

Tasks and Duties of the Department of Irrigation and Small Scale Hydropower

- Pursuant to the Prime Minister's Decree N° 84/PM, dated November 22, 1991 on the organization and activities of MAF.

The Minister of MAF determines the role, rights and duties of the Department of Irrigation and Small Hydropower as follows :

Part I

Article 1: The Department of Irrigation and Small Hydropower is a macro management department holding equal position to other departments within the organizational apparatus of MAF.

Article 2: The Department of Irrigation and Small Hydropower holds role of direct staff to the Ministry in supervising, studying, planning, directing, controlling and managing a unified hierarchical macro level line of water source development (irrigation and small hydropower, flood protection and drainage systems in agricultural areas) from the central down to the localities throughout the country.

Main Tasks of the Department :

2.1 Study and implement the strategic guidelines, policy programs, legal framework, provisions and regulations on the establishment, management and development of watersheds in order to promote and support the national agricultural production based on the directives and general policy framework of the Party and Government, such as :

2.1.1 Establish rational watershed development structures based on existing both surface and underground natural streams by constructing the irrigation system by gravity, generators, solar, wind and others of all scales, and namely small scales jointly undertaken by the population

and the state, medium scales and large scales where appropriate. The family irrigation in the form of lake ponds, wells, small reservoirs and others are regarded as priorities with the purpose of preserving water in case of drought and for other purposes of farmers' families, while extensively encouraging the use of local materials for the construction of temporary schemes in the traditional way with the aim of promoting farmers for sufficient agricultural production for domestic consumption, surplus and export. On the other hand, encourage the population to exert creativity and self-reliance in using natural water sources thereby reducing the burden of the government.

2.1.2 Contribute in solving the problems of food and food stuff based on extensive and active development of all scales of irrigation and small hydropower.

2.1.3 Survey and determine areas for irrigation and small scale hydropower suitable in accordance with the potentials of each area, region and ethnic throughout the country.

2.1.4 Research and apply appropriate science and technology to ensure the availability of water for agriculture-forestry production throughout the year while protecting the environment.

2.1.5 Seek and use foreign and international sources of funds to develop and develop the effectiveness of irrigation and small hydropower as assigned by the MAF.

2.1.6 Educate, train and develop technical personnel in irrigation, small hydropower and machinery systematically into genuine developers grasping firmly the policy, mobilize and organize the population to construct and manage irrigation, drainage and flood protection system of all scales, and possessing technical skills.

Part II

Article 3: Main duties

3.1 Elaborate the strategic guidelines, policy programs and policies of the Party Central Committee and the Government into the action plans and projects, detail provisions and laws governing irrigation, drainage, flood protection development activities in agriculture and small hydropower areas throughout the country.

3.2 Study and formulate immediate and long term strategic plans on the development, management and operation of irrigation, drainage and flood protection systems in agricultural and small hydropower areas with a capacity of less than 1,000 kw for agriculture and forestry production.

3.3 Strictly inspect, review and evaluate the implementation of plans, projects, regulations and laws mentioned in 3.1 while monitoring their positive impacts for promotion and further development and their negative impacts for timely solution.

3.4 Efficiently train, educate, assign and manage the personnel and ensure that their benefits are proper according to the personnel management policy outlined by the government such as: selection of qualified and competent staff, award and promotion for good staff, correct and just transfer, vacation and medical treatment, retirement, pension and others.

3.5 Study and submit proposals for the establishment of institutes, centers, stations, projects, local irrigation and small hydropower technical units in each area where appropriate throughout the country in order to research, experiment and disseminate the results of the research and experimentation and then put them into actual watershed development.

3.6 Establish a network of statistical data and information centers on irrigation, drainage, flood protection and small hydropower development activities which contribute to the formulation of strategic guidelines, judicious and effective formulation of plans for projects. Collect and analyze such statistic data and information for the purpose of reviewing and reporting changes and situations of such works to the Ministry's leadership on a regular basis. At the same time, disseminate, recommend and inform farmers, both state and private agricultural, livestock and forestry administrative offices and other concerned agencies.

3.7 Study and submit draft provisions, regulations and policies on the survey, design, operation and maintenance of irrigation systems and small hydropower throughout the country.

3.8 Study and issue the work regime, internal management rules of the department, including the hierarchical organizational structure from the center down to localities. Determine the amount of permanent staffs excluding the staffs by contract and daily workers.

3.9 Support and facilitate the fulfillment of activities by institutes, sub-divisions, centers, stations, projects, technical units and concerned local irrigation sectors under its hierarchical management, including business units according to their roles. Monitor and inspect such agencies' effectiveness in work, strength, weaknesses, budget management, public vehicle, material and equipments management, labor and other issues based on laws, provisions and regulations, technical methodology and technical-economic targets set up by the government and the ministry.

3.10 Strictly implement the policy of assigning staffs to grass-roots as outlined of the Party and State and the Ministry.

3.11 Contact foreign countries and international organizations for the acquisition of cooperation and assistance to support irrigation and small hydropower activities based on the regulations and general principles outlined by the government and the Ministry.

Article 4: Rights

4.1 Submit proposals for the establishment, improvement and dissolution of institutes, sub-divisions, stations, technical units and local irrigation sectors under the department's hierarchical management system.

