

DECISION

**On the Ministry of Industry and Trade's promulgation of the Action Plan
for information system of the energy sector in period 2019-2024**

THE MINISTER OF INDUSTRY AND TRADE

Pursuant to the Government's Decree no. 98/2017/ND-CP dated 18th August 2017 on the Ministry of Industry and Trade (MOIT)'s functions, duties, authorities and structure;

Pursuant to the Government's Decree no. 123/NQ-CP dated 24th November 2017 on signing the Financing Agreement of Program for "Energy Sector Policy Support and Enhancement of Access to Sustainable Energy in Countrysides, Mountainous Areas and Islands" which utilizes non-refundable ODA sponsored by the European Union (EU);

Pursuant to the Financing Agreement between the Government of the Socialist Republic of Vietnam and the European Union no. ACA/2016/037-972 on sponsorship for "Energy Policy Support Programme for Enhancing Access to Sustainable Energy in Rural Areas of Vietnam";

Considers the proposal of the Director General of the Electricity and Renewable Energy Authority,

DECIDES:

Article 1. To issue the Ministry of Industry and Trade's promulgation of the Action Plan for information system of the energy sector in period 2019-2024 with this decision.

Article 2. This decision shall be effective after being signed.

Article 3. Chief of the Ministry, Chief Inspector of the Ministry, Director General of the Electricity and Renewable Energy Authority, Heads of agencies and relevant units under the Ministry shall be responsible for implementing this Decision./.

MINISTER

Recipients:

- As Article 3;
- The Government Office;
- Ministries: Planning & Investment, Finance;
- Deputy Ministers;
- Departments of Industry and Trade of provinces, municipalities;
- Portal of the Ministry of Industry and Trade;

Tran Tuan Anh

**MINISTRY OF
INDUSTRY AND TRADE**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

**THE MINISTRY OF INDUSTRY AND TRADE'S ACTION PLAN FOR
INFORMATION SYSTEM ESTABLISHMENT OF THE ENERGY
SECTOR IN PERIOD 2019-2024**

*(Issued under the Decision no. 4651/QĐ-BCT dated 14th December 2018 of the
Minister of Industry and Trade)*

I. GOAL OF THE ACTION PLAN

This Action Plan aims to establish an information system of the energy sector (Energy Information System). The system will be scientifically and uniformly organized in the MOIT with a database which is able to meet the international standards, sufficient, timely, consistent, regularly updated and managed and operated by a qualified team, on the basis of the state-of-the-art information technology (IT) infrastructure to ensure that the system outputs are qualified enough to best meet the needs of State management activities of the MOIT for energy sector.

II. KEY TASKS OF THE ACTION PLAN

1. General tasks

a) Set up and complete a legal framework for establishing an Energy Information System scientifically and properly organized, clearly assigned and arranged in a hierarchy, but still uniformly, with a database which is able to meet the international standards, sufficient, timely, consistent, regularly updated and managed and operated on the basis of the state-of-the-art IT infrastructure, to ensure that the system outputs are practical enough for the State management task of the MOIT and other State management agencies in strategy development and implementation, planning and development plans; energy policy analysis, proposal and implementation;

b) Build and increase the Energy Information System's capacity in both infrastructure and human resources, to meet increasing State management's

needs for energy, as well as for a basis to apply ways of management and operation of the state-of-the-art Energy Information System;

c) Carry out several tasks to create information products, figures, data of the energy sector which meet international standards.

2. Specific tasks

The action plan will be divided into two phases: 2019-2021 and 2022 – 2024. Specific tasks of each phase are as follows.

2.1 Period 2019-2021

a) *Set up a legal framework and prepare for information infrastructure investment*

- Draw up and submit legal normative documents issuing the circular on establishing the energy sector information system for promulgation;

- Produce, appraise and submit the Report on proposal for energy information system (specific system design, requirements for information infrastructure, including: hardware, database software, etc.) to competent authorities for approval to be included in the Medium Term Public Investment Plan 2021-2025;

- Develop, appraise and submit the Energy information system investment project to the Ministry for approval (specific system design, requirements for information infrastructure, including: hardware, database software, etc.) to be included in the annual public investment plan (Supposed to be invested from 2022).

b) *Build organizational capacity, raise awareness:*

- Conduct researches, come up with schemes and drafts deciding on organizational structures of the Energy Information System's focal points to propose to the Ministry's management for approval;

- Inform leaders of focal points of the Energy Information System at central level, in localities and enterprises (Authorities, departments, institutes, commissions, incorporations and other enterprises, etc.);

- Provide professional training regularly for specialists, cadres, technical employees of central and local energy information focal points (Authorities, departments, institutes, commissions, incorporations and other enterprises, etc.);

- Provide initially necessary equipment (hardware, lines, software) to operate the Energy Information System;

- Initially arrange human resources in units under the system (focal point units and connection units) for management, operation of the established Energy Information System;

- Propagate, raise awareness of the energy sector information system for relevant subjects.

c) Carry out several activities, complete several initial products of the Energy Information System:

- Check and make a list of energy information and data from sources inside and outside the industry and trade industry;

- Draw up draft handbook guiding through figure collection and management based on circular details;

- Do data collection tests from sources in agencies, units of the industry and trade industry;

- Make reports on test results after collecting data, propose completion of processes, forms and questionnaires.

