

Attachment - 6

**Databases of the Staffs of
the Target PAFOs and
DAFOs**

Attachment 6-1

Luangnamtha PAFO

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Luangnamtha

Date of data update:

2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission (04)	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
1	Admn (PAFO)	Mr. Thongsai HAKVANHNAPHENG	Director	No	M	59	P					
2	Admn (PAFO)	Mr. Khammuan LOHKAMJEUA	Deputy Director	No	M	48	P					
3	Admn (PAFO)	Mr. Somchanh MIDUANGCHANH	Deputy Director	No	M	52	P					
4	Admin	Mr. Duangde KALIKHAM	Head of Section	Yes	M	44	P	24	4	Agriculture mechanic	n.a.	n.a.
5	Admin	Mr. Sonphet OUNTHALA	Deputy Head of Section	Yes	M	30	P	3	4	Irrigation	n.a.	c
6	Admin	Mrs. Dong	Staff	Yes	F	40	P	22	n.a.		n.a.	n.a.
7	Admin	Mrs. Inkham HUKVANNAPHANG	Technical staff	Yes	F	44	P	18	first stage	Typing	n.a.	n.a.
8	Admin	Mrs. Sengla SIKUNNAM	Computer Staff	Yes	F	42	P	25	n.a.	n.a.	n.a.	n.a.
9	Admin	Mrs. Bouasavanh	Financial staff	Yes	M	37	P	14	n.a.	Accounting	1990	n.a.
10	Admin	Mrs. Chansy KHIMMAHONG	Incoming-outgoing journey	Yes	F	n.a.	C	6	5	n.a.	n.a.	h
11	Admin	Mr. Khamfeuan KINGSADA	Typist	No	M	53	n.a.					
12	Admin	Mr. Khamsouk PHUNVISAI	n.a.	No	M	48	n.a.					
13	Admin	Mr. Thouang NAMVONGSA	n.a.	No	M	44	n.a.					
14	Admin	Mr. Xaysongkam PHIMMASONE	n.a.	No	M	42	n.a.					
15	Admin	Mr. Thongxay ATPASOUK	n.a.	No	M	36	n.a.					
16	Admin	Mr. Vilasak VONGXAYALAT	n.a.	No	M	33	n.a.					
17	Crop	Mr. Som KEOBOUNSAK	Head of Section	Yes	M	44	P	12	4	Cropping	1995	a
18	Crop	Mr. Padith CHANTHANOUVONG	Deputy head	Yes	M	32	P	7	4	Cropping	1996	b
19	Crop	Mrs. Loun MANIVAN	Technical staff	Yes	F	38	P	2	4	Cropping	2002	n.a.
20	Crop	Mr. Chanthone DOYSIPASERT	Technical staff	Yes	M	42	P	2	4	Cropping	2001	c
21	Crop	Mr. Aasy	Technical staff	Yes	M	n.a.	C	1.5	4	Cropping	n.a.	b
22	Crop	Mr. Bouaphanh NAMMAVONG	n.a.	No	M	30	n.a.					
23	Livestock	Mr. Suphavanh KEOVILAI	Head of Section	Yes	M	36	P	5	3	Veterinarian	1993	d
24	Livestock	Mrs. Bouathong INTHONGXAI	Deputy head	Yes	F	38	P	21	4	Livestock and fishery	1984	d
25	Livestock	Mr. Khammerng SIPASERT	Technical staff	Yes	M	51	P	21	4	Livestock and fishery	1983	d
26	Livestock	Mrs. Chamnakhone PHAICHIT	Technical staff	Yes	F	33	P	4	4	Cropping	1999	d
27	Livestock	Mr. Xaiveuly BIAHUA	Technical staff	Yes	M	29	P	9	3	Agriculture	2002	f
28	Livestock	Mr. Bouakham NAMMAVONG	Technical staff	Yes	M	33	P	2	4	Livestock and fishery	2002	d
29	Livestock	Mr. Phonphachan KEOVILAI	Technical staff	Yes	M	30	P	3	3	Livestock and fishery	1999	d
30	Livestock	Mrs. Semon CHAMSAVAT	Technical staff	Yes	F	n.a.	C	n.a.	3	Livestock and fishery	2002	d
31	Livestock	Mr. Somsanith KEOMANIVONG	Technical staff	Yes	M	n.a.	C	1	4	Livestock	2002	d
32	Livestock	Mr. Mithuna VANNANYUT	Technical staff	Yes	M	n.a.	C	2	4	Livestock	2001	d
33	Livestock	Mr. Kunthong KEOVILAICHIT	Technical staff	Yes	M	n.a.	C	2	5	n.a.	n.a.	d
34	Livestock	Mr. Xaysavat KAMMAVONG	Technical staff	Yes	M	n.a.	C	n.a.	5	n.a.	n.a.	f
35	Livestock	Mr. Vanxay SUOHANHNASAK	n.a.	No	M	27	n.a.					
36	Forestry	Mrs. Phetsavanh SEPHANDON	Technical staff	Yes	F	33	P	13	4	General Forestry	1995	n.a.
37	Forestry	Mr. Khammy THAMMAVONG	Technical staff	Yes	M	32	P	8	4	General Forestry	1994	g
38	Forestry	Mr. Viengxai SOHSENGIN	Technical staff	Yes	M	30	P	3	4	Forestry	1997	g
39	Forestry	Mr. Phothisak PHAPHUAMPANG	Technical staff	Yes	M	30	P	5	4	Forestry management	1992	g
40	Forestry	Mrs. Kongchan BOUNMICHITPHANYONG	Technical staff	Yes	F	25	P	4	4	Forestry	1999	g
41	Forestry	Mr. Singphone LUANGLEUXAY	Technical staff	Yes	M	n.a.	C	2	4	General Forestry	2001	g
42	Forestry	Mr. Lithphone LETTHANA	Technical staff	Yes	M	n.a.	C	2	4	General Forestry	2001	g
43	Forestry	Mr. Nohkeo SOHSENGIN	n.a.	No	M	46	n.a.					
44	Forestry	Mr. Sitan	n.a.	No	M	40	n.a.					
45	Forestry	Mr. Lerg LOHVANKHAM	n.a.	No	M	40	n.a.					
46	Forestry	Mr. Khammerng DENGMAHY	n.a.	No	M	37	n.a.					
47	Forestry	Mr. Sothvixay PHOULAVONG	n.a.	No	M	36	n.a.					
48	Forestry	Mr. Tuy KNIGMALA	n.a.	No	M	35	n.a.					
49	Forestry	Mr. Nunkeo XAPAKDY	n.a.	No	M	39	n.a.					
50	Forestry	Mr. Phimkeo THAMLASIN	n.a.	No	M	35	n.a.					
51	Forestry	Mr. Souksan PHONPADITH	n.a.	No	M	32	n.a.					

Data Sheet 1: General Information of Staff

Name of Office:	PAFO Luangnamtha
Date of data update:	2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission (04)	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
52	Irrigation	Mr. Sonexay UDOM	Head of Section	Yes	M	34	P	11	4	Irrigation	1992	c
53	Irrigation	Mr. Khamphou VOHLASAN	Deputy head	Yes	M	35	P	12	4	Irrigation	1996	c
54	Irrigation	Mr. Sohsingphone LEUANGLINYASAK	Deputy head	Yes	M	n.a.	P	13	4	Irrigation	2000	c
55	Irrigation	Mr. Chansai BOUNXAITHIP	Technical staff	Yes	M	48	P	21	4	Irrigation	1983	c
56	Irrigation	Mr. Bounmy PHONPASERT	Technical staff	Yes	M	38	P	15	5	Irrigation	1989	c
57	Irrigation	Mrs. Bouavanh CHANTHAPADIT	Technical staff	Yes	F	33	P	11	4	Irrigation	1993	c
58	Irrigation	Mr. Thongsone VILAIPHONE	Technical staff	Yes	M	32	P	8	4	Irrigation	1995	c
59	Irrigation	Mr. Phetsawanh MIDUANGCHAN	Technical staff	Yes	M	26	P	3	4	Irrigation	2001	c
60	Irrigation	Mr. Vila PHUTSAVAT	Technical staff	Yes	M	n.a.	C	1	4	Geography	2002	c
61	Irrigation	Mr. Phetmany SOHSENGVANH	n.a.	No	M	46	n.a.					
62	Meteo	Mr. Som SIHATHEP	Head of Section	Yes	M	46	P	23	3	Meteorology	1990	h
63	Meteo	Mr. Somchit VILAI	Deputy head	Yes	M	28	P	11	n.a.	Meteorology	n.a.	h
64	Meteo	Mr. Khamphou SIHATHEP	Technical staff	Yes	M	27	P	2	4	Meteorology	2000	h
65	Extension	Mr. Khampheng PHANAVAN	Head of Section	Yes	M	42	P	3	4	Livestock and fishery	2000	d
66	Extension	Mr. Phanthachone SUVANNAPHONXAY	Deputy head	Yes	M	33	P	2	4	irrigation design	1994	c
67	Extension	Mr. Sunthone UNTHALA	Deputy head	Yes	M	32	P	3	5	Forestry	1997	b
68	Extension	Mr. Chay PHANDY	Head of Unit	Yes	M	37	P	20	4	Forestry	1991	l
69	Extension	Mr. Bounkong DUANGVONGSA	Technical staff	Yes	M	55	P	3	4	Livestock and Veterinary	1966	d
70	Extension	Mr. Ku LOHVANKEO	Deputy head	Yes	M	42	P	n.a.	4	Forestry	1990	g
71	Extension	Mr. Bouaing NYOTKUNTHONG	Technical staff	Yes	M	47	P	4	4	Agriculture and forestry	2000	g
72	Extension	Mrs. Manida SANSUTHAM	Technical staff	Yes	F	33	P	7	4	Agriculture school	2002	d
73	Extension	Mr. Singkeo PHOMMACHAN	Technical staff	Yes	M	32	P	2	5	Forestry	2002	g
74	Extension	Mrs. Chanphang KEODUANGCHAN	Technical staff	Yes	F	28	P	6	4	Agriculture	1997	b
75	Extension	Mr. Khamphanh INTHADASY	Technical staff	Yes	M	34	P	n.a.	4	Livestock	1994	d
76	Extension	Mr. Chansanom SAMSANNAM	Technical staff	Yes	M	29	P	1	4	Architecture	2003	c
77	Extension	Mr. Hom SENGLA	Technical staff	Yes	M	44	P	3	4	Agriculture (Nabong)	1982	b
78	Extension	Mr. Saykham UDTHACHAK	Technical staff	Yes	M	26	P	3	4	Agriculture (Nabong)	2000	a
79	Extension	Mr. Bounthone SISAVANH	Technical staff	Yes	M	n.a.	C	16	4	Forestry	2002	g
80	Extension	Mrs. Sotthamaly SISAVAT	Technical staff	Yes	F	25	P	4	4	Agriculture	2000	a
81	Lao-IRRI	Mr. Songkam BANLEUSAK	Technical staff	Yes	M	35	P	12	4	Agriculture school	n.a.	a
82	Lao-IRRI	Mr. Ngeum SINGKALUK	Technical staff	Yes	M	26	P	2	4	Cropping	2000	a
83	Lao-IRRI	Mrs. Phouthone AONKEO	Technical staff	Yes	F	25	P	3	4	Cropping	2001	a
84	Lao-IRRI	Mr. Suthikone SOHSOMLA	Technical staff	Yes	M	n.a.	C	1	4	Cropping	2002	a
85	Lao-IRRI	Mr. Sonekham PHAMIXAY	n.a.	No	M	38	n.a.					
86	Lao-IRRI	Mr. Manith SENGTHONGHAK	n.a.	No	M	29	n.a.					
87	Lao-IRRI	Mrs. Viengmany MANY	n.a.	No	F	28	n.a.					
88	Lao-IRRI	Mrs. Viengkham KHIANVISAK	n.a.	No	F	28	n.a.					

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.
 <2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.
 <3: The specialty of the staff is categorized and symbolized as follows:
 a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,
 j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 3: Duties of the Staff

Name of Office:

PAFO Lunagnamtha

Date of data update:

2004/6/18

ID of Question:

A-10: What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Admn (PAFO)	Mr. Thongsai HAKVANHNAPHENG					
2	Admn (PAFO)	Mr . Khammuan LOHKAMJEUA					
3	Admn (PAFO)	Mr. Somchanh MIDUANGCHANH					
4	Admin	Mr. Duangde KALIKHAM	Management of agricultural machine				
5	Admin	Mr. Sonphet OUNTHALA	Finance	Statistics	Planning	Reporting and evaluation	Assistance
6	Admin	Mrs. Dong	Cashier				
7	Admin	Mrs. Inkham HUKVANNAPHANG	Computer operator				
8	Admin	Mrs. Sengla SIKUNNAM	Computer operator				
9	Admin	Mrs. Bouasavanh	Accounting of section				
10	Admin	Mrs. Chansy KHIMMAHONG	Secretariat	Put stamp on documents			
11	Admin	Mr. Khamfeuan KINGSADA					
12	Admin	Mr. Khamsook PHUNVISAI					
13	Admin	Mr. Thouang NAMVONGSA					
14	Admin	Mr. Xaysongkam PHIMMASONE					
15	Admin	Mr. Thongxay ATPASOUK					
16	Admin	Mr. Vilasak VONGXAYALAT					
17	Crop	Mr. Som KEBOUNSAK	Management of cropping system	Manage for data collection of cropping	Management of organization	Responsible for reporting on production	
18	Crop	Mr. Padith CHANTHANOUVONG	Management of crops	Research on technologies	Coordination with Project	Organization of training	
19	Crop	Mrs.Loun MANIVAN	Management of section	Supervision of section			
20	Crop	Mr. Chanthone DOYSIPASERT	Management and supervision of section				
21	Crop	Mr. Aasy	n.a.				
22	Crop	Mr. Bouaphanh NAMMAVONG					
23	Livestock	Mr. Suphavanh KEOVILAI	Management and supervision of section	Coordination with project			
24	Livestock	Mrs.Bouathong INTHONGXAI	Management of fishery activities	Administration management	Responsible for accounting	Responsible for production	
25	Livestock	Mr. Khammerng SIPASERT	Management and control of animal (hog) diseases	Training of villagers on animal feeding			
26	Livestock	Mrs. Chamnakhone PHAICHIT	Treatment for fish diseases	Unclear (Provision)			
27	Livestock	Mr. Xaiveuly BIAHUA	Fishery development	Fingerling production			
28	Livestock	Mr. Bouakham NAMMAVONG	Research of animal diseases	Sampling for disease examination	Care for animal in villages		
29	Livestock	Mr. Phonephachan KEOVILAI	Preparation of report	Secretarial work (Note information)	Supervise of section		
30	Livestock	Mrs. Semon CHAMSAVAT	Management of chicken raising	Reproduction of chicken	Sell Reproduction of chicken	Training to trainers (Villagers)	
31	Livestock	Mr. Somsanith KEOMANIVONG	Reproduction of hogs	Care / Control of health of pig			
32	Livestock	Mr. Mithuna VANNANYUT	Forage production	Provision of forage to other sections			
33	Livestock	Mr. Kunthong KEOVILAICHIT	Management and supervision of diseases of hog	Monitoring of health condition of small pigs			
34	Livestock	Mr. Xaysavat KAMMAVONG	Fishery development	Reproduction small fish			
35	Livestock	Mr. Vanxay SUOHANHNASAK					
36	Forestry	Mrs. Phetsavanh SEPHANDON	Finance	Unclear (Technical matters)			
37	Forestry	Mr. Khammy THAMMAVONG	Inspection of forests	Timber harvesting			
38	Forestry	Mr. Viengxai SOHSENGIN	Harvesting of timbers				
39	Forestry	Mr. Phothisak PHAPHUAMPHANG	Promotion of wildlife protection / conservation				
40	Forestry	Mrs. Kongchan BOUNMICHITPHANYONG	Accounting of section	Typing and computer			
41	Forestry	Mr. Singphone LUANGLEUXAY	Office management	Supervision of the area			
42	Forestry	Mr. Lithphone LETTHANA	Inspection of forests	Timber harvesting			
43	Forestry	Mr. Nohkeo SOHSENGIN					
44	Forestry	Mr. Sitan					
45	Forestry	Mr. Lerng LOHVANKHAM					
46	Forestry	Mr. Khammerng DENGMAHY					
47	Forestry	Mr. Sothvixay PHOULAVONG					
48	Forestry	Mr. Tuy KNIGMALA					
49	Forestry	Mr. Nunkeo XAPAKDY					
50	Forestry	Mr. Phimkeo THAMLASIN					
51	Forestry	Mr. Souksan PHONPADITH					
52	Irrigation	Mr. Sonexay UDOM	Supervision of construction works				
53	Irrigation	Mr. Khamphou VOHLASAN	Management of section	Supervision of construction works			
54	Irrigation	Mr. Sohsingphone LEUANGLINYASAK	Office management				
55	Irrigation	Mr. Chansai BOUNXAITHIP	Administration	Responsible for finance			
56	Irrigation	Mr. Bounmy PHONPASERT	Technical matters related to irrigation	Irrigation management	Survey and planning of irrigation	Supervision of construction works	
57	Irrigation	Mrs. Bouavanh CHANTHAPADIT	Accounting-Finance	Statistics	Document management		
58	Irrigation	Mr. Thongsone VILAIPHONE	Survey and design of irrigation systems	Supervision and inspection of construction			
59	Irrigation	Mr. Phetsavanh MIDUANGCHAN	Data collection	Monitoring of irrigation management			
60	Irrigation	Mr. Vila PHUTSAVAT	Unclear (Operation)	Unclear (Supervision)	Unclear (Inspection)		
61	Irrigation	Mr. Phetmany SOHSENGVANH					

Data Sheet 3: Duties of the Staff

Name of Office:	PAFO Lunagnamtha
Date of data update:	2004/6/18

ID of Question:

A-10: What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
62	Meteo	Mr. Som SIHATHEP	Management and supervision	Administration			
63	Meteo	Mr. Somchit VILAI	Observation and meteorological data collection	<i>Unclear (Waters to central)</i>	Information of meteorology	Administration management as head	
64	Meteo	Mr. Khamphou SIHATHEP	Collection of rainfall data	Sending data collected to the central office	Monitoring of a rain gauge every week	Observation of weather and taking notes	Management of materials
65	Extension	Mr. Khampheng PHANAVAN	Responsible for leading the section	Livestock and fishery development			
66	Extension	Mr. Phanthachone SUVANNAPHONXAY	Community organization for irrigation management	Training of villagers on irrigation management	Supervise, support and orientation	Coordination with special project	Supervision to trainers
67	Extension	Mr. Sunthone UNTHALA	Management of section as a deputy head				
68	Extension	Mr. Chay PHANDY	Management of section as a head	Statistics of plan	Provision of financial support		
69	Extension	Mr. Bounkong DUANGVONGSA	Extension on livestock and fishery matters	Orientation to villager	Community facilitation	Training to Villagers	
70	Extension	Mr. Ku LOHVANKEO	Management of section as a deputy head	Development of country side			
71	Extension	Mr. Bouaing NYOTKUNTHONG	Work as a technician	Responsible for administration			
72	Extension	Mrs. Manida SANSUTHAM	Accounting	Responsible for sell seeds and fertilizer			
73	Extension	Mr. Singkeo PHOMMACHAN	Responsible for give capital money to villager	Rehabilitation of gorestys			
74	Extension	Mrs. Chanphang KEODUANGCHAN	Provision of technical service (extension)	Treasurer			
75	Extension	Mr. Khamphanh INTHADASY	Extension on livestock matters	Training of villagers			
76	Extension	Mr. Chansanom SAMSANNAM	Operate	Supervision			
77	Extension	Mr. Hom SENGLA	Pest-disease management	Unclear (operation for villagers)	Community facilitation	Training to Villagers	
78	Extension	Mr. Saykham UDTACHAK	Responsible for Plant work	Responsible for extension	<i>Unclear (follow assign from high level)</i>		
79	Extension	Mr. Bounthone SISAVANH	Production of seeds garden	Assisting PAFO			
80	Extension	Mrs. Sothamaly SISAVAT	Research & experiment and accounting				
81	Lao-IRRI	Mr. Songkam BANLEUSAK	Research and experiment about rice				
82	Lao-IRRI	Mr. Ngeum SINGKALUK	Research and experiment about rice	Administration management of the office	Coordination with other section		
83	Lao-IRRI	Mrs. Phouthone AONKEO	Research & experiment and accounting				
84	Lao-IRRI	Mr. Suthikone SOHSOMLA	Research and experiment about rice	Provision of seeds to farmers			
85	Lao-IRRI	Mr. Sonekham PHAMIXAY					
86	Lao-IRRI	Mr. Manith SENGTHONGHAK					
87	Lao-IRRI	Mrs. Viengmany MANY					
88	Lao-IRRI	Mrs. Viengkham KHIANVISAK					

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a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,

j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **PAFO Lunagnamtha**
 Date of data update: **2004/6/18**

ID of Question: A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?

No.	Section	Name	GAP <1	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	Admn (PAFO)	Mr. Thongsai HAKVANHNAPHENG						
2	Admn (PAFO)	Mr. Khammuan LOHKAMJEUA						
3	Admn (PAFO)	Mr. Somchanh MIDUANGCHANH						
4	Admin	Mr. Duangde KALIKHAM	3	English Language	Computer	Management	Fishery	
5	Admin	Mr. Sonphet OUNTHALA	3	Administration	Finance	Evaluation	Planning	Subject matters
6	Admin	Mrs. Dong	4	Subject matters				
7	Admin	Mrs. Inkham HUKVANNAPHANG	4	Improvement of knowledge				
8	Admin	Mrs. Sengla SIKUNNAM	3	Computer				
9	Admin	Mrs. Bouasavanh	2	<i>n.a.</i>				
10	Admin	Mrs. Chansy KHIMMAHONG	3	Improve	Finish work			
11	Admin	Mr. Khamfeuan KINGSADA						
12	Admin	Mr. Khamsouk PHUNVISAI						
13	Admin	Mr. Thouang NAMVONGSA						
14	Admin	Mr. Xaysongkam PHIMMASONE						
15	Admin	Mr. Thongxay ATPASOUK						
16	Admin	Mr. Vilasak VONGXAYALAT						
17	Crop	Mr. Som KEOBOUNSAK	3	English Language	Pest-disease research			
18	Crop	Mr. Padith CHANTHANOUYONG	3	Management	English language	Communication	Computer	
19	Crop	Mrs. Loun MANIVAN	3	Training of agriculture	Continuous to study			
20	Crop	Mr. Chanthone DOYSIPASERT	2	<i>n.a.</i>				
21	Crop	Mr. Aasy		Research disease				
22	Crop	Mr. Bouaphanh NAMMAVONG						
23	Livestock	Mr. Suphavanh KEOVILAI	3	English language	Management of the office	Farm management	Fish raising in mountain	
24	Livestock	Mrs. Bouathong INTHONGXAI	2	Fishery	Administration	Accounting	Production of forage	
25	Livestock	Mr. Khammerng SIPASERT	3	English language				
26	Livestock	Mrs. Chamnakhone PHAICHIT	3	English language	Computer			
27	Livestock	Mr. Xaiveuly BIAHUA	3	Feeding fish	Nursery Operation fish			
28	Livestock	Mr. Bouakham NAMMAVONG	3	Research on diseases	Research on virus			
29	Livestock	Mr. Phonephachan KEOVILAI	3	Computer	English and Chinese language	General Administration		
30	Livestock	Mrs. Semon CHAMSAVAT	3	English language	Computer			
31	Livestock	Mr. Somsanith KEOMANIVONG	3	Computer				
32	Livestock	Mr. Mithuna VANNANYUT	3	Mixed forage	Preservation / storage of forage			
33	Livestock	Mr. Kunthong KEOVILAICHIT	3	English language	Computer			
34	Livestock	Mr. Xaysavat KAMMAVONG	3	Computer	English language			
35	Livestock	Mr. Vanxay SUOHANHNASAK						
36	Forestry	Mrs. Phetsavanh SEPHANDON	3	Forestry extension	English language	Computer	Study tour	
37	Forestry	Mr. Khammy THAMMAVONG		<i>n.a.</i>				
38	Forestry	Mr. Viengxai SOHSENGIN	3	Some foreign language	Continuous studying			
39	Forestry	Mr. Phothisak PHAPHUAMPANG	3	English language	Computer	Phylosophy	Master degree	
40	Forestry	Mrs. Kongchan BOUNMICHITPHANYON	3	Accounting and Finance	Computer			
41	Forestry	Mr. Singphone LUANGLEUXAY	3	English language	Accounting computer			
42	Forestry	Mr. Lithphone LETTHANA	3	Subject matters	Foreign language	Accounting in computer		
43	Forestry	Mr. Nohkeo SOHSENGIN						
44	Forestry	Mr. Sitan						
45	Forestry	Mr. Lerg LOHVANKHAM						
46	Forestry	Mr. Khammerng DENGMAKY						
47	Forestry	Mr. Sothvixay PHOULAVONG						
48	Forestry	Mr. Tuy KNIGMALA						
49	Forestry	Mr. Nunkeo XAPAKDY						
50	Forestry	Mr. Phimkeo THAMLASIN						
51	Forestry	Mr. Souksan PHONPADITH						

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **PAFO Lunagnamtha**
 Date of data update: **2004/6/18**

ID of Question: **A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?**

No.	Section	Name	GAP <1	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
52	Irrigation	Mr. Sonexay UDOM	3	English language	Computer			
53	Irrigation	Mr. Khamphou VOHLASAN	3	Computer	English language			
54	Irrigation	Mr. Sohingsphone LEUANGLINYASAK	3	Improvement of knowledge	Computer for designing			
55	Irrigation	Mr. Chansai BOUNXAITHIP	3	Subject matters	Administration	Financial management		
56	Irrigation	Mr. Bounmy PHONPASERT	3	Management of irrigation	Transfer of systems			
57	Irrigation	Mrs. Bouavanh CHANTHAPADIT	2	<i>n.a.</i>				
58	Irrigation	Mr. Thongsone VILAIPHONE	3	Computer	English language			
59	Irrigation	Mr. Phetsawanh MIDUANGCHAN	2	<i>n.a.</i>				
60	Irrigation	Mr. Vila PHUTSAVAT	3	Geology	Laboratory	Preparation of documents		
61	Irrigation	Mr. Phetmany SOHSENGVANH						
62	Meteo	Mr. Som SIHATHEP	3	Administration	Computer	English language		
63	Meteo	Mr. Somchit VILAI	3	English Language	Computer	Planning	Politics	Academic
64	Meteo	Mr. Khamphou SIHATHEP	3	Technical	Improve the work			
65	Extension	Mr. Khampheng PHANAVAN	2	<i>n.a.</i>				
66	Extension	Mr. Phanthachone SUVANNAPHONXAY	3	Planning	Management and Evaluation	English language	Computer	
67	Extension	Mr. Sunthone UNTHALA	3	Management	English language and computer	Experience		
68	Extension	Mr. Chay PHANDY	3	English Language	Computer	Community development		
69	Extension	Mr. Bounkong DUANGVONGSA	3	English Language				
70	Extension	Mr. Ku LOHVANKEO	2	<i>n.a.</i>				
71	Extension	Mr. Bouaing NYOTKUNTHONG	3	Accounting in computer	Extension to villager for foods	Research on animal diseases		
72	Extension	Mrs. Manida SANSUTHAM	3	Accounting in computer	Extension to Agriculture	Research on animal diseases	English language	
73	Extension	Mr. Singkeo PHOMMACHAN	3	Computer				
74	Extension	Mrs. Chanphang KEODUANGCHAN	3	Computer and Accounting	Pest-disease management	Farming practice of fruits		
75	Extension	Mr. Khamphanh INTHADASY	3	Computer				
76	Extension	Mr. Chansanom SAMSANNAM	3	Computer	English language			
77	Extension	Mr. Hom SENGLA	2	English language	Computer			
78	Extension	Mr. Saykham UDTHACHAK	3	English language	Community development			
79	Extension	Mr. Bounthone SISAVANH	2	<i>n.a.</i>				
80	Extension	Mrs. Sotthamaly SISA VAT	3	English language	Computer	Subject matters	Administration	
81	Lao-IRRI	Mr. Songkam BANLEUSAK	3	Academic studying				
82	Lao-IRRI	Mr. Ngeum SINGKALUK	3	Academic studying	English language			
83	Lao-IRRI	Mrs. Phouthone AONKEO	3	English language	Academic	Computer		
84	Lao-IRRI	Mr. Suthikone SOHSOMLA	3	Computer	English language			
85	Lao-IRRI	Mr. Sonekham PHAMIXAY						
86	Lao-IRRI	Mr. Manith SENGTHONGHAK						
87	Lao-IRRI	Mrs. Viengmany MANY						
88	Lao-IRRI	Mrs. Viengkham KHIANVISAK						

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Not inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office:	PAFO Lunagnamtha
Date of data update:	2004/6/18

ID of Question:

C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Admn (PAFO)	Mr. Thongsai HAKVANHNAPHENG					
2	Admn (PAFO)	Mr . Khammuan LOHKAMJEUA					
3	Admn (PAFO)	Mr. Somchanh MIDUANGCHANH					
4	Admin	Mr. Duangde KALIKHAM	Engineering	Management	Finance	Computer	English language
5	Admin	Mr. Sonphet OUNTHALA	Administration	Planning and Assessment	Data collection & reporting system	<i>Unclear (Solution)</i>	Financial management
6	Admin	Mrs. Dong	Accounting and Finance	Agriculture			
7	Admin	Mrs. Inkham HUKVANNAPHANG	Computer				
8	Admin	Mrs. Sengla SIKUNNAM	<i>Not applicable (Have enough budget)</i>	<i>Unclear (Have staffs skill)</i>	Community organization	<i>Unclear (Adequate time)</i>	Document management
9	Admin	Mrs. Bouasavanh	Accounting and Finance	Agriculture			
10	Admin	Mrs. Chansy KHIMMAHONG	<i>Not applicable (Feedback from friends)</i>	Responsibility of the organization			
11	Admin	Mr. Khamfeuan KINGSADA					
12	Admin	Mr. Khamsook PHUNVISAI					
13	Admin	Mr. Thouang NAMVONGSA					
14	Admin	Mr. Xaysongkam PHIMMASONE					
15	Admin	Mr. Thongxay ATPASOUK					
16	Admin	Mr. Vilasak VONGXAYALAT					
17	Crop	Mr. Som KEOBOUNSAK	Maintenance of quality of fruits	Pest and disease management	Project M&E	English and Chinese language	Computer
18	Crop	Mr. Padith CHANTHANOUVONG	Management	English language	Computer		
19	Crop	Mrs.Loun MANIVAN	English language	Computer	Academic		
20	Crop	Mr. Chanthone DOYSIPASERT	Academic	Computer	English language	Use of equipment	
21	Crop	Mr. Aasy	Pest and disease management	Academic	Administration	English and Chinese	Computer
22	Crop	Mr. Bouaphanh NAMMAVONG					
23	Livestock	Mr. Suphavanh KEOVILAI	Livestock raising	Production of fishes	Forage production	Farm management	
24	Livestock	Mrs.Bouathong INTHONGXAI	Administration of the office	Livestock raising			
25	Livestock	Mr. Khammerng SIPASERT	English language	Academic of livestock raising			
26	Livestock	Mrs. Chamnakhone PHAICHIT	Academic	Computer			
27	Livestock	Mr. Xaiveuly BIAHUA	Fish raising	Fingerling production	Administration		
28	Livestock	Mr. Bouakham NAMMAVONG	Research on diseases	Fingerling production	Information management		
29	Livestock	Mr. Phonphachan KEOVILAI	Technical	Monitoring and evaluation	General Administration	Strategic planning	
30	Livestock	Mrs. Semon CHAMSAVAT	Technical	Strategic planning			
31	Livestock	Mr. Somsanith KEOMANIVONG	Insemination of hogs	Control of animal diseases			
32	Livestock	Mr. Mithuna VANNANYUT	Research on diseases	Breeding of fishes	Forage production	General animal feeding	Care of animals
33	Livestock	Mr. Kunthong KEOVILAICHIT	Breeding of hogs	Research on excrement of animal	Breeding fish (new method)		
34	Livestock	Mr. Xaysavat KAMMAVONG	Breeding	English language	Computer	Academic	
35	Livestock	Mr. Vanxay SUOHANHNASAK					
36	Forestry	Mrs. Phetsavanh SEPHANDON	Administration	Techniques of forestry extension			
37	Forestry	Mr. Khammy THAMMAVONG	Working in fields				
38	Forestry	Mr. Viengxai SOHSENGIN	Technical				
39	Forestry	Mr. Phothisak PHAPHUAMPHANG	English language	Computer	Forestry		
40	Forestry	Mrs. Kongchan BOUNMICHITPHANYONG	Forestry inspection	Administration and management	Computer		
41	Forestry	Mr. Singphone LUANGLEUXAY	English language	Computer	Academic		
42	Forestry	Mr. Lithphone LETTHANA	Working in fields				
43	Forestry	Mr. Nohkeo SOHSENGIN					
44	Forestry	Mr. Sitan					
45	Forestry	Mr. Lerng LOHVANKHAM					
46	Forestry	Mr. Khammerng DENGMANY					
47	Forestry	Mr. Sothvixay PHOULAVONG					
48	Forestry	Mr. Tuy KNIGMALA					
49	Forestry	Mr. Nunkeo XAPAKDY					
50	Forestry	Mr. Phimkeo THAMLASIN					
51	Forestry	Mr. Souksan PHONPADITH					

Data Sheet 5: Training Courses suggested

Name of Office:	PAFO Lunagnamtha
Date of data update:	2004/6/18

ID of Question:

C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
52	Irrigation	Mr. Sonexay UDOM	Soil analysis	Computer for design	English language	Project management	Project analysis
53	Irrigation	Mr. Khamphou VOHLASAN	English language	Computer for design	Management		
54	Irrigation	Mr. Sohsingphone LEUANGLINYASAK	Technical	Computer and English language	Management		
55	Irrigation	Mr. Chansai BOUNXAITHIP	Working in fields	Administration of office	Academic of irrigation		
56	Irrigation	Mr. Bounmy PHONPASERT	Provide and Manage water	<i>Unclear (Give irrigation big project)</i>			
57	Irrigation	Mrs. Bouavanh CHANTHAPADIT	Computer for designing	English language	Project management		
58	Irrigation	Mr. Thongsone VILAIPHONE	Computer for designing	English language	Project management		
59	Irrigation	Mr. Phetsawanh MIDUANGCHAN	Computer	Training of villagers on irrigation work			
60	Irrigation	Mr. Vila PHUTSAVAT	Computer for designing	English language	Project management		
61	Irrigation	Mr. Phetmany SOHSENGVANH					
62	Meteo	Mr. Som SIHATHEP	Management and planning	Computer	English language	Academic	
63	Meteo	Mr. Somchit VILAI	Computer-English	Political	Planning	Academic	Management
64	Meteo	Mr. Khamphou SIHATHEP	<i>n.a.</i>				
65	Extension	Mr. Khampheng PHANAVAN	Management	Farming in dry and rainy seasons			
66	Extension	Mr. Phanthachone SUVANNAPHONXAY	Administration of office	Agriculture and irrigation management	English language	Computer	M&E
67	Extension	Mr. Sunthone UNTHALA	Planning of extension	Cropping	Problem identification	Participatory planning	Sloping agriculture
68	Extension	Mr. Chay PHANDY	Administration of office	Statistics and planning			
69	Extension	Mr. Bounkong DUANGVONGSA	<i>n.a.</i>				
70	Extension	Mr. Ku LOHVANKEO	Accounting and Finance system	English language	Computer		
71	Extension	Mr. Bouaing NYOTKUNTHONG	<i>n.a.</i>				
72	Extension	Mrs. Manida SANSUTHAM	Accounting	Method of extension work	Disease analysis	English language	
73	Extension	Mr. Singkeo PHOMMACHAN	Planting / Cropping	Forestry work			
74	Extension	Mrs. Chanphang KEODUANGCHAN	Rice farming in both seasons	Cultural practice of fruit trees	Accounting and computer		
75	Extension	Mr. Khamphanh INTHADASY	Computer	Extension of livestock	Management		
76	Extension	Mr. Chansanom SAMSANNAM	Community organization	Computer	English language		
77	Extension	Mr. Hom SENGLA	English language	Computer			
78	Extension	Mr. Saykham UDTHACHAK	Planning	Techniques of cropping / planting	Community development		
79	Extension	Mr. Bounthone SISAVANH	Production of seeds in dry season	Farm management	English language	Computer	
80	Extension	Mrs. Sotthamaly SISAVAT	Storage of seeds (rice)	Improvement of seeds (rice)	<i>Unclear (Accumulation planting)</i>	Flower inducing of fruits	Reporting
81	Lao-IRRI	Mr. Songkam BANLEUSAK	Improvement of seeds (rice)	English language			
82	Lao-IRRI	Mr. Ngeum SINGKALUK	<i>Unclear (Research information of experiment)</i>	Improvement of seeds (rice)	Nursery operation of rice	Soil analysis	Pest and disease management
83	Lao-IRRI	Mrs. Phouthone AONKEO	Improvement of seeds (rice)	Storage of seeds (rice)	<i>Unclear (Accumulation planting)</i>	Participation of the villager	Project planning
84	Lao-IRRI	Mr. Suthikone SOHSOMLA	Computer	English language			
85	Lao-IRRI	Mr. Sonekham PHAMIXAY					
86	Lao-IRRI	Mr. Manith SENGTHONGHAK					
87	Lao-IRRI	Mrs. Viengmany MANY					
88	Lao-IRRI	Mrs. Viengkham KHIANVISAK					

Attachment 6-2

Bokeo PAFO

Data Sheet 1: General Information of Staff

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question:			A-2: Position	A-3	A-6	A-7: Educational Attainment		A-5: Specialty				
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
1	Admin	Mr. khemphet SATI	Director of PAFO	Yes	M	49	P	5	4	Finance	1978	k
2	Admin	Mr. khamxone KEOPASEUT	Deputy Director of PAFO	Yes	M	42	P	13	3	Irrigation	1991	c
3	Admin	Mr. Khammanh CHANTHAKEO	Head of section	Yes	M	45	P	9	2	Forestry science	1989	g
4	Admin	Mrs. Manivone BOUNTHAVY	Deputy head of section	Yes	F	34	P	6	4	Forestry	1993	g
5	Admin	Mr. Somsanith ONECHANH	Deputy head of section	Yes	M	33	P	3	3	Chemistry	1996	I
6	Admin	Mr. Viengkeo TAMMAVONG	desk officer	Yes	M	37	P	1	3	Faculty of forestry	2001	g
7	Admin	Mr. Amone KAMLATHANOM	desk officer	Yes	M	37	P	8	4	Forestry	1990	g
8	Admin	Mr. Mainoy VIDAVON	desk officer	Yes	M	40	P	6	4	General forestry	1985	g
9	Admin	Mr. Khampheng JAIYASAK	desk officer	Yes	M	32	P	2	4	Forestry	1995	g
10	Admin	Mr. Phonsai SISAVAT	Technical staff	Yes	M	28	P	4	4	Accounting-finance	1998	k
11	Admin	Mr. Oune HOMDUANGCHAI	Contract staff	Yes	M	38	C	1.2	n.a.	n.a.	n.a.	h
12	Admin	Mr. Srisongkham KOMMANIVANH	Deputy Director of PAFO	No	M	45	P					
13	Admin	Mr. Amnad PHEWVANNA	Director of construction company	No	M	44	P					
14	Admin	Miss. Souphaphone SITHIPHONE	Contract staff	Yes	F	23	C	3	4	Accounting	2001	k
15	Admin	Mr. Khemphet SOUKSOMKHAM	Contract staff	Yes	M	34	C	n.a.	6	Accounting	1997	k
16	Admin	Miss. Vienglai THONGBANH	Contract staff	Yes	F	23	C	3	4	Accounting-finance	2001	k
17	Admin	Miss. Chommani	Contract staff	Yes	F	22	C	1	4	Cropping	2003	b
18	Admin	Miss. Seokham VILAISANH	Contract staff	No	F	23	C					
19	Agriculture	Mr. Palami XONBOUTASAN	Head of section	Yes	M	35	P	5	4	Cropping	1997	a
20	Agriculture	Mrs. Mounli KEOPANYA	Deputy head of section	Yes	F	40	P	19	4	Agriculture	1985	b
21	Agriculture	Mr. Chanpheng INTAVONG	Technical staff	Yes	M	29	C	1.5	4	Livestock-fishery	2002	d
22	Agriculture	Miss. Chanti PHOMMACHAK	Technical staff	Yes	F	35	P	3	4	Cropping	1990	a
23	Agriculture	Mr. Bounkone SIXONGFA	Technical staff	Yes	M	31	P	2	4	Agriculture	1996	b
24	Agriculture	Mr. Chitaphong SILIPANYA	Contract staff	Yes	M	25	C	0.5	4	Agriculture	2001	b
25	Agriculture	Mr. Chanpheng INTACHAK	Contract staff	Yes	M	22	C	0.5	4	Cropping	2003	b
26	Agriculture	Mr. Siphone VONGPASEAD	Technical staff	Yes	M	26	P	4	4	Cropping	2000	b
27	Livestock	Mr. Bouali PHOMMACHAK	Head of section	Yes	M	37	P	7	4	Cropping	1993	d
28	Livestock	Mr. khammy PHILAPHONE	Deputy head of section	Yes	M	36	P	4	4	Forestry	1996	g
29	Livestock	Mrs. Phouvieng SAINAPHA	Technical staff	Yes	F	29	P	4	4	Agriculture	1997	d
30	Livestock	Mr. Bounpone PHOMMALAD	Technical staff	Yes	M	31	P	1	4	Livestock-fishery	2000	d
31	Livestock	Mrs. Khonsavanh SAIYALAD	Contract staff	Yes	F	23	C	1	4	Livestock-fishery	2003	d
32	Livestock	Mr. Ai	Contract staff	No	M	28	C					
33	Forestry	Mr. Sibounheung PHANTULUCK	Head of section	Yes	M	40	P	13	4	Forestry	1991	g
34	Forestry	Mr. Kongkham PHOMVILAI	Deputy head of section	Yes	M	43	P	7	4	Forestry	1997	g
35	Forestry	Mr. Chanpheng LOMISAY	Technical staff	Yes	M	42	P	3	4	Forestry	1990	g
36	Forestry	Mr. Inthanom SAYVITHOUN	Technical staff	Yes	M	41	P	3	4	General forestry	1991	g
37	Forestry	Mr. Chansamone HOMDUANGCHAI	Technical staff	Yes	M	36	P	14	4	General forestry	1995	g
38	Forestry	Mr. Phouvieng PHONSAI	Technical staff	Yes	M	34	P	5	4	Forestry	1997	g
39	Forestry	Mrs. Sengthong CHAIYASUPHA	Technical staff	Yes	F	33	P	2	4	General forestry	1995	g
40	Forestry	Mr. Sombath BOUNMASENG	Technical staff	Yes	M	33	P	8	4	Forestry	1995	g
41	Forestry	Mr. Dakhom VILAIIVANH	Technical staff	Yes	M	26	P	4	4	Forestry	1999	g
42	Forestry	Mr. Pone VONGSAWAD	Technical staff	Yes	M	24	P	1	4	General forestry	2001	g
43	Forestry	Mr. Bounmi CHANTHAVONG	Technical staff	Yes	M	36	P	1	4	Forestry	2000	g
44	Forestry	Mr. Eadsi LOUANGLATH	Technical staff	Yes	M	38	P	13	4	Forestry	1991	g
45	Forestry	Mr. Bounsi PHOMMACHANH	Technical staff	Yes	M	30	P	6	4	General forestry	1997	g
46	Forestry	Mr. Somsai THIPHAVANH	Technical staff	Yes	M	34	P	1	4	General forestry	1992	g

Data Sheet 1: General Information of Staff

Name of Office:	PAFO Bokeo
Date of data update:	2004/6/18

ID of Question:		A-2: Position		A-3			A-6		A-7: Educational Attainment		A-5: Specialty	
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
47	Irrigation	Mr. Kheuanphet VONGCHANH	Head of section	Yes	M	40	P	15	4	Irrigation	1993	c
48	Irrigation	Mr. Bouali KHATIYA	Deputy head of section	Yes	M	38	P	10	4	Irrigation	1994	c
49	Irrigation	Mr. Khamvilai VONGSA	Technical staff	Yes	M	35	P	13	4	Irrigation	1990	c
50	Irrigation	Mr. Somphamith SENE SAI	Technical staff	Yes	M	32	P	8	4	Irrigation	2002	c
51	Irrigation	Mr. Siviengkham CHANSAWANG	Technical staff	Yes	M	29	P	5	4	Irrigation	1999	c
52	Irrigation	Mr. Bounpone OUDOMPHONH	Technical staff	Yes	M	39	P	2	4	Irrigation	1995	c
53	Irrigation	Mr. Bounliep OUDYASAI	Technical staff	Yes	M	34	P	1	4	Irrigation	2003	c
54	Irrigation	Mr. Thongchanh PHENGPHOMCHANH	Technical staff	Yes	M	33	P	12	4	Irrigation	1993	c
55	Irrigation	Mr. Khambang PHACHOMPHONH	Technical staff	Yes	M	28	P	6	4	Irrigation	1998	c
56	Irrigation	Mr. Phonsavan OUDOMLIT	Technical staff	Yes	M	26	P	5	4	Irrigation	1999	c
57	Irrigation	Mr. Thongkham	Technical staff	Yes	M	27	C	3	4	Irrigation	2001	c
58	Irrigation	Mr. Thadsakhonh CHANTHASOMPONH	Contract staff	Yes	M	25	C	2	4	Irrigation	2002	c
59	Irrigation	Mr. Somphet ANANTAKOUN	Contract staff	Yes	M	26	C	1	4	Irrigation	2003	c
60	Irrigation	Mrs. Kongkeo INTASENH	Contract staff	Yes	F	25	C	4	5	n.a.	n.a.	n.a.
61	Irrigation	Mr. Phongsavanh AMPHAISAVANH	Contract staff	Yes	M	22	C	1	5	n.a.	n.a.	h
62	Irrigation	Mr. Sisawad INTAVONG	Contract staff	Yes	M	22	C	1	4	Meteorology	2001	h
63	Irrigation	Mr. Sisouphanh VILAISAK	Contract staff	Yes	M	22	C	2	5	n.a.	n.a.	d
64	Irrigation	Mr. Viengthong SENGHOY	Contract staff	Yes	M	n.a.	C	0.3	5	n.a.	n.a.	d
65	Irrigation	Mr. Yangleng VANGMA	Technical staff	No	M	29	P					
66	Irrigation	Mrs. Souphalak PHONSAONA	Contract staff	Yes	F	24	C	4	4	Accounting	2000	k
67	Meteo	Mr. La one CHANTHAVONG	Head of section	Yes	M	40	P	17	1	Architecture	1987	h
68	Meteo	Mr. Sompaseut SENGMANI	Technical staff	Yes	M	29	P	9	4	Meteorology	1996	h
69	Extension	Mr. Somjai VONGPANYA	Head of section	Yes	M	40	P	2	4	Forestry science	1992	g
70	Extension	Mr. Amphanh LEUANGSAVONH	Deputy head of section	Yes	M	32	P	1	4	General forestry	1992	g
71	Extension	Mr. Phonkeo SATI	Technical staff	Yes	M	32	P	1	4	Forestry	1997	g
72	Extension	Mr. Humpeng PHONSAI	Technical staff	Yes	M	31	P	1	4	Cropping	1998	b
73	Extension	Mr. Khemsouk PHEWLA	Technical staff	Yes	M	28	P	1	4	Livestock-fishery	1998	d
74	Extension	Miss. Thongchanh CHANTHALAVONGSAI	Technical staff	Yes	F	27	P	2	4	Cropping	2001	b
75	Extension	Mr. Vongsawanh	Technical staff	Yes	M	37	P	3	4	Forestry	1995	g
76	Extension	Mr. Houmphanh DOUANGVILAI	Technical staff	Yes	M	42	P	15	4	Economy and finance	1989	n.a.
77	Tonpheung center	Mr. Bounphoph VONGKHAMCHANH	Director of center	Yes	M	37	P	3	3	Land allocation	1992	b
78	Tonpheung center	Mr. Khamtan KOUMPHONH	Deputy Director center	Yes	M	58	P	n.a.	4	Architecture	1967	b
79	Tonpheung center	Mr. Chanthachone OUDOMSOUK	Technical staff	Yes	M	28	P	0.2	4	Crop and soil analysis	1998	a
80	Tonpheung center	Mrs. Vanhni	Technical staff	Yes	F	30	P	n.a.	4	Livestock-fishery	2002	d
81	Tonpheung center	Mr. Sengphet VONNAPHONH	Technical staff	Yes	M	33	P	0.5	4	Forestry	1994	g
82	Tonpheung center	Mr. Khamsao SENGPADE	Technical staff	Yes	M	30	P	13	n.a.	None	n.a.	n.a.
83	Tonpheung center	Mr. Khonpasit KIDSALADE	Contract staff	Yes	M	23	C	n.a.	4	Forestry	2002	g
84	Tonpheung center	Mr. Visai VONNACHOMCHANH	Contract staff	Yes	M	25	C	3	4	Forestry	2001	g
85	Tonpheung center	Mr. Inphan VILAISANH	Contract staff	Yes	M	24	C	1	5	Agriculture	2003	d
86	Tonpheung center	Mr. Khampheng KUMPHONH	Contract staff	Yes	M	24	C	1	4	Cropping	2002	a
87	Tonpheung center	Mr. Sauey CHITAKOUN	Technical staff	No	M	65	P					
88	Tonpheung center	Miss. Sengchanh CHITAKOUN	Technical staff	No	F	44	P					
89		Mr. Songkane OUNANAN	Contract staff	No	M	25	C					
90		Mr. Phanousit KITIMANOUK	Contract staff	No	M	24	C					

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization, j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 3: Duties of the Staff

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question: *A-10 What are your actual duties / responsibilities ?*

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Admin	Mr. khempet SATI	General leading of agriculture and forestry sectors	Implementation of the policy			
2	Admin	Mr. khamxone KEOPASEUT	Management and administration				
3	Admin	Mr. Khammanh CHANTHAKEO	Administration and organizational management	Research and reporting	Document management	Management of machines and property of the office	Data collection and provision of statistics
4	Admin	Mrs. Manivone BOUNTHAVY	Personal affairs				
5	Admin	Mr. Somsanith ONECHANH	General administration	Data collection and planning	Suprvision of projects	Delivery of agricultural information	
6	Admin	Mr. Viengkeo TAMMAVONG	Management of furniture factories	Management and registration of businesses	Data collection and statistics of agriculture and forestry		
7	Admin	Mr. Amoné KAMLATHANOM	Project coordination	Preparation of work plans	Management of machines and materials	<i>Unclear (leading coordinators)</i>	
8	Admin	Mr. Mainoy VIDAVON	Working as representative in working with companies				
9	Admin	Mr. Khampheng JAIYASAK	Management and registration of furniture factories	Supervision of furniture factories	Evaluation of products		
10	Admin	Mr. Phonsai SISAVAT	Financial management	Accounting			
11	Admin	Mr. Oune HOMDUANGCHAI	Observation of weather and daily data collection	Delivery of meteorological data to DOM	Provision of information to airport		
12	Admin	Mr. Srisongkham KOMMANIVANH					
13	Admin	Mr. Amnad PHEWVANNA					
14	Admin	Miss. Souphaphone SITHIPHONE	Payment of salary	Accounting			
15	Admin	Mr. Khempet SOUKSOMKHAM	Typing documents	Monthly reporting of prices of commodities	Secretarial work (incoming-outgoing journey work)		
16	Admin	Miss. Vienglai THONGBANH	Treasurer	Financial planning			
17	Admin	Miss. Chommani	Incoming-outgoing journey (Secretarial work)				
18	Admin	Miss. Seokham VILAISANH					
19	Agriculture	Mr. Palami XONBOUTASAN	Promoting agricultural production	Extension and information dissemination to villagers	Coordination for GTZ project with district offices	Facilitation of coordination among sections	Annual planning
20	Agriculture	Mrs. Mounli KEOPANYA	Reporting	Data collection and statistics of production			
21	Agriculture	Mr. Chanpheng INTAVONG	Project coordination	Livestock raising			
22	Agriculture	Miss. Chanti PHOMMACHAK	Research and experiment on rice	Administration of the office			
23	Agriculture	Mr. Bounkone SIXONGFA	Project coordination in extension	Data collection and agricultural statistics			
24	Agriculture	Mr. Chitaphong SILIPANYA	Tree planting	Supporting planting	Promotion of production in rainy and dry season cropping		
25	Agriculture	Mr. Chanpheng INTACHAK	Coordination with GTZ project	Financial management			
26	Agriculture	Mr. Siphone VONGPASEAD	Coordination between government and VECO project	Planning and coordination with villager, DAFO, and VECO	Reporting		
27	Livestock	Mr. Bouali PHOMMACHAK	<i>Unclear (Supervision of community)</i>				
28	Livestock	Mr. khammy PHILAPHONE	Management of incoming-outgoing journey				
29	Livestock	Mrs. Phouvieng SAINAPHA	Supervision of data collection on livestock matters	Treasurer	Administration of the section		
30	Livestock	Mr. Bounpone PHOMMALAD	Technical support on reproduction	Livestock raising	Accounting	Coordination with other project	
31	Livestock	Mrs. Khonsavanh SAIYALAD	Supply and maintenance of veterinary medicine (vaccines)	Secretarial work (Incoming-outgoing journey)	Accounting		
32	Livestock	Mr. Ai					
33	Forestry	Mr. Sibounheung PHANTULUCK	Control and reduction of forest cutting	Forest resource management	Management of harvesting timbers	Research on short and long-term plans of forestry sector	Permission of forest transfer
34	Forestry	Mr. Kongkham PHOMVILAI	Supervision of the section regarding technical aspects	Planning and statistics			
35	Forestry	Mr. Chanpheng LOMISAY	Inspection of forestry resources at the field	<i>Unclear (Provision of needs of villagers)</i>			
36	Forestry	Mr. Inthamom SAYVITHOUN	Control and monitoring of export	Management of natural resources			
37	Forestry	Mr. Chansamone HOMDUANGCHAI	Monitoring and management of forest resources and wildlife				
38	Forestry	Mr. Phouvieng PHONSAI	Management of check points for monitoring export	Monitoring of forestry commodities	Prevention of forest from clearing	Reporting and planning	
39	Forestry	Mrs. Sengthong CHAIYASUPHA	Secretariat (Incoming-outgoing journey of the section)	Secretarial work (management of incoming documents)	Issuance of certificate of agricultural products	Preparation of documents and other information	Manage forestry
40	Forestry	Mr. Sombath BOUNMASENG	Research	Coordination with project	Technical work		
41	Forestry	Mr. Dakhom VILAVANH	Forestry resource management				
42	Forestry	Mr. Pone VONGSAWAD	Reduction of forest clearing and supporting permanent farming	Forest plantation	Forest resource management		
43	Forestry	Mr. Bounmi CHANTHAVONG	Reporting and information management of section	Management and monitoring of forestry work			
44	Forestry	Mr. Eadsy LOUANGLATH	Forestry resource management	Reduction of forest clearing for farming	Promotion of tree planting	Conservation of wildlife	Permanent farming
45	Forestry	Mr. Bounsi PHOMMACHANH	Forestry resource management				
46	Forestry	Mr. Somsai THIPPHAVANH	Permanent agriculture management	Operation and management of a seed garden	Forest resource management		
47	Irrigation	Mr. Kheuanphet VONGCHANH	Supervision of irrigation works	Preparation of irrigation development plans	Supervise and evaluation of irrigation work	Coordination with project	
48	Irrigation	Mr. Bouali KHATIYA	Preparation of plans	Data collection and statistics	Supervision of technical work	Management	Evaluation
49	Irrigation	Mr. Khamvilai VONGSA	Coordination with NCA for irrigation development	Supervision of construction works			
50	Irrigation	Mr. Somphamith SENE SAI	Supervision of construction works	Topo-survey for irrigation development	Designing		
51	Irrigation	Mr. Siviengkham CHANSAWANG	Survey and design	Topo-survey for irrigation development			
52	Irrigation	Mr. Bounpone OUDOMPHONH	Implementation of irrigation projects	Supervision of construction works			
53	Irrigation	Mr. Bounliep OUDYASAI	Training and information dissemination on irrigation projects	Survey and design and supervision of construction works			
54	Irrigation	Mr. Thongchanh PHENGPHOMCHANH	Survey and design				
55	Irrigation	Mr. Khambang PHACHOMPONH	Supervision of construction works				
56	Irrigation	Mr. Phonsavan OUDOMLIT	Topo-survey	Construction management	O&M of irrigation system		
57	Irrigation	Mr. Thongkham	Supervision of construction works				
58	Irrigation	Mr. Thadsakhonh CHANTHASOMPONH	Monitoring				
59	Irrigation	Mr. Somphet ANANTAKOUN	Supervision of irrigation construction works	Topo-survey			
60	Irrigation	Mrs. Kongkeo INTASENH	Administration of the office	Treasurer			
61	Irrigation	Mr. Phongsavan AMPHAISAVANH	Data collection regarding meteorology	Technical assistance in livestock matters	<i>Unclear (Supporting general work of center)</i>		
62	Irrigation	Mr. Sisawad INTAVONG	Reporting	Observation of weather	<i>Unclear (Supporting academic of livestock section)</i>		
63	Irrigation	Mr. Sisouphanh VILAISAK	Data collection of machine and materials	Management of warehouse	<i>Unclear (Supporting general work of center)</i>		
64	Irrigation	Mr. Viengthong SENGHOY	Observation of weather and daily data collection				
65	Irrigation	Mr. Yangleng VANGMA					
66	Irrigation	Mrs. Souphalak PHONSAONA	Accounting of the section				

Data Sheet 3: Duties of the Staff

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question: *A-10 What are your actual duties / responsibilities ?*

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
67	Meteo	Mr. La one CHANTHAVONG	Supervision of activities of the section	Monitoring of activities of staff	Management of the office	Monitoring of information	Provision of weather information
68	Meteo	Mr. Sompasut SENGMANI	Observation of meteorological data	Monthly reporting of meteorological data to DOM			
69	Extension	Mr. Somjai VONGPANYA	Management				
70	Extension	Mr. Amphanh LEUANGSAVONH	Supervision of technical work and preparation of plans	Monitoring of activities of the section	<i>Unclear (Employees, document and other material)</i>	<i>Unclear (organizing work for technical & villages)</i>	Promotion of forest plantation
71	Extension	Mr. Phonkeo SATI	Production of seeds and forest rehabilitation	Propaganda of organization activities			
72	Extension	Mr. Humpeng PHONSAI	Supply of seeds and promotion of tree plantation	Selling seeds to villagers			
73	Extension	Mr. Khemsouk PHEWLA	Supervision	Management	<i>Unclear (Provision)</i>	Extension	
74	Extension	Miss. Thongchanh CHANTHALAVONGSAI	Accounting of the section	Secretarial work (incoming-outgoing journey)			
75	Extension	Mr. Vongsawanh	Technical support of the section	Coordination with project			
76	Extension	Mr. Houmphanh DOUANGVILAI	Management	Management and share of water among communities	Promotion of permanent farming	Expansion of farm lands	Responsible for general work
77	Tonpheung center	Mr. Bounphoph VONGKHAMCHANH	Supervision and management	Policy research	Public relations	Monitor and evaluation	Public relations
78	Tonpheung center	Mr. Khamtan KOUMPHONH	Supervision of technical matters as deputy director	Supervision	Supervision and M&E	Management	Provision
79	Tonpheung center	Mr. Chanthachone OUDOMSOUK	Supervision of general matters	Planning	Public relations	Report	Statistics
80	Tonpheung center	Mrs. Vanhni	Treasurer	Administration of the office			
81	Tonpheung center	Mr. Sengphet VONNAPHONH	Administration of tongpheung development center	Management of property of the center	Organizational management and administration		
82	Tonpheung center	Mr. Khamsao SENGPAE	Field work with villagers				
83	Tonpheung center	Mr. Khonpasit KIDSALADE	Production of seeds	Promotion of tree planting	General work		
84	Tonpheung center	Mr. Visai VONNACHOMCHANH	Management of forest fruit garden	Supervision of dry season rice farming	Protection of forests / wildlife from exploitation	Irrigation service	Sanitation
85	Tonpheung center	Mr. Inpanh VILAISANH	Supervision of livestock matters	Statistics data collection	Planning	Public relations	Evaluation of reports
86	Tonpheung center	Mr. Khampheng KUMPHONH	Responsible for production at the field	Supervision and monitoring of report			
87	Tonpheung center	Mr. Sauey CHITAKOUN					
88	Tonpheung center	Miss. Sengchanh CHITAKOUN					
89		Mr. Songkane OUNANAN					
90		Mr. Phanousit KITIMANOUOLAK					

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office: **PAFO Bokeo**
Date of data update: **2004/6/18**

ID of Question: **A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?**

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
1	Admin	Mr. khemphet SATI	2	<i>n.a.</i>				
2	Admin	Mr. khamxone KEOPASEUT	3	Administration	English language	Computer		
3	Admin	Mr. Khammanh CHANTHAKEO	2	<i>n.a.</i>				
4	Admin	Mrs. Manivone BOUNTHAVY	3	Administration / management of staff	Computer	Administration of the office		
5	Admin	Mr. Somsanith ONECHANH	3	Project management	Strategic planning			
6	Admin	Mr. Viengkeo TAMMAVONG	2	English language	Computer	<i>Not applicable (Study tour)</i>		
7	Admin	Mr. Amone KAMLATHANOM	3	Language	Project management			
8	Admin	Mr. Mainoy VIDAVON	3	Project management and planning	Computer	English language		
9	Admin	Mr. Khampheng JAIYASAK	3	Technical and academic	New technology	Foreign language	Planning	
10	Admin	Mr. Phonsai SISAVAT	3	English language	Computer	Political science	<i>Not applicable (Long term training)</i>	
11	Admin	Mr. Oune HOMDUANGCHAI	3	Academic	English language	Preparation of work plans	Using of updated materials	
12	Admin	Mr. Srisongkham KOMMANIVANH						
13	Admin	Mr. Amnad PHEWVANNA						
14	Admin	Miss. Souphaphone SITHIPHONE	3	Accounting	English language	Computer		
15	Admin	Mr. Khemphet SOUKSOMKHAM	3	Computer	English language	Accounting and financial management	Soil analysis	
16	Admin	Miss. Vienglai THONGBANH	3	long term training	Computer	English language	Political science	
17	Admin	Miss. Chommani	3	English language	Computer	Business administration	Secretarial work	
18	Admin	Miss. Seokham VILAISANH						
19	Agriculture	Mr. Palami XONBOUTASAN	3	Supervision and management	Research and development	Statistical planning of agriculture	English language	Computer
20	Agriculture	Mrs. Mounli KEOPANYA	3	English language	Computer			
21	Agriculture	Mr. Chanpheng INTAVONG	3	<i>n.a.</i>				
22	Agriculture	Miss. Chanti PHOMMACHAK	3	English language	<i>Not applicable(Continuous studying)</i>	Research on information		
23	Agriculture	Mr. Bounkone SIXONGFA	3	English language	Computer	Academic		
24	Agriculture	Mr. Chitaphong SILPANYA	3	English language	Community development			
25	Agriculture	Mr. Chanpheng INTACHAK	3	English language	Computer	Agroforestry		
26	Agriculture	Mr. Siphone VONGPASEAD	3	English language	<i>Unclear (Lecturer)</i>	Computer (power point and internet)	Management	Evaluation of project
27	Livestock	Mr. Bouali PHOMMACHAK	3	Computer	English language			
28	Livestock	Mr. khammy PHILAPHONE	3	Academic	English language			
29	Livestock	Mrs. Phouvieng SAINAPHA	3	Computer	English language			
30	Livestock	Mr. Bounpone PHOMMALAD	3	Planning	Designing of project	Project management	Problem identification	Evaluation
31	Livestock	Mrs. Khonsavanh SAIYALAD	3	Vaccination	English language	Computer		
32	Livestock	Mr. Ai						
33	Forestry	Mr. Sibounheung PHANTULUCK	3	Management system of forestry resources	Preparation of shor-and long-term plans	Computer	English language	<i>Not applicable (Study tour)</i>
34	Forestry	Mr. Kongkham PHOMVILAI	3	Work planning				
35	Forestry	Mr. Chanpheng LOMISAY	2	<i>n.a.</i>				
36	Forestry	Mr. Inthanom SAYVITHOUN	3	English language	Computer	<i>Not applicable (Long term training)</i>		
37	Forestry	Mr. Chansamone HOMDUANGCHAI	3	Foreign language	Computer			
38	Forestry	Mr. Phouvieng PHONSAI	3	long term training	English language	Politics and law		
39	Forestry	Mrs. Sengthong CHAIYASUPHA	3	Administration	Computer	English language	Academic	<i>Not applicable(Continuous studying)</i>
40	Forestry	Mr. Sombath BOUNMASENG	3	long term training	English language	Management of the office		
41	Forestry	Mr. Dakhom VILAVANH	3	English language				
42	Forestry	Mr. Pone VONGSAWAD	<i>n.a.</i>	Computer	English language	Forest management planning	Conservation of wildlife	
43	Forestry	Mr. Bounmi CHANTHAVONG	3	English language	Planning			
44	Forestry	Mr. Eadsi LOUANGLATH	3	<i>Not applicable (Study tour)</i>	Administration	<i>Unclear (Information - news)</i>		
45	Forestry	Mr. Bounsi PHOMMACHANH	<i>n.a.</i>	English language	Computer	Forest management planning		
46	Forestry	Mr. Somsai THIPPHAVANH	3	Computer	English language	Planning	Forest resource management	
47	Irrigation	Mr. Kheuanphet VONGCHANH	3	English language	Computer	<i>Not applicable (Long term training)</i>		
48	Irrigation	Mr. Bouali KHATTYA	3	Planning	Administration	English language		
49	Irrigation	Mr. Khamvilai VONGSA	2	English language	Computer			
50	Irrigation	Mr. Somphamith SENE SAI	3	English language	Softest	Technology of construction works		
51	Irrigation	Mr. Siviengkham CHANSAWANG	3	Foreign language	Computer for designing			
52	Irrigation	Mr. Bounpone OUDOMPHONH	3	Language	Computer	O&M of irrigation project		
53	Irrigation	Mr. Bounliep OUDYASAI	3	English language	Computer			
54	Irrigation	Mr. Thongchanh PHENGPHOMCHANH	4	Foreign language	Computer	Program for design and evaluation		
55	Irrigation	Mr. Khambang PHACHOMPHONH	<i>n.a.</i>	long term training	Foreign language			
56	Irrigation	Mr. Phonsavan OUDOMLIT	3	Technology of irrigation construction	Operation and maintenance	Soft desk	English language	
57	Irrigation	Mr. Thongkham	4	Foreign language	Computer	Management		
58	Irrigation	Mr. Thadsakhonh CHANTHASOMPONH	<i>n.a.</i>	Foreign language	Management	Softest		
59	Irrigation	Mr. Somphet ANANTAKOUN	3	Foreign language	Computer			
60	Irrigation	Mrs. Kongkeo INTASENH	3	Accounting / financial management	English language	Computer		
61	Irrigation	Mr. Phongsavanh AMPHAISAVANH	3	<i>Unclear (Knowledge more)</i>	<i>Not applicable (Long term training)</i>	Technology		
62	Irrigation	Mr. Sisawad INTAVONG	4	Skill training	Improvement of knowledge	Technology		
63	Irrigation	Mr. Sisouphanh VILASAK	5	long term training	Improvement of knowledge	Technology		
64	Irrigation	Mr. Viengthong SENGHOY	3	Computer	English language	Improvement of knowledge	<i>Not applicable (Exchange of information)</i>	
65	Irrigation	Mr. Yangleng VANGMA						
66	Irrigation	Mrs. Souphalak PHONSAONA	3	Accounting	English language	Computer		

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question: **A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?**

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
67	Meteo	Mr. La one CHANTHAVONG	4	English language and computer	<i>Unclear (New technology)</i>	Technical	<i>Unclear (Development by feedback)</i>	Administration / management of organization
68	Meteo	Mr. Sompaseut SENGMANI	3	Computer	English language	Planning of projects		
69	Extension	Mr. Somjai VONGPANYA	2	<i>n.a.</i>				
70	Extension	Mr. Amphanh LEUANGSAVONH	3	Management	Foreign language	Computer	M&E	Community development
71	Extension	Mr. Phonkeo SATI	3	Community development	M&E	Management		
72	Extension	Mr. Humpeng PHONSAI	3	English language and computer	Techniques of extension			
73	Extension	Mr. Khemsouk PHEWLA	3	English language	<i>Unclear (Technical)</i>			
74	Extension	Miss. Thongchanh CHANTHALAVONGSAI	3	Accounting	English language	Computer		
75	Extension	Mr. Vongsawanh	<i>n.a.</i>	Long term training	English language	Supervision and evaluation of project		
76	Extension	Mr. Houmphanh DOUANGVILAI	4	Extension on community development	Upland agriculture development			
77	Tonpheung center	Mr. Bounphoph VONGKHAMCHANH	3	long term training	Supervision and management of staff	Exchange of lessons	Participatory method	English language and computer
78	Tonpheung center	Mr. Khamtan KOUMPHONH	2	Management				
79	Tonpheung center	Mr. Chanthachone OUDOMSOUK	3	English language	Management	Computer		
80	Tonpheung center	Mrs. Vanhni	4	Management and administration	English language and computer	Accounting / financial management		
81	Tonpheung center	Mr. Sengphet VONNAPHONH	3	Administration, finance-accounting	Computer	English language	<i>Not applicable (Study tour)</i>	<i>Unclear (Action work)</i>
82	Tonpheung center	Mr. Khamsao SENGPANE	4	Community organization	Evaluation and management			
83	Tonpheung center	Mr. Khonpasit KIDSALADE	2	Experience in supervision	Foreign language			
84	Tonpheung center	Mr. Visai VONNACHOMCHANH	<i>n.a.</i>	long term training	<i>Unclear (Training on some subjects)</i>	Research and technology	<i>Not applicable (Study tour)</i>	Financial management
85	Tonpheung center	Mr. Inpanh VILAISANH	3	<i>Unclear (Knowledge more)</i>	<i>Unclear (Experience)</i>			
86	Tonpheung center	Mr. Khampheng KUMPHONH	3	Academic	Foreign language	Computer	Training of trainers	Political economic
87	Tonpheung center	Mr. Sauey CHITAKOUN						
88	Tonpheung center	Miss. Sengchanh CHITAKOUN						
89		Mr. Songkane OUNANAN						
90		Mr. Phanousit KITIMANOULAK						

Note:

<1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,
 1 = More than enough;
 2 = Just enough;
 3 = Not inadequate;
 4 = Poor ;and
 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Admin	Mr. khemphet SATI	Academic	Study visit / tour			
2	Admin	Mr. khamxone KEOPASEUT	Administration	English language	Computer		
3	Admin	Mr. Khammanh CHANTHAKEO	Administration	English language and computer skills	Project planning	Analysis / assessment of project	Management of investment
4	Admin	Mrs. Manivone BOUNTHAVY	Administration	Computer	Financial management		
5	Admin	Mr. Somsanith ONECHANH	Planning	Project management	Monitoring and evaluation	English language	
6	Admin	Mr. Viengkeo TAMMAVONG	Management of factories				
7	Admin	Mr. Amone KAMLATHANOM	Project management	English language and computer skills	Evaluation of project		
8	Admin	Mr. Mainoy VIDAVON	Management	Computer	English language	Statistics and planning	
9	Admin	Mr. Khampheng JAIYASAK	English language	Soil analysis	Planning for development		
10	Admin	Mr. Phonsai SISAVAT	English language	Political science	Computer	Academic	
11	Admin	Mr. Oune HOMDUANGCHAI	Observation and data collection	Basic English skill	Updated equipment	<i>Not applicable (Machine)</i>	<i>Not applicable (Budget)</i>
12	Admin	Mr. Srisongkham KOMMANIVANH					
13	Admin	Mr. Amnad PHEWVANNA					
14	Admin	Miss. Souphaphone SITHIPHONE	Computer	Accounting and financial management	English language		
15	Admin	Mr. Khemphet SOUKSOMKHAM	Accounting / financial management	English language	Computer	Soil analysis	
16	Admin	Miss. Vienglai THONGBANH	Computer	Accounting and financial management	English language		
17	Admin	Miss. Chommani	Machine	Computer			
18	Admin	Miss. Seokham VILAISANH					
19	Agriculture	Mr. Palami XONBOUTASAN	Community development	Mangement and planning	Data collection of agricultural statistics	Evaluation and organization	English language and computer skills
20	Agriculture	Mrs. Mounli KEOPANYA	Administration	Computer	English language	Statistics and planning	
21	Agriculture	Mr. Chanpheng INTAVONG	Planning and administration	Humand resource development	<i>Unclear (Coordination)</i>	Evaluation of work	Project management
22	Agriculture	Miss. Chanti PHOMMACHAK	English language	Information analysis	Study visit / tour for feedback		
23	Agriculture	Mr. Bounkone SIXONGFA	English language	Computer	Cropping / farming		
24	Agriculture	Mr. Chitaphong SILIPANYA	English language and computer skills	Community development	Prevention of pests and diseases		
25	Agriculture	Mr. Chanpheng INTACHAK	English language	Computer	Vegetable farming in dry and rainy seasons	Seedling production and planting of fruits	
26	Agriculture	Mr. Siphone VONGPASEAD	English language	<i>Unclear (Lecturer)</i>	Computer (Power point and internet)	Management	Evaluation of project
27	Livestock	Mr. Bouali PHOMMACHAK	New technology	Management and administration of work	Foreign language	Study visit / tour and exchange of experience	
28	Livestock	Mr. khammy PHILAPHONE	Academic	Foreign language	Computer		
29	Livestock	Mrs. Phouvieng SAINAPHA	Vaccines (other medicines)	Computer	Reporting of information and news	Coordination	
30	Livestock	Mr. Bounpone PHOMMALAD	Work planning	Humand resource development	Coordination	Evaluation of work	Designing of project
31	Livestock	Mrs. Khonsavanh SAIYALAD	Vccination	Computer	English language	Accounting	
32	Livestock	Mr. Ai					
33	Forestry	Mr. Sibounheung PHANTULUCK	Method to solve with villagers	Planning	Monitoring and evaluation	English language	Computer
34	Forestry	Mr. Kongkham PHOMVILAI	English language and computer skills	Data collection and planning (report writing)	Survey and using equipment		
35	Forestry	Mr. Chanpheng LOMISAY	Study visit for forest inspection	Academic			
36	Forestry	Mr. Inthamom SAYVITHOUN	English language	Computer	<i>Unclear (Technical matters)</i>		
37	Forestry	Mr. Chansamone HOMDUANGCHAI	Forest resource management	Rehabilitation of forests			
38	Forestry	Mr. Phouvieng PHONSAI	Academic	Study visit / tour to other provinces	Political science		
39	Forestry	Mrs. Sengthong CHAIYASUPHA	Management	English language	Academic		
40	Forestry	Mr. Sombath BOUNMASENG	Academic	Foreign language	Office management	New techniques / technologies	Study visit and exchange of experience
41	Forestry	Mr. Dakhom VILAIIVANH	Foreign language				
42	Forestry	Mr. Pone VONGSAWAD	Computer	Planning of forestry work	English language	Forest resource management	
43	Forestry	Mr. Bounmi CHANTHAVONG	English language	Planning of forestry work	Computer		
44	Forestry	Mr. Eadsi LOUANGLATH	Administration	Unclear (Technical matters)	Information and news	Foreign language	<i>Unclear (Technology)</i>
45	Forestry	Mr. Bounsai PHOMMACHANH	English language	Computer	Planning of forestry work		
46	Forestry	Mr. Somsai THIPPHAVANH	Computer	Planning of job assignment	Sustainable forest management	English language	
47	Irrigation	Mr. Kheuanphet VONGCHANH	English language and computer skills	Planning on irrigation development	Survey and designing	Water users organizing	
48	Irrigation	Mr. Bouali KHATIYA	Writing project proposals	Planning	English language	Project management	M&E and supervision
49	Irrigation	Mr. Khamvilai VONGSA	Foreign language	Community development	Long-term study	Exchange of experiecne	Computer
50	Irrigation	Mr. Somphamith SENE SAI	Design of irrigation systems	Irrigation management	English language	Softest	
51	Irrigation	Mr. Siviengkham CHANSAWANG	Foreign language	Designing of irrigation systems in computer	Planning of irrigation project	Use of pumps	Irrigation system management
52	Irrigation	Mr. Bounpone OUDOMPHONH	English language	Computer	O&M of irrigation project	Irrigation management	
53	Irrigation	Mr. Bounliep OUDYASAI	English language	Computer	Designing of irrigation systems in computer	Supervision of construction works	Irrigation development
54	Irrigation	Mr. Thongchanh PHENGPHOMCHANH	English language	Computer	Program for design and cost estimation	Irrigation development	
55	Irrigation	Mr. Khambang PHACHOMPHONH	Foreign language	Planning on irrigation development	Designing of irrigation systems in computer	Use of pumps	Irrigation system management
56	Irrigation	Mr. Phonsavan OUDOMLIT	Design of irrigation systems	O&M of irrigation project	Irrigation management	English language	
57	Irrigation	Mr. Thongkham	Foreign language	Computer	Management	Planting	
58	Irrigation	Mr. Thadsakhonh CHANTHASOMPBNH	Management	English language	Softest		
59	Irrigation	Mr. Somphet ANANTAKOUN	Foreign language	Designing of irrigation systems in computer			
60	Irrigation	Mrs. Kongkeo INTASENH	English language	Computer			
61	Irrigation	Mr. Phongsavanh AMPHAISAVANH	<i>Unclear (Technical training)</i>	<i>Unclear (Improvement of knowledge)</i>	Planning and coordination		
62	Irrigation	Mr. Sisawad INTAVONG	<i>Unclear (Technical training)</i>	Work planning	Planning and implementation		
63	Irrigation	Mr. Sisouphanh VILAISAK	<i>Unclear (knowledge of technology)</i>	Knowledge in working			
64	Irrigation	Mr. Viengthong SENGHOY	Computer	English language	<i>Unclear (Improvement of knowledge)</i>	Materials to be used in the office	Study visit and exchange of experience
65	Irrigation	Mr. Yangleng VANGMA					
66	Irrigation	Mrs. Souphalak PHONSAONA	Computer	English language	Accounting		

