

**CIRCULAR**

**ON MANAGING THE SCHEME FOR TRAINING AND RE-TRAINING OF HUMAN  
RESOURCES OF SCIENCE AND TECHNOLOGY IN THE COUNTRY AND FOREIGN  
COUNTRIES BY THE STATE BUDGET**

*Pursuant to Decree No. 20/2013 / ND-CP dated 26/2/2013 of the Government defining the functions, tasks, powers and organizational structure of the Ministry of Science and Technology;*

*Pursuant to Decree No. 40/2014 / ND-CP dated 12/5/2014 of the Government stipulating the use and good treatment of individuals who operate in the field of science and technology;*

*In furtherance of Decision No. 2395/QĐ-TTg dated 25/12/2015 of the Prime Minister approving the Scheme for training and re-training of human resources of science and technology in the country and foreign countries by the state budget.*

*The Minister of Science and Technology issues this Circular on managing the scheme for training and re-training of human resources of science and technology in the country and foreign countries by the state budget.*

**Chapter I**

**GENERAL PROVISIONS**

**Article 1. Scope of regulation and subjects of application**

1. This Circular provides for the management of Scheme for training and re-training of human resources of science and technology in the country and foreign countries by the state budget approved in the Decision No. 2395/QĐ-TTg dated 25/12/2015 of the Prime Minister (hereafter referred to as Project 2395).

2. The subjects of application of this Circular are the individuals who operate in the field of science and technology, research groups, technological and scientific management officers in the Ministries, sectors and localities, technological and scientific organizations and enterprises and the relevant Ministries, sectors, localities and organizations.

**Article 2. Form and objectives of training and retraining**

1. Training and re-training of expert: Sending the technological and scientific experts for training and re-training through performing their research duties or working with definite time at the training and research facility or technological enterprises in foreign countries in order to form the contingent of technological and scientific experts who are qualified and have skills of research and implement the technological and scientific issues of the sectors and fields achieving the regional and international level and create sources in order to become the leading scientists and general engineers.

2. Training and re-training by group: Sending groups of research for training and re-training through performing their research duties at the training and research facilities or foreign countries to form strong research groups which are able to deal with the significant scientific and technological of the sectors and fields. Each group can send no more than 05 members recommended by the group Leader

3. Postdoctoral re-training: Sending individuals who operate in the field of science and technology with doctoral qualifications to participate in the postdoctoral re-training through performing the research duties at the training and research facilities in the country and foreign countries in order to develop and improve the research and performance skills in order to create sources to form the experts in the field of science and technology.

4. Re-training of scientific and technological management manpower: Sending the technological and scientific management officers to participate in the re-training courses in the country and foreign countries to improve knowledge and scientific and technological management skills and management of innovation and creativity.

### **Article 3. Training and re-training time**

1. Training and re-training time of expert: no more than 02 years.

2. Training and re-training time of research group: no more than 06 months

3. Postdoctoral re-training time: no more than 02 years.

4. Training and re-training time of technological and scientific management officers: no more than 03 years.

In special cases, the training and re-training time needs to be extended with the consideration and decision of the Minister of Science and Technology but not exceeding 03 months with the subjects specified in Paragraph 1 and 3 of this Article; not exceeding 01 month with the subjects specified in Paragraph 2 and 4 of this Article.

### **Article 4. Fields and contents of training and re-training**

1. The training and re-training of experts and research groups and postdoctoral re-training for the fields of science and technology, particularly focusing on the prioritized fields of technology, new and high technology defined in the strategy and plan for scientific and technological development in each period.

2. The re-training of profession, knowledge and skills of scientific and technological management and creativity and innovation management for the technological and scientific management officers.

### **Article 5. Training and re-training facilities**

1. The training and re-training facilities in foreign country are the research institutes, universities and enterprises in the countries which have the developed science and technology, prestige and experiences in the fields in need of training and re-training, obtain the advanced achievements in the field of research and development, scientific management and technological management

2. The domestic training and re-training facilities are the ones which have prestige, experiences and capacity and are selected by the Ministry of Science and Technology and assigned to implement the training and re-training.

