



MONTHLY MEETING MINUTES (FEB 2012)

Dien Bien Phu, March 1st, 2012

I. Purpose

To plan and monitor the monthly activities of Project for Sustainable Forest Management in the Northwest Watershed Area (SUSFORM-NOW) for smooth and effective implementation of the project activities.

The participants reviewed the implemented project activities for February 2012 and the activity plan for March 2012 in this meeting.

II. Participants

- Provincial Project Management Unit (PMU): Mr. Ky, Ms. Hien, and Ms. Bac
- Dien Bien District PMU: Ms. Duyen, Mr. Vinh, 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
- JICA Experts and Project staffs: Mr. Goseki, Ms. Nonaka, Mr. Sinh, Mr. Trung, Mr. Lam, Mr. Hien, Mr. Minh, and Ms. Hue

III. Contents

3.1 Implemented activities in Feb 2012

Activity #1 (Annual Plan of Operation (APO) 1-3(1)): Prepare a manual for the project introduction

- Done.

Activity #3 (APO 1-4(1)): Develop simple procedures and methods for formulation of the participatory forest management and livelihoods development plans

- Comments sent to the consultant, but the consultant hasn't sent back his final report yet.

Activity #4 (APO 1-4(2)): Prepare Terms of Reference (TOR) to develop participatory forest management and livelihoods development plans for remaining six villages in Ta Leng

- Mr. Goseki hasn't prepared it yet.

Activity #5 (APO 1-5(2)): Share a plan on food processing trials at selected sites with PMU

- Three training courses on tofu making have been organized:
 - Training 1: Heads of five villages participated in the training
 - Training 2: Hang Tro B village
 - Training 3: Tia Ghenh C village

Activity #6 (APO 1-5(3)): Hold improved stove workshop (W/S) at pilot sites (except Tia Ghenh C)

- It has been implemented in Phieng Bua and Ke Nenh villages.

Activity #7 (APO 1-5(3)): Hold W/S for further dissemination of biogas plants

- It has been organized in Tia Ghenh C village.

Activity #8 (APO 1-5(3)): Provide training before the delivery of animals to Sai Luong and T.Ghenh C

- Done
- *Ms. Duyen, Dien Bien district:*
 - Sows were delivered to Sai Luong village on Feb 19th, 2012. I haven't checked them yet.
 - Phieng Ban village:
 - 10 sows were delivered to Phieng Ban village three months ago. Head of the village informed that four sows had babies, three sows had been pregnant, and other three sows hadn't been pregnant.
 - Their weights were over 100 kg. → Difficulties for local people.
 - There had been no results after three months of raising.
 - The weight of sows was too different. The sows with the weight of 40-50kg could reproduce well; however, the weight of sows provided was over 100 kg that would not be able to reproduce well.
 - The price of these sows was VND 230,000 per kg.
 - So, should be reconsidered.
- *Mr. Goseki:* This matter will be discussed between project, LDC, and supplier.
- *Mr. Sinh, LDC:*
 - 5 out of 10 sows have babies.
 - Sows were delivered on 7 Dec 2011.
 - Weight of the sows: The smallest = 100kg and the biggest = 150kg.
 - We have to help local people to solve their problems.
- *Ms. Duyen:* Project, LDC, and PMU will check the real situation in the pilot sites on Mar 9th, 2012, and then organize a meeting for making an agreement.

Activity #10 (APO 1-5(3)): Provide training courses on organic vegetables in the selected villages

- Seven trainings were organized (Remaining: Ke Nenh and Phieng Bua).

Activity #14 (APO 1-5(4)): Provide farrowing sows (Sai Luong and Tia Ghenh C) and hogs (Phieng Ban)

- Done.

Activity #15 (APO 1-5(5)): Visit successful models in Son La:

- Done.
- *Mr. Ky:* The participants of the study-tour to Son La were interested in planting Macadamia and mushroom.
- *Mr. Goseki:* We will study Macadamia and consider it for pilot planting in the pilot sites.

