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| **MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT**  No.: /QĐ-BNN-TCLN | **SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom - Happiness**  *Ha Noi, 2015* |

**DECISION**

**Promulgating the regulations on Management Information System for Forestry sector in Vietnam**

**MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT**

Pursuant to Government’s Decree No.199/2013/NĐ-CP of November 26, 2013 on the functions, tasks, powers and organizational structure of the Ministry of Agriculture and Rural Development;

Pursuant to Information Technology Law of June 29, 2006;

Pursuant to Decree No.71/2007/NĐ-CP of May 3, 2007 detailing and guiding the implementation of a number of articles of the Information Technology Law on the information technology industry;

Pursuant to Government’s Decree No.64/2007/NĐ-CP of April 10, 2007 detailing the application of information technology in the State management activities;

Consider official dispatch No. of the Vietnam Administration of Forestry about approving the regulations on **management and using of Management Information System for Forestry sector;**

At the proposals of Director General of the Vietnam Administration of Forestry.

**DECISION:**

**Article 1.To promulgate together with this Decision “The regulations on management and using of Management Information System for Forestry sector”**

**Article 2.** This Decision takes effect from the date of signing.

**Article 3.** Chief of the Ministry Office, Director General of the Vietnam Administration of Forestry, heads of units of the Ministry and the related organizations and individuals shall have to implement this Decision.

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| ***Recipients:*** - As Article 3; - Leaders of the Ministry; - Members of the IT Steering Committee; - Save clerical and DOF. | **MINISTER**  **Cao Duc Phat** |

**REGULATION**

ON THE MANAGEMENT INFORMATION SYSTEM

FOR FORESTRY SECTOR   
*(To promulgate together with Decision No. ...................... of the Minister of Agriculture and Rural Development)*

**Chapter 1.**

**GENERAL REGULATIONS**

**Article 1. Scope and objects**

1. This regulation stipulating for the use of management information system for forestry sector maintained by the Vietnam Administration of Forestry under MARD includes:

- Purpose of Management Information System

- The structure of forestry management information system

- Roles and responsibilities related to the management of the data and information contained in the FORMIS

2. This regulation is applied to the units and individuals working in the field of Agriculture and Rural Development and **using of Forestry Management Information System.**

**Article 2. The terminology**

1.The Management Information System for forestry sector – FORMIS comprises all the forestry information and data codified in a logical structure to ensure the comprehensiveness and legality; managed by information technology that has enough ability to update, connect, and share information and data in order to serve the forestry management at all levels.

2. Centralised FORMIS platform is based on service oriented information architecture that enables integration of databases and applications of forestry data generated by various organisations and systems in a cost effective manner.

3. Service oriented information system architecture means that all data and information integrated can be accessed and shared by users based on user specific access and user accounts.

4. The data owner is an organisation that has the official proprietary rights to the information and data.

5. The data collection units have the function of collecting information and data.

6. Data custodian is an organisation that bears the responsibility for the developing and maintaining IT environment and database structure.

7. Data steward is an organisation that bears the responsibility for the developing and maintaining the data form, context, and associated technical elements of data of the data.

8. Information Technology of the **Forestry Management Information System Sector is considered as the computer systems, computer equipment, transmission systems, LAN network, WAN systems and applications, the database (DB) system running on this network.**

9. Network unit: is the local area network (LAN) at the units of the Vietnam Administration of Forestry including: servers, workstations, network equipment, transmission lines and other peripheral devices linked together.

10. The network of the Vietnam Administration of Forestry: is A wide area network (WAN) that connects the unit networks of the administration.

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Chapter 2

PURPOSE OF MANAGEMENT INFORMATION SYSTEM

Forestry management information system is a system with all forestry information and data, which is systematized under a rational architecture ensuring its holistics, systematization and legality. This system is governed by IT technologies, with capability in data/information updating, connecting and sharing, and thus will sufficiently provide the best information/data to forestry management at all levels

The purpose of Management Information System is to ensure cost-effective management of data and information needed in executing the responsibilities and functions of the state management agencies in forestry sector, and stimulate the sustainable management of forests by providing forestry sector stakeholders easy access to forestry data and forestry related information.The FORMIS will contain data that is owned by the Government of Vietnam and maintained by the MARD, VNFOREST and provincial and local state management agencies.

The system will contain official data approved by MARD or provincial or district state forest management agencies and used in the management of forestry agencies of for the purpose of forest management and forestry statistics

FORMIS will also contain reference data from government service agencies, research- and educational organisations, projects, NGOs and other organisations. Such data will be integrated upon application from the data owner and upon approval of MARD.

