

***2004-2005 Working Plan  
Policy Dialogue Group – Tra Vinh Department of Agriculture  
and Rural Development***

<b>Brief Description</b>	<b>Expected outputs</b>	<b>Monitoring Indicators</b>	<b>Implementation Duration</b>	<b>Responsibility</b>
<p><b><i>Objective 1:</i></b> Improved vertical cooperation: Central and local levels, domestic and international donors in the field of policy dialogue and information and experience exchange and sharing.</p>	<ul style="list-style-type: none"> <li>- Information on investment policies of the Government, MARD as well as assistance policies of international organizations as well as provincial projects to attract investment updated monthly.</li> <li>- Receiving technical support from ISG, MARD and international organizations: project design and management approach, internet-based information exchange skills for provincial working group.</li> </ul>	<p>ISG Newsletters, information on MARD and ISG websites. Local plans, proposals and projects in the field of agriculture and rural development as well as hunger alleviation and poverty reduction.</p> <p>Training courses and seminars organized under the cooperation between ISG, international organizations, MARD and provincial sectors.</p>	<p>From Aug 04 to Dec 05.</p> <p>From Oct- Dec 04.</p>	<p>ISG, Ministry of Agriculture and Rural Development (MARD), Provincial Department of Agriculture and Rural Development (DARD) (Policy Dialogue Group)</p> <p>-ISG, Policy dialogue group and provincial concerned sector.</p>

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<p><b>Activities and necessary resources:</b></p> <ul style="list-style-type: none"> <li>• Working group establishment.</li>   <li>• Equipment procurement: 1 Laptop and 1 Projector. US\$ 3.600.</li>   <li>• Technical training course: project design and management and internet-based information exchange skills for 8-staff working group.</li> </ul>	<p>Working group established and operate.</p> <p>Equipment in good working conditions.</p> <p>Staff get trained are able to design and manage projects and master internet-based information exploitation and exchange skills.</p>	<p>Information on MARD and ISG websites get weekly exploitation. Information is regularly sent to ISG by the working group.</p> <p>Technical specifications are ensured and equipment gets insurance according to regulations.</p> <p>Tests delivered at training course. The group will develop 5-year plan to submit to the Provincial People’s Committee for approval.</p>	<p>Sep 04</p> <p>Dec 04</p> <p>Nov - Dec 04</p>	<p>DARD Policy dialogue group and provincial concerned sector.</p> <p>DARD seeks for partnership through ISG support.</p> <p>ISG is proposed for technical support for the training course organized for DARD policy dialogue group and provincial concerned sectors.</p>

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<ul style="list-style-type: none"> <li>Organize training course on <b>plan and project design in conjunction with CPRGS</b> for 4 extension staff and 16 staff from District Stations of Agriculture and Rural Development (SARD).</li> </ul>	20 staff get training <b>can make plan in conjunction with CPRGS</b> .	The group will develop annual plan on agriculture and rural development and extension for district level.	Feb 05	DARD policy dialogue group, staff from provincial concerned sector, extension staff, SARD staff
<ul style="list-style-type: none"> <li>Updating and exchanging information and policies between MARD, ISG, DARD, Agriculture Extension Center and SARDs.</li> <li>Organizing seminar to evaluate the implementation by Policy dialogue group.</li> </ul> <p><b><u>Resources:</u></b></p>	Information and policies produced by MARD, ISG, DARD, Agriculture Extension Center and SARD updated monthly.  Strengths and weaknesses are recognized for effective implementation.	The above-mentioned information is presented in monthly reports by DARD, which are sent concerned parties (MARD, ISG).  Review reports written by the group and district authorities.	2005  Oct 2005.	ISG, Policy dialogue group, DARD, Agriculture extension center, SARDs  ISG, Policy dialogue group, DARD, Agriculture extension center, SARDs.

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<p>Equipment: US\$ 3,600</p> <p>Training for the group:</p>				<p>Seeking for assistance partners though ISG.</p> <p>ISG is proposed for technical assistance.</p>
<ul style="list-style-type: none"> <li>• Training for extension and SARD staff: 10 million VND.</li> <li>• Expenditures on communication and necessary documents.</li> </ul>				<p>Local budget.</p> <p>Self-financed.</p>

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<p><b><u>Objective 2:</u></b> Strengthened extension capacity to support the Extension Group establishment and application of scientific advancement to help the poor in especially difficult communes.</p> <p><b>Activities and resources:</b></p> <ul style="list-style-type: none"> <li>Developing proposal on strengthening the capacity for grass-root level extension staff (80 extension staff).</li> </ul>	<p>Grass-root level extension staff fully aware of extension approaches, especially for the poor. Effective production model is established to help the poor.</p> <p>Being approved by the Provincial People's Committees and functional sectors.</p>	<p>- Proposal on strengthening the capacity for extension staff approved by the Provincial People's Committee.</p> <p>- Extension plan for each commune approved by authorities.</p> <p>Approval decision by Provincial People's Committee.</p>	<p>From Nov 04 to Nov 05.</p> <p>Jan – Dec 05</p> <p>From Oct to Nov 04</p>	<p>Provincial People's Committee, DARD, Agricultural Extension Center, Commune People's Committees.</p> <p>Provincial People's Committee, DARD, Agricultural Extension Center, People's Committees of Districts and Communes</p>