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Bokeo**
 Date of data update: **2004/6/18**

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
67	Meteo	Mr. La one CHANTHAVONG	<i>Unclear (need training to staff)</i>	<i>Unclear (Technical matters)</i>	Meteorology	Management of meteorological stations	English language and computer skills
68	Meteo	Mr. Sompaseut SENGMANI	English language	Computer	Project planning		
69	Extension	Mr. Somjai VONGPANYA	Extension of agriculture and forestry	English and computer skills	Project management	Livelihood development	Community development
70	Extension	Mr. Amphanh LEUANGSAVONH	Management	Foreign language	Computer	Sustainable forest resource management	M&E and S/V
71	Extension	Mr. Phonkeo SATI	Sustainable resource management	Monitor and evaluation	Management	Foreign language	
72	Extension	Mr. Humpeng PHONSAI	English language	Computer	Farming techniques / technologies		
73	Extension	Mr. Khemsouk PHEWLA	English language	Techniques of extension work			
74	Extension	Miss. Thongchanh CHANTHALAVONGSAI	Management	Computer	English language	Study visit / tour	
75	Extension	Mr. Vongsawanh	Academic	English language	Management and M&E of project	Study visit / tour	
76	Extension	Mr. Houmphanh DOUANGVILAI	Community development	Upland farming / sloping agriculture	Unclear (Provision of the priority area)	Participatory planting	Writing a project plan
77	Tonpheung center	Mr. Bounphoph VONGKHAMCHANH	Project management	Community development	Management of staffs	English language	Computer
78	Tonpheung center	Mr. Khamtan KOUMPHONH	Management				
79	Tonpheung center	Mr. Chanthachone OUDOMSOUK	Management and administration of project	Unclear (Technical skills)	English language		
80	Tonpheung center	Mrs. Vanhni	Management and accounting	Unclear (Technical skills)	English language and computer skills		
81	Tonpheung center	Mr. Sengphet VONNAPHONH	Long term training	Medium term training	Short term training	Study out / in side country	Evaluation and feedback
82	Tonpheung center	Mr. Khamsao SENGPANE	Academic	New techniques	Study visit / tour for feedback		
83	Tonpheung center	Mr. Khonpasit KIDSALADE	Organizational management	Academic	Supervision of staff		
84	Tonpheung center	Mr. Visai VONNACHOMCHANH	Livelihood development	Management	Foreign language	Computer	M&E and S/V
85	Tonpheung center	Mr. Inpanh VILAISANH	Training of trainers	<i>Unclear (feedback)</i>			
86	Tonpheung center	Mr. Khampheng KUMPHONH	Academic	English language	Computer	Training of trainers for extension	Economic and political
87	Tonpheung center	Mr. Sauey CHITAKOUN					
88	Tonpheung center	Miss. Sengchanh CHITAKOUN					
89		Mr. Songkane OUNANAN					
90		Mr. Phanousit KITIMANOULAK					

Attachment 6-3

Vientiane PAFO

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Vientiane

Date of data update:

2004/6/18

ID of Question:		A-2: Position			A-6		A-3		A-7: Educational Attainment			
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
1	Admin	Mr. Bounoum DOUANGPHACHANH		No	M							
2	Admin	Mr. Phonvilay XAYMOUNKHAM		No	M							
3	Admin	Mr. Bouaphanh KONDAVONG		No	M							
4	Admin	Mr. Saysamone PHOTHISATH		No	M							
5	Admin	Mr. Phouvong LATSAVONG		No	M							
6	Admin	Mr. Kongkham INPHAYALATH	Deputy Head	Yes	M		P	21	4	Irrigation	1990	c
7	Admin	Mr. Khounphayvanh KONSAVATDY		No	M							
8	Admin	Mr. Somphet PHENGBOUPHA	Head of planning	Yes	M		P	n.a.	3	Economy	1990	j
9	Admin	Mr. Vinavong VONGSENGTHONG	Technician	Yes	M		P	2	4	Finance	1989	n.a.
10	Admin	Mr. Oubonh HIENPHASOUK	Technician	Yes	M		P	6	3	Economy	1993	n.a.
11	Admin	Mr. Khamphanh SANETH	Technician	Yes	M		P	1	3	Forestry	1999	i
12	Admin	Mr. Bounnou INTAPATTHA		No	M							
13	Admin	Mr. Bounpheng BANKHAMPHONG	Head of finance	Yes	M		P	15	4	Commerce	1987	n.a.
14	Admin	Mr. Vilakone VONGSIPASOM	Technician	Yes	M		P	1	4	Account	1990	l
15	Admin	Mr. Thongkhoun SISOMPHOU	Technician	Yes	M		P	24	4		1997	m
16	Admin	Mr. Khammo PHOMMAVONGSA	Technician	Yes	M		P	5	4	Agriculture	1993	l
17	Admin	Ms. Souliphone VILAYTHONG	Secretary	Yes	F		P	7	4	Forestry	1993	g
18	Admin	Ms. Khamying KEOPANYA		No	F							
19	Admin	Ms. Phoutsady VONGLATSAMY		No	F							
20	Admin	Ms. Oukham VORABOUTH		No	F							
21	Admin	Ms. Kounkham GNOTGNING	Assistance	Yes	F		C	n.a.	4	Agriculture	2003	b
22	Admin	Ms. Manichanh XAYACHAK		Yes	F		C	2	n.a.	Accountant	2001	k
23	Admin	Mr. Vanhkham KEOBOUNHIENG	Disseminator	Yes	M		C	4	4	Journalist	1994	l
24	Livestock	Mr. Soumkham SOUTHAMMAVONG	Head of section	Yes	M		P	18	3	Animal Feed	1985	f
25	Livestock	Mr. Sinouane CHANTHAVONG	Deputy Head	Yes	M		P	16	3	Livestock	1988	d
26	Livestock	Mr. Saythong PHIMBAO		No	M							
27	Livestock	Mr. Phanthala PHONGSA	Technician	Yes	M		P	11	4	n.a.	n.a.	g
28	Livestock	Mr. Bounhouang CHANTHAKONGSENG		No	M							
29	Livestock	Mr. Phouvieng SOUTHAMMAVONG	Technician	Yes	M		P	21	4	n.a.	1983	o
30	Livestock	Mr. Oudome XAYASANE		No	M							
31	Livestock	Ms. Sisouda VIXAYALATH	Technician	Yes	F		P	3	6	Livestock	1999	d
32	Livestock	Mr. Vankham KEOPHIMPHONE	Deputy Head of station	Yes	M		P	2	4	Livestock	1993	d
33	Livestock	Mr. Nouanthong SAVONGXAY	Technician	Yes	M		C	1	3	Livestock	1992	d
34	Livestock	Mr. Khambao SIHALATH	Deputy Head of station	Yes	M		P	3	4	Livestock	1980	d
35	Livestock	Mr. Oudom DOUANGXAYASANE	Deputy Head of station	Yes	M		P	20	4	Livestock	1984	d
36	Livestock	Mr. Vixay VANHEUANG	Technician	Yes	M		P	12	4	Livestock	1998	f
37	Agriculture	Mr. Vongsy VONGDONXAY		No	M							
38	Agriculture	Mr. Sombath VONGLATSAMY	Technician	Yes	M		P	7	3	Agriculture	1997	n.a.
39	Agriculture	Mr. Khamphay PHOMMACHANH	Deputy Head	Yes	M		P	15	3	Agriculture	1985	b
40	Agriculture	Mr. Sithone SIDAVONG	Technician	Yes	M		P	n.a.	3			a
41	Agriculture	Mr. Chantay CHANTHAVONG	Technician	Yes	M		P	n.a.	4	Agriculture	1991	a
42	Agriculture	Ms. Leokham NOUANSABAB	Technician	Yes	F		P	1	4			b
43	Agriculture	Ms. Khamseuth SOUTHAMMAVONG	Technician	Yes	F		C	3	4	Agriculture	2001	b
44	Agriculture	Ms. Khamse OLABOUN	Technician	Yes	F		P	8	4	Agriculture	1995	a
45	Agriculture	Mr. Ketsana SENESOU LINTHA	n.a.	Yes	M		C	n.a.	n.a.	Agriculture	2002	b
46	Agriculture	Ms. Khoutamy KEOMOUNMANY	n.a.	Yes	F		C	2	4	Agriculture	2000	b
47	Irrigation	Mr. Thonglome MATTHOUVONG	Technician	Yes	M		P	18	4	Irrigation	1986	c
48	Irrigation	Mr. Bounthiane OUNDALA		No	M							
49	Irrigation	Ms. Khanamany INPHAYALATH	Technician	Yes	F		P	n.a.	4	Irrigation	1984	c
50	Irrigation	Mr. Khamphet CHANSAVATH	Head of irrigation project	Yes	M		P	24	3	Irrigation	1990	c
51	Irrigation	Mr. Khen VIXAYALAY	Technician	Yes	M		P	9	4	Irrigation	1985	c
52	Irrigation	Mr. Boualay XAYASAK	Technician	Yes	M		P	2	3	Irrigation	1994	c
53	Irrigation	Mr. Sengthong SIPASEUT	Technician	Yes	M		P	8	3	Rural development	1995	c
54	Irrigation	Mr. Khonsavanh SIAKKHASONE	Head of section	Yes	M		P	8	3	Irrigation	1995	c
55	Irrigation	Mr. Keounheune KHAMKHOSY	Technician	Yes	M		P	5	3	Electricity	1999	c
56	Irrigation	Mr. Boumma PHOMMATHEP		No	M							
57	Irrigation	Mr. Khankham SENSOU LINTHA	Technician	Yes	M		P	8	n.a.	Irrigation	1996	c

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Vientiane

Date of data update:

2004/6/18

ID of Question:		A-2: Position				A-6		A-3		A-7: Educational Attainment		
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
58	Irrigation	Mr. Savatdy PHOMMACHANH	Technician	Yes	M		P	8	n.a.		1984	c
59	Irrigation	Mr. Lom PHANVONGSA	Head of unit	Yes	M		P	6	4	n.a.	1983	c
60	Irrigation	Mr. Souksavanh XAYSANAVONGPHET	Technician	Yes	M		P	4	4	Irrigation	1999	c
61	Irrigation	Mr. Khampane SONTHAVY	Technician	Yes	M		P	5	5	Irrigation	1989	b
62	Irrigation	Mr. Sengmany LOUANGSY	Technician	Yes	M		P	1	4	Construction	2000	c
63	Irrigation	Mr. Phayphachonh SOUVANNAVONG	Technician	Yes	M		P	12	4	Electronic	1985	i
64	Irrigation	Ms. Keokhounmy XAYSANA	Administration	Yes	F		P	7	6	Account, computer	1997	c
65	Irrigation	Ms. Kheuvanah SAMOUNTY	Technician	Yes	F		P	7	4	Irrigation	1998	c
66	Irrigation	Mr. Khamphay THEPHAVONG	Technician	Yes	M		C	2	3	Agriculture machinery	2001	c
67	Irrigation	Ms. Viengkeo PHONGSANIT	Technician	Yes	F		C	1.5	4	Irrigation	2001	c
68	Irrigation	Mr. Oudone PHOMMANY	Technician	Yes	M		P	1	3	Irrigation	1999	c
69	Irrigation	Mr. Heuangkeo INTHAVONG	Technician	Yes	M		C	1.5	2	Irrigation	2001	c
70	Irrigation	Mr. Xayaphone KEOMAHAVONG	Technician	Yes	M		P	7	4	Teacher	1994	i
71	Irrigation	Mr. Souksavanh XAYSANAVONG	Technician	Yes	M		P	9	4	Irrigation	2004	c
72	Irrigation	Ms. Khanamany KATIYALATH	Head of administration	Yes	F		P	13	3	Irrigation	1991	c
73	Forestry	Mr. Phouvanh THONVILAY	Head of unit	Yes	M		P	2	n.a.	Forestry	1993	g
74	Forestry	Mr. Soubanh PHOUCHING		No	M							
75	Forestry	Mr. Phounsavath FONGSINOUE	Deputy Head of section	Yes	M		P	4	3	Forestry	1982	g
76	Forestry	Mr. Sisavat LOUANGSY	Deputy Head of section	Yes	M		P	19	3	Forestry	1991	g
77	Forestry	Mr. Somchanh CHANTHILATH	Head of unit	Yes	M		P	n.a.	6	Forestry	1991	g
78	Forestry	Mr. Viengkhanh SIHALATH	Technician	Yes	M		P	7	n.a.	Forestry	1995	g
79	Forestry	Mr. Keopaseuth VONGDOUANGCHANH	Technician	Yes	M		P	3	n.a.	Forestry	1991	g
80	Forestry	Mr. Sommay KASYOUDOM	Deputy Head of unit	Yes	M		P	8	3	Forestry	1996	g
81	Forestry	Mr. Soubanh SOUTHAMMAVONG	Technician	Yes	M		P	6	n.a.	Forestry	1992	g
82	Forestry	Mr. Chansouk SOUVANNAPHOUMY	Technician	Yes	M		P	2	n.a.	Forestry	1994	g
83	Forestry	Mr. Khamphay VILAYHEUANG		No	M							
84	Forestry	Mr. Ouheuane KEOPHOMMA		No	M							
85	Forestry	Mr. Phouvanh INTHASAN	Deputy Head of unit	Yes	M		P	15	3	Forestry	2000	g
86	Forestry	Mr. Sithanonsay BOUNXAYTHIP		No	M							
87	Forestry	Mr. Siamphay SIXOMSIEUN		No	M							
88	Forestry	Mr. Bounthaly SENGSOULITH	Technician	Yes	M		P	n.a.	4	n.a.	n.a.	g
89	Forestry	Ms. Somkhit PHANTHAVONG	Technician	Yes	F		P	n.a.	n.a.	Forestry	1988	g
90	Forestry	Mr. Soulidet KEOVILAYHONG	Deputy Head of unit	Yes	M		P	5	3	Forestry	1994	g
91	Forestry	Mr. Daomany KHIEMVIXAY	Technician	Yes	M		P	2	4	Forestry	1992	g
92	Forestry	Mr. Vilaphanh THAVONSOUK	Technician	Yes	M		P	n.a.	n.a.	Forestry	1980	g
93	Forestry	Mr. Hom LOMOUANGKHAM	Head of unit	Yes	M		P	n.a.	n.a.	Forestry	1982	g
94	Forestry	Mr. Sounthone KEOVONGSOUTH	Head of unit	Yes	M		P	n.a.	n.a.	Forestry	1983	g
95	Forestry	Mr. Ounkham KHAOPHANH	Deputy Head of unit	Yes	M		P	6	n.a.	Forestry	1992	g
96	Forestry	Mr. Nokham SOMCHANMANIVONG	Technician	Yes	M		P	6	n.a.	Forestry	1996	g
97	Forestry	Mr. Phonxay BOUTKOUSONH		No	M							
98	Forestry	Ms. Leokham VATTASO	Technician	Yes	F		P	18	4	n.a.	1986	g
99	Forestry	Mr. Bounthong SOUTHAMMAVONG	Technician	Yes	M		P	32	5	n.a.	n.a.	g
100	Forestry	Mr. Chandome SOUKANMALANGSY		No	M							
101	Forestry	Mr. Hongkham PHOTHISAT		No	M							
102	Forestry	Mr. Khounthala KHAMMANIVONG	Technician	Yes	M		P	9	n.a.	Forestry	1992	g
103	Forestry	Mr. Phoumy KHOUNNASENE		No	M							
104	Forestry	Mr. Khempet CHALIYATHAM	Technician	Yes	M		P	19	4		1985	g
105	Forestry	Mr. Bouakeo	Technician	Yes	M		P	6	4	Forestry	1998	g
106	Forestry	Mr. Phanthala SAMOUNTY	Technician	Yes	M		P	8	4	Forestry	1993	g
107	Forestry	Mr. Thongsang CHANTHAVONG		No	M							
108	Forestry	Mr. Chanpheng MOUNTIVONG	Head of unit	Yes	M		P	1	4	Forestry	1991	g
109	Forestry	Ms. Somsanouk PHITSALATH	Secretary	Yes	F		P	n.a.	n.a.	Forestry	1994	g
110	Forestry	Mr. Phoukindavanh SIPASEUTH		No	M							
111	Forestry	Ms. Bounnene VONGDEUANE	Technician	Yes	F		P	6	n.a.	n.a.	1994	g
112	Forestry	Mr. Phonxay CHANTHAVIXAY		No	M							
113	Forestry	Mr. Sengmany SIAKKHASONE		No	M							
114	Forestry	Mr. Somneuk SAMOUNTY	Technician	Yes	M		P	n.a.	n.a.	Forestry	1997	g

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Vientiane

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-6		A-3		A-7: Educational Attainment				
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
115	Forestry	Ms. Khankeo KEONOUCHANH		No	F							
116	Forestry	Mr. Lamphou SENESOU LINTHA	Technician	Yes	M		P	6	4	Forestry	1997	g
117	Forestry	Mr. Thongsoun PHIMMASONE	Technician	Yes	M		P	14	n.a.	Forestry	1985	g
118	Meteo	Mr. Khamseng VONGPHACHANH	Technician	Yes	M		P	17	4	Meteorology	1987	h
119	Meteo	Mr. Douangkham PHOXAY	Technician	Yes	M		P	20	4	Meteorology	1984	h
120	Meteo	Mr. Bounthai XAYSANAVONGPHET	Head of section	Yes	M		P	n.a.	4	Meteorology	1973	h
121	Meteo	Mr. Saleumkham NOUANSAVANH	Deputy Head of section	Yes	M		P	30	6	n.a.	n.a.	h
122	Meteo	Mr. Latdalay PATHOUMMAVONG	Technician	Yes	M		P	8	4	Meteorology	1996	h
123	Meteo	Mr. Khanthanom PHOMSOUVANH	Technician	Yes	M		P	23	n.a.	Meteorology	1971	h
124	Meteo	Mr. Khonsamak CHANTHAVONGSA	Technician	Yes	M		C	4	4	Meteorology	2000	h
125	Extension	Mr. Khampang CHANTHANOME	Technician	Yes	M		P	4	4	n.a.	1975	a
126	Extension	Mr. Bounthai THAVONESOUK	Deputy Head of section	Yes	M		P	2	2	Forestry	1985	g
127	Extension	Mr. Sithaheng THONGSAVANH	Head of extension service	Yes	M		P	10 months	3	Agro- economic	1992	b
128	Extension	Mr. Lamphone KHAMMOUNHEUANG	Technician	Yes	M		P	23	3	Agriculture	1991	a
129	Extension	Mr. Im LOUANGKHOTH	Technician	Yes	M		P	7	4	Forestry	1987	d
130	Extension	Mr. Phaysane THAMMABANVANG	Technician	Yes	M		P	14	4	Agriculture	1990	a
131	Extension	Mr. Khamvane VONGNALATH	Deputy Head of Project	Yes	M		P	1	4	Agriculture	1978	d
132	Extension	Mr. Vixay KEOMAHAVONG	Deputy Head	Yes	M		P	10	4	Teacher of agriculture		a
133	Extension	Mr. Bounsy BANDASAK	Deputy Head	Yes	M		P	2	3	Irrigation	1992	c
134	Extension	Mr. Soukvisay KEOMANY	Technician	Yes	M		P	9	4	Veterinary	1984	d
135	Extension	Mr. Chanthone SONMANY	Technician	Yes	M		P	8	4	Veterinary	1986	d
136	Extension	Ms. Khanxay SENGVILAY	Technician	Yes	M		P	6	4	Forestry	1989	g
137	Extension	Ms. Phetsathaphone SOUTHAMMAVONG	Head of administration	Yes	F		P	2	4	English	2003	a
138	Extension	Mr. Sengphet THONGSAVANH	Technician	Yes	M		P	6	4	Agriculture	1995	b
139	Extension	Ms. Pavi SINIPHANTHONG	Secretary	Yes	F		C	1	4	Agriculture	2002	b
140	Extension	Ms. Kongmany PANGNATHIP	Accountant	Yes	F		P	7	4	Finance	1989	k
141	Extension	Mr. Khamsing KEOPANYA	Deputy head of Project	Yes	M		P	2	4	Commerce	1987	k
142	Extension	Ms. Baikheo PHETVIXAY	Technician	Yes	F		P	4	4	Agriculture	1999	b
143	Extension	Ms. Nongkhan SOMCHANMAVONG	Technician	Yes	F		C	1	4	Agriculture	2003	b
144	Extension	Mr. Phouvangxay SOUTHAMMAVONG	Technician	Yes	M		P	1	3	Management	1995	k
145	CMI	Mr. Sompheng KEOMAHAVONG	Project coordinator	Yes	M		P	n.a.	3	n.a.	1984	b
146	CMI	Mr. Bounmy VANNAVONG	Deputy head project	Yes	M		P	7	3	Irrigation	1987	c
147	CMI	Mr. Kesone LOUANGXAY	Technician	Yes	M		P	4	4	Agriculture	1999	a
148	CMI	Mr. Siveun SENTHAVISOUK	Technician	Yes	M		P	2	4	Agriculture	1986	a
149	CMI	Mr. Vannakone SENGCHANTHAVONG	Technician	Yes	M		P	7	4	Communication	1997	c
150	CMI	Mr. Ketsana SENGTHONG	Technician	Yes	M		P	7	n.a.	Communication	1996	c
151	CMI	Mr. Somdy NATTHANONGSY	Technician	Yes	M		P	7	4	Agriculture	1970	a
152	CMI	Ms. Bouadam PHITSALATH	Technician	Yes	F		P	16	n.a.	Finance	1988	k
153	CMI	Mr. Thanongsak VONGSAKDA	Technician	Yes	M		P	7	4	Agriculture machinery	1995	n.a.
154	CMI	Mr. Vilat LATSAVONG	Technician	Yes	M		P	7	4	Irrigation	1994	c
155	CMI	Ms. Oudomxay KEOPHILAVANH	Technician	Yes	F		C	2	4	Finance	2001	n.a.
156	DMIP	Mr. Vongsomphone NILAVANH	Technician	Yes	M		P	9	n.a.	Irrigation	1986	c
157	DMIP	Mr. Sounthone SALIPHOTH		No	M							
158	DMIP	Mr. Pasatphone CHALEUNSOUK		No	M							
159	DMIP	Ms. Keoudone SISOMSIEUN	Technician	Yes	F		P	11	4	Agriculture	1993	a
160	DMIP	Mr. Thongphoune PHANTHAVONG		No	M							
161	DMIP	Mr. Mixay MATTHOUVONG	Technician	Yes	M		P	7	4	Finance	1995	k
162	DMIP	Ms. Soynoulane PHANNOLATH		No	F							
163	DMIP	Mr. Chansone VOLASINH	Deputy Head of Project	Yes	M		P	3	n.a.	n.a.	n.a.	a
164	Upland Project	Mr. Thonglo KHAMVONGSA	Head of station	Yes	M		P	n.a.	3	Agriculture	1998	b
165	Upland Project	Ms. Kaysone SOPHAPMIXAY	Head of administration	Yes	F		P	10	4	Agriculture	1993	n.a.
166	Upland Project	Mr. Bounngang VONGVILAXAY	Head of technician	Yes	M		P	9	4	Agriculture	1994	b
167	Upland Project	Ms. Chansamone VONGXAY		n.a.	F		C	3	2	Agriculture	2000	n.a.
168	Upland Project	Ms. Thongvanh THONGSAVANH	Technician	Yes	F		C	2	4	Agriculture	2002	a
169	Highland Pjt	Mr. Koulap SOULIGNO		No	M							
170	Highland Pjt	Mr. Phouvang BOUNSOU		No	M							
171	Highland Pjt	Mr. Phethavy XAYSILIPHONG		No	M							

Data Sheet 1: General Information of Staff

Name of Office:	PAFO Vientiane
Date of data update:	2004/6/18

ID of Question:	A-2: Position		A-6		A-3		A-7: Educational Attainment					
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty<3
172	Highland Pjt	Mr. Khamling SIHALATH	Technician	Yes	M		P	6 months	4	Irrigation	2003	c
173	Highland Pjt	Mr. Bounlouai VONGXAY	Head of project	Yes	M		P	8	4	Forestry	1988	g
174	Highland Pjt	Mr. Phonvilay PHIMMASONE		No	M							
175	Highland Pjt	Mr. Maniphone SOULIVONG	Head of unit	Yes	M		P	6	4	Livestock and Fishery	1996	d
176	Highland Pjt	Ms. Manivone PHIMMASONE	Accountant	Yes	F		P	10	4	Account-finance	1993	k
177	Highland Pjt	Mr. Phouva MANIPAKONE	Head of unit	Yes	M		P	9	4	Agriculture	1995	a
178	Highland Pjt	Mr. Khammany LEUTVILAYVONG	Administration	Yes	M		P	11	4	Account-finance	1991	k
179	Highland Pjt	Mr. Sengsouliga KHENNALATH	Technician	Yes	M		C	n.a.	4	Agriculture	1999	a
180	Highland Pjt	Ms. Naly SIHACHAK	Technician	Yes	F		C	3	4	Agriculture	2000	a
181	Prov. Develop. Station	Mr. Khamla VONGSIPASOME		No	M							
182	Prov. Develop. Station	Mr. Kabkeo SIVIENGXAY		No	M							
183	Prov. Develop. Station	Ms. Vandy VONGXAY	Technician	Yes	F		P	4	4	Agriculture	1980	a
184	Prov. Develop. Station	Mr. Bounnam XAYAVONG	Deputy Head	Yes	M		P	4	4	Machinery	1991	a
185	Prov. Develop. Station	Mr. Khamleu KIOPHANMAHA	Technician	Yes	M		P	19	4	Machinery	n.a.	n.a.
186	Prov. Develop. Station	Ms. Khonsavanh CHANTHALANGSY	Accountant	Yes	F		P	9	4	Account-finance	1994	n.a.
187	Prov. Develop. Station	Ms. Thongkham KHOUNPHONH	Technician	Yes	F		P	5	4	Agriculture	1997	b
188	Prov. Develop. Station	Ms. Ketkeo SOMCHANMAVONG	Technician	Yes	F		P	5	4	Agriculture	1996	b
189	Prov. Develop. Station	Mr. Xayasith SIVILAY	Technician	Yes	M		C	3	4	Agriculture	2000	a
190	Prov. Develop. Station	Mr. Siphandone CHANTHAVONG	Technician	Yes	M		P	18	4	n.a.	n.a.	n.a.
191	Prov. Develop. Station	Ms. Khamsa PHIMMASONE	Technician	Yes	F		P	15	n.a.	n.a.	n.a.	a
192	Prov. Develop. Station	Mr. Khanthaly SOUTHAMMAVONG	Technician	Yes	M		C	2	4	n.a.	n.a.	b
193	Prov. Develop. Station	Mr. Khamphong PHIOPHONGPHANE	Technician	Yes	M		C	4	4	Agriculture	2000	a
194	Namngeum Fishery Pjt	Mr. Vongphachanh BALAVONG	Head of Project	Yes	M		P	21	3	Livestock	1983	d
195	Namngeum Fishery Pjt	Mr. Khanthong CHANMANY	Head of office	Yes	M		P	12	4	Livestock	2002	d
196	Namngeum Fishery Pjt	Mr. Khamse PHANKHAM	Deputy Head	Yes	M		P	29	4	Livestock	1974	d
197	Namngeum Fishery Pjt	Ms. Bounthone SIBOUAVANH	Technician	Yes	F		P	12	4	Livestock and fishery	1992	n.a.
198	Namngeum Fishery Pjt	Mr. Oudome SOUVANNAHONG	Technician	Yes	M		P	4	4	Livestock and fishery	1996	g
199	Namngeum Fishery Pjt	Mr. Khankeo SIHALATH	Technician	Yes	M		P	12	n.a.	n.a.	n.a.	d
200	Namngeum Fishery Pjt	Mr. Keo INSIXIENGMAI	n.a.	Yes	M		P	23	5	n.a.	n.a.	f
201	Namngeum Fishery Pjt	Ms. Vansy VONGSAHALATH		No	F							
202	Namngeum Fishery Pjt	Mr. Bounnou PHINTHAVONG	Head of technician	Yes	M		P	21	5	n.a.	n.a.	f
203	Namngeum Fishery Pjt	Mr. Somvandy CHANTHAVONG	Deputy Head	Yes	M		P	2	4	Agriculture	2002	b
204	Namngeum Fishery Pjt	Ms. Dokkeo KHAMMOUNGKHOUN	Technician	Yes	F		C	n.a.	4	Livestock	2003	a
205	Tanepiao Project	Mr. Khamphiou VISAPRA		No	M							
206	Tanepiao Project	Mr. Khammany KHAMPHOUMY		No	M							
207	Tanepiao Project	Mr. Bouasy SOUTHAMMAVONG		No	M							
208	Tanepiao Project	Mr. Bountham THAMMASATH	Technician	Yes	M		P	7	4	Irrigation	1996	c
209	Tanepiao Project	Mr. Bounkong SOUTHAMMAVONG	Technician	Yes	M		P	n.a.	4	Irrigation	1993	d
210	Tanepiao Project	Mr. Khimsamay		No	M							
211	Tanepiao Project	Ms. Keuavanh SAMOUNTY	Finance	Yes	F		P	3	4	n.a.	n.a.	b
212	Tanepiao Project	Mr. Bounkong KOUNAVONG		No	M							
213	Lao-Singapore Project	Mr. Ounpheng SAYNILATH		No	M							
214	Lao-Singapore Project	Mr. Bounvanh PHENGPHOMMACHANH		No	M							
215	Lao-Singapore Project	Mr. Tiangkham SENGSOULICHANH		No	M							
216	Lao-Singapore Project	Mr. Khamphone LOVANKHAM		No	M							

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,
j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 2: History of Training

Name of Office: **PAFO Vientiane**
 Date of data update: **2004/6/18**

ID of Question: **A-14 Please identify five (5) major training courses that you have ever participated.**

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work
1	Admin	Mr. Bounoum DOUANGPHACHANH										
2	Admin	Mr. Phonvilay XAYMOUNKHAM										
3	Admin	Mr. Bouaphanh KONDAVONG										
4	Admin	Mr. Saysamone PHOTHISATH										
5	Admin	Mr. Phouvong LATSAVONG										
6	Admin	Mr. Kongkham INPHAYALATH	None									
7	Admin	Mr. Khounphayvanh KONGSAVATDY										
8	Admin	Mr. Somphe PHENGBOUPHA	Cooperation	JICA	1997	90	Useful for group making					
9	Admin	Mr. Vinavong VONGSENGTHONG	None									
10	Admin	Mr. Oubonh HIENPHASOUK	Reduction of poverty	n.a.	2003	3	Satisfied					
11	Admin	Mr. Khamphanh SANETH	Protection of forests	Department of Forestry	Sep-83	90	Effective on protection of forest	Protection of environment	Department of Forestry	Jul-94	1	Undstandable
12	Admin	Mr. Bounnou INTHAPATTHA										
13	Admin	Mr. Bounpheng BANKHAMPHONG	Accounting	n.a.		30	Satisfied					
14	Admin	Mr. Vilakone VONGSIPASOM	None									
15	Admin	Mr. Thongkhoun SISOMPHOU	None									
16	Admin	Mr. Khammo PHOMMAVONGSA	None									
17	Admin	Ms. Souliphone VILAYTHONG	Administration	MAF	Aug-98	3	Good	Gender issue	Forestry Section	Jan-02	2	Good
18	Admin	Ms. Khamming KEOPANYA										
19	Admin	Ms. Phoutsady VONGLATSAMY										
20	Admin	Ms. Oukham VORABOUTH										
21	Admin	Ms. Kounkham GNOTGNING	None									
22	Admin	Ms. Manichanh XAYACHAK	None									
23	Admin	Mr. Vanhkham KEBOUNHIENG	Making a document film	VDO station	2001	90	Satisfied	Record news	Tourism Section of the province	2001	30	Satisfied
24	Livestock	Mr. Soumkham SOUTHAMMAVONG	None									
25	Livestock	Mr. Sinouane CHANTHAVONG	Farmers training	Department of Irrigation	1994	n.a.	Good	Veterinary	Department of Livestock & Fishery	1995	n.a.	Good
26	Livestock	Mr. Saythong PHIMBAO										
27	Livestock	Mr. Phanthala PHONGSA	Fish breeding	n.a.		7	Good	Poultry raising	n.a.	n.a.	14	Good
28	Livestock	Mr. Bounkhouang CHANTHAKONGSENG										
29	Livestock	Mr. Phouvieng SOUTHAMMAVONG	Training of trainers	FAO	Apr-99	120	Satisfied	Rural development	CAA	Feb-87	14	Satisfied
30	Livestock	Mr. Oudome XAYASANE										
31	Livestock	Ms. Sisouda VIXAYALATH	Livestock and veterinary	EU	Jan-02	5	Good	Agricultural development	JVC	Jul-03	5	Good
32	Livestock	Mr. Vankham KEOPHIMPHONE	Fish culture	Lao-Singapore Corporation	1998	1	n.a.					
33	Livestock	Mr. Nouanthong SAVONGXAY	None									
34	Livestock	Mr. Khambao SIHALATH	None									
35	Livestock	Mr. Oudom DOUANGXAYASANE	Fish processing	Fish project	Oct-97	14	Could use	Vaccination	Department of Livestock & Fishery	May-99	7	Satisfied
36	Livestock	Mr. Vixay VANHEUANG	Sloping agriculture	Australia	Jun-93	3	Good	Agricultural data collection at Bolaven	FANEC	Apr-89	180	Good
37	Agriculture	Mr. Vongsy VONGDONXAY										
38	Agriculture	Mr. Sombath VONGLATSAMY	Sustainable agriculture	JICA	Jan-98	40	Effective	Crop management	KOICA	Jun-00	27	Important
39	Agriculture	Mr. Khamphay PHOMMACHANH	Maize production	CP	Jul-04	21	Good					
40	Agriculture	Mr. Sithone SIDAVONG	Agriculture research	MAF	1990	150	Could practice it	Rice production technology	IRRI	1991	45	Used in the work
41	Agriculture	Mr. Chantay CHANTHAVONG	Fruit tree	DOA	1992	30	n.a.	Vegetable production	DOA	1992	30	
42	Agriculture	Ms. Leokham NOUANSABAB	None									
43	Agriculture	Ms. Khamseuth SOUTHAMMAVONG	Crop production	AVRDC	Mar-02	3	Accepted	Vegetable production in rural area	SDC	Feb-03	3	Accepted
44	Agriculture	Ms. Khamse OLABOUN	None									
45	Agriculture	Mr. Ketsana SENESOULINTHA	None									
46	Agriculture	Ms. Khoutamy KEOMOUNMANY	Crop production in rainy season	AVRDC	Feb-03	3	Important	Vegetable production in rural area	SDC	n.a.	3	Important
47	Irrigation	Mr. Thonglome MATTHOUVONG	Community coordination	Thailand	Sep-90	15	Could practice it	Small irrigation	Thailand	Mar-93	15	Useful for villagers participation
48	Irrigation	Mr. Bounthiane OUNDALA										
49	Irrigation	Ms. Khanamany INPHAYALATH	Irrigation pump management	Chinese company	Feb-00	3	Satisfied					
50	Irrigation	Mr. Khamphet CHANSAVATH	Irrigation drainage	JICA	1997	10	Effective					
51	Irrigation	Mr. Khen VIXAYALAY	Irrigation pump management	Chinese company	Feb-00	3	Could upgrade knowledge	Irrigation pump management	Kirloskar company	Aug-98	3	Upgraded knowledge
52	Irrigation	Mr. Boualay XAYASAK	None									
53	Irrigation	Mr. Sengthong SIPASEUT	None									
54	Irrigation	Mr. Khonsavanh SIKKHASONE	Construction management	DOI	1997	5	Understandable	Water resource development	Irrigation Department	1998	4	Useful for the work
55	Irrigation	Mr. Keounheuan KHAMKHOSY	Irrigation pump management	Kirloskar	1999	2	Understandable	Guideline for farmers field school	FAO	2003	15	Useful for extension work
56	Irrigation	Mr. Boumma PHOMMATHEP										
57	Irrigation	Mr. Khankham SENSOLINTHA	None									
58	Irrigation	Mr. Savatdy PHOMMACHANH	None									
59	Irrigation	Mr. Lom PHANVONGSA	Irrigation pump management	Kirloskar	1998	5	n.a.	Selection techniques of irrigation pumps	Lao-America	1999	1	n.a.
60	Irrigation	Mr. Souksavanh XAYSANAVONGPHET	None									
61	Irrigation	Mr. Khampane SONTHAVY	Irrigation management	DSP		7	Good					
62	Irrigation	Mr. Sengmany LOUANGSY	None									
63	Irrigation	Mr. Phayphachonh SOUVANNAVONG	English	DSE	2000	120 hrs	Good	Computer	Self service	1999	80 hrs	Good
64	Irrigation	Ms. Keokhoumy XAYSANA	None									
65	Irrigation	Ms. Kheuvanh SAMOUNTY	None									
66	Irrigation	Mr. Khamphay THEPHA VONG	None									
67	Irrigation	Ms. Viengkeo PHONGSANIT	None									
68	Irrigation	Mr. Oudone PHOMMANY	Political theory	Province office	2003	14	Good					
69	Irrigation	Mr. Heuangkeo INTHAVONG	None									
70	Irrigation	Mr. Xayaphone KEOMAHAVONG	Irrigation management	CMI	n.a.	10	Satisfied	Community organization	CMI	n.a.	10	Satisfied
71	Irrigation	Mr. Souksavanh XAYSANAVONG	Finance management	INWENT	2003	n.a.	Suitable for the work					
72	Irrigation	Ms. Khanamany KATIYALATH	Water resources development	Vietnam	1998	5	Not applicable (Baseline survey)	Water resource development	Vietnam	1999	5	Satisfied

Data Sheet 2: History of Training

Name of Office: **PAFO Vientiane**
 Date of data update: **2004/6/18**

ID of Question: **A-14 Please identify five (5) major training courses that you have ever participated.**

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work
73	Forestry	Mr. Phouvanh THONVILAY	None									
74	Forestry	Mr. Soubanh PHOUCHING										
75	Forestry	Mr. Phounsavath FONGSINOUE	None									
76	Forestry	Mr. Sisavat LOUANGSY	Community forest	n.a.	1992	5	Good	PRA	n.a.	1993	7	Good
77	Forestry	Mr. Somchanh CHANTHILATH	English training	DOF	n.a.	90		Reporting on database	DOF	n.a.	30	
78	Forestry	Mr. Viengkhanh SIHALATH	Operation of field equipment	GTZ	1998	30	Good					
79	Forestry	Mr. Keopaseuth VONGDOUANGCHANH	Reforestation	JICA	2000	90	Good					
80	Forestry	Mr. Sommay KASYOUDOM	BSc degree in Thailand	Lao - Swiss project	1992-93	1 yr	Effective	Use of equipment	GTZ	1999	7	Good
81	Forestry	Mr. Soubanh SOUTHAMMAVONG	BSc degree in Thailand	Lao-Swiss project	1991	2 yrs	Satisfied	Use of equipment	GTZ	1996	60	Good
82	Forestry	Mr. Chansouk SOUVANNAPHOUMY	Reforestation	JICA	2002	120	Good					
83	Forestry	Mr. Khamphay VILAYHEUANG										
84	Forestry	Mr. Ouheuane KEOPHOMMA										
85	Forestry	Mr. Phouvanh INTHASAN	None									
86	Forestry	Mr. Sithanonsay BOUNXAYTHIP										
87	Forestry	Mr. Siamphay SIXOMSIEUN										
88	Forestry	Mr. Bounthaly SENGSOULITH	Seed variety of trees	DANIDA	2001	400	Satisfied					
89	Forestry	Ms. Somkhit PHANTHAVONG	None									
90	Forestry	Mr. Soulidet KEOVILAYHONG	BSc degree in Thailand	Lao - Swiss project	1999	2 yrs	Satisfied	Use of equipment	GTZ	1998	30	Good
91	Forestry	Mr. Daomany KHIEMVIXAY	Forest management	JICA	2002	60	Good					
92	Forestry	Mr. Vilaphanh THAVONSOUK	None									
93	Forestry	Mr. Hom LOMOUANGKHAM	None									
94	Forestry	Mr. Sounthone KEOVONGSOUTH	None									
95	Forestry	Mr. Ounkham KHAOPHANH	BSc degree in Thailand	Lao - Swiss project	1993	2 years	Effective	Use of equipment	GTZ	1997	60	Effective
96	Forestry	Mr. Nokham SOMCHANMANIVONG	Reforestation	JICA	2001	90	Good					
97	Forestry	Mr. Phonxay BOUTKOUSONH										
98	Forestry	Ms. Leokham VATTASO	Water management	Mekong river project	1999	14		Management of tree seeds	DANIDA	2001	14	Not applicable (Seed Service Center)
99	Forestry	Mr. Bounthong SOUTHAMMAVONG	Administration	MAF	1998	3	Better	Watershed	DOF	2002	18	Better
100	Forestry	Mr. Chandome SOUKANMALANGSY										
101	Forestry	Mr. Hongkham PHOTHISAT										
102	Forestry	Mr. Khounthala KHAMMANIVONG	None									
103	Forestry	Mr. Phoumy KHOUNNASENE										
104	Forestry	Mr. Khamphet CHALIYATHAM	Watershed management	Mekong river project	2000	21	Useful for resource management					
105	Forestry	Mr. Bouakeo	Operation of equipment	GTZ	1999	7	Effective					
106	Forestry	Mr. Phanthala SAMOUNTY	Operation of equipment	GTZ	1999	7	Effective in equipment use					
107	Forestry	Mr. Thongsang CHANTHAVONG										
108	Forestry	Mr. Chanpheng MOUNTIVONG	None									
109	Forestry	Ms. Somsanouk PHITSALATH	None									
110	Forestry	Mr. Phoukindavanh SIPASEUTH										
111	Forestry	Ms. Bounnene VONGDEUANE	None									
112	Forestry	Mr. Phonxay CHANTHAVIXAY										
113	Forestry	Mr. Sengmany SIAKKHASONE										
114	Forestry	Mr. Somneuk SAMOUNTY	None									
115	Forestry	Ms. Khankeo KEONOUCHANH										
116	Forestry	Mr. Lamphou SENESOULINTHA	None									
117	Forestry	Mr. Thongsoun PHIMMASONE	English	CMI	2002	90	Good					
118	Meteo	Mr. Kamseng VONGPHACHANH	Agro-meteorology	Mekong river project	1995	15	Good	Agro-meteorology	Mekong river project	1997	7	Good
119	Meteo	Mr. Douangkham PHOXAY	Agro-meteorology	Mekong river project	1995	15	Use in work	Agro-meteorology	Mekong river project	1997	7	Use in the work
120	Meteo	Mr. Bounthai XAYSANAVONGPHET	Environment	STEA	2003	2	Good	Water management	STEA	2004	1	Good
121	Meteo	Mr. Saleumkham NOUANSAVANH	None									
122	Meteo	Mr. Latdalay PATHOUMMAVONG	Agro-meteorology	Dept of Agro-meteorology	2001	1.5 yrs	Effective					
123	Meteo	Mr. Khanthom PHOMSOUVANH	Agro-meteorology	Mekong river project	1980	90		Agro-meteorology	Mekong river project	1995	7	n.a.
124	Meteo	Mr. Khonsamak CHANTHAVONGSA	Agro-meteorology	Dept of Agro-meteorology	1999	180	Effective					
125	Extension	Mr. Khamphang CHANTHANOME	Village planning	FAO	2002	7	Used in planning	Animal raising	FAO	2004	7	Use for planning
126	Extension	Mr. Bounthai THAVONESOUK	None									
127	Extension	Mr. Sithaheng THONGSAVANH	Sustainable agriculture	Inwent	2002	20	Good	Forest management	JICA	2003	2	Understandable
128	Extension	Mr. Lamphone KHAMMOUNHEUANG	Transfer of land management technology	Thailand	1995	90	Good	Statistics for rice research	Lao -IRRI	1992	60	Useful
129	Extension	Mr. Im LOUANGKHOTH	Forage production	Lao Government	1999		Satisfied	Feed identification	Thailand	n.a.	25	Good
130	Extension	Mr. Phaysane THAMMABANVANG	None									
131	Extension	Mr. Khamvane VONGNALATH	Project management	FAO	n.a.	21		Fishery management	MRC	n.a.	14	n.a.
132	Extension	Mr. Vixay KEOMAHAVONG	Project management and writing skill	Oxfam	n.a.	15	Effective	Integrated crop production	Thailand	n.a.	10	Effective
133	Extension	Mr. Bounsy BANDASAK	Planning	PAFO	n.a.	3	Effective	Irrigation	Thailand	n.a.	15	Effective
134	Extension	Mr. Soukvisay KEOMANY	Animal feed production	DOI&F	1999	30	Satisfied	Identification of feed	Thailand	2001	15	Good
135	Extension	Mr. Chanthone SONMANY	Animal feed production	DOI&F	1999		Satisfied	Identification of feed	Thailand	n.a.	25	Good
136	Extension	Ms. Khanxay SENGVILAY	Forest management	Government	1999	60	Good	Identification of feed	Government	2000	90	Good
137	Extension	Ms. Phetsaphone SOUTHAMMAVONG	Crop production in slope area	Inwent	2003	7	Satisfied	Bio-fertilizer and small market	INWENT	2003	14	Good
138	Extension	Mr. Sengphet THONGSAVANH	None									
139	Extension	Ms. Pavi SINIPHANTHONG	None									
140	Extension	Ms. Kongmany Panyathip	Finance and planning	Department of Planning	1992	5	Understandable	Gender issue	Irrigation project	1992	3	Understood meaning of gender
141	Extension	Mr. Kamsing KEOPANYA	Project management	FAO	n.a.	28	n.a.	Financial management	MAF	n.a.	28	
142	Extension	Ms. Baikao PHETVIXAY	None									
143	Extension	Ms. Nongkhan SOMCHANMAVONG	None									
144	Extension	Mr. Phouvongxay SOUTHAMMAVONG	Sustainable agriculture	JICA	1999	7	n.a.					

Data Sheet 3: Duties of the Staff

Name of Office: **PAFO Vientiane**
 Date of data update: **2004/6/18**

ID of Question:		A-10: What are your actual duties / responsibilities ?					
No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Admin	Mr. Bounoum DOUANGPHACHANH					
2	Admin	Mr. Phonvilay XAYMOUNKHAM					
3	Admin	Mr. Bouaphanh KONDAVONG					
4	Admin	Mr. Saysamone PHOTHISATH					
5	Admin	Mr. Phouvong LATSAVONG					
6	Admin	Mr. Kongkham INPHAYALATH	Responsible for development on agriculture and forestry	Advisor on irrigation development			
7	Admin	Mr. Khounphayvanh KONSAVATDY					
8	Admin	Mr. Somphet PHENGBOUPHA	Responsible for planning work				
9	Admin	Mr. Vinavong VONGSENGTHONG	Responsible for local & foreign investment				
10	Admin	Mr. Oubonh HIENPHASOUK	Responsible for agricultural statistic	Assistance in administration work			
11	Admin	Mr. Khamphanh SANETH	Provision of advice to administration office	Checking documents	Delivery of documents	Communication between macro and micro levels	
12	Admin	Mr. Bounnou INTHAPATTHA					
13	Admin	Mr. Bounpheng BANKHAMPHONG	Head of finance unit	Committee for inspection of irrigation			
14	Admin	Mr. Vilakone VONGSIPASOM	Financial management				
15	Admin	Mr. Thongkhoun SISOMPHOU	Control of stationery and equipment				
16	Admin	Mr. Khammo PHOMMAVONGSA	Summarizing monthly budget				
17	Admin	Ms. Souliphone VILAYTHONG	Secretarial work	<i>Unclear (Following documents)</i>	Filing document	Implementation of notices / orders from the boss	
18	Admin	Ms. Khamsing KEOPANYA					
19	Admin	Ms. Phoutsady VONGLATSAMY					
20	Admin	Ms. Oukham VORABOUTH					
21	Admin	Ms. Kounkham GNOTGNING	Secretarial work				
22	Admin	Ms. Manichanh XAYACHAK	Technical matters				
23	Admin	Mr. Vanhkham KEOBOUNHIENG	Sending agriculture and forestry news to TV station	Assistance in administration work			
24	Livestock	Mr. Soumkham SOUTHAMMAVONG	Head of the section	Provision of general advice			
25	Livestock	Mr. Sinouane CHANTHAVONG	Monitoring of staff	Supplying equipment for districts and villages	Technical support for DAFOs and villages		
26	Livestock	Mr. Saythong PHIMBAO					
27	Livestock	Mr. Phanthala PHONGSA	Responsible for fishery				
28	Livestock	Mr. Bounkhouang CHANTHAKONGSENG					
29	Livestock	Mr. Phouvieng SOUTHAMMAVONG	Planning	Administration	<i>Unclear (Monitoring iat district level)</i>	<i>Unclear (Livestock in province)</i>	
30	Livestock	Mr. Oudome XAYASANE					
31	Livestock	Ms. Sisouda VIXAYALATH	Administration	Accounting	Secretarial work	Typing	Planning
32	Livestock	Mr. Vankham KEOPHIMPHONE	Administration	Breeding fishes			
33	Livestock	Mr. Nouanthong SAVONGXAY	Responsible for livestock and fishery				
34	Livestock	Mr. Khambao SIHALATH	Management of project	Breeding fishes			
35	Livestock	Mr. Oudom DOUANGXAYASANE	Responsible for livestock and fishery	Deputy Head of the Kengkachang station			
36	Livestock	Mr. Vixay VANHEUANG	Extention on fish culture	Monitoring technique of fish culture	Assistance in office activities	Control of fish culture	Coordinate with other sections
37	Agriculture	Mr. Vongsy VONGDONXAY					
38	Agriculture	Mr. Sombath VONGLATSAMY	Campaign / information dissemination	Research			
39	Agriculture	Mr. Khamphay PHOMMACHANH	Deputy Head of agriculture section	Technical assistance in agriculture production			
40	Agriculture	Mr. Sithone SIDA VONG	Project management	Project monitoring	Preparation of project proposal and evaluation		
41	Agriculture	Mr. Chantay CHANTHAVONG	Crop production				
42	Agriculture	Ms. Leokham NOUANSABAB	Responsible for technical matters				
43	Agriculture	Ms. Khampaseuth SOUTHAMMAVONG	Responsible for technical matters				
44	Agriculture	Ms. Khamsene OLABOUN	Crop production				
45	Agriculture	Mr. Ketsana SENESOULINTHA	Crop production				
46	Agriculture	Ms. Khoutamy KEOMOUNMANY	Responsible for technical matters				
47	Irrigation	Mr. Thonglome MATTHOUVONG	Technical assistance in agriculture and forestry	Control of water uses groups	Technical consultant for farmers groups		
48	Irrigation	Mr. Bounthiane OUNDALA					
49	Irrigation	Ms. Khanamany INPHAYALATH	Monitoring				
50	Irrigation	Mr. Khamphet CHANSAVATH	Monitoring				
51	Irrigation	Mr. Khen VIXAYALAY	Technical work	Supervision of construction works			
52	Irrigation	Mr. Boualay XAYASAK	Design	Supervision of construction works	Control of field work		
53	Irrigation	Mr. Sengthong SIPASEUT	Monitoring irrigation systems				
54	Irrigation	Mr. Khonsavanh SIKKHASONE	Advise in technical work	Statistic and planning	Control of construction and repair	Control of watershed management	Monitoring
55	Irrigation	Mr. Keounheuane KHAMKHOSY	Responsible for irrigation management				
56	Irrigation	Mr. Boumma PHOMMATHEP					
57	Irrigation	Mr. Khankham SENSOLINTHA	Supervision of construction works				
58	Irrigation	Mr. Savatdy PHOMMACHANH	Monitoring irrigation systems				
59	Irrigation	Mr. Lom PHANVONGSA	Watershed management	Repair of irrigation pumps			
60	Irrigation	Mr. Souksavanh XAYSANAVONGPHET	Monitoring				
61	Irrigation	Mr. Khampane SONTAVY	Monitoring				
62	Irrigation	Mr. Sengmany LOUANGSY	Management of machines and extension				
63	Irrigation	Mr. Phayphachonh SOUVANNAVONG	Project management	Assistance of villagers in formulation of groups	Training	Transfer of irrigation systems	
64	Irrigation	Ms. Keokhounmy XAYSANA	Secretarial work and typing				
65	Irrigation	Ms. Kheuavanh SAMOUNTY	Project monitoring				
66	Irrigation	Mr. Khamphay THEPHAVONG	Assistance in management of pumps	Management of irrigation pumps	Drainage	Repair of water pumps	
67	Irrigation	Ms. Viengkeo PHONGSANIT	Management and transfer of irrigation systems				
68	Irrigation	Mr. Oudone PHOMMANY	Supervision of construction works	Resolving farmer's problem			
69	Irrigation	Mr. Heuangkeo INTHAVONG	Statistic and planning	Monitoring irrigation project			
70	Irrigation	Mr. Xayaphone KEOMAHAVONG	Rural development				
71	Irrigation	Mr. Souksavanh XAYSANAVONG	Deputy Head of unit	Transfer of irrigation system			
72	Irrigation	Ms. Khanamany KATIYALATH	Administration	Statistic and planning			

Data Sheet 3: Duties of the Staff

Name of Office: **PAFO Vientiane**
 Date of data update: **2004/6/18**

ID of Question:		A-10: What are your actual duties / responsibilities ?					
No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
73	Forestry	Mr. Phouvanh THONVILAY	Management	Coordination and transfer of information			
74	Forestry	Mr. Soubanh PHOUCHING					
75	Forestry	Mr. Phounsavath FONGSINOUE	Survey	Forest protection	Evaluation		
76	Forestry	Mr. Sisavat LOUANGSY	Advise in production forest	Conservation and reforestation			
77	Forestry	Mr. Somchanh CHANTHILATH	Baseline survey	Database			
78	Forestry	Mr. Viengkhanh SIHALATH	Management of timber transportation	Forest inspection	Timber specification		
79	Forestry	Mr. Keopaseuth VONGDOUANGCHANH	Reforestation				
80	Forestry	Mr. Sommay KASYOUDOM	Management of timber transportation	Control of exploitation of forests	Control and measurement of timber		
81	Forestry	Mr. Soubanh SOUTHAMMAVONG	Management of timber transportation	Control of exploitation of forests	Control and measurement of timber		
82	Forestry	Mr. Chansouk SOUVANNAPHOUMY	Reforestation				
83	Forestry	Mr. Khamphay VILAYHEUANG					
84	Forestry	Mr. Ouheuane KEOPHOMMA					
85	Forestry	Mr. Phouvanh INTHASAN	Reforestation	Resolving problems			
86	Forestry	Mr. Sithanonsay BOUNXAYTHIP					
87	Forestry	Mr. Siamphay SIXOMSIEUN					
88	Forestry	Mr. Bounthaly SENGSOULITH	Control at fields				
89	Forestry	Ms. Somkhit PHANTHAVONG	Statistic and planning	Follow up of field work	Control of exploitation of forests		
90	Forestry	Mr. Soulidet KEOVILAYHONG	Management of timber transportation	Follow up of field work	Control and measurement of timber		
91	Forestry	Mr. Daomany KHIEMVIXAY	Nursery operation				
92	Forestry	Mr. Vilaphanh THAVONSOUK	Statistic and planning				
93	Forestry	Mr. Hom LOMOUANGKHAM	Forest inspection	Forest management			
94	Forestry	Mr. Sounthone KEOVONGSOUTH	Provision of advice to unit staff	Reporting			
95	Forestry	Mr. Ounksam KHAOPHANH	Management of timber transportation	Follow up of field work	Control and measurement of timber		
96	Forestry	Mr. Nokham SOMCHANMANIVONG	Reforestation				
97	Forestry	Mr. Phonxay BOUTKOUSONH					
98	Forestry	Ms. Leokham VATTASO	<i>Unclear (Work responsibility)</i>	<i>Unclear (Work responsibility)</i>	Coordination with related sectors		
99	Forestry	Mr. Bounthong SOUTHAMMAVONG	Monitoring and management of forest exploitation	Reforestation			
100	Forestry	Mr. Chandome SOUKANMALANGSY					
101	Forestry	Mr. Hongkham PHOTHISAT					
102	Forestry	Mr. Khounthala KHAMMANIVONG	Inspection at border				
103	Forestry	Mr. Phoumy KHOUNNASENE					
104	Forestry	Mr. Khemphet CHALIYATHAM	<i>Unclear (Work responsibility)</i>	Management	Coordination with local agencies and others		
105	Forestry	Mr. Bouakeo	<i>Unclear (Work responsibility)</i>	Management			
106	Forestry	Mr. Phanthala SAMOUNTY	Monitoring	Management			
107	Forestry	Mr. Thongsang CHANTHAVONG					
108	Forestry	Mr. Chanpheng MOUNTIVONG					
109	Forestry	Ms. Somsanouk PHITSALATH	Secretarial work	Filing of documents			
110	Forestry	Mr. Phoukindavanh SIPASEUTH					
111	Forestry	Ms. Bounneng VONGDEUANE	No specific duties				
112	Forestry	Mr. Phonxay CHANTHAVIXAY					
113	Forestry	Mr. Sengmany SIAKKHASONE					
114	Forestry	Mr. Somneuk SAMOUNTY	Timber inspection	M&E			
115	Forestry	Ms. Khankeo KEONOUCHANH					
116	Forestry	Mr. Lamphou SENESOULINTHA	Monitoring	Management			
117	Forestry	Mr. Thongsoun PHIMMASONE	Supplying	M&E	Inspection		
118	Meteo	Mr. Kamseng VONGPHACHANH	Planning and finance				
119	Meteo	Mr. Douangkham PHOXAY	Meteorology and control of database of finance				
120	Meteo	Mr. Bounthai XAYSANAVONGPHET	Provision of advice to unit staff	<i>Unclear (Supporting database)</i>	Announce of natural disaster		
121	Meteo	Mr. Saleumkham NOUANSAVANH	Deputy Head of the section	General responsibility on technical work	Supply of stationery equipment	Check on database	Record of database from district
122	Meteo	Mr. Latdalay PATHOUMMAVONG	Technical matters				
123	Meteo	Mr. Khanthom PHOMSOUVANH	Data collection				
124	Meteo	Mr. Khonsamak CHANTHAVONGSA	Technical matters				
125	Extension	Mr. Khampang CHANTHANOME	Project coordinator	Monitoring project			
126	Extension	Mr. Bounthai THAVONESOUK	Deputy Head of forestry section				
127	Extension	Mr. Sithaheng THONGSAVANH	Provision of advice to provincial extensionists	Management of staff according to legislation	Monitoring accounts regularly	Periodical reporting	
128	Extension	Mr. Lamphone KHAMMOUNHEUANG	Technical matters at fields	Supply of equipment and transfer of knowledge	Monitoring technical work	Control of equipment	
129	Extension	Mr. Im LOUANGKHOTH	Head of livestock and fishery unit	Training on sustainable crop production			
130	Extension	Mr. Phaysane THAMMABANVANG	Monitoring	Administration	<i>Unclear (Supplying)</i>		
131	Extension	Mr. Khamvane VONGNALATH	Project management	Planning	Service		
132	Extension	Mr. Vixay KEOMAHAVONG	Agriculture	Deputy head of extension service			
133	Extension	Mr. Bounsy BANDASAK	Irrigation development	Livestock and fishery			
134	Extension	Mr. Soukvisay KEOMANY	Head of livestock and fishery unit	Responsible for training on shifting cultivation stabilization			
135	Extension	Mr. Chanthone SONMANY	<i>Head of livestock and fishery unit</i>	Responsible for training on shifting cultivation stabilization			
136	Extension	Ms. Khanxay SENGVIKAY	Head of forestry unit	Responsible for training on forestry			
137	Extension	Ms. Phetsathaphone SOUTHAMMAVONG	Monitoring agriculture project				
138	Extension	Mr. Sengphet THONGSAVANH	Work	Supply	Monitoring	Management	
139	Extension	Ms. Pavi SINIPHANTHONG	Filing documents	Delivery of documents			
140	Extension	Ms. Kongmany PANGNATHIP	Finance				
141	Extension	Mr. Khamsing KEOPANYA	Deputy head of project	Head of administration office	Finance of project		
142	Extension	Ms. Baikao PHETVIXAY	Finance				
143	Extension	Ms. Nongkhan SOMCHANMAVONG	Technical subject				
144	Extension	Mr. Phouvongxay SOUTHAMMAVONG	Planning of project for market oriented crops				

Data Sheet 3: Duties of the Staff

Name of Office:	PAFO Vientiane
Date of data update:	2004/6/18

ID of Question:		A-10: What are your actual duties / responsibilities ?					
No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
145	CMI	Mr. Sompheng KEOMAHAVONG	Coordinator of CMI project	Provision of general advice on irrigation	Unclear (6 priorities works)	Financial management	M&E of projects
146	CMI	Mr. Bounmy VANNAVONG	Advice technical work (survey , design)	Training	Planning		
147	CMI	Mr. Kesone LOUANGXAY	Monitoring field activities				
148	CMI	Mr. Siveun SENTHAVISOUK	Extention on crop production	Campaign in rural area			
149	CMI	Mr. Vannakone SENGCHANHAVONG	Field work	Assistance in office management			
150	CMI	Mr. Ketsana SENGTHONG	Supervision of construction works	Planning			
151	CMI	Mr. Somdy NATTHANONGSY	Deputy head of CMI	Provision of advice to command area	Training		
152	CMI	Ms. Bouadam PHITSALATH	Head of finance unit	Accounting			
153	CMI	Mr. Thanongsak VONGSAKDA	Head of machinery unit	Driver			
154	CMI	Mr. Vilat LATSAVONG	Monitoring field works	Coordination regarding irrigation activities			
155	CMI	Ms. Oudomxay KEOPHILAVANH	Finance	Secretarial work			
156	DMIP	Mr. Vongsomphone NILAVANH	Advice on survey and design	Training	Planning		
157	DMIP	Mr. Sounthone SALIPHOTH					
158	DMIP	Mr. Pasatphone CHALEUNSOUK					
159	DMIP	Ms. Keoudone SISOMSIEUN	Extension and training	Management of irrigation development			
160	DMIP	Mr. Thongphone PHANTHAVONG					
161	DMIP	Mr. Mixay MATTHOUVONG	Administration, finance and planning	Accountant	Budget planning	Unclear (Summarizing budget)	
162	DMIP	Ms. Soynoulane PHANNOLATH					
163	DMIP	Mr. Chansone VOLASINH	Project management	Extension and training			
164	Upland Project	Mr. Thonglo KHAMVONGSA	Training/ annual planning/ reporting	Monitoring and finance management	Supply and field equipment	Assitance in promoting rural credit	
165	Upland Project	Ms. Kaysone SOPHAPMIXAY	Head of administration	Planning	Accounting and financial management	Unclear (Summarizing budget)	
166	Upland Project	Mr. Bounngang VONGVILAXAY	Technical work	Coordination with other sections	Trainer		
167	Upland Project	Ms. Chansamone VONGXAY	Secretarial work				
168	Upland Project	Ms. Thongvanh THONGSAVANH	Nursery operation	Crop management	Multiplication of fruit tree		
169	Highland Project	Mr. Koulap SOULIGNO					
170	Highland Project	Mr. Phouvong BOUNSOU					
171	Highland Project	Mr. Phetthavy XAYSILIPHONG					
172	Highland Project	Mr. Khamsing SIHALATH	Irrigation and drainage	Data collection from farmer's group			
173	Highland Project	Mr. Bounlouai VONGXAY	Community forestry	Community development	Reporting and planning	Assistance in management of the project	
174	Highland Project	Mr. Phonvilay PHIMMASONE					
175	Highland Project	Mr. Maniphone SOULIVONG	Poultry reproduction	Extension and community development			
176	Highland Project	Ms. Manivone PHIMMASONE	Accounting and financial management of the project	Village funds			
177	Highland Project	Mr. Phouva MANIPAKONE	Supporting villagers in crop production	IPM trainer and FFS trainer.			
178	Highland Project	Mr. Khammany LEUTVILAYVONG	Responsible for planning and finance				
179	Highland Project	Mr. Sengsouligna KHENNALATH	Supporting villagers in development of forests				
180	Highland Project	Ms. Naly SIHACHAK	Supply of agriculture input	Assistance in training and administration of office			
181	Prov. Develop. Station	Mr. Khamla VONGSIPASOME					
182	Prov. Develop. Station	Mr. Kabkeo SIVIENGXAY					
183	Prov. Develop. Station	Ms. Vandy VONGXAY	Coordinator with Lao-IRRI project at province level				
184	Prov. Develop. Station	Mr. Bounnam XAYAVONG	Management	Monitoring			
185	Prov. Develop. Station	Mr. Khamleu KIOPHANMAHA	Responsible for machinery unit				
186	Prov. Develop. Station	Ms. Khonsavanh CHANTHALANGSY	Assistance in administration and accounting				
187	Prov. Develop. Station	Ms. Thongkham KHOUNPHONH	Assistance in crop production				
188	Prov. Develop. Station	Ms. Ketkeo SOMCHANMAVONG	Finance	Documentation			
189	Prov. Develop. Station	Mr. Xayasith SIVILAY	Technical training				
190	Prov. Develop. Station	Mr. Siphandone CHANTHAVONG	Management of machines				
191	Prov. Develop. Station	Ms. Khamma PHIMMASONE	Assistance in fruit tree multiplication				
192	Prov. Develop. Station	Mr. Khanthaly SOUTHAMMAVONG	Head of fruit tree multiplication				
193	Prov. Develop. Station	Mr. Khamphong PHIOPHONGPHANE	Head of rice seed multiplication				
194	Namngeum Fishery Project	Mr. Vongphachanh BALAVONG	Survey and analysis of natural environment of Numgum	Development of plans and monitoring technique aspects	Monitoring water resource and fish	Extension on livestock and fishery	Assistance in processing and marketing of fishes
195	Namngeum Fishery Project	Mr. Khanthong CHANMANY	Head of administration and personnel	Planning	Finance	Technical work	
196	Namngeum Fishery Project	Mr. Khamse PHANKHAM	Technical work in the office				
197	Namngeum Fishery Project	Ms. Bounthone SIBOUAVANH	Accounting and financial management	Secretarial work			
198	Namngeum Fishery Project	Mr. Oudome SOUVANNAHONG	Management of fishery and registration of fishermen	Monitoring conservation area	Conservation of environment		
199	Namngeum Fishery Project	Mr. Khankeo SIHALATH	Conservation and management	Extention on fishery culture and processing	Implementation of legislation		
200	Namngeum Fishery Project	Mr. Keo INSIXIENGMAY	Monitoring of transportation	Drive and repair of vehicle and boat	Monitoring fishery at Namgeum Dam		
201	Namngeum Fishery Project	Ms. Vansy VONGSAHALATH					
202	Namngeum Fishery Project	Mr. Bounnou PHINTHAVONG	General advice	Monitoring fishery activities and registration of fishermen	Conservation management	Environment protection	
203	Namngeum Fishery Project	Mr. Somvandy CHANTHAVONG	Extensionist				
204	Namngeum Fishery Project	Ms. Dokkeo KHAMMOUNGKHOUN	Administration	Secretarial work			
205	Tanepiao Project	Mr. Khamphiou VISAPRA					
206	Tanepiao Project	Mr. Khammany KHAMPHOUMY					
207	Tanepiao Project	Mr. Bouasy SOUTHAMMAVONG					
208	Tanepiao Project	Mr. Bountham THAMMASATH	Irrigation management				
209	Tanepiao Project	Mr. Bounkong SOUTHAMMAVONG	Supervision of construction works	Management			
210	Tanepiao Project	Mr. Khimsamay					
211	Tanepiao Project	Ms. Keuavanh SAMOUNTY	Financing				
212	Tanepiao Project	Mr. Bounkong KOUNAVONG					
213	Lao-Singapore Project	Mr. Ounpheng SAYNILATH					
214	Lao-Singapore Project	Mr. Bounvanh PHENGPHOMMACHANH					
215	Lao-Singapore Project	Mr. Tiangkham SENGSOULICHANH					
216	Lao-Singapore Project	Mr. Khamphone LOVANKHAM					

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office:	PAFO Vientiane
Date of data update:	2004/6/18

ID of Question:		A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?						
No.	Section	Name	GAP <1	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	Admin	Mr. Bounoum DOUANGPHACHANH						
2	Admin	Mr. Phonvilay XAYMOUNKHAM						
3	Admin	Mr. Bouaphanh KONDAVONG						
4	Admin	Mr. Saysamone PHOTHISATH						
5	Admin	Mr. Phouvong LATSAVONG						
6	Admin	Mr. Kongkham INPHAYALATH	3	English language	Project management			
7	Admin	Mr. Khounphayvanh KONSAVATDY						
8	Admin	Mr. Somphet PHENGBOUPHA	3	Participatory planning				
9	Admin	Mr. Vinavong VONGSENGTHONG	3	Computer skill	English language			
10	Admin	Mr. Oubonh HIENPHASOUK	3	English language				
11	Admin	Mr. Khamphanh SANETH	3	Unclear (Encouragement)	Management	Car license	Patient	Should closely with boss
12	Admin	Mr. Bounnou INTHAPATTHA						
13	Admin	Mr. Bounpheng BANKHAMPHONG	2	Foreign language				
14	Admin	Mr. Vilakone VONGSIPASOM	2	Experience in work	English			
15	Admin	Mr. Thongkhoun SISOMPHOU	3	Computer and accounting				
16	Admin	Mr. Khammo PHOMMAVONGSA	2	Foreign language				
17	Admin	Ms. Souliphone VILAYTHONG	3	Upgraded special technique	English			
18	Admin	Ms. Khamsing KEOPANYA						
19	Admin	Ms. Phoutsady VONGLATSAMY						
20	Admin	Ms. Oukham VORABOUTH						
21	Admin	Ms. Kounkham GNONGNING	3	Technical knowledge	English			
22	Admin	Ms. Manichanh XAYACHAK	2	Accounting	Computer	English		
23	Admin	Mr. Vanhkhamb KEBOUNHIENG	3	Recording and reporting news	Marketing			
24	Livestock	Mr. Soumkham SOUTHAMMAVONG	3	Language	Computer			
25	Livestock	Mr. Sinouane CHANTHAVONG	3	Upgraded special technique				
26	Livestock	Mr. Saythong PHIMBAO						
27	Livestock	Mr. Phanthala PHONGSA	2					
28	Livestock	Mr. Bounkhouang CHANTHAKONGSENG						
29	Livestock	Mr. Phouvieng SOUTHAMMAVONG	2					
30	Livestock	Mr. Oudome XAYASANE						
31	Livestock	Ms. Sisouda VIXAYALATH	3	livestock and fishery	Statistic	Account and financial management	English and computer	
32	Livestock	Mr. Vankham KEOPHIMPHONE	3	Upgraded technical knowledge	Foreign language			
33	Livestock	Mr. Nouanthong SAVONGXAY	3	Foreign language	Computer	Political theory	Communication	
34	Livestock	Mr. Khambao SIHALATH	3	Upgraded technical knowledge	Foreign language			
35	Livestock	Mr. Oudom DOUANGXAYASANE	2					
36	Livestock	Mr. Vixay VANHEUANG	3	English	Computer	Political organization	Financial management	Information dissemination
37	Agriculture	Mr. Vongsy VONGDONXAY						
38	Agriculture	Mr. Sombath VONGLATSAMY	3	English				
39	Agriculture	Mr. Khamphay PHOMMACHANH	n.a.	Crop management	Foreign language			
40	Agriculture	Mr. Sithone SIDAVONG	n.a.	Project management	Project evaluation	M&E of project		
41	Agriculture	Mr. Chantay CHANTHAVONG	3	Management				
42	Agriculture	Ms. Leokham NOUANSABAB	3	Upgraded technical knowledge	Computer			
43	Agriculture	Ms. Khamseuth SOUTHAMMAVONG	3	Computer	English			
44	Agriculture	Ms. Khamsene OLABOUN	4	Computer	English			
45	Agriculture	Mr. Ketsana SENESOULINTHA	3	English	Computer	Technical training	Upgraded knowledge	
46	Agriculture	Ms. Khoutamy KEOMOUNMANY	3	Computer	English	Technical training		
47	Irrigation	Mr. Thonglome MATTHOUVONG	3	English	Computer	Account and financial management		
48	Irrigation	Mr. Bounthiane OUNDALA						
49	Irrigation	Ms. Khanamany INPHAYALATH	2	Technical training	Computer			
50	Irrigation	Mr. Khamphet CHANSAVATH	3	Foreign language				
51	Irrigation	Mr. Khen VIXAYALAY	3	English	Computer			
52	Irrigation	Mr. Boualay XAYASAK	3	Computer	Foreign language			
53	Irrigation	Mr. Sengthong SIPASEUT	2					
54	Irrigation	Mr. Khonsavanh SIAKKHASONE	3	Foreign language	Management	Quality control of construction		
55	Irrigation	Mr. Keounheune KHAMKHOSY	3	English	Unclear (Electricity)	Extension		
56	Irrigation	Mr. Boumma PHOMMATHEP						
57	Irrigation	Mr. Khankham SENSOUINTHA	3	Special technique	Foreign language	Computer	Construction planning	Field monitoring
58	Irrigation	Mr. Savatdy PHOMMACHANH	3	Upgraded technical knowledge	Foreign language			
59	Irrigation	Mr. Lom PHANVONGSA	3	Irrigation management	Computer	Unclear (Electricity)		
60	Irrigation	Mr. Souksavanh XAYSANAVONGPHET	3	Technical training				
61	Irrigation	Mr. Khampane SONTHAVY	2	English	Computer			
62	Irrigation	Mr. Sengmany LOUANGSY	3	Study on irrigation at high level				
63	Irrigation	Mr. Phayphachonh SOUVANNAVONG	3	Community development	Project management	Rural development		
64	Irrigation	Ms. Keokhoumy XAYSANA	3	Training in Vietnam, Thailand, etc				
65	Irrigation	Ms. Kheuvanh SAMOUNTY	3	Technical training	Computer	English		
66	Irrigation	Mr. Khamphay THEPHAVONG	3	Check on irrigation pumps	Unclear (Electricity)	Administration		
67	Irrigation	Ms. Viengkeo PHONGSANIT	3	English				
68	Irrigation	Mr. Oudone PHOMMANY	3	Experience on decision making				
69	Irrigation	Mr. Heuangkeo INTHAVONG	3	Technique on construction	Planning	English	Computer	
70	Irrigation	Mr. Xayaphone KEOMAHAVONG	3	Foreign language	Computer			
71	Irrigation	Mr. Souksavanh XAYSANAVONG	3	Upgraded technical knowledge	Management	Equipment management	Foreign language	
72	Irrigation	Ms. Khanamany KATIYALATH	2	Computer	English	Planning		

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office:	PAFO Vientiane
Date of data update:	2004/6/18

