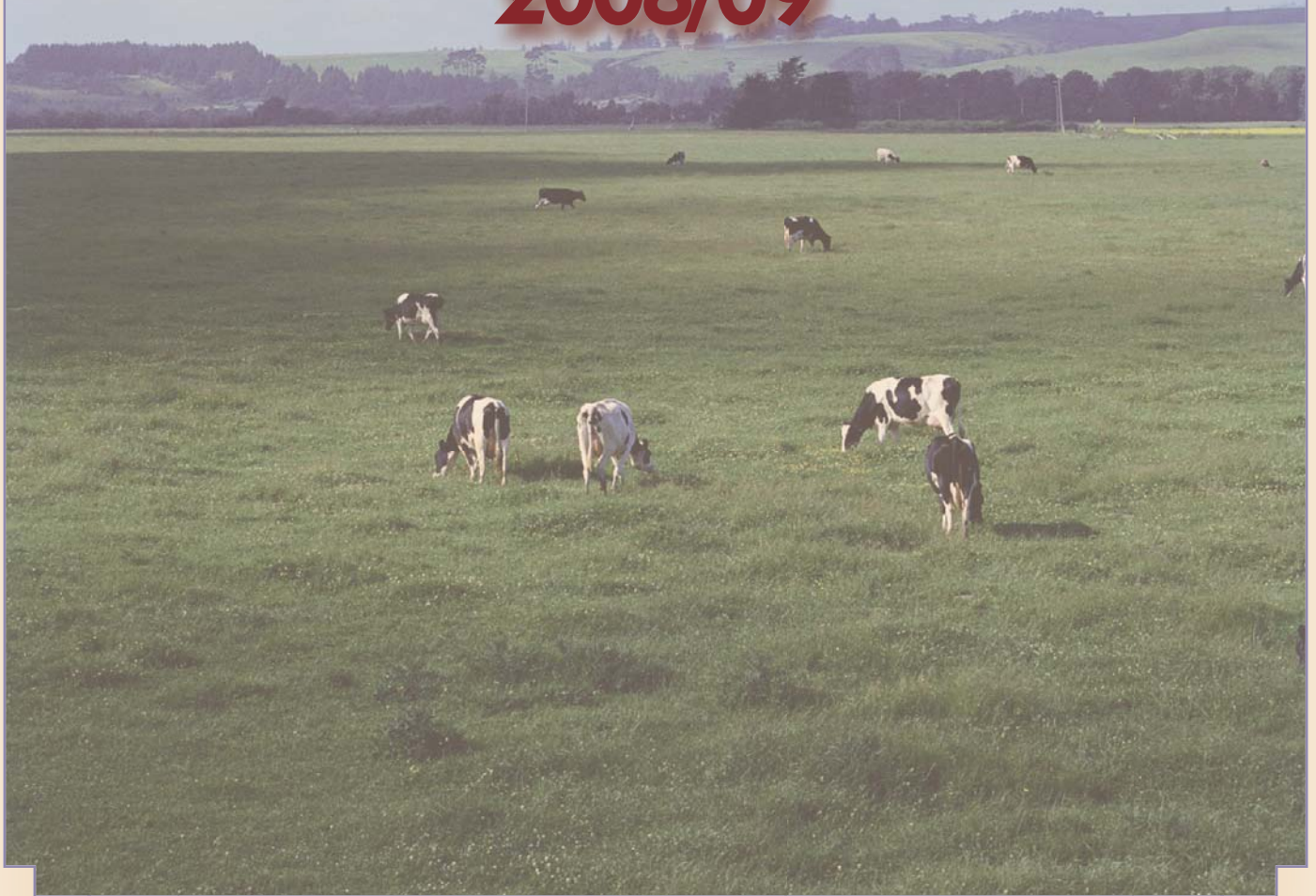# Annual report on the state of compliance to norms and standards for extension

2008/09

agriculture,
forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

Annual report on the state of compliance to norms and standards for extension

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Contents

Acronyms

\AES	Agricultural Extension Services or Systems
ASRDC	Agricultural Sustainable Rural Development Committee
CASP	Comprehensive Agricultural Support Programme
DEXCO	Departmental Executive Committee
DoA	Department of Agriculture
ESP	Extension Service Providers
GNP	Gross National Product
FAO	Food and Agriculture Organization
FET	Further Education and Training
HET	Higher Education and Training
ICT	Information and Communication Technology
ITCAL	Intergovernmental Technical Committee on Agriculture and Land Affairs
KZN	KwaZulu-Natal
LARP	Land and Agrarian Reform Project
MEC	Member of the Executive Council
MTEF	Medium Term Expenditure Framework
NAFU	National Agricultural Farmers' Union
NARS	National Agricultural Research Systems
WARD	Women in Agriculture and Rural Development
YARD	Youth in Agriculture and Rural Development
ERP	Extension Recovery Plan
DORA	Division of Revenue Act
LRAD	Land Redistribution for Agricultural Development
PDA	Provincial Department of Agriculture
PDP	Professional Development Programme
PMDS	Performance Management Development System
PPEA	Participatory Programmed Extension Appraser
LRAD	Land Redistribution for Agricultural Development
DPSA	Department of Public Service and Administration
NATCIM	National Agricultural Technical Coordination Committee on Information Management
ToR	Terms of Reference

