



## MONTHLY MEETING MINUTES (MAY 2012)

Dien Bien Phu, June 1<sup>st</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 May 2012 and the activity plan for June 2012 in this meeting.

### II. Participants

- Provincial Project Management Unit (PPMU): Ms. Hien, Mr. Thai, and Ms. Bac;
- Dien Bien District PMU (DPMU): Ms. Duyen, Mr. Vinh, Mr. Nguyen and Mr. Hung;
- Dien Bien Dong District PMU (DPMU): Mr. Tiep, Mr. Chi, Mr. Tien and Mr. Minh;
- Dien Bien Phu City PMU (CPMU): Mr. Dung, Mr. Hung and Mr. Sam;
- JICA Experts and Project staff: Mr. Goseki, Mr. Baku, Mr. Aihara, Ms. Junko, Mr. Sinh, Mr. Trung, Ms. Thuy, Mr. Hien and Mr. Minh.

### III. Contents

#### 3.1. Implemented activities in May 2012

**\*Activity #1 (Annual Plan of Operation (APO) 1-3(2)):** Combine follow-up project introduction in the future meetings for Participatory Forest Management and Livelihoods Development Plans (PFM&LDP) formulation in Ta Leng and Long Hom

- Hasn't done yet

**\*Activity #2 (APO 1-4(2)):** Make the PFM&LDP in one village in Ta Leng site

- Hasn't done yet
- Dien Bien Phu City: Consultants should be hired to formulate PFM&LDP at one village first for getting experience. Decision should be made to hire consultants or not.
- Mr. Trung, LDC: Plans of three villages in Ta Leng site have been formulated already. In addition, two members of the Dien Bien Phu CPMU have studied participatory planning in Japan. So, there is no need to hire consultants to formulate plans. CPMU should cooperate with experts to formulate plans at remaining villages in Ta Leng site.
- Agreement: Mr. Hung, Mr. Sam (CPMU) and Mr. Tan (Chairman of Ta Leng Commune Peoples' Committee, CPC) will complete the preparation for PFM&LDP formulation for Long Hom Village no later than 25 June 2012.

**\*Activity #3a (APO 1-5(2)):** Identify further needs from villagers on biogas plants continuously

- Needs of biogas plants were identified as below:
  - Sai Luong Village: Twenty HHs need brick-type biogas plants.
  - Tia Ghenh C: Nine HHs need PE-type biogas plants.
  - Na Nghe Village: Two HHs need PE-type biogas plants.

- \*Activity #4a (APO 1-5(3)):** Make a report on the result of the monitoring on improved stoves and discuss future activities with PMU members
- Lao stoves have been monitored. Its weak point is that it produces a lot of soot. Two new kinds of improved stoves will be tried in Sai Luong Village.
- \*Activity #5 (APO 1-5(3)):** Monitor trial PE-type biogas plants continuously
- The trial plants have been monitored.
- \*Activity #7a (APO 1-5(3)):** Monitor organic vegetable production at Tia Ghenh C and Ta Leng (Ke Nenh).
- Done
- \*Activity #8 (APO 1-5(3)):** Guide villagers to sow fodder grass in all the pilot sites
- Introduced the techniques of planting fodder grass in all pilot sites (nine villages)
  - Collected number of HHs to plant fodder grass
  - Provided training courses on using A-frame on the field
  - Distributed *Terophosia* seeds to village heads and guided how to sow on the contour line
  - Contacted suppliers to buy grass seeds
- \*Activity #9 (APO 1-5(3)):** Guide villagers in planting fruit trees in all the pilot sites
- Introduced fruit tree planting to all the pilot sites (nine villages)
  - Checked fruit trees planting holes
  - Procured fruit tree seedlings
- \*Activity #10 (APO 1-5(3)):** Obtain a small quantity of macadamia seedlings and provide them to villagers in some pilot sites as trial
- Ongoing
  - Mr. Trung: About 70 seedlings of macadamia will be supplied only to Dien Bien Phu City.
- \*Activity #11 (APO 1-5(3)):** Obtain the testing results of the freshly distilled wine
- The results received; production group organized; and new samples being produced (for further testing)
- \*Activity #12 (APO 1-5(3)):** Provide a training course for natural regeneration at Na Phat A
- Completed
- \*Activity #13 (APO 1-5(3)):** Provide fish raising training.
- Completed
- \*Activity #14 (APO 1-5(4)):** Provide fingerlings and identify chicken suppliers (identify necessary amount and variety and obtain quotations)
- Fingerlings were delivered
  - Chicken suppliers could not be identified because of the outbreak of avian influenza (AI)
- \*Activity #15 (APO 1-5(4)):** Replace non-pregnant/dead sows
- Postponed due to blue ear disease
- \*Activity #17 (APO 1-5(4)):** Summarize detailed requests for tree seedlings needed from each village; confirm the required number of seedlings under the Woodland/ NORVIFO contract; and procure and deliver seedlings
- Number of seedlings needed for afforestation at Phieng Ban (except the ones under the NORVIFO contract), Na Nghe, and Ke Nenh were fixed and reported to the project
- \*Activity #18 (APO 1-5(6)):** Confirm the situation of the afforestation agreements with the investor
- Ms. Duyen: Phieng Ban villagers finished digging holes in 5 ha of production forest (to be under the contract with NORVIFO) and 15 ha of protection forest (excluded from the

