

**MINUTES  
of  
MONTHLY MEETING - JUL 2011**

*Dien Bien Phu, 29 Jul 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 Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, Mr. Hung, Mr. Vinh and Mr. Nguyen;
- Dien Bien Dong District PMU: Mr. Minh, Mr. Tien and Mr. Chi;
- Dien Bien Phu City PMU: Mr. Sam and Mr. Hung;
- SUSFORM-NOW Project: Ms. Maki, Ms. Nonaka, Mr. Hien, Mr. Tuan, Mr. Minh and Ms. Thanh.

**III. Contents**

**1. Ms. Hien, Sub-DoF**

Some main activities have been implemented in July 2011:

- Organized PMU meeting for:
  - + Giving comments on ToR of Ta Leng OJT.
  - + Discussing and selecting the best consultant for Market Survey.
- Organized meeting with Tay Bac University (TBU) for
  - + Evaluating Reports of Monitor Volunteers (MV).
  - + Confirming the contents of monitoring at pilot sites by MVs.
- PMU members went to pilot sites to work for
  - + Discussing to develop detailed plan of implementation of MIAs at pilot sites as below:
    - Hang Tro B village, Pu Nhi commune and Huoi Mua A village, Keo Lom commune: Cow raising demo-plot.
    - Na Phat A village, Na Son commune: Commercial crossbred hogs demo-plot
    - Tia Genh C village, Keo Lom commune: Formulating farrowing sow demo-plot.
    - Phieng Ban village, Thanh An commune: Porcupine raising demo-plot
    - Sai Luong village, Nua Ngam commune: Formulating farrowing sow demo-plot.
  - + Setting up interest group, developing draft regulation of operation and estimating cost for each MIA.
- Developed plan of local contribution budget to submit Dien Bien PPC.

**2. Report of Dien Bien district - Ms. Duyen**

Some main activities have been implemented by Dien Bien district in July 2011:

- Dien Bien district staffs cooperated with SUSFORM-NOW project to develop livelihood development plans in Nua Ngam and Thanh An communes, Dien Bien district.
  - + Sai Luong village, Nua Ngam commune: Formulating farrowing sow demo-plot.
  - + Phieng Ban village, Thanh An commune: Porcupine raising demo-plot

Interest groups were set up and draft regulations of model operation were developed at all pilot sites of Dien Bien district.

Difficulty: Now, market for selling porcupine is not expanded. Price of selling porcupine is decreasing. So, this MIA should be considered carefully before implementing.

### **3. Report of Dien Bien Dong district - Mr. Chi:**

Some main activities have been implemented by Dien Bien Dong district in July 2011:

3.1 From 14 Jul to 16 Jul 2011, Dien Bien Dong PMU sent technical staffs to cooperate with SUSFORM-NOW project to work at pilot sites of Na Son, Keo Lom and Pi Nhi communes for selecting MIAs that will be implemented from August 2011. Leaders of the afore-mentioned communes and heads of villages who participated in the MIA selection meetings.

3.2 From 26 Jul to 27 Jul 2011, Dien Bien Dong district PMU members cooperated with SUSFORM-NOW project to discuss about implementation plan of MIAs at pilot sites of Keo Lom, Na Son and Pu Nhi communes. Interest groups were set up. Draft operation regulations of cow raising demo-plot, commercial crossbred hogs demo-plot and formulating farrowing sow demo-plot were developed.

3.3 Dien Bien Dong district PMU faced some difficulties on the discussion of project activities implementation as below:

- Local people haven't understood project goals well because of their limited awareness and language barrier. So their participation in project activities was not enthusiastic.

- MIAs of livelihood development activities of SUSFORM-NOW project are new for farmers. So, they haven't understood well about related costs for implementing those MIAs such as seed animal cost, construction material cost for making cage, supported costs from project and how to repay budget to project after finishing one circle of implemented models.

*\* Ms. Maki:*

Mr. Goseki has given a general frame work. During this month, we visited villages to develop detailed MIA plans and estimated budget to be supported by the project and contribution budget to be provided by the villagers. Along with those discussions, interest group was formed and initial households to implement the activities as well as management board members were identified.

It is expected that all selected MIAs will be implemented.

Ms. Nonaka will review the budget of all those selected MIAs.

After that, we will investigate the specific needs of the villagers on the implementation. For example, what kind of training villagers need? Do they need training on making cages only or do they need training both on making cages and caring the animals?

*\* Mr. Chi:* Villagers have developed operation regulations for each selected MIA and sent to SUSFORM-NOW project already. They are expecting to get comments for completing them.

*\* Ms. Duyen:* It was informed to villagers in the meetings for their understanding that SUSFORM-NOW project only supports to villagers some things they don't have such as construction materials, seed animals vaccine etc. Project doesn't support them some things they have.

*\* Mr. Chi:* After completing a cycle of implementation model, selected households have to transfer the support provided by the project for supporting next households. If we do like that farmers have no major benefit from implementing the models. So, project should consider this matter and give suitable solutions.

*\* Ms. Hien:* Project should make detailed plans of preparation for implementing MIAs.