VNFOREST will inform users of the reliability of the data contained in the system. For this purpose VNFOREST will maintain a metadata registry with sufficient descriptions of the status and reliability of the individual datasets.

**hapter 3**

**STRUCTURE OF THE** MANAGEMENT INFORMATION SYSTEM

Article 3. Electronic information system of forestry sector management

1. The network and application systems served for forestry management at all levels

2. The information systems include:

The website of the Administration’s managing information (general information and insider information) connects with FORMIS and the information portals of the sector;

3. The management software served for the management of the central, provincial, district and commune managers;

**Article 6. The input information of the system**

The Management Information System includes

1. Information and data on forestry operational processes including but not limited to: forest development, forest conservation, forest protection, forest utilization, science and technology, Vietnam REDD +, FLEGT.
2. Information on categories relevant to state forest management including:, forest resources, forestry activities, forest products and services, socio-economic and environmental impacts of forestry, policies and regulations related to forestry, official and unofficial plans and reports on forestry, human resources in forestry, participation of ethnic minorities in forestry activities, gender equality in forestry activities.

The other external input information sources include the information available from other legitimate managing organizations and studies.

**Article 7. Integrating data into FORMIS**

The data will be integrated in FORMIS platform using internet. All data and information integrated in the system can be accessed and shared by all levels of users based on user specific access and user accounts. The connection links with external users are established after agreements in data integration and respective privileges defined for each user.

The FORMIS system contains

1. data and information owned by the Government of Vietnam, governed by MARD and VNFOREST as the central level state management agencies or other state management agencies at national, provincial and local levels of administration
2. Data and information pertaining to forestry sector, collected by the research-, education- and consultancy units within MARD and other relevant ministries
3. Third party data and information, relevant to carrying out the functions of the state forest management agencies, created by projects, NGO’s, enterprises, communities and legal entities.

Existing data that continues to be relevant to the functions of the VNFOREST and other state management agencies will be integrated into the FORMIS within reasonable time period by the 2018. The VNFOREST is responsible for clarifying intellectual property rights related to such data.

Before being integrated into system the information and data will be verified to ensure its legality, accuracy, completeness, , connectivity and that it is up-to-date and by the functional units of the Vietnam Administration of Forestry.

**Chapter 3**

**THE OPERATION OF THE MANAGEMENT INFORMATION SYSTEM FOR FORESTRY SECTOR**

**Article 8.The function of the system**

Vietnam Administration of Forestry will ensure easy access to electronic data and information contained in FORMIS through network connection. Vietnam Administration of Forestry will

1. Provide information relating to forest management activities for the officers at central, provincial, district and commune levels;

2. Provide information for internal decision-making and reporting.

3. Provide information for the stakeholders involved in forest research and education

4. Provide information to organizations involved in forest industries and timber production.

5. Provide information based on requests by stakeholders.

Article 8.1 Sharing data and information

Data owner will appoint data custodian and data steward. Various users can access the data based on specific user rights which are determined in agreements between the data owner and the user.

The data and information created by GoV funding can be accessed free of charge in accordance to the permission policy maintained by the Vietnam Administration of Forestry. Vietnam Administration of Forestry will open access to the data upon application of the user and registration of the user in the FORMIS account management system

Third party data will be shared in accordance to the terms and conditions attached to the use of the data. Specific permissions will be granted by data owner.

Data subject to ‘data protection’ legislation will be shared in accordance to the legislation.

**Article 9. Coordinating the development of the Management Information System**

Vietnam Administration of Forestry will appoint a unit responsible for IT management for promoting and coordinating the integration of data and applications into the FORMIS platform.

The unit responsible for IT management will coordinate information system development projects under Vietnam Administration of Forestry so as to maintain cost-effective information system architecture and streamline investment in ICT.

The unit responsible for IT management will ensure conformance to the intellectual property rights in connection to creating data resources or developing software.

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**Article 10. The function of the information unit of the Office of Vietnam Administration of Forestry**

1. The unit responsible for IT management of the Office of Vietnam Administration of Forestry, and has following functions:Development and implementation of IT strategy

* preparation and implementation of VNForest IT strategy
* IT Governance
* Implement eGovernment, Administrative Reform programs under VNForest

1. System development

* management of system development projects within VNForest
* make sure that system development is in line with FORMIS architecture
* Carry out small scale IT related research & development tasks

1. System maintenance and administration tasks

* management of servers hosting Forest Resource Database, FORMIS Platform, VNForest Portal and applications developed in FORMIS phase 1
* maintenance of FORMIS applications
* maintenance of VNForest network

1. Coordination of IT procurements

* preparation of system requirement specifications
* management of IT tendering processes
* management of hardware procurement and leasing
* management of procurement agreements
* management of procured software licenses
* management of procured data licenses

1. Technical support tasks

* FORMIS applications
* FORMIS IT services (e.g. on-line data services)
* eOffice
* PC workstations

**Article 11. The mission of the relating departments, authorities of the Vietnam Administration of Forestry**

Providing accurate, aggregate and updated information on activities of the sector.

