



## MONTHLY MEETING MINUTES (APRIL 2012)

Dien Bien Phu, May 2<sup>nd</sup>, 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 April 2012 and the activity plan for May 2012 in this meeting.

### II. Participants

- Provincial Project Management Unit (PPMU): 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, and Mr. Minh;
- Dien Bien Phu City PMU: Mr. Dung, and Mr. Hiep;
- JICA Experts and Project staff: Mr. Goseki, Mr. Baku, Mr. Mochida, Mr. Sinh, Mr. Trung, Mr. Lam, Mr. Hien and Mr. Minh.

### III. Contents

#### 3.1 Implemented activities in April 2012

\* *Activity #1 (Annual Plan of Operation (APO) 1-3(1))*: Distribute the final draft and collect comments and complete manual for project introduction

- Completed

\* *Activity #2 (APO 1-3(2))*: Organize meeting at 6 remaining villages of Ta Leng site to introduce the project

- Completed, but bad participation at Ta Leng and Long Hom villages.

\* *Activity #3 (APO 1-4(1))*: Print the technical guidelines and distribute it to PMU members

- Completed

\* *Activity #5 (APO 1-5(2))*: Continue to identify further needs from villagers on biogas plants

- Ongoing

\* *Activity #6 (APO 1-5(3))*: Provide instruction for using the improved stoves, monitor it, and depending on the conditions, make further supports

Monitoring activities are going on. It was found stoves had collapsed at some villagers.

- Mr. Mochida: Provided five Laos improved stoves per village to three villages (Tia Ghenh C, Huoi Mua A and Sai Luong. Organized W/S on improved stoves at eight villages with participation of some households (HH). Now, quality of using rocket stoves are monitored at Huoi Mua A and Na Phat A villages. Quality of improved stoves is not good. It should be considered to improve continuously.

- Mr. Trung: Four HHs are using rocket stoves only. Its quality is not good. So it should be re-designed for improving the quality.
  - Mr. Ky: Improved stoves can save some firewood but using it is not simple. So local people will come back to use their traditional stoves even they have to spend more firewood.
  - This activity should be valued strictly. Monitoring Volunteers (MV) need to monitor 15 HHs who are using improved stoves:
    - How many HHs are using 100% of improved stoves?
    - How many HHs are using improved stoves and traditional stoves?
    - How many HHs don't use improved stoves?
  - Mr. Truing: Local people like to use Lao stoves. They want to receive more Lao stoves. Lao stoves that are selling in Dien Bien Phu produce a lot of soot. Thus, experts don't want to provide the existing Laos stoves. LDC is looking for types of improved stoves that produce least soot than the existing type. Then, it will purchase and provide to the villagers.
  - Mr. Goseki: Livelihoods Development Component (LDC) has to make a brief evaluation report and discuss with PMU members on the future activities.
- \* *Activity #7 (APO 1-5(3))*: Monitor the trial PE-type biogas plants
- Ongoing
- \* *Activity #8 (APO 1-5(3))*: Discuss with Na Phat A IG their request to change the animals, and continue monitoring, especially to protect them from the blue year disease, on raising animals delivered to 6 Pilot Sites
- After the Kon Tum study tour, villagers discussed the improvement for animal raising. Training plan for Pig raisers and village head has been drafted.
- \* *Activity #9 (APO 1-5(3))*: Monitor the organic vegetable production and, depending on the conditions, make further supports, especially to Phieng Ban.
- Monitoring was completed except for Tia Ghenh C and Ta Leng (Ke Nenh). Germination of vegetables has been confirmed at some villages. About 70% of households that had received vegetable seeds had at least one type of vegetable seeds germinated.
- \* *Activity #10 (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
- Completed
- \* *Activity #11 (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
- Completed
- \* *Activity #13 (APO 1-5(3))*: Provide training for afforestation at Ta Leng and Phieng Ban
- Completed
- \* *Activity #14 (APO 1-5(3))*: Get the results of the analysis
- Samples have been sent to Food Industries Research Institute.
- \* *Activity #15 (APO 1-5(3))*: Provide training for natural regeneration at Na Phat A
- Postponed
- \* *Activity #16 (APO 1-5(3))*: Provide fire protection training at Huoi Mua A
- Completed
- \* *Activity #18 (APO 1-5(4))*: Prepare for procurement of chicken & fish, provide practical training for IG, and discuss internal regulations with IG
- Fingerlings: Supplier has been selected.

