

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



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

Shalom Building, 2nd Floor,
Lower Lachumere, Shillong—793001

✉ meglife.mbda@gmail.com

☎ +91 364-3510190

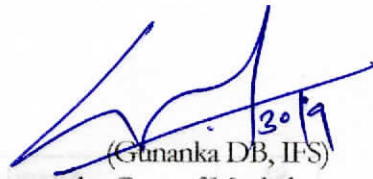
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MegLIFE Review Meeting of DPMUs

Date & Time- 14th Sep, 2024, 10: 00 a.m
Venue – SPMU Conference Hall, Shillong

SL. No	Agenda	Decision	Timeline
1	Weekly Update on MIS data observation	There will be an update by SPMU on the observations of all verticals on the data updation in the MIS.	Every Monday 10-10:30 am
2	Weekly Meetings and Staff Performance Review	<ul style="list-style-type: none"> DPMs will conduct weekly meetings in their districts to review implementation status, and staff performance using MIS data. DPMs will monitor staff field visits to ensure that all project villages receive an equal number of visits. 	Weekly
3	Meeting Minutes	DPMs should share minutes of DPMU review meetings and DLSC meetings with SPMU	Weekly and Monthly
4	District Review Meetings	Regional Coordinator, Garo Region shall conduct District Review Meeting and share minutes with SPMU	Monthly
5	FMP Preparation	The status of filed data collection for FMP preparation shall be reviewed by FMP Verticals for MegLIFE, COE with Block Nodal persons and same to be shared with SPMU for necessary action from SPMU if any	Weekly-
6	Microplan Preparation for 2 nd and 3 rd Batch VPICs	<ul style="list-style-type: none"> Uploading of GB Meeting approval is mandatory in Microplan. Timeframe for completing Microplans per new format as tested is 3 days in the field and 2 days in the office total 5 days. The IT team will make the old Microplan format invisible on the MIS Dashboard. East Khasi Hills DPM will act as the reference person for any confusion regarding data updation in the new Microplan format in MIS. 	Feb, 25
7	DTR Preparation for Springshed Treatment	The trained team for Springshed shall prepare atleast 3 DTRs per team by Dec,24.	Dec,24-
8	Spring Monitoring	BPMs shall prepare Spring Monitoring chart. Spring wise allocation of responsibilities for monitoring of identified critical and control spring on specific dates by specific staff/VCF shall be fixed and reviewed monthly by BPMs	Monthly
9	Training for IGA Business Proposals for IVCS	Training for IGA Business Proposal Plan for DPMs and SPMU staff will be scheduled	Sep,24

SL. No	Agenda	Decision	Timeline
10	Household Completion Survey	All DPMs shall ensure the completion of the Household Survey for all MegLIFE Villages	Sep,24
11	Community Construction Hall	Zero plantation areas where Community Halls have started may continue construction	March,25


(Gunanka DB, IFS)

Joint Secretary to the Govt of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/1949

Dated: Shillong, the 30th Sep, 2024

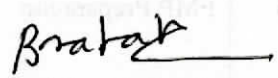
To:

- All Concerned-for necessary action

Copy to:

- The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -
- The Deputy Project Director, MegLIFE, MBDA

for favour of kind information



Technical Specialist, Project Management
MegLIFE, MBDA, Shillong