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UNIVERSITY OF MINNESOTA
SEOUL NATIONAL UNIVERSITY OF KOREA COOPERATIVE PROJECT
Minneapolis 14, Minnesota

December 1, 1957

Program in Public Administration

UNOFFICIAL REPORT ON KOREA
(FOR PROSPECTIVE MEMBERS OF OVERSEAS STAFF)

Employment Conditions

American personnel who accept tours of duty in Korea in the Public Administration Training Program under the ICA - University of Minnesota contract will be employees of the University of Minnesota.

Base salaries will be determined on an annual basis mutually agreeable to the employee, the University of Minnesota, and the International Cooperation Administration (ICA). In addition, a differential of 25 per cent of the base salary will be paid during actual service in Korea. Salary payments covering the base salary will be made on the 15th and last days of each month. Salary payments covering the 25 per cent overseas differential will be made on the 9th and 24th of each month. These checks will be deposited in any bank designated by the staff member.

While staff members in Korea are not subject to any direct Korean taxes, their earnings are subject to federal income taxes and to the taxes of the states of their residence. Special federal legislation currently provides that any American employed overseas for 510 days during any 18-month period may apply for a full refund of federal income taxes paid.

Staff members who accept tours of duty of one year's duration or longer may be accompanied by their dependents. Dependent housing is currently furnished free of charge and their transportation to Korea is provided by the University of Minnesota. Dependents must remain in Korea no less than six months in order to be eligible for return transportation.

Each staff member sent to Korea is entitled to one month's vacation per year. Vacations are not cumulative. However, upon termination, staff members who have established eligibility for vacation may be granted a pro-rata vacation for the current year on the basis of two days for each full month of service completed and any unused vacation for the previous year. Each calendar week of vacation taken is charged as six days.

Sick leave will be allowed in accordance with University of Minnesota policy and practice, but in no case will it be less than the allowance made by the International Cooperation Administration for comparable personnel in Korea.

The customary American holidays have been designated as legal holidays for American personnel in Korea and are considered non-working days. In addition, ten other days which are Korean holidays are recognized as legal holidays for American personnel and no charge against leave will be made on these days.

The University will provide each staff member sent to Korea with a special \$25,000 accident policy, with a special health policy, and with Workmen's Compensation Insurance, and, if he is a member of the University of Minnesota staff, will continue to pay its share of the group and retirement insurance to which he is entitled.

The University will pay for the cost of obtaining a passport and Korean visa and for the reasonable costs of health examinations and inoculations for each staff member sent to Korea and for his dependents.

The University will purchase tax exempt transportation to and from Korea by first-class scheduled commercial air carriers for each staff member and his dependents (spouse and unmarried children under 21 years of age of staff members). A per diem payment of \$12 per day will be paid each staff member and each dependent 11 years of age and older and \$6 per day for each dependent under 11 to defray expenses while traveling. This is paid by the shortest route and covers normally four days.

University personnel and their dependents are entitled to take 66 pounds of baggage with them while traveling to and from Korea. In addition, the University will reimburse each staff member and each of his dependents for the cost of accompanied excess baggage not to exceed 50 pounds; and each staff member for the cost of up to 200 pounds of unaccompanied air baggage. By arrangement in advance, the University of Minnesota will pay the cost of surface transportation and/or storage for not to exceed a total of 5,000 pounds of household furnishings and personal effects.

An educational allowance of \$300 per year per school child is currently authorized on the same basis as for children of ICA personnel.

Housing Accommodations

Staff members with dependents will be provided with modern housing in the Itewon area. The units are new, attractively furnished, and under the management of the Office of the Economic Coordinator (OEC). Currently, another housing area is being developed for American personnel in Seoul and should be ready for occupancy by 1958. There may be delays in obtaining adequate family housing in these areas, but, in such cases, temporary lodging will be provided.