- Chick: Supplier hasn't been selected yet. It is planned to identify a supplier in May and start procurement in June 2012.
- \* *Activity #19 (APO 1-5(4))*: Provide AI for the not pregnant animals
  - Completed
- \* *Activity #20 (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
  - Waited for reports on required number of seedlings from the villages.
- \* *Activity #21 (APO 1-5(5))*: Hold a follow-up meeting of the study tour, and then send the report to PMU members
  - Completed
- \* *Activity #22 (APO 1-5(6))*: Confirm the situation of the afforestation agreements with the investor, and facilitate designing of afforestation by investor.
  - Not implemented yet
- \* *Activity #23 (APO 1-5(6))*: Issue LDC News No. 17 through 20
  - LDC News No.17 and 18 has been issued.
- \* *Activity #25 (APO 1-5(6))*: Hold the preparatory meeting and participate in the Dien Bien Festival
  - Completed
- \* *Activity #27 (APO 1-6(1))*: Wait for the proposal of Tay Bac University (TBU) (Until 15/5)
  - Waiting
- \* *Activity #28 (APO 1-6(1))*: Guide villages and Communes to monitor IP appropriately at all Pilot Sites
  - All the villages submitted the monitoring forms to Communes, but the latters have not reported to City/District Project Management Unit (C/DPMU).
- \* *Activity #30 (APO 2-1(1))*: Hold the meeting with partner agencies in Dien Bien to exchange opinions based on the half-year review.
  - Not yet
- \* *Activity #31 (APO 2-1(1))*: Discuss with RECOFTC on scoping visit
  - Completed
- \* *Activity #32 (APO 2-2(1))*: Prepare training course on animal husbandry for Commune/Ward staffs and discuss it among PMU
  - Training plan for Commune Agriculture Extension Worker has been drafted. It is scheduled to be held in June 2012.
- \* *Activity #34 (APO 2-2(3))*: Try to utilize the acquired facilitation skill
  - Not sure
- \* *Activity #35 (APO 2-3(1))*: Prepare training course on animal husbandry for Province and District/City staffs and discuss it among PMU
  - Training plan for Animal Health Worker has been drafted.
- \* *Activity #36 (APO 2-3(1))*: Identify participants and contents of forest planning training in Japan
  - Discussed based on the proposal of Department of Agricultural & Rural Development (DARD)
- \* *Activity #37 (APO 2-3(3))*: Conduct counterpart training in Japan
  - Completed

- The action plans were drafted during the study tour in Japan. Instead of preparing for the report on the study tour, the draft plans will be finalized towards actual implementation.
- \* *Activity #38 (APO 2-4(1))*: Discuss the draft of the technical manual for the 2<sup>nd</sup> phase, with PMU members
  - Ongoing
- \* *Activity #42 (Other)*: Make articles and introducing activities on the web-site in Vietnamese, English and Japanese
  - Monthly meeting minutes updated up to Feb 2012;
  - News article added;
  - LDC News 1-16 added;
  - Project and LDC brochure added.
- \* *Activity #43 (Other)*: Wait for the reply of PPC on the request to provide allowance to Commune officers
  - Waiting
- \* *Activity #44 (Other)*: Report regularly (daily and monthly) implementation plans of project activities and result of the Monthly Meeting to leaders of city/district
  - Ongoing
- \* *Activity #45 (Other)*: Open an E-mail account and sharing working plan among PPMU, C/DPMU and Experts through it
  - Ongoing

