

**Tasks, Duties, Rights and Responsibilities
of District Agriculture and Forestry Offices**

- Based on the Prime Minister's decree N° 84/PM, dated 22/11/91 on the organization and activities of MAF.

The Minister of MAF determines the tasks, rights, duties and responsibilities of the district agriculture and forestry offices as follows:

Part I
Position and Tasks

Article 1: The district agriculture and forestry offices are the macro level agriculture and forestry management agencies with equivalent position to other offices within the district organizational apparatus and subject to the management system of the provincial and municipal agriculture and forestry services, as well as the MAF, and subject to the supervision of district chiefs.

Article 2: The district agriculture and forestry offices holds the role of a staff function and as a commanding unit for the newly integrated agriculture-forestry and rural development within the area of the districts.

**Main Tasks of the District Agriculture
and Forestry Office :**

2.1 Study, elaborate and control the actual implementation of plans, programs, projects, instructions, regulations, information and recommendations of MAF and provincial and municipal Agriculture and Forestry Services.

2.2 Organize the implementation and directly control the improved integrated agriculture-forestry and rural development by shifting from natural, semi-natural and subsistence oriented production to market oriented

production; single crop production structures to the integrated diversified oriented crop production or to integrated agriculture-forestry production through the integrated system of agro-livestock and agro-forestry-livestock or livestock-forestry according to the actual conditions of each area, region, village and ethnicity in order to ensure sufficient agriculture-forestry products for consumption, reserve and sale for domestic processing and export.

2.3 Manage the use of agriculture and forestry land of each family and village.

2.4 Educate farmers to restrict slash and burn cultivation of each family by shifting to lowland paddy cultivation, livestock, market oriented crop production, fruit tree production, industrial plant production or other occupation without destruction of forest.

2.5 Coordinate with provincial Agriculture and Forestry Services, as well as MAF, in conducting surveys for the classification and management of agriculture-forestry land, conservation of nature and environmental protection by formulating and promulgating regulations within the area of their respective districts according to the regulations published by the Ministry.

2.6 Organize the dissemination, recommendations and actual lead in introducing results of research to the farmers to more effective agriculture productivity and the gradual conversion of commodities to market oriented production.

2.7 Coordinate with concerned offices in their districts, such as the offices of education, health and banks to increase credit ... and regularly contact Provincial Agriculture and Forestry Services and concerned departments under MAF or other ministries necessary for the achievement in organizing the implementation of improved integrated agriculture-forestry and rural development.

2.8 Promote, encourage, organize and lead the establishment farmers' groups, farmers' association of each family, and village for qualitative and quantitative development.

2.9 Train and educate technical staffs for the acquisition of skills and actual experience or competent in leading farmers of each family, village, farmers' groups and associations.

Part II

Duties and Rights

Article 3: Main duties

3.1 Manage, control and inspect the actual implementation of the foodstuff production projects, as well as the integrated agriculture production for the districts' self-sufficiency, reserve orientated toward local markets and for export.

3.2 Supervise and control solutions to the slash and burn cultivation led by the population and each family by shifting them into the cultivation of lowland paddy fields on a voluntary basis or provide permanent occupation for them based on the actual conditions of each area and ethnicity by clearly defining lowland rice cultivation, livestock and fruit tree plantation areas.

3.3 Supervise and control the development of crop production projects or livestock for market orientation.

3.4 Responsible for organizing the population of each village to manage and protect the forests. Assignment of land and forests for the establishment of community forests, fallow forests or former upland rice field areas to each family in each village for plantation, rehabilitation or conservation of such forest land for new natural regeneration, and at the same time strictly organize watershed and environmental protection activities.

3.5 Construct, operate and manage small and medium scale irrigation systems according to actual capacity and conditions, and encourage and promote farmers to initiate the construction of family irrigation, namely water reservoirs, ponds, wells, drainage and others for use in production, drought and flood protection and other purposes.

3.6 Encourage and promote target model families in each village in shifting from the natural and semi-natural subsistence production to market oriented production.

3.7 Establish favorable conditions for business units in efficiently developing their districts in accordance with the laws and principles.

3.8 Conduct surveys and collect statistics on natural resources and social-economic conditions of each family, ethnicity, area and village to formulate plans of integrated agricultural and forestry production within their districts and

regularly report such statistical data and information to the concerned provincial and municipal agriculture and forestry Services.

3.9 Train and educate its district staffs to observe provisions and regulations of the local administrative authorities.

3.10 Effectively place and manage technical staffs appointed to the district by the province, municipality or ministry to actual posts.

Article 4: Rights :

4.1 Study, analyze and apply provisions and regulations into actual implementation. In case of inconsistency to the conditions and particularities of districts, a draft amendment of such inconsistency will be submitted to provincial, municipal agriculture and forestry services for timely consideration. If no decision can be made, the proposal will be submitted to the Ministry or to the government for consideration and approval.

