

**MINUTES
of
MONTHLY MEETING - AUG 2011**

Dien Bien Phu, 1 Sep 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, Ms. Hien and Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, Mr. Hung, Mr. Vinh, Mr. Nguyen and Mr. Dung;
- Dien Bien Dong District PMU: Mr. Tiep, Mr. Tien and Mr. Chi;
- Dien Bien Phu City PMU: Mr. Sam;
- SUSFORM-NOW Project: Mr. Goseki, Ms. Maki, Mr. Hien, Mr. Tuan and Mr. Minh.

III. Contents

A. Evaluated situation of implementing project activities in August 2011.

1. Report of Dien Bien district - Ms. Duyen

Some main activities have been implemented in Aug 2011:

- Estimated costs of farrowing sow demo-plot and Porcupine raising demo-plot have been developed;
- Regulations of interest groups have been completed based on comments. Then, PMU members and project staffs went to villages to get agreement and sign commitment between project and village.
- PMU members have contacted with seed animal companies and submitted quotations to project.
- Estimated cost of training has been developed based on regulations of Vietnam. Ms. Thanh, project accountant said that PMU members who provide the training as trainers cannot be paid training allowances. Villagers who are participating in the training also cannot be paid some expenses such as drinking water and lunch as well. Hired trainers, who are from outside of PMU can be paid VND 300,000 per day.
- NORRD project is implementing some training courses in Dien Bien district. Villagers, who participated in the training received VND 40,000 per day (drinking water and lunch) from project. (Ms. Duyen was requested to confirm the fact again.)
- It was difficult to get quotations of construction materials for making cages of pig and porcupine because price of construction materials is changing every day. Quotations of construction materials of August 2011 can be gotten on 15 Sep 2011 following monthly quotation of Dien Bien Construction Department.

2. Report of Dien Bien Dong district - Mr. Chi

Some main activities have been implemented in Aug 2011:

- District PMU cooperated with Agricultural Extension Station of Dien Bien Dong district and SUSFORM-NOW project worked with Agricultural and Rural Development Division to develop regulations of Cow raising demo-plot, Commercial crossbred hogs demo-plot and Farrowing sow demo-plot of 4 pilot sites.
- Developed schedule of training on techniques of making cages and raising animals for villagers of pilot sites.

- District PMU sent staff to participate in studytour to Quan 64 (Road Side Station), Moc Chau district, Son La province; Lac Tourism village, Mai Chau district, Hoa Binh and MICHINO-EKI, Muong Khen, Hoa Binh province from 29 Aug to 30 Aug 2011.

- District PMU worked with leaders of Keo Lom commune and Huoi Mua A and Tia Ghenh C villages to organize village meetings for getting agreement of regulations of Cow raising demo-plot and Farrowing sow demo-plot.

** Dien Bien Dong PMU faced some difficulties during implementing project activities as below:*

- Awareness of local people is still limited; there is language barrier; Process of implementing project activities was slow. So, local people's participation was not enthusiastically.

- Studytour schedule was very tight. So, participants didn't understand well functions of Road Side Station.

** Mr. Tiep* proposed project to repair water system of Hang Tro B village, Pu Nhi commune. He wanted to know method of investment of 2KR project. Mr. Tiep proposed 2KR project transfer budget resource to District's Division of Agricultural and Rural Development (District's DARD) and assign Dien Bien Dong District DARD to be an investor. In order to prepare enough resources for implementing, 2KR project should give its opinion soon.

** Ms. Duyen* proposed to build irrigation dam at Phieng Ban village, Thanh An commune by using 2KR found. Project should send official letter with detailed investment method, budget resource. Based on that, Dien Bien district will select suitable constructions for investment.

** Mr. Ky*

- Dien Bien district should use the last proposals or other new proposals. Dien Bien DARD will select priority constructions for investment. Selecting constructions should be done first because arriving time of budget resource hasn't been identified. When its arrival, selected constructions can be started soon.

- Dien Bien Dong district proposed to build constructions in Pu Nhi commune only. I think, the budget should be shared to all communes of the SUSFORM-NOW Pilot Sites for justice.

- Method of investment: Agriculture and Rural Development Department of Dien Bien province is an investor.

3. Report of Dien Bien Phu city - Mr. Sam

Some main activities have been implemented in Aug 2011:

- Sent staffs to cooperate with staffs of Ta Leng commune, consultants and villagers of Ke Nenh and Na Nghe villages to organize two OJTs for making Plans (participatory forest management and livelihood development plans).

