

STUDY MISSION TO VIETNAM

SURVEY GUIDELINES
FOR THE
AREAS SELECTED FOR THE STUDY

30/10/2011
ICA



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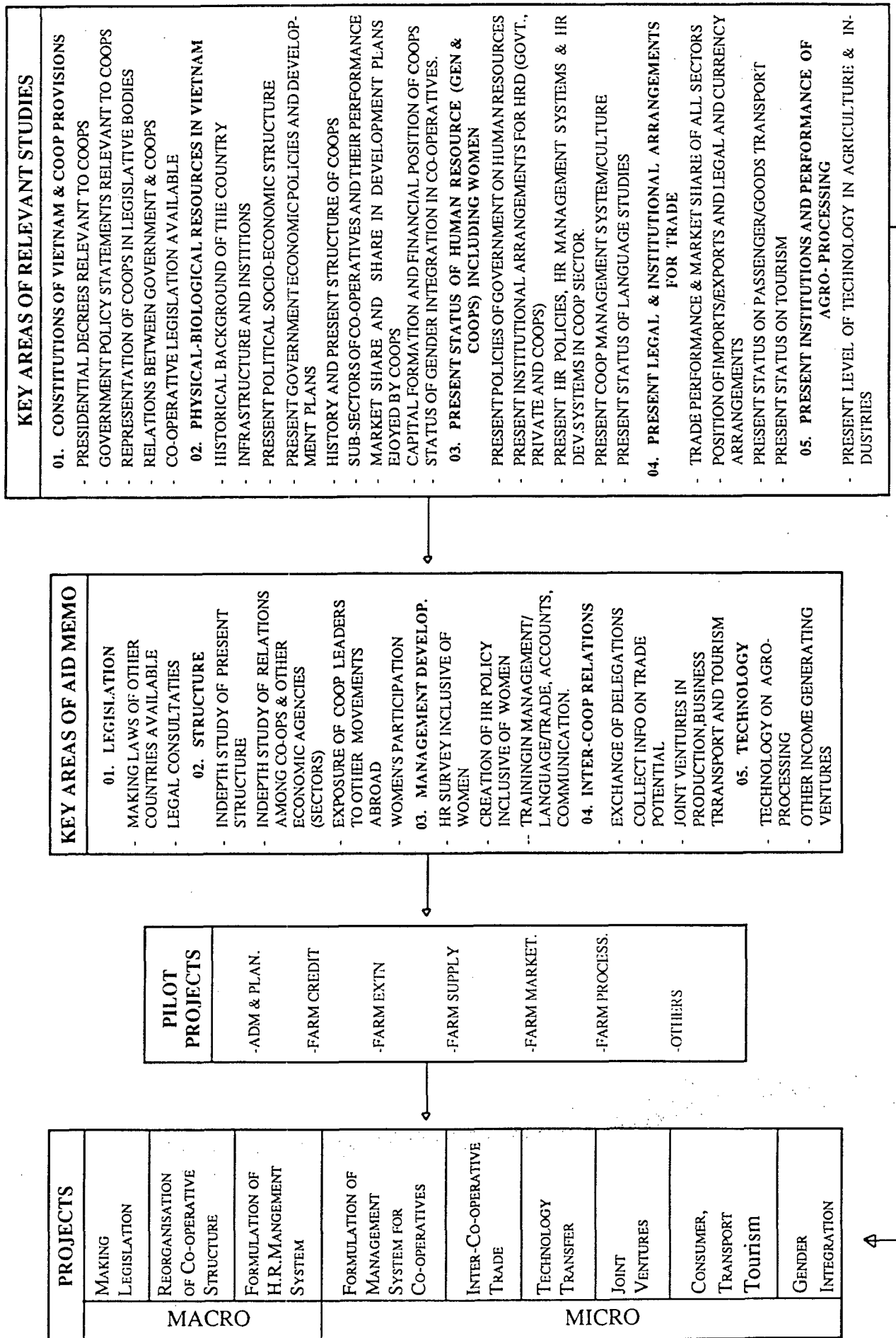
Vietnam Survey Format

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SCOPE OF STUDIES TO BE UNDERTAKEN IN VIETNAM

SOURCE: ICA AID MEMO



VIETNAM

01. Physical & Biological Resources

01..01 Location

Absolute and relative location of the country and its territorial waters.

