

**MINUTES  
of  
MONTHLY MEETING - Jan 2012**

*Dien Bien Phu, 3 Feb 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: Ms. Hien and Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, 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, Mr. Sam and Mr. Hung;
- SUSFORM-NOW Project: Ms. Nonaka, Mr. Hien and Mr. Minh.
- Livelihood Development Component (LDC): Mr. Sinh, Mr. Hoa, Mr. Trung, Ms. Lan and Ms. Hue.

**III. Contents**

***3.1 Discussed results of implementation working plan of Jan 2012***

2. Developing simple procedures and methods of formulation of the plans: Done.
4. Examining the monitoring results of the experimentation of improved stoves: It was finished on 18 Jan 2012. LDC will send its report later.
5. Examining the monitoring results of the experimentation of improved stoves: Done
6. Considering potentials of utilizing 30A budget: Can't apply this budget for the local people in our pilot sites because target people are different.
7. Holding village W/S (Tia Ghenh C): Done.
8. Collecting application forms of the livelihood development activities (Ta Leng (Ke Nenh)): Done.
9. Finalizing IP of each site: Done.
10. Confirming intention of investors, then discussing with communes on industrial afforestation (Ta Leng, Phieng Ban): Received proposal from investor.
11. Developing a plan of introduction of food processing: Done.
12. Conducting improved stove W/S (Tia Ghenh C): Done.
13. Conducting Biogas W/S (Sai Luong): Done.
14. Providing training on animal health and construction of cage: Will be implemented in Feb 2012.
24. Preparing to provide farrowing sow (Sai Luong, Tia Ghenh C) and hogs (Phieng Ban): Delivery plans: Tia Ghenh C village on 20 Feb and Sai Luong village on 21 Feb 2012.
26. Making plans to study from the successful models: Done.
27. Designing Afforestation/ natural regeneration (Ta Leng (Ke Nenh, Phieng Bua), Phieng Ban, Na Phat A.): Haven's been conducted yet.
28. Publishing an edition of LDC news: LDC News 9, 10, 11, 12 and one special NEWS have been issued in Jan 2012.

29. Conducting organic vegetable experimentation: It has been implemented at Hang Tro B village, Pu Nhi commune.

30. Holding a meeting on reviewing and renovating the Monitoring System: The meeting was organized. LDC will help to develop monitoring system. It is expected to complete in Feb 2012.

31. (Following the result of the meeting above (No. 30)): The monitoring form has been developed.

32. Finalizing questionnaire and selecting target villagers of the baseline survey of MIA: The questionnaire has been completed.

33. Continuing to monitor endogenous development by MV: be implemented continuously.

34. Guiding monthly report of MVs by teachers of Dien Bien Vocational Junior College: Done.

35. Reviewing the products of MVs and improve MV system: Hired consultant. It'll be implemented in Feb 2012.

37. Meeting with supporting agencies: Done.

44. Selecting all the candidates will be trained in Japan: Done.

45. Checking plan of study-tour to Son La and receiving feedback of PMU members: Done.

Responsible C/P: Mr. Ky, Mr. Dung, Ms. Duyen and Mr. Tiep.

Responsible Experts: Mr. Nakamura and Mr. Mochida.

46. Recording technical experiences for preparing technical manual for the 2<sup>nd</sup> Phase: Implementing.

50. Introducing activities on the web-site: Be implemented continuously.

Comment: It should be added Vietnamese on the Website.

51. Revising Progress Report of 2011 and send to JCC members: Done.

52. Studying on allowance etc. for commune officers: Studying.

53. Report regularly (daily and monthly).

Mr. Dung's opinion: Daily report should be out. Monthly report should be had only.

55. Make 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: Has been revised and getting opinions of PMU members.

*\* Ms. Duyen's opinion:*

- Monitor model schedules should be implemented regularly.