Currently the following furnishings are provided in each residence:

Bedroom

Bed - double. (Single beds are available for those who prefer them.)
Bed-side table (2)
Chair - straight-backed (2)
Wardrobe dresser - Mr. and Mrs. type
Chest of drawers
Lamp and shade
Mattress
Mirror
Pillow (2)
Rug
Wastebasket

Bedroom furniture will be purchased on a three-bedroom basis. The beds for the third bedroom will be twin beds.

Living Room

Arm chair (2)
Sofa
Coffee table
Dining table
Chair (8)
End table (4)
Lamp and shade
Floor lamp (2)
Table lamp (2)
Rug
Buffet

Bathroom

Laundry hamper
Medicine cabinet
Stool
Towel rack

Kitchen and Pantry

Cabinet
Table
Chair (4)
Garbage pail
Refrigerator
Stove (electric)

Other

Draperies
Step-up transformer
Heater
Fire protection equipment

Most single staff members will be quartered in one of the four Residential Halls on the Seoul Area Command Post. Some may live in the Chosun Hotel as long as OEC continues to use it. Residential Halls are two-story buildings which house over 150 persons. The rooms are completely and attractively furnished and are in connecting series of two with bath in between. Some two room apartments are available, but these are currently occupied by married personnel without children. A dining hall with club facilities is located here. The Chosun Hotel is located in the center of Seoul. Many of the rooms have private bath; all of the rooms have running water. The rooms are attractive and comfortable.

Those personnel who reside in the Residence Halls or the Hotel may receive personal service from the OEC for very reasonable rates. For \$15 per person per month, visiting staff may receive room cleaning, laundry and pressing of clothes, and shoeshine service. Currently, these services may be purchased at a family rate of \$30 per month. Each person may elect to provide for these services himself or may employ a domestic servant for this purpose. The Korean National Personnel Section will assist sponsors in securing qualified domestics, advising on wage scales, arranging for free employment physical examinations, and will assist in meeting other rules and regulations.

Health and Medical Services

Staff members and their dependents who travel to Korea must be immunized against the diseases of typhoid, typhus, cholera, and small pox.

Army pharmacies provide a limited prescription service. Those in regular need of special medicines should take their prescriptions with them or a supply of the needed medicine if possible.

The 121st Evacuation Hospital is available to University employees for both medical and dental care. This hospital is located twenty miles from Seoul at Ascom City. The services of the Army Dispensary in Seoul are available to employees, and first aid kits are plentiful in the billets.

Medical care for dependents is provided by the Embassy Health Unit in the Chosun Hotel. Out-patient treatment is also provided from this point. Serious medical care for dependents must be provided privately. The Health Unit nurse will recommend qualified civilian physicians. For hospital care of dependents, the Seoul Seventh Day Adventist Hospital has agreed to care for American dependents at a reasonable cost. An American staff will care for dependents at this hospital. Pre-natal care is also available here.

Clothing

Male mission employees should bring with them a fully stocked wardrobe. It is advisable to bring clothing spares, as it is difficult to replace many articles in Korea. This is particularly true of shoes. The local Army PX caters primarily to basic needs in military apparel. The Japanese PX carries large stocks of clothing in many styles. Those with easy sizes to fit can shop through mail-order houses like the one in Hong Kong. Mail-order houses in San Francisco also are frequently used.

Cool, washable suits are desirable during the hot summer months. Suits and sport coats are generally worn during the rest of the year. A heavy topcoat will suffice during the winter months. Simplicity in dress is the keynote, and extreme colors and designs are not popular.

Women should also bring a complete line of clothing with spares, although a few items can be purchased in Seoul and Japan. Nylon underwear, hose, and other apparel are available, though sizes and styles are limited.

Cotton clothing is essential during the summer. Skirts and blouses are popular, and shorts and pedal pushers are often practical. For evening wear, informal "cocktail" dresses are popular and practical. During the winter months sweaters and woolen clothing are comfortable.

While fine materials are available both in Japan and Korea, the standards of workmanship are generally unsatisfactory by American standards.

Cleaning and limited shoe repair facilities are available; however, clothing and shoes should be of a durable variety.

Transportation Facilities

Reasonably adequate transportation is available in University and OEC vehicles. Local buses and taxis are colorful, though not always dependable.