01.02 Physiography

- Topography :
- Soils :
- Water bodies :
- Land
 - Highland :
 - Medium highland :
 - Medium lowland :
 - Low land :
 - Very lowland :
 - Forests :
 - River system -
water levels and marshy flow :

01.03 Climate

- Mean monthly temperature :
- Humidity :
- Monthly rainfall :
- Chronology of major cyclonic
stores and tidal surges :

Monthly temperature, humidity and rainfall

Month	Temperature		Average humidity	Rainfall in mm	Remarks
	Minimum	Maximum			
January					
February					
March					
April					
May					
June					
July					
September					
October					
November					
December					

01.04 Land

Land ownership (Government, Private and Co-operatives)

Source	Extent
Government	
Private	
Collective	
Total	

Land ownership

Category	No. of families/Individual farmers
Landless	
Less than 0.5 hectares	
0.6 to 1.5 hectares	
1.6 to 2.5 hectares	
2.6 to 3.5 hectares	
3.6 to 4.5 hectares	
4.6 and above	
Total	

Land Utilization

Land use	Hectares	
Paddy cultivation		
Vegetables		
Orchards		
Coconuts		
Grass		
Forrest		
Spices		

Agricultural Production

Crop	No. of Farmers	Area	Annual Production	Market Surplus	Market Share
Rice					
Vegetables					
Oil seeds					
Fruits (orchard)					
Coconut					
Spices					
Total					

Livestock production

Animals	No. of Farmers	Area	Annual Production	Market Surplus	Market Share
Cows					
Beef cattle					
Poultry					
Pigs					
Goats					
Sheep					

Agro-Processing Industries

Type of industry/ Machinery	Ownership				Total
	Govt.	Co-ops	Indls.	Jointly by Govt/Coops	
Rice Mills					
Canning					
Oil Mills					
Meat Processing					
Dairy processing					
Tractors					
Combine Harvesters					
Fertilizer Factories					
Agro-machinery(pump sets,etc)					
Laboratories					
Research stations					

Availability of Agricultural inputs

Input	Annual Requirement	Local Product	Imports	Deficits
Veg.Seeds				
Seed Paddy				
Fertilizer				
Insecticides/Pesticides				
Hybrid varieties of stud animals				
Vaccines				
Cattle feed				
Chicken feed				

Meat and Dairy production and processing

Product Consumption	Local Production	Imports	Deficits
Fresh milk Pasteurized milk Sterilized milk Butter Cheese Yoghurt Ghee Ice Cream Butter oil Others			
Frozen meat Fresh meat Sausages and others Processed meat (Ham, bacon, etc.) Canned meat			

Dairying Facilities

Type of Facility	Requirement	Locally-met	Imported	Deficit
Dairy sheds Breeding cattle Breeding goat Chilling plant Powdering plant Other processing plants Browsers Vehicles Laboratories Chemicals Vaccines Medicines Vitamins				

Forestry Products

Type of Product	Requirements	Locally produced	Imports	Exports	Deficit/Surplus
Timber for house building					
Household furniture					
Energy products					
Paper					
Other					

- No. of saw mills - locations :
- No. of paper mills - locations :
- No. of furniture manufacturing industries - locations :

Agricultural Extension Services

- No. of farm guidance workers/extension workers :
- No. of Veterinary surgeons :
- No. and types of Agricultural technicians & engineers :
- No. of Agronomists :
- Skilled farm labour :
- Agricultural research officers :

Describe the Agricultural extension system in the country & how the co-ops are committed to it?

Fisheries

- Marine product potentiality :
- Aqua-culture - varieties of fish, breeding stations, research stations :
- Fish production and consumption :
- Facilities for processing - ice plants, canning facilities, drying facilities, boats, trawlers, net, vehicles :
- Fish imports and exports.

Administrative system

No. of Regions/Provinces/Divisions and their names

Division	Total area in sq.kms.
<i>Rural areas</i> - Divisions - Govt.divisions - Villages <i>Urban areas</i> - Municipal councils - Town councils	

02. Infrastructure

02.01 Power

Vietnam energy commodity balance

Source/ Flow	Natural gas	Crude oil	Petroleum products	Coal	Traditional fuels	Electricity	
						Hydro	Thermal
<i>Total supply</i>							
Primary Production							
Inputs							
Exports							
<i>Use</i>							
Domestic							
Industrial							
Commercial							
Transport							

02.02 Rural Electrification

Item Description	Nos.
<ul style="list-style-type: none"> - No. of villages in the country - No. of villages covered by electricity. - Total No. of households in the country - No. of households having electricity. 	

03. Roads

03.01 Road length as per broad category type

Category of roads	Length in KMs.	Mileage			
		Paved	Tarred	Graveled	Earthen
<ul style="list-style-type: none"> - National Highways - Regional Highways - Feeder Roads - City Roads - Village Roads 					

03.02 Villages not covered by roads.

03.03 Hill tracks not covered by roads.

04. Transport

04.01 Capacity of Transport

<i>Ownership</i> <i>Type</i>	<i>Government</i>	<i>Co-operative</i>	<i>Private</i>
<ol style="list-style-type: none"> 1. Locomotives owned 2. Wagons 3. Coaches 4. Small buses & station wagons 5. Taxies 6. Bullock carts 7. Push carts 8. Passenger Planes 9. Cargo Planes 10. Helicopters 11. Passenger ships 12. Cargo ships 13. Motor boats 14. Boats 15. Bicycles 16. Cars 17. Motor cycles 18. Trucks 19. Jeeps 20. Tractors 			

