

Prime Minister

No. 84/PM

**DECREE OF THE PRIME MINISTER  
ON THE ORGANIZATION AND  
ACTIVITIES OF THE MINISTRY  
OF AGRICULTURE AND FORESTRY**

**Part I**  
**Position and Tasks**

**Article 1 :** The Ministry of Agriculture and Forestry is one of the central management organizations holding equal ranking to other ministries and committees with equal ranking to ministries within the Government apparatus. Its tasks is to serve as staff for the Government in planning unified organization and management of agriculture, forestry and water sources development activities at the macro level along the vertical line from the central down to the localities throughout the country.

The fundamental tasks of the Ministry of Agriculture and Forestry are as follows :

1.1 Study strategic policies, policy framework, legal policies, provisions and regulation on management and development of sectors under its direction based on the general directives and policy framework of the Party Central Committee and the Government such as :

1.1.1 Shift from subsistence and semi-subsistence economy to market economy;

1.1.2 Ensure sufficient cereals and food based on overall agro-forestry and water source development;

1.1.3 Restrain and stop shifting cultivation, study and establish opportunities for the settlement of farmers;

1.1.4 Gradually establish rational agro-forestry-industry organizational structures;

1.1.5 Conduct survey for classifying economic zones to adjust agro-forestry to the potential of each area, region and ethnicity;

1.1.6 Use advance science and technology to support and expand production in its sector in each region;

1.1.7 Organize the rational and lawful assignment of agriculture and forest land to farmers, and also foreign and domestic investors;

1.1.8 Promote the expansion of commercial credit to rural areas based on the farmer family as a production unit;

1.1.9 Increase trade cooperatives and farmers associations in replacement of former cooperatives;

1.1.10 Employ domestic, foreign and international funding sources for priority investment in agriculture, forestry and water source development .

1.2 Formulate and implement agriculture, forestry and water source development programs and projects as approved by the Government and National Assembly.

1.3 Train and educate technical staffs in agriculture, forestry and water source management in an integrated system of training. Transform such personnel into genuine and skilled staff firmly knowing the policy framework, how to mobilize and organize the people for production.

1.4 Mobilize the pluri-ethnic people to develop their awareness of mastership and democracy for active contribution in solving famine, and progressing to market oriented production within their families and communities, establishment of conditions for enthusiastic and continuous production, development and protection of the environment both in the fields of agriculture and forestry.

## Part II Duties and Rights

### Article 2: Major Duties of the Ministry of Agriculture and Forestry

2.1 Elaborate strategies, programs, and policies outlined by the Party Central Committee and the Government into programs and projects, detail provisions of the laws governing the managing the management of agriculture, forestry and water source. Organize, control and assess the strict implementation of such programs, projects, provisions and laws and identify their positive impacts for promotion and development, and their negative aspects for timely adjustment.

2.2 Establish a network of agriculture, forestry and water source statistics data and information centers, including for hydro-meteorological data at the national level which will help formulate effective and efficient directives, policy framework, planning and projects. Collect and evaluate such statistical data and information in order to report changes occurring in each sectors to leading bodies on a regular basis, and simultaneously inform and notify concerned agencies as well as the people on a timely basis.

2.3 Coordinate with concerned ministries, organizations and localities in the survey of socio-economic situation and natural potentials for the classification of agricultural and forestry land, determining sites for irrigation or small scale hydropower construction, natural conservation and protection of wild life species, organization of environmental protection, infrastructure planning up to the classification of integrated rural development areas.

2.4 Establish a national research network of institutions throughout the country for the research, promotion and extension of domestic and foreign scientific and technological progress toward the grassroots to support the development of production, including processing and quality commercial products for domestic consumption and for export.

2.5 Support and establish favorable conditions for central and local organizations under its vertical management line, including the technical grassroots and business units, to achieve their tasks.

2.6 Monitor and inspect the institutions mentioned in 2.5 above in terms of their work effectiveness, strengths and weaknesses in the management of budget, common material and vehicles, labor use and others issues based on the laws, provisions, regulations and technical-economic standards as outlined by the government.