ID of Question:		A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?						
No.	Section	Name	GAP <1	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
73	Forestry	Mr. Phouvanh THONVILAY	3	Upgraded technical knowledge	Foreign language	Computer		
74	Forestry	Mr. Soubanh PHOUCHING						
75	Forestry	Mr. Phounsavath FONGSINOUE	3	Upgraded technical knowledge	Foreign language	Computer	Short term training	
76	Forestry	Mr. Sisavat LOUANGSY	2					
77	Forestry	Mr. Somchanh CHANTHILATH	3	Upgraded technical knowledge	English			
78	Forestry	Mr. Viengkhanh SIHALATH	2	n.a.				
79	Forestry	Mr. Keopaseuth VONGDOUANGCHANH	2	n.a.				
80	Forestry	Mr. Sommay KASYOUDOM	2	n.a.				
81	Forestry	Mr. Soubanh SOUTHAMMAVONG	2	n.a.				
82	Forestry	Mr. Chansouk SOUVANNAPHOUMY	2	n.a.				
83	Forestry	Mr. Khamphay VILAYHEUANG						
84	Forestry	Mr. Ouheuane KEOPHOMMA						
85	Forestry	Mr. Phouvanh INTHASAN	2					
86	Forestry	Mr. Sithanonsay BOUNXAYTHIP						
87	Forestry	Mr. Siamphay SIXOMSIEUN						
88	Forestry	Mr. Bounthaly SENGSOULITH	3	Computer	English			
89	Forestry	Ms. Somkhit PHANTHAVONG	3	Upgraded technical knowledge	Foreign language			
90	Forestry	Mr. Soulidet KEOVILAYHONG	2	n.a.				
91	Forestry	Mr. Daomany KHIEMVIXAY	3	Upgraded technical knowledge				
92	Forestry	Mr. Vilaphanh THAVONSOUK	n.a.	Foreign language				
93	Forestry	Mr. Hom LOMOUANGKHAM	3	Foreign language	Computer			
94	Forestry	Mr. Sounthone KEOVONGSOUTH	2					
95	Forestry	Mr. Ounkham KHAOPHANH	2					
96	Forestry	Mr. Nokham SOMCHANMANIVONG	1					
97	Forestry	Mr. Phonxay BOUTKOUSONH						
98	Forestry	Ms. Leokham VATTASO	3	English	Computer			
99	Forestry	Mr. Bounthong SOUTHAMMAVONG	3	Technical training				
100	Forestry	Mr. Chandome SOUKANMALANGSY						
101	Forestry	Mr. Hongkham PHOTHISAT						
102	Forestry	Mr. Khounthala KHAMMANIVONG	3	Unclear (Continue to study)	Computer	Foreign language	Technical training	
103	Forestry	Mr. Phoumy KHOUNNASENE						
104	Forestry	Mr. Khemphet CHALIYATHAM		English				
105	Forestry	Mr. Bouakeo		New technology				
106	Forestry	Mr. Phanthala SAMOUNTY	3	New technical knowledge	Computer			
107	Forestry	Mr. Thongsang CHANTHAVONG						
108	Forestry	Mr. Chanpheng MOUNTIVONG	4	Unclear (Continue to study)	Foreign language	Natural resource conservation		
109	Forestry	Ms. Somsanouk PHITSALATH	3	Upgraded technical knowledge	Foreign language			
110	Forestry	Mr. Phoukindavanh SIPASEUTH						
111	Forestry	Ms. Bounene VONGDEUANE	3	Working skill	Foreign language			
112	Forestry	Mr. Phonxay CHANTHAVIXAY						
113	Forestry	Mr. Sengmany SIAKKHASONE						
114	Forestry	Mr. Somneuk SAMOUNTY	n.a.	Upgraded technical knowledge	Foreign language	Computer		
115	Forestry	Ms. Khankeo KEONOUCHANH						
116	Forestry	Mr. Lamphou SENESOULINTHA	4	Upgraded technical knowledge	Foreign language			
117	Forestry	Mr. Thongsoun PHIMMASONE	3	Short term training	Computer			
118	Meteo	Mr. Khamseung VONGPHACHANH	3	English	Planning, finance			
119	Meteo	Mr. Douangkham PHOXAY	3	English	Computer			
120	Meteo	Mr. Bounthai XAYSANA VONGPHET	3	Not applicable (Low education)	Foreign language			
121	Meteo	Mr. Saleumkham NOUANSAVANH	3	Technical knowledge	Foreign language	Computer	Check on database	Unclear (Identifying database)
122	Meteo	Mr. Latdalay PATHOUMMAVONG	2					
123	Meteo	Mr. Khanthanom PHOMSOUVANH	3	Upgraded technical knowledge	Foreign language			
124	Meteo	Mr. Khonsamak CHANTHAVONGSA	2					
125	Extension	Mr. Khampang CHANTHANOME	3	Foreign language	Management			
126	Extension	Mr. Bounthai THAVONESOUK	3	Nursery operation and planting	Animal raising and planning			
127	Extension	Mr. Sithaheng THONGSAVANH	3	Foreign language	Planning			
128	Extension	Mr. Lamphone KHAMMOUNHEUANG	3	Foreign language	Agricultural field work			
129	Extension	Mr. Im LOUANGKHOTH	n.a.	English	Computer	Upgrading degree	Livestock	Veterinary and fishery
130	Extension	Mr. Phaysane THAMMABANVANG	5	English				
131	Extension	Mr. Khamvane VONGNALATH	3	Foreign language	Technical knowledge			
132	Extension	Mr. Vixay KEOMAHAVONG	3	Strengthening and community development				
133	Extension	Mr. Bounsy BANDASAK	3	Foreign language	Political theory			
134	Extension	Mr. Soukvisay KEOMANY	3	English	Computer	Upgrading degree	Livestock and fishery	
135	Extension	Mr. Chanthone SONMANY		English	Computer	Upgrading degree	Livestock and fishery	Veterinary and fishery
136	Extension	Ms. Khanxay SENGVILAY	3	English	Computer			
137	Extension	Ms. Phetsathaphone SOUTHAMMAVONG	3	English				
138	Extension	Mr. Sengphet THONGSAVANH	3	Foreign language	Upgraded technical knowledge			
139	Extension	Ms. Pavi SINIPHANTHONG	3	English	Computer			
140	Extension	Ms. Kongmany PANGNATHIP	3	Computer	English			
141	Extension	Mr. Khamseung KEOPANYA	3	Technical knowledge	Foreign language			
142	Extension	Ms. Baikheo PHETVIXAY	2	Foreign Language	Technical knowledge			
143	Extension	Ms. Nongkhan SOMCHANMAVONG	3	Knowledge on technical subject	Foreign language			
144	Extension	Mr. Phouvangxay SOUTHAMMAVONG	3	Planning	Marketing			

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **PAFO Vientiane**
Date of data update: **2004/6/18**

ID of Question:		A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?								
No.	Section	Name	GAP <1	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5		
145	CMI	Mr. Sompheng KEOMAHAVONG	3	English	Computer	Annual planning	Evaluation			
146	CMI	Mr. Bounmy VANNAVONG	3	Foreign language	Computer					
147	CMI	Mr. Kesone LOUANGXAY								
148	CMI	Mr. Siveun SETHAVISOUK	3	Foreign language	Computer					
149	CMI	Mr. Vannakone SENGCHANTHAVONG	3	Computer	English					
150	CMI	Mr. Ketsana SENGTHONG	3	Foreign language						
151	CMI	Mr. Somdy NATTHANONGSY	3	Foreign language and English						
152	CMI	Ms. Bouadam PHITSALATH	3	English						
153	CMI	Mr. Thanongsak VONGSAKDA	3	English	Computer					
154	CMI	Mr. Vilat LATSAVONG	3	Computer						
155	CMI	Ms. Oudomxay KEOPHILAVANH	3	Foreign language	Experience					
156	DMIP	Mr. Vongsomphone NILAVANH	3	Foreign language	Computer					
157	DMIP	Mr. Sounthone SALIPHOTH								
158	DMIP	Mr. Pasatphone CHALEUNSOUK								
159	DMIP	Ms. Keoudone SISOMSIEUN	4	Extension and training	Formation of water users groups	Supply of agriculture input				
160	DMIP	Mr. Thongphoune PHANTHAVONG								
161	DMIP	Mr. Mixay MATTHOUVONG	3	Accounting	Accounting and financial management	Financial management	Planning		To save money	
162	DMIP	Ms. Soynoulane PHANNOLATH								
163	DMIP	Mr. Chansone VOLASINH	4	Technical training						
164	Upland Project	Mr. Thonglo KHAMVONGSA	3	Management	Community development	Credit planning	<i>Not applicable (Study tour)</i>		<i>Not applicable (Capacity building)</i>	
165	Upland Project	Ms. Kaysone SOPHAPMIXAY	3	Planning	English					
166	Upland Project	Mr. Bounngang VONGVILAXAY		English						
167	Upland Project	Ms. Chansamone VONGXAY	3	Accounting						
168	Upland Project	Ms. Thongvanh THONGSAVANH	4	Upgraded knowledge						
169	Highland Pjt	Mr. Koulap SOULIGNO			Fruit tree development	Training				
170	Highland Pjt	Mr. Phouvong BOUNSOU								
171	Highland Pjt	Mr. Phethavy XAYSILIPHONG								
172	Highland Pjt	Mr. Khamng SIHALATH	3	Irrigation	Design	English	Construction management			
173	Highland Pjt	Mr. Bounlouai VONGXAY	3	Forestry	English	Community extension	Computer			
174	Highland Pjt	Mr. Phonvilay PHIMMASONE								
175	Highland Pjt	Mr. Maniphone SOULIVONG	3	Technical subject	Foreign language	Computer				
176	Highland Pjt	Ms. Manivone PHIMMASONE	3	Accounting and financial management	Office management and planning					
177	Highland Pjt	Mr. Phouva MANIPAKONE	3	Agricultural extension	Agriculture trainer	English	Project management			
178	Highland Pjt	Mr. Khammany LEUTVILAYVONG	3	Accounting and financial management	English					
179	Highland Pjt	Mr. Sengsouligna KHENNALATH	3	Modern technology						
180	Highland Pjt	Ms. Naly SIHACHAK	3	Crop production	English	Food processing				
181	Prov. Develop. Station	Mr. Khamla VONGSIPASOME								
182	Prov. Develop. Station	Mr. Kabkeo SIVIENGXAY								
183	Prov. Develop. Station	Ms. Vandy VONGXAY	3	Computer	English					
184	Prov. Develop. Station	Mr. Bounnam XAYAVONG	3	Upgraded knowledge	<i>Unclear (Study tour)</i>					
185	Prov. Develop. Station	Mr. Khamleu KIOPHANMAHA	3	Repair of machinery						
186	Prov. Develop. Station	Ms. Khonsavanh CHANTHALANGSY	3	Upgraded knowledge						
187	Prov. Develop. Station	Ms. Thongkham KHOUNPHONH	3	New technology	Rice production					
188	Prov. Develop. Station	Ms. Ketkeo SOMCHANMAVONG	3	English	Computer					
189	Prov. Develop. Station	Mr. Xayasith SIVILAY	3	Upgraded knowledge	English	Computer				
190	Prov. Develop. Station	Mr. Siphandone CHANTHAVONG	3	Upgraded knowledge and training						
191	Prov. Develop. Station	Ms. Khamla PHIMMASONE	3	New technology	Fruit tree multiplication					
192	Prov. Develop. Station	Mr. Khanthaly SOUTHAMMAVONG	3	New technology	Fruit tree multiplication					
193	Prov. Develop. Station	Mr. Khamphong PHIOPHONGPHANE	3	Technical training	Fertilizer use in rice field	Bio-fertilizer use	<i>Unclear (Time for rice production)</i>			
194	Namngeum Fishery Pjt	Mr. Vongphachanh BALAVONG	2							
195	Namngeum Fishery Pjt	Mr. Khanthong CHANMANY	2	Computer	English					
196	Namngeum Fishery Pjt	Mr. Khamse PHANKHAM	2	Technical knowledge	<i>Unclear (conduct of activities)</i>					
197	Namngeum Fishery Pjt	Ms. Bounthone SIBOUAVANH	3	English and computer	Accounting and financial management					
198	Namngeum Fishery Pjt	Mr. Oudome SOUVANNAHONG	3	Fishery	Foreign language and computer	Watershed management				
199	Namngeum Fishery Pjt	Mr. Khankeo SIHALATH	3	Conservation and management	Extension	Fishery legislation				
200	Namngeum Fishery Pjt	Mr. Keo INSIXIENGMAY	3	Technical knowledge	Foreign language					
201	Namngeum Fishery Pjt	Ms. Vansy VONGSAHALATH								
202	Namngeum Fishery Pjt	Mr. Bounnou PHINTHAVONG	3	Watershed management	International legislation on fishery	<i>Unclear (required equipment)</i>				
203	Namngeum Fishery Pjt	Mr. Somvandy CHANTHAVONG	3	Language	Computer	Management	Upgraded technical knowledge			
204	Namngeum Fishery Pjt	Ms. Dokkeo KHAMMOUNGKHOUN	2	Computer	English					
205	Tanepiao Project	Mr. Khamphiou VISAPRA								
206	Tanepiao Project	Mr. Khammany KHAMPHOUMY								
207	Tanepiao Project	Mr. Bouasy SOUTHAMMAVONG								
208	Tanepiao Project	Mr. Bountham THAMMASATH	3	Foreigner language	Computer	Upgraded technical skill				
209	Tanepiao Project	Mr. Bounkong SOUTHAMMAVONG	3	Upgraded technical knowledge	Computer	Foreign language				
210	Tanepiao Project	Mr. Khimsamay								
211	Tanepiao Project	Ms. Keuavanh SAMOUNTY	3	Accounting	English					
212	Tanepiao Project	Mr. Bounkong KOUNAVONG								
213	Lao-Singapore Project	Mr. Ounpheng SAYNILATH								
214	Lao-Singapore Project	Mr. Bounvanh PHENGPHOMMACHANH								
215	Lao-Singapore Project	Mr. Tiangkham SENGSOULICHANH								
216	Lao-Singapore Project	Mr. Khamphone LOVANKHAM								

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely, 1 = More than enough; 2 = Just enough; 3 = Not adequate; 4 = Poor; and 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Vientiane**
 Date of data update: **2004/6/18**

ID of Question:		C-22: Please identify any training that would help you in meetin the operational goals of your office / section.					
No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Admin	Mr. Bounoum DOUANGPHACHANH					
2	Admin	Mr. Phonvilay XAYMOUNKHAM					
3	Admin	Mr. Bouaphanh KONDAVONG					
4	Admin	Mr. Saysamone PHOTHISATH					
5	Admin	Mr. Phouvong LATSAVONG					
6	Admin	Mr. Kongkham INPHAYALATH	Project planning	Project management	Project evaluation	Technical training	
7	Admin	Mr. Khounphayvanh KONGSAVATDY					
8	Admin	Mr. Somphet PHENGBOUPHA	Participatory planning	Evaluation	Report writing		
9	Admin	Mr. Vinavong VONGSENGTHONG	English	Computer			
10	Admin	Mr. Oubonh HIENPHASOUK	Foreign language	Computer	Baseline survey and statistic		
11	Admin	Mr. Khamphanh SANETH	Effective training on management	Document management	Computer skill	Protocol training	
12	Admin	Mr. Bounghnou INTAPATTHA					
13	Admin	Mr. Bounpheng BANKHAMPHONG	International accounting	Computer	Foreign language		
14	Admin	Mr. Vilakone VONGSIPASOM	Accounting	Computer			
15	Admin	Mr. Thongkhoun SISOMPHOU	Management				
16	Admin	Mr. Khammo PHOMMAVONGSA	International accounting	Computer	English		
17	Admin	Ms. Souliphone VILAYTHONG	Computer	Protocol	Technical training		
18	Admin	Ms. Khaming KEOPANYA					
19	Admin	Ms. Phoutsady VONGLATSAMY					
20	Admin	Ms. Oukham VORABOUTH					
21	Admin	Ms. Kounkham GNOTGNING	Administration				
22	Admin	Ms. Manichanh XAYACHAK	Accounting	Computer	English		
23	Admin	Mr. Vanhkham KEBOUNHIENG	Information system	Marketing	Protocol		
24	Livestock	Mr. Soumkham SOUTHAMMAVONG	Planning	Extension and M&E			
25	Livestock	Mr. Sinouane CHANTHAVONG	Management and controlling	Livestock extension	Control of livestock diseases		
26	Livestock	Mr. Saythong PHIMBAO					
27	Livestock	Mr. Phanthala PHONGSA	Continuous study	Theory training	English training		
28	Livestock	Mr. Bounkhouang CHANTHAKONGSENG					
29	Livestock	Mr. Phouvieng SOUTHAMMAVONG	Statistics	Project management	Communication with farmers	Project management	Farm management
30	Livestock	Mr. Oudome XAYASANE					
31	Livestock	Ms. Sisouda VIXAYALATH	Livestock and veterinary	Animal feed	Animal Breeding	Planning	
32	Livestock	Mr. Vankham KEOPHIMPHONE	Technical training (fish culture)	Administration			
33	Livestock	Mr. Nouanthong SAVONGXAY	Animal , poultry and fish culture	Animal feed	Control of animal diseases		
34	Livestock	Mr. Khambao SIHALATH	Fishery training	Foreign language	Political theory		
35	Livestock	Mr. Oudom DOUANGXAYASANE	Poultry culture in JAPAN	Vaccination	Fish culture		
36	Livestock	Mr. Vixay VANHEUANG	Technical training	Using equipment on work	Practices in field work	Supplying require equipment for training	Evaluation
37	Agriculture	Mr. Vongsy VONGDONXAY					
38	Agriculture	Mr. Sombath VONGLATSAMY	English	Project management	Control of agriculture products		
39	Agriculture	Mr. Khamphay PHOMMACHANH	Maize production				
40	Agriculture	Mr. Sithone SIDAVONG	Rural development	Extention on market-oriented agriculture			
41	Agriculture	Mr. Chantay CHANTHAVONG	Management for policy marker	Macro level management	Project management	Development method	Technical training
42	Agriculture	Ms. Leokham NOUANSABAB	Computer	Crop production			
43	Agriculture	Ms. Khamseuth SOUTHAMMAVONG	Upgrade technical knowledge	Computer	English		
44	Agriculture	Ms. Khamse OLABOUN	Extension technology	Foreign language	Computer skill		
45	Agriculture	Mr. Ketsana SENESOULINTHA	Computer				
46	Agriculture	Ms. Khoutamy KEOMOUNMANY	Computer				
47	Irrigation	Mr. Thonglome MATTHOUVONG	Irrigation	Administration and management	Planning	Accounting, computer	Legislation
48	Irrigation	Mr. Bounthiane OUNDALA					
49	Irrigation	Ms. Khanamany INPHAYALATH	Training	Upgrading knowledge			
50	Irrigation	Mr. Khamphet CHANSAVATH	Survey and design of irrigation	Construction management	Formation of farmer's groups	Watershed management	
51	Irrigation	Mr. Khen VIXAYALAY	Upgrade technical knowledge	Computer using			
52	Irrigation	Mr. Boualay XAYASAK	Survey and design of irrigation	Irrigation management	Foreign language		
53	Irrigation	Mr. Sengthong SIPASEUT	Design	Irrigation management	Irrigation pump management		
54	Irrigation	Mr. Khonsavanh SIAKKHASONE	Irrigation management and planning	Inspection technique on irrigation construction	Technique on using irrigated equipment	Computer	Writing project
55	Irrigation	Mr. Keounheuane KHAMKHOSY	Survey and design	Construction management	Irrigation management	Foreign language	
56	Irrigation	Mr. Boumma PHOMMATHEP					
57	Irrigation	Mr. Khankham SENSOLINTHA	Technical training	English	Computer skill		
58	Irrigation	Mr. Savatdy PHOMMACHANH	Technical training	Management	Planning and summarizing data		
59	Irrigation	Mr. Lom PHANVONGSA	Planning on irrigation development	Baseline survey	Project evaluation	Improving constructed irrigation	
60	Irrigation	Mr. Souksavanh XAYSANAVONGPHET	Technical training	Computer	English training		
61	Irrigation	Mr. Khampane SONTHAVY	Technical training	Computer	English training		
62	Irrigation	Mr. Sengmany LOUANGSY	Computer	Irrigation pump management	Continuous study		
63	Irrigation	Mr. Phayphachonh SOUVANNAVONG	Technical training	Language	Information	Computer	Project management
64	Irrigation	Ms. Keokhoumy XAYSANA	English	Computer	Planning		
65	Irrigation	Ms. Kheuavanh SAMOUNTY	New technology	Computer	English		
66	Irrigation	Mr. Khamphay THEPHAVONG	Survey and design	Irrigation management	Transfer of irrigation to farmers	Farmer training	
67	Irrigation	Ms. Viengkeo PHONGSANIT	English	Computer	Exchange of information in Thailand	Irrigation management	
68	Irrigation	Mr. Oudone PHOMMANY	Transfer OF irrigation systems	Water management			
69	Irrigation	Mr. Heuangkeo INTHAVONG	Technique on irrigation construction	English and computer	Statistic and planning	Irrigation management	
70	Irrigation	Mr. Xayaphone KEOMAHAVONG	Irrigation management	Rural development	Computer		
71	Irrigation	Mr. Souksavanh XAYSANAVONG	Management	Transfer of irrigation system	Careation of village development fund	Coordination with rural community	
72	Irrigation	Ms. Khanamany KATIYALATH	Survey and design	Irrigation management	Planning	Computer and foreign language	Administration

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Vientiane**
Date of data update: **2004/6/18**

ID of Question:		C-22: Please identify any training that would help you in meetin the operational goals of your office / section.					
No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
73	Forestry	Mr. Phouvanh THONGVILAY	Reforestation and seedling production	Sustainable reproduction forest	Computer	English	
74	Forestry	Mr. Soubanh PHOUCHING					
75	Forestry	Mr. Phounsavath FONGSINOUE	Reduction of shifting cultivation	Sustainable reproduction forest	Survey and forest management		
76	Forestry	Mr. Sisavat LOUANGSY	Technical training	Government policy	Foreign Language		
77	Forestry	Mr. Somchanh CHANTHILATH	Foreign language	Computer			
78	Forestry	Mr. Viengkhanh SIHALATH	Upgrading technical knowledge	English	Computer		
79	Forestry	Mr. Keopaseuth VONGDOUANGCHANH	Upgrading technical knowledge	English	Computer		
80	Forestry	Mr. Sommay KASYOUDOM	Upgrading technical knowledge	English	Computer		
81	Forestry	Mr. Soubanh SOUTHAMMAVONG	Upgrading technical knowledge	English	Computer		
82	Forestry	Mr. Chansouk SOUVANNAPHOUMY	Upgrading technical knowledge	English	Computer		
83	Forestry	Mr. Khamphay VILAYHEUANG					
84	Forestry	Mr. Ouheuane KEOPHOMMA					
85	Forestry	Mr. Phouvanh INTHASAN	Upgrading technical knowledge	Not applicable (Train twice a year)	Exchange of information		
86	Forestry	Mr. Sithanonsay BOUNXAYTHIP					
87	Forestry	Mr. Siamphay SIXOMSIEUN					
88	Forestry	Mr. Bounthaly SENGSOULITH	Forestry survey	Measurement of wood and classification			
89	Forestry	Ms. Somkhit PHANTHAVONG	Sustainable forest management	Computer			
90	Forestry	Mr. Soulidet KEOVILAYHONG	Upgrading technical knowledge	English	Computer		
91	Forestry	Mr. Daomany KHIEMVIXAY	Upgrading technical knowledge	Information exchange			
92	Forestry	Mr. Vilaphanh THAVONSOUK	Planning	Computer			
93	Forestry	Mr. Hom LOMOUANGKHAM	Forest legislation				
94	Forestry	Mr. Sounthone KEOVONGSOUTH	Computer	Foreign language			
95	Forestry	Mr. Ounkham KHAOPHANH	Upgrading technical knowledge	English	Computer		
96	Forestry	Mr. Nokham SOMCHANMANIVONG	Technique on reforestation				
97	Forestry	Mr. Phonxay BOUTKOUSONH					
98	Forestry	Ms. Leokham VATTASO	Technique on grafting	Computer	English		
99	Forestry	Mr. Bounthong SOUTHAMMAVONG	Technique on conservation of natural resources	Conservation aquatic and wildlife	Unclear (Measurement of violators)		
100	Forestry	Mr. Chandome SOUKANMALANGSY					
101	Forestry	Mr. Hongkham PHOTHISAT					
102	Forestry	Mr. Khounthala KHAMMANIVONG	Continuous training	Computer using	English	Technical training	
103	Forestry	Mr. Phoumy KHOUNNASENE					
104	Forestry	Mr. Khemphet CHALIYATHAM	Grafting	Reforestation	English		
105	Forestry	Mr. Bouakeo	Technical training on subject matter	Computer	English	Study tour	
106	Forestry	Mr. Phanthala SAMOUNTY	Technical training	Computer	English	Study tour	
107	Forestry	Mr. Thongsang CHANTHAVONG					
108	Forestry	Mr. Chanpheng MOUNTIVONG	Upgrading technical knowledge	Foreign language	Reforestation	Forest management	Conservation of natural resources
109	Forestry	Ms. Somsanouk PHITSALATH	Computer	Foreign language	Technical training		
110	Forestry	Mr. Phoukindavanh SIPASEUTH					
111	Forestry	Ms. Bounnene VONGDEUANE	Technical training				
112	Forestry	Mr. Phonxay CHANTHAVIXAY					
113	Forestry	Mr. Sengmany SIAKKHASONE					
114	Forestry	Mr. Somneuk SAMOUNTY	Computer	English	Technical training		
115	Forestry	Ms. Khankeo KEONOUCHANH					
116	Forestry	Mr. Lamphou SENESOULINTHA	Specific technical aspect	New skill	Foreign Language	Study tour	
117	Forestry	Mr. Thongsoun PHIMMASONE	Technical training	New skill	Foreign Language	Management	Specific technique
118	Meteo	Mr. Khamseng VONGPHACHANH	Agro-meteorology	Planning and budgeting	Political theory		
119	Meteo	Mr. Douangkham PHOXAY	Technical subject	Political theory	Finance		
120	Meteo	Mr. Bounthai XAYSANAVONGPHET	Technical knowledge	English			
121	Meteo	Mr. Saleumkham NOUANSAVANH	Management	Database controlling	Computer	Using equipment with high technology	Upgrading knowledge on equipment
122	Meteo	Mr. Latdalay PATHOUMMAVONG	Continuous studying	BCs (Formal education)	MSc (Formal education)	English	
123	Meteo	Mr. Khanthanom PHOMSOUVANH	n.a.				
124	Meteo	Mr. Khonsamak CHANTHAVONGSA	Continuous studying	English			
125	Extension	Mr. Khampang CHANTHANOME	Upgrading technical knowledge	Formulation of strategy and objective	Not applicable(Improvement of equipment)	Improve budget management	M&E system
126	Extension	Mr. Bounthai THAVONESOUK	Planning	Seed collection, nursery and planting	Animal culture		
127	Extension	Mr. Sithaheng THONGSAVANH	Extension guideline for farmer	Foreign language	Information exchange		
128	Extension	Mr. Lamphone KHAMMOUNHEUANG	Technical training	Foreign language	Computer		
129	Extension	Mr. Im LOUANGKHOTH	Technical training	Foreign language	Computer		
130	Extension	Mr. Phaysane THAMMABANVANG	Advice and management	Administration	Foreign Language		
131	Extension	Mr. Khamvane VONGNALATH	n.a.				
132	Extension	Mr. Vixay KEOMAHAVONG	Project management	Project planning		Crop production and livestock	
133	Extension	Mr. Bounsy BANDASAK	Management and project writing	English	Design irrigation		
134	Extension	Mr. Soukvisay KEOMANY	Technical training	English	Computer		
135	Extension	Mr. Chanthone SONMANY	Technical training	English	Computer		
136	Extension	Ms. Khanxay SENGVIAY	Technical knowledge	English	Computer		
137	Extension	Ms. Phetsathaphone SOUTHAMMAVONG	Training on problem identification	How to train people	New technology that project provided		
138	Extension	Mr. Sengphet THONGSAVANH	Technical knowledge	Foreign language	Computer		
139	Extension	Ms. Pavi SINIPHANTHONG	English	Computer	Technical knowledge for staff		
140	Extension	Ms. Kongmany Panyathip	English	Computer	Technical knowledge		
141	Extension	Mr. Khamsing KEOPANYA	Unclear (Cooperative)	Principle of implementation			
142	Extension	Ms. Baikeo PHETVIXAY	Foreign language	Information exchange	Technical subject		
143	Extension	Ms. Nongkhan SOMCHANMAVONG	Technical subject				
144	Extension	Mr. Phouvongxay SOUTHAMMAVONG	Foreign language	Information exchange	Technical subject		

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Vientiane**
Date of data update: **2004/6/18**

ID of Question:		C-22: Please identify any training that would help you in meetin the operational goals of your office / section.					
No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
145	CMI	Mr. Sompheng KEOMAHAVONG	Computer	English related technical subject	Planning	Upgrading technical knowledge	Planning, objective, purpose of the office
146	CMI	Mr. Bounmy VANNAVONG	Irrigation management	English and computer			
147	CMI	Mr. Kesone LOUANGXAY	English	Pesticide use, crop production, livestock	Statistic and planning	Collection of database	
148	CMI	Mr. Siveun SENTHAVISOUK	English	Technology in agriculture	Fruit trees management	Reduction of shifting cultivation	Use of internet
149	CMI	Mr. Vannakone SENGCHANHAVONG	Technical training	Exchange knowledge with international agency			
150	CMI	Mr. Ketsana SENGTHONG	Training of trainer	Irrigation management			
151	CMI	Mr. Somdy NATTHANONGSY	Foreign language	Technical training			
152	CMI	Ms. Bouadam PHITSALATH	English	Financing			
153	CMI	Mr. Thanongsak VONGSAKDA	Foreign language	Using modern machines			
154	CMI	Mr. Vilat LATSAVONG	Designing in computer	Rural development			
155	CMI	Ms. Oudomxay KEOPHILAVANH	Technical subject	Planning	Political theory		
156	DMIP	Mr. Vongsomphone NILAVANH	Computer	Foreign language	Technical training		
157	DMIP	Mr. Sounthone SALIPHOTH					
158	DMIP	Mr. Pasatphone CHALEUNSOUK					
159	DMIP	Ms. Keoudone SISOMSIEUN	Training of trainer				
160	DMIP	Mr. Thongphoune PHANTHAVONG					
161	DMIP	Mr. Mixay MATTHOUVONG	New knowledge	Unclear (Work on another activities)			
162	DMIP	Ms. Soynoulane PHANNOLATH					
163	DMIP	Mr. Chansone VOLASINH	Technical training for farmers				
164	Upland Project	Mr. Thonglo KHAMVONGSA	TOT	Sustainable agriculture in upland	Participatory poverty reduction	Development of fruit tree farm	Gender issue
165	Upland Project	Ms. Kaysone SOPHAPMIXAY	English	Accounting and financial management	Planning		
166	Upland Project	Mr. Bounngang VONGVILAXAY	TOT	Survey and analysis of soils for agriculture	English		
167	Upland Project	Ms. Chansamone VONGXAY	English	Financial management	Computer		
168	Upland Project	Ms. Thongvanh THONGSAVANH	Fruit tree production	Foreign language	Computer	Information exchange	
169	Highland Pjt	Mr. Koulap SOULIGNO					
170	Highland Pjt	Mr. Phouvong BOUNSOU					
171	Highland Pjt	Mr. Phethavy XAYSILIPHONG					
172	Highland Pjt	Mr. Kamsing SIHALATH	Irrigation	Computer	English		
173	Highland Pjt	Mr. Bounlouai VONGXAY	Specialist as agriculture and forestry	Community development	Foreign Language	Computer	Project management
174	Highland Pjt	Mr. Phonvilay PHIMMASONE					
175	Highland Pjt	Mr. Maniphone SOULIVONG	Feed production for poultry culture	Farm management	Computer	Foreign language	Training of trainers
176	Highland Pjt	Ms. Manivone PHIMMASONE	Accounting	Short-term training on management			
177	Highland Pjt	Mr. Phouva MANIPAKONE	Upgrading technical degree on agriculture	Short term training on technical subject	Project management / administration	Foreign language	Computer
178	Highland Pjt	Mr. Khammany LEUTVILAYVONG	Project management	English and computer			
179	Highland Pjt	Mr. Sengsouliga KHENNALATH	Technical training	Management			
180	Highland Pjt	Ms. Naly SIHACHAK	Upgrading technical degree on agriculture	Foreign language	Computer		
181	Prov. Develop. Station	Mr. Khamla VONGSIPASOME					
182	Prov. Develop. Station	Mr. Kabkeo SIVIENGXAY					
183	Prov. Develop. Station	Ms. Vandy VONGXAY	Collection of data and analysis of database				
184	Prov. Develop. Station	Mr. Bounnam XAYAVONG	Technique for rice production	Upgrading knowledge of technical staffs			
185	Prov. Develop. Station	Mr. Khamleu KIOPHANMAHA	Unclear (Technical staff)				
186	Prov. Develop. Station	Ms. Khonsavanh CHANTHALANGSY	Improvement of an organizational system				
187	Prov. Develop. Station	Ms. Thongkham KHOUNPHONH	Upgrading technical knowledge of staff				
188	Prov. Develop. Station	Ms. Ketkeo SOMCHANMAVONG	Computer				
189	Prov. Develop. Station	Mr. Xayasith SIVILAY	Study tour	Upgrading knowledge			
190	Prov. Develop. Station	Mr. Siphandone CHANTHAVONG	Upgrading knowledge and experiences				
191	Prov. Develop. Station	Ms. Khamsa PHIMMASONE	Upgrading knowledge and skill				
192	Prov. Develop. Station	Mr. Khanthaly SOUTHAMMAVONG	Technical knowledge				
193	Prov. Develop. Station	Mr. Khamphong PHIOUTHONGSAY	Technical knowledge	Upgrading educational degree			
194	Namngeum Fishery Pjt	Mr. Vongphachanh BALAVONG	English	Computer	Planning	PRA	Reproduction of aquatic and fish
195	Namngeum Fishery Pjt	Mr. Khanthong CHANMANY	Training to understand the work	Unclear (Complete activities and effectiveness)			
196	Namngeum Fishery Pjt	Mr. Kamsene PHANKHAM	Technical knowledge for young generation	Work with villages			
197	Namngeum Fishery Pjt	Ms. Bounthone SIBOUAVANH	Upgrading knowledge on specific subject				
198	Namngeum Fishery Pjt	Mr. Oudome SOUVANNAHONG	On the job training	Have a consultant (Expert)	Technical guideline	Exchange of experience	
199	Namngeum Fishery Pjt	Mr. Khankeo SIHALATH	On the job training	Have a consultant (Expert)	Technical guideline	Exchange of experience	
200	Namngeum Fishery Pjt	Mr. Keo INSIXIENGMAY	Training of staff & villagers at Namngeum Dam	Extension and technical assistance in fish raising	Fish culture and food processing	Dissemination of fishery legislation	Poverty reduction
201	Namngeum Fishery Pjt	Ms. Vansy VONGSAHALATH					
202	Namngeum Fishery Pjt	Mr. Boungnou PHINTHAVONG	Unclear (discussion)	Exchange of knowledge	Guideline		
203	Namngeum Fishery Pjt	Mr. Somvandy CHANTHAVONG	Technical subject	Computer	Foreign Language		
204	Namngeum Fishery Pjt	Ms. Dokkeo KHAMMOUNGKHOUN	Training to understand the work	Unclear (Complete activities and effectiveness)			
205	Tanepiao Project	Mr. Khamphiou VISAPRA					
206	Tanepiao Project	Mr. Khammany KHAMPHOUMY					
207	Tanepiao Project	Mr. Bouasy SOUTHAMMAVONG					
208	Tanepiao Project	Mr. Bountham THAMMASATH	Technical subject	Computer	English		
209	Tanepiao Project	Mr. Bounkong SOUTHAMMAVONG	Technical subject	Use of modern equipment	Project management	Language	
210	Tanepiao Project	Mr. Khimsamay					
211	Tanepiao Project	Ms. Keuavanh SAMOUNTY					
212	Tanepiao Project	Mr. Bounkong KOUNAVONG					
213	Lao-Singapore Project	Mr. Ounpheng SAYNILATH					
214	Lao-Singapore Project	Mr. Bounvanh PHENGPHOMMACHANH					
215	Lao-Singapore Project	Mr. Tiangkham SENGSOULICHANH					
216	Lao-Singapore Project	Mr. Khamphone LOVANKHAM					

Attachment 6-4

Huaphanh PAFO

Data Sheet 1: General Information of Staff

Name of Office:
Date of data update:

PAFO Huaphanh
2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty
1	Admn (PAFO)	Mr. Somchith SOMVANTHA	Director	Yes	M	53	P	n.a.	6	Forestry	n.a.	g
2	Admn (PAFO)	Mr. Angkhan KEOBOUAKHAM	Deputy Director	Yes	M	43	P	21	4	Livestock and fishery	1997	d
3	Admn (PAFO)	Mr. Somchanh PHENGPHAXAY	Deputy Director	Yes	M	54	P	37	5	High school	n.a.	c
4	Admn (Finance)	Mr.Sivisay PHOMMAHA	Finance	Yes	M	40	P	n.a.	4	Accounting and finance	1989	k
5	Admn (Planning)	Mr. Phonsan VILAYMENG	Chief of Section	Yes	M	31	P	6	2	Regional and Rural Development	2002	g
6	Admn (Finance)	Mr. Thelath PHONLAMNGEUN	Chief of Unit	Yes	M	54	P	28	4	Finance	n.a.	n.a.
7	Admn	Mr. Khamphan SIHAN	Driver	Yes	M	40	P	20	6	Secondary school	n.a.	n.a.
8	Admn	Mr. Phanthone PHONGSENGKEO	Chief of Office	Yes	M	53	P	3	4	Administration	2001	g
9	Admn	Mrs. Pouangvanh MYVONGSA	Typing	Yes	F	27	P	n.a.	4	Typing, Computer	1999	n.a.
10	Admn	Mrs. Vanhphone SISOMHAK	Typing	Yes	F	38	P	13	6	Secondary school	n.a.	n.a.
11	Admn	Mrs. Ne HUUANGKHAMPHENG	Typing	Yes	F	26	P	4	6	Secondary school	n.a.	n.a.
12	Admn	Mrs. Khampiw SIVONGPHANH	Contract Staff	Yes	F	n.a.	C	0.7	5	High school	n.a.	n.a.
13	Admn	Mrs. Sutta KHAMVONGXAY	Contract Staff	Yes	F	n.a.	C	0.6	4	Teacher College	2002	n.a.
14	Admn (Planning)	Mr. Vilayphong VONGKHAMPAINE	Deputy Chief of Unit	No	M	31	P					
15	Admn (Organization)	Mr. Khammy EKHOMPHONE	Chief of Unit	No	M	47	P					
16	Admn (NIWMAP Project)	Mr. Sorsavanh BANKHAMMY	Director	No	M	30	P					
17	Agriculture	Mr. Mayphao BANVIDONE	Chief of Section	Yes	M	51	P	27	4	General Agriculture	2000	b
18	Agriculture	Mr. Mayphieng MALACHITH	Deputy Chief of Section	Yes	M	40	P	17	4	Agriculture	1987	a
19	Agriculture	Mr. Bouathong PHENGSOBOMBAT	Technical Staff	Yes	M	47	P	15	4	Agriculture	1980	a
20	Agriculture	Mr. Khamthone KEOPASERT	Technical Staff	Yes	M	47	P	1	4	Agriculture	1980	a
21	Agriculture (Sopbao Station)	Mr. Khamdeng NATHONG	Chief of Station	Yes	M	38	P	1	4	Livestock	2000	d
22	Agriculture	Mr. Khampheng MUNMOUANGSAM	Technical Staff	Yes	M	30	P	7	2	Agriculture (Chiangmai University)	2003	a
23	Agriculture	Mr. Viengsam KHAMPHONSAY	Technical Staff	Yes	M	44	P	3	4	Agriculture	2000	b
24	Agriculture	Mr. Lithasone BAYJALIN	Technical Staff	Yes	M	27	P	4	4	Agriculture	2000	b
25	Agriculture (Sopbao Station)	Mr. Tuy TAYPHOT	Technical Staff	Yes	M	30	P	7	4	Agriculture	2003	a
26	Agriculture	Mr. Bouahom	Driver	Yes	M	46	P	14	6	Driver and Mechanic	1980	n.a.
27	Agriculture	Mrs. Lounthong SYVONGPHANH	Technical Staff	Yes	F	35	P	13	4	Agriculture	1991	b
28	Agriculture	Mr. Kongmany PHOMMALI	Contract Staff	Yes	M	n.a.	C	0.6	1	Administration Business	2003	n.a.
29	Agriculture	Mr. Phonekham BOUALAPHANH	Technical Staff	Yes	M	n.a.	P	15	4	Agriculture	1980	a
30	Agriculture	Mrs. Kayphet PHODTHAVONG	Contract Staff	Yes	F	n.a.	C	1	4	Agriculture	2002	b
31	Agriculture	Mrs. Vanhphone INTHAVONG	Contract Staff	Yes	F	n.a.	C	4	4	Agriculture	1983	b
32	Livestock	Mr. Bodda BOUNTHANOM	Chief of Section	Yes	M	37	P	7	4	n.a.	n.a.	d
33	Livestock	Mr. Leja SAWBENU	Deputy Chief of Section	Yes	M	26	P	2	4	Livestock-fishery	2000	d
34	Livestock (VAMFABC)	Mr. Phouangsavanh PHOMMALY	Technical Staff	Yes	M	34	P	4	4	Livestock-fishery	2000	d
35	Livestock (VAMFABC)	Mr. Chantha PHIMLAVONG	Director	Yes	M	54	P	0.7	5	High school	n.a.	l
36	Livestock (Muangkone RDP)	Mr. Sathian VANNASOUK	Director	Yes	M	44	P	19	3	General Livestock	1985	d
37	Livestock	Mr. Vonekham	Technical Staff	Yes	M	47	P	4	4	Livestock and Veterinarian	1979	d
38	Livestock (Sopbao Station)	Mr. Chanday CHANTHAVONG	Deputy Chief of Station	Yes	M	34	P	1	4	Livestock and Fishery	2002	d
39	Livestock (VAMFABC)	Mr. Sithone SINLOUANGTHA	Deputy Chief	Yes	M	50	P	20	5	High school	n.a.	n.a.
40	Livestock (VAMFABC)	Mr. Nicknoy DIDPANYA	Technical Staff	Yes	M	26	P	n.a.	4	Livestock	2002	d
41	Livestock	Mr. Sitheuang SENGAKUKEO	Technical Staff	Yes	M	n.a.	P	1	4	Livestock-fishery	2001	d
42	Livestock (Statistics)	Mr. Bounom PHOMVANH	Technical Staff	No	M	34	P					
43	Livestock Section	Mr. Phonsavanh SAVATDY	Technical Staff	No	M	28	P					
44	Livestock (VAMFABC)	Mr. Lenthong SITHAVONG	Driver	No	M	39	P					
45	Livestock (VAMFABC)	Ms. Vansy VILAYPHONE	Technical Staff	No	F	25	P					
46	Forestry	Mr. Xiengkine THUMMALA	Chief of Section	Yes	M	43	P	5	4	Dongkhamxang	1994	j
47	Forestry	Mr. Iyako KANDASUK	Deputy Chief of Section	Yes	M	32	P	7	4	Forestry	1995	g
48	Forestry	Mr. Bounphone BOUDPHACHANH	Deputy Chief of Section	Yes	M	33	P	6	4	General Forestry	1994	f
49	Forestry (Technical Unit)	Mr. Phommy SENGPASOUK	Chief of Unit	Yes	M	42	P	18	4	General Forestry	1994	g
50	Forestry (Technical Unit)	Mr. Bounum SOUTHAMAVONG	Deputy Chief of Unit	Yes	M	38	P	12	4	General Forestry	2000	g
51	Forestry (Technical Unit)	Mr. Bounpone PHOMVONGSAY	Technical Staff	Yes	M	37	P	3	4	Forestry	1998	j
52	Forestry (Technical Unit)	Mr. Komkham SISOMHAK	Technical Staff	Yes	M	36	P	12	4	Forestry	1998	g
53	Forestry (Technical Unit)	Mr. Khamtoy PHOMMATHONG	Technical Staff	Yes	M	34	P	19	4	General Forestry	2002	g
54	Forestry (Technical Unit)	Mr. Visone PHONMYSAY	Technical Staff	Yes	M	30	P	8	4	Forestry	1995	g
55	Forestry (Technical Unit)	Mr. Khamphone KILAVONG	Technical Staff	Yes	M	38	P	23	4	General Forestry	1967	g
56	Forestry (Nemet Phoulury ICDP)	Mr. Phouvong SISOMHAK	Project Director	Yes	M	41	P	11	5	High school	n.a.	g

Data Sheet 1: General Information of Staff

Name of Office:	PAFO Huaphanh
Date of data update:	2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty
57	Forestry (Technical Unit)	Mr. Soutvisay SAYSONGKHAM	Technical Staff	Yes	M	31	P	5	4	Forestry	n.a.	g
58	Forestry (Technical Unit)	Mr. Khammany VISISOMBAT	Technical Staff	Yes	M	29	P	5	4	Forestry	1999	g
59	Forestry	Mr. Yark VAWBOUNKUANG	Driver	Yes	M	49	P	13	6	Secondary school	n.a.	n.a
60	Forestry (Technical Unit)	Mrs. Pork PATHUMPHONE	Technical Staff	Yes	F	39	P	14	4	General Forestry	1990	g
61	Forestry (Technical Unit)	Mrs. Bounsavanh CHANSOUK	Contract Staff	Yes	F	n.a.	C	2	3	Forestry	2001	g
62	Forestry (Technical Unit)	Mr. Kalasin SAYYASENG	Contract Staff	Yes	M	n.a.	C	2	4	Forestry	2001	g
63	Forestry (Technical Unit)	Mrs. Soda KEOBOUNMY	Contract Staff	Yes	F	n.a.	C	2	4	General Forestry	2001	g
64	Irrigation	Mr. Bounma PHANPANYA	Chief of Section	Yes	M	48	P	15	3	Designing Irrigation	1989	c
65	Irrigation	Mr. Viengkhone SAYASITH	Deputy Chief of Section	Yes	M	42	P	1	4	Irrigation	2003	c
66	Irrigation (CMI Project)	Mr. Khammay THAMMAXAY	Deputy Director	Yes	M	39	P	6	4	Irrigation	1994	c
67	Irrigation (CMI Project)	Mr. Amphanh CHANHTHONGSI	Technical Staff	Yes	M	33	P	9	4	Irrigation	1994	c
68	Irrigation (CMI Project)	Mr. Chayphet HOUANGTHAVONG	Technical Staff	Yes	M	31	P	7	4	Irrigation	1995	c
69	Irrigation (CMI Project)	Mr. Soukhansem SAYATHOUMMA	Deputy Director	Yes	M	44	P	7	4	Irrigation	1982	c
70	Irrigation (Design Unit)	Mr. Bounyot HOUANGPHOXAY	Technical Staff	Yes	M	28	P	4	4	Irrigation	1999	c
71	Irrigation (CMI Project)	Mr. Khamsook THIPPHABOUNHOUANG	Technical Staff	Yes	M	35	P	6	4	Irrigation	1998	c
72	Irrigation (Muangkone RPD)	Mr. Sangphone KHUNHOMSAY	Deputy Director	Yes	M	35	P	0.4	4	Irrigation	1996	c
73	Irrigation (Design Unit)	Mr. Lianthong BOUNSAWAY	Technical Staff	Yes	M	30	P	4	4	Irrigation	2000	c
74	Irrigation	Mr. Nen LOUANGLITHIDETH	Technical Staff	Yes	M	36	P	9	4	Irrigation	2001	c
75	Irrigation	Mr. Konethay KEONAKHONE	Technical Staff	Yes	M	33	P	1	4	Irrigation	1995	c
76	Irrigation (Design Unit)	Mr. Khamy VILAYSOUK	Technical Staff	Yes	M	48	P	21	4	Irrigation	1983	c
77	Irrigation (Design Unit)	Mr. Khamnoy PHOMMASAY	Technical Staff	Yes	M	32	P	7	4	Irrigation	1995	c
78	Irrigation (CMI Project)	Mr. Phonesy PHENKHAMPHANH	Finance	Yes	M	44	P	4	4	Finance	1996	n.a
79	Irrigation	Mr. Phouvieng	Driver	Yes	M	47	P	29	6	Secondary school	n.a.	n.a
80	Irrigation (CMI Project)	Mr. Bounkham SIDA VONG	Project Director	No	M	38	P					
81	Irrigation (Design Unit)	Mr. Aksam VILAYCHITH	Chief of Unit	No	M	33	P					
82	Irrigation (CMI Project)	Mr. Juok BUASAVANH	Driver	No	M	38	P					
83	Irrigation (CMI Project)	Mr. Lor	Technical Staff	No	M	44	P					
84	Irrigation (Design Unit)	Mr. Vilaychith SOUKJALEUN	Technical Staff	No	M	30	P					
85	Extension	Mr. Khamphanh PHUMANYVONG	Chief of Section	Yes	M	48	P	3	5	High school	n.a.	g
86	Extension	Mr. Khamnoy PHOMSOMBAT	Deputy Chief of Section	Yes	M	50	P	2	4	Forestry	2000	g
87	Extension	Mr. Vanhlong PHANHTHAVONG	Forestry Technical	Yes	M	45	P	2	4	Forestry	1978	g
88	Extension	Mr. Khamphuey THIPDAPHENH	Forestry Technical	Yes	M	33	P	8	4	Forestry	1999	g
89	Extension	Mrs. Phengvanh MANOTHAM	Livestock Technical	Yes	F	31	P	2	4	Livestock-fishery	2001	d
90	Extension	Mr. Pouangvanh INTHALY	Livestock Technical	Yes	M	27	P	1	4	Livestock	n.a.	d
91	Extension	Mr. Somsak CHANMALY	Forestry Technical	Yes	M	27	P	2	3	Forestry	2001	g
92	Extension	Mr. Phetsakhone KEOVILAVANH	Forestry Technical	Yes	M	36	P	2	4	Forestry	2000	g
93	Extension	Mr. Khampheng KHAMBOUDDAPHANH	Forestry Technical	Yes	M	29	P	2	4	Forestry	1996	g
94	Extension	Mr. Sisouk THEPTHAVONG	Irrigation Technical	Yes	M	28	P	2	4	Irrigation	1997	b
95	Extension	Mrs. Lar KHAMTHAMUN	Forestry Technical	Yes	F	35	P	2	4	Forestry	1991	g
96	Extension	Mrs. Vern BOUNMIXAY	Contract Staff	Yes	F	n.a.	C	1	4	Agriculture	2002	b
97	Meteorology	Mr. Khamon THIPHAVONG	Chief of Section	Yes	M	48	P	28	4	Meteorology	2001	h
98	Meteorology	Mrs. Komphone SINGLOUANGTHA	Deputy Chief of Section	Yes	F	29	P	9	4	Meteorology	2002	h
99	Meteorology	Mr. Khamphouy SAYYASONE	Technical Staff	Yes	M	48	P	9	4	Meteorology	1992	h
100	Meteorology	Mr. Maythone SISOUNAM	Chief of Station	Yes	M	48	P	28	4	Meteorology	1978	h
101	Meteorology	Mr. Xieng PANYAVONG	Technical Staff	Yes	M	42	P	7	4	Meteorology	2002	h
102	Meteorology	Mrs. Sida CHANTHAVONG	Technical Staff	Yes	F	24	P	3	4	Meteorology	2003	h
103	Meteorology	Mrs. Phiensone BOUNMYXAY	Electronic Technical Staff	No	F	28	P					

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization, j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 2: History of Training

Name of Office:
Date of data update:

PAFO Huaphanh
2004/6/18

ID of Question:

A-14 Please identify five (5) major training courses that you have ever participated.

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work
1	Admn (PAFO)	Mr. Somchith SOMVANHA	Development of forests in upland	Agriculture College	Jan-92	70	Good	Agriculture & forestry development in rural area	JICA	Dec-02	21	Fair
2	Admn (PAFO)	Mr. Angkhan KEBOUAKHAM	Training on TOT	FHI	Mar-93	14	Fair	Veterinary service	Lao-A	Nov-95	30	Fair
3	Admn (PAFO)	Mr. Somchanh PHENGPHAXAY	Administration project	Lao-USA	Jul-91	15	Good	Project management	Lao-ADB	Apr-03	25	Useful
4	Admn (Finance)	Mr. Sivasay PHOMMAHA	None									
5	Admn (Planning)	Mr. Phonsan VILAYMENG	None									
6	Admn (Finance)	Mr. Thelath PHONLAMNGEUN	Planning and evaluation of project	n.a.		14	Good					
7	Admn	Mr. Khamphian SIHAN	None									
8	Admn	Mr. Phanthone PHONGSENGKEO	Administration of office	Department of Administration	Jul-01	30	Good	Law	Justice section of Province	Dec-92	30	Good
9	Admn	Mrs. Pouangvanh MYVONGSA	None									
10	Admn	Mrs. Vanhphone SISOMHAK	None									
11	Admn	Mrs. Ne HUUANGKHAMPHENG	None									
12	Admn	Mrs. Khampiw SIVONGPHANH	None									
13	Admn	Mrs. Sutta KHAMVONGXAY	None									
14	Admn (Planning)	Mr. Vilayphong VONGKHAMPAE										
15	Admn (Organization)	Mr. Khammy EKHOMPHONE										
16	Admn (NIWMAP Project)	Mr. Sorsavanh BANKHAMMY										
17	Agriculture	Mr. Mayphao BANVIDONE	Soil analysis	Soil Research of Community	1980	60	not useful	Experiment of rice seeds	Experiment Center	1982	120	Fair
18	Agriculture	Mr. Mayphieng MALACHITH	Survey, planning and evaluation	International Agency	01/08-01/09	30	Suitable for working	Selection of seeds for farming	International Agency	01/12-01/01	30	Useful
19	Agriculture	Mr. Bouathong PHENGSOBMBAT	Propagation of forest fruit	MCC (Mennonite Central Committee)	Jul-89	60	Good	Rice farming	Lao-IRRI	Jul-94	30	Good
20	Agriculture	Mr. Khamthone KEOPASERT	Propagation of forest fruit	MCC (Mennonite Central Committee)	1998	20	Good	Seed multiplication	Lao-IRRI	1999	5	No activity
21	Agriculture (Sopbao Station)	Mr. Khamdeng NATHONG	None									
22	Agriculture	Mr. Khampheng MUNMOUANGSAM	Basic research and experiment on rice	Lao-IRRI	1994	28	Good	Report writing	NAFRI	2000	14	Fair
23	Agriculture	Mr. Viengsam KHAMPHONSAY	Propagation of forest fruit	MCC (Mennonite Central Committee)	Jul-89	60	Good					
24	Agriculture	Mr. Lithasone BAYJALIN	Land use planning	Lao-ADB	Dec-01	8	No activity	Survey of opium	UN	Aug-01	5	Good
25	Agriculture (Sopbao Station)	Mr. Tuy TAYPHOT	Storage of rice seeds	Lao-IRRI	Sep-97	7	Good	Drug control	Lao-IRRI	Feb-98	7	Good
26	Agriculture	Mr. Bouahom	None									
27	Agriculture	Mrs. Lounthong SYVONGPHANH	Basic skill for planting mulberry	Extension project	Jul-03	15	Good					
28	Agriculture	Mr. Kongmany PHOMMALI	None									
29	Agriculture	Mr. Phonekham BOUALAPHANH	Rice farming	Lao-IRRI	Feb-94	40	Good	Rice farming	Lao-IRRI	Feb-95	40	Good
30	Agriculture	Mrs. Kayphet PHODTHAVONG	Forest fruit	ADB	May-03	3	Good					
31	Agriculture	Mrs. Vanhphone INTHAVONG	Conservation of wildlife	WCS	Apr-03		Useful in working					
32	Livestock	Mr. Bodda BOUNTHANOM	Animal disease analysis	ADB	Jan-02	60	Good	Analysis of animal diseases	FAO	Apr-04	3	Good
33	Livestock	Mr. Leja SAWBENU	Administration of project	DANIDA	Apr-02	3	Good	Study visit for eco-tourism	DANIDA	Sep-02	5	Fair
34	Livestock (VAMFABC)	Mr. Phouangsavanh PHOMMALY	Planning	Planning Section	Apr-96	3	Fair	Economic and society of fishermen	Development of Fishery Center	Nov-96	45	Fair
35	Livestock (VAMFABC)	Mr. Chantha PHIMLAVONG	None									
36	Livestock (Muangkone RDP)	Mr. Sathian VANNASOUK	None									
37	Livestock	Mr. Vonekham	Planning of Livestock development	Australia	Jun-90	30	Good	TOT	ADB	Oct-01	15	Good
38	Livestock (Sopbao Station)	Mr. Chanday CHANTHAVONG	Fish raising	Fish feeding Namxuang	2003	2	n.a.					
39	Livestock (VAMFABC)	Mr. Sithone SINLOUANGTHA	None									
40	Livestock (VAMFABC)	Mr. Nicknoy DIDPANYA	None									
41	Livestock	Mr. Sitheuang SENGAKUEO	Aquabiology and water animal	Fishery research Center	Nov-03	1	Good					
42	Livestock (Statistics)	Mr. Bounom PHOMVANH										
43	Livestock Section	Mr. Phonsavanh SAVATDY										
44	Livestock (VAMFABC)	Mr. Lenthong SITHAVONG										
45	Livestock (VAMFABC)	Ms. Vansy VILAYPHONE										
46	Forestry	Mr. Xiengkhone THUMMALA	Computer	Planning section	n.a.	3	Fair					
47	Forestry	Mr. Iyako KANDASUK	None									
48	Forestry	Mr. Bounphone BOUDPHACHANH	Participatory land use planning	DSE	Apr-02	30	Good	Sustainable environmental management	SIDA	Sep-00	30	Good
49	Forestry (Technical Unit)	Mr. Phommy SENGASOUK	Clearing the explosive substance	UXO	Mar-98	90	Good	Land distribution	n.a.	Jul-99	150	Good
50	Forestry (Technical Unit)	Mr. Bounom SOUTHAMMAVONG	Mapping and land use planning	Survey Center	Dec-00	7	No activity					
51	Forestry (Technical Unit)	Mr. Bounpone PHOMVONGSAY	None									
52	Forestry (Technical Unit)	Mr. Komkham SISOMHAK	Community forestry	n.a.	1995	5	Useful in working	Working at station	n.a.	Dec-00	4	Useful
53	Forestry (Technical Unit)	Mr. Khamtoy PHOMMATHONG	Providing quality of forest	Ministry of A&F	Oct-00	2	Good					
54	Forestry (Technical Unit)	Mr. Visone PHONMYSAY	Community forestry	GTZ	1997-1998	n.a.	Useful in working					
55	Forestry (Technical Unit)	Mr. Khamphone KILAVONG	Tree planing and nursery operation	Ministry of A&F	May-00	90	Good					
56	Forestry (Nemet Phoulury ICDP)	Mr. Phouvong SISOMHAK	None									
57	Forestry (Technical Unit)	Mr. Soutvisay SAYSONGKHAM	Conservation of wildlife and control of trade	Department of Forestry	n.a.	4	Good	Upgrading forests	Department of Forestry	n.a.	2	Good
58	Forestry (Technical Unit)	Mr. Khammany VISISOMBAT	Forestry inspection and survey	Forestry Section	Oct-03	2	Good					
59	Forestry	Mr. Yark VAWBOUNKUANG	None									
60	Forestry (Technical Unit)	Mrs. Pork PATHUMPHONE	Participatory planning	UNICEF	n.a.	7	Useful in working	Community forestry	SIDA	n.a.	14	Good
61	Forestry (Technical Unit)	Mrs. Bounsavanh CHANSOUK	Forestry inspection and survey	Forestry Section	Oct-03	2	Good					
62	Forestry (Technical Unit)	Mr. Kalasin SAYYASENG	None									
63	Forestry (Technical Unit)	Mrs. Sodta KEBOUNMY	Forestry inspection and survey	Forestry Section	Oct-03	2	Good					

Data Sheet 3: Duties of the Staff

Name of Office:
Date of data update:PAFO Huaphanh
2004/6/18

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Admn (PAFO)	Mr. Somchith SOMVANTHA	Operation of agriculture and forestry office	Unclear (Provision of needs of the country)	Staff management		
2	Admn (PAFO)	Mr. Angkhan KEBOUAKHAM	Supervision	Monitoring	Management	Unclear (Provision)	Unclear (Action)
3	Admn (PAFO)	Mr. Somchanh PHENGPHAXAY	Deputy director	Supervision of irrigation and Meteorology sections	Supervision and administrative work in the office		
4	Admn (Finance)	Mr. Sivilay PHOMMAHA	Accounting and financial management	Financing to the work of other sections			
5	Admn (Planning)	Mr. Phonsan VILAYMENG	Monitoring and supervision of organization	Study on forestry plan	Supervision of organization		
6	Admn (Finance)	Mr. Thelath PHONLAMNGEUN	Budgetary planning				
7	Admn	Mr. Khampian SIHAN	Driver				
8	Admn	Mr. Phanthone PHONGSENGKEO	Administration of the office				
9	Admn	Mrs. Pouangvanh MYVONGSA	Typing	Computer			
10	Admn	Mrs. Vanhphone SISOMHAK	Cashier	Typing			
11	Admn	Mrs. Ne HUOANGKHAMPHENG	Operater				
12	Admn	Mrs. Khampiw SIVONGPHANH	Secretarial work	Cleaner			
13	Admn	Mrs. Sutta KHAMVONGXAY	Secretarial work				
14	Admn (Planning)	Mr. Vilayphong VONGKHAMPAE					
15	Admn (Organization)	Mr. Khammy EKHOMPHONE					
16	Admn (NIWMAP Project)	Mr. Sorsavanh BANKHAMMY					
17	Agriculture	Mr. Mayphao BANVIDONE	General management of the section	Planning, finance, management and policy formulation			
18	Agriculture	Mr. Mayphieng MALACHITH	Administration, planning and financial management	Coordination with international projects	Monitoring and Supervision of the section		
19	Agriculture	Mr. Bouathong PHENGSOBAT	Protect of vegetables from pests and diseases	Experiment on rice seeds	Assistant in administrative work of the section		
20	Agriculture	Mr. Khamthone KEOPASERT	Operation and management of the staff	Administrative work	Agricultural work		
21	Agriculture (Sopbao Station)	Mr. Khamdeng NATHONG	Unclear (Action for duties regarding Agriculture-Livestock work)	Technical support to villagers			
22	Agriculture	Mr. Khampheng MUNMOUANGSAM	Research and experiment on protection of pests and diseases	Statistics and planning for the section			
23	Agriculture	Mr. Viengsam KHAMPHONSAY	Survey of agricultural land	Data collection of area planted of vegetables	Supporting farmers in vegetable farming		
24	Agriculture	Mr. Lithasone BAYJALIN	Statistics and planning	Administrative work	Provision of extension service tp farmers		
25	Agriculture (Sopbao Station)	Mr. Tuy TAYPHOT	Management of agriculture and forestry station	Production of seeds			
26	Agriculture	Mr. Bouahom	Driver				
27	Agriculture	Mrs. Lounthong SYVONGPHANH	Accounting of the section	Administration of the office	Extension on planting mulberry		
28	Agriculture	Mr. Kongmany PHOMMALI	Typing and computer	Cleaner	Security		
29	Agriculture	Mr. Phonekham BOUALAPHANH	Experiment on rice seeds	Supporting administrative work of the section			
30	Agriculture	Mrs. Kayphet PHODTHAVONG	Statistic and planning of the section	Typing and computer work in the section	Administrative work		
31	Agriculture	Mrs. Vanhphone INTHAVONG	Secretarialwork (Incoming & outgoing journey of the section)	Typing and computer work in the section	Administrative work		
32	Livestock	Mr. Bodda BOUNTHANOM	Management of the staff	Research / analysis on diseases of animal	Communication with director and Department		
33	Livestock	Mr. Leja SAWBENU	Livestock and fishery work	Report to Department of Livestock and Fishery			
34	Livestock (VAMFABC)	Mr. Phouangsavanh PHOMMALY	Production of other kinds of forage	Supervision of factory on buying materials	Orientation regarding use of forage from factory		
35	Livestock (VAMFABC)	Mr. Chantha PHIMLAVONG	Supervision as a director of center	Supervision and planning	Administration of the office and marketing	Assets management	
36	Livestock (Muangkone RDP)	Mr. Sathian VANNASOUK	Supervision, planning and implementation of project	Management and M&E of project	Responsible for Extension work and Community development		
37	Livestock	Mr. Vonekham	Veterinary work	Training of villagers	Responsible for selling vaccines		
38	Livestock (Sopbao Station)	Mr. Chanday CHANTHAVONG	Extension of agriculture as a deputy chief of the station				
39	Livestock (VAMFABC)	Mr. Sithone SINLOUANGTHA	Extension on livestock	Analysis, planning and supply for forage production	Provision of technical information on livestock management		
40	Livestock (VAMFABC)	Mr. Nicknoy DIDPANYA	Deputy chief of unit in livestock center	Supervision of forage production	Financing to mixed forage		
41	Livestock	Mr. Sitheuang SENGAKUKEO	Technical staff of Extension Agriculture-Forestry Station				
42	Livestock (Statistics)	Mr. Bounom PHOMVANH					
43	Livestock Section	Mr. Phonsavanh SAVATDY					
44	Livestock (VAMFABC)	Mr. Lenthong SITHAVONG					
45	Livestock (VAMFABC)	Ms. Vansy VILAYPHONE					
46	Forestry	Mr. Xiengkhone THUMMALA	Supervision of work of DAFO				
47	Forestry	Mr. Iyako KANDASUK	Forest plantation, production of seeds, and rehabilitation				
48	Forestry	Mr. Bounphone BOUDPHACHANH	Administration of the section	Supervision of technical matters at fields	Short and long term planning	Management of forestry plantation	
49	Forestry (Technical Unit)	Mr. Phommy SENGASOUK	Head of technical Unit	Supervision and management	Coordination with other sections	Data collection	Report to upper level
50	Forestry (Technical Unit)	Mr. Bounum SOUTHAMMAVONG	Deputy chief of technical forestry unit	Management and monitoring of forest resources			
51	Forestry (Technical Unit)	Mr. Bounpone PHOMVONGSAY	No				
52	Forestry (Technical Unit)	Mr. Komkham SISOMHAK	Monitoring of forest management	Technical matters of the section	Unclear (Consultant about work in the station)		
53	Forestry (Technical Unit)	Mr. Khamtoy PHOMMATHONG	Technical matters on forestry and supervision for forest management				
54	Forestry (Technical Unit)	Mr. Visone PHONMYSAY	Supporting extension staffs of DAFO				
55	Forestry (Technical Unit)	Mr. Khamphone KILAVONG	Technical matters on forestry and supervision for forest management				
56	Forestry (Nemet Phoulury ICDP)	Mr. Phouong SISOMHAK	Forest plantation, production of seeds, and rehabilitation				
57	Forestry (Technical Unit)	Mr. Soutvisay SAYSONGKHAM	Supervision and management of work				
58	Forestry (Technical Unit)	Mr. Khammany VISISOMBAT	Technical matters on General Forestry				
59	Forestry	Mr. Yark VAWBOUNKUANG	Driver				
60	Forestry (Technical Unit)	Mrs. Pork PATHUMPHONE	Administrative work of Section	Accounting and budget management of the section			
61	Forestry (Technical Unit)	Mrs. Bounsavanh CHANSOUK	Supervision	Forest resource management			
62	Forestry (Technical Unit)	Mr. Kalasin SAYYASENG	Forest and resource management				
63	Forestry (Technical Unit)	Mrs. Soda KEBOUNMY	Technical matters, supervision and management				

Data Sheet 3: Duties of the Staff

Name of Office:
Date of data update:

PAFO Huaphanh
2004/6/18

ID of Question: A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
64	Irrigation	Mr. Bounma PHANPANYA	Supervision of construction works and surveys & design	Management and supervision of construction works	Planning, monitoring and repair of irrigation systems	Transfer of irrigation project	Support DAF in management of irrsystems
65	Irrigation	Mr. Viengkhone SAYASITH	Administrative work of the section	Inspection and supervision of construction works			
66	Irrigation (CMI Project)	Mr. Khammay THAMMAXAY	Supervision of construction works	Monitoring of design and supervision of construction works	Technical work and Supervision		
67	Irrigation (CMI Project)	Mr. Amphanh CHANHTHONGSY	Survey and design of irrigation systems	Supervision of construction works	Irrigation management		
68	Irrigation (CMI Project)	Mr. Chayphet HOUANGTHAVONG	Supervision of construction works and surveys & design				
69	Irrigation (CMI Project)	Mr. Soukhanserm SAYATHOUMMA	Management, planning, and financing of project				
70	Irrigation (Design Unit)	Mr. Bounyot HOUANGPHOXAY	Survey at the field	Design	Construction		
71	Irrigation (CMI Project)	Mr. Khamsook THIPPHABOUNHOUANG	Supervision of construction works	Survey and design of irrigation systems	Management of irrigation system		
72	Irrigation (Muangkone RPD)	Mr. Sangphone KHUNHOMSAY	Management and supervision of project				
73	Irrigation (Design Unit)	Mr. Lianethong BOUNSAWAY	Area survey	Design	Supervision of construction works		
74	Irrigation	Mr. Nen LOUANGLITHIDETH	Supervision of construction works	Survey and design of irrigation systems	Management of irrigation system		
75	Irrigation	Mr. Konethay KEONAKHONE	Planning for PAFO	Responsible for water resources management	Project management		
76	Irrigation (Design Unit)	Mr. Khamy VILAYSOUK	Area survey	Design	Supervision of construction works	Other Administrative work	
77	Irrigation (Design Unit)	Mr. Khamnoy PHOMMASAY	Topo-survey	Design of irrigation systems	Supervision of construction works		
78	Irrigation (CMI Project)	Mr. Phonesy PHENKHAMPHANH	Finance of project	Preparation of budgetary plan	Reporting including project report		
79	Irrigation	Mr. Phouvieng	Driver				
80	Irrigation (CMI Project)	Mr. Bounkham SIDAVONG					
81	Irrigation (Design Unit)	Mr. Aksam VILAYCHITH					
82	Irrigation (CMI Project)	Mr. Juok BUASAVANH					
83	Irrigation (CMI Project)	Mr. Lor					
84	Irrigation (Design Unit)	Mr. Vilaychith SOUKJALEUN					
85	Extension	Mr. Khamphanh PHUMANYVONG	General supervision	Supervision of administrative work, planning, and finance	Management of staff		
86	Extension	Mr. Khamnoy PHOMSOMBAT	Extension to stop forest cutting for farming				
87	Extension	Mr. Vanhlone PHANHTHAVONG	Responsible for seed garden	Provision of seeds to each district			
88	Extension	Mr. Khampeuy THIPDAPHENH	Community forestry	Strategic planning to stop forest cutting for farming	Collection of statistical data on land and forests	Conduct of other works in the section	
89	Extension	Mrs. Phengvanh MANOTHAM	Secretarial work (Receives, report to upper level)	Secretarial work (incoming-outgoing journey)	Responsible for livestock work		
90	Extension	Mr. Pouangvanh INTHALY	Livestock	Livestock manage in the center			
91	Extension	Mr. Somsak CHANMALY	Forest plantation and rehabilitation	Coordination with ADB project	Use of GIS for land use planning		
92	Extension	Mr. Phetsakhone KEOVILAVANH	Forest plantation and rehabilitation	Forestry inspection and rehabilitation of forests	Coordination with providers of seeds	Coordination with forestry projects	Supporting other work in the section
93	Extension	Mr. Khampheng KHAMBOUDDAPHANH	Land allocation	Writing up of project plans	Supervision of project management		
94	Extension	Mr. Sisouk THEPTHAVONG	Irrigation system management				
95	Extension	Mrs. Lar KHAMTHAMUN	Work for seed garden	Planting forest and rehabilitation of forests			
96	Extension	Mrs. Vern BOUNMIXAY	Extension on agriculture				
97	Meteorology	Mr. Khamon THIPHAVONG	Supervision	Management and supervision	Planning and Supervision of organization		
98	Meteorology	Mrs. Komphone SINGLOUANGTHA	Administration plan	Supervision of technical matters	Unclear (Data work in Section)		
99	Meteorology	Mr. Khamphouy SAYYASONE	Monitoring of weather	Supervision of organization			
100	Meteorology	Mr. Maythone SISOUNAM	General Supervision of the Station	Unclear (Including data)	Administrative work		
101	Meteorology	Mr. Xieng PANYAVONG	Monitoring	Data collection			
102	Meteorology	Mrs. Sida CHANTHAVONG	Administrative work and Statistic	Data collection			
103	Meteorology	Mrs. Phiensone BOUNMYXAY					

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **PAFO Huaphanh**
Date of data update: **2004/6/18**

ID of Question: **A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?**

No.	Section	Name	GAP <2	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	Admn (PAFO)	Mr. Somchith SOMVANTHA	3	Management	Staff management	Work planning		
2	Admn (PAFO)	Mr. Angkhan KEOBOUAKHAM	3	Administrative work	English language	Problem identification		
3	Admn (PAFO)	Mr. Somchanh PHENGPHAXAY	2	Technical knowledge	English language			
4	Admn (Finance)	Mr.Sivisay PHOMMAHA	3	Computer	Computer			
5	Admn (Planning)	Mr. Phonsan VILAYMENG	3	Forestry manage	English language			
6	Admn (Finance)	Mr. Thelath PHONLAMNGEUN	2	English language	Not applicable (equipment)			
7	Admn	Mr. Khampian SIHAN	2	n.a.				
8	Admn	Mr. Phanthone PHONGSENGKEO	3	Political and management	Administration of the office	English language	Computer	International Relations
9	Admn	Mrs. Pouangvanh MYVONGSA	3	Academic	Foreign language	Computer	Technical knowledge	
10	Admn	Mrs. Vanhphone SISOMHAK	3	Computer	English language			
11	Admn	Mrs. Ne HUUANGKHAMPHENG	3	Academic	Foreign language	Behavior	Technical knowledge	
12	Admn	Mrs. Khampiw SIVONGPHANH	3	English language	Computer			
13	Admn	Mrs. Suta KHAMVONGXAY	3	Computer	English language			
14	Admn (Planning)	Mr. Vilayphong VONGKHAMPAE						
15	Admn (Organization)	Mr. Khammy EKHOMPHONE						
16	Admn (NIWMAP Project)	Mr. Sorsavanh BANKHAMMY						
17	Agriculture	Mr. Mayphao BANVIDONE	3	English language	Computer	Marketing of agricultural products		
18	Agriculture	Mr. Mayphieng MALACHITH	3	Academic Education	Participatory survey	Problem identification, Planning and Evaluation	English language and Computer	
19	Agriculture	Mr. Bouathong PHENGSOBAT	3	English language	Computer			
20	Agriculture	Mr. Khamthone KEOPASERT	3	Academic	Foreign language	Computer	Behavior, Morals of Revolution	Technical knowledge
21	Agriculture (Sopbao Station)	Mr. Khamdeng NATHONG	3	Management	Community development	M&E		
22	Agriculture	Mr. Khampheng MUNMOUANGSAM	3	Planning of project	Planting fruits			
23	Agriculture	Mr. Viengsam KHAMPHONSAY	3	Computer				
24	Agriculture	Mr. Lithasone BAYJALIN	3	English language	Computer			
25	Agriculture (Sopbao Station)	Mr. Tuy TAYPHOT	3	Foreign language	Computer	Study visit in and outside country	Management and Administration of Project	
26	Agriculture	Mr. Bouahom	3	Repair				
27	Agriculture	Mrs. Lounthong SYVONGPHANH	3	Techniques for production	English language			
28	Agriculture	Mr. Kongmany PHOMMALI	3	English language				
29	Agriculture	Mr. Phonekham BOUALAPHANH	3	English language	Computer			
30	Agriculture	Mrs. Kayphet PHODTHAVONG	3	English language	Computer			
31	Agriculture	Mrs. Vanhphone INTHAVONG	3	Computer	English language			
32	Livestock	Mr. Bodda BOUNTHANOM	3	Staff management	Management of project	English language and computer		
33	Livestock	Mr. Leja SAWBENU	3	English language, Computer, Driver	Livestock and fishery			
34	Livestock (VAMFABC)	Mr. Phouangsavanh PHOMMALY	3	English language	Planning and administration of Project			
35	Livestock (VAMFABC)	Mr. Chantha PHIMLAVONG	2	n.a.				
36	Livestock (Muangkone RDP)	Mr. Sathian VANNASOUK	3	English language	Computer			
37	Livestock	Mr. Vonekham	2	n.a.				
38	Livestock (Sopbao Station)	Mr. Chanday CHANTHAVONG	3	Knowledge of livestock				
39	Livestock (VAMFABC)	Mr. Sithone SINLOUANGTHA	3	Staff management	English language	Management of project		
40	Livestock (VAMFABC)	Mr. Nicknoy DIDPANYA	3	Experience				
41	Livestock	Mr. Sitheuang SENGAKUEO	3	Language	Not applicable (Need to Training)	Study visit / tour		
42	Livestock (Statistics)	Mr. Bounom PHOMVANH						
43	Livestock Section	Mr. Phonsavanh SAVATDY						
44	Livestock (VAMFABC)	Mr. Lenthong SITHAVONG						
45	Livestock (VAMFABC)	Ms. Vansy VILAYPHONE						
46	Forestry	Mr. Xiengkine THUMMALA	3	New knowledge	Computer	English language		
47	Forestry	Mr. Iyako KANDASUK	n.a.	Community development	M&E	Computer	English language	
48	Forestry	Mr. Bounphone BOUDPHACHANH	3	English language	Planning and GIS	Forest management and monitoring of factory	Planning	
49	Forestry (Technical Unit)	Mr. Phommy SENGASOUK	2	n.a.				
50	Forestry (Technical Unit)	Mr. Bounum SOUTHAMMAVONG	3	Computer	English language			
51	Forestry (Technical Unit)	Mr. Bounpone PHOMVONGSAY	No	New knowledge	Computer	English language		
52	Forestry (Technical Unit)	Mr. Komkham SISOMHAK	3	Forestry development	English language	Computer	Study visit in and outside country	
53	Forestry (Technical Unit)	Mr. Khamtoy PHOMMATHONG	3	Computer				
54	Forestry (Technical Unit)	Mr. Visone PHONMYSAY	n.a.	Knowledge / academic	Extension to villagers			
55	Forestry (Technical Unit)	Mr. Khamphone KILAVONG	3	Forestry	Computer			
56	Forestry (Nemet Phoulury ICDP)	Mr. Phouvang SISOMHAK	n.a.	M&E	Community development	Forestry resource management		
57	Forestry (Technical Unit)	Mr. Soutvisay SAYSONGKHAM	3	Continuous study	Language			
58	Forestry (Technical Unit)	Mr. Khammany VISISOMBAT	3	Foreign language	Computer			
59	Forestry	Mr. Yark VAWBOUNKUANG	2	n.a.				
60	Forestry (Technical Unit)	Mrs. Pork PATHUMPHONE	3	Accounting in computer	English language			
61	Forestry (Technical Unit)	Mrs. Bounsavanh CHANSOUK	3	Forest management	Foreign language			
62	Forestry (Technical Unit)	Mr. Kalasin SAYYASENG	3	Academic				
63	Forestry (Technical Unit)	Mrs. Sodta KEOBOUNMY	3	Foreign language	Computer			

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **PAFO Huaphanh**
Date of data update: **2004/6/18**