Executive summary

Norms and standards for extension and advisory services in agriculture came about as a response to the gaps prevalent in the extension and advisory services in South Africa. The lack of a national framework for extension and advisory services created confusion with regard to the roles and responsibilities of different stakeholders on service delivery. In addressing this problem, the Department of Agriculture (DoA) commissioned a study on a search for an appropriate model of extension for South Africa, with financial assistance from The Netherlands Government. The study recommended no specific single extension model for South Africa, but identified important principles considered fundamental to forming the guidelines framework for extension approaches. The study engaged various key participants in extension services from the 9 (nine) provinces, and considered various inputs reflecting constraints to and success in the provision of services to farmers. Finally, the study report recommended a Participatory Programmed Extension Approach (PPEA) for South Africa. Informed by the study report, the DoA developed norms and standards for extension and advisory services in agriculture. The norms and standards were approved by the Minister for Agriculture and Land Affairs in 2005.

Since the approval of norms and standards in 2005, the DoA has been co-ordinating the extension and advisory service activities in line with the objectives of the booklet. In 2008 all stakeholders in the agricultural sector converged in East London, Eastern Cape, at what was known as the Extension Indaba. It was during the Indaba that the Extension Recovery Plan Framework was conceived and agreed to by all represented stakeholders. In further complying with the norms and standards, the DoA together with Provincial Departments of Agriculture (PDAs) rolled-out the first year of the implementation of the Extension Recovery Plan in 2008/09. The DoA received an amount of R500 million over the Medium Term Expenditure Framework (MTEF) for the implementation of the recovery plan. The fund is under the Division of the Revenue Act, as such, the funds are channelled to the PDA.

For 2008/09 the DoA achieved the following: development of a policy framework on provisioning of ICT equipment for extension personnel, development of a draft policy framework for provisioning of corporate wear for extension officers, development of the Farmer's green book and management diary. For 2008/09 a total number of 70 extension officers in 4 provinces were trained in project management at NQF level 4.

Through the extension recovery fund a total number of 350 extension personnel were employed in 2008/09; 2 423 officials received ICT equipment and 33 enrolled for qualification upgrading. A total number of 1 264 officials were trained on skills programmes. A total number of 730 were trained in soft skills, 266 were trained in technical skills and 268 were trained in ICT.

From the R100 million that was allocated to provinces for the implementation of the Extension Recovery Plan, R81 617 million has been spent for the 2008/09 financial year. In total, provinces have spent 82 % of the allocated budget.

Definition of terms

Extension	A systematic process of working with farmers or communities to assist them to acquire relevant and useful agriculture or related knowledge and skills to increase farm productivity.
Advisory Service	A service provided by subject matter specialists, private organisations or firms to support commercial interest.
Extension Recovery Plan	A strategy used by the DoA to improve the image of extension services in the country.

1   Introduction

1.1   Background

Norms and standards for extension and advisory services in agriculture came about as a response to the gaps prevalent in the extension and advisory service in South Africa. The lack of a national framework for extension and advisory services created confusion with regard to roles and responsibilities of different stakeholders on farmer support services. In addressing this problem, the DoA commissioned a study on a search for an appropriate model of extension for South Africa, with financial assistance from The Netherlands government. The study recommended no specific single extension model for South Africa, but identified important principles considered fundamental to forming the guidelines framework for extension approaches. The study engaged various key participants in extension services from the 9 (nine) provinces, and considered various inputs reflecting constraints to and success in the provision of services to farmers. Finally, the study report recommended a Participatory Programmed Extension Approach (PPEA) for South Africa. Informed by the study report, the DoA developed norms and standards for extension and advisory services in agriculture. The norms and standards were approved by the Minister for Agriculture and Land Affairs in 2005.

1.2   Objectives of the norms and standards

The objectives for setting norms and standards for extension and advisory services are to:

- Improve the efficiency, relevance and cost effectiveness of publicly funded agricultural extension and advisory services.
- Promote a participatory approach to agricultural extension and advisory services.
- Promote and implement the value chain approach to ensure a holistic support service.

1.3   Focus areas of norms and standards

In order to achieve the objective set, the following specific functions were recommended in the norms and standards:

- Facilitate access to extension and advisory services that lead to sustainable income generation by clients.
- Provide and facilitate access to agricultural information for improved planning and decision making.
- Facilitate access to technology and where possible, provide such technologies.
- Provide and facilitate access to advice on sustainable agricultural production.
- Provide and facilitate advice on skills development in agriculture.
- Strengthen partnerships for the effective delivery of services.

1.4　Profiling of government-employed extension personnel

As a baseline for implementing the norms and standards, the DoA commissioned a study to profile government-employed extension officers in the country. The purpose of the study was to measure the gap between the current capacity and the ideal capacity as outlined in the norms and standards document. The study was conducted to obtain a demographic profile of all extension officials in terms of:　name, location (province and municipality), gender, race, age, job level, designation, qualification (the institutions where such qualifications were obtained and the year), their scope of work and training gaps. The report was presented at the Minister's Lekgotla of May 2007 after it had been approved by the DEXCO and ITCAL.

