

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF AGRICULTURE AND FORESTRY

File No. 0354/MAF

ROLES, TASKS AND RESPONSIBILITY

OF THE CABINET OF THE MAF (CM)

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 as follows:

CHAPTER I

BASIS AND ROLES

Article 1 : The Cabinet is part of strong mensurations (attendants) for the MAF, which has roles and task to be a centre for assessing and studying of the situation and plans for the Agricultural and forestry development all over the country, to create the critical conditions for administration and economy in order to sustain the administerial wheel of the MAF and local level.

CHAPTER II

TASKS AND AUTHORITY

Article 2: The CM has the following main tasks :

- 1 To assess, study and analyze the situation of the agricultural and forestry (Agr.For.)economy to systematically report to the Minister or the Leading Group (LG) of the MAF.
2. To administer official documents, in-out documents, printing, ceremonies and secretarial work in order to serve the guidance in the MAF.

3. To administer the records of all assets (vehicles, equipments..) belong to the wheel of technical administration in the MAF; to be responsible for transportation services, the general administration and assistance for the guidance of the MAF; to be responsible for safety guard and the regularity in the MAF.
4. To guide and execute work on statistic, financial plan, and budget for all agriculture and forestry sectors.
5. To be responsible for economical endeavour, take care of the living conditions and health of the staff in the wheel of the MAF
6. To coordinate with different departments of the MAF and other relevant sectors to gain the support from foreign countries, international organizations and other types of organizations; to administer some strategic programmes.
7. To monitor and evaluate the implementation of plans, projects, budget utilizations (earnings & expenditure), the preservation of laws and regulations related to all activities in the agriculture and forestry sectors.
8. To conduct the disseminate, propagation of policies, decrees of the Party and Government, excellent lessons about agricultural and forestry activities instantly and thoroughly to different technical units and enterprises. To be responsible for sending news and agricultural and forestry information to the radio, television stations, newspaper and magazine publishers.
9. To develop and establish the office systems.

CHAPTER II

MAIN TASKS AND AUTHORITY

Article 3: The main tasks of the Cabinet are:

1. To coordinate with other units inside and outside the agriculture and forestry sector in order to fulfil the given tasks.
2. To guide and regularly supervise the utilization of the state capital and collective property of the technical administrative sectors within the MAF and the local area.
3. To scrutinize annual budget for the technical administrative units, projects, state enterprises of the MAF and in local area to submit to the Leading Group (LG)

of the MAF for consideration.

- 4 To examine all official document to be submitted and approved by the Minister or the LG of the MAF.
- 5 To study and recommend to develop the organization and staffing within the Cabinet in order to ensemble the situation in different period.
- 6 To draft the Minister's recommendation about the enhancement of the resolutions, decrees related to MAF affairs, then submit to the Minister for approval and then send them to the agriculture and forestry services in provinces and forestry units at grassroots level to implement accurately.
- 7 To sign the official letters of invitations, reduplications, orders, recommendations for the specific concern of the Cabinet; which are authorized by the Vice Minister who is in charge of the Cabinet.
- 8 To judge all matters related to the affairs of Cabinet in accordance with roles and tasks assigned by the Vice Minister who is responsible for the Cabinet.

CHAPTER III

ORGANIZATION STRUCTURE AND ASSISTING WHEEL

- Article 4: The organization of the Cabinet comprises of 1 Director and 2 Deputy Directors and other assisting services as follows:
- secretary group
 - Service for Administration
 - Service for Financial plan and statistic
 - Service for external cooperation
 - Service for study and inspection

Article 5: The tasks of the MAF secretary group:

1. To study the official documents to facilitate the guidance in the MAF (e.g speech, remarks, to wait on activities related to the Minister or the LG of the MAF.
- 2 To grasp the information, appraise the situation, prepare the monthly, quarterly, half a year and yearly.... reports. To prepare contents for the MAF meeting and make memo of the meeting.
- 3 To manage and prepare all official documents of the MAF to be submitted to the Government Conference, regularly

communicate with the Office of the Pri-minister.

4. To examine all official documents to be submitted for signature of the Minister or LG of the MAF.
5. To administer the in-out documents properly, record and register all received (in) documents, distribute internal document, to be responsible for the stamp of the MAF and the Cabinet; register departed (out) documents and distribute out documents.
6. To administer and systematically arrange official documents; to reduplicate and distribute them to the relevant parties; to certify official documents.
7. To be responsible for typing, printing document, disseminating information and to disperse news.

Article 6: The tasks of the service for the administration (SA).