Activity #16 (APO 1-5(6)): Organize meetings among the city, districts, communes, and investors for afforestation agreements (Ta Leng (Ke Nenh and Phieng Bua) and Phieng Ban)

- Meetings with investors haven't been organized.

Activity #19 (APO 1-5(6)): Issue LDC News (news letter)

- *Ms. Bac:*
 - LDC team made the News by themselves. LDC did not respect counterparts (C/P). LDC sent the News to C/P for its comments only after the issuance deadline of the News.

- Contents of LDC News were not suitable for local people (e.g., LDC News No.13).
- *Mr. Goseki*: LDC needs to discuss with Ms. Bac before issuing the next News.
- *Ms. Hien*: There were many typing mistakes.

Activity #22 (APO 1-5(6)): Conduct the baseline survey of the most immediate activities (MIAs) in preparation for the training in Japan

- done

Activity #23 (APO 1-6(1)): Monitor continuously the endogenous development by MVs

- Monitoring Volunteers (MVs) have sent their monitoring reports. Mr. Minh will summarize them.

Activity #24 (APO 1-6(1)): Provide a lecture and on-site training for MVs

- Implemented.

Activity #25 (APO 1-6(1)): Prepare recommendations for MV system improvement

- Implemented.

Activity #26 (APO 1-6(1)): Monitor the progress of the implementation plans (IPs) by the leaders of the interest groups weekly and report from villages to communes between 15th and 20th of each month, to City/District PMU (C/DPMU) between 20th and 25th of each month, and to Ms. Hien two days before every monthly meeting.

- Monitoring forms have been sent to villages and communes, but they haven't sent their filled forms back.
- *Ms. Hien*: The monitoring forms have been sent to the villages for their comments, but I haven't received any feedback so far.
- *Ms. Hien*: District and City PMUs should send reports to Ms. Hien at least one day before every monthly meeting.

Activity #28 (APO 2-2(1)): Coach commune/ward staff through the implementation of IPs on livelihoods development (on-site training and On The Job Training (OJT))

- Hasn't been implemented.

Activity #29 (APO 2-2(2)): Prepare TOR to coach commune/ward staff in implementation of Activity 1-4

- Hasn't been implemented.

Activity #32 (APO 2-3(2)): Prepare application forms etc. for the training in Japan, and wait for the approval by Provincial People's Committee (PPC):

- Done.

Activity #33 (APO 2-4(1)): Record technical experience for preparing a technical manual for the 2nd Phase

- LDC shared the table of contents of the record with PMU members in Feb 2012.

Activity #35 (Others): Introduce activities on the project web-site in Vietnamese, English, and Japanese

- There is no Vietnamese NEWS as of now (there should be).

Activity #36 (Others): Study allowance etc. for commune officers:

- Ongoing.
- *Mr. Goseki*: Japan International Cooperation Agency (JICA) supports allowance for commune staff; however, it cannot support salary of commune staff when they work in the villages as it is their regular duty as government staff.

Activity #39 (Others): Negotiate continuously with PPC to include ward/commune staff and heads of villages in the definition of the Vietnamese C/P (so that they could be paid by the province as C/P)

- Ongoing.

3.2 Work plan of Mar 2012

Activity #1(APO 1-3(1)): Prepare a manual for project introduction

- It has been prepared already. It will be sent to all PMU members before Mar 10th, 2012 for their comments.
- Responsible C/P staff: Ms. Hien, Ms. Bac and Mr. Dung
- Responsible experts: Mr. Goseki and Ms. Nonaka

Activity #2(APO 1-3(2)): Organize village meetings in remaining villages in Ta Leng site for project introduction

- It will be implemented in Mar 2012. Dien Bien Phu City PMU will make a meeting schedule and send it to PMU soon.
- Responsible C/P staff: Mr. Dung
- Responsible expert: Mr. Goseki

Activity #4(APO 1-4(2)): Prepare TOR to develop participatory forest management and livelihoods development plans for remained six villages in Ta Leng site

- It was decided to develop the plans without hiring consultant(s).

