

LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF AGRICULTURE AND FORESTRY

File No. 0356/MAF

ROLES, TASKS AND RESPONSIBILITY

OF THE DEPARTMENT OF AGRICULTURE AND  
AGRICULTURE EXTENSION (DAE)

On the basis of the Prime Minister's decree No. 84/PM dated 22/11/91 concerning the organization and activities of the Ministry of Agriculture and Forestry (MAF). Minister of the MAF has determined the roles, authority and tasks of the DAE as follows:

CHAPTER I

BASIS AND ROLES

Article 1 : The Department of the Agriculture and Agr. Extension is a Department to administer at macro level of the agriculture sector, which have equivalent status as various Departments of the MAF.

Article 2: The DAE has a role as a direct mensuration for the MAF to study, guide, plan, monitor, organize and administer at the macro level, by following the vertical line, concerning the Agricultural development from the central to the local areas within the country.

\* THE MAIN ROLES ARE:

- 2.1 To study and inspect the implementation of strategies, policies, plans, laws and regulations about the organization and management of agricultural development; establish the agricultural research and experiment network throughout the country, by referring to the Party and Government's course and general policies such as

- 2.1.1 To convert the semi natural and fully natural ways of small scale production for individual sufficiency towards the large scale production of commodity by changing the structure (components) of production i.e to change from simple crops plantation to be an integrated plantation; to achieve sufficient food stuff for internal consumption and sale for internal process and export.
- 2.1.2 To solve problems about the cereal and food, on the basis of enlargement of production and firm amendment of the plantation components.
- 2.1.3 To gradually establish a reasonable structure of agriculture and extension.
- 2.1.4 To conduct survey for dividing agricultural lands; formulate the regulations then submit them for approval, and inspect the actual administration and utilization of the cultivated land in order to make the agricultural production compatible for the capability of various regions, areas and minorities of people.
- 2.1.5 To guide and encourage the research work, utilize the advantages of the appropriate scientific and technology progress in order to increase the productivity of the production, adequately supply the society with cereal and also reservation for contingency as well as conservation of the environment.
- 2.1.6 To study how to extend/ enhance the achievement of the scientific research to the agriculturists in order to increasingly augment the agricultural products to be commodity.
- 2.1.7 To study and organize the donation of the surveyed agricultural land to the farmers and internal and external investors to reasonably and legally utilize it.
- 2.1.8 To coordinate with relevant Departments within the MAF and other Ministries to develop the integrated agriculture i.e a system of cultivation- livestock, cultivation-forestry; and cultivation-livestock-forestry in order to make an appropriate use of natural resources and conserve the environment.

- 2.1.9 To motivate and coordinate with the banks to develop credit system in rural areas in order to provide credits to agriculturists for effective production.
- 2.1.10 To be master in coordinating with relevant partners in order to support and elevate the nationwide establishment of the farmers groups, agriculturists association throughout the country.
- 2.1.11 To try to attain international support and cooperation according to the assignment from the MAF, in order to develop the agricultural activities.
- 2.2 To form and upgrade the technical staff for all fields of agricultural occupations in order to educate them to be developers (personnel of development activities) who can grasp policies, know how to mobilize and organize people in the production and have much experience in specialty.

## CHAPTER II

### TASKS AND AUTHORITY

Article 3: The main tasks:

- 3.1 To enhance the course, strategies and plans of the central Party and Government to be action plans, regulation and laws in order to administer the development of agriculture and extension .
- 3.2 To organize the monitoring and evaluation of the implementation of plans, projects, regulations and laws mentioned in 3.1; and also to investigate the positive impacts to be extended and instantly restrict the weak points and shortcomings.
- 3.3 To study plans for formation, upgrading the staff and distribute them employment to ensure their proper interests according to the policies on administration, awarding, promotion and transference, leave of absence, health care, retirement and pension of the staff in the Department, which are issued and enforced by the Government.
- 3.4 To establish the network of agricultural statistics and information centres in order to make contribution to the effective delineation of courses, policies; to collect, assess, analyze the mentioned data, on the one hand to regularly report the innovative information about

agriculture to the MAF, on the other hand to instantly introduce and notify the information to the farmers group and agriculturists association, agricultural service units and other relevant organizations both in public and private sectors as well as people.

- 3.5 To study the short and long terms strategies on agricultural production, research, experiments and extension throughout the country in order to assure the adequate production of foodstuff and more commodity.
- 3.6 To study and submit the regulations and policies on agriculture, agricultural land utilization, utilization of agricultural chemical substance and parents species, to the supervisors who dealt with agriculture and then organize the implementation, administration and monitoring activities according to the legislated regulations.
- 3.7 To prevent and restrict the pest epidemic which seriously destroys crops and causes the reduction of yield products by means of developing network of plants protection and establishing the plants checking post in different regions and along the important border spots.
- 3.8 To study and establish the institutions, groups, centres, stations, projects, technical units and business units and other technical committees which suitable for specific areas and districts all over the countries; in order to support the research, extensions and dissemination of the findings and to provide a wide range of services for the farmers.
- 3.9 To study and make use of the working methods, internal regulations and structure of organization vertically from the central to the local; define the needs of permanent staff excluding part time workers and contracted employees.
- 3.10 To support and facilitate the institutes, groups, centres, stations, projects, technical units and others relevant parties under the responsibility of the DAE including the business units to accomplish their own tasks. Meanwhile DAE has to inspect and monitor them in work performance, labour utilization and administration of budget utilization, vehicles, equipments and other objects belonging to the state, by following the laws, regulations and economical and technical principles which formulated by the MAF and government.
- 3.11 To implement the strategy to encourage the staff to go and work in the local areas of villages, to assist the

families of farmers, according to the policies of the Party, Government and the MAF.