2.7 Train, educate, appoint, manage and ensure the personnel's benefit according to the personnel policy outlined by the government, namely the qualified staff selection policy, active staff award and promotion policy, judicious and just staff transfer policy, vacation and medical leave policy, retirement policy, etc.

2.8 Study and promulgate the work system of the Ministry, the internal management rule within the national agriculture and forestry apparatus, including the vertical organizational structure line from the center to the locality; control the number of permanent staffs (excluding engaged staff by contract and daily wage workers) for the national agriculture and forestry apparatus.

2.9 Contact with foreign countries and international organizations for the acquisition of assistance and cooperation to support agricultural, forestry and water source development projects based on the general principles and regulations laid out by the Government.

**Article 3: Rights of the MAF**

The Ministry's main rights are :

3.1 Establish, improve and eliminate the position/levels (within the cabinet, departments, localities, services, technical units, specific work units, projects, business units) which are under the Ministry's responsibility.

3.2 Appoint, transfer, release, promote, impose disciplinary measures and give incentive to the staffs of Cabinet and department levels throughout the nation. However, the agricultural and forestry in the municipality, provinces and districts should consult the province governor and district chief beforehand.

3.3 Consider and approve the establishment of farmers trading cooperatives, associations of farmers, water users groups, agriculture-forestry producers groups and other related farmers organizations. While in localities, this task is assigned to the agriculture and forestry services.

3.4 Consider and approve domestic and foreign investors' applications for the use of agricultural and forest land under state management for the development of projects in agriculture, livestock, irrigation and small scale hydropower, reforestation, agro-forestry production and other concerned activities on the basis of laws, provisions and regulations promulgated by the government.

3.5 Consider and approve domestic and foreign investors' applications for forest concession for exploitation, renovation, wood processing (saw mill, furniture), agriculture products processing and other concerned activities.

3.6 Control and inspect activities provided in the tasks and duties of each level, sector, technical unit and agro-forestry business unit under the management of the Ministry at the national level.

3.7 Instruct, advise and inform on issues within the tasks and duties of each level, sector, technical unit and business unit under its responsibility of the Ministry at the national level.

3.8 Communicate, enter into contracts, subcontracts, minutes with domestic and foreign companies and professional or local and external organizations based on coordination with other concerned institutions of the state as authorized by the government.

**Part III**  
**Leading Apparatus, Staff Apparatus  
 and Organizational Structure.**

**Article 4: Political Leadership**

4.1 The leadership of the Ministry is composed of one minister appointed by the President of the Lao PDR at the Prime Minister's request and as approved by the National Assembly.

The Minister's role is :

4.1.1 The Minister is the head of the Ministry and member of the government whose responsibility is to manage and organize the implementation of policy and guideline of the Party and State on agriculture and forestry, and who is responsible for the success and insufficiencies of his sectoral activities before the government.

4.1.2 The Minister is absolutely responsible for the whole sector of agriculture and forestry, signs the Ministry's documents, and contact the government. In case of impediment or absence, the Minister temporarily assigns his rights to the first vice minister.

4.2 The Minister for Agriculture and Forestry has a number of vice Ministers who are appointed by the Prime Minister at the Minister's request.

The role of the Vice Ministers is to assist the Minister in managing and organize the implementation of the sectoral policy and guidelines of the sector and are in charge of specific activities as assigned by the Minister.

#### **Article 5: Technical Leadership**

5.1 The technical leadership is composed of the Chief and deputy chiefs of the Cabinet, Department Directors and Deputy Directors appointed by the Minister based on the outlined skill and professional standards.

The major duties of these technical leaders are to assist the Minister and Vice Ministers in managing and organize the professional activities' implementation in the sectors under their own responsibilities. They are directly responsible for the success and failures of the professional activities in their sectors.

5.2 Under the Cabinet and Departments, the Government may authorize divisions, technical units, specific work units and projects as required.

5.3 The leadership at the level of divisions, technical units, specific work units and projects are proposed and submitted by the Cabinet and Department Directors for appointment by the Minister based the qualifications and professional standards specified in each position for each sector.

The major duties of Heads and Deputy Heads of Divisions, professional units, specific work units and projects are to assist the Cabinet and Departments to achieve the professional activities as designated and assigned by higher authorities.