2　Minister's Extension Indaba

Flowing from the published norms and standards booklet and the report on the profile of extension and advisory services, a decision was taken in May 2007 to organise an extension and advisory service Indaba. Amongst others, the purpose of the Indaba was to propose the best approaches in making extension more visible and accountable to the farmers. It is in this context that the DoA hosted the Minister for Agriculture and Land Affairs Extension Indaba from 13 to 14 March 2008 at the Premier Regent Hotel in East London, Eastern Cape.

2.1　Objectives of the Indaba

The objectives of the Minister's Extension Indaba were to:

Create a platform for information sharing as a mechanism to develop a turn-around strategy for extension and advisory services; inform the delegates about the norms and standards for extension and advisory services and their implications towards "business unusual"; inform and solicit ideas from the delegates on the proposed Extension Recovery Plan and to create a platform for networking and formation of partnerships between government, the private sector and civil society.

2.2　Thematic areas of the Extension Indaba

The following thematic areas were addressed during the Indaba:

- The best approaches in making extension more visible and accountable to the farmers and employers.
- The preferred approaches for gender mainstreaming within the broader operations of extension and advisory services.
- An ideal profile of an extension cadre of the 21st century and beyond.
- The best approaches for the integration and utilisation of information and communication technology in extension and advisory services.
- How to strengthen linkages between training, research and extension for a mechanism to provide value for money solutions to the farmers.

2.3　Recommendations of the Extension Indaba

The following were the recommendations of the Extension Indaba:

- An Extension Implementation Plan Framework should be developed and adopted by all provinces. The framework must incorporate conditions linked to the DORA payment schedule over the MTEF period, defined outputs per province and systems of communications and reporting.

- The norms and standards for the extension and advisory service document will be reviewed and strengthened to provide a strongly needed regulatory environment for extension and advisory services.
- An extension and advisory personnel service performance contract, incorporating a service charter and planning cycle, should be developed and adopted by all provinces.
- ICT policy to standardise the allocation of ICT equipment and tools to the extension personnel must be developed and implemented by the provinces. Such policies must incorporate the responsibilities of extension personnel to such ICT tools.
- An extension and advisory service monitoring structures established to assist in monitoring progress on the implementation of the Extension Recovery Plan.
- Formalised agreements between institutions of research, education and extension must be enhanced.
- There should be a coordinated national plan to accelerate empowerment and training of the currently employed extension personnel.
- An award system in recognition of outstanding performance should be introduced within the extension and advisory services.
- Norms and standards for extension and advisory service document will be reviewed and strengthened to provide a strongly needed regulatory environment for extension and advisory services.
- An extension and advisory personnel service performance contract, incorporating a service charter and planning cycle, should be developed and adopted by all provinces.
- An Extension Implementation Plan Framework should be developed and adopted by all provinces. The framework must incorporate the norms and standards, report on the profile of extension officers and the Extension Indaba recommendations.

3. Extension Recovery Plan

3.1 Background on the Extension Recovery Plan

Based on the findings of the report on the profile of extension and advisory services, the requirements of the norms and standards and the outcomes of the Minister's Extension Indaba, the DoA realised the need to revitalise the state of extension in the country. As such, the DoA requested a funding allocation from National Treasury for the implementation of the Extension Recovery Plan in October 2007. National Treasury approved an amount of R500 million over MTEF period under the Division of Revenue Act (DORA).

3.2 Framework for the Implementation of the Extension Recovery Plan

The consolidated recommendations of the Extension Indaba, the norms and standards document and the profile report on agricultural extension formed the basis for the development of the framework for the implementation of the Extension Recovery Plan. As such 5 (five) core pillars were drawn from the three documents to form the focus for the Extension Recovery Plan. The pillars are as follows:

- Ensuring accountability and visibility of extension officers
- Promoting professionalism and improving the image of extension
- Re-skilling and re-orientation of extension
- Provision of ICT infra-structure and other resources
- Recruitment of 1 000 personnel over the MTEF

Extension Recovery Plan Pillars

| Ensure account-ability and visibil-ity of extension | Promote profes-sionalism and improve the image | Reskilling and reorientation of extension | Provision of ICT infrastructure and other resources | Recruitment of 100 personnel over the MTEF |
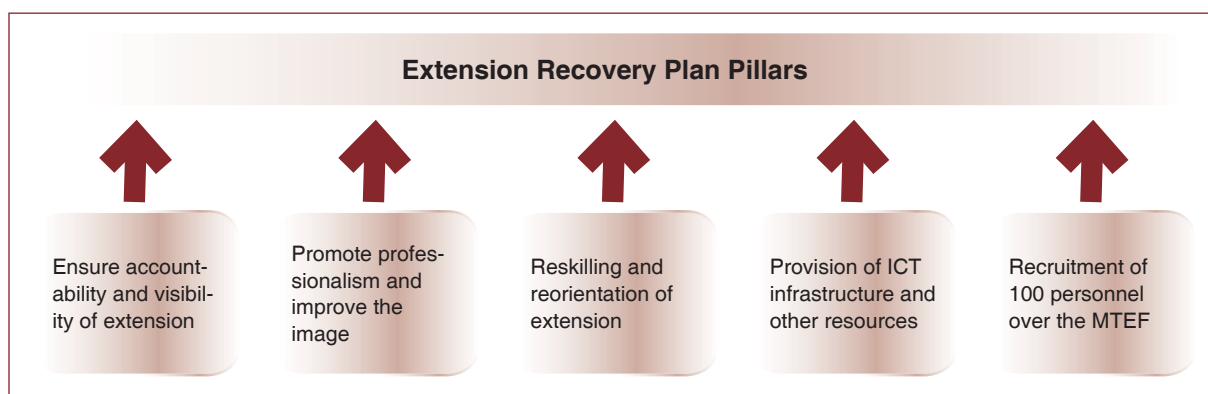
FIG. 1 Extension Recovery Plan Pillars