- 3.12 To coordinate with foreign countries and international organizations, according to the guidance and assignment of the MAF to, to obtain the assistance and cooperation in the agriculture and extension on the basis of the general principles and regulations formulated by the Government and the MAF.

Article 4: Authority

The main authorities are:

- 4.1 To study, propose to establish and abolish the institutes, groups, centres, stations, projects, technical units or other parties under the vertical line of administration systems in the DAE.
- 4.2 To study and propose the MAF to nominate, promote, transfer, deposition, chasten and award the heads of the Sections of the Department, the head of the agriculture sections in the provinces, municipality and Districts, the head of the institutes, centres, groups, stations, projects and the head of the technical units as well as all professional (high level) staff.  
- For the low level staff further than the above mention it must be directly manage by the DAE in coordination with the PAFS and DAFO and other relevant technical units; by reporting the matter to the Personnel Department or discussing with the rulers of the Districts and provinces before hand if it is necessary.
- 4.3 To study and propose to set up and eliminate the farmers groups, agriculturist association.
- 4.4 To study and forward the requests which proposed by the domestic and external investors to the use of land for agriculture, manufacture of agricultural products, on the basis of the laws, regulations and principles enforced by the Government.
- 4.5 To administer, inspect, notify and advise the institutes, groups, centres, stations, projects, technical units including the PAFS and DAFO and business units which involved in the agriculture and extensions.
- 4.6 To guide, encourage, monitor the implementation of the yearly plans of the institutes, groups, centres, stations, projects, technical units, the PAFS and DAFO and other units depending on the DAE.
- 4.7 To check and certify, referring to the allocated plans (quota) of export and import of the agricultural

products, seeds, agrochemical substance, equipment, agriculture machinery which managed by the farmers groups, agriculturist association, administrative units of techniques, businessmen or Lao and expatriate individuals.

- 4.3 To recognize the achievement of the research in agricultural sciences within the institutes, groups, centres, stations or other organizations to utilize it for the further development.
- 4.9 To coordinate with the relevant organizations to control the quality of the agriculture products; this is mainly aimed at securing health of the consumers.
- 4.10 To examine and certify the training result in various schools, agriculture and extension training centres; for decree of certificate awarding, it has to be executed by the MAF and those certificates must be signed by the school or centres.
- 4.11 To give the staff within the DAE leave of absence or leave on mission within the country; in case of necessity to go abroad it must be approved by the MAF.

### CHAPTER III

#### GUIDANCE, ORGANIZATION STRUCTURE AND ASSISTING WHEEL OF DAE

##### Article 5: Technical guidance:

- The DAE comprises of 1 Director and 2 Vice Directors which are nominated by the Minister, on the basis of defined conscience and technical standards.
- The Director and Vice Directors have functions to assist the Minister in administering and operating of agriculture and extension concern. The Director is directly responsible for all the achievements, failures, shortcomings or mistakes occurred in the DAE; the vice Directors are responsible for any specific Sections of the DAE.

##### Article 6: Organization structure

- \* The organization structure of the DAE is drawn up as follows.

- 6.1 The Administration Section,
- 6.2 The Finance, Planning and Cooperation Section.

- 6.3 The Technical Section.
- 6.4 Apart from the different Sections which are called the Macro level, the DAE also has various Micro technical units which function as the implementers, accordingly to the organizational lines, in agriculture research institutes, Agr. Extension units, Agr. machinery training centres, centres, stations, projects...
- 6.5 All improvement, amendment of the organization structure both in the DAE and the local level further than that already mentioned in this document, it must propose to the MAF for consideration.

## CHAPTER IV

### WORKING METHODS

Article 7: The DAE operates its tasks on the basis of the following principles:

- 7.1 To preserve the one-head system, on the basis of centralized democracy. Leading-in group on the basis of the definite division of work scope; and The individual staff performs their work in accordance with role and tasks; and each make decisions accordingly to the authorization.
- 7.2 To execute all activities in accordance with the strategies, course, plans and general policies of the Government concerning the agriculture and forestry; and those strategies...are assumed as guiding line. And implement the long term and yearly plans and periodic plans by tackling with the action plans of the MAF. The DAE has to create the projects and a wide range of activities in order to effectively enhance the above-mentioned plans of the MAF.
- 7.3 To administer at the macro level, the DAE has to monitor, inspect and regularly encourage all levels of the PAFS and DAFO, technical and business units, farmers groups, agriculturist association in and organizing plans and activities in the projects sub-ordinated to the DAE.
- 7.4 To preserve the meeting, inspecting and reporting systems such as the weekly meeting and discussion of the Director, Vice Directors, heads of institutes, centres, stations, projects, other technical units... to follow up and evaluate all carried out activities, draw up experience, develop the highlight of achievement and treat the failures, and regularly report to the Leading Group of the MAF.

- 7.5        "    The Director of the DAE is directly responsible for all agricultural and extension activities and is only the person to give a sign on all official documents accordingly to the given roles.
- In case of being busy or absence or mission in remote areas the Director's tasks have to be temporarily acted by any of the Vice Directors.

## CHAPTER VI

### THE LAST ISSUES

Article 8: The DAE of the MAF has its specific stamp for official use; concerning the specific stamps for the institutes, groups, centres, stations, projects and the relevant Sections in the PAFS and DAFO and other technical units, the DAE has to study and propose them to the MAF.

Article 9: This prescription of roles, tasks and responsibility of the Department of the Agriculture and Extension is valid and enforced from the date of its signature. Any contradictions from the earlier prescription have to be cancelled.

Vientiane, dated 29/05/1992

Minister of Ministry of  
Agriculture and Forestry

(Stamped and signed)

Sisawath KEOSOUNPHANH