



## **SURAFCO**

Support to the Reform of the Northern Agriculture and Forestry College in Laos

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# Minutes of 3<sup>rd</sup> Steering Committee (SC) Meeting

## **SURAFCO**

Support to the Reform of the Northern Agriculture & Forestry College in Laos

**April 8, 2011**



**Andrea Schroeter**  
**April 2011**

# Support to the Reform of the Northern Agriculture and Forestry College in Laos (SURAFCO)

## Financed by



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**skat** Swiss Resource Centre and  
Consultancies for Development

## ACRONYMS

ADB	Asian Development Bank
CDC	Curriculum Development Committee
CHF	Swiss Francs
CIAT	Centro Internacional de Agricultura Tropical (Intern. Centre for Tropical Agric.)
CMU	Chiang Mai University
CTA	Chief Technical Adviser
DAFO	District Agriculture and Forestry Office
GDG	Gender Development Group
GoL	Government of Lao PDR
HDR	Human Resources Development
IG	Income Generation
IT	Information Technology
Lao PDR	Lao People's Democratic Republic
MAF	Ministry of Agriculture and Forestry
M&E	Monitoring and Evaluation
MoE	Ministry of Education
MoU	Memorandum of Understanding
NAFC	Northern Agriculture and Forestry College
NAFES	National Agriculture and Forestry Extension Service
NAFRI	National Agricultural and Forestry Research Institute
NPD	National Project Director
NPM	National Project Manager
NUoL	National University of Laos
PAFO	Provincial Agriculture and Forestry Office
SADU	Small-scale Agro-enterprise Development in the Uplands of the Lao PDR
SCA	Swiss College of Agriculture
SCM	Steering Committee Meeting
SKAT	Swiss Resource Centre and Consultancies for Development.
SURAFCO	Support to the Reform of the Northern Agriculture and Forestry College in Lao PDR
SDC	Swiss Agency for Development and Cooperation
TA	Technical Assistance
TABI	The Agro Biodiversity Initiative
TOR	Terms of Reference
WS	Workshop

## Minutes of 3<sup>rd</sup> Steering Committee (SC) Meeting SURAFCO

**Date:** October 14, 2010

**Duration:** 08.30 to 12.00 h

**Place:** NAFC, Northern Agriculture and Forestry College

**Participants:**

No	Name	Position	Organization
<b>SC members</b>			
1	Dr. Phouang Parisak Pravongviengkham	Director General	MAF, Department of Planning
2	Dr. Phet Phomphitack	Director General (Chair person)	MAF, Department of Organization and Personnel
3	Dr. Liliane Ortega	Deputy Country Director	SDC, Laos
4	Mrs. Anne Sophie Grindoz	Country Director	Helvetas, Laos
5	Mr. Khamphoui Phonexay	Director General	NAFC
6	Mr Bounthavy ...	Head (NPD SURAFCO)	MAF, Department of Organization and Personnel, Division of HRD
7	Mr. Phoxay Boulom	Deputy Director	MoE, Department of Vocational Education
8	Mr. Phouthone Sophathilath	Deputy Director	NAFRI
9	Mr. Somxay Sisanonh	Deputy Director	NAFES
<b>Resource persons</b>			
10	Mr. Thongsamout Phommasone	Deputy Director	NAFC
11	Mrs. Andrea Schroeter	CTA	Helvetas SURAFCO
12	Mr. Khammone Luangsakda	TA of HRD	Helvetas SURAFCO
<b>Observers</b>			
13	Mr. Somsack Chandara	Program Officer	SDC, Laos
14	Mr. Kaisone Vongkhampheng	Head	Planning Division, PAFO LPB
15	Mr. Outhai Soukky	Deputy Director	NAFC
16	Mr. Thongphet Vilavongsa	Head of Agronomy Division	NAFC
17	Mr. Amphayvanh Souksanti	Head Academic Livestock division	NAFC
18	Mr. Somsai Khammanivong	Head Academic Forestry Division	NAFC
19	Mr. Thongkhoun Saykosone	Deputy Academic Forestry Division	NAFC
20	Mr. Bounchan Laengsavath	Head Admin & Personal Division	NAFC
21	Mr. Bounxou Xayxana	Head Outreach Division	NAFC
22	Mrs. Norkham Vilavongsa	Head Academic Development Division	NAFC
23	Mr. Mounisa Phongbandith	Deputy Academic Development Division	NAFC

