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Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity
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The Prime Minister

No.99/PM
Vientiane Capital, dated 09.03.2017

**The Prime Ministerial Decree on
The Organization and Functionalities of the Ministry of Agriculture and Forestry**

- Refer to the Law on the Government of the Lao PDR (revised), No. 04/NA, dated 08 November 2016;
- Refer to the Prime Ministerial Decision, No.21/PM, dated 11 April 2016 and No. 57/PM, dated 22 July 2016 on the continuation of re-organizing some positions within Governmental structure
- Refer to the proposal letter submitted by the Ministry of Agriculture and Forestry, No. 118/AF, dated 06 February 2017; and,
- Refer to the proposal letter submitted by the Ministry of Home Affair, No 37/HA, dated 14 February 2017

The Prime Minister has issued the Decree on the following:

**Chapter 01
General Provisions**

Article 01. Objective

This Decree outlines the location, roles and duties, scope of rights, organizational structure, principles and working patterns as a reference for the organization and functionalities of the Ministry of Agriculture and Forestry, aiming to implementing and elaborating the party directives, complying with the state Laws and regulations in managing, inspecting, promoting and developing the agricultural and forestry activities and rural development

Article 02. Location and Role

The Ministry of Agriculture and Forestry or "MAF" as its abbreviation is one of the Governmental organizations, plays its role as a supportive secretary to the Government and management of the agriculture and forestry, rural development at macro level across the country.

**Chapter 02
Duties and Scope of Rights**

Article 03. Duties

1. Follow the country's constitution, laws, resolutions of the National Assembly, the presidential decree, ministerial decree and the resolutions of the Government;
2. Deliberate and interpret the party policy and the Government policies, strategies and resolutions on the agriculture and forestry activities into MAF's detailed plans, programs and

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projects respectively and also to effectively and realistically implement those plans, programs and projects;

3. Build and revise the laws and legislatives under the laws needed for MAF's management to propose to the Government for consideration;
4. Manage, supervise, encourage, monitor, inspect and audit and evaluate the compliance with regulations and laws, strategies, programs, plans and state investment projects; prevention and anti-corruption, settlement of applications and proposals related to the Agricultural and Forestry activities;
5. Deliberate and determine general technical specifications and quality of agricultural and forestry products, production inputs, agricultural machinery and equipment, building the developing village, building large village to become big town in rural areas, provisions of permanent residences and occupations to propose to the Government for consideration and approval and application as a legal tool for the management of agricultural and forestry sector;
6. Deliberate and conduct trial on scientific, economic, technical and technological aspects related to agriculture, forestry, communities development, preservation of copy right for the results of the trial; improve, select and expend propagation of crops, livestock and fish species including dissemination and provision of advices on the results of researches, trial, management of genetic modified organs sources of crops and livestock of the Lao PDR in accordance with the applicable law;
7. Manage, supervise, certify clean agriculture, hygiene and crops hygiene for importing and exporting, transit agricultural and forestry and NTFP products, including the management of agricultural inputs like fertilizers, pesticide, agricultural chemical substances, livestock treatment medicine, vaccine, animal feeds, crop seeds, livestock, fish, agricultural machinery and equipment in accordance with the laws and regulations;
8. Manage and develop irrigation and water canal systems to enable high effective supply and use of water, leading to irrigated agriculture in accordance with the oriented directives on industrialization, modernization and sustainability;
9. Manage, preserve, protect, develop and utilize forest, forest land and resources, control timber diseases, reduce greenhouse gas from the forest being destroyed and deteriorated in order to increase the coverage level of green forest;
10. Conduct study, survey, allocation, and to manage and use agricultural and forestry land, forest resources, aquatic-wildlife and biodiversity nationwide. Produce the participatory forest management, protection and rehabilitation plan for the catchment or reservoir areas, as well as outline measures for the development, protection and reasonable utilization of those resources in accordance with green and sustainable framework;
11. Coordinate with central and local sectors to determine strict and decisive measures for preventing and protecting the destruction of illegal forest resources, timber movement, illegal trading of wood, aquatic-wildlife, NTFPs and biodiversity to ensure that penalty measures are applied for any offenders, including turning resources land into the forest land, agricultural land and irrigation land in compliance with the applicable laws and regulations;
12. Manage, encourage, promote and monitor national and international business operators in the field of agriculture and forestry to be able to operate their business effectively, provide adequate raw materials from agriculture and forest products for processing industry;
13. Manage, monitor and inspect agricultural and forestry raw materials from planning, provision, production, storage, processing and packaging;
14. Encourage, promote, provide services on productivity techniques, agricultural products processing associated with building producers group and agricultural cooperatives, agricultural business operators through training and upgrading knowledge level and skills on how to apply