## **Article 6. Training and re-training plan**

1. The public scientific and technological organizations make a recommendation for training and re-training of scientific and technological manpower by the ways specified in Article 2 of this Circular and send it to the governing bodies which are the Ministries, ministerial bodies, governmental bodies or People's Committee of provinces and centrally-run cities.

The Ministries, ministerial bodies, governmental bodies or People's Committee of provinces and centrally-run cities shall summarize and recommend the need for training and re-training of scientific and technological manpower under the Form B1.1-DKNC in Appendix 1 of this Circular and send them to the Ministry of Science and Technology before the 30<sup>th</sup> date of April of each year to summarize and make plan for training and re-training of scientific and technological manpower.

2. The non-public scientific and technological organizations and enterprises that wish to make a recommendation of the needs for training and re-training as stipulated in Paragraph 1 of this Article should send it to the Ministry of Science and Technology before the 30<sup>th</sup> date of April of each year for summarizing and making plan.

3. The Ministry of Science and Technology shall, based on the orientation, strategies and plans for scientific and technological development and development planning of scientific and technological manpower in each period and the recommendations of the bodies and organizations specified in Paragraph 1 and 2 of this Article and the capacity satisfaction of the non-business expenditure sources of science and technology, summarize, build and issue the plan for training and re-training of scientific and technological manpower of the Project 2395 before the 20<sup>th</sup> date of June of each year to estimate the funding for the subsequent year. The plan for training and re-training of scientific and technological manpower is posted publicly on the website of the Ministry of Science and Technology at the address: [www.most.gov.vn](http://www.most.gov.vn).

## **Chapter II**

### **CONDITIONS, CRITERIA AND PROCEDURES FOR SELECTING THE INDIVIDUALS FOR TRAINING AND RE-TRAINING OF EXPERTS, RESEARCH GROUPS AND POSTDOCTORAL RE-TRAINING**

#### **Article 7. Conditions for application for training and re-training of expert**

The individuals who operate in the field of science and technology and meet the following conditions shall be considered and sent for training and re-training of expert:

1. Belong to the database of scientific and technological experts of the Ministry of Science and Technology; in case of not belonging to this database, the Minister of Science and Technology shall consider and make decision.
2. Belong to the staffing or work full-time and continuously from 12 months or more at the units specified in Paragraph 2, Article 1 of this Circular.
3. Not over 55 years of age for man and 50 years of age for female by the time of submission of dossier for application.
4. Have explanation about the research outline which is expected to be implemented during the time of sending for training and re-training (specify the necessary, objectives, meaning, contents

of research, implementation plan, estimated result and plan for application) approved by the training and research facility in foreign countries.

5. Have the proficiency of foreign language in line with the requirements of the training and research facility or achieve the foreign language level 4 (B2) in accord with the provisions in the Circular No. 01/2014/TT-BGDĐT dated 24/1/2014 of the Ministry of Education and Training issuing the six levels of the language proficiency framework for Vietnam.

6. Have orientation of professional development and dissemination of knowledge, experiences and research to the research officers at the unit after the training and re-training course.

7. Are sent in writing for training and re-training by the managing unit.

### **Article 8. Conditions for application for training and re-training of research group**

The research groups meet the following conditions shall be considered and sent for training and re-training of research group:

1. Are doing researches at the research institutes, universities, laboratories, incubators or enterprises; have a scientist as a group Leader who directs and is responsible for professional skills.

2. The groups or members of groups have the scientific and technological achievements shown through the articles published on the prestigious international scientific magazines or monograph, protected inventions and utility solutions or technological and technical solutions registered and approved or obtained the award in science and technology.

The requirements on published scientific articles and monographs in accord with the provisions in Article 2 and 3 of the Circular No. 16/2009/TT-BGDĐT dated 17/7/2009 of the Ministry of Education and Training detailing the accreditation of standard, appointment and dismissal of title of professor and associate professor.

