

MegLIFE Minutes of Meeting					
SL. No	Action points	Vertical	Deadline	Status	
22nd April, 2024 - Meeting on MegLIFE plantation					
1	The MIS team to complete the Ground Truthing form on priority.	Phila/Babet			90.90909091
2	To make a deadline to freeze target area and models	Dokatchi			
3	to fix deadline for advance works including staking to enable estimation of sapling, logistics, fund requirements	Vanshan/Bratati	10th May 2024		150
4	To conduct a workshop for DPMs. Date to be decided.				
5	The SPMU team to continue with reviewing the ongoing Plantation activity				
6	The M&E team to make sure that all activities pertaining to advance work for plantation is recorded in appverse.	Phila/ Dokatchi		Ongoing: 618 plots yet to be filled 633 plots started Advance 694 plots yet to start	Rongara Baghmara Gasuapara Songsak Rongjeng Samanda Saipung G2 Umsning G2: Yet to update
7	To discuss with all DPMs potential cost savings on advance work so as to save money for other requirements	Vanshan	28-04-2024	Done	
8	To update the status of saplings for community nursery(Undergrown)	Vanshan / Dokatchi		1111227	
23rd April, 2024 - Meeting on MegLIFE plantation with DPMs					
1	The DPMs were given 15 minutes time to fill up the template regarding Advance Work for Plantation but Sir Raju suggested that the DPMS alone cannot figure out the expenses incurred during advance work, they need to consult the PAs and VCFs so the meeting was concluded with a note to all DPMs to do the needful.				
2	To finalise plantation area and model	Dokatchi	28-04-2024		
3	DPMs to have a meeting with BPMUs, PAs and VCFs to review and suggest appropriate costing for advance works	DPMs	25-04-2024		
25th April, 2024 - Follow up meeting on Plantation					
1	Details of villages below 5 Ha				
2	Completion of Boundary mapping				
3	Completion of staking				
4	Finalise M&E survey of 10% plots				
30th April, 2024 - Meeting on S&WC					
1	Assessment of all "0 Ha" and "1-5 Ha" villages on: 1. Activities already done (Micro plan, Nursery, Community Hall, plantation, SWC works etc.) 2. Desire to be part of the project 3. Conflicts within available areas	DPD			
2	Map all staff and assign villages to adopt and follow up during intervention period; Separate form to be created for assessing the quality of work being done	DPD			
3	Release saction for Community Hall - Phase 3 (Check savings made in Phase 1 and 2)	Raju Joshi		The list has been prepared and shared with Bratati Ma'am	
4		Dokatchi			
5	Procure handpump for Spring tap chambers where water level is below ideal levels; budget to be made part of the overall spring chamber budget	Bratati			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
6	Where dimensions of structures have changed from estimate due to actual ground conditions, additional sanction to be issued for the increment	Fidu		Disbusment for additional amount will only be sanctioned after the estimates have reached SPMU for vetting so that the sanctions will be on actual ground conditions
	<i>GENERAL COMMENT: Estimates for all structures should be on a case to case basis and not on SOR</i>			
7	For vented checkdam, project to go with Steel Gate (MS Gate)			Sanctions has been issued to DPMU EKH & the same has been released to the VPIC
8	Stone slab signboard approved to be used for Spring Chamber and RCC tanks			
9	Explore alternative colour scheme for 1-2 sample structures	DPD		
10	Remaining Plantation with ADCs (TBD)			
11	To connect with Fisheries dept for Conservation ponds	FE		Meeting with the Superintendent of Fishery Department have been initiated, and a letter of MegLIFE Village along with the area of the Conservation Pond will be issued to the director of the department