2.2. Period 2022-2024

a) Complete the legal basis and implement the investment project:

- Summarize the implementation of the circular issued in phase 1, propose the institution completion for the Energy Information System;

- Draw up and promulgate new legal normative documents (*the Government's Decree or Prime Minister's Decision*) or adding and amending the circular issued in phase 1 to reinforce institution for the Energy Information System;

- Integrate the Energy Information System investment project into annual public investment plan for implementation;

- Carry out the investment project to complete the Energy Information System (components: specific system design, information infrastructure, data collection and management, website, operation training, tests, etc.) according to the approved public investment project (including plan making and approval, bidding plan making and approval, bidding implementation, investment implementation: purchase, installation, operation, training, transfer, etc.);

- Conduct researches, come up with schemes to mobilize domestic and foreign resources to continue increasing the Energy Information System's capacity.

b) Increase capacity building:

- Continue training for technical staffs in focal points of the energy information system regarding figure collection and operation of the digital, online information system;

- Provide training, build capacity of relevant subjects regarding ways to analyze, compile figures, and utilize available models in policy analysis and establishment, national energy development strategy.

c) Complete, maintain and improve quality of output products of the Energy Information System:

- Develop figures set of the energy sector for State management;
- Research, build and make reports on national energy prospect assessment;
- Investigate to collect additional information for database on the basis of investigation and design proposed in phase 1;
- Complete energy information indicators for State management;
- Sheet balancing manufacturing/import/export and energy consumption.

d) Summarize the implementation of the action plan.

List of the Plan's tasks is mentioned in attached Annex.

III. IMPLEMENTATION

1. Based on the Action Plan's tasks, sponsoring units cooperate with related ones to develop implementation plans to timely and effectively carry out their assigned tasks.

2. Heads of sponsoring units are responsible for leading, checking and promoting the implementation, making regular reports on implementation results to focal points.

3. The Electricity and Renewable Energy Authority is the focal point sponsoring, monitoring and summarizing the implementation of the Action Plan's tasks; monitoring and summarizing implementation results of the Plan.

During implementation, add and amend details of the Action Plan if necessary. The Electricity and Renewable Energy Authority pro-actively propose and make reports to the Minister for consideration and decision.

4. The Electricity and Renewable Energy Authority takes the main responsibility for cooperating with related units to mobilize organizations, individuals living inside and outside the country to provide finance and investment resources, technical support under laws for task implementation of the Action Plan.

5. Implementation expenditure

a) Expenditures on the Action Plan's implementation include: State budget capital (investment and recurrent expenditures), foreign capitals, including the official development assistance (ODA), sponsors of other organizations and individuals under regulations.

b) Recurrent expenditures determined in annual budget plans of the MOIT and other units under current State budget hierarchy.

c) On the basis of assigned functions and tasks, sponsoring units draw up the expenditure plan for implementing the Action Plan integrated into an annual budget plan of the units to submit to the Finance and Business Innovation Department for consideration, summary and submission to competent authorities as a basis for determining and arranging expenditures as regulated./.

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ANNEX

LIST OF TASKS OF THE ACTION PLAN FOR BUILDING THE INFORMATION SYSTEM OF THE ENERGY SECTOR IN PERIOD 2019-2024

(Issued under the Decision no. 4651/QD-BCT dated 14th December 2018 of the Minister of Industry and Trade)

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
I	Phase 1: 2019-2021			
1.1	Form the legal basis and prepare the investment			
1.1.1	Draw up and submit legal normative documents issuing the circular on establishing the energy sector information system for promulgation	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development	12/2019
1.1.2	Produce, appraise and submit the Report on proposal for energy information system (information infrastructure: hardware, software, database, etc.) to be included in the Medium Term Public Investment Plan 2021-2025	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Ministry Office, eCommerce and Digital Economy Agency	12/2019
1.1.3	Produce, appraise and submit the energy information system investment project (specific system design, information infrastructure: hardware, software, database structure design, tests, etc.) to be included in the annual public investment plan (supposed to be invested from 2022)	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation	10/2021