**Absence:**

Mr. Phoxay Boulom, Deputy Director of MoE, Department of Vocational Education

## Agenda

### 3<sup>rd</sup> SURAFCO Steering Committee Meeting

**Date:** 8 April 2011  
**Time:** 08.30 am to 12.00 pm  
**Place:** Northern Agriculture and Forestry College

- |              |  |                              |
|--------------|--|------------------------------|
| 08.30        | Opening Remarks<br>Checking on decisions taken during last SCM<br>Approval of Minutes of Meeting <sup>2nd</sup> SCM  | SC Chairperson<br>SC Members |
| 08.45        | Progress Report<br>a. Activities and Outputs, Oct 2010 – Mar 2011<br>b. Assessment of the Progress   | CTA                          |
| 09.10        | Main activities for April to September 2011  | NPM                          |
| 09.30        | Response to Progress Report and<br>Activities until September 2011<br>a. Questions and Comments<br>b. Approval of Progress Report<br>c. Approval of Plan of Operations | SC Members                   |
| <i>10.15</i> | <i>Coffee BREAK</i>  |                              |
| 10.30        | Finances<br>a. Financial Report for Jan - Dec 2010   | CTA                          |
| 10.45        | Response to Budget<br>a. Questions and Comments<br>b. Approval of Financial Report for fiscal year 2010  | SC Members                   |
| 11.00        | Other Business   |                              |
| 11.45        | Wrap up<br>a. Summary of decisions taken<br>b. Next SC Meeting: place, date and time<br>c. Closing remarks   | SC Chairperson               |

*12.00*      *LUNCH*

In the afternoon from 2.00 pm to 4.30 pm the **official handing over ceremony** of the main construction buildings took place.

## **Decisions to be taken during the 3<sup>rd</sup> Steering Committee Meeting of SURAFCO**

### ***I. Minutes of Meeting from 2<sup>nd</sup> Steering Committee meeting***

- Approve Minutes of Meeting

### ***II. Presentation and discussion on Project Report and issues for discussion***

- Endorse Progress Report
- Discuss Cumulative Process and Assessment of activities until March 2011
- Discuss occurring focal issues
  - Criteria for Quota students for increased enrolment of women and poor students
  - Additional staff requirements
  - Compound Security

### ***III. Presentation and discussion further Activities***

- Endorse Plan of Operations until September 2011

### ***IV. Presentation and discussion on Finances and further Activities***

- Endorse Financial Report for fiscal year 2010

### ***V. Other issues***

- Discuss other issues – to be defined
- Agree on next Steering Committee Meeting

## A. Rational

This Steering Committee meeting was the third official gathering of SURAFCO after one and a half year of implementation. The “Support to the Reform of the Northern Agriculture and Forestry College in Lao PDR” Project was established to support the Strategy for Reform in the Agriculture and Forestry Colleges towards 2020 in Lao PDR. SURAFCO’s first three-year phase is put into operation from September 2009 to August 2012 with an overall budget of 4,650,000 CHF supported by Swiss Agency for Development and Cooperation (SDC).

The project is implemented by the Northern Agriculture and Forestry College (NAFC) with the support of HELVETAS, the Swiss Association for International Cooperation. Assistance in curriculum development is provided by SCA, Swiss College of Agriculture and in infrastructure development by SKAT, Swiss Resource Centre and Consultancies for Development.

The project is based on six main objectives:

- a) improved students selection and motivation,
- b) teachers upgrading,
- c) curriculum development,
- d) establishment of partnerships,
- e) improved infrastructure and
- f) modern management.

The focus of this 3rd Steering Committee meeting was to discuss the implementation from October 2010 to March 2011 and related financial utilization, to agree on the financial report of the calendar year 2010, to discuss operational issues (like criteria for quota students, staff requirements and infrastructure maintenance and security issues) and to agree on the core activities for the coming 6 months.

