



**MINISTRY OF AGRICULTURE AND  
RURAL DEVELOPMENT**

# **GENDER PLAN OF ACTION IN AGRICULTURE AND RURAL DEVELOPMENT TO THE YEAR 2005**

*Issued under the Decision of the Minister of Agriculture and Rural  
Development No. 4776 QD-BNN/TCCB, Dated 28 October 2003*



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No.4776 QD-BNN/TCCB

Hanoi, 28 October 2003

**DECISION OF THE MINISTER  
OF AGRICULTURE AND RURAL DEVELOPMENT**

**To approve the Gender Strategy and Plan of Actions for Agriculture  
and Rural Development**

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THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT

- Based on the Decree No.86/2003/ND-CP dated 18 July 2003 of the Government assigning functions, tasks, mandate and organisational structure of the Ministry of Agriculture and Rural Development;
- Based on the Decision No.19/2002/QD-TTg dated 21 January 2002 of the Prime Minister on approval of the National Strategy for Advancement of Women in Vietnam to the year 2010;
- Considering the recommendation of the Committee for Advancement of Women and the Director of the Department for Organisation and Personnel;

**DECIDES:**

**Article 1.** Approve and promulgate the Gender Strategy and Plan of Actions in Agriculture and Rural Development by this Decision.

**Article 2.** Agencies of the Agriculture and Rural Development Sector shall develop detailed plan for implementation of the tasks relevant to each agency based on the approved Gender Strategy and Plan of Actions.

**Article 3.** The Head of the Ministry's Office, the Director of the Department for Organisation and Personnel, and Chief of related agencies are responsible to implement this Decision.

**Signed on behalf of the Minister of Agriculture and Rural Development**

**Vice-Minister**

**Pham Hong Giang**  
**(signed)**

**Addresses to send:**

- As stated in Article 3.
- The Minister, Vice-Ministers (for reporting purpose)
- For file: Office, DOP, CFAW

## GENDER PLAN OF ACTION IN AGRICULTURE AND RURAL DEVELOPMENT TO THE YEAR 2005

<b>Overall Objective: To integrate gender in MARD's policies, programmes and plans in order to achieve equality in socio-economic benefits for men and women.</b>	<b>Activity number</b>	<b>Overall responsibility:</b> Leadership of MARD, leadership of State management, Party and mass organisations of all agencies affiliated to MARD.					
<b>Objective 1: To increase MARD's commitment to implementing gender equality in developing and improving its institutions on agricultural and rural development.</b>		<b>Overall responsibility:</b> Leadership of MARD, leadership of state management, Party and mass organisations affiliated to MARD					
<b>Output 1.1.</b> MARD CFAW and its network have been consolidated and improved in terms of organisation and have capacity to provide consultancy in integrating gender into MARD's programmes, projects and Public Administration Reform activities.		<b>Specific responsibility:</b> MARD leadership, MARD DOP and CFAW at all levels		<b>Indicators:</b> <ol style="list-style-type: none"> <li>1. MARD CFAW and 100% of its sub-CFAW network are consolidated and improved..</li> <li>2. 100% of MARD sub-CFAW network have operational regulation.</li> <li>3. Sex-disaggregated data are included in MARD PAR activities.</li> </ol>			
<b>Key activities</b>		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Departments/units report on current status of their organisation, operational regulations and achievements to date.	1.1.1	12/03		12/03		10	No
Select some units to check, conduct evaluation and monitoring of the	1.1.2	01/04		01/04		20	No

implementation.							
Conduct training on content and approaches to actions for CFAW chairs, vice-chairs and standing members.	1.1.3	01/04		01/04		20	Yes
Develop a plan to coordinate with activities of MARD Public Administration Reform from now to 2005.	1.1.4	01/04		01/04		40	Yes
<b>Output 1.2.</b> MARD's Decision on integrating sex-disaggregated targets into annual planning.		<b>Specific responsibility:</b> MARD CFAW Planning Department Office of MARD		<b>Indicators:</b>  MARD's decision will be issued by second quarter 2004			
<b>Key activities</b>		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Draft a letter to MARD leadership with regard to making a decision on integrating sex-disaggregated targets into annual plans of departments and agencies.	1.2.1	01/04		03/04		20	No
Draft and present for MARD's approval a Decision on integrating sex-disaggregated targets into annual plans.	1.2.2	03/04		04/04		20	No
<b>Output 1.3.</b> A written Guideline on integrating sex-disaggregated targets in planning has been prepared and followed by all levels of MARD's system.		<b>Specific responsibility:</b> - Planning		<b>Indicators:</b>  70% of departments and agencies integrate sex-disaggregated targets into their plans.			

