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

CULTURE - INFORMATION PUBLISHING HOUSE, 2003
MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT

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Culture - Information Publishing House, 2003
DECISION OF THE MINISTER
OF AGRICULTURE AND RURAL DEVELOPMENT

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

*****

THE MINISTER 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

<table>
<thead>
<tr>
<th>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.</th>
<th>Activity number</th>
<th>Overall responsibility: Leadership of MARD, leadership of State management, Party and mass organisations of all agencies affiliated to MARD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1: To increase MARD's commitment to implementing gender equality in developing and improving its institutions on agricultural and rural development.</td>
<td></td>
<td>Overall responsibility: Leadership of MARD, leadership of state management, Party and mass organisations affiliated to MARD</td>
</tr>
<tr>
<td>Output 1.1. 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.</td>
<td></td>
<td>Specific responsibility: MARD leadership, MARD DOP and CFAW at all levels</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departments/units report on current status of their organisation, operational regulations and achievements to date.</td>
<td>Plan 12/03</td>
<td>Actual 12/03</td>
<td>10</td>
<td>No</td>
</tr>
<tr>
<td>Select some units to check, conduct evaluation and monitoring of the</td>
<td>Plan 01/04</td>
<td>Actual 01/04</td>
<td>20</td>
<td>No</td>
</tr>
<tr>
<td>Activity</td>
<td>Specific responsibility</td>
<td>Indicators:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct training on content and approaches to actions for CFAW chairs, vice-chairs and standing members.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a plan to coordinate with activities of MARD Public Administration Reform from now to 2005.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Output 1.2.** MARD’s Decision on integrating sex-disaggregated targets into annual planning.

<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft a letter to MARD leadership with regard to making a decision on integrating sex-disaggregated targets into annual plans of departments and agencies.</td>
<td>1.2.1 01/04</td>
<td>03/04</td>
<td>20</td>
<td>No</td>
</tr>
<tr>
<td>Draft and present for MARD’s approval a Decision on integrating sex-disaggregated targets into annual plans.</td>
<td>1.2.2 03/04</td>
<td>04/04</td>
<td>20</td>
<td>No</td>
</tr>
</tbody>
</table>

**Output 1.3.** A written Guideline on integrating sex-disaggregated targets in planning has been prepared and followed by all levels of MARD’s system.

<table>
<thead>
<tr>
<th>Specific responsibility:</th>
<th>Indicators:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Planning</td>
<td>70% of departments and agencies integrate sex-disaggregated targets into their plans.</td>
</tr>
<tr>
<td>Key activities</td>
<td>Department</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Develop a Guideline on planning with sex-disaggregated targets</td>
<td>1.3.1</td>
</tr>
<tr>
<td>Conduct a workshop to get comments.</td>
<td>1.3.2</td>
</tr>
<tr>
<td>Finalise the guideline and present to MARD leadership for approval and then distribute to departments/agencies.</td>
<td>1.3.3</td>
</tr>
<tr>
<td>Training on planning with sex-disaggregated targets</td>
<td>1.3.4</td>
</tr>
</tbody>
</table>

**Outputs 1.4**: A Handbook on mainstreaming gender in MARD’s public services provision

**Specific Responsibility:**
- DOP
- Technical Cuc-departments

**Indicators:**
Publish 3,000 copies of the Handbook.

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Outside financial resources required? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form a Working Group to draft the Handbook</td>
<td>1.4.1</td>
<td>01/04</td>
<td>02/04</td>
<td>3</td>
</tr>
<tr>
<td>Develop an outline and write a draft Handbook</td>
<td>1.4.2</td>
<td>02/04</td>
<td>03/04</td>
<td>80</td>
</tr>
<tr>
<td>Conduct workshops</td>
<td>1.4.3</td>
<td>05/04</td>
<td>09/04</td>
<td>10</td>
</tr>
<tr>
<td>Finalise the draft Handbook</td>
<td>1.4.4</td>
<td>10/04</td>
<td>11/04</td>
<td>20</td>
</tr>
<tr>
<td>Present the handbook to MARD leadership for approval and publish</td>
<td>1.4.5</td>
<td>11/04</td>
<td>4/05</td>
<td>10</td>
</tr>
</tbody>
</table>
Publicise and provide instruction on how to use the Handbook | 1.4.6 | 04/05 | 12/05 | 100 | Yes

**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.**

**Overall responsibility:**
Leadership of MARD, leadership of state management, Party and mass organisations of all agencies affiliated to MARD; and CFAWs.

**Output 2.1:** A set of training materials on Mainstreaming Gender in Agricultural and Rural Development have been developed and completed.