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
1.2	Build capacity, organize, raise awareness			
1.2.1	Conduct researches, come up with schemes and drafts deciding on organizational structures of the energy information system's focal points to propose to the Ministry's management for approval	Electricity and Renewable Energy Authority	Departments: Personnel and Organisation, Legal Affairs, Planning	6/2020
1.2.2	Inform leaders of focal points of the energy information system at central level, in localities and enterprises (Authorities, departments, institutes, commissions, incorporations and other enterprises, etc.)	Electricity and Renewable Energy Authority	Department of Personnel and Organisation	3/2020
1.2.3	Professional training regularly for specialists, cadres, technical employees of central and local energy information focal points (Authorities, departments, institutes, commissions, incorporations and other enterprises, etc.)	Electricity and Renewable Energy Authority	Department of Personnel and Organisation	3/2020
1.2.4	Make budget plan for providing initially necessary equipment (hardware, lines, software) to operate the energy information system	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Ministry Office	6/2020
1.2.5	Initially arrange human resources in units under the system (focal point units and connection units) for management, operation of the established energy	Electricity and Renewable Energy	Department of Personnel and Organisation, relevant Ministries, departments, commissions and	6/2020

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
	information system	Authority	enterprises	
1.2.6	Propagate, raise awareness of the energy information system for relevant subjects	Electricity and Renewable Energy Authority	Ministry Office	10/2020
1.3	Several initial activities, products of the energy sector information system			
1.3.1	Check and make a list of energy information and data from sources inside and outside the industry and trade industry.	Electricity and Renewable Energy Authority	Departments: Oil, Gas and Coal, Energy Efficiency and Sustainable Development; Department of Industry and Trade, Institute of Energy and relevant enterprises	10/2019
1.3.2	Draw up draft handbook guiding through figure collection and management based on circular details	Electricity and Renewable Energy Authority	Department of Legal Affairs, Ministry Office	10/2020
1.3.3	Do data collection tests from sources in agencies, units of the industry and trade industry according to circular' regulations and forms after it is issued	Electricity and Renewable Energy Authority	Agencies and units of the MOIT, relevant enterprises	3/2021

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
1.3.4	Make reports on test results after collecting data, propose completion of processes, forms and questionnaires	Electricity and Renewable Energy Authority	Departments: Oil, Gas and Coal, Energy Efficiency and Sustainable Development; Department of Industry and Trade, Institute of Energy and relevant enterprises	10/2021
II	Phase 2: 2022-2024			
2.1	Complete the legal basis and implement the investment project			
2.1.1	Summarize the implementation of the circular issued in phase 1, propose the institution reinforcement/completion (institution regulations, policies, organizations and personnel) for the Energy information system	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade; Institute of Energy and relevant enterprises	6/2022
2.1.2	Research, draw up and propose new legal normative documents (<i>the Government's Decree or Prime Minister's Decision</i>) or adding and amending the circular issued in phase 1 to reinforce institution (institution regulations, policies, organization and personnel) for the Energy information system	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development	6/2024
2.1.3	Integrate the energy information system investment	Electricity and	Departments: Planning, Finance and Business Innovation, Ministry	12/2022

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
	project into annual public investment plan.	Renewable Energy Authority	Office	
2.1.4	Carry out the investment project to complete the energy information system (components: information infrastructure, data management software, operation training, tests, etc.) according to the approved public investment project (including plan making and approval, bidding plan making and approval, bidding implementation, investment implementation: purchase, installation, operation, training, transfer, etc.)	Electricity and Renewable Energy Authority	Departments: Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade; Institute of Energy and relevant enterprises, and Ministry Office	12/2023
2.1.5	Conduct researches, come up with schemes to mobilize domestic and foreign resources to continue increasing the Energy information system's capacity.	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade; relevant enterprises	6/2022
2.2	Increase capacity building			
2.2.1	Continue training for technical staffs in focal points of the energy information system regarding figure collection and operation of the digital, online information system	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development,	3/2022

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
			Departments of Industry and Trade; Institute of Energy, relevant enterprises	
2.2.2	Provide training, build capacity of relevant subjects regarding ways to analyze, compile figures, utilize available models in policy analysis and establishment, national energy development strategy	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade; Institute of Energy, relevant enterprises	12/2013
2.3	Complete, maintain and improve quality of output products of the energy information system			
2.3.1	Develop figures set of the energy sector for State management.	Electricity and Renewable Energy Authority	Departments: Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Department of Industry and Trade, Institute of Energy and relevant enterprises	6/2022
2.3.2	Research, build and make reports on national energy prospect assessment	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and	6/2023

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
			Trade; Institute of Energy, relevant enterprises	
2.3.3	Investigate to collect additional information for database on the basis of investigation and design proposed in phase 1	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade; Institute of Energy, relevant enterprises	12/2023
2.3.4	Complete energy information indicators for State management	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade, Institute of Energy, relevant enterprises	6/2024
2.3.5	Sheet balancing manufacturing/import/export and energy consumption	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade, Institute of Energy,	10/2024

No.	Details	Agencies/ Sponsoring units	Cooperation partners	Completion time
			relevant enterprises	
2.4	Summarize the implementation of the action plan			
2.4.1	Report on summary of the implementation of the action plan	Electricity and Renewable Energy Authority	Departments: Legal Affairs, Planning, Finance and Business Innovation, Oil, Gas and Coal, Energy Efficiency and Sustainable Development, Departments of Industry and Trade, Institute of Energy, Ministry Office, relevant enterprises	12/2024

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