

DECISION

on

the Establishment of Assistance Office for the Steering Committee of Viet Nam National Energy Efficiency Program in the period 2019 - 2030

MINISTER OF INDUSTRY AND TRADE

Based on the Decree No. 98/2017/ND-CP dated 18 August 2017 of the Government specifying functions, duties, power and organizational structure of Ministry of Industry and Trade,

Based on the Decision No. 280/QD-TTg dated 13 March 2019 of the Prime Minister approving the National Energy Efficiency Program in the period 2019 – 2030,

At the proposal of the Director General of Energy Efficiency and Sustainable Development Department,

HEREBY DECIDES:

Article 1. To establish the Assistance Office for the Steering Committee of the Viet Nam - National Energy Efficiency Program in the period 2019 – 2030 (VNEEP3) (hereinafter referred to as the Assistance Office). The list of members of the Assistance Office is provided in the Annex enclosed with this Decision.

Article 2: Functions, duties and power of the Assistance Office

1. Function

The Assistance Office functions to provide advice and assistance to MOIT and the Steering Committee of the VNEEP 3 (hereinafter referred to as the Steering Committee).

2. Duties and power

- a) To act as the focal point to consolidate and manage the coordination among the Steering Committee members; consolidate, take the lead and coordinate the consultation and proposal of solutions to submit to the Steering Committee for addressing the issues under or related to the VNEEP 3

- b) To develop the Steering Committee's annual work plan, prepare for the Steering Committee meetings; develop the framework for the annual and five-year plans for the Program implementation, then submit to the Steering Committee for approval
- c) To guide and coordinate ministries, provincial/ municipal People's Committees, organizations and individuals to develop plans and deploy the Program activities
- d) To consolidate and report the Program implementation status, accomplish other tasks related to energy efficiency activities assigned by the Prime Minister and the Steering Committee
- e) To annually make list, compile contents and cost for implementation of tasks (projects, plans, programs, activities, useful solutions, etc.) proposed by Ministries, sectors, localities and relevant stakeholders in line with the Program
- f) To take the lead and coordinate with relevant parties to develop MOIT's list of annual tasks (projects, plans, programs, activities, useful solutions, etc.) under the Program; Prepare annual cost estimation; Appraise and select tasks to submit to MOIT's leaders for approval; Select contractor, approve the contractor selection result and sign contracts for work packages which have been approved the contractor selection plan; Guide the implementation, assess and accept the implementation results, summarize and annually report the Program implementation to MOIT
- g) To coordinate with Ministries, sectors and localities to guide and accelerate the implementation, assessment and acceptance of implementation results of the tasks (projects, plans, programs, activities, useful solutions, etc.) under the Program of Ministries, sectors and localities, consolidate and periodically report the Program implementation nationwide to the Steering Committee
- h) To manage and store documents of the Steering Committee and the Assistance Office in accordance with current regulations
- i) To accomplish other tasks assigned by MOIT's leaders and the Steering Committee.

Article 3. Organizational structure of the Assistance Office

1. The leaders of the Assistance Office include the Chief Officer and two Deputy Chief Officers with one as Standing Deputy Chief Officer.
2. The Chief Officer of the Assistance Office shall take overall responsibility for the office operation as specified in Article 2 hereof and have specific duties and power as follows:
 - a) To allocate tasks and examine the task implementation of the Deputy Chief Officers,
 - b) To issue documents/ letters relating to the Assistance Office's functions, duties and power,
 - c) To allocate tasks and examine the Deputy Chief Officers' instruction/ direction to fulfill the tasks

3. The Standing Deputy Chief Officer is assigned to monitor some certain tasks in line with specializing fields; sign per procurement of the Chief Officer and take responsibility to the Chief Officer, MOIT Minister and the law for what he/ she is assigned/ authorized.
4. Members of the Assistance Office are MOIT's staff members working in the way of concurrent positions.

Article 4. Use of stamp, transaction account and operation budget

The Assistance Office is entitled to use MOIT's stamp and MOIT Office's account to perform transactions and operations in accordance with legal regulations.

The operation budget for the Assistance Office is allocated from the State budget distributed to the MOIT's Office and from the Program administration cost.

Article 5. Effect and Enforcement Responsibility

1. This Decision shall take effects and enforcement from the date of signing and replace the Decision No. 829A/QD-BCT dated 5 April 2019 of the Minister of Industry and Trade on establishing the Assistance Office for the Steering Committee of Viet Nam National Energy Efficiency Program in the period 2019 – 2030; Decision No. 996/QD-BCT dated 26 March 2020 of the Minister of Industry and Trade on replacing members of the Assistance Office for the Steering Committee of Viet Nam National Energy Efficiency Program in the period 2019 – 2030.
2. Chief Officer of MOIT's Office, Heads of MOIT's subordinate units, relevant organizations and individuals, and members of the Assistance Office shall be responsible for fulfilling this Decision./.

Recipients:

- Chairman of the Steering Committee, Deputy Prime Minister Trinh Dinh Dzung,
- Vice Chairmen of the Steering Committee,
- Members of the Steering Committee,
- MOIT: Vice Ministers, MOIT Office, Departments,
- Archive: Office file, DEESD

MINISTER
Tran Tuan Anh
(signed and sealed)

Annex

**LIST OF MEMBERS OF THE ASSISTANCE OFFICE FOR THE STEERING
COMMITTEE OF VIET NAM NATIONAL ENERGY EFFICIENCY PROGRAM IN
THE PERIOD 2019 – 2030**

(Enclosed with MOIT's Decision No. 1474/QD-BCT dated 5 June 2020)

No.	Name	Position and Organization	Title
1	Phuong Hoang Kim	Director General of DEESD	Chief Officer
2	Trinh Quoc Vu	Deputy Director General of DEESD	Deputy Chief Officer
3	Dang Hai Dzung	DEESD	Deputy Chief Officer
4	Tran Tue Quang	Deputy Director General of ERAV	Member
5	Nguyen Hoang Linh	EREA	Member
6	Duong Khac Hien	Science and Technology Department	Member
7	Tran Huy Hoan	Finance and Business Innovation Department	Member
8	Truong Minh Thanh	DEESD	Member
9	Le Ba Viet Bach	DEESD	Member
10	Lai Duc Tuan	DEESD	Member
11	Hoang Van Tam	DEESD	Member
12	Nguyen Quang Huy	DEESD	Member
13	Bui Thi Nhu Trang	DEESD	Member
14	Cu Huy Quang	DEESD	Member
15	Dang Thi Thuc	DEESD	Member
16	Nguyen Thai Binh	DEESD	Member
17	Hoang Viet Dzung	DEESD	Member
18	Dong Thi Minh Ha	DEESD	Member
19	Bui Thi Hien	DEESD	Member
20	Tran Thu Hang	DEESD	Member
21	Dinh Van Chau	DEESD	Secretary