*\* Ms. Maki:* It needs counterpart staffs' cooperation and contribution for making the mentioned plans

\* *Ms. Duyen*: Estimating costs for making cages and supporting seed animals should be discussed. Now, there are some suppliers in Dien Bien district. They have enough conditions to supply seed animals.

\* *Ms. Nonaka*: It should be clarified that who will make detailed plans and contact with suppliers for seed animals

\* *Mr. Chi*: Project has to make detailed plans. Districts support trainers for related trainings and guide farmers.

\* *Ms. Duyen*: Project should have a general design of cage -> estimate construction materials -> inform schedule of making cages to selected households.

\* *Ms. Nonaka*: Project includes Japanese Experts and PMU members. So, everybody has responsibility to make this plan.

\* *Mr. Vinh*: District staffs will guide famers on techniques of making cages, raising animal, estimating food for animal, etc.

\* *Ms. Duyen*: Who will approve estimated costs of making cages?

\* *Ms. Nonaka*: Project will carefully review the costs. It does not need to issue decisions.

=> Conclusion: All of us will discuss to make detailed plans.

#### **4. Report of Dien Bien Phu City - Mr. Hung**

Some main activities have been implemented by Dien Bien Phu city in July 2011:

- Prepared to organize OJT in Ta Leng commune and Noong Bua ward.
- Completed the list of OJT trainees. It has been sent to PMU.

\* *Ms. Duyen*: Dien Bien district will estimate supported budget and send to PMU -> send to project for consideration -> Discuss together.

\* *Ms. Hien*: Project should give detailed working plan in August 2011. Districts will arrange time to cooperate and implement.

\* *Ms. Nonaka informed*:

- 2 project cars have been registered for using already.
- 2 cars (1 land cruiser and 1 pickup) will be purchased after two months.

\* *Ms. Maki*: Next week, project will continue to discuss with districts for making detailed MIA plans.

#### **5. Ms. Thanh informed allowance policy of SUSFORM-NOW project.**

*Note*: Working reports and invoices need to be submitted for allowance payment. VAT red invoice needs to be submitted if concerned staff stayed in the hotel/guesthouse.

\* *Ms. Nonaka*:

- Only one general working report is required for all participants in the same trip but all participants have to sign in the working report.

- Working report should be written carefully with high quality. It should not be written with poor quality.

- Allowance must be paid following policies of Dien Bien province and JICA.

- In case if the staffs work on Saturday and/or Sunday, JICA can pay allowance but cannot pay overtime.

- Traveling expenses should be saved by using the vehicle with the cheapest cost.

Now, allowance of PMU members is paid by JICA budget. After having local contribution budget, this budget will cover allowance to PMU members. Project budget is limited. So it needs to be saved and used effectively.

***Participants' opinions:***

\* *Ms. Duyen:* Allowance and petrol cost for staffs of Dien Bien district should be paid based on the distance of travelling.

\* *Ms. Nonaka:*

- As agreement of previous meeting, allowance will be paid to staffs of Dien Bien Dong district only when they participate in the meetings at Dien Bien Phu city.

- Red invoice of accommodation must be submitted for getting payment because some PUM members stayed overnight in their relatives' house. They did not stay in the hotel or guesthouse.

\* *Ms. Maki:*

- Selection Committee for Market Survey Consultant included Ms. Maki, Ms. Nonaka, Mr. Ky and Ms. Hien. This afternoon, project will have a meeting with the selected consultant, Dien Bien Vocational Junior College (Dien Bien VJC) to discuss about the contract of the Market Survey. Capacity of Dien Bien VJC is not very strong. So, we will discuss carefully about conditions and contents of the Market Survey.

- Consultant of Ta Leng OJT

+ Viet Nam Forestry University (VFU) will be selected to sign a contract for Ta Leng OJT (Same as the last two OJTs which were implemented in Dien Bien and Dien Bien Dong districts).

We hope to receive feedback from Ms. Hien and all participants who participated in OJTs in Dien Bien and Dien Bien Dong district. Pls. send all your comments to Mr. Tuan before Wednesday, 2<sup>nd</sup> August 2011.

- Monitoring Volunteers (MV) have to submit two main products monthly as below:

+ Daily field notes.

+ Monthly Summary Report.

At the same time, MVs have to implement some separate activities at the pilot sites for completing their final graduation theses.

Supervision of MVs needs to be clarified clearly between Tay Bac University (TBU) and SUSFORM-NOW project.

\* *Ms. Nonaka*

- Mr. Thai and Mr. Dung are going to participate in the training on Integrated Agriculture and Rural Development through the Participation of Local Farmers in Japan. Its duration is 45 days.

- Mr. Chi and Mr. Nguyen will participate in the training on Enhancement of Community Capacity and Rural Development Promotion Function for Vietnamese Michinoeki (the 2<sup>nd</sup> course) in Japan. Mr. Chi and Mr. Nguyen have to complete A2-3 Form and send to SUSFORM-NOW project before 11 August 2011.

- JICA have a plan to set up REDD project in Dien Bien province and visit Laos from 21-24 Sep 2011. Mr. Ky and Mr. Tiep are expected to participate in the Laos visit.

*The Monthly Meeting was finished at 10:40 AM, 29 Jul 2011.*