4.2 Study and submit proposals to Provincial Agriculture and Forestry Services, as well as to the Ministry for approval on the establishment or dissolution of farmers' groups, farmers' associations or other agricultural and forestry production units under their management and supervision.

4.3 Study and present applications forwarded by local and foreign investors on land use for livestock, agriculture, reforestation or other businesses related to agriculture and forestry to provincial agriculture and forestry Services and to the ministry for consideration and approval.

4.4 Extensively disseminate and introduce positive experiences in agricultural and forestry production techniques to each farmers' family in their actual production.

4.5 Study, establish and submit proposed detailed work regime and management regulations on agriculture and forestry, nature and environment conservation within the district to provincial and municipal agriculture and forestry services for consideration and signature before promulgation within their district offices.

4.6 Study and submit proposals to provincial agriculture and forestry Services and to the ministry according to the procedure for the district agriculture and forestry

office staffs' appointment, promotion, disciplinary action and incentive with the approval of the district governor.

4.7 Inspect, supervise and direct the agricultural and forestry production led by each family and village for timely solutions to potential problems.

4.8 Allow its staffs to take leave or missions in different districts within the concerned province and municipality. Leave or missions to other provinces will be allowed by the Provincial and Municipal Agriculture and Forestry Services. The Ministry shall allow staffs requiring to travel abroad according to the state laws and principles.

4.9 Receive and submit applications from individuals, production units, enterprises, companies ... which purposes are to exploit or collect forestry products as commodities and request the establishment of agricultural product processing factories, handicraft for minor forestry products, to Provincial and Municipal Agriculture and Forestry Services for approval. Applications for wood processing factories, namely saw mills, furniture factories or other wood processing factories or factories using wood for energy generation must be first submitted to MAF for approval but certified by the Provincial and Municipal Agriculture and Forestry Services.

4.10 Provide permanent occupation to each family who are still practicing slash and burn cultivation in lowland rice cultivation, livestock, fruit tree growing, industrial crop growing or commodity crop cultivation.

4.11 Study and coordinate with Provincial Agriculture and Forestry Services and other agencies concerned in settling and moving the population of villages to areas suitable for lowland rice cultivation or provide permanent occupation to the population living in watershed areas and in valuable rare forest areas to areas suitable for market oriented lowland rice production, livestock, plantation of industrial crops, fruit tree or industrial tree for trading.

Part III

Organizational Structure and Duties

Article 5: The organizational structure of the district agriculture and forestry office is composed of one head and 2 deputies and the following assisting sections :

5.1 Administration, planning and finance section.

5.2 Agricultural section.

5.3 Forestry section.

5.4 In addition to the above mentioned sections, there are also micro level units which constitute the actual implementing forces within the district office's hierarchy. They are:

1. Crop research and seed multiplication station.
2. Veterinary and livestock research and extension stations.
3. Irrigation and small hydropower survey and design, construction and maintenance units.
4. Regional forestry.
5. Basic meteorology stations.
6. Hydrology stations.
7. Weather and agro-meteorological stations.

The head of the district A-F office is responsible for general activities and is also head of the administrative, planning and financial Sector. One deputy is the head of the agricultural section and the other is the head of the forestry section.

Article 6: Detailed duties of different sectors :

6.1 Administration, Planning and Finance Section Duties :

6.1.1 Train and educate on political ideology. Provide incentives, manage the receipt and delivery of documents, typing, protocol, vehicles and other assets.

6.1.2 Formulate plans and budget expenditures in agricultural and forestry activities.

6.1.3 Inspect, review and report on the implementation of seasonal and annual production plans to Provincial Agricultural and Forestry Services and its own district governor.

6.2 Agriculture Section Duties :

6.2.1 Supervise and control the actual production led by farmers in due time with the seasons, solve arising problems that may occur due to drought, flood, pests and animal disease in due time and produce agricultural and forestry commodities to meet the demand of the market.

6.2.2 Study, supervise, control and introduce the production of fertilizers, pesticides, animal disease medicines using local available materials in its locality with the aim of promotion and introduction into farmers' production with the aim of increasing the productivity and economizing expenses in importing the inputs from other countries.

6.2.3 Mobilize the farmers family for awareness in immunization and treating animals with diseases.

6.2.4 Directly supervise, organize and control the population in the construction, maintenance, operation and management of canals, dike system in preparation for the production season and to prevent against eventual drought and flood that may occur.

6.3 Forestry Section Duties :

6.3.1 Directly supervise, organize and control the provision of permanent occupation to each family still practicing slash and burn cultivation on a voluntary basis to the practice of lowland paddy field cultivation. Mobilize the population to protect forest resources, growing of assigned trees, protecting watersheds, taking care of forests to the villages for sustainable forests without destruction and for increased growing of forests.

6.3.2 Inspect the implementation of activities led by technical units, projects, the heads of regional forestry and initiate legal procedures against offenders of forestry regulations.

