- A Representative of the National Economy Department Member,
- A Representative of the Department of Agriculture Member,
- A Representative of the National Education Department Member,
- A Representative of the Direction General for Planning Member,
- A Representative of the Direction of Budget and Foreign Aid Member,
- The Director of the Research and Planning Direction (Commissariat General for Cooperatives and Agricultural Credit) Member,
- A Representative from the National Federation of Cooperatives Member,
- The Director of the Cooperative Research and Training Center Reporter.

The general function of the Board of Directors is to study and propose all matters relating to the functioning, control and extension of the work of the Cooperative Center. The Board meets at least once every three months and more often as occasion requires.

ARTICLE 12. — The management of the Cooperative Center is handled by a Director who is assisted by :

- A head of Research and Documentation Division,
- A head of Instruction and Training Division.

ARTICLE 13. — An Arrête issued from the Commissariat General for Cooperatives and Agricultural Credit will fix all details governing the organization of the Center, the number of students to be admitted each year, rules governing contests, the study program, living conditions of students, scholarships and all other details governing the Center.

ARTICLE 14. — During the period of execution of the above mentioned agreement between the Vietnamese Government and the League of Cooperatives of America, the National Budget will support no expenditure for the organization and functioning of the Center, except for salaries of public servant students as fixed in Article 10.

During this period too, it will be up to the Board of Directors to recruit the personnel, to fix salaries and all other expenditures relating to the Center.

ARTICLE 15. — The Commissioner General for Cooperatives and Agricultural Credit, and the Secretaries of State, each according to his competence, are responsible for carrying out this present Arrête.

This Arrête shall be published in the Official gazette of the Republic of Vietnam.

SAIGON, May 14, 1959

THE PRESIDENT OF THE REPUBLIC,
NGÔ-ĐÌNH-DIỆM

NGUYỄN-VĂN-QUANG

COOPERATIVE RESEARCH AND TRAINING CENTER

LIST OF PROFESSORS

- Messieurs : HỒ-YÊM** : Director of Cabinet of the Commissariat General for Cooperatives and Agricultural Credit.
- NGÔ-QUANG-HUY** : Secretary General of the Commissariat General for Cooperatives and Agricultural Credit.
- NGUYỄN-MẠNH-TU** : Licencie en Droit — Diplôme d'Etudes Juridiques et Economiques Indochinoises — Diplôme de l'Institut des Hautes Etudes de Droit Rural (Cooperation and Agricultural Credit) Director of the Cooperative Research and Training Center
- HUỖNH-TƯƠNG-TÂN** : Diplôme des Hautes Etudes Indochinoises — Director of the Study and Legislation Directorate, Department of National Economy.
- NGUYỄN-VĂN-QUANG** : Chief of Cabinet of the Commissariat General

for Cooperatives and Agricultural Credit

LƯƠNG-DANH-MON : Diplôme des Hautes Etudes Indochinoises, Chief of Division of Research and Documentation of the Cooperative Research and Training Center.

NGUYỄN-QUANG-LUU : Agricultural Engineer. Director of the Cooperatives Directorate of the Commissariat General for Cooperatives and Agricultural Credit.

BÙU-ĐÀI : Director of the Inspection Directorate of the Commissariat General for Cooperatives and Agricultural Credit.

HỒ-LIEM : Director of the Planning and Information Directorate of the Commissariat General for Cooperatives and Agricultural Credit.

DƯƠNG-TU-GIÁN : Licencie en Droit, Director of the General Administration and Finance Directorate of the Commissariat General for Cooperatives and Agricultural Credit.

NGUYỄN-VIỆT-ĐÀ : Agricultural Engineer, Chief of Service of the Cooperatives Directorate.

TRẦN-VIỆT-YÊN : Licencie en Droit, Chief of Service of General Administration and Legislation of the Commissariat General for Cooperatives and Agricultural Credit.

NGUYỄN-HỒ-U-MU : Agricultural Engineer, Secretary General of the Special Central Committee for Farmers' Association.

LUU-VAN-LE : Agricultural Engineer. Chief of Section of Information and Education of the Special Central Committee for Farmers' Associations.

PHAN-HUU-TAT : Diplômé de l'Ecole Supérieure de Commerce de Montpellier, titulaire du Diplôme de Banque et de Compabilité approfondie de la Chambre de Commerce de Montpellier, Director of the National School of Commerce.

DƯƠNG-ĐÌNH-KHUÊ : Licencié en Droit. Customs Inspector.

PHAN-TÂN-CHỨC : Docteur ès-sciences économiques de la Faculté de Paris. Professor at the National Institute of Administration.

NGUYỄN-NHU-CƯƠNG : Diplômé d'Etudes Supérieures de Droit Public et d'Economique. Assistant Professor at the National Institute of Administration.

NGUYỄN-BÍCH-LIÊN : Licencié en Droit. Chief of Service at the General Direction of Planning.

CAO-HUU-ĐỒNG : Đốc-Su Principal de 2^e classe. Assistant Professor at the National Institute of Administration.

PHẠM-ĐĂNG-SUM : Licencié en Droit, Master of Comparative Law, Columbia University. Director of Press at the Department of Information.

Mrs. HELEN HUTCHINSON : English Professor.