The list of prestigious international scientific magazines is defined by the Decision on approving the list of specialized scientific magazines granted with converted score of scientific works upon annual accreditation of title of professor and associate professor of the State Council for Professor Title

The award in science and technology is defined in accord with the provisions in the Decree No. 78/2014/ND-CP dated 30/7/2014 of the Government on Ho Chi Minh Prize and the State Prize and other awards in science and technology and the guiding documents.

3. Have the plan and orientation of intensive research with targets of the group.

4. Have the research outline which is expected to be implemented during the time of training and re-training (specify the necessary, objectives, meaning, contents of research, implementation plan, estimated result and plan for application) or are performing the scientific and technological duties which the country is not eligible for performing or cannot perform or is approved by the training and re-training facilities in foreign countries.

5. The age of each group member is not over 50 years.

6. Have the proficiency of foreign language in line with the requirements of the training and research facility or achieve the foreign language level 4 (B2) in accord with the provisions in the

Circular No. 01/2014/TT-BGDĐT dated 24/1/2014 of the Ministry of Education and Training issuing the six levels of the language proficiency framework for Vietnam.

### **Article 9. Conditions for application for postdoctoral re-training**

The individuals who operate in the field of science and technology with doctoral qualifications shall be considered and sent for postdoctoral re-training when meeting the following requirements:

1. Are working at a scientific and technological organization or enterprise; under 40 years.
2. Have at least 03 consecutive years of experience in scientific and technological research and register for re-training by the time of submission dossier for application.
3. Are the main author of at least 01 article published on the prestigious international scientific magazines within 05 (five) years by the time of submission dossier for application.

The list of prestigious international scientific magazines is defined in accord with the provisions in Paragraph 2, Article 8 of this Circular.

4. Have explanation about the research outline which is expected to be implemented during the time of sending for training and re-training (specify the necessary, objectives, meaning, contents of research, implementation plan, estimated result and plan for application) approved by the training and research facility.
5. Have the proficiency of foreign language in line with the requirements of the training and research facility or achieve the foreign language level 4 (B2) in accord with the provisions in the Circular No. 01/2014/TT-BGDĐT dated 24/1/2014 of the Ministry of Education and Training issuing the six levels of the language proficiency framework for Vietnam.

### **Article 10. Principles and criteria for selecting individuals for training and re-training of expert, research group and postdoctoral re-training**

The selection of individuals to send for training and re-training of expert, research group and postdoctoral re-training is done on the principle of competition based on the following criteria:

1. Qualifications and scientific and technological achievements
2. The quality of explanation of research outline which is expected to be implemented during the time of training and re-training.
3. Prioritizing the explanation of research outline is the scientific and technological duties of the scientific and technological Programs and Scheme at national level; special or specially important scientific and technological duties; urgent scientific and technological duties affecting the health, security and national defense or new technological transfer or technological operation at the scientific and technological organizations, enterprises, health and national security organizations, state management bodies; the scientific and technological duties in service of new research directions and other scientific and technological duties which are not formed, do not exist or are not eligible for implementation in the country.
4. Prioritizing the subjects who are supported a partial training and re-training funding from the funding other than the state budget.

### **Article 11. Selection announcement**

1. On the year basis, after approving the training and re-training plan, the Ministry of Science and Technology shall give a public announcement of selection of manpower to be sent for training and re-training of experts, research groups and postdoctoral re-training. The selection can be done several times a year.
2. The contents of announcement consist of: Contents, form, training and re-training indicators, benefits and policies for the learners; subjects of application; conditions for application, dossier and time limit for application.
3. The announcement of selection is sent to the Ministries, ministerial bodies, governmental bodies, Peoples' Committee of provinces and centrally-run cities, economic groups, state corporations and publicly posted on the website of the Ministry of Science and Technology at: : [www.most.gov.vn](http://www.most.gov.vn).

### **Article 12. Dossier for application registration**

The dossier for application registration for training and re-training is sent to the Ministry of Science and Technology consists of 01 set of paper dossier and PDF files.

