

Serial : Agricultural Extension
Institution and Mechanism

★ **GUIDELINES OF
DISTRICT EXTENSION COMMITTEE (DEC)**

★ **GUIDELINES OF
FIELD EXTENSION COMMITTEE (FET)**



NATIONAL CENTER FOR AGRICULTURAL EXTENSION DEVELOPMENT

AGENCY FOR AGRICULTURAL

HUMAN RESOURCES DEVELOPMENT

2002



Farmers First

Decentralized Agricultural & Forestry Extension Project (DAFEP)

National Center for Agricultural Extension Development

**AGENCY FOR AGRICULTURAL
HUMAN RESOURCES DEVELOPMENT**

2002

GUIDELINES OF DISTRICT EXTENSION COMMITTEE (DEC)



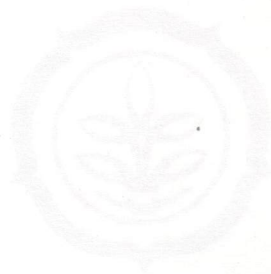
NATIONAL CENTER FOR AGRICULTURAL EXTENSION DEVELOPMENT

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GUIDELINES OF
DISTRICT EXTENSION COMMITTEE (DEC)



NATIONAL CENTER FOR AGRICULTURAL EXTENSION DEVELOPMENT

AGENCY FOR AGRICULTURE

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THIRD EDITION

PREFACE

Implementation of Decentralized Policy of Law No. 22, 1999 has brought many changes in agricultural and forestry extension management which previously had been a top-down approach towards participatory approach that basically drawn upon the needs and decision of farmers.

At district level, agricultural and forestry extension program under the frame of agricultural development system and agribusiness is under the responsibility of District Head (Bupati/Walikota) in which of its implementation covers activities within the whole of the district region including sub district, village, sub village as well as farmers' level. To carry out extension activities, Bupati/Walikota is usually supported by an extension working unit or institution.

In order to support decentralized policy and to improve the role of agricultural and forestry extension, and as a follow-up action of Ministry of Agriculture's decree No.1100/Kpts/OT.210/10/1999 about Organization and Management of DAFEP, it is likely that a district needs a forum that could function as home for inputs assembling regarding agricultural and forestry development. This forum is also expected to function as feedback provider for the Bupati/Walikota since it may provide recommendations on the district development policy, orientation, strategy, as well as findings of effective and efficient solutions on problems in agricultural and forestry extension. Suggested forum at district level in this regard is named District Extension Committee (DEC).

Lastly, this Guidelines Book is developed to help district officials to figure out the DEC. We hope this book could be used as a reference for any agricultural and forestry extension agent at district level and would be adjusted to suit with local specific resources and needs as it is used to empower farmers.

Jakarta, March 19, 2002

**Director General of Agricultural
Human Resources Development,**



Dr. Sinis Munandar, MS.
NIP. 080 019 269

GUIDELINES OF DISTRICT EXTENSION COMMITTEE (DEC)

I. INTRODUCTION

Background

In the decentralized policy era, the districts role as a center of autonomy means that they have a vast opportunity to reform their agricultural and forestry development program based upon needs of farmers. As a center for the agricultural & forestry extension program, the district is responsible for extension activities beginning with planning process, implementation, up to monitoring & evaluation. To make the program more efficient, the agricultural and forestry extension system should be built upon and derived from farmers and be geared to satisfy their needs as well as solving their problems. Therefore, agricultural and forestry extension should be developed and implemented by farmers and extension workers starting from field up to district levels.

Issues

Main issues regarding decentralised agricultural & forestry extension program are needs on improvement in attempt and outcome of farmers' empowerment so as to increase farmers' productivity and their sustainable income, as well as an improvement in the capacity of agricultural and forestry extension institution and it's staff in terms of developing and executing extension system using participatory approach. Rationale behind these issues is :

- 1) Agricultural and forestry extension orientation, policy, and strategy are not yet formulated based upon local specific needs and potency;
- 2) Planning, implementation, as well as monitoring and evaluation of agricultural & forestry extension program are not yet implemented under integrated system;
- 3) Utilization of natural resources and budget is inefficient since there is disintegrated program among institutions devoted to agriculture and forestry community welfare;
- 4) Role of private sectors in supporting agriculture and forestry extension is not yet optimal.

Recommended solution for the above-mentioned issues is the establishment of a specific forum called **District Extension Committee (DEC)**. It is hoped that under this committee, agricultural and forestry extension planning, implementation, monitoring and evaluation, and its available budget could be coordinated and integrated.

Suggested members of DEC are government sectors, private sectors, farmer/farmer's group/National Outstanding Contact Farmer (KTNA/KPSA), university, and Non Government Organizations (NGOS) dealing with agricultural and forestry extension activities. This forum should be agreed under decree of Bupati/Walikota.

II. OBJECTIVES

Main Objective

Main objective of the establishment of DEC is to improve the district's attempt at empowering farmers, building capacity

of officials as well as system of agricultural and forestry extension due to strengthening the implementation of district autonomy.