ANNEX III

Messieurs :

AGREEMENT

VŨ-NGŨ-LUYÈN

: Master of Science in Agricultural Eco-

THE GOVERNMENT OF THE REPUBLIC OF VIETNAM

Expert at the Cooperative Research and Training Center.

OF VIETNAM AND THE COOPERATIVE LEAGUE OF THE U. S. A.

VŨ-THÀNH-BAI

Licencié en Droit, Diplômé de l'Institut d'Etudes politiques de Paris, Assistant

Director of the Saigon Branch of

the National Bank.

ĐÀO-ĐŨNG-QUAN

Chief of Service of Information and Press of the Commissariat General for

Cooperatives and Agricultural Credit.

PHẠM-VĂN-TU

Chief of Section of the National Agricultural Credit Office

PHAN-VĂN-TRÍ

Deputy Expert in Agriculture USOM.

NGHIÊM-VĂN-MINH

: Deputy Controller at USOM.

VŨ-NGŨ-CHIA-HŨN

: Bookkeeper at USOM.

It is understood and agreed by both parties that the character, training and administration of the Cooperative Center shall be consistent with the laws and democratic ideals of the Republic of Vietnam and that the services of the Cooperative Center shall be available to all Government agencies as well as to all bona fide cooperatives or cooperatives meeting accepted cooperative standards and to other private groups which are interested in the advancement of the Cooperative Movement in Vietnam.

AGREEMENT
BETWEEN THE GOVERNMENT OF THE REPUBLIC
OF VIETNAM AND THE COOPERATIVE
LEAGUE OF THE U. S. A.

.....

Whereas, the Cooperative League of the United States of America, a voluntary association of cooperatives in the U.S.A., has indicated a willingness to help all cooperatives of Vietnam to develop an educational, research and training program, and

Whereas, the Government of the Republic of Vietnam has accepted the offer of the Cooperative League of the USA to provide technical assistance for the development of a Cooperative Research and Training Center in Vietnam ;

The Government of the Republic of Vietnam and the Cooperative League of the United States of America have entered into the following Agreement :

1. — The purpose of this Agreement is to provide a basis of understanding that will lead to the development within the nation of Vietnam, of an educational institution devoted exclusively to the promotion of understanding of cooperatives and of their place in a free society, and to assist the Government of the Republic of Vietnam and the cooperatives which now exist or may be organized in Vietnam, in developing their own self-supported educational and training programs in cooperation.

2. — It is understood and agreed by both parties that the character, teaching and administration of the Cooperative Center shall be consistent with the laws and democratic ideals of the Republic of Vietnam, and that the services of the Cooperative Center shall be available to all Government agencies as well as to all bona fide cooperatives or cooperatives meeting accepted cooperative standards, and to other private groups which are interested in the advancement of the Cooperative Movement in Vietnam.

3. — For the first two years, the Cooperative League of the USA will provide a Technical Advisor in cooperative education to assist the Government of Vietnam and the Cooperative Movement in developing a Cooperative Center, and will contribute substantially to the budget for the first two years of operation.

For the first year of operation it is anticipated that the maximum available funds from the Cooperative League for expenditure in Vietnam will not exceed 4,500,000 piastres. For the second year, the League will undertake to support the budget of the Cooperative Center to the limit of funds pledged by its donors, and it is hoped that this will equal the contributions of the first year.

4. — After the first two years, the Government of Vietnam and cooperatives will assume full responsibility for the financing, administration and program of the Cooperative Center. However, if the request is made, the Cooperative League of the USA will be willing to negotiate with the Government of Vietnam to consider further assistance which may be vital and necessary to the future development of educational effort through the Cooperative Center.

5. — The Government of the Republic of Vietnam undertakes, on its part, to provide suitable housing for the Cooperative Center and living quarters for the Technical Advisor and his family.

6. — The Government of Vietnam will select the Director of the Cooperative Center and will facilitate the selection of an Advisory Board representing broadly the various governmental and private groups concerned with the establishment and successful operation of the Cooperative Center.

The Government of Vietnam further agrees:

a) To admit to Vietnam the American citizens necessary to carry out the Agreement, and to levy no Vietnamese taxes on the salaries, nor import duties on the personal property of such technical assistants entering Viet-Nam under the terms of this Agreement and in accordance with conditions fixed by the Secretary of State of Finances in his letter No 609-BTC/TN 1st April, 1959.

b) To provide the necessary credentials to facilitate the travel of the personnel of the Cooperative Center both in Vietnam and to and from the United States of America.

c) To admit to Vietnam, free of duty, equipment, publications, office and educational supplies and other materials needed to furnish and equip the Cooperative Center, provided that the above are purchased with U.S. Dollars from the League.

d) To provide exchange for U.S. currency supplied for the operation of the Cooperative Center, at favorable rates.

e) To authorize the Cooperative League of the USA and the Cooperative Center to inform the public, both in Vietnam and in the United States of America, that the operation of the Cooperative Center under this Agreement has the approval of the Government of the Republic of Vietnam.

7. — The Cooperative League of the USA and its representatives of the staff of the Cooperative Center shall enjoy full academic freedom to present the principles of cooperation as understood and practised in the various free non-communist countries of the world.

