



**KINDOM OF CAMBODIA**

**Nation Religion King**



**Ministry of Agriculture, Forestry, and Fisheries**



No. 090 MAFF

***Unofficial Translation***

**PRAKAS**

**On**

**Organization and Functioning of Office and Entity under Department of  
Agricultural Cooperative Promotion under General Directorate of Agriculture**



**Minister of Ministry of Agriculture, Forestry, and Fisheries**

- Having seen the Constitution of Kingdom of Cambodia,
- Having seen Preah Reach Kret No. KS/RKT/0913/903 dated 24 September 2013 on the appointment of the Royal Government of Cambodia,
- Having seen Preah Reach Kram No. 02/NS/94 dated 20 July 1994 promulgating the Law on Organization and Functioning of the Council of Ministers,
- Having seen Preah Reach Kram No. NS/RKM/0196/13 dated 24 January 1996 promulgating the Law on the Establishment of the Ministry of Agriculture, Forestry, and Fisheries,
- Having seen Preah Reach Kram No. NS/RKM/0613/008 dated 6 June 2013 promulgating the Law on Agricultural Cooperative,
- Having seen Sub-Decree No. 17 អនក្រឹត្យ ថ្ងៃ ៧ កើត ខែ កុម្ភៈ ឆ្នាំ ២០០០ on Organization and Functioning of the Ministry of Agriculture, Forestry, and Fisheries,
- Having seen Sub-Decree No. 105 អនក្រឹត្យ ថ្ងៃ ២២ ខែ កញ្ញា ឆ្នាំ ២០០៥ on supplement of function and obligation to the Ministry of Agriculture, Forestry, and Fisheries and the establishment of Department of Internal Audit, Department of Plan and Statistic, Department of International Collaboration, and Agricultural Information and Document Centre under the Ministry of Agriculture, Forestry, and Fisheries,
- Having seen Sub-Decree No. 188 អនក្រឹត្យ ថ្ងៃ ១៤ ខែ វិច្ឆិកា ឆ្នាំ ២០០៨ on the modification of General Directorate of Ministry to be General Secretariat, promotion of Forestry Administration, promotion of Fishery Administration to have the same level as General Directorate, promotion of Department of Agronomy and Agricultural Land Improvement to be General Directorate of Agriculture, and modification of General Directorate of Rubber Plantation to be General Directorate of Rubber under the control of the Ministry of Agriculture, Forestry, and Fisheries,

- Having seen Sub-Decree No. 179 **អនក្រឹត្យ** dated 12 May 2014 on the establishment of Department of Agricultural Cooperative Promotion under General Directorate of Agriculture of the Ministry of Agriculture, Forestry, and Fisheries,
- Having seen PRAKAS No. 109 **ប្រកាស** dated 14 March 2012 on organization and functioning of Office and Entity under Department and National Laboratory of Agriculture under General Directorate of Agriculture,
- In accordance with necessary needs of the Ministry of Agriculture, Forestry, and Fisheries.

## **Decision**

### **Article 01**

Department of Agricultural Cooperative Promotion, the Department under General Directorate of Agriculture of the Ministry of Agriculture, Forestry, and Fisheries, has 7 offices and 1 unit as follow:

1. Office of Administration, Planning, and Accounting
2. Office of Agricultural Cooperative Registration and Convince
3. Office of Education, Training, and International Collaboration
4. Office of Business and Marketing Development
5. Office of Agricultural Cooperative Audit
6. Office of Legislation and Agricultural Cooperative Deputy Settlement
7. Office of Agricultural Cooperative Follow-up and Evaluation
8. Research and Agricultural Cooperative Development Centre, having the same level of Municipal Department of Agriculture

### **Article 02**

Each office and entity have the following duties:

#### **2.1 Office of Administration, Planning, and Accounting**

- Coordinate the study and prepare budget-plan of agricultural cooperative development activity program
- Coordinate every activities of administration works
- Control and traffic administration documents of every activities of administration and social works
- Ensure effectiveness, administration security, and protocol task
- Supply materials and transportation that support work effectiveness of Department
- Ensure security, order, and hygiene in Department
- Keep control of documents of biography, statistic, and official framework
- Coordinate the preparation of administration procedures and other documents for official training or local and oversea study visits