Activity #5(APO 1-5(2)): Prepare a work plan for traditional wine improvement, inviting a Vietnamese consultant

- Responsible C/P staff: Mr. Thai
- Responsible experts: Mr. Kudo and Mr. Lam

Activity #6(APO 1-5(3)): Hold improved stove W/S at Ta Leng (Phieng Bua & Ke Nenh)

- Will be completed in the next week (5-9 Mar)
- Responsible C/P staff: Mr. Sam, and Mr. Hung
- Responsible experts: Ms. Fujiwara, Mr. Lam, Mr. Trung, and Ms. Lan

Activity #7(APO 1-5(3)): Provide training on biogas at Ta Leng (Phieng Bua or Na Nghe).

- Dr. Chiem of Can Tho University will be invited.
- *Mr. Ky*: Plastic bag should not be used to avoid risks such as destruction by animals, children, mouse etc. So biogas should be built by bricks. A local consultant should be invited, instead of Dr. Chiem.
- LDC will discuss with Mr. Ky in Mar 2012.
- Responsible C/P staff: Mr. Vinh, and Mr. Chi
- Responsible experts: Mr. Kuwabara and Mr. Mochida

Activity #8(APO 1-5(3)): Monitor animals delivered to Phieng Ban, Sai Luong, and Tia Ghenh C continuously

- Continue.
- Responsible C/P staff: Mr. Dung, and Mr. Lam
- Responsible experts: Mr. Okata, Ms. Fujiwara, and Mr. Sinh

Activity #9(APO 1-5(3)): Prepare training on animal raising techniques

- *Mr. Sinh:*
 - Organize two training courses on Vet.
 - Participants will be from Sub-Veterinary Department of Dien Bien Province and Veterinary Station of districts/city.
 - Then, excellent trainees will be selected to be trainers for further trainings at village level.
- *Mr. Ky:*
 - The contents of the two training courses look nearly the same as Training of Trainer (TOT) and OJT. So, is it necessary to organize these trainings?
 - Veterinarians of district vet stations have been trained yearly. They always train commune and village staff.
 - The mentioned training courses should not be organized because these staffs were trained in the TOT and OJT last time.
 - It is better to organize advanced training courses on animal raising techniques.
- *Mr. Goseki:*
 - LDC should collect more information and carefully make a detailed plan for consideration, then discuss with PMU members.
 - LDC has its own budget, but it is a part of the JICA's budget. So, every activity needs to be discussed with PMU.
- Responsible experts: Mr. Mochida and Mr. Sinh

Activity #10(APO 1-5(3)): Provide training courses on the organic vegetables at Ta Leng (Phieng Bua & Ke Nenh)

- *Mr. Ky:* Districts/city PMU should identify how many HHs will participate in the model and how was the result of completed training courses?
- *Mr. Lam:*
 - The training at Hang Tro B village was implemented not well.
 - The ones at Na Phat A and Sia Luong villages were implemented well.
- Responsible C/P staff: Mr. Ky
- Responsible experts: Mr. Aihara, Mr. Lam, Mr. Mochida, Mr. Trung, and Ms. Lan

Activity #11(APO 1-5(3)): Provide training on fodder grass and contour-line plantation at Ta Leng, Phieng Ban, and Sai Luong

- It will be implemented in Mar 2012
- Responsible C/P staff: Mr. Hung, and Mr. Dung
- Responsible experts: Mr. Aihara, Mr. Lam, and Ms. Lan

Activity #12(APO 1-5(3)): Provide training on biogas, contour line plantation and fruit trees at Ta Leng, Phieng Ban, and Sai Luong

- It will be implemented Mar 2012
- Responsible C/P staff: Mr. Hung, Mr. Dung, and Mr. Vinh
- Responsible experts: Mr. Aihara, Mr. Lam, and Ms. Lan

Activity #13(APO 1-5(3)): Hold tofu making W/S upon the request of pilot sites

- It should be considered if local people need it.
- Responsible C/P staff: Mr. Thai, Mr. Hung, Mr. Dung, and Mr. Vinh
- Responsible experts: Mr. Kudo and Mr. Lam