8. — Through the medium of attachments, duly signed by both parties, this Agreement may be clarified or further defined. Such attachments thereby become a part of the basic agreement without nullifying its effect.

9. — This Agreement shall be effective immediately upon its signature by the properly authorized representatives of the Republic of Vietnam and of the Cooperative League of the USA.

10. — This Agreement may be terminated by either party on ninety days notice.

VI ANNEX

11. This Agreement is written in two languages
Vietnamese and English. These two texts are identical
in value and meaning, and the agreement is signed in both.

Signed this Seventh day of May, 1959.

FOR THE GOVERNMENT OF THE REPUBLIC OF VIETNAM

TRẦN-NGỌC-LIÊN

(Signature)

FOR THE COOPERATIVE LEAGUE OF THE USA

CARL R. HUTCHINSON

(Signature)

REPUBLIC OF VIET-NAM

Commissariat General for
Cooperatives and Agricultural
Credit
Directly dependent on the
Presidency

ARRETE N° 31-TU/NĐ 25 July 1959
fixing the Internal organisation
of the Cooperative Research and
Training Center

COMMISSARIAT GENERAL FOR COOPERATIVES
AND AGRICULTURAL CREDIT

Considering the Decree No 41-TTP dated 2-27-1959 es-
tablishing and fixing the authorities of the Commissioner General
for Cooperatives and Agricultural Credit ;

Considering the Decree No 42-TTP dated 2-27-1959 ap-
pointing the Commissioner General for Cooperatives and Agri-
cultural Credit ;

Considering the Agreement dated 5-7-1959 between the
Republic of Viet Nam and the Cooperative League of the U.S.A. in
connection with the Cooperative Research and Training Center ;

Considering the Decree No 711-TTP/HTX/NT dated
5-14-1959 establishing the Cooperative Research and Training
Center ;

Considering the Financial Agreement between The Coope-
rative League of the U.S.A. and the Commissioner General for
Cooperatives and Agricultural Credit ;

Considering the Decree No 15-TU/NĐ dated 1-6-1959
fixing the conditions for admission of the Cooperative Research and
Training Center after the deliberation of the Administrative Board,

ARRETE

ARTICLE 1. — This decree fixes the internal organization
of the Cooperative Research and Training Center.

Chapter I — Organization

ARTICLE 2. — The Cooperative Research and Training Center, directed by a Director, is composed of :

- Division of Research and Documentation,
- Division of Instruction and Training,
- Service of Administration, Bookkeeping and Materials.

ARTICLE 3. — The Division of Research and Documentation, directed by a Division Head, consists of the following sections :

Section on Research

- compiles documents connected with all types of cooperatives,
- studies problems connected with the organization and the functioning of Cooperatives,
- disseminates the results of research,
- cooperates with the council of teachers in providing materials for teaching purposes,
- directs students in research and studies.

Section on Documentation

- produces books and other materials in connection with cooperatives,
- translates and disseminates documents connected with Cooperatives,
- publishes a Cooperative Bulletin
- sets up and administers the library of the Cooperative Center.

ARTICLE 4. — The Division of Instruction and Training, directed by a Division Head, consists of the following sections :

Section on Instruction

- prepares the study program and investigates problems connected with the study program.
- prepares a schedule of courses.
- maintains working relations with the Council of Teachers in carrying out the study program,
- maintains close contact with students regarding the study program.
- organizes field training for students,
- organizes final examinations.

Section on In-Service Training

- works with other organizations concerned with the problems of In-Service Training,
- prepares the study program and schedule of each refresher course.
- organizes refresher courses.

The Head of the Division of Instruction and Training is assisted by a supervisor in carrying out the discipline and the regulations of the Cooperative Center.

ARTICLE 5.— Section of Administration, Bookkeeping and Materials.

The Section of Administration, Bookkeeping and Materials is directed by a Chief of Section, and assumes the following functions :

- in charge of ordinary and confidential correspondence,
- recruits personnel,
- sets up and maintains the records of students, organizes entrance examinations, and prepares the records of graduate students for their appointment.

- in charge of archives,
- organizes meetings at the Center;
- in charge of paying personnel and scholarships to students,
- purchases and maintains equipment and materials,
- prepares the Budget of the Cooperative Center,
- in charge of printing all materials.

ARTICLE 6. — The personnel of the Cooperative Center will be appointed by the Commissioner General for Cooperatives and Agricultural Credit who will also fix salary levels and additional allocations on the proposal of the Administrative Board.

Chapter II. — The Teaching Staff.

ARTICLE 7. — The Teaching Staff is composed of full-time and part-time teachers.

All members of the Teaching Staff will be appointed by the Commissioner General.

The Cooperative Research and Training Center has a Council of Teachers composed of :

- The Director Chairman
- Full time and Part-time Teachers Members

The Council of Teachers has the following functions :

- It controls the schedule
- It decides the program of tests for each course,
- It reviews and evaluates the achievements of the training program at the end of the course,
- It proposes modifications of the study program, where needed.

— It advises on the programs of examinations.