- Prepare documents of salary, royalty, and supplement by cooperating with Department of Administration, Planning, Accounting and International Collaboration of General Directorate of Agriculture
- Put up the proposal of transferring, promoting position, praise, punishment, or structural amendment in a real situation
- Make a payment report of income/expense in implementing national budget and other projects of Department
- Prepare and manage current assets, fix assets, inventory list, property, and equipment of Department
- Manage inventory and distribute means, equipment, and petrol of Department
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Department's works by accumulating reports and other works from every Department's offices
- Aggregate monthly, quarterly, semester, and annual report of finance on activities and results of Department's works by accumulating reports and other works from every Department's offices
- Get other duties assigned by Department leader

## **2.2 Office of Agricultural Cooperative Registration and Convince**

- Make action plan of Office's work
- Study, prepare, and disseminate technical documents on procedures to establish and register agricultural cooperative, agricultural cooperative union, Cambodian agricultural cooperative alliance
- Coordinate the establishment and official registration of agricultural cooperative, agricultural cooperative union, Cambodian agricultural cooperative alliance
- Collect, analyse, update, and control data and information of agricultural cooperative
- Coordinate the congress organization of agricultural cooperative, agricultural cooperative union, Cambodian agricultural cooperative alliance
- Coordinate and support techniques to the preparation and development of farmer 's organization
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

## **2.3 Office of Education, Training, and International Collaboration**

- Make action plan and training program for strengthening the capacity and development of agricultural cooperative
- Communicate, coordinate, exchange information, collaborate with national and international development partners, and private sectors on developing agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Study and evaluate technical training needs concerning with leadership, management, and businesses of agricultural cooperative

- Study and prepare technical documents for training and strengthening the capacity of agricultural cooperative
- Train and strengthen the capacity for agricultural cooperative developing agents
- Educate, build, and strengthen capacity of leaders and members of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Practice the dissemination program to educate and raise the awareness and training program to strengthen the capacity of agricultural cooperative
- Coordinate and support agricultural techniques, rubber aquaculture, and agronomy-forestry to agricultural cooperative and agricultural cooperative union
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

#### **2.4 Office of Business and Marketing Development**

- Make action plan of Office's work
- Coordinate the business operation and marketing between agricultural cooperative and agricultural cooperative union with private sector, development partners, or other concerned sectors
- Coordinate agricultural cooperative and agricultural cooperative union in establishing market
- Collect, compile, and promote business and marketing information to agricultural cooperative and involved person
- Coordinate the organization of business forum and product exhibitions of agricultural cooperative
- Push business development of agricultural cooperative and agricultural cooperative union
- Study, compile, and promote case-study on businesses of agricultural cooperative and agricultural cooperative union
- Study and evaluate economic situation of agricultural cooperative and agricultural cooperative union so as to respond to the marketing demands as well as to inform marketing information of agricultural products to agricultural cooperative and agricultural cooperative union
- Create promotion program and raise the awareness on business and marketing development to agricultural cooperative and agricultural cooperative union
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

#### **2.5 Office of Legislation and Agricultural Cooperative Deputy Settlement**

- Make action plan of Office's work
- Study and prepare policy and legal regulations under Law on Agricultural Cooperative
- Disseminate policy, law, and legal regulations under Law on Agricultural Cooperative as well as concerned law to agricultural cooperative and involved person

- Study and handle complaints of agricultural cooperative establishing commissions of Municipal/Provincial Department of Agriculture on refusal to officially register agricultural cooperative
- Attend in studying, evaluating, and coordinating complaints and deputies of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Attend in following up and evaluating the implementation of law and legal regulation under Law on Agricultural Cooperative of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Put up the proposal and measures concerned with wrongdoing procedures and concerned in-force law of agricultural cooperative, agricultural cooperative union, and agricultural cooperative alliance for Department of Agricultural Cooperative Promotion
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

