



INSTITUTE FOR LEGISLATIVE
STUDIES

AND ACTIVITIES TO SERVE THE
NATIONAL ASSEMBLY

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As a specialized agency, the Institute for Legislative Studies is established to meet the increasing demands for legislative research and information from the National Assembly members.

OVERVIEW

LEGAL BASIS

Institute for Legislative Studies (ILS) was established by Resolution No. 614/2008/UBTVQH12 dated 29/4/2008 of the National Assembly Standing Committee.

On Oct 9th, 2015, the National Assembly Standing Committee issued Resolution No.1050/2015/UBTVQH13 regarding the mandate, functions, duties, authorities and organisations of the ILS.

MANDATE AND FUNCTIONS

As an agency of the National Assembly Standing Committee, the ILS has the functions: “To conduct legislative research and to organize legislative information to provide policy advice, to support and serve the National Assembly, organs of the National Assembly, organs of the National Assembly Standing Committee and National Assembly members in the exercise of the powers, functions and mandate of the National Assembly; to assist the National Assembly Standing Committee in managing research activities across organs of the National Assembly, organs of the National Assembly Standing Committee and the National Assembly Office”.

DUTIES

- To conduct legislative research and to organize legislative studies;
- To provide legislative information

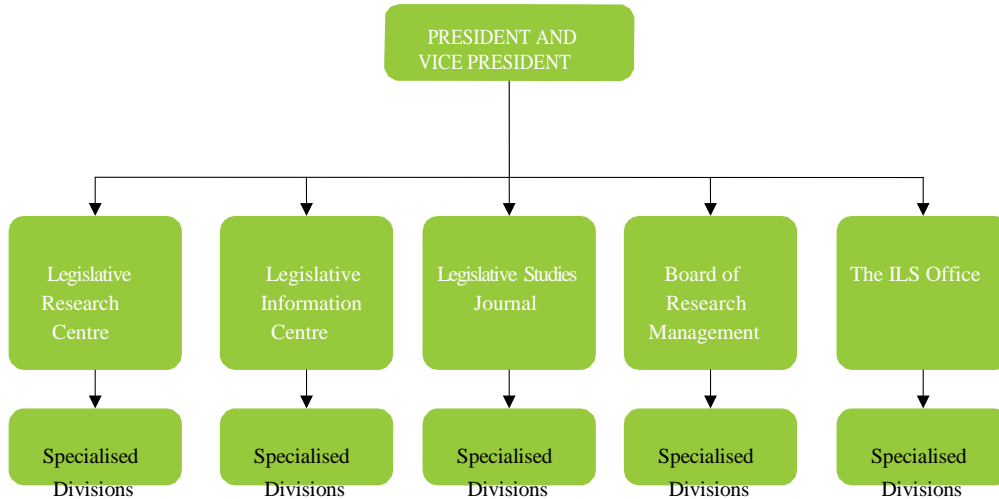


National Assembly President Nguyen Phu Trong congratulates the ILS on the occasion of the ILS establishment made public

- To collect, manage, develop and disseminate outcomes of scientific research, scientific information materials and papers prepared by domestic and foreign agencies, organisations and individuals;
- To advise and support National Assembly members on preparing and submitting legislative initiatives regarding laws and ordinances, and relevant projects in their right;
- To publish Legislative Studies Journal;
- To assist the National Assembly Standing Committee in managing activities regarding legislative research across organs of the National Assembly, organs of the National Assembly Standing Committee and the National Assembly Office;
- To cooperate with research agencies and institutions in the country and abroad to conduct legislative research and provide legislative information.

ORGANISATIONAL STRUCTURE

The ILS has 05 units equivalent to Department level which have specialized divisions:



Organisational structure of the ILS by Resolution No. 1050/2015/UBTVQH13

ACTIVITIES

Legislative Research

The ILS conducts legislative research, policy and law analysis based on functions and duties of the National Assembly, organs of the National Assembly, National Assembly members and the term and annual agenda of the National Assembly. Research activities and cooperative research are conducted through research projects, research reports, special research reports and sociological surveys...The ILS also implements in-depth research programs to serve important law projects and to meet the renovation requirements for better organisation and greater quality of the operation of the National Assembly.





Research activities are actively implemented by the ILS or implemented at the request of National Assembly's leaders, organs of the National Assembly and National Assembly members.