12	Preparation of a layout/ plan for beautification of Community Halls (Tree Guard)	FE		Layout plan has been prepared and will discuss the type of trees to be planted with the NRM Team
3rd May 2024, Value chain Study - Grant Thornton				
1	Identify Value chains within project area, that are available with us and total beneficiaries			
2	Linkage to IVCS (currently of 77, 49 submitted application of which 5 registered)			
3	Need to check the process of selection and compare the final selection to that of Agri PMU			
4	Where multiple value chains missions exist in same village, data needed to take decision on how to prioritise the value chain for selection			
5	Assess report whether the process and parameters for collection of data is proper and the factors for shortlisting the value chains			
14th June 2024, Plantation Review Meeting				
1	Sample Visit to be conducted by SPMU team	TS, PMU	1st week july	
2	Meeting with BPMs DPMs 10:30			
3	For Procurement of crafted species to get confirmation from SPMU	PMU		
4	IT team to check with overall forms (To split up plantation forms into sub forms)	IT Team		
5	Use of Bio Fertilisers (Confirmation from Sir Raju)			
15th June 2024, Review Meeting on Plantation with DPMs & BPMs				
1	Mapping to be done by IT & MIS for No. of total beds	IT Team		
2	Releasing of amount from DPMU to VPIC	Finance		
3	Sanctioned will be provided by SPMU for Plantation for Group 2 villages	PMU		
4	Finance to check which VPIC has exhausted funds	Finance		
5	Transfer of money to NG from other DPMU	Finance		
6	Review on re-filling of CN	PMU		
7	Orientation for New Staff	PMU		26th- 28th June 2024
25th June 2023, Review Meeting SPMU				

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
1	Issue an office order by today to complete pre plantation MIS form. DPD	PMU	26th June 2024	Completed
2	Amount required for Group 2 villages. AGM- PM	PMU	25th June 2024	
3	Issues on Plantation, Sanctions to be resolved by DPD	DPD	26th June 2024	1.82 Cr. put up for Sanction; addn. Rs.20 Lakhs request received on 27th
4	Meeting with GIS and SWC verticals.		26th June 2024	Completed
5	Finalising the models along with the Budget year wise.	IVCS		
6	PES villages under MegLIFE village.(Conservation of Forests in Good Condition) To propose to JICA	DPD		
7	Wild life Corridor under PES activities- Details on how many PES villages (Community Reserves) falling under MegLIFE villages	GIS		Completed
8	Sanctioned amount from SPMU to DPMU, Actual Released Amount from DPMU to VPIC.	Finance		In progress; MIS team working on feedback from APD
9	SWC to Review regularly from perspective of the state climate council	SWC		TBD
10	To conduct a meeting with JHADC	DPD		TBD/ Field visit to be planned next week
28th June 2023, Follow Up Review Meeting SPMU				
1	Detailed Discussion on EPA, fund requirement etc	DPD		
2	103 community hall were approved by Council- TS, PMU	PMU		
3	Records of Cost Norms for procurement of saplings	PMU		
4	To collect corridor shapefile/kml from Aaranyak	GIS		Completed
5	*Finalising selection of all 500 villages, Plantation, EPA*	DPD, PMU		
6	To come up with Open Forests Concepts	PMU		
7	All vertical heads to monitor visit forms	all verticals		
8	Microplan to be completed for all villages before next JICA Mission. Microplan Template to break up into sub-forms, to complete before plantation season.			
9	Annual Workshop to be conducted after Plantation activity.			
10	*Drop all villages under 5 Ha* (Activities which have not started)			