- Real situation of delivered Hogs at Phieng Ban village after checking as below:

There are 10 delivered hogs at Phieng Ban. Including:

+ 02 hogs aren't pregnant and they have no heating sign.

+ 02 hogs aren't pregnant. They are having heating sign. One of them was lost pregnant.

+ 03 hogs are expecting babies.

+ 01 hog delivered 8 babies but one of them was died.

+ 01 hog delivered 14 babies but 7 ones were died.

+ 01 hog delivered 12 babies but one was died.

=> Quality of animal seeds should be reconsidered for delivering to other villages.

=> Proposal: Based on lesson learnt from Phieng Ban, Hogs should be copulated after delivering.

- Situation of using improved stoves at Sai Luong village: After using improved stoves, villagers have agreed with effect of the improved stoves. They proposed project to provide more ones.

*\* Mr. Sinh's opinion:*

Project will support 7-10 days of especial animal food for HHs next time.

02 hogs aren't pregnant and they have no heating sign in Phieng Ban that will be rechecked by SUSFORM-NOW, LDC, Mr. Dung - Supplier and PMU of Dien Bien district for identifying real situation. Those hogs can be changed if they were not good.

Supplier should provide list of copulation information of each hog next time for monitoring easier.

*\*Mr. Sinh:* It will be considered to provide pregnant hogs for 1 village and not pregnant hogs for other one next time.

*\* Ms. Nonaka's opinion:* "If the request from villagers is pregnant hogs, the project respects their opinion. The project has provided hogs following villagers' request. I heard that when our project staff discussed this matter with villagers, villagers strongly requested to be provided pregnant hogs."

*\* Mr. Trung presented report of LDC*

- Only 1/3 of HHs of IG can be provided animal seeds in the 1<sup>st</sup> cycle. Each of the HH can received detailed animal seed as below:

+ Commercial crossbred hogs: 4 hogs/HH

+ Fish: 500 fry (6-8 cm long)/HH

+ Chicken: 30 chicks/HH

Recommended: HHs should contribute 10% of total harvesting of fish and chicken to fund of village development.

- Workshop on improved stoves: Villagers were very happy with this activity.
- Planting bamboo and fruit trees: Trying to find out suitable suppliers.
- Organic vegetable: Villagers were trained on techniques of planting and provided seeds of vegetable.
- Biogas: Villagers were trained and this model was experimented.
- Mushroom and contour line farming Experts are studying to apply.

### **3.2 Made working plan of Feb 2012.**

1. Prepare project documents to introduce project to 6 remain villages of Ta Leng site: Will be done in Feb 2012.

Responsible C/P: Ms. Hien, Ms. Bac and Mr. Dung

Responsible Experts: Mr. Goseki, Ms. Nonaka and Ms. Junko.

2. Developing simple procedures and methods of formulation of the plans: Hired consultant

3. Prepare TOR to make participatory forest management and livelihood development plans for the remained 6 villages of Ta Leng Site: Prepare in Feb and implement in Apr 2012

11. Implement trial models at pilot sites:

Making tofu at Phieng Ban village (20 Feb)

Making tofu at Ke Nenh and Phieng Bua (21 Feb)

Responsible C/P: Mr. Thai

Responsible Experts: Ms. Okata and Ms. Fujiwara

12. Organize W/S at other pilot sites

Mr. Trung - LDC: At least one staff of C/D has main responsibility of one class of the training.

Work Plan:

7 Feb: W/S on improved stoves at Na Phat A village, Na Son commune.

14 Feb: W/S on improved stoves at Huoi Mua A village, Keo Lom commune.

17 Feb: W/S on improved stoves at Phieng Ban village, Thanh An commune.

18 Feb: W/S on improved stoves at Na Nghe village, Ta Leng commune.

Responsible C/P: Mr. Chi (DBD), Mr. Hung (DB) and Mr. Sam (DBP City)

Responsible Experts: Mr. Kuwabara and Mr. Mochida.

