SON LA PROVINCIAL PEOPLE’S COMMITTEE

GUIDELINES
ON PARTICIPATORY AGRICULTURAL EXTENSION METHODOLOGY
PAEM

SFDP Manual PAEM 1

May 2003
The guidelines on Participatory agricultural extension methodology (PAEM) describe the technical aspects of how to do participatory extension, especially how to set up and monitor agricultural trials on farmers’ fields. The guidelines have been elaborated in a long process by AEC, SNV and SFDP Song Da. SFDP (Song Da) and SNV (since 1999). It was approved in July, 2003 by Son La Provincial People’s Committee.

The complete set of documents consists of:

1. **Provincial PAEM Guidelines Son La— including monitoring forms** —SFDP Manual PAEM 1
2. PAEM field guide —SFDP Manual PAEM 2
4. ToT Book – SFDP Manual ToT 1
5. ToT Book for advanced trainers (forthcoming) – SFDP Manual ToT 2
7. Training Logbook for Tot participants – SFDP Manual ToT 4

These documents have been developed based on the cooperation of Dien Bien and Son La Extension Center and the practical experiences in 02 plot districts, Yen Chau and Tua Chua since 1996.

We hope these documents can serve as a basis for discussion on demand-based extension in the other provinces in Vietnam.

All the documents used in this process are available online: [http://www.mekonginfo.org/partners/SFDP/index.htm](http://www.mekonginfo.org/partners/SFDP/index.htm)

Or through our project office:

**Social Forestry Development Project (SFDP) Song Da**

1A – Nguyen Cong Tru, Hanoi
Tel: +84 (04) 8214768/71
Fax: +84 (04) 8214765
E-mail: gtzsfdp@hn.vnn.vn
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1. Introduction to PAEM

1.1. PAEM concept

PAEM is an approach how to make good, participatory and farmer lead agricultural extension, and how to make sure that action and learning by doing can take place in farmer's field.

The approach is based on the principle that farmers learn best by own experiences,

The PAEM approach promotes the interaction between farmers and extension workers aiming at improving a joint learning process.

1.2. PAEM objectives

- To enable farmers to take decisions by themselves what in their situation is the best solution.
- To facilitate farmers in continuously building up new knowledge by setting up, monitoring, and evaluating trials on their own fields and in up-scaling.
- To enable extension workers to facilitate farmers during implementation of the extension activities in accordance with farmers' demands.
- To build up the capacities of the extension service to manage and to monitor agricultural extension activities.

1.3. Rational for PAEM

Conditions for agriculture in Son La province are highly diversified, and there is no solution or answer that would fit for every location.

Agriculture in Son La is steadily developing, technologies and policies are changing, and new varieties are being introduced to the farmers.

Farmers have steadily to create and adapt new knowledge for the right decision making in this changing environment.

1.4. Activities in PAEM

- Establishing trials: One of the most important activities in participatory extension is to support farmers in setting up trials, and facilitate the monitoring and evaluation of the trial. Trials are a new practice, carried out on a small area of a farmer's field, separated always into 2 plots. One plot is for testing a new technique; the other plot is for applying the common technique as comparison. There are seven steps for implementing trials. Detailed guidelines about this activity are given in the next chapter and in the annex.
• Establish demonstration: If the trial proves the success of a new technique and its adaptability CEW can assist and motivate farmers to replicate the trial results to their own fields on a wider scale.

• Training: training for farmers on technical issues should always be according to farmers' demand, and always contain practical parts or exercises, so that farmers can learn from experience and not only from lecturing.

• Cross visits: can be organised either between villages of the same commune or between villages of two different communes not too far from each other. One day should be enough for each cross visit if it is well prepared in advance.

• Study tour: In some cases, it is not easy to convince farmers about new things. For example, a new variety of fruit tree or a new technique that they have never seen before. Study tours to villages where farmers apply it already successfully may open up minds and broaden the experiences of farmers.