Key activities		Department		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Initiation		Plan	Actual		
		Plan	Actual	Plan	Actual		
Develop a Guideline on planning with sex-disaggregated targets	1.3.1	5/04		6/04		150	Yes
Conduct a workshop to get comments.	1.3.2	6/04		6/04		50	Yes
Finalise the guideline and present to MARD leadership for approval and then distribute to departments/agencies.	1.3.3	7/04		7/04		20	No
Training on planning with sex-disaggregated targets	1.3.4	9/04		12/04		30	Yes
<b>Outputs 1.4:</b> A Handbook on mainstreaming gender in MARD's public services provision		<b>Specific Responsibility:</b> - DOP - Technical Cuc-departments		<b>Indicators:</b> Publish 3,000 copies of the Handbook.			
Key Activities		Initiation		Completion		Inputs (person days)	Outside financial resources required? YES/NO
		Plan	Actual	Plan	Actual		
Form a Working Group to draft the Handbook	1.4.1	01/04		02/04		3	No
Develop an outline and write a draft Handbook	1.4.2	02/04		03/04		80	Yes
Conduct workshops	1.4.3	05/04		09/04		10	Yes
Finalise the draft Handbook	1.4.4	10/04		11/04		20	Yes
Present the handbook to MARD leadership for approval and publish	1.4.5	11/04		4/05		10	Yes

Publicise and provide instruction on how to use the Handbook	1.4.6	04/05		12/05		100	Yes
<b>Objective 2: To strengthen the capacity of gender mainstreaming for planners, decision makers, managers and public service providers at all levels of MARD related departments and agencies. .</b>		<b>Overall responsibility:</b> Leadership of MARD, leadership of state management, Party and mass organisations of all agencies affiliated to MARD; and CFAWs.					
<b>Output 2.1:</b> A set of training materials on Mainstreaming Gender in Agricultural and Rural Development have been developed and completed.		<b>Specific responsibility:</b> Management Schools No.1&2		<b>Indicators:</b> The materials are appraised and approved by December 2004.			
<b>Key Activities</b>		Initiation		Completion		Inputs (person days)	Outside financial resources required? YES/NO
		Plan	Actual	Plan	Actual		
Develop a programme and content and assign staff to write the training materials.	2.1.1	01/04		01/04		10	Yes
Conduct the 1 <sup>st</sup> Workshop and make necessary improvements.	2.1.2	02/04		02/04		10	Yes
Draft the materials.	2.1.3	03/04		05/04		80	Yes
Conduct expanded workshops, revise and finalise the materials.	2.1.4	06/04		06/04		10	Yes
<b>Output 2.2.</b> Personnel, public servants and employees of MARD-related departments and agencies have received gender training.		<b>Specific responsibility:</b> DOP and MARD's Management Schools		<b>Indicators:</b> 1. 80% of leadership of Cuc and Vu departments and 50% of leadership of institutes and schools are trained. 2. 80% of public employees, 50% of public servants and working people receive basic gender information.			

Key activities		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Collect training needs	2.2.1	1/04		2/04		10	No
Develop a training plan.	2.2.2	3/04		6/04		10	No
Conduct 10 pilot training courses	2.2.3	8/04		06/05		100	Yes
Evaluate training every year and of the period of 2003-2005.	2.2.4	Dec.				20	Yes
<b>Output 2.3.</b> Teachers of MARD-related schools have received training in gender mainstreaming as well as methods of teaching gender subject/topics.		<b>Specific responsibility:</b> - DOP and schools		<b>Indicators:</b> 100% of schools have 1-2 teachers receiving training.			
Key activities		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Survey and assess knowledge of and capacity to teach gender subject/topic of teachers.	2.3.1	04/04		04/04		10	Yes
Develop a training plan.	2.3.2	05/04		05/04		20	Yes
Implement the training plan.	2.3.3	10/04		10/05		50	Yes
Evaluate training and draw lessons	2.3.4	12/05		12/05		10	Yes
<b>Output 2.4.</b> Planners, decision makers and managers at all levels know how to apply their knowledge and skills to integrate gender in their work.		<b>Specific responsibility:</b> - DOP - Planning		<b>Indicators:</b> 1. 40% of planners, decision makers and managers at all levels receive training in gender integrating skills before 12/2004.			

