

**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 Planning 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 Planning Department is a general management agency of the Minister of Agriculture and Rural Development to perform the State management functions of the agriculture and rural development sector over strategies, projections, plans and development investment for the whole sector under the law.

Article 2. Tasks and authorities

The Planning Department is assigned by the Minister to perform general management tasks on projections, plans, development investment, statistics, trade promotion and national food security programmes within the State management scope of the Ministry as follows:

1. Take the lead in formulation and submission to the Minister legal normative documents in the assigned management field.
2. Formulate strategies, projections and long-term plans:

- a. Give guidance to local authorities, units and enterprises of the sector on formulation, appraisal, approval of projections and long-term development plans.
 - b. Synthesize and submit to the Minister for his/her assignment of planning design and planning consultant selection; carry out the proposal approval, implementation monitoring, appraisal, taking-over of general planning documents. Participate in the approval of proposals, estimated budgets, implementation monitoring, appraisal and taking-over of specialized planning documents.
 - c. Synthesize, consider, finalize and submit to the Minister strategies, projections, long-term development plans and target programmes. Take the lead in formulation of action plan of the agriculture and rural development sector in implementation of Directives, Resolutions of the Party and the State.
 - d. Prepare and submit to the Minister planning projects; manage and use planning documents according to regulations.
 - e. Openly implement strategies, sector planning and main product and commodity planning after approval according to regulations.
 - f. Give guidance and inspect the implementation of approved sector planning. Propose approaches for the improved effective management of planning implementation.
 - g. Research and submit to the Minister for issuance of norms concerning sector planning formulation and management.
3. Annual plan
- a. Give guidance to local authorities, units and enterprises under the Ministry management on their setting up annual plans including production plans, export plans, investment preparation plans, basic construction investment plans, economic plans and State credit plans.
 - b. Synthesize, consider, finalize and submit to the Minister annual development plans, assign and inform plans on basic construction investment capital, public service delivery capital and State credit capital to agencies and units under the management of the Ministry; inform plan norms to local authorities as assigned by the State.
 - c. Inspect the plan implementation and based upon practical requirements, propose to the Minister for adjustment of annual plans.
4. Investment
- a. Take the lead in defining guidelines, objectives and investment decentralization mechanism for investment projects, which use State budget and credit.
 - b. Submit to the Minister for decision on investment project formulation, take the lead in the proposal appraisal and manage the investment preparation process.
 - c. Contribute in the research of development investment mechanisms and policies of the sector to attract domestic and foreign investment capital; synthesize foreign investment projects in the agriculture and rural development; cooperate with other departments on the implementation of regulations on drafting, appraising and monitoring the implementation of domestic and foreign investment projects.
 - d. Monitor and evaluate the implementation of investment projects under the management of the Ministry.
 - e. Monitor and submit to the Minister for decision on investment project adjustment.

- f. Take part in drafting and guiding the implementation of investment norms of the sector.
5. Statistics
- a. Give guidance and inspect the statistical qualification for the whole sector under the law.
 - b. Collect, synthesize and analyze statistical data of the agriculture and rural development sector.
 - c. Supply the Ministry leaders and concerned agencies with statistical data, monthly, quarterly and annual reports of the sector under the law.
 - d. Carry out statistical works under the requirement of the State and of the Minister.
 - e. Submit to the Minister for declaration of the sector statistic data according to its authorities.
6. Represent the State in state-owned enterprises under the management of the Ministry:
- a. Synthesize plans of production and business development, investment, export, import, international cooperation and joint venture of enterprises under the management of the Ministry according to the law.
 - b. Synthesize and appraise production and business development investment projects of enterprises under the management of the Ministry.
 - c. Participate in the appraisal and approval of establishment, merge, disintegration, equitization, transformation and giving additional tasks to state-owned enterprises under the management of the Ministry
7. Trade promotion and integration:
- a. Monitor, synthesize and propose mechanisms and policies concerning agro-forestry product consumption and trade promotion in the agriculture and rural development sector.
 - b. Take the lead in the formulation and implementation of the regional and international economic integration in the field of agro-forestry product trade.
8. Give guidance on the implementation and make the basic inventory of material, equipment and necessary commodities of the sector and national reservation funds as assigned by the Minister.
9. Monitor, synthesize and propose approaches to deal with **contingency of natural disaster mitigation**, national defense.
10. Monitor, synthesise and take the lead in drafting evaluation reports on implementation of strategies, projections, long-term plans and annual plans of the agriculture and rural development sector.
11. Take part in the appraisal of land planning and land use planning of local authorities together with other Ministries and ministerial-level agencies. Monitor and propose approaches on management and use of land by units under the Ministry management.
12. Take part in the implementation of Public Administration Reform Programme of the Ministry.
13. Manage civil servants, employees, assets and other resources assigned.
14. As a focal point to carry out activities of national food security.
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. 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 it 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. 17 NN-TCCB/QD dated January 6th 1996 by the Minister of Agriculture and Rural Development defining functions, tasks, authorities and organizational structure of the Department of Personnel and Organization and other previously issued decisions by the Ministry which are against this Decision.

Article 5. Enforcement responsibility

1. The Director of Planning and Projection is responsible for handing over the Department of Planning and Projection in its status quo to the Director of Planning.

2. The Director of Planning, Director of the Office of the Ministry, Director of Personnel and Organization 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