• Input supply: Trials may be supported by providing input like seed or fertiliser.

• Facilitate interest groups: For some activities (e.g. poultry raising, bee keeping), it is very suitable if farmers support each other within one group of the same interest in production. The CEW could facilitate these groups.

2. Agricultural trials

2.1. A trial has three main objectives:

• on-field training: observe adaptation of a new technique in the local context, facilitate farmer discussion on technical issues.

• collecting accurate information and data on local farmer practices: accurate measurement of the practices in the farmer plot to determine from a technical point of view, which are the technical constraints of the yields

• testing and finding sustainable solutions for improving yields and incomes of the farmers: a trial is a research process with the farmer and should help to find better solutions that the solutions which are proposed on a large scale by the media

2.2. Implementation standards for trials

• Agricultural trials are implemented at village level, i.e. a trial is discussed with all households of a village.

• Per village only one trial should be carried out per season.

• In a trial, only new technologies and practices are to be tested.
A trial area should be around 250m² per household for irrigated paddy fields and up to 1000m² for rainfed or upland fields.

In one trial, 3 to 7 households are directly involved per village. Each household directly involved proposes one of his fields where to establish the trial. In each of this field, there will be at least 2 plots: one plot for the control (ND) or local farmer practice (very important) and another for the new technique (TN) to be tested (the 2 treatments have to be compared in the same conditions, mean in the same field – same water level, same crop before, same soil, same etc…). In most of the trial, the difference of technique between ND and TN will be one factor for example, a different variety, a different fertilisation, manure, density, etc… The division between the farmer practice plot (ND) and the test plot (TN) should be very clear in the field. Signs indicating basic information about the trials are posted in the fields.

Close monitoring and a final evaluation have to be done on the base of the monitoring forms given in the annex.

Payment standards for a trial. The farmers will contribute labour cost for the implementation of all aspects of the trial. The Extension station will provide one extension worker for the duration of the trial and provide material support both in terms of agricultural inputs and stationary and other materials needed during village meetings, field monitoring and farmer training and field conferences.

Payment standards for CEW. The CEW will receive a standard monthly allowance plus an additional working fee for the village meeting, each monitoring visit carried out as planned during the trial establishment and the field conference. For remote villages that are further away that 5 km of the commune centre the CEW will also receive a travel allowance according to the current policies.

2.3. The seven steps for implementing trials

1. Preparation of the first village meeting
2. Organizing the first village meeting
3. Meeting with group of selected farmers
4. Designing the trial together with the farmers
5. Monitoring the trials (extensionists with farmers)
6. Planning and organizing the field conference
7. Conducting the field conference – reporting the trial results

The steps are explained with more detail in Annex 1. For the extension worker, there is a PAEM field guide with the seven steps, illustrations, and the monitoring forms that are necessary for monitoring and evaluation of trials.

1 Beside the importance of having control plots, the farmer plot is a mean to learn in details on the traditional farmer practices, to make a kind of accurate diagnosis of the agronomic situation. The diversity of the mountainous area is a rich fund of knowledge that could be lost in the future if no body care about it.
3. Management of PAEM

3.1. Planning based on VDP Results

Every year the management has to decide which activities in which villages the extension workers will guide. This selection is based on the demands from the villages (VDP) and reviewed according to the capacity of the extension station. Final plans must fit into the frame of the budget as well as the capacity of the extension workers (time available and skills of the extension worker). Each extension worker should get the responsibility of some fixed activities in a certain commune according to their skills and the time they will be available. A format for detailed activity planning is presented in Annex 3. A meeting should be organized by the management in order to make a more detailed planning together with the district staff of AES as well as the commune extension workers. Date, duration and participants see table 3.

Each month the management of AES should organize a meeting in which the planning for the coming month is discussed with their staff (see annex 5). The monthly planning is mainly based on the yearly planning in which the time to start until the time the activity will end is mentioned. However, review of the activities not yet completed in the on-going month will require changes for the next month. Thus monthly planning always starts with the evaluation of the on-going activities. In addition, Extension workers have made appointments already with farmers, VMB's and commune extension workers. These must be incorporated in the monthly planning. Date, duration and participants see table 3.