## **B. Summary of decisions taken by the Steering Committee**

### **Endorsements:**

- *The SC endorsed the Minutes of Meeting of the 2<sup>nd</sup> Steering Committee Meeting on 14<sup>th</sup> October 2010*
- *The SC endorsed the Progress Report and acknowledged the good progress until March 2011*
- *The SC endorsed the proposed priority areas for the next six months.*
- *The SC endorsed the Financial Report for the calendar year 2010*
- *The SC endorsed the additional mandate for SCA until the end of the project phase.*

### **Obligations:**

- *MAF agreed to organise a stakeholder workshop discussing a partnership concept, in order to streamline all networking activities.*
- *MAF agreed to provide a budget for maintenance and security at NAFC before discussing the next phase for SURAFCO*
- *MAF agreed to secure finances for fencing based on a budget plan prepared and provided by NAFC.*
- *NAFC agreed to identify financial requirements for maintenance and a clear strategy for implementation maintenance activities at NAFC. This might include a stepwise outside financing.*
- *The SC agreed in principal on the proposal for better female and ethnic diversity. However more details are needed in the paper. MAF, Department of Organisation and Personal agreed to coordinate further inputs in cooperation with NAFC and SURAFCO, then finalise the draft and circulate it to all SCM for approval.*
- *MAF agreed to provide a quota for additional government staff in 2011/2012 of 15 to 20 persons.*

### **Recommendations:**

- *The SC recommends putting the agreed MoUs into action by identifying core cooperation areas and implement related activities.*

## C. Discussion and Agreements

### 1. Minutes of last Steering Committee Meeting

#### 1.1 Endorsement of Minutes of last SC Meeting

SURAFCO and the Steering Committee Members reviewed the obligations stated during the last SC as follows:

##### 1.1.1 Obligations:

- *NAFC with the support of MAF assures to get the official land title for the NAFC compound by the end of November 2010*
  - ➔ **Agreement from provincial governor on 28.12.2010**
  - ➔ **Land-title from provincial Land Management Division on 3.2.2011**
- *NAFC agreed to present an outline for the selection of quota students to MAF for releasing official selection criteria.*
  - ➔ **Outline presented during this SC meeting**
- *MAF agreed to provide a quota for 10 additional staff in November 2010, which will be enforced in 2011.*
  - ➔ **A quota for 11 staff has been provided. 6 staffs have been acknowledged on 9 Mina 2011**
- *MAF agreed to consider and acknowledge the document on the role and function of NAFC.*
  - ➔ **MAF acknowledged the role and function of NAFC on 1.12.2010**
- *MAF agreed to consider and acknowledge the request for inclusion of infrastructure maintenance staff.*
  - ➔ **5 staffs are employed as maintenance management team, including head of management (MIC), a logistical administrator, an electrician, a water managing staff and a mechanical agriculture engineer**
- *NAFC and SURAFCO agreed to elaborate suitable schemes for a support board and organise related workshops.*
  - ➔ **The board of trustees was found not suitable within the Lao context. The college however set up partner networks with private and public sector to cooperate in supporting scholarships, cultural and sport events, etc.**

##### 1.1.2 Recommendations:

- *The SC suggested to increase the collaboration with*
  - a) *the research (for improved teaching content),*

- **NAFC research concept established**
- **ACIAR (cattle), CIAT (Cassava)**
- b) *the Upland Development Program (use NAFC's capacities in the program),*
  - **Students in practical term in cooperation with livestock project**
- c) *the educational institutions (support to vulnerable groups and bridging courses)*
  - **Joined training in gender**
  - **Continuous cooperation on enrolment and promotion for new students**
- d) *other SDC projects (complementary use of capacities) and*
  - **Cooperation with SADU and TABI**
- e) *other colleges and forestry department (develop a major in forestry).*
  - **MoU with other 4 colleges under MAF,**
  - **Start development of forestry curriculum,**
  - **Contribute to Curriculum development in Bolikhamxay**
- f) *other universities in neighbouring countries (establish and sign MoU)*
  - **MoU signed with MAEJO and Kalasin (Thailand)**

Further details have been discussed after the presentation of the progress report and activity plan, documented in the next chapter.

***Agreements:***

- 1) *The SC endorsed the Minutes of Meeting of the 2<sup>nd</sup> Steering Committee Meeting on 14<sup>th</sup> October 2010.*

## **2. Overview and progress during October 2010 to March 2011 and Core activities until September 2011**

### **2.1 General comments on the progress report:**

All SC members acknowledged the progress until from October 2010 to March 2011. Achievements are in line with the reform strategy and are considered highly satisfactory.

Especially the official land title registration, and further the increased staff employment, the completion of the first semester teaching under the new high-level diploma and the finalisation of the main construction buildings are seen as very important.

