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OF THE

HUNGARIAN INSTITUTE OF PUBLIC
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FOR THE YEARS 1934 - 1938.

PRESENTED BY THE DIRECTOR,
PROFESSOR ZOLTAN MAGYARY
UNIVERSITY OF BUDAPEST.

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BUDAPEST
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Hungarian Institute of Public Administration. Established in 1931. Attached to Budapest University (Budapest IV., Pázmány Péter-tér 1.) *Director:* — *Zoltán Magyary* LL. D., Professor in the Budapest Peter Pázmány University of Budapest, Vice-President of the International Institute of Administrative Science.

A. Generalia.

During the course of recent decades administrative research institutes have been established by many States for the purpose of studying scientifically the problems arising from the enormous increase during the past half-century in the volume of public administration and from the experiences of the Great War, — institutes maintained either by universities or by the State or by towns (municipalities) or by special foundations.

The same need arose in Hungary too. The obvious way to meet this need was to establish in Hungary too an institute of administrative science. The establishment of the institute within the jurisdiction of the Budapest University seemed for many reasons to be the best solution. The name „institute“ was chosen instead of the name „seminar“ in order to show that the object in view was not merely collaboration with students belonging to the University, but the maintenance of a close co-operation with the Hungarian public administration and with specialists in foreign countries — that involving relations outside the University itself.

The Institute was established on the suggestion and under the direction of *Dr. Zoltán Magyary*, Professor of Administrative and Financial Law, who in 1931 was appointed Commissioner of the Hungarian Government charged with the task of preparing the way for a rationalisation of the public administration without prejudicing his activity as university professor.

The suggestion made by Professor Magyary respecting the creation of this institute was unanimously approved by the University authorities. The Faculty of Law placed at the disposal of the institute suitable premises; while the University included

in its budget the credits required for equipment and initial expenses.

Two circumstances were of prime importance for the development of the institute's library. In the first place, the Director of the Institute, in his capacity as Government Commissioner for the Rationalisation of the Public Administration, was in a position to procure as a gift a complete series of the official State publications; while in the second place the greatest importance attached to the circumstance that the interest of the *Rockefeller Foundation* was enlisted in support of the establishment of the Institute and of the rationalisation programme, the Foundation having voted for the purposes of the Institute 3000 dollars in 1932 and a further 2500 dollars in 1935.

The Institute forms part of the University. It enjoys the benefits of the general Statute of the University, which provides for scientific and administrative autonomy. The Institute does not possess any special Statute of its own.

The objects served by the Institute are as follows:

1. Cultivation of the whole field of administrative science. In the scientific study of public administration during the last half-century a regrettable tendency towards one-sidedness has been in evidence in most countries. In the countries of Continental Europe the cultivation of administrative law has completely relegated to the background the technique of administration, which since the death of *Lorenz von Stein* has been almost entirely ignored, although this is the field in which the development of public administration has made most headway in the last fifty years. In the field of administrative law, the development of administrative jurisprudence has been most remarkable in France, though there has been a noteworthy advance in Germany and Italy too. In Hungary too the same tendency prevails. In Great Britain and the United States of North America, on the other hand, administrative law as a separate branch is only just beginning to develop; the energy devoted to the same having been considerably less than that expended upon the development on an enormous scale of the scientific organisation and *scientific management* of the public administration. „*Scientific management*“ may be regarded as the direct continuation of the „*Verwaltungslehre*“ propounded by Lorenz von Stein. Science has duties devolving upon it in respect alike of the problems of administrative law and of the theory of public administration. It is the aim of our Institute to bring about this synthesis.

2. A lessening of the gap dividing theory from practice, and the re-establishment of the connections between the two. A regrettable phenomenon in evidence in the field of our public administration is the almost complete failure of practice to keep in touch with science, practice being therefore degraded to the merely empirical, while on the other hand science but rarely takes its problems from practical life and often fails to give practice answers which only science is able to give. The result is that theory and practice are torn asunder; the distance separating them constantly increasing owing to their failure to understand one another. It is the endeavour of the Institute to maintain contact with the life of the public administration and to gain the confidence of the latter by its scientific services.