**Specific responsibility:**
Management Schools No.1&2

**Indicators:**
The materials are appraised and approved by December 2004.

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Outside financial resources required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Actual</td>
<td>Plan</td>
<td>Actual</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Develop a programme and content and assign staff to write the training materials.</td>
<td>2.1.1</td>
<td>01/04</td>
<td>01/04</td>
<td>10</td>
</tr>
<tr>
<td>Conduct the 1st Workshop and make necessary improvements.</td>
<td>2.1.2</td>
<td>02/04</td>
<td>02/04</td>
<td>10</td>
</tr>
<tr>
<td>Draft the materials.</td>
<td>2.1.3</td>
<td>03/04</td>
<td>05/04</td>
<td>80</td>
</tr>
<tr>
<td>Conduct expanded workshops, revise and finalise the materials.</td>
<td>2.1.4</td>
<td>06/04</td>
<td>06/04</td>
<td>10</td>
</tr>
</tbody>
</table>

**Output 2.2.** Personnel, public servants and employees of MARD-related departments and agencies have received gender training.

**Specific responsibility:**
DOP and MARD’s Management Schools

**Indicators:**
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

<table>
<thead>
<tr>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Plan</strong></td>
<td><strong>Actual</strong></td>
</tr>
</tbody>
</table>

- **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

### Output 2.3. Teachers of MARD-related schools have received training in gender mainstreaming as well as methods of teaching gender subject/topics.

- **Specific responsibility:**
  - DOP and schools
- **Indicators:**
  - 100% of schools have 1-2 teachers receiving training.

### Key activities

<table>
<thead>
<tr>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Plan</strong></td>
<td><strong>Actual</strong></td>
</tr>
</tbody>
</table>

- **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

### Output 2.4. Planners, decision makers and managers at all levels know how to apply their knowledge and skills to integrate gender in their work.

- **Specific responsibility:**
  - DOP
  - Planning
- **Indicators:**
  1. 40% of planners, decision makers and managers at all levels receive training in gender integrating skills before 12/2004.
<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess gender-training needs of planners.</td>
<td>2.4.1</td>
<td>5/04</td>
<td>5/04</td>
<td>10 Yes</td>
</tr>
<tr>
<td>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:</td>
<td>2.4.2</td>
<td>08/04</td>
<td>11/04</td>
<td>100 Yes</td>
</tr>
<tr>
<td>- Cuc and Vu departments: 1 course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Institutes and schools: 2 courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Corporations: 1 course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- DARDs: 2 courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Write up reports of training courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor and evaluate integration of sex-disaggregated targets in departmental and agency plans.</td>
<td>2.4.3</td>
<td>11/04</td>
<td>01/05</td>
<td>10 Yes</td>
</tr>
</tbody>
</table>

**Output 2.5.** Public service providers have skills to integrate gender in activities.

**Specific responsibility:**
DOP and relevant Cuc and Vu departments

**Indicators:**
20% of public services providers are trained in gender integrating skills.
<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Survey and collect information of MARD public service providers.</strong></td>
<td>2.5.1</td>
<td>01/04</td>
<td>06/04</td>
<td>10</td>
</tr>
<tr>
<td><strong>Develop a training plan on gender integrating skills.</strong></td>
<td>2.5.2</td>
<td>07/04</td>
<td>08/04</td>
<td>10</td>
</tr>
<tr>
<td><strong>Develop training materials and programme.</strong></td>
<td>2.5.3</td>
<td>08/04</td>
<td>09/04</td>
<td>10</td>
</tr>
<tr>
<td><strong>Conduct training.</strong></td>
<td>2.5.4</td>
<td>10/04</td>
<td>10/05</td>
<td>200</td>
</tr>
<tr>
<td><strong>Evaluate training.</strong></td>
<td>2.5.5</td>
<td>10/04</td>
<td>11/05</td>
<td>10</td>
</tr>
<tr>
<td><strong>Output 2.6: A network of trainers of trainers of gender integration amongst</strong></td>
<td>Specific</td>
<td>Indicators:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARD public service providers has been available.</td>
<td>responsibility: 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Analyse information of the cohort of public service providers in order to</strong></td>
<td>2.6.1</td>
<td>06/04</td>
<td>07/04</td>
<td>10</td>
</tr>
<tr>
<td>select participants for the training of trainers courses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Develop a training plan for training of trainers.</strong></td>
<td>2.6.2</td>
<td>07/04</td>
<td>08/04</td>
<td>5</td>
</tr>
<tr>
<td><strong>Develop training materials and programme.</strong></td>
<td>2.6.3</td>
<td>08/04</td>
<td>10/04</td>
<td>10</td>
</tr>
<tr>
<td><strong>Deliver training.</strong></td>
<td>2.6.4</td>
<td>11/04</td>
<td>03/05</td>
<td>80</td>
</tr>
<tr>
<td><strong>Evaluate training.</strong></td>
<td>2.6.5</td>
<td>04/05</td>
<td>04/05</td>
<td>10</td>
</tr>
</tbody>
</table>
**Output 2.7:** Communication materials on public services have been renovated and diversified appropriate with gender needs.

