

**MINUTES
of
MONTHLY MEETING - Nov 2010**

Dien Bien Phu, 26 Nov 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, Ms. Hien, Mr. Thai and Ms. Bac;
- PMU at district level: Ms. Duyen and Mr. Vinh of Dien Bien district; Mr. Chi of Dien Bien Dong district;
- PMU of Dien Bien Phu city: Mr. Dung;
- JICA experts: Mr. Goseki, Ms. Nonaka.

III. CONTENTS

Objective of the meeting: Review implemented activities in November 2010 and make activity plan for December 2010.

1. Mr. Ky reported: Project activities have been implemented in November 2010.

- All project pilot sites have been agreed by People's Committee of Dien Bien province;
 - PMU has received Japanese Professors and worked with them;
 - Organized studytour to visit Eco-villages in Lao Cai province;
 - Roles and responsibilities of counterparts and implementing agencies have been developed;
 - The first JCC Meeting has been organized successfully at People's Committee of Dien Bien province.
- * However, some requests haven't been completed yet
- Some members of PMU haven't sent their CVs yet;
 - Some members of PMU have no Email address for communication.

2. Mr. Goseki

- In December 2010, Mr. Ky, Ms. Hien and Ms. Duyen will participate in training courses in Japan but planned project activities have to be implemented;
- Japanese Professors' advices and comments:
 - + Income and living conditions of local people are depended on forest. Even though they don't understand it but they say they would like to get more NTFP to improve their income and living conditions. It may be one of the keys for improving awareness and living conditions of local people through the implementation of the project;
 - + Improvement of whole the steps of the chain, production - processing - marketing, is important for livelihood development; and
We know that, a product has to follow a process of chain to customer. But local people usually produce products only without developing market. So, local people need our supports to access to market to sell their products to customers.
 - + We should study from experiences of VACR systems, for example from the model we observed in Lao Cai.
Ms. Hien participated in Studytour to Lao Cai. She has observed livelihood development of Lao Cai people by VACR system. Those learned experiences may be useful for our project. PMU members shall study her study tour report.

3. Detailed activities:

- Activity 1.1.3 Mr. Ky will make a draft official letter for getting decision of Dien Bien province. Mr. Thai will submit to Mr. Chua and follow up it (Main responsible person: Mr. Thai);
- Activity 1.1.4 Mr. Goseki will discuss with Mr. Chua for hiring consultants. (Main responsible person: Mr. Goseki);
- Activity 1.2.1 Natural Resource and Environment divisions of districts will be the main responsible institution.
- Activity 1.2.4 Need to make detailed working plan such as venue, time, participants. It must be moved from Dec 2010 to Jan 2011. Content of meeting in Ta Leng commune will be decided after completing the pilot site survey)

Some DPMU members of Dien Bien Dong district have been changed. Mr. Thuong, new Vice Chairman of Dien Bien Dong People's Committee replaced Mr. Hai and Mr. Lam replaced Mr. Thuong's former position.

=> Above mentioned activities have been changed and added by participants of monthly meeting.

The meeting closed at 10:00 AM, 26 Nov 2010.