

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/275/2022/2025

Dated: Shillong, the 31st Oct, 2024

NOTIFICATION

There will be a two-days DPMU review meeting for the MegLIFE Project from 4th to 5th Nov 2024, at the SPMU Conference Hall in Shillong. The meeting will be chaired by the APD, MegLIFE and will focus on reviewing all ongoing activities of the project.

All District Project Managers and one person based on requirement, Regional Coordinators, and SPMU vertical heads of the MegLIFE Project shall attend the review meeting without fail.

If anyone is unable to attend due to unavoidable circumstances, the concerned DPM or vertical must secure prior approval from the APD, MegLIFE for their absence and they should send an alternate representative to attend the meeting with all information outlined in the agenda enclosed.

Enclosed: i) Agenda
ii) MOM 14/09/24


Gunanka DB, IPS)
Joint Secretary to Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA Shillong

Memo No. MBDA/JICA/275/2022/2028-A

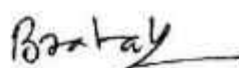
Dated: Shillong, the 31st Oct 2024

To

1. All Concerned

Copy To:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. The Deputy Project Director, MegLIFE MBDA, Shillong


Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

Agenda

Sl. No.	Agenda
1.	Action Taken Report on the decisions taken on the review meeting held on 14 th Sep, 2024
2.	<p>Finance Related-</p> <p>a. Status of unspent balance in the VPICs activity wise Sanctions received from SPMU versus funds Utilized by DPMUs for VPIC works</p> <p>b. Reason for non-utilization of sanctioned funds</p> <p>c. Plan for utilization of unspent balance by Dec, 24</p> <p>NB- The Format for the same was shared with DPMU Finance Team by SPMU Finance Vertical.</p>
3.	<p>Implementation of Springshed Treatment Plans (DTRs) Prepared by MLSC.</p> <p>Status of</p> <p>a) Demarcation of intervention areas</p> <p>b) Submission of KML file to SPMU, GIS Vertical and issuance of plot IDs</p> <p>c) Collection of MOA/NOC and Environmental & Social Screening checklist of the intervention sites selected.</p> <p>d) Land issues and alternatives</p>
4.	<p>Soil and Water Conservation Activities</p> <p>a) Completion status of earlier sanctioned works</p> <p>b) Plan for completion within current season</p> <p>c) APO Targets 2024-25</p> <p>d) Feasibility status of 2024-25 proposed works</p> <p>e) Implementation plan 2024-25 proposed works</p>
5.	<p>Plantations</p> <p>a) Observations of SPMU monitors on 2024 plantations (as per MIS dashboard)</p> <p>b) Status of Final survey (Post Plantation)</p> <p>c) Status of mobilization for land for 2025 plantation</p> <p>d) Status of 2025 Community Nurseries -Issues</p>
6.	<p>Village Issues</p> <p>a) Villages without plantation areas</p> <p>b) Non-participation</p> <p>c) Any other issues</p>
7.	<p>Income Generation Activities</p> <p>a) Presentation on Business plans for SHGs and IVCS</p> <p>b) Finalizing Stand Alone village list and strategy for RF implementation</p> <p>c) Account Opening for IVCS and SHGs</p> <p>d) Measures for bringing C & D grade SHGs into A &B</p>
8.	<p>Community Hall</p> <p>a) Phase wise Construction status</p> <p>b) Plan for completion</p> <p>c) Issues</p>
9.	<p>Microplanning</p> <p>a) Status of completion of 2nd batch & Group-2 and updation in the AAPVERSE</p>
10.	<p>Record Updation</p> <p>Physical & MIS</p>
11.	Discussion on upcoming JICA Workshop
12.	Bamboo Mission

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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 Survey Completion	All DPMs shall ensure the completion of the Household Survey for all MegLIFE Villages	Sep,24
11	Community Hall Construction	Zero plantation areas where Community Halls have started may continue construction	March,25


(Gitanika 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

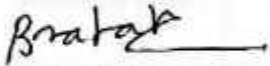
To:

1. All Concerned-for necessary action

Copy to:

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2. The Deputy Project Director, MegLIFE, MBDA

for favour of kind information



Technical Specialist, Project Management
MegLIFE, MBDA, Shillong