

of the proposals of the director of the Organization and Personnel Department and the manager of Vietnam Tree Seed Project.

DECIDES:

Article 1.- To promulgate together with this Decision the Regulation on organization and execution of Vietnam Tree Seed Project.

Article 2.- This Decision takes effect 15 days after its signing; all the earlier provisions contrary to this Regulation are hereby annulled.

Article 3.- The directors of the Ministry's Office and Organization and Personnel Department, the manager of Vietnam Tree Seed Project, the heads of the relevant agencies and members participating in the project shall have to implement this Decision.

*For the Minister of
Agriculture and Rural Development
Vice Minister
NGUYEN VAN DANG*

DECISION No. 02/2002/QĐ-BNN OF JANUARY 7, 2002 PROMULGATING THE REGULATION ON ORGANIZATION AND EXECUTION OF VIETNAM TREE SEED PROJECT

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT

Pursuant to the Government's Decree No.73/CP of November 1, 1995 defining the functions, tasks, powers and organizational apparatus of the Ministry of Agriculture and Rural Development;

Pursuant to the project's documents signed between the Socialist Republic of Vietnam and the Government of the Danish Kingdom;

Pursuant to the Ministry of Agriculture and Rural Development's Decision No.3041/QĐ/BNN-TCCB of August 10, 1999 on the establishment of the Project Administration Board;

Pursuant to the Ministry of Agriculture and Rural Development's Decision No.5169/QĐ/BNN-TCCB of October 29, 2001 on the establishment of the management board of Vietnam Tree Seed Project,

REGULATION ON ORGANIZATION AND EXECUTION OF VIETNAM TREE SEED PROJECT

(Promulgated together with Decision No. 02/2002/QĐ/BNN-TCCB of January 7, 2002 of the Minister of Agriculture and Rural Development)

Chapter I

GENERAL PROVISIONS

Article 1.- This Regulation prescribes general principles and specific provisions on the organization and execution of Vietnam Tree Seed Project, which is a component of the Indochina Tree Seed Program, funded by the Government of the Danish Kingdom

(through the Danish International Development Agency- DANIDA), approved by the Government of the Socialist Republic of Vietnam in the September 18, 1998 Decision No. 116/CP-QHQT and manifested in the September 24, 1998 Agreement signed by representatives of the governments of the two countries.

Article 2.- All activities of and relationships between the Project Administration Board, the Project Management Board and the project execution sections at forest seed enterprises under the Company must strictly comply with the Project Agreement, the current provisions of Vietnamese laws and this Regulation.

Chapter II

ORGANIZATION OF THE PROJECT

Article 3.- The project's organizational structure

The organization of Vietnam Tree Seed Project is composed of

- The Project Administration Board
- The Project Management Board
- The project execution sections:

A. The Project Administration Board

1. Composition:

The Project Administration Board is composed of its head being one leader of the Forestry Development Department and its members being representatives of the International Cooperation Department, the Finance-Accounting Department, the Plan and Planning Department, the Agriculture and Rural Development Department (the Ministry of Planning and Investment) and the External Finance Department (the Finance Ministry); the director of the Central Forest Seed Company being the project manager and the head of the technical division of the Central Forest Seed Company being the project coordinator.

2. Functions and tasks of the Project Administration Board

a/ To direct and deploy the execution of the project according to the already approved contents.

b/ To work out whole-term and annual plans of action, and submit them to the Minister of Agriculture and Rural Development for approval.

c/ To monitor, direct and coordinate the project's activities so that the project bears fruits, in strict compliance with the State's current stipulations and the Agreement already concluded between the two governments.

d/ To guide and inspect the project-executing units and the Project Management Board in the course of elaborating and deploying the annual plans.

e/ To concentrate efforts mainly on matters related to the State's strategies and policies in the field of forest seed development, maintaining and consolidating the close cooperative relations among the agencies and project members as well as other relevant organizations.

f/ To handle and overcome difficulties in the course of executing the project.

g/ To coordinate with the donor in making necessary adjustments to the project so as to ensure its efficient operation.

3. Specific tasks of members of the Project Administration Board

a/ One leader of the Forestry Development Department (the head of the board): shall take responsibility for directing and guiding the establishment of the seed supply and production network and deploying its activities, and building genre source preservation models in the key forestry areas so that the project may practically serve the program on planting 5 million hectares of forest.

b/ The International Cooperation Department: shall take responsibility for directing and guiding the external procedures.

c/ The Plan and Planning Department: shall take responsibility for directing the balancing of the general plan, especially the elaboration of the plan on allocation of Vietnam's reciprocal capital.

d/ The Finance and Accounting Department: shall take responsibility for directing, guiding and supervising the implementation of the regulations on financial management and organization of accounting and auditing of the project.

e/ The Agriculture and Rural Development Department (the Ministry of Planning and Investment), the External Finance Department (the Finance Ministry) shall take responsibility for guiding and supervising the project execution organization.

