

SUSFORM-NOW

**MINUTES
Of
MONTHLY MEETING - Jan 2011**

Dien Bien Phu, 28 Jan 2011

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, Mr. Thai and Ms. Bac;
- PMU of Dien Bien district: Ms. Duyen, Mr. Vinh. Mr. Nguyen and Mr. Hung;
- PMU of Dien Bien Dong district: Mr. Chi;
- PMU of Dien Bien Phu city: Mr. Hai and Mr. Hung;
- SUSFORM-NOW Project: Mr. Goseki and Mr. Minh.

III. CONTENTS

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

1. Reports of PMU members

1.1 Province PMU

* Ms. Hien

- Cooperated with Project to organize workshop for getting comments to training documents and making plan documents;

- Make working plan for North-West Sub - Forest Inventory and Planning Institute and VFU to work with districts for land use map formulation and training need assessment.

- Read technical guideline, making plan documents to prepare for the trainings.

- Revised Official Project Document to submit to People's Committee of Dien Bien province.

* Mr. Ky:

- Prepared all related procedures for receiving JICA delegation to visit Muong Nhe natural conservation area.

- Completed project document. (Official letter has been sent to MARD for explanation)

- Organized visiting pilot sites of SUSFORM-NOW Project for Japanese Ministry of Agricultural, Forestry and Fisheries.

- Discussed and worked with consultants to survey Ta Leng commune;

- Worked with Tay Bac University to receive monitoring volunteers to work at pilot sites.

1.2 Dien Bien Phu city

Mr. Hung reported:

Participated in the survey and get some data of Ta Leng commune.

1.3 Dien Bien Dong district

Mr. Chi reported:

- Interviewed training needs;
- Made real situation of land use maps;
- Surveyed land area and real situation of land use of 3 pilot site villages.

1.2 Dien Bien district

Ms. Duyen reported:

- Agreed the list of trainees with provincial PMU;
- Informed communes and other related agencies to Northwest Sub-Forest Inventory and Planning Institute and Vietnam Forestry University for survey but consultants haven't reported yet.
- Difficulties: have no maps of land intersection and statistic books -> It is difficult to collect total land areas.

2. Discussion

* Mr. Ky:

- There is a staff in a division of Agricultural and Rural Development in each district to make general report and send to provincial PMU by Email every month.
- Shortcomings of forest intersection and land intersection following 163 program should be solved.

* Ms. Duyen:

- Forest areas and land areas which have been intersected following 163 program should be abrogated for re-intersection. But now, there is no proof to compare between actual situation and document.

=> Mr. Ky gave solution: Re-survey actual situation -> Compare to find out some wrong points -> Propose People's Committee of District to solve this problem (revoke) and do again forest intersection and land intersection rightly.

Ms. Duyen proposed: Project should send to district one set of signed contract with consultant for checking and monitoring.

* Mr. Ky: Other opinions of forest intersection and land intersection will be continued in the next monthly meeting (Feb 2011).

* Mr. GOSEKI:

- After this meeting, project will send Minutes of the meeting on 6 Jan 2011 and three signed contracts with three consultants to every member of PMU.

- Some shortcoming of survey in Ta Leng until now:

Hired consultant to survey only 05 villages but in fact 09 related villages need to be surveyed.

- Contract with VFU: Training Needs Assessment. Report will be sent at the beginning of March 2011.

- Studytour to Gia Lai will be replaced by studytour to Da Lat and Hue. Temporary plan of the studytour is from 20 Feb to 23 Feb 2011.

- City and District PMUs shall prepare to receive TBU students when TBU will inform their arrival date.

The meeting closed at 09:00 AM, 28 Jan 2011