B. Organisation.

I. *Members and Staff.*

a) The Institute has a *staff* of 4 officers delegated for the purpose by the Ministry of Education, which pays their emoluments. These officials are all without exception former students of the Director who have shown special proficiency and have been appointed on the basis of proposals to that effect made to the Minister by the Director. Other public authorities also delegate persons to work in the Institute when the latter is engaged in researches of interest to those authorities. The Ministry of the Interior, for instance on one occasion delegated an official of the Ministry for a period of one year; and later on the Mayor of the Municipality of Budapest delegated three municipal officials for a term of two years. In addition the Institute engages workers as required who are paid out of the credits at the disposal of the Institute.

Most of the persons engaged in the Institute as officials are graduates in law; though the staff includes also engineers and sworn accountants. There is also a Secretary, who acts at the same time as book-keeper and does the shorthand and type-writing work.

b) There are also *Members* of the Institute. Among the Members are university professors and readers (Privatdocent), officials of the various Departments and other public administration organs, members of the supreme administrative tribunal, etc., who all take part in the scientific work of the Institute.

At present the number of Members is 65. There is no membership fee.

II. Budget.

The amount of credit available for the use of the Institute represents the equivalent of roughly 15,000 Swiss francs. This sum does not include the emoluments of those members of the staff who are delegated by the Ministry of Education or other public authorities, the latter being responsible for the payment of these officials' salaries, nor does it include the cost of heating, lighting and cleaning the premises, the amount required for these purposes being provided by the University. The equivalent of these additional items of expenditure may be estimated to average roughly a further 10,000 Swiss francs a year.

C. Work Being Done by the Institute.

The Institute is at present engaged in research work in five partly independent fields of activity embracing the following subjects:

1. General Staff of the Public Administration.

The *Fifth International Congress of administrative Science* held at Vienna in 1953, on the proposal of the Director of the Institute, included among the agenda of the next Congress the question of „*The Chief Executive and his Auxiliary Agencies*“. Section III. of the *Sixth International Congress of Administrative Science* held at Warsaw in 1956 discussed the question, the *rapporteur* being *Dr. Zoltán Magyary*, Director of the Institute. Dr. Magyary's report has been published in several languages¹ This report was reviewed in detail in the *Archiv des öffentlichen Rechts*². In 1927 Dr. Zoltán Magyary gave a lecture

¹ a) „The Industrial State“, by *Zoltán Magyary*. Edited by *Raymond Leslie Buell*, President of the Foreign Policy Association. (New York, 1938. Thomas Nelson and Sons).

b) „*Le Chef du Gouvernement et ses Organes Auxiliaires*“. Par *M. Zoltán Magyary*. (VI^e Congrès International des Sciences Administratives. Varsovie. 1956.).

c) „A közigazgatás legfőbb vezetése szervezési szempontból“. Irta *Magyary Zoltán* (Budapest. 1956.).

d) *Zoltán Magyary*, „Organizacja Władz a zmlaszczą Rola Szefa Rządu w administracji publicznej“ (Biblioteka Towarzystwa Pracy Społeczno-Gospodarczej. Warszawa. 1957.).

² *Schüle, Dr. Adolf*: — „Der Chef der Regierung und seine Hilfsorgane“ (1957 Volume, pp. 81—98.).

in Berlin University on the subject, the title of this lecture being „Die starke Exekutive“ (The Strong Executive),¹ and a second lecture — the title being „Verwaltungsgeneralstab — Wirtschaftsgeneralstab“ — at the Berlin Verwaltungsakademie (Academy of Public Administration)². And at the end of 1958 Dr. Magyary published another work in which he presented his plan for the organisation of the Hungarian Public Administration general staff.³ This significant international interest in the subject, combined with the success achieved in the international book market, shows most strikingly the importance and the convincing character of these investigations.

The central conception is as follows: — A thorough investigation of the new organs and organisations that have come into being in most countries under various names during recent decades for the purpose of making government easier, of furthering the co-ordination of the several branches of the executive power which have increased so enormously in number and volume and of rendering possible the direction of the public administration apparatus, shows us that organs akin to the military general staffs have made their appearance in other fields of public life too. The fact that this had proved possible allows of our concluding that the functions of a general staff are not peculiar to modern armies, but are postulated as a *sine qua non* of the management of big units of organisation, a general staff being in consequence indispensable in all fields in which we desire to ensure the management being up to the mark even where the conditions governing its activity have become more difficult.