- Prepared schedule of two OJTs in Phieng Bua village, Noong Bua ward and OJTc.

- Proposed to build bridge and road constructions of Ke Nenh village and road construction of Long Hom cluster.

4. Report of Dien Bien Sub-DoF - Ms. Hien

Some main activities have been implemented in Aug 2011:

- Sub-DoF sent its staffs to participate in OJTs at Ke Nenh and Na Nghe village, Ta Leng commune.

- Sub-DoF assisted Dien Bien DARD to prepare official letter for sending staffs of Dien Bien Dong and Dien Bien districts to participate in the training in Japan.

5. Mr. Ky added some activities have been implemented in August 2011:

- Participated in REDD+ workshop;
- Local contribution budget proposal has been sent to Finance Department of Dien Bien province. Finance Department of Dien Bien province has sent it to Ministry of Finance. Now, we have to wait.
- Completed procedures for Mr. Hien, Mr. Chua and Mr. Goseki to go to Thailand.

6. Ms. Maki

- Draft regulations of interest groups in the 2 districts have been completed basically and approved;
- Regulations of interest groups of two villages of Dien Bien district have been completed. 31 Aug 2011, project staffs and Dien Bien Dong district staffs went to two villages to agree operation regulations. Village meeting schedules will be agreed with Heads of two remain villages.
- In Aug 2011, some trainings were delayed, because of trainers were tired and preparation of the trainings weren't completed. Mr. Tuan will develop training plans and send to related districts.
- Building animal cage was faced difficulty because of getting quotation. Mr. Tuan has received some quotations but they aren't enough evidence to persuade JICA. Next time, Mr. Tuan will work with districts to get more information.
- Market survey: We selected Dien Bien Vocational Junior College to implement market survey. Last week, we have completed pilot market survey. Next week, official market surveys will be implemented with potential products of project pilot sites.

7. Mr. Goseki

- Procedures for staffs, who are going to participate in the training in Japan, should be speeded up.
- 2KR fund is USD 800,000. We want to use all budget but there are 3 candidates (Dien Bien Dong district and 2 JICA projects in Dien Bien) and 1 candidate in Gia Lai province. So, SUSFORM-NOW project will use ¼ of total 2KR budget only. It is USD 200,000. JICA hopes that Dien Bien DARD will use this budget to support project activities suitably and effectively.
- * *Mr. Ky*: 2KR budget has been reported to Mr. Hien, Director of Dien Bien DARD. After coming back from Laos, Mr. Hien will work with Dien Bien Dong district to get agreement and send proposal to Planning and Investment Department of Dien Bien province.

B. Working Plan of Sep 2011

- PM 1 Sep 2011 Forestry Company (SUMITOMO Forestry) will work with SUSFORM-NOW project;
- 5 Sep 2011: Mr. Goseki, Mr. Hien, Mr. Minh and staffs of Dien Bien Sub-DoF will work with Tay Bac University;
- 6 Sep 2011: Monitoring Volunteers will come to project office to report and participate in meeting;
- 7 Sep 2011: Ms. Duyen, Mr. Tiep and Mr. Goseki will participate in Workshop in Hanoi;
- Next week, OJT will be implemented in Phieng Bua village, Noong Bua ward, Dien Bien Phu city;
- 12-16 Sep 2011: OJTc at Ta Leng commune;
- 21-25 Sep 2011: Mr. Chua, Mr. Ky and Mr. Goseki will visit REED project in Laos;
- 27 Sep 2011: Ms. Maki will finish her assignment in, Vietnam;
- 5 Sep 2011: Ms. Nonaka will finish her assignment in Japan and come back Dien Bien;
- 19 Sep 2011: Haft year review;

- October 2011, prepare for JCC meeting;
- Organize workshop on sharing results and lessons learnt from trainings in Japan of participants. Tentative time: After JCC Meeting;
- Japanese delegation will come to Dien Bien province to support project implementation and design REDD+ project;
- REDD+ project will be implemented one year in Dien Bien Province only. It will be started in 2013. After that, JICA will transfer REED+ project to SUSFORM-NOW project.

**Mr. Goseki*: For Ms. Duyen's mentioned matter above, allowance for villagers who participate in the trainings/workshops, SUSFORM-NOW project only support villagers who participate in the trainings/workshops which are not produce direct benefit for the villagers, such as formulating VDPs, based on finance regulations of JICA and Vietnam. For next technical trainings, in which villagers are interesting to participate, they don't receive any financial supports from project because they are real beneficiaries.

The Monthly Meeting was finished at 10:30 AM, 01 Sep 2011.