

**Tasks, Rights, Duties and Responsibilities
of the Provincial and Municipal
Agriculture and Forestry Services**

- Pursuant to 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 role, rights, duties and responsibilities of provincial and municipal Agriculture and Forestry Services as follows:

**Part I
Position and Tasks**

Article 1: The provincial and municipal Agriculture and forestry services are macro management services on Agriculture and Forestry with equal position to others sectors in the organizational apparatus of provinces and municipality, under the MAF's line for technical management, personnel management, plan, budget and salaries.

Article 2: The Agriculture and Forestry Services holds the role of direct staff to the Ministry in studying, supervising, planning, inspecting and organizing the hierarchical macro management of Agriculture and Forestry within their provinces and municipality and are subject to the management and inspection by provincial governors and municipal mayors.

The main tasks of Agriculture and Forestry Services are:

2.1 Study, supervise and inspect the implementation of long term strategy, short term plans, programs, projects, policies, laws, resolutions, orders, provisions, regulations, notifications and recommendations pertaining to the management of Agriculture and Forestry work as outlined by the Government and the Ministry :

2.1.1 Actively solve the problem of food and foodstuff based on the expansion and adjustment of the Agriculture and Forestry components in accordance with the particularities and potentials of its localities.

2.1.2 Shift from subsistence natural and semi-natural production led by the population to market oriented production and shift single crop production structures to diversified crop production or to integrated crop production or integrated agricultural production with the aim of ensuring sufficient products for domestic consumption, and for domestic processing and export.

2.1.3 Conduct surveys for classification of Agriculture and Forestry areas, such as : agriculture, livestock, irrigation scheme, tree plantation areas, etc. Formulate provisions and regulations and submit to MAF for approval and conduct actual inspection of management and utilization of such land in order to adjust agricultural and forestry production the potentials of each area, region and ethnicity according to the laws and regulations.

2.1.4 Gradually establish a rational agriculture and forestry network of components :

- Stop shifting cultivation by expanding paddy fields, irrigation systems, livestock, industrial crops and tree planting. The population in inadequate areas shall move to areas with appropriate conditions, villagers living next to watershed sources, and in rare and valuable tree forest areas.
- Conduct a survey for the classification of each village's forests, for natural and environmental conservation, including wild lives.
- Restrict the destruction of forestry resources and forest burning.

2.1.5 Supervise, coordinate and promote research and experimentation in the application of appropriate science and technology in agriculture and forestry for high productivity and ensuring environmental protection.

2.1.6 Coordinate with concerned sectors and divisions within provinces and the municipality, namely support and coordinate with banks to develop an appropriate and rational rural credit system allowing farmers to invest directly in effective production.

2.1.7 Initiate coordination with concerned parties to support and promote the extensive establishment of farmers' groups and farmers' association in each village.

2.1.8 Organize the implementation of external cooperation projects on agriculture and forestry (agriculture, livestock, irrigation, forestry and infrastructure construction) as assigned by the ministry for increased development.

2.2 Organize and conduct in a complete training of agriculture and forestry technical staffs and coordinate with concerned parties for systematic training of such staffs into developers firmly grasping the policy framework, competent in mobilizing the population for production and possessing technical skills, able to supervise, inspect, review and draw lessons by themselves.

Part II **Duties and Rights**

Article 3: Main duties

3.1 Study and organize the implementation of the policy guidelines of the Party and State, namely in the field of an integrated agriculture and forestry in the provinces and municipalities.

3.2 Organize, inspect and support the following targets :

3.2.1 Produce sufficient foodstuff for consumption and reserve.

3.2.2 Train villages into areas for the implementation of the integrated agriculture and forestry plans.

3.2.3 Train families into market oriented production units.

3.2.4 Convert shifting cultivation families to stabilized occupations to definitely stop forest burning, conduct reforestation and environmental conservation practices.

