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Meghalaya Livelihood Improvement  
 through Forest Enhancement



Meghalaya Basin  
 Development Authority



Japan International  
 Cooperation Agency

## Minutes of the Review Meeting of BPMUs on Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya

Date: 17.01.2023 & 18.01.2023 Time: 10:30 am

Venue: SPMU Conference Hall, Shalom Building, Lachumiere, Shillong

Agenda	Present Status	Decision
1. Construction of Community Hall	<ol style="list-style-type: none"> <li>1. Fund placed to 370 villages</li> <li>2. Land agreement and environmental and social screening under process</li> <li>3. Field Engineers Joined</li> <li>4. Orientation of Field Engineers done by Resource Agency</li> <li>5. 298 building designs supplied to BPMs</li> </ol>	<ol style="list-style-type: none"> <li>1. VPIC will nominate 4-member construction committee who will look after overall construction activity of the community hall.</li> <li>2. The Resource Agency engaged by SPMU, MegLIFE will conduct Block level orientation for VPIC members nominated as construction committee members by the EC of the VPIC.</li> <li>3. BPMs and Field Engineers shall also attend the workshops.</li> <li>4. SPMU will prepare training material on procurement and accounting of construction activity.</li> <li>5. PA, Finance posted at DPMUs will also train the members of construction committee during the orientation workshops organized by Resource Agency.</li> </ol> <p><b>Action by: TS, PM; PA, Finance, SPMU and BPMs</b></p>
2. PLUP & Microplanning	<p>Status as on 16<sup>th</sup> March,23</p> <ol style="list-style-type: none"> <li>1. Field exercise completed in 76 villages and ongoing in 35 villages</li> </ol>	<ol style="list-style-type: none"> <li>1. All the BPMs should complete PLUP &amp; Microplanning of Batch-1 Villages by 20<sup>th</sup> April,23 in all</li> </ol>

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	2. Data uploaded in SANGRAH App is 84 3. Process yet to started in 64 villages.	respects and complete uploading in SANGRAH App. 2. CDFI should examine the bugs in the app and should make corrections as suggested.  <b>Action by: BPMs &amp; CDFI</b>
3. Plantation	1. Total potential area 3744.99 ha in 175 batch-1 villages.	1. Minimum area for 2023 taken for plantation in any plot should not be less than 3 ha in view of difficulties in management and monitoring. 2. Last date for identification and demarcation, survey and advance work of the plantation sites is 31 <sup>st</sup> Mach, 23. However, BPMs should explore the possibility of getting more lands for current year plantation. 3. BPMs shall prepare village wise seed calendar in consultation with newly recruited retired Forest officials. 4. Newly recruited retired forest officials should be deputed for visiting all plantation sites of 3ha and above and report to the concerned BPMs regarding the plantation models that could be taken up in those sites within 1 <sup>st</sup> week of April, 23. 5. The BPM should upload the data forthwith. 6. If suitable area for planation not found in Batch-I villages, BPMs shall explore suitable lands in Batch-II villages.  <b>Action by: BPMs</b>

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4. Community Nursey	1. Fund placed in 433 VPICs 2. Land identification completed	1. BPMs with consultation with newly recruited retired forest officials shall make nursery plan including collection of planting material/seeds, procurement of materials, starting of other activity and submit to SPMU. <b>Action by: BPMs</b>
5. Construction of Drinking Water Tank & Spring Tapped Chamber	1. Field Engineers joined 2. Fund placed in 116 VPICs	1. Field engineers will visit the villages proposed for construction of drinking water tanks and spring tapped chambers. 2. SWC Expert visited sites proposed for above mentioned activities. On site verification it was found that most of the sites pumps would be required. The provision of pumps could not be approved, and therefore it was decided to look for the alternate sites where water could be supplied through gravity only. 3. Field Engineers shall visit the villages and finalize alternate sites. 4. The areas identified for construction of check dam in microplanning shall also be visited by the field engineers. They should submit the site verification and feasibility report to SPMU. <b>Action by: FE, BPMU</b>
6. Record Keeping at VPIC	1. Cashbook, minutes register, community contribution register are maintained.	1. All registers shall be printed/procured by SPMU and supplied to VPICs. <b>Action by: SPMU</b>
7. Misc.		1. SPMU shall define the incentive criteria for VCFs in addition to

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		<p>salary payment to encourage active participation of VCFs in Project activities.</p> <p>2. BPMs shall ensure that all payment related to VPIC activities through bank accounts only. In case where individual beneficiary dose not have individual bank account the BPM shall facilitate opening of bank account within 3 months. In case job card accounts are available he wages shall be deposited in the family bank accounts. In any case cash payment for wages will be allowed only upto Sep,23.</p> <p>3. SPMU will circulate model RFQ format for community procurement by VPICs.</p> <p><b>Action by: SPMU, GIS Team, BPMs</b></p>

Sd/-

(Gunanka DB, IFS)  
Addl. Project Director  
MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/976

Dated: Shillong, the 31<sup>st</sup> March, 2023

To:

1. All Concerned-for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -for favour of kind information

  
Additional Project Director  
MegLIFE, MBDA, Shillong

## Village Community Facilitator (VCF) Incentive Plan

(Base Salary-Rs.3000/-)

S. No.	Task	Unit	No. of tasks	No. of max unit in a month	Max Incentive per task	Total Amount	Remarks
1	Attending EC/GB & Special Meetings conducted by VPIC and recording minutes	No. of Meetings	10	10 (Need based)	40 (Rate per meeting)	400	Verified as per attendance of Minutes Register
2	Attending site visits to facilitate VPIC activities	LS	LS	Minimum 20 days of field work	175 (Total in LS per month)	175	Verified by BPMU
3	Maintaining VPIC records other than cashbook & Vouchers	no. of records	15	15	15 (Rate per record)	225	Verified as per up-to-date records by BPMU
4	Writing Cashbook & Vouchers	LS	LS	LS	500 (Total in LS per month)	500	Verified by BPMU
5	Facilitating trainings	no. of trainings	LS	LS	200 (Total in LS for trainings facilitated per month)	200	Verified by BPM
7	Other need-based works as asked by BPM	Need based	LS	LS	500 (Total n LS for additional works done per month)	500	Verified by BPM
Total						2000	<b>Rs. 5000</b> (Base 3000 + max permissible incentive per month 2000 depending upon quality of work done and duly verified)