



Factory Advisory Programme
for the Electronics Supply Chain
in Viet Nam
APEV 2023

Better Workplace Cooperation, Better Factories



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Building on the success of the Advisory Programme 2022, “Towards a sustainable and resilient electronics industry in Viet Nam”, the Vietnam Chamber of Commerce and Industry (VCCI) and the International Labour Organization (ILO) – with technical assistance from Better Work Viet Nam (BWV) – have developed a kindred programme for 2023 under the theme **“Better Workplace Cooperation, Better Factories”**. The Programme supports participating factories by:

- ▶ Reinforcing the understanding and application of Viet Nam’s labour law and International Labour Standards in the electronics sector, with workplace cooperation and industrial relations as the key pillar
- ▶ Building capacity for managerial staff and workers’ representatives at the workplace on various legal requirement issues and soft skills, to ensure compliance and ultimately improving the management-worker relationship.

What is covered

The Programme is free of charge and offers a range of activities to improve workplace compliance and industrial relations, delivered through three components: Capacity Building, Advisory Service, and Self-Diagnosis and Remedial Service. The benefits of partaking in the Programme include:

- ▶ Places in programme training courses with certificates upon completion
- ▶ Participation in three thematic industry seminars tailored to issues of workplace significance in the electronics supply chain
- ▶ On-site visits and advisory services on labour-related compliance topics from ILO-trained enterprise advisers
- ▶ Support for workplace improvements based on self-diagnosis and needs identification related to strengthening industrial relations
- ▶ Participation in Sectoral/Business Forums to discuss common interests of direct impact on the enterprises' operations with policymakers, brand representatives, peers and others.

Eligibility and Selection criteria

Consider applying for the programme if you are

- (i) operating in the electronics sector, and
- (ii) committed to and in need of enhanced operational efficiency and better working conditions.

Selection for the Programme is based upon the applicant enterprises' need for assistance, commitment to improvement and capacity to participate in the activities of the Programme. There are no restrictions based on size or ownership. However, the selection process will take workforce size and geographic location of the enterprise into consideration to ensure a diversity of participants. Priority will also be given to the factories who participated in the 1st phase of the Programme in 2022.

The selected factories will be classified as Extended, Standard or Core, based on the Programme's assessment of the enterprises' commitment and their preference of the activities they wish to be involved in. Each category comes with a different level of support and commitment scale, specifically:

Category	Extended Factories	Standard Factories	Core Factories
Commitment Scale			
Standard training courses	✓	✓	✓
Elective training courses		✓	✓
Onsite training			✓
Industry Seminars	✓	✓	✓
Sectoral Forum/Buyer Forum	✓	✓	✓
Compliance Advisory Service		✓	✓
Intensive Support on Industrial Relations Self-diagnosis, needs identifications, and improvement roadmap- and actions-building, with a focus on social dialogue, workplace communications and grievance mechanisms <i>Optional assessment upon discussion</i>			✓
Evaluations and Review	✓	✓	✓

Advisory Programme for the Electronics Supply Chain in Viet Nam – 2023 Calendar

Activity*	Duration (Day)	Modality/ Location	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Standard training courses for all member factories											
IR 1: Rights and Responsibilities of Trade Unions and Management in Industrial Relations	2	Hanoi	26-27								
IR 2: Grievance Mechanisms	2	Hanoi			8-9						
IR 3: Introduction to Collective Bargaining Agreements	2	Hanoi							5-6		
ToT for factory trainers	2	Bac Ninh					3-4				
Elective training courses for Standard and Core factories											
Management skills for middle managers	2	Hai Phong		30-31							
Workplace cooperation and communication	1	Bac Ninh				12					
Gender equality	1	Vinh Phuc						14			

*Details for each activity in the programme will be made available once the factory registration has been successfully completed. The timeline and training topic presented herein is tentative and may be subject to change.