The transformation of the State apparatus in evidence today all over the world is due to the circumstance that the dimensions and importance of the public administration as a State function have increased on an exceptionally large scale resulting in a proportionate increase of the difficulties accompanying the work of government — the management of the State. Experts are required today to carry out functions which previously the responsible head of the executive was able to undertake in his own person. That is why we find coming into existence the various auxiliary organs destined to assume — in spheres of

¹ V. „Zeitschrift für die gesamte Staatswissenschaft“, 1957. pp. 688—704.

² V. „Deutsche Verwaltung“. Deutscher Rechtsverlag. Berlin, 1957. Nos. 7—8.

³ V. Magyary Zoltán. A közigazgatási vezérkar. Budapest, 1958.

authority of varying extent — the role of a general staff. It is necessary that this process of transformation should be made a conscious one; that will then enable the apparatuses of government developed in the nineteenth century to adapt themselves to the functions imposed upon them by the twentieth century.

The Director of the Institute has been engaged for years in the scientific investigation of this central question. For that purpose he has studied local conditions in the United States of North America, in Great Britain, in France, in the Second and Third German Empires, in Italy, in Austria, in Poland and in Soviet Russia. His definitive conclusions resulting from these inquiries were summed up by him in the Report presented to the Warsaw Congress; but he still continues to interest himself in the subject. He is interested in — and is still inquiring into — such matters as, for instance, the idea of an economic general staff and the relation between the same and the public administration general staff, as also in the question of the preparations essential to the establishment in practice in Hungary of an administrative general staff.

2. *The Public Administration and the Public.*

In the inquiry into public administration considerable importance has so far attached to differentiation as between State administration and local government, between centralisation and decentralisation. However, no sharp line of difference can be drawn as between State and local government administration respectively; nor is there any need for any serious differentiation of the two systems. This is due simply to the fact that the subject and the object of both alike is one and the same — *man*, who cannot be parcelled out between State and parish. The „man in the street“ — the average citizen — is indeed quite unable to separate the measures taken by State and local government administration respectively; for the measures taken by the State too affect him through the local authorities; and the adjudgment of his claim for legal redress filed against measures of local authorities also find their way eventually to authorities of the State. As a consequence, therefore, the State and the local government administrations are very often so completely interwoven that neither of them can possibly exist independently of the other. The State administration is also dependent upon the mediation of the local authorities for its contacts with the general public, and *vice versa* in the post-industrial State the local government administration cannot exist without the State. In

reality, therefore, there is not a separate State and a separate local government administration; but a single coherent public administration — that of the nation as a whole.

Seeing that the public administration is a united, coherent apparatus, it must be regarded as a unit, — and the supreme head of the public administration, the Government, must above all take that attitude regarding it from above and taking care to preserve its united character. It is important that the consciousness of the united character of this great unit of organisation should be present in the leader of each subordinate unit of organisation too — in particular in the official head of every village and town and county, and of all de-concentrated State authority or office. There are therefore considerations common to the State and local government administrations, — that being what we might call the *technical side of the apparatus*. However, equal importance attaches to the other factor for which the public administration is called into being — *man*, the *general public*. The general public also regards the public administration as a single unit. Though there may be a distribution of labour as between the State and the local government administrations in respect of the manner in which they exercise their public functions; but it is only the national public administration that is in a position to provide the needs of the public. The will of the State has to find its way to individual citizens through the organs of local government administration. One of the peculiar functions of the local public administration is to co-ordinate in respect of their effects upon individual citizens the multifarious orders and schemes initiated from above. The individual citizen is therefore affected by authorities outside his particular local administration, just as the State is concerned in factors outside the central — State — administration. The correct way of looking at the question, therefore, is to realise that there are not two distinct kinds of public administration — State and local government —, but only one single (the national) public administration, which must be regarded from two distinct viewpoints, either from above (that being the viewpoint of the apparatus itself) or from below (that being the viewpoint of the general public).

