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Hanoi, 22<sup>nd</sup> July 2005

**DECISION OF MINISTER OF AGRICULTURE  
AND RURAL DEVELOPMENT**  
**defining the functions, mandates, authorities and structural organization of  
Informatics Center**

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**MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT**

Based on the Decree No 86/2003/ND-CP dated 18th July 2003 of the Government regulating the functions, mandates, authorities and structural organization of Ministry of Agriculture and Rural Development;

Based on the Decree No 40/2004/ND-CP dated 13rd February 2004 of the Government regulating in details and guidance on some points of the Statistics Law;

With the consideration of the proposal of Director of Informatics Center and Director of Personnel Organization Department,

**Decide:**

**Article 1: Functions**

Informatics Center is a non-productive unit under the Ministry of Agriculture and Rural Development (MARD). ICARD is the key organization on: applying and developing Information Technology, library, professional statistics on Agriculture and Rural Development to support the MARD' s state management, guidance and the business and productive activities of those who have request.

Informatics Center has its juridical personality and seal, funded and allowed to open bank account due to legal procedures,

Informatics Center is located at Ha Noi.

**Article 2: Mandates of Informatics Center**

1. Applying and developing Information Technology, establish the infrastructure of IT for MARD' s management and operation, including:

a) Identifying the need and implementing of the E-Government program of MARD;

b) Participating in developing plans, projects and schemes relating information technology application and development, and handling the implementation when those are approved;

c) Participating in the establishment and sectoral implementation of approved regulations of information and informatics system;

d) Establishing and operating the information network of agriculture and rural development sector;

®) Researching and applying information network system on agriculture and rural development supporting management and operation activities of the Ministry, serving business and productive activities of the sector.

e) Developing a professional software on agriculture and rural development.

2. Setting up, organizing and exploiting a Center of information integrated of the sector supporting management and operation, production and business activities under MARD.

3. Managing and developing website, electronic transaction gate of the MARD.

4. Collecting, synthesizing and analyzing information for leaders and those who have request:

a) Information on sectorial science research and technology development

b) Information on state management of MARD;

c) Information on production and product market of the sector;

d) Providing publications on sector indicators, information on agriculture and rural development.

5. Implementing professional statistics activities on agriculture and rural development:

a) Supporting in establishing, submitting Ministry leaders ( General Planning Chamber for Minister approval) for issuing law document, strategies, schemes, plans, projects, statistics investigation program on agriculture and rural sector; managing implementation after approval.

b) Conducting statistics survey, basic and synthesis statistics report scheme under regulation;

c) Implementing statistics activities under the request of MARD;

d) Collecting, synthesizing, analyzing statistics data on agriculture and rural development; setting up the statistics databank, statistics information network; editing statistics annual publication, statistics documents of the sector;

®) Providing leaders of MARD and other institutions with data, statistics report of the sector, submitted to authorized institution to be published under the law.

6. Library for agriculture and rural development

a) Organizing and managing the library for agriculture and rural development for those who have request;

b) Setting up the E-library, linking with national and international libraries.

7. Organising professional training courses on major fields of the center for staff from MARD or other units based on demand.

8. Providing services and consultants on statistics, information, IT, library for those with request under the law and self-payment:

a) Design or participate in assessing, consulting, supervising statistics, IT and library projects;

b) Providing services on consulting, technology transferring, IT, library;

9. Cooperating, exchanging technology, experience on management, IT development, library, statistics with institutions and national/international expert.

10. Managing of funds, estates and other assigned resources; implementing welfare and social policies for officers and labourers within the center management; conducting profitable activities based on current law.

### **Article 3: Structural Organization**

1. Board of Director:

Informatics Center has Director and Vice Directors appointed by the Minister of Agriculture and Rural Development.

The Director of Informatics Center is responsible to the Law and the Minister for the operation of the Center.

The Vice Director is responsible to the Law and for the Director for the work to be assigned.

2. Organization:

- a) Division of Administrations;
- b) Division of Website Agroviet
- c) Division of Information Technology;
- d) Division of Database and GIS;
- ®) Division of Information;
- e) Division of Statistics;
- g) Library for Agriculture and Rural Development;
- f) Representative at Ho Chi Minh City.

Each division has head and head-deputy.

Head and head deputy of division are appointed and managed by the Director according to MARD regulations.

The Director is in charge of establishing the working regulation, submitting to leadership of MARD for approval; regulating mandates, human resources, establishing working regulations for Departments and other units of the Center.

### **Article 4: Effectiveness**

This Decision is taking effect 15 days after the publication on official gazette, replacing Decision No 129/2003/QĐ-BNN dated 5<sup>th</sup> December 2003 of Minister of Agriculture and Rural Development regarding the regulation of new tasks, functions, powers and structural organisation of the Center.

All last decisions contrary to this decision are to be eliminated.

### **Article 5: Responsibilities in implementation the decision**

Head of Office of the Ministry, Director of Personnel Organization Department, directors of related units and Director of Informatics Center under MARD are responsible for the implementation of this Decision.

**Minister of Agriculture and Rural Development**

**Cao Duc Phat**