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Activity	Duration (Day)	Modality/ Location	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Sectoral/Business Forum for all member factories	1	Hanoi					TBC				
Compliance Advisory Service for Standard and Core factories Specific dates, format and meeting mode for each visit will be determined upon discussion with the factories											
Factory Visit 1	1/2	onsite									
Joint Advisory Session	1/2	Hanoi									
Factory Visit 2	1/2	online/ onsite									
Joint Advisory Session	1/2	online/ onsite									
Factory Visit 3	1/2	onsite									
Intensive Support on Industrial Relations Self-diagnosis, needs identifications, and improvement roadmap- and actions- building, with a focus on social dialogue, workplace communications and grievance mechanisms <i>Optional assessment upon discussion</i>					Details of the activity will be exchanged with the factories upon selection and as the Programme progresses.						
Evaluations and Review for all member factories									To be discussed		

Confidentiality and Disclaimer

The registration guidelines are made available so that interested parties may have fair opportunities in registering to the Factory Advisory Programme. Registering for the programme does not guarantee admission.

Information exchanged between the enterprises and the VCCI/ILO Programme will be treated with strict confidentiality and shall, in no case, be disclosed to a third party without concerned parties' consent.

The Standard and Core factories will enter into an MOU with the Programme laying out relevant terms and conditions on confidentiality and information-sharing at the workplace.

Registration

The interested enterprises shall submit a registration form with authorized seal and signatures to hongngocmai@gmail.com and kimhue@ilo.org by **17.00 GMT+7, 10 April, 2023**.

A hard copy must be submitted to the Programme upon official confirmation of admission.

Registrations will be processed on a first-come, first-served basis. The Programme may require additional information and verification from the registering enterprises as deemed necessary.



Programme Progress Monitoring and Evaluation

Factories' entry into the Programme will also constitute acceptance of the monitoring process developed as part of the Programme, which will solely be used for reference purposes. The regular monitoring of the Programme's activities shall be conducted by the ILO and VCCI. At the end of the Programme, the co-organizers VCCI and ILO will also conduct an overall review of the Programme based on the regular monitoring data on the Programme's performance and may invite inputs from the participants and national stakeholders.



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The form below should be filled for all items and can be completed in either Vietnamese or English. Once completed, kindly sent it to hongngocmai@gmail.com and kimhue@ilo.org by **17.00 GMT+7, 10 April 2023** in PDF format, with the registering enterprise's stamp enclosed alongside the signature of the authorized person. Kindly note that if selected, the enterprise will be required to submit a hard copy of the completed form.



**Better
Workplace
Cooperation,
Better
Factories**

REGISTRATION FORM

I. General Information

- 1.1. Name of business: _____
- 1.2. Business registration number: _____
- 1.3. Address of the business (Please specify the address(es) of those manufacturing site(s) that the enterprise need support and advisory services at): _____
- 1.4. Name of Focal Point: _____
- 1.5. Position of Focal Point: _____
- 1.6. Email of Focal Point: _____
- 1.7. Contact number of Focal Point: _____

II. Workforce Information

- 2.1. Workforce: _____
- 2.2. Total number of workers (frontlines without managerial positions): _____
- 2.3. Total number of union workers (if any): _____
- 2.4. General observation about expected improvement at the enterprise (please indicate briefly within 200 words)

(Insert text here)

III. Expected Participation in the Advisory Programme

Please tick the components of the Advisory Programme that your enterprise expects and commits to participate:

- ☐ Standard Courses
 - ☐ Elective Courses
 - ☐ On-site Training Courses
 - ☐ Industry Seminars
 - ☐ Compliance advisory service
 - ☐ Assessment and Remedial Service
 - ☐ Evaluation and Review
 - ☐ Others, if any. Please specify:
-

Please tick the components of the Advisory Programme that your enterprise expects and commits to participate:

- ☐ Extended Factories (Basic service)
- ☐ Standard Factories (Standard service)
- ☐ Core Factories (Full service)

IV. Statement of Consent

We declare and commit that:

- All information provided above is correct and can be used for subsequent contact
- Participating in the enterprise Advisory Programme co-organized by VCCI and ILO constitute our acceptance of terms and conditions set by the Programme provided in this Guidance for Registration.
- If selected, we will ensure full participation in the Programme activities under the assigned category, and to the best of our ability, provide support to the Programme research activities as required and as appropriate for the sole purpose of improving the Programme.

On behalf of:

Name, signature of authorized person and stamp of enterprise

Date