

**MINUTES
of
MONTHLY MEETING - MAY 2011**

Dien Bien Phu, 30 May 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: Ms. Hien and Mr. Thai
- Dien Bien District PMU: Ms. Duyen and Mr. Vinh
- 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, Ms. Nonaka, Mr. Hien, Mr. Tuan and Mr. Minh.

III. Contents

1. Review implemented project activities in May 2011

1.1. Implemented activities in May 2011.

** Ms. Hien*

- Reviewing real forest situation maps of the pilot sites has been completed. (Reported)
- Staffs of province and districts participated in TOT from 9 May to 14 May 2011 and OJT from 15 May to 27 May 2011 at Sai Luong village, Nua Ngam commune, Dien Bien district and Hang Tro B village, Pu Nhi commune, Dien Bien Dong district. All contents and schedules of TOT and OJT of May 2011 have been implemented.
- Writing article of project activities: Project staff should be sent to collect necessary information for writing article/NEWS;
- Making contract with Dien Bien Provincial Vocational Junior Collage on Ta Leng 2 survey, based on discussion among SUSFORM-NOW project Experts and staffs, Provincial PMU and Dien Bien Phu city PMU;
- Correcting Project Documents of SUSFORM-NOW to forward the project approval procedure.

1.2. Discussed about implemented activities in May 2011.

** Mr. Goseki*

- Project approval: Ms. Van, Vice-Director of Science, Technology, and International Cooperation Department of VNFOREST informed that Department of Finance of MARD misunderstood VNFOREST. Ms. Van will continue to discuss with related Departments of MARD to make them understand well.

Project for Northwest Region Rural Development (NORRD) has been approved by People's Committee of Dien Bien province. It didn't need to get approval of the ministry level. Vietnamese counterpart has responsibility to get approval for SUSFORM-NOW project. So, Vietnamese side should speed it up.

- Writing article of project activities: Written articles should be put on Website of SUSFORM-NOW project. The articles written by Vietnamese counterpart will attract readers more than other ones. The articles are simply short NEWS. The NEWS is expected to be contributed as soon as possible after finishing each activity but, if of Vietnamese counterparts are busy, could be later. Vietnamese counterparts are encouraged to continue writing articles of project activities.

** Ms. Hien:* In order to write articles with good quality, all necessary information and related data should be collected and prepared carefully.

** Mr. Chi:*

- Support allowance for commune staffs and villagers: Staffs of province and district have allowance when they participate in implementation of project activities but commune staffs and villagers do not. So it is very difficult to persuade commune staffs and villagers to participate in implementation of

project activities. SUSFORM-NOW project is requested to support allowance for commune staffs and villagers.

+ *Mr. Goseki*: According to agreement between JICA and Vietnamese Government, local contribution budget will cover allowance of counterparts. Now, SUSFORM-NOW project hasn't been approved yet, so SUSFORM-NOW project will pay all related expenses from JICA's budget. When project will be approved, local contribution budget will cover all these expenses.

According to regulation of Dien Bien province, allowance will be paid to local staffs based on distance from their office to the fields. Project cannot pay allowance to commune staffs if distance from commune office to pilot site is less than 10 km. However, based on actual situation, JICA has agreed to pay petrol cost to commune staffs that travel to pilot sites by their own motorbikes. This is a Technical Cooperation Project to support the activities of Vietnamese government, so all the payment should follow the Vietnamese regulations.

- Support lunch to villagers: OJT 3, 4, 5 and 6 will be implemented at 4 remained pilot sites. Does SUSFORM-NOW project support lunch to villagers?

+ *Mr. Goseki*: Project continues to support lunch to representatives of villagers participating OJT. Instead, if Project pay money to villagers, it means that project hire villagers to implement activities. It is wrong way of participatory project methodology. So, it should be understood that representatives of villagers are invited to have lunch with trainers and trainees only.

+ *Ms. Hien*: Project supports lunch to representatives of villagers in this OJT time only. In the future, some models and project activities will be implemented in the pilot sites or households, villagers will be changed (and understand that they can get more benefit by participating to the project activities than just receiving money for attending the meeting).

+ *Mr. Goseki*: Example: JICA project in Hoa Binh province, in the beginning, villagers did not like to join the project activities without receiving the moneys. But step by step, villagers understand and participate in implementation of project activities by themselves.

