



MONTHLY MEETING MINUTES (MAR 2012)

Dien Bien Phu, April 3rd, 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 March 2012 and the activity plan for April 2012 in this meeting.

II. Participants

- Provincial Project Management Unit (PPMU): Ms. Hien, and Ms. Bac;
- Dien Bien District PMU: Ms. Duyen, Mr. Vinh, and Mr. Nguyen;
- 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 staff: Mr. Goseki, Mr. Mochida, Mr. Aihara, Mr. Baku, Ms. Nonaka, Mr. Sinh, Mr. Trung, Mr. Hien, Mr. Lam, Ms. Lan, Mr. Minh, and Ms. Hue.

III. Contents

3.1 .Implemented activities in Mar 2012

Activity #1 (Annual Plan of Operation (APO) 1-3(1)): Distribute the draft to collect comments and finishing the manual for introducing the project

- The manual was corrected but hasn't distributed for comments.

Activity #2 (APO 1-3(2)): Make schedule and hold the half-day meetings at remaining villages of Ta Leng Site to introduce project

- It hasn't been done yet.

Activity #3 (APO 1-4(1)): Finalize the technical guidelines for formulating the participatory forest management and livelihood development plans

- It was completed.

Activity #5 (APO 1-5(2)): Prepare work plan for improving traditional wine and collecting information on wine making approach of Hmong people living in Keo Lom, invite a Vietnamese consultant from FIRI

- An expert was invited from FIRI and the sample tests on the quality of the local wine were prepared.
- Wine sample has been sent to Food Industries Research Institute (FIRI).

Activity #6 (APO 1-5(2)): Study potential of introducing macadamia plantation

- Potential was studied.

- There were local people's needs.
- Planting macadamia in Vietnam was lack of experiences.
- Quality of macadamia seeds was low.
- Now, Cashew trees (*Anacardium occidentale*) has disease in Vietnam. So, local people are encouraged to plant Macadamia.

Activity #8 (APO 1-5(3)): Hold Improved stove W/S (workshop) at Ta Leng (Phieng Bua & Ke Nenh)

- The workshops were held only at Phieng Bua.

Activity #9 (APO 1-5(3)): Hold W/S for further dissemination of PE-type biogas plants at Ta Leng (Phieng Bua or Na Nghe), invite Dr. Chiem of Can Tho University.

- The workshops were held.

Activity #10 (APO 1-5(3)): Continue monitoring and consultation on raising animals delivered to Phieng Ban, Sai Luong and Tia Ghenh C

- Monitoring and consultation, especially special attention against the blue year disease, were continued.

Activity #11 (APO 1-5(3)): Provide trainings on the organic vegetable at Ta Leng (Phieng Bua & Ke Nenh), and re- training at Hang Tro B

- The trainings were provided.

Activity #12 (APO 1-5(3)): Provide trainings on fodder grass and contour line plantation at Ta Leng, Phieng Ban, and Sai Luong

- The trainings were provided.

Activity #13 (APO 1-5(3)): Provide trainings on bamboo shoot, contour line plantation and fruit trees at Ta Leng, Phieng Ban, and Sai Luong

- Trainings on contour line plantation and fruit trees were provided, but not on "bamboo shoot", because 1) the seedling is not ready and 2) the variety of bamboo which people wants to plant need to be confirmed.

Activity #19 (APO 1-5(4)): Prepare for procurement of animals (chicken & fish)

- It was not prepared.

Activity #22 (APO 1-5(5)): Selecting participants who will visit successful livelihood development model in Kon Tum from pilot sites and PMU, and organizing pre-briefing for participants

Study-tour to Kon Tum was conducted.

Activity #23 (APO 1-5(6)): Organize meetings among the city/district, the communes and investor for getting agreement on afforestation (Ta Leng (Ke Nenh, Phieng Bua), Phieng Ban)

- Meetings were organized among local governments, village heads, and investors at Ta Leng Commune, and among local governments, villagers and an investor at Phieng Ban.