Importation of Private Vehicles

University personnel who agree to serve a two-year tour of duty in Korea are eligible to import one automobile for their personal use (at government expense). Higher priced vehicles, such as those retailing in the United States for more than \$3,000 with accessories, will not be approved for import. This privilege has been made possible by reciprocal arrangements with the Korean Government. These vehicles are exempt from Korean customs taxes provided that certain conditions are met and the vehicle is properly registered. All personal vehicles must carry adequate injury and property liability insurance effective on the date of arrival in Korea.

Mail Service

It takes air mail about one week to reach Korea from the East Coast of the United States. Boat mail takes approximately six weeks. Air mail postage is six cents per ounce, and is limited to two pounds in weight and to 30 inches in length plus girth.

Employees and their dependents have APO privileges. Incoming mail should be addressed in the following manner:

Dr. John Doe
c/o UNC/OEC (Minnesota Contract)
APO 301
San Francisco, California

Currency Regulations

There is no limit on the amount of currency which may be brought into Korea, although all dollar currency must be exchanged upon arrival for United States Military Payment Certificates (MPC). The possession of greenbacks is not authorized. Hwan, the local currency, may be purchased at the official rate by University personnel from the Embassy Disbursing Officer, the Seoul Branch of the Bank of America, and the Army Finance Office, or in small quantities at the PX. The trading of MPC's and dollars for hwan through other channels is forbidden.

Salary checks from the University of Minnesota may, by arrangement, be deposited in any United States Bank or in the Seoul Branch of the Bank of America. Personal checks on banks in the U. S. may be cashed at the Embassy or in the PX. Although checking and savings accounts can be opened with the Bank of America, such checks may not be sent out of Korea.

Post Exchange and Commissary

The Main Post Exchange is maintained near the OEC Office Buildings. Many concessions are operated by Korean businessmen as well as by the Army. Luxury items may be purchased here as well as necessities. All transactions are in MPC.

For the women there are cosmetics and lingerie as well as a limited supply of outer clothing of the skirt and sweater variety. There are fine oriental lines of kimonos, robes, and pajamas on sale.

Men may purchase shaving lotion, hair tonics, razor blades, as well as aspirin, talcum, hand lotions, and shampoo. Hand soaps, starch, bleach, and other laundry items may be purchased here.

Radios, record players, watches, cameras, and portable typewriters are also available, as well as some cooking utensils. Standard brands of tobacco, cigarettes, and cigars and magazines are available. The PX also maintains an interesting line of jewelry and gift items. Snacks, such as cookies, candies, coffee, and fruit juices are also on hand.

In the PX are located a post office, dry cleaning concession, barber shop, tailor, shoe repair shop, a packing and crating section, photography and engraving shops, and watch and radio repair facilities.

Items in the PX are priced below the list prices in the United States.

For staff members with dependents, who wish to shop for food items, the Embassy Commissary makes available a wide variety of foodstuffs at reasonable prices.

Liquor may be purchased at the Chosun Hotel Bar as well as at the army clubs, which have a wide variety of liquors and mixes at reasonable prices.

Dining Facilities

Although it is not a desirable practice to purchase food at local markets, the fruit is excellent, particularly apples, pears, peaches, and persimmons. The practice of appropriate sanitary precautions enable the safe consumption of these items.

Experienced American residents are good sources of information on local restaurants which may be patronized by Westerners.

Transportation is furnished employees to the residential halls dining room for lunch, as well as to the Chosun Hotel. Meals may also be taken at the South Post Officers' Mess, the SAC snack bar, and the Kimchi Kabana. Prices are reasonable, a civilian lunch at the officers' mess costing 65 cents.

Miscellaneous Services

Barber shops are located in the Chosun Hotel and the Post Exchange. Prices are reasonable and paid in MPC. Tips, if desired, are made in hwan. Beauty shops which do good work are located in South Post and in the Bando Hotel.

The United States Information Service Library in the American Embassy is available for the use of OEC personnel, as well as a very complete Special Services Library in Yongsan.