**Specific Responsibility:**
- Concerned Cuc departments
- Financial Department
- Planning Department

**Indicators:**
100% of the communication materials on MARD public services distributed from 2004 onward are revised and gender integrated.

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Outside financial resources required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and compile a list of available materials.</td>
<td>2.7.1 01/04</td>
<td>03/04</td>
<td>20</td>
<td>Yes</td>
</tr>
<tr>
<td>Develop new materials, revise and improve existing materials.</td>
<td>2.7.2 03/04</td>
<td>12/04</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>Print and distribute the materials.</td>
<td>2.7.3 01/05</td>
<td>03/05</td>
<td>10</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Objective 3:** *To increase empowerment of women and to achieve gender equality in decision-making processes at all levels in MARD.*

**Overall responsibility:**
MARD, MARD CFAW

**Output 3.1.** 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.

**Specific responsibility:**
- DOP
- Agencies affiliated to MARD

**Indicators:**
20-30% of the officials newly appointed at all levels from 2004 onward are women.
<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on current status of female personnel in MARD.</td>
<td>3.1.1</td>
<td>01/04 02/04</td>
<td>50</td>
<td>Yes</td>
</tr>
<tr>
<td>Identify training needs and develop a plan for training.</td>
<td>3.1.2</td>
<td>04/04 04/04</td>
<td>50</td>
<td>Yes</td>
</tr>
<tr>
<td>DOP coordinates with training institutions to conduct training.</td>
<td>3.1.3</td>
<td>01/04 12/05</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Provide guidelines on planning for promotion of female personnel.</td>
<td>3.1.4</td>
<td>05/04 06/04</td>
<td>20</td>
<td>Yes</td>
</tr>
<tr>
<td>MARD CFAW coordinates with DOP to follow up and monitor appointment of female personnel.</td>
<td>3.1.5</td>
<td>01/04 12/05</td>
<td>40</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Output 3.2. The rate of women participating in Party Executive and Trade Union Executive Committees at all levels in MARD related agencies has increased.

- **Specific responsibility:**
  - Party Executive Committee, Trade Union and Youth Union in MARD related agencies.

- **Indicators:**
  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.

<table>
<thead>
<tr>
<th>Key activities</th>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>In coordination with MARD Party Executive Committee, Trade Union and Youth Union to review and evaluate the current status of</td>
<td>3.2.1</td>
<td>01/04 04/04</td>
<td>30</td>
<td>No</td>
</tr>
</tbody>
</table>
Men's and women's participation in Party Executive, Trade Union Executive and Youth Union Executive Committees in agencies related to MARD.

3.2.2 | 03/04 | 03/04 | 10 | Yes
--- | --- | --- | --- | ---
In coordination with MARD Trade Union, Youth Union and related agencies to brief on and implement Party's resolutions on female personnel affairs.

3.2.3 | 07/04 | 10/04 | 10 | Yes
--- | --- | --- | --- | ---
In coordination with Trade Union and Youth Union of MARD's units to integrate gender into working plans.

3.2.4 | Dec. annually | Dec. annually | 20 | Yes
--- | --- | --- | --- | ---
Integrate gender into Party's, Trade Union's and Youth Union's operational training of MARD's related agencies

**Output 3.3.** The rate of women enrolled in postgraduate education, professional training, training on political philosophy and foreign languages has increased.

**Specific responsibility:**
- Personnel departments of MARD related agencies.
- MARD's schools

**Indicators:**
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.

### Key activities

<table>
<thead>
<tr>
<th>Initiation</th>
<th>Completion</th>
<th>Inputs (person days)</th>
<th>Financial resources from outside needed? YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Actual</td>
<td>Plan</td>
<td>Actual</td>
</tr>
<tr>
<td>The DOP makes a policy that regulates the proportion of men and women nominated to training selection processes.</td>
<td>3.3.1</td>
<td>1/04</td>
<td>3/04</td>
</tr>
</tbody>
</table>
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 basic. 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'.
KẾ HOẠCH HÀNH ĐỘNG VỀ GIỚI TRỌNG NỘNG NGHIỆP VÀ PHÁT TRIỂN NỘNG THONSEO NĂM 2005

Ban hành kèm theo quyết định số: 4776 QĐ-BNN/TCCB
Ngày 28 tháng 10 năm 2003 của Bộ trưởng Bộ Nông nghiệp và Phát triển Nông thôn

Nhà Xuất Bản Văn Hóa - Thông Tin, 2003