+ *Mr. Tiep*: That is custom and habit of local people only. Staffs of Dien Bien Dong district and communes will persuade and mobilize villagers to participate in implementation of project activities.

+ *Mr. Goseki*: We have to respect local custom. Project continues to invite representatives of villagers to have lunch in the next OJT.

2. Project activity plan of June 2011

2.1 Workshop on 4 June 2011 and OJT 4, 5, 6

* *Mr. Minh*:

- Invitation letter of Workshop on reviewing the first OJTs on 4 June 2011 has been sent to all related persons.

- OJT 3 and 4 will be implemented at Phieng Ban village and Tia Ghenh C village: Invitation letters, participants and transportation (hired vehicle) have been prepared;

- OJT 5 and 6 will be implemented at Na Phat A village and Huoi Mua A village: Invitation letters, participants (6 staffs of Dien Bien Dong district) and transportation (hired vehicle) have been prepared;

* *Ms. Hien*: Provincial staffs: Ms. Bac and Ms. Giang, Sub-DoF will participate in OJT 3, 4, 5 & 6.

* *Mr. Goseki*: Mr. Minh is requested to inform detailed OJT schedule to every village and work directly with district staffs to prepare carefully.

2.2 Plan of Ta Leng 2 survey

* *Mr. Hien*:

- Contract of Ta Leng 2 survey was signed on 5 May 2011 between Vocational Junior College of Dien Bien province and SUSFORM-NOW project. The contract will be finished on 30 June 2011,

+ Field survey in Ta Leng village and Khe Chit village has been done;

+ Field survey in Hong Lui village has been implemented for 2 days and it will be continued on 31 May 2011;

SUSFORM-NOW project requested Dien Bien Vocational Junior College to send detailed schedule of the survey to project and PMU of Dien Bien Phu city.

* *Mr. Goseki*: Members of PMU of Dien Bien Phu city are requested to participate in Ta Leng 2 survey with Vocational Junior College of Dien Bien province.

* *Mr. Hung*: PMU of Dien Bien Phu city hasn't received any schedules of Ta Leng 2 survey from Dien Bien Vocational Junior College. Dien Bien Vocational Junior College is requested to send the detailed schedule of the survey and its process to PMU of Dien Bien Phu city timely for monitoring and management.

* *Mr. Goseki*: Mr. Hien is requested to cooperate closely with Dien Bien Vocational Junior College to update related information for reporting PMU of Dien Bien Phu city.

2.3 The second dispatch of Monitoring Volunteers from Tay Bac University (TBU)

* *Mr. Minh*: 7 monitoring volunteers from TBU will be in the pilot sites on 15 June 2011. Their assignment will be finished on 15 November 2011. TBU will send the list of monitoring volunteers to project soon.

**Mr. Goseki*: Project cannot receive monitoring volunteers on 15 June 2011 because that time is busy for implementing OJT in pilot sites.

**Ms. Duyen*: Monitoring volunteers can stay overnight at their houses if distance is less than 1 km from their houses to the pilot sites.

* *Mr. Goseki*: Ideally, they should stay in the village and observe villagers 24 hours. However, it is depended on real situation of each case. The case happened in Phieng Ban village last time is a special case. Mr. Minh is requested to collect all necessary information of monitoring volunteers and contact with every pilot site to arrange suitably and timely.

2.4 Activity plan at pilot sites

- After finishing OJT, based on formulated Village Development Plans, the most immediate activities of forest management plan and livelihood development plan will be selected to implement immediately;

- There are many activities of livelihood development plan, so all these activities cannot be implemented at the same time. Only a few necessary activities can be selected to implement.

- Only one activity of livelihood development plan is proposed to implement from Aug. 2011 per each pilot site. After that, lesson learnt and experiences can be gotten and shared for implementing other activities in 2012.

* *Mr. Tuan*: Presented brief progress of forest management plan and livelihood development plan.

+ To select the most immediate activities in VDP to support villagers implemented in 2011 (1).

+ To encourage villagers to implement forest development plan (2).

+ To consider activity (1) & (2) and add some other immediate activities implemented in 2011 (3).

+ Consider implementation of activity (1) & (3), to decide activity plan in 2012 at the second JCC.

