

**MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

No.: 84 /2003/QD-BNN

Hanoi, September 04th 2003

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

**Functions, tasks, authorities and organizational structure of
the International Cooperation Department**

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 (MARD);
- Based on the Article 16 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 International Cooperation Department is a general management agency of the Minister of Agriculture and Rural Development to perform State management functions of the agriculture and rural development sector over the international cooperation and international economic integration for the whole sector under the law.

Article 2. Tasks and authorities

The International Cooperation Department is assigned by the Minister to perform general management tasks on international cooperation and international economic integration within the State management scope of the Ministry as follows:

1. Synthesize and submit to the Minister annual and five-year strategies, policies, plans, programmes, proposals and projects on international cooperation and international economic integration and foreign relations works within the mandate of the Ministry.
2. Take the lead and participate in drafting and submission to the Ministry legal normative documents, international treaties concerning international cooperation and international economic integration of the sector under the law

3. Give guidance, monitor and control the implementation of legal normative documents, plans, programmes, proposals and projects on international cooperation and international economic integration.
4. Take the lead and coordinate with concerned agencies and units on drafting and appraisal of foreign investment projects and international economic integration programmes and on selection of implementation partners.
5. Take the lead, synthesize and submit to the Minister foreign direct investment promotion programmes, market researches and international commerce promotion; promote international scientific and technology cooperation programmes in the field of agriculture, forestry, salt, irrigation and rural development within the mandate of the Ministry.
6. Manage and give guidance on the implementation of exit and entry procedures and activities concerning foreigners who are working for international cooperation programmes of the sector under the law.
7. Draft and submit to the Minister for approval of regulations on project management, foreign missions of cadres and civil servants, receiving foreign delegations and other foreign relation activities concerning international cooperation of the sector. Give guidance, monitor and evaluate the implementation of the approved regulation.
8. Manage international cooperation contents and programmes of agencies and units under the Ministry; oversea study, working mission and expertise cooperation with foreign countries according to the assignment and regulations of the Ministry.
9. Being assigned by the Minister to contact and exchange diplomatic notes and letters with diplomatic representatives, international organizations and foreign companies; prepare, negotiate and submit to the Minister for approval of the adhesion to international treaties and concerned international organizations on economic, scientific, technological, training, labor and expertise cooperation; organize the implementation of the signed treaty or adhesion according to the assignment of the Minister.
10. Manage the organization of international seminars and workshops of the sector and report the results according to the results.
11. Take part in settlement of complaint, dispute and Vietnamese and international law violations during the implementation of the signed commitment.
12. Being a permanent member of bilateral and multilateral international cooperation subcommittee and international economic integration of the sector.
13. Participate in the Commission to appraise and take over programmes, proposals, investigation projects, planning projects and development investment projects in the field of agriculture, forestry, salt, irrigation and rural development under the assignment of the Minister.
14. Participate in the implementation of public administration reform according to the programme and plan of the Ministry.
15. Synthesize the expenditure arrangements for annual aboard missions of cadres and civil servants and receiving foreign delegations to the Ministry; manage the implementation of this in cooperation with the Department of Finance and the Office of the Ministry.
16. Manage the contingent of civil servants and employees, assets and other resources assigned according to regulations.

17. Collect information, prepare reports and make proposal to the Minister on solutions for the international cooperation and international integration.
18. 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. Civil servants and employees of the Department will be responsible to the Director and under the law on realization of the assigned tasks; will have responsibilities and rights as stipulated by the law.

The Director drafts Working Regulation of the Department and submits to the Minister for approval and is responsible for implementation arrangements, civil servants and employee arrangements to suit their titles, standards and assigned tasks.

Article 4. Enforcement

This Decision will come into effect 15 days after being published on the Government Official Gazette, and will substitute the Decision No. 18 NN-TCCB/QD dated January 6th 1996 by the Minister of Agriculture and Rural Development defining functions, tasks, authorities and organizational structure of the International Cooperation Department and other previously issued decisions by the Ministry which are against this Decision.

Article 5. Enforcement responsibility

The Director of the International Cooperation Department, Director of the Office of the Ministry, Director of the Organization and Personnel Department, and heads of other concerned agencies and units under the Ministry are responsible for the implementation of this Decision./.

**MINISTER OF AGRICULTURE AND
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To Whom It May Concern:

- *As mentioned in Article 5;*
- *Ministry of Home Affairs;*
- *Ministry of Justice;*
- *The Office of the Government;*
- *The Government Official Gazette;*
- *Archived at the Office of the Ministry,
Organization and Personnel Department*

Le Huy Ngo