The power latent in this united character of the public administration organisation became evident to the Director of the Institute while carrying out the investigations referred to sub No. 1. above. The studies involved denoted an investigation of the public administration apparatus from above — from the view-

point of the Head of Government. The realisation of this circumstance however impelled the Director to undertake an equally thorough investigation of the question from the opposite viewpoint too — by examining the public administration from below, with the eyes of the general public. This meant in effect *the investigation of the public administration on the basis of its efficiency*. That cannot be done by relying solely upon results obtained by the inductive method on the basis of the facts. The importance of this inquiry derives from the circumstance that the relation between the public administration and the individual citizens has changed during the last hundred years. On the one hand, the system of professional public administration has increased in extent, while on the other hand, as a consequence of the one-sided assertion of the conception of constitutional State (Rechtsstaat), the other important viewpoint — that of efficiency — has been relegated to the background or indeed actually suppressed. Both these causes have slackened the ties connecting the public administration and the persons controlled thereby and have thrown obstacles in the way of the public administration becoming thoroughly familiar with the individual citizens and with their problems, as a consequence preventing that administration from taking part in their lives and acting as a support and complement of the same. That is why the public administration must find means even within the modern framework of becoming better acquainted than hitherto with the individual citizens, of knowing more about them, and of prevailing upon them to feel that they are, not mere objects of the State power, but participants of that power. It is the duty of the public administration to act as the healer of general conditions; but that public administration which has been trained in the one-sidedness of the viewpoint of a constitutional State does not possess a standard of correct diagnosis attainable by the aid of the methods employed to ascertain the facts. The attitude towards the public administration and the scientific discussion of that administration so far in vogue — which cannot any longer be accepted as satisfactory — must be replaced by new considerations of principle. That result can only be obtained by a new form of induction based upon a thorough knowledge of the facts of today.

That was why, in 1926, the year of the Warsaw Congress, the Institute organised and began an investigation of the kind.

The points of contact between the public administration and the public are the local government authorities, — the parishes.

In order to make the results independent of contingencies and to enable them to lead to general values, it appeared opportune to carry on the investigation, not in the restricted field of individual parishes (villages), but in the more extensive field of a whole hundred (district). The Director of the Institute chose as being suitable for the purpose the *Tata* hundred, the seat of which is 70 kilometres west of Budapest. The hundred has 72,000 inhabitants and contains 26 parishes (villages). It is peculiarly suited for the purposes of the investigation, because it is of varied character geographically and in respect of nationality, denominations and occupations. It contains big landed estates and estate in entail, as well as all the other lesser units of agricultural property, besides a large mining settlement — which gives employment to the inhabitants (35,000 souls) of four villages and is the property of a joint-stock company. The investigation has been carried out under the direction of the permanent staff of the Institute, but with the collaboration of various experts (doctors, engineers, geographers, ethnographers, sociographers, farmers, educators, etc.) and with the willing assistance of all the public administration authorities. The work of surveying and elaboration took more than two years; the Hungarian edition of the report will be published during the current year. The report will be illustrated by numerous maps and diagrams. In all probability the scientific results will be published in English too.

The object of the investigation was to elaborate by way of example and for the purpose of ascertaining the methods to be employed the circumstances of a hundred of varied character. That will be the object of the publication too. The scientific problems are hereby solved in respect of the more important points; while the methods determined may be applied without difficulty to the other hundreds of the country. The main object in view is the ascertainment of the objective criteria and the units of measure essential to a determination of the efficiency of the public administration. The inquiry has not been guided by feelings or suppositions; the guesswork of the eye is everywhere replaced by the precision of the instrument; and in all cases where such have so far been lacking, new methods of measurement have been elaborated. The methods employed render possible the determination of the volume of the figures and of the percentage of solution resulting, as also a comparison and classification by results achieved of the various units of the public administration.