Accraft shop is located next to the SAC snack bar. Activities such as wood-working, leather work, etc., are carried on here. Model kits, a photo lab, and an enamel kiln are also available.

Schools

The Seoul Foreign School, organized by the Presbyterian Mission, will accept children of American personnel. The school term is from September 10 to June 15. Tuition is \$150 per semester. The high school is accredited and offers college preparatory courses, such as English, Latin, Algebra, Geometry, World and American History, General Science, and Music as well as Physical Education. They have an active PTA and have organized Boy Scout and Girl Scout groups.

Newspapers

Copies of Korean English language newspapers are available daily as well as copies of "Stars and Stripes." United States periodicals are available at the PX.

Opportunities for Recreation

Movies are shown in most of the four American theaters almost every night. The weekly information bulletin provides the schedules. An admission price of 25 cents is charged. The Municipal Theater is a large, impressive structure where frequent performances of concerts, plays, operas, and other cultural events are held. At Seoul City Stadium there are occasional army football or baseball games.

Korean shops are open seven days each week, and there are several nice department stores. Purchases are made in Inwon. Prices are high, but there is a wide assortment of souvenir items. Korean brass is quite popular.

Social life is abundant as there is an OEC Club in the residential area and a dance almost every night of the week at the various officer and service clubs around Seoul. The Chosun Hotel has a dance and floor show each Friday night and a ballroom dance on Saturday nights. The Chosun Hotel has two lounges often frequented by American personnel.

There are endless opportunities for the hiking and mountain-climbing enthusiast as there are short and relatively easy climbs a short distance from Seoul. These areas also delight the camera enthusiast. Hunting is popular, and guns can be obtained from the military for this purpose. In Seoul there are facilities for badminton, volleyball, ping pong, and basketball. Boating and swimming are also popular pastimes. There is a golf course at the Seoul Country Club. There are seaside resorts nearby with white sand beaches, surf, and fishing facilities.

Entertainment in Seoul is often varied and surprising due to the divergence between Korean and Western customs. The individual can usually find the type of social activity he finds most agreeable.

English is a language understood by countless persons everywhere throughout the world. Among other things, it would be a matter of courtesy to learn and use at least a few words of Korean.

In restaurants and hotels the customary tip is 10 per cent. In barber shops tips up to 30 per cent are common. Tips are not expected for taxi service.

Many Koreans remove their shoes in the house. When entering a Korean home, it is important to observe this custom.

Koreans give gifts to a point embarrassing for many Americans. Gifts they appreciate in return are candy, cosmetics, books, and American gadgets. They often bring flowers when visiting a home.

Formal calling among Americans in Korea is kept to a minimum.

The Minnesota Contract provides that all University personnel, while in Korea, will abide by all applicable laws and regulations of Korea and its political subdivisions, to the same extent as ICA personnel. All such personnel are protected against suits and claims arising from charges of malpractice or injury or other reasons arising in connection with the performance of the contract to the same extent as ICA personnel.

All Americans outside the United States are representatives of the United States and its people. At all times they carry the responsibility of gaining and holding the respect and confidence of all those with whom they come in contact. Only in this way can the United States carry out its obligations to other nations.

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UNIVERSITY OF MINNESOTA
SEOUL NATIONAL UNIVERSITY OF KOREA COOPERATIVE PROJECT
Minneapolis 14

Program in Public Administration
330 Ford Hall

June 25, 1957

KOREAN PUBLIC ADMINISTRATION PROGRAM—REPORT

This report is intended to present a broad plan for the development of the Public Administration program under the ICA—University of Minnesota contract. It was prepared after a three-and-one-half week survey in Korea and after visits to ICA offices in Washington, the University of Indiana (Thailand) in Bloomington, the University of Michigan (Philippines) in Ann Arbor, Michigan State University (Viet Nam) in East Lansing, the University of Pennsylvania (Pakistan) in Philadelphia, and the University of Southern California (Iran) in Los Angeles.