05. Telecommunication

Facility	No.	
1. Post offices		
2. Telegraph offices		
3. Telephones		
4. Telex machines		
5. Telefax machines		
6. Radio Stations		
7. Radio sets		
8. T.V.Stations		
9. Televisions		
10. Others		

05.02 No. of villages not covered by post offices.

06. Banking

06.01 No. and names of commercial banks with locations.

06.02 No. and names of co-operative banks.

06.03 Villages not covered by any bank.

06.04 Performance of banks.

Type of Bank	Capital	Deposits	Credits advanced	Credits recovered
Government				
Commercial				
Co-operative				
Credit-co-operative				

06.05 Government receipts and expenditure

Head	Millions	
<i>Revenue Receipts</i>		
i. Taxes		
ii. Non-taxes		
<i>Development Receipts</i>		
i. Project		
ii. Food and commodities		
iii. Internal resources.		
<i>Total receipts</i>		

Head	Millions	
<i>Revenue Expenditure</i> i. Wages & salaries ii. Commodities and services iii. Others. <i>Development Expenditure</i> i. Agri. Food & Water resources & general insurance. ii. Industry iii. Transport and communications iv. Other services. <i>Total expenditure</i> Total Public expenditure as % of G.D.P.		

07. Insurance

07.01 Insurance companies operating in Vietnam

Company	Ownership (Govt/Co-op/ Private)	Year of Establish.	Class of Business	No. of Branches

07.02 Special Insurance schemes for farmers.

07.03 Special insurance scheme for fishermen.

07.04 Compulsory insurance for citizens.

08. Marketing

- No. of regulated markets.
- No. and location of godowns and storage
- No. and location of daily and weekly fairs
- Volume of commodities marketed by and types of markets

Commodity	Market			
	Regulated Wholesale	Regulated Retail	Village Fairs	Vendors

09. Foreign Trade

- Balance of payment position
- Balance of trade

Volume and value of commodity - import and export

Commodity	Exports		Imports	
	Volume	Value	Volume	Value

10. Balance of payment position

Item	1990	
<i>Current Account:</i>		
Imports (FOB)		
Exports (FIB)		
Freight & Insurance		
a) On Imported		
b) Earned		
c) Net		
Other goods and services (net)		
Balance		
Interest income (net)		
Transfers by non-resident citizens		
Grants and donations.		
Deficit/surplus -current A/c		
<i>Capital Account:</i>		
Aid and loans (net)		
a) Long-term (net)		
b) Short term (net)		
Other capital transactions		
Errors & omissions.		
Surplus/Deficit on capital budget.		

11. Balance of Trade

Item	Year
Export	
Import	
Balance	

Direction of Export by countries

Country	Exports	Imports

12. Finance

Receipts & Expenditure of the Government of Vietnam

Heads	Year
<i>Revenue receipts</i>	
a) Tax	
b) Non-tax	
<i>Development Receipts</i>	
a) Project	
b) Food & commodities	
c) Internal resources	
Total receipts	
<i>Revenue Expenditure (gross)</i>	
a) Wages & salaries	
b) Commodities and services	
c) Transfer	
d) Others	
<i>Development Expenditure</i>	
a) Agriculture/Water resources/Rural Institutions.	
b) Industry	
c) Transport and communications	
d) Other services.	
Total expenditure	
Population during the year.	
Per Capita expenditure	
Total Public Expenditure as	
% of GDP at current market prices.	

13. Revenue Budget of the Government

Heads	Year
<p>A. Total Tax Revenue</p> <p><i>Taxes on income and wealth</i></p> <ul style="list-style-type: none"> a) Corporate tax b) Taxes on income other than corporate tax c) Taxes on agricultural income. d) Estate duty e) Wealth-tax f) Gift-tax g) Land Revenue h) Income-tax i) Company tax on financial institutions. j) Miscellaneous taxes. <p><i>Taxes on commodities and transactions</i></p> <ul style="list-style-type: none"> a) Customs <ul style="list-style-type: none"> i) Imports ii) Exports iii) Miscellaneous b) Excise duties <ul style="list-style-type: none"> i) Excise ii) Surcharges c) Sales-tax <ul style="list-style-type: none"> i) On imports/exports ii) Locally made goods <p><i>Other taxes and duties</i></p> <ul style="list-style-type: none"> a) Stamp duties b) Other taxes and duties. <p>B. Total Non-tax revenue</p> <p><i>Income from property</i></p> <ul style="list-style-type: none"> a) Enterprises <ul style="list-style-type: none"> i) Post offices ii) Telegraph/Telephone iii) Railway b) Interest receipts c) Other income from property <ul style="list-style-type: none"> i) Forest ii) Defence iii) Civil works. <p><i>Fees and Miscellaneous receipts.</i></p> <ul style="list-style-type: none"> a) Agriculture, Fisheries and Livestock b) Industry c) Justice and police d) Education 	

