



MONTHLY MEETING MINUTES (JUNE 2012)

Dien Bien Phu, June 29th, 2012

I. Purpose

To plan and monitor the monthly activities of Project for Sustainable Forest Management in the Northwest Watershed Area (SUSFORM-NOW) for smooth and effective implementation of the project activities.

The participants reviewed the implemented project activities for June 2012 and the activity plan for July 2012 in this meeting.

II. Participants

- Provincial Project Management Unit (PPMU): Mr. Ky, Ms. Hien, and Mr. Thai;
- Dien Bien District PMU: Ms. Duyen, and Mr. Nguyen;
- Dien Bien Dong District PMU: Mr. Tiep, Mr. Chi and Mr. Minh;
- Dien Bien Phu City PMU: Mr. Sam;
- JICA Experts and Project staff: Mr. Goseki, Mr. Baku, Ms. Nakamura, Mr. Trung, Mr. Hien and Mr. Minh.

III. Contents

3.1 Implemented activities in June 2012

Activity #3 (Annual Plan of Operation (APO) 1-4(2)): Prepare to make the participatory forest management (FMP) and livelihood development plans (LDP) at Long Hom village.

- Mr. Sam completed preparing the contents of the workshop. Two meetings were organized to prepare tables, maps and other related things.

Activity 4 (APO 1-5(0-1)): Approve plans formulated by 1-4(1)

- Mr. Ky has sent a decision template of FMP & LDP to the Dien Bien Phu City PMU. After formulating the plans, Commune/Ward People's Committees will approve them and send them back to the project.

Activity 6 (APO 1-5(2)): Continue to identify further needs from villagers on biogas plants

- Twenty two HHs of Sai Luong Village have been registered, but only five HHs have actually built their biogas plants to date while one HH is building the plant.
- Nine HHs of Tia Ghenh C have been registered for PE-type biogas plant construction.

Activity 7 (APO 1-5(2)): Implement action plans of four groups who participated in training in Japan in April 2012.

- Ongoing. They have a plan to organize a meeting on 30 June 2012 for sharing and discussing action plans.

Activity 8 (APO 1-5(3)): Continue to monitor the rocket stoves

- Provision of rocket stoves has been completed. The project is monitoring their use by the villagers.

Activity 10 (APO 1-5(3)): Build 3 brick-type biogas plants at Sai Luong

- Six plants were constructed at Sai Luong Village.

Activity 12,13,14 (APO 1-5(3)): Continue the monitoring of the organic vegetable, fodder grass and provide guideline on planting fruit trees.

- They were monitored.

Activity 15 (APO 1-5(3)): Share the results of the analysis of the freshly distilled wine with PMU members, and send the new sample to FIRI.

- Mr. Trung: The results were shared with PMU members. Two new samples have been sent to FIRI.

Activity 16 (APO 1-5(3)): Monitor HHs who received fingerlings in June 2012. Have no plan to provide fingerlings in July 2012.

- LDC had no plan to provide fingerlings to the villagers who did not prepare the fish ponds in time and appropriately.

Activity 17 (APO 1-5(3) 2-2(1)): Adjust the training plan for Pig raisers, village heads, and Commune Agriculture Extension Workers and Animal Health Worker in Jul that appropriate to the current epidemic situation

- No progress because of the epidemic of PRRS (blue ear disease).

Activity 18 (APO 1-5(4)): Provide to compensate died fingerlings.

- Additional fingerlings were provided to compensate dead ones in June 2012.

Activity 20 (APO 1-5(4)): Collect list of HHs received Tephrosia seeds in Hang Tro B, Na Phat A, Sai Luong, Phieng Ban, Na Nghe, Ke Nenh, Phieng Bua; collect list of HHs and quantity of fodder grass seeds/cuttings and fruit trees received by each; and delivery cuttings and seeds of fodder grasses, and seedlings of fruit trees at all the pilot sites

- Fodder grass seeds and seedlings of fruit trees were distributed, but it was found that some villagers of Sai Luong and Ke Nenh didn't plant them.

Activity 21 (APO 1-5(4)): Provide the Lao-type stove to Sai Luong

- Lao-type stoves had not been procured yet.

Activity 22 (APO 1-5(4)): Continue to collect requests for vegetable seeds

- No progress

Activity 23 (APO 1-5(4)): Identify households who are willing to plant Macadamia seedlings and get and provide totally 70 seedlings to Ta Leng Site

- 70 Macadamia seedlings were distributed to 10 HHs in Ke Nenh on 13 June.

Activity 24 (APO 1-5(4)): Confirm the required number of *Acacia mangium* seedlings and procure and deliver them on time, considering the schedule of the participants

- *Acacia mangium* seedlings were provided to Phieng Ban (18 June, except for villagers making contract with NORVIFO and for additional requests) and Ta Leng (Na Nghe, 21 June, and Ke Nenh, 28 June). Required numbers of seedlings for a contract with NORVIFO (Phieng Ban) was confirmed.