- 3.2.5** Construct mainly small and medium irrigation schemes, and large scales only in appropriate and necessary areas and construct hydro-power with a capacity of less than 1,000 kw.
- 3.2.6** Train, manage and use agricultural and forestry staffs in the provinces and municipality so they can be highly qualified.
- 3.3** Organize the implementation of plans, programmes, projects, provisions and laws as outlined by the government and the ministry.
- 3.4** Organize, inspect and evaluate the implementation of plans, programmes, projects, provisions and laws mentioned in 3.3, monitor and identify its positive impacts for promotion and negative impacts for timely adjustments.
- 3.5** Train, assign, manage and efficiently protect the interests of the staffs properly according to the personnel management policy issued the government, namely in the selection of qualified and competent staffs, award and promotion of active staffs, correct and just transfer of staffs, leave for holiday and medical treatment, retirement, pension and others within the services.
- 3.6** Establish a network of agriculture and forestry statistics and information collection to contribute in the judicious and effective formulation of guidelines and policy framework, planning, programmes and projects. Collect and evaluate such statistics and information in order to regularly report changes of agriculture and forestry activities to the leadership of the Ministry. Disseminate, promote, advise and notify state, private production units and other concerned agencies and the population in due time regarding the situation so that correct actions can be taken.
- 3.7** Study and submit draft provisions, regulations and policies on agriculture and forestry, namely : agriculture, livestock, agriculture and forestry land use, use of chemicals, seeds, animal breeder, small scale irrigation system, family irrigation and other targets to its supervising authority. Establish and manage their operation and maintenance and inspection.
- 3.8** Organize the prevention and limitation of animal diseases and pest susceptibility which cause serious damage and low production, based on the principles of increasing the networks of plant protection and veterinary. Establish regional pant, animal and forestry check points in the area, region and along main border areas.

3.9 Study and submit proposals for the establishment of sub-divisions, centers, research station, projects, technical units or other agencies as necessary in areas with appropriate conditions for research on agriculture and forestry. Promote and disseminate results from such research and extension and thorough services for the farmers' production area.

3.10 Study and issue the work method, management regulations within the services, including the hierarchical vertical line organizational structure from the services to districts and grassroots. Determine the number of permanent staffs from 15 to 25 persons excluding the contractual staffs and daily workers.

3.11 Manage, support and establish favorable conditions for centers, stations, projects, technical units and other concerned agencies under the Services' hierarchical management, including business units, to fulfil their duties. Monitor and inspect such agencies' work implementation, utilization of labor, management, budget management, public vehicles, materials and equipments, and other issues based on the law outlined the government and ministry.

3.12 Strictly implement the policy of assigning staffs to grassroots as outlined by the Party, State and the Ministry.

3.13 Support and assist training in agriculture and forestry schools, vocational training centers under the ministry's direct responsibility.

3.14 In case of provinces and municipality contacting foreign countries and international organizations for assistance and cooperation to support agriculture and forestry activities, prior authorization from MAF must be requested.

3.15 Educate personnel under the management of Services to observe provisions and regulations of local administrative authorities.

Article 4: Rights

The main rights of provincial and Municipal Services are:

4.1 Inspect and assign annual plans approved by the Ministry to centers, stations, projects, district agriculture and forestry offices and technical units or agencies under the Service's management for implementation.

4.2 Study and submit proposals for the establishment, improvement or dissolution of centers, stations, projects, technical units or other agencies under the hierarchical line management system of Services as consulted and agreed with local administrative authorities to the Ministry for approval.

4.3 Study and submit proposals for appointment, promotion, transfer, removal, disciplinary action and provide incentives to the personnel at the level of heads of divisions within the service, heads of district offices, centers, stations, projects, high level technicians, heads of technical units or agencies within the management system of the Service.

For staffs with the level lower than mentioned above, the Services must report to the Personnel Department and concerned technical departments before taking action or, if necessary, through prior consultation with Provincial Governors and Municipal Mayors.

4.4 Study and submit proposals to the Ministry for approval of applications forwarded local and foreign investors for the use of land for agriculture, livestock and forestry.

