

SUSFORM-NOW

**MINUTES
Of
MONTHLY MEETING - Feb. 2011**

Dien Bien Phu, 28 Feb. 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

- Provincial PMU: Mr. Ky, Mr. Thai and Ms. Bac;
- PMU of Dien Bien district: Mr. Nguyen and Mr. Hung;
- PMU of Dien Bien Dong district: Mr. Tiep and Mr. Chi;
- PMU of Dien Bien Phu city: Mr. Hai, Mr. Hung and Mr. Hiep;
- SUSFORM-NOW Project: Mr. Goseki, Ms. Nonaka and Mr. Minh.

I. CONTENTS

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

1. Mr. Ky - DoF

- Next month (Mar 2011), MARD will approve Project Document. At that time, we need to complete some necessary procedures for getting local contribution budget.

- We need to speed up related procedures for receiving cars to implement project activities, provided by JICA. The Ministry of Planning and Investment has sent official letter to Vietnamese Government Office to get approval. However, The Vietnamese Government Office hasn't replied by its official letter yet since 25 Feb 2011. So Mr. Hien, Director of Dien Bien DARD, asked the Vietnamese Government Office about this issue.

- The Forest Science and Technology Application Center (FSTAC) reported results of survey in Ta Leng pilot site to Mr. Goseki, Mr. Ky and Mr. Dung on 22 Feb 2011. They gave some comments to revise the survey report. The final report will be completed soon.

2. Mr. Tiep - Dien Bien Dong district

- In Feb 2011, there were one leader of Dien Bien Dong District and three leaders of communes to participate in the studytour to Hue and Da Lat; one vice chairperson of District People's Committee participates in training course in Japan.

- District PMU cooperated with Commune People's Committee (CPC) to receive and arrange staying places for three students of Tay Bac University who stay in the pilot sites to monitor project activities and practice as well.

- DPMU always cooperates with CPC to introduce project activities to project villages.

- DPMU received villagers' opinions: Project activities should be implemented soon. It will help local people to know how to protect and develop forest better.

- In 2011, Dien Bien Dong District will zone off for forest regeneration and restoration, and protection by combining fund resource from 661 and 30a programs and JICA Project in whole district including pilot sites -> It will support to implement project activities well.

3. Mr. Nguyen - Dien Bien district

- One leader of Dien Bien district and two commune staffs participated in the studytour to Hue and Da Lat in Feb 2011.

4. Mr. Hai - Dien Bien Phu city

- One leader of Dien Bien Phu City and one commune staff participated in the studytour to Hue and Da Lat in Feb 2011.

- One student was arranged to stay in Ta Leng Village for monitoring project activities.

- Data and information of Ta Leng pilot site should be reviewed.

- Dien Bien Phu City wants to implement project activities in Ta Leng pilot sites as soon as possible.

5. Mr. Goseki

- The Consultant has sent to project Land Use Maps.

- One final workshop will be organized to discuss and get agreement between the Consultant and PMUs on the Land Use Map survey.

- > Hope Dien Bien and Dien Bien Dong districts cooperate to clarify quality of the maps.

- Each district should send two staffs to check survey results at the pilot sites. (Check 3 % of total areas).

- Land Use Maps of Southern part of Ta Leng commune should be developed very soon -> Dien Bien Phu City will assign Mr. Dung to work with project experts for making contracts of hiring consultants on the survey, and on Land Use Maps Development. It needs to be prepared soon for signing contract in Apr. 2011.

6. Mr. Hai - Dien Bien Phu City

Members of CPMU have a few chances to meet and discuss together for sharing opinions because they are from different divisions and always busy for their missions.

7. Mr. Goseki

- Northwest Sub-Forest Inventory and Planning Institute (NW-FIPI) will organize final workshop. (All members of PMUs, leaders of project areas will be invited.) The final workshop needs to be organized before but it hasn't organized yet.

Results of checking Land Use Maps that were developed by FIPI will be had in next week as expectation.

For plan: 1.3.1 and 1.3.2 need to be prepared by C/DPMUs.

- Students will report results of monitoring at the pilot sites at the end of the month. Their monitoring reports will be shared to members of PMUs.

- Small problems in Phieng Ban village and Ta Leng commune will be discussed later, individually with Dien Vien District and Dien Bien Phu City.

Activity 2.2.2- Ms. Bac will collect Studytour reports of each participants.

One staff (Ms. Hien) should be assigned to prepare draft contract for trainings.

JICA will send one expert of livelihood development / Income regeneration. This expert will stay two months in Vietnam and two months in Japan periodically. It means total six months of 2011 in Vietnam.

At that time, project will hire one Vietnamese assistant for Japanese expert to implement activities. (Mr. Thai is in charge of this activity.)

The meeting closed at 10:00 AM, 28 Feb 2011