

Country Report on Current Status and Issues of e-government in Vietnam

– Requirements for Documentation Standards

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1. Introduction

Vietnam Standards Centre (VSC) belonging to the Directorate for Standards and Quality (STAMEQ) is the national standards body in Vietnam. VSC is responsible for developing Vietnam Standards (TCVNs) in all fields of social activities including those of documentation standards. The important role of documentation standards is to set up the appropriate uniqueness for presentation of information such as laws, acts, ordinances, decisions and others for information exchange and reservation. Since these documentations are regularly repeated from time to time at any organizations, especially at the governmental organizations, the documentation standards and their application bring a great effectiveness (easy to prepare, clear and understanding and save the time).

Recently, information technology is widely used for setting up, exchanging information, thus the documentation standards and the requirements for uniqueness of presentation becomes more and more regulatory.

2. Current status and issues of documentation standards

**** In the field of state documentation***

Based on the Ordinance No. 142-CP in 1963, in 1992 the first Vietnam Standards for the form of presentation of state administration's documents had been issued (TCVN 5700 - 1992) - State administration's document. Form of presentation.

Thus TCVN is mandatory for the state and governmental organizations in preparation and exchange of information. The TCVN specifies the Form of presentation of all kind of documents including the size of paper, the color of paper, the layouts of information on the sheet, the style of characters, table, etc...

**** In the field of standard documentations***

- TCVN 1 : 1995 (version 5) - Form for presentation of Vietnam Standards (mandatory requirement)

- Guide 138/TDC-QD - General guidelines for presentation of contents and layouts of standards.

*** *In the field of information sciences:***

- TCVN 4523 : 88 - Information publication. Classification, structure and format presentation.

- TCVN 4524 : 88 - Information and documentation - Abstracts and annotations.

- TCVN 4743 : 89 - Information processing. Bibliographic description for documents. General requirements and rules.

- TCVN 5453 : 91 - Information and documentation. Basic terms and concepts.

- TCVN 5697 : 1992 - Information and documentation. Abbreviations of Vietnamese words for bibliographic description.

- TCVN 5698 : 1992 - Information and documentation. Abbreviation of words in European languages for bibliographic description.

- TCVN 6380 : 1998 (ISO 2108 : 1992) - Information and documentation. International standard book numbering (ISBN).

- TCVN 8381 : 1998 (ISO 3297 : 1986) - Documentation. International standards serial numbering (ISSN)

*** *Documents in administration, commerce and industry***

There are 63 TCVNs related to technical drawings, system for design documentation, graphical symbols, technological documentation.

In fact these standards are voluntary, so the application of these standards is not unique. This makes people confused and time wasted for understanding. This problem is very complicated to solve.

*** *In the field of information technology***

- TCVN 5712 : 1993 - Information technology - 8 bit coded Vietnamese character set.

- TCVN 5773 : 1993 - Information technology - Nom 16 bit standard code set for information interchange.

- TCVN 6056 : 1995 - Information technology - Nom 16 bit standard code set for information interchange - Han Nom character.

- TCVN 6064 : 1995 - Information technology - Vietnamese keyboard layouts for office system.
- TCVN 6437 : 1998 - Information technology - Character set for optical recognition OCR-VN - Shapes and dimensions of the printed image.
- TCVN 6695 : 2000 - Information technology - Vocabulary - Part 1: Fundamental terms
- TCVN 6909 : 2001 (ISO/IEC 10646) - Information technology - 16 bit coded Vietnamese character set.

3. New plan for developing TCVN on Information technology.

In the stage of 2002 - 2005, Vietnam will adopt about 300 international standards (ISO/IEC) as TCVNs. Among them there are 30 standards on computer graphics, 50 standards on IT application in office work and 40 standards on IT application in information documentation and publishing.

It creates a good environment for presentation and exchange all kinds of informations