### **3.2 Work plan of May 2012**

- \* *Activity #2 (APO 1-3(2))*: Follow up project introduction to be combined in the future meetings for forest management plan & livelihoods development plan (FMP&LDP) formulation in Ta Leng and Long Hom
  - Responsible C/P: Mr. Dung
  - Responsible Experts: Mr. Goseki
- \* *Activity #4 (APO 1-4(2))*: Make the FMP & LDP at one village
  - Responsible C/P: Mr. Dung, Mr. Hung, and Mr. Sam
  - Responsible Experts: Mr. Goseki
- \* *Activity #5 (APO 1-5(2))*: 5. Identify further needs from villagers on biogas plants
  - Continue to identify further needs from villagers on biogas plants
  - Responsible C/P: Mr. Vinh, and Mr. Chi
  - Responsible Experts: Mr. Kuwabara, and Mr. Mochida
- \* *Activity #6 (APO 1-5(3))*: Make report on the result of improved stove monitoring and discuss with PMU members on the future activities
  - Responsible C/P: Mr. Sam, Mr. Vinh, Mr. Chi, and Mr. Ky
  - Responsible Experts: Mr. Mochida, Mr. Trung, Mr. Lam, and Ms. Lan
- \* *Activity #7 (APO 1-5(3))*: Continue to monitor the trial PE-type biogas plants
  - Schedule: Whole the month
  - Responsible C/P: Mr. Vinh, and Mr. Chi
  - Responsible Experts: Mr. Mochida, and Mr. Kuwabara
- \* *Activity #8 (APO 1-5(3))*: Complete the training plan for Pig raisers and village heads

- Mr. Sinh: The meeting will be organized on 4<sup>th</sup> May 2012.
  - Mr. Mochida: Time of the meeting is short. So, LDC will discuss with counterparts for making training plan.
  - Responsible C/P: Mr. Hung, and Mr. Chi
  - Responsible Experts: Mr. Mochida, Ms. Okata, Mr. Sinh, and Mr. Trung
- \* *Activity #9 (APO 1-5(3))*: Monitor the organic vegetable production at Tia Ghenh C and Ta Leng (Ke Nenh).
- Responsible C/P: Mr. Hung, and Mr. Chi
  - Responsible Experts: Mr. Mochida, Mr. Trung, and Ms. Lan
- \* *Activity #10 (APO 1-5(3))*: Guide villagers to sow fodder grass at all the Pilot Sites
- Responsible C/P: Mr. Chi, Ms. Duyen, Mr. Sam, and Mr. Hung (DBP)
  - Responsible Experts: Mr. Aihara, Mr. Lam, and Ms. Lan
- \* *Activity #11 (APO 1-5(3))*: Guide villagers to plant fruit trees at all the Pilot Sites
- Responsible C/P: Mr. Chi, Ms. Duyen, Mr. Sam, and Mr. Hung (DBP)
  - Responsible Experts: Mr. Aihara, Mr. Lam, and Ms. Lan
- \* *Activity #12 (APO 1-5(3))*: Try to find good variety of macadamia
- Try to get a small quantity of macadamia seedlings and provide to villagers of some Pilot Sites as trial
  - Responsible C/P: Ms. Hien
  - Responsible Experts: Mr. Aihara
- \* *Activity #14 (APO 1-5(3))*: Get the results of the analysis
- Responsible C/P: Mr. Thai, and Mr. Chi
  - Responsible Experts: Mr. Mochida, Mr. Lam, Ms. Huong, and Mr. Trung
- \* *Activity #15 (APO 1-5(3))*: Provide training for natural regeneration at Na Phat A
- Schedule: 10/5/2012
  - Responsible C/P: Mr. Minh
  - Responsible Experts: Mr. Goseki
- \* *Activity #17 (APO 1-5(3))*: Provide fish raising training.
- Schedule: When providing the fingerlings
  - Responsible C/P: Mr. Dung, Ms. Duyen, and Mr. Tiep
  - Responsible Experts: Mr. Mochida, Mr. Trung, Mr. Sinh, and Mr. Lam
- \* *Activity #18 (APO 1-5(4))*: Provide fingerlings
- Schedule: From 10/5/2012
  - Responsible C/P: Mr. Dung, Ms. Duyen, and Mr. Tiep
  - Responsible Experts: Mr. Mochida, Mr. Trung, Mr. Sinh, and Mr. Lam
- \* *Activity #19 (APO 1-5(4))*: Replace non-pregnant/dead sows
- Schedule: After 04/5/2012
  - Responsible C/P: Ms. Duyen, and Mr. Tiep
  - Responsible Experts: Mr. Mochida, and Mr. Takahashi
- \* *Activity #20 (APO 1-5(4))*: Summarize requests details (number of seedlings needed) from each village, confirm the required number of seedlings with Woodland/ NORVIFO, and procure and deliver seedlings
- Mr. Minh: Summarize number of seedling needed