#### **Article 6: Ministry Staff**

6.1 The staff is composed of technicians and general administrative staff.

Such staffs will be assigned on the basis of the requirements of the Cabinet, Departments, Divisions, Technical Units and Projects.

6.2 The leadership at each level (Cabinet, Departments, Divisions, Technical Units and Projects) consider and select the qualified skill and work standards for such staff based on the different positions as outlined in the Ministry's organizational structure of the Ministry, which is then submitted to the leadership for consideration and assignment.

6.3 The major duties of these two type of staff are to conduct the activities assigned by the leaders of their institutions.

**Article 7: Local Leadership, Management and Organizational Structure**

7.1 The Minister determines the local organizational structure of his sector in accordance with the features of each locality where the Agriculture-Forestry service is regarded as a leadership and management unit.

7.2 The Minister appoints and transfers the Chiefs of services and high level professional staffs to and from of the localities as seen appropriate after consultation with the local administrative authorities which do not have the right to appoint, transfer, remove or promote such staff without prior consultation with and approval from the Ministry.

**Article 8: Organizational Structure of the Ministry and Localities**

8.1 The organizational structure of the MAF is as follows :

8.1.1 Cabinet;

8.1.2 Department of Personnel;

8.1.3 Department of Agriculture and Extension;

8.1.4 Department of Livestock and Veterinary;

8.1.5 Department of Irrigation and Small Hydropower;

8.1.6 Department of Forestry;

8.1.7 Department of Hydro-Meteorology;

8.2 The size and organizational structure of the Cabinet, Departments and local agriculture and forestry Services are considered by the Ministry as appropriate to ensure the implementation of all strategic policies, guidelines, duties assigned by the Party Central Committee and the Government.

8.3 Improvement and alteration of the Ministry's organizational structure, including at the local level, when not mentioned in this Decree, must be considered and authorized by the Government.

**Part IV**  
**Work System**

**Article 9: The MAF operates according to the following general principles :**

9.1 Implementation of the regime of sole chief according to the division of management, based on the principles of centralized democracy, collective leadership and individual responsibility. The division of work in all groups and levels must be clear with certain and rational empowerment for decisions over internal issues of each level and individual.

9.2 The Ministry's specific activities and operations in agriculture and forestry are directed by the strategic guidelines, policy framework and general policies of the Party Central Committee and Government.

9.3 Based on the strategic guidelines, policy framework and policy mentioned in 9.2 above, the Ministry must set up long term and annual plans for all sectors under its management based on such plans and plan of action as starting point for all activities in the agricultural, forestry and water source development system.

Any projects for the development of agriculture, forestry and water sources must be elaborately studied, selected, consulted in accordance with the procedures and approved by the Minister before inclusion in plans.

9.4 Implementation of macro management through monitoring, inspection and support at all levels, sectors, technical units and business units under of its management at the national level in relation with the implementation of the guideline of the Party Central Committee and Government, and in relation with the implementation of the Ministry's programs and projects.

9.5 Strict implementation of meetings, report and control regime, namely the weekly meeting of the Ministry's leading bodies (including the Chief of Cabinet, the Department Directors and advisors) and of various levels by raising, conclude and assess gains and losses in the activities and performance of the tasks of each sector and different work units. Meetings must be recorded and then reported to the Government.



**Part V**  
**Final Provisions**

**Article 10:** The MAF has its own stamp for official use.

The Cabinet, Departments, technical units and business units are also authorized to have their own stamps for appropriate technical management.

**Article 11:** The MAF is assigned the responsibility to elaborate detailed provision on the tasks, duties and rights of its Cabinet and Departments for the successful implementation of agricultural and forestry activities.

**Article 12:** This Decree is effective from the day of its signature. The MAF, the Prime Minister's office, Ministries, provinces and the Municipality shall acknowledge and strictly observe this Decree. All formerly promulgated provisions and regulations inconsistent to this Decree are superseded.

Vientiane, Nov. 22, 1991

Prime Minister of the  
Lao People's Democratic Republic

Stamped and signed

KHAMTAY SIPHANDONE