6.3.3 Train and educate each family to understand the danger resulting from forestry resource destruction on mainly stream, river and soil erosion.

6.3.4 Establish networks of village forest protection and inspection. Mobilize each family to grow trees for firewood and use other material replacing wood for house construction, such as: bricks, roofing tiles.

Part IV **Work System**

Article 7: Work System of District agriculture and forestry offices:

7.1 Perform activities according to the principles of centralized democracy, collegial leadership, individual responsibility, clear division of work in group as directed by the head of the office.

7.2 The implementation must be regularly consulted with and reported to the Provincial-Municipal Agriculture and Forestry Services according to the hierarchical system and to the district administrative committees at horizontal line on a regular basis.

7.3 The heads of District agriculture and forestry offices, deputies and technicians work according to plans, hold weekly review meetings which are recorded in detail for weekly and monthly reports to its superior authority and to the district administrative committees.

7.4 Follow up and inspect the implementation of plans along technical line, collect achievements and responsibilities of prominent units and individuals, and train weaker units or individuals.

7.5 In case of absence for mission elsewhere or sicknesses, the heads of district agriculture and forestry offices must temporarily assign responsibilities to a deputy.

7.6 The relationship between heads of District agriculture and forestry offices with districts :

7.6.1 The district governor, together with the district party and administrative committees are responsible for party building activities,

ideological and political education, mass organizations' activities, supporting and inspecting the implementation of the Ministry's plans, programs and projects. Provide views on policies of award, promotion, transfer, and disciplinary action of the District Agriculture and Forestry Office staff.

7.6.2 Based on the socio-economic development plan of the province-municipality, the district agriculture and forestry offices must draft and submit its plans and budget through the district governor, Party and administrative committees to the provincial agriculture and forestry services of province-municipality where they are compiled and sent to the MAF. As the plans are included in the national plans of the agricultural and forestry sector, they are then submitted to the government for consideration.

7.6.3 In relation to the number of staffs and salaries, the district agriculture and forestry offices centrally control the number of its staffs and their salaries by calculating and submitting their salaries to the District Governors for acknowledgment and then send to the Provincial, Municipal Agriculture and Forestry Services for compilation and then forwarding to the Ministry along the organizational hierarchy.

7.6.4 The District Agriculture and Forestry Offices consider the appointment, transfer, award, disciplinary action and dismissal of staffs through the district governor, Party and administrative committees for approval to report to the provincial, municipal agriculture and forestry services which will present them to the Provincial Governor, Municipal Governor, Party and administrative committees for approval before reporting to the Ministry for consideration and approval.

7.6.5 In relation to political and ideological matters of the District A-F staffs, the District Governor, party and administrative committees shall regularly review and report on political ideology to the Provincial and Municipal Agriculture and Forestry Services and the Provincial Governor, Municipal Mayor, Party and administrative committees so that the province can forward such report to the Ministry every 6 months. In urgent cases, reports may be done immediately in order to solve the situation in due time. All reports must be agreed upon by the District Governors, Party and administrative Committees.

7.6.6 Micro level technical units in districts under the district agriculture and forestry offices, are subject to the management of their line activities and to the supervision of the district governor.

7.6.7 In relation with external cooperation, the district agriculture and forestry offices' duty is to obtain external assistance and cooperation by consideration through district governors, Party and administrative committees, then report to provincial, municipal agriculture and forestry services for submission to MAF for consideration or further submission to the government for approval.

7.6.8 In relation to the management and use of agriculture and forestry technical staffs assigned permanently to district agriculture and forestry offices, district governors, Party and administrative committees may not transfer staff to other posts without prior permission from the Ministry. In case of necessity, consultation must be done first with Provincial Agriculture and Forestry Services, then request approval from MAF.

7.6.9 District Governors, Party and administrative committees are not entitled to license timber exploitation, establishment of saw mills, furniture factories or other wood processing factories to individuals, companies or enterprises, by may pass applications through district agriculture and forestry offices for consideration and submission through provincial, municipal agriculture and forestry services to MAF for consideration and licensing.

7.6.10 In relation with draft regulations governing the activities within the District Agriculture and Forestry Offices, the district agriculture and forestry offices are entrusted to study and draft and submit such regulations through district governors, Party and administrative committees for comment to the provincial, municipal agriculture and forestry services for consideration and official promulgation.

Part V **Final Provisions**

Remark: District agriculture and forestry offices possess their own stamps for official use. Such stamp is round with, on the upper edge, the following words written: MAF; on

the bottom edge is the name of province or municipality and in its center is written: the ... (name of district) district agriculture and forestry office.

Article 8: The heads of district agriculture and forestry offices must strictly and effectively observe this decree.

Article 9: This provision on the tasks of District Agriculture and Forestry Offices is effective from the date of its signature. All formerly promulgated provisions or regulations inconsistent with this decree are superseded.

Vientiane, dated 18 / 6 / 92

Minister of MAF

Sisavath KEOBOUNPHANH