13. Holding W/S for further dissemination of biogas plants: 4 Feb, LDC will check and give decisions (Expected at the end of Feb)

Responsible C/P: Mr. Vinh and Mr. Chi

Responsible Experts: Mr. Kuwabara and Mr. Mochida

14. Providing training when supply seed animals at Sai Luong village and Tia Ghenh C village.

Participants of the Monthly Meeting suggested that the training should be organized at the same day of delivery animal seed: 20 and 21 Feb.

20 Feb: Tia Ghenh C village

21 Feb: Sai Luong village

Preparation for receiving seed animals of villagers should be checked on 16 and 17 Feb 2012.

Responsible C/P: Mr. Dung and Mr. Lam

Responsible Experts: Ms. Okata, and Ms. Fujiwara

23. Providing training on organic vegetable.

6/2: Na Phat A village

8/02: Sai Luong village

13/02: Tia Ghenh C and Huoi Mua A villages

27/02: Na Nghe village

Responsible C/P: Mr. Ky, Mr. Dung, Mr. Tiep and Ms. Duyen

Responsible of Experts: Mr. Lam, and Ms. Lan.

24. Provide farrowing sows

20/02: Tia Ghenh C village

21/02: Sai Luong village

Responsible C/P: Mr. Thai

Responsible Experts: Ms. Okata, Mr. Mochida, and Ms. Nonaka

26. Visit successful models in Son La province

22-25/02/2012

Responsible C/P: Mr. Ky

Responsible Experts: Mr. Mochida, and Ms. Nonaka

27. Designing afforestation/ natural regeneration (Ta Leng, Ke Nenh, Phieng Bua, Phieng Ban and Na Phat A villages): Meeting with villagers for getting agreement of work plans.

Responsible C/P: Mr. Ky, Mr. Sam, Ms. Duyen and Mr. Tiep

Responsible Experts: Mr. Goseki, and Ms. Nonaka

28. Issuing NEWS of LDC: Be issued continuously.

29. Organizing W/S on planting organic vegetable at pilot sites (Content in No.23)

31. Try to use monitoring forms at pilot sites: In Feb 2012

Responsible C/P: Ms. Hien

Responsible Experts: Mr. Goseki, Ms. Nonaka, Ms. Okata and Mr. Mochida.

32. Conducting baseline survey of MIA:

Questionnaires will be sent to participants of the training in Japan. The questionnaires will be guided to use on 14 Feb 2012.

Responsible C/P: Mr. Hong, Ms. Duyen and Mr. Tiep

Responsible Experts: Mr. Goseki and Ms Nonaka

35. Make recommendations for improving monitoring volunteer systems: 14 Feb 2012.

Responsible C/P: Ms. Hien

Responsible Experts: Mr. Goseki and Ms. Nonaka

36. Monitoring FMA and LDA: 20 Feb

Responsible C/P: Ms. Hien

39. Coaching C/W staffs on implementing activities 1-5 and 1-6: Regularly

Responsible C/P: Mr. Dung, Ms. Duyen and Mr. Tiep

40. Prepare TOR for coaching C/W staffs on implementing activity 1-4.

Responsible C/P: Mr. Dung

Responsible Experts: Mr. Goseki

43. Prepare training for C/P staffs in Japan: All procedures of participants for training in Japan will be done in Feb 2012.