Chapter III. — Discipline Committee

ARTICLE 8. — The Cooperative Research and Training Center has a Discipline Committee composed of:

- Director Chairman
- Head of Instruction and Training Member
- Two teachers and one representative of the students Members

At the beginning of the course, the Discipline Committee will be appointed by the Administrative Board on the proposal of the Director of the Center.

The Discipline Committee imposes on students disciplinary measures according to Art. 15 of this Decree.

Chapter IV. — Conditions for Admission

ARTICLE 9. — Conditions for Admission have been fixed in the Decree No 15-TU/ND dated 1-6-1959 of the Commissioner General for Cooperatives and Agricultural Credit.

Chapter V. — Status of Students.

ARTICLE 10. — All students must reside outside the Cooperative Center.

ARTICLE 11. — Students who are not civil servants, will receive scholarships of : VNĐ 1.500 per month for the one-year course, 1.000 per month for the six-month course.

Civil servant students continue to receive their normal salary according to Art. 10 of the Decree NO 722-TTP/HTX/NT dated 5-14-1959.

ARTICLE 12. — Auditors are admitted by the Center to attend courses, however, they do not enjoy all privileges of regular students.

ARTICLE 13. — Regular students are required to attend all sessions. At the beginning of each session a rollcall is conducted to maintain the attendance record of students.

Regular students missing one-eighth of the total hours of the course are not permitted to participate in final examinations, unless authorized by the Teachers-Council.

ARTICLE 14. — Each student will receive a Registration Card containing his photo and the stamp of the Center. The Registration Card is valid for one school year only, and should be carried at all times for identification when required.

ARTICLE 15. — The following penalties may be imposed on students :

- Verbal censure
- Reprimand recorded in students file
- Temporary suspension
- Permanent suspension.

The first penalty is imposed by the Director.

The second and third penalties are imposed by the Discipline Committee according to Art. 8 in this Decree.

The final penalty is imposed by the Discipline Committee with the approval of the Commissioner General for Cooperatives and Agricultural Credit, Chairman of the Administrative Board.

ARTICLE 16.— If a student of the one-year course abandons the course, or is permanently suspended, or if he refuses to serve in the National Cadre of controller for Cooperatives and Agricultural Credit or in other cadres equivalent and connected with Cooperatives (for one-year student), or, if he refuses to serve in the National Cadre of clerk for Cooperatives and Agricultural Credit or in other cadres equivalent and connected with Cooperatives (for 6-month student) or fails to complete his full 5 years of service, he must refund the scholarship in full.

Civil servant students cited in Article 16 above receive the administrative penalty. In case of ill-health, recognized by the Surgeon Council a student discontinuing the course is not required to pay the refund.

Chapter VI. — The Study Program

ARTICLE 17. — The study program of the one-year course and the six-month course consists of :

- sessions on Theory
- sessions on Practical Aspects
- Seminars
- Training in the field, places to be fixed by the Administrative Board.

The study program will be prepared by the Division of Instruction and Training with the approval of the Administrative Board, and will be fixed by Decree of the Commissioner General.

ARTICLE 18. — The study program of each refresher course prepared by the Division of Instruction and Training, must be approved by the Commissioner General.

Chapter VII. — Schedule of Courses

ARTICLE 19. — The periods of the one-year courses and the six-month courses will be determined by decree of the Commissioner General.

Chapter VIII. — Final Examination

ARTICLE 20. — The final examination are given at the end of the one-year course and the six-month course to regular students only, not to auditors.

The final examination consists of

THE ASIA FOUNDATION LIBRARY

— 51 —

- Three written assignments :— on Cooperatives for 3 hours with a value of 3,
- on Agricultural Credit for 3 hours with a value of 2,
- on Bookkeeping for 3 hours with a value of 2,
- The remaining assignment is oral with a value of one,
- A 15-minute speech on a general subject, relating to the courses with a value of 3, is required of each student with 30 minutes allowed for preparation.

ARTICLE 21. — The Examining Committee for Final Examinations appointed by the Commissioner General, consists of :

- A representative from the Commissioner General Chairman
- A representative from each of the ministries and departments serving on the Board Members
- Other examiners chosen from the list of full-time teachers or part-time teachers on the proposal of the Director of the Center.

The Supervisory Committee for final examinations will be appointed according to Decree of the Commissioner General on proposal of the Director of the Center.

ARTICLE 22. — To graduate, a student must have an average grade of not less than 10/20. The paper on each assignment must equal or exceed 8/20. If a student fails in the first examination, he may take a second one 3 months later. If he fails in this, he may pursue the course the following year, but without privileges, according to Art. 10 of the Decree No 711-TTF/HTX/NT dated 5-14-1959 mentioned above.

ARTICLE 23. — The classification of graduating students of each course is based on the total of :

- average grade for Final examination,

— average of all tests taken during the course, and for each course,

— the training grade consists of :

— a score, established by the Examining Committee, based on the students training report.

— a score, indicating the students conduct, established by the Head of the organization in which the student received his training.

ARTICLE 24.— Students of the one-year and six-month courses who pass the final examination receive a diploma, and will be appointed in the cadres according to Articles 6 and 9 of Decree No 711-TTP/HTX/NT dated 5-14-1959 mentioned above.