Heads	Year
<ul style="list-style-type: none"> e) Health f) Radio and television g) Ports and portages h) Registration i) Miscellaneous fees and receipts <p>Total Revenue Receipts (A+B)</p> <p><i>Revenue Expenditure</i></p> <ul style="list-style-type: none"> a) Revenue collecting department b) Civil administration c) Defence d) Education e) Health f) Civil works g) Interest h) Misc.expenditure i) Contingencies <p>Net Revenue expenditure</p> <p>Resource surplus</p>	

Development expenditure of the Government by sector

Sector	Expenditure (Year)
<ul style="list-style-type: none"> Agriculture Industry Flood control and water resources Rural Institutions Power Natural Resources Transport Communication Education & Training Health Population control/Family Planning Physical planning & housing Others Total 	

14. Foreign Aid

Donor country/ Agency	Food aid		Non-project aid		Project aid	
	Grants	Loans	Grants	Loans	Grants	Loans

- Country's membership in economic committees

15. National Income

Sectoral growth rate and share of GDP

Sectors	Growth Rate	Share
Agriculture Mining & Quarrying Industry Construction Power, Gas, Water & Sanitary services Transport & storage Communication Trade Services Housing Services Public advances/Local government/Defence Banking and Insurance Professional & Miscellaneous services <i>GDP at constant prices</i>		

Gross Regional Product at constant market price

Sector	Total	Regions						
		1	2	3	4	5	6	7
Agriculture Mining & Quarrying Industry Construction Power, Gas, water & Sani. services Transport and storage Communication Trade Services Housing Services Public Advances/Local Govt./Def. Banking and Insurance Professional and Misc.services								

16. HUMAN RESOURCES

Population:

Population by area

Name of the Admn.division	Area sq.miles	Population

Population by sex and age group

Age group	Male	Female	Total
0-4 Years			
5-9 Years			
10-14 years			
15-24 years			
25-34 years			
35-44 years			
45-59 years			
60 and above			

Distribution of population by marital status

Age group	Sex		Both sex
	Male	Female	
Under 10			
10-14			
15-19			
20-24			
25-39			
30-34			
35-39			
40-44			
45-49			
50-54			
55-59			
60 and above			

Mean age at marriage by sex: Male :
 Female :
 Average :

Percentage indication of major religions

Religion	Sex		
	Male	Female	Both

Population by sex and residence

Sex	Residence		
	National	Urban	Rural
Male			
Female			
Both Sex			

Population growth rate :
 Women's fertility rate :
 Death rate per 1000: males :
 Females :

Infant mortality rate per 1000 births

Sex	Residence		
	National	Urban	Rural
Male			
Female			
Both sex			

Child death rate per 1000 children aged 1-4 years

Sex	Residence		
	National	Urban	Rural
Male			
Female			
Both sex			

Projected population by sex at 2000

Sex	Residence		
	National	Urban	Rural
Male			
Female			
Both Sex			

Households to population by type of structure

Type of structure	National		Urban		Rural	
	Household	Population	Household	Population	Household	Population
Dwelling Units						
Institutional						
Business/Industry						
Total						

No. and average size of households

Region	Households	Average size of household

Distribution of households by sources of drinking water and residence

Area	Tap water	Tube well	Pond	River/stream/Canal
National				
Urban				
Rural				

Distribution of households by availability of types of toilet facilities

Residence	Municipal sewerage	Septic tanks	Bucket latrines	Other arrangts.	None
National					
Urban					
Rural					

Average floor space by residence

Residence	Total structure	Living	Kitchen	Store	Bedroom	Car Shed	Others
National							
Urban							
Rural							

Distribution of households by use of lighting facility and fuel

Residence	Percentage of households using lighting facility						Percentage of households Using fuel facility				
	Kerosene	Electricity	Solar	Other	No lighting	Straw/	Husk	Wood	Kerosene	Electricity	Others
National											
Urban											
Rural											

17. Labour and Manpower

Population by economic category and sex

Economic Category	National			Urban			Rural		
	Both sex	Male	Female	Both sex	Male	Female	Both Sex	Male	Female
Population 10 years and over									
Civilian labour force									
a) employed									
b) unemployed									
Not in civilian labour force									
a) housekeeping									
b) Inactive									
Children (0-9 years)									

Percentage distribution employed persons 10 years' and above by sex and occupation

Occupation	Both sex		Male		Female	
	As % of Total population	As % of Total employ	As % of Total population	As % of Total male employ	As % of Total population	As % of Total female employ
Total						
Professional/Technical						
Administrative, Management						
Clerical workers						
Sales workers						
Service workers						
Agriculture/Forestry/Fishery						
Production & Transport						
Not defined						

Employed persons 15 years and above by status in employment and sex (percentage)

Status in Employment	National			Urban			Rural		
	Both sex	Male	Female	Both sex	Male	Female	Both sex	Male	Female
All employed persons									
Self-employed									
Employees									
Daily paid labour									
Unpaid family labour									
Not reported									

Unemployment rates by age group and sex

Age group	National			Urban			Rural		
	Total	Male	Female	Total	Male	Female	Total	Male	Female
10-19									
20-29									
30-39									
40 and above									