ID of Question: **A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?**

No.	Section	Name	GAP <2	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
64	Irrigation	Mr. Bounma PHANPANYA	3	Supervision				
65	Irrigation	Mr. Viengkhone SAYASITH	3	English language	Computer	Administration of work		
66	Irrigation (CMI Project)	Mr. Khammay THAMMAXAY	3	Computer	English language	Project management	Project planning	
67	Irrigation (CMI Project)	Mr. Amphanh CHANHONGSY	3	Computer and method of repair	Foreign language	Meteorology	Human development	
68	Irrigation (CMI Project)	Mr. Chayphet HOUANGTHAVONG	3	English language	Computer	Project planning	Administration of Project	Financial management
69	Irrigation (CMI Project)	Mr. Soukhansem SAYATHOUMMA	3	Knowledge / academic	Foreign language			
70	Irrigation (Design Unit)	Mr. Bounyot HOUANGPHOXAY	3	English language	Auto CAD, Soft desk			
71	Irrigation (CMI Project)	Mr. Khamsook THIPPHABOUNHOUANG	3	English language	Computer			
72	Irrigation (Muangkone RPD)	Mr. Sangphone KHUNHOMSAY	3	Auto Cad				
73	Irrigation (Design Unit)	Mr. Lianethong BOUNSAWAY	3	Computer	English language			
74	Irrigation	Mr. Nen LOUANGLITHIDETH	3	English language	Computer			
75	Irrigation	Mr. Konethay KEONAKHONE	3	English language	Computer	Technical knowledge	Management	
76	Irrigation (Design Unit)	Mr. Khamsy VILAYSOUK	3	Not applicable (Enhancement)	Foreign language	Computer		
77	Irrigation (Design Unit)	Mr. Khamnoy PHOMMASAY	3	English language	Computer			
78	Irrigation (CMI Project)	Mr. Phonesy PHENKHAMPHANH	2	n.a.				
79	Irrigation	Mr. Phouvieng	3	Mechanic				
80	Irrigation (CMI Project)	Mr. Bounkham SIDA VONG						
81	Irrigation (Design Unit)	Mr. Aisam VILAYCHITH						
82	Irrigation (CMI Project)	Mr. Juok BUASAVANH						
83	Irrigation (CMI Project)	Mr. Lor						
84	Irrigation (Design Unit)	Mr. Vilaychith SOUKJALEUN						
85	Extension	Mr. Khamphanh PHUMANYVONG	2	n.a.				
86	Extension	Mr. Khamnoy PHOMSOMBAT	4	Extension to villager	Language	Computer		
87	Extension	Mr. Vanhlone PHANHTHAVONG	3	Nursery operation	Tree planting			
88	Extension	Mr. Khampeuy THIPDAPHENH	3	English language	Computer			
89	Extension	Mrs. Phengvanh MANOTHAM	3	Academic	English language and Compute			
90	Extension	Mr. Pouangvanh INTHALY	3	Academic	Foreign language	Computer		
91	Extension	Mr. Somsak CHANMALY	3	Tree planting and forest rehabilitation	GIS	English language		
92	Extension	Mr. Phetsakhone KEOVILAVANH	3	English language	Seedling production			
93	Extension	Mr. Khampheng KHAMBOUDDAPHANH	3	English language	Computer	GPS and GIS		
94	Extension	Mr. Sisouk THEPTHAVONG	3	English language and Computer	Improvement of knowledge/capability			
95	Extension	Mrs. Lar KHAMTHAMUN	3	Nursery operation and tree planting	Planting fruits			
96	Extension	Mrs. Vern BOUNMIXAY	3	Academic	English language and Compute			
97	Meteorology	Mr. Khamon THIPHAVONG	3	Technical	Foreign language	Computer	Management and administration	Project planning
98	Meteorology	Mrs. Komphone SINGLOUANGTHA	3	Academic	Administration	Computer	Foreign language	
99	Meteorology	Mr. Khamphouy SAYYASONE	3	Academic	Project planning	Management / administration		
100	Meteorology	Mr. Maythone SISOUNAM	3	Technical	English language	Computer	Management and administration	
101	Meteorology	Mr. Xieng PANYAVONG	3	Administrative work	Academic	Computer	Foreign language	
102	Meteorology	Mrs. Sida CHANTHAVONG	3	English language	Administration	Computer		
103	Meteorology	Mrs. Phiensone BOUNMYXAY						

Note:

<1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Not inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:PAFO Huaphanh
2004/6/18

ID of Question: C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Admn (PAFO)	Mr. Somchith SOMVANTHA	Work planning	Project planning	Management of staff and work		
2	Admn (PAFO)	Mr. Angkhan KEOBOUAKHAM	Academic	Planning	Participatory working with villagers	Extension on agriculture	English language and computer
3	Admn (PAFO)	Mr. Somchanh PHENGPHAXAY	Technical and foreign language	Management of office and project	Study visit in and outside country		
4	Admn (Finance)	Mr.Sivisay PHOMMAHA	Accounting in computer	Cash management			
5	Admn (Planning)	Mr. Phonsan VILAYMENG	Forest management	Mapping, use of GIS and GPS	Industrial forest management	Forestry survey	Forest management
6	Admn (Finance)	Mr. Thelath PHONLAMNGEUN	English language	Computer			
7	Admn	Mr. Khamphan SIHAN	Mechanic				
8	Admn	Mr. Phanthone PHONGSENGKEO	Administration of office	Administration	English language	Computer	
9	Admn	Mrs. Pouangvanh MYVONGSA	Computer				
10	Admn	Mrs. Vanhphone SISOMHAK	Accounting and Financial management	Use of computer and photocopy machine	English language		
11	Admn	Mrs. Ne HUUANGKHAMPHEUNG	Computer	Work planning			
12	Admn	Mrs. Khampiw SIVONGPHANH	Computer	English language	Other academic		
13	Admn	Mrs. Sutta KHAMVONGXAY	Accounting in computer	English language	Other academic		
14	Admn (Planning)	Mr. Vilayphong VONGKHAMPAE					
15	Admn (Organization)	Mr. Khammy EKHOMPHONE					
16	Admn (NIWMAP Project)	Mr. Sorsavanh BANKHAMMY					
17	Agriculture	Mr. Mayphao BANVIDONE	English language	Planning	Asexual propagation of fruits	Marketing of agriculture commodities	Computer
18	Agriculture	Mr. Mayphieng MALACHITH	Project planning and management	English language and Computer	Selection of seeds	Technical research on agriculture	
19	Agriculture	Mr. Bouathong PHENGSOBOMBAT	English language	Computer	Unclear (Short-term training)	Study visit in and outside country	
20	Agriculture	Mr. Khamthone KEOPASERT	Supervision and management pg	Data collection	Evaluation of project		
21	Agriculture (Sopbao Station)	Mr. Khamdeng NATHONG	Management and Administration	Monitoring , Supervision and Evaluation	Foreign language		
22	Agriculture	Mr. Khampheng MUNMOUANGSAM	Writing of Project	Rice production	Technical skills in vegetable farming in rainy season	Data management	Research and experiment of vegetable
23	Agriculture	Mr. Viengsam KHAMPHONSAY	Computer	English language			
24	Agriculture	Mr. Lithasone BAYJALIN	English language	Computer	Technical skill of farming		
25	Agriculture (Sopbao Station)	Mr. Tuy TAYPHOT	Management and Administration Office	Use of fertilizer	Protection aof pests and diseases	Foreign language	Computer
26	Agriculture	Mr. Bouahom	Repairing				
27	Agriculture	Mrs. Lounthong SYVONGPHANH	Technical of Production silk	Accounting	Management of office and coordination with project	English language	
28	Agriculture	Mr. Kongmany PHOMMALI	English language	Computer	Accounting		
29	Agriculture	Mr. Phonekham BOUALAPHANH	English language	Computer	Unclear (Short-term training)	Study visit in and outside country	
30	Agriculture	Mrs. Kayphet PHODTHAVONG	Computer	English language	Other academic		
31	Agriculture	Mrs. Vanhphone INTHAVONG	Computer	English language	Other academic		
32	Livestock	Mr. Bodda BOUNTHANOM	Reproduction	Project management and area survey	English language and computer		
33	Livestock	Mr. Leja SAWBENU	Research of diseases, forage, fingerling production	Management of staff	Data collection and sending news	Foreign language	Information dissemination
34	Livestock (VAMFABC)	Mr. Phouangsavanh PHOMMALY	Livestock	Fish raising in rice fields and ponds	Composition of forage	Management of project	Planning and Enterprise development
35	Livestock (VAMFABC)	Mr. Chantha PHIMLAVONG	Marketing	Monitoring and management	Research and development		
36	Livestock (Muangkone RDP)	Mr. Sathian VANNASOUK	Administration	Management	Other academic		
37	Livestock	Mr. Vonekham	Computer				
38	Livestock (Sopbao Station)	Mr. Chanday CHANTHAVONG	Fish raising	Computer			
39	Livestock (VAMFABC)	Mr. Sithone SINLOUANGTHA	Management of staff	Training on technical knowledge			
40	Livestock (VAMFABC)	Mr. Nicknoy DIDPANYA	Research and development	Monitoring and management			
41	Livestock	Mr. Sitheuang SENGAKUKEO	Fingerling production	Foreign language	Computer	Office management	Vaccination
42	Livestock (Statistics)	Mr. Bounom PHOMVANH					
43	Livestock Section	Mr. Phonsavanh SAVATDY					
44	Livestock (VAMFABC)	Mr. Lenthong SITHAVONG					
45	Livestock (VAMFABC)	Ms. Vansy VILAYPHONE					
46	Forestry	Mr. Xiengkhone THUMMALA	Planning and organization of activities	Extension and coordination with villager	Computer	English language	
47	Forestry	Mr. Iyako KANDASUK	Knowledge of language	Monitoring , supervision and evaluation	Computer		
48	Forestry	Mr. Bounphone BOUDPHACHANH	Forestry	Mappin and use of GIS	Management of processing factories	Forestry survey	Forest conservation and wildlife management
49	Forestry (Technical Unit)	Mr. Phommy SENGASOUK	Unclear (Training on environment)	Unclear (Data and news)	Unclear (Forestry Policy)		
50	Forestry (Technical Unit)	Mr. Bounum SOUTHAMMAVONG	Forestry Survey	Computer	English language		
51	Forestry (Technical Unit)	Mr. Bounpone PHOMVONGSAY	No	Foreign language	Computer		
52	Forestry (Technical Unit)	Mr. Komkham SISOMHAK	Improvement of knowledge	Academic or Study visit	English language and Computer		
53	Forestry (Technical Unit)	Mr. Khamtoy PHOMMATHONG	Computer and English language				
54	Forestry (Technical Unit)	Mr. Visone PHONMYSAY	Improvement of academic	Study visit and Exchanging lessons	Management and Evaluation	English language	
55	Forestry (Technical Unit)	Mr. Khamphone KILAVONG	Academic	Quality improvement of forest	Foreign language	Computer	
56	Forestry (Nemet Phoulury ICDP)	Mr. Phouvang SISOMHAK	Sustainable forest management	Supervision and M&E	English language	Computer	
57	Forestry (Technical Unit)	Mr. Soutvisay SAYSONGKHAM	Improvement of academic	Foreign language			
58	Forestry (Technical Unit)	Mr. Khammany VISISOMBAT	Academic	Foreign language	Computer		
59	Forestry	Mr. Yark VAWBOUNKUANG	Unclear (Preparation of electric wire of car)				
60	Forestry (Technical Unit)	Mrs. Pork PATHUMPHONE	Accountin and computer	English language	Planning		
61	Forestry (Technical Unit)	Mrs. Bounsavanh CHANSOUK	Foreign language	Academic			
62	Forestry (Technical Unit)	Mr. Kalasin SAYYASENG	Improvement of capability	Action planning			
63	Forestry (Technical Unit)	Mrs. Soda KEOBOUNMY	Academic	Forest management	Forest plantation	Computer	

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:PAFO Huaphanh
2004/6/18

ID of Question: C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
64	Irrigation	Mr. Bounma PHANPANYA	Irrigation management	Data collection and making reports of project	Survey and design of irrigation project	Auto Cad	Participatory data collection
65	Irrigation	Mr. Viengkhone SAYASITH	Technical skills of irrigation	English language	Computer		
66	Irrigation (CMI Project)	Mr. Khammay THAMMAXAY	English language	Computer	Project management		
67	Irrigation (CMI Project)	Mr. Amphanh CHANHONGSY	English language	Computer	Human development	Meteorology	
68	Irrigation (CMI Project)	Mr. Chayphet HOUANGTHAVONG	Project management	Evaluation, Survey, Design and Construction	English language	Computer	Designing in computer
69	Irrigation (Design Unit)	Mr. Soukhansem SAYATHOUMMA	Irrigation system management	Survey and design of irrigation systems	Computer	English language	
70	Irrigation (Design Unit)	Mr. Bounyot HOUANGPHOXAY	English language	Auto CAD	Soft desk		
71	Irrigation (CMI Project)	Mr. Khamsook THIPPHABOUNHOUANG	Auto CAD and Soft desk	English language	Management and planning	Academic	
72	Irrigation (Muangkone RPD)	Mr. Sangphone KHUNHOMSAY	Computer for design	English language			
73	Irrigation (Design Unit)	Mr. Lianethong BOUNSAWAY	Computer	English language	Academic work		
74	Irrigation	Mr. Nen LOUANGLITHIDETH	Auto CAD and Soft desk	English language	Management and planning	Enhancing academic	
75	Irrigation	Mr. Konethay KEONAKHONE	Foreign language	Computer and GIS	Training	Management and administration	
76	Irrigation (Design Unit)	Mr. Khamsy VILAYSOUK	Management	Administration of work	English language	Computer	
77	Irrigation (Design Unit)	Mr. Khamnoy PHOMMASAY	Computer	English language			
78	Irrigation (CMI Project)	Mr. Phonesy PHENKHAMPHANH	Knowledge and capability				
79	Irrigation	Mr. Phouvieng	Mechanic				
80	Irrigation (CMI Project)	Mr. Bounkham SIDAVONG					
81	Irrigation (Design Unit)	Mr. Ainsam VILAYCHITH					
82	Irrigation (CMI Project)	Mr. Juok BUASAVANH					
83	Irrigation (CMI Project)	Mr. Lor					
84	Irrigation (Design Unit)	Mr. Vilaychith SOUKJALEUN					
85	Extension	Mr. Khamphanh PHUMANYVONG	Making map	Land use planning	TOT on Agriculture-Forestry	Project planning	Participation of villagers
86	Extension	Mr. Khamnoy PHOMSOMBAT	Management and administration	Foreign language	Resource management	Supervision and M&E	
87	Extension	Mr. Vanhlone PHANHTHAVONG	English language	Computer	Nursery operation	Forest plantation and rehabilitation of forests	Extension work
88	Extension	Mr. Khamphuey THIPDAPHENH	English language	Computer	Technical skill of extension		
89	Extension	Mrs. Phengvanh MANOTHAM	Technical skill of extension	English language and Computer			
90	Extension	Mr. Pouangvanh INTHALY	Academic	Computer	English language		
91	Extension	Mr. Somsak CHANMALY	English language	Computer and GIS	Extension on vegetable production in dry season	Production of seeds and plant	Forest plantation and rehabilitation of forests
92	Extension	Mr. Phetsakhone KEOVILAVANH	English language and computer	Nursery operation	Experiment to seed production		
93	Extension	Mr. Khampheng KHAMBOUDDAPHANH	English language and computer	GPS and GIS			
94	Extension	Mr. Sisouk THEPTHAVONG	English language and computer	Long-term study	Extension work		
95	Extension	Mrs. Lar KHAMTHAMUN	Forest plantation and rehabilitation of forests	Computer			
96	Extension	Mrs. Vern BOUNMIXAY	Technical skill of extension	English language and Computer			
97	Meteorology	Mr. Khamon THIPHAVONG	Observation of weather and data processing	Data collection of weather	Project planning	Project management	Evaluation of project
98	Meteorology	Mrs. Komphone SINGLOUANGTHA	Observation of weather and data processing	Data collection of weather	Project planning	Statistic planning	Administration of office and accounting
99	Meteorology	Mr. Khamphouy SAYYASONE	Planning and management of project	Meteorology	English language	Computer	
100	Meteorology	Mr. Maythone SISOUNAM	Observation of meteorology	Data collection and data processing	Computer	Project planning	Evaluation of project
101	Meteorology	Mr. Xieng PANYAVONG	Statistic planning	Planning of other projects	Measurement of water level and processing		
102	Meteorology	Mrs. Sida CHANTHAVONG	Administration of office	Statistic plan	Computer	English language	
103	Meteorology	Mrs. Phionsone BOUNMYXAY					

Attachment 6-5

Luangprabang PAFO

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
1	Administration	Mr. Khamphanh Bounsavath	Chief of PAFO	Yes	M	55	P	8	4	Forestry	1980	g
2	Administration	Mr. Xayyaphanh Lasi	Deputy Chief of PAFO	Yes	M	41	P	5	5	Forestry	1989	c, g, h
3	Administration	Mr. Phounsavanh Phanthavongsy	Project Director (CHESHVT)	Yes	M	44	P	19	3	Irrigation Engineering	1994	c
4	Administration	Ms. Chansouk Malaphet	Technician	Yes	F	35	P	17	4	Forestry	1992	b
5	Administration	Ms. Bandith Thammavongsavanh	Technician	Yes	F	36	P	12	4	Forestry	1991	g
6	Administration	Ms. Chanthamaly Souksavath	Desk Officer	Yes	F	42	P	10	4	Finance and Accounting	2002	l
7	Administration	Ms. Buachanh Nammavong	Chief of Personnel Unit	Yes	F	43	P	18	4	English	1998	n.a.
8	Administration	Ms. Sonemala Khattiyavongsa	Accountant	Yes	F	23	P	2	4	Finance	2002	k
9	Administration	Mr. Souvanxay Vilaychith	Financial assistant	Yes	M	n.a.	P	2	n.a.	Finance	2002	k
10	Administration	Ms. Chanpheng	Typist	Yes	F	52	P	n.a.	5	n.a.	n.a.	n.a.
11	Administration	Mr. Chanpheng Dalavong	Technician	Yes	M	41	P	2	3	Irrigation Engineering	1993	c
12	Administration	Mr. Bounpheng Souksithi	Chief of Planning unit	Yes	M	42	P	13	4	English	2003	n.a.
13	Administration	Mr. Chanheng Vilay	Technician	Yes	M	55	P	30	4	Forestry	1973	g
14	Administration (Finance)	Mr. Sengphet Heuanphoummavong	Technician (Deputy chief of the section)	Yes	M	40	P	11	4	Economic Planning	1988	k
15	Administration	Ms. Somphone Mixay	Technician (Personal office)	Yes	F	29	P	5	4	Agriculture	1997	b
16	Administration	Mr. Chanpheng	Driver	Yes	M	53	P	27	4	Driving	1970	n.a.
17	Administration	Mr. Phetsamone Xayyamoungkhoun	Driver	Yes	M	n.a.	C	n.a.	4	Driving	1987	n.a.
18	Administration	Ms. Phanaphone Xayyavong	Desk Officer	Yes	F	n.a.	C	6	5	n.a.	n.a.	n.a.
19	Administration	Ms. Boua Xayyasak	n.a.	Yes	F	n.a.	C	n.a.	5	n.a.	n.a.	i
20	Administration	Mr. Somphong Padichith	Deputy Director of PAFO	No	M	47	P	20				
21	Administration	Mr. Bounchanmy Keosavath	Chief of the Section	No	M	60	P	30				
22	Administration	Mr. Khen	Driver	No	M	n.a.	P	n.a.				
23	Administration	Mr. Nouphe	Driver	No	M	n.a.	P	n.a.				
24	Administration	Mr. Xiengpheng	Guardman	No	M	n.a.	P	n.a.				
25	Agriculture	Mr. Bouathong Xaysavanh	Head of the Section	Yes	M	55	P	23	4	Agriculture	1970	a, b, j
26	Agriculture	Mr. Houmphane Sisomphone	Deputy head of the Section	Yes	M	46	P	11	4	Agricultural economic management	1983	b
27	Agriculture	Mr. Khamkeo Phetthanouson	Deputy chief of Station office	Yes	M	57	P	26	5	n.a.	n.a.	a, i
28	Agriculture	Mr. Sommay Keosavath	Technician	Yes	M	31	P	10	4	Agriculture	1992	a
29	Agriculture	Mrs. Soutdalat Keoboulapha	Technician	Yes	F	33	P	5	4	Agriculture	1992	b
30	Agriculture	Mr. Somsanouk	Driver	Yes	M	n.a.	C	1	5	n.a.	1999	b
31	Agriculture	Mr. Khounheuan Vannalath	Technician	No	M	45	P	23				
32	Livestock & Fishery	Mr. Pheng Khammavong	Head of the Section	Yes	M	33	P	7	3	livestock	1997	n.a.
33	Livestock & Fishery	Mr. Sengpasith thongsavath	Deputy head of the Section	Yes	M	40	P	18	5	Livestock & fishery	2000	d, f
34	Livestock & Fishery	Mr. Bounpanh Xayyavong	Head of Fishery Unit	Yes	M	42	P	5	3	Livestock & fishery	1998	f
35	Livestock & Fishery	Mrs. Chansamone Phounsavath	Administrative staff	Yes	F	42	P	21	4	n.a.	1982	d, f
36	Livestock & fishery	Mrs. Kesone kounlaxay	Technician	Yes	F	34	P	9	4	Livestock & fishery	n.a.	d, f
37	Livestock & Fishery	Mrs. Koukdavane Phaxaysombath	Technician	Yes	F	24	P	4	4	Livestock	1999	d
38	Livestock & Fishery	Mrs. Khamphew keolam	Technician	Yes	F	51	C	n.a.	5	n.a.	n.a.	l
39	Livestock & Fishery	Mrs. Keola phattana	Staff	Yes	M	n.a.	C	1	3	Agriculture	2002	d
40	Livestock & Fishery	Mr. Ithilith Phanphengdy	n.a.	Yes	M	n.a.	C	n.a.	n.a.	n.a.	n.a.	d
41	Livestock & Fishery	Ms. Bountom Khounsy	Technician	No	F	43	P	22				
42	Livestock & Fishery	Mr. Outhon Sengta	Project coordinator	No	M	49	P	27				

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
43	Forestry Section	Mr. Sianouvong Savathvong	Head of the Section	Yes	M	42	P	21	2	Forestry	2000	g
44	Forestry Section	Mr. Xang Xanapol	Deputy head of the Section	Yes	M	43	P	21	4	Forestry	1993	g
45	Forestry Section	Mr. Bounpheng Phengchanh	Head of Conservation Unit	Yes	M	44	P	22	4	Forestry	1992	g
46	Forestry Section	Mr. Hongkeo Phonesavath	Technician	Yes	M	37	P	5	4	Forestry	1993	g
47	Forestry Section	Mr. Khattiya Vannasak	Technician	Yes	M	34	P	4	4	Forestry	2000	g
48	Forestry Section (Timber harvesting Unit)	Mr. Houmphane Nithakone	Technician	Yes	M	35	P	0.6	4	Forestry	1998	g
49	Forestry Section (Timber harvesting Unit)	Mr. Viladeth Kounlavut	Technician	Yes	M	29	P	1	4	Forestry	2003	g
50	Forestry Section	Mr. Sommay Souliya	Technician	Yes	M	36	P	14	4	Forestry	1990	g, j
51	Forestry Section	Mrs. Sengsoudavane Chanthamala	Technician	Yes	F	36	P	17	4	Forestry	1990	g
52	Forestry Section	Mr. Phonekeo Phophaly	Technician	Yes	M	36	P	17	4	Forestry	1990	g
53	Forestry Section	Mrs. Pinkeo Phoummaly	Accountant	Yes	F	35	P	15	4	Forestry	1990	g
54	Forestry Section	Mrs. Thong meuan Nilaboth	Administrative staff	Yes	F	33	P	14	4	Forestry	1991	g
55	Forestry Section	Mr. Saythong Sisanvane	Head of Timber Harvesting Unit	Yes	M	44	P	24	4	Forestry	1978	g
56	Forestry Section	Mr. Xayyaly Xayyadeth	Accountant	Yes	M	n.a.	C	1	5	Finance	1991	n.a.
57	Forestry Section	Mr. Douangkham Douangdala	Technician	No	M	35	P	13				
58	Forestry Section	Mr. Bounhom Khammy	Technician	No	M	36	P	12				
59	Irrigation	Mr. Pheng Bounphanith	Head of the Section	Yes	M	41	P	22	4	Irrigation	1990	c
60	Irrigation	Mr. Anousak Kattiyalath	Deputy head of the Section	Yes	M	39	P	16	4	Irrigation	1988	c
61	Irrigation	Mr. Sisouphane Southammavong	Technician	Yes	M	42	P	21	4	Irrigation	1987	c
62	Irrigation	Mr. Souligno Xayvisit	Technician	Yes	M	28	P	7	4	Irrigation	1997	c
63	Irrigation	Mr. Houmpheng Chanthavisouk	Technician	Yes	M	38	P	14	4	Irrigation	n.a.	c
64	Irrigation	Mr. Sialoune Kounlachithi	Technician	Yes	M	38	P	22	4	Irrigation	1993	c
65	Irrigation	Ms. Vongphet Xayxanadeth	Typist	Yes	F	n.a.	C	2	4	Irrigation	2001	c
66	Irrigation	Mr. Siphane Misouk	Lao-Vietnam Project coordinator	No	M	n.a.	P	n.a.				
67	Irrigation	Mr. Khamphet Sounilandone	Programming	No	M	33	P	11				
68	Irrigation	Mr. Houmphane Latthidaphone	Technician	No	M	34	P	9				
69	Irrigation	Mr. Soupha Xayvisith	Administrative staff	No	M	54	P	28				
70	Meteorology	Mr. Bounphane Vongpanya	Head of the Section	Yes	M	45	P	20	3	Meteorology	1984	h
71	Meteorology	Mr. Chen Saennane	Deputy head of the Section	Yes	M	49	P	21	4	Meteorology	1983	h
72	Meteorology	Mr. Bountem Vanmanivong	Head of Planning Unit	Yes	M	45	P	21	4	Meteorology	1983	h
73	Meteorology	Mr. Onkeo Keosavath	Technician	Yes	M	29	P	13	4	Meteorology	2002	h
74	Meteorology	Mr. Khamphane Viengxaysy	Technician	Yes	M	44	P	15	4	Driver	1977	h
75	Meteorology	Mrs. Nikom Vongpakdy	Assistant	Yes	F	n.a.	C	3	4	Agriculture	2001	h
76	Meteorology	Mrs. Manivong Phommasone	Typist	Yes	F	n.a.	C	3	5	n.a.	2001	h
77	Meteorology	Mr. Somsak Phengsavath	Technician	No	M	29	P	7				
78	Meteorology	Ms. Somteo	Observation of climate	No	F	n.a.	C	n.a.				
79	Meteorology	Ms. Chanpheng Bouakeo	Assistant	No	F	n.a.	C	n.a.				
80	PAFES	Mr. Khanthavin Souliya	Deputy head of the Section	Yes	M	38	P	2	4	n.a.	1996	g, j
81	PAFES	Mr. Vanthong Ngimboupha	Deputy head of the Section	Yes	M	41	P	2	4	Livestock	1986	d
82	PAFES	Mr. Sommy Phommakith	Chief of Station Office	Yes	M	46	P	21	4	Agriculture	1983	b
83	PAFES	Mr. Lah Thanongsak	Chief of Forestry Unit	Yes	M	37	P	2	4	Forestry	1994	g
84	PAFES	Mr. Houmphaeng Khansouvong	Deputy Chief of Livestock Unit	Yes	M	39	P	20	4	Livestock	1996	d
85	PAFES	Mr. Sivilay Chandahak	Head of Nam Thouan Center	Yes	M	39	P	n.a.	4	Agriculture	1997	b
86	PAFES	Mr. Kaysone Vongkhamhaeng	Technician (Irrigation)	Yes	M	40	P	17	2	Irrigation Engineering	1986	c, i
87	PAFES	Mr. Khamphay Bualavong	Technician (Irrigation)	Yes	M	36	P	2	4	Livestock and Fishery	1991	d
88	PAFES	Mr. Som Ok Sithiphong	Technician (Forestry)	Yes	M	35	P	2	4	Forestry	2002	f
89	PAFES	Mr. Bounthane Soulaiyakhom	Technician (Agriculture)	Yes	M	44	P	2	4	Forestry	2002	b
90	PAFES	Mr. Kaenchanh Pinhib	Technician (Livestock)	Yes	M	41	P	2	4	Livestock and Fishery	1984	f
91	PAFES	Mr. Bualay Vongsena	Desk Officer	Yes	M	42	P	2	n.a.	Veterinary and Livestock	1983	d

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:		A-2: Position					A-3	A-6	A-7: Educational Attainment		A-5: Specialty	
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
92	PAFES	Mr. Chandy Inthavane	Administrative staff	Yes	M	54	P	28	4	Forestry	1971	g
93	PAFES	Mr. Chanthavong Soulivong	Technician (Agriculture)	Yes	M	35	P	2	4	Forestry	1990	b
94	PAFES	Mr. Sisoumang Soulinthone	Deputy head of Nam Thouan Center	Yes	M	38	P	2	4	Forestry	1990	g
95	PAFES	Mr. Sinpaseuth Sanaphay	Technician (Forestry)	Yes	M	37	P	2	4	Forestry	1990	g
96	PAFES	Mr. Touy Phommachanh	Deputy chief of Forestry Unit	Yes	M	37	P	2	4	Forestry	1990	g
97	PAFES	Mr. Thongphouth Xaysavanh	Technician (Agriculture)	Yes	M	36	P	2	4	Agriculture	1990	a
98	PAFES	Mr. Thongsuan Manivong	Deputy Chief of Agriculture Unit	Yes	M	34	P	18	4	Agriculture	1987	a
99	PAFES	Ms. Sengaloun Xayyasane	Technician (Agriculture)	Yes	F	34	P	12	4	Agriculture	1992	b
100	PAFES	Mr. Thongsavath Thippavong	Technician (Agriculture)	Yes	M	30	P	2	4	Agriculture	1996	b
101	PAFES	Mr. Kongsavath Thongchanma	BUCAP project coordinator	Yes	M	28	P	2	4	Agriculture	1999	a
102	PAFES	Mr. Thongchanh Kousonsavath	Deputy Chief of Material Unit	Yes	M	28	P	2	4	Agriculture	1999	b
103	PAFES	Ms. Amphaysone Panyasavath	Secretary	Yes	F	26	P	2	n.a.	Veterinary and Livestock	1999	d
104	PAFES	Mr. Xay Vongsa	Technician	Yes	M	44	P	25	4	Agriculture	1977	a
105	PAFES	Ms. Amphone Chanthavong	Secretary	Yes	F	n.a.	C	0.8	5	Accounting	2001	n.a.
106	PAFES (Xieng Muak Center)	Mr. Soulisak Thongsavanh	Deputy Chief of Center	Yes	M	32	P	n.a.	4	Agriculture	1995	a
107	PAFES (Xieng Muak Center)	Mr. Khamphong Vanchao	Accountant	Yes	M	52	P	32	4	Accounting	1970	n.a.
108	PAFES (Xieng Muak Center)	Mr. Bounlam Nammavong	Technician	Yes	M	n.a.	C	2	4	Agriculture	2001	a
109	PAFES (Material Support Unit)	Mr. Souvane	Contractor Driver	Yes	M	n.a.	C	3	4	Mechanic	n.a.	n.a.
110	PAFES (Material Support Unit)	Mr. Lah	n.a.	Yes	M	n.a.	C	n.a.	5	n.a.	n.a.	n.a.
111	PAFES (Material Support Unit)	Mr. Soulasak Salivanghan	Chief of Unit	Yes	M	44	P	14	4	Agricultural mechanic	1989	b, 1
112	PAFES (Material Support Unit)	Mr. Sengsathid Thammavongsavanh	Technician	Yes	M	n.a.	C	6	5	n.a.	n.a.	n.a.
113	PAFES	Mr. Phonethib Vongsavath	Chief of the section	No	M	42	P	17				
114	Irrigation	Mr. Somneuk Bilavong	Technician (Forestry)	No	M	36	P	20				
115	PAFES	Mr. Aousith Si Amphay	Technician (Agriculture)	No	M	n.a.	C	n.a.				
116	Houaykot Agriculture & Forestry Research Center	Mr. Bounthane Keobualapha	Head of Center	Yes	M	42	P	4	2	Agriculture system	1999	a
117	Houaykot Agriculture & Forestry Research Center	Mr. Done Duangden	Technician	Yes	M	37	P	10	3	Agriculture	1994	b
118	Houaykot Agriculture & Forestry Research Center	Mr. Buavane Phumthanome	Technician	Yes	M	40	P	15	3	Agriculture and Forestry	1995	a
119	Houaykot Agriculture & Forestry Research Center	Mr. Somvang Chanthamaly	Technician	Yes	M	35	P	10	4	Agriculture	1993	b
120	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Soukkee	Technician	Yes	M	28	P	2	4	Forestry	n.a.	a
121	Houaykot Agriculture & Forestry Research Center	Mr. Bounchanh	Worker	Yes	M	51	P	10	5	n.a.	1996	n.a.
122	Houaykot Agriculture & Forestry Research Center	Mrs. Buavane	Worker	Yes	F	46	P	25	5	n.a.	n.a.	n.a.
123	Houaykot Agriculture & Forestry Research Center	Mr. Chantha	Worker	Yes	M	52	P	26	5	n.a.	n.a.	n.a.
124	Houaykot Agriculture & Forestry Research Center	Mr. Xoum	Worker	Yes	M	44	P	1	class 3	n.a.	n.a.	n.a.
125	Houaykot Agriculture & Forestry Research Center	Mr. Houmpheng Siphanthone	Driver	Yes	M	55	P	n.a.	4	Mechanic	1970	n.a.
126	Houaykot Agriculture & Forestry Research Center	Mr. Viengmany Navongxay	Technician	Yes	M	n.a.	C	3	4	Agriculture	2001	b
127	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Phanthaboun	Technician (Agriculture)	No	M	33	P	12				
128	Kengpen Teaktona Research Station	Mr. Kham Ann Soubanxay	Acting Director	Yes	M	40	P	14	4	Forest research	1990	g
129	Kengpen Teaktona Research Station	Mr. Somvang Soukhaphal	Technician	Yes	M	43	P	n.a.	4	Administration	1992	g
130	Kengpen Teaktona Research Station	Mr. Sanitvong Pathoumvanh	Technician	Yes	M	35	P	5	4	Forestry	2000	g
131	Kengpen Teaktona Research Station	Mr. Vanpheng Bounkong	Technician	Yes	M	31	P	4	4	Forestry	1994	g
132	Kengpen Teaktona Research Station	Ms. Chansouk Prasithith	Desk Officer (Accountant)	Yes	F	38	n.a.	5	4	Finance	1996	n.a.
133	Kengpen Teaktona Research Station	Mr. Thansamy Vongxompou	Technician	No	M	39	P	21				
134	Kengpen Teaktona Research Station	Mr. Somboun Khonthxay	Technician (Forestry)	No	M	23	P	6				
135	Kengpen Teaktona Research Station	Mr. Phaysavath Manhsin	Technician	No	M	37	P	11				

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:	A-2: Position	A-3	A-6	A-7: Educational Attainment	A-5: Specialty							
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
136	Naluang Fish Multiplication Station	Mr. Onideth Souksavath	Head of station	Yes	M	51	P	n.a.	3	Engineering	1982	f
137	Naluang Fish Multiplication Station	Mr. Pany Soulingamad	Head of technique Unit	Yes	M	37	P	16	4	Livestock & Fishery	1988	f
138	Naluang Fish Multiplication Station	Mr. Chanthavong Lounsoulioth	Technician	Yes	M	26	P	3	4	Agriculture	2000	f
139	Naluang Fish Multiplication Station	Ms. Vansy Souladeth	Accountant	Yes	F	n.a.	C	3	5	n.a.	NA	i
140	Naluang Fish Multiplication Station	Mr. Chanthavong Phoumthippavong	n.a.	Yes	M	n.a.	C	4	6	n.a.	NA	n.a.
141	Naluang Fish Multiplication Station	Ms. Dee SoukAphone	Technician	Yes	F	n.a.	C	1	4	Livestock and Fishery	2003	d, f
142	Naluang Fish Multiplication Station	Mr. Chanthasith Bounsavath	n.a.	Yes	M	n.a.	C	n.a.	5	n.a.	NA	d, f
143	Naluang Fish Multiplication Station	Mr. Boun	n.a.	Yes	M	n.a.	C	2	4	Livestock	2003	n.a.
144	Naluang Fish Multiplication Station	Mr. Chanpheng Nolintha	n.a.	Yes	M	n.a.	C	1	5	n.a.	NA	i
145	Thongkang Agriculture and Forestry Research Station	Mrs. Phonsavanh Vilayvane	Technician	Yes	F	35	P	12	4	Forestry	2003	g
146	Thongkang Agriculture and Forestry Research Station	Mr. Vaya jiathong	Technician	Yes	M	41	P	n.a.	4	Livestock	1992	d
147	Thongkang Agriculture and Forestry Research Station	Mr. Touy Sengkhamdy	Technician	Yes	M	43	P	n.a.	4	Agriculture and Forestry	1990	j
148	Thongkang Agriculture and Forestry Research Station	Mr. Khamphane Kounvilay	Technician	Yes	M	59	P	5	5	Agriculture and Forestry	2002	b, c
149	Thongkang Agriculture and Forestry Research Station	Mr. Chanpheng Dithsaphon	Technician	Yes	M	31	P	12	4	Veterinary and Livestock	1992	b,d
150	Thongkang Agriculture and Forestry Research Station	Mr. Outhai Sisavath	Technician	Yes	M	34	P	13	4	Agriculture and Forestry	1992	b
151	Thongkang Agriculture and Forestry Research Station	Mr. Souvane Soulyavonsy	Technician	Yes	M	31	P	12	n.a.	Agriculture and Forestry	1992	d
152	Thongkang Agriculture and Forestry Research Station	Mrs. Bouavone Phommasy	Technician	Yes	F	32	P	13	5	Administration	1992	n.a.
153	Thongkang Agriculture and Forestry Research Station	Mr. Viengxay Phommasy	Technician	Yes	M	33	P	12	4	Agriculture	1992	b
154	Thongkang Agriculture and Forestry Research Station	Mr. Souphanthong Norlasing	Typist	Yes	M	51	P	14	4	Planning	2003	a
155	Thongkang Agriculture and Forestry Research Station	Mr. Houmchithavath Sodahak	Chief of the Station	No	M	44	P	20				
156	Thongkang Agriculture and Forestry Research Station	Mr. Xaysana Inthavong	Technician	No	M	45	P	17				
157	Thongkang Agriculture and Forestry Research Station	Ms. Vienghath Thammavong	Technician	No	F	33	P	15				
158	Thongkang Agriculture and Forestry Research Station	Mr. Khuan Vannasak	Typist	No	M	51	P	13				
159	Agroforestry Research Institution in Northern Province	Mr. Bounsaveng Phengsatib	Technician	Yes	M	n.a.	C	3	4	Agriculture	2001	a, b, f
160	Agroforestry Research Institution in Northern Province	Mr. Ouan BounNhong	n.a.	Yes	M	n.a.	C	1	5	n.a.	n.a.	n.a.
161	Agroforestry Research Institution in Northern Province	Mr. Singkham Chithitsak	n.a.	Yes	M	n.a.	C	1	5	n.a.	n.a.	n.a.
162	Agroforestry Research Institution in Northern Province	Mr. Khamseur Yangchuateng	Technician	Yes	M	n.a.	C	2	4	Agriculture	2002	a, b
163	Agroforestry Research Institution in Northern Province	Ms. Sisopa Phongchaleun	n.a.	Yes	F	n.a.	C	0.7	4	English	2003	a
164	Agroforestry Research Institution in Northern Province	Ms. Khanthaly Phatthana	Secretary	Yes	F	n.a.	C	1	6	n.a.	n.a.	n.a.
165	Agroforestry Research Institution in Northern Province	Mr. Banthasak Vongphouthone	Technician	Yes	M	n.a.	C	2	4	Agriculture	2001	a
166	Agroforestry Research Institution in Northern Province	Mr. Sommay Yasongkua	Technician	Yes	M	n.a.	C	1	4	Agriculture	2002	a, b, j
167	Agroforestry Research Institution in Northern Province	Mr. Nhaeng	n.a.	Yes	M	n.a.	C	1	5	n.a.	n.a.	n.a.
168	Agroforestry Research Institution in Northern Province	Mr. Kongkeo Soukanya	Technician	Yes	M	n.a.	C	1.6	3	Forestry	2002	g
169	Agroforestry Research Institution in Northern Province	Mr. Choy Chanthima	n.a.	Yes	M	n.a.	C	1	5	n.a.	n.a.	n.a.
170	Agroforestry Research Institution in Northern Province	Ms. Laddavone Kithavone	Technician	Yes	F	n.a.	C	0.7	4	Livestock and Fishery	2002	f
171	Study leave (Extension)	Mr. Niphavane Philavane	Technician (Agriculture)	No	M	33	P	5				
172	Study leave (Forestry)	Mr. Khamsook Vilayvong	Technician (Forestry)	No	M	39	P	19				
173	Study leave (Houaykot A&F RC)	Mr. Somphe Phengchanh	Deputy head of the Center	No	M	39	P	14				
174	Study leave (Houaykot A&F RC)	Mr. Khamdok Khongyeekhangxeutho	Technician	No	M	31	P	9				
175	Study leave (Irrigation)	Mr. Vandee Kammavong	Technician (Irrigation)	No	M	28	P	4				
176	Study leave (Kengpeng TRS)	Mr. Sichanh Chandeephith	Technician	No	M	32	P	5				
177	Study leave (Kengpeng TRS)	Mr. Thongsavanh Keonakhone	Chief of Station Office	No	M	46	P	17				
178	Study leave (Livestock)	Ms. Somchanh Kousonsavath	n.a.	No	F	30	P	9				
179	Study leave (Thouk A&F RS)	Mr. Somphane Soukanphet	Chief of division	No	M	41	P	18				
180	Study leave (Thouk A&F RS)	Mr. Vilaphong Kanyasone	Technician	No	M	34	P	9				
181	Study leave (Thouk A&F RS)	Mr. Khamphane Tabongphet	Technician	No	M	37	P	13				

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization, j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 2: History of Training

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question: A-14 Please identify five (5) major training courses that you have ever participated.

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work
1	Administration	Mr. Khamphanh Bounsavath	Political theory	Government	Jul-97	45	Quite good	Administration theory	Government	Mar-78	5	Quite Good
2	Administration	Mr. Xayyaphanh Lasi	None									
3	Administration	Mr. Phounsavanh Phanthavongsy	Project management and assessment	ADB	1997	15	Good	Office management and administration	Dept. of Administration	n.a.	n.a.	Good
4	Administration	Ms. Chansouk Malaphet	None									
5	Administration	Ms. Bandith Thammavongsavanh	Computer	FIAD	Feb-98	12	Good	Gender	NORAD	May-03	7	Effective in training
6	Administration	Ms. Chanthamaly Souksavath	Secretarial skill	Government	1998	3	Quite good					
7	Administration	Ms. Buachanh Nammavong	Work and staff management	Dept. of Administration	n.a.	9	Good	Formation of a data base of staff	Dept. of Administration	n.a.	2	Not effective
8	Administration	Ms. Sonemala Khattiyavongsa	Computer	Bulana Project	Mar-03	80 hrs	Good					
9	Administration	Mr. Souvaxay Vilaychith	Computer	Bulana Project	Mar-03	80 hrs	Good					
10	Administration	Ms. Chanpheng	Computer	MAF	n.a.	30	Good	Computer	Luangprabang School	n.a.	30	Good
11	Administration	Mr. Chanpheng Dalavong	Government management	Governmental Organization	1996	9 months	Good	Economic benefit of irrigation development	Dept. of Irrigation	1997	7	Quite Good
12	Administration	Mr. Bounpheng Souksithi	Planning	Dept. of Planning	1989	30	Upgraded knowledge	Statistic	MAF	1990	14	Understood information analysis
13	Administration	Mr. Chanheng Vilay	Forestry	Band Khen University	1991	30	Gained new skills	Study tour	Vietnam	1993	2	Gained new knowledge
14	Administration (Finance)	Mr. Sengphet Heuanphoummavong	None									
15	Administration	Ms. Somphone Mixay	Secretarial skill	Training Center (Xieng Ngeun)	1998	3	n.a.	English	Youth Center	2000	3 months	n.a.
16	Administration	Mr. Chanpheng	None									
17	Administration	Mr. Phetsamone Xayyamongkhoun	None									
18	Administration	Ms. Phanaphone Xayyavong	None									
19	Administration	Ms. Boua Xayyasak	None									
20	Administration	Mr. Somphong Padichith										
21	Administration	Mr. Bounchanmy Keosavath										
22	Administration	Mr. Khen										
23	Administration	Mr. Noupheet										
24	Administration	Mr. Xiengpheng										
25	Agriculture	Mr. Bouathong Xaysavanh	Rural development	Government	1998	3 months	Satisfied	Pest and disease management	Government	1977	21	Dissatisfied
26	Agriculture	Mr. Houmphane Sisomphone	Project writing	Government		3	Dissatisfied	Technique on rice planting	Government	n.a.	n.a.	Dissatisfied
27	Agriculture	Mr. Khamkeo Phethanouson	Public health	Government	1965	18 months	Satisfied	Agriculture	Government	1970	6 months	Dissatisfied
28	Agriculture	Mr. Sommay Keosavath	Training of trainers (TOT)	Vietnam		15	Satisfied	Extension system	Government	n.a.	15	Satisfied
29	Agriculture	Mrs. Soutdalat Keoboulapha	None									
30	Agriculture	Mr. Somsanouk	None									
31	Agriculture	Mr. Khouanheuan Vannalath										
32	Livestock & Fishery	Mr. Pheng Khammavong	None									
33	Livestock & Fishery	Mr. Sengpasith thongsavath	Training of trainers (TOT)	Quaker	1993	7	Satisfied	Extension methodology	CIAT	2000	3	Made work easy
34	Livestock & Fishery	Mr. Bounpanh Xayyavong	Disease management	Thailand		45		TOT for fish culture	APHEDA	Mar-03	7	n.a.
35	Livestock & Fishery	Mrs. Chansamone Phounsavath	Livestock raising as: AHPEM (VLIS)	FAO-EU	1998	7	Satisfied	Project management	EU	Dec-03	6	Dissatisfied
36	Livestock & fishery	Mrs. Kesone kounlaxay	None									
37	Livestock & Fishery	Mrs. Koukdavane Phaxaysombath	None									
38	Livestock & Fishery	Mrs. Khamphew keolam	None									
39	Livestock & Fishery	Mrs. Keola phattana	None									
40	Livestock & Fishery	Mr. Ithilith Phanphengdy	None									
41	Livestock & Fishery	Ms. Bountom Khounsy										
42	Livestock & Fishery	Mr. Outhon Sengta										
43	Forestry Section	Mr. Sianouong Savathvong	Office management	SIDA	2001	21	Satisfied	Project management	SIDA	1997	21	Satisfied
44	Forestry Section	Mr. Xang Xanapol	English	n.a.	n.a.	n.a.	n.a.	Monitoring and inspection	n.a.	n.a.	n.a.	n.a.
45	Forestry Section	Mr. Bounpheng Phengchanh	Community forest	SIDA	1995	30	Satisfied	Project management of planatation project	SIDA	1996	30	Satisfied
46	Forestry Section	Mr. Hongkeo Phonesavath	Project management	n.a.	1999	3 months	Very good	English	n.a.	1999	2 months	Outstanding
47	Forestry Section	Mr. Khattiya Vannasak	None									
48	Forestry Section (Timber harvesting Unit)	Mr. Houmphane Nithakone	Project management	SIDA, UNDP	Oct-02	7	n.a.					
49	Forestry Section (Timber harvesting Unit)	Mr. Viladeth Kounlavut	None									
50	Forestry Section	Mr. Sommay Souliya	Sustainable resoure management	DSE	May-00	15	Very good					
51	Forestry Section	Mrs. Sengsoudavane Chanthamala	NTPF management	n.a.	Sep-00	7	Good					
52	Forestry Section	Mr. Phonekeo Phophaly	None									
53	Forestry Section	Mrs. Pinkeo Phoummaly	Gender	SIDA	1997	15	Satisfied	Mapping	SIDA	1996	21	Satisfied
54	Forestry Section	Mrs. Thong meuan Nilaboth	None									
55	Forestry Section	Mr. Saythong Sisanvane	Forest conservation and management	SIDA		45	n.a.					
56	Forestry Section	Mr. Xayyaly Xayyadeth	None									
57	Forestry Section	Mr. Douangkham Douangdala										
58	Forestry Section	Mr. Bounhom Khammy										
59	Irrigation	Mr. Pheng Bounphanth	Training of trainers (TOT)	FIAT	Oct-97	3 yrs	Satisfied					
60	Irrigation	Mr. Anousak Kattiyalath	Working with community	Quaker (NGO)	1990	20	Satisfied	Planning	CPC	1996	7	Satisfied
61	Irrigation	Mr. Sisouphane Southammavong	Water supply	Quaker	1993	7	Satisfied	Unclear (Training in thailand)	Quaker	1993	7	Satisfied
62	Irrigation	Mr. Souligno Xayvisit	Water pump	n.a.	1998	7	Satisfied	Water utilization		1999	7	Satisfied
63	Irrigation	Mr. Houmpheng Chanthavisouk	None									
64	Irrigation	Mr. Sialoune Kounlachithi	O&M of irrigation systems	Government	Sep-00	2	Satisfied					
65	Irrigation	Ms. Vongphet Xayxanadeth	Accounting	DIDA	Nov-02	2	Effective					
66	Irrigation	Mr. Siphane Misouk										
67	Irrigation	Mr. Khamphet Soumilandone										
68	Irrigation	Mr. Houmphane Latthidaphone										
69	Irrigation	Mr. Soupha Xayvisit										
70	Meteorology	Mr. Bounphane Vongpanya	Political theory	Province	Mar-01	45	Satisfied	Analysis and data processing	UNDP	Dec-92	30	n.a.
71	Meteorology	Mr. Chen Saenname	Air plane meteorology	Department of Meteorology	Apr-00	14	Satisfied					

Data Sheet 3: Duties of the Staff

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Administration	Mr. Khamphanh Bounsavath	Management of PAFO	Monitoring and Summary of all works	Supervision of the staff on its political ideology	Control and management of PAFO's assets	
2	Administration	Mr. Xayyaphanh Lasi	Supervision of the section	Work as a deputy chief of PAFO	Representative when the chief is out of the office		
3	Administration	Mr. Phounsavanh Phanthavongsy	Monitoring of project implementation	Coordination with local organizations to facilitate projects	Monitoring of field works		
4	Administration	Ms. Chansouk Malaphet	Welfare of the office	Cashier	Accounting (Book keeping)		
5	Administration	Ms. Bandith Thammavongsavanh	Collection of all reports	Trainer on a gender aspect	Typist		
6	Administration	Ms. Chanthamaly Souksavath	Secretary	Assistant for the Administration office			
7	Administration	Ms. Buachanh Nammavong	Planning	Management of the staff	Personal affairs	Keeping Information and data of the staff	
8	Administration	Ms. Sonemala Khattiyavongsa	Preparation of payrolls	Financial management and accounting	Accounting (Book keeping)		
9	Administration	Mr. Souvanxay Vilaychith	Assistant to the financial Unit	Budget management			
10	Administration	Ms. Chanpheng	Typist	Assistant secretary			
11	Administration	Mr. Chanpheng Dalavong	Budgetary inspection	Planning of inspection work			
12	Administration	Mr. Bounpheng Souksithi	Monitoring of project implementation	Provision of data to other sections			
13	Administration	Mr. Chanheng Vilay	Monitoring of project implementation	Consolidation of plans			
14	Administration (Finance)	Mr. Sengphet Heuanphoummavong	Budgetary planning	Monitoring of office expenses			
15	Administration	Ms. Somphone Mixay	Assistant	Collection of statistical data	Documentary management		
16	Administration	Mr. Chanpheng	Driver	Assistant secretary			
17	Administration	Mr. Phetsamone Xayyamongkhoun	Driver for the Chief of PAFO				
18	Administration	Ms. Phanaphone Xayyavong	Secretary				
19	Administration	Ms. Boua Xayyasak	Secretary				
20	Administration	Mr. Somphong Padichith					
21	Administration	Mr. Bounchanmy Keosavath					
22	Administration	Mr. Khen					
23	Administration	Mr. Noupht					
24	Administration	Mr. Xiengpheng					
25	Agriculture	Mr. Bouathong Xaysavanh	Supervision	Monitoring and Evaluation of farmers production	Provision of seeds to farmers	Training of established model families	Provision of assistant to farmers
26	Agriculture	Mr. Houmphane Sisomphone	Supervision of administration and planning	Coordinate with food security of Lao - Vietnam			
27	Agriculture	Mr. Khamkeo Phethanouson	Studying on state management				
28	Agriculture	Mr. Sommay Keosavath	Assisting farmers in producing crops	Trainer for DIDM project			
29	Agriculture	Mrs. Soutdalat Keoboulapha	Secretary	Typing	Inspection of chemical use	Finance	
30	Agriculture	Mr. Somsanouk	Assistant to the administrative office	Driver			
31	Agriculture	Mr. Khouanheuan Vannalath					
32	Livestock & Fishery	Mr. Pheng Khammavong	Strategic planning for livestock raising	Monitoring of EU project	Staff management and human development	Project management of FLSP project	Coordination with DAFO for forage production
33	Livestock & Fishery	Mr. Sengpasith thongsavath	Management of staff	<i>Unclear (Work based on tasks and roles)</i>	Work as a supervisor of DAFO		
34	Livestock & Fishery	Mr. Bounpanh Xayyavong	Fish culture promotion	Marketing survey	Data collection on fish catches from Kong river	Data collection of fishes in the river	Coordination with APHED project
35	Livestock & Fishery	Mrs. Chansamone Phounsavath	Administration and planning	Promotion of animal health	Typist	Secretary	Finance
36	Livestock & fishery	Mrs. Kesone kounlaxay	Vaccination	Disease analysis (diagnostic)			
37	Livestock & Fishery	Mrs. Koukdavane Phaxaysombath	<i>Unclear (Responsible)</i>	Data collection	Reporting		
38	Livestock & Fishery	Mrs. Khamphew keolam	Secretary				
39	Livestock & Fishery	Mrs. Keola phattana	Statistics planning				
40	Livestock & Fishery	Mr. Ithilith Phanphengdy	Goat Rasing	Forage planting for goat raising			
41	Livestock & Fishery	Ms. Bountom Khounsy					
42	Livestock & Fishery	Mr. Outhon Sengta					
43	Forestry Section	Mr. Sianoung Savathvong	Improvement of forest regulations	Natural resource management	Planning on human resource development	Plan and design for participatory forest management	
44	Forestry Section	Mr. Xang Xanapol	Deputy of forestry section	Supervision of forest management	Monitoring and implementation	Control of illegal cutting	
45	Forestry Section	Mr. Bounpheng Phengchanh	<i>Unclear (Working on objective matter)</i>	Monitoring of implementation	Labor and property management	Provision of knowledge to villagers and staff	
46	Forestry Section	Mr. Hongkeo Phonesavath	Management of forest law and regulations				
47	Forestry Section	Mr. Khattiya Vannasak	Management of wood businesses				
48	Forestry Section (Timber harvesting Unit)	Mr. Houmphane Nithakone	Forest management	Seedling production			
49	Forestry Section (Timber harvesting Unit)	Mr. Viladeth Kounlavut	Nursery management	Control of illegal logging			
50	Forestry Section	Mr. Sommay Souliya	<i>Unclear (Listen and implement)</i>				
51	Forestry Section	Mrs. Sengsoudavane Chanthamala	Planning				
52	Forestry Section	Mr. Phonekeo Phophaly	Management of production forests				
53	Forestry Section	Mrs. Pinkeo Phoummaly	Financial management				
54	Forestry Section	Mrs. Thong meuan Nilaboth	Office administration	Document management			
55	Forestry Section	Mr. Saythong Sisanvane	<i>Unclear (Working on duty and task)</i>	Monitoring of staff's work	Personal management	Policy support	
56	Forestry Section	Mr. Xayyalay Xayyadeth	Accounting and financial management				
57	Forestry Section	Mr. Douangkham Douangdala					
58	Forestry Section	Mr. Bounhom Khammy					
59	Irrigation	Mr. Pheng Bounphanith	Office management	Monitoring and inspection of irrigation work			
60	Irrigation	Mr. Anousak Kattiyalath	Planning and calculation	Inspection of construction works and survey	O&M	Training of on DAFO staffs on irrigation matters	
61	Irrigation	Mr. Sisouphane Southammavong	Responsible for construction and survey				
62	Irrigation	Mr. Souligno Xayvisit	Supervision of construction works				
63	Irrigation	Mr. Houmpheng Chanthavisouk	Work on irrigation	Supervision of construction works	O&M	Delivery of water to farmers	
64	Irrigation	Mr. Sialoune Kounlachithi	Irrigation construction	Irrigation survey	O&M		
65	Irrigation	Ms. Vongphet Xayxanadeth	Accounting				
66	Irrigation	Mr. Siphane Misouk					
67	Irrigation	Mr. Khamphet Sounilandone					
68	Irrigation	Mr. Houmphane Latthidaphone					
69	Irrigation	Mr. Soupha Xayvisith					

Data Sheet 3: Duties of the Staff

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
70	Meteorology	Mr. Bounphane Vongpanya	Management	Monitoring of evaluation	Personal management	Provision of data / information to the public	Development of a network on meteorology
71	Meteorology	Mr. Chen Saenname	Reporting of the activities	Strategic planning	Monitoring and evaluation of activities		
72	Meteorology	Mr. Bountem Vanmanivong	Prediction of any possible events	Data analysis	Data collection	Calculating the length of sunlight	Responsible for the meteorology
73	Meteorology	Mr. Onkeo Keosavath	Observation on ground	Data collection	Inspection and modification		
74	Meteorology	Mr. Khamphane Viengxaysy	Driver	Assistant administration	Warehouse management		
75	Meteorology	Mrs. Nikom Vongpakdy	Data consolidation	Unclear (Objective matter)			
76	Meteorology	Mrs. Manivong Phommason	Reception (Secretary)	Document management	Data inputting		
77	Meteorology	Mr. Sonsak Phengsavath					
78	Meteorology	Ms. Somteo					
79	Meteorology	Ms. Chanpheng Bouakeo					
80	PAFES	Mr. Khanthavin Souliya	Management of staff	Tree Planting and seedling production	Promotion of tree planting in 11 districts	Work as a general manager of PAFO	
81	PAFES	Mr. Vanthong Ngimboupha	Supervision of the section	Trainer for farmers in the target villages	Extension work	Implementation and monitoring of projects	Supervision of farmers works
82	PAFES	Mr. Sommy Phommakith	Supervision of staff	Supervision of agricultural production	Making a check on plans and reports		
83	PAFES	Mr. Lah Thanongsak	Responsible for land allocation program	Land allocation and land use planning			
84	PAFES	Mr. Houmphaeng Khansouvong	Coordination with Lao-EU Project	Coordination with DAFO on work monitoring	Work with farmers to develop a livestock plan at village level.	Supply of animal feeds to the target villages	Capacity building of village veterinarians
85	PAFES	Mr. Sivilay Chandahak	Monitoring of agricultural production				
86	PAFES	Mr. Kaysone Vongkhamhaeng	Planning and M&E on rural development activities				
87	PAFES	Mr. Khamphay Bualavong	Protection and treatment of animals	Responsible for animal management	Improvement of a veterinarian network at village level	Planning on livestock development	Meat inspection
88	PAFES	Mr. Som Ok Sithiphong	Manager of CHESH LAO				
89	PAFES	Mr. Bounthane Soulaiyakhom	Extension work	Agricultural extension	Village Survey to collect the information of planting		
90	PAFES	Mr. Kaenchanh Pinthib	Assist villagers in raising / marketing livestock	Promotion of fish raising	Provision of training to on livestock matters	Planning of livestock work for villagers	Supply of fish fingerlings to villagers
91	PAFES	Mr. Bualay Vongsena	Work planning	Responsible for the management of tree planting activity	Supervision	Coordinator with FORCOM	
92	PAFES	Mr. Chandy Inthavane	Communication with external organization	Monitoring of technical work	Office equipment management		
93	PAFES	Mr. Chanthavong Soulivong	Extension work on nursery operation and tree planting				
94	PAFES	Mr. Sisoumang Soulinthone	Responsible for agro-forestry activities	Tree planting and raising	Planning and management		
95	PAFES	Mr. Sompaseuth Sanaphay	Work as a tree planting technician				
96	PAFES	Mr. Touy Phommachanh	Work as a forestry technician				
97	PAFES	Mr. Thongphouth Xaysavanh	Provision of instructions to farmers in rice planting activities	Provision of training on tree planting	Monitoring all works implemented		
98	PAFES	Mr. Thongsuan Manivong	Provision of technical support to farmers	Provision of training on tree planting	Monitoring	Provision of new techniques to the farmers	Participatory development
99	PAFES	Ms. Sengaloun Xayyasane	Responsible for nursery operation				
100	PAFES	Mr. Thongsavath Thippavong	Work as a technician				
101	PAFES	Mr. Kongsavath Thongchanma	Extension work on pest control for rice farming	Participatory selection of rice varieties with farmers			
102	PAFES	Mr. Thongchanh Koussonsavath	Office management	Reporting on monthly and annual base	Agricultural technician		
103	PAFES	Ms. Amphayson Panyasavath	Management of in-coming and out-going of documents	Typist	Delivery of documents		
104	PAFES	Mr. Xay Vongsa	Management and Financing				
105	PAFES	Ms. Amphone Chanthavong	Office management of LEAP				
106	PAFES (Xieng Muak Center)	Mr. Soulisak Thongsavanh	Supervision of administrative activities	Supervising and monitoring of activities	Monitoring all works implemented		
107	PAFES (Xieng Muak Center)	Mr. Khamphong Vanchao	Administrative management	Planning, monitoring and evaluation			
108	PAFES (Xieng Muak Center)	Mr. Bounlam Nammavong	Assistant to the Planting and Distribution unit	Assistant to Plant Development unit			
109	PAFES (Material Support Unit)	Mr. Souvane	Driver	Repairing			
110	PAFES (Material Support Unit)	Mr. Lah	Driver	Repairing			
111	PAFES (Material Support Unit)	Mr. Soulasak Salivanghan	Work planning	Monitoring of mechanical works	Office management	Supply of farm inputs for agricultural production	Extension work
112	PAFES (Material Support Unit)	Mr. Sengsathid Thamavongsavanh	Sale of agricultural materials	Management of stockhouse	Typist		
113	PAFES	Mr. Phonethib Vongsavath					
114	Irrigation	Mr. Somneuk Bilavong					
115	PAFES	Mr. Aousith Si Amphay					
116	Houaykot Agriculture & Forestry Research Center	Mr. Bounthane Keobualapha	Planning for research and experiment	Project coordination	Project M&E	Reporting	
117	Houaykot Agriculture & Forestry Research Center	Mr. Done Duangden	Promotion of land cultivation with JUARP				
118	Houaykot Agriculture & Forestry Research Center	Mr. Buavane Phumthanome	Rice experiment	Seed multiplication			
119	Houaykot Agriculture & Forestry Research Center	Mr. Somvang Chanthamaly	Agriculture promotion				
120	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Soukkee	Administrative management				
121	Houaykot Agriculture & Forestry Research Center	Mr. Bounchanh	Nursery management				
122	Houaykot Agriculture & Forestry Research Center	Mrs. Buavane	Labor management	Station management			
123	Houaykot Agriculture & Forestry Research Center	Mr. Chantha	M&E of implementation				
124	Houaykot Agriculture & Forestry Research Center	Mr. Xoum	Clearing of a nursery				
125	Houaykot Agriculture & Forestry Research Center	Mr. Houmpheng Siphanthone	Vehicle management	Assistant to technicians	Implementation of work	Equipment controlling and management	Maintenance of equipment
126	Houaykot Agriculture & Forestry Research Center	Mr. Viengmany Navongxay	Conduct of a trial of forest improvement	Research on leguminous crops			
127	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Phanthaboun					
128	Kengpen Teaktone Research Station	Mr. Kham Ann Soubanxay	Supervision of the station	Research on tree planting promotion	Research on a new technique to produce seedlings	Forestry development	Provision of seedlings to the public
129	Kengpen Teaktone Research Station	Mr. Somvang Soukhaphal	Planning				
130	Kengpen Teaktone Research Station	Mr. Sanitvong Pathoumvanh	Forest management				
131	Kengpen Teaktone Research Station	Mr. Vanpheng Bounkong	Research on NTFP	Seedling production			
132	Kengpen Teaktone Research Station	Ms. Chansouk Prasithith	Accountant				
133	Kengpen Teaktone Research Station	Mr. Thansamy Vongxompou					
134	Kengpen Teaktone Research Station	Mr. Somboun Khonthxay					
135	Kengpen Teaktone Research Station	Mr. Phaysavath Manhsin					

Data Sheet 3: Duties of the Staff

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
136	Naluang Fish Multiplication Station	Mr. Onideth Souksavath	Supervision of the station	Planning	M&E on implementation	Humman development	Cooditation with other organizations
137	Naluang Fish Multiplication Station	Mr. Pany Suolingamad	Monitoring and inspection	Management of mother fishes	Supervision on the technique	Breeding	<i>Unclear (Practice with the staff)</i>
138	Naluang Fish Multiplication Station	Mr. Chanthavong Lounsoulith	Equipment management	Fish stock management			
139	Naluang Fish Multiplication Station	Ms. Vansy Souladeth	Accounting and financial management	Typist			
140	Naluang Fish Multiplication Station	Mr. Chanthavong Phoumthippavong	Fish and fingerling breeding	Fingerling production	Monitoring of fish growth		
141	Naluang Fish Multiplication Station	Ms. Dee SoukAphone	Technical assistant	Fish and pingerling breeding	Unclear (Supervision of students in practical implementation)		
142	Naluang Fish Multiplication Station	Mr. Chanthasith Bounsavath	Fish raising and breeding	Fish pond management			
143	Naluang Fish Multiplication Station	Mr. Boun	Supply of fingerling to villagers	Monitoring of a nursery for fingerlings			
144	Naluang Fish Multiplication Station	Mr. Chanpheng Nolintha	Administrative management	Management of in-coming and out-going documents			
145	Thongkang Agriculture and Forestry Research Station	Mrs. Phonsavanh Vilayvane	Library management	<i>Unclear (Socio-economic)</i>			
146	Thongkang Agriculture and Forestry Research Station	Mr. Vaya jiahong	Research on breeding	Researchon forages			
147	Thongkang Agriculture and Forestry Research Station	Mr. Touy Sengkhamdy	Fruit tree propagation	Experiment of inter-planting			
148	Thongkang Agriculture and Forestry Research Station	Mr. Khamphane Kounvilay	Head of administration and cooperation	Administrative support for field work	Monitoring of staff's activities	Provision of busgetary plans	Porverty management
149	Thongkang Agriculture and Forestry Research Station	Mr. Chanpheng Dithsaphon	Assistant to the head in Administration work	Responsible for livestock matters	Responsible for agroforestry activities of Asian-Korea Project		
150	Thongkang Agriculture and Forestry Research Station	Mr. Outhai Sisavath	Management of long bean and corn plantations				
151	Thongkang Agriculture and Forestry Research Station	Mr. Souvane Soulyavonsy	Livestock raising	Meteorology station			
152	Thongkang Agriculture and Forestry Research Station	Mrs. Bouavone Phommasy	Financial management				
153	Thongkang Agriculture and Forestry Research Station	Mr. Viengxay Phommasy	Seeds Multiplication (bean, corn)	<i>Unclear (Youth union)</i>			
154	Thongkang Agriculture and Forestry Research Station	Mr. Souphanthong Norlasing	Typist	Planning (weekly, monthly, 6 months and annual)	Property management		
155	Thongkang Agriculture and Forestry Research Station	Mr. Houmchithavath Sodahak					
156	Thongkang Agriculture and Forestry Research Station	Mr. Xaysana Inthavong					
157	Thongkang Agriculture and Forestry Research Station	Ms. Vienghath Thammavong					
158	Thongkang Agriculture and Forestry Research Station	Mr. Khuan Vannasak					
159	Agroforestry Research Institution in Northern Province	Mr. Bounsaveng Phengsatib	Participatory working with the farmers	Suppervision of farmers' selecting quality seeds for planting	Land use and management		
160	Agroforestry Research Institution in Northern Province	Mr. Ouan BounNhong	Management of mechanical equipment				
161	Agroforestry Research Institution in Northern Province	Mr. Singkham Chithisak	Management of mechanical equipment				
162	Agroforestry Research Institution in Northern Province	Mr. Khamseur Yangchuateng	Conduct of research on upland rice	Pest constrol			
163	Agroforestry Research Institution in Northern Province	Ms. Sisopha Phongchaleun	Library management				
164	Agroforestry Research Institution in Northern Province	Ms. Khanthaly Phatthana	Provision of necessary information to other sections.				
165	Agroforestry Research Institution in Northern Province	Mr. Banthasak Vongphouthone	Rice seed development				
166	Agroforestry Research Institution in Northern Province	Mr. Sommay Yasongkua	Rice seed development	Research on rice seeds	Management of equipments		
167	Agroforestry Research Institution in Northern Province	Mr. Nhaeng	Management of mechanical equipment				
168	Agroforestry Research Institution in Northern Province	Mr. Kongkeo Soukanya	Responsible for nursery operation and management				
169	Agroforestry Research Institution in Northern Province	Mr. Choy Chanthima	Guardman				
170	Agroforestry Research Institution in Northern Province	Ms. Laddavone Kithavone	Research on aqualife				
171	Study leave (Extension)	Mr. Niphavane Philavane					
172	Study leave (Forestry)	Mr. Khamsook Vilayvong					
173	Study leave (Houaykot A&F RC)	Mr. Somphet Phengchanh					
174	Study leave (Houaykot A&F RC)	Mr. Khamdok Khongyeekhangxeutho					
175	Study leave (Irrigation)	Mr. Vandee Kammavong					
176	Study leave (Kengpeng TRS)	Mr. Sichanh Chandeeephith					
177	Study leave (Kengpeng TRS)	Mr. Thongsavanh Keonakhone					
178	Study leave (Livestock)	Ms. Somchanh Kousonsavath					
179	Study leave (Thouk A&F RS)	Mr. Somphane Soukanphet					
180	Study leave (Thouk A&F RS)	Mr. Vilaphong Kanyasone					
181	Study leave (Thouk A&F RS)	Mr. Khamphane Tabongphet					

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:

A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
1	Administration	Mr. Khamphanh Bounsavath	3	State and social management	Political theory			
2	Administration	Mr. Xayyaphanh Lasi	3	Foreign language	Computer skill	Project management	Project assessment	
3	Administration	Mr. Phounsavanh Phanthavongsy	3	Management and M&E of projects	English			
4	Administration	Ms. Chansouk Malaphet	3	Financial management	Computer skill	English		
5	Administration	Ms. Bandith Thamavongsavanh	n.a.	Statistics and planning	English	Computer skill		
6	Administration	Ms. Chanthamaly Souksavath	3	Secretarial skill				
7	Administration	Ms. Buachanh Nammavong	3	English using in making report and translation	Management, administration, and M&E	Systematical management on the information of staff	Programming	Keeping information and data
8	Administration	Ms. Sonemala Khattiyavongsa	n.a.	English	Computer skill	Japanese		
9	Administration	Mr. Souvanxay Vilaychith	n.a.	Accounting in computer	English			
10	Administration	Ms. Chanpheng	3	Computer skill				
11	Administration	Mr. Chanpheng Dalavong	3	Effective public relations	Effective planning	Statistic		
12	Administration	Mr. Bounpheng Souksithi	3	Master degree	Theoretical knowledge			
13	Administration	Mr. Chanheng Vilay	3	Foreign language	Planning	Computer skill		
14	Administration (Finance)	Mr. Sengphet Heuanphoummavong	3	Foreign language	Computer skill	Accounting in computer		
15	Administration	Ms. Somphone Mixay	3	Management skill	English	Computer skill		
16	Administration	Mr. Chanpheng	3	Mechanical repairing				
17	Administration	Mr. Phetsamone Xayyamoungkhoun	2					
18	Administration	Ms. Phanaphone Xayyavong	4	Specialized skill as a SMS	English	Computer skill	Accountin and financial management	
19	Administration	Ms. Boua Xayyasak	n.a.	English	Specialized skill			
20	Administration	Mr. Somphong Padichith						
21	Administration	Mr. Bounchanmy Keosavath						
22	Administration	Mr. Khen						
23	Administration	Mr. Noupheet						
24	Administration	Mr. Xiengpheng						
25	Agriculture	Mr. Bouathong Xaysavanh	3	English	Computer skill	Fruit tree popagation	Data collection methodology	Soil analysis
26	Agriculture	Mr. Houmphane Sisomphone	3	Computer skill (data analysis)	Computer skill	Administration	Planning	Agriculture
27	Agriculture	Mr. Khamkeo Phetthanoson	3	English				
28	Agriculture	Mr. Sommay Keosavath	2					
29	Agriculture	Mrs. Soutdalat Keoboulapha	3	English	Administration			
30	Agriculture	Mr. Somsanouk	3	Computer skill	English			
31	Agriculture	Mr. Khouanheuan Vannalath						
32	Livestock & Fishery	Mr. Pheng Khammavong	3	Office management	English	Sloping agriculture		
33	Livestock & Fishery	Mr. Sengpasith thongsavath	2					
34	Livestock & Fishery	Mr. Bounpanh Xayyavong	3	English	Fingerling production	Technique on eel raising		
35	Livestock & Fishery	Mrs. Chansamone Phounsavath	3	Computer skill (data analysis)	English	Training on technique		
36	Livestock & fishery	Mrs. Kesone kounlaxay	3	English	Disease analysis	Computer skill		
37	Livestock & Fishery	Mrs. Koukdavane Phaxaysombath	3	Upgraded knowledge	Computer	English		
38	Livestock & Fishery	Mrs. Khamphew keolam	3	English	On-the-job training			
39	Livestock & Fishery	Mrs. Keola phattana	3	Computer skill (data analysis)	Computer skill	Fishery	Livestock	Extension methodology
40	Livestock & Fishery	Mr. Ithilith Phanphengdy	3	Goat breeding				
41	Livestock & Fishery	Ms. Bountom Khounsy						
42	Livestock & Fishery	Mr. Outhon Sengta						
43	Forestry Section	Mr. Sianouvang Savathvong	3	Watershed management				
44	Forestry Section	Mr. Xang Xanapol	3	Monitoring and control				
45	Forestry Section	Mr. Bounpheng Phengchanh	2					
46	Forestry Section	Mr. Hongkeo Phonesavath	3	Skills for a SMS	Train on regulation	Computer skill	Exchange program with diffirent provinces	Exchange program in other countries
47	Forestry Section	Mr. Khattiya Vannasak	3	Skills for a SMS	Exchage program with diffirent province	Exchange program in other countries		
48	Forestry Section (Timber harvesting Unit)	Mr. Houmphane Nithakone	3	Computer skill	English	Extension	Planning	Study tour
49	Forestry Section (Timber harvesting Unit)	Mr. Viladeth Kounlavut	2					
50	Forestry Section	Mr. Sommay Souliya	3	English	Capabilty for planning			
51	Forestry Section	Mrs. Sengsoudavane Chanthamala	2					
52	Forestry Section	Mr. Phonekeo Phophaly	2	Need to upgrade academic knowledge	English	Forest survey	Plannig	Seedling production
53	Forestry Section	Mrs. Pinkeo Phoummaly	3	Need to upgrade academic knowledge	English	Computer skill	Accounting	
54	Forestry Section	Mrs. Thong meuan Nilaboth	2					
55	Forestry Section	Mr. Saythong Sisanvane	3	English	Need to upgrade knowledge			
56	Forestry Section	Mr. Xayyaly Xayyadeth	n.a.	English	Computer skill	Accounting and financial management		
57	Forestry Section	Mr. Douangkham Douangdala						
58	Forestry Section	Mr. Bounhom Khammy						
59	Irrigation	Mr. Pheng Bounphanith	3	Project analysis	English			
60	Irrigation	Mr. Anousak Kattiyalath	3	Computer skill	English			
61	Irrigation	Mr. Sisouphane Southammavong	3	More knowledge				
62	Irrigation	Mr. Souligno Xayvisit	n.a.	More knowledge				
63	Irrigation	Mr. Houmpheng Chanthavisouk	3	Irrigation	Computer skill			
64	Irrigation	Mr. Sialoune Kounlachithi	3	Computer skill	English	Accounting		
65	Irrigation	Ms. Vongphet Xayxanadeth	3	Training	Accounting	Computer skill	Administrative management	
66	Irrigation	Mr. Siphane Misouk						
67	Irrigation	Mr. Khamphet Sounilandone						
68	Irrigation	Mr. Houmphane Latthidaphone						
69	Irrigation	Mr. Soupha Xayvisith						

