

## **Applying for permission and organizing international conferences and seminars not under the authority of the Prime Minister**

### **1. Order of execution:**

**Step 1:** The organizing unit shall submit an application for permission and organizing international conferences and seminars at the dossier - receiving and result - delivering section of the Department of Foreign Affairs in the Centre of Public Services - Administrative Procedure Control of Quang Ngai Province. The submission deadline is at least 20 days before the tentative hosting date.

**Step 2:** After receiving the eligible application, the Department of Foreign Affairs shall appraise and send enquiry to relevant agencies and local authorities.

The enquired agencies and local authorities shall send written responses within 05 working days from the date on which the enquiry form is received.

**Step 3:** After receiving written responses from the enquired agencies and local authorities, the Department of Foreign Affairs shall collect opinions of concerned agencies and perform the following cases:

- Case 1: If the international conference and seminar is under the deciding competence of the chairman of the Provincial People's Committee, the Department of Foreign Affairs shall advise and submit the application to the chairman of Provincial People's Committee for approval; and send written responses to the organizing unit, relevant agencies and local authorities.

- Case 1: If the international conference and seminar is under the authority of the director of the Department of Foreign Affairs, the director of the Department of Foreign Affairs shall consider, decide and send the written responses to the organizing unit, relevant agencies and local authorities.

**2. Processing method:** Submitting the application directly or via postal systems or via online public services at <https://motcua.quangngai.gov.vn>.

**3. Recipient location:** The Centre of Public Services – Administrative Procedure Control of Quang Ngai Province, Address: 54 Hung Vuong, Nguyen Nghiem Ward, Quang Ngai City

### **4. Components of the dossier:**

(1) An application form;

(2) An organization plan, which is made using the Form No.01 hereof according to the Decision No. 06/2020/QĐ-TTg on February 21<sup>st</sup> 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam;

(3) Written opinions of concerned agencies if required by other regulations of law;

(4) A written consent on the guideline for organizing the international conference or seminar (if any).

**5. Number of application:** One (01) set.

**6. Time limit for settlement:** Within 10 working days, of which:

+ The Provincial People's Committee: 02 working days;

+ The Department of Foreign Affairs: 03 working day;

+ The enquired agencies and local authorities: 05 working days.

**7. The entities carrying out administrative procedure:** The Vietnamese and foreign organizations

**8. Agencies carrying out administrative procedure:**

- Advisory agency: The Quang Ngai Department of Foreign Affairs.

- Competent agencies for approval: The chairman of the Provincial People's Committee, the Department of Foreign Affairs.

**9. Results of administrative procedures:** Send written responses to the organizer regarding to organizing international conference and seminar.

**10. Fees and charges:** None

**11. Application form and declaration:** An organization plan, which is made using the Form No. 01 hereof according to the Decision No. 06/2020/QĐ-TTg on February 21<sup>st</sup> 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam.

**12. Requirements and conditions for administrative procedures:** International conferences and seminars are not under the authority of the Prime Minister mentioned at the Article 3.1, Decision No. 06/2020/QĐ-TTg on February 21<sup>st</sup> 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam, including:

+ The international conferences and seminars to be attended by heads or ministerial officials or the equivalent of higher of other countries, territories or international organizations.

+ The international conferences and seminars whose topics and contents are related to national sovereignty, security, national defense, ethnic groups, religion, human rights or classified as state secrets in accordance with the law on protection of state secrets.

### **13. Legal basis**

- The Decision No. 06/2020/QĐ-TTg dated 21<sup>st</sup> February 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam;

- The Official Dispatch No.825/BNG-CNV dated 03 October 2020 of the Ministry of Foreign Affairs on correcting the Decision 06/2020/QĐ-TTg dated 21<sup>st</sup> February 2020 of the Prime Minister;

- The Decision No. 729/QĐ-BNG dated 04 October 2020 of the Ministry of Foreign Affairs on declaring administrative procedures organization and management of international conferences and seminars in Vietnam;

- The Decision No.541/QĐ-UBND dated 04 September 2021 of the Quang Ngai Provincial People's Committee on authorizing the director of Department of Foreign Affairs to permit international conferences and seminars organization in Quang Ngai province.

**NAME OF AGENCY/  
ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness**

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No.: .....

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*Location, ... date .....*

**ORGANIZATION PLAN**

**Hosting international conference and seminar on ...**

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To: .....

**I. REASONS AND PURPOSES FOR ORGANIZING CONFERENCE AND SEMINAR**

1. Backgrounds and reasons for organizing international conference and seminar
2. Purposes and tentative results
3. Nominal organization

**II. DETAILED INFORMATION ABOUT CONFERENCE AND SEMINAR**

1. Time and location of organizing conference and seminars
2. Location of visiting and field investigation (if any)
3. Hosting formats and technology (online conference and seminar)
4. Participants in the organization: Vietnamese organizations; foreign organizations; sponsoring agencies, organizations and individuals (if any)
5. Tentative participants and quantity: Quantity and delegates composition, including Vietnamese and foreign delegates.
6. Information about foreign reporters and speakers: Curriculum vitae and professional qualifications.

**III. CONTENTS, WORKING PROGRAM**

**IV. ACTIVITIES ASIDE CONFERENCES AND SEMINAR (DETAILED TIME, LOCATION, CONTENTS)**

**V. PROPAGANDIZING PLANS FOR CONFERENCES AND SEMINAR**

**VI. FINANCIAL SOURCES**

**Recipients:**

- Mentioned above;

- ...

**HEAD OF THE AGENCY/ORGANIZATION  
DIRECTOR**

*(Signature, stamp)*

**Full name**