***Agreements:***

- 2) *The SC endorsed the Progress Report and acknowledged the good progress until March 2011.*

## **2.2 Cooperation with other stakeholders**

### ***NAFES***

The signing of the MoUs is seen as a very important issue. However it is now important to put those MoUs into real activities. It is important to identify priority areas with each partner. Moreover a general NAFC strategy for partnerships would help and formulate a NAFC strategy on the idea of the partnerships.

### ***NAFRI***

NAFRI is interested to learn more about the specific reason of the MoU and what has been done already. The cooperation with NAFRI is ongoing, with a special focus on the agriculture research fund managed by NAFRI. Recently a related training on writing research proposals has been conducted for the NAFC staff. This training should lead to related research proposals and the NAFRI staff will support the implementation.

### ***MAF***

Dr. Phet appreciates the efforts in increasing collaboration and signing MoUs with different educational organisations in the region. These cooperations are seen as very important for the teachers' capacity building. He suggests that the cooperation might be extended to institutions in Vietnam as well.

Dr Parisak emphasises that the 5 year plan is focusing on the reform of the agriculture sector, especially on educating young people to work at the grass root level, e.g. in the kumbans. Special measures and related budgets up to 2020 are identified in the related HRD Plan. He suggested organising a separate meeting on Partnerships to discuss the strategic issues. Cooperation in respect to climate change should be included. A funding scheme for the activities implemented under those partnerships should be established.

He sees strong partnerships and collaborations as a suitable concept instead of following the idea of a board of trustees, which seems not be appropriate within the Lao context.

### ***SDC***

Dr Ortega also appreciates the cooperation with other educational institutions. She is interested in the details of the cooperation with the other SCD funded projects, like SADU and TABI and suggests continuing and increasing those collaborations. Furthermore she suggests to learn from other experiences, e.g. the Zamorano University, related to increasing the cooperation with farmers and communities and the operation of related funding schemes.

### ***Agreements:***

- 3) *MAF agreed to organise a stakeholder workshop discussing a partnership concept, in order to streamline all networking activities.*
- 4) *The SC recommends putting the agreed MoUs into action by identifying core cooperation areas and implement related activities.*

## **2.3 Infrastructure Maintenance:**

### ***NAFES***

Infrastructure maintenance is seen as very important. Students should participate in the maintenance and related initiative should be launched.

**HELVETAS**

Supports the idea of the creation of a students volunteer group on garbage management. However this idea needs to be integrated into the maintenance concept and the role and contribution of the students group needs to be clearly specified.

**SDC**

Maintenance is a very important issue, which has been raised from the very beginning of the project. Dr Ortega appreciates the establishment of a maintenance team. SURAFCO assured that training and the establishment of a maintenance plan can be covered by the project, both in terms of financial and professional support. However Dr Ortega pointed out that it is essential that MAF provide a related maintenance budget for an operation on the long term run, before discussing the next phase of SURAFCO.

**MAF**

Dr. Phet supports the idea of integrating student in the overall maintenance management, but also makes sure that the maintenance cannot be covered by students support only.

Dr Parisak appreciates the idea of an overall maintenance concept, which needs to be established beyond the project background. Responsibility and ownership needs to be with the college for assuring sustainable operations. NAFC shall establish a detailed budget plan (specifying the assumed 20.000 US per year) and suggesting ideas for step-wise financing, e.g with the support of banks and private sector.

Dr Parisak furthermore responds to the issue of increase security through constructing proper fencing. This is essential to secure the established infrastructure. He suggests that the NAFC prepare a related request and MAF would look for related funding.

**Agreements:**

- 5) *MAF agreed to provide a budget for maintenance and security at NAFC before discussing the next phase for SURAFCO*
- 6) *MAF agreed to secure finances for fencing based on a budget plan prepared and provided by NAFC.*
- 7) *NAFC agreed to identify financial requirements for maintenance and a clear strategy for implementation maintenance activities at NAFC. This might include a stepwise outside financing.*

**2.4 Students Selection:****SDC**

Dr. Ortega supports the idea of the proposal for better female and ethnic diversity. It is important to specify clear criteria how to judge the students motivation for enrolment. Mr Somsack raises the question if the students' requirement of completed upper secondary education might not be an obstacle for remote, poor or female students. In this relation the development of bridging courses is seen as a very good initiative.

**MAF**

Appreciates the initiative of preparing a concept paper on the increased enrolment of female students and more ethnic diversity. However the paper is not yet clear enough and should be

adjusted with more specific details. E.g. other partners, like the youth union shall be mentioned for an improved selection. NAFC and SURAFCO should take care to select appropriate students, which apply directly at the college, so called non-quota students.

