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**MINISTRY OF PLANNING AND
INVESTMENT**

No. 876 /QD-BKHDT

**SOCIALIST REPUBLIC OF VIETNAM
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Hanoi, May 15th, 2023

DECISION

on the functions, tasks, powers and organizational structure of the Information Technology and Digital Transformation Center

MINISTER OF PLANNING AND INVESTMENT

Pursuant to the Decree No. 89/2022/ND-CP dated October 28th, 2022 by the Government stipulating the functions, tasks, powers and organizational structure of the Ministry of Planning and Investment;

At the recommendation of the Director of Information Technology and Digital Transformation Center and Director General of Department of Organization and Personnel.

DECIDES:

Article 1. Position and functions

1. Information Technology and Digital Transformation Center is a public non-business unit under the Ministry of Planning and Investment, specializing in information technology; has its own legal status, seal and account; operates autonomously in accordance with the provisions of law and the management decentralization of the Ministry of Planning and Investment.

2. Information Technology and Digital Transformation Center has the function of advising and helping the Minister to uniformly manage and organize the implementation of information technology application and digital transformation activities in the Ministry and the planning and investment sector under the Ministry's management; builds, manages, operates and ensures safety and network security of information systems and databases; publishes and provides information and data in sectors and fields under the Ministry's state management in accordance with the provisions of law.

Article 2. Tasks and powers

1. Uniformly managing information technology application and digital transformation activities:

a) Presiding over and coordinating with construction units, submitting to the Minister to promulgate and organize the implementation of long-term, medium-term and annual development strategies and plans, programs, schemes, projects, tasks of information technology application, digital transformation, and e-Government development.

b) Presiding over developing and organizing the implementation of rules and regulations on management and implementation of information technology application activities and digital transformation, managing connections, sharing data, ensuring network safety and security, and the Ministry's electronic information and communications.

c) Presiding over and coordinating with units to develop and submit to the Minister for promulgation, maintain, update and organize the implementation of the Ministry's e-Government Architecture.

d) Performing the standing tasks of the Ministry's Digital Transformation Steering Committee.

e) Organizing the construction and update of electronic identification codes of agencies and units under the Ministry.

f) Presiding over and coordinating with units under the Ministry to develop and submit to the Minister for promulgation a List of databases of ministries and branches according to regulations.

g) Organizing the implementation of tasks of specialized information technology units with projects and information technology application activities using state budget capital according to the Government's regulations on investment management in information technology applications using state budget capital.

h) Evaluating and ranking the level of digital transformation of units.

2. Building, managing and operating information technology application systems and databases:

a) Information technology application systems and databases serving the direction, management and administration of the Ministry: Overall management digital platform; Email system; Document Management System and Work Records; Electronic storage system; Software for managing officers, civil servants and public employees of the Ministry; Mission tracking system; System for receiving and responding to feedback and recommendations; Online meeting platform; Integrated attendance system; System for synthesizing and analyzing social networks and newspapers; operating applications on mobile platforms; Shared catalog management database.

b) Information technology application systems and databases serving people and businesses: electronic information portal; Data port; national information portal on investment monitoring and evaluation; Database of legal documents; Database on administrative procedures within the scope of management functions of the Ministry; Information system for handling administrative procedures of the Ministry.

c) Information technology application systems and specialized databases: National information system and database on public investment; Information system for investment monitoring and evaluation; National target program monitoring and evaluation system; Industry statistical information system; Database of investment projects; Reporting information system; National information system and database on planning; National information system on investment; the National Information System on industrial parks and economic zones and other National Information Systems assigned to the Ministry of Planning and Investment for management.

d) Data warehouse, industry digital data platform; Centralized analysis, data processing, and synthesis platform; Online monitoring platform; Virtual assistant platform.

e) Other assigned information technology and database application systems.

3. Information technology infrastructure:

a) Organizing the design, construction, uniformly managing and operating the Ministry's Data Center, Operation Center, and the Ministry's information technology and telecommunications technical infrastructure system.

b) Organizing the construction, management and operation of information technology equipment systems and equipment belonging to the Ministry's information technology infrastructure system; maintaining, servicing, configuring, repairing and replacing computer equipment and components, printers, tablets; overcoming technical problems of the Ministry's computer network system and information technology equipment.

c) Managing and exploiting the use of interconnected network systems between the Ministry's network system and the network systems of other agencies, managing and exploiting Internet use from the Ministry's computer network system.

