



ADMINISTRATIVE PROCEDURE LAW AND REFORM STUDY MISSION

Washington, DC
December 12-17, 2007

Pursuant to a grant from the U.S. Agency for International Development

Delegation

H.E. Nguyen Xuan Phuc	Minister - Chairman of Office of the Government (OOG)
Mr. Nguyen Minh Man	Director of Administrative Reform Department, OOG
Mr. Nguyen Khac Dinh	General Director, General Affairs Department, OOG
Mr. Bui Huy Hung	Director General, Department of International Relations, OOG
Mr. Nguyen Quoc Hung	Deputy Director, International Relation Department, OOG *
Mr. Ngo Hai Phan	Deputy Director of Administrative Reform Department, OOG
Mrs. Pham Lan Phuong	Protocol Officer, Administrative and Finance Department, OOG
Mrs. Cao Thi Le	Expert, Administrative Reform Department, OOG

(*) Interpreter

Staff

Mr. Dennis Zvinakis	Chief Representative, USAID – Vietnam
Ms. Phan Cam Tu	Legal Program Officer - STAR – Vietnam
Dr. James Winkler	Project Director, VNCCI
Ms. Do Hoang Anh	Regulatory Reform Program Manager, VNCCI
Ms. Virginia B. Foote	President, U.S.-Vietnam Trade Council Education Forum (USVTC-EF)
Mr. Robert Schiffer	Chief Executive Officer, USVTC-EF
Ms. Huong Luong	Program Assistant, USVTC – EF

Objective: The objective of the mission is to learn the experiences in U.S. in developing and implementing regulatory reform and law on administrative procedures. The focus of the mission is to study:

- (i) the design and implementation of regulatory reform efforts to significantly simplify and rationalize a large number of regulations and administrative procedures in a short time to promote business and economic development;
- (ii) the design and development of a Law on Administrative Procedures to rationalize the procedures and authority for making and enforcing administrative procedures to ensure good regulatory and legal environment and improve the quality of first instance agency decisions.

Schedule:

WEDNESDAY, DEC. 12

8:34 PM	Arrive Dulles International Airport (Flight # UA 924)
	Meet by USVTC staff - Huong Luong
	Cell: 719-661-3206

RON

Carlyle Suites
1731 New Hampshire Ave, NW
Washington, DC 20009
Tel: 202 234 3200

THURSDAY, DEC. 13

9:00 AM

Meet at the lobby and depart hotel

9:30 – 11:00 AM

OFFICE OF THE FEDERAL REGISTER (OFR)
National Archives and Records Administration

Venue: 800 North Capital, 7th floor, Suite 700
Washington, DC 20408

Contact: Jim Hemphill- Special Assistant to the Director
Tel: 202-741-6001; email: jim.hemphill@nara.gov

11:15 – 12:30 AM

WORKING LUNCH - BRIEFING WITH:

- Mr. Jefferson B. Hill – Director of Jacobs & Associates
(Tel: 202-412-8293)

Venue: U.S.-Vietnam Trade Council Office
1025 Vermont Avenue NW
Suite 703, Washington, DC
Tel: 202-263 5620

1:00 – 3:00 PM

OFFICE OF MANAGEMENT AND BUDGET (OMB)

- Ms. Susan Dudley, Administrator
Office of Information and Regulatory Affairs
Executive Office of the President

Venue: EEOB, room # 248
Corner of Penn. Ave and 17th street
The building beside the White House

Contact: Mary Anne Calamas - Assistant
Tel: 202 395-4852; email: Maryanne_calamas@omb.eop.gov

4:15 - 4:45 PM

**U.S. DEPARTMENT OF STATE
(MINISTER PHUC & AMBASSADOR PHUNG ONLY)**

- Deputy Secretary John D. Negroponte

Venue: U.S Department of State
2201 C Street, NW (C & 22nd street)
Washington, DC 20520

