

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF AGRICULTURE AND FORESTRY

File No. 0355/MAF

ROLES, TASKS AND RESPONSIBILITY
OF THE DEPARTMENT OF FORESTRY
(DOF)

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 DOF as follows:

CHAPTER I

BASIS AND ROLES

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

Article 2: The DOF 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 Development ~~of~~ forestry, forest industry, natural conservation and environment protection in all over the country, from the central to the local levels.

* THE MAIN ROLES ARE:

2.1 To study and inspect the implementation of strategies, policies, plans, laws and regulations related to organizing the administration and management of forestry all over the country, ~~and~~ confiscate the Party and Government's course and general policies such as

2.1.1 To elaborate the long, medium and short term strategies for the development of forestry, forest

industry, natural conservation and environment protection.

- 2.1.2 To organize and study the legislation of appropriate rules, regulations and forestry laws which are suitable for the aims of forest resource protection, rehabilitation and goods production.
- 2.1.3 To study, select and make use of the achievement of research in science and forestry technology in the forest production in order to increase the forestry products.
- 2.1.4 To try to attain international support and cooperation according to the assignment from the MAF, in order to strengthen the forestry development.
- 2.2 To form and systematically upgrade the technical staff of forestry, forest industry, natural conservation, all fields of occupations in order to educate them to be actual forestry developers (personnel of development activities) who can grasp policies, know how to mobilize and organize people in the forest protection and management activities.

CHAPTER II

TASKS AND AUTHORITY

Article 3: The main tasks:

- 3.1 To plan and organize the implementation of periodic policies and strategies on the administration of forestry, forest industry, natural conservation and environment protection.
- 3.2 To enhance the course, strategies and plans of the central Party and Government to be action plans, regulation and laws for the administration and management; and then submit to MAF for approval and put them into nationwide enforcement. Besides DOF also has task to control implementation of various decrees, laws concerning forestry, forest industry, natural conservation and environment protection, which have been carried out in DOF, different institutes, divisions, stations, project and other forestry enterprises and business units depending on MAF both at central and local levels. DOF has to pay attention to investigate the gaps and contradictions occurring during the process in order

to correct them and find out solutions immediately:

- 3.3 To inspect the forest management, forestry products trade and implement policy on forest land use.
- 3.4 To scrutinize the inspection of forestry activities and other activities related to natural conservation.
- 3.5 To conduct the national forest inventory, to be the base for sustainable utilization.
- 3.6 To be responsible for planning the management of production forest, protection forest, community forestry and forest reserve; in order to formulate the official documents on utilization of forest land and forest products. These document will be bases for needed inspections.
- 3.7 To be responsible for planning manpower development, forestry training, forest industry, natural and environment conservation, and collecting data on forestry and environmental activities.
- 3.8 To inspect the law enforcement, chasten, prosecute offenders against the forest management regulations and supply of forest products. Praise and award the outstanding persons with good achievement in forestry, natural conservation and environment protection.
- 3.9 To administer variety of taxations and charges for forest products and forestland use.
- 3.10 To study the developments; set up and improve the appropriate components of forest industry according to the utilizing capacity of raw material from forest resources in different parts and forest ranges.
- 3.11 To study Forest Act and make use of advantages of science and technologies in forestry and environmental activities to strengthen the forest protection, rehabilitation and forest production for merchandise.
- 3.12 To coordinata with the Personnel Department in assigning, delegating staff and implement policies and ensure their proper interests according to the policies designated by the Government.
- 3.13 To administer, monitor plans and utilize budgets.
- 3.14 To study plans and programmes for cooperation with foreign countries and International Organizations involved in forestry and environment according to the assignment and guidelines of MAF.

Article 4: Authority

- 4.1 To study, propose to establish and abolish the Services, Divisions, projects depending on DOF supervision.
- 4.2 To study and propose the MAF to nominate, promote, transfer, deposition, chasten and award the heads of the Services of the Department, the head of the Forestry Office sections in the provinces, municipalities and Districts, the head of technicians, technical units, projects and the head of the Forest Ranges and professional (high level) staff.
Apart from the above-mentioned types of staff, it must be the right of DOF to decide in order to meet the demanding situation, that is already mentioned in Article 3.
- 4.3 To request for approval from MAF to set up the forest producer associations, factories/plants which use wood as raw material. To observe and administer performances of these organizations.
- 4.4 To inspect and scrutinize various fields of work according to the roles and tasks in connection to different Services, Technical Units, projects, forest industry and enterprises at both central and local levels.
- 4.5 To issue orders, regulations, instructions, and announcements concerning the forestry, forest industry, for forestry sectors and other related sectors according to the roles and tasks assigned by MAF.
- 4.6 To inspect the operation of allowed logging, non-wood product extraction, license for transmission of timber and wood products as well as forest products for the purpose of export according to the policy, quota and defined conditions from MAF.
- 4.7 To inspect all actions and activities within the forest land, wood industry factories as well as similar places, which officers suspected that there is wrong action or offence against regulations and Forest Act.
- 4.8 To scrutinize and certify and give license for transmission and sale of local forestry products, according to the plans of MAF.
- 4.9 To certify delivery/origin and state of being free from disease for the technically checked wildlife and non-wood products.
- 4.10 To confiscate the legal matters, fine halt the actions and to put on trial the offenders (i.e persons, business

units and organizations)