Unemployment rates rate by education and sex

Level of Education	National			Urban			Rural		
	Total	Male	Female	Total	Male	Female	Total	Male	Female
No education									
Primary education									
Secondary education									
Higher secondary									
Graduates									
Post graduates									

Female labour force composition by residence

Residence	Million	Percentage of total labour force
National		
Urban		
Rural		

Departure of Vietnamese nationals on employment by occupation

(in thousands)

Year	Construction workers	Drivers	Skilled & semi skilled workers	Technicians	Doctors Nurses & paramedical	Professional	Mis.	Total
1987								
1988								
1989								
1990								

Percentage distribution of wage earners and persons 15 years & above by weekly earnings and sex

Weekly Earnings	National			Urban			Rural		
	Both sex	Male	Female	Both sex	Male	Female	Both sex	Male	Female
Less than US\$ 1									
US\$ 2-10									
11-30									
31-50									
51-75									
76-100									
101-200									
201 & above									
Average weekly earning in US\$									

Employed persons 15 years and above by detailed occupation and sex

Description of occupation	No. of persons engaged		
	Total	Male	Female
Working proprietors(catering/lodging)			
Cooks, waiters and related positions			
Maids and related housekeeping			
Building caretakers and cleaners			
Launderers, dry cleaners			
Hairdressers, beauticians			
Security service workers			
Agriculture			
Forestry			
Fisheries			
Production and transport labour			
Production supervisors			
Metal processors			
Wood preparers/paper makers			
Chemical processors			
Spinners, weavers, cutters			
Food and beverage processors			
Tobacco processors			
Tailors, dress makers			
Shoe makers			
Ceibi makers			
Forging workers, tool makers			
Electrical fitters			
Broadcasting and sound equipment operators			
Plumbers,,welders and sheet metal workers			
Silver/Gold/Black smiths			
Glass makers			
Printers and related workers			
Material handlers			
Bricklayers, carpenters			
Transport equipment operators/drivers			
Labourers			

18. Education

Indicators of education systems of Vietnam

Indicators	1988	1989	1990
<ol style="list-style-type: none"> 1. No. of primary schools 2. Average No. of teachers for primary schools 3. Average No. of students for primary schools 4. No. of sunday schools 5. Average No. of teachers per secondary school 6. Average No. of students per secondary school 7. No. of colleges (general) 8. No. of medical colleges 9. No. of engineering colleges 10. No. of law colleges 11. No. of agricultural colleges 12. No. of Universities 13. No. of Teachers' Training Colleges 14. No. of polytechnics 15. No. of Vocational Training institutes 16. No. of Nursing institutes 17. No. of colleges of fine arts 18. Participation rate: <ol style="list-style-type: none"> a) Primary b) Secondary c) Higher Secondary d) University. 19. Teacher/student ratio: <ol style="list-style-type: none"> a) Primary b) Secondary c) Higher Secondary d) University 20. Operating expenses per student <ol style="list-style-type: none"> a) Primary b) Secondary c) Higher Secondary d) University 			

21. Percentage of Literacy (5 years and above)
 22. Adult literacy rate as % of total population of age 15 and above.
 23. Total government expenditure on education
 24. Per capital total public expenditure on education

No. of Universities and students by sex

University	No. of students		
	Male	Female	Both

No. of students in schools and colleges by areas and sex

Type of schools/ Colleges	No. of Schools/ Colleges	Area					
		Urban			Rural		
		Total	Male	Female	Total	Male	Female
Primary							
Secondary							
Higher Secondary							
Colleges							
Vocational Trg. Institutes							

No. of schools, teachers and students by sex

Type of School	No. of Schools	No. of teachers			No. of students		
		Total	Male	Female	Total	Male	Female
Primary							
Secondary							
Higher Secondary							

Percentage of households having Radio & TV by Region

Region	Urban		Rural	
	Radio	TV	Radio	TV

19. Health

Medical Facilities

Facility	Number		
	Government	Co-operative	Private
Hospitals			
Maternity homes			
Dispensaries/clinics			
Registered medical practioners			
Registered nurses			
Registered midwives			
Registered health extension workers			
Family planning advisers			
No. of beds in hospitals			

Medical Facilities by Regions

Region	No. of hospitals	No. of Doctors	No. of Nurses	No. of Beds	No. of Dispensaries	No. of Maternity homes	No. of village health workers

Region-wise distribution of Family Health and Family Planning Facilities

Region	Family Health Clinics	Hospitals	Family Planning workers	Vasectomy/Tubectomy Facilities	No. of Doctors for Family Planning

Malnutrition among children: Male :

Female :

Average per capita intake of calories: Male :

Female :

Distribution of households, average number of members, earners, monthly income and expenditure per household by months, per capita expenditure by groups