Contact: Brett Blackshaw- VN Desk Officer
Tel: 202-647-4023; email: blackshawb@state.gov

FRIDAY, DEC.14

- 8:30 AM Meet in the lobby and depart hotel
- 9:00 - 10:00 AM **APCO WORLDWIDE**
- Senator Don Riegle – Chairman, Government Relations
 - Steve Harris - Senior Vice President and Special Counsel
- Venue: APCO Worldwide
700 12th street, NW, Suite 800
Washington, DC 20005
- Contact: Teresa Delacruz – Assistant
Tel: 202-778-1264; email: tdelacru@apcoworldwide.com
- 10:30 - 11:00 AM **U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)**
- Ms. Lisa Chiles, Deputy Assistant Administrator
Bureau for Asia and the Near East, USAID
- Venue: U.S. Agency for International Development
Ronald Reagan Building
Washington, D.C. 20523
- Contact: Cheryl Jennings – Desk officer
Tel: 202-712-4705; email:
- 1:00 - 3:00 PM **U.S. HOUSE OF REPRESENTATIVES - OFFICE OF THE LAW REVISION COUNSEL (OLRC)**
- Venue: Ford Building at 3rd and D Streets, S.W.
Room 308 on the third floor (East side)
Washington, DC 20515
- Contact: Peter LeFevre, Law Revision Counsel
Tel: 202 226-2411; email: Peter.Lefevre@mail.house.gov
- 3:30 - 4:30 PM **NATIONAL SECURITY COUNCIL (NSC)**
- Mr. Daniel M. Price
Assistant to the President and Deputy National Security Advisor for
International Economic Affairs
- Venue: Eisenhower Executive Office Building, room 428
1650 Pennsylvania Ave. (Penn.entrance, 17th str., white tent)
Washington, DC 20504
- Contact: Jessica M. Forton – Assistant
Tel: 202- 456-9471; email: jessica_m_forton@nsc.eop.gov
- 5:00 - 6:00 PM **U.S. DEPARTMENT OF STATE**
- Ms. Elizabeth Dibble
Principle Deputy Assistant Secretary (PDAS), Economic &
Business Affairs

Venue: U.S Department of State
2201 C Street, NW (C & 22nd street)
Washington, DC 20520

Contact: Brett Blackshaw- VN Desk Officer
Tel: 202-647-4023; email: blackshawb@state.gov

SATURDAY, DECEMBER 15, 2007

9:30 – 4:00 PM **PROGRAM WITH SENATOR WEBB & MINISTER PHUC**
Organized by Vietnam Embassy
Confirmed by Mr. Le Hong Lam

MONDAY, DECEMBER 17, 2007

9:00 AM Meet in the lobby of Carlyle Suites

9:30-10:30 AM Joint-briefing with TIFA delegation at Vietnam Embassy

11:00 -12:00 AM **MEETING WITH U.S DEPARTMENT OF TREASURY**
➤ Mr. David Kavanaugh – Deputy Assistant Secretary for Trade
and Investment Policy
Office of Trade and Investment Policy

Venue: U.S Department of Treasury Conference room 3224
Pennsylvania Ave. and 15th street

Contact: Linda M. Wooten – Administrative Assistant
Tel: 202-622-1743; email: Linda.wooten@do.treas.gov

4:30-5:30 PM **MEETING WITH U.S. SENATE**
➤ Polly W. Craighill - Senior Counsel
Office of the Senate Legislative Counsel

Venue: Dirksen Senate building, room # 668

6:00 - 7:30 PM **RECEPTION HOST BY U.S- ASEAN BUSINESS COUNCIL**

Venue: Willard International Hotel, Crystal Room
1401 Pennsylvania Ave, NW, Washington, DC

TUESDAY, DECEMBER 18, 2007

4:00 AM Meet in the lobby and depart hotel for IAD International Airport (45’-1h)

7:00 AM Depart for Los Angeles, CA (Flight # UA 211)