11	All Vertical heads to discuss on Water Budget			
12	Capturing project perspective record for SHG			
13	Computerisation for IVCS- Finalise all data to be captured			
2nd July 2024, Review Meeting on Plantation with DPMs & BPMs				
1	Transportation cost for 224 is yet to be released, but need to go ahead with the transportation	SGH DPM		
2	Gambegre Block - received twice sanctioned, for now SPMU to check on the plot	SPMU		
3	The next sanction will be for 1st weeding, by the 2nd week of July	SPMU	2nd week July	
4	Gasuapara Block- To send a written information regarding for another model that is ANR to SPMU	Gasuapara BPM		
5	Ronggara Block - 2 plots have been replaced in the other dropped plots through sanction received	Ronggara BPM		
6	Umling Block - The purchase of seedlings is yet to be received since it's late. To release from the next sanction.			
7	Mairang Block- Regarding the seedling requirement that is yet to be received sanction, to use the fund from VPIC account.	Mairang DPM		
8	Thadlaskein Block - Regarding last year sanction that still has access, to send those sanctions to SPMU for desanction.	WJH DPM		

MegLIFE Minutes of Meeting					
SL. No	Action points	Vertical	Deadline	Status	
9	For extra mandays to continue in terms of 10 days. But, for more than 10 days to continue, to give a written information to SPMU	BPMS / DPMS			
10	For Umsning group 2- regarding the Appverse data entering required assisting. For this the nodal person who is responsible to help, to get a proper training from BPM	Umling BPM			
11	Gambegre Block- Refilling to issue, looking for verification from SPMU.	Gambegre BPM			
12	F2 forms to deploy	SPMU			
13	To review the status of completed plantation by next week with APD. Since, plantation will be closed by 15 July, 2024	SPMU	Next week		
22nd July 2024, Meeting on EPA and Selection of Villages with SPMU					
1	The updation on the Community Hall for all the phases should be completed by Monday by all the Field Engineers.		29 July 2024		
2	Checking all Community Hall MIS Data. To check all CHs forms are correct. Phase 1 & Phase 2 Status should be reflected in the Dashboard		29 July 2024		
3	A Blockwise and a Village Plan with Timeline to be submitted by the Civil team for the completion of all the Community Halls		24 July 2024		
4	To schedule a meeting for the FE's with APD on Monday 29th July, 24		29 July 2024		
5	SWC team to present a detailed plan on the status of all SWC works		29 July 2024		
6	To inform the DPMs/BPMs in finding out the balance money available for the Community Hall		25 July 2024		
7	To prepare a separate plan and completion on remaining balance of all sanctions, How much utilised, spent and savings, cost of materials, cost of cement etc for Phase 1 and 2 along with the Field Engineers and person concerned		23 August 2024		
8	To prepare the criterias for awarding the FE's with best community hall		31 July 2024		
9	To submit the plan on the completion of Community Hall in 88 IVCS Centre villages		29 July 2024		
10	To issue sanctions for 94 villages for EPA including 1. 45 group 2 villages 2. 47 group 1 villages 3. 2 culverts under group 1 villages		23 July 2024		
11	To survey and prepare the estimates for Anganwadi as an EPA		2nd August 2024		
12	To consult with the DPM EKH in order to consider another EPA instead of an SWC structure at Pomura, Mawryngkneng, East Khasi Hills		29 July 2024		
13	To also survey and prepare estimates for brigdes at Songsak, East Garo Hills with the help of an external expert		30 August 2024		
14	To also project Community Contribution in terms of labour and materials in MIS.		16 August 2024		
15	To seek approval on the drawing of the design of the Community Hall rooftop. To use RCC Slab instead of CGI sheet		24 July 2024		
16	Out of the 370 sanctioned EPA Villages, if the villages do not have any issues with the project, community hall construction can be initiated even if the plantation is less than 5 hectares				
17	Other Villages Potential Area Available with JHADC		23 July 2024	Discussed	
26th July 2024, Meeting on Micro Plan, Water Budget, Elephant Corridor, IVCS & SHGs, IGA (Value Chain)					
1	To develop form to track financial disbursement from DPMU to VPIC			Finance and Accounts	
2	To track physical component against amount sanctioned.			Finance and Accounts	
3	BPMs to check the cheques signed against the Sanctions sent			BPMs	
4	To inform Shem for planting of WinterGreen (to go for GI tag). Not to weed out the same.			Vanshan	
5	To make a list of rejected IVCS and meet ARCs			Siemiki	

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