<i>Monthly household per capita group</i>	<i>% of households</i>	<i>Average No. of members Total family Members</i>	<i>Average No. of earners</i>	<i>Average monthly income per per household</i>	<i>Average monthly expenditure per household</i>
		National			
Below 125					
126-200					
201-300					
301-500					
501-700					
701-1000					
Above 1000					
All groups					
		Urban			
Below 125					
126-200					
201-300					
301-500					
501-700					
701-1000					
Above 1000					
All groups					
		Rural			
Below 125					
126-200					
301-300					
301-500					
501-700					
701-1000					
Above 1000					
All groups					

*Distribution of consumption expenditure as major groups
Expenditure by monthly per capita expenditure groups*

Monthly household per capita expenditure groups	% of monthly consumption expenditure per h/hold	Average Total	Percentage of monthly consumption expenditure on				
			Food & Beverages	Clothing footwear	Housing	Fuel & lighting	Household effects
			National				
Below 125							
126-200							
201-300							
301-500							
501-700							
701-1000							
Above 1000							
			Urban				
Below 125							
126-200							
201-300							
301-500							
501-700							
701-1000							
Above 1000							
			Rural				
Below 125							
126-200							
201-300							
301-500							
501-700							
701-1000							
Above 1000							

No. and proportion of population below recommended calorie intake and poverty line

Indicators Residence	Absolute No. of of poor (million)	Poor Percentage of population
Rural		
Urban		
National		

Annual Average Consumer price index by residence

Region	Annual price index
Urban	
Rural	
National	

20. Planning & Development

- Planning mechanism and institutional arrangements
- Planning process - planning cycles- strategy-targets

Sectoral allocation of targets

Sectors	Public (Govt.)	%	Private	%	Co-operatives	%
Agriculture, water resources Rural Development Industries Energy Natural Resources Transport Communication Housing Water supply Social Welfare						

Physical achievement of target under latest development plan

Item	Unit	Target	Actual	% of change

Sectoral shares of GDP targets/Achievements

Items Sector	Previous Plan			Latest Plan			
	GDP	Sectoral share %	Per Capita	GDP	Sectoral share %	Per Capita	Annual growth rate
Agriculture Industries Gas & Electricity Construction Transport Communication Trade Services Housing Public Services/Utilities							
Total							

Sectoral Investments under Development Plan

Item	Total	Public	%	Private	%	Co-operative	%
Agriculture							
Industries							
Energy							
Housing							
Transport							
Communication							
Social Welfare							
Total							

Economic growth during Development plan periods

Average Annual percentage chart

Item	Average %
Total population	
Total Agricultural output	
Total Industrial output	
Total Housing output	
Total Transport Output	
Total communication output	
Total Social welfare output	

21. Tourism

Monthly influx of tourists by country of origin

Country of Origin	Year---											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

No. of tourists visiting Vietnam by country of origin and income groups

Year---

Country of origin	Low income group	Middle Income Group	Higher income group	Total

- No. and type of hotels and locations.
- No. of location of airports and seaports
- Area covered by railways and railway stations and other facilities
- Concessions for tourists
- Banking, customs and immigration facilities for tourists
- Transport available by types for tourists
- Tour guidance and information
- Communication facilities
- Places of interests for tourists.

22. Social Welfare

- No. of homes for aged and facilities by agencies
- No. of homes for physically and mentally handicapped persons and facilities by agencies
- No. of creches and child care centres by agencies
- No. of orphanages for children by agencies
- No. of maternity homes and mother care centres by agencies
- No. of probation houses for socially deprived and delinquents by agencies.
- No. of welfare workers, counsellors and family health workers
- No. of community centres
- Facilities for training social service personnel by agencies.

23. Co-operative Movement

- History of the co-operative movement, its origin and development

No. and types of co-operatives with membership by sex:

Type of Co-op	No.	Membership		
		Male	Female	Total

- Structure of the co-operative movement (show with a chart)

Performance as a summary of all types of co-operatives

Type	Annual Turnover	Share Capital	Deposits	Profit/Loss

Thrift and Credit co-operative performance

<i>Level</i>	<i>Profit/ Loss</i>	<i>Share Capital</i>	<i>Deposit taken</i>	<i>Loans granted</i>	<i>Loans recovered</i>	<i>Loans Overdue</i>	<i>Loans dead</i>
Primary							
Secondary							
National							

Agricultural Co-operative performance

<i>Level</i>	<i>Profit/ Loss</i>	<i>Share capital</i>	<i>Deposit</i>	<i>Bank loans O/D</i>	<i>Agri. loans issued</i>	<i>Agri. loans recovered</i>	<i>Agri. loans dead</i>	<i>Total production</i>	<i>Market surplus</i>	<i>Turnover of marketing</i>

- Explain any system of interlending among co-operatives.
- Explain any joint ventures by co-operatives
- Explain any insurance system available and provide figures on their performance.

