



# **THE SOCIAL POLICY ECOLOGY RESEARCH INSTITUTE – SPERI**

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## **EVALUATION CRITERIA**

1. Offices (Hanoi office and field offices);
2. Offices of Farmer Field Schools (FFSs)
3. Ecological dining rooms
4. Ecological living rooms
5. Farming models
6. Toilets

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## **Criteria of the Office / FFSs:**

### ***Behavior:***

- Mild-mannered, polite, sincere (CHARITY - SINCERE - BEAUTY);
- Always ready to help and assist guests (farmers, partners, staff, etc.) visiting, working at the office (through the specific action);
- Office manager is responsible for:
  - Share and exchange philosophies, organizational culture to staff, students and people who visit and study at the office / FFSs;
  - Periodically / unofficial exchange, share opinions and cultural values of the organization within the staff in a sincere, honest, candid manner;
- Reception of guests:
  - Guests of the SPERI Institute: Office-incharge staff guidelines regulations of dining room, bathroom, toilet, area of gathering garbage (organic and non-organic ones); arrange eating and accommodation - outside the office/ FFSs; share and exchange philosophy, principles, models, regulations at the office/ FFSs; organize tours to the models;
  - Guests, who are relatives of staff: Whoever having relative visitors is responsible for guiding the implementation of these regulations; In case of the visitors' violation, the relating staff is responsible under the sanction of the Institute; Staff having visitors is responsible for their safety and payment for food costs; regulations of grouping visitors shall be applied to a group of more than 5 people with visiting duration of more than 2 days;
  - There should be prior informed plans, related documents and the consent of the office manager;
  - Grouping visitors shall comply with the regulations of the office / FFSs;
  - Transporting seeds, animal out of HEPA / FFSs without the consent of the responsible person is forbidden;
- No smoking, no drinking beer and wine (except holidays and special occasions organized by the Institute);
- No individual work or individual transactions during working time;
- Do not move the office phone out of the provided area;
- Do not use the office phone on personal service.

### ***Drinking water:***

- Always ensure sufficient drinking water;
- Use the boiled water, local green tea, herbs or organic products (eco) with clarification of the origin, which have cultural characteristics of each region. Do not use products of unknown origin, industrial products;
- Syrup, fruit juice (self-processing apricots, strawberries, apple, etc.). Fruit is bought from:
  - The network members;
  - At the trusted address;

### ***Sanitation, cenery inside and outside office:***

- Make sure that, equipment and furniture are always clean, neat and tidy;
- After using equipment and instruments, one should be reset at the right place; and notify the office manager;

- Place boxes for gathering organic and non-organic garbage inside and outside office;
- Use home flower for decoration and encourage to promote nature-friendly spaces;
- Make sure clean toilet, available toilet paper and water (at septic-tank toilet), or filler (at compost toilet);
- All affecting activities (gardening, planting trees, planting for landscape, arrange equipment, furniture, etc.) must be appropriate and in harmony with the local landscape, showing the interaction and support between components and reflecting the lessons (applying the principles of land use planning - permaculture design).

### ***Sharing information, planning:***

- Timely, accurate and consistent with the object;
- Security and storage of information;
- Having plan to share common plan with the Institute's entire system.

### ***Management system of profile:***

- Compliance with the standards of the Institute: classify filing system in a systematic and synchronized way in the office / FFSs;
- There should be a database system at regional offices, headquarter office of the Institute.

### ***Working time:***

- There should be regulations of seasonal working time at the offices/ FFSs;
- Strict implementation of working time at the offices;
- There should be work table for monitoring weekly work at the offices.

### ***Electricity use:***

- Turn off equipment if it is not in use;
- Lamps in public:
  - Summer: turn on at 19:00 – turn off at 5:30;
  - Winter: turn on at 18:00 – off at 6:00.

### ***Use of property:***

- Use assets with appropriate purpose and function;
- Do not move assets out of prescribed position without permission.

### ***Fire prevention:***

- There should be instruction of fire prevention and fire extinguish;
- There should be tools, equipment for fire prevention and fire extinguish.

### ***Checking and protection of forest:***

- Check forest monthly with the involvement of owners of farm models.

