

BỘ NGOẠI GIAO
HỌC VIỆN NGOẠI GIAO

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

Số: 2364 /HVNG-ĐTBD
V/v: Cử cán bộ tham gia khóa học

Hà Nội, ngày 21 tháng 9 năm 2026

Kính gửi: Vu Hồ chức cán bộ - Bộ Xây dựng

Trong khuôn khổ hợp tác ASEAN, Trung tâm Hợp tác Việt Nam - Singapore do Học viện Ngoại giao, Bộ Ngoại giao Việt Nam và Đại sứ quán Singapore, Bộ Ngoại giao Singapore đồng chủ quản, tổ chức khóa học **“Chính phủ số: chính sách và chiến lược công nghệ thông tin” (Digital Government: IT Strategy and Policy)**.

Thời gian: Từ ngày 26 – 30/10/2026.

Hình thức: Học trực tiếp tại Trung tâm Hợp tác Việt Nam – Singapore (phòng 401, tòa nhà Pacific Place, 83B Lý Thường Kiệt, Hoàn Kiếm, Hà Nội).

Nội dung: Trang bị kiến thức và năng lực để xây dựng, thiết kế chiến lược công nghệ thông tin cũng như xác định rõ chính sách và khung quản trị nhằm đảm bảo việc triển khai hiệu quả thông qua các nội dung: quá trình xây dựng kế hoạch quốc gia thông minh của Singapore, các yếu tố then chốt, thách thức khi xây dựng chính phủ số, v.v. (nội dung chi tiết khóa học kèm theo).

Giảng viên: Chuyên gia nước ngoài giảng dạy trực tiếp bằng tiếng Anh.

Chi phí: Chính phủ Singapore đài thọ chi phí tổ chức, mời giảng viên và tài liệu khóa học.

Chứng chỉ: Học viên tham dự đầy đủ 100% thời lượng sẽ được cấp chứng chỉ hoàn thành khóa học. (Học viên vui lòng ký **Bản cam kết** đính kèm).

Trung tâm Hợp tác Việt Nam - Singapore kính đề nghị Quý Cơ quan cử 03.. cán bộ tham gia khóa học trên. Học viên vui lòng hoàn thành Bản đăng ký (có xác nhận của Thủ trưởng đơn vị và đóng dấu cơ quan), gửi về Trung tâm Hợp tác Việt Nam - Singapore qua đường bưu điện tới địa chỉ: Phòng 401, Tòa nhà Pacific Place, 83B Lý Thường Kiệt, Hoàn Kiếm, Hà Nội. Để việc tổ chức khóa học hiệu quả, học viên vui lòng gửi email Bản đăng ký tham gia khóa học và gọi điện xác nhận với Trung tâm. **Hạn đăng ký: ..12/10/..2026....**

Thông tin liên hệ: Chị Nguyễn Thị Hồng Doan, ĐT: 0915 723 006,
Email: trungtamvietsing@gmail.com hoặc vscc.han@protonmail.com.

Xin chân thành cảm ơn sự hợp tác của Quý Cơ quan./y

Nơi nhận:

- Như trên
- Lưu: VSCC, HCTH.

Tài liệu kèm theo

- Nội dung khóa học;
- Bản đăng ký.



KT, GIÁM ĐỐC
PHÓ GIÁM ĐỐC

Nguyễn Mạnh Đông

DIGITAL GOVERNMENT: IT STRATEGY AND POLICY

26 to 30 OCTOBER 2026

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Lao PDR, Myanmar, and Viet Nam and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling S\$170 million to the IAI.

A key IAI project by Singapore was the establishment of training centres in Phnom Penh, Vientiane, Yangon, and Hanoi, which have been upgraded to the Singapore Cooperation Centres. More than 50,000 CLMV government officials have attended our training courses at these centres on diverse areas aligned with the objectives of the past four IAI Work Plans.

The latest IAI Work Plan V (2026-2030) continues to promote cooperation and targeted assistance to narrow the development gap within and between ASEAN Member States and enhance regional integration and competitiveness. Centred around six Strategic Areas (Food and Agriculture; Micro Enterprises and the Informal Sector; Education and Skills; Public Health; Local Community Empowerment and Resilience; and Inclusive Growth and Sustainable Economic Development) and three Cross-cutting Mechanisms (building capable civil services; expanding access to finance; and leveraging multi-stakeholder partnerships), IAI Work Plan V positions ASEAN to continue reducing development disparities, enhancing capacity, fostering inclusive and sustainable growth, and prepare CLMV-TL and ASEAN as a whole for a resilient, competitive, and cohesive future, in alignment with ASEAN's broader objectives.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). Launched in 1992, the SCP brings together various technical assistance programmes offered by Singapore. Singapore believes that human resource development is vital for economic and social progress. In Singapore's early years, we also benefitted from technical assistance from International Organisations and developed countries. The SCP is our way of paying it forward by giving back to the international community.

