

**MINUTES
of
MONTHLY MEETING - Dec 2011**

Dien Bien Phu, 3 Jan 2012

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: Mr. Nguyen, Mr. Vinh, Mr. Dung and Mr. Hung;
- Dien Bien Dong District PMU: Mr. Tiep, Mr. Tien, Mr. Minh, and Mr. Chi;
- Dien Bien Phu City PMU: Mr. Dung and Mr. Hung;
- SUSFORM-NOW Project: Mr. Goseki, Ms. Nonaka, Mr. Hien and Mr. Minh.
- Livelihood Development Component (LDC): Mr. Mochida, Ms. Fijiwara, Mr. Sinh, Mr. Hoa, Mr. Trung and Mr. Tiep.

III. Contents

1. Mr. Ky presented Decision on divided mission for members of PMU of SUSFORM-NOW.

2. Discussed results of implementation of working plan of December 2011 and made working plan of January 2012.

1. Approval of VDPs & Ta Leng Plans by Wards/ Communes of Dien Bien Phu city, Dien Bien and Dien Bien Dong districts.

2. Facilitating to change the internal regulation of MIA

Regulation of MIA of Phieng Ban village, Thanh An commune, has been revised from raising porcupine to raising hogs.

3. Continuing provision of LDC news

In the working plan, Ms. Bac, counterpart has responsibility for this activity but in fact all NEWS were made by LDC without Ms. Bac's participation or her opinions.

4. Baseline survey of MIA implementing villages

Mr. Ky: baseline surveys have been implemented at pilot sites already, so it doesn't need to do more.

LDC: Purpose of baseline survey is to identify the changes during implementing project activities.

5. Developing simple procedures and methods of formulation of the plans

Mr. Ky: VFU should be hired to do this activity.

Mr. GOSEKI: TOR has already advertised and sent to VFU, but we haven't received no proposal from VFU.

6. Studying potential of income generation through contractual production.

Now, Woodland Company wants to invest in afforestation at Ta Leng commune and Phieng Ban village.

Mr. Ky: Contents of the contract should be agreed with Commune People's Committee before contacting with the Company.

+ Dien Bien district: Mr. Vinh is in charge.

+ Dien Bien Phu city: Mr. Hiep is in charge.

7. Continuing experimentation of improved stoves

Mr. Mochida: 15 improved stoves were delivered to 3 villages in November 2011. After that monitoring forms were given to villagers for monitoring. Improved stoves are being monitored.

8. Study tour to observe utilization of the improved stove

One study-tour was organized in December 2011 for observing utilization of the improved stove and Biogas at Nhop village, Thuan Chau district, Son La province.

In the working plan, Mr. Thai, counterpart has responsibility for this activity but in fact Mr. Thai didn't receive any detailed implementing plan of this activity, study-tour to Son La, from LDC Expert.

9. Examining the other fuel-wood saving methods

10. Visiting biogas model

One study-tour was organized in December 2011 for observing utilization of the improved stove and Biogas at Nhop village, Thuan Chau district, Son La province.

11. Preparing village workshops

Village Workshops were organized at 8 villages of total 9 villages for getting agreement of Implementation Plans until October 2012.

12. Study on market demand and sales channels of processed product

Studied agricultural products and processed products by farmers. Its report will be done on 19 January 2012.

It is expected that trademark of fermented bamboo shoot with chili for Na Nghe village, Ta Leng commune, Dien Bien Phu city, will be developed.

13. Selection of target groups of introduction of food processing

This activity hasn't been done yet.

14. Requesting 30A budget for Dien Bien Dong District

Dien Bien Dong district will consider and respond in January 2012.

15. Holding village workshops to discuss concrete activity and schedule for forest management and further Livelihood Development activities

Village workshop at Ke Nenh village has been postponed and rescheduled in Jan, but the village informed to postpone again to after Tet.

16. Other contents:

- Developing plan of implementing project activities for January 2012.
- Discussing with investors about supports to afforestation at Ta Leng and Phieng Ban.
- Developing a plan of introduction of food processing

Mr. Thai is in charge.

17. Providing technical support for MIA, if need

- Provide necessary techniques to the villagers by trainings to implement each PA.

+ Conducting Improved stove W/S (Tia Ghenh C): 9 and 16/01/2012. It will start at 9:00AM.