***Agreements:***

8) *The SC agreed in principal on the proposal for better female and ethnic diversity. However more details are needed in the paper. MAF, Department of Organisation and Personal agreed to coordinate further inputs in cooperation with NAFC and SURAFCO, then finalise the draft and circulate it to all SCM for approval.*

**2.5 Requirements of teachers:**

***SURAFCO/NAFC***

SURAFCO and NAFC appreciate the acknowledgement of 11 government staff for the academic year 2010/2011. 6 have been already approved. However as the overall requirement amounts to 111 staff and 80 (including contract staff) are presently enrolled, additional staff is needed.

***MAF***

Dr. Phet ensured that for the academic year 2011/2012 15 to 20 more government staff will be acknowledged to the NAFC by the department of Organisation and Personal. Suitable staff should be selected and suggested by NAFC.

***Agreements:***

9) *MAF agreed MAF agreed to provide a quota for additional government staff in 2011/2012 of 15 to 20 persons.*

**2.6 Major activities for the next six months**

***All SC members:***

All SC members agreed with the proposed priority activities for the next six months. The main recommendations of the SC members have been integrated in the chapters above as both the report of the last six month and the planning for the next six month have been discussed together.

***SDC:***

Dr Ortega appreciates the development of the forth major in forestry. She however stresses that it will be very important to develop this curriculum in the same manner and idea like the other 3 majors. Swiss College for Agriculture (SCA) offered to provide specific support to the content development if needed.

***Agreements:***

10) *The SC endorsed the proposed priority areas for the next six months.*

**2. Financial Report 2010 & financial expenses Jan-Mar 2011**

All SC members acknowledged the financial report for the calendar year 2010.

The expenses were slightly lower than budget. This is related to the favourable exchange rate from US\$ to CHF.

A major under spending occurred in component 3 (Curriculum Development) - 48 % of the budgeted amount has been spent. This under spending is related to the following facts

- a) The workshops on forestry curriculum development has been planned for 2010 – but took place in 2011 only
- b) Workshops on development of concept for staff refresher courses and bridging courses were also planned for 2010 and took place in 2011 only
- c) The printing of teachers and students handbooks has been budgeted for 2010. Those will be only printed in the second half of 2011

The amount not spent in 2010 is taken over in the budget of 2011. In general it is expected that the total amount of the three-years phase budget will be utilised by the end of the phase. SDC stated that it is most important to achieve the intended objectives and outputs. If those outputs can be achieved with a lower budget absorption this is even better. The remaining budget can be taken over for a next phase.

#### ***SDC***

Dr Ortega informed about an addition to the credit proposal. This addition is for the Swiss College for Agriculture (SCA) for additional consultant days in 2012 as their original mandate terminates in December 2011.

#### ***Agreements:***

11) *The SC endorsed the Financial Report for the calendar year 2010.*

12) *The SC endorsed the additional mandate for SCA until the end of the project phase.*

### **3. Other issues**

#### ***3.1 Next Steering Committee Meeting***

The next Steering Committee Meeting will be organised in October 2011 at the NAFC.

## **D. Attachments**

- 1. PPP on Progress during October 2010 and March 2011**
  
- 2. PPP on core Activities for April to September 2011**
  
- 3. PPP on Financial Report 2010 and Expenses Jan to March 2011**

**Attachment 1: PPP on Progress during October 2010 and March 2011****Component 1: Students' motivation**

- Continuous cooperation with MAF women advancement committee
- Gender workshop in March with participants from ethnic minority school, Orphanage School, provincial education & agriculture offices
- More private donors to provide scholarships to vulnerable students for the coming academic year
- Further inputs to include gender and inclusiveness issues into the curriculum content
- Student's handbook improved & disseminated to all students
- Assessment on enrolment of remote area students ongoing
- Helvetas exchange forum on gender and inclusiveness – first WS in February 2011

## Component 2: Teachers Upgrading

- Upgrading training for 143 staff related to teaching topics
- Roles, responsibilities, task and TOR discussed and agreed
- Performance indicators agreed for assessing work performance of each teacher and staff
- Two upgrading training abroad in Thailand (dairy production and forage)
- Children's nursery completed recently and will start operations soon
- English language training in three courses
- Library service moved to bigger location and additionally more than 1000 books provided.