- 4.11 To arrange a wide range of tenders to sell standing trees, logs, wood and non-wood products in order to make optimum income for the State; in case there is an agreement between MAF, Ministry of Commerce and Finance.
- 4.12 To try to acquire assistance and cooperation with foreign countries and international organizations according to the assignment and guidelines from MAF.

CHAPTER III

GUIDANCE, ORGANIZATION STRUCTURE AND ASSISTING WHEEL OF DoF

Article 5: Technical guidance:

- The DoF comprises of 1 Director and 2 Deputy Directors which are nominated by the Minister, on the basis of defined conscience and technical standards.
- The Director and Deputy Directors have functions to assist the Minister and Vice Ministers in administering and conducting forestry work, natural and environment conservations. The Director is directly responsible for (oversee) all the achievements, failures, shortcomings or mistakes in the DoF work. The vice Directors can be heads of any of Sections in DoF.

Article 6: Organization structure

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

6.1 The Administration Section

has main tasks to manage personnels, study organization structure, working systems and methods for different Sections in order to match the situation, roles and tasks of each sections.

To assign and award staff in order to increase work efficiency. To direct/ guide the formation and training of staff; to organize and be responsible for the secretarial work, ceremonies, archives, daily administration, safety guard and sanitary within DoF offices, vehicles, equipments, materials and others appliances in DOF.

6.2 The Finance, Planning and Cooperation Section

has main functions to elaborate and make synthesis of

plans for forestry development, natural and environment protection and financial plans for forestry sector; to observe, inspect and check income and expenditure from budget; to contact for cooperation with international organizations, neighbour countries and NGO's in order to get assistance and cooperation according to the assignment and guidelines from MAF. To evaluate and follow up the accomplishment of different projects in order to report to MAF regularly.

- 6.3 The Technical Administration Section. has main tasks to enhance the Government and Party's policies to be norms, regulations and laws. To inspect and control the implementation of decrees, announcement, laws and regulations within forestry sector. To study and guide the utilization of science and technology in forestry activities.
- 6.4 Apart from the different Sections within DOF, which are called the Macro level, the DOF also has various Micro technical units which function as the implementers, accordingly to its own organizational lines such as Inventory and Forest Management Planning Division, Forest Protection Division, Natural Conservation and Watershed Management Division, Shifting Cultivation Stabilization Project, Forest Plantation Project, Wood and non-wood products industry Project. All improvement, amendment of the organization structure both in the DOF 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 DOF 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 at all levels; there should be definite division of work scope and reasonable and proper delegation for making decision within each levels and individual.
- 7.2 All activities of DOF will be executed in accordance with the strategies, course, plans and general policies of the Government concerning the agriculture and forestry; and regard them (strategies..) as guidelines/directions. And implement the long term and yearly plans and periodic plans by tackling with the action

plans of the MAF concerning the Forest and forest industry Development, natural and environment conservation as starting point for all activities. DOF has to create the projects and a wide range of activities in order to effectively enhance and strengthen the above-mentioned plans of the MAF.

- 7.3 To administer at the macro level, the DoF has to monitor, inspect and regularly encourage all forestry activities at provincial, municipality and district levels, technical and forest business units and all kinds of industries which use forest products as raw material, and belong to different types of ownership through out the country.
- 7.4 To preserve the meeting, inspecting and reporting systems such as the weekly meeting and discussion among the Directors, Vice Directors, heads and Deputy Heads of Sections, projects in order to follow up and evaluate all carried out activities, draw up experience, develop the highlight of achievement and immediately treat the failures, and regularly report to the Leading Group of MAF.

CHAPTER VI

THE LAST ISSUES

Article 8: DoF of the MAF has its specific stamp for official use; concerning the specific stamps for the Divisions and Projects, Forestry Offices in the different provinces, district and other technical units, the DoF has to study and propose them to get them approved by MAF.

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

Vientiane, dated 22/05/1992

Minister of Ministry of
Agriculture and Forestry

(Stamped and signed)

Sisawath KEOBOUNPHANH