3.2. Monitoring and evaluation in PAEM activities

It is very important to have monitoring and management of all the activities in VDP, especially the trial activities of PAEM. It helps extensionists with the management and the farmers with daily monitoring based on the unprejudiced and accurate evaluation of implementing the agricultural extension activities every week, every month, every year, i.e. installation of trials, application of the new seedlings and techniques into production on a larger scale.

Tasks and responsibilities of the farmers (when implementing PAEM)

1. To invite their family members and other households as well as other people in the village for every visit of the commune extension worker
2. Participate in all meetings and monitoring visits of the commune extension worker
3. Do the work correctly in his trial plot and control plot according to the trial outline
4. Note his activities in a logbook according to the outlines
5. Inform CEW in time if problems arise
6. In case of a successful result of the trial the farmer participating in the trial should in the first year after the trial be available for other farmers or act as resource person to others.
Tasks and responsibilities of the commune extension workers (when implementing PAEM)

1. Assist the Village Management Board in informing the farmers about the first meeting and the last meeting of every activity in every village of his commune.
2. Organize the 2 meetings for every activity per village.
3. Participate in the 2 meetings (the first meeting and the last one named the field day).
4. Translate from Kinh in the local language of the village and vice versa (if possible)
5. Facilitate the communication so that the farmers also express their opinions.
6. Report about the 2 meetings in the logbook given to the farmer who will execute the trial and provide one copy for AES.
7. Help the farmer to fill in the logbook according the outlines.
8. Assist the DEW.
9. Participate every month at the meeting with AES to report about all agricultural activities of last month and make the planning for next month.
10. During the trial once every two weeks the CEW visits all farmers conducting a trial in his commune, discusses progress of the trial with all farmers and reports to the District Extension Worker.

Tasks and responsibilities group of commune extension workers (when implementing PAEM)

1. The group commune extension worker is responsible for all activities in a fixed region, i.e. a number of communes.
2. The group commune extension worker informs the CEW, the commune management board and the village management boards about every activity.
3. The group commune extension worker discusses the problems related to the activity and in consultation with the farmers formulate the objective of the trial and fix a day, time and place he/she visits each week/2 weeks/month the village.
4. The group commune extension worker discusses the program of his/her visits (outlines of the trial) together with the village and the CEW. In this planning he indicates: general information meeting (problems, objectives), monitoring visits and finally a field day (activities should not be mixed up, i.e. one visit per activity and two activities can not be treated at the same time).
5. In the same meeting (see point 4) the group commune extension worker explains the practical utility to set up a group of interested farmers for at least the time the activity will last (this should not be a pre-condition) with a number of internal rules. This is not compulsory and the rules can be made according the decision of the farmers.
6. This first meeting of every activity must be well prepared. The farmer on which land a trial will take place, is encouraged to take notes of all the activities, dates, results and other data (see outlines for the farmer).

7. For every monitoring visit the group commune extension worker prepares a list of questions, which have to be agreed upon by the responsible person of AES one week before the visit, will take place. For every monitoring visit, all farmers interested in this activity will come together and the questions, prepared by the district extension worker, will be discussed.

8. After every monitoring visit the group commune extension worker fills out the rest of the form on which he/she prepared the questions which will be sent to AES as soon as possible.

9. The group commune extension worker is responsible to fill in correctly each month his/her working calendar per activity, the kilometres per activity and other expenditures for every activity. These forms have to be signed by extension worker. If payments are made to third parties, their signature should be on a special receipt on which clearly is stated for which activity he/she has been paid.

10. The field day is to evaluate the activity together with the farmers who participated in this activity (not only the farmer on which land the trial took place!). The group commune extension worker is final responsible for the content (subjects to be discussed) of the field day.