3.3 Criteria for the extension recovery fund allocation to provinces

Based on the recommendations and findings outlined in the report on the profile of extension and advisory services, the DoA developed criteria for allocating the funds to provinces. The following were the criteria used for allocation to the provinces:

• Provinces that were found to have acute human resource capacity gaps received substantial funding. These included the Eastern Cape, KwaZulu-Natal, Limpopo and Mpumalanga.

• Provinces that had more healthy extension and advisory services received minimal funding. These included the Free State, Northern Cape, North West and Western Cape.

Table 1 shows that a total amount of R100 million was divided among 9 provinces for 2008/09 financial year. The table further shows that the Eastern Cape, KZN, Limpopo and Mpumalanga received substantial amounts. The funds were disbursed in three phases, 25 % of the total allocation on 11 April, 50 % on 11 July and 25 % on October 2008.

TABLE 1 Extension Recovery Plan allocation per province

Extension Recovery Plan Budget allocations for the roll-out of the plan 2008/09				
Province	DORA gazetted	Payments made		
		11 April 2008	11 July 2008	10 October
	R'000	R'000	R'000	R'000
	100 %	25 %	50 %	25 %
Eastern Cape	16 828	4 207	8 414	4 207
Free State	9 177	2 294	4 589	2 294
Gauteng	4 735	1 184	2 367	1 184
KwaZulu-Natal	16 458	4 114	8 229	4 114
Limpopo	15 162	3 791	7 581	3 791
Mpumalanga	9 912	2 478	4 956	2 478
Northern Cape	6 881	1 720	3 440	1 720
North West	12 793	3 198	6 397	3 198
Western Cape	8 054	2 014	4 027	2 014
Total	100 000	25 000	50 000	25 000

3.4 Recommended implementation plan according to each pillar and responsible structures

The DoA conceptualised the 5 (five) pillars of extension into an implementation framework. The activities in the framework were divided among the DoA and provinces according to merit. Most activities were channeled to provinces because the extension recovery fund is dorarised. The activities were developed in line with the 5 (five) pillars and the time frame was attached to each activity over the MTEF.

Table 2 depicts the activities that fall under Pillar 1 of the Extension Recovery Plan. The table further depicts the responsible structure and time frames attached to each activity. Table 3 depicts the activities under Pillar 2. This further demonstrates that most of the activities under this pillar resided with the DoA.

Table 4 above shows that Pillar 3 activities with responsible structures and time frames attached to the activities. Table 5 above shows Pillar 4 activities and responsible structures. The table further shows time frames attached to the activities.

Table 6 depicts Pillar 5 activities with responsible structures and time frames. The table further depicts that most of Pillar 5 activities reside with the PDAs.

TABLE 2 Pillar 1: Ensuring accountability and visibility

CORE activities	Responsible structure	Time frames
Establishment of a unit responsible for managing extension at all levels	PDAs	December 2008
Develop a service charter outlining the role of extension and responsibilities of farmers including communication protocols	PDAs and farmers unions	February 2009
Review and implement the signing of performance contracts at all levels	PDAs	March 2009
Develop and implement a policy on accommodation of frontline extension officers	PDAs	March 2009
Review the policy on transport, particularly the provision of subsidised vehicles	PDAs	March 2009
Develop a policy framework on the provision of uniforms for extension personnel	DoA	September 2008

TABLE 3 Pillar 2: Promotion of professionalism and image of extension and advisory services

CORE activities	Responsible structure	Time frames
Review the norms and standards and turn these into a National Policy on Extension (going beyond public sector extension)	DoA	March 2009
Harmonisation of job titles and salary levels of extension and advisory services personnel	DoA and PDAs	

TABLE 4 Pillar 3: Re-skilling and re-orientation

CORE activities	Responsible structure	Time frames
Provision of bursaries to the current personnel to upgrade their qualifications in line with the norms and standards	PDAs	2008–2011
Enroll extension personnel in competence based skills programmes from technical (hard) to soft skills programmes	DoA and PDAs	2008–2011

TABLE 5 Pillar 4: Provision of ICT infra-structure and other support resources

CORE activities	Responsible structure	Time frames
Develop an ITC policy and guidelines with special focus on standardising the supply of equipment	DoA in collaboration with NATCIM	June 2008
Develop capacity building programmes on knowledge and information management	DoA and NATCIM	September 2008
Provide extension personnel with Decision Support Systems in line with the farming practice in a given geographical locality	PDAs	March 2009