NORVIFO contract). The villagers are expecting to receive seedlings for the latter area from SUSFORM-NOW project now.

- Mr. Goseki: The project will provide seedlings to Phieng Ban (for 15 ha) on 18 June 2012.
- The seedlings for 5 ha of NORVIFOR will be provided later as a second batch.
- 4,400 seedlings for Sai Luong Village can be provided on 18 June 2012 if villagers can complete digging all holes now.

**\*Activity #19 (APO 1-5(6)):** Issue LDC News No.19 and 20

- LDC News No.19- 22 have been issued.

**\*Activity #20a (APO 1-5(6)):** Change internal regulations (IRs) of interest groups (IGs) in Na Phat A, Phieng Ban, Sai Luong, and Ta Leng (Ke Nenh)

- The meeting on IR revision was held on 17 May, and a new IR format/template is under preparation.
- Mr. Goseki: Villagers should discuss the revised IRs with commune and district offices soon.
- IG members of hog raising in Na Phat A wanted to sell hogs in order to switch to cows. Four HHs has already sold hogs. All hog sales have to be kept without spending. Only one HH hasn't sold hogs yet because of the blue ear disease. The situation should be informed to Mr. Ky soon to identify the date for discussion with the IG.

**\*Activity #21 (APO 1-5(6)):** Review the results of the Dien Bien Festival with the villagers and report to the next monthly meeting

- Opinions and comments of the villagers have been collected.

**\*Activity #22 (APO 1-6(1)):** Restart monitoring of endogenous development by MVs

- Six MVs resumed to their field monitoring from 3 May 2012.
- They will continue their monitoring until 15 June 2012.

**\*Activity #23 (APO 1-6(1)):** Based on the proposal from Tay Bac University (TBU), decide how to improve MVs.

- TBU proposal submitted to the project, but with very low quality.
- Mr. Goseki: The proposal has been shared with everyone for their review.

**\*Activity #24 (APO 1-6(1)):** Request the CPCs to submit monitoring reports of Apr. and guide village heads and CPCs to submit the reports of May.

- PPMU hasn't received any monitoring reports.

**\*Activity #25 (APO 1-7(1)):** Prepare TOR for PA evaluation consultants

- Draft TOR prepared and discussed with Mr. Ky.
- PMU members should give comments for draft TOR

**\*Activity #26 (APO 2-1(1)):** Hold the meeting with partner agencies in Dien Bien to exchange opinions on the half-year review

- Completed on 16 May

**\*Activity #27 (APO 2-1(1)):** Receive the RECOFTC scoping mission

- Completed on 21-25 May

**\*Activity #28 (APO 2-2(1)):** Complete the training plan for commune agriculture extension workers.

- Not completed due to blue ear disease.

**\*Activity #29 (APO 2-2(2)):** Provide OJT for commune/ward staff in formulating FMP and LDP for six remaining villages of Ta Leng site

- Not completed due to the late submission of the plan by Dien Bien Phu City.