Activity #24 (APO 1-5(6)): Facilitate to make agreement between the villagers and investor, and design afforestation (Ta Leng (Ke Nenh, Phieng Bua), and Phieng Ban)

- It's not sure whether the agreements have been made or not, but North-West Viet Forest Joint Stock Company (NORVIFO) started designing in Phieng Ban

Activity #25 (APO 1-5(6)): Make agreement on seedling preparation with villagers and design natural regeneration (Na Phat A)

- It was discussed with the villagers.

Activity #26 (APO 1-5(6)): Issue Livelihoods Development Component (LDC) News No. 16

- LDC News No. 16 was issued.

Activity #28 (APO 1-6(1)): Review the data of the baseline survey by the participants of the training in Japan, at Pilot Sites

- It was reviewed.

Activity #29 (APO 1-6(1)): Continue to monitor endogenous development by Monitoring Volunteer (MV)

- MVs were dispatched until 16/3/2012.

Activity #30 (APO 1-6(1)): Prepare recommendation for improvement of MV system and discussing the renovation ways based on it.

- The recommendation was prepared and Tay Bac University (TBU) was requested to prepare a proposal based on it.

Activity #31 (APO 1-6(1)): Review the reporting form for monitoring Implementation Plan (IP), and guide Villages and Communes to make report appropriately (if necessary, directly monitoring by City/ district PMU (C/DPMU))

- The revised monitoring form was sent to village heads together with filing-sets, and village heads were instructed to fill out the form and submit to Communes/Ward appropriately

Activity #32 (APO 2-1(1)): Hold the meeting with supporting agencies to exchange opinions based on the half-year review.

- It hasn't done yet.

Activity #34 (APO 2-2(1)): Prepare training course on animal husbandry for Commune/Ward staff and discuss on it among PMU

- It hasn't done yet.

Activity #36 (APO 2-2(3)): Conduct facilitation skill trainings for Commune/Ward staff

- The trainings were conducted.

Activity #39 (APO 2-3(2)): Organize the second briefing meeting with the participants of the training in Japan

- It was organized.

Activity #41 (APO 2-4(1)): Distribute the table of contents of the technical manual for the 2nd phase to PMU members and discussing on it.

- Draft was distributed as an attachment of the progress report of LDC.

Activity #45 (Other): Make articles and introduce activities on the web-site in Vietnamese, English and Japanese

- Vietnamese article was prepared.

Activity #46 (Other): Request Dien Bien PPC to provide allowance to Commune officers

- It was requested.

Activity #48 (Other): Open an E-mail account and sharing working plan among PPMU, C/DPMU and Experts through it

- It hasn't been opened yet.

Activity #49 (Other): Reviewing the half-year progresses and reporting to JCC members

- It was reviewed and reported.

3.2. Work plan of Apr 2012

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

Hold the half-day meetings at remaining villages of Ta Leng Site (Ta Leng, Long Hom, Noong Bua, Khe Chit, Hong Liu and Pom Loi) to introduce project

- Schedule: Before 12/4/2012
- Responsible Counterpart (C/P): Mr. Dung
- Responsible Experts: Mr. Goseki

Activity #6(APO 1-5(2)): Study potential of introducing macadamia plantation

- Try to find good variety
- Responsible C/P: Ms. Hien
- Responsible Experts: Mr. Goseki

Activity #7(APO 1-5(2)): Identify further needs from villagers on biogas plants

Ms. Hien: Villagers informed that PE-type biogas plants were used ineffectively.