TABLE 6 Pillar 5: Recruitment of extension and advisory service personnel

CORE activities	Responsible structure	Time frames
Conduct work studies and job evaluation as per policy	PDAs	November 2008
Use the DoA Professional Development Programme (PDP) framework to recruit interns as recruitment strategy	PDAs with guidance and support from DoA	July 2008
Provinces to utilise 58 % of the Extension Recovery Plan budget for the recruitment of personnel	PDA	November 2008

TABLE 7 Allocated funding percentages per pillar per province for 2008/09

Pillar	Percentage
Recruitment	58 %
Training	10 %
Provision of ICT	32 %
Total	100 %

3.5   2008/09 Extension Recovery Plan priorities

For 2008/09 the focus for the Extension Recovery Plan was on three pillars, namely:

• Training and capacity building of extension personnel

• Recruitment of extension personnel

• Provision of IT equipment

Table 7 shows the percentage allocation per pillar per province for 2008/09. The table further shows that recruitment received the largest percentage allocation of 58. Table 8 shows the allocation per pillar per province. The table further shows that the bulk of the allocation (R5 800 000) was for recruitment which is 58 % of the total budget.

3.6   Provincial Plans on extension recovery

All the provinces submitted their plans in line with the DoA template between March and April 2008. After all the plans from the provinces were submitted, the DoA analysed and consolidated the plans per pillar and per province.

TABLE 8 Extension Recovery Plan budget per province per pillar

Province	DORA gazetted	Training	Recruitment	ICT
	R'000			
Eastern Cape	16 828	1 863	9 760	5 385
Free State	9 177	918	5 323	2 937
Gauteng	4 735	474	2 746	1 515
KwaZulu-Natal	16 458	1 646	9 546	5 267
Limpopo	15 162	1 516	8 794	4 852
Mpumalanga	9 912	991	5 749	3 172
Northern Cape	6 881	688	3 991	2 202
North West	12 793	1 279	7 420	4 094
Western Cape	8 054	806	4 671	2 577
Total	100 000	10 181	58 000	32 001

TABLE 9 Targeted number of personnel to be recruited per province for 2008/09

Province	Target for 2008/09
Eastern Cape	139
Free State	28
Gauteng	12
KwaZulu-Natal	41
Limpopo	59
Mpumalanga	22
Northern Cape	11
North West	60
Western Cape	24
Total	396

TABLE 10 Number of personnel targeted to receive ICT requipment per province for 2008/09

Province	Personnel targeted for ICT support
Eastern Cape	400
Free State	95
Gauteng	32
KwaZulu-Natal	649
Limpopo	105
Mpumalanga	80
Northern Cape	44
North West	170
Western Cape	30
Total	1 605

Table 9 shows that a national target for recruitment for 2008/09 was 396. The table further shows that the Eastern Cape had the largest target of 139. Table 10 shows that the total number of personnel targeted for ICT support nationally is 1 605. The table further shows that KZN had the largest target number of 649.

Table 11 depicts that the total number of personnel targeted for qualification upgrading nationally for 2008/09 is 1 272. The table further depicts that the Limpopo has the largest number of 517 targets. Table 12 depicts that a total number of 1 113 personnel were targeted for soft skills training, 1 108 for technical skills and 1 273 for ICT training nationally.

4.   Progress achieved on each pillar of the Extension Recovery Plan

Table 13 shows that a total amount of R100 million was distributed among 9 provinces. It further depicts that the Western Cape, Mpumalanga and Eastern Cape spent 100 % of the funds allocated to them.

TABLE 11 Number of personnel targeted for qualification upgrading per province for 2008/09

Province	Personnel tarageted for qualification upgrading
Eastern Cape	120
Free State	27
Gauteng	7
KwaZulu-Natal	325
Limpopo	517
Mpumalanga	142
Northern Cape	12
North West	80
Western Cape	42
Total	1 272

TABLE 12 Number of personnel targeted for training on skills programmes (short courses) per province for 2008/09

Province	Soft skills	Technical skills	ICT skills
Eastern Cape	390	400	478
Free State	70	70	70
Gauteng	27	27	34
KwaZulu-Natal	120	200	200
Limpopo	250	200	200
Mpumalanga	100	80	80
Northern Cape	44	39	7
North West	100	68	170
Western Cape	12	24	34
Total	1 113	1 108	1 273

TABLE 13 Expenditure per provinceww

| Province | DORA | Payments made | | | Total amount allocated | Expenditure for 2008/09 | Expenditure (%) |
| | | 11 April | 11 July | 11 October | | | |
	R'000	R'000	R'000	R'000	R'000	R'000	
Eastern Cape	16 828	4 207	8 414	4 207	16 828	16 828	100
Free State	9 177	2 294	4 589	2 294	9 177	5 270	58
Gauteng	4 735	1 184	2 368	1 184	4 735	2 980	63
KwaZulu-Natal	16 458	4 115	8 229	4 115	16 458	12 837	78
Limpopo	15 162	3 791	7 581	3 791	15 162	13 402	88
Mpumalanga	9 912	2 478	4 956	2 478	9 912	9 912	100
Northern Cape	6 881	1 720	3 441	1 720	6 881	2 330	34
North West	12 793	3 198	6 396	3 198	12 793	10 004	78
Western Cape	8 054	2 014	4 027	2 014	8 054	8 054	100
Total	100 000	25 000	50 000	25 000	100 000	81 617	82

