

DECISION
Issuing the Guideline on implementation of PAEM activities

DIRECTOR OF DARD

- Pursuant to Decision No.528/2008/QD-UBND dated on 25/03/2008 by PPC of Quang Binh on unification of Department of Aquaculture and DARD;
- Considering Submission Letter No.230/TTr-KNKL dated on 07/08/2008 by PAFEC on proposal of approval and issuance of the Guideline on implementation of PAEM activities;
- At request of Head of Agricultural Technical Section, Head of Aquaculture Technical Section under the DARD.

DECIDES

Article 1: To issue together with this decision the “Guideline on implementation of PAEM activities in order to reach an agreement on contents and methods of PAEM implementation in the province.

Article 2: This decision comes into effect since the signing date. Director of PAFEC, heads of line divisions under the DARD, heads of relevant organizations and individuals are responsible for executing this decision.

C.c.:

- As mentioned in the Article 2
- PPC
- Mr. Nguyen Huu Hoai, vice chairman of PPC
- Leader of DARD
- DPCs of districts/city
- DARD at district level, Technical Sections, Agricultural Extension Stations of districts/city
- Relevant organizations, unions and projects
- PAFEC, Centers of Fishery Extension, Animal Breeds
- Departments of Plant Protection, Forestry, Veterinary, Exploitation and Protection of Aquaculture Resources
- Filed at: Office

DIRECTOR OF DARD
TRAN VAN TUAN
(signed and stamped)

GUIDELINE

Implementation of PAEM activities

(Issued together with Decision No. 1436/QĐ-SNN, dated on 11/08/2008
by director of DARD)

Quang Binh is a diverse agricultural province which has a lot of organizations and projects support farmers to apply advanced techniques into their production through agricultural extension activities in order to improve their income and livelihood. However, during the implementation, since contents and methods have not yet been agreed, PAEM impacts on farmers' production and livelihood have not yet been high. To enhance effectiveness of agricultural extension activities, DARD has issued the Guideline on implementation of PAEM activities with the following contents:

**Part I
GENERAL REGULATIONS**

I/ Restriction and scope of application

1. This Guideline defines an agreement on implementation procedures of Participatory Agricultural Extension activities (PAEM for short) for agricultural extension (AE) activities at all levels, and of relevant programs and projects.
2. This Guideline includes consulting activities, facilitation of trainings and demonstration on new techniques in agro-forestry-fishery production, industrial extension and agro-forestry-fishery processing.
3. This Guideline is applied identically in the entire province for organizations, individuals when using budget sources for AE activities.

II/ Definitions of some terminologies

1. Plan: is to draw out activities to gain identified goals.
2. Planning: is a process that develops contents, program, time, location, measures and steps to achieve identified objectives.
3. Participatory Agricultural Extension Methodology: is the method which brings into play farmers' proactive participation in AE activities, ensuring study-together with-practice and they are able to implement in their cages/ fields.
This method follows the principles of promoting self-studying from experiences; bringing into play relationship between farmers and extension workers in order to enhance together-study process and apply learning results into production to increase farmers' income and livelihood.

III/ Objectives of PAEM

1. To help farmers make themselves decision on which methods are the best for their practical production conditions so that they are able to implement demonstration models, training activities and disseminate technical advances in the most effective way.
2. To support farmers to continuously improve their new knowledge through implementing, monitoring and evaluating their AE activities in the localities.
3. To speed up model republication and effective programs in production.
4. To assist extension workers to enhance their capacity of managing, monitoring AE activities as well as facilitating farmers to implement those activities in line with their needs.

Part II FACILITATION OF IMPLEMENTATION OF PAEM ACTIVITIES

1. PAEM planning

1.1 Objective and requirement

- Developed plan should be feasible to be implemented and suitable with conditions of household economy, localities and investment ability from outside budget sources.
- PAEM planning should be based on general orientation of agricultural development, goal of economic development of each locality, farmers' needs and consuming market.
- PAEM planning should be carried out in unified orders, both combining orientation of grassroots administrations, specialized agencies and bringing into play democracy and full participation of farmers, avoiding imposition during PAEM plan development at grassroots.

1.2. Procedures of development of PAEM plan

Step 1: *Organize meetings on development of PAEM plan*

- Meetings on PAEM planning are held annually, every harvest or depend on needs of relevant programs and projects.
- Participants: Representatives of local authorities' leaders, local mass organizations, villages, technical staff and key farmers. The meetings should have at least 70% of farmers' participation.
- Meeting principle: the meeting should be moderated by local authorities. It should be accurate, objective and in line with the guidance of specialized agencies. During democracy should be expressed via group discussion to reach an agreement on needs of local AE activities.

Step 2: *Aggregate meeting results*

- Local authorities prepare reports on need assessment of AE activities in localities. Contents of the reports should be clear enough and satisfy indicators: priority, location, time frame, implementing people, implementation methods and budget. Based on the results of need assessment to recommend which AE activities are necessary for localities.

Step 3: *Submit the reports on need assessment to higher levels*

- After finalizing the reports on need assessment, the local authorities submit these reports to authorities at higher level and specialized departments in line with regulations for consideration, aggregation and attachment into a general plan which is appropriate with market demand and economic development objectives of each locality.

