

**MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

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Hanoi, September 04th 2003

**DECISION OF THE MINISTER OF AGRICULTURE AND
RURAL DEVELOPMENT**

**Functions, tasks, authorities and organizational structure of
the Department of Cooperatives and Rural Development**

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT

- Based on the Government Decree No. 86/2003/ND-CP dated July 18th 2003 defining functions, tasks, authorities and organizational structure of the Ministry of Agriculture and Rural Development;
- Based on the Article 19 of the Government Decree No. 86/2002/ND-CP dated November 05th 2002, defining functions, tasks, authorities and organizational structure of Ministries and ministerial-level agencies;
- In consideration of the proposal by the Director of the Organization and Personnel Department.

DECIDES:

Article 1. Position and functions

The Department of Cooperatives and Rural Development is an agency under the management of the Ministry of Agriculture and Rural Development to perform the State specialized management functions of cooperatives and agricultural production units, general policies and rural development programs countrywide.

The Department of Cooperatives and Rural Development has its jurisdiction, stamp, operational budget, and is entitled to open accounts according to regulations.

The headquarter of the Department is in Hanoi.

Article 2. Tasks and authorities

The Department of Cooperatives and Rural Development is assigned by the Minister to perform specialized management tasks on cooperation economy and agricultural cooperative development, household economy, farming economy, habitant adjustment and settlement in the agriculture and rural sector, general policies and rural development programs countrywide within the mandate of the Ministry as follows:

1. Submit to the Minister draft law, ordinance and legal normative documents under the specialized management scope of the Department.
2. Submit to the Minister strategies, planning, policies, five-year and annual plans, programs, projects, proposals on cooperatives and rural development under the specialized management scope of the Department according to the assignment of the Minister.
3. Issuance of legal documents on management skills; guidelines on professional expertise, skills under the specialized management scope of the Department as assigned by the Minister.
4. Steer, guide, inspect and be responsible for implementation of legal normative documents; plans, programs, projects; standards, procedures, specialized economic-technical norms after approval and carry out dissemination, propagation, legal training on specialized management of the Department.
5. Specialized management
 - a. Formulate and submit to the Minister mechanisms, development policies of agricultural and rural economic organizations:
 - Take the lead in formulation of mechanisms, policies, laws on the agricultural and rural economic development;
 - Carry out the State management over household economy, farming economy, cooperation economy in the agricultural and rural sector;
 - Unified management of development policies, cooperative varieties in rural areas; small and medium agricultural enterprises; State-owned agricultural and forestry farms.
 - Participate in the management of policies, projections and plans on development of rural careers;
 - Formulate policies on market development and product consumption; participate in the consumption market forecast of agro- forestry products and commodities; organize and take part in fairs and exhibitions within the mandate of the Department.
 - b. Infrastructure development and rural urbanization:
 - Take part in appraisal of plans, projects and proposals to assist construction of rural infrastructure;
 - Unified management of investment assistance on rural infrastructure construction (health services, transportation, electricity, schools);
 - Take part in formulation of plans on management, exploitation, utilization of clean water in rural areas.
 - c. Unified management of community development in the agriculture and rural sector.
 - Guide, steer the formulation and implementation of plans on settlement and resettlement, habitant and labor adjustment in the agricultural and rural sector;
 - Appraise or take part in the re-appraisal of investment projects of other sectors and localities on habitant planning and resettlement.