The work naturally did not come to an end with the publication of the fact-finding survey. That only serves as a basis to enable the public administration to act in the light of a far more thorough knowledge of the relations between the facts and the persons than that possessed hitherto. This hundred will become a *model hundred*, if the public administration functioning in it does everything a public administration is capable of doing, — if that public administration does not remain in any respect in the debt of the public. The agrarians form a large majority of the inhabitants in 22 out of the 26 villages of the hundred. We may therefore see here the conditions of life of the agrarian population in multiform variety. The fact that the „capital“ of the hundred shows an urban form of life and that in the mining district the industrial form of life is to hand in a vigorous variety, emphasises the peculiarities and renders the differences conscious in the eyes of the public administration. This understanding enables the public administration to provide that professional officials too shall come within reach of the people and prove of use to them. In this way the public administration is in a position to see itself with the eyes of the people — i. e. from without. This will then pave the way for the predominantly professional public administration of the twentieth century to be able to very nearly approach the maximum of efficiency and on the other hand to secure the understanding and confidence of the public in the twentieth century State apparatus. This practical work has already begun — in part at least — in the Tata hundred; and the Hungarian Institute of Public Administration is endeavouring to render the organisation of that work complete. In Hungary we have already *hundreds serving as models in the field of public hygiene*. It is the object of the Institute to provide for the creation of *model public administration hundreds* bent upon securing the maximum of efficiency obtainable, not in a single branch of public administration, but in all branches alike. These model hundreds will be excellent practical schools for the training of the new type of twentieth-century administrative official.

3. *Fundamental Principles of Hungarian Town (Municipal) Policy.*

From the earliest stages of the research work dealt with under point 2. above it was manifest that an illustrative elaboration of the kind could not lead to satisfactory results except in respect of small parishes. Settlements comprising more than 10,000 souls are distinct units of so pronounced a character

that they must all without exception be subjected to a separate investigation. For that reason the Institute began a separate investigation for the ascertainment of the facts of the towns with populations of more than 10,000 souls to run parallel with the fact-finding investigation undertaken in the Tata hundred. The number of such towns is over 90.

The starting-point of the investigation is the objective determination of the peculiar features of the several townunits and of the differences between the same. By the aid of a specially elaborated method we have made a survey of the morphological aspect of each town, passing in review and ascertaining the volume and manner of building, the paving of the streets, and of the technical aspect, under this head ascertaining in a detailed manner the degree to which each several street of the town in question is provided with public utility works (water, drainage, gas, electric light, transport). From these data — by the employment of a scale of valuation — we obtain objective values showing the degree of urban development of the respective towns which enable us to compare and classify the towns in their present state. This method, applied at various periods, will at the same time render possible an exact determination of the degree of development. Hereby, in this field too, the employment of the method of ascertaining the facts and determining the efficiency of the public administration enables us to establish certain points of principle. It will also enable us to lay the foundations of Hungarian town policy.

The results obtained by this investigation are to be published in several languages in a work containing all the survey maps which will in all probability be available already on the occasion of the *Seventh International Congress of Cities and Local Authorities* to be held in Budapest in 1940.

4. The Principles Underlying the Organisation of Public Utility Works and Their Place in the Public Administration.

The economic and social importance of the economic formations functioning in the form of parish (municipal) public utility works and commercial companies (joint-stock companies, co-operative societies, limited liability companies, etc.), their significance as parts of the common economic system and their place in the public administration organisation, are questions of continually increasing moment. So far as these are concerned, however, the points in principle determined by science and the experiences provided by public administration practice have not

yet taken a sufficiently definite shape. The Institute has decided that this subject too is one of importance which offers abundant material and that without that subject being thoroughly probed it is impossible to form a correct general idea of twentieth-century public administration. The investigation of this question is also being effected by means of the method of ascertaining the facts. We are employing the figures of local surveys relating to all public utility works alike, elaborating the same with the object of ascertaining the types of public utility works, their peculiar features and the opportune forms of organisation of the same, investigating therewith the considerations of principle determining the differentiation and fixing the methods of regulation to be incorporated in law. The work was begun in 1958. The accumulation of data is still in progress.