The Program in Korea

Essential features. A Public Administration School or Institute or Center (hereafter referred to as School) will be established at Seoul National University, and the School will be modeled somewhat after the Institute of Public Administration at the University of the Philippines.

The School will offer a graduate training program leading to a master's degree in Public Administration. Students will be drawn from economics, political science, psychology, and sociology and from such professional colleges as engineering, agriculture, and medicine, as well as law. It is expected that all universities in Korea will send students. The School also may offer an undergraduate program leading to a bachelor's degree in Public Administration. Some courses may be scheduled so as to be convenient for government employees who desire to take academic work after their regular office hours.

The School will carry on a research program for the study of administrative problems and for translation of foreign materials and will endeavor to publish the studies and translations. A special Public Administration reference and research library will be established.

The National Officers Training Institute in the Office of General Affairs will continue to develop its special training courses for government employees, will recruit a full-time staff to serve as the core of its faculty, and will set up a small working library.

Organization. The Public Administration School will be located in the College of Law at Seoul National University. It will be independently organized within the Law College, and it may be physically separated from the College.

The National Officers Training Institute is located in the Office of General Affairs of the Korean Government.

It is desirable that close relationships be established and maintained between the new Public Administration School and the Office of General Affairs.

Degrees. The Public Administration School will offer a master's degree in Public Administration.

The present curriculum in Administration Law (now taken by about half of the students in the Law College) may be developed into a public administration curriculum, possibly leading to a bachelor's degree in Public Administration.

The National Officers Training Institute will offer special courses of various types, but will not offer degree programs.

Curriculum. The tentative graduate curriculum on which the program of the School is based includes the following courses:

- Introduction to Public Administration
- Public Law (for those who have not taken Public Law as undergraduates)
- Seminar in Public Law (for those who have had a full year of Public Law)
- Research Methods
- Research Project
- Financial Administration
- Seminar in Financial Administration (Optional, but one of three optional seminars must be taken)
- Personnel Administration
- Seminar in Personnel Administration (Optional)
- Organization and Methods
- Seminar in Organization and Methods (Optional)
- Government of Korea
- Accounting
- Statistics (either accounting or statistics must be taken)

Additional courses which might be offered as electives include:

- Supply Administration
- Local Government
- Planning
- Public Relations
- Government Enterprises

It is assumed that those who teach these courses will also teach related undergraduate courses and after working hour courses for government employees and that they will give part of their time to the research program of the School.

No curricula were prepared for the National Officers Training Institute.

Research. Research will be an important part of the School's work. It will contribute to the training program as well as provide basic information on Korean government and administration.

All of the faculty members--Korean and American--will participate in the research program. The theses which the first returning students will prepare will be part of a comprehensive research plan.

Translations of English language materials should be prepared in order to make these materials more useful in the instruction at the School and in the

Institute. The immediate need would seem to be for the development of collections of translated materials on various subjects rather than translations of entire books. The first group of students will make tentative selections of materials for translation during their year in the United States.

The School might undertake service research projects for various ministries of the Korean Government as an important part of its work and use full-time specialists as well as part-time personnel in carrying out this work.

Library. A special reference and research library in Public Administration will be developed at the School. This will serve the faculty and students at the School as well as the research program.

A small working library will be developed at the National Officers Training Institute to serve the faculty and students at the Institute.

During 1957-58 books for both libraries will be collected, catalogued, and shipped so as to arrive about the time that the American team arrives in the fall of 1958. It is hoped that by the end of 1958 book shipments may be made directly to Korea rather than to Minnesota for cataloguing, etc.

Miss Myrtle Eklund, who is one of the leading Public Administration librarians in the United States, will select books and materials and will supervise the preparation of requisitions. The University Library will order and catalogue the books and materials and will store them until time for shipment to Korea. The two Korean participants who will be trained for library work will help in the processing of the books.

In-service training. The National Officers Training Institute was established shortly after World War II. It offers two courses: a "pre"-service course for candidates who have passed examinations for entrance into the National Government service and an in-service course for employees who have been in the service for several years. The Institute appears to have adequate physical facilities and has made a good start in its training activities.