Chapter IX. — Miscellaneous Provisions

ARTICLE 25.— For the first two years, expenditures for the organization and functioning of the Center are supported by the Cooperative League of the U.S.A., within the limits of funds provided for in the Agreement signed on May 7, 1959; except for salaries of civil servant students, according to Art. 14 of Decree No 711-TTP/HTX/NT dated 5-14-1959.

ARTICLE 26.— Financial procedures for expenditures are fixed in the Financial Agreement between the Commissioner General and the Representative of the Cooperative League.

ARTICLE 27.— The Director of Cabinet, The Secretary General of the Commissariat General for Cooperatives and Agricultural Credit and the Director of the Center are responsible for carrying out this present Decree.

ONE YEAR COURSE

(in months)

Study period : 10 months
 Training period : 2 months

— Students must attend classes five and one-half days weekly and five hours a day with a total of 945 hours for the year.

— For the last two months, students will receive field training in Cooperatives, Agricultural Credit and Book-keeping.

— Each course is followed by an evaluation meeting.

SUBJECTS	Total hours of course	Numbers of hours per week.
1. Vietnamese economy	30	1
2. Civil law related to Cooperatives	40	1, 1/2
3. Commerce related to Cooperatives	40	1, 1/2
4. Economics related to Cooperatives	40	1, 1/2
5. Rural sociology	30	1
6. Cooperatives and Farmers' Associations	200	6
7. Agricultural Credit	80	2, 1/2
8. Bookkeeping	250	7
9. Agricultural Credit, Bookkeeping	20	1
10. Methods of working with people	150	1, 1/2
11. English	90	2, 1/2
12. Administrative writing	20	1
13. Political talks	30	1
14. Commercial arithmetics	25	1
		80

The total number of hours for the course is 945.

I.— VIETNAMESE ECONOMY.

(30 hours)

A.— *General considerations on the Vietnamese economy.*

- Geographical economy of Vietnam.
- Economic Sectors : Agriculture, handicraft, industry, trade.
- Present situation of the Vietnamese economy.

B.— *Economic policy under the Republic of Vietnam.*

- Theory of Personalism.
- Policy of the Personalist Economy.
- Public advancement and community development.
- Programs for democratizing the Vietnamese economy.

C.— *Programs for the development of the Vietnamese economy :*

Agriculture, Land development, Agricultural Credit, Cooperatives and Farmers' Associations.

E.— *Relationship between the various programs for developing the economy and the role of the cooperative movement in carrying out these programs.*

II. — QUESTIONS ON CIVIL LAW PERTAINING TO COOPERATIVES

(40 hours)

A. — *General observations on Civil Law :*

- Definition of Law and Civil Law.

JURIDICAL ACTS AND JURIDICAL FACTS.
(General)

B. — Personal Rights :

— Parentage (filiation) — parenté — alliance

— The real person — The legal person.

— Minority guardianship emancipation — trusteeship —
incapacity.

C. — Assets :

— Current assets.

— fixed assets.

— property rights

— usufruct.

D. — Obligations :

— Sources — different kinds — proof of obligations —
effect of obligations — prescription of obligations.

E. — The principal contracts :

Contract of sale — for hire — for insurance —
delegation of power.

F. — Civil responsibility.

G. — Liability and Security :

— personal liability — (joint and) several liability.

— conventional real security : property deposit, as a
pledge — mortgage — legal real security : general pri-
vilege and priority of claim — conflict between creditors.

**III.— BASIC INFORMATION ON COMMERCIAL
SCIENCE PERTAINING TO COOPERATIVES**
(40 hours)

A.— Commercial law general observations :

— Commercial acts and civil acts.

B.— Commercial societies : Basic information on

— civil society and commercial society : partnership, commandite.

— joint stock companies : limited liability companies — commandite with shares.

C.— Commercial contracts :

— contract of sale — commercial mortgage — agricultural warranty — commercial delegation of power — contract for transportation.

D.— Chamber of Commerce and Commercial Court.

E.— Basic information on Bills of Exchange and Banking operations :

— bills of exchange — promissory notes.

— bank deposits — checks — transfers

— opening of credit accounts — discounts — current accounts.

F.— General information on domestic trade, foreign trade, exchange and customs.

**IV. — BASIC INFORMATION ON ECONOMICS
REGARDING COOPERATIVES**

(40 hours)

A. — General observations on the economic science :

→ General information

— Evolution of economic thought.

— Cooperative doctrine in the evolution of economic thought.

B. — The economic systems and the place of cooperatives.

C. — The sectors of production :

— The pre-capitalist sector.

— The post-capitalist sector.

— The extra-capitalist sector.

— The position of cooperatives.

D. — The factors of production :

— nature — labor — capital — rôle of capital in the cooperative sector.

E. — Types of production :

— individual enterprises — group enterprises — integration in the capitalist system and in the cooperative system.

F. — Law of supply and demand :

— supply and demand of goods (relationship between supply and price ; between demand and price).

— supply and demand of services (interest — salary — profit).

— supply and demand of money (inflation — dévaluation — deflation).

G. — Economic equilibrium :

— economic imbalance.

— economic fluctuation.

B. — Cooperative policy in Vietnam.

C. — Cooperative movement in Vietnam.

D. — Technical matters on cooperatives :

- legal basis of cooperatives in Vietnam, basic laws governing cooperative, explanation of by-laws.

