

Applying for permission and organizing international conferences and seminars under the authority of the Prime Minister

1. Order of execution:

Step 1: The organizing unit shall apply for permission and organizing international conference and seminar 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.

Step 2: After receiving the eligible application, the Department of Foreign Affairs shall appraise the documents and submit advisory for the Chairman of the Provincial People's Committee to send enquiry forms to the Ministry of Foreign Affairs, the Ministry of Public Security, the relevant agencies and local authorities. The Department of Foreign Affairs shall classify opinions and submit the application to the Chairman of Provincial People's Committee after receiving written responses from the Ministry of Foreign Affairs, the Ministry of Public Security, the relevant agencies and local authorities.

The enquired agencies and local authorities shall send written responses within 15 working days from the date on which the enquiry form is received;

Step 3: After receiving the advisory documents from Department of Foreign Affairs, the chairman of Quang Ngai Provincial People's Committee shall submit the application to the Prime Minister for approval.

Step 4: After obtaining permission from the Prime Minister, the Provincial People's Committee shall send written document responding to the organizing unit, as well as the Ministry of Foreign Affairs, the Ministry of Public Security, 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:

The written request clearly states the reasons, purposes, topics, expected participants and funding sources.

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

6. Time limit for settlement:

- The total time of resolving and submitting documents for the Prime Minister of the relevant agencies and authorities of Quang Ngai province and the enquired agencies: Within 16 working days, of which:

+ The Ministry of Foreign Affairs, the Ministry of Public Security, the enquired agencies and local authorities: Within 15 days (11 working days);

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

+ The Department of Foreign Affairs: 03 working day

- After obtaining permission from the Prime Minister, sending written responses to the organizing unit within 07 working days:

+ The Provincial People's Committee: 04 working days

+ The Department of Foreign Affairs: 03 working days

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

8. Agencies carrying out administrative procedure:

- Advisory agency: The Quang Ngai Department of Foreign Affairs

- Competent agency requesting the Prime Minister for approval: The Quang Ngai Provincial People's Committee

- Competent agency for approval: The Prime Minister

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: None

12. Requirements and conditions for administrative procedures: International conferences and seminars under permission of the Prime Minister mentioned at the Article 3.1, Decision No. 06/2020/QĐ-TTg on February 21st 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 21st 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 21st 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.23/2016/QĐ-UBND dated 23 May 2016 of the Quang Ngai Provincial People's Committee promulgating regulations on functions, tasks, powers and organizational structure of the Department of Foreign Affairs of Quang Ngai province;
- 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 to organize international conferences and seminars in Quang Ngai province.

*** Note:**

- *The application for permission and organizing international conferences and seminars depends on the needs of the organizer unit, not a mandatory process that needs to be done before applying for permission to organize international conferences and seminars.*
- *After receiving permission on the guideline for organizing international conferences and seminars, the organizing unit is responsible for developing an organization plan and applying for permission from the competent person on the organization of the international conference or seminar international regulations.*