### ***Gates of offices:***

- At the Hanoi office;
- At regional and field offices (FFSs):
  - Lock both main and supplement gates after entering and exiting gates;

- Office/ FFSs managers shall be in-charge of management of keys. Do not leave keys at the gates.

## Ecological community dining room at FFSs/HEPA

### a. Principles (applied to all areas, components)

- Nurture and promote following values:
  - Cultural;
  - Social;
  - Natural.

### b. Criteria:

#### *Food, food stuff*

- **Rice:** should contain clear origine:
  - Products produced by Ecological Agriculture Network members;
  - Buy from reliable shops.
- **Food stuff:** Pork, fish, chicken, eggs, etc. from clear sources:
  - Local products (from Khe Soong farm, Cay Khe farm, FFS Nan San, FFS Dong Le);
  - Products produced by Ecological Agriculture Network members;
  - Buy from reliable shops.
- **Spice, sauce:**
  - Do not use glutamate;
  - Self-made fish sauce, soy sauce, chili sauce, etc.
    - Raw materials bought from members of the network (e.g: Mr. Phuoc's chili, pepper, etc.)
    - Buy from reliable addresses;
- **Vegetables:** 100% of used vegetables are produced in FFSs/HEPA;
- **Beverages:**
  - Boiled water, fresh green tea, coffe and local herbs, clear-original, organic products representing for regional cultural characteristics. Do not use products of unknown origin, industrial products;
  - Self-producing syrup, fruit juice (apricots, strawberries, apple, etc.) and fruits bought from:
    - Network members;
    - Reliable addresses;
  - Homemade wine, wine from FFS/HEPA or members of ecological farming network or reliable shops.
- **Fruit, cake, candy:** use for special festivals, traditional new year festival;
  - Fruits from farm models, network members;
  - Homemade cake, candy (for instance, *Cu Do*, sweet soup, powder filter, banana cake), jam;
  - Purchase from reliable shop.
- **Use toothpicks:**
  - Use tea root, tea branch;
  - Self-produce bamboo toothpicks;

#### *Equipment, production tools:*

- Dishes, cups: suitable standard, with the logo of the Institute; bamboo chopsticks, areca-nut chopsticks.
- Pot, pan: maximize the use of cast iron pot;

- Cleaning materials: use material by at least 80% of boiling water, water remaining from washing rice, bran to clean chopsticks, dishwasher, pots, and the rest material is such cleaning liquid as *Sunlight*;
- Minimize the use of plastic bags for containing food and other things;
- Baskets, nested tables: do not use plastic, metal ones;
- The plate of food, chairs - tables are made from bamboo, rattan, wood;
- Brush: do not use plastic brushes;
- Container for tools: do not use things made from metal, plastic;
- Do not move assets and equipment from the kitchen, dining room;
- Use equipment and property in the dining room in the proper purposes and functions;

***Sanitation-landscape:***

- Cleaning: clean dining-room and kitchen area every morning (before 6:00 in summer and 6:30 in winter);
- Clean spider nets, clean dining-room floor, clear bushes around the dining-room area monthly;
- Create natural campus for rest around dining-room (HEPA; FFS Dong Le, FFS Simacai);
- There are trash can for nonorganic garbage (recycle types, which are made from old tires bought from Tay Son town or bamboo baskets).

***Behaviour at the ecological dining-room:***

- Timing: Eating time is defined suitably to seasons, which is noticed at the dining-room;
- Costumes: do not wear shorts, bare-chested or naked while eating;
- Invite, ask permission from others before and after eating;
- Do not turn on TV while eating;
- Do not put feet up the tables, chairs and benches;
- Do not speak loudly while eating;