4.5 Study and submit proposals for the establishment and dissolution of the agricultural, livestock, tree planting associations, groups or units of farmers.

4.6 Study and submit proposals for the establishment and dissolution of local and foreign investors' agricultural-forestry product processing factories.

4.7 Manage, inspect, inform and advise centers, stations, check points, projects, technical units or different agencies, including district agriculture and forestry offices and business units related to agriculture and forestry.

4.8 Study and submit proposals for certification from concerned departments on the quality of seed, animal breeders, and approve results of research and experimentation from such sub-divisions, centers and stations, and disseminate their use in production.

4.9 Inspect and certify the authorization for import and export of agricultural and forestry products, crop seed and animal breeders, agricultural chemicals, production tools and equipment, agricultural machineries of farmers' groups,

farmers' associations, technical administrative units, local and foreign business or individual units based on outlined principles by the administration.

4.10 Coordinate with concerned parties to inspect the quality of main agricultural commodities with the aim of ensuring their quality for consumers.

4.11 Allow staffs within the Service to take leave for missions and holidays within the country. Permission travel to foreign countries is decided by the Ministry according to state laws and rules.

Part III

Leadership Apparatus, Organizational Structure and Staff Apparatus of Services

Article 5: Technical Leadership

The Agriculture and Forestry Services are headed by 1 chief and 2 deputies appointed by the Minister based on outlined standards of qualification and technical capability.

The Provincial Service Chief and deputies' duty is to assist the Minister and Vice ministers in managing and organizing the hierarchical implementation of agricultural and forestry activities within the provinces and municipality and are subject to the control of provincial governors and municipality mayors. The Service Chief is responsible directly for gains, losses, shortcomings or errors within the activities of the Service.

The service Chief and deputies are responsible as direct heads of divisions within the Services.

Article 6: Organizational Structure

The organizational structure of the Service is as follows:

6.1 Administrative Management, Planning, Finance and Cooperation Sector.

6.2 Agriculture and Livestock Sector.

6.3 Forestry Sector.

6.4 Irrigation and Hydro-Meteorology Sector.

6.5 In addition to the sectors within the Services which constitute macro level units, the agriculture and forestry Service also has micro level units which are part the organizational hierarchy within the services. Those are mainly centers, stations, projects; technical units or other agencies related to agriculture, livestock, forestry, irrigation, hydro-meteorology ...

6.6 The improvement and alteration to services' organizational structure, including at the district level, if not specified herein, must be submitted to the leadership of the ministry for consideration and approval.

Part IV **Work System**

Article 7: The provincial and municipal agriculture and forestry Services conduct their activities according to the following general principles :

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

7.2 The activities of services are conduct along the strategic guideline, policy program and general policies of the Party Central Committee and Government on agriculture and forestry and aim at implementing long term, annual plans and periodical plans based on the ministry's plans and programmes on agriculture and forestry as basis for all activities. The Services must formulate, receive and extensively elaborate into sub-projects and detailed works with the aim of making the strategy, and the ministry's plans and programmes progress effectively.

7.3 Strictly implement macro management, Provincial Services must regularly inspect and support all levels and sectors at district level, technical units, business units, farmers' groups, farmers' associations at village level in the implementation of plans, programmes and projects under the management of the Services.

7.4 Strictly implement the regime of meetings, reporting, inspections, holding weekly review meetings with service chiefs and deputies, sector heads and deputies, centers, stations, projects, technical units and other agencies to review

work implementation and activities according to their roles. Review and evaluate gains, losses and draw lessons; develop the positive aspects and solve weaknesses and pending problems in due time. Meeting must be recorded and regularly reported to province governors for certification and report to the ministry's leadership.

7.5 Chiefs of Services are responsible for general agricultural and forestry activities. Signs official documents according to his role, rights and duties, contacts the ministry's concerned departments and leadership. In case of impediment or on mission, the service chief must assign the management authority to the a deputy to act on his behalf temporarily.