Activity 25 (APO 1-5(6)): Make clear the land areas for afforestation on the site, and facilitate the villagers and NORVIFO to make contract

- Sub-DoF dispatched Mr. Phung to identify the land area (5.2 ha) on site. 16 households in Phieng Ban and NORVIFO made afforestation contracts on 17 and 22 June.

Activity 28 ((APO 1-5(6)): Discuss with Na Phat A IG on new activity, new IR, and way to sell the pig provided by Project

- IG proposed to change their activity from hog raising to cow raising and to contribute eight million VND/HH to IG fund by 15 September; however, one HH used the sales of hogs to buy goats although it was agreed between the IG and the project that all the sales shall be deposited to a bank.
- Lessons learnt from Na Phat A case:
 - + Extension service should be provided for the project activities;
 - + Cost/benefit should be analyzed before investment; and
 - + Good local seed animals should be used to minimize risks.

Activity 29 ((APO 1-5(6)): Share the comments from villagers on participation to the Dien Bien Phu Festival

- Comments from the villagers were shared among PMU members.

Activity 30((APO 1-6(1)): Continue to monitor endogenous development by MVs and receive the final reports of them

- Monitoring by TBU volunteers was completed on 15 June.

Activity 31((APO 1-6(1)): Hold a meeting on improvement of the monitoring volunteer system

- A meeting was held, and it was agreed to revise the TOR for the monitoring volunteers.

Activity 32((APO 1-6(1)): Hold a meeting on improvement of PA Monitoring System

- Meeting was held. Dien Bien Dong District will send the TOR of village heads as soon as possible.

Activity 33((APO 1-7(1)): Prepare to hire consultants (TOR)

- Mr. Goseki: VAFS was selected as the first candidate.

Activity 34((APO 2-1(1))): Keep communication with partner agencies

- Responsible C/P: Ms. Bac

Activity 35((APO 2-1(1))): Wait and study a report of the scoping visit of RECOFTC.

- The submission of the RECOFTC's final report has been delayed until mid July.

Activity 37((APO 2-2(3))): Complete to check the trainees, and make them continue to try to utilize the acquired skill and record finding on the notebooks provided in the training

- Follow-up training is being prepared.

Activity 38((APO 2-3(1))): Prepare the Forest Management training in Japan

- Training schedule and contents is being prepared.

Activity 39((APO 2-3(3))): Holding a meeting to report the draft action plans of all the trainee to PMU members, and explain the plans at the meetings held in the remaining pilot sites

- Draft action plans were presented at the meeting (intended on 30/6) in order to put them into practice.

Activity 40((APO 2-4(1))): Continue to collect lessons learned for preparing technical manual for the 2nd Phase.

- Technical issues pointed out in LDC News are being compiled in the draft.

Activity 44(Other): Upload monthly meeting minutes; Add news article; Add LDC News.

- Monthly meeting minutes and LDC News have been uploaded. Vietnamese site has not been officially opened (to be opened on 4 July).

Activity 45(Other): Wait for the reply of PPC on the request to provide allowance to Commune officers

- Mr. Ky: It was made clear that there had not been enough local contribution budget to provide counterpart incentives to the commune officers.

Activity 46(Other): Report regularly (daily and monthly) implementation plans of project activities and result of the Monthly Meeting to leaders of city/district.

- Mr. Ky: It has been reported regularly.

Activity 47(Other): Use the E-mail account by all PMU members.

- Some members didn't know the longin detail to use the account.

3.2. Work plan of July 2012

Activity 1 (APO 1-1(1)): Revise the selection criteria of the pilot sites for the 2nd phase

- Hold a meeting for revision of the pilot site selection criteria on 10 July. Participants were Mr. Goseki, Mr. Ky, Ms. Hien, and one representative from each district/city PMU.

Activity 2 (APO 1-3(2)): Follow up project introduction to be combined in the future meetings for FMP&LDP formulation in Ta Leng and Long Hom

- Schedule: In July

Activity 3 (APO 1-4(2)): Make participatory forest management and livelihood development plans for Long Hom, review it, and then continue for the other villages

- Schedule:
 - Pre-meeting at Long Hom Village: 2 July
 - W/S at Long Hom Village: 3-4 July
 - Review: 10 July 2012. Participants: Project experts, City PMU, PPMU (Ms. Giang and Ms. Bac), Ta Leng Commune, Noong Bua and Nam Thanh Wards.
 - Other five villages: by the end of Jul.

Activity 4 (APO 1-5(0-1)): Approve FMP and LDP for Long Hom and the other villages of Ta Leng Site

- Responsible C/P: Mr. Dung
- FMP & LDP will be sent to project and PPMU after approval.

Activity 5 (APO 1-5(0-2)): Facilitate village meetings to select PA

- Villagers select activities themselves.
- Responsible C/P: Ms. Hien

Activity 7 (APO 1-5(2)): Continue to improve the action plans and put them in practice.