4. Working regime of the Project Administration Board

a/ Regular meetings:

- The members of the Project Administration Board shall meet twice a year (in January and July).

- Contents of meetings: To review and evaluate the results of activities of the first half of the year, and consider and approve the plan for the second half of the year. To set forth undertakings, remove difficulties and obstacles of the project. To propose to the Ministry of Agriculture and Rural Development and DANIDA major issues which must be settled.

b/ Extraordinary meetings:

- The extraordinary and irregular meetings shall be organized according to specific requirements of the project and at the request of the head of the Project Administration Board. An irregular meeting may be convened with the participation of all or a number of members of the Project Administration Board in order to settle matters in time.

- In addition to its members, when necessary, the Project Administration Board may invite representatives of the relevant departments, institutes and sections of the Ministry of Agriculture and Rural Development, the concerned branches and State agencies to attend the meetings.

The Project Administration Board shall work on a part-time basis and dissolve automatically upon the completion of its tasks.

B. The Project Management Board

The management board of the project on "building organizational capability of the tree seed service" or the "project office" for short, has its English transaction name of *Vietnam Tree Seed Project*. The Project Management Board is based at the Central Forest Seed Company, may open its account at the Hanoi ANZ Bank, conduct independent cost accounting and use the seal of the Central Forest Seed Company.

1. Composition:

The Project Management Board is composed of the project's manager, coordinator, accountant, secretary and administrator, and other officers. The project manager shall be answerable to the head of the Project Administration Board for all the project's activities.

2. Functions and tasks of the Project Management Board

a/ The Project Management Board shall act as the main body in liaising with the project execution sections, be tasked to regularly administer the organization and deployment of the materialization of the project's objectives and contents.

b/ To handle all jobs related to the project's internal and external activities (elaborate the annual plans of action and budget plans, allocate capital, distribute procured equipment and supplies) so as to ensure the strict compliance with the commitments between the two governments and the plans already consented by the Project Administration Board and approved by the Ministry of Agriculture and Rural Development.

c/ To work out the general plan, formulate and manage the network of forest tree seeds.

d/ To develop activities related to the investigation and survey of seed sources and production of regional and national forest tree seeds.

3. Specific tasks of members of the Project Management Board

The project manager:

a/ To represent the Ministry of Agriculture and Rural Development in managing and coordinating the project's activities.

b/ To submit to the competent agencies for promulgation relevant guiding documents.

c/ To work out and direct the implementation of the project's plans of action according to current regulations.

d/ To organize meetings of the Project Administration Board.

e/ To organize the project office and establish

working conditions thereof.

f/ To supervise technical and financial management in the project's activities.

g/ To organize the establishment of the monitoring system.

h/ To ensure the coordination of the project's activities with other national and international programs.

i/ To draw up the performance reports and annual reports.

The project coordinator:

To assist the project manager in the fields related to the organization of project execution and management, closely coordinate with the project consultants and have the responsibility:

a/ To manage, coordinate and organize the performance of the project's activities.

b/ To estimate and evaluate the projects' training requirements, plans and results.

c/ To organize and supervise training courses, symposiums, field visits and surveys.

d/ To elaborate plans of action, organize and oversee the implementation thereof, and submit adjustments to the annual plans for approval.

e/ To contact and cooperate with different organizations in the project-related activities.

f/ To guide, urge and inspect the implementation of the project's plans at the attached enterprises.

g/ To sum up the performance reports and annual reports.

Secretary and administrator:

a/ To be the secretary of the Project Management Board, prepare and organize meetings already planned under the project.

b/ To help the project coordinator organize training courses and seminars in the country according to the project's plans.

c/ To gather the project-related new legislation issued by the State.

d/ To make records of conferences; compile

documents and archive official dispatches of the project.

The project accountant:

a/ To be answerable to the project manager for the use of the State's reciprocal capital.

b/ To work out annual financial plans for the project's activities.

c/ To conduct the settlement and final settlement of the project items annually and upon the completion of the project.

d/ To make financial statements according to the State's and DANIDA's regulations.

e/ To organize the performance of the project's accounting work according to current regulations. To take personal responsibility for the management and use of the project's funding sources.

Other officers of the project:

To perform the project's routine work as assigned by the project manager and coordinator.

4. The Project Management Board's meeting regime

a/ To organize regular meetings in the first week of each month.

b/ The meeting's contents: To review the month's activities and evaluate the results thereof, and adopt a plan for the subsequent month.

c/ To discuss and propose issues related to the project.

5. The reporting regime

a/ The project office shall sum up reports on the implementation tempo and operation results of the project for further reporting to the Ministry of Agriculture and Rural Development, the Project Administration Board and the relevant State agencies as well as the project's chief consultant.

b/ The reports' contents shall cover: The execution results of the last 6 months of the previous year and the plan for the subsequent year, the operation results of the first 6 months of the year and the plan for the last 6 months of the year.