Setting up of Cooperatives :

- setting up a cooperative business

- economic study,

- technical study,

- financial study.

— setting up Cooperative Associations :

- formalities on setting up

- approval of publications.

Administration of Cooperatives :

- basic information, business management

- general meeting

- board of Directors

- management of cooperatives

- technical economic problems

- commercial problems

- administrative problems

- financial problems.

Organization and functioning of the following kinds of Cooperatives :

- credit cooperatives,

- consumers' cooperatives,

- production cooperatives,
- purchasing cooperatives,
- services cooperatives,
- marketing cooperatives.

Financing of Cooperatives :

— How to achieve self-financing :

- subscription for shares,
- collection of shares,
- expanding share capital,
- saving to expand share capital,
- concept of self-financing.

— Control of the Cooperative.

- Dissolution and regulation of Cooperatives.
- Study of reason for success and failure of Cooperatives.

E. — Promotion and Cooperative Education — Proper conduct within the Cooperative organization.

F. — Union of Cooperatives and Federation of Cooperatives.

G. — Inter-Cooperative relationships.

Farmers' Associations

- Definition — objectives — functions.
- Organization system of Farmers' Associations,
- Administration of Farmers' Associations at every level :
local — village — district — provincial — national.

- Control system of Farmers' Associations.
- Dissolution and liquidation of Farmers' Associations.
- Comparison between Cooperatives and Farmers' Associations.
- The Farmers' Association movement in Taiwan.

III.— THE VALUE AND INFLUENCE OF THE COOPERATIVE MOVEMENT AND THE FARMERS' ASSOCIATION MOVEMENT IN THE IMPROVEMENT OF RURAL LIFE.

IV.— THE ROLE OF THE GOVERNMENT IN THE COOPERATIVE MOVEMENT AND THE FARMERS' ASSOCIATIONS MOVEMENT :

Commissariat General for Cooperatives and Agricultural Credit :

- Organization,
- Function,
- Competence,
- Program of action.
- Present achievements and future prospects.

VII.— AGRICULTURAL CREDIT

(80 hours)

A.— *General information on credit :*

- definition — objectives — classification.
- evolution.

B.— *Agricultural credit :*

- Basic information,
- Agricultural credit organizations in the world with emphasis on Asia.

C. — Agricultural Credit in Vietnam :

- Evolution, and Disposition of Farmers' Associations
- Agricultural Credit policy, Comparison between Cooperatives and Farmers' Associations
- Organization system, Agricultural Associations
- Agricultural credit operations, The Farmers' Association movement in Taiwan
- Program of activity — present achievements — prospects for the future.

D. — Credit and Cooperatives.

E. — Agricultural Credit Banking system.

BOOKKEEPING PROGRAM

(250 hours)

PART I. — Bookkeeping in general :

- a) Commercial, Credit
- b) Cooperative, Organization

PART II. — Bookkeeping for each type of cooperatives.

PART III. — General bookkeeping system.

— Present achievements and future prospects

PART I. — BOOKKEEPING IN GENERAL

CHAPTER I. — Definition — purpose — utility.

- Types of Bookkeeping : classification
- Single entry — double entry, definition
- Origin and progress of double entry bookkeeping.

CHAPTER II. — Fundamentals of Bookkeeping :

- I. — Receipts, Agricultural credit organizations in the world
- a. — Books, with emphasis on Asia

3. — Accounts
4. — Reports.

CHAPTER III. — *Receipts*

- Definition — purpose — utility.
- classification of receipts :
 - in coming receipts,
 - out going receipts,
- how to set up a receipt,
- how to journalize and post to ledger from a receipt,
- how to file the receipts.

CHAPTER IV. — *Books*

- definition — types of books,
- different forms of books,
- the Journal — the Ledger,
- methods of journalizing and ledger from Journal to Ledger.

CHAPTER V. — *Accounts.*

- Definition — classifications :
 1. — Asset accounts,
 2. — Liability accounts — capital and reserve
 3. — Expense accounts,
 4. — Income accounts,
 5. — Trading accounts.
- Relationship between the accounts and the reports.

CHAPTER VI. — *What is a debit and a credit side of an account ?*

- daily postings,

- monthly postings,
- balances of the accounts,
- what is a debit balance ?
- what is a credit balance ?

CHAPTER VII.— The capital account,

- definition,
- function of capital in capitalism, cooperatism.
- difference in rights between a cooperative member and a commercial firm share holder.

— Postings :

- a) Subscription for shares,
- b) payments for shares subscribed,
- c) cashing the shares,
- d) subscription of additional shares by means of patronage dividend,

— differences in posting to the capital account of the cooperative and to that of a commercial firm

CHAPTER VIII.— The cash account

— daily transactions relative to the cash account.

Postings :

- a) Receiving cash,
- b) Payment by cash.

— The cash at the Bank — at the Treasury.

— Purpose — types of Bank and Treasury accounts.

Postings :

- a) deposit cash,

- b) deposit check,
 - c) withdrawals,
 - d) cancellation,
 - e) dishonored check,
 - f) transfer of funds between banks and treasuries,
 - g) credit, debit notes.
- The account payable — Central.
- Types of loans : short-term — medium-term — long-term loans.
- Interest rate of each type of loans:

Postings :

- a) receiving cash loans,
- b) receiving loans in kinds,
- c) payments for loans.