6	To find out the cost of solar lights to be put up in Community Halls			Evelyn
7	To add unit cost & total unit in the column & fiscal component.			Finance and Accounts
8	To ensure the utilised of cashbook record should come over in MIS			MIS
9	EPA - phase 1 negative balance, for this issues to find out the details.			Fedu
10	Analysis dashboard - to take end to end problem and one more dashboard to add in the components.			Analyst
11	Phase 1 & 2 some were overutilised than the actual expenditure by most of the blocks, to clarify this issue from SPMU			SPMU
12	Operational cost - WGH & EGH (TA to check by the analysis).			Analyst
5th August 2024, Meeting on IVCS & Microplan				
1	To make a spreadsheet on the roles and additional tasks assigned to all the field staffs and the same to coordinate with Bratiti and wankit - M&E SPMU			
2	Written explanations for all rejected applications need to be provided, detailing the reasons for rejection.-			
3	To reapply for the previously incomplete IGA submission and ensure the submission is complete. - IVCS SPMU Team			
4	The team IT GIS/IT/M&E to prepare a master sheet mapping the village infrastructures etc so data can be auto generated in appverse			
5	BPM's to ensure that SHGs start with proper record keeping and address issues due to lack of documents.-IVCS Team			
6	To map the boundaries of the existing IVCS villages to be taken - GIS & DPD			
7	To change the dashboard in CLART, for the better visibility & indentification - Jeremy			
8	To make a master sheet of MegLIFE villages. - IT			
9	To shortlist the villages under MegLIFE - DPD			
10	To Map all Entry Point activities.- GIS team			
11	All the editing for Microplan needs to be completed before the Worshop - IT Team			
5th September 2024, Pre-Review Meeting With DPD				
1	<p>Plantation: Districts to figure they have a comprehensive plan in place for the 2025 plantation season. Please provide the following details:</p> <ol style="list-style-type: none"> Exact figure of potential plantation areas in hectares (ha) for 2025. The Number of hectares demarcated out of the potential area. Timeline for the completion of demarcation of the potential area. If demarcation is completed, prepare estimates and set a timeline for signing the Memorandum of Understanding (MoU). Divide the plot into two segments: <ul style="list-style-type: none"> - Area allocated for Arecanut plantation. - Area allocated for non-Arecanut plantation. 	All District		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
2	<p>Agro-forestry</p> <ul style="list-style-type: none"> • Area to be taken up for Agro forestry in 2025: • Timeline for demarcation: • Estimate seed requirements: [insert quantity] (based on farm size size) • Fund required: • Additional seedlings needed to procure: [insert number, if applicable • Local nurseries/government agencies /private suppliers /own seedlings. • If the district has already figured out these details, please provide the specific numbers and timelines. If not, please provide a revised timeline for when these details will be determined. • cut area for Agroforestry to be Finalise model by December 2024 	All District		
3	<p>Nursery Mapping Details:</p> <ol style="list-style-type: none"> 1. Seedling Requirements: Calculate the total number of seedlings needed for the plantation. 3. Seedling Breakdown: <ul style="list-style-type: none"> - Identify existing nursery capacity and availability. - Determine the number of seedlings to be sourced from neighboring nurseries/procure. - Calculate the gap in seedling requirements. 4. Procurement Plan: <ul style="list-style-type: none"> - Determine the quantity of seedlings to be procured. - Identify potential suppliers and their locations. - Negotiate prices and confirm the procurement cost. - Establish a timeline for procurement and delivery. 5. Gap Filling: <ul style="list-style-type: none"> - Identify the gap in seedling requirements. - Determine the source for filling the gap (new nursery establishment, additional procurement, etc.). - Develop a plan to address the gap, including timeline and budget. 	All District		
4	<p>SWC & EPA Activities</p> <p>For each activity under SWC & EPA, please provide the following information:</p> <ol style="list-style-type: none"> 1. Total target: [Insert number] 2. Completed: [Insert number] 3. Ongoing: [Insert number] 4. Sanctioned: [Insert number], Pending: [Insert number] 5. No Feasibility sites: [Insert number] 6. Estimate for feasibility sites: [Insert number] 7. Procurement requirements: [Insert requirements] 8. Expected timeline for completing all UCs <p>Timeline for each activity is required</p>	All District		
