

## **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 apply 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.

**Step 2:** After receiving the eligible application, the Department of Foreign Affairs shall appraise the documents and send enquiry forms 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 enquired agencies and local authorities, the Department of Foreign Affairs shall summarize opinions of concerned agencies and perform the following cases:

- Case 1: If the international conference and seminar is under the authority 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 for the guideline; and send written responses to the organizing unit, relevant agencies and local authorities.

- Case 2: If the international conference and seminar is under the authority of the director of Department of Foreign Affairs, the director of the Department of Foreign Affairs shall consider for approval for the guideline and send the written responses to the organizing unit as well as the relevant agencies and local authorities.

**2. Method of implementation:** 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:** 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. 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 agency for approval: The Quang Ngai Provincial People's Committee, the Department of Foreign Affairs.

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

**10. Fees and charges:** None

**11. Application form and declaration:** None

**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 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 to host 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 organizing 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.*