7.6 Relations between Agriculture and Forestry Services and Province and Municipality :

7.6.1 The Governor together with the Provincial and Municipal Party and administrative committees are responsible for the activities on Party building, political ideological training, activities of mass organizations, support and inspection of the correct implementation of plans, programs and projects of the Ministry.

Present comments and recommendations or proposals to the ministry on the implementation of the policies of award, promotion, transfer, disciplinary actions toward agriculture and forestry Service staffs.

7.6.2 Based on the social-economic development plan of the provinces, the provincial and municipal agriculture and forestry services must formulate their plans and budget for submission to the province governor ad party and administrative committees, and then to the ministry for inclusion into the national agriculture and forestry plans, then to the government for approval.

7.6.3 The Provincial and Municipal Agriculture and Forestry Services centrally manage personnel and salaries by instructing each district to establish lists and payrolls of staffs at the district agriculture and forestry office and submit to the district governor for acknowledgement. Services also establish payrolls for their own staffs and submit them to province governors and municipality mayor for acknowledgement. Thereafter the compilation is sent to the MAF which will forward to the Ministry of

Economy, Planning and Finance to request the treasury of provinces and municipality and districts to pay the salaries to the mentioned staffs.

7.6.4 Provincial and municipal agriculture and forestry Services study and submit proposals for appointment, transfer, award, disciplinary action or dismissal of staffs through province governors, provincial and municipal party and administrative committees in order to report to the ministry for approval.

7.6.5 Concerning the political ideology of provincial and municipal, district agriculture and forestry service personnel, in case of district agriculture and forestry office staffs, the political and ideological report is done by the district administrative authority and sent to the province; in case of provincial agriculture and forestry service staff, the provincial administrative authority will report and compile reports from each district to the ministry regularly or every 6 months. In urgent cases, an urgent report may be completed in order to solve the situation in due time. All reports must be agreed upon with the provincial party and administrative committees beforehand.

7.6.6 Technical units and projects which constitute micro level units serving technical purposes or working in provinces under the Provincial Agriculture and Forestry Services, are subject to their respective hierarchical management for each line of activities but are subject to control by Provincial Party and administrative committees.

7.6.7 In external cooperation, provincial agriculture and forestry services' duty is to obtain external cooperation and assistance through consultation with the provincial governor, Party and administrative committees, then report to the MAF for consideration and approval or submission of proposals to the Government for approval.

7.6.8 In the management and use of staffs, permanently assigned agriculture and forestry technical or professional staffs in provincial agriculture and forestry services shall not be transferred to other posts by provincial governors or municipal mayors, Party and administrative committees without prior authorization from the Ministry or, if necessary, through prior consultation with the ministry for approval.

7.6.9 Provincial Governors and Municipal Mayor, Party and administrative committees are not entitled to authorize wood exploitation, establishment of sawmills, furniture factories or other wood processing factories individuals, companies or enterprises, but may coordinate with provincial and municipal agriculture and forestry services in considering and submitting proposals to the MAF for approval or the MAF shall forward the proposals for approval on the MAF submit to the government for approval from the Government depending on each case.

7.6.10 In relation with the formulation of provisions and regulations on activities within agriculture and forestry services, Services are entrusted to elaborate and submit drafts through the provincial governors, provincial Party and administrative committees for comments and then to the ministry for consideration, approval and official promulgation.

Part V **Final Provisions**

Article 8: Provincial agriculture and forestry services possess their own stamps for official use.

Stamps of centers, stations, projects, district agriculture and forestry offices, technical units and other agencies are considered and submitted by provincial agriculture and forestry services to the provinces' leadership for approval.

Article 9: This decree on the role, right and duties of Provincial agriculture and forestry Services is effective from the date of its signature. All formerly issued provisions and regulations inconsistent with this decree are superseded.

Vientiane, dated 18 / 6 / 92

Minister of MAF

Sisavath KEOBOUNPHANH