+ Conducting Biogas W/S (Sai Luong): 12-13/01/2012

+ Providing training on animal health and construction of cage

- Shared information of delivery of seed animals at Na Phat A village.

18. Delivering animals for MIA

- Prepare necessary materials for PA.

- Preparing to provide farrowing sow (Sai Luong, Tia Ghenh C) and hogs (Phieng Ban): It is expected to implement in January 2012.

19. Study from the successful models

Have no plan in Jan. 2012.

It is expected to make plans in Jan.

20. Facilitate implementation of PA

- Designing afforestation/ natural regeneration (Ta Leng (Ke Nenh, Phieng Bua), Phieng Ban, Na Phat A.): After TET.

- Publishing an edition of LDC news: Before TET.

- Conducting organic vegetable experimentation: Hang Tro B will be selected to implement this activity in January 2012.

21. Holding a meeting on reviewing and renovating the Monitoring System

It will be organized on 3 January 2012.

22. Monitoring MIA

- Final questionnaire will be done in Jan 2012 and basic living condition of local people in pilot sites is prepared to be surveyed.

- Beginning of Feb 2012, LDC will complete a questionnaire on come in - come out money stream flow at villages.

- Coaching Monitoring Volunteers: Project is advertising to recruit one expert to review the reports of MVs and propose recommendation for improvement.

23. Developing mutual communication system with Supporting Agencies

Workshops on developing mutual system with Supporting Agencies will be held on 5th Jan 2012.

24. Try to use the mutual communication systems with the supporting agencies.

25. Coach Commune/Ward staffs in implementation of activity 1-5 & 1-6: Hasn't been implemented yet.

26. Organize training for province and district/city staffs to guide commune staff to implement activity 1-4, 1-5 & 1-6.

27. Prepare the training of counterparts in Japan: Give comments to the training in Jan 2012.

28. Start to prepare technical manual for the 2nd phase: Contents of technical manual will be developed in Jan 2012.

29. Making project logo: Done

30. Dissemination of the results of the C/P trainings in Japan: Done

31. Observation by JICA VN: Done

32. Introducing activities on the web-site: Going on

33. Revising the list of PMU members and their tasks: Have Decision No.792/QĐ-BQLDA, dated 30/12/2011 of PMU.

34. Revising Progress Report of 2011 and send to JCC members: Mr. Ky has responsibility.

35. Studying on allowance etc. for commune officers.

36. Report regularly (daily and monthly) implementation plans of project activities to leaders of city/district.

37. Send working plan of next week to related agencies on Friday of every week by official letter.

38. Assist Dien Bien PPC to manage Executing agencies to improve cooperation for implementation of Project: Dien Bien DARD - Mr. Ky assisted.

39. PMU makes draft of revised R/D to include ward/commune staffs and Heads of villages in Vietnamese counterparts, send the draft to Dien Bien PPC, then revise the R/D after discussion with JICA Vietnam.

Mr. Goseki: JICA understood importance of participation of Commune staffs in project implementation, but it should be discussed with JICA VN Office whether R/D needs to be revised or not.

Livelihood Development Component NEWS: Before now, LDC News were handed directly to local people. From now, LDC News will be sent by post monthly to local people. It helps local people to know situation of implemented activities.

The Meeting was closed at 11:30 AM 3 Jan 2012

SUSFORM-NOW

Monthly Plan

Jan. 2012

APO	No.	Planned Activity (Dec. 2011)	Progress (Dec. 2011)	APO (Jan. 2012)	Decided Plan (Jan. 2012)	Schedule	Responsible C/P	Responsible Expert(s)	Remarks
APO2011 1-5(1)	1	Approval of VDPs & Ta Leng Plans by Wards/ Communes	(completed)				Mr. VVDung Ms. Duyen Mr. Tiep	GOSEKI	
1-5(2)	2	Facilitating to change the internal regulation of MIA	(completed)				Ms. Duyen	OKATA	Phien Ban
	3	Continuing provision of LDC news	(done)		(see APO2012 1-5(6)/ No. 20)		Ms. Bac	OKATA FUJIWARA	
1-6(2)	4	Baseline survey of MIA implementing villages	Not started yet		(see APO2012 1-6(1)/ No. 22)		Ms. Duyen Mr. Tiep	FUJIWARA	
APO2012 1-4 (1)	5			(planned in Apr.)	Developing simple procedures and methods of formulation of the plans	Whole the month	Ms. Hien	GOSEKI	Hiring a local consultant 1.5 month
1-5 note (2)	6	Studying potential of income	Observed by and discussed with Woodland		(see APO 1-5(2)/ No. 16)		Mr. Sam Mr. Vinh Mr. Minh	GOSEKI	Observatio n by Woodland