2. Training on participatory technical transferring

2.1. Objective and requirement

- Training contents should be suitable with farmers' needs, clear, understandable, applicable and easy to be disseminated to other farmers
- Supporting tools such as overhead, pictures, samples, field visits, etc are actively applied in order to increase vividness and trainees' acquiring effectiveness.
- Trainers should have good methods and skills to conduct trainings for the old-age people as well as skills of communicating and stimulating trainees' participation.

2.2. Participatory training methodology

- The training methodology of "using trainees as a centre" is applied in the whole training. Trainees are divided into small groups to discuss each necessary topic and content. Trainers raise out questions, facilitate trainees in discussing and together with trainees have agreement on contents to be trained.
- Lots of contents and knowledge should not be provided for trainees at the same time in order to avoid overload. Contents and topics should be divided into small parts so that trainees are able to discuss, analyze and synthesize results.

- Trainers should not directly answer trainees' questions. Instead of this, trainers use eliciting questions to help trainees find out themselves answers.
- Irregular training method is applied via situation exercises, visual aids, games of skill practice for trainees so that they proactively acquire trained knowledge.
- During trainings, materials should not be used with the aim to promote trainees' ability of thinking, exchanging information and acquiring training contents. Training contents and materials should be prepared in a careful and detailed way and only distributed for trainees after finishing training courses.

3. Implementation of PAEM models

3.1. Objective and requirement

- Farmers easily approach and apply technical advances effectively in their production to increase their income and livelihood.
- Scale of PAEM models is suitable with local production conditions (for example: technical transferring models or replication models). Models are implemented in farmers' cages and fields.
- PAEM models should be based on farmers' needs (farmers voluntarily participate in models), connected closely with consuming market and can be reduplicated.

3.2. Methods of implementation of PAEM models

3.2.1. Location

- PAEM models are implemented near villages or population areas, convenient in terms of traveling as well as organizing on-field meetings, study tours for farmers.
- Select cages, fields of farmers who directly involve in models for implementation.

3.2.2. Farmers' participation

- Farmers voluntarily participate and directly implement models. Technical staff guide, monitor, record, analyze, evaluate model results as well as organize workshops, study tours and replicate models.
- Number of farmers directly involving in models is reasonable depending on each type of model. It should not exceed 30 farmers/ demonstration model.
- During the model implementation process, farmers should be given practical observations and technical guidance at suitable time periods so that they have technical methods to achieve high effectiveness in their production.
- After having models completed, facilitated farmers are able to organize on-field meetings, evaluate results and to recommend for other farmers.

3.2.3. Extension workers

- Extension workers together with farmer groups develop plans of model implementation, discuss and have an agreement on time, methods, responsibility to successfully implement models.
- Regularly monitor, check and facilitate farmers to implement sufficiently contents, requirements of models as well as to provide technical guidance, record, evaluate results and to organize study tours for farmers for model reduplication in production.

4. Assessment on PAEM activities

4.1. Objective and requirement

- Consider the implementation process, result as well as impacts of PAEM activities on socio-economic situation in localities in order to draw out measures for overcoming shortcomings and develop positive impacts of PAEM activities.
- All activities relating to local AE focus on assessment to be basis for guiding, reckoning-up activities and making plan orientation for the coming time.
- Use a lot of different methods, tools and target people to assess an activity in order to increase objectiveness and accuracy of assessment documents.

4.2. Contents and methodology of assessment on PAEM activities

4.2.1. Contents

There are a lot of different PAEM activities in localities but the following main activities should be focused:

4.2.1.1. Assessment on PAEM planning

- Origin of PAEM activities in localities; who makes decision on drawing out activities?
- People involving in PAEM planning and rate of involved farmers
- Appropriateness of PAEM activities with farmers' needs; improvement of technical and scientific knowledge, consuming market and replication of achieved results.

4.2.1.2. Assessment on training courses for farmers

- Training methodology: which training methodologies are applied, "traditional" or "irregular" for the old- age people?, way of seat arrangement, etc.
- Farmers' participation, sex and suitability of trainings for their needs.
- Appropriateness of training location, conditions, material facilities, etc.
- Contents and form of training materials; level of using supporting tools.
- Result of checking farmers' awareness after trainings.
- Number of trained farmers applies trained knowledge into their production
- Increase of farmers' income when they apply trained knowledge.

4.2.1.3. Assessment on model implementation and impacts on production

- Appropriateness of models with planning of farmers' need identification; Scale and type of models.
- People participating in model implementation and their model need; Number of farmers directly involve in models.
- Appropriateness of locations in which models are implemented such as model managers, favorable condition for transportation, near village centre, favorable condition for study tours, etc.
- Socio-economic and environmental effectiveness of models.
- Number of farmers applies model result and their increase of income due to the application of new models.

4.2.2. Methodology of assessment on PAEM activities

To assess a PAEM activity, it is proposed to combine tools and methods as follows:

- Have lots of involving people (assessment team/ board)
- Develop survey questionnaires, information collection; aggregate and evaluate survey results.
- Direct interviews with relevant individuals/groups.
- Group discussion and group interviews.
- Field survey in household farms and localities.
- Observations and video recording, etc

Part III ORGANIZATION OF IMPLEMENTATION

Line departments under the DARD, organizations and individuals who involve in PAEM activities in the province execute this Guideline. Previous guidelines and documents which are not in compliance with this Guideline are abrogated.

During the implementation process of the Guideline, it is proposed to report cases of difficulties to DARD for timely adjustment.

**DIRECTOR OF DARD
TRAN VAN TUAN**
(signed and stamped)