

GENERAL STATISTICS OFFICE

No: 639/QĐ-TCTK

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hà Nội, September 15th, 2004

DECISION OF THE DIRECTOR GENERAL OF GENERAL STATISTICS OFFICE
On function, task, organization and working regulations of International Cooperation
Department

DIRECTOR GENERAL OF GENERAL STATISTICS OFFICE

Pursuant to Decree No. 101/2003/NĐ-CP dated September 3, 2003 of the Government on functions, responsibilities, authority and organization of the General Statistics Office;
In accordance with proposal of the Director of International Cooperation Department and the Director of Personnel and Organization Department

HEREBY DECIDES:

Article 1. Position and function.

International Cooperation Department is an unit under management of the General Statistics Office, has a function to assist the Director General in managing, directing and carrying out international cooperation activities and foreign statistics in the whole statistical branch.

Article 2. Task.

1. Deploying and monitoring the implementation of legal documents on international cooperation or related to international cooperation and statuses, regulations on international cooperation in statistics. Proposing, suggesting, building, revising, supplementing legal documents, statuses and regulations on international cooperation in statistics.
2. Presiding over building strategy, long-term plan, annual plan and international cooperation programs in statistics.
3. Presiding over international relations and international statistics integration, organizing, contacting, dealing, presenting programs and projects to international organizations, countries, donors in order to widen international cooperation and call for sponsoring for statistical programs and projects.
4. Presiding over preparation and signing multilateral and bilateral international commitments. Presiding over supervising, monitoring the implementation of documents signed with international and foreign organizations.
5. Assessing, coordinating, monitoring, managing and cooperating in carrying out activities of technical assistance projects, official development assistance projects... of international organization, countries for statistics.
6. Preparing necessary content and foreign procedures for meeting of Leaders of the General Statistics Office with foreign organizations and individuals when assigned by the Leaders of the General Statistics Office. Cooperating with Administrative Department and other relevant units in receiving foreign visitors who come to work with the General Statistics Office. Preparing reports, documents and necessary procedures for delegations headed by Leaders of the General Statistics Office attending international meetings, spending working visits to other countries' statistics offices and negotiating with them.

Monitoring, guiding, supporting departments of the General Statistics Office on international cooperation and foreign relations, presiding over or cooperating with relevant departments of the General Statistics Office in preparing foreign documents in Vietnamese and foreign languages.

7. Cooperating with Personnel and Organization Department and relevant units in dealing with procedures for in and out-delegations pursuant to decision of the General Statistics Office or authorized offices. Proposing purposes, requirements, professional standard and foreign language level for outgoing-delegations. Cooperating with functional State offices and relevant departments of the General Statistics Office in managing international expert delegations working with the General Statistics Office.

8. Providing interpretation in foreign activities (receiving international visitors, attending international meetings) of Leaders of the General Statistics Office and of departments in the General Statistics Office when necessary.

9. Presiding over and cooperating with relevant departments in Statistics and other branches in holding international statistics meetings and workshops in Vietnam.

10. Carrying out foreign statistics activities including:

a) Exploiting foreign statistical data for compiling and providing for Integrated Statistics Department, other statistics units within the branch and other users under the regulations of the General Statistics Office and by Law ;

b) Disseminating Vietnamese statistical data for outside;

c) Frequently collecting and disseminating information of international statistics operations and experiences of other countries in statistics;

d) Attending international comparison programs with other departments of the General Statistics Office.

11. In coordination with Personnel and Organization Department, relevant units, schools of the General Statistics Office, holding training and educational courses for statistical staffs of the units and branch under the framework of international cooperation programs and projects.

12. Fulfilling other tasks assigned by the Leaders of the General Statistics Office.

Article 3. Organization and working regulations

1. This department consists of one Director, some Deputy Directors and officials. Director, Deputy Directors are appointed and dismissed by the Director General of the General Statistics Office.

2. The Director is responsible to the Director General of the General Statistics Office for all activities of the Department.

3. The Deputy Directors assist the Director and take responsibility to the Director for assigned tasks.

4. Officials fulfill tasks assigned by the Director or the Deputy Directors and take responsibility for carrying out those tasks.

5. The Department's working mechanism is of expertise-leadership combination. In case that tasks are directly assigned by leaders of General Statistics Office, the Deputy Directors and officials are to duly carry out the tasks and make report to the Director.

Article 4. Enforcement.

This decision takes effect as from the signing date

Article 5. Implementation responsibility.

Director of Personnel and Organization Department, Director of Administrative Department, Director of International Cooperation Department and Director of departments of the General Statistics Office are responsible for the implementation of this Decision./.

To:

- Article 5 likewise.

- Leaders of the GSO.

- Paper archives, Department of Personnel and or Organization .

**DIRECTOR GENERAL
THE GENERAL STATISTICS OFFICE**

(Signed)

Le Manh Hung