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- patterns, methods and modern production technologies; management of development fund and production inputs, information; determine coordination mechanism with national and international development partners to increase productivity and quality of the products corresponding to the society and market demands;
15. Actively collaborate with the Ministry of Industry and Commerce to deliberate, plan and forecast about agricultural and forestry market trends and products prices, manage agricultural machinery and equipment fair and exhibitions;
 16. Coordinate with line ministries concerned, equivalent organizations and local authorities to deliberate and determine focused zone for rural development and poverty elimination, focused zone for resettlement and permanent occupations for people, focused zone for developing villages, turning large village into town in rural areas and other focused zones including monitoring and evaluation of implementation periodically;
 17. Contact and cooperate with and seek for technical and financial assistances and investment domestically and internationally based on the laws and regulations to develop the agricultural and forestry sector and communities development from central to local areas and pro-actively fulfill all the Lao PDR commitments to the International Conventions;
 18. Build human resources development plans for providing training and upgrading knowledge of personal, deliberating and revising mandates and organizational structures, determine standardized positions across the sector nationwide to be able to respond to the development requirements periodically; monitor, inspect and evaluate the government staff performance in accordance with the policy, deliberate and provide comments to the Provincial and District authorities in the appointment and deployment of personal under agricultural and forestry sector according to the laws and regulations;
 19. Produce, manage, revise and expand static data network, agricultural and forestry and communities development information, compile all model of good production practices, achievements of the researches and trials, as well as broadening the dissemination of the results to public;
 20. Manage and administer money and property of the Ministry of Agricultural and Forestry, and to set up plan and budget and produced summary report based on the laws and regulations;
 21. Collaborate with local parties concerned in mobilizing and providing funds for the implementation of rural development and poverty eradication project, outline measures for the management and utilization of poverty reduction fund and credit releasing of the Policy Bank, including providing support, monitoring and evaluating the implementation in accordance with the applicable laws and regulations;
 22. Perform other tasks as assigned by higher authorities.

Article 04. Scope of Right

1. Make a proposal to the Government for revising the organization and functionalities of the Ministry of Agriculture and Forestry, determine positions, and to recruit, deploy and place the personal into different positions under agriculture and forestry sector nationwide based on the division of management determined by the Laws and regulations following the concept of making it simplified, concrete and effective;
2. Supervise and manage activities performance based on the technical vertical line reporting by dividing levels, responsibilities, authorities for decision-making to local administration clearly and in details;
3. Call all key personal of agriculture and forestry for the discussion meeting or reporting of works periodically, give approval for the Departments, institutes and technical center to organize

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meetings, agriculture and forestry commodities exhibition and fair, provide technical training, seminar and field work at grass-root following to the requirements of works designated in the regulations concerned

4. Give advices and technical specifications for the purpose of macro-level management of the agriculture and forestry sector;
5. Issue order, decisions, instruction and notifications related to the agriculture and forestry activities, disseminate the policy and directives, laws, regulations and measures related to the mandate of the Ministry of Agriculture and Forestry; suspend, terminate or cancel the orders, decisions, instructions and notifications of subordinate authorities under the Ministry of Agriculture and Forestry;
6. Propose to the Government for revising, suspending the implementation, terminating or cancelling other sectors legislatives and local administration those are contradicted with the laws and regulations of the Ministry of Agriculture and Forestry;
7. Deliberate, provide comments and agree on the National and International investment in the field of agriculture, forestry and rural development based on the laws and regulations applicable in each period of time;
8. Sign contracts, sub-contracts and cooperative memorandum with foreigners, international organizations and civil society about technical and financial assistance in the field of agriculture and forestry as assigned by the higher authorities;
9. Manage and use the budget, state property and fulfill the roles and duties in an area of responsibility in agriculture and forestry in accordance with the laws and regulations;
10. Perform other rights as assigned by higher authorities.

Chapter 3 Organizational Structure

Article 05. Organization Chart

- a. The organization chart of the Ministry of Agriculture and Forestry consists of the following:
 1. The Cabinet Office;
 2. The Department of Personal and Organization;
 3. The Inspection Department;
 4. The Department of Planning and Finance;
 5. The Department of Agriculture;
 6. The Department of Livestock and Fishery;
 7. The Department of Irrigation;
 8. The Department of Forestry;
 9. The Department of Forest Inspection;
 10. The Department of Agricultural Land Development and Management;
 11. The Department of Technical Extension and Agro-Processing;
 12. The Department of Rural Development and Cooperatives;
 13. The Department of Policy and Legal;
 14. The Research Institute of Agriculture, Forestry and Rural Development.
- b. The Level 2 Technical Organization Units belongs to the Ministry, the Cabinet Office and the Department consists of:
 - ❖ The organizations belongs to the Ministry of Agriculture and Forestry consists of:
 1. Poverty Reduction Fund

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2. Agriculture Technical Training and Community Development Center (Saemael Undong Training Center)

- ❖ The Organizations belong to the Cabinet Office consists of:
 1. Agricultural development and services center in Houayxon-Houayxoua

- ❖ The Organizations belong to the Department consists of:
 1. Northern Agriculture and Forestry College;
 2. Borikhamsay Agriculture and Forestry College;
 3. Savannakhet Agriculture and Forestry College;
 4. Champasak Agriculture and forestry College;
 5. Tha Ngon Irrigation School;
 6. Lao-Chinese Agriculture.

