**ANNEX 1. Concept note**

**2019 Labour Code web portal**

**Rationales**

The adoption of the revised Labour Code in November 2019 was a milestone for Viet Nam in improving its legal framework towards better alignment with the ILO’s fundamental principles and rights at work. The Code is expected to substantially improve Viet Nam’s employment and industrial relations, thus help everyone gain fair shares of the country’s economic growth. The new Labour Code will take effect from 1 January 2021.

To bring the Code and its supporting decrees into life, it is crucial to help workers and employers understand their new rights and responsibilities. The Ministry of Labour, Invalids and Social Affairs (MoLISA), the Viet Nam Chamber of Commerce and Industry (VCCI), the Viet Nam General Confederation of Labour (VGCL) as well as the ILO in Viet Nam have been developing various awareness raising materials on the key changes of the 2019 Labour Code. However, workers and employers still need an information hub where they can find all the documents related to the Labour Code.

Against this context, the Legal Department under MoLISA requested ILO’s support to develop a web-based portal on the 2019 Labour Code to serve as an one-stop shop for information seekers. This web portal should be made available to the public before the new Labour Code takes effect.

**Objectives**

The 2019 Labour Code web portal has the following main objectives:

* Help workers and employers quickly find information on the 2019 Labour Code and its relevant legal documents (decrees, circulars and other instructional materials)
* Raise awareness of workers and employers on the key changes in the 2019 Labour Code through focused explanation of the law.

The web portal is expected to be organized, attractive and user-friendly.

**Target audiences**

The web portal’s target audiences include workers and employers. It will be also useful for the general public and other audiences who are interested in learning about the new Labour Code.

**IT platform**

* The 2019 Labour Code web portal will have its own domain name which can be easily searched on the internet. At the same time, it is also a landing page from MoLISA website home page.
* The web portal will be placed on MOLISA’s web server.

**Languages**

The web portal will have two language versions. The Vietnamese version is the main page with interactive functions. Meanwhile, the English version will only include the documents already available in this language.

**Content structure**

* Customized contents for workers and employers based on their different interests
* A list (and full text) of relevant legal documents including:
* the 2019 Labour Code
* supporting decrees
* supporting circulars
* other instructional documents
* Awareness raising materials related to the Code (video clips, brochures, flyers, infographics, etc)
* 10 topical sections:
* Employment contract
* Social dialogue
* Collective bargaining
* Collective bargaining agreements
* Workers’ representative organizations
* Labour disciplinary regulations and responsibilities regarding equipment
* Labour dispute settlement
* Working hours and rest periods
* Sexual harassment in the workplace
* Retirement age

Each section should incorporate functionalities to include allrelevant materials, legal and instructional documents, videos, brochures, and frequently asked questions (about five for each section), etc. .

* Quizzes:
* Two sets of quizzes, one for workers and the other for employers to test their knowledge about the Labour Code
* Each set has 80-100 questions which will be played randomly for each user
* Automatic grading system
* Key information on international labour standards
* Receive questions from web users (without publishing the questions)
* Contact details
* Links to other platforms, including websites of MOLISA, VCCI, VGCL, ILO Viet Nam, Better Work Viet Nam (updated mobile app and GOPY)
* Acknowledgement to the donors

Available relevant content produced by MoLISA, ILO (including Better Work Viet Nam), VCCI and VGCL should be made use of.

Development of content should be made in close consultation among MoLISA, ILO (including Better Work Viet Nam), VCCI and VGCL.

**Functionalities**

* Responsive design
* Language option
* Search engine
* Quizzes that are generated randomly from the quiz bank and an accompanying grading system
* Receive questions from web users
* Link to other platforms

**Implementation and timeline**

The project involves:

* A service provider to build the web portal and hand it over to MOLISA’s IT Centre
* MOLISA’s IT Centre to maintain and update the web portal
* One external consultant (bilingual) as web editor to edit content for the targeted audiences
* Two external consultants with legal background with extensive knowledge on the 2019 Labour Code to provide content for the web portal

**Timeline**

* September – 18 December 2020: Web portal development (with key contents)
* End of December 2020: Launch of web portal
* From December 2020 onwards: Updates at least once a month (new legal documents, updated frequently asked questions based on questions sent from the public through the web portal)

In which, from December 2020 until end of December 2021: with support from the ILO (for maintenance and updates)

From 2022 onwards: self-run by MoLISA