

Ha Noi, 16 June 2014

DECISION

Issuing the Regulation on organization and operation of the Center for Vietnam Science and Technology Internationalization Promotion

MINISTER OF SCIENCE AND TECHNOLOGY

Pursuant to the Decree N. 20/2013/ND-CP of the Government dated 26 February 2013 defining functions, tasks, powers and organizational structure of the Ministry of Science and Technology;

Pursuant to the Decision N. 301/QD-TTg of the Prime Minister of the Government dated 27 February 2014 on promulgation of the list of the governmental science and technology organizations under the Ministry of Science and Technology;

Upon request of the Director for Personnel Organization,

DECIDES:

Article 1. Issued enclosed herewith this Decision is the Regulation on organization and operation of the Center for Vietnam Science and Technology Internationalization Promotion under the Ministry of Science and Technology.

Article 2. This Decision takes effect on the date of signing and replaces the Decision N.3158/QD-BKHCH of the Minister for Science and Technology dated 11 October 2011 issuing the Regulation on organization and operation of the Center for Vietnam Science and Technology Internationalization Promotion .

Article 3. Director for Personnel Organization, Director for Centre for Vietnam Science and Technology Internationalization Promotion and Leader of the related agencies shall be responsible for implementing this Decision./.

Received by:

- As the Article 3:
- Minister and Deputy Ministers;
- Archive Most Office; DoPO

THE MINISTER

Signed and stamped

Nguyen Quan

REGULATION

**On organization and operation of the Center for Vietnam Science and Technology
Internationalization Promotion**

*(Issued enclosed herewith Decision No. 143 /QĐ-BKHCHN of the Minister of Science and
Technology dated 16 June 2014)*

Chapter I

FUNCTIONS, TASKS AND POWERS

Article 1. Position, function

1. The Center for Research and Development on International Integration of Science and Technology (in short called the Center), which is a governmental science and technology organization belonging to the Ministry of Science and Technology, assists the Minister to fulfill the function in promoting the Vietnam science and technology internationalization.

The Center has its trade name in English as Center for Vietnam Science and Technology Internationalization Promotion (abbreviated as VISTIP).

2. The Center is legally to run autonomous, self-responsibility mechanism of governmental science and technology organizations in accordance with the Decree No. 115/2005/NĐ-CP of the Government dated September 5th, 2005 and other legal requirements.

3. The Center has its own legal status and stamp, transactional account at the State Treasury and Bank. The Center has its headquarter in Hanoi.

Article 2. Tasks, powers

1. Developing and submitting to the Minister the Centre's direction, policy and work plan for every year and every 5 years for approval and organizing their implementation after approval.

2. Chairing to develop, submitting to the Minister draft of programs, projects in international integration of science and technology, and submitting them to the Minister; Chairing or Coordinating with relevant agencies to develop draft of legal documents as assigned by the Minister; organizing the implementation of science and technology tasks in the field of international cooperation and of development on international integration of science and technology.

3. Investigating, surveying, evaluating the level and capability of individuals and organizations in international integration of science and technology.

4. Coordinating to develop criteria, methods for classifying and ranking counterparts, prioritized fields in international cooperation of science and technology; researching policies, experience on/in international integration of science and technology for Vietnam.

5. Chairing to build, manage and exploit database within assigned functions and tasks; coordinating with relevant agencies to build database on international integration of science and technology, including database on Vietnamese scientists living abroad, overseas scientists and organizations of science and technology.

6. Organizing the coaching, providing guidance for individuals and organizations on professional knowledge, skills, and increasing awareness of international cooperation and integration of science and technology.

7. Implementing international cooperation and integration development on science and technology within assigned functions tasks in line with the existing laws and regulations.

8. Coordinating with relevant agencies to exploit information from the Vietnamese representative offices of science and technology in other countries to fulfill the assigned functions and tasks.

