

**MINUTES
of
MONTHLY MEETING - April 2011**

Dien Bien Phu, 29 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. Sam and Mr. Hung
- SUSFORM-NOW Project: Mr. Goseki, Mr. Hien and Mr. Minh.

III. Content

1. Review implemented project activities in April 2011

***Mr. Ky:**

Project activities have been implemented in April 2011:

- Organized village meetings at pilot sites;
- Reviewed boundary and situation of land use at pilot sites;
- Invited consultants and selected the best consultants to survey Ta Leng pilot site and conduct TOT & OJT trainings;
- Received visitors from SUMITOMO Forestry Co., LTD.;
- Continued to implement some activities such as procuring project vehicles, procedure of project document approval, recruitment a new project staff.

***Mr. Goseki**

Added some project activities which have been done in April 2011:

- The first dispatch of Monitoring Volunteers from Tay Bac University(TBU) was finished on 16 April 2011. TBU has a plan to select volunteers for second dispatch from the middle of June 2011 after finishing students' final examination.
- TBU students' reports will be sent to all members of PMU by Email.
- Following the schedule, project vehicles would have arrived Dien Bien province in April 2011 but haven't arrived Dien Bien yet because of unfinished procedures.
- JICA has a plan to recruit one Japanese livelihood improvement Expert but hasn't been able to recruit yet. One Vietnamese livelihood improvement assistant will be recruited by project in advance of Japanese livelihood improvement Expert.
- SUSFORM-NOW has discussed with Dien Bien Vocational Junior College to sign the contract of Ta Leng survey. Some contents of the contract need to be revised.
- SUSFORM-NOW has discussed with Viet Nam Forestry University (VFU) about TOT and OJT trainings. Comments of PMU members should be given.
- Regular Project budget is limited in 2011. Thus, for the contracts, budget from the other resources need to be used. It means budgets for contracts are not flexible.
- Maximum budget for training is USD 20,000 only. So, OJTs will be implemented at 6 pilot sites (excluding Ta Leng pilot site). However, PMU members of Dien Bien Phu city van participate in the TOT training this time. After finishing the Ta Leng survey, OJT will be implemented at Ta Leng pilot site under another contract.

***Ms. Hien**

In April 2011, some project activities have been done as below:

- Organized village meetings successfully at Na Phat A, Tia Ghenh C and Huoi Mua A villages to introduce SUSFORM-NOW project. 2/3 villagers of Na Phat A and Huoi Mua A participated in the meetings.

- Village meeting at Tia Ghenh C could not be organized following original schedule because villagers got the information very late. This information was reported to Mr. Ky. Finally, it was organized again by Ms. Bac.

Note: Role of village head is very important. It is one of important factors to implement project activities successfully. So, we should cooperate with village heads more closely.

***Ms. Duyen (Dien Bien district)**

- Organized village meetings at Phieng Ban and Sai Luong villages.

+ Village meeting could not be organized at Sai Luong following original schedule because villagers hold a funeral in the village at the same time. It was organized again by other day. 95% of Sai Luong villagers participated in the village meeting.

+ Village meeting was organized at Phieng Ban village following original schedule with participation of 85% of Phieng Ban villagers.

Generally, contents of project introduction were interesting, detailed and easy understanding. Villagers liked watching project film very much.

- Cooperated with Dien Bien Sub-DoF to review boundary and land use at pilot sites:

+ Dien Bien district did not send any staffs to work with Dien Bien Sub-DoF. So, only staffs of Dien Bien Sub-DoF reviewed boundary and land use at Sai Luong pilot site.

+ Dien Bien district sent staff of Forest Protection Unit to work with Dien Bien Sub-DoF for reviewing boundary and land use at Phieng Ban pilot site.

***Mr. Thai**

Reported working results of Mr. Thai and Mr. Suong for reviewing boundary and land use at pilot sites:

This activity was implemented from 14 Apr 2011 (2-3 days/village)

District staff did not send any staff to review boundary and land use at Sai Luong pilot site with staffs of Dien Bien Sub-DoF.

No commune staffs participated in reviewing boundary and land use at Tia Ghenh C, Huoi Mua A, Na Phat A pilot sites.

Results:

- Reviewed boundary of pilot sites:

+ Boundaries of Sai Luong and Phieng Ban have been identified only.

+ Boundaries of 4 villages of Dien Bien Dong district could not be identified because these villages have been divided recently.

Village head's opinion: Boundaries of 4 villages could not be identified because lands of villagers of 4 mentioned villages and neighboring villages intricate as mosaic. Heads of 4 villages agreed that minutes of indentified boundary of 4 pilot sites should not be set up.

- Reviewed land use:

Identified land area with forest and land area with no forest, mainly. Land use has been reviewed at all pilot sites but now detailed results of land use haven't been done on the maps yet because time for internal works is needed.

Completed report will be sent to project before 10 May 2011.

***Mr. Tiep:**

- As Ms. Hien's report, villagers participated the meeting not enthusiastically because up to now they always have some money from donors whenever they have participated meetings, excluding SUSFORM-NOW project. Implementation of project activities in the village with only

one ethnic group is easier than in the village with some ethnic groups. Number of Tia Ghenh C villagers participated in the meeting was not high because it was the farming works season of H'Mong people, who are the majority of the village.

- Mr. Thai reported that 60% of pilot site boundaries were indentified. It was good results even some boundaries of pilot sites could not be identified.

* **Mr. Thai:** Village heads agreed that boundaries of villages could not be identified. So we had to follow them.

2. Project activity plan of May 2011

2.1 TOT and OJT trainings

Participants of TOT: staffs of province, districts and city.

- Ms. Duyen: TOT should not be organized on Saturday and Sunday.

- Mr. Ky: Keep original schedule. Compensation days will be applied for staffs who worked on weekend. One column should be added in the plan for participants' information.

* **Mr. Goseki:**

If boundaries of pilot sites were not identified, what problems will be happened?

***Mr. Ky:** Up to now, nobody has identified boundary. It should be indentified and agreed by villagers. Four mentioned villages were divided recently so boundaries of these villages could not be identified. It doesn't matter if project activities are not implemented at boundary areas. Project should not invest to agricultural activities in land areas with forest. Livelihood improvement activities should be invested to support local people.

Boundary of forest areas: It could not be identified. Forest areas are managed by all related villages even these villages were divided separately. Project activities should not be implemented in conflicted areas.

In order to solve any problems well, understanding and participation of local people and role of village heads are very important.

Solution: to introduce project to village heads directly, whenever we have an opportunity to go to the villages.

2.2 Other project activities

Contract with Dien Bien Vocational Junior College for Ta Leng survey should be speeded up.

Project has recruited a livelihood improvement assistant already.

***Mr. Ky:** We will try to get approval of project and local contribution budget soon.

The meeting was closed at 10 AM, 29 Apr 2011.