- Responsible C/P: Mr. Vinh and Mr. Chi
- Responsible Experts: Mr. Kuwabara and Mr. Mochida

Activity #8(APO 1-5(3)): Provide instruction for using the stoves, monitoring it, and, depending on the conditions, making further supports

- Guide villagers to use the stoves which were made by villagers.
- Schedule: Whole the month
- Responsible Experts: Mr. Mochida, Mr. Trung, Mr. Lam, and Ms. Lan

Activity #9(APO 1-5(3)): Monitor the trial biogas plants

- Schedule: Whole the month
- Responsible C/P: Mr. Vinh and Mr. Chi
- Responsible Experts: Mr. Mochida and Mr. Kuwabara

Activity #10(APO 1-5(3)): Discuss with Na Phat A IG on their request to change the animals, and continue monitoring and consultation, especially to protect from the blue year disease, on raising animals delivered to 6 Pilot Sites

- Discuss with Na Phat A IG: Monitoring and consultant
- Schedule: Whole the month
- Responsible C/P: Mr. Lam
- Responsible Experts: Ms. Okata, Mr. Mochida, Mr. Trung, and Mr. Sinh

Activity #11(APO 1-5(3)): Monitor the organic vegetable production and, depending on the conditions, making further supports, especially to Phieng Ban

- Schedule: Whole the month
- Responsible C/P: Mr. Hung, Mr. Dung, and Chi
- Responsible Experts: Mr. Aihara, Mr. Lam, Mr. Mochida, and Ms. Lan

Activity #12(APO 1-5(3)): Provide training on fodder grass and contour line plantation at Na Phat A, Tia Ghenh C, Huoi Mua A and Hang Tro B

- Schedule:
3/4/2012 Hang Tro B
4/4/2012 Tia Ghenh C and Huoi Mua A
5/4/2012 Na Phat A
- Responsible C/P: Mr. Chi
- Responsible Experts: Mr. Aihara, Mr. Lam, and Ms. Lan

Activity #13(APO 1-5(3)): Provide training on contour line plantation and fruit trees at Na Phat A, Tia Ghenh C, Huoi Mua A and Hang Tro B

- Schedule:
 - 3/4/2012 Hang Tro B
 - 4/4/2012 Tia Ghenh C and Huoi Mua A
 - 5/4/2012 Na Phat A
 - Responsible C/P: Mr. Chi
 - Responsible Experts: Mr. Aihara, Mr. Lam, and Ms. Lan
- Activity #15(APO 1-5(3)): Provide training for afforestation at Ta Leng and Phieng Ban
- Schedule: Before 15/4/2012
 - Responsible C/P: Mr. Dung, and Ms. Duyen
 - Responsible Experts: Mr. Goseki
- Activity #16(APO 1-5(3)): Conduct sample tests on the freshly distilled wine
- Responsible C/P: Mr. Thai, and Mr. Chi
 - Responsible Experts: Mr. Mochida, Mr. Lam, Mr. Trung, and Ms. Huong
- Activity #17(APO 1-5(3)): Provide training for natural regeneration at Na Phat A.
- Schedule: Before 15/4/2012
 - Responsible C/P: Mr. Minh
 - Responsible Experts: Mr. Goseki
- Activity #18(APO 1-5(3)): Provide fire protection training at Huoi Mua A
- Schedule: in April 2012
 - Responsible C/P: Mr. Minh
 - Responsible Experts: Ms. Goseki
- Activity #19(APO 1-5(4)): Prepare for procurement of chicken & fish, provide practical training for IG, and discuss internal regulations with Interest Group (IG).
- Ms. Hien: It should be informed to farmers to prepare their ponds as soon as possible, if this activity is implemented in 2012.
 - Ms. Lan, LDC: Pond area and farmers' needs of each pilot site were collected. There are two suppliers: Thanh Chan Aquatic Cooperative and Aquatic Center.
 - Schedule: Whole month (Until June 2012)
 - Responsible C/P: Mr. Dung, Ms. Duyen, and Mr. Tiep
 - Responsible Experts: Mr. Mochida, Mr. Takahashi, and Mr. Sinh
- Activity #20(APO 1-5(4)): Continue to Provide AI for the not pregnant animals
- Responsible C/P: Ms. Duyen, and Mr. Tiep
 - Responsible Experts: Mr. Mochida, Mr. Takahashi, and Mr. Sinh
- Activity #21(APO 1-5(4)): Provide *Acacia mangium* and *Canarium tramdenum* (only for Na Phat A) seedlings to Ta Leng (3 villages), Phieng Ban and Na Phat A
- Responsible C/P: Ms. Hien
 - Responsible Experts: Mr. Goseki, and Mr. Takahashi
- Activity #22(APO 1-5(5)): Hold a follow-up meeting, then send the report to PMU members
- Next meeting: 9/4/2012
 - Report: After the meeting
 - Responsible C/P: Mr. Ky
 - Responsible Experts: Mr. Mochida, Ms. Okata, Mr. Aihara. Mr. Sinh, and Mr. Lam
- Activity #23(APO 1-5(6)): (Based on IP, facilitate implementation of PA)