11. The group commune extension worker has to fill in the report for each activity. Technical information should be filled in as well as other data. The final report will be offered to the AES.

12. If any problem occurs, the group commune extension worker informs AES. This might be agricultural problems as well as lack of participation or any other kind of problem which effects the activity.

Tasks and responsibilities of the Agricultural Extension Station (when implementing PAEM)

1. AES is responsible to execute the activities as agreed upon in the contract.

2. AES is responsible to devise the activities per district extension worker in which he assigns every extension worker to a fixed region with no regard of the activities.

3. AES is responsible for the well functioning of the extension workers.

4. AES is responsible for the monthly and weekly planning in consultation with the extension workers.

5. Every month a jointly meeting is organized by AES in order to evaluate the activities of last month and to make the planning of next month. Group commune as well as commune extension workers are invited to participate in this meeting.

6. AES is responsible for the subject to be discussed during every monitoring visit as well as the questions to be discussed (the group commune extension worker is responsible to prepare this document and the management signs for agreement).
7. AES is the final responsible for the forms to be filled in after every monitoring visit. These forms should be signed also by group commune extension worker and the leader of the group of farmers (or village leader).

8. AES is the final responsible for the financial reports and the content of these reports. These reports should be handed over to the AEC. For every activity the management makes an overview of the costs and signs this form as well as the total overview of every month.

9. AES is responsible for the final signed report of each activity.

**Tasks and responsibilities of the AEC (when implementing PAEM)**

1. The management is responsible for the annual plan of all agricultural extension activities that take place in the province regardless of the funding source.

2. The management is responsible to divide the activities to the districts according to their implementation capacity and needs as identified during the VDP.

3. The management is responsible for the well functioning of the district agricultural extension stations and all its staff at district, group commune and commune levels.

4. The management collects the monthly plans of the district extension stations in order to assign monitoring responsibilities to its staff.

5. The management organizes monthly meetings in which all staff of the AEC take place and review and evaluate ongoing activities at the center and prepare a monitoring plan for the next month.

6. The management organizes a quarterly meeting for all district extension stations in which the activities of the districts and communes are evaluated and progress discuss.

7. The management collects the trial and demonstration data of the districts and documents these in the form of fact sheets or farmer information leaflets.

8. The management is responsible for the final approval of the budget spending of agricultural extension activities.
ANNEXES
Annex 1: The seven steps of implementing trials

Steps 1: Preparation of the first village meeting

- The CEW should provide a support to the village management board
- Date, place and time of meeting
- Who to invite (consider gender balance)
- Who will send the invitation
- Objective and content of the meeting
- What material is necessary to prepare (VDP)
- What resources are available to support the village (techniques, capital, materials, etc…)?

Step 2: Organizing the first village meeting

Conducting the first village meeting

- The meeting is chaired by the head village
- A secretary of the meeting is selected
- A meeting should not last too long

Only discussing the contents prepared in advance

Selecting the households joining the implementation of trials

Having a minutes of the village meeting at the end of the meeting.

Step 3: Meeting with the selected households

A meeting focuses on:

- Together with the selected households to agree on the locations and the size of trial as well as comparison.

- Having the mutual agreement and commitment to each selected household.

- Guiding the technical issues of the trial (methods to select the trial and control plots, techniques and seasons for making the soil, techniques on plantation, caring, using fertilizer).

- Guiding how to work on the monitoring book.

- Making the monitoring plans (visiting the trials).
Step 4: Install the trial together with the selected households

- Based on the suitable seasons, there is an agreement between the commune extension worker and the selected households.

- The extension workers together with the village management board pay a visit to the selected households' trials to take care the different activities (soil preparation, input service such as varieties, fertilizer, other materials, etc...).

- Monitor the implementation of trials (if the trial and control plots ensure the objective requirements and meet any difficulties or not).

Step 5: Monitoring the trials (extensionists with farmers)

- Participants consist of the selected households and the interested ones for the trials.

- The outstanding issues during implementation are discussed with the selected households.

