
**OPERATIONAL REGULATIONS OF
THE NATIONAL COMMITTEE FOR AIDS PREVENTION
AND FOR DRUG AND PROSTITUTION CONTROL**

(Promulgated in pursuance to the Decision Ref 01/QD-UBQG61 dated 10 October 2000 of the Chairman of the National Committee for AIDS Prevention and for Drug and Prostitution Control)

**CHAPTER I
GENERAL PROVISIONS**

Article 1: National Committee for AIDS Prevention and for Drug and Prostitution Control (NCADP) is a multisectoral organisation which assists the Prime Minister in guiding AIDS, Drug and prostitution prevention and control activities.

NCADP and its members have responsibility in implementing these regulations and other legal ones on AIDS, Drug and prostitution prevention and control.

Article 2: NCADP consists of the Steering Boards and Working Bureau as following:

1. The Steering Boards of NCADP includes: Chairman and Vice Chairmen of NCADP
2. Working agencies consist of:
 - a) A Working Group within Government's office which assists NCADP to synthesize the general activities of NCADP.
 - b) National Drug Standing Bureau within Ministry of Public Security assists Minister of Public Security and NCADP Vice Chairman in drug prevention and control.
 - c) National AIDS Standing Bureau within Ministry of Health assists Minister of Health and NCADP Vice Chairman in AIDS prevention and control.
 - d) Department of anti-Social Evil within Ministry of Labour War Invalids and Social Affairs assists Minister of Labour War Invalids and Social Affairs and Vice Chairman of NCADP in prostitution prevention and control.

Article 3: NCADP is operated in compliance with centralised and democratic principles.

Members of NCADP work on concurrent mechanism and are responsible to the tasks assigned by the NCADP.

Article 4: Management Boards on AIDS, Drug and prostitution within ministries, ministry-equivalent organizations, Governmental offices and Provincial People's Committees issue concrete working regulations in accordance with this general regulation.

**CHAPTER II
WORKING MECHANISM**

Article 5:

1. NCADP implement all the tasks mentioned in Article 2, Decision No. 61/2000/ QD- TTg dated June 05, 2000.
2. NCADP conducts committee meeting to discuss and make decision under the agreement of majority about the following issues:
 - a). Annual working plan of NCADP

- b). **Direction, strategic tasks** on AIDS, drug and prostitution prevention and control
 - c). **Advocacy, measures, programmes, annual and long-term general plans** for AIDS, drug and prostitution prevention and control.
 - d). **Drafting the balance of resources** in accordance with targets and general tasks, unifying operationally financial mechanism for AIDS, drug and prostitution prevention and control before submitting to Government and Prime Minister for approval.
 - e). **Coordinating activities** of national programmes or plans on AIDS, drug and prostitution prevention and control which have been approved; Guiding ministries, sectors and provinces to organize and execute programmes and plans in accordance with their targets and general tasks; monitoring and supervising situations and implementation outputs, reporting to Government and Prime Minister.
 - f). **Multisectoral activities** or the work which is out of the control of a ministry, sector or province.
 - g). **General and professional reports** of the NCADP to be submitted to Government and Prime Minister.
 - h). **International cooperation programmes** with multisectoral aspects of NCADP.
3. For urgent issues which are impossible to hold NCADP meeting, Chairman directs NCADP Vice Chairmen who in charge of each field collect opinions of relevant members to resolve them in accordance with their legal responsibility and report to NCADP at the next meeting.

Article 6: The Steering Board shall assume the following tasks:

- 1. Unifying programme planning, ensuring collaboration of activities on AIDS, drug and prostitution prevention and control at central and provincial levels as well as among ministries and branches.
- 2. Unifying programme planning and resources balance, financial mechanism, funding allocation for AIDS, drug and prostitution prevention and control in order to submit to Prime Minister.

Article 7: NCADP Chairman will have the following tasks:

- 1. Adopting projects before submitting to Government and Prime Minister.
- 2. Adopting plans, programmes of NCADP to execute mandates, measures for AIDS, drug and prostitution prevention and control in nationwide.
- 3. Guiding and coordinating activities of national programme, plans for AIDS, drug and prostitution prevention and control in accordance with general targets and tasks adopted by Government.
- 4. Guiding and coordinating activities of all members of NCADP, deciding or resolving unconsenting important and multi-sectors matters.
- 5. Resolving the matters, which are beyond legal authorities of NCADP Vice Chairmen in charge of AIDS, drug and prostitution prevention and control, submitted by Head of Provincial Steering Divisions, central cities, leaders of political organizations or multi-provincial and multi-sectoral matters.
- 6. Assigning tasks for NCADP members.

Article 8:

- 1. NCADP Vice Chairmen have duties and responsibilities as following:
 - a). Implementing assigned tasks on AIDS, drug and prostitution prevention and control, collaborating with NCADP members, ministries, branches, central and provincial people's committees in setting up and guiding implementation of long-term and annual plans for defined fields approved by NCADP, Government or Prime Minister.
 - b). Directly monitoring respective standing bureau, ensuring the information and reports on assigned fields and responsibilities of corresponding branches.
- 2. NCADP Vice Chairman who is a representative of Standing Division of Chairmen of Fatherland Front will have duties and responsibilities as below:
 - a). Co-ordinating with members of NCADP, ministries, branches, provinces and members of Vietnam Fatherland Front to formulate multisectoral programmes and plans for organizing and carrying out communication on AIDS, drug and prostitution prevention and control from central to communal level, especially at grassroot levels and communities.
 - b). Coordinating activities, economic-social programmes with movements and campaigns launched by

Fatherland Front and its member organizations.

c). Making professional and synthesis reports on mobilisation for AIDS, drug and prostitution prevention and control which is launched by Fatherland Front and its member organizations.