## Component 3: Curriculum Development

- 2 curriculum development WS Nov 2010 & Mar 2011  
Focus teaching observation 1<sup>st</sup> semester modules & content development 3<sup>rd</sup> & 4<sup>th</sup> semester modules
- Development high-level diploma course in Forestry started
- Farm concept and farm plans established
- Assessment on implementation of 6<sup>th</sup> semester practical term started
- Concepts for bridging courses & staff's refresher courses developed
- NAFC support curriculum development in Bolikhamxay
- Handbook on NAFC research concept developed

## Component 4: Partners

- Radio system installed on NAFC compound in cooperation with the provincial radio station
- Website regularly updated in both languages
- Promotional material distributed incl. calendar, posters and monthly news release
- 2 MoUs with Kalasin University on 14<sup>th</sup> January
- All 5 colleges under MAF signed a MoU on 4<sup>th</sup> February
- 6 MoUs with the MAEJO University on 27<sup>th</sup> March
- Helvetas Board Director from Switzerland visited on 6<sup>th</sup> January
- National Teachers day celebration on 7<sup>th</sup> October 2010
- Collaboration with farmers (Ban Hadkham rice production & Ban Phonsavang cassava)

## Component 5: Infrastructure Development

- Official land title released on 28<sup>th</sup> Dec 2010 by Provincial Gov & on 3<sup>rd</sup> Mar 2011 by Provincial Land Mgmt authorities
- Construction of main buildings completed
- Internal roads and surroundings finalised
- Electrical supply system installed
- Water supply system established
- Construction of sport compound completed
- Construction of 3 biogas units
- Infrastructure Management team established with 5 staffs
- Construction of wastewater wetland started to complement NAFC ecological approach

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- Water supply system established
- Construction of sport compound completed
- Construction of 3 biogas units
- Infrastructure Management team established with 5 staffs
- Construction of wastewater wetland started to complement NAFC ecological approach

## Component 6: Management

- Additional 8 (2) teachers employed as contract staff –  
3 admin, 2 (1) partner network, 2 (1) Agronomy & 1 Livestock & Fishery
- 6 (4) staffs acknowledged as government staff on 9<sup>th</sup> Mar 2011  
5 additional staffs to be approved during next batch in July
- Concept on NAFC profile and role officially acknowledged and signed by MAF on 1<sup>st</sup> Dec 2010
- 8 administration staffs receive upgrading training
- Revolving fund for income generating activities operational –  
27 projects of a total of 46,845,000 Kip so far
- Monthly management meetings organised for coordinating and streamlining all activities

## Issues for Discussion

1. Enrolment of female students and higher ethnic diversity
2. Additional staff requirements
3. Compound Security

## 1. Selection Criteria for Quota Students

### → Problem

- Enrolment numbers of female students dropped from 38 % in 2009/2010 to 13,5 % in 2010/2011
- Ethnic composition previously not considered
- **Criteria related to Gender:**  
At least 30 % of the quota students from each place shall be women.
- **Criteria related to Ethnic composition:**  
At least one student from each ethnic group, which has 10 % or more representation in the provincial population, shall be included.

## 1. Selection Criteria for Quota Students (cont.)

Students' shall match the following requirements:

- Graduated from upper secondary (M7)
  - Motivated to learn
  - Interested in agricultural issues
  - Interested in spreading their knowledge and skills
  - Strong physical condition
  - No criminal record
- ➔ Special support to poor and orphans through scholarships

## 2. Additional Staff Requirements

No.	Division	TOTAL Needs	Available on March 2011	incl female	Incl. Contract staff	incl female	Additional Needs
1	Leadership	3	3	0	0	0	0
2	Management Division	16	11	4	4	0	5
3	Outreach/Partner Network	5	4	1	2	1	1
4	Academic Development	12	7	3	0	0	5
5	Academic Agronomy	22	15	6	3	1	7
6	Academic Livestock	22	18	5	5	2	4
7	Academic Agro Business	7	6	2	2	1	1
8	Academic Forestry	24	16	6	0	0	8
	<b>TOTAL</b>	<b>111</b>	<b>80</b>	<b>27</b>	<b>16</b>	<b>5</b>	<b>31</b>

- ✓ Overall needs 111
- ✓ Contract staff increased by 8
- ✓ 6 Contract staff taken over in March 2011
- ✓ Still 31 staff additionally needed

### 3. Compound Security

- Infrastructure development is seen a major improvement for high quality operations
- However the improved facilities and equipments create the necessity for improved security
- Fencing of the whole compound is very rudimentary and does not allow any proper control on unauthorized entering
- Establishment of a proper fence was however not considered in the budget planning of the project. Solution is needed.