4. Managing connections and sharing digital data:

a) Presiding over the connection, integration and data sharing through the Ministry's data integration and sharing platform; organizing the guidance, support, coordination, inspection, supervision and resolving problems during implementation.

b) Presiding over connecting the Ministry's data integration and sharing platform with the national data integration and sharing platform and the National Document Communication Axis.

c) Presiding over providing open data of the Ministry.

d) Presiding over building, managing and operating the Ministry's data integration and sharing platform.

5. Ensuring network safety and security:

a) Advising and assisting the Minister on ensuring network safety and security. Performing the tasks of the specialized information security unit and the Ministry's cybersecurity protection force.

b) Presiding over developing the Ministry's overall plan to ensure network safety and security and organizing its implementation after approval.

c) Presiding over the construction, management and operation of the Ministry's Cyber Security and Safety Monitoring Center. Sharing network safety and security monitoring information according to the provisions of law.

d) Carrying out inspection and assessment of network safety and security at units and groups under the Ministry.

e) Presiding over coordinating with state management agencies in handling and responding to cyber safety and security incidents.

f) Organizing coordination and drills to respond to safety and cybersecurity incidents.

g) Organizing the determination of information system security levels and developing plans to ensure information system security according to level for the Ministry's information systems.

h) Presiding over the construction and operation of the Ministry's network safety and security portal.

6. Electronic Information and Communications:

a) Performing the standing tasks as the Editorial Board of the Ministry's electronic information portal.

b) Presiding over and coordinating with relevant units and organizations and the Ministry Spokesperson in managing and providing official and centralized information of the Ministry on cyber environment.

c) Presiding over and coordinating with relevant units to receive and respond to feedback and recommendations from people and businesses related to the Ministry's state management fields on the electronic information portal. Making public the results of responses to feedback and recommendations.

d) Presiding over the organization and management of information, data, and electronic specification data for the Ministry's state management, direction, and administration activities. Creating a database of legal documents of the Ministry and making public according to regulations.

e) Being the focal unit in providing, exchanging and integrating electronic information with the Government electronic information portal, electronic information systems of ministries, branches and localities to aid the administrative work of the Government and the Ministry.

f) Presiding over and coordinating with units to provide information on assigned electronic information pages.

7. Propagating and disseminating laws, develop digital skills for the e-Government development and digital transformation:

a) Carrying out propaganda activities, raise awareness, capacity, and digital skills on information technology application, digital transformation, safety, and network security for cadres, civil servants, public employees and workers of the Ministry.

b) Organizing training, coaching, and guidance for relevant agencies, units, organizations, and individuals nationwide in using assigned information systems.

c) Providing user support nationwide through support hotline and online support tools.

8. Organizing the management, allocation, revocation, instructions for use, and deployment of digital certificate applications according to the provisions of law and the Ministry.

9. Carrying out scientific research activities and applying scientific and technological advances according to assigned functions and tasks.

10. Providing information technology products and services, number exchange and other services according to the provisions of law and the Ministry.

11. Managing finances, assets, organizational structure and personnel of the unit according to the provisions of law and management decentralization of the Ministry.

12. Carrying out other tasks as assigned by the Minister.

Article 3. Organizational structure

1. Division of Safety, Security and Network Infrastructure.
2. Division of Software Technology.
3. Division of Information and Electronic Communications.
4. Division of Synthesis and Digital Transformation.

The number of employees and number of contract workers receiving salaries from the budget of Information Technology and Digital Transformation Center is decided by the Minister.

Article 4. Leadership of the Center

1. Information Technology and Digital Transformation Center has a Director and a number of Deputy Directors.
2. The Director and Deputy Directors are appointed, dismissed and terminated by the Minister of Planning and Investment according to the provisions of law.
3. The Director is responsible before the Minister and the law for all activities of Information Technology and Digital Transformation Center.
4. The Deputy Directors assist the Director in directing and managing all work aspects of Information Technology and Digital Transformation Center, and are responsible before the Director and the law for the assigned tasks.

Article 5. Enforcement

This Decision has come into force since the date of signing. Previous regulations contrary to this Decision are all annulled.

Article 6. Implementation responsibility

Director General of Department of Organization and Personnel, Chief of the Ministry Office, Director of Information Technology and Digital Transformation Center and the heads of units and organizations under the Ministry are responsible for implementing this Decision./.

Attn:

- Leaders of the Ministry;
- As in Article 6;
- Information Technology and Digital Transformation Center (05 copies);
- Units under the Ministry;
- Party Committee, Trade Union of the agency;
- Filed at: Archives, Department of Organization and Personnel (05 copies).

MINISTER

(Signed and sealed)

Nguyen Chi Dung