Activity #14(APO 1-5(4)): Prepare for procurement of animal seeds (pig, chicken & fish) and bamboo seedlings

- Responsible C/P staff: Mr. Dung and Mr. Hung
- Responsible experts: Mr. Mochida, Ms. Fujiwara, Ms. Nonaka, Mr. Sinh, Mr. Trung, and Mr. Lam

Activity #15(APO 1-5(5)): Select participants who will visit successful livelihoods development models in Kon Tum from pilot sites and PMU, and organize a pre-briefing for participants

- Participants: Provincial PMU = 1 person; Districts/City PMU = 01 person; Pilot sites = head of IGs; Pu Nhi and Ta Leng Communes = one person per commune.
- *Mr. Ky* proposed organizing a study-tour to Japan with participation of leaders of forest management related offices at provincial and district levels.
- *Mr. Goseki*: The participants must be the project C/P, and they have to participate in the project activities. The contents of the study-tour need to be identified clearly.
- Responsible experts: Mr. Aihara, Mr. Sinh, and Mr. Lam

Activity #16(APO 1-5(6)): Prepare afforestation plans

- PMU will continue to discuss with investors next week.
- Responsible C/P staff: Mr. Ky, Mr. Sam, and Ms. Duyen
- Responsible experts: Mr. Goseki and Ms. Nonaka

Activity #19(APO 1-5(6)): Issue LDC News

- Responsible C/P staff: Ms. Bac
- Responsible experts: Mr. Mochida, Ms. Fujiwara, Ms. Okata, Mr. Kudo, and Mr. Trung

Activity #20(APO 1-5(6)): Prepare for the Dien Bien Fair

- It will be prepared in Mar 2012.
- Responsible C/P staff: Mr. Ky and Mr. Dung
- Responsible experts: Mr. Mochida, Ms. Okata, and Ms. Lan

Activity #22(APO 1-6(1)): Conduct the baseline survey of MIA as preparation of the training in Japan

- Responsible C/P staff: 12 trainees
- Responsible experts: Ms. Fujiwara and Mr. Trung

Activity #26(APO 1-6(1)): Try the improved monitoring system

- *Mr. Goseki*: Local people have many opinions, but they haven't been reported to the project properly. Mr. Goseki will study and discuss and complete the monitoring forms with C/P and guide villagers on how to fill out and send them back.
- Responsible C/P staff: Ms. Hien
- Responsible experts: Ms. Nonaka, Mr. Goseki, and Ms. Fujiwara

Activity #28(APO 2-2(1)): Coach commune/ward staffs to implement Activities 1-5 and 1-6

- Responsible C/P staff: Mr. Dung, Ms. Duyen, and Mr. Tiep
- Responsible experts: Ms. Nonaka, Mr. Goseki, and Ms. Fujiwara

Activity #30(APO 2-2(3)): Coach commune/ward staffs to improve their facilitation skills

- Training in the field from 5-8 March 2012 and a summary W/S on March 9th, 2012.
- Responsible C/P staff: Mr. Dung, Ms. Duyen, and Mr. Tiep
- Responsible expert: Mr. Suga

Activity #31(APO 2-3(1)): Organize training courses for provincial and district/city staff on guiding commune staff to implement Activities 1-4, 1-5, and 1-6

- To be implemented if requested.
- Responsible C/P staff: Mr. Ky
- Responsible experts: Mr. Goseki and Mr. Mochida

Activity #32(APO 2-3(2)): Prepare a C/P training course in Japan

- The 2nd meeting will be organized with the training participants from 15-31 March 2012.
- Responsible C/P staff: Mr. Hien
- Responsible experts: Ms. Fujiwara, Mr. Nakamura, and Mr. Mochida

Activity #40(Others): Review the half-year progress and report it to Joint Coordinating Committee (JCC) members

- The Workshop will be held on 1-2 March 2012.
- Report within Mar 2012.
- Responsible C/P staff: Mr. Hien, and Mr. Ky
- Responsible expert: Mr. Goseki

The meeting was closed at 15:00 PM on March 1st, 2012.