DECISION
On Establishment of the Vietnam REDD+ Office

DIRECTOR GENERAL
OF VIETNAM ADMINISTRATION OF FORESTRY

Pursuant to the Decision No. 59/2014/QD-TTg of the Prime Minister dated 22nd November 2014 regulating 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 7th January 2011 on 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 VNFOREST Office,

DECIDES:

Article 1. 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 Vietnam 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;

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, under direction of Chairperson of REDD+ Steering Committee and management of Director General of VNFOREST. It is responsible for 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 summarize 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, seconded staff from VNFOREST, and contract-based employees. They are:

1. Mrs. Nguyen Thi Thu Thuy, Vice Head, Forest Protection Department, acting as the Director and working part-time.

2. Several seconded staff are proposed by the Director of Viet Nam REDD+ Office and approved by Director General of VNFOREST.

3. Contract-based employees work on job requirements and regulations of current law.

The Director of Viet Nam REDD+ Office is responsible for reporting all activities of office to Director General of VNFOREST to comply with current law. She shall receive allowances based on current State’s regulations.

Seconded staff and contracted employees are responsible for tasks assigned by leader of Office.

**Article 4. Entry into Force**

The Decision shall become effective on the date of signature and replace Decision No 18/QĐ-TCLN-VP dated 19\(^{\text{th}}\) January 2011 on establishment of the Viet Nam REDD+ office and No 102/QĐ-TCLN-VP dated 28/3/2014 on replacement of Director of Viet Nam REDD+ Office.
Article 5. Implementation Responsibility

The Chief of Administration Office, Director of Forest Protection Department, Director of Department of Science, Technology and International Cooperation, Heads of relevant Departments of the VNFOREST and members of the Vietnam REDD+ Office shall be responsible for implementing this Decision./.

Recipient:
- as mentioned in Article 5;
- Minister (for reporting);
- Member of REDD+ Steering Committee;
- Filing: Archives, TCCB,

DIRECTOR GENERAL

(signed and stamped)

Ha Cong Tuan