The Institute will train a full-time staff, will establish a library, and will increase its offerings.

Immediate needs. The immediate needs at Seoul National University are in the following fields. The names of those who have been selected for training in the United States in these fields are in parentheses.

Government (Lee, Sang Jyo)
Public Law (Suh, Won Woo)
Personnel (Eark, Dong Suh)
Finance (Yu Hoon)
O and M (Kim, Woon Tai)
Research (Lee, Woo Hyun)
Accounting (Lee, Woong Keun)
Statistics (Kim, Tae Choon)
Library (Ahn, Hae Kyun)
3 Assistants to work with first team of American specialists
(Kim, Hae Dong; Lee, Joung Sik; Roh, Yung Hee)

The immediate needs of the National Officers Training Institute are in the following fields:

Administration of in-service programs
Personnel Administration--testing and measurement (Kang, Young Ki)
Personnel Administration--position classification (Moon, Ki Youl)
Organization and Methods (Kang, In Hee)
Office management and administration of a small library (Liu, Yongsang)

American staff. Facilities and personnel are inadequate for immediate and profitable utilization of a large American staff.

It is proposed to send American staff to Korea on the following tentative schedule:

September 1957	Senior Public Administration Specialist
July 1958	Administrative Assistant and Librarian
August 1958	Chief of Party (If Senior Public Administration Specialist assumes this position, another Public Administration Specialist will be sent.)
August 1958	Research Specialist
September 1958	In-service Training Specialist--program organization, etc. (1 year)
January 1959	O and M Specialist
January 1959	Personnel Specialist
January 1959	Finance Specialist

See the tentative staffing schedule on page 8.

Each American staff member, to be effective, must have a Korean counterpart and a full-time Korean assistant. He should establish a close relationship with his counterpart and give attention to courses in his specialty in the undergraduate program as well as in the graduate program. He should likewise give attention to the research program as it involves his specialty. He should make his advice and services available to the Office of General Affairs--especially to the National Officers Training Institute.

The American Public Administration Staff will be responsible to the Chief of the Public Administration party, who in turn will be responsible to the Public Administration Center at the University of Minnesota on matters of program. It is understood that the Public Administration staff will be under the office of the University's Chief Adviser for administrative purposes. The Chief of the Public Administration party, however, will need to have direct access to officials in the Korean Government and in OEC in carrying out the program.

Physical facilities. The present Law College physical facilities do not appear to be adequate to accommodate the School.

A separate building should be obtained. The ideal location for the building is in the vicinity of the buildings of the various ministries. Such a location would facilitate the development of close relationships with the ministries. These relationships are essential to the success of the public administration program. The building also should be convenient to the National Officers Training Institute.

The building should provide the following accommodations:

Office for Director

Administrative office for Assistant Director, Secretary-typists, clerks, etc.

Office for American Chief

Office for American Chief's assistant, Secretary, Clerk

Office for American Professor, his assistant, and his counterpart

Office for American Professor (Research), his assistant, and his counterpart

Research room (desks and equipment for research assistants)

Publication room (mimeographing and photo-duplicating equipment, supplies, stocks)

Library - stack room

Library - reading room

Library - office for American, typist, and librarian; also desks for assistants and second typist

4 or more class rooms

Office for personnel staff (American, assistant, and counterpart)

Office for finance staff (American, assistant, and counterpart)

Office for O and M staff (American, assistant, and counterpart)

Offices for additional staff (local government, planning, public law, etc.)

3 seminar rooms

In addition, the National Officers Training Institute should provide an office for an American Adviser and his assistant and a library room with space both for reading and for books.

The Program in the United States

Korean participants. The University of Minnesota plans to receive 16 Korean participants (12 from Seoul National University and 4 from the Korean Government) in 1957-1958 and 15 in 1958-1959. The names of the participants to be received in August 1957 are given on pages 3 and 4.