- The households are provided a support with noting down the growth of the crops and the applicable techniques for the trial and control plots, as well as the pests.

- This is an important task that helps the households discuss together and come into conclusions to be discussed in the field conference.

- It is a basis for the commune extension workers to take notes and report the AES, who will elaborate the technical materials in accordance with each kind of crop and the applicable techniques.

Step 6: Planning and organizing the field conference

Plan for field conference: When crop harvest comes, this is an appropriate time for analysing the trial results with the villagers and households from other villages. Field conference should be planned in advance and the selected households are responsible for inviting other households to join the field conference (gender related issues must be paid attention to).

The field conference should be organised at harvest time. The selected households and the DEW as well as CEW harvest the crops from the trial (trial plot and control plot separately) and measure the yield, and make the correct calculations of cost and benefit.

The extension workers should provide a support to the selected households with preparations:

- A list of participants in the field conference
- Time and place for the field conference
- Presentation of trial results (input services should be put in advance)
- Questions for discussions
- The monitoring book used for the field visits
A table form with the harvested results of 07 trials should be put into Ao paper (input, output, expenditures and benefits).

**Step 7: Conducting the field conference – reporting the trial results**

This is the most important moment in PAEM, when the selected households evaluate the result of the trial and the control plot. And they draw the conclusions and lesson learnt, which they learn from trials on their own field.

The households taking responsibility for implementing the trials will report the trial results to the concerned people, who cannot join the field conference.

- The field conference should be organized at harvesting time
- Both the trial and control plots are harvested.
- The extensionist and households calculate the productivity.
- Calculate and balance the total expenditures and prices on the sale market
- The actual results of the trial and control plots are discussed during the field conference and the recommendations will be concluded.
- The final report is done for one trial.
Annex 2: monitoring book

Monitoring book

Trials/models

(Used by the commune extension worker (CEW))

Trial on: ............................................................................................................
Purpose of trial: ......................................................................................................
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Name of CEW: ........................................................................................................
Working institution: ..............................................................................................

Year 2003
1. Activity monitoring

Preparing the first village meeting

Date: .................................................................................................................................

Participants discussed with (names): ..............................................................................

Commune People’s Committee (CPC) .............................................................................

Village Head ....................................................................................................................

Village Management Board ...........................................................................................

District Extension Station (DES) ......................................................................................

Date for the first village meeting: ...................................................................................

Person to mobilize people: .............................................................................................

Items to discuss during first village meeting:

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Comments on preparation discussion:
2. Report on the first village meeting

Date: ........................................................................................................................................
Village: ....................................................................................................................................
Trial: .........................................................................................................................................
The number of participants: female........... male...........
present: Commune People’s Committee yes no
Village Head yes no
Village management board yes no
Farmers’ Association yes no
Women’s Union yes no
District extension worker yes no
Farmers’ trial group formed: yes no
Households selected: 1..............................................................
2..............................................................
3..............................................................
4..............................................................
5..............................................................
6..............................................................
7..............................................................
Group head ..............................................................
Vice group head..............................................................
3. Meeting with the selected farmers

Planning for site visits

(This plan will be agreed with farmers in the first village meeting)

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Time</th>
<th>Main Responsibility</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Morning/ Afternoon</td>
<td>Date</td>
<td>Farmer</td>
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(Notes: If not enough space please continue on the back of this page)

Date
Signature of the commune extension worker

Date:
Farmer’s signature

Date:
Approval by head of agricultural extension section
4 Designing a trial plot

1. Basic data

Name of the selected farmers:........................................................................................................................................
Village................................................................................Commune.................................................................................
Total trial area (included control plot):.................................m²

<table>
<thead>
<tr>
<th>Formula</th>
<th>Area (m²)</th>
<th>Note (variety, slopping, soil type...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Trial plot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Control plot</td>
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</tbody>
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2. Trial scheme

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5  Report Monitoring visit no_____

Date: .......................................................... from........o’clock to ..........o’clock

Village: ...........................................................