Management of Legislative Research

The ILS has the responsibility to assist the National Assembly Standing Committee to manage research activities of organs of the National Assembly, organs of the National Assembly Standing Committee and National Assembly Office by preparing the orientation of research themes and topics; approving annual research tasks; managing research tasks such as approving statements of intent, allocating funds, urging and checking implementation progress, and inspecting scientific research tasks; building software for research management; serving activities of research councils...

Information activities and Library

Compiling and providing information

Information activities are conducted frequently and continuously to support the information needs of the National Assembly within and outside the National Assembly's sessions.

At the sessions, due to the agenda of the National Assembly, the ILS provides a great deal of research reports, information products, and references, and responds to information requests of National Assembly members.

During a session period and between sessions of the National Assembly, specialized divisions of the ILS are prepared to provide information to

organs of the National Assembly and National Assembly members in areas of laws, socio-economics, administration and State, justice and information on international law....

Bulletin of legislative information

Newsletters provide information about research activities of the ILS such as: workshops, seminars and research projects. Newsletters collect all of summaries of research projects which have been successfully defended and share experiences of international law. A newsletter is published every two month.





The ILS Website (<http://vnclp.gov.vn>) regularly updates information activities of the National Assembly, the National Assembly Standing Committee and the ILS; information of legislative affairs; bulletins of socio-economics; and international experiences... The website has information folders and database: integrative database, PICMS, Edata and digital library.

The Library of the ILS serves in-depth research and provides legislative information for readers of the ILS and outsiders with thousands of specialized books, newspapers and journals. The library digitalizes data to serve distance readers.

To advise and support National Assembly members in implementing legislative initiatives in their own right

According to legal regulations, as one of three focal point agencies, the ILS is dedicated to support National Assembly members in preparing legal documents to propose laws and ordinances, and prepare documentation to build laws and ordinances.



At the National Assembly members' request, the ILS shall support them to implement their legislative initiatives in their own right through those mentioned-below activities:

- To provide references and comparative research;
- To advise and assist to build and correct the draft of law and law project proposals.
- To prepare presentation materials; to prepare mock situations of Q&A discussion and counter arguments;
- To organize workshops and seminars to collect opinions and initiatives of laws.

Publishing Legislative Studies Journal

Legislative Studies Journal (LEGISLATIVE STUDIES Journal-Legis) and the web-page (website <http://www.nclp.org.vn>) are the typical products published by Legislative Studies Journal under Institute for Legislative Studies.

Legislative Studies Journal is delivered frequently to National Assembly members and researchers, and published widely to readers in the country and abroad. The Journal is published twice a month.



The ILS Website <http://www.nclp.org.vn> is regularly updated and highly accessed. Each year, Legislative Studies Journal publishes about 300 research articles which contribute essentially to innovating and enhancing the quality of National Assembly's activities. The Journal organizes fora in terms of State, laws and policies in order to provide theoretical bases for legislative issues.

Besides periodical issues, Legislative Studies Journal frequently organizes scientific workshops and seminars, and publishes specialized books and materials... to support scientific research, and to provide relevant information for National Assembly members, organs of National Assembly, researchers and readers.



Mdm. Tong Thi Phong- Vice President of the National Assembly, National Assembly members and international participants joined the Workshop about the roles of Parliament on sustainable development, organised by the ILS in Hanoi, 17/03/2015

Organising research workshops and specialized seminars

Workshops and seminars are organized by the ILS to collect or provide information and to exchange or publish research outcomes. Themes of the workshops are topical legal issues under the National Assembly consideration. Workshops and seminars are organized scientifically and professionally, highly appreciated and have brought certain effect on laws and ordinances of the National Assembly and National Assembly Standing Committee; they have appealed to a number of National Assembly members, domestic and international experts.

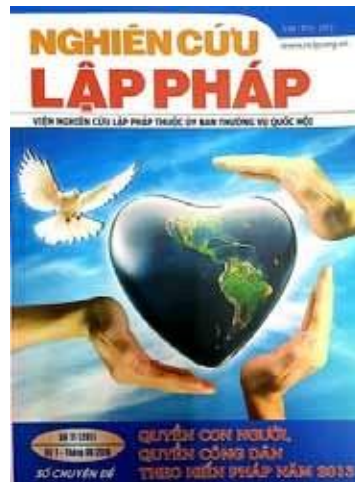
The ILS also organizes a number of workshops where foreign experts are invited to share experiences and provide essential information about matters of laws and policies that the National Assembly members and researchers concern about.



