

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



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Lower Lachumere, Shillong—793001

Meghalaya Livelihood Improvement  
through Forest Enhancement

Meghalaya Basin  
Development Authority

Japan International  
Cooperation Agency

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**MegLIFE Review Meeting of BPMUs/DPMUs of Garo Hills Region**


Date & Time- 24<sup>th</sup> May, 2024, 10: 00 a.m

Venue – District Auditorium, Tura

SL. No	Agenda	Decision	Actions to be taken by	Timeline
1	<b>Mapping of Seedling Requirement for 2024 Plantation and Vacancy Filling of 2023 Plantation</b>	<p>VPIC community nursery wise Seedling availability for 2024 plantation and vacancy filling of 2023 plantations will be mapped from F3 Nursery Form data by SPMU as per updated data as on 25<sup>th</sup> May,2024..</p> <p>Requirement of seedlings will be taken as per count of bamboo stakes as updated by BPMs in the google sheet shared from SPMU.</p> <p>The Villages having shortage of forestry seedlings both for 2024 plantations and 2023 vacancy filling will be identified.</p> <p>Shortfall of Forestry seedlings shall first be fulfilled by access seedlings available in the community nurseries of nearby VPICs of the same BPMU or from VPICs of nearby BPMUs and SWCD nurseries.</p> <p>Plot wise one person to engaged for monitoring of plantation on daily wage basis. DPMs/BPMs shall name of nominated persons in the Google sheet to be shared from SPMU.</p>	<p>DPD, MegLIFE/AG M, Project Management</p> <p>DPMs/BPMs</p>	31 <sup>st</sup> May,24
2	<b>Arrangement of seedlings for Agroforestry plantations</b>	<p>For grafted saplings of fruit species for agroforestry plantations SPMU shall facilitate negotiation for prices with shortlisted private nurseries.</p> <p>For Mango and Pineapple SPMU shall facilitate purchase and transportation from nurseries/field to respective BPMUs.</p>	<p>DPD, MegLIFE/AG M, Project Management</p>	1 <sup>st</sup> week of June,24
3	<b>Buying back Process of seedlings from community nurseries</b>	<p>Access seedlings shall be buyback from the VPICs/SHGs whoever are maintaining the community nurseries @Rs.2/- per seedling as incentive cost.</p> <p>The incentive to be paid to SHGs in their respective bank account and to the VPICs in the VPIC account. VPIC may be used this incentive for payment of wages of the nodal person who is engaged for day-to-day maintenance of the community nursery.</p>	TS, PM	1 <sup>st</sup> week of June,24
4	<b>Establishment of Community Nursery in G2 Villages</b>	<p>SPMU shall share google sheet to finalize G2 villages under who have decided to establish community nursery for issuing sanction for establishment.</p> <p>Training on nursery establishment shall be organized for G2 VPIC members.</p>	<p>AGM, Project Management</p> <p>DPMs/BPMs</p>	<p>31<sup>st</sup> May,2024</p> <p>1<sup>st</sup> Week of June,24</p>

SL. No	Agenda	Decision	Actions to be taken by	Timeline
		PA, Forestry shall be deployed as resource person for village level trainings.		
5	<b>Plantation of Ornamental Tree/Shrub Species in the premises of Community Halls</b>	SPMU shall issue office order regarding plantation of ornamental species like Delonix regia, Peltoforum ferrugenum, Cassia fistula, Cassia siamia, Lagerstroemia parviflora, L. Indica, Bogainvilleas, roses, China roses in the premises of community halls.  Seedlings/cuttings may be collected through community contribution.	DPMs/BPMs	-
6	<b>MIS</b>	To maintain integrity all staff shall change the Username/ Password in APPVERSE, once access given from MIS Team, SPMU	DPMs/BPMs/ AM/PA	
7	<b>Video Documentation of MegLIFE activities</b>	Village level activities viz Plantation/SWC/Spring Mapping/SALT etc. to be documented for each stage of implementation (Before/After)  DPMs/BPM shall shortlist villages for documentation and share with SPMU.  SPMU UAV& KM team will visit the concerned villages for video documentation.  DPMs/BPMs shall also capture high resolution pictures of the activities (before/after) and upload in google drive link for which shall be shared by KM Team, SPMU.	UAV/KM Team, SPMU  DPMs/BPMs	-
8	<b>Springshed Management</b>	MLSC shall also recommend in the D'IRs construction of spring chamber where ever found to be feasible.  Orientation Training on preparation of water budget shall be organized by SPMU for Field Engineers of MegLIFE.  MLSC visits shall be prioritize in the villages where 74 critical water supply sources have been identified by PHE Dept. for field survey of identification of interventions for treatment of springsheds.  MLSC shall be contacted to provide specifications for testing kits for bacterial contamination in Spring Water.	DPD, MegLIFE/ Water Manager	1 <sup>st</sup> Week of June,24
9	<b>Finance</b>	SPMU Finance Team shall compile village wise sanctions issued and cancellations of sanctions issued in village wise folders and discuss with APD, MegLIFE with reconciliation statement of sanction wise expenditure at village level.	Finance Team, SPMU	31 <sup>st</sup> May,24
10	<b>SALT</b>	SALT SPMU Team shall identify tree/shrub species which shall have Nitrogen either fixing quality or soil binding quality along with economic value for farmers in consultation with ICAR etc.	SALT SPMU Team	-

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11	<b>IVCS/SHG</b>	The villages where online application for IVCS formation already submitted those shall be prioritized for completion of SHG Gradation to initiate IGA.	SPMU, IGA Team	-
12	<b>EPA</b>	Block wise identified rates for materials for construction of Community Halls/SWC structures shall be captured in the MIS Dashboard	Civil Engineer/SPMU, MIS Team	31 <sup>st</sup> May,24
13	<b>Exposure Visit</b>	VPIC Members across all BPMUs shall be shortlisted for exposure visits to outside the State.	Training & Capacity Dev, SPMU	-
14	<b>HR</b>	1 senior PA, Finance from WGH to be posted in DPMU, SWGH. One Additional Staff at PA level to be posted at Rongram BPMU.	HR, MBDA	31 <sup>st</sup> May,24
15	<b>Procurement</b>	Tyre of all bolero campers and boleros to be changed and tenders shall be floated by Procurement Team SPMU	Procurement Team, SPMU	1 <sup>st</sup> week June,24
16	<b>Vehicle Maintenance</b>	Pending servicing of all vehicles shall be completed	DPMs/BPMs	-
17	<b>Admin</b>	Boleros allotted to Chokpot/WGH Gr.II Village BPMs shall be exchanged with Bolero Campers.	Admin, SPMU	31 <sup>st</sup> May,24

  
 (Gunanka DB, IFS)  
 Joint Secretary to the Govt of Meghalaya  
 Executive Director, MBDA  
 Additional Project Director  
 MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/1692

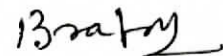
Dated: Shillong, the 29<sup>th</sup> May, 2024

To:

1. All Concerned-for necessary action

Copy to:

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

  
 Technical Specialist, Project Management  
 MegLIFE, MBDA, Shillong