The composition of dossier:

1. The registration for review and selection with the certification of the direct managing unit is the Form B1.2-DKCG; Form B1.3-DKNNC or Form B1.4.DKSTS in the Appendix 1 of this Circular.
2. The scientific résumé in Vietnamese and English.
3. The research outline which is expected to be implemented during the time of training and re-training is in Vietnamese and English (specify the necessary, objectives, meaning, contents of research, implementation plan, estimated result and plan for application).
4. The written acceptance of the domestic or foreign training and re-training facilities is translated into Vietnamese.
5. The written approval to the sending for training and re-training of the managing body or unit.
6. The copy of diploma, certificate and papers demonstrating the satisfaction of conditions specified in Article 7, 8 or 9 of this Circular.
7. The orientation of professional development (for the training of expert); plan and orientation of intensive research (for the research group) in Vietnamese and English.
8. The written commitment to performance of responsibilities and obligations of the learners during and after completion of training and re-training course.
9. Certification of other supports other than the state budget (if any).

### **Article 13. Processing the application and approving the list of successful candidates**

1. When the time limit for receiving the application (as stated in the Announcement), the Ministry of Science and Technology shall summarize the list of individuals registering for training and re-training by each form of training and re-training; evaluate the application through the selection Council.

2. The Minister of Science and Technology shall approve the list of successful candidates, announce the result to the successful candidates and the unit managing the successful candidates by one of the following forms:

- a) Posting the information on the website of the Ministry of Science and Technology at: [www.most.gov.vn](http://www.most.gov.vn);
- b) Giving a notice by post;
- c) Sending email;
- d) Other ways;

The result of selection is valid within 12 months from the date of signature of decision.

#### **Article 14. Selection council**

1. The selection council established by the Minister of Science and Technology consists of 05 members:

- a) Chairman of Council: Head of management Committee of Project 2395;
- b) Vice Chairman of Council: Representative of unit leader assigned by the Minister of Science and Technology as the permanent body of Project 2395;
- c) Council Secretary: The representative of unit assigned by the Minister of Science and Technology as the permanent body of Project 2395;
- d) Council member: Representative of leader of relevant units of the Ministry of Science and Technology. Based on the requirements of each form, contents of training and re-training content, the council member can consist of scientists and representatives of other bodies and units.

2. The duties of the selection Council:

- a) Gives comments and evaluation of application according to each form of training and re-training based on the conditions specified in Article 7, 8 and 9 of this Circular;
- b) Selects the applications which meet the prescribed conditions and criteria of each form of training and re-training and vote for evaluation of each application under the Form B2.1-PDG specified in Appendix 2 of this Circular. If the number of applications exceeds the training and re-training indicators, apply the competition principles for the selection based on the criteria specified in Article 10 of this Circular;

3. The duties of the Council Secretary: Takes the minutes of the meeting and result and result of evaluation of applications of the Council under the Form B2.2-KQHD specified in Appendix 2 of this Circular, sends the Project 2395 to the standing units and performs the duties arising during the selection as required by the Chairman of selection Council.

4. The Council shall work upon the presence of 04 (four) members on the principle of collective and majority voting. Where there is an equal number of votes, the decision is made by the party that has the vote of the Chairman of the Council.

5. The persons having their parents, spouse, children and siblings who register the application are not permitted to participate in the selection Council.

6. The Council shall dissolve itself after the completion of its duties.

### **Article 15. Contact with the facility providing the training and sending applicants for training and re-training**

1. The successful candidates shall come into contact and ask for the official written reception of training and re-training from the training and re-training facility. The Ministry of Science and Technology shall coordinate with the relevant bodies to help the candidates to contact the training and re-training facilities in case of necessity.

2. The successful candidates shall be issued with invitation for training and re-training by the Ministry of Science and Technology which makes the decision on sending the candidate for training and re-training under the Project 2395 when the unit or body managing the candidates issues the written sending for training and re-training.

