

**MINUTES
of
MONTHLY MEETING - Oct 2011**

Dien Bien Phu, 31 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, and Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, Mr. Vinh and Mr. Dung;
- Dien Bien Dong District PMU: Mr. Tiep, Mr. Tien and Mr. Minh;
- Dien Bien Phu City PMU: Mr. Hung, Mr. Hiep and Mr. Sam;
- SUSFORM-NOW Project: Mr. Goseki, Ms. Nonaka, Mr. Hien, Mr. Tuan and Mr. Minh.
- Livelihood Development Component (LDC): Ms. Izumi OKATA, Mr. Hiroto AIHARA, Mr. Yasunobu KUDO, Ms. Junko FUJIWARA, Mr. Hoa, Mr. Sinh, Mr. Trung, Mr. Tiep and Ms. Hue.

III. Contents

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

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

- Mr. Ky, Mr. Goseki and REDD+ Team participated in discussion on developing REDD+ Project. M/M has been signed by VNFOREST and Dien Bien PPC. The Project will be integrated with SUSFORM - NOW project after 1.5 years of its implementation independently.

- Implemented livelihood development activities at the Pilot Sites such as raising pig, porcupine, supplying construction materials for making animal cages, contracts of seed animal purchasing.

- LDC has been operating for a half of month.

- Mr. Nguyen and Mr. Chi participated in training in Japan. The training was finished on 29 Oct 2011.

- Department of Planning and Investment of Dien Bien province hasn't submitted the proposal of 2KR to Dien Bien PPC yet because opinion of Ministry of Planning and Investment is different with opinion of Department of Planning and Investment of Dien Bien province.

- Local Contribution Budget hasn't been allocated yet. So, it influenced to implementing project activities. This matter will be proposed to Dien Bien PPC in next the 2nd JCC Meeting.

- Receiving Ca Mau delegation will be prepared.

- Visited Project of Safe Vegetable Production in Ha Long City. There is a Japanese Volunteer (JOCV) to participate in project implementation effectively. So, SUSFORM-NOW Project requests to have one Japanese Volunteer like mentioned project to participate in SUSFORM-NOW project implementation

- Worked with People's Committee of Dien Bien Phu City to discuss on implementation of Pilot Activities at Ta Leng Site.

2. Developed activity plan of Nov 2011 - Mr. Goseki

- Japanese Expert of JICA Project and his counterpart of Ca Mau province will visit SUSFORM-NOW project on 8 Nov 2011 and visit Sai Luong village, Nua Ngam commune on 8 Nov 2011 AM.

- Representative of Pilot Sites and PMU members will visit RENFORDA Project in Hoa Binh province from 9 Nov - 12 Nov 2011.

- 8 C/P officers participated in Trainings in Japan will report to share results of the trainings in the 2nd JCC.

- Mr. Ky and Mr. Goseki will complete APO2012 in the 1st week of Nov 2012.

- Mr. Vu Anh will finish his working term on 7 Nov 2012 and he will present final report of Market Survey. PMU members are requested to participate in his presentation.

- Monitoring Volunteers will report their results of monitoring on 10 Nov 2011. PMU members are requested to participate in the meeting.

***Mr. Ky:** Contents of the 2nd JCC will be prepared. PMU cooperates with Experts of LDC to work at Pilot Sites and support them when necessary.

Monitoring Group should make detailed monitoring schedule to monitor project activities at the Pilot Sites and its operating regulation.

***Ms. Duyen:** In order to get Commune People's Committees' approval for VDPs soon, Provincial PMU should make draft Decision of Approval VDPs.

The Meeting was closed at 16:30 PM 31 Oct 2011