

Office of the Project Director
Community-based Forest Management and
Livelihood Improvement in Meghalaya

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Meghalaya Livelihood Improvement
through Forest Enhancement

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Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

🌐 www.mbda.gov.in

No. MBDA/2023/907/07

Dated: 01st July 2024

Minutes of Meeting

Date: 12.06.2024 Time: 05:00 pm

Nature of meeting: Virtual

Agenda	Decision	Nodal Person	Timeline
1. Identification of Critical Springs	1. Nodal persons to give remarks in Google Sheet shared by SPMU as to why identification is not yet done.	Nodal Person for Springshed Management	5 th July 2024
	2. Out of 5 springs identified, 1 most critical spring that is to be treated must be identified. This must be done in discussion with the community .	BPM	8 th July 2024
2. Monitoring of springs	3. Justification to be submitted by BPM through the DPM for villages that do not have any springs.		
	1. 2 springs must be monitored monthly - the critical spring that will be treated + 1 critical spring that has been identified.	Nodal Person for Springshed Management & BPMU staff	5 th July 2024
	2. The monthly monitoring must be done by the 15th of every month.		
	3. The remaining 3 springs identified will be monitored quarterly and must be completed by the 15 th of every 3 rd month.		
4. In addition to the nodal persons, BPMU to assign additional staff as necessary for monitoring purposes and to submit the names to SPMU.			
3. APPVERSE Form	1. All monitoring will be done through the APPVERSE form " MegLIFE Spring Mapping ".	Nodal Person for Springshed Management & BPMU staff	
	2. Creation of form will be done only for 1 st time entry of spring. Monitoring data for the subsequent months will be entered by searching for the previous months' form and updating it.		
	3. Appropriate spring name should be given, and it should not be in numbers. Eg: spring name can be Kyndongber, Ummawsiang, Lebina chimik, Chironggrak spring, etc but not 1, spring 1, spring 2 etc.		
	4. However, if there are two springs with the same name, serial number can be given. Eg: Kyndongber 1, Kyndongber 2, etc.		
	5. Video tutorial on filling APPVERSE monitoring form.	SPMU	29 th June 2024

To:

1. All concerned – for necessary action.

(Shri. W. Swer)

Deputy Project Director
MegLIFE, MBDA, Shillong

No. MBDA/2023/907/07

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Copy to:

1. DPMs MegLIFE, for information and necessary action.
2. BPMs MegLIFE, for information and necessary action.
3. MegLIFE BPMU Staff, for information and necessary action.

(Shri. W. Swer)

Deputy Project Director
MegLIFE MBDA Shillong