### **Chapter III**

#### **RE-TRAINING OF SCIENTIFIC AND TECHNOLOGICAL MANAGEMENT MANPOWER**

### **Article 16. Conditions to be sent for re-training**

#### 1. Re-training in the country

The technological and scientific management officers who are sent to participate in the re-training courses in the country must meet the following conditions:

- a) Have at least 02 consecutive (two) years by the time of being sent for training and re-training of technological and scientific management in the Ministries, sectors, localities, technological and scientific organizations and enterprises and always complete their duties well.
- b) Have no discipline from reprimand or stricter discipline during the time of consideration;
- c) Their job positions are in accord with the contents of the re-training course;
- d) Have the written approval for sending for re-training from the management body;
- dd) Still have at least 02 (two) years of working time by the time of commencement of re-training course.

#### 2. Re-training in foreign country

The technological and scientific management officers who are sent to participate in the re-training courses in foreign country must meet the following conditions:

- a) Hold the position of departmental level or higher or Deputy Director of Department of Science and Technology, Deputy Director General or equivalent or higher level;
- b) Still have at least 03 (three) years of working time by the time of commencement of re-training course.
- c) Have no discipline from reprimand or stricter discipline during the time of consideration;
- d) Complete their duties well in the preceding year;
- dd) Their job positions are in accord with the contents of the re-training course;
- e) Have the written approval for sending for re-training from the management body;

### **Article 17. Organization of re-training in the country**



1. Based on the annual plan for training and re-training of technological and scientific manpower in the country and foreign country, the Ministry of Science and Technology shall select and decide to assign the training and re-training facilities in the country to carry out the re-training courses of knowledge, technological and scientific management skills and creativity and innovation management for the technological and scientific management officers.
2. The training and re-training facilities which are assigned to carry out the re-training courses perform the following things:
  - a) Preparing the program/plan for organization of each re-training course (including: subjects, objectives, program contents, form of implementation, time, location of organization, special subjects for re-training, lecturers, estimated number of learners,...) and estimating the detailed funding to send to the Ministry of Science and Technology for assessment and approval.
  - b) Compiling, assessing and issuing the teaching materials of the re-training course and taking responsibility for the contents of materials.
  - c) Implementing the re-training courses according to the approved plan (the number of learners of one re-training course is at least 30 persons); managing the re-training courses; evaluating the learning result and issuing the Certificate to the learners under the current regulations of law;
  - d) Reporting the result evaluation of re-training courses and the settlement of funding to the Ministry of Science and Technology within 20 days after the end of the re-training courses;
  - dd) Storing all dossiers and documents of each re-training course.
3. The facilities assigned to organize the re-training courses can hire foreign experts for teaching with the current benefits and policies.

#### **Article 17. Organization of re-training in foreign country**

1. Based on the annual plan for training and re-training of technological and scientific manpower in the country and foreign country, the Ministry of Science and Technology shall allocate the re-training indicator of technological and scientific management officers to the relevant Ministries, sectors and localities and organizations.
2. The relevant Ministries, sectors and localities and organizations shall make a decision on sending the officers who meet the conditions specified in Paragraph 2, Article 16 of this Circular and send this decision to the Ministry of Science and Technology.
3. The Ministry of Science and Technology shall summarize the list and decide to establish a group for re-training in foreign country, appointing one of them as the group Leader; sign the training and re-training contract with the training and re-training facility in foreign country.

#### **Chapter IV**

#### **RIGHTS AND OBLIGATIONS OF THE PERSONS SENT FOR TRAINING AND RE-TRAINING**

#### **Article 19. Rights of the persons sent for training and re-training**

1. Receive the benefits and policies as stipulated in Article 21 and 22 of this Circular.
2. Are provided with conditions and time to participate in the training and re-training program by the managing and using unit.

3. Get back to the body or unit and have the conditions to apply the result of training and re-training to professional work.

#### **Article 20. Obligations of the persons sent for training and re-training**

1. Comply with the policies and laws of Vietnam and the country sent for learning, the regulations of the training and re-training facilities in the country and foreign country.
2. Complete the registered training and re-training programs, return to the working unit on the prescribed schedule to apply the result of training and re-training to professional work; continue to perform the professional duties at the unit which sent for training and re-training in the time at least 3 times longer than the time of training and re-training time.
3. Make annual report (for the training and re-training courses of over 01 year) under the Form B3.1-BCDK and make report upon the end of training and re-training course under the Form B3.2-BCKQ specified in Appendix 3 of this Circular to the Ministry of Science and Technology and their managing unit.