45. Checking schedule of study-tour to Son La and getting feedback of PMU members: It is going on.

46. Prepare technical manual for 2<sup>nd</sup> phase: Preparing

Responsible C/P: Mr. Ky and Ms. Hien

Responsible Experts: Mr. Goseki, Ms. Okata, and Ms. Fujiwara

50. Introduce project activities on Website of project: Regularly.

*The Meeting was closed at 11:00 AM 3 Feb 2012*

**SUSFORM-NOW**

**Monthly Plan**

**Feb. 2012**

| APO               | No. | Planned Activity<br>(Jan. 2012)                                      | Progress<br>(Jan. 2012)   | APO<br>(Feb. 2012)   | Decided Plan<br>(Feb. 2012)  | Schedule | Responsible<br>C/P              | Responsible<br>Expert(s) | Remarks   |
|-------------------|-----|--|---|--|--|----------|---------------------------------|--------------------------|---|
| APO2012<br>1-3(1) | 1   |  |   | Preparing manual for introducing the project   | Preparing manual for introducing the project   | In Feb.  | Ms Hien,<br>Ms Bac, Mr.<br>Dung | (GOSEKI)<br>NONAKA       | Project introduction W/S will be hold in March.                       |
| 1-4 (1)           | 2   | Developing simple procedures and methods of formulation of the plans | Mr. Hoa was hired as a consultant for this work. Contract period is from 20/1-5/3 | (planned in Apr.)  | Developing simple procedures and methods of formulation of the plans   |          | Ms. Hien                        | GOSEKI                   | From 20-01 to 05-03. Mr. Hoa will have interview in Feb in Dien Bien. |
| 1-4(2)            | 3   |  |   | Prepare TOR to make participatory forest management and livelihood development plans for the remained 6 villages of Ta Leng Site | Prepare TOR to make participatory forest management and livelihood development plans for the remained 6 villages of Ta Leng Site |          | Mr. Dung<br>Ms. Hien            | (GOSEKI)<br>NONAKA       | Sending invitation letter and negotiation can be in March.            |
| 1-5 note<br>(2)   | 4   | Examining the monitoring results of the experimentation of improved  | done  | (no plan)  | (none)   | (none)   | Mr. Thai                        | KUWABARA<br>MOCHIDA      | Tia Ghenh C, Huoi Mua A, & Sai Luong                                  |

|              |   |   |  |   |           |        |        |        |                                       |                               |   |  |  |
|--------------|---|---|--|---|-----------|--------|--------|--------|---------------------------------------|-------------------------------|---|--|--|
|              |   |   |  |   |           |        |        |        |                                       |                               |   |  |  |
|              | 5 | stoves  | Finalize the study on market demand and sales channels of processed product                                | LDC has already received the report written by Mr. Hoa. <u>The report(VN) will be sent to PMUs sooner</u> | (no plan) | (none) | (none) | (none) | Ms. Hien                              | OKATA<br>MOCHIDA<br>Hoa       |   |  |  |
| 1-5 note (3) | 6 | Considering potentials of utilizing 30A budget  | <u>Can't apply this budget for the local people in our pilot site because target people are different.</u> | (no plan)   | (none)    | (none) | (none) | (none) | Mr. Tiep                              | GOSEKI                        | By DBD<br>DPMU  |  |  |
| 1-5(1)       | 7 | Holding village W/S (Tia Ghenh C)   | done on Jan 5  |   | (none)    | (none) | (none) | (none) | Mr. Tiep &<br>Mr. Ky                  | NONAKA<br>MOCHIDA             |   |  |  |
|              | 8 | Collecting application forms of the livelihood development activities (Ta Leng (Ke Nenh)) | Done   |   | (none)    | (none) | (none) | (none) | Mr. Dung &<br>Mr. Ky                  | NONAKA<br>MOCHIDA             |   |  |  |
| 1-5(2)       | 9 | Finalizing IP of each site  | done   | (no plan)   | (none)    | (none) | (none) | (none) | Mr. Dung,<br>Ms. Duyen,<br>& Mr. Tiep | NONAKA<br>(GOSEKI)<br>MOCHIDA | Distributing drafts to PMU members for getting comments |  |  |