5. *History of the Organisation of Hungarian Public Administration from 1500 to the Present Times.*

The history of the organisation of the public administration of Hungary has not yet been made subject of a systematic investigation. There are monographs relating to individual organs or to questions of detail; otherwise the subject is not taken up at all except within the framework of general history. As a consequence, the data available are scrappy; and the history of public administration is blurred and indistinct. That is the reason why the Institute has initiated the work of providing a comprehensive elaboration of the history of Hungarian public administration on the basis of modern research methods, inviting for the purpose the collaboration of an eminent representative of the younger generation of Hungarian historians who possesses an adequate knowledge of the dynamics and peculiarities of the public administration and is thus well equipped for the work of historical research and elaboration.

The reason why the year 1500 has been chosen as the starting-point of an elaboration of the history of the public administration is that the beginnings of the present-day professional public service reach back roughly to the early years of the sixteenth century. The mandate given to his historical collaborator by the Director of the Institute stipulates that the writer shall not undertake independent researches into details, but shall take into account the results of the research work so far done and shall prepare a synthetic elaboration as complete as the literary data available at present permit. He is also to point out the hiatuses shown by the research work so far done, that enabling us at the

same time to determine the future programme of research work of the kind. It is proposed to draft a summary to which will be added supplements giving both old regulations so far unpublished and other historical authorities supplying our knowledge of the development of the public administration.

A thorough familiarity with the history of Hungarian public administration will supply the basis indispensably necessary for a profounder understanding and a better appreciation of the present-day organisation and problems.

Teaching Activity.

The Director of the Institute, in his capacity as university professor, gives systematic courses of lectures to the students of the university. The Budapest University is the oldest and largest university in the country. The number of students attending it is as large as that of the students of the three other universities taken together.

The work of teaching is supplemented by special courses given by readers (Privatdocent) engaged in this branch of science.

The Director of the Institute and the Members of the same give special lectures of varying character — in particular within the framework of the continuation courses in public administration arranged annually by the Ministry of the Interior for the members of its staff.

In his work of teaching and as Director of the Institute Professor Magyary is actuated by the consciousness that the results of the scientific research work done by him or under his guidance helps to fertilise public administration practice and the public life of the country. The circumstance that it is through the younger generation of public administration employees that the influence exercised by him makes its effect felt most widely, though it may certainly delay the results induced thereby, undoubtedly makes that influence more profound.

D) Publications. Equipment. Library.

Publications.

1. *Magyary, Zoltán*: — „The Rationalisation of Hungarian Public Administration“ (1950 : 184 pp. In Hungarian).
2. *Magyary, Zoltán*: — „How to Ensure the Economy and Efficiency of Hungarian Public Administration“ (1951 : 50 pp. and 2 supplements: In Hungarian).
3. *Hantos, Gyula*: — „Territorial Foundations of Hungarian Public Administration“ (1951 : 14 pp. and 56 maps. In Hungarian).
3. a) *Hantos, Gyula*: — „Administrative Boundaries and the Rationalisation of the Public Administration“ (1952. In Hungarian).
4. *Magyary, Zoltán*: — „Programme for the Rationalisation of Hungarian Public Administration“ (1952 : 20 pp. In Hungarian).
5. *Mártonffy, Charles*: — „Precise Laws“ Legal Regulations edited and published. (Abstract in French. Budapest, 1952 : 108 pp.).
6. *Fluck, Andrew*: — „Delivery Service of Budapest Public Offices“ (1952 : 24 pp. and 5 supplements. In Hungarian).
7. *Kiss, Stephen*: — „Public Administration of Hungarian Homestead Colonies“ (1952 : 144 pp. and 5 maps. In Hungarian: with abstract in English).
8. *Martonyi, John*: — „Administrative Jurisdiction and its Development in Recent Times“ (1952 : 80 pp. In Hungarian: abstract in French).
9. *Julier, Francis*: — „Organisation and Functioning of the General Staff“ (1952 : 27 pp. In Hungarian: abstract in German).
10. *Guothfalvy, Dörner, Zoltán*: — „National Economic Boards“ (1952 : 21 pp. In Hungarian: abstract in French).
11. *Magyary, Zoltán*: — „The Rationalisation of Hungarian Public Administration“ (1952 : 21 pp. In English).
12. *Magyary, Zoltán*: — „Scientific Management in the Public Administration“ (1953 : 26 pp. In English. Paper presented to the Fifth International Congress of Administrative Sciences in Vienna).
13. „Codification Endeavours. Contributions to Debate before the Hungarian Law Society by Gabriel Vladár, Zoltán Magyary, Charles Mártonffy and Stephen Oswald. (1953 : 84 pp. In Hungarian).
14. *Göbel, Joseph*: — „Governmental Purchasing“ (1953 : 67 pp. In Hungarian: abstract in German).
15. *Magyary, Zoltán*: — „The Hungarian Institute of Public Administration. Budapest“ (1954 : XVI. + 189 pp.).
15. a) *Magyary, Zoltán*: — „The Hungarian Institute of Public Administration. Its History, Organisation and Programme“ (Budapest, 1954 : 16 pp.).