- Schedule: Be continued
- Responsible C/P: Mr. Ky, Mr. Sam, Ms. Duyen, and Mr. Tiep
- Responsible Experts: Mr. Goseki, and Ms. Nonaka

Activity #24(APO 1-5(6)): Confirm the situation of the agreements and facilitate designing by investor.

- Responsible C/P: Mr. Ky, Mr. Sam, Ms. Duyen, and Mr. Tiep
- Responsible Experts: Mr. Goseki, and Ms. Nonaka

Activity #25(APO 1-5(6)): Make agreement on seedling preparation with villagers and design natural regeneration (Na Phat A)

- Schedule: Until 15/4/2012
- Responsible C/P: Mr. Ky
- Responsible Experts: Mr. Goseki

Activity #26(APO 1-5(6)): Issue LDC News No. 17 through 20

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

Activity #27(APO 1-5(6)): Hold the preparatory meeting and participate in the Dien Bien Festival

- Schedule:
Meeting: 9/4/2012
Festival: From 12/4/2012 to 23/4/2012
- Responsible C/P: Mr. Ky, and Mr. Dung
- Responsible Experts: Mr. Mochida, Ms. Okata, and Ms. Lan

Activity #31(APO 1-6(1)): Guide villages and Communes to monitor IP appropriately at all Pilot Sites

- Schedule:
16/4/2012 (Ta Leng)
17/4/2012 (Hang Tro B)
18/4/2012 (Phieng Ban & Sai Luong)
19/4/2012 (Na Phat A, Tia Ghenh C, và Huoi Mua A)
- Responsible C/P: Ms. Hien
- Responsible Experts: Mr. Goseki, and Mr. Trung

Activity #32(APO 2-1(1)): Hold the meeting with supporting agencies to exchange opinions based on the half-year review.

- Schedule: in April 2012
- Responsible C/P: Ms. Bac
- Responsible Experts: Mr. Goseki, and Ms. Nonaka

Activity #33(APO 2-1(1)): Discuss with RECOFTC on scoping visit

- Schedule: in April 2012
- Responsible C/P: Mr. Ky
- Responsible Experts: Mr. Goseki

Activity #36(APO 2-2(3)): Try to utilize the acquired facilitation skill

- Schedule: Be continued
- Responsible C/P: Mr. Dung, Ms. Duyen, Mr. Tiep and 22 trainees
- Responsible Experts: Mr. Goseki

Activity #38(APO 2-3(1)): Identify participants and contents of forest planning training in Japan

- Schedule: in April 2012
- Project has received Mr. Ky's proposal. It should be discussed.
- Responsible C/P: Mr. Ky
- Responsible Experts: Mr. Goseki

Activity #40(APO 2-3(3)): Conduct counterpart training in Japan

- Schedule: From 4/4 to 27/4/2012
- Responsible C/P: Mr. Ky
- Responsible Experts: Mr. Nakamura, Mr. Mochida, Mr. Fujiwara, and Mr. Trung

Activity #41(APO 2-4(1)): Prepare technical manual for the 2nd Phase (until Sep.)

- Discuss on the draft with PMU members
- Responsible C/P: Mr. Ky, and Ms. Hien
- Responsible Experts: Mr. Goseki, Mr. Mochida, Mr. Fujiwara, and Ms. Okata

Activity #48(Other): Open an E-mail account of project.

The meeting was closed at 11:00 AM on April 3rd, 2012.