TABLE 14 Number of personnel recruited per province for 2008/09

Province	Target for 2008/09	Recruited personnel
Eastern Cape	139	139
Free State	28	26
Gauteng	12	62
KwaZulu-Natal	41	0
Limpopo	59	55
Mpumalanga	22	22
Northern Cape	11	16
North West	60	15
Western Cape	24	15
Total	396	350

TABLE 15 Number of personnel who received ICT equipment for 2008/09

Province	No of personnel targeted for support	No of personnel who received IT equipment
Eastern Cape	400	0
Free State	95	100
Gauteng	32	123
KwaZulu-Natal	649	1 540
Limpopo	105	157
Mpumalanga	80	409
Northern Cape	44	0
North West	170	0
Western Cape	30	94
Total	1 605	2 423

Table 14 shows that a total number of 350 extension personnel were recruited in 8 provinces. The table further shows that there were no extension personnel recruited in KwaZulu-Natal. Table 15 shows that KZN has the largest number of personnel who received IT equipments which is 1 540. The table further shows that there were no personnel who received IT equipments in North West, Eastern Cape and Northern Cape

Table 16 shows that a total number of 33 extension personnel registered for qualification upgrading in 3 provinces. In the Northern Cape the 15 personnel registered for B Tech on part time basis. In KZN, 12 personnel are pursuing B degree on full time basis, 6 personnel pursuing B Tech in Free State. Table 17 shows that a total number of 1 264 extension personnel were trained in short skills programmes in 2008. The table further shows that 730 were trained in soft skills 266 were trained in technical skills and 268 were trained in ICT.

5.   Responsibilities of the DoA in the implementation of the Extension Recovery Plan

According to the Extension Recovery Plan Implementation Framework the following were the responsibilities of the DoA for the 2008/09 financial year:

TABLE 16 Number of personnel registered for qualifications upgrading for 2008/09

Province	Personnel qualifications upgrading
Eastern Cape	0
Free State	6
Gauteng	0
KwaZulu-Natal	12
Limpopo	0
Mpumalanga	0
Northern Cape	15
North West	0
Western Cape	0
Total	33

TABLE 17 Number of personnel trained in skills programmes (short courses) 2008/09

Province	Soft skills	Technical skills	ICT skills	Total
Eastern Cape	0	0	0	0
Free State	85	0	0	85
Gauteng	13	0	0	13
KwaZulu-Natal	160	153	250	563
Limpopo	0	0	0	0
Mpumalanga	297	0	0	297
Northern Cape	147	91	0	238
North West	0	0	0	0
Western Cape	28	22	18	68
Total	730	266	268	1 264

TABLE 18 A summary of the DoA responsibilities per pillar and time frames

Pillar	Key responsibility	Time frame
Ensuring accountability and visibility	Develop policy framework on the provision of corporate wear for extension personnel	November 2008
	Development of extension and advisory service management diary and the Farmer's green book	September 2008
	Review the norms and standards and turn it into a national policy on extension	October 2008
Provisioning of ICT equipment	Develop an ICT Policy and guidelines on standard-ising of ICT equipment	November 2008
Training	Training of currently employed extension person-nel on soft skills as outlined in norms and stand-ards booklet	March 2009

• Development of a policy framework on the provision of corporate wear for extension personnel

• Development of extension and advisory service management diary and the Farmer's green book

• Review the norms and standards and turn these into a national policy on extension

• Develop an ICT Policy and guidelines on standardising of ICT equipment

- Training of currently employed extension personnel on soft skills as outlined in norms and standards booklet.

Table 18 shows the key responsibilities performed by the DoA for 2008/09.

5.1 Progress on the development of a policy on provision of corporate wear for extension personnel

The DoA commissioned work on the development of a national policy framework on extension corporate wear in 2008. The developed framework was presented to all provinces at a workshop in November 2008. Flowing from the workshop a task team representing all provinces was established with the objective to finalise the policy. The first meeting of the task team took place at the end of the financial year (8 April 2009) where the provincial inputs were incorporated in the policy framework.

5.2 Progress achieved on the development of a policy framework on ICT

The DoA developed the policy framework on provisioning of ICT equipment for extension officers. The process for the development of the policy framework started immediately after the Minister's Extension Indaba. The activities and deliberations for the development of the policy framework were facilitated by National Agricultural Technical Cordination Committee on Information Management (NATCIM). The first adhoc NATCIM was convened on 20 May 2008 at the Imbizo Hall, DoA. The purpose of the meeting was to share the recommendations of the extension Indaba around the area of ICT provision for extension officers.

The committee was then commissioned with the mandate to develop the draft policy framework. All PDAs are represented in the committee which is chaired by the Director: Information and Communication Technology of the DoA. The draft policy was finalised and adopted during the NATCIM committee meeting held on 08 July 2008. The draft policy was customised and registered on the DoA intranet in March 2009.