5	<p>Springshed Management</p> <ol style="list-style-type: none"> 1 Springshed Management plan to be split into two parts one the DTR prepared by MLSC and the DTR to be prepared by District. 2 Under DTR plan add detail fund,sanction, mobilisation,procurement,implementation, submission of UC. 3 One DTR to be completed per week 4 All DTR plans to be completed by November 	All District		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
6	<p>SHGs: <i>Expected outline</i> 1. Total Target: [Insert number] 2. Number graded: [Insert number] 3. Reason for non-graded: [Insert reasons] 4. list the Staged grading & timeline: - Stage 1: [Insert timeline] - Stage 2: [Insert timeline] 5. District to ensure what is the plan for the graded SHGS in detail.</p>	All District		
7	<p>IVCS - Ensure all registered IVCS have a plan in place - Submit plans to for review and approval</p> <p><i>IVCS Proposal Plan should include :</i> 1. Comprehensive business plan 2. Focus on top produce with potential, considering: - Facility and infrastructure requirements - Branding and marketing strategies - Testing and quality control measures - Market analysis and identification of potential customers 3. Leverage the expertise of traders (middlemen) to gain insights on: - Market trends and demands - Competitive pricing and profit margins - Effective supply chain management - Identifying opportunities for value addition and differentiation</p>	All District		
8	<p>MIS Please provide details on the following: 1. What specific information/data needs to be uploaded? 2. Who are the designated staff members responsible for providing data to the MTA for uploads? 3. What is the frequency of data uploads (daily, weekly, monthly, etc.)? 4. Who is responsible for ensuring the monitoring process to guarantee timely and accurate data uploads?"</p>	All District		
9	<p>Micro-Plan 1. Ekh to Conduct testing first & Share feedback on the microplan. 2. Microplan Breakdown: - Tasks to be performed. - Responsible personnel for each task. - Village-wise allocation. - Timeline with specific dates.</p>	All District		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
10	<p>Finance Each district should report the following:</p> <ol style="list-style-type: none"> 1. <i>Total Funds Received</i>: The total amount of money received by the district. 2. <i>Fund disbursed</i> to VPIC 3. <i>Total Funds Utilized</i>: The total amount of money spent by the district 4. <i>Balance Funds</i>: The remaining amount of money after spending . 5. <i>Interest Earned</i>: The interest earned on the funds received . 6. <i>Savings</i>: The total amount of savings made by the district from each activity. 	All District		
11	<p>Knowledge Management Team:</p> <ul style="list-style-type: none"> - Create Reels (short videos) on the following topics: <ul style="list-style-type: none"> - How to create a Detailed Project Report (DTR) - How to develop a business plan for IVCS (Individual Village Cluster Scheme) - How to develop a business plan for SHGS (Self Help Group Scheme) 	Knowledge Management Team		
12	Villages with Pending Sanctions: pictures of pending community nursery sites to be send to receive sanction.	Ri Bhoi,Chokpot, South Garo Hills & WJH		
13	<p>EKH</p> <ol style="list-style-type: none"> 1. Continue sending video footage of the Vented Checkdam site due to the fluctuating water levels as it would not be possible to complete by the timeline given. 2. Explore alternative feasible sites for the spring Tap as suggested. 3. Discuss plastic tank activity in EKH with the APD. 4. Schedule a meeting with Sordars team for IVCS to discuss further plans and actions. 5. IT to review and confirm EWKS sanctions for nursery mapping. 6. IT to review the SWC feasibility form to prevent duplication of efforts and avoid time-consuming repetition of work. 	EKH		
14	Maintenance of Model Farm to be Included in all District plans.	All Districts		
15	No fixed number of promoters; all Districts to consult with MLAMP and schedule a meeting if needed.	All Districts		
16	Villagers with zero ha can still participate in IVCS.	All Districts		
18	SPMU to share the list of dropped villages.	SPMU		
19	All Districts to Compile a list of the number of DTRs to be completed in each District, Block wise .	All Districts		
20	Districts to prepare DTRs for in collaboration with the personnel who recently completed the 8-day training program on springshed management.	All Districts		
21	Ensuring that each District prepares PowerPoint presentation (PPT) on Google Slides and submits it individually to SPMU (State Project Management Unit).	Bratiti (TS)		