**\*Activity #30 (APO 2-2(3)):** Check the utilization of the acquired facilitation skills by the trainees

- Done
  - Mr. Goseki: I've met all trainees of the training on facilitation skills. All trainees understood the training contents basically. However, they did not take note of their findings in utilizing their facilitation skills in the notebooks that were provided to them during their training. JICA has a plan to organize follow-up training courses on facilitation skills at the end of Aug. and by the end of the year.
- \*Activity #31 (APO 2-3(1)):** Complete the training plan for animal health workers
- Not completed due to blue ear disease.
- \*Activity #32 (APO 2-3(1)):** Identify the participants for the forest management training in Japan and prepare a training plan
- It was decided to prepare the forest management training for the leaders of C/DPCs.
- \*Activity #33 (APO 2-3(3)):** Submit action plans by the trainees of the livelihoods development training in Japan to PMU members to implement them
- The draft action plans were explained at the meeting held in Sai Luong and Tia Ghenh C.
- \*Activity #34 (APO 2-4(1)):** Discuss the draft technical manual for the 2<sup>nd</sup> phase continuously with PMU members
- To be done through September
- \*Activity #38 (Other):** Upload onto the website the Son La study tour report, monthly meeting minutes for Mar-Apr 2012, news articles, and LDC News 17-20; and launch website in Vietnamese.
- Preparation completed and website updates requested to JICA HQ (to be reflected soon)
- \*Activity #39 (Other):** Wait for the reply from PPC on the request to provide allowance to commune officers
- No reply to date
- \*Activity #40 (Other):** Report regularly (daily and monthly) the implementation plans of project activities and result of the monthly meeting to leaders of city/district
- Done
- \*Activity #41 (Other):** Open an email account to share work plan among PPMU, C/DPMUs, and experts
- Done (pmujicadienbien@gmail.com), but some PMU members haven't used it.

### **3.2. Work plan of June 2012**

- \*Activity #2 (APO 1-4(2)):** Prepare to make the FMP and LDP for Long Hom Village
- Schedule: by 25 June 2012
  - Responsible C/P staff: Mr. Hung, and Mr. Sam
  - Responsible Experts: Mr. Goseki, Ms. Fujiwara, Ms Nakamura and Mr. Trung
- \*Activity #3a (APO 1-5(2)):** Identify further needs from villagers on biogas plants continuously
- Responsible C/P staff: Mr. Vinh, and Mr. Chi
  - Responsible Experts: Mr. Kuwabara, Mr. Mochida, and Mr. Trung
- \*Activity #5 (APO 1-5(3)):** Monitor the trial PE-type biogas plants continuously
- Responsible C/P staff: Mr. Vinh, and Mr. Chi
  - Responsible Experts: Mr. Kuwabara, Mr. Mochida, and Mr. Trung
- \*Activity #3b (APO 1-5(3)):** Build three brick-type biogas plants in Sai Luong
- Responsible C/P staff: Mr. Vinh
  - Responsible Experts: Mr. Kuwabara , Mr. Mochida and Mr. Trung

**\*Activity #7a (APO I-5(3)):** Monitor organic vegetable farming continuously

- Responsible C/P staff: Mr. Dung, Mr. Hung, and Mr. Chi
- Responsible Experts: Mr. Aihara, Mr. Mochida, Mr. Trung, and Ms. Thuy

**\*Activity #8 (APO I-5(3)):** Provide guidelines for fodder grass planting at the time of delivery of cuttings and seeds

- Schedule: 04-14 Jun.
- Responsible C/P staff: Mr. Sam, Mr. Hung (DBP), Mr. Nguyen, and Mr. Chi
- Responsible Experts: Mr. Aihara, and Ms. Thuy

**\*Activity #9 (APO I-5(3)):** Provide brief guidelines on planting fruit trees at the time of delivery

- Schedule: 04-14 Jun.
- Responsible C/P staff: Mr. Sam, Mr. Hung, Ms. Duyen, and Mr. Chi
- Responsible Experts: Mr. AIHARA, and Ms. Thuy

**\*Activity #10 (APO I-5(3)):** Identify households who are willing to plant Macadamia seedlings; and procure and provide totally 70 seedlings to Ta Leng site

- Responsible C/P staff: Mr. Ky, Mr. Dung, and Mr. Sam
- Responsible Experts: Mr. Mochida, and Ms. Thuy

**\*Activity #11 (APO I-5(3)):** Share the testing results of local wine with the PMU members and send the new sample to FIRI.

- Schedule:           Sharing: 1 Jun.  
                          Sending sample: within Jun.
- Responsible C/P staff: Mr. Chi, and Mr. Thai
- Responsible Experts: Mr. Mochida, Ms. Huong, and Trung

**\*Activity #16 (APO I-5(4)):** Collect a list of HHs received *Terophosia* seeds in Hang Tro B, Na Phat A, Sai Luong, Phieng Ban, Na Nghe, Ke Nenh, and Phieng Bua; collect a list of HHs and quantity of fodder grass seeds/cuttings and fruit trees received in each village; and deliver cuttings and seeds of fodder grass and seedlings of fruit trees to each village.