***Appliances for staff, students:***

- Staff, students use 80% of sampoo made from locust, lemon;
- Unique type of laundry soap (such as OMO, Viso,...), similar washing soap (such as Lifebouy,...), similar sampoo (e.g Clear,...), similar toothpaste (e.g P/S, Aqua Fresh);
- Use unique towels according to the Institute's standard;
- Unique mats, dark green blankets, mosquito nets, pillows in FFSs;
- Clothing: encourage to use handicraft, traditional costumes, everyone should have traditional clothes for special occasions, festivals;
- Sandals, shoes: suitable, simple;
- Toilet paper: use similar type (such as *An An*,...);
- Sinks:
  - o Sinks for cleaning face, washing vegetable: high quality plastic (made in Thailand, Japan), similar type for guests;
  - o Washing basin: made from Aluminum;
  - o Sinks for dishwashing: made from rubber;

***Fireplace and fuel:***

- Set up soil fireplace to retain heat and save firewood;
- Use firewood from dead trees, branches;
- Use Biogas;
- Use reasonable, save electricity for certain necessary equipment;

***Fire prevention:***

- Training on fire prevention and safety;
- There are tools, equipment for fire prevention and fire fighting;

***Chef:***

- Comply strictly with the provisions of the ecological dining-room;
- Clothes according to the provisions of the Institute;
- Diversified processing (encouraging local, ethnic cultural food), display neat, tidy meal;
- Pleasant, cheerful attitude;
- Make tables, benches clean after meal;
- Clean table towel every day;
- Prepare drinking water (fresh green tea and boiled water) before meal;
- Take note of daily menu, cost, number of served eaters.

**Criteria of ecological housing (including farm house)**

- House equipment according to the Institute standard:
  - Unified blankets, mosquito nets, mats, pillows, mosquito net supporters, hanging hooks;
  - Cup tray, cup (timber, rattan, bamboo);
  - Furniture, beds, cabinets (wood, rattan, bamboo)
  - Other equipment according to criteria of ecological housing/ dining room (eg pots, wash basins, towels, bath towels);
- Sanitation:
  - Recycle for non-organic garbage (according to the Institute standard);
  - Holes (according to the principle of banana circles) for containing organic garbage;
  - Tidy, clean;
- The use of electricity:
  - Turn off equipment which is not in use;
  - Lamp in public places:
    - Summer: turn on at 19:00, turn off at 5:30;
    - Winter: turn on at 18:00, turn off at 6:00.
  - Regular check electric system, inform every breakdown to office manager to fix;
  - Minimize the use of electricity for cooking (such as rice cookers);
- Water use:
  - Self-management, maintenance and repair of water system of the farm model;
  - Do not waste water, use it for proper purposes;

## Criteria of farm model

### ***Compliance with the philosophy:***

Development base on the belief<sup>1</sup> and heritage, integration of traditional farming system, indigenous knowledge, learning and application of rules, interactions and functions of energy conversion, natural nutrient cycle, to ensure:

- Nurturing cultural capital:
  - Inheriting and developing beliefs, institutions - traditional structure;
  - Reflecting geographic particular characteristics (ecology) and ethnicity (human-ecology)
- Nurturing social capital:
  - Apply new suitable solutions, which is developed base on indigenous knowledge, awareness of the principles of ecology and tested in different ecological areas;
- Ensure livelihoods security:
  - Land use rights;
  - Create a diversified and stable employment, stable income for farmers;
- Nurturing ecological capital:
  - Maintain biodiversity: diversity of plants and animals;
  - Maintain, nurture and improve soil fertility through the use of manure, organic matter, soil conservation measures; prevention from environmental pollution;
  - Attainment of linkage, interaction amongst components and application of natural patterns;
  - Make the most of the local flows of nutrition, energy and resources.
- Respect five natures of the natural ecosystem:
  - The systematic nature;
  - The specific nature;
  - The interactive nature;
  - The diversified nature;
  - The adjustment and adaptive nature.

### ***Application of principles in system design:***

Farming model is planned, designed and applied land use solutions of to ensure nurturing of soil, water sources, bio-diversity, prevention from environmental degradation, protection of natural landscape, particularly:

- Planning and design according to the principles, functions and patterns from natural ecosystems;
- Management of water and nutrients together - contours, terraces;
- Plant systems for erosion control, soil cover to retain moisture - to strengthen, promote microorganisms in the soil;
- Rotation, intercropping between short-term and long-term plants, application of minimum tillage methods;
- Suitable, diversified and sustainable arrangement of plants, animal to promote interaction and mutual support, to diversify products and income;

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<sup>1</sup> Ensure belief in natural resource management (land, water, plants, animal, etc.), for instance worshipping for water spirits (Phi Nam), land spirits (Phi Din), forest spirits (Phi Pa), saints (Phi Sua).