- Ms. Hien: Get quotations
  - Districts: Report real situation of preparation -> Make plan of receiving seedlings -> PPMU make schedule of providing seedlings.
  - Responsible C/P: Ms. Hien, Ms. Duyen, Mr. Dung (DBP) and Mr. Minh
  - Responsible Experts: Mr. Goseki, and Mr. Takahashi
- \* *Activity #22 (APO 1-5(6))*: Discuss with investor about plan of afforestation.
- Responsible C/P: Mr. Ky, Mr. Thai, Mr. Sam, Ms. Duyen, and Mr. Tiep
  - Responsible Experts: Mr. Goseki, and Mr. Takahashi
- \* *Activity #23 (APO 1-5(6))*: Issue LDC News No.19 and 20
- Responsible C/P: Ms. Bac
  - Responsible Experts: Mr. Mochida, Ms. Okata, Mr. Kudo, and Mr. Trung
- \* *Activity #24 (APO 1-5(6))*: Change internal regulations of IGs (Na Phat A, Phieng Ban, Sai Luong, and Ta Leng (Ke Nenh))
- Na Phat A village: 04/5/2012
  - Phieng Ban village: 08/5/2012
  - Sai Luong village: 08/5/2012
  - Ke Nenh village: 10/5/2012
  - Responsible C/P: Mr. Chi, Mr. Hung (DB), and Mr. Hung (DBP)
  - Responsible Experts: Mr. Mochida
- \* *Activity #25 (APO 1-5(6))*: Review the results with the villagers, and report to the next Monthly Meeting
- Responsible C/P: Mr. Ky, and Mr. Dung
  - Responsible Experts: Mr. Mochida, Ms. Okata, and Ms. Lan
- \* *Activity #26 (APO 1-6(1))*: Restart to monitor endogenous development by returned MV
- Schedule: Before 06/5/2012
  - MVs has to meet Mr. Ky before moving to pilot sites
  - Responsible C/P: Ms. Hien
  - Responsible Experts: Mr. Goseki
- \* *Activity #27 (APO 1-6(1))*: Based on the proposal of TBU, decide the ways of improvement of MVs.
- Schedule: After 15/5/2012
  - Responsible C/P: Ms. Hien
  - Responsible Experts: Mr. Goseki
- \* *Activity #28 (APO 1-6(1))*: Request the Communes to submit the monitoring report of Apr., and guide villages and Communes to submit the reports of May
- Responsible C/P: Ms. Hien
  - Responsible Experts: Mr. Goseki, and Mr. Trung
- \* *Activity #29 (APO 1-7(1))*: Prepare Terms of Reference (TOR) for hiring consultants to evaluate PA results
- Responsible C/P: Mr. Ky, and Ms. Hien
  - Responsible Experts: Mr. Goseki
- \* *Activity #30 (APO 2-1(1))*: Hold the meeting with partner agencies in Dien Bien to exchange opinions based on the half-year review.
- Schedule: 16/5/2012