Methods of interest calculation :

basing on interest rate, term and amount of loans.

Postings :

- a) calculation before payment of interest,
- b) after payment of interest is made.

CHAPTER IX.— Other assets accounts.

- Building account,
- Office equipment and furnitures account,
- Transportation equipment account,
- Machineries account,
- Purpose of each above accounts

Postings :

- a) Purchase cash down,

- b) Purchase on credit or received from the Central office,
- c) Improvement made to the above assets,
- d) Sales of assets,
- e) Depreciation,
- f) Burned, stolen or out of use.

The organization expenses.

- Definition — purpose,
- Differences between organization expenses and other expenses.
- Depreciation of organization expenses.

Postings,

- a) setting up an Organization Expense Account,
- b) depreciation

CHAPTER X. — *Overheads — Expenses Accounts.*

- Definition — purpose,
- Postings to overhead and individual expense account.

CHAPTER XI. — *The Trial Balance — The Balance Sheet*

- Method of making a trial balance,
- Basing on the total of debit, credit, and the total debit, credit balances in the ledger,
- Method of setting up a balance sheet, monthly, annually,
- Different forms of balance sheet.

CHAPTER XII. — *Trading accounts.*

- The sales and purchases accounts.

Differences in the sales and distribution of merchandise between the capitalist and cooperative system.

— Selling goods at a profit and selling goods at cost price.

Other accounts concerning sales and purchases of goods.

- Sales returns (inwards),
- purchases returns (outwards),
- discount (income),
- discount (expenses),
- sales allowances,
- purchase allowances,
- commissions,
- bank charges,
- purchase expenses (freight in),
- selling expenses,

Postings for all accounts above.

CHAPTER XIII. — Reports :

- a) the trading statement,
- b) the profit and loss statement,
- c) the balance sheet.

The trading statement

- Definition : How to set up a trading statement (monthly, annually).

Relationship between the Trading statement and the Trading account.

The Profit and loss statement

— Definition : How to set up a Profit and Loss statement.

— Relationship between the Profit and Loss statement and the Profit and Loss account.

The Balance Sheet

(See chapter XI)

CHAPTER XIV. — The Journal

- Purpose — types of journal,
- Model for each type of journal,
- Journalizing methods,
- The Journal with regards to Commercial law,
- Relationship between the Journal and the Ledger,
- The Petty cash account and its statement.

Postings :

- a) establishing the petty cash funds,
- b) expending the petty cash,
- c) liquidation of the petty cash account.
- Different methods of posting

CHAPTER XV. — Adjusting entries

(monthly, yearly)

- Depreciation and Reserve for Depreciation,
- Bad debts and Reserve for Bad debts,
- Other Reserve accounts,
- How to use the above reserves.
- Prepaid expenses,

— Accrued expenses.

— Accrued income.

Postings :

- a) ending the year.
- b) beginning the year.

CHAPTER XVI.

— investment account,

— deposit account,

— suspense clearing accounts, (inwards, outwards).

CHAPTER XVII. — The bills of exchange

— definition — types of bills,

— method of setting up a bill of exchange.

Postings :

- a) when receiving a bill,
- b) when utilizing it,
 - 1. — cashing at due date,
 - 2. — endorsing to another person,
 - 3. — discounting to a bank or to a broker,
 - 4. — protesting a non-payment of the bill,
 - 5. — expenses incurred to the bills of exchange.

Adjustments to wrong entries

How an entry is done wrong :

- a) by adding,
- b) by posting in wrong side,
- c) by omitting an entry,
- d) by posting or journalizing to wrong account,
- e) by posting wrong figures.

CHAPTER XVIII.— *Closing the books.*

- 1.— setting up a trial balance,
- 2.— adjusting entries of the trading and profit and loss accounts,
- 3.— the adjusted trial balance,
- 4.— making reports :
 - a) merchandise inventory,
 - b) fixed assets,
 - c) the trading statement,
 - d) the profit and loss statement,
 - e) the balance sheet.

CHAPTER XIX.— *The Patronage refund*

- Definition,
- Differences between the Patronage refund by the Cooperatives and the distribution of profit by the Commercial enterprises,
- Multi - purpose cooperatives and the patronage refund,
- Single purpose cooperatives and the patronage refund,
- How to base on the volume of business to make the patronage refund,
 - a) basing on the amount,
 - b) basing on the quantity,

Postings :

- a) setting up the patronage refund account,
- b) after the refund is made,
- c) cash refund,
- d) refund by means of stock,
- e) how do the non-members benefit from the refunds.

CHAPTER XX. — I. Auditing.

— different steps in auditing,

— how often is audit made :

a) monthly

b) quarterly,

c) half yearly,

d) yearly.

— emergency audit,

— methods of making report after audit.

2. Liquidation of a cooperative.

— necessary entries for a liquidation :

a) journalizing,

b) posting.

— liquidation for the dissolution of a cooperative,

— liquidation for the amalgamation with another cooperative,

— how to utilize the assets of a cooperative after liquidation.