## **2.6 Office of Agricultural Cooperative Audit**

- Make action plan of Office's work
- Study and prepare model book keeping documents for agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance to use
- Introduce the procedures of book keeping to agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Train and strengthen the capacity of internal audit of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Check techniques on book keeping of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Check techniques on business management of agricultural cooperative and agricultural cooperative union
- Provide technical assistance on preparation of Balance Sheet and Financial Report of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Follow up audit-obligating implementation of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Attend in following up external audit of auditor on agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Study and prepare auditing subject for agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Coordinate liquidation task of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance which is dissolved
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

## **2.7 Office of Agricultural Cooperative Follow-up and Evaluation**

- Make action plan of Office's work
- Follow up and evaluate business proceeding and functioning of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Check and evaluate budget usage of agricultural cooperative development fund
- Follow up and evaluate the effectiveness of using national budget, budget of development partners, and budget from other sources for agricultural cooperative development
- Establish and control checking system and evaluate the progress of agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

## **2.8 Research and Agricultural Cooperative Development Centre**

- Make action plan of Research and Agricultural Cooperative Development Centre
- Study, research, and compile technical documents for training and disseminating to agricultural cooperative and involved person
- Study, research, collect, and manage concerned documents and experience related to agricultural cooperative
- Study and evaluate the situation and training needs and develop agricultural cooperative
- Conduct training plan and develop agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Provide training service to agricultural cooperative, agricultural cooperative union, Cambodian agricultural cooperative alliance, and agricultural cooperative development agents
- Organize short, medium, and long term study program for providing training to agricultural cooperative development agent, agricultural cooperative development task, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Collaborate within national and international framework on agricultural cooperative
- Coordinate the organization of study visit within country and abroad for agricultural cooperative, agricultural cooperative union, and Cambodian agricultural cooperative alliance
- Coordinate with concerned schools to include subject related to agricultural cooperative into their curriculum
- Establish and control Information Technology of Cooperative system (ITC)
- Aggregate monthly, quarterly, semester, nine-month, and annual report on activities and results of Office's works
- Get other duties assigned by Department leader

### **Article 03**

The organization and functioning of offices and entity under Research and Agricultural Cooperative Centre are determined by separated PRAKAS.

### **Article 04**

- Each office and entity is headed by one director along with deputy directors as assistants for necessity.
- Chief of office and chief of entity is responsible to Director of Department and Director General of General Directorate of Agriculture of all implemented activities
- Vice-chief of office and vice-chief of entity is the assistant of chief and assigned by chief to do tasks, and responsible to the chief of all activities, as well as join with chief to be in charge of implemented activities.

### **Article 05**

PRAKAS No. 109 **ប្រកាស** dated 14 March 2012 on the organization and functioning of office and entity under Department and Laboratory of National Agriculture of General Directorate of Agriculture is in-force except the point 5 and point 9.5 in Article 09 of this PRAKAS.

### **Article 06**

Secretary General, Director General of Inspection, Director of Cabinet, Director General of General Directorate of Agriculture, Director of Department of Staff and Human Resource Development, Director of Department of Agricultural Legislation, Director of Department of Accounting, Financial, and Chief of concerned Entity are supposed to be responsible to implement this PRAKAS through their accountabilities from the date of signature.

Phnom Penh, January 29<sup>th</sup>, 2015

**Minister**

**Ministry of Agriculture, Forestry, and Fisheries**

### **Receiving Place:**

- The Council of Ministers
- Ministry of Economy and Finance
- Ministry of Labour and Vocational Training
- Cabinet of Prime Minister
- Cabinet of His Excellency and Her Excellency Deputy Prime Minister
- Municipal, Provincial Government Office
- All Entities under Ministry of Agriculture, Forestry, an Fisheries
- All Municipal/Provincial Department of Agriculture
- As Article 06
- Gazette
- File, Timeline