5.3 Development of the Farmer's green book

The development of the Farmer's green book came about as a mechanism to further ensure the accountability and visibility of extension and advisory services. A decision was made at the Cabinet Lekgotla in May 2008 that, the DoA should develop the Farmer's green book.

The purpose of the green book is to record the farmer's daily interactions with various agricultural advisors both in government and outside government. The book provides an opportunity to the farmers to evaluate the quality of the products and services rendered to them.

The DoA started with the draft green book by the end of July 2008. The contents of the green book amongst others include the following:

- Farmer's details
- Advisor's records
- Service delivery point
- Daily farmer's interaction
- Farmer's monthly activity plan
- Notes and follow-up issues and
- Calendar

The draft green book was forwarded to the provinces for inputs in August 2008. The provinces' inputs were incorporated. The green book was noted and approved by ASRDC in September 2008.

The green book was also translated into the following language groupings:

• Sesotho languages

• Nguni languages

• Tshivenda

• IsiTsonga dual

• Afrikaans

The book was launched by the Minister during Letsema launch in the provinces between October and November 2008.

5.4 Provincial road shows on the use of the Farmer's green book

Letters dated 14 January 2009 were sent out to HoDs of all the provinces requesting them to arrange a workshop on the use of the Farmer's green book. The workshops were coordinated by the province; however, the programme was facilitated by officials of the DoA. The purpose of the workshops was to share information on:

• The overview of extension recovery plan

• Post Agri-consultation resolutions

• The use of the Farmer's green book

The workshops in provinces were targeting the following: farmers, farmer unions, managers responsible for extension and the extension officers. The dates of the workshops were as reflected in Table 19.

The electronic copy of the Farmer's green book as well as the DoA printing specifications were sent to the provinces on 23 January 2009. In preparation for the workshop, the provinces were expected to print copies of the Farmer's green book using the Extension Recovery Fund.

The process flow of the workshops made provision for the provinces to engage in discussion and make inputs into the Farmer's green book. The inputs made by the provinces were incorporated into the book. The revised green book was sent to the provinces on 30 March 2009. As a way forward during provincial workshops, provinces were expected to submit their roll-out-plan on the use of the green book by 15 April 2009.

The use of the green book will be piloted for a period of 12 (twelve) months. The targeted groups for the pilot are Land and Agrarian Reform and Comprehensive Agricultural Support Programme (CASP) beneficiaries. The provinces have been granted permission to use the Extension Recovery Fund for purposes of printing the green book. The pilot started on 1 April 2009.

TABLE 19 Dates and venues for the Farmer's green book road shows

Province	Venue	Date
Eastern Cape	Walter Sisulu University	23 February 2009
Free State	President Hotel	13 February 2009
Gauteng	Akasia Community Hall	25 March 2009
KwaZulu-Natal	Durban	19 February 2009
Limpopo	Oasis Resort	11 February 2009
Mpumalanga	Protea Hotel (Witbank)	18 February 2009
Northern Cape	Duineveld High School	10 March 2009
North West	Protea Hotel	20 February 2009
Western Cape	Goudini Spa	04 March 2009

5.5   The development of extension management diary

The DoA developed the extension management diary in conjunction with the green book. The primary purpose of the management diary is to ensure accountability and visibility of extension, advisory and veterinary service personnel as a service to farmers. The green book is intended to generate evidence of the type of products and services provided to farmers by the DoA and farmer's satisfaction with these services. The extension management diary was also launched by the Minister during the Letsema launch in the provinces in 2008.

The only province that has started using the management diary is the Eastern Cape.

5.6   Progress achieved on the co-ordination of project management training

The norms and standards for agricultural extension make provision for the DoA to facilitate training for extension officers on critical soft skills such as project management, problem solving, communication skills and life orientation. For the 2008/09 financial year the DoA coordinated training on soft skills for 115 (hundred and fifteen) officials. The officials were trained on accredited project management NQF level 4 and problem solving NQF level 4. The training was pitched at NQF level 4 in order to accommodate extension officers who do not have post-graduate qualifications yet.

Table 20 indicates that 70 extension officers were trained on accredited project management NQF level 4 in 2008/09. The table further indicates that only 4 provinces benefited from the training. Table 21 reflects that the majority of officials trained (44) are males and 26 are females.

Table 22 reflects that most of the officials trained (18) are on salary level 6 and only 1 official trained is on level 10. Table 23 reflects that a province with a larger number of municipalities that benefited from the training is KZN (22).

5.7   Administration and reporting for the Extension Recovery Plan

Owing to the complementarity of the CASP and the Extension Recovery Plan, the allocation and administration of the extension recovery fund is co-ordinated through the CASP office. Quarterly progress reports by the provinces on the Extension Recovery Plan form part of the CASP quarterly reporting.

On a quarterly basis the DoA convened extension recovery review workshops to verify reports received from the provinces and establish challenges experienced by the provinces in implementation. For 2008/09 3 (three) workshops were conducted on the following dates: 16 April 2008, 04 September 2009 and 27 November 008. Provincial departments of agriculture were represented during those workshops. Table 24 shows the dates on which provincial road shows on the Extension Recovery Plan were conducted.