- To select one activity to be implemented from August 2011. After that, other activities will be implemented in 2012.

Ex:

There are three activities in Sai Luong village: 1) Model of raising female pigs (46 households); 2) Model of raising Luong Phuong chicken (46 households) and Model of intensive hybrid rice (14 households).

There are three activities in Hang Tro B village: 1) Building 330 m of irrigation canal for watering 10 ha of 2 rice crops; 2) Raising 10 cows (one cow per one household); 3) Planting 3000 square meter of aromatic banana.

For building irrigation system: Project will support construction materials, villagers contribute their labor forces.

In order to select the Most Immediate activities to implement immediately, it is better to get villagers' opinions in the OJT.

* *Ms. Hien*: Provincial staffs have responsibility only when they participate in implementation of activities. Monitoring Board should be set up to monitor the villagers by the project. Reporting system should be made clearly.

+ Criteria of selecting the most necessary activities: There are 11 criteria.

* *Ms. Duyen*: Selecting models and activities for implementation should be based on seasonal calendar such as: Hybrid rice is going to be planted in June 2011; Models of raising animal should be avoided to start in winter season etc.

* *Mr. Goseki*: Implementation of activities has to be based on seasonal calendar. One activity will be implemented per each village from Aug. 2011. The most immediate activities need to be prepared

carefully in June and July 2011 for implementing from August 2011.

2.5. RECOFTC Regional Forum in Bangkok

* *Mr. Goseki:*

Participants of Regional Forum of RECOFTC:

- 1) SUSFORM-NOW Expert: Mr. Goseki,
- 2) SUSFORM-NOW Counterpart: Final decision will be given thorough discussions with Mr. Hien, Director of Dien Bien DRAD, Mr. Chua, Vice-Director of Dien Bien DARD and Mr. Ky, Head of Sub-DoF.
- 3) Village participant: Only one participant will be selected from two recommended candidates (one male and one female)
 - + Mr. Chi recommended Mr. Hang Chong Giang, Head of Hang Tro B village, Pu Nhi commune, Dien Bien Dong district.
 - + Mr. Duyen recommended Ms. Lo Thi Thai, Head of Women Union of Sai Luong village, Nua Ngam commune, Dien Bien district.

2.6 Plan of market research

* *Mr. Tuan:*

- One consultant should be hired to research market. Local consultant is preferred;
 - Request: There are 03 requests;
 - Draft process: There are 05 main activities;
 - Duration: 9 weeks;
 - Scale of researching: Whole Dien Bien province and some neighbor provinces.
- * *Mr. Goseki:* It should be researched to understand market channels deeply. Based on the results of the research, activity will be implemented in 2012 will be considered.

2.7. Regulations of the project vehicle management

* *Ms. Nonaka:*

- SUSFORM-NOW project has received two cars: 1 mini bus, Hiace Wagon, with 15 seats and 1 4WD, Land cruiser Prado, with 7 seats on 15 May 2011. Those cars will be used for two JICA projects: SUSFORM-NOW and NORRD;
- All related procedures of the cars are going to be completed for using.
- Final regulations of project car management will be sent to members of PMU after getting agreement of related sides.

2.8. Update of 2KR budget program

* *Mr. Goseki:*

- SUSFORM-NOW project has sent Proposal of Sub-DOF, based on the request of Dien Bien Phu City and 2 Districts, to JICA Vietnam for requesting the 2KR budget, already;
- Three other JICA projects are also sending proposals to JICA. JICA continues to discuss with three Ministries (Ministry of Planning and Investment, Ministry of Agricultural and Rural Development, Ministry of Finance) about this matter. Updated information of the proposal will be shared to members of PMU timely.

2.9. Candidates' Inception Report and A2-3 Form for training in Japan

- Mr. Thai and Mr. Dung have to send Inception Report and A2 and A3 Form to JICA Experts soon;
- Mr. Hien will translate draft Inception Reports and A2 and A3 Forms from Vietnamese into English and send back to Mr. Thai and Mr. Dung for sending all completed documents to JICA Vietnam before 10 June 2011.

3. Next Monthly Meeting will be organized on 1st July 2011.

The Monthly Meeting was finished at 16:55, 30 May 2011.