1. To administer the list of personnels and salary payment, other subsidy for various expense in the services for the department of the Administration.
2. To administer the account of the property, vehicles, equipment belong to the Cabinet and the Department of Administration; to study and to implement the policies for the leading group of the MAF as well as the staff.
3. To administer and supply vehicle services for the guidance and administrative work in the MAF.
4. To distribute equipment and office consumable, fuel..; to take care of the welfare for the leading group and all staff of the MAF.
5. To distribute the routing slips (notes for communication), laissez passe; create suitable conditions to facilitate the official trip of the staff of the MAF.
6. To organize the safety guard, take care of the regularity and the sanitary in the compound of the MAF.
7. To take care of the restaurant, dispensary, meeting hall, the guest house belong to the MAF.
8. To conduct ceremonies, receive domestic and foreign guests who wants to greet the Minister or the LG of the MAF.

Article 7: The tasks of the service for financial planning and statistics.

* For the Statistic and Assessment Unit (SAU)

1. To guide and coordinate with the relevant units to inspect and aggregate models (statistic), conclude and analyze the Agr For. situation, administer and study and utilise the economical data of the agriculture and forestry, and publish magazines and systematically disseminate data.
2. To monitor and entirely, systematically evaluate the implementation of the Agr-for economy development plans, in coordination with relevant sections and units in order to submit to the higher authority for consideration.

* For the Financial planning Unit (FPU).

1. To study and introduce measures for modifying Courses and policies of the Party and Government to be the specific strategies and policies for Agr-For. development throughout the country.
2. To assess and analyze the 5-year plans, yearly plan in coordination with local levels and other relevant sections of the Ministry of economy, financial planning and others parties.
3. To guide, assess and propose the revision of budgets proposed by different units and services, in order to harmonize them with the long and short term plans of the agriculture and forestry sections.
4. To coordinate with the relevant sections in studying the economical analyses for various projects related to the agricultural and forestry development, then submit to the Leading Group (LG) for further consideration.
5. To motivate and monitor the execution of budgets (income and expenditure) of the agriculture and forestry sectors.
6. To advice, monitor and scrutinize the record of assets belong to the wheel of technical administration of the MAF and local levels; study and submit to the LG of the MAF to make decision on the matters concerning the assets.

Article 8: The tasks of the service of external cooperation.

1. To contact and negotiate with sections/units which involved in the cooperation with foreign countries. To conduct guests to visit, study, collect data or prepare documents of the economical/technical assessments which are applicable for the cooperation and assistance from

foreign countries; in order to support the plans for agricultural and forestry development and natural resources Conservation

2. To follow and scrutinize the utilisation of funds provided by international organizations, Aids; in different projects of the MAF.
3. To coordinate with various Technical Departments of the MAF and relevant Departments of the Ministry of External Economic Relations, Ministry of Financial planning and Ministry of Foreign Affairs.
4. To evaluate the implementation of the cooperation with foreign countries every period, quarter and every year and then report to the Minister or the LG of the MAF.

Article 9: The tasks of the Service for Study and inspection (This unit is directly supervised by the Minister or Vice Minister who is responsible for the assessment affairs).

1. To study policies of the Party and Government as well as the internal and external regulations, to be attender for the guidance in this field of work of the MAF.
2. To study, pursue and regularly investigate the general information and information specifically related to the agriculture and forestry sectors to inform to the Minister or Vice Minister who is responsible for the assessment affairs.
3. To study, analise and contemplate all prescriptions, regulations, drafted laws concerning the agriculture and forestry sectors before submitting to the LG of the MAF, for consideration.
4. To monitor and inspect the policy implementation and the enforcement of regulations, laws and decrees within the agriculture and forestry sectors.
5. To study how to solve problems generated in different sections and then instantly propose to the Mister or the LG of the MAF to consider.
6. To accept any assignments from the Minister or the Leading Group (GL) of the MAF, to carry out the nessary and important duty.
7. To take care of the MAF library.

CHAPTER V:

WORKING REGIME

Article 10: The Cabinet of the MAF operate its tasks on the basis of the following principles:

1. To follow principles, preserve one-head system on the basis of centralized democracy. The individual staff performs their work in accordance with role and tasks; and on the basis of encouragement of mastery, initiatives, dare to do and be responsible for activities.
2. To follow the general plans, weekly, monthly, quarterly, 6 month, and yearly plans. There will be meeting for discussion, evaluation of the plan implementation in each period, then report to the supervisor on vertical line of organization.
3. There is monitoring and inspecting procedure according to the line of authority. There is system to aggregate the virtue of staff and give score to excellent units and individuals; improve impotent units and individuals in order to fulfil the assignment properly.
4. The Director and Deputy directors are to work in group, on the basis of definite division of duty for individual, under the direct guidance of Vice Minister who is responsible for the Cabinet.

CHAPTER VI

STAMP AND THE FINAL PRESCRIPTION

- Article 11: The Cabinet of the MAF has its specific stamp for official use; it shaped a circle with the phrase "Minister of Agriculture and Forestry" written on the top rim and "Cabinet" on the bottom rim, and the national emblem in the centre.
- Article 12: The Director of the Cabinet and other Departments of the technical administration in the MAF are to vigorously implement this decree.
- Article 13: This prescription of roles, tasks and responsibility of the Cabinet of the Ministry of Agriculture and 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