



Lao People's Democratic Republic

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Ministry of Agriculture and Forestry

No. 2201/AF

Vientiane Capital, date 14 Sept. 2012

## **Minister's Decision**

### **Regarding the Organization and Activities of the District Agriculture and Forestry Offices**

- Pursuant to the Prime Minister's Decree No.262/PM, dated 28/06/2012, regarding the Organization and Activities of the Ministry of Agriculture and Forestry;
- Pursuant to the study and agreement made by the Committee in charge of improving the roles and functions of Ministry of Agriculture and Forestry, on 04/09/2012;
- Pursuant to the agreement of MAF's Leadership, on 05/09/ 2012.

The Minister of Ministry of Agriculture and Forestry issued the Decision as follows:

### **Chapter I**

#### **General provisions**

##### **Article 1. Purpose**

This Decision defines position, function, duties, scope of rights, organizational structure and working styles, as a reference for the organization and activities of the District Agriculture and Forestry Office, aiming to accomplish the State management with regard to the Agriculture and Forestry sector, in compliance with the policies laid down by MAF, based on the linkage with socio-economic development plans of each local area.

##### **Article 2. Position and Functions**

The District Agriculture and Forestry Office, in abbreviation "DAFO", is a local micro-management organization of the Agriculture and Forestry sector, having equivalent position to other Offices belonging to the vertical line sectors based in the District, fulfilling the functions of secretary body to the local authorities, and accomplishing the roles of technical unit in supporting, promoting and providing agriculture and forestry techniques and technologies to villagers, farmers and agricultural production groups, as well as, managing the utilization and preservation of natural resources, such as lands, forests and water, for maximum benefits.

## **Chapter II**

### **Duties and Scope of Rights**

#### **Article 3. Duties**

1. Organizing the application of Laws, Resolutions, Decrees, Decisions, Orders and Notes, Regulations and other legislations, periodically issued by higher levels;
2. Developing Agriculture and Forestry development strategy of the Province and MAF, into specific plans and projects of the District, which are to be implemented according to local and regional resource potentials;
3. Studying and submitting draft legislation, regulations and notes regarding the management and development of agriculture and forestry works in its own district, in compliance with laws and regulations issued by higher levels;
4. Studying and submitting proposal for modification of belonging institutions, including the full description of work positions; preparing refreshment and level-upgrading training plans for staff personnel, as well as plans for personnel management, employment and incentive awards, as stated by laws and regulations;
5. Undertaking surveys, data collection with regard to agriculture and forestry statistics; carrying out impact assessment of the agriculture and forestry production towards the socio-economic situations, which can be served as reference for further Agriculture and Forestry development planning, with consideration of the district particularities and potentials;
6. Carrying out the management and implementation of agriculture extension projects, including cooperation and loan projects, with high efficiency;
7. Supporting and providing technical services, including technology in the field of agriculture, livestock, veterinary, fishery, forestry and irrigation, to farmers and production groups, in order to upgrade the production to the commercial level, which is associated with processing and services;
8. Establishing and improving Technical Service Centers at District and Cluster levels, according to the potentials of production zones to enable effective services, trainings, demonstrations, advanced technology transfer to villagers, producers and entrepreneurs, including the training of village agriculture and forestry technical staff;
9. Motivating and guiding farmers in organizing production groups, entrepreneur groups, associations and new type cooperatives, with the application of intensive farming techniques, supply of highly efficient crop seeds, livestock breeding, as well as the introduction of techniques compatible with local conditions;

10. Defining the production zoning, production patterns and, providing permanent alternatives through agriculture, livestock, aquaculture and commercial tree planting, for stabilizing shifting cultivation and reducing poverty of multi-ethnic population of the District;
11. Managing the use, removal and preservation of plants, livestock, aquatic animals, tree seed species and means of production, as prescribed by laws and regulations;
12. Supporting the surveillance, protection and restriction of animal disease and plant pest outbreaks which will cause a big damage to people's production;
13. Managing the uses and preservation of agriculture land, forest land, water body land, water sources, and natural resources, within the district management responsibility, in a sustainable way and, with maximum benefits;
14. Collaborating with parties concerned in undertaking surveys, classification, zoning of agriculture land, water body land, land for irrigation construction; applying for making the registration of agriculture lands, forest lands belonging to the responsibility of its own sector; developing and implementing regulations regarding the management, utilization, preservation of agriculture and forest lands, including the agriculture land allocated to households, so that they can be used in the production, with the purpose of creating permanent alternatives and developing the agriculture and forest lands, as approved by the Government and, in compliance with the laws;
15. Organizing management and use systems for the existing irrigation schemes, as well as undertaking the transfer the facilities to user groups for further management and uses according the regulations; encouraging farmers to lead the construction of public irrigation facilities, water reservoirs, march, ponds, wells for keeping water for agricultural production, as well as the construction of drainage canals and so on;
16. Managing the classified production forest and village forests according to forestry strategy and Forest Law in effective way, as well as preserving forests, preventing and extinguishing forest fires within the district management area;
17. Organizing the dissemination of regulations, laws and various legislations to village residents, in order to rise up their awareness and understanding which will lead to strictly prevent the destruction of forest resources;
18. Monitoring, inspecting the deforestation; preventing illegal logging, NTFP harvest and forest resource exploitation;
19. Collecting, compiling and supplying agriculture and forestry information which will be used as reference for planning, monitoring, supporting the production, and evaluating the implementation of plans, projects invested in the district management area, in view of getting higher efficiency;

20. Creating favorable conditions for enabling agriculture and forestry production and business operations compliant with laws and regulations;
21. Managing and employing its staff personnel as stated in the laws and regulations, so that they have firm standing points, good discipline, appropriate technical level, rich experiences in duty accomplishment with success and effectiveness;
22. Executing other tasks, as decide and assigned by higher levels.