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question: A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
70	Meteorology	Mr. Bounphane Vongpanya	3	Politics theory	Need to upgrade knowledge	English	Computer skill	Office management
71	Meteorology	Mr. Chen Saenname	3	Airport meteorology	Climate information	Computer skill	Administrative planning	
72	Meteorology	Mr. Bountem Vanmanivong	3	Meteorological data processing	Meteorology for airport	English	Political theory	
73	Meteorology	Mr. Onkeo Keosavath	3	Need to upgrade knowledge	Meteorology for airport	Unclear (Technic system)	Learning from past experience	
74	Meteorology	Mr. Khamphane Viengxaysy	2					
75	Meteorology	Mrs. Nikom Vongpakdy	3	English	Computer skill			
76	Meteorology	Mrs. Manivong Phommason	3	English	Computer skill			
77	Meteorology	Mr. Sonsak Phengsavath						
78	Meteorology	Ms. Someo						
79	Meteorology	Ms. Chanpheng Bouakeo						
80	PAFES	Mr. Khanthavin Souliya	2					
81	PAFES	Mr. Vanthong Ngimboupha	3	Livestock techniques	Computer skill	English	Study tour	Planning
82	PAFES	Mr. Sommy Phommakith	3	English	Computer skill	Fruit tree production	Planning	Accounting and financial management
83	PAFES	Mr. Lah Thanongsak	3	English	Computer skill	Programming	Agroforestry extension work	
84	PAFES	Mr. Houmphaeng Khansouvong	3	English	Administrative management	Special techniques		
85	PAFES	Mr. Sivasay Chandahak	3	English	Administrative management	Information and data Analysis	Project proposal preparation	Plant breeding
86	PAFES	Mr. Kaysone Vongkhamhaeng	3	Marketing	Agricultural and forestry promotion	Special techniques on agroforestry	Community development	
87	PAFES	Mr. Khamphay Bualavong	3	English	Extension work	Project planning	Animal breeding	
88	PAFES	Mr. Som Ok Sithiphong	3	Administration	Leadership theory	Community development		
89	PAFES	Mr. Bounthane Soulayakham	3	English	Planting technique			
90	PAFES	Mr. Kaenchanh Pinthib	3	English	Need to upgrade knowledge	Computer skill		
91	PAFES	Mr. Bualay Vongsena	3	English	Computer skill	Specific knowledge		
92	PAFES	Mr. Chandy Inthavane	3	Computer skill	English			
93	PAFES	Mr. Chanthavong Soulivong	3	English	Community development	Agroforestry extension work		
94	PAFES	Mr. Sisoumang Soulinthone	3	Accounting in computer	Planning	Agroforestry extension work	Programming	English
95	PAFES	Mr. Sinpaseuth Sanaphay	3	Need more improvement in a special skill	Not applicable (Long term training)			
96	PAFES	Mr. Touy Phommachanh	3	Need to upgrade skills	Capacity building	Extension work	Computer skill	English
97	PAFES	Mr. Thongphouth Xaysavanh	3	Computer skill	Planning	Extension work	Project planning	English
98	PAFES	Mr. Thongsuan Manivong	3	English	Need to upgrade skills	Exchange of experience	Computer skill	Study tour
99	PAFES	Ms. Sengaloun Xayyasane	n.a.	Fruit tree farming	Computer skill	English		
100	PAFES	Mr. Thongsavath Thippavong	4	Specialized skills at BSc. Level	English	Political theory	More experience	Unclear (Responsibility of working)
101	PAFES	Mr. Kongsavath Thongchanma	3	Techniques on transfer of technologies	Work with communities	Project management	Computer skill	
102	PAFES	Mr. Thongchanh Kousonsavath	3	Need to upgrade skills	Fund management and procurement	Administration		
103	PAFES	Ms. Amphaysone Panyasavath	3	Computer skill	Secretarial work			
104	PAFES	Mr. Xay Vongsa	3	Accounting and financial management				
105	PAFES	Ms. Amphone Chanthavong	4	English	Accounting and computer			
106	PAFES (Xieng Muak Center)	Mr. Soulisak Thongsavanh	3	English	Computer skill	Fruit tree production		
107	PAFES (Xieng Muak Center)	Mr. Khamphong Vanchao	3	English	Need to upgrade specialized skills	Computer skill		
108	PAFES (Xieng Muak Center)	Mr. Bounlam Namavong	3	English	Need to upgrade specialized skills	Computer skill	unclear (Training)	Study tour
109	PAFES (Material Support Unit)	Mr. Souvane	4	Management and utilization of techniques				
110	PAFES (Material Support Unit)	Mr. Lah	4	Repairing method				
111	PAFES (Material Support Unit)	Mr. Soulasak Salivanghan	3	Upgrade specific skills	Assistant of projects	Rural development		
112	PAFES (Material Support Unit)	Mr. Sengsathid Thammavongsavanh	n.a.	Financial Accounting	Computer skill	English		
113	PAFES	Mr. Phonethib Vongsavath						
114	Irrigation	Mr. Sommeuk Bilavong						
115	PAFES	Mr. Aousith Si Amphay						
116	Houaykot Agriculture & Forestry Research Center	Mr. Bounthane Keobualapha	3	English	Administrative management	Natural resource management		
117	Houaykot Agriculture & Forestry Research Center	Mr. Done Duangden	n.a.	English	Computer skill	Agriculture		
118	Houaykot Agriculture & Forestry Research Center	Mr. Buavane Phumthanome	3	Up grade knowledge	English			
119	Houaykot Agriculture & Forestry Research Center	Mr. Somvang Chanthamaly	2					
120	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Soukkee	4	Computer	English	Need to upgrade knowledge		
121	Houaykot Agriculture & Forestry Research Center	Mr. Bounchanh	4	Skill				
122	Houaykot Agriculture & Forestry Research Center	Mrs. Buavane	3	Basic knowledge	Unclear (Service)			
123	Houaykot Agriculture & Forestry Research Center	Mr. Chantha	2					
124	Houaykot Agriculture & Forestry Research Center	Mr. Xoum	3	Up grade knowledge	English			
125	Houaykot Agriculture & Forestry Research Center	Mr. Houmpheng Siphanthone	2	English	Mechanical techniques			
126	Houaykot Agriculture & Forestry Research Center	Mr. Viengmany Navongxay	3	English	Computer skill	Information and data Analysis	Assessment and evaluation	Work planning
127	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Phanthaboun						
128	Kengpen Teaktona Research Station	Mr. Kham Ann Soubanxay	3	English	New technology	Politics theory		
129	Kengpen Teaktona Research Station	Mr. Somvang Soukhaphal	3	Politics theory	English			
130	Kengpen Teaktona Research Station	Mr. Sanitvong Pathoumvanh	3	Up grade knowledge	Computer skill for data analysis	Study tour in other countries	Political theory	English
131	Kengpen Teaktona Research Station	Mr. Vanpheng Bounkong	2	Up grade knowledge				
132	Kengpen Teaktona Research Station	Ms. Chansouk Prasithith	n.a.	Financing Accounting				
133	Kengpen Teaktona Research Station	Mr. Thansamy Vongxompou						
134	Kengpen Teaktona Research Station	Mr. Somboun Khonthxay						
135	Kengpen Teaktona Research Station	Mr. Phaysavath Manhsin						

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Luangprabang

Date of data update:

2004/6/18

ID of Question:

A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
136	Naluang Fish Multiplication Station	Mr. Onideth Souksavath	1					
137	Naluang Fish Multiplication Station	Mr. Pany Suolingamad	3	Compter	Fish culture	English	Administrative management	
138	Naluang Fish Multiplication Station	Mr. Chanthavong Lounsuolith	3	Up grade english				
139	Naluang Fish Multiplication Station	Ms. Vansy Souladeth	3	Accounting	Typing	Office management	English	
140	Naluang Fish Multiplication Station	Mr. Chanthavong Phoumthippavong	4	Fish breeding				
141	Naluang Fish Multiplication Station	Ms. Dee SoukAphone	3	Fish breeding	Computer skill	English		
142	Naluang Fish Multiplication Station	Mr. Chantasith Bounsavath	3	Fish raising	Fish breeding	Fingerling production		
143	Naluang Fish Multiplication Station	Mr. Boun	3	Need to upgrad knowledge for a SMS				
144	Naluang Fish Multiplication Station	Mr. Chanpheng Nolintha	3	Office management	Management of in-coming and out-going documents	English	Financing	
145	Thongkang Agriculture and Forestry Research Station	Mrs. Phonsavanh Vilayvane	3	English	Planning			
146	Thongkang Agriculture and Forestry Research Station	Mr. Vaya jiathong	4	Up grade on animal feeding				
147	Thongkang Agriculture and Forestry Research Station	Mr. Touy Sengkhamdy	2					
148	Thongkang Agriculture and Forestry Research Station	Mr. Khamphane Kounvilay	3	Office Management				
149	Thongkang Agriculture and Forestry Research Station	Mr. Chanpheng Dithsaphon	3	Upgrade skill	English	Computer skill	Administrative management	
150	Thongkang Agriculture and Forestry Research Station	Mr. Outhai Sisavath	2					
151	Thongkang Agriculture and Forestry Research Station	Mr. Souvane Soulyavonsy	3	Livestock raising	Veterinary	English	Computer skill	
152	Thongkang Agriculture and Forestry Research Station	Mrs. Bouavone Phommasy	3	Financial management	Study tour			
153	Thongkang Agriculture and Forestry Research Station	Mr. Viengxay Phommasy	3	Agriculture	Computer skill	English		
154	Thongkang Agriculture and Forestry Research Station	Mr. Souphanthong Norlasing	3	English	Computer skill	Computer repairing	Programming	
155	Thongkang Agriculture and Forestry Research Station	Mr. Houmchithavath Sodahak						
156	Thongkang Agriculture and Forestry Research Station	Mr. Xaysana Inthavong						
157	Thongkang Agriculture and Forestry Research Station	Ms. Vienghath Thammavong						
158	Thongkang Agriculture and Forestry Research Station	Mr. Khuan Vannasak						
159	Agroforestry Research Institution in Northern Province	Mr. Bounsaveng Phengsatib	3	Computer skill	English	Project planning	Information analysis	Reporting
160	Agroforestry Research Institution in Northern Province	Mr. Ouan BounNhong	2	Driver	Repairing			
161	Agroforestry Research Institution in Northern Province	Mr. Singkham Chithtisak	n.a.	Driver	Repairing			
162	Agroforestry Research Institution in Northern Province	Mr. Khamseur Yangchuateng	3	English	Computer skill	Planning work	Need to upgrade skills	Study tour
163	Agroforestry Research Institution in Northern Province	Ms. Sisopa Phongchaleun	5	Computer skill	English	Agricultural knowledge		
164	Agroforestry Research Institution in Northern Province	Ms. Khamthaly Phatthana	2	Computer skill	Repairing	Unclear (Installation)	Transfer of knowledge	Unclear (Training)
165	Agroforestry Research Institution in Northern Province	Mr. Banthasak Vongphouthone	3	English	Computer skill	Specific knowledge		
166	Agroforestry Research Institution in Northern Province	Mr. Sommay Yasongkua	3	English	Master Degree or Bachelor of Agriculture			
167	Agroforestry Research Institution in Northern Province	Mr. Nhaeng	n.a.	Driving techniques	Repairing			
168	Agroforestry Research Institution in Northern Province	Mr. Kongkeo Soukanya	3	English				
169	Agroforestry Research Institution in Northern Province	Mr. Choy Chanthima	3	Need to upgrade knowledge				
170	Agroforestry Research Institution in Northern Province	Ms. Laddavone Kithavone	3	English	Experience in working	Computer skill	Reporting	
171	Study leave (Extension)	Mr. Niphavane Philavane						
172	Study leave (Forestry)	Mr. Khamsook Vilayvong						
173	Study leave (Houaykot A&F RC)	Mr. Somphet Phengchanh						
174	Study leave (Houaykot A&F RC)	Mr. Khamdok Khongyeekhangxeutho						
175	Study leave (Irrigation)	Mr. Vandee Kammavong						
176	Study leave (Kengpeng TRS)	Mr. Sichanh Chandeephith						
177	Study leave (Kengpeng TRS)	Mr. Thongsavanh Keonakhone						
178	Study leave (Livestock)	Ms. Somchanh Kousonsavath						
179	Study leave (Thouk A&F RS)	Mr. Somphane Soukanphet						
180	Study leave (Thouk A&F RS)	Mr. Vilaphong Kanyasone						
181	Study leave (Thouk A&F RS)	Mr. Khamphane Tabongphet						

Note:

<1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Nit inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question: C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Administration	Mr. Khamphanh Bounsavath	State and social management	Political theory	Specialized skills		
2	Administration	Mr. Xayyaphanh Lasi	Planning, management and assessment	Computer skill	Foreign language	Administration	
3	Administration	Mr. Phounsavanh Phanthavongsy	Management, monitoring and evaluation of projects	Development planning	Foreign language		
4	Administration	Ms. Chansouk Malaphet	Computer	Financial management			
5	Administration	Ms. Bandith Thammavongsavanh	Statistics and planning	English	Computer	Information analysis	Database making
6	Administration	Ms. Chanthamaly Souksavath	Accounting and financial management				
7	Administration	Ms. Buachanh Nammavong	Office management	English	Database making	Programming	Project management
8	Administration	Ms. Sonemala Khattiyavongsa	Foreign language	Computer skill			
9	Administration	Mr. Souvanxay Vilaychith	Foreign language	Computer skill			
10	Administration	Ms. Chanpheng	Computer				
11	Administration	Mr. Chanpheng Dalavong	Planning	Data collection methodology			
12	Administration	Mr. Bounpheng Souksithi	Report writing and preparation of proposals	Project analysis and assessment	Statistics	English and computer	Office management
13	Administration	Mr. Chanheng Vilay	Foreign language	Specialized knowledge	Computer	Study tour	
14	Administration (Finance)	Mr. Sengphet Heuanphoummavong	Administrative and secretarial training	Project management	Computer skill		
15	Administration	Ms. Somphone Mixay	English	Computer skill			
16	Administration	Mr. Chanpheng	Mechanical repairing	Secretary work			
17	Administration	Mr. Phetsamone Xayyavongkhoun	English	Computer skill			
18	Administration	Ms. Phanaphone Xayyavong	Computer				
19	Administration	Ms. Boua Xayyasak	English	Specialized knowledge			
20	Administration	Mr. Somphong Padichith					
21	Administration	Mr. Bounchanmy Keosavath					
22	Administration	Mr. Khen					
23	Administration	Mr. Noupphet					
24	Administration	Mr. Xiengpheng					
25	Agriculture	Mr. Bouathong Xaysavanh	Soil analysis	Seed multiplication	Pest and disease management	Data collection	English and computer
26	Agriculture	Mr. Houmphane Sisomphone	Administrative managemnt	English	Computer and data / information analysis	Agriculture	
27	Agriculture	Mr. Khamkeo Phethanouson	English or French	Data and information collection	Seeds management	Pest and disease management	Agricultural techniques
28	Agriculture	Mr. Sommay Keosavath	Trainig need assessment	Planning	<i>Not applicable (High responsibility)</i>	Monitoring and evaluation	Practice in fields
29	Agriculture	Mrs. Soudalat Keoboulapha	English	Study tour	Secreterial work		
30	Agriculture	Mr. Somsanouk	Mechanical skill	English	Computer		
31	Agriculture	Mr. Khouanheuan Vannalath					
32	Livestock & Fishery	Mr. Pheng Khammavong	Livestock & fishery	English	Extension methodology		
33	Livestock & Fishery	Mr. Sengpasith thongsavath	Extension methodology	Livestock & Fishery	Research and development		
34	Livestock & Fishery	Mr. Bounpanh Xayyavong	English	Techniques for fingerling production			
35	Livestock & Fishery	Mrs. Chansamone Phounsavath	Human development	English	Computer and data / information analysis		
36	Livestock & fishery	Mrs. Kesone kounlaxay	TOT of veterinary	Data collection	English	Computer	
37	Livestock & Fishery	Mrs. Koukdavane Phaxaysombath	Computer	English	Training on job	Planning	Finance
38	Livestock & Fishery	Mrs. Khamphew keolam	English	Training on job			
39	Livestock & Fishery	Mrs. Keola phattana	Technique related to duties	Upgrading knowledge	Planning	English	Data information (computer)
40	Livestock & Fishery	Mr. Ithilith Phanphengdy	Provision of new techniques to villagers				
41	Livestock & Fishery	Ms. Bountom Khounsy					
42	Livestock & Fishery	Mr. Outhon Sengta					
43	Forestry Section	Mr. Sianouvang Savathvong	Report writing	Project writing	GIS		
44	Forestry Section	Mr. Xang Xanapol	Administrative management	Project writing	Monitoring and Evaluation		
45	Forestry Section	Mr. Bounpheng Phengchanh	English	Computer			
46	Forestry Section	Mr. Hongkeo Phonesavath	English	Computer	Training in the abroad	<i>Unclear (Training in the country)</i>	Exchange program
47	Forestry Section	Mr. Khattiya Vannasak	English	Computer	Accounting	Exchange program in the abroad	
48	Forestry Section (Timber harvesting Unit)	Mr. Houmphane Nithakone	Computer	Extension methodology	Planning methodology	Strategic planning	
49	Forestry Section (Timber harvesting Unit)	Mr. Viladeth Kounlavut	Nursery management	English			
50	Forestry Section	Mr. Sommay Souliya	Plnning	English			
51	Forestry Section	Mrs. Sengsoudavane Chanthamala	English				
52	Forestry Section	Mr. Phonekeo Phophaly	Academic knowledge	Upgrading knowledge of staff	Staff management and education		
53	Forestry Section	Mrs. Pinkeo Phoummaly	Academic knowledge	Upgrading capabilities of staff			
54	Forestry Section	Mrs. Thong meuan Nilaboth	English	Finanacial management	Accounting		
55	Forestry Section	Mr. Saythong Sisanvane	English	Upgrading knowledge			
56	Forestry Section	Mr. Xayyaly Xayyadeth	Accounting and financial management				
57	Forestry Section	Mr. Douangkham Douangdala					
58	Forestry Section	Mr. Bounhom Khammy					
59	Irrigation	Mr. Pheng Bounphanith	English	Computer for designing (AutoCAD)	Project analysis	Rural development	
60	Irrigation	Mr. Anousak Kattiyalath	Computer for designing (AutoCAD)	Upgrading knowledge	Project management	Planning	English
61	Irrigation	Mr. Sisouphane Southammavong	English	Irrigation survey	Irrigation construction	Computer	O&M
62	Irrigation	Mr. Souligno Xayvisit	English	Computer	Irrigation survey	Irrigation construction	O&M
63	Irrigation	Mr. Houmpheng Chanthavisouk	Irrigation survey	M&E	Computer (AutoCAD)	English	Designing of irrigation systems
64	Irrigation	Mr. Sialoune Kounlachithi	Computer for designing (AutoCAD)	Study tour	M&E of irrigation		
65	Irrigation	Ms. Vongphet Xayxanadeth	Computer				
66	Irrigation	Mr. Siphane Misouk					
67	Irrigation	Mr. Khamphet Soumlandone					
68	Irrigation	Mr. Houmphane Latthidaphone					
69	Irrigation	Mr. Soupha Xayvisith					

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:PAFO Luangprabang
2004/6/18

ID of Question: C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
70	Meteorology	Mr. Bounphane Vongpanya	Upgrading knowledge	English	Planning	Office management	
71	Meteorology	Mr. Chen Saenname	Upgrading knowledge	English	Computer	Administrative management	Project writing
72	Meteorology	Mr. Bountem Vanmanivong	Upgrading knowledge	Exchange program	Improving techniques	Training of DAFO	English
73	Meteorology	Mr. Onkeo Keosavath	Training on subject matter specialists	Planning system	Exchange program		
74	Meteorology	Mr. Khamphane Viengxaysy	Administrative management				
75	Meteorology	Mrs. Nikom Vongpakdy	English	Computer	Subject matters	Learning from past experience of persons	
76	Meteorology	Mrs. Manivong Phommasonone	English	Computer	Subject matters		
77	Meteorology	Mr. Sonsak Phengsavath					
78	Meteorology	Ms. Somteo					
79	Meteorology	Ms. Chanpheng Bouakeo					
80	PAFES	Mr. Khanthavin Souliya	English	Project management	Village fund formulation	Project assessment	Extension
81	PAFES	Mr. Vanthong Ngimboupha	Techniques of agriculture and livestock	Planning	English	Computer	Study tour
82	PAFES	Mr. Sommy Phommakith	English	Computer skill	Technical training	Planning	Accounting and financial management
83	PAFES	Mr. Lah Thanongsak	Agriculture and forestry extension work	Planning, M&E of projects	English	Computer	Study tour
84	PAFES	Mr. Houmphaeng Khansouvong	Special techniques	English	Computer	Planning, monitoring and evaluation of projects	Extension
85	PAFES	Mr. Sivisay Chandahak	Agricultural management	Agricultural business	Programming	Vegetable variety improvement	English
86	PAFES	Mr. Kaysone Vongkhamhaeng	Integrated agoforestry extension system	TOT	English and computer	Rural development	Project management
87	PAFES	Mr. Khamphay Bualavong	Extension work	Planning	English	Marketing suvey	
88	PAFES	Mr. Som Ok Sithiphong	Foreign language	Computer skill	Specialized skills		
89	PAFES	Mr. Bounthane Soulaiyakhom	Agriculture and forestry techniques	English	Planning	Study tour	Upgrading knowledge of staff
90	PAFES	Mr. Kaenchanh Pinthib	English	Extension work	Work planning		
91	PAFES	Mr. Bualay Vongsena	English	Computer Skill	Specialized skills	Extension work	
92	PAFES	Mr. Chandy Inthavane	Administrative management	English	Computer		
93	PAFES	Mr. Chanthavong Soulivong	English	Planning on socio-economic development	Agriculture and forestry extenstion		
94	PAFES	Mr. Sisoumang Soulinthone	English	Extension work	Programming		
95	PAFES	Mr. Sinpaseuth Sanaphay	Special techniques	English	Computer		
96	PAFES	Mr. Touy Phommachanh	Extension work	English	Computer		
97	PAFES	Mr. Thongphouth Xaysavanh	Computer	English	Agriculture	Planning	
98	PAFES	Mr. Thongsuan Manivong	Extension work	English	Planning	Computer	Exchange of experience with others
99	PAFES	Ms. Sengaloun Xayyasane	Fruit tree production	Computer skill	English		
100	PAFES	Mr. Thongsavath Thippavong	Upgrading skills of staff	Extension work	Assessment	Information analysis	
101	PAFES	Mr. Kongsavath Thongchanma	Project Mmagement	Participatory work with communities	Technique transferring methods	English	Computer
102	PAFES	Mr. Thongchanh Kousonsavath	Upgrading technical knowledge	New techniques	New Capacity Building of farmers		
103	PAFES	Ms. Amphaysone Panyasavath	English	Study tour	Secretarial work		
104	PAFES	Mr. Xay Vongsa	English	Computer skill			
105	PAFES	Ms. Amphone Chanthavong	English	Computer skill			
106	PAFES (Xieng Muak Center)	Mr. Soulisak Thongsavanh	English	Computer skill	Fruit tree techniques	Administration	
107	PAFES (Xieng Muak Center)	Mr. Khamphong Vanchao	Development of fruit and industrial trees	English	Computer	Administration	Accounting and financial management
108	PAFES (Xieng Muak Center)	Mr. Bounlam Nammavong	English	Specialized knowledge	Plantation development techniques	Computer	
109	PAFES (Material Support Unit)	Mr. Souvane	Utilization and Management of machineries				
110	PAFES (Material Support Unit)	Mr. Lah	Repairing	Mechanical techniques	Machinery use		
111	PAFES (Material Support Unit)	Mr. Soulasak Salivanghan	Knowledge of mechanical management	Updated techniques	Rural development		
112	PAFES (Material Support Unit)	Mr. Sengsathid Thammavongsavanh	Accounting	English	Computer		
113	PAFES	Mr. Phonethib Vongsavath					
114	Irrigation	Mr. Somneuk Bilavong					
115	PAFES	Mr. Aousith Si Amphay					
116	Houaykot Agriculture & Forestry Research Center	Mr. Bounthane Keobualapha	Project managemnt	Management of agriculture production	Planning of agricultrre and forestry development		
117	Houaykot Agriculture & Forestry Research Center	Mr. Done Duangden	Research and experiment method	English	Computer		
118	Houaykot Agriculture & Forestry Research Center	Mr. Buavane Phumthanome	Upgrading knowledge	English	Computer		
119	Houaykot Agriculture & Forestry Research Center	Mr. Somvang Chanthamaly	Training on seedling production	English			
120	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Soukkee	Computer	English	Upgrading knowledge of staffs		
121	Houaykot Agriculture & Forestry Research Center	Mr. Bounchanh	Practice in fields				
122	Houaykot Agriculture & Forestry Research Center	Mrs. Buavane	n.a.				
123	Houaykot Agriculture & Forestry Research Center	Mr. Chantha	Practice in fields				
124	Houaykot Agriculture & Forestry Research Center	Mr. Xoum	n.a.				
125	Houaykot Agriculture & Forestry Research Center	Mr. Houmpheng Siphanthone	English	Technical knowledge			
126	Houaykot Agriculture & Forestry Research Center	Mr. Viengmany Navongxay	English	Computer skill	Assessment of result	Reporting	Planning
127	Houaykot Agriculture & Forestry Research Center	Mr. Khamlah Phanthaboun					
128	Kengpen Teaktone Research Station	Mr. Kham Ann Soubanxay	Training on Technology	English	Management system	Extension and development	
129	Kengpen Teaktone Research Station	Mr. Somvang Soukhaphal	Administrative managemnt	Politic theory	Upgrading knowledge of staffs	English	Computer
130	Kengpen Teaktone Research Station	Mr. Sanitvong Pathoumvanh	Unclear (Need the boss has knowledge)	Planning			
131	Kengpen Teaktone Research Station	Mr. Vanpheng Bounkong	Upgrading knowledge	Upgrading knowledge	Computer		
132	Kengpen Teaktone Research Station	Ms. Chansouk Prasithith	Accounting and financial management				
133	Kengpen Teaktone Research Station	Mr. Thansamy Vongxompou					
134	Kengpen Teaktone Research Station	Mr. Somboun Khonthxay					
135	Kengpen Teaktone Research Station	Mr. Phaysavath Manhsin					

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:

PAFO Luangprabang
2004/6/18

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
136	Naluang Fish Multiplication Station	Mr. Onideth Souksavath	Computer	English			
137	Naluang Fish Multiplication Station	Mr. Pany Suolingamad	Fish culture	Computer	English		
138	Naluang Fish Multiplication Station	Mr. Chanthavong Lounsuolith	Upgrading knowledge				
139	Naluang Fish Multiplication Station	Ms. Vansy Souladeth	Accounting and financial management	Typing	English	Management	
140	Naluang Fish Multiplication Station	Mr. Chanthavong Phoumthippavong	Fish raising				
141	Naluang Fish Multiplication Station	Ms. Dee SoukAphone	Upgrading specific skills	Computer Skill	English		
142	Naluang Fish Multiplication Station	Mr. Chanthasith Bounsavath	Fish breeding	Fish raising	Fish nursery		
143	Naluang Fish Multiplication Station	Mr. Boun	Fish raising				
144	Naluang Fish Multiplication Station	Mr. Chanpheng Nolintha	Accounting	Management of in-coming & out-coming documents	English		
145	Thongkang Agriculture and Forestry Research Station	Mrs. Phonsavanh Vilayvane	English				
146	Thongkang Agriculture and Forestry Research Station	Mr. Vaya Jiathong	Forage production/Animal feed	English	Computer	Disease analysis	
147	Thongkang Agriculture and Forestry Research Station	Mr. Touy Sengkhamdy	English	Computer			
148	Thongkang Agriculture and Forestry Research Station	Mr. Khamphane Kounvilay	Administrative managemnt	Planning and finanacial managemen	Secreterial work	Document mangement	
149	Thongkang Agriculture and Forestry Research Station	Mr. Chanpheng Dithsaphon	Upgrading technical knowledge	English	Computer	Management	
150	Thongkang Agriculture and Forestry Research Station	Mr. Outhai Sisavath	English	Computer	Agriculture		
151	Thongkang Agriculture and Forestry Research Station	Mr. Souvane Soulyavonsy	Upgrading knowledge	Upgrading knowledge	Computer		
152	Thongkang Agriculture and Forestry Research Station	Mrs. Bouavone Phommasy	Work methodology				
153	Thongkang Agriculture and Forestry Research Station	Mr. Viengxay Phommasy	Agriculture	English	Computer		
154	Thongkang Agriculture and Forestry Research Station	Mr. Souphanthong Norlasing	Computer	English	Reparing	Unclear (Set up)	
155	Thongkang Agriculture and Forestry Research Station	Mr. Houmchithavath Sodahak					
156	Thongkang Agriculture and Forestry Research Station	Mr. Xaysana Inthavong					
157	Thongkang Agriculture and Forestry Research Station	Ms. Vienghath Thamavong					
158	Thongkang Agriculture and Forestry Research Station	Mr. Khuan Vannasak					
159	Agroforestry Research Institution in Northern Province	Mr. Bounsaveng Phengsatib	English	Computer Skill	Project planning	Information analysis	Reporting
160	Agroforestry Research Institution in Northern Province	Mr. Ouan BounNhong	Mechanical skill				
161	Agroforestry Research Institution in Northern Province	Mr. Singkham Chithtisak	Computer				
162	Agroforestry Research Institution in Northern Province	Mr. Khamseur Yangchuateng	Special knowledge	English	Management	Computer	
163	Agroforestry Research Institution in Northern Province	Ms. Sisopha Phongchaleun	English	Computer Skill	Agricultural skills		
164	Agroforestry Research Institution in Northern Province	Ms. Kanhaly Phathana	Computer	English			
165	Agroforestry Research Institution in Northern Province	Mr. Banthasak Vongphouthone	English	Computer Skill			
166	Agroforestry Research Institution in Northern Province	Mr. Sommay Yasongkua	English	Upgrading educational level			
167	Agroforestry Research Institution in Northern Province	Mr. Nhaeng	Repairing				
168	Agroforestry Research Institution in Northern Province	Mr. Kongkeo Soukanya	English				
169	Agroforestry Research Institution in Northern Province	Mr. Choy Chanthima	n.a.				
170	Agroforestry Research Institution in Northern Province	Ms. Laddavone Kithavone	Upgrading skills	English	Computer	Reporting techniques	Consolication / summarization of reports
171	Study leave (Extension)	Mr. Niphavane Philavane					
172	Study leave (Forestry)	Mr. Khamsouk Vilayvong					
173	Study leave (Houaykot A&F RC)	Mr. Somphet Phengchanh					
174	Study leave (Houaykot A&F RC)	Mr. Khamdok Khongyeekhangxeutho					
175	Study leave (Irrigation)	Mr. Vandee Kammavong					
176	Study leave (Kengpeng TRS)	Mr. Sichanh Chandeephith					
177	Study leave (Kengpeng TRS)	Mr. Thongsavanh Keonakhone					
178	Study leave (Livestock)	Ms. Somchanh Kousonsavath					
179	Study leave (Thougk A&F RS)	Mr. Somphane Soukanphet					
180	Study leave (Thougk A&F RS)	Mr. Vilaphong Kanyasone					
181	Study leave (Thougk A&F RS)	Mr. Khamphane Tabongphet					

Attachment 6-6

Xayaboury PAFO

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-3			A-6		A-7: Educational Attainment		A-5: Specialty	
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
44	Forestry	Mr. Sothseun Xayyalak	Chief of Section	Yes	M	51	P	28	4	Forestry	1975	g
45	Forestry	Mr. Viengsinh Chittaphone	Technician	Yes	M	37	P	13	4	Forestry	1991	g, j
46	Forestry	Mr. Khamphet Chanthavong	Technician	Yes	M	38	P	11	4	Forestry	1993	g, j
47	Forestry	Ms. Souphalak Duangdy	Technician	Yes	F	33	P	10	4	Forestry	1993	g
48	Forestry	Mr. Sivansay Phimmason	Technician	Yes	M	35	P	14	4	Forestry	2002	f, l
49	Forestry	Mr. Sengphet Khothphomvong	Technician	Yes	M	36	P	4	4	Forestry	1989	g
50	Forestry	Mr. Phong Lathsabouth	Technician	Yes	M	32	P	8	4	Forestry	1996	g, j
51	Forestry	Mr. Sengphet Silisombath	Technician	Yes	M	43	P	20	4	Forestry	1984	g
52	Forestry	Mr. Phonpadith	Technician	Yes	M	n.a.	P	9	4	Forestry	1995	g, j
53	Forestry	Mr. Chandy Chanthavong	Technician	Yes	M	31	P	4	4	Forestry	1999	g, j
54	Forestry	Mr. Ounh Vilaysak	Technician	Yes	M	32	P	5	4	Forestry	1998	g
55	Forestry	Mr. Lek Vilaysak	Technician	Yes	M	33	P	4	4	Forestry	2003	g
56	Forestry	Ms. Nhouphinh Sinsamouth	Technician	Yes	F	41	P	19	4	Forestry	1984	g
57	Forestry	Ms. Chansamone Phatsady	Technician	Yes	F	36	P	16	4	Forestry	1990	g
58	Forestry	Ms. Daovy Siphonekeopaseuth	Technician	Yes	F	37	P	13	3	Forest Economy	1990	g, j
59	Forestry	Mr. Khamlah Phinvanna	Technician	Yes	M	34	P	19	4	Forestry	1993	g
60	Forestry	Mr. Phonesy Dalasaen	Training course in Lao	Yes	M	36	P	4	4	Forestry	2004	g
61	Forestry	Mr. Buavanh Thipphavong	Training course in Lao	Yes	M	38	P	n.a.	4	Forestry	1989	g, j
62	Forestry	Mr. Saengphet Sithisay	Technician	Yes	M	26	C	3	4	Forestry	2000	g
63	Forestry	Ms. Toulaphone Phouvongsy	Technician	Yes	F	n.a.	C	4	4	Forestry	2000	g
64	Forestry	Mr. Phouthaphone Lacksivy	Technician	Yes	M	n.a.	C	4	4	Forestry	2000	g
65	Forestry	Mr. Khammanh Chanthalangsy	Chief of the Section	No	M	43	P	n.a.	4	n.a.	2002	
66	Forestry	Mr. Sithikhone Phommachak	Technician	No	M	31	P	n.a.	4	n.a.	1997	
67	Meteorology & Hydrology	Mr. Oukham Keovilay	Chief of Section	Yes	M	52	P	29	4	Meteorology	1973	h
68	Meteorology & Hydrology	Mr. Sompone Chamaly	Deputy Chief	Yes	M	37	P	5	4	n.a.	1988	h
69	Meteorology & Hydrology	Mr. Sichanh Bounpheng	Technician	Yes	M	53	P	15	4	Meteorology-Hydrology	1976	h
70	Meteorology & Hydrology	Ms. Manivanh Phomsouvane	Technician	Yes	F	25	P	2	5	Meteorology-Hydrology	n.a.	h
71	Meteorology & Hydrology	Ms. Malin Philabuut	NA	Yes	M	25	C	1	5	n.a.	n.a.	h
72	Irrigation	Mr. Somchith Chanthavong	Chief of Irrigation Section	Yes	M	39	P	4	4	Irrigation	1992	c
73	Irrigation	Mr. Somsay Chanthavong	Technician	Yes	M	37	P	4	4	Irrigation	2000	c
74	Irrigation	Mr. Buavanh Khamchanh	Chief of Northern Irrigation Project	Yes	M	39	P	17	4	Irrigation	1992	c
75	Irrigation	Mr. Sangkhom Simoun	Technician	Yes	M	34	P	2	4	Irrigation	2003	n.a.
76	Irrigation	Mr. Falai Duangphilalai	Technician	Yes	M	59	P	29	4	Irrigation	1966	c, i
77	Irrigation	Mr. Thavisith Phankham	Technician	Yes	M	36	P	5	4	Irrigation	1999	n.a.
78	Irrigation	Ms. Thongdeng Phengdy	Technician	Yes	F	29	P	n.a.	4	Irrigation	1999	c
79	Irrigation	Mr. Amphon Thongda	Technician	Yes	M	37	P	16	4	Irrigation	1998	c
80	Irrigation	Mr. Somboun Duang ngeun	Technician	Yes	M	n.a.	C	1	4	Irrigation	2001	c
81	Irrigation	Ms. Sayphoungneun Keobua	Technician	Yes	F	24	C	2	4	Irrigation	2001	c
82	Irrigation	Ms. Sompone Vongyasa	Technician	Yes	F	n.a.	C	n.a.	4	Finance	2002	k
83	Irrigation	Ms. Malaithong Kham-orn	Financial accounting	Yes	F	n.a.	C	1	4	Business Administration	2002	n.a.
84	Irrigation	Ms. Saengdeun Chanhsouk	Desk Officer	Yes	F	22	C	0.3	4	Accounting	2003	n.a.
85	Irrigation	Ms. Ammala Chaileuth	Technician	Yes	F	24	C	2	3	Education	n.a.	k
86	Irrigation	Mr. Thavisith Phankham	Technician	Yes	M	n.a.	C	10	4	Irrigation	1994	c
87	Irrigation	Mr. Vinvilay Sayyaphone	Deputy Chief of the Section	No	M	35	P	n.a.	3	n.a.	1992	
88	Irrigation	Mr. Lithong Sithisay	Technician	No	M	36	P	n.a.	4	Irrigation	1992	
89	Irrigation	Mr. Somchith Chanthavong	Driver	No	M	38	C	n.a.	n.a.	n.a.	n.a.	

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-3		A-6		A-7: Educational Attainment		A-5: Specialty		
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
90	Extension	Mr. Bounlay Khamphoumy	Chief of PAFES	Yes	M	38	P	1	3	Irrigation Engineer	1988	c
91	Extension	Mr. Phetsamone Phouthavone	Deputy Chief fo PAFES	Yes	M	46	P	2	4	Education	1983	b
92	Extension	Mr. Bounhom Siduangchanh	Technician	Yes	M	48	P	0.1	4	Agriculture	1987	b
93	Extension	Ms. Sengmalaythong Soukphaly	Technician	Yes	F	27	P	2	4	Livestock & Fishery	2002	f
94	Extension	Ms. Buasavanh Chanthavong	Technician	Yes	F	27	P	2	4	Education	2000	k
95	Extension	Mr. Sompong Chittavong	Technician	Yes	M	34	P	9	4	Forestry	1994	g, j
96	Extension	Mr. Phoukhaokeo	Technician	Yes	M	27	P	3	4	Agriculture	1996	b
97	Extension	Mr. Saiyakone Daengpheng	Technician	Yes	M	28	C	n.a.	4	Livestock raising	1998	d, f
98	Extension	Ms. Saengthong Phengdy	Technician	No	F	27	P	n.a.	4	Agriculture	1998	
99	DIDM	Mr. Thongdam Chanhbounheung	Technician	Yes	M	29	P	5	4	Irrigation	1992	c
100	DIDM	Mr. Sengphilom	Technician	Yes	M	29	P	4	4	Irrigation	1997	c
101	DIDM	Mr. Touthong Savanthor	Technician	Yes	M	29	P	7	4	Irrigation	1997	c
102	DIDM	Mr. Fongsamouth Bolisouth	Technician	Yes	M	35	P	1	4	Irrigation	2003	c
103	DIDM	Mr. Phoxay Mounthinthay	Technician	Yes	M	35	P	6	4	Irrigation	1992	c
104	DIDM	Mr. Keomany Soukhalath	Technician	Yes	M	29	P	4	4	Irrigation	1999	c
105	DIDM	Mr. Oudomphane Outhongkham	Technician	Yes	M	31	P	9	4	Irrigation	1996	c
106	DIDM	Mr. Sengphilom Silisombath	Technician	Yes	M	31	P	2	4	Irrigation	2001	c
107	DIDM	Ms. Dokkeo Chanthalangsy	Secretary	Yes	F	23	C	0.4	4	Accounting	2003	n.a.
108	DIDM	Mr. Phongphiphat Thammavong	Technician	Yes	M	24	C	1	n.a.	Irrigation	2003	c
109	Nam Tien Irrigation Project	Mr. Khamphone Phimbuathong	Technician	Yes	M	43	P	22	4	Forestry	1983	n.a.
110	Nam Tien Irrigation Project	Mr. Bounleuang Khongsavanh	Technician	Yes	M	30	P	8	4	Crops	1995	b, i
111	Nam Tien Irrigation Project	Mr. Bounleuth Philachanh	Chief of Project	Yes	M	48	P	1	4	Irrigation	1983	c, i
112	Nam Tien Irrigation Project	Mr. Houmphane Sensy	Technician	Yes	M	35	P	n.a.	4	Irrigation	1994	c
113	Nam Tien Irrigation Project	Mr. Phonvilay Chanthalangsy	Technician	Yes	M	25	P	13	4	Forestry	1991	g
114	Nam Tien Irrigation Project	Mr. Paseuth Singhak	Technician	Yes	M	26	C	2.5	4	n.a.	2001	d
115	Nam Tien Irrigation Project	Mr. Vilaivan Inthavong	Technician	Yes	M	26	C	1.5	4	n.a.	2002	d
116	Nam Tien Irrigation Project	Ms. Vilaiphone Keomany	Secretary	Yes	F	n.a.	C	2	5	n.a.	n.a.	n.a.
117	Nam Tien Irrigation Project	Mr. Kongkeo Sibounheuang	Technician	Yes	M	28	C	1.5	4	Irrigation	2002	c
118	Nam Tien Irrigation Project	Mr. Souvanh Phanthavong	Technician	Yes	M	26	C	2	4	Forestry	2002	g
119	Nam Tien Irrigation Project	Mr. Bounphieng Tatsavath	Technician	Yes	M	28	C	3	4	Forestry	2001	g
120	Nam Tien Irrigation Project	Mr. Phivanh Khammeungsay	Project team	No	M	47	P	n.a.	n.a.	Irrigation	1990	
121	Nam Tien Irrigation Project	Mr. Phaeng Phanthavong	Project team	No	M	48	P	n.a.	4	Agriculture	1980	
122	Nam Tien Irrigation Project	Mr. Somdy Lasakith	Technician	No	M	38	P	n.a.	4	Agriculture	1995	
123	Nam Tien Irrigation Project	Mr. Thongphet Diphethai	Assistant	No	M	26	C	n.a.	4	Agriculture	n.a.	
124	Nam Tien Irrigation Project	Mr. Saikham	Assistant	No	M	26	C	n.a.	4	Irrigation	n.a.	
125	30 ha Project	Mr. Feng Phommakoun	Chief of Fishculture Unit	Yes	M	44	P	n.a.	4	Fishery	1984	f
126	30 ha Project	Mr. Souban Duangphouxay	Deputy Chief	Yes	M	42	P	n.a.	3	Forest Management	1989	g
127	30 ha Project	Mr. Bounthom Silisomphone	Technician	Yes	M	57	P	n.a.	4	Irrigation	1966	c
128	30 ha Project	Mr. Khamlah Phomthay	Chief of Administration Unit	Yes	M	56	P	3	4	Agriculture	1966	b
129	30 ha Project	Mr. Hieng Chanthavong	Chief of Project	Yes	M	57	P	13	4	Agriculture	1966	a
130	30 ha Project	Mr. Luang Bakham	Technician	Yes	M	59	P	3	3	Agriculture	1972	b
131	30 ha Project	Mr. Sangkhom Xayyasith	Technician	Yes	M	40	P	21	4	Meteorology	1983	h
132	30 ha Project	Mr. Somsay Keosavang	Technician	Yes	M	28	C	4	4	Livestock & Fishery	2000	f
133	30 ha Project	Mr. Yai Ornvilay	Technician	Yes	M	28	C	3	4	Crops	2001	a
134	30 ha Project	Mr. Bounchanh Souliyaxoth	Chief of Agricultural Unit	Yes	M	42	P	18	4	Crops	1986	a
135	30 ha Project	Mr. Thongvanh Phonepaseuth	Technician	Yes	M	28	C	3	4	Crops	2001	a
136	30 ha Project	Ms. Xiengsila Pongphan	Driver	Yes	M	40	C	2	5	Driving	1990	n.a.

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-3		A-6		A-7: Educational Attainment		A-5: Specialty		
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
137	Vang Va Project	Mr. Veth Southivong	Chief of Project	Yes	M	42	P	1	3	Forestry	1985	g
138	Vang Va Project	Ms. Pinkeo Philachanh	Deputy Chief of Project	Yes	F	37	P	1	4	Livestock	1986	d, f, i
139	Vang Va Project	Mr. Chanthachone Siphonekeopaseuth	Technician	Yes	M	32	P	7	4	Forestry	1995	g
140	Vang Va Project	Mr. Vilavong Kettavongsa	Technician	Yes	M	n.a.	P	3	4	Livestock	1999	d
141	Vang Va Project	Mr. Kongkeo Xayavong	Technician	Yes	M	40	P	3	4	Forestry	1988	g
142	Vang Va Project	Mr. Vong Chandala	Technician	Yes	M	51	P	7	4	Forestry	1985	g
143	Vang Va Project	Mr. Linthavong Keoboua	Technician	Yes	M	31	P	1	4	Livestock	1995	d, f
144	Vang Va Station	Mr. Phaivanh Buapha	Technician	Yes	M	24	C	3	4	Crops	2000	b
145	Rural Development Project	Mr. Bounmy Lattanatai	Chief of the Project	No	M	57	P	n.a.	4	Education	1979	
146	Rural Development Project	Mr. Sisouphone Kongsanith	Deputy Chief	No	M	44	P	n.a.	4	Irrigation	1992	
147	Rural Development Project	Mr. Phonesavanh Phetavai	Deputy Chief	No	M	31	P	n.a.	4	Agriculture	1993	
148	Irrigation firm	Mr. Bounniew Phothilak	Director of the firm	No	M	45	P	n.a.	4	Mechanic	1971	
149	Irrigation firm	Mr. Bounphanh Khamphavong	Deputy Director of the firm	No	M	49	P	n.a.	4	Irrigation	n.a.	
150	Irrigation firm	Mr. Bounnio	Technician	Yes	M	n.a.	P	3	4	Irrigation	1992	c

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization, j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 1: General Information of Staff

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

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No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post<1	Length (yr)	Education <2	Major	Year	Specialty<3
90	Extension	Mr. Bounlay Khamphoumy	Chief of PAFES	Yes	M	38	P	1	3	Irrigation Engineer	1988	c
91	Extension	Mr. Phetsamone Phouthavone	Deputy Chief fo PAFES	Yes	M	46	P	2	4	Education	1983	b
92	Extension	Mr. Bounhom Siduangchanh	Technician	Yes	M	48	P	0.1	4	Agriculture	1987	b
93	Extension	Ms. Sengmalaythong Soukphaly	Technician	Yes	F	27	P	2	4	Livestock & Fishery	2002	f
94	Extension	Ms. Buasavanh Chanthavong	Technician	Yes	F	27	P	2	4	Education	2000	k
95	Extension	Mr. Sompong Chittavong	Technician	Yes	M	34	P	9	4	Forestry	1994	g, j
96	Extension	Mr. Phoukhaokeo	Technician	Yes	M	27	P	3	4	Agriculture	1996	b
97	Extension	Mr. Saiyakone Daengpheng	Technician	Yes	M	28	C	n.a.	4	Livestock raising	1998	d, f
98	Extension	Ms. Saengthong Phengdy	Technician	No	F	27	P	n.a.	4	Agriculture	1998	
99	DIDM	Mr. Thongdam Chanhbounheung	Technician	Yes	M	29	P	5	4	Irrigation	1992	c
100	DIDM	Mr. Sengphilom	Technician	Yes	M	29	P	4	4	Irrigation	1997	c
101	DIDM	Mr. Touthong Savanthor	Technician	Yes	M	29	P	7	4	Irrigation	1997	c
102	DIDM	Mr. Fongsamouth Bolisouth	Technician	Yes	M	35	P	1	4	Irrigation	2003	c
103	DIDM	Mr. Phoxay Mounthintay	Technician	Yes	M	35	P	6	4	Irrigation	1992	c
104	DIDM	Mr. Keomany Soukhalath	Technician	Yes	M	29	P	4	4	Irrigation	1999	c
105	DIDM	Mr. Oudomphane Outhongkham	Technician	Yes	M	31	P	9	4	Irrigation	1996	c
106	DIDM	Mr. Sengphilom Silisombath	Technician	Yes	M	31	P	2	4	Irrigation	2001	c
107	DIDM	Ms. Dokkeo Chanthalangsy	Secretary	Yes	F	23	C	0.4	4	Accounting	2003	n.a.
108	DIDM	Mr. Phongphiphat Thammavong	Technician	Yes	M	24	C	1	n.a.	Irrigation	2003	c
109	Nam Tien Irrigation Project	Mr. Khamphone Phimbuathong	Technician	Yes	M	43	P	22	4	Forestry	1983	n.a.
110	Nam Tien Irrigation Project	Mr. Bounleuang Khongsavanh	Technician	Yes	M	30	P	8	4	Crops	1995	b, i
111	Nam Tien Irrigation Project	Mr. Bounleuth Philachanh	Chief of Project	Yes	M	48	P	1	4	Irrigation	1983	c, i
112	Nam Tien Irrigation Project	Mr. Houmphane Sensy	Technician	Yes	M	35	P	n.a.	4	Irrigation	1994	c
113	Nam Tien Irrigation Project	Mr. Phonvilay Chanthalangsy	Technician	Yes	M	25	P	13	4	Forestry	1991	d
114	Nam Tien Irrigation Project	Mr. Paseuth Singhak	Technician	Yes	M	26	C	2.5	4	n.a.	2001	g
115	Nam Tien Irrigation Project	Mr. Vilaivan Inthavong	Technician	Yes	M	26	C	1.5	4	n.a.	2002	d
116	Nam Tien Irrigation Project	Ms. Vilaiphone Keomany	Secretary	Yes	F	n.a.	C	2	5	n.a.	n.a.	n.a.
117	Nam Tien Irrigation Project	Mr. Kongkeo Sibounheuang	Technician	Yes	M	28	C	1.5	4	Irrigation	2002	c
118	Nam Tien Irrigation Project	Mr. Souvanh Phanthavong	Technician	Yes	M	26	C	2	4	Forestry	2002	g
119	Nam Tien Irrigation Project	Mr. Bounphieng Tatsavath	Technician	Yes	M	28	C	3	4	Forestry	2001	g
120	Nam Tien Irrigation Project	Mr. Phivanh Khammeungsay	Project team	No	M	47	P	n.a.	n.a.	Irrigation	1990	
121	Nam Tien Irrigation Project	Mr. Phaeng Phanthavong	Project team	No	M	48	P	n.a.	4	Agriculture	1980	
122	Nam Tien Irrigation Project	Mr. Somdy Lasakith	Technician	No	M	38	P	n.a.	4	Agriculture	1995	
123	Nam Tien Irrigation Project	Mr. Thongphet Diphethai	Assistant	No	M	26	C	n.a.	4	Agriculture	n.a.	
124	Nam Tien Irrigation Project	Mr. Saikham	Assistant	No	M	26	C	n.a.	4	Irrigation	n.a.	
125	30 ha Project	Mr. Feng Phommakoun	Chief of Fishculture Unit	Yes	M	44	P	n.a.	4	Fishery	1984	f
126	30 ha Project	Mr. Souban Duangphouxay	Deputy Chief	Yes	M	42	P	n.a.	3	Forest Management	1989	g
127	30 ha Project	Mr. Bounthom Silisomphone	Technician	Yes	M	57	P	n.a.	4	Irrigation	1966	c
128	30 ha Project	Mr. Khamlah Phomthay	Chief of Administration Unit	Yes	M	56	P	3	4	Agriculture	1966	b
129	30 ha Project	Mr. Hieng Chanthavong	Chief of Project	Yes	M	57	P	13	4	Agriculture	1966	a
130	30 ha Project	Mr. Luang Bakham	Technician	Yes	M	59	P	3	3	Agriculture	1972	b
131	30 ha Project	Mr. Sangkhom Xayyasith	Technician	Yes	M	40	P	21	4	Meteorology	1983	h
132	30 ha Project	Mr. Somsay Keosavang	Technician	Yes	M	28	C	4	4	Livestock & Fishery	2000	f
133	30 ha Project	Mr. Yai Ornvilay	Technician	Yes	M	28	C	3	4	Crops	2001	a
134	30 ha Project	Mr. Bounchanh Souliyaxoth	Chief of Agricultural Unit	Yes	M	42	P	18	4	Crops	1986	a
135	30 ha Project	Mr. Thongvanh Phonepaseuth	Technician	Yes	M	28	C	3	4	Crops	2001	a
136	30 ha Project	Ms. Xiengsila Pongphan	Driver	Yes	M	40	C	2	5	Driving	1990	n.a.

Data Sheet 2: History of Training

Name of Office: **PAFO Xayaboury**
 Date of data update: **2004/6/18**

ID of Question: **A-14 Please identify five (5) major training courses that you have ever participated.**

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work
125	30 ha Project	Mr. Feng Phommakoun	Fishculture	<i>n.a.</i>	Jan-86	3 months	Effective	Fish breeding	<i>n.a.</i>	Jan-02	7	Effective
126	30 ha Project	Mr. Souban Duangphouxay	<i>None</i>									
127	30 ha Project	Mr. Bounthom Silisomphone	<i>None</i>									
128	30 ha Project	Mr. Khamlah Phomthay	Rural Development Planning	Irrigation Unit	Jul-94	10	Effective	Management of documents	PAFO	Apr-84	30	Effective
129	30 ha Project	Mr. Hieng Chanthavong	<i>None</i>									
130	30 ha Project	Mr. Luang Bakham	<i>None</i>									
131	30 ha Project	Mr. Sangkhom Xayyasith	Agro-meteorology	Work Food Organization	Oct-93	3	Good					
132	30 ha Project	Mr. Somsay Keosavang	<i>None</i>									
133	30 ha Project	Mr. Yai Ornvilay	<i>None</i>									
134	30 ha Project	Mr. Bounhanh Souliyaxoth	Basic knowledge of the agricultural trial	Lao	Jun-88	6 months	Effective	English	IRRI	Feb-96	42	Not so good
135	30 ha Project	Mr. Thongvanh Phonepaseuth	Training on fruit tree planting	Nam Tan Project	May-03	8	Quite good					
136	30 ha Project	Ms. Xiengsila Pongphan	<i>None</i>									
137	Vang Va Project	Mr. Veth Southivong	Gender Issue on the Forestry Development	SIDA	Feb-97	9	Effective	Tree Planting	Government	Apr-03	5	Effective
138	Vang Va Project	Ms. Pinkeo Philachanh	Gender Issue on the development	Project of Information for developit	Feb-98	5	Effective					
139	Vang Va Project	Mr. Chanthachone Siphonekeopaseuth	Techniques of tree planting	JICA	May-00	46	Effective	Training of trainers (TOT)	DANIDA Project	Sep-02	5	Effective
140	Vang Va Project	Mr. Vilavong Kettavongsa	<i>None</i>									
141	Vang Va Project	Mr. Kongkeo Xayyavong	Agro-forestry Extension	MAF	Sep-99	14	Effective					
142	Vang Va Project	Mr. Vong Chandala	<i>None</i>									
143	Vang Va Project	Mr. Linthavong Keoboua	<i>None</i>									
144	Vang Va Station	Mr. Phaivanh Buapha	Corn production and marketing	CP(Thailand)	May-04	2	Good					
145	Rural Development Project	Mr. Bounmy Lattanatai										
146	Rural Development Project	Mr. Sisouphone Kongsanith										
147	Rural Development Project	Mr. Phonesavanh Phetavai										
148	Irrigation firm	Mr. Bounniew Phothilak										
149	Irrigation firm	Mr. Bounhanh Khamphavong										
150	Irrigation firm	Mr. Bounnio	Examination & management of irrigation construction	Provincial Agriculture	April	5	Good	Planning of small to medium scale irrigation	<i>n.a.</i>	<i>n.a.</i>	5	Good

Data Sheet 3: Duties of the Staff

Name of Office:	PAFO Xayaboury
Date of data update:	2004/6/18

ID of Question: A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Administration	Mr. Pien Chanthip					
2	Administration	Mr. Kongsy Vongsy					
3	Administration	Mr. Somneuk Saynathy	Supervision of sections (agriculture, livestock, and extension)				
4	Administration	Mr. Vongdeuan Keosa	Accounting	Budget planning	Regular reporting	Management of revenue	
5	Administration	Mr. Souvath Manivong	n.a.				
6	Administration	Mr. Buaphane Chanthavong	Coordination	Collection of statistic data	Personnel affairs		
7	Administration	Mr. Banchong Sithixay	Monitoring, management and supplying of statistical data	Collection of statistic data			
8	Administration	Mr. Khamkeung Phanlak	Financial management	Management and control of property / assets	Office management	Drug control	
9	Administration	Mr. Nakhonsak Posavathdy	Driving				
10	Administration	Mr. Sanaxay Sisanga	Monitoring, management and supplying of statistical data	Collection of statistic data and planning			
11	Administration	Ms. Silivane Phonvichith	Document management	Management of in-coming & out-going documents			
12	Administration	Mr. Tha Kitikhammoun	Driving				
13	Administration	Mr. Phoutsaba Volasack	Driver				
14	Administration	Mr. Somchith Philavanh	Driver				
15	Administration	Ms. Duangchith Phanthalekha	Responsible for financial management				
16	Administration	Ms. Somvang Phanthavong	Computer operator				
17	Administration	Mr. Chanhkeo Chanthavong					
18	Administration	Mr. Vone Vongsy					
19	Administration	Mr. Pheuy Chansouk					
20	Administration (Nation)	Mr. Alounsaek Linthavong					
21	Administration	Mr. Khamphone SINGNGAM					
22	Administration (Rural Dev)	Mr. Bounhom					
23	Administration (30 ha)	Ms. Chanhsouk					
24	Administration	Mr. Buavy Sithivong					
25	Administration	Ms. Chanh					
26	Agriculture	Mr. Khamphouth Inthavong	Management and control of the staff	Supervision of the section	Responsible for human resource development	Work Planning	Coordination with relevant organizations and projects
27	Agriculture	Mr. Souvanny Chuangthevy	Management of regulations	Management of crop production unit			
28	Agriculture	Ms. Bounlieb Sichampa	Supervision of technical units	Collection of statistic data and planning	Provision of support in cash crop production	Provision of agricultural information	
29	Agriculture	Mr. SengAthith	Responsible for crop production	Crop protection			
30	Agriculture	Ms. Sengthong Phengdy	Technician for projects	Guidance of villagers in tree planting			
31	Agriculture	Mr. Sayphet Chanthalangsy	Training of agricultural staff of DAFO	Working with CMI project	Encouragement of farmers in cropping		
32	Agriculture	Mr. Sithon Khamphouvong	Agricultural Technician				
33	Agriculture	Mr. Somphanh Phengsida	Agricultural Technician	Trial of upland rice seeds	Coordinator of an agricultural project	Co-ordinator of Soil Analysis Project	
34	Agriculture	Ms. Khamphong Philachanh	Technician	Weekly reporting	Fruit tree planting		
35	Agriculture	Mr. Manikone Chanthavong	Rice seed development	Monitoring of activities related to rice seed development	Managing the activity of rice seed development	Supply of rice varieties to villagers	
36	Agriculture	Mr. Southchai Keo chanthavong	Guidance in working	Monitoring of work	To manage		
37	Livestock and Fisheries	Mr. Khamphouth Phoummakeo	Preparation of a livestock development plan of the province.	Inspection and monitoring of work	Control and Management of staff and office equipments	Supervision of control of animal diseases and animal heads	
38	Livestock and Fisheries	Ms. Vilavanh Sithixay	Utilization and management of medicines and vet equipments	Delivery of vaccination service to villages	Registration of animal heads and stamping documents	Supply of medicines to DAFO and village veterinarians	Treatment of animals for villagers
39	Livestock and Fisheries	Mr. Phuang Singngam	Veterinary activities	Work as a coordinator with EU project			
40	Livestock and Fisheries	Mr. Bounmy Chanthabouly	Provision of training to veterinarians at district level.	Conceptualization of regulations on veterinary activities			
41	Livestock and Fisheries	Ms. Phayboun Chanda	Office management				
42	Livestock and Fisheries	Mr. Vilaphong Phomvichith	Encouraging villagers in raising small animals	Fishery Activity			
43	Livestock and Fisheries	Mr. Soupphak Laksivy					
44	Forestry	Mr. Sothseun Xayyalak	Computer typing	English (Interpreter)	Forestry planning		
45	Forestry	Mr. Viengsith Chittaphone	Monitoring of forestry activities (e.g., harvesting, measuring, etc.)				
46	Forestry	Mr. Khamphet Chanthavong	Monitoring of loan repayment of target villages	Regular inspection			
47	Forestry	Ms. Souphalak Duangdy	Inspection & document preparation of forest products movement	Monitoring and documentation of harvesting timber / NTFPs	Financial management		
48	Forestry	Mr. Sivansay Phimmason	Forestry inventory				
49	Forestry	Mr. Sengphet Khothphomvong	Forestry inventory	Computer and typing			
50	Forestry	Mr. Phong Lathsabouth	Inspection of national preservation forest area (Nam Pui)	Management and Conservation of wildlife and forests	Rural development activity		
51	Forestry	Mr. Sengphet Silisombath	Management & enforcement of forest regulations	Control of forest related businesses			
52	Forestry	Mr. Phonepadith	Inspection	Extension work in target villages	Monitoring of activities		
53	Forestry	Mr. Chandy Chanthavong	Management of preservation forest area (Nam Pui)				
54	Forestry	Mr. Ounh Vilaysak	Rural development planning				
55	Forestry	Mr. Lek Vilaysak	Field work	Rural development activity	Management and preservation of forests (Nam Pui)		
56	Forestry	Ms. Nhouphinh Sinsamouth	Inspection, monitoring, permission for cutting timber	Inspection and monitoring of furniture firms and sawmills	Assisting the personnel and sections	Assisting the forestry management unit	
57	Forestry	Ms. Chansamone Phatsady	Inspection and collection of timber information	Typing			
58	Forestry	Ms. Daovy Siphonekeopaseuth	Monitoring of forestry activities				
59	Forestry	Mr. Khamlah Phinvanna	Management & enforcement of forest regulations	Inspection of timber			
60	Forestry	Mr. Phonesy Dalasaen	Prevention of wildfire				
61	Forestry	Mr. Buavanh Thippavong	Inspection in and around preservation forests	Extension work in target villages	Delivery of technical information to villagers		
62	Forestry	Mr. Saengphet Sithisay	Responsible for forest management, seedling production, etc.				
63	Forestry	Ms. Toulaphone Phouvongsy	Responsible for administrative matter				
64	Forestry	Mr. Phouthaphone Lacksivy	Land and forest allocation	Examination of wood			
65	Forestry	Mr. Khammanh Chanthalangsy					
66	Forestry	Mr. Sithikhone Phommachak					

Data Sheet 3: Duties of the Staff

Name of Office:	PAFO Xayaboury
Date of data update:	2004/6/18

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
67	Meteorology & Hydrology	Mr. Oukham Keovilay	Monitoring of implemented works	Meteorological activity			
68	Meteorology & Hydrology	Mr. Somphone Chanmaly	Responsible for activities related to hydrology	Observation of climate			
69	Meteorology & Hydrology	Mr. Sichanh Bounpheng	Observation of climate	Communication			
70	Meteorology & Hydrology	Ms. Manivanh Phomsouvane	Data collection	Management and control of office equipment	Assisting the administrative section	Computer and typing	
71	Meteorology & Hydrology	Ms. Malin Philabuut	Communication	Management and control of office property	To help office work		
72	Irrigation	Mr. Somchith Chanthavong	Responsible for overall management of the section	Training of staff and formulation of strategic plans			
73	Irrigation	Mr. Somsay Chanthavong	Designing	Monitoring of field work			
74	Irrigation	Mr. Buavanh Khamchanh	Monitoring of irrigation work	Responsible for CMI			
75	Irrigation	Mr. Sangkhom Simoun	Survey on irrigation management systems	Guidance of water users group and transferring of the systems	Collection of statistic data on irrigation and pumping machines	Preparation of maintenance plans of irrigation systems	Reporting of all works to the section
76	Irrigation	Mr. Falai Duangphilalai	Provision of support in management of water users group	Monitoring of the performance of water users' groups	Data collection and arrangement		
77	Irrigation	Mr. Thavisith Phankham	Monitoring and supervision of irrigation construction				
78	Irrigation	Ms. Thongdeng Phengdy	Financial management	Reporting of activities / accomplishments	Work in the office		
79	Irrigation	Mr. Amphon Thongda	Management and utilization of irrigation systems	Organization of water users groups			
80	Irrigation	Mr. Somboun Duang ngeun	Inspection and designing				
81	Irrigation	Ms. Sayphoungneun Keobua	Drafting	Measurement of canals and water discharge in canals	examine natural soil	Check on the canal level	Typing / preparation of documents
82	Irrigation	Ms. Somphone Vongyasa	management of incoming and outgoing documents				
83	Irrigation	Ms. Malaithong Kham-orn	Accounting and financial management	Computer	office work assistant		
84	Irrigation	Ms. Saengdeun Chanhsook	Secretarial work: typing, photocopying, document management	Provision of necessary advice and support to projects			
85	Irrigation	Ms. Ammala Chaileuth	Accounting and financial management	Computer	To manage the office materials	Provision of necessary help for office work	
86	Irrigation	Mr. Thavisith Phankham	Designing and computer use	Monitoring of field work			
87	Irrigation	Mr. Vinvilay Sayyaphone					
88	Irrigation	Mr. Lithong Sitthisay					
89	Irrigation	Mr. Somchith Chanthavong					
90	Extension	Mr. Bounlay Khamphoumy	Responsible for extension on agroforestry and rural development	Monitoring of staff's work	Management of all extension works	Provision of technical advice to the staff	
91	Extension	Mr. Phetsamone Phouthavone	Work on rural development	Office management			
92	Extension	Mr. Bounhom Siduangchanh	n.a.				
93	Extension	Ms. Sengmalaythong Soukphaly	Responsible for activities related to livestock and fishery				
94	Extension	Ms. Buasavanh Chanthavong	Management of in-coming and out-going documents	Financial management			
95	Extension	Mr. Sompong Chittavong	Technician	Tree planting and reforestation			
96	Extension	Mr. Phoukhaoko	Work as a coordinator with DIDM	Agricultural extension work			
97	Extension	Mr. Saiyakone Daengpheng	Technician	Responsible for activities related to rural development			
98	Extension	Ms. Saengthong Phengdy					
99	DIDM	Mr. Thongdam Chanhbounheung	Monitoring of DIDM project	Supervision of water management of beneficiaries	Transfer of irrigation systems to communities		
100	DIDM	Mr. Sengphilom	Monitoring of irrigation construction				
101	DIDM	Mr. Touthong Savanhthor	Monitoring of water use of beneficiaries	Collection of statistical data			
102	DIDM	Mr. Fongsamouth Bolisouth	Management of irrigation systems	Monitoring and inspection of irrigation canals			
103	DIDM	Mr. Phoxay Mounthinthay	Collection of irrigation statistical data	Supervision and management of water users' groups			
104	DIDM	Mr. Keomany Soukhalath	Design and calculation	Monitoring of field work			
105	DIDM	Mr. Oudomphone Outhongkham	Field work	Design and calculation			
106	DIDM	Mr. Sengphilom Silisombath	Designing	Field work	Office management		
107	DIDM	Ms. Dokkeo Chanthalangsy	Liason of the section	Document management			
108	DIDM	Mr. Phonghiphat Thammavong	Monitoring of use of water				
109	Nam Tien Irrigation Project	Mr. Khamphone Phimbuathong	Forestry Technician				
110	Nam Tien Irrigation Project	Mr. Bounleuang Khongsavanh	Work planning	Extension work on crop production	Provision of technical advice to villagers	Monitoring of work	
111	Nam Tien Irrigation Project	Mr. Bounleuth Philachanh	Administrative supervision	Supervision of organizing water users groups			
112	Nam Tien Irrigation Project	Mr. Houmphane Sensy	Inspection & supervision of irrigation construction	Summary and reporting of monthly work			
113	Nam Tien Irrigation Project	Mr. Phonvilay Chanthalangsy	Inspection of timbers and sawmills	Stamping documents for exporting timber			
114	Nam Tien Irrigation Project	Mr. Paseuth Singhak	Fish breeding	Monitoring of water delivery in the project	To monitor the support of dry and rainy season production	Fund raising for Nam Tien irrigation construction	
115	Nam Tien Irrigation Project	Mr. Vilaivan Inthavong	Fish breeding	Monitoring of water delivery in the project	To monitor dry and rainy season production		
116	Nam Tien Irrigation Project	Ms. Vilaiphone Keomany	Secretarial work	Financial management			
117	Nam Tien Irrigation Project	Mr. Kongkeo Sibounheuang	Irrigation engineer				
118	Nam Tien Irrigation Project	Mr. Souvanh Phanthavong	Forestry technician				
119	Nam Tien Irrigation Project	Mr. Bounphieng Tatsavath	Forestry technician				
120	Nam Tien Irrigation Project	Mr. Phivanh Khammeungsay					
121	Nam Tien Irrigation Project	Mr. Phaeng Phanthavong					
122	Nam Tien Irrigation Project	Mr. Somdy Lasakith					
123	Nam Tien Irrigation Project	Mr. Thongphet Diphetthai					
124	Nam Tien Irrigation Project	Mr. Saikhham					

Data Sheet 3: Duties of the Staff

Name of Office: **PAFO Xayaboury**
 Date of data update: **2004/6/18**

ID of Question:

A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
125	30 ha Project	Mr. Feng Phommakoun	Fishculture and fingerling production	Monitoring of activities related to fishery	Distributiou of fingerlings to villages		
126	30 ha Project	Mr. Souban Duangphouxay	Responsible for Nam Tane Project	Management of water resource use in the watershed	Forest management		
127	30 ha Project	Mr. Bounthom Silisomphone	Irrigation management	Organization of water users groups			
128	30 ha Project	Mr. Khamlah Phomthay	Office management	Monitoring of staff's work	Coordination with relevant sections		
129	30 ha Project	Mr. Hieng Chanthavong	Supervision and Control of project implementation	Work inspection	Coordination with relevant sections		
130	30 ha Project	Mr. Luang Bakham	Monitoring of job-training student's activities	Work management	Provision of technical support		
131	30 ha Project	Mr. Sangkhom Xayyasith	Collection of meteorological data (rainfall data)	Income and expenditure management (Treasurer)			
132	30 ha Project	Mr. Somsay Keosavang	Fingerling production for distribution	Monitoring of work			
133	30 ha Project	Mr. Yai Ornvilay	Responsible for activities of rice seed development	Management of rice stockhouse	Work monitoring		
134	30 ha Project	Mr. Bounchanh Souliyaxoth	Responsible for a trial of rice seeds	Monitoring of work	Provision of necessary information to the province		
135	30 ha Project	Mr. Thongvanh Phonepaseuth	Studying and research	Monitoring of research activities	Supply of research information to the office		
136	30 ha Project	Ms. Xiengsila Pongphan	Secretarial work				
137	Vang Va Project	Mr. Veth Southivong	Supervision and control of actual production	Work planning	Monitoring of work		
138	Vang Va Project	Ms. Pinkeo Philachanh	Administrative supervision	Monitoring of activities related to livestock			
139	Vang Va Project	Mr. Chanthachone Siphonekeopaseuth	Responsible for activities on seedling production and tree planting				
140	Vang Va Project	Mr. Vilavong Kettavongsa	Responsible for activities on fishery	Chicken raising			
141	Vang Va Project	Mr. Kongkeo Xayyavong	Work as assigned	Management of rice stockhouse			
142	Vang Va Project	Mr. Vong Chandala	Seedling production (Nursery operation)				
143	Vang Va Project	Mr. Linthavong Keoboua	Technician	Responsible for animal vaccination	Monitoring and control of animal diseases		
144	Vang Va Station	Mr. Phaivanh Buapha	Planting and provision of the seedlings				
145	Rural Development Project	Mr. Bounmy Lattanatai					
146	Rural Development Project	Mr. Sisouphone Kongsanith					
147	Rural Development Project	Mr. Phonesavanh Phetavai					
148	Irrigation firm	Mr. Bounniew Phothilak					
149	Irrigation firm	Mr. Bounhanh Khamphavong					
150	Irrigation firm	Mr. Bounnio	Monitoring of construction works	Administrative work			

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:

A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
1	Administration	Mr. Pien Chanthip						
2	Administration	Mr. Kongsy Vongsy						
3	Administration	Mr. Someuk Saynathy	3	English	Computer skill	Administrative management	Project planning	Assessment (M&E)
4	Administration	Mr. Vongdeuan Keosa	3	Specific skills for upgrading	Accounting and computer	English		
5	Administration	Mr. Souvath Manivong	4	Higher degree in educational status	Specialized skills	Management skill	Work monitoring technique	Assessment (M&E)
6	Administration	Mr. Buaphane Chanthavong	3	Cooperation and communication	Planning & statistic	Human Resource Development	English	Computer skill
7	Administration	Mr. Banchong Sithixay	n.a.	Computer skill	English	Planning & assessment		
8	Administration	Mr. Khamkeung Phanlak	3	Capacity enhancement of staff	English	Computer skill		
9	Administration	Mr. Nakhonsak Posavathdy	2					
10	Administration	Mr. Sanaxay Sisanga	3	Computer skill	English	Planning & assessment (M&E)		
11	Administration	Ms. Silivane Phonvichith	3	English	Documentary management			
12	Administration	Mr. Tha Kitkhammoun	2					
13	Administration	Mr. Phoutsaba Volasack	2					
14	Administration	Mr. Somchith Philavanh	2					
15	Administration	Ms. Duangchith Phanthalekha	3	English	Specific skills for upgrading			
16	Administration	Ms. Somvang Phanthavong	3	Foreign language				
17	Administration	Mr. Chanhkeo Chanthavong						
18	Administration	Mr. Vone Vongsy						
19	Administration	Mr. Pheuy Chansouk						
20	Administration (Nation)	Mr. Alounsaek Linthavong						
21	Administration	Mr. Khamphone SINGNGAM						
22	Administration (Rural Dev)	Mr. Bounhom						
23	Administration (30 ha)	Ms. Chansouk						
24	Administration	Mr. Buavy Sithivong						
25	Administration	Ms. Chanh						
26	Agriculture	Mr. Khamphouth Inthavong	3	English	Computer skill			
27	Agriculture	Mr. Souvanny Chuangthevy	3	Knowledge on the regulations	Foreign language	Computer skill	Analysis techniques	Unclear (Necessary and related documents)
28	Agriculture	Ms. Bounlieb Sichampa	n.a.	Techniques on cash crop production	Foreign language	Computer skill	Not applicable (Study tour)	
29	Agriculture	Mr. SengAthith	2					
30	Agriculture	Ms. Sengthong Phengdy	3	Agricultural techniques / skills				
31	Agriculture	Mr. Sayphet Chanthalangsy	3	Computer skill	English	Training techniques		
32	Agriculture	Mr. Sithon Khamphouvong	3	Improvement of agricultural knowledge				
33	Agriculture	Mr. Somphanh Phengsida	3	Management and panning of agricultural projects	Techniques for extension work	English		
34	Agriculture	Ms. Khamphong Philachanh	3	Fruit tree planting	Exchange of knowledge with other parties	English	Computer skill	
35	Agriculture	Mr. Manikone Chanthavong	3	Techniques on rice seed development for upgrading				
36	Agriculture	Mr. Southchai Keo chanthavong	3	Unclear (workshop)				
37	Livestock and Fisheries	Mr. Khamphouth Phoummakeo	3	Management	English & computer skill.	Programming	Assessment (M&E)	Analysis of animal disease
38	Livestock and Fisheries	Ms. Vilavanh Sithixay	3	Utilization of medicine (Vaccination)				
39	Livestock and Fisheries	Mr. Phuang Singgam	3	English	Computer skill	Animal treatment techniques		
40	Livestock and Fisheries	Mr. Bounmy Chanthabouly	2	English	Regulation on veterinary			
41	Livestock and Fisheries	Ms. Phayboun Chanda	3	English	Computer skill	Financial management and accounting		
42	Livestock and Fisheries	Mr. Vilaphong Phomvichith	3	English	Techniques on extension work	Project Management	Assessment (M&E)	
43	Livestock and Fisheries	Mr. Soupphak Laksivy						
44	Forestry	Mr. Sothseun Xayyalak	3	English	Computer skill	Leadership	Rural development	
45	Forestry	Mr. Viengsinh Chittaphone	3	English	Computer skill			
46	Forestry	Mr. Khamphet Chanthavong	3	English	Computer skill			
47	Forestry	Ms. Souphalak Duangdy	3	Computer skill	English	Specific skills		
48	Forestry	Mr. Sivansay Phimmason	3	Computer skill	English			
49	Forestry	Mr. Sengphet Khotphomvong	3	Computer skill	English			
50	Forestry	Mr. Phong Lathsabouth	3	English	Computer skill	Political theory		
51	Forestry	Mr. Sengphet Silisombath	3	English	Computer skill			
52	Forestry	Mr. Phonepadith	3	English	Computer skill			
53	Forestry	Mr. Chandy Chanthavong	2	English	Computer skill	Not applicable (Study tour)		
54	Forestry	Mr. Ounh Vilaysak	2	English	Computer skill			
55	Forestry	Mr. Lek Vilaysak	2					
56	Forestry	Ms. Nhouphinh Sinsamouth	3	English	Computer skill			
57	Forestry	Ms. Chansamone Phatsady	2					
58	Forestry	Ms. Daovy Siphonekeopaseuth	3	English	Computer skill			
59	Forestry	Mr. Khamlah Phinvanna	3	Land use management	Planning for watershed allocation	English		
60	Forestry	Mr. Phonesy Dalasaen	3	English	Computer skill	Programming	Assessment (M&E)	
61	Forestry	Mr. Buavanh Thippavong	3	Computer skill	English			
62	Forestry	Mr. Saengphet Sithisay	3	Tree planting techniques				
63	Forestry	Ms. Toulaphone Phouvongsy	3	Office administration	Forest resource management	Soil management and land use planning		
64	Forestry	Mr. Phouthaphone Lacksivy	3	English	Inspection of forestry resources	Land allocation and land use planning	Watershed management	
65	Forestry	Mr. Khammanh Chanthalangsy						
66	Forestry	Mr. Sithikhone Phommachak						

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:

A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
67	Meteorology & Hydrology	Mr. Oukham Keovilay	3	Not applicavle (capable staff)	Not applicavle (office equipment)	Not applicavle (budget)	Not applicavle (Vehicles)	
68	Meteorology & Hydrology	Mr. Somphone Chanmaly	3	Specific skills				
69	Meteorology & Hydrology	Mr. Sichanh Bounpheng	3	Specific skills				
70	Meteorology & Hydrology	Ms. Manivanh Phomsouvane	3	Computer skill	English			
71	Meteorology & Hydrology	Ms. Malin Philabut	3	Computer	Weather forecast	Data and information collection	Foreign language	
72	Irrigation	Mr. Somchith Chanthavong	3	Management skill	Theory of management	Computer	Foreign language	
73	Irrigation	Mr. Somsay Chanthavong	2	Computer	Strategic planning	Report writing	Drawing and designing	
74	Irrigation	Mr. Buavanh Khamchanh	3	Irrigation	Computer skill	Language		
75	Irrigation	Mr. Sangkhom Simoun	3	English + Computer	Skills as a trainer	Unclear (Need training)	Unclear (Need a training)	
76	Irrigation	Mr. Falai Duangphilalai	3	Social development				
77	Irrigation	Mr. Thavisith Phankham	3	Higher degree in educational status	Experience in work	Efficient working		
78	Irrigation	Ms. Thongdeng Phengdy	3	Financial management	Computer skill	English language		
79	Irrigation	Mr. Amphon Thongda	3	Specific skills	Study tour	Higher degree in educational status	Actual working	
80	Irrigation	Mr. Somboun Duang ngeun	3	Computer	Foreign language			
81	Irrigation	Ms. Sayphoung Keobua	n.a.	Office work skills and computer	Document management	Resouce management	Upgraded knowledge and skills	Training on irrigation
82	Irrigation	Ms. Somphone Vongyasa	3	Financial management and accounting	Computer skill	Document management		
83	Irrigation	Ms. Malaithong Kham-orn	3	Reporting	Computer skill	Document management		
84	Irrigation	Ms. Saengdeun Chanhsook	3	Office administration	Document management	Computer skill		
85	Irrigation	Ms. Ammala Chaileuth	3	Financial management and accounting	Computer skill	Financial management	Foreign language	
86	Irrigation	Mr. Thavisith Phankham	n.a.	Drawing and drafting	Computer skill	Strategic planning	Report writing	
87	Irrigation	Mr. Vinvilay Sayyaphone						
88	Irrigation	Mr. Lithong Sithisay						
89	Irrigation	Mr. Somchith Chanthavong						
90	Extension	Mr. Bounlay Khamphoumy	3	Foreign language	Computer skill	Specific skills		
91	Extension	Mr. Phetsamone Phouthavone	3	Agricultural techniques / skills				
92	Extension	Mr. Bounhom Siduangchanh	3	Extension work	Planning	Assessment (M&E)		
93	Extension	Ms. Sengmalaythong Soukphaly	2					
94	Extension	Ms. Buasavanh Chanthavong	3	English	Financial management and accounting	Data management		
95	Extension	Mr. Sompong Chittavong	3	Specific skills	Techniques on extension work	Not applicable (Study tour)		
96	Extension	Mr. Phoukhaoko	3	Agricultural techniques / skills	Report writing			
97	Extension	Mr. Saiyakone Daengpheng	3	n.a.				
98	Extension	Ms. Saengthong Phengdy						
99	DIDM	Mr. Thongdam Chanhbounheung	2					
100	DIDM	Mr. Sengphilom	3	Measurement and inspection	Material analysis	Computer skill	English	
101	DIDM	Mr. Touthong Savanhthor	3	Computer skill	Foreign language			
102	DIDM	Mr. Fongsamouth Bolisouth	3	Computer skill	Foreign language	Specific skills		
103	DIDM	Mr. Phoxay Mounthinhay	2					
104	DIDM	Mr. Keomany Soukhalath	3	Calculation and designing	Computer skill	Monitoring of work	Drawing and designing	
105	DIDM	Mr. Oudomphane Outhongkham	n.a.	Calculation and designing	Computer skill	Field work	Drawing and designing	
106	DIDM	Mr. Sengphilom Silisombath	3	Foreign language	Computer skill	Data collection		
107	DIDM	Ms. Dokkeo Chanthalangsy	3	Responsibilities and decipline	Knowledge of aministrative management			
108	DIDM	Mr. Phongphiphat Thammavong	3	Specific skills				
109	Nam Tien Irrigation Project	Mr. Khamphone Phimbuathong	2					
110	Nam Tien Irrigation Project	Mr. Bounleuang Khongsavanh	3	Extension work	Unclear (Development)			
111	Nam Tien Irrigation Project	Mr. Bounleuth Philachanh	3	Irrigation management	Project management	Community development	Foreign Language	
112	Nam Tien Irrigation Project	Mr. Houmphane Sensy	3	Supervision and control of construction	Surveying	Calculation	English	Computer skill
113	Nam Tien Irrigation Project	Mr. Phonvilay Chanthalangsy	3	English	Computer skill			
114	Nam Tien Irrigation Project	Mr. Paseuth Singhak	3	Specific skills for upgrading	Study tour			
115	Nam Tien Irrigation Project	Mr. Vilaivan Inthavong	3	Specific skills for upgrading	Study tour			
116	Nam Tien Irrigation Project	Ms. Vilaiphone Keomany	2	Computer	English language			
117	Nam Tien Irrigation Project	Mr. Kongkeo Sibounheuang	3	Irrigation techniques	Experience in development work	Specific skills by an extensive study	Unclear (workshop training)	
118	Nam Tien Irrigation Project	Mr. Souvanh Phanthavong	3	Specific skills	Unclear (Need training)	Experience from senior staff	Experience in development	Not applicable (Need guid books or relevant books)
119	Nam Tien Irrigation Project	Mr. Bounphieng Tatsavath	3	Specific skills for upgrading	Unclear (Development of personel skill)	Work planning and management	Not applicable (Study tour)	Political concept
120	Nam Tien Irrigation Project	Mr. Phivanh Khammeungsay						
121	Nam Tien Irrigation Project	Mr. Phaeng Phanthavong						
122	Nam Tien Irrigation Project	Mr. Somy Lasakith						
123	Nam Tien Irrigation Project	Mr. Thongphet Diphetthai						
124	Nam Tien Irrigation Project	Mr. Saikham						

Data Sheet 4: Present Gap and Needed Skills to be strengthened

Name of Office:

PAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:

A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	needed skill 1	needed skill 2	needed skill 3	needed skill 4	needed skill 5
125	30 ha Project	Mr. Feng Phommakoun	3	Specific skills				
126	30 ha Project	Mr. Souban Duangphouxay	3	English				
127	30 ha Project	Mr. Bounthom Silisomphone	3	Techniques on water management				
128	30 ha Project	Mr. Khamlah Phomthay	3	Administrative management				
129	30 ha Project	Mr. Hieng Chanthavong	3	Specific skills				
130	30 ha Project	Mr. Luang Bakhom	2					
131	30 ha Project	Mr. Sangkhom Xayyasith	3	Upgraded and specialized skills				
132	30 ha Project	Mr. Somsay Keosavang	3	Techniques on fishculture	English	More knowledge for upgrading		
133	30 ha Project	Mr. Yai Ornvilay	3	Agricultural techniques / skills	Training methods	BSc. (Higher degree in educational status)	English	
134	30 ha Project	Mr. Bounchanh Souliyaxoth	3	Selection of rice seeds	Data analysis	Assessment (M&E)	Computer skill	
135	30 ha Project	Mr. Thongvanh Phonepaseuth	3	More techniques on production	Upgraded study and research			
136	30 ha Project	Ms. Xiengsila Pongphan	3	Specific skills	Machine knowledge			
137	Vang Va Project	Mr. Veth Southivong	3	Accounting in computer	English	Marketing		
138	Vang Va Project	Ms. Pinkeo Philachanh	3	Animal / poultry raising	Computer skill	Foreign language		
139	Vang Va Project	Mr. Chanthachone Siphonekeopaseuth	2					
140	Vang Va Project	Mr. Vilavong Kettavongsa	3	Techniques on fish breeding				
141	Vang Va Project	Mr. Kongkeo Xayyavong	2	New knowledge				
142	Vang Va Project	Mr. Vong Chandala	2					
143	Vang Va Project	Mr. Linthavong Keoboua	3	English	Computer skill			
144	Vang Va Station	Mr. Phaivanh Buapha	3	Planting and seedling production	Planting and seedling production of fruits tree			
145	Rural Development Project	Mr. Bounmy Lattanatai						
146	Rural Development Project	Mr. Sisouphone Kongsanith						
147	Rural Development Project	Mr. Phonesavanh Phetavai						
148	Irrigation firm	Mr. Bounniew Phothilak						
149	Irrigation firm	Mr. Bounehanh Khamphavong						
150	Irrigation firm	Mr. Bounnio	2					

Note:

<1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Not inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Xayaboury**
Date of data update: **2004/6/18**

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Administraion	Mr. Pien Chanthip					
2	Administraion	Mr. Kongsy Vongsy					
3	Administraion	Mr. Somneuk Saynathy	<i>Unclear (Specific skills)</i>	Administrative management	English	Computer skill	Planning
4	Administraion	Mr. Vongdeuan Keosa	Accounting and financial management	Computer skill			
5	Administraion	Mr. Souvath Manivong	Strategic Planning	Information management	Capacity building	<i>Not applicable (Pay attention on the priority areas)</i>	Monitoring & evaluation (M&E) system
6	Administraion	Mr. Buaphane Chanthavong	Administrative management	Statistic and planning	Computer skill	English	Monitoring & evaluation (M&E) system
7	Administraion	Mr. Banchong Siththixay	Office management	Requirement of upgrading the capacity of staff	Study tour		
8	Administraion	Mr. Khamkeung Phanlak	<i>Unclear (Specific skills)</i>	International law and regulations	Foreign language	Computer skill	Political theories
9	Administraion	Mr. Nakhonsak Posavathdy	<i>Unclear (Necessary training)</i>				
10	Administraion	Mr. Sanaxay Sisanga	Office management	Requirement of upgrading the capacity of staff	Study tour		
11	Administraion	Ms. Silivane Phonvichith	<i>Unclear (Specific skills)</i>	Document management	English		
12	Administraion	Mr. Tha Kitikhammoun	<i>n.a.</i>				
13	Administration	Mr. Phoutsaba Volasack	Car maintenace				
14	Administration	Mr. Somchith Philavanh	Car maintenace				
15	Administration	Ms. Duangchith Phanthalekha	<i>Unclear (Upgrading knowledge and ability)</i>	English language			
16	Administration	Ms. Somvang Phanthavong	Foreign language	Management	<i>Unclear (Other related skill training)</i>		
17	Administration	Mr. Chanhkeo Chanthavong					
18	Administration	Mr. Vone Vongsy					
19	Administration	Mr. Pheuy Chansouk					
20	Administration (Natie)	Mr. Alounsak Linthavong					
21	Administration	Mr. Khamphone SINGNGAM					
22	Administration (Rural Dev)	Mr. Bounhom					
23	Administration (30 ha)	Ms. Chansouk					
24	Administration	Mr. Buavy Sithivong					
25	Administration	Ms. Chanh					
26	Agriculture	Mr. Khamphouth Inthavong	Management	Crop protection	Planning and assessment (M&E)	<i>English</i>	Computer skill
27	Agriculture	Mr. Souvanny Chuangthevy	Regulations on crop protection	Crop protection	English	Computer skill	
28	Agriculture	Ms. Bounlieb Sichampa	Cash crop production	Crop protection	Regulations on cropping		
29	Agriculture	Mr. SengAthith	Tequiques and skills on crop protection	New agricultural techniques			
30	Agriculture	Ms. Sengthong Phengdy	<i>Unclear (Specific skills)</i>				
31	Agriculture	Mr. Sayphet Chanthalangsy	Techniques on cropping	English	Training of trainers	Computer skill	Statistical data collection and planning
32	Agriculture	Mr. Sithon Khamphouvong	<i>n.a.</i>				
33	Agriculture	Mr. Somphanh Phengsida	Work assessment and implementation	Planning, development strategy and management	Agricultural techniques	Foreign language	Extension work
34	Agriculture	Ms. Khamphong Philachanh	Tequiques and skills on crop protection	Fruit tree techniques	Improvement of rice seeds	Industrial crops	Regulations
35	Agriculture	Mr. Manikone Chanthavong	Development of rice seeds	Rice production techniques			
36	Agriculture	Mr. Southchai Keo chanthavong	Work planning	<i>Unclear (Specific knowledge)</i>	Foreign language		
37	Livestock and Fisheries	Mr. Khamphouth Phoummakeo	Mechainism of working	Project management	Computer skill	English	Project assessment
38	Livestock and Fisheries	Ms. Vilavanh Sithixay	Utilization of medicines	Financing			
39	Livestock and Fisheries	Mr. Phuang Singnam	Foreign language	Planning	<i>Unclear (Specific knowledge)</i>	Computer skill	Unclear (Promotion)
40	Livestock and Fisheries	Mr. Bounmy Chanthabouly	Capacity building for district veterinarians	Capacity building for village veterinarians	Utilization of medicines	Unclear (Upgrade the knowledge of staff)	Regulations related to veterinary
41	Livestock and Fisheries	Ms. Phayboun Chanda	<i>Unclear (Technical knowledge)</i>				
42	Livestock and Fisheries	Mr. Vilaphong Phomvichith	English	<i>Unclear (Specific knowledge)</i>	Extention techniques	Control of animal diseases	
43	Livestock and Fisheries	Mr. Soupphak Laksivy					
44	Forestry	Mr. Sothseun Xayyalak	Participatory forest management and conservation	Financing	Computer skill		
45	Forestry	Mr. Viengsith Chittaphone	Work planningand budgetary management	English	Computer skill		
46	Forestry	Mr. Khamphet Chanthavong	<i>Unclear (Specific skills)</i>	Computer skill	English		
47	Forestry	Ms. Souphalak Duangdy	Computer	Office management	Foreign language	<i>Unclear (Specific skill)</i>	
48	Forestry	Mr. Sivansay Phimmasone	English	Computer skill	<i>Unclear (Specific knowledge)</i>		
49	Forestry	Mr. Sengphet Khothphomvong	English	Computer skill			
50	Forestry	Mr. Phong Lathsabouth	Leadership approach	English	Computer skill	Micro finance	Inspection
51	Forestry	Mr. Sengphet Silisombath	Administrative management	<i>Unclear (Specific knowledge)</i>	Working in the field		
52	Forestry	Mr. Phonepadith	<i>Unclear (Technical knowledge)</i>	English	Computer skill		
53	Forestry	Mr. Chandy Chanthavong	English	Computer skill	Study tour in the overseas		
54	Forestry	Mr. Ounh Vilaysak	Financial management	English	Computer skill	Rural development planning	
55	Forestry	Mr. Lek Vilaysak	English	Computer skill	Micro finance		
56	Forestry	Ms. Nhoupinh Sinsamouth	English	Computer skill	<i>Unclear (Specific knowledge)</i>		
57	Forestry	Ms. Chansamone Phatsady	Computer	English			
58	Forestry	Ms. Daovy Siphonekeopaseuth	English	Political theory	Planning		
59	Forestry	Mr. Khamlah Phinvanna	Management of forestry regulations	Land use planning	English	Computer skill	
60	Forestry	Mr. Phonesy Dalasaen	<i>Unclear (Specific skills)</i>	English	Computer skill	Planning	
61	Forestry	Mr. Buavanh Thippavong	<i>Unclear (Specific skills)</i>	English	Computer skill		
62	Forestry	Mr. Saengphet Sithisay	Forest management	Management of tree species	Tree planting techniques	Accounting	Computer skill
63	Forestry	Ms. Toulaphone Phouvongsy	Office management	Secretarial work	Foreign language		
64	Forestry	Mr. Phouthaphone Lacksivy	Proper soil and land use	Watershed management	English language		
65	Forestry	Mr. Khammanh Chanthalangsy					
66	Forestry	Mr. Sithikhone Phommachak					

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Xayaboury**
Date of data update: **2004/6/18**

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
67	Meteorology & Hydrology	Mr. Oukham Keovilay	Information gathering	Rainfall measurement	Trial on Agro-meteorology	Measurement of river discharge	English
68	Meteorology & Hydrology	Mr. Somphone Chanmaly	Meteorology	Office management			
69	Meteorology & Hydrology	Mr. Sichanh Bounpheng	Meteorology	<i>Unclear (Specific knowledge)</i>			
70	Meteorology & Hydrology	Ms. Manivanh Phomsouvane	Computer	Foreign language	Report writing	Office management	
71	Meteorology & Hydrology	Ms. Malin Philabuut	Weather forecast and communicating work	Computer skill	Foreign language	Office management	Report writing
72	Irrigation	Mr. Somchith Chanthavong	Water management	Data analysis and planning in computer	Inspection and designing in computer	Management of construction works by computer	English
73	Irrigation	Mr. Somsay Chanthavong	<i>Unclear (Technical knowledge)</i>	Computer skill	Report writing	Planning	
74	Irrigation	Mr. Buavanh Khamchanh	Language training	Computer skill	Strategic planning		
75	Irrigation	Mr. Sangkhom Simoun	<i>Unclear (Proposing new work)</i>	Calculating and designing for an irrigation project	Irrigation management	Organization of water users group and irrigation transfer	Foreign language and computer skill
76	Irrigation	Mr. Falai Duangphilalai	Irrigation	Oranization of water usage groups	Management of an organization		
77	Irrigation	Mr. Thavisith Phankham	Construction				
78	Irrigation	Ms. Thongdeng Phengdy	Financial management	Computer skill	Administrative management	English	Organization of water users groups
79	Irrigation	Mr. Amphon Thongda	Management of irrigation systems	Strenthening of water usage groups	Management of construction works	Designing	Project planning
80	Irrigation	Mr. Somboun Duang neun	Knowledge of equipment	English language	Computer skill	<i>Not applicable (Improvement of working finance)</i>	
81	Irrigation	Ms. Sayphoungun Keobua	Irrigation management	Accounting and financial management	Computer skill	Gendar and human resource development	Office work
82	Irrigation	Ms. Somphone Vongyasa	Accounting and financial management	Computer skill	English language		
83	Irrigation	Ms. Malaithong Kham-orn	Office management	Accounting and financial management	Report writing	Computer skill	Secretarial work
84	Irrigation	Ms. Saengdeun Chanhsook	Administrative management	Accounting and financial management	Use of office equipment	Gendar and human resource development	
85	Irrigation	Ms. Ammala Chaileuth	Accounting and financial management	Report writing	Computer skill	Foreign language	Office management
86	Irrigation	Mr. Thavisith Phankham	<i>Unclear (Technical knowledge)</i>	Computer skill	English language	<i>Not applicable (Improvement of working finance)</i>	
87	Irrigation	Mr. Vinvilay Sayyaphone					
88	Irrigation	Mr. Lithong Sitthisay					
89	Irrigation	Mr. Somchith Chanthavong					
90	Extension	Mr. Bounlay Khamphoumy	Planning	Planning	Assessment (M&E)	Extension work	Data collection
91	Extension	Mr. Phetsamone Phouthavone	Administrative management	Statistic and planning	Project preparation		
92	Extension	Mr. Bounhom Siduangchanh	Data collection	Extension work	Strategic planning	Project planning	Monitoring & evaluation (M&E) system
93	Extension	Ms. Sengmalaythong Soukphaly	<i>Unclear (Technical knowledge)</i>				
94	Extension	Ms. Buasavanh Chanthavong	<i>Unclear (Technical knowledge)</i>				
95	Extension	Mr. Sompong Chittavong	Planning for poverty reduction	English	<i>Unclear (Knowledge of staff)</i>	Computer skill	
96	Extension	Mr. Phoukhaokeo	<i>Unclear (Specific knowledge)</i>	Reporting	Computer skill	English	
97	Extension	Mr. Saiyakone Daengpheng	<i>Unclear (Specific skills)</i>	Project planning	<i>Unclear (Other related skill training)</i>		
98	Extension	Ms. Saengthong Phengdy					
99	DIDM	Mr. Thongdam Chanhbounheung	Irrigation skill	Foreign language	Computer skill		
100	DIDM	Mr. Sengphilom	Irrigation skill	Working system	Inspection of irrigation construction		
101	DIDM	Mr. Touthong Savanthor	Methods of equipment inspection	Construction monitoring	Computer skill	Foreign language	
102	DIDM	Mr. Fongsamouth Bolisouth	Project planning	Actual working in the field			
103	DIDM	Mr. Phoxay Mounthinhay	Water management	English	Computer skill		
104	DIDM	Mr. Keomany Soukhalath	<i>Unclear (Technical knowledge)</i>	Accounting and financial management	Computer skill		
105	DIDM	Mr. Oudomphane Outhongkham	<i>Unclear (Technical knowledge)</i>	Computer skill	Accounting		
106	DIDM	Mr. Sengphilom Silisombath	Foreign language	Computer skill	Management		
107	DIDM	Ms. Dokkeo Chanthalangsy	Management of training course	<i>Unclear (Development training)</i>	Computer skill		
108	DIDM	Mr. Phongphiphat Thammavong	Designing in computer	Water management			
109	Nam Tien Irrigation Project	Mr. Khamphone Phimbuathong	<i>Unclear (Technical knowledge)</i>				
110	Nam Tien Irrigation Project	Mr. Bounleuang Khongsavanh	<i>Unclear (Technical knowledge)</i>	Extension work	Work assessment / monitoring	English	
111	Nam Tien Irrigation Project	Mr. Bounleuth Philachanh	Community development	Management of community groups	Organization of water usage group	Irrigation management	Community fund raising
112	Nam Tien Irrigation Project	Mr. Houmphane Sensy	Leadership approach	Capacity building	<i>Unclear (Improvement of technical skills)</i>		
113	Nam Tien Irrigation Project	Mr. Phonvilay Chanthalangsy	<i>Unclear (Specific skills)</i>	English	Computer skill		
114	Nam Tien Irrigation Project	Mr. Paseuth Singhak	Fish breeding	Poultry raising	Fishculture	Treatment of animal diseases	
115	Nam Tien Irrigation Project	Mr. Vilaivan Inthavong	Fish breeding	Poultry raising	Fishculture	Treatment of animal diseases	
116	Nam Tien Irrigation Project	Ms. Vilaiphone Keomany	<i>n.a.</i>				
117	Nam Tien Irrigation Project	Mr. Kongkeo Sibounheuang	Management of staff	Designing and examination	Construction work	Project planning	Human resource development
118	Nam Tien Irrigation Project	Mr. Souvanh Phanthavong	Reafforestation	Watershed management	Environmental protection		
119	Nam Tien Irrigation Project	Mr. Bounphieng Tatsavath	Work management	Community development	Extension work		
120	Nam Tien Irrigation Project	Mr. Phivanh Khammeungsay					
121	Nam Tien Irrigation Project	Mr. Phaeng Phanthavong					
122	Nam Tien Irrigation Project	Mr. Somdy Lasakith					
123	Nam Tien Irrigation Project	Mr. Thongphet Diphetthai					
124	Nam Tien Irrigation Project	Mr. Saikham					

Data Sheet 5: Training Courses suggested

Name of Office: **PAFO Xayaboury**
 Date of data update: **2004/6/18**

ID of Question: **C-22: Please identify any training that would help you in meetin the operational goals of your office / section.**

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
125	30 ha Project	Mr. Feng Phommakoun	Techniques on fingerling breeding	Management	<i>Conservation of fish breeds</i>		
126	30 ha Project	Mr. Souban Duangphouxay	Training of water users	Credit assistance to water users group	Training of farmers on irrigation management	Rice seed development	Livestock and tree planting
127	30 ha Project	Mr. Bounthom Silisomphone	Techniques on water distribution	Accounting system	Management of an organization	Construction and repair of irrigation systems	
128	30 ha Project	Mr. Khamlah Phomthay	Management	Planning	<i>Unclear (Implementation)</i>		
129	30 ha Project	Mr. Hieng Chanthavong	Techniques on rice planting				
130	30 ha Project	Mr. Luang Bakhom	Supervision and management	Planning	Human resource development	Research and development	Assessment (M&E)
131	30 ha Project	Mr. Sangkhom Xayyasith	Meteorology	Information management	Agro-meteorology		
132	30 ha Project	Mr. Somsay Keosavang	Fishculture Techniques	English	Computer skill		
133	30 ha Project	Mr. Yai Ornvilay	Techniques on rice planting	English	Computer skill		
134	30 ha Project	Mr. Bounchanh Souliyaxoth	Computer	English	Data analysis	Fruit tree development	
135	30 ha Project	Mr. Thongvanh Phonpaseuth	Research work	Rice production	<i>Unclear (Specific knowledge)</i>	English	
136	30 ha Project	Ms. Xiengsila Pongphan	Machinery knowledge				
137	Vang Va Project	Mr. Veth Southivong	Accounting in computer	English	Production and marketing		
138	Vang Va Project	Ms. Pinkeo Philachanh	Agriculture	Livestock	Forestry		
139	Vang Va Project	Mr. Chanthachone Siphonekeopaseuth	Animal disease diagnostics	Selection of seeds	Tree planting techniques	Accounting	Computer skill
140	Vang Va Project	Mr. Vilavong Kettavongsa	Techniques on fishculture and chicken raising	Fish breeding			
141	Vang Va Project	Mr. Kongkeo Xayyavong	<i>n.a.</i>				
142	Vang Va Project	Mr. Vong Chandala	<i>n.a.</i>				
143	Vang Va Project	Mr. Linthavong Keoboua	English	Agricultural skills	Micro finance		
144	Vang Va Station	Mr. Phaivanh Buapha	Industrial crop planting	Production of fruit tree seedlings	Management of tree species	Computer skill	Accounting
145	Rural Development Project	Mr. Bounmy Lattanatai					
146	Rural Development Project	Mr. Sisouphone Kongsanith					
147	Rural Development Project	Mr. Phonesavanh Phetavai					
148	Irrigation firm	Mr. Bounniew Phothilak					
149	Irrigation firm	Mr. Bounhanh Khamphavong					
150	Irrigation firm	Mr. Bounnio	<i>Unclear (Training on new establishment)</i>	Report writing	Computer skill (in drawing and design)	Foreign language	

Attachment 6-7

Pakseng DAFO

Data Sheet 1: General Information of Staff

Name of Office:

DAFO Pakseng

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-6		A-3		A-7: Educational Attainment					
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Title	Post <1	Length (O)	Education <2	Major	Year	Specialty <3
1	DAFO	Mr. Phonexay VANHNADET	Head of DAFO	Yes	M	32	3	P	13	4	Livestock	1998	d
2	DAFO	Mr. Sisamut PHONGSAVATH	Deputy head of DAFO	Yes	M	34	3	P	10	4	Livestock	1993	d
3	DAFO	Mr. Vongsone CHANTHACHITH	Deputy head of DAFO	Yes	M	33	3	P	6	4	Agriculture	1995	a
4	Administration	Mr. Phopphet SIONCHANH	Unit head	Yes	M	34	3	P	10	4	Forestry	1993	g
5	Administration	Mrs. Sengamphone SOMSANITH	Specialist/ Technician	Yes	F	34	2	P	14	6	n.a.	n.a.	d
6	Forestry	Mr. Amphayvanh INTHAVONG	Unit head	Yes	M	26	4	P	3	4	Forestry	2001	g
7	Forestry	Mr. Mixxaygna SOUKLAKAY	Specialist/ Technician	Yes	M	23	3	P	2	4	Forestry	n.a.	g
8	Forestry	Mr. Bounneo LATTANAVONG	Specialist/ Technician	None	M	35	3	P	11	4	n.a.		
9	Livestock	Mr. Somdy SISAVATH	Unit head	Yes	M	38	2	P	12	4	Livestock	1992	d
10	Livestock	Mr. Phouthone KEOMANIVONG	Contract Staff	Yes	M	n.a.	-	C	1	4	Livestock	2002	d
11	Agriculture	Mr. Somkit BOUNSAVATH	Unit head	Yes	M	31	3	P	5	4	Agriculture	1997	a
12	Agriculture	Mr. Xaysanome SIPHANHTHONE	Specialist/ Technician	Yes	M	30	3	P	4	4	Agriculture	1999	b
13	Agriculture	Mr. Khamchanh VONGKHOUN	Specialist/ Technician	None	M	29	3	P	7	4	n.a.		

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,
j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 3: Duties of the Staff

Name of Office:

DAFO Pakseng

Date of data update:

2004/6/18

ID of Question:

A-10: What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	DAFO	Mr. Phonexay VANHNADET	Implementation of policy	Supervision of agriculture and forestry work	Planning	Reporting to upper level	Management
2	DAFO	Mr. Sisamut PHONGSAVATH	Supervision of units especially livestock	Supervision to livestock matters	Technical extension on livestock		
3	DAFO	Mr. Vongsone CHANTHACHITH	Supervision of administration unit	Establishment of rules of the office	Supervision of use of budget	Supervision of activities	Reporting to upper level
4	Administration	Mr. Phophet SIONCHANH	Administration of the office	Planning	Statistics		
5	Administration	Mrs. Sengamphone SOMSANITH	Administrative work and typing	Meteorological work			
6	Forestry	Mr. Amphayvanh INTHAVONG	Supervision of the unit	Extension to villager	Information dissemination on law	Management of forestry law	Reporting
7	Forestry	Mr. Mixxaygna SOUKLAKAY	Control of forest cutting for making fields	Supervise clear the forest illegal of villager	Control of wildlife trading	Assistance in siling production	Campaign for tree planting
8	Forestry	Mr. Bounneo LATTANAVONG					
9	Livestock	Mr. Somdy SISAVATH	Reporting and planning	Unclear (Data and support on livestock)	Data collection of disease animal	Reporting to upper level	
10	Livestock	Mr. Phouthone KEOMANIVONG	Monitoring of animal of villagers	Vaccination	Support in working in the office		
11	Agriculture	Mr. Somkit BOUNSAVATH	Supervision of the unit	Reporting and planning of the unit	Data collection on agriculture	Extension on agricultural production	
12	Agriculture	Mr. Xaysanome SIPHANHTHONE	Data collection and statistics of agriculture	Reporting to director	Unclear (Support)		
13	Agriculture	Mr. Khamchanh VONGKHOUN					

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **DAFO Pakseng**
 Date of data update: **2004/6/18**

ID of Question:

A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?

No.	Section	Name	GAP	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	DAFO	Mr. Phonexay VANHNADET	3	M&E and Supervision				
2	DAFO	Mr. Sisamut PHONGSAVATH	3	Planning	Project management	English language	Livestock	Disease analysis
3	DAFO	Mr. Vongsone CHANTHACHITH	3	Administration of the Office				
4	Administration	Mr. Phophet SIONCHANH	2	n.a.				
5	Administration	Mrs. Sengamphone SOMSANITH	3	Administration of the Office				
6	Forestry	Mr. Amphayvanh INTHAVONG	3	Planting vegeables in dry season				
7	Forestry	Mr. Mixxaygna SOUKLAKAY	2	n.a.				
8	Forestry	Mr. Bounneo LATTANAVONG						
9	Livestock	Mr. Somdy SISAVATH	3	Techniques of extension on livestock				
10	Livestock	Mr. Phouthone KEOMANIVONG	3	Unclear (Need technical staff)	Animal management			
11	Agriculture	Mr. Somkit BOUNSAVATH	4	Leading the unit	Seedling production of fruits			
12	Agriculture	Mr. Xaysanome SIPHANHTHONE	4	Techniques of extension				
13	Agriculture	Mr. Khamchanh VONGKHOUN						

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Nit inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office: **DAFO Pakseng**
 Date of data update: **2004/6/18**

ID of Question:**C-22 Effective training**

No	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	DAFO	Mr. Phonexay VANHNADET	Working with communities	Training methods	Upland farming (Agroforestry)	M&E	Livelihood development
2	DAFO	Mr. Sisamut PHONGSAVATH	Fish raising and breeding	Poultry raising	Swine raising	Veterinary services	
3	DAFO	Mr. Vongsone CHANTHACHITH	Community development	Extension on vegetable production	M&E	Livelihood development	Training methods
4	Administration	Mr. Phophet SIONCHANH	Administration and planning	Mapping	Land allocation		
5	Administration	Mrs. Sengamphone SOMSANITH	Administration and management of works				
6	Forestry	Mr. Amphayvanh INTHAVONG	Data collection and problem identification	Participatory planning	Mapping	Nursery operation	
7	Forestry	Mr. Mixaygna SOUKLAKAY	Tree planting	Land allocation			
8	Forestry	Mr. Bounneo LATTANAVONG					
9	Livestock	Mr. Somdy SISAVATH	Data collection and problem identification	Technical of fingerling production	Vaccination	Artificial insemination of animals	
10	Livestock	Mr. Phouthone KEOMANIVONG	Technology on livestock				
11	Agriculture	Mr. Somkit BOUNSAVATH	Seedling production of fruit trees	Planning of planting trees	Data collection and problem identification	Upland farming (vegetables)	
12	Agriculture	Mr. Xaysanome SIPHANHTHONE	Extension on vegetable production	Fruit tree production	Rice farming	Upland farming (vegetables)	
13	Agriculture	Mr. Khamchanh VONGKHOUN					

Attachment 6-8

Nane DAFO

Data Sheet 1: General Information of Staff

Name of Office:

DAFO Nane

Date of data update:

2004/6/18

ID of Question:		A-2: Position		A-6		A-3		A-7: Educational Attainment					
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Title	Post <1	Length (O)	Education <2	Major	Year	Specialty <3
1	DAFO (Irrigation)	Sivone KHAMCHANE	Head of DAFO	Yes	M	39	4		6	4	Irrigation	1988	c
2	DAFO (Forestry)	Phane DOUANGCHANE	Deputy head of DAFO	Yes	M	47	<i>n.a.</i>		14	4	General Forestry	1984	g
3	Forestry	Bounpeng SENGMANY	Unit head	Yes	M	37	4		<i>n.a.</i>	4	Forestry	1997	g
4	Forestry	Bualy KHANTHAPASEUTH	Specialist / Technician	Yes	M	36	4		8	4	Forestry	2003	g
5	Forestry	Chanthavy VONGTHONGSAY	Specialist/ Technician	Yes	M	30	3		12	4	Forestry	1992	g
6	Forestry	Chanhma TEESAVATH	Specialist/ Technician	Yes	M	40	3		13	4	Forestry	1991	g
7	Forestry	Phetthavone VANNAPHA	Specialist/ Technician	Yes	F	26	3		5	4	Forestry	1998	g
8	Irrigation	Keusong NENG	Unit head	Yes	M	30	4		5	3	Irrigation	1998	c
9	Irrigation	Thongkhoun CHANSANGA	Specialist/ Technician	Yes	M	28	2		18	4	Irrigation	1985	c
10	Agriculture	Bounthin PHONEMANY	Unit head	Yes	M	47	3		20	4	Agriculture	1983	a
11	Agriculture	Bounphet PHANETHAVONG	Specialist/ Technician	Yes	M	38	2		21	4	Agriculture	1983	b
12	Agriculture	Latsamy VONGMANICHANE	Specialist/ Technician	Yes	F	26	3		3	4	Agriculture	2000	b
13	Agriculture	Thongvanh CHANTHAMALY	Specialist/ Technician	Yes	M	47	2		23	4	Agriculture	1982	a
14	Livestock	Vanthong BOUNYONG	Unit head	Yes	F	26	3		3	4	Livestock-Fishery	2000	d
15	Livestock	Bounthan PHONEMANY	Specialist/ Technician	Yes	M	39	2		13	4	Livestock-Fishery	1981	d
16	Livestock	Thongvanh KEOKENCHANH	Unit head	Yes	M	52	1		18	6	Livestock-Fishery	1991	d

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,
j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 2: History of Training

Name of Office: **DAFO Nane**
 Date of data update: **2004/6/18**

A-14 Training that respondents have had

No.	Section	Name	Training 1	Organization	Mo/Year	Days	Effect on work	Training 2	Organization	Mo/Year	Days	Effect on work	Training 3	Organization	Mo/Year	Days	Effect on work
1	DAFO (Irrigation)	Sivone KHAMCHANE	Community organization	Konekean University	Sep-92	12	Very good	Administration of meddle level II	SIDA	Jun-98	4	Fair	Administration meddle level III	SIDA	Feb-99	5	Fair
2	DAFO (Forestry)	Phane DOUANGCHANE	Data collection	CTP	Jun-91	7	Not useful	Basics of Agriculture	Agriculture Section	Oct-91	15	Fair	Training of trainers (extension)	SIDA	Nov-94	15	Fair
3	Forestry	Bounpeng SENGMANY	Planting and production of posa	SIDA	Jun-99	25	Good	Resource management	SIDA	Jun-00	3	Good					
4	Forestry	Bualy KHANTHAPASEUTH	Trainer of extension	SIDA	Nov-94	15	Useful for the work	Computer	SIDA	Oct-02	30	Useful for reporting					
5	Forestry	Chanthavy VONGTHONGSAY	Mapping	SIDA	1996	7	<i>Unclear (Certificate)</i>	Development plan	SIDA	Jan-98	9	<i>Unclear (Certificate)</i>	Administration	n.a.	May-00	n.a.	<i>Unclear (Certificate)</i>
6	Forestry	Chanhma TEESAVATH	Seed production	SIDA	n.a.	21	Good	Land allocation	SIDA		21	Good	Satellite imaging	SIDA	n.a.	21	Good
7	Forestry	Phethavone VANNAPHA	Planting and production of posa	SIDA	Jun-99	25	Useful for the work	Resource management	SIDA	Jun-00	3	Useful for the work					
8	Irrigation	Keusong NENG	English language	SIDA	Jun-99	210	Good										
9	Irrigation	Thongkhoun CHANSANGA	Management of irrigation systems	FIAT	Mar-98	9	Good	Environment	Quaker	Jan-02	5	Good					
10	Agriculture	Bounthin PHONEMANY	Rice production	Lao-IRRI	1996	7	Useful for the work	Livestock	SIDA	1993	7	Useful for the work	Fishery	SIDA	1994	7	Useful for the work
11	Agriculture	Bounphet PHANETHAVONG	Rice research and experiment	Lao-IRRI	Sep-95	35	Good	Computer	SIDA		120 hrs	Fair	Administration	SIDA	Aug-99	5	Fair
12	Agriculture	Latsamy VONGMANICHANE	No														
13	Agriculture	Thongvanh CHANTHAMALY	Fruit trees production	Xiengnurn Training Center	n.a.	14	<i>Unclear (Certificate)</i>	Green vegetable	Xiengnurn Training Center	n.a.	14	<i>Unclear (Certificate)</i>	Rice production	Xiengnurn Training Center	n.a.	7	<i>Unclear (Certificate)</i>
14	Livestock	Vanthong BOUNYONG	Extension techniques of livestock	EU	May-02	n.a.	<i>Unclear (Certificate)</i>	Training of trainers (veterinarian)	EU	Sep-02		<i>Unclear (Certificate)</i>					
15	Livestock	Bounthan PHONEMANY	Fish culture	FAO	1994	10	Useful for the work	Yellow chicken feeds	EU	1998	7	Useful for the work	Inspection of meat	SIDA	2001	7	Useful for the work
16	Livestock	Thongvanh KEOKENCHANH	Planning	Government	Jul-99	5	Poor	Psychology in Administration	SIDA	Aug-99	5	Poor	Administrative system of office	SIDA	Aug-99	4	Not much

A-14 Training that respondents have had

No.	Section	Name	Training 4	Organization	Mo/Year	Days	Effect on work	Training 5	Organization	Mo/Year	Days	Effect on work
1	DAFO (Irrigation)	Sivone KHAMCHANE	Use of updated irrigation systems	KOICA	Jun-99	21	Not useful					
2	DAFO (Forestry)	Phane DOUANGCHANE	Gender issues	SIDA	Jul-96	5	<i>Unclear</i>					
3	Forestry	Bounpeng SENGMANY										
4	Forestry	Bualy KHANTHAPASEUTH										
5	Forestry	Chanthavy VONGTHONGSAY	Sloping agriculture	n.a.	Jul-00	n.a.	<i>Unclear (Certificate)</i>					
6	Forestry	Chanhma TEESAVATH	Research on seeds	SIDA	n.a.	21	Good	GIS	SIDA	n.a.	21	Good
7	Forestry	Phethavone VANNAPHA										
8	Irrigation	Keusong NENG										
9	Irrigation	Thongkhoun CHANSANGA										
10	Agriculture	Bounthin PHONEMANY	Upland agriculture	SIDA	1999	7	Useful for the work					
11	Agriculture	Bounphet PHANETHAVONG	Community organization	SIDA		5	n.a.	Accounting	SIDA	n.a.	5	n.a.
12	Agriculture	Latsamy VONGMANICHANE										
13	Agriculture	Thongvanh CHANTHAMALY										
14	Livestock	Vanthong BOUNYONG										
15	Livestock	Bounthan PHONEMANY										
16	Livestock	Thongvanh KEOKENCHANH	Project analysis and evaluation	Government	Jan-00	5	Poor					

Data Sheet 3: Duties of the Staff

Name of Office:	DAFO Nane
Date of data update:	2004/6/18

ID of Question:

A-10: What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	DAFO (Irrigation)	Sivone KHAMCHANE	Training of staff on political science and policy	Interpretation of forestry law and regulations	Planning of agricultural and forestry development	Human resource development	
2	DAFO (Forestry)	Phane DOUANGCHANE	Supervision of forestry work				
3	Forestry	Boungpeng SENGMANY	Supervision of forestry unit	Forest and resource management			
4	Forestry	Bualy KHANTHAPASEUTH	Forest management	Accounting and financial management			
5	Forestry	Chanthavy VONGTHONGSAY	Development of models for sloping agriculture	Promotion of vegetables/ fruits / industrial crops	Land allocation		
6	Forestry	Chanhma TEESAVATH	Land allocation and management				
7	Forestry	Phetthavone VANNAPHA	Monitoring and management of wood industry				
8	Irrigation	Keusong NENG	Planning of irrigation projects	Reporting to upper level	Management of irrigation systems		
9	Irrigation	Thongkhoun CHANSANGA	Planning of irrigation projects				
10	Agriculture	Bounthin PHONEMANY	Reporting /submission of documents to province	Monitoring of agricultural production	Management of equipment / materials	Supervision and evaluation	
11	Agriculture	Bounphet PHANETHAVONG	Extension work on agricultural techniques	Report writing			
12	Agriculture	Latsamy VONGMANICHANE	Typing	Cashier			
13	Agriculture	Thongvanh CHANTHAMALY	Statistical data collection on rice production	Statistical data collection			
14	Livestock	Vanthong BOUNYONG	Supervision of section	Planning of livestock promotion			
15	Livestock	Bounthan PHONEMANY	Responsible for registration of animal	Vaccination project	Inspection of meat		
16	Livestock	Thongvanh KEOKENCHANH	Statistics and planning	Monthly reporting	Report writing	Coordination with other units	

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office:	DAFO Nane
Date of data update	2004/6/18

ID of Question:

A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?

No.	Section	Name	GAP	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	DAFO (Irrigation)	Sivone KHAMCHANE	3	Forestry work	Make Planning	Agriculture	Management / administration	
2	DAFO (Forestry)	Phane DOUANGCHANE	4	English language	Computer	Management/administration		
3	Forestry	Bounpeng SENGMANY	3	English language	Computer	Writing project	Computer	
4	Forestry	Bualy KHANTHAPASEUTH	3	English language	Forestry law	Extension to forestry villagers	Writing project	Data analysis
5	Forestry	Chanthavy VONGTHONGSAY	3	Computer	English language	English language		
6	Forestry	Chanhma TEESAVATH	3	Extension		Computer		
7	Forestry	Phetthavone VANNAPHA	3	English language	Fish Breeding	Extension on forestry	Unclear (Other project works)	Computer
8	Irrigation	Keusong NENG	3	Computer	English language	Participatory methods		
9	Irrigation	Thongkhoun CHANSANGA	3	Irrigation management				
10	Agriculture	Bounthin PHONEMANY	3	Writing project	Knowledge of map			
11	Agriculture	Bounphet PHANETHAVONG	3	Computer	Graft of seed forest fruit			
12	Agriculture	Latsamy VONGMANICHANE	3	Computer	Use of medicine for animal diseases	Writing project		
13	Agriculture	Thongvanh CHANTHAMALY	3	Agriculture	English language			
14	Livestock	Vanthong BOUNYONG	3	English language	English language	Computer	Veterinary service	
15	Livestock	Bounthan PHONEMANY	3	Long-term training	Computer			
16	Livestock	Thongvanh KEOKENCHANH	3	Improvement of academic	Management			

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Not inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office:	DAFO Nane
Date of data update:	2004/6/18

<i>ID of Question:</i>			<i>C-22 Effective training</i>				
No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	DAFO (Irrigation)	Sivone KHAMCHANE	Director General of DAFO	Community development	Computer	English language	Technologies on agriculture, forestry & livestock
2	DAFO (Forestry)	Phane DOUANGCHANE	English language	Computer	Administration of office		
3	Forestry	Bounpeng SENGMANY	English language	Computer	Extension	Writing project report	
4	Forestry	Bualy KHANTHAPASEUTH	Satellite imaging	English language	Writing project and data analysis		
5	Forestry	Chanthavy VONGTHONGSAY	Computer				
6	Forestry	Chanhma TEESAVATH	Writing project report	Seedling production of fruit & others			
7	Forestry	Phethavone VANNAPHA	Data and Writing project report	Computer	English language	Extension on forestry sector	Satellite imaging
8	Irrigation	Keusong NENG	Planning of Irrigation project	Computer (Auto CAD)	Training of trainers		
9	Irrigation	Thongkhoun CHANSANGA	Management of irrigation systems	English language	Computer		
10	Agriculture	Bounthin PHONEMANY	Writing project report	Improvement of academic background			
11	Agriculture	Bounphet PHANETHAVONG	Writing project report	Computer	English language		
12	Agriculture	Latsamy VONGMANICHANE	Computer	English language	Writing project report		
13	Agriculture	Thongvanh CHANTHAMALY	Foreign language				
14	Livestock	Vanthong BOUNYONG	English language	Fish breeding	Veterinary service	Computer	
15	Livestock	Bounthan PHONEMANY	Long-term training				
16	Livestock	Thongvanh KEOKENCHANH	Statistics and planning	Strategic planning	Project analysis and evaluation	Improvement of academic	

Attachment 6-9

Viengkham DAFO

Data Sheet 1: General Information of Staff

Name of Office:	DAFO Viengkham
Date of data update:	2004/6/18

<i>ID of Question:</i>		<i>A-2: Position</i>				<i>A-6</i>		<i>A-3</i>		<i>A-7: Educational Attainment</i>			
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Title	Post	Length (O)	Education	Major	Year	Specialty
1	DAFO	Mr. Bounmy SAVAD	Head of DAFO	Yes	M	36	4	P	8	4	Forestry	1995	g
2	DAFO/Irrigation	Mr. Siphane MISOUK	Deputy head of DAFO	Yes	M	48	4	P	21	4	Irrigation	1993	b
3	Forestry	Mr. Houmphaeng KHANTHALY	Deputy head of DAFO	Yes	M	36	3	P	13	4	Forestry	1990	b
4	Forestry	Mr. Sisomphone THALANGSY	Specialist/ Technician	Yes	M	47	3	P	14	4	Forestry	<i>n.a.</i>	g
5	Forestry	Mr. Sivone SONEMANY	Unit head	Yes	M	45	3	P	13	4	Forestry	1991	g
6	Forestry	Mr. Phaeng PHANTHAVONG	Specialist/ Technician	Yes	M	35	3	P	12	4	Forestry	1992	g
7	Agriculture	Mr. Bounthane MANIVONG	Unit head	Yes	M	32	3	P	10	4	Agriculture	1994	a
8	Agriculture	Ms. Amphay THAVONGSY	Specialist/ Technician	Yes	F	28	3	P	8	4	Agriculture	1994	b
9	Agriculture	Mr. Somveopphet DOUANGPASEUTH	Specialist/ Technician	Yes	M	28	3	P	6	4	Agriculture	1998	b
10	Livestock	Mr. Chanthasak PHATHTHANA	Unit head	Yes	M	31	3	P	10	4	Livestock	1993	d
11	Livestock	Mr. Khamphew VILADEAN	Specialist/ Technician	Yes	M	26	3	P	2	4	Livestock	<i>n.a.</i>	d
12	Livestock	Mr. Bouathong XAYYAVONG	Specialist/ Technician	Yes	M	45	1	P	10	6	<i>n.a.</i>	<i>n.a.</i>	d
13	Livestock	Mr. Bounvong SILAXAY	Specialist/ Technician	Yes	M	55	2	P	25	6	<i>n.a.</i>	<i>n.a.</i>	d
14	Administration	Ms. Khambay PHALIVANE	Typing	Yes	F	26	2	P	6	5	Construction School	1997	<i>n.a.</i>
15	Administration	Mr. Bounmy THAMMAVONG	Unit head	Yes	M	42	1	P	13	6	<i>n.a.</i>	<i>n.a.</i>	<i>n.a.</i>
16	Administration	Ms. Douangchanh VONGSAVANH	Finance	Yes	F	29	1	P	11	6	<i>n.a.</i>	<i>n.a.</i>	h

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.
 <2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.
 <3: The specialty of the staff is categorized and symbolized as follows:
 a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,
 j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 3: Duties of the Staff

Name of Office: **DAFO Viengkham**
 Date of data update: **2004/6/18**

ID of Question: *A-10: What are your actual duties / responsibilities ?*

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	DAFO	Mr. Bounmy SAVAD	Supervision of planning	Supervision and M&E of the staff	Coordination with other sections and organizations	Supervision of administration unit	
2	DAFO/Irrigation	Mr. Siphane MISOUK	Responsible for Irrigation work				
3	Forestry	Mr. Houmpaeng KHANTHALY	Secretarial work for head	Supervision of technical matters	Planning, monitoring and reporting		
4	Forestry	Mr. Sisomphone THALANGSY	Supervision of forest management				
5	Forestry	Mr. Sivone SONEMANY	Forest management	Seedling production	Conservation of wiledlife	Survey on land allocation	
6	Forestry	Mr. Phaeng PHANTHAVONG	Management and monitoring	Tree planting and seedling production	Land allocation		
7	Agriculture	Mr. Bounthane MANIVONG	Extension and provision of seeds	Seedling production			
8	Agriculture	Ms. Amphay THAVONGSY	Extension on agricultural production	Monitoring of prices of agricultural commodities	Statistics of agriculture		
9	Agriculture	Mr. Somveopphet DOUANGPASEUTH	Seedling production of fruit trees	Orientation on agricultural technologies			
10	Livestock	Mr. Chanthasak PHATHTHANA	Provision of vaccines to control diseases	Supervision of livestock matters			
11	Livestock	Mr. Khamphew VILADEAN	Provision of vaccines to control diseases	Supervision of vaccination service			
12	Livestock	Mr. Bouathong XAYYAVONG	Monitoring and control of animal diseases	Veterinary service			
13	Livestock	Mr. Bounvong SILAXAY	Vaccination service				
14	Administration	Ms. Khambay PHALIVANE	Typing	Provision of technical assistance to villagers			
15	Administration	Mr. Bounmy THAMMAVONG	Administrative work in the office				
16	Administration	Ms.Douangchanh VONGSAVANH	Administrative work in the office	Meteorology			

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office:

DAFO Viengkham

 Date of data update:

2004/6/18

ID of Question: *A-13: How do you assess your capabilities to comply with your duties? And What kind of skills do you need to strengthen in case your capabilities are inadequate?*

No.	Section	Name	GAP	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	DAFO	Mr. Bounmy SAVAD	3	Administration	Make Planning	English language	GIS (Map info)	
2	DAFO/Irrigation	Mr. Siphane MISOUK	3	English language	Computer	Use of binoculars for survey		
3	Forestry	Mr. Houmphaeng KHANTHALY	4	Academic	English language	Computer	Planning	
4	Forestry	Mr. Sisomphone THALANGSY	3	Capability in campaigning of regulations	Forestry law	Capability to use survey equipment		
5	Forestry	Mr. Sivone SONEMANY	3	Technology on forestry	Computer	Data collection and planning		
6	Forestry	Mr. Phaeng PHANTHAVONG	3	Computer	Knowledge of map			
7	Agriculture	Mr. Bounthane MANIVONG	3	Nursery operation	Graft of seed forest fruit			
8	Agriculture	Ms. Amphay THAVONGSY	3	Technnology	English language	Computer		
9	Agriculture	Mr. Somveophet DOUANGPASEUTH	3	Seedling production for fruits				
10	Livestock	Mr. Chanthasak PHATHTHANA	3	Analysis of animal diseases	Fish Breeding			
11	Livestock	Mr. Khamphew VILADEAN	3	Knowledge of animal diseases	English language			
12	Livestock	Mr. Bouathong XAYYAVONG	3	Knowledge of animal diseases	Use medicine for Care disease of animal			
13	Livestock	Mr. Bounvong SILAXAY	3	Vaccination against animal diseases				
14	Administration	Ms. Khambay PHALIVANE	3	Accounting and financial management	Computer			
15	Administration	Mr. Bounmy THAMMAVONG	3	Computer	English language	Accounting and financial management		
16	Administration	Ms.Douangchanh VONGSAVANH	3	Meteorology	Management	Accounting and financial management	Strategic planning	

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Nit inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office: **DAFO Viengkham**
 Date of data update: **2004/6/18**

ID of Question: C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	DAFO	Mr. Bounmy SAVAD	Land allocation	Livestock	Planting industrial trees	Fruit tree production	English language and computer
2	DAFO/Irrigation	Mr. Siphane MISOUK	Training at school / center				
3	Forestry	Mr. Sivone SONEMANY	English language	Computer	Administration and planning	Improvement of academic	
4	Forestry	Mr. Sisomphone THALANGSY	Equipment for forestry survey	Forestry law	Work in forestry unit	English language	
5	Forestry	Mr. Houmphaeng KHANTHALY	Mapping	Computer	Production of seeds		
6	Forestry	Mr. Phaeng PHANTHAVONG	Land allocation	Mapping	Production of seeds	Computer	
7	Agriculture	Mr. Bounthane MANIVONG	Soil analysis for agriculture	Nursery operation	Upland farming (vegetables)	Computer	
8	Agriculture	Ms. Amphay THAVONGSY	Preparation of strategic plans	Training of trainers (for agriculture)	Computer	English language	Marketing
9	Agriculture	Mr. Somvephet DOUANGPASEUTH	Seedling production fruit trees	<i>Unclear (Academic work)</i>	Planning of international project		
10	Livestock	Mr. Chanthasak PHATHTHANA	Unclear (Knowledge and capability of staff)	Reporting system	Extension		
11	Livestock	Mr. Khamphew VILADEAN	Veterinary service	Reproduction and breeding	English language	Computer	
12	Livestock	Mr. Bouathong XAYYAVONG	Fish Breeding	Artificial insemination			
13	Livestock	Mr. Bounvong SILAXAY	Project planning and report writing	Vaccination service			
14	Administration	Ms. Kambay PHALIVANE	Accounting and financial management	English language	Computer		
15	Administration	Mr. Bounmy THAMMAVONG	Preparation of strategic plans	Accounting and property management	English language	Computer	
16	Administration	Ms. Douangchanh VONGSAVANH	Meteorology	Management and Accounting	Strategic planning		

Attachment 6-10

Xayaboury DAFO

Data Sheet 1: General Information of Staff

Name of Office:

DAFO Xayaboury

Date of data update:

2004/6/18

ID of Question:		A-2: Position			A-3		A-6		A-7: Educational Attainment		A-5: Specialty	
No.	Section	Name	Position	Submission of questionnaire	Sex	Age	Post <1	Length (yr)	Education <2	Major	Year	Specialty
1	Administration	Mr. Bounthay Sithep	Chief of DAFO	No	M	41	P	22	3			
2	Administration	Mr. Khamhak Sidaphone	Chief of the section	Yes	M	36	P	3	4	Forestry	1999	g,j
3	Administration	Mr. Sombanh Sihanou	Deputy chief of PAFO	Yes	M	41	P	2	4	Forestry	1985	g
4	Administration	Mr. Paseuth Philachane	Deputy chief of the section	Yes	M	52	P	8	4	Forestry	1986	g
5	Administration	Ms. Phayvane Thepkhamheuang	Desk officer	Yes	F	28	C	3	4	Agriculture	1998	b
6	Administration	Mr. Soulin Sisaketh	Desk officer	Yes	M	37	P	6	4	Accountancy	1991	n.a.
7	Administration	Ms. Bouavane Khamhoungvilavong	Desk officer	Yes	F	35	C	4	5	n.a.	n.a.	n.a.
8	Administration	Ms. Bounleng Phekeo	Technician	Yes	F	34	P	13	4	Forestry	1991	k
9	Administration	Mr. Alounsith Posavathdy	Technician	Yes	M	38	P	3	4	Road Designing	1988	b
10	Administration	Mr. Vixay Xayavouth	Technician	Yes	M	42	P	5	4	Business Administration	2003	k
11	Administration	Mr. Soulideth Pholovichith	Driver	Yes	M	n.a.	C	3	4	Driving	1995	n.a.
12	Administration	Mr. Ouanh Atsachanh	Technician	Yes	M	53	P	15	4	Forestry	1981	g
13	Irrigation	Mr. Vivanh Leuangleth	Chief of Section	Yes	M	45	P	0.5	4	Irrigation	1986	c,l,j
14	Irrigation	Mr. Thongsia Linthonesy	Deputy Chief	Yes	M	36	P	4	4	Irrigation	2000	c
15	Irrigation	Mr. Bounhieng Panyavong	Technician	Yes	M	39	P	0.75	4	Irrigation	2003	c
16	Livestock & Fisheries	Ms. Bounseng Souksengphet	Chief of Section	Yes	F	44	P	21	4	Livestock & Veterinarian	1982	d
17	Livestock & Fisheries	Mr. Hongkeo Philaketh	Deputy Chief	Yes	M	35	P	4	4	Livestock & Fishery	1991	d,f
18	Livestock & Fisheries	Mr. Thongsalob Bounmaseng	Technician	Yes	M	38	P	20	4	Livestock	1983	d,f
19	Livestock & Fisheries	Mr. Somvang Inta	Technician	Yes	M	54	n.a.	23	4	Livestock	1981	d
20	Livestock & Fisheries	Mr. Khamphouth Phakeo	Technician	Yes	M	36	P	15	4	Livestock	1985	d
21	Livestock & Fisheries	Ms. Sommay Lathida	Technician	Yes	F	35	P	17	4	Livestock	1988	d,f
22	Livestock & Fisheries	Ms. Bounmy Philalak	Technician	Yes	F	33	P	18	4	Livestock	1986	d
23	Livestock & Fisheries	Mr. Khamphouth Laddaxay	Technician	Yes	M	43	P	18	4	Livestock	1986	d
24	Livestock & Fisheries	Mr. Somphone Ormphane	Technician	Yes	M	52	P	26	4	Livestock	1981	d
25	Agriculture	Mr. Phonsavanh Kham One	Chief of Section	Yes	M	40	P	5	4	Cropping	1995	a
26	Agriculture	Mr. Bounnhang Khampha	Deputy Chief	Yes	M	41	P	18	4	Cropping	1986	a
27	Agriculture	Ms. Thongkhoun Philachane	Technician	Yes	F	33	P	16	4	Cropping	1989	j
28	Agriculture	Mr. Naikham Danouphane	Technician	Yes	M	42	P	1	4	Cropping	1983	a
29	Agriculture	Ms. Bounthinh Chanthaphouy	Technician	Yes	F	32	P	3	4	Cropping	1996	b
30	Agriculture	Mr. Phouphet Kham One	Technician	Yes	M	31	C	3	4	Cropping	2000	b
31	Agriculture	Mr. Sichane Hanasith	Technician	Yes	M	30	P	4	4	Cropping	1999	b
32	Agriculture	Mr. Khiomany Khanthavong	Technician	Yes	M	39	P	17	4	Cropping	1987	a
33	Agriculture	Mr. Khathaneth Nanthalak	Technician	Yes	M	29	P	n.a.	4	Cropping	1999	a
34	Forestry	Mr. Sengchane Phanoudeth	Chief of Section	Yes	M	35	P	5	4	Forestry	1994	g
35	Forestry	Mr. Khamtanh Keovixaylath	Deputy Chief	Yes	M	39	P	n.a.	4	Forestry	1990	g
36	Forestry	Mr. Bounlob	Technician	Yes	M	41	C	n.a.	5	n.a.	n.a.	g
37	Forestry	Ms. Thepphalak Phanka	Technician	Yes	F	38	P	12	n.a.	Forestry	1990	g
38	Forestry	Ms. Alounna Phatthana	Technician	Yes	F	33	P	11	4	Forestry	1993	g
39	Forestry	Mr. Somkuan Phanongsith	Technician	Yes	M	35	P	n.a.	4	Forestry	1991	g
40	Forestry	Mr. Vichith Lithavong	Technician	Yes	M	33	P	9	4	Forestry	1993	g
41	Forestry	Mr. Alansakith Sivilay	Technician	Yes	M	30	P	7	4	Forestry	1996	g,j
42	Forestry	Ms. Oneta PhongAdith	Technician	Yes	F	34	P	4	4	Forestry	1990	g
43	Forestry	Mr. Khanthong Sisamlan	Technician	Yes	M	34	P	3	4	Forestry	1990	g
44	Forestry	Mr. Thongphet Bounxou	Technician	Yes	M	31	P	7	4	Forestry	1996	g,j
45	Forestry	Mr. Hao Thiako	Technician	Yes	M	40	P	14	4	Forestry	1990	g
46	Forestry	Mr. Dongkhamkeo Xongthaly	Technician	Yes	M	28	C	3	3	Forestry	2000	g
47	Forestry	Mr. Bounthib Nhothsavath	Technician	Yes	M	38	P	5	4	Forestry	1992	g
48	Forestry	Mr. Bounnhord Phanthavong	Technician	Yes	M	37	P	7	n.a.	Forestry	1993	g
49	Forestry	Ms. Nalin Ounkeo	Typist	Yes	F	19	P	1	4	Accountancy	2002	n.a.
50	Forestry	Mr. Somban Sihanou	Technician	No	M	34	P	11	4			

Note: <1 The symbols used for "Post" indicate "P: Permanent" and "C: Contractual", respectively.

<2: The numbers indicate the level of educational attainment of the staff, namely, 1= Dr, 2=MSc, 3=Bs, 4=Diploma, 5=High school, 6=Others.

<3: The specialty of the staff is categorized and symbolized as follows:

a= crop (rice), b= crop (others), c=irrigation, d= livestock, e= fishery, g= forestry, h= meteorology, i= community organization,

j= fruits/trees/NTFPs, k= rural finance, l= marketing, m= natural resource management

Data Sheet 3: Duties of the Staff

Name of Office: **DAFO Xayaboury**
 Date of data update: **2004/6/18**

ID of Question: A-10 What are your actual duties / responsibilities ?

No.	Section	Name	Duty 1	Duty 2	Duty 3	Duty 4	Duty 5
1	Administration	Mr. Bounthay Sithep					
2	Administration	Mr. Khamhak Sidaphone	Monitoring, inspection, and management of work				
3	Administration	Mr. Sombanh Sihanou	Assistant for the chief of section	Representative of the office when the chief is absent	Monitoring of sections (forestry, crops, and livestock)		
4	Administration	Mr. Paseuth Philachane	Office management	Co-ordination with other sections, districts, PAFO.	Planning	Reporting	Public relations
5	Administration	Ms. Phayvane Thepkhamheuang	Management of In-coming and Out-going documents				
6	Administration	Mr. Soulin Sisaketh	Office management	Statistical data collection			
7	Administration	Ms. Bouavane Khamhoungvilavong	Typing				
8	Administration	Ms. Bounleng Phekeo	Casheir (Cash management)				
9	Administration	Mr. Alounsith Posavathdy	Statistic and planning				
10	Administration	Mr. Vixay Xayyavouth	Accountant				
11	Administration	Mr. Soulideth Pholvichith	Driver				
12	Administration	Mr. Ouanh Atsachanh	Monitoring, inspection, and management of work				
13	Irrigation	Mr. Vivanh Leuanglith	Irrigation management for sustainable use	Working as assigned	Monitoring of irrigation systems	Mobilization of villagers for communal irrigation	
14	Irrigation	Mr. Thongsa Linthonesy	Irrigation management	Planning and statistic of irrigation	Monitoring and supervision of construction works		
15	Irrigation	Mr. Bounhieng Panyavong	Surveying, designing, and monitoring of the irrigatin construction	Formation of water users' groups	Provision of training on water management		
16	Livestock & Fisheries	Ms. Bounseng Souksengphet	Responsible for the activities of livestock work				
17	Livestock & Fisheries	Mr. Hongkeo Philaketh	Animal raising (EU Project)	Fishculture activity	Capacity building of village veterinarian		
18	Livestock & Fisheries	Mr. Thongsalob Bounmaseng	Co-ordinator of Poverty Reduction Project	Fishculture activity			
19	Livestock & Fisheries	Mr. Somvang Inta	Monitoring of animal raising at village level				
20	Livestock & Fisheries	Mr. Khamphouth Phakeo	Monitoring and inspection of meat				
21	Livestock & Fisheries	Ms. Sommay Lathida	Responsible for chicken raising of villagers	Reporting of all activities related to livestock	Statistic data collection		
22	Livestock & Fisheries	Ms. Bounmy Philalak	Monitoring of extension activities of chicken and hog raising				
23	Livestock & Fisheries	Mr. Khampin Laddaxay	Co-ordinator of Poverty Reduction Project				
24	Livestock & Fisheries	Mr. Somphone Ormphane	Responsible for extension activities on cattle raising				
25	Agriculture	Mr. Phonsavanh Kham One	Working as a director	Co-ordinator with international projects			
26	Agriculture	Mr. Bounnhang Khampha	Supervision of tea planting in La Mad area.				
27	Agriculture	Ms. Thongkhoun Philachane	Responsible for the activities of fruit tree planting				
28	Agriculture	Mr. Naikham Danouphane	Extension activities of cash crops				
29	Agriculture	Ms. Bounthinh Chanthaphouy	Responsible for unit management	Responsible for activities related to mushroom production			
30	Agriculture	Mr. Phouphet Kham One	Responsible for pest control for rice production				
31	Agriculture	Mr. Sichane Hanasith	Responsible for improving rice and crop productivity				
32	Agriculture	Mr. Khiomany Khanthavong	Trial on rice seeds				
33	Agriculture	Mr. Khathaneth Nanthalak	Extension activities for agricultural crops				
34	Forestry	Mr. Sengchane Phanoudeth	Monitoring, inspection, assessment of work	Responsible for the activities related to forest plantation			
35	Forestry	Mr. Khamtanh Keovixaylath	Monitoring and management of work	Monitoring and control of forestry regulations	Responsible for controlling slash and burn cultivation		
36	Forestry	Mr. Bounlob	Forestry working				
37	Forestry	Ms. Thepphalak Phanka	Control of slash and burn cultivation of villagers	Monitoring and control of forestry regulations			
38	Forestry	Ms. Alounna Phatthana	Forestry technician	Monitoring and control of forestry regulations			
39	Forestry	Mr. Somkhuan Phanongsith	Forestry technician				
40	Forestry	Mr. Vichith Lithavong	Forestry technician	Office management			
41	Forestry	Mr. Alansakith Sivilay	Forestry technician	Monitoring and control of forestry regulations			
42	Forestry	Ms. Oneta PhongAdith	Forestry technician	Office management	Responsible for accounting		
43	Forestry	Mr. Khanthong Sisamlan	Forestry technician	Monitoring and control of forestry regulations			
44	Forestry	Mr. Thongphet Bounxou	Forestry technician	Monitoring and control of forestry regulations			
45	Forestry	Mr. Hao Thikeyo	Forestry technician	Responsible for timber and NTFPs exploitation			
46	Forestry	Mr. Dongkhamkeo Xongthaly	Forestry technician	Responsible for land allocation program			
47	Forestry	Mr. Bounthib Nhothsavath	Responsible for nursery operation				
48	Forestry	Mr. Bounhord Phanthavong	Responsible for timber exploitation				
49	Forestry	Ms. Nalin Ounkeo	Typing	Responsible for management of in-coming and out-going documents			
50	Forestry	Mr. Somban Sihanou					

Data Sheet 4: Needed Skills suggested by the Staff

Name of Office: **DAFO Xayaboury**
 Date of data update: **2004/6/18**

ID of Question: A-13: How do you assess your skills / capabilities to comply with your duties / responsibilities? And What kind of skills do you need to strengthen in case your skills / capabilities are inadequate?

No.	Section	Name	GAP <2	Needed skill 1	Needed skill 2	Needed skill 3	Needed skill 4	Needed skill 5
1	Administration	Mr. Bounthay Sithep						
2	Administration	Mr. Khamhak Sidaphone	3	Political theory	Management	Specific skill		
3	Administration	Mr. Sombanh Sihanou	3	Leadership Approach	Specific skill	English	Computer	
4	Administration	Mr. Paseuth Philachane	3	Office management				
5	Administration	Ms. Phayvane Thepkhamheuang	3	Technical knowledge	Exposure visits (Study tours)	English		
6	Administration	Mr. Soulin Sisaketh	3	English	Computer skill			
7	Administration	Ms. Bouavane Khamhoungvilavong	n.a.	Computer skill	English			
8	Administration	Ms. Bounleng Phekeo	3	Accounting and financial management	English	Computer		
9	Administration	Mr. Alounsith Posavathdy	2	Specific skill	English	Computer		
10	Administration	Mr. Vixay Xayyavouth	3	English	Computer skill			
11	Administration	Mr. Soulideth Pholvichith	3	Machinery repairing				
12	Administration	Mr. Ouanh Atsachanh	2	n.a.				
13	Irrigation	Mr. Vivanh Leuanglith	3	English	Planning on watershed development			
14	Irrigation	Mr. Thongsia Linthonesy	3	Irrigation				
15	Irrigation	Mr. Bounhieng Panyavong	3	Irrigation management	Training of villagers			
16	Livestock & Fisheries	Ms. Bounseng Souksengphet	3	English	Specific skill			
17	Livestock & Fisheries	Mr. Hongkeo Philaketh	3	Proposal preparation	Fish breeding	Fishculture		
18	Livestock & Fisheries	Mr. Thongsalob Bounmaseng	2	n.a.				
19	Livestock & Fisheries	Mr. Somvang Inta	3	Animal raising				
20	Livestock & Fisheries	Mr. Khamphouth Phakeo	3	Cattle raising techniques				
21	Livestock & Fisheries	Ms. Sommay Lathida	3	Upgrading the specific skill				
22	Livestock & Fisheries	Ms. Bounmy Philalak	3	English				
23	Livestock & Fisheries	Mr. Khampin Laddaxay	3	Cattle raising techniques	Extension on animal vaccination			
24	Livestock & Fisheries	Mr. Somphone Ormphane	3	Livestock raising techniques				
25	Agriculture	Mr. Phonsavanh Kham One	2	Agricultural extension work	Computer skill	English		
26	Agriculture	Mr. Bounhang Khampha	3	English	Computer skill	Exposure visits (Study tours)		
27	Agriculture	Ms. Thongkhoun Philachane	3	Specific knowledge	Knowledge of fruit tree planting	Foreign language	Computer	
28	Agriculture	Mr. Naikham Danouphane	3	Rice seed improvement	Development of fruit tree plantation			
29	Agriculture	Ms. Bounthinh Chanthaphouy	3	Agricultural techniques	English	Exposure visits (Study tours)		
30	Agriculture	Mr. Phouphet Kham One	3	Pest control	Improvement of knowledge	English	Computer	
31	Agriculture	Mr. Sichane Hanasith	3	Specific knowledge	Foreign language	Technical knowledge	Community development	
32	Agriculture	Mr. Khiomany Khanthavong	3	Technical knowledge				
33	Agriculture	Mr. Kathaneth Nanthalak	3	Cropping techniques				
34	Forestry	Mr. Sengchane Phanoudeth	3	Management of staff	Computer skill	English		
35	Forestry	Mr. Khamtanh Keovixaylath	3	Capacity on the rules	Management	Planning		
36	Forestry	Mr. Bounlob	3	Forestry knowledge				
37	Forestry	Ms. Thepphalak Phanka	3	Forestry technical knowledge	English	Computer		
38	Forestry	Ms. Alounna Phatthana	3	Forestry technical knowledge	English	Computer		
39	Forestry	Mr. Somkhuon Phanongsith	3	English	Technical theory	Computer		
40	Forestry	Mr. Vichith Lithavong	3	English	Accounting			
41	Forestry	Mr. Alansakith Sivily	3	English	Political theory	Computer		
42	Forestry	Ms. Oneta PhongAdith	3	Forestry technical knowledge				
43	Forestry	Mr. Khanthong Sisamlan	3	English	Tree planting techniques			
44	Forestry	Mr. Thongphet Bounxou	3	English	Political theory	Computer		
45	Forestry	Mr. Hao Thiako	n.a.	Technical knowledge	Forestry theory	Computer		
46	Forestry	Mr. Dongkhamkeo Xongthaly	3	English	Forestry theory	Computer		
47	Forestry	Mr. Bounhib Nhothsavath	3	Upgraded specific skills				
48	Forestry	Mr. Bounnhord Phanthavong	3	Technical knowledge	Forestry theory	Computer		
49	Forestry	Ms. Nalin Ounkeo	4	Forestry technical knowledge				
50	Forestry	Mr. Somban Sihanou						

Note: <1: The numbers indicate the level of skills / capabilities of the staff in comparison with the duties and responsibilities, namely,

- 1 = More than enough;
- 2 = Just enough;
- 3 = Not inadequate;
- 4 = Poor ;and
- 5 = Very poor.

Data Sheet 5: Training Courses suggested

Name of Office:
Date of data update:DAFO Xayaboury
2004/6/18

ID of Question:

C-22: Please identify any training that would help you in meetin the operational goals of your office / section.

No.	Section	Name	Training 1	Training 2	Training 3	Training 4	Training 5
1	Administration	Mr. Bounthay Sithep					
2	Administration	Mr. Khamhak Sidaphone	Specific skill	Political theory	Foreign language	Computer skill	Technical knowledge
3	Administration	Mr. Sombanh Sihanou	Administrative management	Work planning	English	Computer skill	Work assessment
4	Administration	Mr. Paseuth Philachane	Irrigation management system	Trial of rice seeds and fruit trees	Animal disease prevention	Eradication of slash and burn cultivation	Agricultural production
5	Administration	Ms. Phayvane Thepkhamheuang	Computer skill	Specific skill	English		
6	Administration	Mr. Soulin Sisaketh	Computer skill	English			
7	Administration	Ms. Bouavane Khamhoungvilavong	Computer skill	English			
8	Administration	Ms. Bounleng Phekeo	Financial management and accounting	English	Computer		
9	Administration	Mr. Alounsith Posavathdy	Statistic and planning	English	Computer		
10	Administration	Mr. Vixay Xayavouth	English	Computer			
11	Administration	Mr. Soulideth Pholvichith	Repairing	Agricultural knowledge	English		
12	Administration	Mr. Ouanh Atsachanh	Work management	Supervision of work and leadership	Economic Issue	Cultural and social matters	
13	Irrigation	Mr. Vivanh Leuanglith	Irrigation management	Watershed development planning	Upgrading a specific skill of staff		
14	Irrigation	Mr. Thongsal Linthonesy	Irrigation management	Irrigation statistic and planning	English		
15	Irrigation	Mr. Bounhieng Panyavong	Irrigation management	Monitoring and supervision of irrigation construction	Designing		
16	Livestock & Fisheries	Ms. Bounseng Souksengphet	Animal disease prevention	English			
17	Livestock & Fisheries	Mr. Hongkeo Philaketh	Animal disease prevention	Large mammal (or four-footed livestock) raising	Extension on poultry raising	Fishculture	Animal disease analysis
18	Livestock & Fisheries	Mr. Thongsalob Bounmaseng	Fish breeding	Fishculture techniques			
19	Livestock & Fisheries	Mr. Somvang Inta	n.a.				
20	Livestock & Fisheries	Mr. Khamphouth Phakeo	n.a.				
21	Livestock & Fisheries	Ms. Sommay Lathida	Poultry raising techniques	English			
22	Livestock & Fisheries	Ms. Bounmy Philalak	English	Knowledge of livestock			
23	Livestock & Fisheries	Mr. Khampin Laddaxay	n.a.				
24	Livestock & Fisheries	Mr. Somphone Ormphane	n.a.				
25	Agriculture	Mr. Phonsavanh Kham One	Planning	Agricultural Extension work	Development of agricultural products	Weed management	Cropping activities
26	Agriculture	Mr. Bounhang Khampha	English	Computer	Technical knowledge		
27	Agriculture	Ms. Thongkhoun Philachane	Computer skill	English	Extension activities of fruit tree planting		
28	Agriculture	Mr. Naikham Danouphane	Fruit tree planting techniques	Rice seed improvement			
29	Agriculture	Ms. Bounthinh Chanthaphouy	Computer skill	English	Cropping technical skill		
30	Agriculture	Mr. Phouphet Kham One	Rice seed development	Development of fruit tree species	Herb processing for pest control	Extension works	
31	Agriculture	Mr. Sichane Hanasith	Technical skill	Community development	Foreign language		
32	Agriculture	Mr. Khiomany Khanthavong	Rice seed development	Fruit tree planting techniques	Herb processing for pest control		
33	Agriculture	Mr. Khathaneth Nanthalak	Cropping techniques	Other new techniques			
34	Forestry	Mr. Sengchane Phanoudeth	Work assessment on forest allocation	Control of slash and burn cultivation	Reafforestation	Conservation of wildlife and aqualife	Forest development planning
35	Forestry	Mr. Khamtanh Keovixaylath	Assessment	Control of slash and burn cultivation	Reafforestation	Forest development planning	Conservation of aqualife and wildlife
36	Forestry	Mr. Bounlob	Technical skill	Foreign language	Computer		
37	Forestry	Ms. Thepphalak Phanka	Forestry technical skill	English	Computer		
38	Forestry	Ms. Alounna Phatthana	Forestry technical skill	English	Computer		
39	Forestry	Mr. Somkhuan Phanongsith	English	Computer	Technical theory	Specific knowledge	Project management
40	Forestry	Mr. Vichith Lithavong	English	Computer	Political theory		
41	Forestry	Mr. Alansakith Sivilay	Project management	Rural development	Forestry law	Forest classification	Environmental assessment
42	Forestry	Ms. Oneta PhongAdith	Forestry technical skill	Computer			
43	Forestry	Mr. Khanthong Sisamlan	Reafforestation	Regeneration of natural forest	Rural development	Development of forestry law	Environmental assessment
44	Forestry	Mr. Thongphet Bounxou	Project management	Rural development	Forestry law	Forest classification	Environmental assessment
45	Forestry	Mr. Hao Thiako	Business management	English			
46	Forestry	Mr. Dongkhamkeo Xongthaly	Project management	Rural development	Forestry law	Forest classification	Environmental assessment
47	Forestry	Mr. Bounthib Nhothsavath	Forestry technical skill	English			
48	Forestry	Mr. Bounnhord Phanthavong	Forestry law management and enforcement	English			
49	Forestry	Ms. Nalin Ounkeo	Forestry technical skill	English			
50	Forestry	Mr. Somban Sihanou					

Part IV

Inventories of Training Courses and Available Resources for Training

PART-IV
Inventories of Training Courses and
Available Resources for Training

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Inventories of Training Courses and Available Resources for Training

1 Interview Survey

In order to collect basic data on the project including training component for the Human Resource Development (HRD), the study team visited both of government and non-government organizations distributed in Vientian Municipality and Luamngpraban. The training materials, reports and available inventory information were collected from each office. At the same time, interview survey was carried out for the project and training activities.