Time limit for sending report: Within 15 days upon the end of 01 year (12 months) of training and re-training from the commencement of the training and re-training course (for the annual report); within 15 days after the end of re-training course (for the result report upon the end of training and re-training course).

4. Make compensation for the cost of training and re-training under the current regulations on training and re-training to cadres, public servants and officers if intentionally not participating in the training and re-training course when having prepared all procedures for admission and allocated the training and re-training funding; intentionally abandoning their studies, giving up their job or resigning during the time of being sent for training and re-training; not complying with the provisions in Paragraph 2 of this Article or violating the discipline of the training and re-training facility resulted in termination of training and re-training.
5. The group leader of the research group sent for training and re-training in foreign country shall manage and take responsibility for all professional activities, research activities and other activities of the group; represent the group to carry out the procedures relating to the training and re-training course; contact the training and re-training facility and report to the Ministry of Science and Technology on the result of training and re-training of the group.
6. The group leader of the research group sent for training and re-training in foreign country shall manage and take responsibility for the activities of the group during the time of training and re-training in foreign country and on behalf of the group contact the training and re-training facility and report to the Ministry of Science and Technology on the result of training and re-training of the group.

#### **Article 21. Benefits and policies to the persons sent for training and re-training in the country**

1. The persons who are sent for re-training of technological and scientific management in the country and are working for the state bodies or the public technological and scientific organizations shall receive the current benefits of training and re-training for the cadres, public servant and officers in the country.

The persons who participate in the re-training of technological and scientific management in the country and are working for the non-public organizations and enterprises shall receive the school fees and other fees directly related to the course.

2. The persons who are sent for postdoctoral re-training in the country shall receive the contents specified under Point b, Paragraph 1 and 3, Article 6 and 7 of the Circular No. 09/2015/TT-BKHCN dated 15/5/2015 of the Minister of Science and Technology stipulating the management of national technological and scientific capacity improvement financed by the national technological and scientific development Fund.

### **Article 22. Benefits and policies to the persons sent for training and re-training in foreign country**

1. Receive the salary and other benefits under the current regulations for the cadres, public servants and officers sent for training and re-training if they are working at the state bodies and the public technological and scientific organizations.

2. Are paid the training and re-training funding and fees for implementation of research duties and other fees pertaining to the compulsory training and re-training course (if any) as agreed with the training and re-training facilities.

3. Are provided with the subsistence fees to ensure the needs of research and learning; fees for round-trip air tickets of economy class, travelling expenses and passport, visa and health insurance fees.

4. Finance the research to the subjects sent for training and re-training of experts, research groups and postdoctoral re-training as follows:

a) Buying materials, reference books and tools necessary for direct service of learning and research;

b) Performing the research, tests and experimental activities to support the research duties;

c) Publicizing the research result on the prestigious ISI magazine, specifying the supporting source which is from the Project 2395 of the Vietnamese Government.

d) The first registration fee of intellectual property rights in the country and foreign country with the patent and plant variety if they are the result of research duties under the Project 2395 and are granted the certificate of protection of intellectual property rights by the competent authorities. The intellectual property rights for the patent and plant variety as the result of the research duties under the Project 2395 belong to the Vietnamese organizations and individuals.

## **Chapter V**

### **PROJECT MANAGEMENT ORGANIZATION**

#### **Article 23. Contents of Project management**

1. Making the plan for training and re-training on the annual basis and each stage in line with the objectives of Project 2395.

2. Announcing, selecting and sending individuals for training and re-training.

3. Monitoring, inspecting and assessing the process of training and re-training of the persons sent for training and re-training;

4. Negotiating and signing the training and re-training contract with the domestic and foreign training and re-training facilities.
5. Building database of technological and scientific manpower to participate in the Project 2395.
6. Providing the information, propagation and introduction about the Project 2395 through the conferences, seminars, preliminary and final summary of result of the Project 2395 and other ways.
7. Dealing with the risks in implementing the Project 2395.
8. The other contents in services of the Project 2395.