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		generation through contractual production	company						
	7	Continuing experimentation of improved stoves	Continued		- examining the monitoring results of the experimentation of improved stoves	Before Tet	Mr. Thai	KUWABARA MOCHIDA	Tia Ghenh C, Huoi Mua A, & Sai Luong
	8	Study tour to observe utilization of the improved stove	(completed)				Mr. Thai	KUWABARA	Nhop village (Son La) & TBU
	9	Examining the other fuel-wood saving methods	Made designs		(see 1-5 (3)/ No. 17)		Mr. Thai	KUWABARA	
	10	Visiting biogas model	(done)				Mr. Thai	KUWABARA	Government project site nearby DBP City
	11	Preparing village workshops	(done)				Ms. Hien	GOSEKI OKATA	Participate by representative of C/DPMUs
	12	Study on market demand and sales channels of processed product	Continued		- finalize the study	Before Tet	Ms. Hien	OKATA MOCHIDA Hoa	

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	13	Selection of target groups of introduction of food processing	Not select yet		(see 1-5(2)/ No. 16)		Ms. Bac	OKATA FUJIWARA	
1-5 note (3)	14	Requesting 30A budget for Dien Bien Dong District	* The budget is not available since it is only for Protection Forests		Considering potentials of utilizing 30A budget	Whole the month	Mr. Tiep	GOSEKI	By DBD DPMU
1-5(1)	15	Holding village workshops to discuss concrete activity and schedule for forest management and further Livelihood Development activities	Held at 8 villages except Tia Ghenh C (application forms of the livelihood development activities have not collected from Ke Nenh village)	Select PA implemented in the 6 Pilot Sites and 3 villages of Ta Leng Site	- holding village W/S (Tia Ghenh C) - collecting application forms of the livelihood development activities (Ta Leng (Ke Nenh))	5/1 sooner	Ms. Hien Mr. Tung & Mr. Ky	GOSEKI OKATA FUJIWARA NONAKA MOCHIDA NONAKA MOCHIDA	
1-5(2)	16			Formulate IP	- finalizing IP of each site	Until the end of Jan.	Mr. Dung, Ms. Duyen, & Mr. Tiep	NONAKA (GOSEKI) MOCHIDA	Distributing drafts to PMU members for getting comments

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					<ul style="list-style-type: none"> - confirming intention of investors, then discussing with Communes on industrial afforestation (Ta Leng, Phiang Ban) - developing a plan of introduction of food processing 	<p>Whole the month</p> <p>Until the end of Jan.</p>	Mr. Ky	NONAKA (GOSEKI)	
1-5 (3)	17	Providing technical support for MIA, if need	Provided animal husbandry techniques				Mr. Lam & Mr. Dung	OKATA FUJIWARA	
				Provide necessary techniques to the villagers by trainings to implement each PA	<ul style="list-style-type: none"> - Conducting Improved stove W/S (Tia Ghenh C) - Conducting Biogas W/S (Sai Luong) - providing training on animal health and construction of cage 	<p>9, 16/1</p> <p>12-13/1</p> <p>Whole the month</p>	Mr. Chi	KUWABARA MOCHIDA	Experiment of technology transfer among villagers
1-5 (4)	18	Delivering	Completed for 3				Mr. Vinh	KUWABARA MOCHIDA	
							Mr. Dung, & Mr. Lam	OKATA FUJIWARA	Coordinate with Dept/ Division of Animal Health
							Mr. Dung	OKATA	

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		animals for MIA	villages	Prepare necessary materials for PA	- Preparing to provide farrowing sow (Sai Luong, Tia Ghenh C) and hogs (Phieng Ban)	Whole the month	Mr. Thai	NONAKA OKATA MOCHIDA	Sai Luong & Tia Ghenh C: Delivery in Feb. (by 8/2) Phieng Ban: not fixed
1-5 (5)	19			Study from the successful models	- making plans	Whole the month	Mr. Ky	NONAKA MOCHIDA	
1-5 (6)	20			Facilitate implementation of PA	- designing Afforestation/natural regeneration (Ta Leng (Ke Nenh, Phieng Bua), Phieng Ban, Na Phat A.)	After Tet	Mr. Ky, Mr. Sam, Ms. Duyen, & Mr. Tiep	NONAKA (GOSEKI)	
					- Publishing an edition of LDC news	Before Tet	Ms. Bac	OKATA FUJIWARA MOCHIDA	
					- conducting organic vegetable experimentation	Before Tet	(one of C/DPMU member)	AIHARA	At 1 selected village
1-6 (note)	21	Holding a meeting on reviewing and renovating the	Not yet done		- Holding a meeting on reviewing and renovating the	3/1	Ms. Hien	GOSEKI OKATA FUJIWARA	Participated by representatives of