Training program for Korean participants. The participants at Minnesota will have an orientation period beginning on or about August 1 and ending September 30. During this period, in addition to intensive English language training, the participants will study American governmental and political institutions under Professor Asher N. Christensen who has had extensive experience in explaining American political institutions to foreign students. Field trips will be arranged in order for the students to observe American institutions in operation.

The participants will begin their graduate training in public administration on October 1. During the three academic quarters, all of the participants will take a special seminar in public administration (9 credits) which will extend through the entire academic year and which will meet during two afternoons each week. During the spring quarter, all of the students will take an individual project course (3 credits) which will be related to their specialty (personnel, finance, organization and methods, local government, etc.). During the entire academic year, the students will take other courses to prepare them for their specialty and will collect background materials for their theses.

At the close of the academic year, all of the students will take comprehensive examinations on their coursework.

The theses will be part of a research plan in public administration in Korea and will be prepared after the students return to Korea. No degrees will be granted until after the theses have been submitted.

American staff. The American home staff will include the following:

- Director (1/2 time) beginning April 1, 1957
- Secretary (1/2 time) beginning April 1, 1957
- Administrative fellow (1/2 time) August 1, 1957 - July 31, 1959
- Librarian (1/5 time) July 1, 1957 - June 30, 1959
- Secretary (1/2 time) July 1, 1957 - June 30, 1959
- Special instruction for Korean participants
- Special Lecturer in American Governmental and Political Institutions (2 weeks) August-September 1957, 1958
- Special Lecturer in Organization and Management (1/3 time) Fall quarter 1957, 1958
- Special Lecturer in Public Financial Administration (1/3 time) Winter quarter 1957, 1958

Special Lecturer in Public Personnel Administration (1/3 time)
Spring quarter 1957, 1958

Special Lecturer for Special Projects Course (1/3 time)
Spring quarter 1957, 1958

See the tentative staffing schedule on the next page.

Revised Estimated Budget

As a result of the survey in Korea and of visits to other campuses, the estimated budget items have been revised, but the total budget of \$525,000 has not been changed. The item for participant training has been increased substantially, and the item for American academic staff in Korea has been decreased. An item for special courses for participants has been added as well as a one-half-time administrative fellow, a one-fifth time librarian, and a one-half time secretary. The item for an automobile has been increased because the actual cost of the automobile exceeded the original estimate. The communication item has been increased slightly. The item for travel for contractor personnel has been increased. The item for insurance has been decreased because fewer Americans will be sent to Korea than was originally planned. Most of these changes have resulted from the decision to give initial emphasis to participant training and to postpone the sending of an American team until a core of Koreans can be prepared.

In the estimates, the \$20,000 for each American specialist is an average which includes international air travel to and from Korea (now \$1,401.70) for the specialist and his dependents, per diem, and salary plus differential. The \$6,000 for each Korean participant includes air travel to and from the United States (now \$1,401.70), per diem of \$6 or \$7, tuition and incidental fees (now \$486 for three academic quarters), books, travel in the United States, miscellaneous training costs, and 12½ per cent indirect costs.

The revised estimated budget is presented on pages 9 and 10. The second of these pages shows the budget breakdown by fiscal year. It is estimated that only \$8,850 was spent in 1956-57. In 1957-58, \$182,467.50 will be spent. And, in 1958-59, \$333,682.50 will be spent.

