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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/DPMUs on Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya

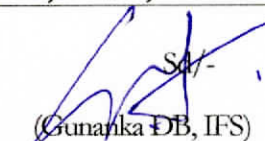
Date: 21.01.2023 Time: 10:30 am

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

Agenda	Present Status	Decision
1. Community Nursery	1. Fund placed to 206 villages 2. Land agreement and environmental and social screening under process 3. Work started in following BPMUs <ul style="list-style-type: none"> <li>• Bagmara</li> <li>• Gasuapara</li> <li>• Rongara</li> <li>• Resubelpara</li> <li>• Kharkutta</li> <li>• Tikrikilla</li> <li>• Zikzak</li> <li>• Songsak</li> <li>• Dalu</li> <li>• Gambegre</li> <li>• Saipung</li> </ul>	1. Fund will be transferred for another 227 villages. DPMs should immediately transfer the funds to the respective VPICs 2. Land agreements and environmental and social screening shall be done in all villages 3. Activity related to raising community nursery to be started immediately in villages where plantations are to be taken up in 2023 and 2024 plantation seasons and where the VPIC members are willing to take nursery activity as enterprises. 4. BPMs will facilitate VPIC members for procurement of materials & equipment for raising community nursery  <b>Action by: Consultant (F&amp;A), SPMU; DPMs and BPMs</b>
2. Formation and Bank Account opening of Group-II VPICs	1. 47 Group-II VPICs formed 2. 20 bank accounts opened	1. Formation and bank account opening for rest of the Group-II VPICs should be completed immediately  <b>Action by: BPMs posted at DPMU office</b>
3. Community Hall Construction	1. Briefing on process shared by SPMU	1. Workshop on process of community hall construction at villages will be organized for BPMs & Field Engineers by SPMU

Agenda	Present Status	Decision
3. Community Hall Construction	2. Fund transferred to 370 villages	2. Orientation training of VPIC members will be conducted by BPMs on process of community hall construction before starting the activity at villages. 3. Guidelines shall be circulated by SPMU <b>Action by: SPMU, BPMs</b>
4. Construction of Drinking Water Tank	1. Briefing on process shared by SPMU 2. Fund transferred to 116 villages	1. Workshop on process of construction in villages will be organized for BPMs & Field Engineers by SPMU 2. Guidelines shall be circulated by SPMU <b>Action by: SPMU, BPMs</b>
5. PLUP & Microplanning at Batch-1 Villages	1. Process is going on in 37 Project Villages	1.2 teams will do the microplanning in two villages simultaneously 2.4 microplans shall be completed in each block per month 3. Microplanning of all Batch-1 villages shall be completed by March, 23 <b>Action by: BPMs</b>
6. Record Keeping at VPIC	1. Cashbook, minutes register is ready	1. Formats for other related records shall be circulated from SPMU <b>Action by: SPMU, BPMs</b>
7. Pre-Survey for Plantation	1. Land identification is going on	1. VCFs shall be trained on surveying plantation area 2. Land identification, survey and agreement shall be completed by Feb, 2023 3. Advance work for plantation shall be completed by April, 23 <b>Action by: SPMU, GIS Team, BPMs</b>
8. Misc.	1. Finance related	1. BPMs shall make advance tour plan and take advance TA on the basis of this plan 2. POL slips for village visits or field activities shall not be used anymore in MegLIFE Project 3. SPMU shall issue notice on delegation of financial power for DPMs 4. PA. Finance posted at DPMUs shall collect acknowledgement receipts for all funds released to VPICs on prescribed format to be circulated from SPMU <b>Action by: Consultant (F&amp;A), DPMs, BPMs</b>

Agenda	Present Status	Decision
8.Misc.	2. Review Meeting	1. Weekly review meeting with NGO staff shall be held by BPMs 2. Monthly review meeting shall be held by DPMS with all MegLIFE staffs 3. DPMS shall share minutes of monthly review meetings with SPMU <b>Action by: DPMS, BPMs</b>
	3. Photo documentation of project activities	1. All BPMs and NGO staff shall share good photographs of project activities completed so far in the prescribed format in the google link shared by SPMU within 15 days. <b>Action by: Manager KM, BPMs, NGO Staff</b>

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

No. MBDA/JICA/275/2022/ 902

Dated: Shillong, the 25<sup>th</sup> Jan, 2022

To:

1. All concerned