Specific Objectives

Specific objectives of the establishment of DEC are to :

1. Develop better formulation of orientation, policy, and strategy on agricultural and forestry extension through gathering inputs dedicated for farmers' empowerment;
2. Build integrated participatory planning, implementation, as well as monitoring and evaluation on agricultural and forestry extension system;
3. Improve efficient utilization of natural resources/ environment and budget available to support agricultural and forestry extension activities;
4. Enhance participation among government and non-government institutions on agricultural and forestry extension system.

III. OUTPUT

Expected outputs of DEC are:

1. Functional **DEC** in formulating orientation, policy, strategy, as well as producing solution on agricultural and forestry extension;
2. Available integrated annual plan, implementation, and monitoring and evaluation on agricultural and forestry extension;
3. Improved role and partnership of communities in accomplishing agricultural and forestry extension.

IV. HOME BASE, MAIN TASK AND FUNCTION

Home Base

DEC is home based at district level and chaired by the Head of District Agency for Planning and Development (BAPPEDA)/ the District Assistant for Economic and Development Division or other district assistant appointed by Bupati/Walikota.

Main Task

Main tasks of **DEC** are to coordinate, identify, as well as produce solution to problems in agricultural and forestry extension activities in order to improve quality of its program in the district.

Function

The function of **DEC** is :

1. To formulate agricultural and forestry extension's orientation, policy, strategy and operational plan that is based upon farmers' aspiration, potency, problems, and needs as well as referred to farm business practice and learning activities;
2. To develop better coordination and allocation on the use of budget as well as other resources in performing agricultural and forestry extension;
3. To monitor and evaluate the accomplishment and impact of agricultural and forestry extension activities.

V. MEMBERSHIP, COMPOSITION, AND TEAM OF SECRETARY

DEC's membership is composed of government and non-government sectors. They should include Heads of Agricultural and Forestry District Technical Offices and other relevant district technical offices such as Trade and Industry, Public Work, Cooperatives, and so forth, any institutions of agricultural and forestry extension working unit, Commission B of District House of Representative, universities, agricultural in service training center, and forestry training center (Balai Diklat Pertanian, and BLK), assesment institute for agricultural technology, and research center for forestry (BPTP, and Balithutan), financial institution, banking, and NGOs concerned with agriculture and forestry, representatives of agricultural and forestry extension workers, as well as farmer/ farmer group leader at the district.

DEC is chaired by the Head of District Agency for Planning and Development (BAPPEDA) or the District Assistant for Economic and Development Division or any other district assistant that is appointed by Bupati/Walikota. Secretary of DEC is head of institution responsible for agricultural and forestry extension activities namely BIPP or KIPPK or Badan Informasi dan Penyuluhan Pertanian, or other names of district extension institution.

To enhance smoothness of the committee's daily activities, a team of secretary should support the DEC. Person in charge of the team is the secretary of DEC and the number of the members depends on the district's need and capacity. Daily task of this team is to provide supporting services to help the DEC makes analyses and decision.

Room for the secretary team should be located in the office of agricultural and forestry extension district.

Composition of government and non-government members of DEC should be within a ratio of 50 to 50 percent and puts special attention on gender equity.

VI. WORKING MECHANISM

DEC's working mechanism is as the following points :

1. Meeting has to be attended by stipulated members. A mandate on making decision should be given to those who representing members attending the meeting.
2. Topic discussed in the meeting should be documented and be used as the committee members' operational guideline along with their working unit's specific task and function;
3. Decision agreed in the meeting is supposed to be committed, and followed-up. Monitoring and evaluation of its implementation and impact have to be conducted by all members;
4. Regular meeting should be maintained. It is recommended that the meeting would be held at least once in two-month period. Additional meeting could be held whenever necessary.

VII. BUDGET

Operational budget of DEC should be borne under the District Budget.

VIII. CONCLUSION

This book provides general guideline on DEC. To make this more applicable, district may need a technical guidance since local specific is supposed to be addressed.

GUIDELINES OF FIELD EXTENSION TEAM (FET)



NATIONAL CENTER FOR AGRICULTURAL EXTENSION SERVICES

AGENCY FOR AGRICULTURE

1990-1991

1990

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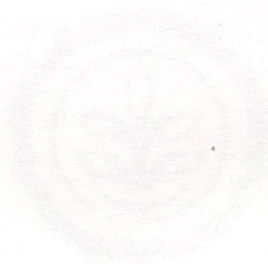
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GUIDELINES OF
FIELD EXTENSION TEAM (FET)



NATIONAL CENTER FOR HORTICULTURAL EXTENSION

U.S. DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

PREFACE

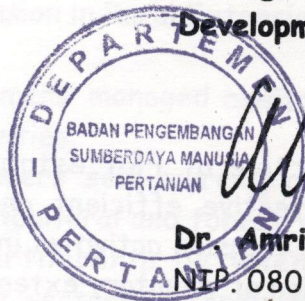
One objective of agricultural and forestry extension is to improve the capacity of farmers in conducting agricultural and forestry extension by means of farmers' managed extension activities.

