

**MINUTES
of
MONTHLY MEETING - Nov 2011**

Dien Bien Phu, 5 Dec 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 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. Dung and Mr. Sam;
- SUSFORM-NOW Project: Mr. Goseki, Ms. Nonaka, Mr. Hien and Mr. Minh.
- Livelihood Development Component (LDC): Ms. Izumi OKATA, Mr. Sinh, Mr. Tuan and Ms. Hue.

III. Contents

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

1. Main activities have been done in Nov 2011

1.1 Activities have been implemented in Nov 2011 - Mr. Ky

- Discussed with Dien Bien Vocational Junior College on Monitoring Volunteers.
- Organized study-tour to visit RENFORDA project and work with Hoa Binh DARD for C/P staffs.
- Developed activities of LCD and implemented livelihood development activities at the Pilot Sites.
- Prepared documents for JCC2 such as Progress Report, JCC2 schedule, APO2012.
- Shortcomings: In order to implement project activities smoothly and effectively, C/P agencies at district level (related divisions) should participate in implementing project activities more actively.

1.2. Discussion on implemented activities in Nov 2011

**** Mr. Chi - Dien Bien Dong district***

- Cooperated with district Agricultural Extension Station to organize training on making animal cages at 4 Pilot Sites.
- Made agreement of project activity plan of 4 Pilot Sites.
- Cooperated with local authorities at commune and village levels to arrange staying places for Monitoring Volunteers.
- Participated in delivery female cows at Hang Tro B and Huoi Mua A villages and delivery commercial crossbred hogs at Na Phat A village.

**** Ms. Duyen - Dien Bien district***

- Joined discussions on formulating the draft APO2012.
- Discussed with Phieng Ban village to change MIA from raising porcupine to raising farrowing sow F1.
- Cooperated closely with LDC to implement livelihood development activities at the Pilot Sites.

- Participated in training on techniques of raising farrowing sow F1 at Phieng Ban village, Thanh An commune, Dien Bien district.

* *Mr. Dung - Dien Bien Phu city*

- Worked with JICA Team for livelihood development activities.
- Prepared C/P staffs for next training in Japan.
- Propagated to protect epidemic diseases and cold for animals.

* *Ms. OKATA - LDC*

- Some kinds of improved stoves have been tested at Tia Ghenh C, Huoi Mua A and Sai Luong villages since Nov 2011. Villagers were requested to fill out the form for recording firewood consumption. This activity will be continued until Jan 2012.

- Surveyed on processing of agricultural products at the Pilot Sites. Mr. KUDO, Expert of processed products has surveyed and reported potential activities at pilot sites. He found out some potential activities such as bamboo processing, improving bottle of honey, etc. The matter will be discussed again when Mr. KUDO come back.

- LDC visited Keo Lom Primary School to find out some future activities of the project.
- 4 LDC NEWS have issued for sharing information of implemented activities.

* *Mr. Ky:*

- Leaders of divisions of district (Economic Division, Agricultural Division etc.) are Heads of District PMU and contact persons. One staff should assist Head of district PMU to collect information and make reports.

- Members of PMU should be reviewed because works of some of them are not very suitable. They are in the list of PMU members but they did not do anything so far. District's Agricultural and Rural Development Division and Cities' Economic Division are requested to review and change.

- In order to implement project activity smoothly, when PMU members are absent from their office or not usually working at the office, they can be replaced by other staffs who are not PMU members.

- Communication: Provincial PMU and district PMU can be communicated by Internet. (Dien Bien district: Ms. Duyen, Dien Bien Dong district: Mr. Tiep and Dien Bien Phu City: Mr. Dung). PMU members are requested to check Email every day. Telephone should be used in urgent cases.

- Communication at commune level: Staffs of Agricultural and Rural Development Division of Districts and Economic Division of City are requested to keep communication closely with commune leaders and heads of villages for implementing project activities continuously.

* *Mr. GOSEKI:*

- Agreed with Mr. Ky's opinions about reviewing members of PMUs and communication system.

- Responsibility of each PMU member should be identified clearly until the next Monthly Meeting.

- Communication: Communication system of district, commune and village levels should be developed.

* *Mr. Sinh:*

- Commune staffs of Veterinary and Agricultural Extension should be cared.

- Sheet of Individual information has been had at commune level but it is not enough.

* *Mr. Ky:*

- Ms. Bac, Member of provincial PMU has responsibility to collect individual information.

- Decision of divided responsibility of each PMU members will be drafted and sent to everybody for getting comments.

* *Mr. GOSEKI:*

- Local contribution budget will cover C/P expenses. Now, the local contribution budget is not available, so all C/P's travel expenses will be covered by JICA budget temporary.
- Expenses of livelihood development activities will be covered and managed by LDC budget.
- Monitoring system will be discussed after 20/12.

* *Mr. Sinh:*

- Seed animals have been handed over to villagers. Villagers have been trained on techniques of raising animal. It will be cold in coming months. It will influence directly to health of the animals. So, urgent information needs to be informed to LDC immediately. LDC will pay allowance to staffs who participate in support activities.

**Ms. Duyen:* Heads of villages are requested to inform situation of animal health directly to district PMU for solving problems on time.

