

**MINUTES  
Of  
MONTHLY MEETING - Dec 2010**

*Dien Bien Phu, 31 Dec 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**

- Province PMU: Mr. Ky, Ms. Hien and Ms. Bac;
- PMU of Dien Bien district: Ms. Duyen, Mr. Vinh. Mr. Ngoc and Mr. Hung;
- PMU of Dien Bien Phu city: Mr. Sam and Mr. Hiep
- JICA experts: Mr. Goseki, Ms. Nonaka.

**III. CONTENTS**

Objective of the meeting: Review implemented activities in December 2010 and make activity plan for Jan 2011.

**1. District reports**

*1.1 Report of Dien Bien district*

Ms. Duyen reported that land areas of Thanh An and Nua Ngam communes have been reviewed already.

*1.2 Report of Dien Bien Phu city*

Mr. Hiep reported:

- Project activities have been started to implement at Ta Leng commune;
- Land area of Ta Leng commune has been reviewing but have no results yet.

**2. Report of provincial level**

Mr. Ky reported:

+ Ms. Hien was sent to Japan to participate in the training course from 28 Nov to 23 Dec 2010.

+ Project Document has been completed and submitted for approval.

+ Reviewed and informed to consultant for implementing survey in Ta Leng commune.

+ Worked with FIPI (Forest Inventory and Planning Institute) for making land used map.

+ SUSFORM-NOW Project and VFU prepared training documents.

**3. Mr. Goseki**

- Activity in Jan 2011: VFU will survey Training Need Assessment (TNA) at district and province levels.

-> District and province levels participate in making plan of trainings.

Technical guideline has been developed (draft) and handed out to related persons. Pls. save time to read and give comments.

- We have received the list of trainees of Dien Bien and Dien Bien Dong districts but it is too many trainees in Dien Bien (more than 20 trainees). So the list of trainees of Dien Bien district should be made a modification suitably.

(Ms. Hien is in charge of reviewing the list of trainees of districts)

\* Provincial PMU proposed staff of Dien Bien Phu city participate in training with staff of Dien Bien and Dien Bien Dong districts.

**Mr. Goseki:**

- For activity 1.2.2 – Developing of land use maps: Project has been discussing with North-West Sub - Forest Inventory and Planning Institute to complete this survey in Feb 2011.

- Representatives of Dien Bien Phu city (Mr. Dung) is going to be invited to discuss about survey soon.

- Training course in Japan in March 2011: Mr. Thuong - Dien Bien Dong district and Mr. Duyen - Dien Bien Phu city have been invited. Mr. Thuong and Mr. Duyen are requested to complete A2, A3 form and send to JICA on time for completing all related procedures.

- Temporary plan for Studytour to Gia Lai is from 12 to 15 Jan 2011. Members of the studytour are staffs of communes in charge of pilot site village and persons who participate in project activities directly.

Participants:

+ Commune staffs: 06 persons/06 communes

+ District staffs: 02 persons/02 districts

+ City staff: 01 person/01 Dien Bien Phu city

+ Province staff: 01 person

\* Dien Bien district: Ms. Duyen proposed that leaders of communes should be participated in the studytour.

-> Project agreed with proposal of Dien Bien district.

\* SUSFORM-NOW Project: A4 form for purchasing cars has been sent to Dien Bien People's Committee already for a long time but why next procedures haven't completed yet? PMU should propose Dien Bien PPC to review and send it to Ministry of Planning and Investment as soon as possible.

\* Mr. Goseki and Mr. Ky will discuss directly with North-West Sub - Forest Inventory and Planning Institute.

**4. Mr. Ky:**

Some project activities haven't been done yet in Dec 2011 as below:

- Organized meeting with neighbor villages of pilot site villages.

- Developed real situation of land use maps of pilot site villages.

=> Those activities have to be implemented in Jan 2011.

**5. Mr. Goseki**

Activities of Jan 2011:

- Sign contracts:

+ Develop real situation of land use maps.

+ Meeting with neighbor villages

According to proposal of North-West Sub - Forest Inventory and Planning Institute, Land use maps will be developed in 2 months. After that we will organize a meeting.

Responsibility:

- Ms. Hien will complete the list of trainees.

- Mr. Ky and representatives of Dien Bien and Dien Bien Dong districts will discuss on contract with North-West Sub - Forest Inventory and Planning Institute on 6 Jan 2011.

- A plan of survey in Ta Leng commune will be informed to Dien Bien Phu City.

- The list of participants of the studytour to Gia Lai should be sent to Ms. Nonaka by Email before 5 Jan 2011.

Be informed:

- Ms. Nonaka will have intermission of contract from 21 Jan 2011 to 05 Feb 2011;

- Delegation of Japanese MAFF will visit pilot sites of SUSFORM-NOW Project on 27 Jan 2011 (0.5 day);

- Monthly meeting of Jan 2011 will be held on 28 Jan 2011 (AM section only).

*The meeting closed at 10:00 AM, 31 Dec 2010.*