		Department - Two Management Schools		2. 70% of units affiliated with MARD have gender integrated plans			
<b>Key activities</b>		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Assess gender-training needs of planners.	2.4.1	5/04		5/04		10	Yes
Prepare and conduct training. Conduct 6 courses for 4 sectors (i.e. Corporations, institutes and schools, Cuc and Vu departments, and DARDs) in both regions: <ul style="list-style-type: none"> <li>- Cuc and Vu departments: 1 course</li> <li>- Institutes and schools: 2 courses</li> <li>- Corporations: 1 course</li> <li>- DARDs: 2 courses</li> </ul> <ul style="list-style-type: none"> <li>▪ Write up reports of training courses</li> </ul>	2.4.2	08/04		11/04		100	Yes
Monitor and evaluate integration of sex-disaggregated targets in departmental and agency plans.	2.4.3	11/04		01/05		10	Yes
<b>Output 2.5.</b> Public service providers have skills to integrate gender in activities.		<b>Specific responsibility:</b> DOP and relevant Cuc and Vu departments		<b>Indicators:</b> 20% of public services providers are trained in gender integrating skills.			

Key activities		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Survey and collect information of MARD public service providers.	2.5.1	01/04		06/04		10	Yes
Develop a training plan on gender integrating skills.	2.5.2	07/04		08/04		10	Yes
Develop training materials and programme.	2.5.3	08/04		09/04		10	Yes
Conduct training.	2.5.4	10/04		10/05		200	Yes
Evaluate training.	2.5.5	10/04		11/05		10	Yes
<b>Output 2.6:</b> A network of trainers of trainers of gender integration amongst MARD public service providers has been available.		<b>Specific responsibility:</b> DOP MARD related agencies		<b>Indicators:</b> 1. 30% agencies that have the mandate of providing MARD public services have at least 1 trainer of trainer of gender mainstreaming. 2. Two training courses in training of trainers in gender integration are conducted.			
Key Activities		Initiation		Completion		Inputs (person days)	Outside financial resources required? YES/NO
		Plan	Actual	Plan	Actual		
Analyse information of the cohort of public service providers in order to select participants for the training of trainers courses.	2.6.1	06/04		07/04		10	Yes
Develop a training plan for training of trainers.	2.6.2	07/04		08/04		5	Yes
Develop training materials and programme.	2.6.3	08/04		10/04		10	Yes
Deliver training.	2.6.4	11/04		03/05		80	Yes
Evaluate training.	2.6.5	04/05		04/05		10	Yes

<p><b>Output 2.7:</b> Communication materials on public services have been renovated and diversified appropriate with gender needs.</p>		<p><b>Specific Responsibility:</b>  - Concerned Cuc departments  - Financial Department  - Planning Department</p>	<p><b>Indicators:</b>  100% of the communication materials on MARD public services distributed from 2004 onward are revised and gender integrated.</p>				
<p><b>Key Activities</b></p>		<p>Initiation</p>		<p>Completion</p>		<p>Inputs (person days)</p>	<p>Outside financial resources required?  YES/NO</p>
		<p>Plan</p>	<p>Actual</p>	<p>Plan</p>	<p>Actual</p>		
<p>Review and compile a list of available materials.</p>	<p>2.7.1</p>	<p>01/04</p>		<p>03/04</p>		<p>20</p>	<p>Yes</p>
<p>Develop new materials, revise and improve existing materials.</p>	<p>2.7.2</p>	<p>03/04</p>		<p>12/04</p>		<p>100</p>	<p>Yes</p>
<p>Print and distribute the materials.</p>	<p>2.7.3</p>	<p>01/05</p>		<p>03/05</p>		<p>10</p>	<p>Yes</p>
<p><b>Objective 3: To increase empowerment of women and to achieve gender equality in decision-making processes at all levels in MARD.</b></p>		<p><b>Overall responsibility:</b>  MARD, MARD CFAW</p>					
<p><b>Output 3.1.</b> Administrative and non-business agencies and enterprises affiliated to MARD, especially those that have 30% or more staff being female, have had at least 1 female official participating in State management leadership, at the same time, the rate of women holding leadership positions at all levels, especially the chief of unit/agencies, has increased.</p>		<p><b>Specific responsibility:</b>  - DOP  - Agencies affiliated to MARD</p>	<p><b>Indicators:</b>  20-30% of the officials newly appointed at all levels from 2004 onward are women.</p>				