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<ul style="list-style-type: none"> <li>• Selection of 80 grass-root extension staff.</li> <li>• Giving training to 80 grass-root extension staff on extension approach and skills.</li> <li>• Carrying out a survey to establish 80 extension groups (25-30 households/ an extension group on average).</li> <li>• Training and transferring scientific advancement (Development of effective production model, field trip organization).</li> </ul>	<p>Meeting the selection criteria.</p> <p>100% of staff get training are able to carry out their job.</p> <p>Effective operation of the group.</p> <p>After training, farmers are able to apply scientific advancement to their production.</p>	<p>Selection decision.</p> <p>Good-resulted tests at the end of training course.</p> <p>Monthly, quarterly and annual operation reports of the group.</p> <p>Lists of participants (farmer), number of training courses, reports by extension staff.</p>	<p>Dec 04</p> <p>Sep to Dec 04</p> <p>Nov 04</p> <p>Jan - Mar 05</p>	<p>Selection Panel, DARD, Agricultural Extension Center.</p> <p>Agricultural Extension Center, extension staff, farmers.</p> <p>Agricultural Extension Center, grass-root extension staff</p> <p>Agricultural Extension Center, grass-root extension staff</p>

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<ul style="list-style-type: none"> <li>Design of a monitoring and evaluation system.</li> </ul>	<p>The monitoring and evaluation system operates effectively.</p>	<p>Monthly reports</p>	<p>Mar - Dec 05</p>	<p>Agricultural Extension Center, grass-root extension staff, representatives from concerned sectors and mass organizations.</p>
<ul style="list-style-type: none"> <li>Summing up and evaluation</li> </ul> <p><b><u>Resource:</u></b>            Payment for extension staff (3 year) 1,436 million VND.            Expenditures for extension staff training: 80 million VND.            Farmer training: 320 million VND.            Development of effective</p>	<p>Strengths and weaknesses are recognized for effective implementation.</p>	<p>Summing-up report</p>	<p>Dec 05</p>	<p>Seeking for assistance partners through ISG support.            Extension budget.              Extension budget.              Targeted national</p>

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<p>production model 2,400 million VND</p> <p>Field trips, seminars: 200 million VND.</p>				<p>program, Extension budget, farmers.</p> <p>Extension budget.</p>
<p><b><u>Objective 3:</u></b> Improved capacity on business management for 36 agricultural cooperatives</p> <p><b>Activities and resources:</b></p> <ul style="list-style-type: none"> <li>• Organize training course for agricultural cooperative</li> </ul>	<p>Cooperative management board are aware of basic skills on business planning, market forecast, personnel management, financial control, accounting and able to develop transparent financial reports</p> <p>Participants are able to carry out business</p>	<p>Business plans, reports on production and business, quarterly and annually accounting reports.</p> <p>Test result at the end of the course.</p>	<p>Jan – Dec 2005</p> <p>Jan 05</p>	<p>DARD, Agricultural cooperatives</p> <p>DARD, Provincial Cooperative Alliance,</p>

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<p>management board: 10 days.</p> <ul style="list-style-type: none"> <li>• Organize training course for agricultural cooperative accountants: 10 days</li> </ul>	<p>planning, market access, personnel management, financial and accounting control.</p> <p>Participants are able to develop periodical financial reports according to existing regulations.</p>	<p>Test result at the end of the course</p>	<p>Jan 05</p>	<p>Agricultural cooperatives</p> <p>Agricultural cooperatives</p>
<ul style="list-style-type: none"> <li>• Developing annual business proposal</li> <li>• Inspecting and evaluating the operation of cooperatives.</li> </ul>	<p>Feasible proposal</p> <p>Strengths and weaknesses are recognized for effective implementation.</p>	<p>Agreed by the majority of cooperative member.</p> <p>Inspection minutes.</p>	<p>Feb 05</p> <p>Dec 05</p>	<p>DARD, Provincial Cooperative Alliance, Agricultural cooperatives</p>

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<p><b><u>Resource:</u></b> <b><u>(for 3 years 2005-2007)</u></b> Training for cooperative management board Expenditure: 30 million VND</p> <p>Training for cooperative accountants Expenditure: 30 million VND</p> <p>Inspection and evaluation: 10 million VND</p>				<p>Seeking for assistance partners though ISG support.</p> <p>Seeking for assistance partners though ISG support.</p> <p>Budget for the agricultural sector.</p>