Trial on: ...........................................................

<table>
<thead>
<tr>
<th>Name of participants</th>
<th>M/F</th>
<th>plot visited: yes/no</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Monitoring criteria**

<table>
<thead>
<tr>
<th>Criteria monitored</th>
<th>How to monitor</th>
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<tbody>
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<td></td>
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</tbody>
</table>

Points discussed:

Farmers’ comments:

Extension worker’s comments:

Extension worker’s signature
### Code number

6 Planning for field conference

**Name of CEW/Field worker:**

<table>
<thead>
<tr>
<th>No</th>
<th>Content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Commune</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Village</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Name of farmer</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Name of activity</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Objectives of activity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Planning for field workshop/harvesting day</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>morning/afternoon</td>
</tr>
<tr>
<td>9</td>
<td>Estimated area for harvesting</td>
<td>Trial plot</td>
</tr>
<tr>
<td>10</td>
<td>Objectives of field conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Number of VMB/commune members are invited</td>
<td>Male</td>
</tr>
<tr>
<td>12</td>
<td>Number of other households are invited</td>
<td>Male</td>
</tr>
<tr>
<td>13</td>
<td>Number of farmers from other villages are invited</td>
<td>Male</td>
</tr>
<tr>
<td>14</td>
<td>Estimated cost for drinking water</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Questions are prepared to ask farmers by commune extension worker</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Method of field workshop</td>
<td></td>
</tr>
</tbody>
</table>

*(Notes: If not enough space please continue on the back of this page)*

CEW’s signature: ______________________  Date: ______________________
7 Field Day report

7.1.

Date: ...........................................................................................................................................................................

Village: ........................................................................................................................................................................

In household of (name): ................................................................................................................................................

Number of participants: male.......................................................... female.................................................................

<table>
<thead>
<tr>
<th>present:</th>
<th></th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commune People’s Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Head</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Management Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmers’ Association</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Union</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District extension worker</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Farmers’ evaluation on the results of the trial

<table>
<thead>
<tr>
<th>Observations</th>
<th>Trial plot</th>
<th>Control plot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively applied technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments:
7.2. Trial costings

**Input costs (being calculated based on the actual area)**

<table>
<thead>
<tr>
<th>Materials</th>
<th>Trial plot</th>
<th>Control plot</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantit y</td>
<td>Unit price (VND)</td>
<td>Total (VND)</td>
</tr>
<tr>
<td>1..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>2..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>3..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>4..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>5..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>6..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Total</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>

**Labor cost (based on the actual area)**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Trial plot</th>
<th>Control plot</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>2..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>3..............</td>
<td>..</td>
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<td>..</td>
</tr>
<tr>
<td>4..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>5..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>6..............</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Total labor</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Labor cost (VND/ a labor)</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Total (VND)</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>

**Formula**

- Area (m²)
- Statistic yield (quintal/ha)
- Actual yield
  - Quantity per plot (kg)
  - quintal/ha

<table>
<thead>
<tr>
<th>Formula</th>
<th>Area (m²)</th>
<th>Statistic yield (quintal/ha)</th>
<th>Actual yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Trial plot</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>2. Control plot</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>

**Balance:** Selling price: ............. VND/kg

<table>
<thead>
<tr>
<th>Formula</th>
<th>Material cost (VND/ha)</th>
<th>Labour cost (VND/ha)</th>
<th>Total cost (VND/ha)</th>
<th>Total income (VND/ha)</th>
<th>Balance (VND/ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Trial plot</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>2. Control plot</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>
### 7.3. Overview

<table>
<thead>
<tr>
<th>Trial name</th>
<th>code number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selected households</th>
<th>trial plot</th>
<th>Control plot</th>
</tr>
</thead>
<tbody>
<tr>
<td>area (m²)</td>
<td>yield (kg)</td>
<td>total cost</td>
</tr>
<tr>
<td>income balance</td>
<td>area (m²)</td>
<td>yield (kg)</td>
</tr>
<tr>
<td>total cost</td>
<td>income</td>
<td>balance</td>
</tr>
<tr>
<td>1/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Average/household = Total/the number of households)

Name of the extension worker: [Signature]
### 7.4. Evaluation Day report

Date:..........................................................................................................................................