- There are solutions for integrated pest management, use of herbal medicines and natural enemies, use organic fertilizer, compost, manure, microorganic fertilizer and organic materials;
- Save labour force, maximize local resources, while reduce input cost and external dependency (things taken from outside);
- Take advantage and optimize local resources (food, organic matter, rocks, water, gravity ...);

### ***Criteria for planning, detail design:***

- Planning, designing of areas (Areas 1, 2, 3, 4, 5):
  - Base on the terrain (landscape based design);
  - Interaction and support between areas / components;
  - Optimize various power flow/ sources:
    - Water sources;
    - Direction and slope;
    - Nutritional flows;
    - Fuel: wood, biogas, electricity.
- The structure of plants, animals:
  - Diversity of plants, animals;
  - Inter-cropping, rotation.
- Seeding sources of plants, animals:
  - Local;
  - Import from other areas, that adapt to local conditions;
- Source of food, compost:
  - On site;
  - Import things from other areas, that adapt to local conditions;
- Soil protection solutions:
  - Solution of work building;
  - Solution of plantation;
  - Solution of fertilizer: compost, compost tea, worm composting, green manure with organic origin;
  - Farming technique.
- Solutions of plant and animal protection:
  - Herbs;
  - IPM (integrated pest management);
  - Vaccine
- Solutions for treatment of garbage, waste water:
  - Trash (each farming model has at least 02 trashes)
  - Banana circle;
  - Reedbed;
  - Compost;
  - Raising worms.
- Organisation, labour management:
  - Production plans;
  - Record/ diary of household, registration of attendance;
  - Daily production process;
  - Management - maintenance of production tools;
    - Clean and store tools to the right place after use;
  - Labour safety : labour protection, measures to ensure labour safety;

- Accounting of production.
- Processing, storage of products:
  - The process of product processing
    - Food stuff ;
    - Agricultural and aquatic products ;
  - Storage of products:
    - Short term ;
    - Long term.
- Outputs
  - Local use;
  - Provide out.
- Testing and application of experience and new initiatives:
  - Plants;
  - Raising animals;
  - Solutions for nurturing of soil, water;
  - Solutions for protection of plants, animals.
- Training, sharing experiences:
  - Lessons should be shared on the farming models;
  - The ability to exchange and share the lessons of owners and other labourers of farming models.
- Efficiency
  - Cultural, social: research, testing, training by visual curriculum, experience sharing; creating stable jobs, diversified and stable income for farmer households;
  - Economic: Comprehensive livelihood security: analysis of economic efficiency, be ability to self-sufficiency and minimize independence on external resources (to provide 70% to 80% of the family needs); diversify products towards foundation of 'niche' market;
  - Environmental: biodiversity.

***Criteria for owners of farming models:***

- Clear determination of career, having passion, being hard work and persistent;
- Having vision and clear strategy, objectives (short, medium, long term). Having short-medium-long term plans;
- Understanding the nature of ecosystems and the application of natural rules and functions of ecosystems into the planning, design of farming systems;
- Having management skills, effective operation, notes and diary of farming and product management processes;
- Understanding policies concerning agriculture, countryside and farmers;
- Willing for training, transfer knowledge to children / grandchildren (for continuation of ecological farming);
- Should have needs for community linkage, sharing;
- Having land (land use and decision on land).

## **Criteria of toilet:**

- Design and construction:
  - The septic tanks;
  - Dry toilet (compost) should be ensured available ash;
  - Raw materials: Raw materials: use of local raw materials: bamboo, wood, palm leaves, etc.
  - Make sure toilets cool, maximize natural light;
- Sanitation:
  - Make sure there is available toilet paper;
  - Clean ground and toilet pedestal;
  - Always available water for the septic tank, and there should be wastewater treatment system from the toilets;
  - Always available ash (filler) for dry toilets (composting); there is a container of urine.