

**MINUTES
of
MONTHLY MEETING - SEP 2011**

Dien Bien Phu, 07 Oct 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, Mr. Thai and Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, Mr. Vinh and Mr. Dung;
 - + Head of Sai Luong village - Mr. Yen
 - + Head of Phieng Ban village - Mr. Xuan
 - + Nua Ngam commune: Mr. Doa - Vice Chairman
 - + Thanh An commune: Mr. Muoi - Vice Chairman
- Dien Bien Dong District PMU: Mr. Tien;
- Dien Bien Phu City PMU: Mr. Hung and Mr. Hiep;
 - + Ta Leng commune: Ms. Hong, Mr. Tuan and Mr. Phong
- SUSFORM-NOW Project: Mr. Goseki, Mr. Hien, Mr. Tuan.

III. Contents

Evaluated situation of implementing project activities in Sep 2011 and developed activity plan of Oct 2011

1. Main activities have been done in September 2011 - Mr. Ky

- SUSFORM-NOW team (Mr. Goseki, Ms. Hien, Mr. Minh and Mr. Hien) worked with TBU to discuss on Monitoring Volunteers.
- Completed procedures for sending Mr. Nguyen and Mr. Chi to participate in training in Japan.
- PPMU (Mr. Hien, Director of DARD, and Mr. Ky) and Mr. GOSEKI worked with Dien Bien Dong district People's Committee to agree on 2KR fund. Both sides agreed to send proposal to Planning and Investment Department and submit it to Dien Bien People's Committee and Ministry of Planning and Investment.
- Reviewed 6 months of implemented activities and developed targets and activities in the next 6 months.
- Mr. Chua, Mr. Goseki and Mr. Ky participated in study-tour to Participatory Land and Forest Management Project for Reducing Deforestation (PAREDD) in Laos. They participated in knowledge exchange meeting and visited Project Sites of PARRED in Laos.
- Minutes of Meeting (M/M) on the REED+ Pilot Project in Dien Bien has been signed. According to M/M, duration of the REED+ Pilot project operation is 1.5 years independently. After that it will be integrated with SUSFORM - NOW project.
- Some technical trainings on animal raising models were organized at the pilot sites.

2. Dien Bien district - Ms. Duyen

- Trainings on techniques of raising farrowing sow and porcupine were organized at Dien Bien district.

3. Dien Bien Phu city - Mr. Hung

- Dien Bien Phu staffs participated in OJT training.

4. Mr. Goseki

- Introduced generally about the REED+ Pilot project.

The REDD+ Pilot project will be implemented independently 1.5 years. After that it will be integrated with SUSFORM-NOW project. At that time, pilot sites of the SUSFORM-NOW project will be expanded including implementation sites identified by the REDD+ Pilot project. This point will be discussed in January 2013.

- Ms. Maki has finished her assignment and leaved from Vietnam to come back to Japan on 26 Sep 2011.

- Livelihood Development Experts will come to Dien Bien province on 13 Oct 2011. Livelihood Development Experts will have a plan to work with PPMU for discussing their working plan.

- Livelihood Development Experts will have a plan to visit and work with PMU members of Dien Bien Phu city, Dien Bien and Dien Bien Dong districts on 14 Oct. 2011.

5. Mr. Tuan

SUSFORM-NOW project hired Dien Bien Vocational Junior College to implement market survey. Ms. Maki found out that collected information of Dien Bien Vocational Junior Collage was not enough. So, SUSFORM-NOW project had a plan to interview and hire one consultant in Hanoi - Mr. Vu Anh, who is from National Institute of Agricultural Planning and Projection. Mr. Vu Anh will work for project from 3rd Oct 2011 to 3rd Nov 2011 for collecting additional information.

Required consultant: Making list of potential products.

6. Other opinions

- * *Mr. Tuan*: Quotations have been collected from related suppliers

- * *Mr. Yen* - Head of Sai Luong village, Nua Ngam commune.

- Implementing farrowing sow model at Sai Luong village with 12 HHs. 2 sows per each HH was approved in the village meeting. Now Sai Luong village proposes to implement this model with 24 HHs and 1 sow per each HH. 24 Sai Luong villagers want to implement this model at the same time because they think that one HH is difficult to raise 2 sows. Supplied construction materials should be shared equally to 24 HHs for making pig cages.

- * *Ms. Duyen*: This model should not be implemented with 24 HHs at the same time.

- * *Mr. Muoi* - Vice chairman of Thanh An commune People's Committee.

Raising porcupine model should be implemented 1st time by 5 HHs only. Then it should be resolved. Other HHs will implement other models in the future.

- * *Mr. Doa* - Vice Chairman of Nua Ngam commune People's Committee, Dien Bien district agreed with plan of the project. The 1st model should be implemented with limited HHs. Other HHs will implement other models.

- * *Mr. Goseki*:

- Monitoring was not well. Monitoring Team (MT) has been set up but it hasn't operated yet.

- When villagers changed to implement model, they have to inform to head of village. Head of village has to inform to commune. This matter should be informed to MT in such way.

- MT should work with Sai Luong village to find out the best solution.

7. Selection MIA for implementing at villages of southern Ta Leng

Dien Bien Phu city staffs will participate in meeting with villages for getting agreement on MIA.

8. Next activity plan - Mr. Goseki

- JCC will be organized in Nov 2011.

- Workshop for developing draft APO 2011 will be organized on 31 Oct 2011 PM

- Monthly Meeting of Oct 2011 will be organized on 31 Oct 2011 AM.

- 7 Nov 2011, JICA Expert and his counterparts in Ca Mau will visit SUSFORM-NOW project.

9. Monitoring Team Meeting

**Members of Monitoring Team:*

- Ms. Hien, Sub-DoF
- Mr. Dung, Dien Bien district
- Mr. Chi, Dien Bien Dong district. (Mr. Tiep replaces Mr. Chi's position when Mr. Chi absent from Dien Bien Dong district for training in Japan).
- Mr. Hung, Dien Bien Phu city.
- Mr. Muoi and Mr. Xuan, Thanh An commune, Dien Bien district;
- Mr. Doa and Mr. Yen, Nua Ngam commune, Dien Bien district.
- The list of other members of Dien Bien Dong district who are from communes will be sent to Ms. Hien - Head of MT later.

** Activity Plan*

- Dien Bien Phu city monitors all project activities regularly.
- Dien Bien and Dien Bien Dong districts will monitor delivery construction materials (quantity, quality etc) for making animal cages.

Communes and districts monitor this activity mainly. Members of provincial MT will go to the pilot sites one time per month or necessary cases only. Members of MT work for their responsibility without receiving supported money.

** Mr. Goseki:*

- Monitoring schedule of MT should be sent to SUSFORM-NOW project and related agencies for requesting allowance for the field trips.
- Monitoring report should be written after finishing the field trips.

** Ms. Hien:* Monitoring Form should be agreed between Mr. Tuan and Ms. Hien first. Then it will be sent to other members.

The Meeting was closed at 10:30 AM 07 Oct 2011