Number of participants:..................................male..................................female............................

<table>
<thead>
<tr>
<th>Group</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commune People's Committee</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Village Head</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Village Management Board</td>
<td>yes</td>
<td>no</td>
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<td>Farmers’ Association</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Women’s Union</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>District extension worker</td>
<td>yes</td>
<td>no</td>
</tr>
</tbody>
</table>

**Comments of the farmers in terms of**

**Issues concerning implemented trial:**

- Farmers’ income
- Technique applied?
- Risks of the trial:
- Suggestions for improvement

**Issues concerning trial duplication:**

- Cash/inputs available?
- Labor available?

**Conclusion**

...
Annex 3: The monitoring book (for farmers)

Trial on: ............................................................................................................................................

Purpose of the trials & demonstrations................................................................................................
Purpose of the trials & demonstrations................................................................................................
Purpose of the trials & demonstrations................................................................................................
Purpose of the trials & demonstrations................................................................................................
Purpose of the trials & demonstrations................................................................................................
Purpose of the trials & demonstrations................................................................................................

Starting date:........................................................................................................................................
Household’s name:............................................................................................................................... Location:........................................................................................................................................

Village.........................................................Commune.........................................................District:........................................................

Issues during on-field visit ................................................................................................................

On-field visiting date:..........................................................................................................................
On-field visit’s time:.............................................................................................................................

Farmers’ observation and comments

<table>
<thead>
<tr>
<th>Trial plot</th>
<th>Control plot</th>
</tr>
</thead>
<tbody>
<tr>
<td>............................................................</td>
<td>............................................................</td>
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</tbody>
</table>

Topics discussed:............................................................................................................................

Number of village households participates: male..............................................female..........................
Number of households from other villages: male..............................................female..........................
Other ideas:.................................................................................................................................
Annex 4: Agreement with farmers

Agreements with farmers during trial and demonstration implementation

1. Name of a commune extension worker: ______________________________
2. Name of a farmer: _____________________________________________
3. Name of a village and commune _________________________________
4. A responsible person of the village management board: ___________
5. Trial on: _____________________________________________________
6. Purposes of the trial and demonstration: __________________________
7. Area of the trial and demonstration: ______________________________
8. Supplied materials: ____________________________________________
9. Other items of this agreement: _________________________________

9.1. The farmers will abide by the following tasks:
- Exactly carrying out all activities based on the agreed area and main purposes of the trials and demonstrations.
- Taking note into the monitoring book with the implemented activities.
- Informing the commune or district extension worker (CEW) about the outstanding issues.
- Joining all the meetings and on-field visits at trial and demonstration plots.
- Inviting other households in the village for visiting and participating in the field conference.
- When finishing the trial and demonstration, success or failure of the trial and demonstration should be considered. If necessary, the selected household and others should agree upon the experiences as well as values of the trial and demonstration.
- In case the selected household does not follow the above items, which affects the trial and demonstration, that household must compensate for all the supplied materials and cannot get the allowances for the on-field visits and field conference.

9.2. The agricultural extension section will abide by the following tasks:
- Ensuring that the extension workers have necessary technical knowledge for monitoring the trial and demonstration.
- All the necessary materials for the trial and demonstration will be provided through the district and commune extension workers.
- The agricultural extension section will not compensate for any damages or failures caused by the bad weather. The households have rights to enjoy all the harvested products.

10. This agreement is valid since its signing and is terminated when the trial and demonstration are finished.

Signature __________________________ Date: ________________
Farmer

Signature __________________________ Date: ________________
Village management board

Signature __________________________ Date: ________________
Commune extension worker