Consumer Co-operatives

- Description of the system, history, formation
- Organisational chart on the consumer co-operatives

Performance of consumer co-operatives

<i>Level</i>	<i>Share capital</i>	<i>Deposit</i>	<i>Bank Loans O/D</i>	<i>Turnover</i>	<i>Stocks</i>	<i>Profit/ loss</i>

Producer Co-operatives

- Description of the history and function
- Organisational chart

Performance of producer co-operatives

Type	Share capital	Deposits	Bank loans O.D.	Production (volume)	Turnover	Profit/ Loss

Imports/Exports by co-operatives

Commodity	Co-operative	Value of imports	Value of Exports
Total			

Amalgamated Balance Sheet of the Co-operative Movement

Liabilities		Assets	
<i>Long-term</i>		<i>Current</i>	
Share capital		Cash in hand and bank balance	
Reserves & surplus		Bank deposits	
Surplus accumulated		Misc.debtors	
Employees Sureties		Misc.advances	
		Stock in hand	
<i>Current</i>		Others.	
Members deposits		<i>Investments</i>	
Other deposits		Shares & stocks	
Bank loans		Long-term deposits	
Bank O.D.			
Other liabilities		<i>Fixed assets</i>	
		Land and buildings	
		Vehicles	
		Equipment	
		Other assets	
		Accumulated loss	

Amalgamated Profit and loss account

	Agricultural Coops	Credit Coops	Consumer Coops	Producer Coops	Others
Turnover					
Cost					
Gross surplus					
Misc.income					
Total Income					
Admn.expenses					
Capital expenses					
Depreciation					
Other expenditure					
Total expenditure					
Surplus/loss of each type of co-operatives					
Net surplus of each type of co-operatives					

Assessment of performance of Co-operative Movement

Direct assessment

- ? Clearly defined objectives, long term and short term goal achievement profile
- ? Appropriate maximum profit
- ? Self-financing
- ? Market share
- ? Growth and growth rate
- ? Turnover
- ? Influencing of member unions
- ? Favourable prices
- ? Profit distribution
- ? Services
- ? Participation in discussions by members.

Indirect assessment (members)

- ? Satisfaction with the promotional efforts of the co-operative
- ? Agreement of members about the principles of management
- ? Attitude to co-operatives
- ? Desirability of certain services offered by the co-operative

24. Human Resources in Co-operatives

Membership by age groups and sex

Age group	Sex	
	Male	Female
Under 18 years		
19-35 years		
36-55 years		
56-65 years		
Above 65 years		

Committee members by type of co-operative, age and sex

Type of co-operative	Average No. of	Average Age	Sex	
			% of male	% of female

Environment for manpower

- Demographic changes; age groups influenced by birth rates.

Forecast of total population

Age group	1970	1980	1990	2000
Under 18 years				
18-24 years				
25-34 years				
35-44 years				
45-54 years				
55-64 years				
65 and above				

- Expanding or shrinking labour force
- Women in labour force
- Knowledge levels
- Economic changes; economic policies, inflation, productivity levels of industries, etc.
- Technological change; innovations

- Legal and regulatory conditions; laws affecting labour
- Changing attitudes towards work and careers
- Changing environment of co-operatives
 - New policies, development plans,
 - Co-operative legislation and its changes
 - Technological changes in co-operatives
 - Change of relationship with government
 - Changes in markets and competition
- List all the jobs in the co-operative sector and categories them into operational, supervisory and managerial grades, according to their functions and levels.

Total No. of employees by level and sex.

Type of Coop	No. of Societies	No. of Employees															
		Managerial level				Supervisory level				Operational level				Total			
		Perm		Temp		Perm		Temp		Perm		Temp		Perm		Temp	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Managerial level employees by age groups

Post	Age groups							Total
	Under 21	22-30	31-40	41-50	51-55	56-60	above 60	

Managerial level employees by sex

Post	Type of Co-operative society												Grand Total	
	Agri		Cons		Credit		Fishery		Producers		Others			
	M	F	M	F	M	F	M	F	M	F	M	F		

Supervisory level employees by age groups

Post	Age groups							Grand Total
	Under 21	22-30	31-40	41-50	51-55	56-60	above 60	

Supervisory level employees by sex

Post	Type of Co-operative society												Grand Total	
	Agri		Cons		Credit		Fishery		Producers		Others			
	M	F	M	F	M	F	M	F	M	F	M	F		

Operational level employees by age groups

Post	Age groups							Grand Total
	Under 21	22-30	31-40	41-50	51-55	56-60	above 60	

Operational level employees by sex

Post	Type of Co-operative society												Grand Total		
	Agri		Cons		Credit		Fishery		Producers		Others				
	M	F	M	F	M	F	M	F	M	F	M	F			

Managerial level employees by post, qualification and training

Post	Post Degree			Degree			High School			Secondary			Primary			Grand Total
	With PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	

Supervisory level employees by post, qualification and training

Post	Post Degree			Degree			High School			Secondary			Primary			Grand Total
	With PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	

Operational level employees by post, qualification and training

Post	Post Degree			Degree			High School			Secondary			Primary			Grand Total
	With PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	with PQ	without PQ	Total	

PQ = Professional Qualifications

Managerial level employees classified according to age group, professional qualifications and training