- d. Unified management of training and upgrading of cooperative and farm managers; carry out vocational training for farmers; upgrade and improve capacity of agricultural and forestry farm managers.
 - e. Unified management of agricultural and forestry farm renovation and development:
 - Carry out researches and summaries on arrangement, renovation and development of agricultural and forestry farms as assigned by the Minister.
 - Take part in arrangement, renovation and development of agricultural and forestry farms as assigned by the Minister.
 - f. Take part in management of agricultural extension, forestry extension, salt extension and rural career extension.
 - g. Establish and steer the implementation and summarize models under the specialized management of the Department.
6. Science and technology:
- a. Formulate and submit to the Minister programs, plans and scientific researches on rural socio-economic development; manage and realize the application of research results under the specialized management scope of the Department;
 - b. Collect and manage specialized scientific and technological information within the mandate of the Department.
7. Formulate international cooperation programs and projects on cooperatives and rural development; take part in negotiations for signing and adhering to international treaties, organizations on cooperatives and rural development; organize the implementation of international treaties and international cooperation projects as assigned by the Minister.
8. Manage public service providers operating in the field of cooperatives and rural development as assigned by the Minister.
9. Participate in the operation management of associations and non-governmental organizations operating in the field of cooperatives and rural development as assigned by the Minister.
10. Inspect, check and handle complaints and denouncements; carry out anti-corruption and anti-negatives; handle violations within the management scope of the Department according to its jurisdiction.
11. Formulate and implement public administration reform of the Department in line with objectives and contents of the public administration reform of the Ministry.
12. Manage the organization and staff of the Department according to regulations; carry out salary mechanism and incentives, commendation, punishment as for civil servants, employees within the mandate of the Department.
13. Manage finance, assets and other assigned resources; use the distributed budget according to respective regulations.
14. Take the lead role, guide and steer the implementation of projects under the Minister's assignment on implementation of national and key programs within the specialized management scope of the Ministry.
15. Carry out other tasks assigned by the Minister.

Article 3. Organizational structure

1. Leadership:

The Department leadership consists of the Director and his/her Deputies who are appointed by the Minister of the Ministry of Agriculture and Rural Development under the law.

The Director is responsible for managing the operation of the Department and responsible to the Minister and under the law for the operation of the Department and the assigned tasks.

The Deputy Directors, as assistants to the Director, are assigned by the Director with specific tasks and responsible to the Director and under the law for the assigned tasks. The number of Deputy Directors shall not exceed 3; exceptions will be reported to the Minister for approval.

2. Department organization structure

- a. Administration -General Division (Organization);
- b. Planning-Finance Division (Science, international cooperation);
- c. Division of Cooperatives, Household and Farm Economy;
- d. Division of Enterprises, Farms and Forestations;
- e. Division of Rural Development;
- f. Division of Habitant Adjustment and Planning
- g. Representative Office in Ho Chi Minh City.

3. Units under Department:

Units which are assigned to the management of the Department will be established and operate according to Decision of the Minister.

The Director of Cooperative and Rural Development defines functions and tasks of each Division; drafts Working Regulation of the Department and submits them to the Minister for approval and is responsible for the implementation arrangements.

Article 4. Enforcement

This Decision will come into effect 15 days after being published on the Government Official Gazette; other previously issued legal documents by the Ministry which are against this Decision will be abrogated.

Article 5. Enforcement responsibility

1. The Director of Resettlement and New Economic Zones, Director of Agriculture and Rural Development Policies is responsible for handing over the Department of Resettlement and New Economic Zones, Department of Agriculture and Rural Development Policies in its status quo to the Director of Cooperatives and Rural Development.

2. The Director of Cooperatives and Rural Development, Directors, Chief of the Ministry Inspectorate, Presidents of Provincial People's Committee and centrally-administered cities, Directors of Provincial Agriculture and Rural Development Department and heads of other concerned agencies and units under the Ministry are responsible for the implementation of this Decision./.

**MINISTER OF AGRICULTURE AND
RURAL DEVELOPMENT**

To Whom It May Concern:

- *Prime Ministers, Vice Prime Ministers;*

- *Ministries, Ministerial-level agencies;
Government-attached agencies;*
- *People's Councils, People's Committees of
provinces and centrally-run cities,
Provincial Departments of Agriculture and
Rural Development;*
- *People's Supreme Court;*
- *People's Supreme Procuracy;*
- *Central Mass Organizations;*
- *The Office of the Government;*
- *Ministers, Vice Ministers;*
- *Departments, Inspectorate, and Office of
the Ministry;*
- *Units under the Ministry management;*
- *Trade Union of the Agriculture and Rural
Development Sector;*
- *Party Committee, Trade Union of the
Ministry;*
- *Government Gazette;*
- *Archived at the Office of the Ministry,
Organization and Personnel Department.*

Le Huy Ngo