Article 9: Members of NCADP will have responsibilities as following:

1. Formulating plans and coordinating with members of NCADP and other agencies and organizations to implement tasks on AIDS, drug and prostitution prevention and control.
2. Monitoring and implementing AIDS, drug and prostitution prevention and control, Making regular and extraordinary reports to Standing Bureau and Assistant Division in each field.
3. Coordinating with ministries, branches and provinces in relevant activities in accordance with requirement and general target.

Article 10:

1. Working Group within Government's Office assists NCADP in:

- a). Synthesizing programmes, plans and proposals for general mandate and measures on AIDS, drug and prostitution prevention and control, submitting them to NCADP or Government and Prime Minister.
- b). Formulating reports on the output, effectiveness of using budget, submitted them to NCADP in order to report to Government and Prime Minister.
- c). Monitoring, synthesizing proposals made by programme managing agencies on funding allocation plan to Ministries, branches and organizations as well as central and provincial Committees to implement assigned tasks.
- d). Supervising plan and programme implementation of each field.

2. Specialised Standing Bureau assists NCADP Vice Chairman in:

- a). Formulating a long term and annual programme or plan for assigned fields, guiding and monitoring the implementation of such programmes and plans.
- b). Organising and expanding international cooperation within defined fields.
- c). Organising implementation and coordinating assigned activities among Ministries, mass organizations and national and provincial Committees.
- d). Working with relevant agencies to integrate communication and campaign on AIDS, drug and prostitution prevention and control.
- f). Coordinating with ministries and branches to research and formulate legal documents, policies and regulations.
- e). Carrying out tasks defined by Chairman and Vice Chairman who are in charge of specified fields, pre-reviewing, reviewing and evaluating effectiveness of implemented tasks.

Article 11:

1. Ministries, branches and organizations intergrate AIDS, drug and prostitution prevention and control tasks defined by NCADP into their regular duties and take responsibilities to Government and Prime Minister for outcome.
2. Ministries, branches and provinces will have responsibilities in coordinating with Ministry of Finance, Provincial Committees in pre-calculating, allocating and making balancesheet within branches, assigned fields on AIDS, drug and prostitution prevention and control.
3. NCADP considers and synthesizes tentative budget in accordance with general target to submit to Government and Prime Minister for decision.
4. Prompting from approved plans, Ministry of Finance will distribute and manage the funding resource in compliance with current regulations.

Article 12: Provincial AIDS Committees have the following responsibilities:

1. Formulating concrete programmes and plans, organizing and guiding AIDS, drug and prostitution prevention and control in provinces and cities.
2. Effectively utilising funding resource in accordance with assigned tasks.
3. Making professional and general reports or regular and additional reports on the implementing situation and output of AIDS, drug and prostitution prevention and control to NCADP.

CHAPTER III
NCADP meeting, communication and report

Article 13. NCADP meeting will be held:

1. NCADP Chairman convenes regular meetings of NCADP and its Standing Divisions. NCADP meetings are convened twice a year in June and December, Standing Division meeting are convened four times a year in the last month of every quarter.
2. If necessary, the Chairman convenes an irregular meeting.
3. Government Office is in charge of organizing NCADP and its Standing Division sessions. NCADP members are responsible for preparing general and professional reports at request of NCADP Chairman.
4. NCADP members have to fully participate in NCADP's sessions. In case of their absence, NCADP members may authorize their lower level staff such as Deputy Chairmen of Committees, Departments or other relevant cadres with agreement of the Chairman and are responsible for opinion of their authorized people.
5. NCADP and Standing Division sessions must have full minutes accordingly. On the basis of sessions' contents, Minister, Specialised Vice Chairman of NCADP or Vice Head of Government's Office as NCADP members may authorize Deputy Minister and NCADP members to sign documents in order to inform relevant offices for implementing. The Minister and Specialised Vice Chairman of NCADP may authorize Deputy Minister or NCADP members to sign documents requesting relevant offices to implement and organize.
Vice Head of Government's Office is a member of NCADP who will be responsible for monitoring, supervising and evaluating the implementation of work which are mentioned in the documents or minutes to report to NCADP Chairman.

Article 14:

1. NCADP members, Heads of Provincial AIDS Committees have following tasks:
 - a). Submitting to the NCADP Chairman the regular specialized/irregular/general reports on AIDS, Drug and prostitution prevention and control in six month/a year.
 - b). Submitting to specialised Vice Chairman of NCADP the six month or monthly/quarter/annual reports and specialised/irregular and general ones on AIDS, Drug/prostitution prevention and control.
2. Basing on report of Ministries, branches, mass organizations and social agencies, NCADP Vice Chairmen will directly guide report preparation on concrete fields so that NCADP can submit to Government, Prime Minister. Government's Office have to prepare general reports for NCADP to submit to Government and Prime Minister.
3. Assistant bodies of NCADP and those of Provincial Committee have to strengthen information, ensuring exact information, closely contact with other agencies to report to the proper organization in NCADP's activities.

Article 15.

Authority for using the seal:

1. NCADP Chairman is able to use the seal of Government.
2. NCADP Vice Chairmen as Ministers from the Public Police Ministry, Ministry of Health, Ministry of Labour, War Invalids and Social Affairs will use their own seal; Fatherland Front is requested to permit NCADP Vice Chairman as the Representative of Standing Committee for Fatherland Front Chairmen Group in using the seal of Fatherland Front.
3. Specialised Standing Bureaus of NCADP use their own seal in compliance with current regulations./.

**CHAIRMAN OF NATIONAL COMMITTEE FOR
AIDS PREVENTION AND FOR DRUG AND PROS-
TITUTION CONTROL
DEPUTY PRIME MINISTER
(signed and stamped)
PHAM GIA KHIEM**