Research reports



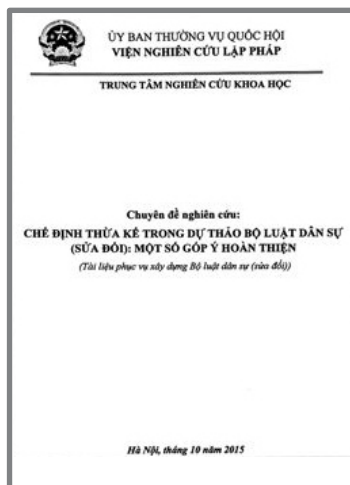
Conference Proceedings



Legislative Studies Journal



Bulletin of Legislative Information

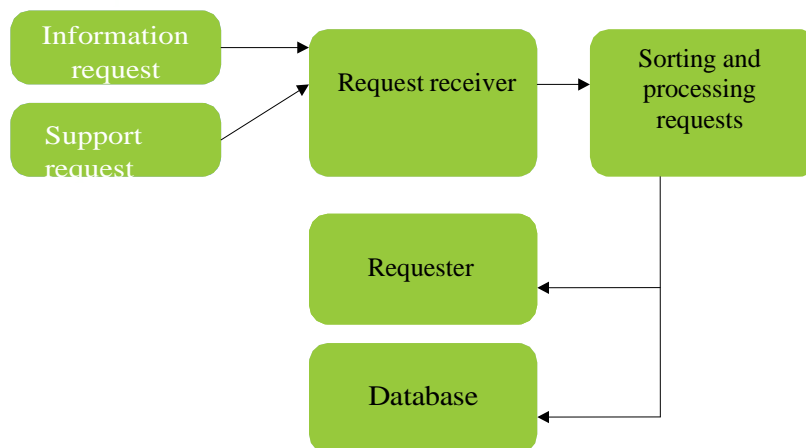


Special research report provided at the sessions of the National Assembly



Reference information provided at the sessions of the National Assembly

The process of providing research information to serve National Assembly members



How to request information

Within a session period and between sessions of the National Assembly, National Assembly members can contact by phone, send emails or send Information Inquiry Form about any matters they concern about. The answers shall be replied in the shortest time and via the method they want.

Sending written documents: National Assembly members and organs of the National Assembly can send information inquiry form or legal inquiry sheet via mail to the ILS's address or fax.

INSTITUTE FOR LEGISLATIVE STUDIES

No.37 Hung Vuong St, Ba Dinh

Dist, Hanoi

Fax: (080) 48582

The form is titled 'PHIẾU ĐỀ NGHỊ CUNG CẤP THÔNG TIN, TÀI LIỆU' (Request Form for Information and Documents). It includes fields for:

- Họ và tên ĐBQH:
- Đoàn ĐBQH tỉnh (Tp):
- Điện thoại liên hệ:
- Số Fax:
- Địa chỉ Email:

 Below these fields is a section for 'Yêu cầu cung cấp thông tin, tài liệu:' (Request for information and documents) with several lines of dotted lines for writing.

 At the bottom, there is a section for 'Phương thức cung cấp tài liệu:' (Method of providing documents) with three checkboxes:

- Qua văn thư:
- Qua thư điện tử:
- Qua Fax (nếu đủ 05 trang):

 The form also includes a date field: 'Đề nghị cung cấp tài liệu trước ngày:' and a signature field: 'Hà Nội, ngày, tháng, năm 20... Người đề nghị (Ký tên)'.

Information Inquiry Form

Via email: Any inquiry can be sent via email to relevant specialized divisions and ILS Office.

Phone No: 080.46112 - 080.48583

Email: viennclp@qh.gov.vn

Via phonecall: Call directly to one of the numbers below for any inquiry.

Legislative Research Centre	080. 46717
Legislative Information Centre	080. 46112
Legislative Studies Journal	32121201
Board of Research Management	080. 45534
The ILS Office	080. 48583



Officials, staff, interns and international partners at the 5th Anniversary of the Institute for Legislative Studies (8/2013)



Steering editors:

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Associate Prof. Dr. Hoang Van Tu

Dr. Dang Xuan Phuong

Head editor

Legislative Information Centre

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Institute for Legislative Studies – a reliable source of research and legislative information for the National Assembly members.