The list of interviewed and forms of questionnaire as shown in Attachment 1 and 2.

2 Past and on going Project

MAF has a number of donor projects that have training and capacity building components attached to their activities. Most of the projects are sector oriented and it targeting mainly staff at central, provincial and district level as well as project beneficiaries (villagers) that are involved in the projects. In order to grasp the implemented and on going projects, the major projects are listed per sub-sector under the cooperation of the Permanent Security Office in MAF as shown Table-1 “List of the on-going and past projects”.

The major projects in the field of human resource development have been implemented and on going as are followings. It is thought that these projects provide us with useful information as the reference projects in the aspect of human resource development.

(1) Lao-Swedish Forestry Programme

The Government of Sweden has provided technical assistance to the Government of Lao PDR in the Natural Resources Sector since 1977. During the first half of the 1990's the co-operation gradually changed to institution building/strengthening and human resource development of the Department of Forestry. The main objective of the human resource development is “to strengthen the competence and capacity of the staff to handle the forestry sector with objective to improve productivity and sustainable use of forest and agriculture land in combination with conservation and protection of target areas”. The objectives comprised of 1) support to the legal framework, 2) human resource development, 3) planning, budgeting and finance management, DAFO management system, 4) research management including support to library and information center, and 5) support to program management.

The project is an example of project driven HRD development. The concept is based on the premise that national ownership of bilateral programmes will contribute significantly to sustainability after the programmes have been completed.

(2) Forest Management and Conservation Programme (FOMACOP)

The project had the Forest Management Sub-programme from the beginning of the project implementation. The Forest Management Sub-programme of the FOMACOP aimed at developing a sound partnership for managing forest resources between the state and three possible partners, namely; individuals, organizations, and enterprises. In order to attain the purpose, FOMACOP gave a high priority to the training of villagers in pilot village forestry sites. Trainers from the PAFO do the training, assisted by extension staff from DAFO concerned. However, the PAFO and DAFO staff themselves need training on the various aspects and activities of village forestry before they can train villagers. In this context, a training course on Training of Trainers were organized by FOMACOP.

The FOMACOP has developed Forest management guidelines, practices and procedures consolidated/developed and issued guidelines and training materials for the forest management practice.

(3) Farmer Irrigated Agriculture Training Project (FIAT)

The long term objective is to improve the living standard of the farmers in the irrigated areas by increasing agricultural production as determined by the markets, thus augmenting income of the farmers, through human resource development and strengthening of institutions of both farmer organizations and government agencies concerned. The project has developed a comprehensible training process and methodology which are strengthening the competence and capacity of the provincial and district staff and agencies in the support to farmer and farmer organization. The training process is part of the establishment of an institutional framework for the effective implementation of farmer training and extension. In general, the process was accepted by the provincial and district government staff and by farmer leaders.

(4) Laos Extension for Agriculture Project (LEAP)

The Laos Extension for Agriculture Project is a project of the Lao-Swiss cooperation, funded by SDC and implemented by Helvetas in order to support the establishment of the national extension system. The goal of LEAP is to support the establishment of a decentralized, participatory, pluralistic and sustainable agricultural extension system that reaches male and female farmers equally.

LEAP has developed Integrated Agriculture Extension Trainer Training Curricula which consist of three courses and issued training materials. Furthermore, LEAP set up an agricultural knowledge support system, which focuses on improvements at the village level in collaboration with the trained NAFES Master Trainers. The system developed is based on participatory principles and operates on a sustainable

basis. The foundation of the system is the so called a Village Extension System (VES). In order to introduce the system successfully, LEAP established a basic curriculum for the training of extension staff and prepared the Tools Handbook. The Tools Handbook is the essence of the basic curriculum to upgrade skills and knowledge of district generalist.

(5) Micro-Project Development through Local Communities

The objective of the Programme for Micro-Project Development through Local Communities is to alleviate poverty and focuses on Institutional Strengthening to support district and village development. The aim is to build capacity of district, village, private sector and civil society based on organisational, human, financial and material resource available.

The strategy recommended by the project is to 1) make capacity building component of all interventions; 2) use micro-projects to build capacity ; 3) reorient District staff focus and style, strengthen planning, monitoring and operational skills; and 4) strengthened private sector connection with micro-projects. For the project, the urgent tasks are to train district staff and village leadership. The socio-economist are in charge of village capacity building while rural development advisors and coordinators arrange the districts strengthening. The human resources development specialist would organize training. Under the system for the human resource development and organization and institution development, variety of trainings were carried out until now.

(6) Rural Development in Mountainous Area of Northern Lao PDR

The Integrated Rural Development Programme for the Mountainous Areas in Northern Lao PDR under Lao-German Technical Cooperation began in April 2001 following the completion of the Integrated Food Security Programme (IFSP). The ultimate goal of the project is to improve the beneficiaries' total quality of life in Luang Namtha and Bokeo provinces.

The basic idea of the project is to leave behind a sustainable model of self-sufficiency which can be continued by the present target groups and replicater by others. For the sake of sustainability the project the project follows two basic principles, 1) the participation of villages in their own development process and 2) capacity building at community and government levels.

3 Training/Training Courses

3.1 Training/Training Courses held by the Reference Projects

The information regarding held or on going trainings are collected through the interview survey. A list of training (ref. Attached Table 2) which consist of the following basic data/information, namely; - Contents of training, - Methodology applied, - Resource persons used, - Training period, - Place / venue of training, - Training materials / equipment used. The most of the listed trainings are done as an important component of the above mentioned projects. The tools of participatory methods for village/community based development are generally used. Aside from the these mentioned projects, there are a number of donor projects which include training and or human resource development components attached to their major activities. However, the training listed in the table cover almost all required subjects.

3.2 Relevant Training Resources of MAF

3.2.1 Human Resources Development in the Agriculture and Other Related Sectors

3.2.2 General

Human Resource Development (HRD) is an ongoing and linked of specialized activities which together ensure that an organization continues to have staff who are capable of meeting its current and future responsibilities. HRD may be broadly described as follows:

- i) Preparation of job descriptions which specify the tasks and roles to be carried out by a person filling a particular position and the skills, knowledge, attributes and experiences needs to carry out the tasks and roles;
- ii) Identification the tasks necessary to meet the goals of the organization and the put into effect the functions of individual units within the organization;
- iii) Identification of skills, knowledge, attribute and experiences, and allows evaluation of effectiveness of training interventions;
- iv) Identification, planning and management of training activities which will provide the identified skills, knowledge, attributes and experiences, either at an individual or organization level; and
- v) Career path development, monitoring and counseling.

3.2.3 Human Resource Development Situation in Ministry of Agriculture and Forestry

For the last decade there has been significant attention paid to Human Resource Development in the MAF. Considerable effort has been put into the planning and

management for HRD at the Ministry level. There are HRD units in MAF and Departments within MAF.

One of the main constraints which hinder agricultural development in the country is the inadequate numbers of high quality or capable staffs at various levels. In the forest sector, the new emphasis on biodiversity conservation, community forestry, land-use planning, forest management and extension including NTFP, requires new knowledge and partly different skills from what was needed in the past. The inadequate trained staff is most prevalent at the district level. If local capacity remains weak, there will be confusion on the changing roles under decentralization.

3.2.4 Type of Training

While many of the NAFES, PAFO and DAFO officers are granted opportunities to take part in training courses officially, the effective ways and means to be able to carry out their tasks, individual require specific set of skills, knowledge and attributes, these are gained through some form of training as follows:

University Courses provide either specialists in particular fields or generalist with a wide range of knowledge and skills which can be applied across a number of fields, usually 3 years. Lao PDR, Faculty of Agriculture, and Forestry provides a training course.

Intermediate Courses denote training period which lie between university degree courses and short courses, usually of the order of six to twelve months. Such courses are frequently offered by universities or by specialized institutions focus on particular fields. This training can be useful form of in-service training for staff who already have higher-level qualifications but need to develop a particular expertise.

Short Courses are generally used to provide staff specific skills and knowledge with fit within the wider framework of their work. Short courses can also be used as “refresher” training to bring staff up-to-date with new methods in their work, or may be remedial, in that they address deficiencies in performance, such as may be identified through performance evaluation

On the job training is generally taken to mean putting a person in a job and letting them learn how to do it from colleagues or supervisors. Proper on the job training is a structured process that requires: a clear set of goals and objectives; a program of structured training which involves demonstration/observation, practice, review, and feedback, and evaluation by the participant and supervisors.

Study tours cover range of types of learning experiences, but generally involve a group which visits sites to examine some aspect of observation management.

As mentioned above, a number of trainings are provided under donor assistance projects. Ordinarily the Government can not provide trainings except the university courses and the Intermediate Courses due to lack of budget. In other word, the Government depend son donor project for majority of trainings.

MAF has 30 training centers under its institutional framework. Most of them under the responsibility of NAFRI are shown in Table 3. In-service training for extension staff is organized in these stations such as Naphock Agricultural Development Center, Haddockeo Horticulture and Vegetable Research Center, Salakham Plant Protection Center, Luangprabang North Agriculture & Forestry Extension Training Center and so on. The Department of Livestock and Fisheries is operating their own training system for subject matter specialists, trainers, and village veterinary workers (VFW). Various training activities are also conducted by many implemented of on going projects such as Lao-IRRI, FIAT, BUCAP and many other projects. As these institutions also are in face of a difficult problem of lack of budget, it is almost impossible to provide their own trainings. However, There are many further occasions such as technical seminar, seasonal seminar and annual meeting for government staff and farmers. Effective use of these training facilities is desired.

The description of the main centers of agriculture and a forestry sector are as follows.

Agriculture-Forestry Extension Training Centers (AFETCs)

The two AFETCs are located at Xieng Ngeun in Luangprabang and Sepone in Savannakheth provincesl, which concentrate on training forestry staff to upgrade their capacity in working in the field. These centers are important to conservation management because of the role that DAFO extension staff will need to take in conservation extension at the village level. The centers are currently the only institutions that can fill the role of creating conservation extension staff at district level.

In fact curriculum development for AFETCs has going on since 1995. The major subjects for the course are:

- i) Participatory Planning, management and utilization of village forestry resources;
- ii) Basic knowledge regarding community extension;
- iii) Extension support to Village forestry Volunteers;
- iv) Protection and conservation of natural resources;
- v) Forest fire and their protection;
- vi) NTFPs;
- vii) Village level logging practice;
- viii) Basic knowledge regarding important tree species and their uses.

National organization for Studies of Policy and Administration (NOSPA)

The NOSPA is a Government agency providing training in various fields including market economics to Lao officials supported by GTZ. Faculty of Economic and Research of NOSPA would be responsible and ready for the Market Economics Training.

The curriculum for the market training will be divided into two;

- i) National Market Economics;
- ii) Provincial Market Economics.

Plant Protection Center (PPC)

The Center facility was built in 1972 as first Rice Research Station in the Lao PDR. In 2001, the Center was established as Plant Protection Center. PPC is one of technical centers under Department of Agriculture, which plays roles as technical body for plant protection services and diagnosis of crop pest infestation in the Lao PDR. The center is functioned as central inspection body, which provides support and facilities for monitoring and inspection of exotic pest and it's infestation for food and agricultural trading. The center also provides training service in plant protection, plant quarantine and quality control of agricultural inputs that should adequately supply for agricultural development.

The major subjects for the course are:

- i) Extension Principles and Methods;
- ii) Extension System Development;
- iii) IPM (Rice, Vegetables);
- iv) Mushroom Culture, Seed, Production;
- v) Rice cultivation and seed production.

Regional Non Formal Training Center North (RNFEC Luangprabang)

The Regional Non Formal Training Center North was set up in 1999 with the support of the DED and GTZ. The goal of the RNFEC is to offer training courses that are responsive to target groups needs, and thus enhance trainees opportunities of finding employment, becoming self employed, starting a micro-enterprise or improving living conditions.

The RNFEC has the following main facilities;

- i) Class rooms;
- ii) Dormitory for male and female trainees (40 people);
- iii) Fully equipped dress making classroom;
- iv) Training farm, with mushroom houses, chicken and duck houses, fish breeding basins, ponds and frog rearing area;
- v) Food processing kitchen;

- vi) Carpentry workshop.

The RNFEC offers training in the following fields;

- i) Livestock Farming (Chicken, Duck, Pig, Fish, Frog and Animal diseases-prevention and cure);
- ii) Plant Production (Fruits, Vegetables, Mushroom);
- iii) Dress Making;
- iv) Food processing;
- v) Nutrition and Hygiene;
- vi) Service/Tourism;
- vii) Carpentry.

3.3 Relevant Training Resources of NGO

Beginning in the early '90's international non-governmental organisations (INGOs) were invited to establish field offices in Lao PDR. Among the first INGOs to establish field offices were MCC, QLS, CIDSE, and OCAA. Currently, there are nearly 80 INGOs working in Lao PDR with a wide range of development programs. Generally INGOs have introduced and encouraged participatory development approaches in the programs they support in partnership with government's agencies. Building local capacity (both INGO staff and local government partner) in participatory development approaches continues to be a priority component of most INGO programmes.

NGO's have mainly used "Capacity-Building Activity" approaches. The most frequent staff trainings among this group of NGO's have been: project management, training of trainers, community development/organizing approaches. Villager training also is an important component of NGO training programs. Partners'/Counterparts' training done by NGO are available. Currently, Quaker Service Lao (QSL) is setting up a Training Unit offering low cost participatory development training for staff from other NGOs and government's partners. Sustainable Agriculture Forum (SAF) under the umbrella of Canadian Volunteer Organization (CUSO) also provides training courses to the staff from member organizations.

Trainings which these two NGOs plan and implement are as follows.

Quaker Service Lao (QSL)

QSL established in 1973 in Lao PDR. QSL has worked throughout Lao PDR with gradual shift in programme emphasis from relief and reconstruction to community development work.

The major subjects for the course by QSL are:

- i) Training of Trainers;
- ii) TOT on Gender Development;
- iii) Participatory Rural Appraisal Training;
- iv) Project Planning Monitoring and Evaluation Training;
- v) Project Planning & Management;
- vi) Effective Communication;
- vii) Project Administration and Management Training;
- viii) Basic Rural Development Training;
- ix) Basic Gender Development Training;
- x) Women and Gender Analysis Training;
- xi) Revolving Fund Management;
- xii) Community Based Disaster Management;
- xiii) Village Volunteer Training in use of Basic Medicines;
- xiv) Animal Vaccination;
- xv) Organic & Animal Husbandry;
- xvi) Integrated Pest Management & Techniques for Rice Planting;
- xvii) Primary Material & Child Health Care;
- xviii) Upland Agriculture & Water User Group;
- xix) Compost Using;
- xx) Alternative Agriculture & Natural Farming;
- xxi) Natural Dyeing/Indigo Dyeing;
- xxii) HIV/AIDS Awareness;
- xxiii) Drug and Alcohol Awareness for Youth;
- xxiv) Village Non-Timber Forestry Production;
- xxv) Record Keeping;
- xxvi) Result Expectation;
- xxvii) Ethnic Sensitivity;
- xxviii) Village Forestry Development.

Sustainable Agriculture Forum (SAF)

SAF began as a loosely structured coalition of international NGO and Lao development workers in March 1991, working on sustainable agriculture and community forestry in Lao PDR.

Training/exchange workshops every two months on the topics related to sustainable agriculture and rural development in general:

- i) Rice Production with High Efficiency;
- ii) Fruit Tree Plantation and Propagation;
- iii) Fish Production;
- iv) Integrated Agriculture;

- v) Small Animal Production;
- vi) Participatory Community Development Planning;
- vii) Project Monitoring and Evaluation;
- viii) Agricultural Products Processing;
- ix) Training on Natural Agriculture.

4 Available Resource Persons in the Country

Based on the data collected through the interview surveys, the list of the resource persons was prepared as shown in the attached Table 4. The list covers the following basic information on the resource persons. The information about the resource persons including contact persons exceeded 100 persons.

- a. Specialty / Background
- b. Work experience
- c. Experience as trainer / lecturer / resource person
- d. List of projects / institutions that he/she has made training so far

Unfortunately, almost all of resource persons have not prepared detailed curriculum vitae. Moreover, organizers of trainings have not evaluated resource persons after completion of training. However, since CV with several detailed candidates has obtained, they are useful as good examples.

As mention later, the following activities are proposed.

- a. asking for preparation of CV
- b. Evaluation of resource persons (Examination for acceptance based on CV)
- c. Evaluation of resource persons and the performance (after Completion of Work)

5 Collection of Useful Training Materials Available in the Country

The study team collected the training materials used in the on-going or past training courses. The number of training materials are over 160 and they covered wide subjects. The list of the training materials is attached as Table 5.

A multi-stage, modular, learning-by-doing training system, which had been extensively applied in providing over 12,000 person-days of training of provincial and district staff and villagers by FOMACOP, should be a good example for training of DADOs, PAFOs and villagers by FORCOM. Training courses of FOMACOP consist of basic units called a

module which is one complete lecture unit. 12 training courses of FOMACOP are summarized in the Table 6.

6 Constraints

Major constraints on agricultural education and training so far observed are as follows;

- Since the human resource development is indispensable for the expansion of agricultural support services, the basic agricultural education should be strengthened more with special emphasis on participatory approach, communication/management skills as generalist.
- The research and training activities are greatly depending on the support from various aid agencies specially for the in-service training. The coordination of those agencies are, however, not satisfactorily established for the effective research and training activities.
- Training facilities should perform the main function for the training of extension staff distributed in provinces and districts. It seems that the necessary facilities including training facilities and accommodation facilities are, however, rather poor for the effective activities. On the other hand, some of the newly established training facilities are not efficiently utilized so far.
- In general performance evaluation is not practiced in any systematic way within MAF. There is a need to strengthen MAF personnel management by following up the activities.
- There is no consolidated listing of training courses, past, on going or planed, even within the ministry. There is no systematic collection of training materials, which tend to disappear without traced once the courses are finished. It is necessary to establish database system for HRD.
- Several projects remain largely uncoordinated. The staff of these projects generally have only an idea of what is being done in their projects. It is important to improve coordination of projects related same or similar subjects in order to share or exchange useful information.

7 Formulation of Training Curriculums

7.1 General

Through the training needs analysis done by consultant useful feedback was obtained on the important training needs. Based on the training needs of the target PAFOs and DAFOs, the study team formulated training curriculums for human resource development program following the basic concepts stated in the aforementioned section 5. The training

curriculums cover a broad subject of the training needs which relate to requirements of the target PAFOs and DAFOs.

7.2 Types of Training

With regard to training, the following four modes of training will be adopted in order to achieve a certain level of capacity within the target groups that can support the tasks.

Workshop

For the trainees, the objective of the workshop should be to acquire an understanding of the processes, procedures, and principles required to implement and monitor the project. The workshop will include a need assessment for new requirement of beneficiaries.

Lecture class

Formal trainings in classroom by trainers/resource persons should be the main training methodology utilized. These training should provide trainees knowledge, theory and skills.

On the job training

On the job training is one of the most effective practical training. That should be conducted through the implementation of participatory methods and projects.

Study tours (Field visits)

The aim of the study tours/field visit will be to enable visitors to develop an understanding of the effect of the projects through the observation.

7.3 Training Programs

In order to enable the extension staff of PAFOs and DAFOs who will support FORCOM projects, substantial technical training support should be provided. The technical training of the extension workers will be largely conducted through practical learning in the field rather than through classroom lecture of theory. Technical training will be provided for the SMSs who will support extension workers in respect of technique. The proposed training curriculums in support of Human Resource Development will be composed of following training courses.

Initially, a workshops as orientation will be conducted through trainers and trainees. Through the workshop, both of them will be able to acquire a clear understanding of the FORCOM objective as well as the necessity of the trainings for themselves.

Drafted Training Curriculums for Human Resource Development Program

a. Curriculums for Extension workers

Name of Course	Target	Objective	Skills to be transferred	Duration	Methodology
Training for Extension Workers - Basic course 1 -	Technical staff of DAFO and PAFES	to provide necessary basic knowledge and skills to work as extension workers	Extension system Tools for extension Communication skill Monitoring and evaluation Training of trainers	Weakly course for 1 month	Lecture discussion, workshop, and field exercise training
Training for Extension Workers - Basic course 2 -	Technical staff of DAFO and PAFE	to provide facilitation skills for participatory approach	Problem identification Needs assessment Participatory method Community organization	Weakly course for 1 month	Lecture discussion workshop, and field exercise training
Training for Extension Workers - Basic course 3 -	Technical staff of DAFO and PAFES	to provide basic skills on agriculture, Livestock and forestry sector	Rice production Upland farming Fruit tree production NTFP management Livestock raising Veterinary service Fish culture Rural financial management Other site specific matters	Weakly course for 3months (Curriculum depends on the situation of sites.)	Lecture and field hands-on training
Venue	Vientian NAFES meeting room, Luangprabang PAFO Offices, Luanprabang North Agriculture and Forestry Research Center, Luangprabang Northern Agriculture & Forestry Extension Training Center				
Materials	LEAP Textbook NAFES/CETDU, Manual for Extension FIAT, Guidebook FOMACOP, Textbook SAF, Training Materials MPDLC/RDMA				
Resource persons	Master trainers of CETDU/NAFES, Specialists PPC, Trainers QSL, Specialists NAFRI, SMS PAFO				

b. Curriculums for Subject Matter Specialists

Name of Course	Target	Objective	Skills to be transferred	Duration	Methodology
Common Training					
Organization of on-farm trials	Technical staff of PAFO (crop & extension sections)	to develop the skills in planning, organizing and managing a program of pilot farms, field trial and demonstration	Basic principles of field trial Selection of site and design layouts Procedure of input requirement and cost estimation Preparatory work in the field Method of observation and sampling Analytical techniques and reporting	1 or 2 week course for 6 month	Lecture and hands-on / exercise training in research / training center / on-the-job training

Technical training on Subject Matter					
Training for SMS - Upland farming -	Technical staff of PAFO (crop & extension sections)	to strengthen technical skills / knowledge as SMSs	Sloping agriculture Upland development Fruit tree promotion Pest and disease control Marketing	1 or 2-week course for 6 months	Lecture and hands-on / exercise training in research / training center
Training for SMS - Livestock -	Technical staff of PAFO (livestock & extension sections)	to strengthen technical skills / knowledge as SMSs	Livestock raising Vaccination Major diseases Marketing	1 or 2-week course for 6 months	Lecture and hands-on / exercise training in research / training center
Training for SMS - Fishery -	Technical staff of PAFO (livestock & extension sections)	to strengthen technical skills / knowledge as SMSs	Fish culture Fingerling production Disease management Marketing	1 or 2-week course for 6 months	Lecture and hands-on / exercise training in research / training center
Training for SMS - Community development -	Technical staff of PAFO (crop and extension sections)	to strengthen technical skills / knowledge as SMSs	Community development Rural credit Animal banking Conflict solving	1 or 2-week course for 6 months	Lecture and field practice (OJT) in the fields
Training for SMS - Forestry -	Technical staff of PAFO (Forestry and extension sections)	to strengthen technical skills / knowledge as SMSs	Land use planning Mapping Forest & resource management Monitoring and evaluation	1 or 2-week course for 6 months	Lecture and field practice (OJT) in the fields
Venue	Luangprabang PAFO Offices, Luanprabang North Agriculture and Forestry Research Center, Luangprabang Northern Agriculture & Forestry Extension Training Center, Vientian Plant Protection Center, Vientiane Living Aquatic Resource Research Center				
Materials	Manual for Extension FIAT, Guidebook FOMACOP, Textbook SAF, Training Materials MPDLC/RDMA, Training Handbooks QSL, Training materials for lecture, Guidebooks				
Resource Persons	Specialists PPC, Trainers QSL, Specialists NAFRI (Research Centers), Specialist Lao-IRRI, Specialist MPDLC/RDMA, Specialist EU Livestock Project, National University of Laos, Technical Agriculture School, Consultant Private Companies				

c. Curriculums for Management

Name of Course	Target	Objective	Skills to be transferred	Duration	Methodology
Management Skills Development Training	Managerial staff of DAFO and PAFO	to improve project management skills of key staffs	Project cycle management (Planning and M&E) Reporting Financial management	1 ~ 2 years	Lecture (basic) On-the-job training
Finance and Accounting Training	Managerial staff of DAFO and PAFO	to improve finance and accounting skills of key staffs	Budget layout and schedules Record keeping Accountability methods Contract arrangement	1 ~ 2 years	Lecture On-the job training

Name of Course	Target	Objective	Skills to be transferred	Duration	Methodology
Venue	Luangprabang PAFO Offices, Luangprabang North Agriculture and Forestry Research Center, Luangprabang Northern Agriculture & Forestry Extension Training Center, Vientian National Organization for Studies of Policy and Administration				
Materials	Manual and Guidebook LSFP, Manual FIAT, Training Material of GPAR, Training Material of APB				
Resource Persons	Specialist NAFES, Specialist GPAR, Specialist APB, Specialist NGO				

d. Optional training for improvement

Name of Course	Target	Objective	Skills to be transferred	Duration	Methodology
Training for Managers	Managerial staff of PAFO	to strengthen analytical / strategic thinking	Resource management Rural development Agricultural development	1 ~ 2 years	Scholarship for study abroad
Training on Administration & Management	Staff of PAFO	to improve the management of office and data	Document management Work management Work planning Monitoring and evaluation	6 months	Lecture (basic) and OJT
Training on Computer skill	Staff of PAFO	to improve documentation and data management and processing	Use of MS Word Use of MS Excel	3~6 months	Lecture and exercise
Training on English skill	Staff of PAFO	to improve information gathering as well as communication skills	English skill	3~6 months	Lecture and exercise
Venue	University Foreign Countries, Vientian NAFES meeting room, Luangprabang PAFO Offices, Luangprabang North Agriculture and Forestry Research Center, Luangprabang Northern Agriculture & Forestry Extension Training Center, Vientian National Organization for Studies of Policy and Administration				
Materials	Textbooks on the market, Manual and Guidebook LSFP, Manual Training Material MPLDC/RDMA, Training Material NGO				
Resource Persons	English Translator Project Office, English Translator Computer Operator MPLDC/RDMA, NGO Project Staffs				

8 Recommendation

8.1 Required Procedure

It is necessary to identify trainers and institutions which provide trainings for carrying out the trainings as mentioned above. In order to make trainings successful, these following procedures should be done.

- a. To select capable trainers or institutions for each training from the database or related persons.
- b. To contact trainers or institutions and discuss the details of the training.
- c. To request to provide CV of resource persons and a description of the curriculum, manuals, training materials.
- d. To verify the resource person, curriculum, manuals, training materials using FORM-1 and 2 (ref. Attachment 3).
- e. To ask trainers examine trainees on degree of understanding the training.
- f. To ask trainees evaluate trainer and training contents.
- g. To evaluate trainers or institutions and trainings after implementation using FORM-2 and 3(ref. Attachment 3)
- h. To prepare an evaluation report on the implemented training

8.2 Database

The following databases were constructed in the study period. They should be maintained and CV, training materials should be kept in the office.

Database:

- a. Training List
- b. Resource Persons
- c. Training Materials

Records:

- a. Curriculum Vitae of Trainers
- b. Training Materials including presentation

The following filled forms and evaluation reports should be kept in the office.

Report and Records:

- a. Evaluation Form for Internal/External Trainer (Examination for Acceptance), FORM-1
- b. Verification Form of curriculum, manuals, training materials, FORM-2
- c. Internal/External Trainer Evaluation (after Completion of Work), FORM-3
- d. Evaluation Report

References:

- FOMACOP Training Guide Series, 1996 – 1998
- Training Resources for Development in the Lao PDR, July 1999
- Micro-Project Development through Local Communities Technical Report 1, July 2003
- NGO's and Capacity-Building in Lao PRD, the Oxfarm's in Lao PDR, November 2003
- Training Needs Analysis, Enhancing Sustainable Forest Management, January 2004
- Nam Theum 2 Project Social Development Plan, April 2004
- Planning Mission for Laos Extension for Agriculture Project LEAP Phase 2, May 2004

Tables

Table 1-1 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Rural Development Plan												
6 1	Poverty Reduction Project in Meuang Mai, Phongsary Province	01/05/02	31/12/06	Phongsaly			MAF	DWHH/GAA	Rural Development	PAFO	DWHH/G AA	088 412012
						DWHH/GAA Grant Aid		825,000.00				
						Total		825,000.00				
9 2	Improving Food Security in Upland in Phonexay District, Luang Prabang Province	07/08/02	07/07/05	Luang Phabang			MAF	CESVI	Rural Development	PAFO	CESVI	071 212635
						CESVI Grant Aid		1,167,400.00				
						Total		1,167,400.00				
10 3	Rural Area Development Project in Hongsa District, Xayaboury Province	01/06/99	31/03/03	Xayaboury			MAF	CARE	Rural Development	PAFO	CARE	
						CARE Grant Aid		250,000.00				
						Total		250,000.00				
11 4	Self-Reliance Rural Development in Muang Phine District, Savannakheth Province, Phase III	09/10/02	09/10/05	Savannakheth			MAF	CIDSE	Rural Development	PAFO	CIDSE	Mr. Keophonhone
						CIDSE Grant Aid		164,200.00				
						Total		164,200.00				
13 5	Agricultural & Rural Development Project in Vientiane	01/11/99	30/10/02	Vientiane			MAF	Japan	Rural Development	PAFO	JICA	
						JICA Grant Aid		1,213,572.00				
						Lao Government		23,100.00				
						Total		1,236,672.00				
14 6	Food Security in Savannakheth Province	10/04/99	11/04/02	Savannakheth			MAF	EU	Rural Development	PAFO	ANS	
						ANS Grant Aid		2,000,000.00				
						Total		2,000,000.00				
38 7	Rural Development Project in	01/01/98	31/12/04	Salavan, Champasak			MAF	French	Rural Development	NAFES	AFD	
						AFD Grant Aid		3,930,000.00				
						Lao Government		200,000.00				
						Total		4,130,000.00				
55 8	Community Development Project	01/01/02	01/01/08	VTE: Capital, Sekong, VTE			MAF	ADB	Rural Development	NAFES	ADB	
						Lao Government		3,800,000.00				
						ADB		11,400,000.00				
						Total		15,200,000.00				
57 9	Community Development Project Phase II in Nong Taer, Champasak	01/01/98	30/09/03	Champasak			MAF		Rural Development	PAFO	WV	
						WV Grant Aid		424,560.00				
						Total		424,560.00				

Table1-1 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Rural Development Plan												
122 17	Poverty Alleviation Prpject through Implementation of Water Resource Management in Asia	01/05/03	31/12/05	Whole Country			MAF	UNDP	Livestock	DOLF	FAO	Department of Livestock and Fishery
						FAO Grant Aid						
						Total						
129 18	Agriculture & Forestry Development Project in Target Areas, Viengkham District, LBP	01/01/98	01/01/00	LBP			MAF	MARD Vietnam	Rural Development	NAFES	VQ & TKNNVn	
						Vietnam Grant Aid						
						Total						
137 19	Rural Development in Nam Chouam Area and Meung, Bokeo	01/01/02	31/12/04	Bokeo			MAF		Rural Development	PAFO	NCA	Mr. Sisong Kharn
						NCA Grant Aid						
						Total						
140 20	Community Managed Livelihood Improvement Project	01/01/01	31/12/07	VTE, Bolikhamxay, Xiengkhoneang, LBP			MAF	S'TEALao	Rural Development	NAFES	ADB	021740254, Mr. Vilakone Vorasane
						Lao Government						
						ADB						
						Total						
144 21	Community Development to Protect Watershed in Nam Beng/Nam Mao & Nam Phark Phase II	01/04/03	30/03/06	Oudomxay			MAF	DWHH/GAA	Rural Development	PAFO	GAA	Mr. Sikeuth
						DWHH/GAA Grant Aid						
						Total						
145 22	Poverty Reduction Project in Mai District, Khua District, Phongsaly	01/05/02	31/12/06	Phongsaly			MAF		Rural Development	PAFO	GAA	Mr. Mone
						DWHH/GAA Grant Aid						
						Total						
147 23	Disaster Protection Project in Rural Area, Hongsa District, Xayaboury	02/06/03	31/12/04	Xayaboury			MAF		Rural Development	PAFO		Mr. Vansy Khammanivong, 074211084
						CARE Grant Aid						
						Total						
148 24	Livelihood Improvement & Forest Preservation in Pak Lay District, Xayaboury	01/01/98	31/12/04	Xayaboury			MAF		Rural development	PAFO		074211084
						CARE Grant Aid						
						Total						
149 25	Rural Development Project in Eastern Area, Savannakheth	17/09/03	17/09/06	Savannakheth			MAF		Rural Development	PAFO	ANS	Josef Heinrich Cziki, 041212006
						ANS Grant Aid						
						Total						

Table1-1 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Rural Development Plan												
150 26	Rural Development Project in the Pangthong Savannakheth, Phase 2	01/03/03	31/12/06	Savannakheth			MAF		Rural Development	PAFO	Concern World Wide	Mr. Bonnkeuth Bounphaaksone, 041212006
					Concern World Wide	393,933.00						
					Total	393,933.00						
152 27	Rural Development in Phongsaly District Phase II	01/04/02	01/04/05	Phongsaly			MAF	French	Rural Development	PAFO	AFD	Mr. Phony Visonnavong
					LaoGov/Province	1,418,000.00						
					AFD Grant Aid	4,484,600.00						
					Lao Government	283,300.00						
					Total	6,185,900.00						
155 28	Human Ecology Development in Upland Area, Phase II			LPB			MAF	MARD Vietnam	Rural Development	NAFES	Chesh Vn	Ms. Tran Thi Lanh
					Vietnam Grant Aid	96,400.00						
					Total	96,400.00						
157 29	Community Support	24/05/01	24/05/05	Savannakheth			MAF		Rural Development	PAFO	LKA	Mr. Jay Seidler
					LKA Grant Aid	201,800.00						
					Total	201,800.00						
158 30	Community Environmental Development	01/01/01	31/12/04	Savannakheth			MAF		Rural Development	PAFO	LKA	
					LKA Grant Aid	300,000.00						
					Total	300,000.00						
159 31	Development Project 4 Tai District, Xayaboury Phase II	01/01/03	31/12/07	Xayaboury			MAF	French	Rural Development	PAFO	AFD	
					AFD Grant Aid	5,789,204.00						
					Total	5,789,204.00						
167 32	Pure Water and Environment in Northern Region	01/01/02	31/12/04	Luang Namtha, Luang Prabang, Houayxay, Houaphanh, Xayaboury, Oudomxay, Bokco			MAF	ADB	Rural Development	NAFES		
					ADB Grant Aid	700,000.00						
					Total	700,000.00						
170 33	Agricultural Development Khammouan, Champasak, Salavan, Attapeu	01/01/01	31/12/02	Khammouan, Champasak, Salavan, Attapeu			MAF	WB	Rural Development	NAFES		
					WB Grant Aid	80,000.00						
					Total	80,000.00						

Table1-1 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Rural Development Plan												
192-42	Rural Development Project in Hill Region Phon Hong District, VTE	01/09/00	03/09/03	VTE			MAF		Rural Development	PAFO	Oxfam SB	
							Oxfam SB Grant Aid	82,400.00				
							Total	82,400.00				
193-43	Rural Development in focal point Tangvay-Lam through and Sako, Savannakheth Province			Savannakheth			MAF		Rural Development	PAFO	Oxfam SB	
							Oxfam SB Grant Aid	489,219.00				
							Total	489,219.00				
194-44	Community Livelihood Development in Salavan & Sekong	01/01/01	31/12/04	Salavan, Sekong			MAF		Rural Development	PAFO	Oxfam CAA	
							Oxfam CAA Grant Aid	816,972.00				
							Total	816,972.00				
195-45	Development of Community Managed, Watershed Agriculture, Vang Vieng District, Eng District of VTE, and Toumlam, Ta Oi of Salavan, and Thateng of Sekong	01/10/98	30/06/01	VTE, Salavan, Secong			MAF		Rural Development	VTE-PAFO	Oxfam CAA	
							Oxfam CAA Grant Aid	816,972.00				
							Total	816,972.00				
198-46	Sustainable Agriculture Development Mecong District, Bokeo	01/05/02	28/02/05	Bokeo			MAF		Rural Development	PAFO	VECO	Mr. Stuart Hudson Ling
							VECO Grant Aid	188,733.00				
							Total	188,733.00				
199-47	Sustainable Agricultural Development Project Paktha District, Bokeo	01/01/04	30/12/06	Bokeo			MAF		Rural Development	PAFO	VECO	
							VECO Grant Aid	195,800.00				
							Total	195,800.00				
201-48	Poverty Reduction Project Savannakheth	01/02/03	31/01/08	Savannakheth			MAF		Rural Development	PAFO	WV	
							WV Grant Aid	772,668.00				
							Total	772,668.00				
207-49	Multi-Objective Environment Protection and Natural Resource Information for Food Security and Sustainable Development (ASIACOVER)	01/01/02	31/12/04	Whole Country			MAF	UNDP	Rural Development	DOP	FAO	Department of Planning, 415359
							FAO Grant Aid	363,000.00				
							Total	363,000.00				
209-50	Development of Communication in Rural Area for Supporting Agro-Forestry Products, 2000-2001			Whole Country			MAF	UNDP	Rural Development	NAFES	FAO	Ms. Bounphama
							FAO Grant Aid	45,000.00				
							Total	45,000.00				

Table1-1 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Rural Development Plan												
227 51	Poverty Reduction in Target Area	01/10/03	30/09/05				MAF		Rural Development	PAFO Phongsaly		
						QS Grant Aid	133,600.00					
						Total	133,600.00					
228 52	Rural Development Lao-France Co-operation						MAF	French	Rural Development	DOP AFD	415359	
						AFD Grant Aid	4,035,525.00					
						Total	4,035,525.00					

Source: Ministry of Agriculture and Forestry, Permanent Secretary Office, Division of International Cooperation and Investment

Table1-2 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Implemented State	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Irrigation Project												
22 1	Poverty Reduction Project in Meuang Mai, Phongsary Province Dispersion of Irrigation Development & Management	07/05/01	30/06/07	Xayabouly, VTE Capital, LPB, Savannaketh, Bolikhamxay			MAF	ADB	DOI	DOI	AFD	Mr. Pasone Xany Insixiangmy, 021216712
						Lao Government	6,000,000.00					
						ADB Loan	15,500,000.00					
						AFD Grant Aid	2,700,000.00					
						Total	24,200,000.00					
23 2	Community Managed Irrigation Project, Huaphone, VTE, Bolikhamxay, Xiengkhoang, Xaysomboun (CMI)	29/10/97	30/06/04	VTE, Bolikhamxay, Huaphan, Xiengkhoang			MAF	ADB	DOI	DOI	ADB	
						Lao Government	5,400,000.00					
						ADP Loan	14,700,000.00					
						OPEC Loan	4,000,000.00					
						Total	24,100,000.00					
32 3	Study and Management on the Salinity in the Clay (Soil)	01/06/01	30/06/04	Savannaketh			MAF	ACAIR	DOI	PAFO	ACAIR	61262170500
						ACIAR Grant Aid	40,000.00					
						Total	40,000.00					
34 4	Tan-Pio Irrigation Project	06/03/00	21/12/05	VTE			MAF	French	DOI	PAFO	AFD	Mr. Khumphiew Vixapra
						Lao Government	118,800.00					
						AFD Grant Aid	4,620,000.00					
						Total	4,738,800.00					
51 5	Community Managed Irrigation Project (CMI)	01/01/01	31/12/03	VTE, Bolikhamxay, Huaphan, Xienghnanang			Unavailab le	MAF	DOI	DOI	JICA	
						OPEC Grant Aid	3,400,000.00					
						Lao Government	650,000.00					
						Total	4,050,000.00					
61 6	Constitution Plan of Irrigation in the Grassland Areas of VTE, Savannaketh, Champasak, Attapeu	01/01/97	31/12/00	Throughout Country			MAF	MARD Vietnam	DOI	DOI	HEC I VN	
						Vietnam Grant Aid	893,000.00					
						Total	893,000.00					
69 7	Establishment of Irrigation Managed Center			LPB, Oudomxay, Louang Namtha, Xayabouly, Huaphan			MAF	ADB	DOI	DOI	Unavailabl e	
						ADB Loan	15,500,000.00					
						Total	15,500,000.00					
84 8	Sustain Natural Resource Research in Mekong Sub-region	01/01/99	31/012/02	VTE, VTE Capital			MAF	MRC	DOI	DOI	MRC	
						MRC Grant Aid	160,000.00					
						Total	160,000.00					

Table1-2 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Implemented State	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Irrigation Project												
153 18	Transfer of Irrigation Management & Development to the Locals	06/03/01	30/03/07	VTE Capital, LPB, Xayabouly, Savvanaketh, Bolikhamxay			MAF	French	DOI	DOUI	AFD	Mr. Pasonxay Insixiangmai
						Lao Government	564,040.00					
						AFD Grant Aid	3,658,000.00					
						Total	4,222,040.00					
161 19	Irrigation Project, Dongphosy (Phase II)	15/06/03	31/12/04	VTE Capital			MAF	MARD Vietnam	DOI	DOI	HEC ! Vn	
						Lao Government	1,286,000.00					
						Vietnam Grant Aid	4,200,000.00					
						Total	5,486,000.00					
163 20	Development of Nam Ngrn Watersheed	01/01/02	31/12/07				MAF	MARD Vietnam	DOI	PAFO	HEC ! Vn	
						ADB Grant Aid	250,000.00					
						Total	250,000.00					
165 21	Development of Infrastructure Tourst along Mekong River/Greater Mekong Subregion						MAF	ADB	Socio-Economic	DOI		
						ADB Loan	12,000,000.00					
						Lao Government	2,000,000.00					
						Total	14,000,000.00					
216 22	Irrigation Construction, Namlong & Huaykong, Sabbao District, Huaphone	015/06/03	31/12/05	Phonsaly			MAF		Rural Development	PAFO	GAA	Mr. Mone
						Vietnam Grant Aid	3,000,000.00					
						Total	3,000,000.00					

Source: Ministry of Agriculture and Forestry, Permanent Secretary Office, Division of International Cooperation and Investment

Table1-3 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Forest Project												
2 1	Preservation & Reafforestation of Forest	06/07/98	14/07/03	VTE			MAF	Japan	Forest	PAFO	JICA	Mr. Kazuhiro Goseki, 023431024
						JICA Grant Aid	984,676.00					
						Lao Government	32,130.00					
						Total	1,016,806.00					
8 2	Protection of Wildlife in Xayabouly Project	15/10/00	15/07/02	Xayabouly			MAF	EU	Forest	PAFO	EU	
						CESVI Grant Aid	407,000.00					
						Total	407,000.00					
12 3	Sustain Management & Control of Timber Excabation	01/04/03	01/04/05	Whole Country			MAF	UNDP	Forest	DOF	FAO	
						FAO Grant Aid	799,475.00					
						Total	799,475.00					
19 4	Natural Forest Reafforestation Project	019/07/01	01/06/05	Bolikhamxay			MAF	ASEAN	Forest	DOF	ASEAN	Mr. Khumphay Manivong, 412347
						ASEAN Korea Grant	37,500.00					
						Total	37,500.00					
25 5	Management of Forest in terms of Sustainability	01/01/01	31/12/02	Throughout Country			MAF	WB	DOF	NAFES	WB	
						WB Grant Aid	875,000.00					
						Total	875,000.00					
27 6	Elimination of Slash & Burn in Huaphan	08/05/01	01/12/05	Huaphan			MAF	UNDP	DOF	PAFO	ADB, UN, DCP	064 312257
						UNDP Grant Aid	2,100,000.00					
						ADB Loan	5,600,000.00					
						Lao Government	1,900,000.00					
						Total	9,600,000.00					
44 7	Strategic Plan of Forest to year 2020	01/05/02	31/12/03	Throughout Country			MAF	MAF	DOF	DOF	SIDA	Mr. Xanxay Xayakanman, 02121500, 219512
						SIDA Grant Aid	3,700,000.00					
						Total	3,700,000.00					
56 8	Forestry Co-operation with World Bank			Throughout Country			MAF	WB	Forest	DOF	WB	021215000
						WB Loan	10,300,000.00					
						Lao Government	4,000,000.00					
						Total	14,300,000.00					

Table1-3 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Forest Project												
60 9	Classification & Preservation of Nam Ngum Watershed in Northern Area	01/04/95	01/08/03	VTE			MAF	French	Forest	DOF		Mr. Pasoinexay Insixiangmai, 021 216712
						DWHH/GAA Grant Aid	8,100,000.00					
						Total	8,100,000.00					
79 10	Protectionj & Preservation of Forest, Flora in Area of Nam Ad Phon Lemy Conservation Forest	15/06/00	15/06/02				MAF	DANIDA	Forest	DOF	DANIDA	
						DANIDA Grant Aid	500,000.00					
						Total	500,000.00					
80 11	Preservation of Conservation Forest in Sepon	01/01/01	31/12/02	Savannakheth			MAF	DANIDA	Forest	DOF	DANIDA	
						DANIDA Grant Aid	47,000.00					
						Total	47,000.00					
94 12	Conservation of Natural Region, Nam Hah	01/01/00	31/12/03	Xayabouly			MAF	WCS	Forestry Sector	DOF	WCS	
						WCS Grant Aid	334,274.00					
						Total	334,274.00					
98 13	Wildlife Conservation Project	01/01/03	31/03/04	LPB, LNT, Savanakheth, Huaphane			MAF	WCS	Forestry Sector	DOF	WCS	P. O. Box 6712
						WCS Grant Aid	151,050.00					
						Total	151,050.00					
102 14	Publication of Forestry Low	01/02/00	01/04/02	Throughout Country			MAF	WWF	Forestry Sector	DOF	WWF	
						WWF Grant Aid	80,000.00					
						Total	80,000.00					
104 15	Strategic Planning an Bio-Diversity Development	01/01/01	31/12/01				MAF	Sweden	Forestry Sector	DOF	SIDA	Mr. Xayaveth, 213470
						SIDA Drant Aid	690,000.00					
						Total	690,000.00					
108 16	Mqaintenance of Water Resource, Nam Neun, Xiengkhouany, Huayhant	01/06/00	01/06/02	Xiengkhanang, Huaphane			MAF	DANIDA	Forestry Sector	DOF	DANIDA	
						DANIDA Grant Aid	1,100,000.00					
						Total	1,100,000.00					

Table1-3 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
	Forest Project											
218 26	Research & Support for the Elimination of Slash & Burn	01/07/03	31/12/05	LPB, Savannakheth			MAF	ACAIR	Forestry Sector	NAFES	ACIAR	
						ACIAR Grant Aid	394,476.00					
						Total	394,476.00					

Source: Ministry of Agriculture and Forestry, Permanent Secretary Office, Division of International Cooperation and Investment

Table1-4 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Livestock												
11	Lao-Japan Fish Farming Project	02/02/99	02/02/00	VTE Capital			MAF	Japan	Livestock	DOLF	JICA	Mr. Singkham Phonevixay, 021223732
						JICA Grant Aid	100,000.00					
						Total	100,000.00					
162	Meaty Developing Training Project Phase II	02/12/03	30/05/04	Throughout Country			MAF	UNDP	Livestock	NAFES	FAO	
						FAO Grant Aid	75,000.00					
						Total	75,000.00					
183	Training Project of Food Stuff in Asia Zone	13/05/02	13/04/04	Throughout Country			MAF	UNDP	Livestock	DOLF	FAO	021 4132905, 414501
						FAO Grant Aid	373,000.00					
						Total	373,000.00					
204	Lao-Japan Aquaculture Development & Extension Project	01/01/01	31/12/04	VTE Capital			Japan	Japan	Livestock	DOLF	Japan	021 223732
						JICA Grant Aid	830,000.00					
						Total	830,000.00					
315	Animal Healthcare Research Project	01/07/03	30/06/06	Throughout Country			MAF	ACAIR	Livestock	DOLF	ACAIR	
						ACIAR Grant Aid	316,228.00					
						Total	316,228.00					
406	Lao-Singapore Fish Breeding Service Construction Project	21/04/99	01/01/03	VTE			MAF	Singapore	Livestock	PAFO		Mr. Khemkham Vanthananvong
						Lao Government	166,094.00					
						Singapore Grant Aid	130,000.00					
						Total	296,094.00					
467	Mekong Fish Research Project	01/09/97	30/09/03	Throughout Country			MAF	MRC	Livestock	NAFRJ	DANIDA	021223687
						DANIDA	1,334,990.00					
						Lao Government	113,500.00					
						Total	1,448,490.00					
478	Lao-EU Livestock Extension and Vet Providing	01/02/98	31/01/04	LPB, LNT, Oudomxay, Bokeo, Xayabouly			MAF	EU	Livestock	DOLF	EU in Lao	Mr. Sounthorn Vangthilath
						Lao Government	519,432.00					
						EU Grant Aid	6,270,000.00					
						Total	6,789,432.00					

Table1-4 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
	Livestock											
100 16	Eater Resource Development Project	10/07/02	10/07/04				Unavailab le	MAF	Livestock	DOLF		Mr. Douangchith Lithdonlong, 04121-4520
						ALARD Grant Aid	40,000.00					
						Total	40,000.00					
109 17	Qualitative & Secure Utilization Extension Project for Fish & Fish Raising	01/12/98	01/06/00	Throughout Country				MAF UNDP	Livestock	DOLF	FAO	
						FAO Grant Aid	160,000.00					
						Total	160,000.00					
111 18	Chicken Vaccination Training Project in the Area of Sebangfai, Outhoumphone	01/11/00	01/12/01	Savannakheth				MAF UNDP	Livestock	DOLF	FAO	
						FAO Grant Aid	9,000.00					
						Total	9,000.00					
114 19	Origin Fish Transferring Project, Phase II	01/06/	31/12/00	Throughout Country				MAF UNDP	Livestock	DOLF	FAO	
						FAO Grant Aid	120,000.00					
						Total	120,000.00					
122 20	Povertu Alleviation Project through the Improvement and Protection of Aquatic Resource in Asia Zone	01/05/03	31/12/05	Throughout Country				MAF UNDP	Livestock	DOLF	FAO	Dept. of Livestock & Fisheries
						FAO Grant Aid	382,000.00					
						Total	382,000.00					
142 21	Animal Gathering & Shifting Control System in Asia Countries			Throughout Country				MAF UNDP	Livestock	DOLF	FAO	Mr. Anonh Khamhoung, 021415359
						FAO Grant Aid	363,000.00					
						Total	363,000.00					
143 22	Animal Resister Systemizing and Transforming within 17 Asia Countries			Throughout Country				MAF UNDP	Livestock	NAFRI	FAO	021416932
						FAO Grant Aid	21,715.00					
						Total	21,715.00					
154 23	Aid for the Activities of Bird Flu Prevention	13/02/04	13/01/05	Throughout Country				Unavailab le	MAF	Livestock	DOLF	
						China Grant Aid	50,000.00					
						Total	50,000.00					
172 24	Improvement & Development of Agricultural Service Center, Haiyeuang, Vientiane Province	01/01/01	31/12/01	VTE				MAF MARD Vietnam	Livestock		DARD Hn	
						Vietnam Grant Aid	87,000.00					
						Total	87,000.00					

Table1-4 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Site Office	Donors and Types of AID	Capital of the Project (US\$)	Management Organization		Sectors	Implementing Org		Team Leader of the Project Address, Tel
		Start	Complete				Lao	Foreign		Lao	Foreign	
Livestock												
215 25	Poultry & Pig Insemination Project at Nong Ping Farm, VTE Capital	01/11/02	01/11/03	VTE Capital			MAF	UNDP	Livestock		FAO	
						FAO Grant Aid		9,439.00				
						Total		9,439.00				
225 26	Emergency Assistance for the Control of Avian Influenza Project (TCP/Lao/3001)	18/02/04	31/12/04				MAF	UNDP	Livestock	DOLF	FAO	D/G of Dept. of Livestock and Fishery
						FAO Grant Aid		390,000.00				
						Total		390,000.00				
226 27	Emergency Regional Coordination Assistance for Control of Vian influenza in South East Asia Project (TCP/RAS/3004 (E))	11/02/04	31/12/05				MAF	UNDP	Livestock	DOLF	FAO	
						FAO Grant Aid		400,000.00				
						Total		400,000.00				

Source: Ministry of Agriculture and Forestry, Permanent Secretary Office, Division of International Cooperation and Investment

Table1-5 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Implementing Sites	Districts	Donors and Types of AID	Capital of the Project (US\$)	Team Leader of the Project Address, Tel
		Start	Complete					
NAFES Project								
1	Agricultural Extension	01/11/01	31/10/04	Luang Phabang, Salavan, Champasak	Pak-Ou, Nam Bark Kongsedon, Nakhonepheng Sankhouma, Phonthong, Pakseng, Toumsan, Meuang-Khong			
						BILATERAL Grant	1,040,379.00	
						Lao Government	11,440.00	
						Total	1,051,819.00	
2	Agricultural Extension in 4 Northern Provinces	01/01/02	31/12/07	Khammouan, Salaven, Attapeu, Champasak	Takhek, Yommalath and Mahaxay Salavan, Vapi, Lao Ngam Saysetha, Sanamxay and Samakhixay Bathiang, Pathoumphone, Paksong, Pakse, Phonthong and Sanasomboun			
						WB Loan	15,529,000.00	
						WB Grant Aid	1,161,000.00	
						Lao Government	1,520,000.00	
						Total	18,210,000.00	
3	Nam Ngum Region Development	01/12/03	31/01/09	VTE Capital, Xiengkhanany, Xaysomboun Special Region, Vientiane	Pak Ngum Phon Kouth Xaysomboun, Phoun Horn, Long Xane, Kasi Vangvieng, Fenang			
						ADB Loan	15,000,000.00	
						AFDF, JFPR Grant Aid	6,944,000.00	
						Lao Government	3,500,000.00	
						Total	25,444,000.00	
4	Livelihood Improvement of People (Community Management Living Improvement Project, CML IP)	01/01/01	31/12/07	Huephane, Xiengkhanang, Vientiane, Bolikhamsay	Sobbao Kham Kasi Khamkeuth			
						ADB Grant Aid	1,000,000.00	
						Lao Government	200,000.00	
						Total	1,200,000.00	
5	Special Programme on Food Security and South Cooperation	01/03/01	01/03/06	Luang Namtha, Oudomxay, Vientiane, Bolikhamsay	Namtha Xay Kan & Hinheup Paksan & Bolikham			
						JICA, FAO Grant Aid	2,625,000.00	
						Lao Government	1,000,000.00	
						Total	3,625,000.00	

Table1-5 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Implementing Sites	Districts	Donors and Types of AID	Capital of the Project (US\$)	Team Leader of the Project Address, Tel
		Start	Complete					
NAFES Project								
6	Co-operation of Lao-Vietnam, Development Project in Target Areas	01/01/96	31/01/08	Huaphan, Xiengkhnang, Luang Phabang, Vientiane, VTE Capital, Bolikhamxay, Khammouan, Savannaketh, Champasak, Salavan, Attapen	Ad & Xiengkhor Nong Had Viengkham Phonhong, Thoulakhom, Viengkham Pak Ngum, Hadsayphong, Xaythany Pak, Thaphabat, Pakkading Thakhek, Hinboun, Xebang Fai and Thabok Xanbouly Chumpasak, Khong, Sanasomboun Kongsedon, Nakhonpeng Sanamxay and Saysetha			
						Vietnam Grant Aid	2,466,000.00	
						Lao Government	60,000.00	
						Total	2,526,000.00	
7	Rural Development Project in Phonphieng Balivane	01/01/98	31/12/04	Xekong, Champasak	Thateng Paksang, Bachieng			
						AFD Grant Aid	4,170,000.00	
						Lao Government	0.00	
						Total	4,170,000.00	
8	Integrated Pest Management (IPM)	01/07/02	30/06/07	VTE Capital, Vientiane, Luang Phabang, Savannaketh, Salavan				
						FAO Grant Aid	310,411.00	
						Lao Government	0.00	
						Total	310,411.00	
9	Commercial Production Extension Project	01/10/03	31/05/09	Vientiane, Khammouan, Savannaketh, Champasak	Phonhong, Thonlakhem Thakhek, Nonglook Xaybouly, Khanthabouly, Xanbouly Xayphonhoong, Sangkhone, Champhone monhlapamok, Sankharua, Champasak Phonthong, Bathieng, Paksoong			
						ADB Loan	11,400,000.00	
						Lao Government	3,800,000.00	
						Total	15,200,000.00	

Table1-5 List of the on-going and past (implemented) projects in the Lao People's Democratic Republic (Lao PDR)

Code	Name of Project	Date		Implementing Sites	Districts	Donors and Types of AID	Capital of the Project (US\$)	Team Leader of the Project Address, Tel
		Start	Complete					
NAFES Project								
10.	Allocation of Protection Forest and Rural Sustainable Development	01/12/03	31/06/08	Khammouan, Savannaketh, Salavan, Champasak				
						WB Loan	9,900,000.00	
						Finland Grant Aid	9,280,000.00	
						Lao Government	530,000.00	
						Total	19,710,000.00	
11.	Extension Research for Shilling Cultivation Termination (Australian Center for International Agriculture Research, ACIAR No. ASEM)	01/07/03	31/12/05	LPH, Xiengkhanang	Pak-ou, LBP and Xieng Ngeun Paek and Nonghad			
						Australia Grant Aid	394,476.00	
						Lao Government	0.00	
						Total	394,476.00	

Source: Ministry of Agriculture and Forestry, National Agriculture and Forestry Extension Service

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Duration	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organization
24	Basic Health Care	Village drug revolving fund	Village health volunteer and Village health committees	5days theory and practice	Lao and Akha minority group	Manual and equipment	Luang Namtha	Phetsamone Kounlavong	RDMA	RDMA (GTZ)
25	Basic Health Care	Writing report	District health office	3days theory and practice	Lao	Manual and equipment	Luang Namtha	Phetsamone Kounlavong	RDMA	RDMA (GTZ)
26	Capacity Building	Administration & management	23 villagers	5days		course	VK	District cabinet		MPDLC (EU)
27	Capacity Building	Administration for chief of villages	70 chiefs	5days		workshop	Chomphet	Governor/DPC		MPDLC (EU)
28	Capacity Building	Communication skills	10 key district staffs/project team	5days		Workshop	Lnamtha	Expert in communication		MPDLC (EU)
29	Capacity Building	Communication skills and participatory extension	10 district key staff / project staff	5days		workshop	Lprabang	MPDLC/ Training specialist		MPDLC (EU)
30	Capacity Building	Communication skills and participatory extension	10 district key staff / project staff	5days		workshop	Lprabang	Ms. Ny Luangkhot Training specialist		MPDLC (EU)
31	Capacity Building	Community development / Income generation activities	12 district staffs/DPC/MPDLC	5days		exposure visit	Sayaboury	IGA/UNDP projects		MPDLC (EU)
32	Capacity Building	Computer skills	10 district staffs	30days		OJT	Long	handicap practicum		MPDLC (EU)
33	Capacity Building	Credit organisation	10 women/2 district staff	4days		Study tour	Bokeo	projects		MPDLC (EU)
34	Capacity Building	English language	district key staff / project staff	Ongoing		Intensive course	Viengkham	MPDLC		MPDLC (EU)
35	Capacity Building	English language	15 district key / project staff	Ongoing		Intensive course	Chomphet	Project translator (Mr. Kham Ai)		MPDLC (EU)
36	Capacity Building	English language	20 district key / project staff	Ongoing		Intensive course	Long	MPDLC		MPDLC (EU)
37	Capacity Building	English language & Computer	20 district key staffs	ongoing		Intensive course		VPK	MPDLC	MPDLC (EU)
38	Capacity Building	English training	15 district key / project staff	Ongoing		Intensive course	Chomphet	Project translator (Mr. Kham Ai)		MPDLC (EU)
39	Capacity Building	English training	district key staff / project staff	Ongoing		Intensive course	Viengkham	MPDLC		MPDLC (EU)
40	Capacity Building	English training	20 district key staffs	ongoing		Intensive course	VPK	MPDLC		MPDLC (EU)
41	Capacity Building	English training	20 district key / project staff	Ongoing		Intensive course	Long	MPDLC		MPDLC (EU)
42	Capacity Building	Exchange visit for capacity building	10 district counterparts/3 Project staffs	5days		study tour	VPK	SE/district officers		MPDLC (EU)
43	Capacity Building	General study tour	10 district steering committees	5days		exposure visit		Vietnam	Community Development Projects	MPDLC (EU)
44	Capacity Building	M & E management	6 district & project staffs	5days		workshop	Lprabang	MPDLC/ Training specialist		MPDLC (EU)
45	Capacity Building	M & E Management	6 district staff	5days		course		VPK	MPDLC specialist	MPDLC (EU)
46	Capacity Building	M&E management	RDA,SE,coordinator,governor	5days		workshop	Lprabang	M&E specialist/MPDLC		MPDLC (EU)
47	Capacity Building	Management skills	10 district steering committee/2 project staffs	10days		Tour	Vietnam			MPDLC (EU)
48	Capacity Building	Micro-Project procedure	7 district staffs	5days		OJT	Long	MPDLC		MPDLC (EU)
49	Capacity Building	Micro-Project proposal format	20 district staffs	3days		workshop		VPK	MPDLC	MPDLC (EU)
50	Capacity Building	Participatory Planing & budgeting, project cycle management	10 district officers/MP staff	5days		course	Lprabang	DPC by Mr. Bounvien Deputy of DPC		MPDLC (EU)
51	Capacity Building	Participatory Planning & budgeting, project cycle management	10 district officers and MP staff	5days		course	Lprabang	DPC by Mr. Bounvien Deputy of DPC		MPDLC (EU)
52	Capacity Building	Participatory working approach and village situation analysis	GTZ staff and DAFO, DEO DCPC and DHO contact person	11 days	Lao	Manual and equipment	Luang Namtha	Khatha Lamache	RDMA	RDMA (GTZ)

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Duration	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organization
53	Capacity Building	Planning & statistics	35 district staffs	3days		Workshop	VPK	PPC		MPDLC (EU)
54	Capacity Building	Planning & Statistics	20 target group	5days		workshop		VPK	DPC	MPDLC (EU)
55	Capacity Building	PRA	6 key district staffs	5days		OJT	Long	MPDLC		MPDLC (EU)
56	Capacity Building	Practicum	handicap students (4)	90days		OJT	Chomphet		district team	MPDLC (EU)
57	Capacity Building	Practicum	students (4)	90days		OJT	Chomphet		district team	MPDLC (EU)
58	Capacity Building	Practicum	students (4)	90days		OJT	VPK		district team	MPDLC (EU)
59	Capacity Building	Practicum	students (4)	90days		OJT	Long		district team	MPDLC (EU)
60	Capacity Building	Problem analysis and village development planning	GTZ staff and DAFO, DEO DCPC and DHO contact person	11 days	Lao	Manual and equipment	Luang Namtha		Khatha Lamache	RDMA
61	Capacity Building	Project cycle management/Planning & budgeting	12 district officers and MP staff	5days		Workshop	Lprabang		DPC by Mr. Bounvien Deputy of DPC	MPDLC (EU)
62	Capacity Building	Project Management	DAFO & PAFO staff, Deputy Co-ordinator of the Project	5 days x 3 courses		Brain storming, lecture, group work, TOT Manual, PRA Manual and Guideline of Project Management	PAFO Offices		Dr. Viengxong Chithtavong	NAFES
63	Capacity Building	Report writing	project CD worker and DCPC	11 days	Lao	Manual and equipment	Luang Namtha		Khatha Lamache	RDMA
64	Capacity Building	TOT skills	12 district staffs	5days		course	Lnamtha		EDC/ Training specialist	MPDLC (EU)
65	Capacity Building	TOT of VDC	10 district staffs	5days		workshop			VPK	PPC/district team
66	Capacity Building	TOT on communication skills	8 district trainers	5days		course	Lprabang		Ms. Somchay EDC training specialist	MPDLC (EU)
67	Capacity Building	TOT on communication skills	8 district trainers	5days		course	Lprabang		Ms. Somchay EDC training specialist	MPDLC (EU)
68	Capacity Building	TOT on training skills	12 district staffs	5days		course	Lprabang		MPDLC/ Training specialist	MPDLC (EU)
69	Capacity Building	TOT on training skills	10 district staffs	5days		course	Lnamtha		EDC/ specialist	MPDLC (EU)
70	Capacity Building	TOT on training skills	12 district staffs	5days		workshop			Lnamtha	EDC/ Training specialist
71	Capacity Building	TOT on training skills	10 district staffs	5days		course	Lnamtha		EDC/ specialist	MPDLC (EU)
72	Capacity Building	TOT Training	Teachers	2 weeks	Lao	Manual and equipment	Luang Namtha		DEO	RDMA (GTZ)
73	Capacity Building	Tourism awareness	5 district officers and villagers	10days		Course	Chomphet		Provincial Tourism Office /SUNV	MPDLC (EU)
74	Capacity Building	Tourism field survey	5 district, officers and villagers	3days		Course	Chomphet		leading by Mr. Khamphoui director of Provincial Tourism Office	MPDLC (EU)
75	Capacity Building	Village Development Committee	5 target villages	5days		course	Long		7 district staffs	MPDLC (EU)
76	Capacity Building	Village Revolving Fund	22 villagers	3days		course	Chphet		Health office	MPDLC (EU)
77	Capacity Building	Village Revolving Fund	4 district staffs	5days		course	Lprabang		Mr. Houmphan Project Management training Center	MPDLC (EU)
78	Community Development	Training on PRA	CD staff	5days	English/Lao	Manual/practice	Bokeo		Crist + Khonepaseuth	RDMA
79	Detoxification	CB-DAC training	District Drug control office, District health office, district education office	7days theory and practice	Lao	Manual and equipment	Luang Namtha		Phetsamone Kounlavong	RDMA
80	Education	Education administration	14 village teachers	5days		course	Long		Education dept	MPDLC (EU)
81	Education	Education Management in primary/secondary schools	Head of schools	5days		course	Long		Education dept	MPDLC (EU)

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Dulation	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organiza tion
82	Education	Health Education in Primary School	12 schools	12days		Course	Chomphet	District Education		MPDLC (EU)
83	Education	Health education in primary school	12 schools 122 villagers	12days		course	Chomphet	District education		MPDLC (EU)
84	Education	Upgrading minority teachers	13 teachers from 6 villages	15days		Course	Viengkham	Education office		MPDLC (EU)
85	Education	Upgrading minority teachers at lower primary school	10 village teachers	10days		Course	Chomphet	Education office		MPDLC (EU)
86	Extension	Agriculture Extension Methodology	DAFO & PAFES staff	21 days		Participatory training method and techniques, Textbooks	NAFES meeting room	Master trainers of CETDU, NAFES	NAFES	LEAP
87	Forestry/NTFP	Fruit tree promotion /Nursery/NTFP	3 DAFO	5days		course		VPK	Lnamtha	MPDLC (EU)
88	Forestry/NTFP	NTFP production & marketing	15 farmers	3days		workshop	VPK	PAFO/IUCN		MPDLC (EU)
89	Forestry/NTFP	Nursery Preparation	Teachers, Students and Farmers	5days		Theory and Practice, Textbook	Dong Kham Xqang Technical Agriculture School (DTAS)	Mr. Pheth Thippavong	Forestry Division	Dong Kham Xang Technical Agriculture School (DTAS)
90	Forestry/NTFP	Promotion of NTFP	12 farmers & 3 DAFO staffs	4days		Study tour	Oudomxay	PAFO		MPDLC (EU)
91	Forestry/NTFP	Promotion of Non-Timber Forest Product & Nursery	3 district staffs/12 villagers	5days		course	Lprabang	Mr. Khamphon NAFRI, Vientiane		MPDLC (EU)
92	Gender	Gender issues & the development	50 LWU/villagers	3days		workshop		VPK	LWU/MPDLC	MPDLC (EU)
93	Gender	Genders issues and the development	24 villagers +district staffs	5days		Course	Chomphet	Ms. Khampha LWU/Educ dept		MPDLC (EU)
94	Health Care Improvement	Anaesthesia & Surgery	2 district doctors	90days		OJT	Long hospital	Doctor from Provincial Hospital		MPDLC (EU)
95	Health Care Improvement	CBDAC training	Houeykoun/villagers	2days	Lao	manual/posters	Bokeo	Dr.Champa,Mr.Keo,Mr.Anilan and Ms. Vienvilay	RDMA/Health Section	RDMA (GTZ)
96	Health Care Improvement	Detoxification	Villager/Pana Village	27days	Lao		Bokeo	Dr. Khamlang	RDMA/Health Section	RDMA (GTZ)
97	Health Care Improvement	Health Education around the water supply	24 villagers	5days		OJT	Chomphet	District Health		MPDLC (EU)
98	Health Care Improvement	Health education around Water supply	24 villagers	5days		course	Chomphet	district health		MPDLC (EU)
99	Health Care Improvement	Malaria control (dye mosquito nets)	107 villagers	1days		OJT	Viengkham	Health staffs		MPDLC (EU)
100	Health Care Improvement	Midwife skills	12 villagers	3days		special Course	VPK	District hospital		MPDLC (EU)
101	Health Care Improvement	Midwife skills	17 VHV	5days		course	Chomphet	district health		MPDLC (EU)
102	Health Care Improvement	Mother & Child primary health	villagers	2days		workshop	VPK	LWU/health office		MPDLC (EU)
103	Health Care Improvement	PHC/Drug revolving Fund	10 district staff and 13 VHV	3days		Study tour	Nambak hospital	District health office		MPDLC (EU)
104	Health Care Improvement	Primary Health Care level 2	22 VHV	5days		course	Chomphet	district health		MPDLC (EU)
105	Health Care Improvement	Primary Health Care Management	5 district staff	10days		course	Viengkham	Provincial Health		MPDLC (EU)
106	Health Care Improvement	surgery & anaesthesia	doctors	90days		OJT	Lnamtha	Provincial hospital		MPDLC (EU)
107	Health Care Improvement	Surgery & Anaesthesia	2 doctors	90days		OJT	Lnamtha	VPK		MPDLC (EU)
108	Health Care Improvement	Training for TBA	Villager/Target Village,Paktha	5days	Lao	Manual	Bokeo	Dr. Khanthong	RDMA/Health Section	RDMA (GTZ)

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Dulation	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organiza tion
109	Health Care Improvement	Training on impregnating of mosquito net	Villagers	3days	Lao	Manual/practice	Bokeo	Keopasith	RDMA/Health Section	RDMA (GTZ)
110	Health Care Improvement	Training on revolving fund	Villagers	5days	Lao	Manual	Bokeo	Dr. Khonesith	RDMA/Health Section	RDMA (GTZ)
111	Health Care Improvement	Village Health Volunteer	17 farmers	3days		course	VPK	Health office		MPDLC (EU)
112	Health Care Improvement	Village Health Volunteer/Drug Revolving Fund	10 district staff	5days		visit	Xiengkhouang	Health dept		MPDLC (EU)
113	Health Care Improvement	Village Health Volunteer/Drug Revolving Fund	39 village volunteers	5days		course	Viengkham	Health office		MPDLC (EU)
114	Health Care Improvement	Village Midwife skills	5 villagers	15days		OJT		VPK	District hospital	MPDLC (EU)
115	Health Care Improvement	Water supply construction	2 health staffs	15days		OJT	Long	private consultant		MPDLC (EU)
116	Health Care Improvement	Water supply maintenance	12 villagers	5days		visit	MP II	Water supply unit		MPDLC (EU)
117	Income Generation	Business skills	Shop manager	5days		OJT	Long	specialist/ MPDLC		MPDLC (EU)
118	Income Generation	Food processing	23 farmers	5days		Course	Lprabang	BAFIS/DED		MPDLC (EU)
119	Income Generation	Handicraft training skills	15 women farmers	30days		OJT		VPK	MPDLC/specilist	MPDLC (EU)
120	Income Generation	IGA activities (rattan furniture)	5 villages	30days		OJT	Long	Local trainer		MPDLC (EU)
121	Income Generation	Income Generation Activities &village Mutual Fund	15 villagers	5days		exchange visit	Lprabang	IGA project		MPDLC (EU)
122	Income Generation	Income generating activities	2 DAFO staffs & 13 villagers	5days		Study tour	Oudomxay	GAA Development project		MPDLC (EU)
123	Income Generation	Income generation	12 villagers/2 project staff	3days		exposure visit	Oudomxay	GAA project		MPDLC (EU)
124	Income Generation	Shop manager of NPP shop	district staff	5days		course	Long	trade office		MPDLC (EU)
125	Income Generation	Vocational training (weaving)	24 villagers	30days		course	Lprabang	BAFIS/DED		MPDLC (EU)
126	Income Generation	Weaving	13 villagers	30days		course	VK	LWU		MPDLC (EU)
127	Information and Knowledge Management	Baseline survey	Gov't staff and RDMA staff	6days	Lao	Hand out, forms.		Khankeo Oupravanh	RDMA-GTZ	RDMA (GTZ)
128	Information and Knowledge Management	Case study writing (Part 1& part 2)	Gov't staff and RDMA staff	7days	Lao	Training manual	Bokeo, Luang Namtha	Khankeo Oupravanh	RDMA-GTZ	RDMA (GTZ)
129	Information and Knowledge Management	Monitoring system	Gov't staff and RDMA staff	3days	Lao	Hand out, forms.		Khankeo Oupravanh	RDMA-GTZ	RDMA (GTZ)
130	Information and Knowledge Management	Program planning	Gov't staff and RDMA staff	4days	Lao	Forms		Khankeo Oupravanh	RDMA-GTZ	RDMA (GTZ)
131	Information and Knowledge Management	Report writing	Staff	2days	Lao	Manual	Bokeo	Khonepaseuth	RDMA	RDMA (GTZ)
132	Information and Knowledge Management	Report writing	Gov't staff and RDMA staff	3days	Lao	Training manual		Khankeo Oupravanh	RDMA-GTZ	RDMA (GTZ)
133	Information and Knowledge Management	School (library) management	3 district teachers	5days		OJT	Lprabang	Provincial Education		MPDLC (EU)
134	Information and Knowledge Management	School manager training	13 schools	5days		visit	Sayaboury	District education		MPDLC (EU)
135	Information and Knowledge Management	Training on Impact Assessment	Staff	3days	Lao/English	Manual/practice	Bokeo	Hand	RDMA	RDMA (GTZ)
136	Irrigation	Exchange visit on irrigation management	7 technical staffs	5days		visit	Long	MPDLC		MPDLC (EU)
137	Irrigation	Irrigation scheme survey/design & construction	1 DAFO staff	10days		course	Chomphet/Lprabang	PAFO		MPDLC (EU)
138	Irrigation	Micro Irrigation scheme suvey, design and construction	3 district officers	10days		Practical course	Chomphet	Irrigation sector/ PAFO: Mr. Anousack		MPDLC (EU)

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Duration	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organization
139	Irrigation	Small scale irrigation scheme	4 district staffs	10days		course		VPK	PAFO	MPDLC (EU)
140	Irrigation	Training for Water User Association	Villager	3days	Lao	Manual	Bokeo	Somsanong/Boualy	RDMA/Irrigation	RDMA (GTZ)
141	Irrigation	Water user groups	20 farmers	1days		exchange idea	VPK	DAFO		MPDLC (EU)
142	Irrigation	Water User Groups	20 farmers	3days		workshop		VPK	DAFO	MPDLC (EU)
143	Irrigation	Wooden weirs construction	20 farmers	5days		OJT		VPK	DAFO	MPDLC (EU)
144	Livestock	Animal husbandry	15 farmers	3days		workshop	VPK	DAFO		MPDLC (EU)
145	Livestock	Bovine and Buffaloes Raising		5 days	Lao and Akha	manual and equipment	Luang Namtha	Dr. Ricarda Mondry	RDMA	RDMA (GTZ)
146	Livestock	Chicken raising	District Agriculture and Forestry Office, VVW and Target group farmers	5 days	Lao and Akha	manual and equipment	Luang Namtha	Dr. Ricarda Mondry	RDMA	RDMA (GTZ)
147	Livestock	Fish Raising on paddy land	Villagers	5days	Lao	Manual/practice	Bokeo	Chansome	RDMA/Agriculture	RDMA (GTZ)
148	Livestock	Frog breeding and further management of frog production	2 Trainers and 15 Trainees	7days		Lecture and Practice, hand-out	DTAS	Mr. Sonkvilay Vilavong	DTAS	JICA
149	Livestock	Frog Raising	Villagers	6days	Lao	Manual/practice	Bokeo	Chansome+Khamphan	RDMA/Agriculture	RDMA (GTZ)
150	Livestock	Lac insect Raising	Villagers	5days	Lao	Manual/practice	Bokeo	Chansome	RDMA/Agriculture	RDMA (GTZ)
151	Livestock	Pig Raising		5 days	Lao and Akha	manual and equipment	Luang Namtha	Dr. Ricarda Mondry	RDMA	RDMA (GTZ)
152	Livestock	Sericulture	Villagers	3days	Lao	Manual/practice	Bokeo	Siphone and Keomano	RDMA/Agriculture	RDMA (GTZ)
153	Livestock	Vet training	Villagers	2days	Lao	Manual/practice	Bokeo	Khammy, Sengpaseuth and Khounsavath	RDMA/Agriculture	RDMA (GTZ)
154	Livestock	Veterinary & animal disease	5 DAFO staffs	7days		course	Lnamtha	PAFO/EU livestock		MPDLC (EU)
155	Livestock	Veterinary training (VVW)	Farmers who become Village Veterinary Workers	5 courses of 5 days each	Lao and Akha	manual and equipment	Luang Namtha	Dr. Ricarda Mondry	RDMA	RDMA (GTZ)
156	Livestock	Veterinary training (VVW) TOT	District Agriculture and Forestry Office	15 days	Lao and English	manual and equipment	Luang Namtha	Dr. Ricarda Mondry	RDMA	RDMA (GTZ)
157	Livestock	Village Veterinary Workers	15 villagers	5days		course	Viengkham	DAFO		MPDLC (EU)
158	Livestock	Village Veterinary Workers	19 villagers	5days		course	VK	DAFO		MPDLC (EU)
159	Livestock	Village Veterinary Workers/medicine and tool kits	24 VVW	7days		course	Chomphet	District Livestock Unit		MPDLC (EU)
160	Natural Resource Management	Participatory Land Use Planning and Land Allocation at village level	District Agriculture and Forestry Office	14 days Theory and Practice	Lao	manual and equipment (Map, GPS, Aerial photos, Compass)	Luang Namtha	Bounyong Thongmalayvong	RDMA	RDMA (GTZ)
161	Natural Resource Management	RRA tools for Non-Timber Forest Product data collection	District Agriculture and Forestry Office	7 days Theory and Practice	Lao	manual and equipment	Luang Namtha	Bounyong Thongmalayvong	RDMA	RDMA (GTZ)
162	Natural Resource Management	Village Community Forestry	District Agriculture and Forestry Office and Target group farmers	7 days Theory and Practice	Lao	manual and equipment	Luang Namtha	Bounyong Thongmalayvong	RDMA	RDMA (GTZ)
163	Road Transportation	Road maintenance through communities /tools	15 villagers	3days		OJT		VPK	DCTPC	MPDLC (EU)
164	Road Transportation	Road mgnt through communities /tools	10 target villagers/2 DCTPC	3days		Study tour	Muaong Sing	DCTPC		MPDLC (EU)
165	Road Transportation	Road, track survey and construction	2 district staffs	10days		OJT	Lprabang	PDCTPC		MPDLC (EU)
166	Road Transportation	Road, track survey and construction	2 district technical staffs	10days		OJT	Lprabang	Provincial CTPC		MPDLC (EU)
167	Road Transportation	Suspension bridge survey, design	district staff	30days		OJT	Long	Chinese engineer		MPDLC (EU)
168	Road Transportation	Track mgnt through local participation/tool	15 villagers	5days		course	Long	DCTPC		MPDLC (EU)
169	Rural Finance/Village Bank	Credit system	3 district staffs	5days		course	VK	DPC		MPDLC (EU)
170	Rural Finance/Village Bank	Credit/IGA/Rice bank Business & Marketing	12 farmers	5days		exposure visit		VPK	Bokeo	MPDLC (EU)
171	Rural Finance/Village Bank	Training on drafting and management on Rural Finance	Government staff	2days	Lao	Manual	Bokeo	Bandit	JICA/UNCRD	RDMA (GTZ)
172	Rural Finance/Village Bank	Village Mutual Fund	42 villagers	3days		course	VK	DPC		MPDLC (EU)