- Responsible C/P: Ms. Bac
- Responsible Experts: Mr. Goseki
- \* *Activity #31 (APO 2-1(1))*: Receive the scoping visit of RECOFTC
  - Schedule: From 21/5/2012
  - Responsible C/P: Mr. Ky
  - Responsible Experts: Mr. Goseki
- \* *Activity #32 (APO 2-2(1))*: Complete the training plan for Commune Agriculture Extension Workers
  - Responsible C/P: Mr. Hung (DB), Mr. Tiep, and Mr. Chi
  - Responsible Experts: Mr. Mochida, Mr. Sinh, and Mr. Trung
- \* *Activity #33 (APO 2-2(2))*: Provide On the Job Training (OJT) for Commune/Ward staffs in formulating FMP and LDP for 6 remaining villages of Ta Leng
  - Before formulating the plans at 1 village in the last week of May
  - Responsible C/P: Mr. Dung, Mr. Hung, and Mr. Sam
  - Responsible Experts: Mr. Goseki
- \* *Activity #34 (APO 2-2(3))*: Check utilization of the acquired facilitation skill by the trainees
  - Responsible C/P: Mr. Dung, Ms. Duyen, and Mr. Tiep (and 22 trainees)
  - Responsible Experts: Mr. Goseki
- \* *Activity #35 (APO 2-3(1))*: Complete the training plan for Animal Health Worker
  - Schedule: In May 2012
  - Responsible C/P: Mr. Hung (DB), Mr. Tiep, and Mr. Chi
  - Responsible Experts: Mr. Mochida, Mr. Sinh, and Mr. Trung
- \* *Activity #36 (APO 2-3(1))*: Identify the level of participants and make training plan
  - Schedule: In May 2012
  - Responsible C/P: Mr. Ky
  - Responsible Experts: Mr. Goseki
- \* *Activity #37 (APO 2-3(3))*: Submit action plans of trainees to PMU members and apply them
  - Schedule: All month
  - Responsible C/P: Mr. Ky
  - Responsible Experts: Mr. Nakamura, Mr. Mochida, Ms. Fujiwara, and Mr. Trung
- \* *Activity #38 (APO 2-4(1))*: Continue discussing the draft of the technical manual for the 2<sup>nd</sup> phase, with PMU members
  - Responsible C/P: Mr. Ky, and Ms. Hien
  - Responsible Experts: Mr. Goseki, Mr. Mochida, Ms. Fujiwara, and Ms. Okata
- \* *Activity #42 (Other)*: Update Son La study tour report; Upload monthly meeting minutes for Mar-Apr 2012; Add news articles; Add LDC News 17-20; Launch VN site.
  - Responsible C/P: Ms. Bac, Mr. Dung, Mr. Hung, and Mr. Chi
  - Responsible Experts: Mr. Takahashi
- \* *Activity #43 (Other)*: Wait for the reply of PPC on the request to provide allowance to Commune officers
  - Responsible C/P: Mr. Ky
  - Responsible Experts: Mr. Takahashi
- \* *Activity #44 (Other)*: Report regularly (daily and monthly) implementation plans of project activities and result of the Monthly Meeting to leaders of city/district

- Responsible C/P: Ms. Bac, Mr. Dung, Ms. Duyen, and Mr. Tiep
  - Responsible Experts: Mr. Takahashi, and Mr. Goseki.
- \* *Activity #45 (Other)*: Open an E-mail account and sharing working plan among PPMU, C/DPMU and Experts through it
- Responsible C/P: Mr. Ky
  - Responsible Experts: Mr. Takahashi, Mr. Goseki, and Mr. Mochida.

The meeting was closed at 11:10 AM on May 2<sup>nd</sup>, 2012.