DEcision
On establishment of the Vietnam REDD+ Office

DIRECTOR GENERAL
OF VIETNAM ADMINISTRATION OF FORESTRY

Pursuant to the Decision No. 04/2010/QD-TTg of the Prime Minister dated 25\textsuperscript{th} January 2010 stipulating functions, tasks, authorities and organizational structure of the Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD);

Pursuant to the Decision No. 39/QD-BNN-TCCB of the MARD Minister dated 7\textsuperscript{th} January 2011 establishment of the Steering Committee for implementation of the “Reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+)” in Vietnam (hereafter referred to the Vietnam REDD+ Steering Committee);

At proposal made by Chief of the Administration Office and Director of Department of Science, Technology and International Cooperation,

DECIDES

Article 1: to establish the Standing Office of the Steering Committee for implementation of the “Reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+)” in Vietnam (hereafter referred to the Viet Nam REDD+ Office);

The Viet Nam REDD+ Office shall be based at the Department of Science, Technology and International Cooperation; the Viet Nam REDD+ Office is entitled to have its own bank account and use the seal of the Administration Office of the VNFOREST for its authorized activities;
The Viet Nam REDD+ Office shall be subject to the leadership of the Chairperson of the Vietnam REDD+ Steering Committee and under management of Director General of the VNFOREST.

**Article 2: Tasks and Authority of the Vietnam REDD+ Office**

The Vietnam REDD+ Office is the standing agency of the Viet Nam REDD+ Steering Committee to assist the Committee in providing technical advice on the implementation of REDD+ and forest carbon trading related activities as stipulated in Article 2, the Decision No. 39/QD-BNN-TCCB of the MARD Minister dated 7th January 2011.

Specific tasks of the Viet Nam REDD+ Office shall be to:

1. Develop work plans and programs of the Viet Nam REDD+ Steering Committee; prepare the substance of relevant conferences, seminars and reports as requested by the Chairperson of the Viet Nam REDD+ Steering Committee;

2. Monitor and synthesize the progress of international negotiations and implementation relating to REDD+ and forest carbon trading; propose relevant policies, mechanisms on, and solutions to, financial resources for implementing REDD+ and forest carbon trade in the forestry sector of Vietnam;

3. Collaborate with, supervise and provide guidance for relevant agencies, local authorities and stakeholders in the implementation of REDD+ issues and forest carbon trade in Viet Nam’s forestry sector;

4. Act as the national focal point for coordinating international donors and organizations, and relevant stakeholders to mobilize technical and financial resources for the implementation of REDD+ and forest carbon trade initiatives in Vietnam;

5. Arrange and coordinate the implementation of activities relating on capacity building activities, communication and information; establish, manage and update the website on REDD+ and forest carbon trade in Vietnam;

6. Establish and manage a database on REDD+ and forest carbon trading;

7. Carry out administrative activities of the Viet Nam REDD+ Office in accordance with prevailing regulations by the law;

8. Develop and submit operational regulations of the Viet Nam REDD+ Office to the Director General of the VNFOREST for issuance;

9. Implement other REDD+ and forest carbon trading related tasks designated by the Chairperson of the Viet Nam REDD+ Steering Committee.

**Article 3: Vietnam REDD+ Office’s Structure & Staff**

The staff of the Vietnam REDD+ Office shall consist of a Director, a Deputy Director, seconded staff from the Department of Science, Technology and International Cooperation (DoSTIC), and contract-based employees. They are:

1. Mr. Pham Manh Cuong - National REDD+ Focal Point, seconded from DoSTIC acting as the Director;
2. Mr. Truong Tat Do - Officer of the DoSTIC – acting as member and working part time;

3. Other contracted employees.

The Director shall be responsible to the Director General of the VNFOREST and the law for all operations of the Viet Nam REDD+ Office, and be entitled to an allowance of responsibility at a rate of 0.5.

**Article 4: Entry into Force and Implementation Arrangement**

1. The Decision shall enter into force on the date of its signature;

2. The Chief of Administration Office, Director of DoSTIC and Heads of relevant Departments of the VNFOREST and members of the Vietnam REDD+ Office shall be responsible for implementing this Decision.

Cc:
- Officials listed in Article 4;
- MARD Minister (for report);
- Members of Vietnam REDD+ SC;
- Filed.

For Director General

(Signed)

NGUYEN BA NGAI

Deputy Director General