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		Monitoring System			Monitoring System				C/DPMUs, communes and villages
1-6 (1)	22	- Monitoring MIA	Not yet done	Try the renovated monitoring system	(- following the result of the meeting above (No. 21)) - finalizing the questionnaire and select target villagers of the baseline survey of MIA	Whole the month	Ms. Hien	OKATA MOCHIDA	
		- Monitoring endogenous development by MV	(continued)		- Continuing to monitor endogenous development by MV	Until before Tet	Ms. Hien	GOSEKI	
		- Guiding MV by DBPVJC teacher(s)	Not yet done		- Guiding monthly report of MOVs with DBPVJC teacher(s)	4/1	Ms. Hien	GOSEKI	
					- Reviewing the products of MVs and improve MV system	Whole the month	Ms. Hien	NONAKA (GOSEKI)	- hiring a local consultant 1.5 months
2-1 (note)	23	Developing	Not yet done				Ms. Bac	GOSEKI	By PPMU

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		mutual communication system with Supporting Agency			- meeting with supporting agencies	5/1	Mr. Ky	GOSEKI	
2-1 (1)	24			Try to use the mutual communication systems with the supporting agencies	(following the result of the meeting above (No. 23))		Mr. Ky	NONAKA (GOSEKI)	
2-2 (1)	25			Coach Commune/Ward staffs in implementation of activity 1-5 & 1-6					
2-3 (1)	26			Organize training for province and district/city staffs to guide commune staff to implement activity 1-4, 1-5 & 1-6					
2-3(2)	27	Preparing study tour in Japan	Selected 9 candidates out of 12		- Selecting all the candidates	sooner	Mr. Ky	NAKAMURA MOCHIDA	

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				Prepare the training of counterparts in Japan	- Examining the tour plan and reflecting participants' views	Until the end of Jan.	Mr. Ky, Mr. Dung, Ms. Duyen, & Mr. Tiep	NAKAMURA MOCHIDA	
2-4	28	Start to prepare technical manual for the 2 nd phase	Recorded technical experiences	(planned from Feb.)	- recording technical experiences	Whole the month	Mr. Ky Ms. Hien	GOSEKI OKATA FUJIWARA	
Others	29	Making project logo	(completed)				Mr. Ky	NONAKA	
	30	Dissemination of the results of the C/P trainings in Japan	(completed)				8 C/P trainees	NONAKA	
	31	Observation by JICA VN	(done)				Mr. LTDung Mr. Chi	GOSEKI FUJIWARA	23/12
	32	Introducing activities on the web-site	(done)		Introducing activities on the web-site	Whole the month	Mr. Bac	NONAKA	
	33	Revising the list of PMU members and their tasks	(done)				Mr. Ky	GOSEKI	
	34				Revising Progress Report of 2011 and send to JCC members	Until the end of Jan.	Mr. Ky		Requested by JCC
	35				Studying on allowance etc. for commune	Until the end of Jan.	Mr. Ky	NONAKA	- ditto -

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	36				Report regularly (daily and monthly) implementation plans of project activities to leaders of city/district	Whole the month	Mr. Dung, Ms. Duyen, & Mr. Tiep		- ditto -
	37				Send working plan of next week to related agencies on Friday of every week by official letter	Whole the month	Mr. Ky	NONAKA (GOSEKI) MOCHIDA	- ditto -
	38		Assist Dien Bien PPC to manage Executing agencies to improve cooperation for implementation of Project				Mr. Ky		- ditto -
	39				Make draft of revised R/D to include ward/commune staffs and Heads of villages in Vietnamese	Whole the month	Mr. Ky	NONAKA (GOSEKI)	- ditto -

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					counterparts, send the draft to Dien Bien PPC, then revise the R/D after discussion with JICA Vietnam				