

To: Foreign NGOs operating in Viet Nam

November 11th, 2014,

Dear colleagues,

The People's Aid Coordinating Committee (PACCOM) would like to send our warm greetings to foreign NGOs operating in Viet Nam and inform you of the two events organized by PACCOM in Ho Chi Minh city this November. The details are as follows:

1. Training Course on Administrative Procedures:

- Date and time:** 8:00-17:00 Thursday, November 20th, 2014 (lunch and tea-breaks are provided).
- Venue:** The National Assembly Guest House.
165 Nam Ky Khoi Nghia, District 3, Ho Chi Minh city.
- Issues to be shared:** Procedures on Certificate of Registration, visa, stamp, taxation, meeting/conference and program/project approval.
- Participants:** Administrative officers of foreign NGOs (*1-2 officer(s) from each foreign NGO*).
- Language:** Vietnamese.

2. Meeting on Aid Promotion 2014

- Date and time:** 8:00-12:00 Friday, November 21st, 2014 (lunch and tea-break are provided).
- Venue:** The National Assembly Guest House
165 Nam Ky Khoi Nghia, District 3, Ho Chi Minh city.
- Issues to be discussed:** Review of foreign NGOs' activities and the implementation of the National Program for the promotion of foreign NGO assistance in 2014; issues related to fundraising; plans for 2015.
- Participants:** PACCOM; focal agencies for foreign NGO affairs of provinces from Da Nang southward; foreign NGOs (the head and an officer in charge of fundraising/programs of the organization).
- Language:** Vietnamese and English.

You are kindly and strongly requested to participate in the two above mentioned events.

We do look forward to meeting with you for further information sharing and discussion.

Yours sincerely,



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