6.   DoA operational expenditure on co-ordination of implementation of the Extension Recovery Plan

The expenditure for the co-ordination of extension and advisory services for 2008/09 included extension recovery review workshops, printing of norms and standards booklets, provincial road shows on the Extension Recovery Plan and the use of the Farmer's green book, payment for commissioned work on the development of corporate wear for extension officers and soft skills training for extension officers. The total amount spent for 2008/09 co-ordination of extension and advisory services is R3 million.

TABLE 20 Breakdown of number of officials trained on project management NQF level 4 per province

Province	Total number
Eastern Cape	17
KwaZulu-Natal	22
Limpopo	17
Western Cape	14
Total	70

TABLE 21 Breakdown of trained officials per gender

Province	Gender		Total
	Male	Female	
Eastern Cape	15	2	17
KwaZulu-Natal	6	16	22
Limpopo	14	3	17
Western Cape	9	5	14
Total	44	26	70

TABLE 22 Breakdown of trained officials per salary level

Province	Salary levels						Total
	5	6	7	8	9	10	
Eastern Cape	3	4	0	5	5	0	17
KwaZulu-Natal	10	5	5	1	1	0	22
Limpopo	0	5	3	8	0	1	17
Western Cape	2	4	0	2	6	0	14
Total	15	18	8	16	12	1	70

TABLE 23 Breakdown of officials trained per municipality

Province	Municipality	Total number
Eastern Cape	Alfred Nzo	1
	Umzimvubu	1
	Matatiela	1
	Mbashe	1
	Ngqushwa	1
	Mnquma	1
	Nkonkobe	1
	Ngquza Hill	2
	Ntabankulu	1
	Ikwezi	1
	Cambedo	1
	Elundini	2
	Maletswai	2
	Sequ	2

Province	Municipality	Total number
KwaZulu-Natal	Umzinyathi	6
	Mhlabisa	7
	Dumbe	8
	Ethekwini	1
Limpopo	Lephalale	1
	Mogalakwena	2
	Thulamela	2
	Mutale	1
	Blouberg	1
	Aganang	1
	Fetakgomo	2
	Makhuduthamaga	2
	Letaba	2
	Tzaneen	2
Western Cape	George	4
	Cape Town	4
	Vredeberg	3
	Overberg	2
	Matzikam	1
Total		70

TABLE 24 Schedule of extension recovery road shows to provinces

Province	Date of the visit
Eastern Cape	04 June 2008
Free State	14 July 2008
Gauteng	30 June 2008
KwaZulu-Natal	04 July 2008
Limpopo	03 June 2008
Mpumalanga	27 June 2008
Northern Cape	20 June 2008
North West	28 May 2008
Western Cape	25 June 2008

7. Provincial expenditure on implementation of the Extension Recovery Plan

The provinces had an allocation of R100 million from the CASP budget for the implementation of ERP. The transfer of funds was done in three phases, firstly on 11 April 2008 whereby 25 % of the total allocation was transferred to provinces. Second transfer was made on 10 July 2008 whereby 50 % of the total allocation was disbursed and the last transfer was made on 10 October 2008 on which 25 % of the total allocation was disbursed to provinces.

Table 25 shows the total budget allocated to provinces of R100 million, expenditure incurred by provinces amounting to R81 617 million which marks 82 % expenditure. The table further points out that a total of R18 383 million was not spent in 2008/09 financial year.

TABLE 25 DORA 2008/09 extension preliminary expenditure figures by provinces (R' million)

Province	Budget allocations	Expenditure	Unspent funds	Expenditure (%)
Eastern Cape	16 828	16 828	0	100
Free State	9 177	5 270	3 907	58
Gauteng	4 735	2 980	1 755	63
KwaZulu-Natal	16 458	12 837	3 621	78
Limpopo	15 162	13 402	1 760	88
Mpumalanga	9 912	9 912	0	100
Northern Cape	6 881	2 330	4 551	34
North West	12 793	10 004	2 789	78
Western Cape	8 054	8 054	0	100
Total	100 000	81 617	18 383	82

8.   Conclusion

The Extension Recovery Plan was on its first year of implementation and will be implemented over the MTEF (2008-2011). This report provided the basis for the development of the ERP or background on ERP and further provided detailed information on what ERP seeks to achieve. It is explicit that ERP intends to transform the extension and advisory services in the country for the better and that implies better productivity (and profitability) for the farmers and beneficiaries of government interventions.

In 2008/09, the following outputs were achieved by the provinces though the ERP: 350 extension personnel were recruited; 2 423 officials received ICT equipment and 33 personnel enrolled for qualification upgrading. A total number of 1 264 officials were trained on skills programmes out of the total trained, 730 were trained in soft skills, 266 were trained in technical skills and 268 were trained in ICT. The total amount of R81 617 million was utilised to attain the mentioned outputs. The DoA succeeded in the development of a policy framework on provisioning of ICT equipment for extension personnel, development of a draft policy framework for provisioning of corporate wear for extension officers, development of the Farmer's green book and management diary. The DoA further trained a total number of 70 extension officers in 4 provinces in project management at NQF level.

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