- Responsible C/P: Mr. Hung and Mr. Sam

Activity 8 (APO 1-5(3)): Continue to improve the stoves, and monitor and make report on usage of the stoves

- Responsible C/P: Mr. Thai, Mr. Sam, Mr. Vinh and Mr. Chi.

Activity 10 (APO 1-5(3)): Continue to work on new plants in Sai Luong and other villages to accommodate the identified needs as much as possible.

- Mr. Trung: Plan to construct 20 new biogas plants in July.
- Mr. Ky: District PMUs need to report to the district leaders in order to identify the other funding resources for this activity such as loans from VBSP (Policy Bank).

Activity 11 (APO 1-5(3)): Select potential villagers and provide advanced training on biogas plant construction for them under the national biogas project.

- Schedule: In July
- Responsible C/P: Mr. Thai, Mr. Vinh, Mr. Chi and Mr. Sam

Activity 15(APO 1-5(3)): Produce new samples for the analysis

- Mr. Trung: New sample will be sent for analysis.

Activity 16 (APO 1-5(3)):

- Have no plan to provide fingerlings to the villagers who have failed to prepare the fish ponds appropriately following the technical instruction from the project.

Activity 18 (APO 1-5(4)): Identify chicken/pig suppliers.

- Schedule: In Jul.

Activity 19 (APO 1-5(4)): Replace non-pregnant/dead sows

- Schedule: In Jul.

Activity 21 (APO 1-5(4)): Provide the Lao-type stove to Sai Luong

- Continue purchasing and providing Lao-type stoves to Sai Luong Village.

Activity 22 (APO 1-5(4)): Identify the villagers who will participate in the winter vegetable production.

- Schedule: in August

Activity 24 (APO 1-5(4)): Continue to confirm and deliver the seedlings for the remaining villages

- Provide additional 8,500 seedlings to Phieng Ban Village (for villagers contracting with NORVIFO)
- Provide:
 - + Phieng Ban: 25,000 seedlings
 - + Na Phat A: 36,000 seedlings
 - + Sai Luong: 44,000 seedlings
- Ms. Hien: I've requested districts to send their reports (on seedling needs in each village) no later than 30 June. If no reports are submitted by the deadline, the provision will be canceled.

Activity 25 (APO 1-5(6)): NORVIFO will make advanced payment, provide fertilizers, and check planting holes in the 1st week of Jul.

- Villagers will implement afforestation. NORVIFO and project will monitor the afforestation.
- Responsible C/P: Ms. Duyen

Activity 27 ((APO 1-5(6)): Continue to change internal regulations of IGs at all the pilot sites

- LDC should send the final internal regulations of IGs at all pilot sites.

Activity 28 ((APO 1-5(6)): Discuss new activity, new IR, and way to sell the pig provided by the project with Na Phat A IG

- Mr. Ky agreed for the IG to shift to cow raising. The HH who has spent the money from selling hogs to buy goats has to pay back eight million VND in September.
- Mr. Goseki: IG members have broken the agreement. In addition, there should be careful analysis before changing to other animal raising model. Another meeting should be organized to discuss this matter.
- Mr. Baku: C/B should be analyzed carefully before any decision. The project will not release funds for the livelihoods models, which do not produce net profit.
- LDC will send the results of C/B analysis to Mr. Baku.
- Based on the experiences of Na Phat A and the other villages, it was agreed to dispatch city/district extensionists to pilot sites regularly to provide extension services to the IGs.

Activity 30((APO 1-6(1)): Find out new resources of Monitoring Volunteers.

- Explore possibilities to use the students from Dien Bien Economic Collage as MVs.
- Mr. Ky will contact the Collage on the 1st week of July 2012.

Activity 32((APO 1-6(1)): Support allowance temporary to village heads for encouraging them to monitor project activities.

- Mr. Goseki: It was agreed to pay a monitoring allowance to village heads from the IG funds. JICA VN agreed to cover the budgets for the first half or one year. Village head will be paid 600,000 VND per month. TOR of village heads shall be made clear. Village heads have to send a monitoring report monthly.

Activity 33((APO 1-7(1)): Make contract with VAFS to evaluate PA results

- Responsible C/P: Mr. Ky

Activity 34((APO 2-1(1)):

- Keep communication with partner agencies

Activity 42((APO 3-1(1)): Collect lessons learned from formulating FMP & LDP at Long Hom Village.

- Responsible C/P: Ms. Bac

Activity 43((APO 3-2(1)): Study details of the identified funds

- Responsible C/P: Ms. Bac

Activity 44(Other): Open the Vietnamese site, and upload monthly meeting minutes; Add news article; Add LDC News.

- Open the Vietnamese site: 4 July 2012

Activity 48(Other): Be observed by some JOCV members

- Mr. Goseki: Volunteers of JICA will visit project. JICA will send official letter later.
- Next Monthly Meeting will be held on 30 July 2012 at 07:30 AM.

The meeting was closed at 11:25 AM on June 29th, 2012.