

MINUTES
Of
MONTHLY MEETING - SEP 2010

Dien Bien Phu, 04 Oct 2010

I. Purpose

Planning and monitoring monthly activities of the SUSFORM-NOW Project for smooth and effective implementation of the Project Activities.

Request: Having monthly REPORT of implemented project activities and activity plan for next month.

II. Participants

- PMU at province level: Mr. Ky, Mr. Thai and Ms. Bac
- PMU at district level: Ms. Duyen, Mr. Vinh and Mr. Kien of Dien Bien district; Mr. Tiep and Mr. Chi of Dien Bien Dong district.
- PMU of Dien Bien Phu city: Mr. Dung, Mr. Hai and Mr. Hiep
- JICA experts: Mr. Goseki, Ms. Nonaka

III. Contents

1 Mr. Goseki introduced “Structure of project management”

Pls. see this content in attached documents (Annex I):

- Project goal
- 3 outputs
- Plan of Operation of the Project for 5 years.

2. Discussed activities which will be implemented by next monthly meeting.

Complete Project approval (Mr. Ky - main responsibility)

Joint Coordinating Committee (JCC) should be organized at the end of Oct 2010. (Responsibility Mr. Ky and Mr. Goseki)

1-1 Select the pilot sites (Responsibility Mr. Chua, Mr. Ky and Mr. Goseki)

1-6 (preparation: deciding the monitoring measures) Monitor the progress of pilot activities. (Responsibility Mr. Ky and Mr. Goseki)

2-1 Identify the roles of implementing agencies, develop implementation structure and work plan (Responsibility: Ms. Hien, Ms. Duyen, Mr. Tiep, Mr. Dung and Ms. Nonaka)

2-2 (Preparation: deciding the OJT measures) Provide support to implementing agencies in carrying out pilot activities (as OJT) (Responsibility: Ms. Hien, Ms. Duyen, Mr. Tiep, Mr. Dung and Ms. Monika)

2-3 (Preparation: deciding the training measures) Provide technical training to implementing agency staff (non-OJT) (Responsibility: Ms. Hien, Ms. Duyen, Mr. Tiep, Mr. Dung and Ms. Nonaka)

During implementing these project activities, participation and cooperation of related persons and agencies are very necessary.

* Study tour to Eco-villages in Lao Cai province (3-6/11/2010)

3-1 Review the existing guiding documents for participatory forest management and livelihood development plans (Responsibility: Mr. Thai + Mr. Goseki)

3-2 Reviewing the existing governmental fund, as well as other outside funding sources, that can be utilized for similar activities (Responsibility: Ms. Bac + Ms. Goseki)

3. *Participants' opinions*

- Commune staffs should be added in PMU at district level.
- 1 expert of Economic Department of Dien Bien Phu city should be added in PMU of the city.
- Members of district PMU should be paid allowance for participating in monthly meeting.
- Monthly Activity Plans need to be made for each district.

Mr. Ky's opinion:

- 1-6 will be decided by Mr. Ky and Mr. Goseki
- 2-1 see the chart "Project Implement Structure"
- Detailed schedule of 2-3 will be decided considering plans formulated by 1-3.

Mr. Ky proposed way of work between members of project PMU: Contact and share related information through Email. (All participants agreed)

4. *Prepare to select pilot sites in Dien Bien Phu city.*

Cooperation between Mr. Ky, Mr. Goseki and Dien Bien Phu city.

Dien Bien Phu city proposed 2 potential communes for survey: Ta Leng commune and Nam Thanh ward.

Mr. Goseki's opinion: 2 candidate pilot sites (2 villages) will be chosen, if both of them are suitable. After that survey will be implemented to choose only one pilot site in Dien Bien Phu city.

Thusday, 07 Oct 2010 will visit potential pilot sites with participating of Mr. Ky - Dien Bien DoF, Dien Bien Phu city - Mr. Hai , Vice Chairman of People's Committee of Dien Bien Phu city.

5. *Mr. Goseki's opinion for next monthly meeting.*

- Beginning of November 2010, some members of project will go to business trip. So Monthly meeting of Oct 2010 will be organized on 29 Oct 2010.

The meeting closed at 17:00 PM, 4 Oct 2010.