Course Objectives

The aim of the course is to provide participants with the understanding and capability to design and develop IT strategy and identify the policies that are needed to drive alignment and implementation. The participants shall learn about the importance of underlying policies and framework, how to go about putting in place the process and framework for creating IT policies.

Synopsis

Topics that will be covered include:

- Development of Singapore's National ICT Plans and Smart Nation Plans;
- Key considerations to development of a Digital Government Strategy;
- Key challenges and critical success factors;
- Overview of key IT laws, relevant legislations to enabling digital economy;

- An integrated framework on Governance and IT policies to ensure alignment across agencies and organisations;
- Process and framework to development of policies;
- Discussion on case studies and the strategies and enabling policies needed to drive implementation and outcomes;
- Developing an action plan and identify the enabling policy framework.

Methodology

The methodology for this course includes interactive lectures and facilitated discussions, Q&A, case studies and comparative analysis, group activities and practical exercises, supported by asynchronous e-learning such as curated readings, videos, and the use of interactive digital platforms.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and attend all training sessions
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Duration

The course will be held in-person from **26 to 30 October 2026**.

Participants' Profile

Applicants should be:

- Mid- to senior-level government officials who are involved in the development of digital government policies and strategy in their country;
- Nominated by the Government of Viet Nam;
- Proficient in written and spoken English at least at the intermediate level; and
- In good health.

Class Size

Minimum 15 participants
Maximum 30 participants

Venue

The course will be conducted at the Vietnam-Singapore Cooperation Centre in Hanoi.

Address: Unit 401 - 403, Level 4
Pacific Place
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Terms of Award

The Government of Singapore will cover the training fees for the course.

Application Procedure

The National Coordinator will seek the nominations of Vietnamese government officials and submit the list of nominees (with their designations and email addresses included) to the Singapore Embassy in Hanoi by **Monday, 12 October 2026**.

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- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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REGISTRATION FORM

Course Title	
Full Name (Khai cả dấu Tiếng Việt)	
Date of Birth	Date: Month: Year:
Sex/Marital Status	Female: ☐ Male: ☐ Single: ☐ Married: ☐ Divorced: ☐
Job Title (Chức vụ hoặc vị trí công tác)	
Education	
English Level (CEFR/TOEFL)	
Date of Current Employment (ngày bắt đầu công tác tại Bộ chủ quản)	
Organization (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh)	
Tel (O): Tel (H): Hand-phone: Email: Office Address:	
Have you attended any Singapore Cooperation Programme (SCP) course previously? Yes ☐ No ☐ If "Yes", please indicate name of course and course dates: :	

Name and Signature of the Applicant's Employer (*with official seal*)

Xác nhận Ông/bà đăng ký tham dự
khóa học tại VSTC. Ông/bà có trách
nhiệm tham dự khóa học nghiêm túc, chấp hành mọi
nội quy của khóa học.

*Please fax this form to VSCC and keep the original one for registration.
Deadline:

ACKNOWLEDGEMENT OF ATTENDANCE REQUIREMENTS

I, _____ (Name), _____
(Designation), from _____ (Organisation), acknowledge
that I have read the attendance requirements for this Initiative for ASEAN Integration (IAI)
course on **Digital Government - IT Strategy and Policy** organised at Vietnam-Singapore
Cooperation Centre from **26 to 30 October 2026**.

ATTENDANCE REQUIREMENTS:

I understand and agree to the following conditions:

1. **Mandatory Attendance:** I will observe the course schedule and attend all training sessions without exception.
2. **Certificate Eligibility:** I acknowledge that I will receive a Certificate of Completion from the IAI course only upon attaining 100% attendance throughout the entire course duration or at least 80% attendance and provide appropriate support documentation for any absences.
3. **Leave of Absence:** Any absence from the course must be substantiated with proper documentation, including medical certificates for health-related absences, and/or formal letter/email from my Department Head excusing me from the course or extenuating circumstances such as family bereavement.
4. **Future Course Eligibility:** I acknowledge that non-compliance with full participation requirements and withdrawal from the course at the point when finding a replacement is no longer feasible will affect my eligibility for future IAI course applications.
5. **Government Representation:** I recognise that my participation in this course has been endorsed by my government. Therefore, I commit to refraining from engaging in any personal or other activities that may adversely affect my participation as a representative of my government.

CONSEQUENCES OF NON-COMPLIANCE:

I understand that failure to meet these attendance requirements may result in:

- Forfeiture of the Certificate of Completion
- Ineligibility for future SCP courses

By signing below, I confirm my commitment to fulfilling all attendance requirements.

Signature

Date