9. Providing services in international cooperation and integration of science and technology in line with laws, including:

- a) Consulting on science investment and technology transfer, applying advanced management technology and solutions to ministries, branches, localities and enterprises; Consulting, supporting development of programs, projects on international cooperation of science and technology; supporting establishment of programs, project and plans on international cooperation and integration of science and technology for ministries, branches and localities.
- b) Organizing the overseas study/exchange missions for individuals, agencies of Ministry of Science and Technology and others;
- c) Organizing conferences, seminars, technology promotion events for individuals, organizations locally and internationally.
- d) Exploiting, seeking and mobilizing the resources from cooperative programs, projects and schemes to support training, fostering activities .; providing training services on demand by local and overseas counterparts.

10. Managing the Center's human resources, assets, documents under the Ministry regulations and laws.

11. Carrying out other tasks as assigned by the Minister.

Chapter II

ORGANIZATIONAL STRUCTURE AND WORKING POLICY

Article 3. The Centre Leadership

1. Leaders of the Center include the Director/CEO and no more than 03 Deputy Directors.
2. The Director/CEO of Center is appointed, dismissed by the Minister of Science and Technology and responsible to the Minister for the Center's entire operation.
3. Assistance to the Director/CEO of Centre is Deputy Directors who are assigned by the Director/CEO for one or some concrete tasks of the Centre and responsible to the Director/CEO for the assigned tasks. Deputy Directors are appointed, dismissed by the Minister of Science and Technology based on the Director's proposal.
4. In case the Director/CEO is absent, one Deputy Director could be authorized to run the Center on behalf of the Director/CEO.

Article 4. Center's organization

1. Administration Office.
2. Division of Science Research.
3. Division of Database and Information
4. Division of Science and Technology Events.
5. Division of Development Support and Services .

The Centre Director/CEO regulates functions, tasks, powers and operations for divisions/units within the Centre. The Director/CEO decides to appoint and dismiss heads, deputy heads of divisions/unit of the Centre in line with the Ministry's regulations and laws.

Article 5. Center's human resource

1. Civil Servants, Public Employees.
2. Contracted Staff.
3. Collaborators, Experts, Advisers.

Article 6. Working policy

1. The Center is organized and run by leadership integrated collective debate mechanism.
2. The Center runs its work and cooperates with other agencies within the Ministry of Science and Technology in line with the Ministry's Working Regulations and other regulations set by the Minister.
3. Center takes responsibilities to cooperate with other relevant organizations, individuals by law outside the Ministry during implementation of assigned functions and tasks.

Chapter III

FINANCE AND ASSETS

Article 7: Finance

1. Sources of Incomes:

- a) From the State budget;
- b) From works assigned by the Minister;
- c) From Center service activities;
- d) From other legal incomes.

2. Expenses:

- a) Payment for regular activities in accordance with assigned functions and tasks.
- b) Payment for science and technology tasks.
- c) Payment for buying, repairing the fixed assets and for investing in basic construction.
- d) Payment for providing services, activities related to international cooperation and integration of science and technology.
- e) Payment for implementing international cooperative projects.
- f) Payment for hiring labor .
- g) Payment for implementing extraordinarily assigned tasks.
- h) Other payments as stipulated by laws.

Article 8. Finance and assets management

The Director/CEO is responsible for managing and using efficiently the financial resource, assets of the Centre; fulfilling financial obligations and following the accounting system under laws; extracting, for funds and establishing internal cost norms to serve as the basis for controlling expenses as stipulated by laws.

Chapter IV

IMPLEMENTATION PROVISIONS

Article 9: Effective implementation

1. This regulation takes effect on the date of signing.
2. The Director/CEO of Center for Vietnam Science and Technology Internationalization Promotion coordinates with the Director of the Department of Organization Personnel to implement this Regulation.

Article 10. Regulation amendment and supplementation

The amendment and supplementation of this Regulation are carried out by the Director/CEO of Center in coordination with the Director of Personnel Organization to submit to the Minister of Science and Technology for review and approval.

THE MINISTER

Signed and stamped

Nguyen Quan