Farmers' capacity building needs to be supported by a team of professional extension workers called Field Extension Team (FET) at sub district level. In addition, FET is also intended to strengthen the position of Rural Extension Center (REC) at Sub District level as a frontline of agricultural and forestry-working unit.

We hope this Guideline will be useful as a reference for any agricultural and forestry agent in the field.

Jakarta, April 17, 2002

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GUIDELINES OF FIELD EXTENSION TEAM (FET)

I. BACK GROUND

One objective that will be achieved in agricultural and forestry extension is to encourage farmers initiate and perform agricultural and forestry extension activities.

To accelerate the achievement of this objective, farmers need to be assisted by a team of extension workers called Field Extension Team (FET). The team is based in Rural Extension Center (REC) at sub district level. Members of FET are agricultural and forestry extension workers in sub district areas, as well as voluntary extension workers, which may include experienced farmer, farmer group leader, and representatives NGO, and private sector.

To make it possible for FET to perform to its purpose, a guideline needs to be developed. It is hoped that this guideline would be used as a reference for district or local government officials in establishing FET in each sub district.

II. OBJECTIVES

General Objective

General objective of FET establishment is to perform productive, effective, efficient, and sustainable agricultural and forestry extension activities in sub district by involving the participation of voluntary extension workers, particularly farmers.

Specific Objective

Specific objectives of establishing FET are :

1. To facilitate development of agricultural and forestry programme and plan in sub district;
2. To facilitate farmers' managed agricultural and forestry extension activities;
3. To strengthen partnership between government and non-government sectors in performing agricultural and forestry extension;
4. To promote self-sourcing and self-financing of farmers in managing agricultural and forestry extension;
5. To facilitate development of partnership between farmers and other agribusiness personnel dealing with the requirement of farm production inputs, application of technology, provision of funds, processing and marketing.

III. OUTPUT

Expected outputs of FET are:

1. Developed program and planning of agricultural and forestry extension in Rural Extension Center (REC)/Sub district;
2. Performed farmers' managed agricultural and forestry extension activities;
3. Growth of farmers' self-sourcing and self-financing in performing agricultural and forestry extension;
4. Developed partnership between government and non-government sectors in conducting agricultural and forestry extension in sub district area;

5. Developed partnership between farmers and other agribusiness personnel dealing with provision of farm production input, application of technology, provision of funds, processing and marketing.

IV. HOME, BASE, MAIN TASK AND FUNCTION

Home Base

Home base of Extension Team (FET) is Rural Extension Center (REC) coordinated by a coordinator of extension workers of its REC that is appointed by chief of sub district's decree*). Members of FET are all agricultural and forestry extension workers in the sub district region including those who are recognized and considered as volunteer extension workers such as experienced farmers, farmer's group leader, NGO, and private sector.

Main Task

Main task of FET is to facilitate agricultural and forestry extension activities, beginning from development of program, planning, implementation, and monitoring and evaluation, as well as to develop partnership between farmers in sub district region and other agribusiness personnel dealing with provision of farm production input, application of technology, provision of funds, processing and marketing.

*) For DAFEP sites only

Function

To perform the above-mentioned tasks, FET has the following functions:

1. To facilitate establishment of Farmer Groups' Activities Management Unit (Unit Pengelola Kegiatan Gabungan/UPKG);
2. To facilitate PRA activities in villages and notify farmers' potencies, problems and alternative solutions;
3. To facilitate in forming and planning family activities, group activities, village activities, and village extension activities that are based on PRA decision ;
4. To develop agricultural and forestry extension program and plan of action in sub district level based on farmers' needs in their respective sub district region;
5. To facilitate implementation of participatory approach in conducting agricultural and forestry extension activities;
6. To conduct participatory monitoring and evaluation on agricultural and forestry extension activities and report the result to the head of agricultural information and extension center/agricultural information and extension office/ agricultural and forestry information and extension office (BIPP/KIPP/KIPPK);
7. To develop coordination among FMA in the sub district by conducting meeting with UPKG members at least once a month;
8. To facilitate training for farmer leaders.

V. WORKING MANAGEMENT AND WORKING LINKAGE MANAGEMENT

Working Management is as follows:

1. FET meeting to be held at least once a month and additional meeting as required if possible;
2. FET meeting discusses not only technical problem and experience, but also problem faced by other side and be used as media of coordination between FET and UPKG's members;
3. Extension workers conduct participatory supervision, both individually and collectively.

Working Linkage Management

Interrelation working linkage among FET members is based upon functional and professionalism developed under equality principle.

VI. BUDGET

Operational budget for FET is borne under the district budget for Revenue and Expenditure (APBD) and DAFEP.

VII. CONCLUSION

In order to make FET work effectively and efficiently, each district is recommended to develop a technical guidance to comply with local specific needs.

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