|         |    |  |  |                   |  |  |                                  |                     |  |
|---------|----|--|--|-------------------|--|--|----------------------------------|---------------------|--|
|         | 10 | Confirming intention of investors, then discussing with Communes on industrial afforestation (Ta Leng, Phieng Ban) | Received proposal from investor  | (no plan)<br>➔ 27 | (none)   | (none)   | Mr. Ky                           | NONAKA (GOSEKI)     |  |
|         | 11 | Developing a plan of introduction of food processing   | TOR of the trial processing WS has been drafted for discussions              | (no plan)         | Sharing plan with PMUs<br>Carrying out trials at selected sites            | See attached plan made by LDC                            | Mr. Thai                         | KUDO                |  |
| 1-5 (3) | 12 | Conducting Improved stove W/S (Tia Ghenh C)  | Done on Jan 9 and 16 at Tia Ghenh C.   | (based on IP)     | Holding W/S at other pilot sites   | See attached plan made by LDC                            | Mr. Sum,<br>Mr. Hung,<br>Mr. Chi | FUJIWARA            | Experiment of technology transfer among villagers              |
|         | 13 | Conducting Biogas W/S (Sai Luong)  | Done on Jan 12 and 13  | (based on IP)     | Holding W/S for further dissemination of biogas plants                     | End of Feb,  | Mr. Vinh<br>Mr. Chi              | KUWABARA<br>MOCHIDA | Seeking collaboration on with Biogas Project Office under DARD |
|         | 14 | Providing training on animal health and construction of cage   | Not yet conducted <u>Coordination with Department and Division of Animal</u> | (based on IP)     | Providing training before delivery of animals to Sai Luong and Tia Ghenh C | on the same day of animal delivery for 1 or 2 hours (See | Mr. Dung, & Mr. Lam              | OKATA<br>FUJIWARA   | Coordinate with Dept/ Division of Animal Health                |



|         |    |  | <u>Husbandry has been carried out.</u> |  |               |  |                               | attached plan made by LDC |                      |   |  |                  |
|---------|----|--|--|--|---------------|--|-------------------------------|---------------------------|----------------------|---|--|------------------|
| 15      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 16      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 17      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 18      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 19      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 20      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  |                  |
| 21      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  | Sliding to March |
| 22      |    |  |  |  | (based on IP) | (none)   | (none)                        | (none)                    |                      |   |  | Sliding to March |
| 23      |    |  |  |  | (based on IP) | Providing training on the organic vegetable(>29)     | See attached plan made by LDC | Mr. Ky                    | Mr. Lam              | Mr. Ky will send a request letter to districts and communes for assigning staffs to this activities |  |                  |
| 1-5 (4) | 24 | Preparing to provide farrowing sow (Sai Luong, Tia | done                                   |  | (based on IP) | Providing farrowing sow (Sai Luong, Tia Ghenh C) and | Farm visit: 14/2 Tia          | Mr. Thai                  | NONAKA FUJIWARA Sinh |   |  |                  |

|         |    |  |   |               |  |  |   |  |                        |                                      |
|---------|----|--|---|---------------|--|--|---|--|------------------------|--------------------------------------|
|         |    | Ghenh C) and hogs (Phieng Ban)   |   |               |  | hogs (Phieng Ban)  | Ghenh C: 21/2 Sai Luong: 21/2 Phieng Ban: ? |  |                        |                                      |
|         | 25 |  |   | (based on IP) |  | (none)   | (none)                                      |  |                        |                                      |
| 1-5 (5) | 26 | Making plans to study from the successful models   | Done  | (based on IP) |  | Visiting the successful models in SonLa  | 2/23 and 24                                 | Mr. Ky                                 | NONAKA MOCHIDA         |                                      |
| 1-5 (6) | 27 | Designing Afforestation/natural regeneration (Ta Leng (Ke Nenh, Phieng Bua), Phieng Ban, Na Phat A.) | Didn't conducted  | (based on IP) |  | Organize meetings among the city/district, the communes and investor for getting agreement<br>Identify detail of IP through internal discussion among the PPMU, DBP city and Dien Bien district. | Feb.  | Mr. Ky, Mr. Sam, Ms, Duyen, & Mr. Tiep | NONAKA (GOSEKI)        | Need more information from investor. |
|         | 28 | Publishing an edition of LDC news  | Done<br>LDC News 9, 10, 11 and 12 have been issued and delivered via postal services.<br>Ms. Bac hasn't | (based on IP) |  | Continuing to issue LDC News<br>Try to have communication with Ms. Bac.  | Whole month                                 | Ms. Bac                                | OKATA FUJIWARA MOCHIDA |                                      |