**Article 4. Scope of Rights**

1. To make decision and allocate plans, budget, vehicle, equipment approved by higher levels, to work units, technical service centers and projects under its responsibility;
2. To propose for approval of the establishment, improvement or cancellation of production groups, associations, cooperatives or agriculture and forestry production units under its management responsibility;
3. To provide comments/suggestions towards the applications for domestic investment in the uses of agriculture lands, forest lands, water sources, water body lands, and natural resources for agriculture, livestock, aquaculture, tree plantations and, for the construction of irrigation facilities;
4. To study and propose to parties concerned, with regard to rural development, for searching appropriate approaches and methods for the resettlement and, running permanent occupations after stopping shifting cultivation;
5. To check the implementation of objective indicators set in the approved programmes, plans and projects, then report this to higher levels;
6. To study, manage, post and employ, apply incentive awards, disciplinary measures towards staff personnel under its responsibility, according to the division of management levels;
7. To undertake examination and certification of plant hygiene, agricultural product, NTFP hygiene before being exported; to prevent livestock diseases and plant pest on time;
8. To guide the inspection and evaluation of the implementation of objective indicators set in the programmes, plans and projects allocated by the Ministry and Province, including the assessment of merits and shortcomings to be addressed;
9. To fulfill other rights, as decided and assigned by higher levels.

**Chapter III**

## **Organizational structure**

### **Article 5. Organizational structure**

The District Agriculture and Forestry Office is composed of Units, as follows:

1. Administration and Organization Unit
2. Inspect Unit
3. Planning Unit
4. Agriculture Unit
5. Livestock and Fishery Unit
6. Irrigation Unit
7. Forestry Unit
8. Forestry Inspection Unit
9. Agriculture land Management and Development Unit
10. Agriculture Extension and Cooperative Unit.

In addition, there are: District Technical Service and Animal and Plant Multiplication Centers, Agriculture and Forestry technical Service Stations based in village clusters, focal areas, production sub-areas, belonging to different Units, and Agriculture and Forestry development projects under implementation within the District areas, as required by the work performance.

The vertical line units are accomplishing the State management by law functions, while the Agriculture Extension and Cooperative Unit fulfills the duty of production promotion, based on the District potentials.

### **Article 6. Personnel structure**

1. The District Agriculture and Forestry Office (DAFO) is composed of one Head and a number of Deputy Heads, appointed or removed from the position by the District Governor, based on the criteria of Administration positions defined by MAF, and the recommendations of District Organization Committee, in collaboration with PAFO and DOP (for pilot Districts only);
2. DAFO is composed of a number of work units and centers; Head and Deputy Head(s) of the Unit and Center are appointed or removed from the position by the District Governor, based on the criteria of Administration positions defined by MAF, in collaboration with a written request for recommendations of PAFO (for pilot District);
3. Each work unit, center is composed of sub-units and technical staff, according to the description of work positions approved by higher levels.

## **Chapter IV**

### **Working principles and Styles**

### **Article 7. Principles**

1. Applying the principles of centralized democracy, leading as a team with individual responsibility and sole leader, according to the decentralized management system, based on clear division of tasks and responsibility among team members, with

internal discussion for decision making, and delegation of responsibility and right for decision making, to each level.

**Article 8. Working styles**

1. The Head of DAFO is directly responsible towards the Capital/Provincial Agriculture and Forestry Department and District Administration Agency, with regard to the success and failures of the performance of his/her political tasks; the Deputy Head has duty to assist the Head's works and, being responsible for some specific works, as assigned by the Head and, as defined in the working procedures;
2. The DAFO Head is the signer of important documents; in case of non-availability or absence by working far away from the office, he/she must delegate the right to one Deputy DG to temporarily act on his behalf. When he/she comes back, the acting DG must submit a written report to the DG, describing which works have been settled and which one are still pending;
3. The activities of DAFO are implemented, based on the Party's policy guidelines and Government's laws and regulations, through developing the Provincial Agriculture and Forestry development strategy, linked to the District socio-economic development plans , into work plans for effective implementation;
4. The Work units and Agriculture and Forestry Technical Service Centers based in the cluster, focal areas of DAFO, have the responsibility for mobilizing and supporting the implementation of the Office, Work Units, Centers and Sub-units, so that it becomes successful and efficient;
5. To perform DAFO works in collaboration with Offices, Sections belonging to PAFO, and other Offices within the District, to get supports and, facilitate the implementation of duties;
6. To execute the regime of weekly, monthly, quarterly (3 months), mid-year (6 months) and annual feed-back/reporting meetings; compiling/summarizing overall situations which are to be reported to the District Leadership and Capital/Provincial Agriculture and Forestry Departments, on the set schedule.

**Chapter V**

**Final provisions**

**Article 9. Budget and Stamp**

The DAFO has its own budget and stamp to be used for the accomplishment of official works

**Article 10. Extension**

The Head of DAFO is assigned to work out in detail, the functions, duties, scope of rights and organizational structure of Work Units and Technical Service Centers within the

district, in close collaboration with PAFOs, as well as to develop this Decision into its internal regulations for effective implementation.

**Article 11. Implementation**

DFO, Capital/Provincial Agriculture and Forestry Departments, Departments, PSO, Institutes, Colleges, Schools, local Authorities and Offices at district level, shall be fully informed, and implement this Decision strictly.

**Article 12. Effectiveness**

This Decision becomes effective from the signing date, and replaces the Decision of MAF's Minister, No.1065/MAF, dated 23/10/2007, regarding the Organization and Activities of the DAFO.

**Minister of Agriculture and Forestry**

**(signed and stamped)**

**Vilayvanh PHOMKHE**