

Organisational arrangements and operational functions of the National AIDS Standing Bureau (NASB)

Was signed by the Minister of Health, Prof DO NGUYEN PHUONG – Vice Chairman of National Committee for AIDS Prevention and for Drug and Prostitution Control- NCADP, dated 8 February 2001

Chapter I General stipulations

Article 1: This document stipulates basic contents on organisational arrangements and operational functions of the National AIDS Standing Bureau.

Article 2: The National AIDS Standing Bureau (hereby is short for NASB) is an administrative unit which is put under the management of Ministry of Health (MOH) and was established at the Decision Ref 61/QD-TTg dated 5 June 2000 by the Prime Minister with its own legal status, seal, bank account and office in Hanoi. Name of the office: National AIDS Standing Bureau (NASB)

Article 3: During the implementation of national and international programs and projects; in the collaboration of researches which is stipulated at Article 5 of this document, NASB is allowed to receive support (either cash or in-kind) and should be responsible for expenditures in comply with the stipulations of the State and of the Sponsor.

Chapter II Functions and Tasks

Article 4: Functions

NASB is an organisation which is put under the management of MOH, with its function is to provide advice to the Minister of Health, Vice Chairman of NCADP

Article 5: Tasks and rights: The National AIDS Standing Bureau (NASB) has the following functions and tasks :
Preparing annual and long-term program and plan on HIV/AIDS prevention and control, submitting to the Minister of Health- Vice Chairman of NCADP for approval and guidance, supervising the implementation of those programs and plans. Organising and expanding international relations in the field of HIV/AIDS prevention and control.

Organising the implementation and coordinating activities between ministries, sectors, mass organisations, Central Province/City People Committees in the field of HIV/AIDS.

Coordinating with relevant bodies in intergrating activites of communication, mobilisation on AIDS and drug, prostitution prevention and control.

Cooperating with relevant ministries/sectors in formulating legal documents on HIV/AIDS related issues.

Implementing tasks on HIV/AIDS prevention and control which are assigned by the Vice Chairman of NCADP and Leader of MOH; reviewing and evaluating activities implmented.

Office management:

- Managing and using resources of NASB so as to be effective. Managing the organisation work, administration, personnel, salary, finance and facilities in accordance with the law.
- Expanding national and international projects to raise financial resources for HIV/AIDS prevention and control.
- Managing human resource and property of the "AIDS and Community" magazine.

Chapter III Organization and personnel

Article 7: NASB has 6 departments:

1. Department for Administration- Personnel- Training
2. Department for Planning.
3. Department for Finance.
4. Department for International Cooperation.
5. Department for Communication and Social mobilization
6. Department for Scientific Research Management on HIV/AIDS.

Chapter IV Finance

Article 10: NASB is a second level financial unit, which is provided with state budget for its activities as a health administrative unit, with independent finance management and its own bank account.

Article 11: NASB's funding sources for its activities include: State budget, International projects/programs, Others sources to be permitted by the State.

Article 12: NASB has the responsibility for organizing, managing and using the above mentioned funding sources in compliance with the State's regulations.

Chapter V Working Relations

Article 13: Working relation with MOH:

NASB is an administrative unit within MOH, under the guidance and management of the Minister of Health.

Article 14: Working relation with NCADP

NASB is an office which assists the Vice Chairman of NCADP, under the direct management of the Vice Chairman of NCADP and the Member of NCADP to be in charge of AIDS work.

Article 15: Working relation with other organizations, sectors and individuals within and outside the health sector:

NASB is an office which assists NCADP in AIDS work; cooperates with other functional bodies of the State in directing AIDS work; cooperates with individuals within and outside the health sector, from central to local levels to implement its functions and duties.

Article 16: Working relation with international organizations and individuals :

NASB is permitted to collaborate with international organizations and individuals in AIDS prevention and control when it is assigned by the Minister of Health in compliance with legal regulations.