Key activities		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
Report on current status of female personnel in MARD.	3.1.1	01/04		02/04		50	Yes
Identify training needs and develop a plan for training .	3.1.2	04/04		04/04		50	Yes
DOP coordinates with training institutions to conduct training.	3.1.3	01/04		12/05			Yes
Provide guidelines on planning for promotion of female personnel.	3.1.4	05/04		06/04		20	Yes
MARD CFAW coordinates with DOP to follow up and monitor appointment of female personnel.	3.1.5	01/04		12/05		40	Yes
<b>Output 3.2.</b> The rate of women participating in Party Executive and Trade Union Executive Committees at all levels in MARD related agencies has increased.		<b>Specific responsibility:</b> Party Executive Committee, Trade Union and Youth Union in MARD related agencies.		<b>Indicators:</b> 1. Achieve 20% of women participating in Party Executive Committee and 30% in Trade Union Executive Committee. 2. All personnel and public servants learn and agree with the above advocacy.			
Key activities		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
In coordination with MARD Party Executive Committee, Trade Union and Youth Union to review and evaluate the current status of	3.2.1	01/04		04/04		30	No

men's and women's participation in Party Executive, Trade Union Executive and Youth Union Executive Committees in agencies related to MARD.							
In coordination with MARD Trade Union, Youth Union and related agencies to brief on and implement Party's resolutions on female personnel affairs.	3.2.2	03/04		03/04		10	Yes
In coordination with Trade Union and Youth Union of MARD's units to integrate gender into working plans.	3.2.3	07/04		10/04		10	Yes
Integrate gender into Party's, Trade Union's and Youth Union's operational training of MARD's related agencies	3.2.4	Dec. annually		Dec. annually		20	Yes
<b>Output 3.3.</b> The rate of women enrolled in postgraduate education, professional training, training on political philosophy and foreign languages has increased.		<b>Specific responsibility:</b> - Personnel departments of MARD related agencies. - MARD's schools		<b>Indicators:</b> 30% out of the total personnel nominated/sent to post graduate education courses, professional training courses, and training on political philosophy, foreign languages and IT... are women.			
<b>Key activities</b>		Initiation		Completion		Inputs (person days)	Financial resources from outside needed? YES/NO
		Plan	Actual	Plan	Actual		
The DOP makes a policy that regulates the proportion of men and women nominated to training selection processes.	3.3.1	1/04		3/04		10	No

Issue a written document guiding MARD affiliated agencies on developing and implementing annual training plans.	3.3.2	04/04		10/05		40	Yes
Monitor and evaluate progress every year.	3.3.3	Dec. annually		Dec. annually		20	No

### **MONITORING AND EVALUATION OF POA IMPLEMENTATION**

MARD CFAW will be responsible for overall monitoring and implementation of the POA. MARD CFAW will hold semi-annual review and annual evaluation during the whole period of POA implementation. The units and agencies accountable for each activity will report to MARD CFAW on semi-annual and annual basis. MARD CFAW will report to the Vice-Minister — Chairman of CFAW and send reports to all related units and agencies.

Units accountable for each output are those defined in the column 'specific responsibility' of the POA. Units having 'overall responsibility' as defined in the POA are direct monitoring agencies in relation to the units having respective 'specific responsibility'.