4.2 Submit proposals to the Ministry for appointment, promotion, transfer, removal, punishment and extension of policies toward heads of divisions of the department, provincial, municipal, district irrigation sectors, institutes, subdivisions, centers, stations, projects, high level technical staffs and higher level staffs and heads of technical units. The department is entitled to decide over lower level staffs through coordination with provincial and district agriculture-forestry services, but must report to the Personnel Department, as well as the Ministry's leadership before taking action or if necessary, through consultation with provincial, municipality and district governors.

4.3 Study and submit proposals to the Ministry in relation with applications forwarded by local and foreign investors for investment or joint venture in the construction of irrigation and small hydropower based on the laws, provisions and regulations promulgated by the government.

4.4 Manage, inspect, inform and advise institutes, sub-divisions, centers, stations, projects, technical units and different agencies, including provincial, municipal and district sectors, and business units operating on irrigation and small hydropower throughout the country according to its role, rights and duties.

4.5 Inspect and deliver annual plans approved by the Ministry to institutes, sub-divisions, centers, stations, projects, technical units, provincial, municipal and district sectors, and different agencies under the department's management for implementation.

4.6 Inspect, certify and approve the results of research and experimentation from advisory committees of institutes, schools, sub-divisions, centers, stations and others for application in the department's activities.

4.7 Inspect and certify training by schools, vocational training centers on irrigation and small hydropower. The Ministry issues decisions for issuance of certificates, while diplomas or certificates are signed by the schools and training centers.

4.8 Allow its staff to leave for missions and local holiday, but the Ministry will decide over travels abroad.

Part III
**(Leadership Apparatus, Organizational Structure
and Staff Apparatus)**

Article 5: **Technical Leadership**

The Department of Irrigation and Small Hydropower is headed by one director and 2 deputies appointed by the Minister. The Director and deputies' main duty is to assist the Minister and Vice Ministers in managing and organizing irrigation and small hydropower activities. The Director is directly responsible for gains, losses, shortcomings or errors in his department's activities throughout the country. The director and deputies are responsible as direct heads of divisions in the department.

Article 6: **Organizational structure:**

- **Duties of the Administrative Management Division:**

To manage the assets of the department including the staff and general administration.

- **Planning, Finance and Cooperation Division:**

To plan, manage the budget, cooperate with foreign countries for assistance as assigned by the Ministry, collect, statistics and information, analyze and evaluate results in the implementation of projects.

- Technical Division:

To undertake technical and technological research on watershed development, study and issue provisions, regulations and technical standards of survey, estimation and design, the operation and maintenance rules of irrigation schemes and small hydropower, and the operation and maintenance rules of construction machinery.

6.1 In addition to the above mentioned divisions, it also has micro units which duties are to carry out the actual works along their hierarchy from the center to localities such as: the Institute of Irrigation and Small Hydropower Survey and Design, Training Center for operation and maintenance of irrigation schemes, and irrigation an small hydropower projects, heavy plant maintenance training project.

- The adjustment and alteration of the department's structure and staff number, including in local irrigation sectors, if not specified herein, must be submitted to the Ministry's leadership for consideration and approval.

Part IV Work System

Article 7: The Department of Irrigation and Small Hydropower carries out its work according to the following general principles:

7.1 Implement the regime of sole chief according to the division of management level based on the principle of centralized democracy, collegial leadership, individual responsibility. The work must be clearly divided within groups and at all levels, while accurate and rational empowerment in decision making decision over internal issues within the scope of each level and individual must be given.

7.2 The activities of the department aim at carrying out the strategic guideline, policy program and general policies of the Party Central Committee and Government in agriculture-forestry and annual and long term plans based on the ministry's plans and action plans for irrigation and small hydropower as starting point for all activities.

The Department must further extensively elaborate into sub-projects and detailed activities in order to develop the ministry's plans and action plans with increasing effectiveness.

7.3 In compliance with macro management, the department must monitor, inspect, support all levels of irrigation and small hydropower in provinces, municipality and districts, all technical units, business units, farmers' groups, water users' group and farmers' association, in relation to the organization of plans, work programs, and projects under the management of the department on a regular basis.

7.4 Strictly implement the regime of regular meetings, reports and inspections by the director and deputies, heads of divisions, directors of institutes, sub-divisions, centers, stations, projects, technical units and other agencies to review works and activities according to their roles, evaluate gains and losses and draw lesson for further development of positive aspects and timely solution of weaknesses and ending problems, and such meetings must be recorded and reported to the Ministry's leadership on a regular basis.

7.5 The director is generally responsible for all activities in irrigation and small hydropower, signs official documents according to his role and scope of rights and contact the Ministry's leadership. In case of impediment or absence, the director must assign his management authority to a deputy director to temporarily act on his behalf.

Part V Final provisions

Article 8: The Department of Irrigation and Small Hydropower has its own stamp for official use.

Stamps of institutes, centers, stations, projects, provincial, municipal and district irrigation and small hydropower sectors, technical units and other agencies, are considered and submitted to the Ministry by the department for approval.

Article 9: This decree on the mandate of the Department of Irrigation and Small Hydropower is effective from the date of its signature. All formerly promulgated provisions, regulations inconsistent with this decree are superseded.

Vientiane, dated 23 / 6 / 92

Minister of MAF

Sisavath KEOBOUNPHANH