Looking forward to your ideas...

Thank you

## Attachment 2: PPP on core Activities for April to September 2011



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# SURAFCO PROJECT



## *Plan of Operations Priorities Activities For the next 6 months April to September 2011*

**3<sup>rd</sup> Steering Committee Meeting**

**8 April 2011**

### **Component 1: Improved student selection and motivation**

- 1. Implement quota for higher enrolment of female students and better ethnic presentation*
- 2. Finalize assessment on enrolment of vulnerable students*
- 3. Set up the volunteer group for environment conservation and protection at college with min 30% women*

## **Component 2: Teachers upgrading**

- 1. Organise skills and upgrading training in technical and management issues***
- 2. On the job training and coaching in new curricula***
- 3. Assess teachers performance based on agreed indicators***

## **Component 3: Curriculum development**

- 1. Finalize and print handbooks for first year modules***
- 2. Develop session plans and teaching materials for second year modules***
- 3. Monitor and evaluate new curriculum during application in 2<sup>nd</sup> semester***
- 4. Proceed in development of forestry curriculum and refresher course***
- 5. Implement the farm development plan and related farm management***

## **Outcome 4: partner network**

- 1. Implement activities agreed under umbrella of MoUs with Maejo University, Rajmonkol University of Technology Isan Kalasin Campus and the 4 other colleges*
- 2. Organise an open door event and official opening of the new facilities at beginning of academic year 2011-2012*
- 3. Produce a new video figuring successful graduates*
- 4. Establish schedule and content for use of internal speaker communication system*

## **Outcome 5: Improved Infrastructure and equipments**

- 1. Complete construction of all farm units*
- 2. Complete establishment of outside students kitchen*
- 3. Develop infrastructure maintenance manual and train related persons*

## Outcome 6: Improved Management

1. *Complete database for the college*
  2. *Develop and improve planning methods by using panning tools*
  3. *Organize the 4<sup>th</sup> steering committee meeting (SCM) in October 2011*
- The detailed activities related to each of the component are identified in the operational plan for the year 2010-2011

Looking forward to your ideas...



Thank you

**Attachment 3: PPP on Financial Report 2010 and Expenses Jan to March 2011**



**Expenses Jan - Dec 2010**

Component	Total SURAFCO Budget in CHF*	Plan 2010	Expenses until Sept 2010	% until Sept 2010	TOTAL Expenses in 2010	% in 2010
C1 Students selection & motivation	64,000	37,000	11,500	31%	24,000	65%
C2 Teachers Upgrading	330,000	167,000	53,000	32%	124,000	74%
C3 Curriculum Development	256,000	128,000	51,000	40%	62,000	48%
C4 Partner Networks	136,000	61,000	29,000	48%	41,000	67%
C5 Improving Infrastructure	1,884,000	1,108,000	600,000	54%	1,033,000	93%
C6 Improving Management	45,000	33,000	23,000	70%	35,000	106%
Project Admin & Steering	551,860	160,000	91,000	57%	116,000	73%
Unallocated	215,140					
<b>TOTAL</b>	<b>3,482,000</b>	<b>1,694,000</b>	<b>858,500</b>	<b>51%</b>	<b>1,435,000</b>	<b>85%</b>

## Comments on Expenses

- The total budget release is a bit less than the plan
- This is related to the favourite exchange rate from US \$ to CHF. The budget was calculated on the bases of 1 : 1. It however is presently only 1 : 0,923.

## Expenses Jan to March 2011

Component	Total SURAFCO Budget in CHF*	Plan 2011	Expenses until March 2011	% until March 2011
C1 Students selection & motivation	64,000	12,500	1,799	14%
C2 Teachers Upgrading	330,000	90,600	15,294	17%
C3 Curriculum Development	256,000	64,700	29,718	46%
C4 Partner Networks	136,000	30,200	16,882	56%
C5 Improving Infrastructure	1,884,000	752,200	313,428	42%
C6 Improving Management	45,000	6,000	2,356	39%
Project Admin & Steering	551,860	159,900	19,103	12%
Unallocated	215,140	100,000		
<b>TOTAL</b>	<b>3,482,000</b>	<b>1,216,100</b>	<b>398,580</b>	<b>33%</b>