15. b) *Magyary, Zoltán*: — „L'Institut hongrois des sciences administratives“ (Budapest, 1954 : 16 pp.).
16. *Szöllősy Zoltán*: — „The Uniform Structure of Public Health Legislation“ (Budapest, 1955 : 215 pp.).
17. *Ratkovszky, Charles*: — „Studies on the Pension Question“ (Budapest, 1955 : 215 pp. English abstract „Pensions and the Hungarian Budget“).
18. *Kiss, Stephan*: „Town Administration in Csongrád County“ (Fact-finding Survey) (Budapest, 1955 : 184 pp. and 2 supplements).
19. *Alsó, Ladislaus*: „Leading Principles of Parish Organisation. The Rational Adjustment of the System of Organisation of Parishes“ (Budapest, 1955 : 229 pp.).
20. *Mártonffy, Charles*: „The Recruiting of Civil Servants: and Preamble to New Law relating to Practical Examination in Public Administration“. Second, revised, edition (Budapest, 1957 : 555 pp.).
21. *Meznerics, Ivan* and *Torday, Lajos*: „Organs of Hungarian Public Administration between 1867 and 1957“ (Budapest, 1957 : 456 pp.).
22. *Valló, Joseph*: „Administrative Procedure. Objects, Character and Fundamental Principles of Administrative Procedure: Regulation of this Procedure in Positive Law so far in force: Preparatory Steps towards the Regulation by Legislation of the said Procedure“ (Budapest, 1957 : 207 pp.).
25. *Menczer, Charles*: „Organisation and Activity of French and Italian State Councils“ (Budapest, 1957 : 164. pp.).
24. *Drágffy, Nicholas*: „Past and Present of Local Government in France“ (Budapest, 1957 : 165 pp.).
25. *Magyary, Zoltán*: „The General Staff of the Public Administration“ (1958 : 41 pp. and 2 supplements).
26. *Vecseklőy, Joseph, Horváth, Kálmán* and *Menczer, Charles*: „Public Administration of Metropolitan Cities“ (1958 : VI. + 195 pp. and 13 supplements).

Survey of Hungarian Public Administration. Functions of the Administration and its Organs. Edited — with the collaboration of *Charles Mártonffy, Imre Máté, and Imre Némethy* — and presented to the Prime Minister of Hungary by *Zoltán Magyary* (1952 : XXXV. + 782 pp. In Hungarian; abstract in English.).

„Közigazgatástudomány“ (Administrative Science) a periodical appearing six times a year and comprising altogether roughly 25 sheets of letterpress.

Equipment.

The equipment of the Institute is in keeping with the purpose for which the Institute was established.

1. It is intended to serve as a model illustrating the suitable, economical and tasteful equipment of office premises. In the choice of book-shelves, furniture and other articles of equipment, the object in view is to make the most economical use of the space available.

2. It forms an organised exhibition on a small scale of bureau technique with its office machines and office furniture suitably for the purpose.

3. It includes *inter alia* —

A collection of administrative maps;
Publications of the State Institute of Cartography;
Publications of the Cartography Department of the Central Hungarian
Statistical Bureau;
Maps relating to *all* the towns, villages and inhabited places of Hungary
4. Diagrams and Graphic Schemes:
Material dealing with the organisation and activities of the Hungarian
public administration.

Library.

At the end of 1958, the Institute's Library comprised 4350 works —
altogether 6248 volumes.

All volumes of periodicals and most of the books are bound.

A special catalogue has been drafted on the basis of the decimal system
and has been published in 1954.