REVISED ESTIMATED BUDGET

FOR

ICA-UNIVERSITY OF MINNESOTA CONTRACT

FOR

PUBLIC ADMINISTRATION PROGRAM IN KOREA

<u>Item</u>	<u>Original Estimate</u>	<u>Revised Estimate</u>	<u>Difference</u>
1. American Project Director and Secretary (1/2-time)	\$ 19,500	\$ 19,500	same
2. Administrative Fellow (1/2-time)	-	6,000	+ \$ 6,000
3. Librarian (1/5-time)	-	2,338	+ 2,338
4. Secretary (1/2-time)	-	3,120	+ 3,120
5. Professors for special courses (1/3-time)	-	15,542	+ 15,542
6. American academic staff in Korea (9 man-years) and 1 Secretary if the amount in this item permits	256,000	180,000	- 76,000
7. Participant training program in U. S. (31 man-years) and indirect cost (12-1/2 %)	144,015	186,000	+ 41,985
8. Library (for Korea)	50,000	50,000	same
9. Special equipment (Korea)	2,000	2,000	same
10. Automobile	3,500	4,050	+ 550
11. Communications	2,660.80	2,845	+ 184.20
12. Travel (contractor personnel in U. S. and Asia)	6,500	9,250	+ 2,750
13. Insurance (American staff in Korea)	3,500	2,700	- 800
14. Indirect costs (47% home staff, 11% field staff)	37,325	41,655	+ 4,330
	<u>\$ 525,000</u>	<u>\$ 525,000</u>	<u>same</u>

REVISED ESTIMATED BUDGET
FOR
ICA-UNIVERSITY OF MINNESOTA CONTRACT
FOR
PUBLIC ADMINISTRATION PROGRAM IN KOREA

Breakdown by Fiscal Years

<u>Item</u>	<u>1956-57</u>	<u>1957-58</u>	<u>1958-59</u>
1. American Project Director and Secretary (1/2-time)	\$ 1,500.00	\$ 7,000.00	\$ 11,000.00
2. Administrative Fellow (1/2-time)	-	2,750.00	3,250.00
3. Librarian (1/5-time)	-	1,168.80	1,168.80
4. Secretary (1/2-time)	-	1,560.00	1,560.00
5. Professors for special courses (1/3-time)	-	7,771.20	7,771.20
6. American academic staff in Korea (9 man-years) and 1 Secretary if the amount in this item permits	-	20,000.00	160,000.00
7. Participant training program in U. S. (31 man-years) and indirect cost (12 1/2%)	-	96,000.00	90,000.00
8. Library (for Korea)	-	30,000.00	20,000.00
9. Special equipment (Korea)	-	-	2,000.00
10. Automobile	4,050.00	-	-
11. Communications	320.00	1,200.00	1,325.00
12. Travel (contractor personnel in U. S. and Asia)	2,200.00	3,000.00	4,050.00
13. Insurance (American staff in Korea)	75.00	300.00	2,325.00
14. Indirect costs (47% home staff, 11% field staff)	705.00	11,717.50	29,232.50
	<u>\$ 8,850.00</u>	<u>\$ 182,467.50</u>	<u>\$ 333,682.50</u>

Possible Additions to Present Contract

It is believed that the resources available under the ICA-Minnesota Contract can best be realized by sending not more than one American specialist during 1957-58. To send additional specialists would reduce the number that could be sent during 1958-59 when the first group of Koreans returns and the new School will begin operation.

Both OEC and ICA officials have expressed a strong desire that the University send three or more specialists during 1957-58 to help in maintaining the present enthusiasm for public administration training and to work with those in the Universities and in government who are endeavoring to develop the field of public administration in Korea.

If additional funds in the amount of approximately \$100,000 could be added to the \$525,000, the public administration program could be expanded and made more effective by sending the following American personnel to Korea.

September 1957

Junior Public Administration Specialist to become assistant to the Chief of Party in September 1958.

Secretary to work with Senior and Junior Public Administration Specialists and later with Chief of Party for the duration of the project.

January 1958

In-service Training Specialist to develop training programs in supervision.

Summer 1959

Three consultants to observe and advise concerning various aspects of the Public Administration Program.

Proposed Extension Beyond September 1959

It is proposed that consideration be given to the extension of the ICA-University of Minnesota contract through the fiscal year 1960-61 in order to complete the mission in public administration. The Public Administration School should be in full operation by September 1959, but a termination at this point would be unwise and might jeopardize the success of the project.

During the two additional years, the home staff would consist only of a one-third time project director and a one-half time secretary, three or four carefully selected participants would study for Ph.D. degrees, a team of American specialists would work with Korean counterparts, and two groups of special consultants would spend short periods in Korea.

The two-year extension would cost about \$500,000.

George A. Warp