- Schedule: 04-14 Jun.
- Responsible C/P staff: Mr. Sam, Mr. Hung (DBP), Mr. Nguyen, Ms. Duyen, and Mr. Chi
- Responsible Experts: Mr. Aihara, and Ms. Thuy

**\*Activity #17 (APO I-5(4)):** Confirm the required number of seedlings and procure and deliver them to the villages in time, considering the schedule of the participants

- Tentative schedule:
  - Phieng Ban: 18 Jun.
  - Na Phat A: 15 Jun.
  - Ta Leng: 30 Jun.
  - Sai Luong: 18 Jun.

**\*Activity #18 (APO I-5(6)):** Make clear the land areas for afforestation on site and facilitate the villagers and NORVIFO in making a contract

- The contract should be signed before the project's providing the seedlings

**\*Activity #20b (APO I-5(6)):** Discuss with the Na Phat A IG new activity, new IR, and ways to sell the pigs provided by project

- Responsible C/P staff: Ms. Hien, and Mr. Tiep
- Responsible Experts: Mr. Goseki and Ms. Fujiwara

**\*Activity #22 (APO I-6(1)):** Monitor endogenous development through MVs continuously and receive their final reports

- Mr. Aihara commented on the monthly reports by MVs as follows:

- 1) In Hang Tro B, as the report said that we arrived at the village at 9.15AM. Actually, we arrived there around 8AM and seated in Mr. Chu's house for about 10 minutes, waiting for the villagers to come. We checked our photos taken in the village; first photos were taken at around 8AM, not 9.15AM as being reported.
- 2) Thanks for recommendation by the MVs that the project should provide fodder grass for the local people. Fodder grass provision is one of our activities already planned. Last two weeks, I asked village heads to make a call for additional request for fodder grass in each village. In Hang Tro B (where a MV recommended fodder grass provision), there has been a request from only one HH originally and no additional ones to date.
- 3) We went to all project pilot sites to provide training on contour line planting with *Terophsia* (*Cây cốt khí*) but not *Cây Muồng* – *Cassia* (*seamea*).
- 4) It is rainy season now. Thus, our training sometimes has to be delayed or postponed. We did try to inform villages in advance about the changes.

**\*Activity #23 (APO 1-6(1)):** Hold a meeting on improvement of the MV system

- Mr. Aihara proposed to utilize the MVs to support project activities such as providing information from the project to villagers, etc. to release heavy work load from the village heads who are too busy with project activities.
- Mr. Goseki replied we were in a process of improving capacity of the MVs in participant observation.
- Mr. Aihara proposed again to reconsider the TOR of the MVs.
- Mr. Goseki replied that, if necessary, we'd better to hold another meeting later to discuss it.
- Schedule: within Jun.

**\*Activity #24 (APO 1-6(1)):** Hold a meeting on improvement of PA monitoring system

- Schedule: In June

**\*Activity #25 (APO 1-7(1)):** Prepare to hire consultants for PA evaluation

- Schedule: By the end of Jun.

**\*Activity #26 (APO 2-1(1)):** Maintain communication with partner agencies

- Schedule: throughout the month

**\*Activity #33 (APO 2-3(3)):** Hold a meeting to share draft action plans by all the training participants of the livelihoods development training in Japan to PMU members; and share the action plans at the meetings held in the remaining pilot sites

- Meeting with PMU: 5-8 Jun.
- Meeting at pilot sites: within Jun.

**\*Activity #35 (APO 2-4(2)):** Prepare political and institutional recommendations for the 2<sup>nd</sup> phase continuously

- Responsible C/P staff: Mr. Ky and Ms. Hien
- Responsible Experts: Mr. Goseki, Ms. Okata, Ms. Fujiwara, and Mr. Mochida

**\*Activity #37 (APO 3-2(1)):** List up the existing governmental and non-governmental funds that could be utilized for PAs

- Responsible C/P staff: Mr. Thai, and Ms. Bac
- Responsible Experts: Mr. GOSEKI

**\*Activity #41 (Other):** Use the email account (pmujicadienbien@gmail.com) to share information

- Schedule: throughout the month

The meeting was closed at 11:00 AM on June 1<sup>st</sup>, 2012.