|    |  |   |  |  |  |          |                 |  |
|----|--|---|--|--|--|----------|-----------------|--|
| 33 | Continuing to monitor endogenous development by MV   | Have arrived on 01-02 and posted on 02-02     | (based on the renovated monitoring system) | Continuing to monitor endogenous development by MV | Whole month  | Ms. Hien | GOSEKI          |  |
| 34 | Guiding monthly report of MVs with DBPVJC teacher(s) |   | (based on the renovated monitoring system) | Mr. Thao will have a lecture and on-site training  | Lecture: 13-02 & 14-02<br>On-site training: 15-02 to 19-02 | Ms. Hien | GOSEKI          |  |
| 35 | Reviewing the products of MVs and improve MV system  | Mr. Thao hired as a consultant for this work. | (based on the renovated monitoring system) | Making recommendation for improvement of MV system |  | Ms. Hien | NONAKA (GOSEKI) | - hiring a local consultant 1.5 months<br>On 13/02 & 14/02, training for MVs will be conducted.<br>TBU lecturers & PMU members will participate<br>PMU members request to send the agenda. |

|            |    |                         |      |  |                       |  |          |                          |   |
|------------|----|-------------------------|------|--|-----------------------|--|----------|--------------------------|---|
|            | 36 |                         |      | Trying the renovated monitoring system | Monitoring FMA & LDAs |  | Ms. Hien | FUJIWARA NONAKA (GOSEKI) | Regular monitoring :<br>- by the leaders of the Interest Group (weekly)<br>- from Village to Commune (between 15 and 20 every month)<br>- from Commune to C/DPMU (between 20 and 25 every month)<br>- from C/DPMU to Ms. Hien (2 days before the Monthly Meeting) |
| 2-1 (note) | 37 | Meeting with supporting | done | (no plan)                              | (none)                |  |          |                          |   |

|        |    |          |  |  |  |        |                                 |                           |   |
|--------|----|----------|--|--|--|--------|---------------------------------|---------------------------|---|
| 2-1(1) | 38 | agencies |  | Trying to use the mutual communication systems with the supporting agencies  | Report the result of activities as the occasion arises                               |        | Ms. Bac                         | NONAKA (GOSEKI)           | - Whole the year<br>- The regular meeting with supporting agencies will be held each time after the half year reviews |
| 2-2(1) | 39 |          |  | Coaching Commune/Ward staffs in implementation of activity 1-5 & 1-6         | Coaching Commune/Ward staffs through the LDAs by the way of on-site training and OJT |        | Mr. Dung, Ms. Duyen, & Mr. Trep | NONAKA (GOSEKI), FUJIWARA | Whole the year  |
| 2-2(2) | 40 |          |  | Preparing TOR to coach Commune/Ward staffs in implementation of activity 1-4 | Preparing TOR to coach Commune/Ward staffs in implementation of activity 1-4 (-> 3)  |        | Mr. Dung                        | NONAKA (GOSEKI), FUJIWARA |   |
| 2-2(3) | 41 |          |  | Coaching Commune/Ward staffs to improve their facilitation skills            | (none)   | (none) |                                 |                           | Sliding Mar. Short-term Expert will be  |