PART II

BOOKKEEPING FOR EACH TYPE OF COOPERATIVES

1. — Books and accounts necessary for each type of the following cooperatives :

a) farmers' cooperatives,

b) consumers' cooperatives,

c) cottage industry cooperatives,

d) stock breeding cooperatives,

e) fishery cooperatives,

f) transportation cooperatives.

- g) building cooperatives,
- h) federation of cooperatives,
- i) field work at each type of cooperatives.

PART III

SETTING UP A GENERAL BOOKKEEPING SYSTEM FOR ALL TYPES OF COOPERATIVES IN VIETNAM

- 1. — To unify bookkeeping terms,
- 2. — To unify ways of journalizing and posting,
- 3. — To unify names and classifications of accounts.
- 4. — To unify a *number system* for all accounts,
- 5. — To unify all bookkeeping forms.

IX.— METHODS OF WORKING WITH PEOPLE

(50 hours)

I.— *What is communication?*

II.— *Methods of communication :*

- special advantages of each method,
- efficient use of communication methods,
- communication of ideas in small groups,
- communication media in dealing with public opinion.

III.— *Public relations :*

- importance of the individual,
- working with groups,
- dealing with the public.

IV. — *How to gain acceptance of new ideas :*

Means of achievement :

- information,
- explanation,
- promotion,
- working through small groups integrated into an effective organization.

V. — *Training of people :*

- public speaking,
- effective writing,
- effective use of mass media :
radio — press — movies — meetings.
- effective methods of working with small groups.

X. — ENGLISH

(90 hours)

- grammar
- vocabulary (emphasis on technical terms dealing with cooperatives and credit),
- reading,
- questions and answers,
- dictation,
- translation,
- written work.

SIX-MONTH COURSE

Study period 5 months

Training period 1 month.

- Students must attend classes 5 and 1/2 days a week and 5 hours a day, for 5 months with a total of 535 hours for the course.
- Students must participate in field training on cooperatives, agricultural credit and bookkeeping for one month.
- Each course is followed by an evaluation meeting.

SUBJECTS	Total hours of course	Number of hours per week
1. Vietnamese economy	30	2
2. Cooperatives and Farmers' Associations	100	6
3. Rural sociology	15	1
4. Agricultural Credit	50	3
5. Commercial Arithmetics	15	1
6. Bookkeeping	180	10
7. Agricultural Credit Bookkeeping	20	1
8. Methods of working with people	40	3
9. Administrative writing	20	1
10. English	50	3
11. Political talks	15	1
TOTAL	535	32

I. — VIETNAMESE ECONOMY

(30 hours)

- Geographical economy of Vietnam,
- Economy sector,
- Present situation of the Vietnamese economy,
- Economic policy under the Republic of Vietnam,
- Program for the development of the Vietnamese economy,

- Program for the development of the rural economy,
- Relationship between the various programs for developing the economy and the role of the cooperative movement in carrying out these programs.

II. — COOPERATIVES AND FARMERS' ASSOCIATIONS (100 hours)

A. — *Cooperatives.*

- Basic information :
 - history of the cooperative movement,
 - cooperative principles,
 - types of cooperatives.
- Cooperative policy in Vietnam.
- History of the Cooperative movement in Vietnam.
- Legal basis of Cooperatives in Vietnam.
- Setting up of Cooperatives.
- Administration of Cooperatives.
- Financing of Cooperatives.
- Control of Cooperatives.
- Dissolution and liquidation of Cooperatives.
- Promotion and Cooperative education.
- Union and federation of Cooperatives.
- Inter-cooperative relationships.

B. — *Farmers' Associations :*

- Definition
- Function
- Organization system of Farmers' Associations.
- Administration of Farmers' Associations.
- Control system of Farmers' Associations,

— Comparison between Cooperatives and Farmers' Associations.

— Dissolution and liquidation of Farmers' Associations.

C. — *The value and influence of the Cooperative movement and the Farmers' Association movement in the improvement of rural life.*

D. — *The role of the Government in the Cooperative movement and the Farmers' Association movement.*

The Commissariat General for Cooperatives and Agricultural Credit :

— Organization

— Function

— Competence

— Program of action

— Present achievements

— Prospects for the future.

III. — AGRICULTURAL CREDIT

A. — General information on credit :

— definition — objectives — classification

B. — Agricultural Credit :

— basic information

C. — Agricultural Credit in Vietnam :

— evolution

— credit policy

— system of organization

- agricultural credit operations
- program of action
- present achievements
- prospects for the future.

D. — Credit and Cooperatives.

IV. — BOOKKEEPING.

(180 hours)

(same program as for the one-year course, but shortened)

V. — METHODS OF WORKING WITH PEOPLE

(40 hours)

(same program as for the one-year course, but shortened).

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ENGLISH

(50 hours)

- | | |
|---------------|-------------------------|
| — Vocabulary, | — Questions and answers |
| — Grammar | — Dictation |
| — Reading | — Translation |

Written work.

Approved as a part of the Decree No 21/TU/NĐ of July, 1959, fixing the organization of the Cooperative Research and Training Center.

SAIGON, the 25 th of July, 1959

Commissioner General for Cooperatives
and Agricultural Credit