Providing complete and accurate information about information management and update information to website

When the relevant units demand updating of information on the website of the system, the managers will update the information in accordance with the regulations.

Ensuring the connection between the units’ professional portal in the unity electronic information system of the Administration; avoid the overlapping and duplicating databases causing difficulties in the management of accuracy and causing waste of resources.

**Article 12. Rights and responsibities regarding IT Governance of Vietnam Administration of Forestry**

IT Governance of Vietnam Administration of Forestry includes two levels: Administration level and units of Administration level (Forest Protection Department, Department of forest conservation, etc.)

VNFOREST as the state forest management agency is responsible for appointing a data steward, organization responsible for the accuracy, correctness and reliability of the data owned by the GOV

With regards to third party data stored in the system, VNFOREST will maintain metadata information on the ownership of the data and the terms and conditions attached to the data

VNFOREST will take charge of the secure storage of the data resources contained in FORMIS either by maintaining in-house capacity for this purpose in the VNFOREST unit responsible for ICT or by procuring data storage as a service

VNFOREST will maintain the central ICT platform of the FORMIS system in order to enable integration of data and applications in a cost-effective manner

VNFOREST Information Data and General Affairs Section is the unit performs the function of managing IT systems; promote, provide, monitor and supervise the use of applications and systems of information. The section also has the function of self-management information system to meet the demand for information management.

**Article 13. Editorial board of management information systems**

Founding the editorial board……………….include ………………….

The Editorial Board has responsibility for managing the entire information of the Website and performs editing, browsing information, authenticating information and updates, publishes on Website, responsible to the leadership of Administration for contents.

**Chapter 4**

**MANAGEMENT AND OPERATION OF THE MANAGEMENT INFORMATION SYSTEM FOR FORESTRY SECTOR**

**Article 14. Connection of management information system**

1. All units and individuals in the Ministry of Agriculture and Rural Development, the units of the provincial Department of Agriculture and Rural Development that need to establish a connection to the system and the units which use the system service account have to register in writing to the Office of Vietnam Administration of Forestry

2. The Office of Vietnam Administration of Forestry has the right to refuse to provide services, share information for the computers that do not comply with this regulation.

**Article 15. Ensuring the information and data security**

The Office of Vietnam Administration of Forestry has responsibility for ensuring security in transmission of information and data flow on the system, applying the necessary measures to ensure the security and confidentiality of information over the internet, including the storage andbackup of data on servers that are located in the Office of Vietnam Administration of Forestry.

**Article 16. Looking up and using of information management**

Regulation of open information: open information is the group of information about the policies, legal documents, information on forest monitoring, results of monitoring forest resources, information on the development and utilization of forests, timber processing and trade, etc.

Regulation of internal information comprises the internal administration documents under the Ministry of Agriculture and Rural Development and Vietnam Administration of Forestry, and confidential management information locally and countrywide. This information is accessible only when the user has a specified code by the Vietnam Administration of Forestry.

**Chapter 5.**

**IMPLEMENTATION PROVISIONS**

**Article 17. Responsibility for implementation**

1. In the extracting process of the management information system for forestry sector, if there are any problems, difficulties or in need of advice, or technical support by the network management unit, the using units should contact the Office of Vietnam Administration of Forestry.

2. The units, officers, servants and employees of the Vietnam Administration of Forestry bear the responsibility for the implementation of this Regulation.

3. The heads of the units under the Vietnam Administration of Forestry bear the responsibility for directing and monitoring the officers, servants and employees of their units to comply with this regulation contents.

**Article 18. Handle violations**

1. All of violated activities will be disciplined according to the specific nature and extent of violations and following regulations of existing laws. If any violation causes damage to property, equipment, information, data on computer networks, the violators must be responsible for compensation and discipline prescribed by law.

**Article 19. Organization and funding for implementation**

Annually the Ministry of Agriculture and Rural Development provide funding for the Vietnam Administration of Forestry to operate the system and maintain the operation of the network, server system services, electronic portal, etc.

The units using the system have to develop a working plan and secure operational funds to maintain their activities.