Table 2 List of Trainings by Rerated Projects

No.	Subject	Title	Target group	Dulation	Language	Method	Location/Venue	Resource persons		
								Names & family names	Agency/sector	Project/Organiza tion
173	Rural Finance/Village Bank	Village Revolving Fund	3 district/2 DPC staffs	5days		course	Lprabang	Mr. Houmphan Project management training centre		MPDLC (EU)
174	Rural Finance/Village Bank	Workshop on improving Village Revolving Fund Concept in different places.	villagers, RDMA ,Govern staff	2days	Lao	Manual	Bokeo	Bandit	RDMA	RDMA (GTZ)
175	Rural Finance/Village Bank	Workshop on New model Village Revolving Fund Management in different places.	villagers, RDMA ,Govern staff	12days	Lao	Manual	Bokeo	Bandit	RDMA	RDMA (GTZ)
176	Village Education	Educational Management in primary & secondary	10 head of schools	10days		workshop		VPK	Education department	MPDLC (EU)
177	Village Education	Health Education for Children in school	19 teachers	5days		Course	VK	Education office		MPDLC (EU)
178	Village Education	Non-Formal Education	20 teachers	5days		course		VPK	Education office	MPDLC (EU)
179	Village Education	Parent association	15 farmers	3days		workshop	VPK	Education department		MPDLC (EU)
180	Village Education	Upgrading formal teachers	25 teachers	5days		course		VPK	Education office	MPDLC (EU)

Source: Survey Result of JICA Study Team, Micro-Project Development through Local Communities Luang Prabang & Luangnamtha, Quaker Service Laos, Regional Non Formal Education Center Suane Luang Luang Prabang

Table 3 List of Training Centers

No.	Name of Institution	Agency Responsible	Location	Training Capacity (person)	Domitory Capacity (person)	Present Activity
1	Agriculture Research Center	NAFRI	Thadokkam Vientiane Mun.	60	30	Seminar for different projects Training of MAF Staff
2	NAFRI-Soil Research Center	NAFRI	Dongdok Vientiane Mun.	50	NA	Seminar for different projects Training of MAF Staff
3	Living Aquatic Resource Research Center	NAFRI	Sikhotabong Vientian Mun.	50	NA	Seminar for different projects Training of MAF Staff
4	Horticulture and Vegetable Research Center	NAFRI	Haddockeo Vientiane Mun.	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
5	Livestock Research Center	NAFRI	Nam Souang Vientiane Mun.	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
6	Forest Research Center	NAFRI	Nam Souang Vientiane Mun.	30	NA	Seminar for different projects Training of MAF Staff Training of Farmers
7	Coffee Research Center	NAFRI	35 km, Paksong Champassak	50	30	Seminar for different projects Training of MAF Staff Training of Farmers
8	Northern Agriculture and Forestry Research Center	NAFRI	Houay Khot Louangprabang	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
9	Shifting Cultivation (Slopping Land) Research Station	NAFRI	Tonkhang, Nan District Louangprabang	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
10	Teak Research Station	NAFRI	Kengben, Pakxueng Louangprabang	30	NA	Seminar for different projects Training of MAF Staff Training of Farmers
11	Namtha Rice Reseqarch Station Luangnamtha	NAFRI	Namtha Louangnamtha	30	NA	Seminar for different projects Training of MAF Staff Training of Farmers
12	30 Ha Rice Research Station Sayaboury	NAFRI	Namtan, Piang District Sayaboury	20	NA	Seminar for different projects Training of MAF Staff Training of Farmers
13	Thasano Rice Research Station Savannakheth	NAFRI	Tassano, Khanthaboury Savannakheth	20	NA	Seminar for different projects Training of MAF Staff Training of Farmers

Table 3 List of Training Centers

No.	Name of Institution	Agency Responsible	Location	Training Capacity (person)	Domitory Capacity (person)	Present Activity
19	Northern Agriculture & Forestry Extension Training Center	DOF	Xiang-Gneun Louangprabang	60	60	Seminar for different projects Training of MAF Staff Training of Farmers
20	Southern Agriculture & Forestry Extension Training Center	DOF	Xepon Savannakheth	60	60	Seminar for different projects Training of MAF Staff Training of Farmers
21	Irrigation Training Center	DOI	Chanthaboury Vientiane Mun.	60	NA	Seminar for different projects Training of MAF Staff Training of Farmers
22	Meteorology and Hydrology Training Center	DOMH	Sikhotabong Vientiane Mun.	30	NA	Seminar for different projects Training of MAF Staff Training of Farmers
23	Savannakheth Agriculture training Center	PAFES Savannakheth	Nakae, Khanthaboury Savannakheth	60	60	Seminar for different projects Training of MAF Staff Training of Farmers
24	Namtan Project Compound	PAFES Sayaboury	Namtan, Piang District Sayaboury	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
25	Vientiane Province Upland Development Center	PAFES Vientiane Province	Hinheup Vientiane Province	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
26	FORCAP	PAFES Vientiane Province	Sivilay, Hinheup Vientiane Province	30	30	Seminar for different projects Training of MAF Staff Training of Farmers
27	Sericulture Development Project	PAFES Vientiane Mun.	Hatsayfong Vientiane Mun.	25	25	Seminar for different projects Training of MAF Staff Training of Farmers
28	Namtha Livestock Development Center	DOLF, PAFES Louangnamtha	Namtha, Louangnamtha	25	25	Seminar for different projects Training of MAF Staff Training of Farmers
29	Louangprabang Livestock Development Center	DOLF, PAFES Louangprabang	Louangprabang	25	25	Seminar for different projects Training of MAF Staff Training of Farmers
30	Agro-Forestry Training Center	PAFES Khammouane Province	Thakhek Khammouane Province	60	30	Seminar for different projects Training of MAF Staff Training of Farmers

Source: Ministry of Agriculture and Forestry Department of Agriculture, National Agriculture and Forestry Extension Service

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
1	Agriculture & Forestry	Aquaculture specialist	Mr. Bounphan Xayavong	Head of fisheries promotion Unit	71-252236
2	Agriculture & Forestry	Bachelor of Agriculture	Mr. Kengkhan Boupphanyveth	NAFES, Head of Unit	20-5411160
3	Agriculture & Forestry	Bachelor of Forestry	Mr. Phet Thippavong	Dong Kham Xang Technical Agriculture School (DTAS), Chief of Forestry Division	20-5697650
4	Agriculture & Forestry	BSc of Silvi-Culture	Mr. Khamphoui Phonxay	Director of Northern Agriculture College	71-570920
5	Agriculture & Forestry	Engineer in forestry	Mr. Bounmee Savath	Head of DAFO in Viengkham	
6	Agriculture & Forestry	Engineer in forestry	Mr. Khamphone Sivilay	Non-Forest Timber Product specialist NAFRI	71-770892
7	Agriculture & Forestry	Engineer in forestry	Mr. Outhay Thammavangsin	Head of DAFO in Chomphet	71-253960
8	Agriculture & Forestry	Engineer of Hydrology , Msc of HRD planning	Mr. Kaysone Vongkhamheng	HRD Planning and Irrigation specialist (PAFO)	71-570108
9	Agriculture & Forestry	Engineer of Irrigation/1988	Mr. Anousack Khattiyalath	Deputy head of irrigation office	71-618152
10	Agriculture & Forestry	Engineer of Irrigation/1990	Mr. Pheng Bounphanith	Head of irrigation office	71-212496
11	Agriculture & Forestry	Mastre of Agriculture (Pest Management and Agro-ecosystem), Integrated Pest Management	Mr. Phoosith Phommavong	NAFES, Head of Center	21-732309
12	Agriculture & Forestry	Medium Level Agriculture	Mrs. Shomchith Samelavngdour	NAFES, Technilac Staff	21-740252
13	Agriculture & Forestry	Msc in agro forestry	Mr. Thansamay	Media information techniques	71-2356039

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
14	Agriculture & Forestry	MSc of Arts/98 (Chiangmai Univ)	Mr. Sihanouvong Savatvong	Head of Provincial Forestry Office	71-212016
15	Agriculture & Forestry	MSc of Rual Dev studies (DRDS)	Mr. Houmchitsavat Sodarack	Head of Upland Research Center (NAFRI)	71-570076
16	Agriculture & Forestry	NTPP	Mr. Sounthone Ketphanh	Head of NTFPs Section FRC	21-770892
17	Agriculture & Forestry	Teacher Forestry	Mr. Phet Thiphavong	Teacher of Dong Khamxay TS	21-5697650
18	Agriculture & Forestry	Teacher of Livestock	Mr. Sonkvilay Vilavong	Deputy Head of DTAS	21-5402798
19	Communication	Civil Engineer/1987	Mr. Atsavin Inphithack	Head of Communication office	71-252047
20	Communication	Civil Engineering	Mr. Mixay Padith	Head of CTPC in Viengkham	71-253960
21	Communication	Civil Engineering	Mr. Vaxeng	Head of CTPC in Chomphet	71-253960
22	Communication	Diploma in Communication/1987	Mr. Sanoud Maniphonh	Road designer & construction supervisor	71-212336
23	Communication	Hydrology Engineer/1986	Mr. Sing Anousone	Deputy head of Communication office	71-212336
24	Education	Bsc in education	Mr. Kaysone Manipoun	New method in teaching in in Chomphet	71-253960
25	Education	Bsc in education	Mr. Thalakone Bolavong	New method in teaching in Viengkham	71-212054

Table 4 List of Resource Persons

No.	Subject	Qualification/Specialty	Resource persons	Current Position title	Telephone
26	Education	Bsc in education	Mr. Thalakone Bolavong	New method in teaching in in Viengkham	71-212054
27	Education	BSc in History & Geography	Mr. Boun Sitthinon	Education development Unit	71-212054
28	Education	BSc in Literature/1988	Mr. Vixay Chanthalangsy	New methodology in teaching Unit	71-212054
29	Education	BSc in Math & Physic/1992	Mr. Vankham Inthapanya	Provincial Education Office	71-212054
30	Education	BSc in Social studies/1985	Mr. Thongloun Keothongphet	Formal education Unit	71-212054
31	Education	Diploma in Education /1970	Mr. Houmpheng Alonphong	Dty head Formal & Non-Formal education Unit	71-212054
32	Education	Diploma in Education /1980	Mr. Kham Soulignamat	Teacher development Unit	71-212054
33	Education	Diploma in Education /1980	Ms. Bouathong Tansensy	Kindergarten & library Unit	71-212054
34	Education	Diploma in Education/1998	Mr. Siphanh Souvath	Non-Formal education Unit	71-212054
35	Extension	PHD in Agro-Economy	Dr. Silinthone Sacklokham	Head of Department of Rural Economics, FANU	21-2202563
36	Extension	Rural Development Management	Mr. Somxay Sixanonh	National Project Director	21-732162
37	Finance	Chief of Executive Department	Mr. Bounsy Thanousing	Agricultural Promotion Bank	21-241394
38	GPAR/Lprabang	BSc in Business & Administration	Mr. Khamphet Simmaly	Screening unit	71-670680

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
39	GPAR/Lprabang	Pre-Master in Socio-Economic	Mr. Soukanh Boun yong	Screening unit	71-670680
40	GPAR/Lprabang	Senior Officer	Dr. Bouakhong Nammavang	Deputy chief of the cabinet (Team leader)	71-212537
41	GPAR/Prime Minister's Office	UNDP Support to Governance and Public Administration Reform	Mr. Nisith Keoqanya	Deputy Director General, Project Manager	21-212545
42	International Organisation	GIS and Remote Sensing Advisor	Mr. Sami Janne	SFRDP, WB	21-2247743
43	International Organisation	Human Resource Development Specialist	Mr. Sengkheo Sithphaxay	Micro-Project Development, Human Resource Development Advisor	71-212209
44	International Organisation	Livestock & Veterinary specialist	Mr. Somphanh Chanphengxay	MAF, EU/livestock, Head of Planning and CooperationEU/livestock	21-416932
45	International Organisation	PHD	Dr. Frank Bolton	, Co-Director, Micro-Project Development	71-212209
46	International Organisation	PHD	Dr. Jens Kallabinki	RDMA in LNT (GTZ), Team Leader	81-212381
47	International Organisation	PHD	Dr. John M. Schiller	Lao-IRRI	21-412352
48	International Organisation	Representative	Ms. Leena M. Kirjavainen	FAO	FAO-LA@fao.org
49	International Organisation	Representative	UNDP	UNDP	21-213395
50	International Organisation	Team Leader	Mr. Siegfried Jaehn	RDMA in Bokeo (GTZ), Team Leader	84-211499

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
51	Lao Women's Union	Propaganda specialist	Ms. Vanmaly Bounkhong	Head of unit	71-212171
52	Lao Women's Union	Trainer in genders & the development	Ms. Somsy Saeng Aphone	Senior officer	71-212171
53	Livestock	Development of extension trainers, Livestock and Fishery	Mr. Soukhine Keomanivanh	Coordinator of NAFES/CETDU	21-732185
54	Livestock	Diploma of three-year-study in Livestock and Fishery	Mr. Soukvilay Vilavong	Dong Kham Xang Technical Agriculture School (DTAS), Deputy head of livestock and fishery	20-5402798
55	Livestock	Livestock & Fisheries specialist	Mr. Khamphay Boualavong	Agriculture Promotion Department (PAFO)	71-252236
56	Livestock	Livestock & Veterinary specialist	Mr. Bounleuth Saeng Aphon	Nam thuam Agricultural Research Centre	71-252281
57	Livestock	Livestock & Veterinary specialist	Mr. Houmphaeng Khansouvong	PPD/EU Livestock project	71-252281
58	MP Luangprabang	Civil Engineer/MPLP phase II	Mr. Chanthavong Phonnachith	Senior officer (Deputy of MPLP phase II)	71-213016
59	MP Luangprabang	Civil Engineer/MPLP phase II	Mr. Souliphon Philakoun	Senior Field officer	71-213016
60	MP Luangprabang	Irrigation Engineer/MPLP phase II	Mr. Soulideth	Senior Field officer	71-212877
61	MP Luangprabang	MSc in Rural Development Management/MPLP phase II	Mr. Houmpheng Khammany	Senior officer (Deputy of MPLP phase II)	71-213016
62	NGO's	Bachelor of Agriculture	Mr. Songkao	Quaker Service Laos (QSL), Rprogramme Training Officer	21-314370
63	NGO's	Bachelor of Science	Mr. Khamala Soubandith	Quaker Service Laos (QSL), Programme Training Officer	21-314370

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
64	NGO's	Capacity Building	Ms. Bernadette	CIDSE, Capacity Building Advisor	21-215443
65	NGO's	Contact Person	Laurent Romagny	Action Contre la Faim (ACF), Head of Mission	21-352669
66	NGO's	Contact Person	Michael Peyra	Consortium in the Lao PDR (CONSORTIUM), Country Director	21-214524
67	NGO's	Contact Person	Mr. Massimo La Rose	Cooperazione e Sviluppo Onlus (CESVI), Representative	21-452323
68	NGO's	Contact Person	Mr. Stephen Rozario	World Vision in Lao PDR (WVL), National Director	21-419333
69	NGO's	Contact Person	Mr. Stuart Morris	BAFIS/DED, Regional Non-Formal Education Centre, DED Advisor	71-212050
70	NGO's	Contact Person	Steven Eaton	Concern Worldwide (CONCERN), Finance and Administrative Manager	21-213578
71	NGO's	Coordinator	Mr. Khammalouna Lexayavong	Sustainable Agriculture Forum (SAF), CUSO, Coordinator	21-313042
72	NGO's	Flexible NTFP Advisor	Mr. Joost Foppes	Netherlands Development Organization (SNV)	21-770892
73	NGO's	Master in Agro Meteorology 1986	Ms. Kulap Phuibunivong	Quaker Service Laos (QSL), RRDTTC Programme Manager	21-314370
74	NGO's	Master in Economics	Ms. Manivone Sayasith	Quaker Service Laos (QSL), Programme Training Officer	21-314370
75	NGO's	Master of Science Engineering	Mr. Phongsamouth Sisayavong	Quaker Service Laos (QSL), Programme Training Officer	21-314370
76	NGO's	Program Co-ordinator	Mr. Bong Munsayaphom	Oxfam, Program Co-ordinator	21-450863
77	NGO's	Staff Development Co-ordinator	Mr. Robert Burgess	Quaker Service Laos (QSL), Staff Development Co-ordinator	21-312510

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
78	NGO's	Contact Person	Mr. Sombath Somphone	Participatory Development Training Centre (PADETC), Director	21-215909
79	Planning & Cooperation	Bachelor in the Planning / IRAP	Mr. Bounvien Latisavath	Deputy Director of PPC department	71-212331
80	Planning & Cooperation	Participatory Planning Specialist (IRAP/EU)	Mr. Onchanh Phoutsavath	Senior Planner of PPC department	71-212331
81	Planning & Cooperation	Planning & statistic	Mr. Bouavanh Chanthalangsy	Head of planning & statistic in Viengkham	71-212331
82	Planning & Cooperation	Planning & statistic	Mr. Souliga Douangvilaykeo	Head of planning & statistic in Chomphet	71-253960
83	Private Companies	Bachelor of Food Science and Technology	Mr. Damrong Phomdouangsy	BOMASIS LTD (Engineering & Consulting), Co-Director	20-2408512
84	Private Companies	Bachelor of Pharmacy	Mrs. Souriphakone Phommaxay	Industrials and Environment Consultant Co. (IECC), Laboratory Technical Assistance	20-5427081
85	Private Companies	Bsc in Law & Administration	Mr. Houmphanh Phimphisane	Director of Project Management Training Centre	
86	Private Companies	Business administration	Ms. Thiphaphone	Managing Director of EDC	71-251050
87	Private Companies	Director of Consulting & training in the development, Vienpark Co.Ltd,	Michael Tuckson	PhD, MA, Expertise in ID, OD, HRD, Participatory Planning & Evaluation	21-312149
88	Private Companies	Lao-Techno Engineering Ltd,	Mr. Douglas A. Handisides	General Engineering	21-514842
89	Private Companies	Master in the Management	Ms. Somchay Soulitham	Operation Manager of EDC	71-251050

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
90	Private Companies	University of Agriculture and Technology Khone khean, Thailand	Mr. Pida Khamkhai	Dong khamxang Technical Agriculture School (DTAS), Mushroom Cultivation Technician	20-312088
91	Public Health	Doctor medicine	Mr. Houmpheng Sribounheuang	Head of Health office in Viengkham	71-212927
92	Public Health	Medical assistant	Mr. Chansy	Head of Health office in Chomphet	71-253960
93	Public Health	Medical doctor	Dr Thongsavath Sayasane	Primary Health Care Unit	71-212057
94	Public Health	Medical doctor	Dr. Bouavanh Siliphong	Mother & Child health Unit	71-212056
95	Public Health	Medical doctor	Dr. Bounthanh Santisouk	Health education Unit	71-212927
96	Public Health	Medical doctor	Dr. Chanthone Vichith	Dpty head of Lp hospital , Primary Health Care	71-212057
97	Public Health	Medical doctor	Dr. Houmphanh	Water supply Unit	71-570646
98	Public Health	Medical doctor	Dr. Kenchanh Khamphanh	Health education Unit	71-212927
99	Public Health	Medical doctor	Dr. Khamphou Philasouk	Malaria control Unit	71-212125
100	Public Health	Medical doctor	Dr. Manivanh	Nutrition & drug Unit	71-212055
101	Public Health	Medical doctor	Dr. Niphone Simphaly	Mother & Child health Unit	71-212056
102	Public Health	Medical doctor	Dr. Viengsavanh Kaseumsouk	Primary Health Care Unit	71-212057
103	Public Health	Medical doctor	Dr. Vilasack Banouvong	Malaria control Unit	71-212125

Table 4 List of Resource Persons

No.	Subject	Qualification/Speciality	Resource persons	Current Position title	Telephone
104	Public Health	Medical doctor	Dr. Vilayphone Phatthana	Nutrition & drug Unit	71-212055
105	Social	PHD in Social-environment	Dr. Viengxong Chittevong	NAFES, Training Specialist	21-732185
106	Statistics	Deputy Director	Dr. Leeber Leebouapao	National Economic Research Institute	21-351369
107	Tourism	Bachelor of Arts	Mr. Khamphoui Phommavang	Head of Provincial Tourism Office	71-212487
108	Tourism	Bachelor of Education	Mr. Hourmphanh Ninthara	Deputy Head of Provincial Tourism Office	71-212487

Source: Survey Result of JICA Study Team, Micro-Project Development through Local Communities Luang Prabang & Luangnamtha

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
1	Planning	01	01	Evaluation Report	Report	Hard Copy	English	JICA	Copy
2	Planning	01	03	Agricultural and Rural Development Manuals	Manual	Hard Copy	Lao	JICA	Copy
3	Planning	01	03	Establishing Computerised Temporary Land Use Certificate Record Systems at PFOs	Technical Book	Hard Copy	English	LSFP	Original
4	Planning	01	03	Establishing Temporary Land Use Certificate Record Books	Technical Book	Hard Copy	English	LSFP	Original
5	Planning	01	03	Land Use Planning and Land Allocation Procedures and Methods	Technical Book	Hard Copy	English	LSFP	Original
6	Planning	01	03	Land Use Planning and Management Practices in NBCAs	Manual	Hard Copy	English	LSFP	Original
7	Planning	01	03	Monitoring and Evaluation of Land Use Planning and Land Allocation Activities	Technical Book	Hard Copy	English	LSFP	Original
8	Planning	01	03	Northern Region Development Strategy Executive Summary	Report	Hard Copy	English	Committee for Planning	Copy
9	Planning	01	03	Procedures and Methods for Land Use Planning and Land Allocation in NBCAs	Technical Book	Hard Copy	English	LSFP	Original
10	Planning	01	03	Procedures for Storage Protection of Land Use Planning and Land Allocation Information	Technical Book	Hard Copy	English	LSFP	Original
11	Planning	01	03	Strategic Vision, Integrated Watershed Management Approach for Sustainable Upland Development and	Report	Hard Copy	English	MAF	Copy
12	Planning	01	03	The fourth 5-year Conclusion of Social Economic Development (1996-2000) and Strategic Plan for the	Report	Hard Copy	Lao	Statistic Institute	Original
13	Planning	01	04	Decentralization Report	Report	Hard Copy	English	GOL	Copy
14	Planning	01	04	Financing Agricultural Extension in Lao PDR	Report	Hard Copy	English	NAFES, CETDU	Copy
15	Planning	01	04	Public Service Reform, People's Participation, Rule of Law and Sound Financial Management	Report	Hard Copy	English	GOL	Copy
16	Planning	01	04	Support to the Governance and Public Administration Reform Program (Phase II)	Report	Hard Copy	English	UNDP	Copy
17	Planning	01	08	Introduction of Water User's Group Development	Manual	Hard Copy	Lao	FIAT	Original
18	Planning	01	12	Programme Management	Guidebook	Hard Copy	English	LSFP	Original
19	Environment	02	02	Participatory Environmental Assessment and Planning for Development	Report	Hard Copy	English	Oxfarm	Copy
20	Environment	02	02	Status Review of Protected Areas in Lao PDR	Report	Hard Copy	English	LSFP	Original
21	Environment	02	03	Annual Report On BUCAP-2002 Lao PDR	Report	Hard Copy	English	BUCAP	Original
22	Environment	02	03	National Bio-diversity Conservation Areas (NBCAs) in Lao PDR	Report	Hard Copy	English	LSFP	Original
23	Environment	02	03	Project Completion Report 15 July 1995-30 September 2001	Report	Hard Copy	English	IUCN	Copy

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
31	Social Development	03	02	participatory Institutional Analysis of NTFP Sector & Identification of SUNV Advisory Positions in Lao	Report	Hard Copy	English	SUNV Laos	Copy
32	Social Development	03	02	Participatory Land Use Planning and Land Allocation	Manual	Hard Copy	English	LSFP	Original
33	Social Development	03	02	Participatory Training	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
34	Social Development	03	02	Participatory Training Techniques	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
35	Social Development	03	02	Participatory Village Development	Case Studies	Hard Copy	English	LSFP	Original
36	Social Development	03	02	Preparing Participatory Village Forest and Agricultural Land Management Agreement	Technical Book	Hard Copy	English	LSFP	Original
37	Social Development	03	03	Gender and Development	Guidebook	Hard Copy	English	LSFP	Original
38	Social Development	03	03	Gender in Development	Manual	Hard Copy	Lao	FIAT	Original
39	Social Development	03	03	Gender Issue for Development for Farmer	Manual	Hard Copy	Lao	FIAT	Original
40	Social Development	03	03	Gender Mainstreaming in Programming	Checklist	Hard Copy	English	LSFP	Original
41	Social Development	03	03	Gender Training	Report	Hard Copy	Lao	IUCN	Copy
42	Social Development	03	03	LSFP Gender Strategy	Report	Hard Copy	English	LSFP	Original
43	Extension	04	01	A Provisional Process for Assessment of Extension Methodologies in Lao PDR	Report	Hard Copy	English	NAFES, CETDU	Copy
44	Extension	04	01	Assessing Master Trainers in Agriculture Extension	Report	Hard Copy	English	NAFES, CETDU	Copy
45	Extension	04	01	Developing the Competence and Capacity of Master Trainers in Agricultural Extension II	Report	Hard Copy	English	NAFES, CETDU	Copy
46	Human Resource	04	01	Evaluating Training Programs, the Four Levels	Textbook	Hard Copy	English	Donald L. Kirkpatrick	Copy
47	Extension	04	01	Existing Extension Approaches in Lao P. D. R. Survey	Report	Hard Copy	English	NAFES, CETDU	Copy
48	Extension	04	01	First NAFES Extension Formulation Workshop	Report	Hard Copy	English	NAFES, LEAP	Copy
49	Extension	04	01	First Training in Agricultural Extension for Provincial and District Staff	Report	Hard Copy	English	NAFES, CETDU	Copy
50	Human Resource	04	01	Introduction for Basic Idea of Technical Village Extension	Manual	Hard Copy	Lao	FIAT	Original
51	Human Resource	04	01	Introduction of Follow up and Evaluation of Training	Manual	Hard Copy	Lao	FIAT	Original
52	Human Resource	04	01	Introduction of Project Administration and Management	Manual	Hard Copy	Lao	FIAT	Original
53	Extension	04	01	LEAP Strategic Planning Workshop for 2003, Summary	Report	Hard Copy	English	NAFES, CETDU	Copy
54	Extension	04	01	LEAP Training of Master Trainers in Agricultural Extension	Report	Hard Copy	English	NAFES, CETDU	Copy
55	Human Resource	04	01	Participatory Rural Appraisal & GPS	Report	Hard Copy	Lao	IUCN	Copy
56	Extension	04	01	People and Development in Agriculture Extension	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
57	Human Resource	04	01	Report of the External Review and Scoping Mission	Report	Hard Copy	English	LEAP	Copy
58	Extension	04	01	Review Workshop Assessment on Existing Extension Approaches in Lao P. D. R	Report	Hard Copy	English	NAFES, CETDU	Copy

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
59	Extension	04	01	Second Training in Agricultural Extension for Provincial and District Staff	Report	Hard Copy	English	NAFES, CETDU	Copy
60	Extension	04	01	Second Training of Master Trainers in Agricultural Extension	Report	Hard Copy	English	NAFES, CETDU	Copy
61	Extension	04	01	System and Process of Extension Training for Agriculture and Forestry in Beginning Periods of 21	Report	Hard Copy	Lao	NAFES, CETDU	Copy
62	Human Resource	04	01	Technical Paper 2#, Basic Extension Concepts and Processes	Handbook	Hard Copy	English	Development of Agriculture	Original
63	Human Resource	04	01	Technical Paper 3#, Community-Based Extension Methodology	Handbook	Hard Copy	English	Development of Agriculture	Original
64	Human Resource	04	01	Technical Paper 4#, Capacity-Building Program for an Extension System in LAO P. D. R.	Handbook	Hard Copy	English	Development of Agriculture	Original
65	Human Resource	04	01	Technical Paper 1#, Role of a Pilot Project in Development of an Extension System	Handbook	Hard Copy	English	Development of Agriculture	Original
66	Extension	04	01	Third Training of Master Trainers in Agricultural Extension	Report	Hard Copy	English	NAFES, CETDU	Copy
67	Human Resource	04	01	Training Conclusion on Project Management	Report	Hard Copy	Lao	IUCN	Copy
68	Human Resource	04	01	Training Course Design, Modules, Lessons and Teaching AID Materials, February 1997	Textbook	Hard Copy	English	FOMACOP	Copy
69	Human Resource	04	01	Training Course Design, Modules, Lessons and Teaching AID Materials, January 1997	Textbook	Hard Copy	English	FOMACOP	Copy
70	Human Resource	04	01	Training Courses 2003	Catalog	Hard Copy	English	Regional Non Formal	Copy
71	Human Resource	04	01	Training Courses 2004 RNFEC Luang Prabang	Catalog	Hard Copy	English	Regional Non Formal	Copy
72	Human Resource	04	01	Training Resources for Development in the Lao PDR	List	Hard Copy	English/Lao	The Lao Training	Copy
73	Extension	04	01	Vision in Agricultural Extension Improvement	Report	Hard Copy	Lao	NAFES, CETDU	Copy
74	Human Resource	04	02	Communication Techniques	Manual	Hard Copy	Lao	FIAT	Original
75	Extension	04	02	Communication Techniques	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
76	Extension	04	02	Facilitation Skills	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
77	Human Resource	04	02	Facilitation Skill	Manual	Hard Copy	Lao	FIAT	Original
78	Human Resource	04	02	Farmers Problem Solving	Guidebook	Hard Copy	Lao	JICA	Copy
79	Human Resource	04	02	Guideline for Agricultural Development and Extension Staffs Volume 1	Guidebook	Hard Copy	Lao	JICA	Copy
80	Human Resource	04	02	Guideline for Implementation of Demonstration	Guidebook	Hard Copy	Lao	JICA	Copy
81	Human Resource	04	02	Guideline for Village Territory Delination	Guideline	Hard Copy	English	Forest Management	Copy
82	Extension	04	02	How to Work with Farmers	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
83	Extension	04	02	Integrated Agriculture Extension Trainer Training Curricula 1	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
84	Extension	04	02	Integrated Agriculture Extension Trainer Training Curricula 2	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
85	Extension	04	02	Integrated Agriculture Extension Trainer Training Curricula 3	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
86	Human Resource	04	02	LEAP Info Video, April 04	Promotion	CD	English	LEAP	Original
87	Human Resource	04	02	Manual for Extension and Development for Head of Village and Technical Villager	Manual	Hard Copy	Lao	FIAT	Original
88	Human Resource	04	02	Manual for Farmer Training for Irrigation Agriculture Development	Manual	Hard Copy	Lao	FIAT	Original
89	Human Resource	04	02	Method of Working with Farmer	Manual	Hard Copy	Lao	FIAT	Original

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
90	Extension	04	02	Methodology Evaluation of Training and Extension on Farmer Needs	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
91	Human Resource	04	02	Methods and Instruments for Project Planning and Implementation	Manual	Hard Copy	Lao	FIAT	Original
92	Extension	04	02	Sloping Land Extension-Finance Procedures and Methods	Guidebook	Hard Copy	English	LSFP	Original
93	Extension	04	02	Study Tour and Field Visit	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
94	Human Resource	04	02	Teaching and Materials	Presentation	Hard Copy	English	FOMACOP	Copy
95	Human Resource	04	02	Technic for Participatory Training	Manual	Hard Copy	Lao	FIAT	Original
96	Human Resource	04	02	Tool Book 1 Training Needs Assessment KISS TNA	Manual	Hard Copy	Lao	EU Lao-EU	Copy
97	Human Resource	04	02	Tool Book 3 Coaching and Monitoring a Learning Project on Village Level	Manual	Hard Copy	Lao	EU Lao-EU	Copy
98	Human Resource	04	02	Tool Book 4 Farmer to Farmer Exchange FEF	Manual	Hard Copy	Lao	EU Lao-EU	Copy
99	Human Resource	04	02	Tool Book 5 Extend Village Extension System EVES	Manual	Hard Copy	Lao	EU Lao-EU	Copy
100	Human Resource	04	02	Tool Book 2 Constraints Analysis	Manual	Hard Copy	English	LEAP CETDU	Copy
101	Extension	04	02	Tools Hand Book for Agriculture Extension	Handbook	Hard Copy	English	NAFES, CETDU	Original
102	Human Resource	04	02	Training Course on Basic Core Group Operations and Participatory Forest Inventory	Guidebook	Hard Copy	English	FOMACOP	Copy
103	Human Resource	04	02	Training Course on Basic Project Management	Guidebook	Hard Copy	English	FOMACOP	Copy
104	Human Resource	04	02	Training Course on Forestry Extension and Participatory Rural Appraisal	Guidebook	Hard Copy	English	FOMACOP	Copy
105	Human Resource	04	02	Training Course on Participatory Forest Inventory	Textbook	Hard Copy	English	Forest Management	Copy
106	Human Resource	04	02	Training Course on Participatory Land-Use Mapping	Report	Hard Copy	English	FOMACOP	Copy
107	Human Resource	04	02	Training Course on Strengthening Village Forestry Core Group and Participatory Monitoring and	Guidebook	Hard Copy	English	FOMACOP	Copy
108	Human Resource	04	02	Training Course on Village Organizing, Boundary Demarcation, and Land - Use Mapping	Guidebook	Hard Copy	English	FOMACOP	Copy
109	Extension	04	02	Training Follow up Support	Textbook	Hard Copy	Lao	NAFES, CETDU	Copy
110	Human Resource	04	02	Training Material for Intensive Workshops on Project Planning, Formulation, Monitoring, Evaluation and Management in Lao PDR.	Textbook	Hard Copy	English	Forest Planning and Market	Copy
111	Human Resource	04	02	Training of Trainers	Guidebook	Hard Copy	English	FOMACOP	Copy
112	Agriculture	09	01	8 Myths About Technology and Agricultural Development	Report	Hard Copy	Lao	SAF	Original
113	Agriculture	09	01	Demonstrating Agricultural Land Use Practices in the Uplands	Technical Book	Hard Copy	English	LSFP	Original
114	Agriculture	09	01	District Agriculture and Forestry Office (DAFO) Management System	Manual	Hard Copy	English	LSFP	Original
115	Agriculture	09	01	Farmer Group Organization and Group Leader Guideline	Guidebook	Hard Copy	Lao	JICA	Copy
116	Agriculture	09	01	Field Guide: Farmers' Field Schools for Rice Plant Genetic Resources Conservation, Development and	Guidebook	Hard Copy	English	BUCAP	Original
117	Agriculture	09	01	Saving the Seeds, A Video Documentation of BUCAP	Manual	CD	Lao	BUCAP	Original
118	Agriculture	09	01	The Conclusion of Agriculture and Forestry Works in (1996-2000) and Strategic Plan the Fifth 5-year	Report	Hard Copy	Lao	Statistic Institute	Original
119	Agriculture	09	01	Training for District Trainer about Irrigation Agriculture	Manual	Hard Copy	Lao	FIAT	Original

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
120	Agriculture	09	02	Farmland Conservation by Using Organic Fertilizer	Manual	CD	Lao	SAF	Original
121	Agriculture	09	02	Information about Achievement of Using Organic Fertilizer	Manual	CD	Lao	SAF	Original
122	Agriculture	09	02	Information about Integrated Farming	Manual	CD	Lao	SAF	Original
123	Agriculture	09	02	Integrated Farming Systems New Alternatives for Lao Farmers	Textbook	Hard Copy	Lao	SAF	Original
124	Agriculture	09	02	Non-Chemical Agriculture	Textbook	Hard Copy	Lao	SAF	Original
125	Agriculture	09	02	Senior Official Meeting on Phytosanitary Capacity Development in Cambodia, Lao PDR, Myanmar and	Report	Hard Copy	English	MAF	Original
126	Agriculture	09	02	Summary of On-station Research at Thong Khang Research Station 1992-1999	Report	Hard Copy	English	LSFP	Original
127	Agriculture	09	02	The 1996 Balay Declaration	Textbook	Hard Copy	English/Lao	SAF	Original
128	Agriculture	09	03	Introduction of Calculation of Irrigation Water Requirement	Manual	Hard Copy	Lao	FIAT	Original
129	Agriculture	09	03	Irrigation Management (Book 8), Intake Structure and Distribution Structure	Manual	Hard Copy	Lao	FIAT	Original
130	Agriculture	09	03	Irrigation Management (Book 9), Using Water for Irrigation	Manual	Hard Copy	Lao	FIAT	Original
131	Agriculture	09	03	Methods for Measurement of Discharge	Manual	Hard Copy	Lao	FIAT	Original
132	Agriculture	09	06	Flog Raising	Manual	CD	Lao	SAF	Original
133	Agriculture	09	06	Using Herbs from Nature in Poultry Raising	Manual	CD	Lao	SAF	Original
134	Agriculture	09	07	A Manual on Primary Animal Health Care	Manual	Hard Copy	Lao	EU Lao-EU	Copy
135	Agriculture	09	07	Primary Animal Health Care	Manual	Hard Copy	Lao	EU	Original
136	Agriculture	09	07	VVW Manual	Manual	Hard Copy	Lao	EU	Copy
137	Forestry	10	01	Forest and Land Zoning	Technical Book	Hard Copy	English	LSFP	Original
138	Forestry	10	01	Forestry Research Strategy 2000-2005	Report	Hard Copy	English	NAFRI, Forest	Copy
139	Forestry	10	01	Forestry Strategy to Year 2020 (FS 2020), DRAFT	Report	Hard Copy	English	MAF	Copy
140	Forestry	10	01	Joint Forest Management Model 1	Guidebook	Hard Copy	English	LSFP	Original
141	Forestry	10	01	Joint Forest Management Model 2	Guidebook	Hard Copy	English	LSFP	Original
142	Forestry	10	01	Training Course on Planning the Annual Operations of a Village Forest Management Area	Guidebook	Hard Copy	English	FOMACOP	Copy
143	Forestry	10	01	Training Course on Pre-Harvest Inventory, Village Forest Management Contract, and Registration of the	Guidebook	Hard Copy	English	FOMACOP	Copy
144	Forestry	10	01	Training Course on Village Forest Management Planning and Village Forestry Organization By-laws	Guidebook	Hard Copy	English	FOMACOP	Copy
145	Forestry	10	01	Training Course on Village Forest Management Systems and Formation of the Village Forestry Organization	Guidebook	Hard Copy	English	FOMACOP	Copy
146	Forestry	10	01	Training Course on Village Forest Regeneration, Improvement, and Protection, and Cost-Benefit	Guidebook	Hard Copy	English	FOMACOP	Copy
147	Forestry	10	01	Training Course on Village Land-Use Planning and Assessing Options for Instituting Village Forestry	Guidebook	Hard Copy	English	FOMACOP	Copy
148	Forestry	10	01	Village Forestry Handbook (Formacop Model)	Handbook	Hard Copy	English	FOMACOP	Copy
149	NTFP	10	02	"Guiding the Development of the NTFP Sub-Sector in Lao PDR: Towards a Long Term Strategy"	Report	Hard Copy	English	IUCN	Copy
150	NTFP	10	02	Case Study on Constraints in Marketing of Non-Timber Forest Products in Champasak Province, Lao PDR	Report	Hard Copy	English	IUCN	Copy

Table 5 List of Training Materials

No.	Subject	Primary Code	Secondary Code	Title	Type	Medium	Language	Agency	Status
151	NTFP	10	02	Important Non-Timber Forest Products of Lao PDR	Report	Hard Copy	English	IUCN	Original
152	NTFP	10	02	Mushroom Culture by Farmer	Manual	CD	Lao	SAF	Original
153	NTFP	10	02	No More Timber, More Non-Timber?	Report	Hard Copy	English	IUCN	Copy
154	NTFP	10	02	Non-Timber Forest Products in Lao PDR	Manual	CD	English	IUCN	Copy
155	NTFP	10	02	Non-Wood Forest Products in 15 Countries of Tropical Asia: an Overview	Report	Hard Copy	English	EC-FAO Partnership Programme	Copy
156	NTFP	10	02	Strategy Paper Non-Timber Forest Products and the Role of the SUNV Program in Laos	Report	Hard Copy	English	SUNV Laos	Copy
157	Forestry	10	02	Study on Teak Plantation Management and Processing	Report	Hard Copy	English/Lao	JICA	Original
158	NTFP	10	02	The Use of Non Timber Forest Products on the Nakai Plateau	Report	Hard Copy	English	NTEC	Copy
159	NTFP	10	02	The Use of Non-Timber Forest Products in Lao P. D. R	Report	Hard Copy	English	IUCN	Copy
160	NTFP	10	02	White Mushroom Culture	Manual	CD	Lao	SAF	Original
161	Fishery	11	01	Community Fisheries	Report	Hard Copy	Lao	SAF	Original
162	Eco-Tourism	15	04	Community-Based Eco-Tourism in Protected Areas	Manual	Hard Copy	English	LSFP	Original
163	Health	17	02	Training Package for Traditional Healers (Ths)	Textbook	Hard Copy	English/Lao		Copy

Table 6 Book Classification

Code	Primary	Code	Secondary	Code	Primary	Code	Secondary		
01	Planning and Administration	01	General	08	Communication and Broadcast	01	General		
		02	Integrated Regional Development			02	Mail		
		03	Regional Development			03	Electrical Communication		
		04	Administration			04	Broadcast		
		05	Economic Policy			09	Agriculture	01	General
		06	Finance					02	Agricultural Production
		07	Market Economy					03	Irrigation Engineering
		08	Organization/Management					04	Agricultural Processing
		09	Democratization Support					05	Agricultural Marketing and Distribution
		10	Statistics					06	Animal Husbandry
		11	Information and Mass Media					07	Veterinary
		12	Project Management					08	Livestock Processing
02	Environment	01	General	10	Forestry	01	General		
		02	Environment Assessment			02	Forest Products and Processing		
		03	Natural Environment			11	Fishery	01	General
		04	Measure against Pollution					02	Fresh Water Products Processing
		05	Social Environment					03	Fish Breeding and Culture
03	Social Development	01	Poverty	12	Mining	04	Fishing Port		
		02	Participatory Development			05	Fishing Boat and Fishing		
		03	WID			13	Industry	01	General
		04	Human Rights					02	Production and Quality Control
		05	Micro Finance					03	Chemical Industry
		06	Training for Medium and Small Enterprises					04	Steel
04	Human Resources	01	General	14	Energy	05	Nonferrous Metal		
		02	Training Materials and Equipment			06	Machine Industry		
		03	Formal Education			07	Textile Industry		
		04	Non-formal Education and Vocational Training			08	Peper and Pulp Industry		
05	Urban Sanitation	01	General	15	Business and Tourism	09	Food Industry		
		02	Waterworks			10	The Others		
		03	Sewer and Treatment of Human Waste			01	General Energy		
		04	Waste and Disposal of Waste			02	General Electric Power		
06	Transportation and Traffic	01	General	16	Science and Culture	03	Thermal Power Generation		
		02	Urban Transport			04	Waterpower Generation		
		03	Road			05	Other Power Plants		
		04	Land Transportation			06	Power Supply, Distribution, Transform and Control		
		05	Railway			07	Gas, Oil and Coal		
		06	Marine Transportation and Vessel			08	New and Renewable Energy		
		07	Harbor			17	Health and Medical Treatment	01	Business Management
		08	Aviation and Airport					02	Marketing and Distribution
		09	Weather and Earthquake					03	Trade
07	Social Infrastructure	01	General	18	Social Welfare	04	Tourism		
		02	Urban Planning			01	Science		
		03	Architecture			02	Culture		
		04	River, Soil Errosion, Coast and Lakes and Marshes			17	Health and Medical Treatment	01	General
		05	Water Resource Development					02	Health and Medical Equipments
		06	Groundwater Development					03	Population and Family Planning
		07	Water Creation					04	AIDS
		08	Topographical Map					18	Social Welfare
		09	Remote Sensing			02	Labor		
						03	The Others		

Source: JBIC (Modified by Study Team)

Table 7 Description of Training Guide Series by Forest Management and Conservation Programme Forest Management Sub-programme (FOMACOP)

Training Course 1

1. Name of Training	Training of Trainers	
2. General objective	The course is intended to develop the capacity of PAFO trainers to effectively plan, implement, and manage the training that they will provide to DAFO staff and villagers.	
3. Target Group and No. of participants	FOMACOP Coordinator, FRMACOP PAFO Coordinator, FOMACOP PAFO Trainers,	
4. Methods of Trainings	The course will involve lectures, group discussions, brainstorming sessions, guided individual and group work, role plays, demonstrations, reflection sessions, group dynamic exercises, and energizers.	
5. Resource persons /facilitators	FOMACOP advisers	
6. Venue	FOMACOP Conference Room in Savannakhet	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Principles of learning
	Lesson 1	Principle of learning
	Module 2	Training process
	Lesson 1	Stages of Training
	Lesson 2	Planning for a training course
	Lesson 3	Preparing for a training course
	Lesson 4	Presenting a training course
	Module 3	Participatory training
	Lesson 1	Participatory training
	Lesson 2	FOMACOP training principles and practices
	Module 4	Participatory training methods and techniques
	Lesson 1	Selecting appropriate training methods and techniques
	Lesson 2	Training methods and techniques
	Lesson 3	Brainstorming
	Lesson 4	Role playing
	Lesson 5	Demonstration and practicum
	Lesson 6	Group process exercise and games
	Lesson 7	Field visit and study tour
	Lesson 8	Lecture
	Lesson 9	Exercises (group or individual)
	Lesson 10	Peer teaching and tutoring
Module 5	Programme of PAFO trainers of the FOMACOP Forest Management Sub-programme	
Lesson 1	Programme of PAFO trainers of the FOMACOP Forest Management Sub-programme from August 1997 to May 1998	

Training Course 2

1. Name of Training	Training Course on Forestry Extension and Participatory Rural Appraisal	
2. General objective	The course is intended to develop the capability of PAFO trainers to effectively communicate the concept of village forestry to villagers and conduct participatory rural appraisal (PRA) work in pilot villages.	
3. Target Group and No. of participants	FOMACOP Coordinator, FOMACOP PAFO Coordinator, FOMACOP PAFO Trainers, FOMACOP DAFO	
4. Methods of Trainings	The workshop will involve lectures, group discussions, guided individual and group work, role plays, practicum/demonstrations, sharing of experiences/reflection sessions, peer tutoring, and energizers.	
5. Resource persons/facilitators	FOMACOP PAFO Trainers and FOMACOP Adviser	
6. Venue	FOMACOP Conference Room in Khammouane and Savannakhet	
7. Schedule and Contents of Training	3-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Communication and forestry extension
	Lesson 1	Effective communication
	Lesson 2	Forestry extension
	Lesson 3	Use of extension aid material
	Lesson 4	Guide in the conduct of forestry extension work
	Lesson 5	Practicum/role play in the use of the village forestry flipchart
	Module 2	Participatory rural appraisal
	Lesson 1	Participatory rural appraisal
	Lesson 2	PRA methods and tools: semi-structured interview
	Lesson 3	Time charts (seasonal calendar)
	Lesson 4	Ranking (pairwise ranking)
	Lesson 5	Venn diagram
	Lesson 6	Guide in the conduct of PRA work
	Lesson 7	PRA guide questions
	Module 3	Action planning
Lesson 1	Action planning and preparation for village work	

Training Course 3 (1/2)

1. Name of Training	Training Course on Village Organizing, Boundary Demarcation, and Land-Use Mapping	
2. General objective	The course is intended to develop the capacity of PAFO trainers to provide training to villagers on village organizing, boundary demarcation, and land-use mapping.	
3. Target Group and No. of participants	FOMACOP PAFO Coordinator, FOMACOP PAFO Trainer, FOMACOP DAFO	
4. Methods of Trainings	The workshop will involve lectures, group discussions, guided individual and group work, role plays, practicum/demonstrations, sharing of exp-eriences/reflection sessions, peer tutoring, and energizers.	
5. Resource persons /facilitators	FOMACOP Adviser, FOMACOP PAFO Trainer	
6. Venue	FOMACOP Conference Room in Khammouane and Savannakhet	
7. Schedule and Contents of Training	5-days training course, 4-days refresher course	
	The schedule of training sessions and activities is given as follows:	
	Training course	
	Module 1	Village organizing
	Lesson 1	Rationale and goals of village organizing
	Lesson 2	Participatory principle in village organizing
	Lesson 3	Village organizing process
	Lesson 4	Elements of a village organization
	Lesson 5	Basic village organizing skills: concensus building
	Lesson 6	Basic village organizing skills: handling meeting
	Lesson 7	Basic village organizing skills: core group formation
	Lesson 8	Village forestry core group
	Module 2	Preparatory to village boundary demarcation and land-use mapping
	Lesson1	Village boundary demarcation and land-use mapping in relation to village forestry
	Lesson 2	Interpretation and use of aerial photographs and maps in village boundary
	Lesson 3	Use of global positioning system (GPS)
	Module 3	Village boundary demarcation
	Lesson 1	Stages in village boundary demarcation
	Lesson 2	Resolving boundary conflicts between villages
	Module 4	Village land-use mapping
	Lesson 1	Fieldwork on aerial photo interpretation
	Lesson 2	Preparation of sketch map
	Lesson 3	Area measurements and preparation of village land-use map
Lesson 4	Guide for land-use mapping in pilot villages	
Lesson 5	Action planning for village organizing, boundary demarcation, and land-use mapping	

Training Course 3 (2/2)

	Refresher course
Module 1	Village organizing
Lesson 1	Rationale and goals of village organizing
Lesson 2	Participatory principle in village organizing
Lesson 3	Village organizing process
Lesson 4	Elements of a village organization
Lesson 5	Basic village organizing skills: concensus building
Lesson 6	Basic village organizing skills: handling meetings
Lesson 7	Basic village organizing skills: core group formation
Module 2	Land-use mapping
Lesson 1	Village forestry and land-use mapping
Lesson 2	Interpretation and use of aerial photographs and topographic maps in land-use
Lesson 3	Fieldwork on aerial photo interpretation
Lesson 4	Preparation of sketch map
Lesson 5	Area measurements and preparation of village land-use map
Lesson 6	Guide for land-use mapping in pilot villages
Lesson 7	Action planning for village organizing, boundary demarcation, and land-use mapping

Training Course 4

1. Name of Training	Training Course on Basic Core Group operations and Participatory Forest Inventory	
2. General objective	The course is intended to develop the capability of PAFO trainers to provide training to villagers on basic Core Group operations and participatory forest inventory.	
3. Target Group and No. of participants	FOMACOP PAFO Coordinator, FOMACOP PAFO Trainer, FOMACOP DAFO	
4. Methods of Trainings	The workshop will involve lectures, group discussions, guided individual and group work, role plays, practicum/demonstrations, sharing of experiences/reflection sessions, peer tutoring, and energizers.	
5. Resource persons /facilitators	FOMACOP PAFO Trainers, FOMACOP Advisers	
6. Venue	FOMACOP Conference Room in Khammouane and Savannakhet	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Basic Core Group operations
	Lesson 1	Village profiling
	Lesson 2	Social mapping
	Lesson 3	Census mapping
	Lesson 4	Wealth ranking
	Lesson 5	Introduction to participatory monitoring and evaluation
	Lesson 6	Action planning
	Module 2	Participatory forest inventory
	Lesson 1	Purpose and overview of forest inventory
	Lesson 2	Preparing for the inventory
	Lesson 3	Fieldwork
	Lesson 4	Calculation method
	Lesson 5	Calculation of results
	Lesson 6	Action planning for forest inventory

Training Course 5

1. Name of Training	Training Course on Strengthening Village Forestry Core Group and Participatory Monitoring and Evaluation	
2. General objective	The course is intended to develop the capacity of PAFO trainers to provide training to villagers on strengthening village forestry core groups including participatory monitoring and evaluation.	
3 Target Group and No. of participants	FOMACOP Coordinator, FOMACOP PAFO Coordinator, FOMACOP PAFO Trainers, FOMACOP DAFO	
4. Methods of Trainings	The course will involve lectures, group discussions, brainstorming sessions, guided individual and group work, role plays, demonstrations, reflection sessions, group dynamic exercises, and energizers.	
5. Resource persons /facilitators	FOMACOP advisers, FOMACOP PAFO Trainers	
6. Venue	FOMACOP Conference Room in Khammouane, Savannakhet, FOMACOP Training Centre and Districe Training Centre	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Group awareness and team building
	Lesson 1	Advantages of groups
	Lesson 2	Trust building
	Lesson 3	Cooperation
	Lesson 4	Effective team
	Lesson 5	Effective communication
	Lesson 6	Effective leadership
	Module 2	Basic village organizing (VO) skills
	Lesson 1	Village organizing
	Lesson 2	Basic VO skills: Consensus building
	Lesson 3	Basic VO skills: Groundworking
	Lesson 4	Basic VO skills: Handling meetings
	Module 3	Participatory monitoring and evaluation
	Lesson 1	Review of village forestry
	Lesson 2	Participatory monitoring and evaluation
	Lesson 3	Steps in conducting PME (purpose of PME and review of VFCG objectives and activities
	Lesson 4	PME guide questions and indicators
	Lesson 5	Analysis and presentation of PME results
Lesson 6	Action planning	

Training Course 6

1. Name of Training	Training Course on Basic Project Management	
2. General objective	The course is intended to develop the capacity of PAFO trainers to effectively communicate the concept of project management to villagers and conduct this work in the field members of the Village Forestry Core Group.	
3. Target Group and No. of participants	FOMACOP Coordinator, FOMACOP PAFO Coordinator, FOMACOP PAFO Trainers, FOMACOP Trainers, FOMACOP DAFO Trainers, FOMACOP DAFO	
4. Methods of Trainings	The workshop will involve lectures, group discussions and group presentations.	
5. Resource persons /facilitators	FOMACOP Advisors, FOMACOP PAFO Trainers	
6. Venue	FOMACOP Conference Room in Khammouane and Savannakhet	
7. Schedule and Contents of Training	3-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Introduction to Basic Project Management
	Lesson 1	What is a project?
	Lesson 2	Introduction to Project Management
	Lesson 3	Problem Analysis
	Lesson 4	Project Screening
	Lesson 5	Introduction to Project Planning
	Lesson 6	Monitoring Impacts by Gender
	Lesson 7	Introduction to Basic Records-the Cash Book
	Lesson 8	Writing a Project Proposal
	Module 2	The Project Management Game
	Module 3	Action Planning
Lesson 1	Action planning and preparation for village work	

Training Course 7

1. Name of Training	Training Course on Village Land-Use Planning and Assessing Options for Instituting Village Forestry Organizations	
2. General objective	<p>The objectives of the staff-level training course are:</p> <p>To develop the capability of PAFO trainers to provide training to villagers on village land-use planning and on assessing options for organizing the villagers for village</p> <p>To develop the capability of DAFO extension staff to provide assistance to villagers in conducting village land-use planning and village organizing</p>	
3. Target Group and No. of participants	FOMACOP PAFO Trainers, FOMACOP DAFO Extension staff	
4. Methods of Trainings	Lecture/discussion	
5. Resource persons /facilitators	FOMACOP PAFO and DAFO sections	
6. Venue	FOMACOP Conference Room in Savannakhet	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Land allocation and mapping
	Lesson 1	Overview of land allocation and land-use planning
	Lesson 2	Understanding the map and mapping
	Lesson 3	Basic plane surveying and area calculation for village work
	Lesson 4	Simplified plane table survey
	Lesson 5	Mapping
	Lesson 6	The village cadastre
	Module 2	Meeting needs for land
	Lesson 1	Assessing community and household needs for land
	Lesson 2	Projecting future requirements for land
	Lesson 3	Land capability assessment
	Lesson 4	Transect walk
	Lesson 5	Land capability mapping
	Module 3	Generating and assessing land-use allocation options
	Lesson 1	Laws concerning land allocation
	Lesson 2	Generating land-use allocation options
	Lesson 3	Evaluation land-use allocation options and drawing the land-use plan
	Lesson 4	Action plan for village land-use planning
	Module 4	Options for instituting village forestry organizations
	Lesson 1	Village organization building and development framework
	Lesson 2	Basic considerations in forming village forestry organizations
Lesson 3	Understanding present village structures	
Lesson 4	Options for instituting village forestry organizations	
Lesson 5	Action plan for assessing options for instituting village forestry organizations	

Training Course 8

1. Name of Training	Training Course on Village Forest Management Systems and Formation of the Village Forestry Organization	
2. General objective	<p>The objectives of the staff-level training course are:</p> <p>To develop the capability of PAFO trainers to provide training to villagers on village forest management systems and on formation of the village forestry organization</p> <p>To develop the capability of DAFO extension staff to provide assistance to villagers in specifying a management system for their forests and in deciding how to form their village forestry organization.</p>	
3. Target Group and No. of participants	FOMACOP PAFO Trainers, FOMACOP DAFO Extension Staffs	
4. Methods of Trainings	Discussion, Group Discussion, Presentation	
5. Resource persons /facilitators	FOMACOP PAFO and DAFO Sections	
6. Venue	FOMACOP Conference Room and Staff Room in Savannakhet and District Training Centres	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Specifying the forest harvests
	Lesson 1	What is a forest management system?
	Lesson 2	What forest products to harvest and who harvests them-customary rights and management rights
	Lesson 3	When to harvest the forest products-harvesting cycles
	Lesson 4	Where to harvest the forest products-dividing the forests into timber harvesting compartments
	Lesson 5	How much forest products to harvest-assessing the forest resources
	Lesson 6	How much forest products to harvest-annual allowance timber harvests
	Lesson 7	What trees to harvest-rules for selecting trees to be harvested Rules for harvesting non-timber
	Lesson 8	Rules for harvesting non-timber forest products
	Module 2	Forest regeneration, improvement, and protection
	Lesson 1	How to regenerate the forest after harvest and how to improve its condition
	Lesson 2	How to protect the forest
	Module 3	Pre-harvest and post-harvest assessment of the timber stand and the action plan
	Lesson 1	Pre-harvest forest inventory
	Lesson 2	Post-harvest assessment of the timber stand
	Lesson 3	Action plan for specifying the village forest management system (with cases for both single and multiple village territories)
	Module 4	Initiating the formation of the village forestry organization
	Lesson 1	Name, vision, and objectives of the VFO
	Lesson 2	Structure of the VFO
	Lesson 3	Membership in the VFO
	Lesson 4	Officers of the VFO
Lesson 5	Election of officers of the VFO	
Lesson 6	Action plan for initiating the formation of the VFO	

Training Course 9 (1/2)

1. Name of Training	Training Course on Village Forest Regeneration, Improvement, and Protection, and Cost-Benefit Sharing in Village Forestry Organizations	
2. General objective	<p>The objectives of the staff-level training course are:</p> <p>To develop the capability of PAFO trainers to provide training to villagers on village forest regeneration, improvement, and protection, and on cost-benefit sharing in village forestry organizations.</p> <p>To develop the capability of DAFO extension staff to provide assistance to villagers in specifying the systems for village forest regeneration, improvement, and protection, and in deciding on a cost-benefit sharing scheme to be adopted in their village forestry organization.</p>	
3. Target Group and No. of participants	FOMACOP PAFO Trainers and FOMACOP DAFO Extension Staff	
4. Methods of Trainings	Lecture, Discussion, Presentation	
5. Resource persons /facilitators	FOMACOP PAFO and DAFO Sections	
6. Venue	FOMACOP Conference Room and Staff Room in Savannakhet and District Training Centres	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Regenerating the village forest
	Lesson 1	Forest types in Dong Sithouance
	Lesson 2	Condition of the village forest after the harvest
	Lesson 3	Regeneration survey in Dong Sithouane
	Lesson 4	Alternatives for regeneration the village forest
	Lesson 5	Guidelines for ensuring good natural regeneration-before the harvest
	Lesson 6	Guidelines for ensuring good natural regeneration-during the harvest
	Module 2	Improving the quality of the village forest
	Lesson 1	Promoting the development of the valuable species after the harvest
	Lesson 2	Enrichment planting, thinning, and other timber stand improvement treatments
	Lesson 3	Further consideration in regenerating and improving the dry dipterocarp forest
	Module 3	Protecting the village forest
	Lesson 1	Agents of forest destruction and their impacts on the forest
	Lesson 2	Active management as a tool against illegal logging and unplanned conversion of forests to other land uses
	Lesson 3	Effects of fire and grazing on forest quality
	Lesson 4	Prevention and control of forest fire
	Module 4	Sharing costs between the state and the villagers, and among villagers
	Lesson 1	Costs related to the functions of the village forestry organization
Lesson 2	Costs related to the functions of the state forestry agencies	
Lesson 3	Sharing costs between the state and the village forestry organization	
Lesson 4	Sharing costs among the members of the village forestry organization	

Training Course 9 (2/2)

	Module 5	Sharing benefits between the state and villages, and within the village
	Lesson 1	Benefits from village forestry
	Lesson 2	Sharing benefits between the state and the village forestry organization
	Lesson 3	Sharing benefits among the members of the village forestry organization
	Lesson 4	Action plan for specifying the cost-benefit sharing system

Training Course 10

1. Name of Training	Training Course on Village Forest Management Planning and Village Forestry Organization By-laws	
2. General objective	<p>The objectives of the staff-level training course are:</p> <p>To develop the capacity of PAFO trainers to provide training to villagers on drafting the Village Forest Management Plan and the Village Forestry Organization By-laws</p> <p>To develop the capacity of DAFO extension staff to provide assistance to villagers in drafting their Village Forest Management Plan and Village Forestry Organization By-laws</p>	
3. Target Group and No. of participants	FOMACOP PAFO Trainers and FOMACOP DAFO Extension Staff	
4. Methods of Trainings	The course will involve lectures, discussion, and group discussions.	
5. Resource persons /facilitators	FOMACOP PAFO and DAFO Sections	
6. Venue	FOMACOP Conference Room in Savannakhet and District Training Centres	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Preparing for drafting the Village Forest Management Plan
	Lesson 1	Organizing the planning team and designing the planning approach
	Module 2	Writing parts of the Village Forest Management Plan
	Lesson 1	Writing the introduction
	Lesson 2	Drawing the Village Forest Management Area from the Village Land-use Plan
	Lesson 3	Presenting the forest inventory results and growth information
	Lesson 4	Writing about the managers and their rights, the forest products and services, and the harvesting cycle
	Lesson 5	Drawing the forest harvesting sites
	Lesson 6	Presenting the annual allowance timber harvest and which trees are to be harvested
	Lesson 7	Writing about the timber harvesting method and plan
	Lesson 8	Writing about the plan for regenerating, improving, and protecting the forest
	Lesson 9	Writing about the implementation of the plan
	Lesson10	Writing about the benefits and impacts of implementing the plan
	Module 3	Securing approved of the Village Forest Management Plan
Lesson 1	Securing approval of the plan by the village and the authorities	
Lesson 2	Action plan for drafting the Village Forest Management Plan	

Training Course 11

1. Name of Training	Training Course on Pre-harvest Inventory, Village Forest Management Contract, and Registration of the Village Forestry Organization	
2. General objective	<p>The objectives of the staff-level course are:</p> <p>To develop the capacity of PAFO trainers to provide training to villagers on pre-harvest inventory, drafting the Village Forest Management Contract, and registering the Village Forestry Organization</p> <p>To develop the capability of DAFO extension staff to provide assistance to villagers in conducting the pre-harvest inventory, drafting the Village Forest Management Contract, and registering the Village Forestry Organization.</p>	
3. Target Group and No. of participants	FOMACOP PAFO Trainers and FOMACOP DAFO Extension Staff	
4. Methods of Trainings	The course will involve lectures and discussion.	
5. Resource persons /facilitators	FOMACOP advisers	
6. Venue	FOMACOP Conference Room and Staff Room in Savannakhet	
7. Schedule and Contents of Training	4-days training	
	The schedule of training sessions and activities is given as follows:	
	Module 1	Pre-harvest inventory
	Lesson 1	Objectives of and preparing for the pre-harvest inventory
	Lesson 2	Design and layout of the pre-harvest inventory
	Lesson 3	Pre-harvest inventory field work
	Lesson 4	Pre-harvest inventory field practice exercises
	Lesson 5	Pre-harvest inventory calculations and results
	Module 2	Village forest management contract
	Lesson 1	The Village Forest Management Contract
	Lesson 2	Negotiation and Signing the Village Forest Management Contract
	Module 3	Registration of the village forestry organization
	Lesson 1	VFO registration
	Lesson 2	VFO Articles Association

Training Course 12

1. Name of Training	Training Course on Planning the Annual Operations of a Village Forest Management Area	
2. General objective	<p>The objectives of the staff-level course are:</p> <p>To develop the capability of PAFO trainers to provide training to villagers on planning the annual operations of a Village Forest Management Area</p> <p>To develop the capability of DAFO extension staff to provide assistance to villagers in planning the annual operations of a Village Forest Management Area.</p>	
3. Target Group and No. of participants	FOMACOP PAFO trainers and FOMACOP DAFO Extension Staff	
4. Methods of Trainings	The course will involve lectures, discussion and group work.	
5. Resource persons /facilitators	FOMACOP advisers	
6. Venue	FOMACOP Conference Room and Staff Room in Savannakhet	
7. Schedule and Contents of Training	5-days training	
	The schedule of training sessions and activities is given as follows:	
	Lesson 1	Introduction: rationale and objectives of the annual operation plan
	Lesson 2	Preparing the planning maps and other necessary information
	Lesson 3	Selecting seed trees and trees to be harvested
	Lesson 4	Laying out the road network
	Lesson 5	Non-wood forest products and post-harvest assessment
	Lesson 6	Regenerating and improving the forest
	Lesson 7	Forest protection
	Lesson 8	Implementing the Annual Operations Plan
Lesson 9	Benefits and other impacts of the annual operations	

Attachments

List of informants

1.	Mrs. Xeme Permanent Secretary, Mr. Phomy Office MAF
2.	Mr. Phaydy PHIAXAYSARAKHAM, DOA
3.	Dr. Lasay, Mr. Viengsavay, PPC
4.	Mr. Sounthone FRC (NTPF)
5.	Mr. Songkheo, Mr. Thong Fan, Dr. Frank MicroProject Development
6.	Dr. Silinthone, Faculty of Agriculture NU
7.	Mr. Bouma, Agricultural Collage
8.	Northern Provinces Master Plan (ADB Project)
9.	Statistic Institute
10.	Irrigation School
11.	Mr. Bong, Oxfam
12.	Dr. Phet, Mr. Somxay, LAEP
13.	Mr. Damrong, BOMASIS
14.	Mrs. Khankeo, GTZ
15.	DOF (Enhancing Sustainable Forest Harvesting in Asia)
16.	Mr. Bounsy, Agricultural Promotion Bank
17.	Mr. Robert Burgess, Quarker Service Lao
18.	Mr. Nisith Governance and Public Administration Reform
19.	Central Extension Training and Development Unit
20.	Sustainable Forestry and Rural Development Project
21.	CIDSE
22.	Mr. Khammalounla, Sustainable Agriculture Fotum (SAF)
23.	Mr. Somphanh, DLF
24.	Mr. Joost, SNV

OUTLINE OF THE PROJECT

1. NAME OF THE PROJECT	:
2. EXECUTING AGENCY	:
3. FUNDING/SUPPORTING ORGANIZATION	:
4. PROJECT AREA	:
5. TARGET GROUP AND NUMBER OF VENEFIARIY	:
6. PROJECT PERIOD	:
7. PROJECT COST/BUDGET	:
8. PROJECT COMPONENT	:
9. TRAINING/TRAINING COURSE UNDERTAKEN BY THE PROJECT (Please fill up Form-2)	:

OUTLINE OF THE TRAINING/TRAINING COURSE

1. NAME OF THE PROJECT	:
2. NAME OF TRAINING/TRAINING COURSE	:
3. RESPONSIBLE ORGANIZATION (DEPT./UNIT)	:
4. OBJECTIVE	:
5. TARGET GROUP NO. OF PARTICIPANT	:
6. METHODOLOGY APPLIED	:
7. CONTENTS OF TRAINING	:
8. TRAINING PERIOD AND SCHEDULE /TIME TABLE	:
9. PLACE/VENUE OF TRAINING	:
10. NAME OF TRAINER/LECTURER/RESOURCE PERSON (Please fill in Form-3)	:
11. TRAINING MATERIALS/EQUIPMENT USED (LIST) You are kindly requested to offer the training materials (text books etc.)	:

**CURRICULUM VITAE (CV) FORMAT
OF
TRAINER / LECTURER / RESOURCE PERSON**

1. NAME	:	
2. DATE OF BIRTH	:	
3. NATIONALITY	:	
4. PERSONAL ADDRESS	:	
TELEPHONE NO.	:	
FAX NO.	:	
E-MAIL ADDRESS	:	
5. SPECIALITY/BACKGROUND		
6. EDUCATION	:	
7. OTHER TRAINING	:	
8. LANGUAGE & DEGREE OF PROFICIENCY	:	English : French : Lao : Thai :
9. MEMBERSHIP IN PROFESSIONAL SOCIETIES	:	
10. OFFICIAL LICENCE/QUALIFICATION		
11. COUNTRIES OF WORK EXPERIENCE	:	
12. EMPLOYMENT RECORD	:	
PERIOD	:	FROM TO
EMPLOYER	:	
POSITION HELD AND DESCRIPTION OF DUTIES	:	
13. DETAILED EXPERIENCES AS A TRAINER/LECTURER/RESOURCE PERSON		
PERIOD	:	FROM TO
PROJECT/INSTITUTION	:	
NAME OF THE TRAINING/TRAINING COURSE	:	
PURPOSE AND TRAINEE/PARTICIPANT	:	
TASKS TAKEN AND DESCRIPTION OF TRAINING	:	
14. HER/HIS REPUTATION FOR TRAINER/LECTURER/RESOURCE PERSON	:	

Evaluation Form for Internal/External Resource Person (Examination for Acceptance)			
Name of Training			Code/Ref.No
1. Name			2. Sex
3. Date of Birth			4. Nationality
5. Institution			6. Position in Institution
7. Specialty	①	②	
8. Years of Experience	Years		
9. Confirmation	<p>The experience of the resource person as a lecturer by FORCOM in the past. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If "Yes" Confirm the result of the evaluation of Form-2 and Form-3</p> <p>If this person satisfies both working experiences and the scope of training, evaluation in 10 can be proceeded.</p> <p>If he/she does not, evaluate other candidate.</p>		
10. Evaluation based on the CV or/and Interview			
Items	Note (Reason of Evaluation)	Evaluation	
		Pass	Fair
(1) Years of Experiences as specialist			
(2) Years of Experiences as Trainer			
(3) Foreign Language			
(4) Official Certificates			
(5) Health Condition			
(6) Other (Specify)			
Results of Evaluation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Verified by (person in charge)	Name	Signature	
		(/ / 200)	

- note 1) Evaluator is: Team Leader or Person in Charge
 2) Tick ✓ in the applicable□.

Verification Record for Training by External/Internal Resource Person			
Examination for Acceptance			
Name of Training		Code/Ref.No	
Date	/ / 200 to / / 200		
Venue			
Contents of Training			
Methodology			
Resource Person	<u>Name</u>		
	<u>Address</u>	<u>Institution</u>	
	Tel/Fax:		e-mail:
Verification	Items	<u>Acceptable</u>	Acceptable <u>with</u> <u>Condition</u> Not-acceptable
	Training Methodology Training Materials Period and Venur Cost Others: In case of "Others", describe, in Note, how verification was made.		
After Completion of Training			
Items	Evaluation		Note/Reason
Contents	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Materials	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Valuation of trainees	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Achievement	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Total Evaluation	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Note			
Attachment	<input type="checkbox"/> Specification/Requirement, <input type="checkbox"/> Training Materials, <input type="checkbox"/> List of Attendant <input type="checkbox"/> Others ()		
Verified by (person in charge)	Name		Signature
			(/ / 200)

note 1) Evaluator is: Team Leader or Person in Charge
 2) Tick ✓ in the applicable□.

Internal/External Resource Person Evaluation (After Completion of Training)			
Name of Training		Code/Ref.no.	
1. Name		2. Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
3. Date of Birth		4.Nationality	
5. Institution		6. Position in Institution	
7. Evaluation Based on the Result of the Training			
Items	Evaluation		Note/Reason
(1) Technical Skill	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(2) Teaching Skill	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(3) Training Material Preparation Ability	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(4) Valuation of Trainee	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(5) Cooperativity	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(6) Foreign Language Ability	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
(7) Health Condition	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
Total Evaluation	<input type="checkbox"/> A(Excellent) <input type="checkbox"/> B(Good) <input type="checkbox"/> C(Fair) <input type="checkbox"/> D(Poor)		
Comments			
Classification(Large) <input type="checkbox"/> 1. Common Civil Engineering <input type="checkbox"/> 5. Architecture <input type="checkbox"/> 10. Social Economy <input type="checkbox"/> 15. Language <input type="checkbox"/> 2. Social Base <input type="checkbox"/> 6. Mechanics <input type="checkbox"/> 11. Environment <input type="checkbox"/> 16 Administration Planning <input type="checkbox"/> 3. Transportation <input type="checkbox"/> 7. Electricity <input type="checkbox"/> 12. Fishery <input type="checkbox"/> 17. Education <input type="checkbox"/> 4. Urban Sanitary Infrastructure <input type="checkbox"/> 8. Agriculture <input type="checkbox"/> 13 Forestry <input type="checkbox"/> 18. Others <input type="checkbox"/> 9. Geology/Soil Engineering <input type="checkbox"/> 14. Tourism Development			
Classification(Middle) <input type="checkbox"/> (1. Common Civil Engineering) <input type="checkbox"/> 2-D Water Resources Development <input type="checkbox"/> 4-D Waste Disposal <input type="checkbox"/> 1-A Hydrology <input type="checkbox"/> 2-E Other Social Base <input type="checkbox"/> 4-E Other Urban Sanitary Infrastructure <input type="checkbox"/> 1-B Hydraulics <input type="checkbox"/> (3. Transportation) <input type="checkbox"/> (5. Architecture) <input type="checkbox"/> 1-C Structural Engineering <input type="checkbox"/> 3-A Transport Planning <input type="checkbox"/> 5-A Architectural Planning <input type="checkbox"/> 1-D Construction Engineering <input type="checkbox"/> 3-B Road <input type="checkbox"/> 5-B Architectural Facilities Design <input type="checkbox"/> 1-E Hydraulics Modeling <input type="checkbox"/> 3-C Airport <input type="checkbox"/> 5-C Other Architecture <input type="checkbox"/> 1-F Boring <input type="checkbox"/> 3-D Railway <input type="checkbox"/> (6. Mechanics) <input type="checkbox"/> 1-G Topographic Survey <input type="checkbox"/> 3-E Port <input type="checkbox"/> 6-A Mechanics <input type="checkbox"/> 1-H Other Civil Engineer Fields <input type="checkbox"/> 3-F Other Transportation <input type="checkbox"/> 6-B Pipeline <input type="checkbox"/> (2. Social Base) <input type="checkbox"/> (4. Urban Sanitary Infrastructure) <input type="checkbox"/> 6-C Other Mechanics <input type="checkbox"/> 2-A River <input type="checkbox"/> 4-A Waterworks <input type="checkbox"/> (7. Electronics) <input type="checkbox"/> 2-B Dam <input type="checkbox"/> 4-B Sewer <input type="checkbox"/> 7-A Electronics <input type="checkbox"/> 2-C Hydropower <input type="checkbox"/> 4-C Urban Drainage <input type="checkbox"/> 7-B Transmission Line			