2. Activity Plan of Dec 2011

Discussed each activity of the Monthly Plan of Dec 2011:

APO	No	Activity	Schedule	Responsible C/P	Responsible Expert(s)	Remarks
APO 2011 1-5(1)	2	Approval of VDPs & Ta Leng Plans by Wards/ Communes	Until 31/12	Mr. VVDung Ms. Duyen Mr. Tiep	GOSEKI	
1-5(2)	3	Facilitating to change the internal regulation of MIA	Until 31/12	Ms. Duyen	OKATA	Phien Ban
	4	Delivering animals for MIA	7/12	Mr. LTDung	OKATA	Phieng Ban
	5	Continuing provision of LDC news	Whole the month	Ms. Bac	OKATA FUJIWARA	
	6	Providing technical support for MIA, if need	On demand	Mr. LTDung Mr. Lam	OKATA FUJIWARA	
1-6(2)	7	Monitoring MIA	Whole the month	Ms. Hien	OKATA	By MIA Monitoring Team
	8	Baseline survey of MIA implementing villages	From the 2 nd half of Dec.	Ms. Duyen Mr. Tiep	FUJIWARA	
	9	Monitoring endogenous development	Whole the month	Ms. Hien	GOSEKI	By Monitoring Volunteers
	10	Guiding Monitoring Volunteers	(?)	Ms. Hien	GOSEKI	By DBVJC teacher(s)
APO 2012 1-5 note (2)	11	Studying potential of income generation through contractual production	6-7/12	Mr. Sam Mr. Vinh Mr. Minh	GOSEKI	Observation by Woodland
	12	Continuing experimentation of improved stoves	Whole the month	Mr. Thai	KUWABAR A	Tia Ghenh C, Huoi Mua A, & Sai Luong + Hang Tro B (?)

APO	No	Activity	Schedule	Responsible C/P	Responsible Expert(s)	Remarks
	13	Study tour to observe utilization of the improved stove	11/12(?)	Mr. Thai	KUWABAR A	Nhop village (Son La) & TBU
	14	Examining the other fuel-wood saving methods	Whole the month	Mr. Thai	KUWABAR A	
	15	Visiting biogas model	8/12	Mr. Thai	KUWABAR A	WB project site
	16	Preparing village workshops	13/12	Ms. Hien	GOSEKI OKATA	Participate by representative of C/DPMUs
	17	Holding village workshops to discuss concrete activity and schedule for forest management and further Livelihood Development activities	15/12 – 23/12 (?)	Ms. Hien	GOSEKI OKATA FUJIWARA	
	18	Study on market demand and sales channels of processed product	Until 31/12	Ms. Bac	OKATA	
	19	Selection of target groups of introduction of food processing	Until 31/12	Ms. Bac	OKATA FUJIWARA	
1-5 note (3)	20	Requesting 30A budget for Dien Bien Dong District	Until 15/12	Mr. Tiep	GOSEKI	By DBD DPMU
1-6	21	Holding a meeting on reviewing and renovating the Monitoring System	After 20/12	Ms. Hien	GOSEKI OKATA FUJIWARA	Participated by representatives of C/DPMUs, communes and villages
2-1	22	Developing mutual communication system with Supporting Agency	(?)	Ms. Bac	GOSEKI	By PPMU
2-3(2)	23	Preparing study tour in Japan	(?)	Mr. Ky Mr. Dung Ms. Duyen Mr. Tiep	NAKAMUR A	
2-4	24	Start to prepare technical manual for the 2 nd phase	Whole the month	Mr. Ky Ms. Hien	GOSEKI OKATA FUJIWARA	
Other	25	Making project logo	Until 9/12	Mr. Ky	NONAKA	
	26	Dissemination of the results of the C/P trainings in Japan	9/12	8 C/P trainees	NONAKA	
	27	Observation by JICA VN	9-10/12	Mr. LTDung Mr. Chi	NONAKA OKATA	Hang Tro B (pm of 9/12) & ...

APO	No	Activity	Schedule	Responsible C/P	Responsible Expert(s)	Remarks
	28	Introducing activities on the web-site	Whole the month	Mr. Bac	NONAKA	
	29	Revising the list of PMU members and their tasks	Until the next Monthly Meeting	Mr. Ky	GOSEKI	

3. Discussion on preparation of JCC2

- Schedule and venue of JCC2 are kept. JCC date will be fixed later.
- Four Supporting Agencies such as TBU, Dien Bien VJC, ICRAF and RECOFTC are invited; Travel fee and other related expenses will be covered by themselves.
- Dien Bien PPC will send invitation letter to members of JCC. Provincial PMU will send invitation letter to other members.
- Dien Bien Sub-DoF will send invitation letter to Volunteer Observers.
- Sharing results of training in Japan: There are 4 groups. Presentation Reports of 3 groups have been translated into English. Presentation Report of one group only hasn't translated into English yet.
- Prepared equipments: Ms. Hien, Ms. Huong and Mr. Minh.
- Register participants and hand out documents: No need.

*LandWood Company will visit project on 6 December 2011. One meeting with Dien Bien DARD will be held at 07:30 AM. Then, Dien Bien Sub-DoF will guide the company to visit Pilot Sites at Na Phat A, Dien Bien Dong district, and Sai Luong village of Dien Bien district, and, if remaining enough time, Ta Leng site of Dien Bien Phu City.

The Meeting was closed at 11:30 AM 5 Dec 2011