#### **Article 24. Body managing the Project**

1. The Ministry of Science and Technology is the body in charge of implementing and managing the Project 2395.
2. The Minister of Science and Technology shall decide to establish the management Committee of Project 2395 including 07 members with a head from the leadership of the Ministry of Science and Technology.

The management Committee of Project shall operate according to the Regulation issued by the Minister of Science and Technology.

3. The Minister of Science and Technology assigns a unit directly under the Ministry of Science and Technology to be the permanent body to help in management and implementation of Project 2395.

The specific duties of the permanent body of Project 2395 are defined by the Minister of Science and Technology

#### **Article 25. Managing the individuals sent for training and re-training**

1. The Ministry of Science and Technology shall coordinate with the relevant bodies to manage the individuals sent for training and re-training.
2. The individuals who fail to comply with the regulations during the training and re-training time or commit the disciplinary violation of the training and research facilities shall be handled according to the laws on training and re-training for public servants and officers and must make compensation of funding under the current regulations.

The Ministry of Science and Technology shall coordinate with the unit managing the persons sent for training and re-training to handle the violations under the current regulations.

#### **Article 26. Managing the funding of Project 2395**

1. The funding for Project 2395 consists of the annual technological and scientific non-business and the funding mobilized from the legal sources.
2. The funding must be used for the right purpose to ensure the effectiveness under the approved estimate and in accord with the regulations on financial management of the Project 2395.
3. The contents of financial management of the Project 2395 are guided in the Circular defining the financial management for implementation of Project 2395 issued by the Ministry of Finance.

#### **Article 27. Risk management**

During the time of training and re-training in foreign country under the Project 2395, if the persons sent for training and re-training are sick, have accident or any unforeseen event, the Ministry of Science and Technology shall coordinate with the relevant bodies for settlement.

## **Chapter VI**

### **RESPONSIBILITY OF THE MINISTRY OF SCIENCE AND TECHNOLOGY, THE RELEVANT MINISTRIES, SECTORS, LOCALITIES AND ORGANIZATIONS**

#### **Article 28. Ministry of Science and Technology**

1. Organizes the implementation and management of Project 2395.
2. Guides the ministries, sectors, localities, organizations and individuals to register their participation in the Project 2395.
3. Organizes the assessment, selection and decides to send the individuals operating in the field of science and technology, the research groups for training and re-training in the country and foreign country under the Project 2395.
4. Negotiates and signs the training and re-training contract with the domestic and foreign training and re-training facilities.
5. Follows the benefits and policies to the persons sent for training and re-training as stipulated by this Circular and the Circular on financial management of the Project 2395.
6. Manages the persons sent for training and re-training.
7. Organizes the preliminary and final summary of result assessment of Project 2395.

#### **Article 29. Ministries, sector and provincial People's Committee**

1. Recommend the needs for training and re-training of technological and scientific manpower of their Ministries, sector and localities and send them to the Ministry of Science and Technology for summary and building of plan for training and re-training of technological and scientific manpower of Project 2395.
2. Guide the organizations and individuals under their management to register for participating in the Project 2395; send the technological and scientific management officers for training and re-training as guided by the Ministry of Science and Technology.
3. Coordinate with the Ministry of Science and Technology to manage the persons sent for training and re-training.

#### **Article 30. Relevant organizations**

The economic groups and state corporations, technological and scientific organizations and units that have registered the technological and scientific activities and other enterprises and organizations should recommend their needs of training and re-training of technological and scientific manpower to the Ministry of Science and Technology for considering and sending for training and re-training under the Project 2395.

## **Chapter VII**

### **IMPLEMENTATION PROVISION**

#### **Article 31. Application of reference documents**

Where the legal normative documents referred in this Circular are amended, added or replaced, the amended, added or replaced documents shall apply.

**Article 32. Effect**

1. This Circular takes effect from 01/09/2016.
2. Any problem arising during the implementation should be promptly reported to the Ministry of Science and Technology for amendment or addition accordingly ./.

**FOR THE MINISTER  
DEPUTY MINISTER**

**Tran Van Tung**

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