

SUSFORM-NOW

MINUTES of MONTHLY MEETING - Mar. 2011

Dien Bien Phu, 01 Apr 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, Ms. Hien and Ms. Bac.
- Dien Bien District PMU: Ms. Duyen, Mr. Hung and Mr. Tu
- Dien Bien Dong District PMU: Mr. Tiep, Mr. Tien and Mr. Chi
- Dien Bien Phu City PMU: Mr. Dung, Mr. Hung and Mr. Hiep
- SUSFORM-NOW Project: Mr. Goseki, Ms. Nonaka, Mr. Hien and Mr. Minh.

III. Content

1. Mr. Ky:

Evaluated implementation of March 2011 and making activity plan of April 2011.

1.1 Evaluated implementation of March 2011.

- Received Report of Survey Ta Leng pilot site.
- Received Land Use Maps of 6 pilot sites.
- > Contracts of above activities have been finished. But final products need to be added and revised for completing.
- Mr. Thuong, Vice Chairman of Dien Bien Dong district and Mr. Duyen, Vice Chairman of Dien Bien Phu city have been sent to Japan for participating in the Training course.
- Added 4 remain villages of Ta Leng pilot site of Dien Bien Phu city will be continued survey and TOT, OJT training will be organized.
- > SUSFORM-NOW Project have sent invitations to consultants for getting their technical proposals and financial proposals for two above mentioned activities.
- Project document has been approved by MARD (*Will be rechecked*)

1.2 Making activity plan of April 2011

- Review Land Use Map for completing. Working group should be divided into 2 sub-groups. Working schedule needs to be informed to related districts, communes, villages and neighbor villages as well for getting agreement of borderlands and reviewing Land Use Maps. It takes from 1 to 2 days per village. Working group includes staff of Sub-DoF, district and commune staff, Leaders of village pilot sites and neighbor villages
- Consider to select the best consultants for activities of TOT, OJT trainings and survey 4 remain villages of Ta Leng pilot sites.
- Organize village meetings at pilot sites to introduce SUSFORM-NOW project.
- Decision of setting up SUSFORM-NOW project and get approval for local contribute budget for implementing project activities.

2. Dien Bien Dong district

* Mr. Chi

Activities have been implemented in Mar 2011 in Dien Bien Dong district:

- Received students of Tay Bac University for monitoring and practice at pilot sites of 3 communes.

- Participated in final workshop on reporting results of Land Use Maps at Dien Bien DARD with participating of district, commune and village leaders.
- Sent district staff (Mr. Chi, Mr. Tiep) to participate in village meeting at Tia Ghenh C village, Keo Lom Commune.
- * Mr. Tiep: Added some information of Tia Ghenh C meeting and working plan of April 2011.
- PMU of Dien Bien Dong district explained SUSFORM-NOW Project Goals and making Land Use Maps to Tia Ghenh C villagers in the meeting for their understanding.

- Activities of April 2011:
 - + Cooperate with consultant, commune staff and villagers to review Land Use Maps for correcting.
 - + Get feedback from villagers and explain Goals of SUSFORM-NOW Project to villagers of pilot sites.
 - + Cooperate with PPMU to organize village meetings to introduce SUSFORM-NOW Project to the villagers.
 - > Proposed to PPMU: DPMU should be set up officially. Mr. Lam and Head of Forest Protection Unit of Dien Bien Dong district should be added in the DPMU.
 - * Mr. Ky: Land Use Maps should be reviewed real situation of using land only of the villages. Don't need to review land tenure.
 - * Mr. Tiep: Four heads of villages will be informed that Land Use Maps made by consultant will not be used for land allocation.

3. Dien Bien District

Working plan of April 2011.

- It takes from 1 to 2 days per village for reviewing Land Use Maps that is not enough. SUSFORM-NOW Project should consider about reviewing time.
- Content of project introduction in the village meeting should be agreed to implement.

4. Dien Bien Phu City

Activities have been implemented in Mar 2011 of Dien Bien Phu city:

- + Sent a staff to Hanoi with project delegation to work with Vietnam Forestry University, Northwest Sub-Forest Inventory and Planning Institute (FIPI) and Forest Science Techniques Application and Research Center.
- + Sent a staff of Dien Bien Phu city to participate in training course in Japan.
- + Prepared for invitation consultant to survey 4 remain villages of Ta Leng pilot site.
- > Proposal: Mr. Hai, Head of Forest Protection Unit of Dien Bien Phu city has moved to work in Dien Bien district. In order to keep enough number of PMU members, one person should be added in PMU Dien Bien Phu city, who will be replaced Mr. Hai's position.

5. Mr. Goseki

- Visiting of Japanese guest from JICA Headquarter to Vietnam was cancelled because of Earthquake and Tsunami in Japan.
- Project cars will be arrived Dien Bien Province at the middle of April 2011. (A4 form has been sent to JICA Office, Budget for purchasing car has been completed).
- Invitations have been sent to three consultants Tay Bac University, Dien Bien Vocational School and Forest Science Techniques Application and Research Center (FSTARC) for bidding survey Ta Leng pilot site.
- Invitations for TOT and OJT Training will be sent to three consultants. After that the best one will be selected to implement the activity. (Project will cooperate with members of PMU to select).
- The first Monitoring Volunteers activities will be finished on 16 April 2011.

- Monitoring report of Monitoring Volunteers will be sent to all members of PMU. Report of March 2011 will be sent to PMU members by Email next week. The second Monitoring Volunteers will be dispatched from middle of June 2011.
- TOR of TOT and OJT Trainings.
- + TOT training for PMU members of Province and district will be 7 days. After that all trainees will be divided into two groups to practice at Dien Bien Dong district and Dien Bien district.
- Purposes: Supporting villagers to develop Village Development Plan (VDP).
- + OJT: District staff will teach commune staff. The commune staff will guide villagers to develop VDP.
- Duration 2-3 weeks: Commune staffs will assist villagers to develop village plan. The village plan has to be agreed by all villagers.
- > Then OJTs continue to implement at other remain villages.
- For Ta Leng Site: It is expected to implement in 3 weeks.
- Review Land Use Maps schedule should be made carefully.
- * Mr. Ky:
 - Village meetings can be integrated with review land use maps.
 - VFU proposed to have annual development plan of communes and districts. Districts agreed to provide mentioned plans to VFU.
- * Ms. Duyen: Proposed to arrange suitable time for implementing the village meeting plans.
- * Notes:
 - Next Monthly meeting will be held on 29/4/2011 AM
 - Allowance and accommodation: PMU members shall submit application forms (Vietnamese form) in advance and working report exchange of the payment.

The meeting was closed at 16:40 PM 1st Apr 2011.