For these level 2 organizations, those who are the head of the organizational unit are considered to be equalized with the position of the Deputy Director General of the Department. Within the cabinet office, the departments and research institute consists of different departments, technical divisions, centers and others that are established depending on the requirements and nature of work.

- C. Local organizations under technical supervision of the Ministry of Agriculture and Forestry consist of:
1. At Provincial level, there are Vientiane municipality and Provincial Agriculture and Forestry Office
 2. At district level, there are the District Agriculture and Forestry Office, municipality and prefecture.

Article 06. Personal Composition

Personal of the Ministry of Agriculture and Forestry consist of:

- a. At the Ministry Level
 1. One minister, who is responsible for reporting to the Government and the Prime Minister, deputy prime minister, who are supervising at the macro managerial level in an area of their own responsibilities, has rights and duties as specified in the Law on the Government. When the Minister is engaged with another mission, he/she should assign one of his deputies to act on his behalf;
 2. Deputy Ministers to assist the Minister in supervising some particular field of work based on the division of tasks, assignments who are responsible for reporting to the Minister on the achievements and shortcomings in an area of their own responsibilities;
 3. Chief cabinet office, director general of the different departments, director of the equivalent organizations; deputy cabinet office, deputy director general, deputy director of the equivalent organizations, directors and deputy directors of the different divisions and some technical staff who are put in the position depending on the nature of work;
 4. Deputy directors of colleges/schools, directors and deputy directors of the provincial departments, directors and deputy directors of the technical training centers and technical staff who provide assistance to the cabinet office committee, departments and institutes for the implementation of activities depending on the assignments and nature of work.

- b. At Provincial and District Agriculture and Forestry Office

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1. At provincial level, there are directors and deputy directors of the provincial department of agriculture and forestry office and directors and deputy directors of the different divisions and some technical staff recruited as per the nature of work.
2. At district level, there directors and deputy directors of the district agriculture and forestry office, head and deputy head of the different divisions and some technical staff recruited as per the nature of work.

The recruitment, deployment, appointment, movement or de-position is exercised based on the applicable laws and regulations

Chapter 04 Principles and Working Pattern

Article 07. Principles

1. To follow the centralized-democracy, collective decision-making on the general issues of the Ministry of Agriculture and Forestry;
2. To follow single head regime, clear divided responsibility for individual and promote creativity of the government staff and personal at all level; applying the best of their knowledge to carry out activities as per assignment, pay respect and compliance with the laws and regulations rigorously;
3. Any activities of the Ministry of Agriculture and Forestry and governmental staff-personal shall be carried out based on the applicable regulatory framework and general principles of the Government, bring the state and government policy and directives into practice effectively.

Article 08. Working Pattern

1. Work according to detailed work plans, programs and projects; to carry out works with the focus and goal set forth periodically, strongly collaborate with other sectors and local administrations, aiming to apply all efforts of the individual parties to develop the agriculture and forestry activities;
2. Conduct inspection, monitoring, encouraging, summarizing and exchanging lessons, evaluating advantages and disadvantages as well as reporting and feedback on a rigorous basis;
3. Conduct monthly, quarterly, 6 months and annually meetings or technical workshops, report to the Government and the Prime Minister on a regular basis;
4. Coordinate with internal and external agencies in compliance with the applicable regulations.

Chapter 05 Final Provisions

Article 09. Budget and Sealed Stamp

The Ministry of Agriculture and Forestry has its own budget and sealed stamp for an official and confidential use in accordance with the laws and regulations

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Article 10. Elaboration

It is left with the Minister of Agriculture and Forestry to issue a Decision on the organization and functionalities of its cabinet office, different departments, equivalent organizations, level 2 technical organization units those belongs to the MAF, Vientiane municipality, PAFO, DAFO, prefecture as specified in the Article 05 of this Decree, based on division of management and clear, concise and appropriate responsibilities for its well-organized and effective implementation

Article 11. The Implementation

The line ministries, equivalent organizations, provincial administration and other parties should be aware and implement this Decree strictly

Article 12. The Effectiveness

This Decree comes into forces after the date it is signed and to replace the Prime Minister's Decree, No. 262/PM, dated 28 June 2012, on the organization and functionalities of the Ministry of Agriculture and Forestry, and Decree, No. 20/PM, dated 19 January 2012 on the organization and functionalities of the National Leading Board for Rural Development and Poverty Eradication

The Prime Minister

Signed by
Thongloun Sisoulith