

MINUTES
of
MONTHLY MEETING - OCT 2010

Dien Bien Phu, 29 Oct 2010

I. Purpose & Request

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. Members of PMU reported all implemented activities in Oct 2010.

1.1 Mr. Ky reported:

- Project document: It has been sent to MARD. I have worked directly with vice director of International Cooperation Department in Hanoi. We will have its result in Nov 2010.
- Now, Mr. Chua and I cooperate with MARD to be approved the Project Document. The Project document might be approved before next monthly meeting.
- JCC should be organized as soon as possible, considering leaders of DARD are very busy. (Mr.Ky will prepare the agenda and arrange to hold JCC).
- After MARD approved Project Document, Dien Bien PPC will approve PMUs members (province and district levels).
- Pilot sites selection: Mr. Ky and Mr. Goseki have discussed about 6 candidates pilot sites. In this meeting, it should be consulted by all the participants
- From 20/10/2010, Mr. Ky and JICA experts visited Tay Bac University for exchanging opinion of the possibility of future cooperation (Report).

1.2 Ms. Duyen reported:

- Determination of the role and responsibility of implementing agencies at district level have been done.
- Contents of the training courses haven't been done yet.

1.3 Mr. Thai reported:

- Activity 3.1 (Review the existing guiding documents for participatory forest management and livelihood development plans) has been done.
- Cooperated to make APO 2011.

1.4 Ms. Bac reported:

- Activity 3.2 (Review the existing governmental fund, as well as other outside funding sources, that can be utilized for similar activities) has been done.
- Cooperated to make APO 2011.
- ⇒ Mr. Goseki: Some activities have been done in Oct 2010. Some others will be continued to complete in Nov 2010.
- In temporally schedule, JCC will be organized on 15 Nov 2010 PM.

2. Discussed 3 important activities of the project:

- Completing PDM
- Completing pilot sites selection.

- Completing APO 2011.

2.1 PDM

Participants of the meeting agreed the proposed indicators of PDM mainly. Only some small points of the indicators need to be changed.

Output 2: Technical and institutional capacities of implementing agencies (executing agencies, supporting agencies) are strengthened

Changed indicator of 2.2: From “Understanding of participants in the training program reach 70% of what has been taught.” To “80 % of what has been taught.”

2.2 Select pilot sites

Proposal by PMU members and Expert:

- Dien Bien district:

+ Pu Tiu 13,14 village, Thanh Xuong commune.

+ Sai Luong village, Nua Ngam commune.

- Dien Bien Dong district:

+ Nam Ngam village, Pu Nhi commune.

+ Na Phat A village, Na Son commune.

+ Na Phat B or C village, Na Son commune.

+ Tia Ghenh C village, Keo Lom commune.

=> Opinions of District PMU members:

- Dien Bien district:

+ Agreed to select Sai Luong village, Nua Ngam commune

+ Replace Pu Tiu 13,14 village by Phieng Ban village. Because: Pu Tiu village is located in area planned [to be developed] by district. In the near future, forest area of the village will be changed a lots.

- Dien Bien Dong district:

+ Agreed to select 3 villages: Na Phat A village, Na Son commune; Huoi Mua (instead of Na Phat B or C) and Tia Ghenh C villages, Keo Lom commune.

+ Replaced Nam Ngam village, Pu Nhi commune by Hang Tro B village. Reason: Nam Ngam villagers are moving to other place, because of electric plant construction.

Officially pilot sites will be decided in JCC meeting.

2.3 Make APO 2011

Mr. Thai inform some main activities of 2011 (Draft APO)

=> Mr. Thai will revised APO based on PMU members' opinions

The meeting closed at 17:00 PM, 29 Oct 2010.