Code	Post	Under 30						31-45						Over 45						Total
		With PQ			Without PQ			With PQ			Without PQ			With PQ			Without PQ			
		Tr.	UT	To	Tr.	UT	To	Tr.	UT	To	Tr.	UT	To	Tr.	UT	To	Tr.	UT	To	

Tr - Trained
 UT- Untrained
 To - Total

Turnover of managerial level staff

Code	Post	No. of managers turned in societies annually			
		Once	2-3 times	4-5 times	Over 6 times

- * Prepare an organisational chart showing employees' hierarchy
- * Prepare or obtain model job description of each job.
- * Prepare a career progression chart for co-operative staff integrating training.
- * Calculate the labour turnover on co-operatives on the basis of data available as an average percentage and project it on the basis of current number of employees. Relevant age to be obtained.

Manpower needs for managerial level

1992-1996

1 Code	2 Post	3 No. of Socty	4 No. of Posts	5 No. in Socty	6 No. Regd for 91	7 No Regd for 92-96 (projection)	Total 6+7

Manpower needs for Supervisory level

1992-96

1	2	3	4	5	6	7		
Code	Post	No. of Socty	No. of Posts	No. in Socty	No. Regd for 91	No Regd for 92-96 (projection)	Total 6+7	

Manpower needs for Operational level

1992-96

1	2	3	4	5	6	7		
Code	Post	No. of Socty	No. of Posts	No. in Socty	No. Regd for 91	No Regd for 92-96 (projection)	Total 6+7	

25. Co-operative Training System

- * Explain the history of co-operative education
- * Draw a chart showing the co-operative education system
- * Define the present co-operative training environment:
 - Relationship between co-op education and public school system
 - Capacity in the co-operative colleges for trainees in terms of class rooms and accommodation.
 - Facilities for extra curricular activities
 - Equipment available

No. of trainers required and number available by subjects

Subject	Status		Number		Total
	Full time	Part time	Available	Required	

Qualifications of the present trainers and qualifications required

Subjects	Availability		Requirement	
	Trainers with relevant degrees & Prof. qualifications	Trainers without such qualifications	Trainers with relevant degrees & Prof. qualifications	Trainers without such qualifications

- * Training needs of trainers
- * Need for physical facilities
- * Need for improving the system in terms of training strategies.
- * Text books and manuals available and requirement
- * Member participation arrangements in co-operatives and the need for improving the system.
- * Leadership development programmes available and the requirements.
- * Arrangements for co-operative publications.

26. Management Culture of Co-operatives

- * Present concept of management prevalent in co-operatives
- * Present management systems to be shown in a diagram.
- * Board-Executive relations in the co-operatives.
- * Society-party relations
- * Corporate planning and annual budgeting process
- * Internal auditing arrangements within the co-operatives
- * External auditing of co-operatives
- * Strategic planning and implementation of co-operatives.

27. Co-operative Legislation and Co-operative-Government Relation

- * Historical role of government in promoting co-operatives, why? and how?
- * Arrangements for consultations on co-operatives.
- * Government parallel structure to co-operative; ministry? department?
- * National policy on co-operatives
- * How the co-operatives are represented in the parliament
- * How the co-operatives are represented in local bodies
- * Role of co-operatives in economic development planning
- * Representation of co-operatives in the planning body of the country,

- * Development objectives of co-operatives vis-a-vis development objectives of the government.
- * How do the co-operatives formulate their policies and plans? e.g. through congress.
- * What kind of support the government provide to co-operatives? Legislation, funds, personnel, infrastructure facilities, exemption from tax.
- * Instruments/methods of government support for co-operatives
- * Does the government encourage co-operatives by integrating it as a subject of school/university curriculum.
- * How does the government influence decisions taken by the co-operatives?
- * How does the government regulate performance of co-operatives?
- * What are the powers of government authorities under legislation in the areas of:
 - marketing
 - Committees
 - business
 - accounting
 - auditing
 - registration and liquidation
 - arbitration.
- * The quality of legislation in terms of co-operative principles.
- * Has there been any restriction of certain types of co-operatives for registration?
- * Do the co-operatives involve themselves in national/ local political activities? If yes, how?
- * How many co-operative leaders are there in the Parliament?
- * Role of Central Bank in the functioning of co-operatives.

28. Groups/Associations functioning as co-operatives other than formal co-operatives

- * Describe the history and functioning of the NGOs in Vietnam
- * Specify any legislation supervising the functions of NGOs.
- * Draw an organisational chart on the NGOs having network in the country.
- * Explain the constitution and capital formation of the NGOs functioning as co-operatives.
- * Describe the involvement of external agencies in promoting and funding NGOs functioning as co-operatives.
- * Analyse how far these NGOs differ from formal co-operatives.
- * Identify the relationship between NGOs and the formal co-operatives.
- * Do these NGOs have a plan of converting themselves as formal co-operatives?
- * Explain the functions/activities/enterprises undertaken by the NGOs functioning as co-operatives.