|        |    |  |   |  |   |  |                    |   |                             |               |
|--------|----|--|---|--|---|--|--------------------|---|-----------------------------|---------------|
|        |    |  |   |  |   |  |                    |   |                             | dispatched    |
| 2-3(1) | 42 |  |   |  | Organizing for training for province and district/city staffs to guide commune staff to implement activity 1-4, 1-5 & 1-6 | (none)   | (none)             |   |                             | Sliding April |
| 2-3(2) | 43 |  |   |  | Preparing the training of counterparts in Japan   | Prepare the application forms etc. of the training | By the end of Feb. | Mr. Hien                                | Fujiwara                    | Until Mar.    |
|        | 44 | Selecting all the candidates will be trained in Japan in Apr.                                | 12 candidates have been nominated. Waiting for final approval from PPC. | - ditto -  | - ditto -   | waiting the approval by PPC                        |                    | Mr. Ky                                  | NAKAMURA<br>MOCHIDA         |               |
|        | 45 | Examining the tour plan and reflecting participants' views                                   | Done<br>Personal Information Sheets have been collected.                | - ditto -  | - ditto -   | (none)   | (none)             | Mr. Ky, Mr. Dung, Ms. Duyen, & Mr. Tiep | NAKAMURA<br>MOCHIDA         |               |
| 2-4(1) | 46 | Recording technical experiences for preparing technical manual for the 2 <sup>nd</sup> Phase | Drafting the table of contents  | Preparing technical manual for the 2 <sup>nd</sup> Phase | Recording technical experiences for preparing technical manual for the 2 <sup>nd</sup> Phase                              | (none)   | (none)             | Mr. Ky<br>Ms. Hien                      | GOSEKI<br>OKATA<br>FUJIWARA | Until Sep.    |
| 2-4(2) | 47 |  |   | Preparing political and                                  | Preparing political and   | (none)   | (none)             |   |                             | Until Sep.    |

|        |    |  |                          |   |   |        |         |                                  |                              |
|--------|----|--|--------------------------|---|---|--------|---------|----------------------------------|------------------------------|
|        |    |  |                          | institutional recommendation for the 2 <sup>nd</sup> Phase  |   |        |         |                                  |                              |
| 3-1(1) | 48 |  |                          | Reviewing the existing guiding document while implementing Activity 1-5 for the seminar/workshop in Activity 1-7                      | (none)  | (none) |         | Until Sep.                       |                              |
| 3-2(1) | 49 |  |                          | Reviewing the existing governmental and the other fund that can be utilized for Activity 1-5 for the seminar/workshop in Activity 1-7 | (none)  |        |         | Until Sep.                       |                              |
| Others | 50 | Introducing activities on the web-site                   | 2 articles are published |   | Introducing activities on the web-site          |        | Mr. Bac | NONAKA<br>VN ver. is preferable. |                              |
|        | 51 | Revising Progress Report of 2011 and send to JCC members | done                     |   |   |        |         | Requested by JCC                 |                              |
|        | 52 | Studying on allowance etc. for commune officers          | on-going                 |   | Studying on allowance etc. for commune officers |        |         | Mr. Ky                           | - ditto -                    |
|        | 53 | Report regularly (daily and monthly)                     | conducted                |   | Report regularly (daily and monthly)            |        |         | Mr. Dung, Ms. Duyen, & Mr. Tiep  | NONAKA (GOSEKI)<br>- ditto - |



|    |  |  |           |  |   |        |                         |           |
|----|--|--|-----------|--|---|--------|-------------------------|-----------|
|    |  | implementation plans of project activities to leaders of city/district   |           |  | implementation plans of project activities to leaders of city/district                        |        |                         |           |
| 54 |  | Send working plan of next week to related agencies on Friday of every week by official letter  | conducted |  | Send working plan of next week to related agencies on Friday of every week by official letter | Mr. Ky | NONAKA (GOSEKI) MOCHIDA | - ditto - |
| 55 |  | Make 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 | conducted |  | Continue discussion with PPC  | Mr. Ky | NONAKA (GOSEKI)         | - ditto - |