22	to share the staff allotment details with M& E	All district		
23	Update the bank account status of your respective IVCS (Integrated Village Cluster Scheme).-	All District		
24	All Verticals to Please review the PPT (PowerPoint Presentation) sent by DPMS before the main review meeting.			
25	The training on business plan to be discusses on the 14th.			
26	The plantation on arecanut model to be discussed.			
27	WJH to Identify Agroforestry area at the earliest & Provide an expected timeline for completion.	WJH		
28	Ekh & WJH to Collaborate & finalize Nursery Mapping.	EKH&WJH		
29	Ensure saplings raised/purchase are suitable for the regional plantation.	All Districts		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
30	Bah John to follow up on all the DTR preparation	Bah John (SM)		
31	Bratiti (TS) to share the microplan with the team before 14th.	Bratiti (TS)		
14th September 2024, Review Meeting With APD				
1	HR to manage the appointment of the current MTA to PA Finance.	HR		
2	Finance staff to be appointed in all Blocks.	HR		
3	MTA wage posts to be sanctioned and recruited by the Districts.	HR		
5	DPMs to conduct weekly meetings in their districts and review staff performance using MIS data.	DPMs		
6	DPMs are also tasked with monitoring staff field visits to avoid revisiting the same village unnecessarily.	DPMs		
7	Meeting minutes to be prepared for every DPMU review.	DPMs		
8	Sita Ram, District Regional Coordinator of Garo Region to conduct District Review meeting.	Shri. Sita Ram,		
9	Dr. Lavinia Dkhar and Jyswill Nongpui from CEO to have separate reviews with DPMs concerning FMP	CEO		
10	Sir Rupak Dey and the DPM of East Khasi Hills completed a test on Microplan.			
11	Sir Rupak Dey emphasized the use of Google scanner for information uploads and the E-portal for file management.	All District		
12	The GB Meeting update is pending in Microplan.			
13	Convenient time to complete Microplan is 05 days.	All District		
14	IT team to make the old Microplan format invisible on the MIS Dashboard.	IT team		
15	East Khasi Hills DPM to be the reference person for Microplan.	EKHS DPM		
16	APD stressed the importance of DALC meetings.			
17	Issues related to MIS should be emailed to DPD before 7 p.m.	ALL District		
18	MTA training on MIS requested.	Dariti Khongthaw		
19	All IVCS and SHGs to prepare a business plan and proposal.			
20	SWKH requested MOUs for market linkage.	Bah Siemiki (SM)		
21	DPD encourage the Districts should explore market linkages outside the project.	ALL District		
22	Monthly physical review meetings with DPMs are mandatory.			
23	DPMs to conduct monthly meeting with Block	DPMs		
24	Explain to the DPM's on water budgeting	Alvin & Samuel		
25	Community Hall Construction: phase I & II to be completed by November, 2024 to April, 2025.	Fidu		
26	VCFs to be paid TA for FMP activities as per the standard rate base on per kilometer.	CEO (Dr.Lavy & Jyswill)		
27	Deadlines needed for FMP activities.	CEO (Dr.Lavy & Jyswill)		
28	One VCF with two helpers appointed for FMP activities.	CEO (Dr.Lavy & Jyswill)		
29	Districts to ensure SWC estimates are prepared & submit to SPMU for releasing the sanctions	Fidu & Evelyn		
30	A target of 03 DTR to be completed by October.	Jill (Manager)		
31	Allocation of responsibility to staff for monitoring: Which spring to be monitored on which date by which staff?	Sept 24		DPM
32	On-site estimates to be submitted for re-issue of sanction from FE to SPMU - Springshed Team	Oct 24		FE
33	3 DTRs to be prepared and submitted for vetting	Oct 25		FE, PA (GIS)
34	Weekly Review every Monday with DPMs and Vertical heads based on MIS Data chaired by DPD	DPD & Vertical heads		
35	Training for IGA Business Proposal Plan for DPMs and SPMU staff.	Dariti Khongthaw		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
36	All Districts to ensure the complication of Household Survey.	<i>Dariti Khongthaw</i>		
37	DPD to discuss with APD the increase in the Unit cost of an activity as per site in some exceptional cases.	<i>DPD</i>		
38	Zero plantation area where Community Hall have started may continue the construction			
39	Office Order for feasibility of sites to shift targets if the site is not feasible, If the number of feasible sites falls short of the target, consideration can be given to exploring alternative feasibility options to an alternate block	<i>SWC team</i>		
40	For MegLIFE Wages to transfer amount to IVCS accounts for payment	<i>Finance</i>		
41				
16th October, 2024 - Review Meeting on MIS				
SL. No	Action points	Vertical	Deadline	Status
4th & 5th November 2024 (SPMU Review Meeting with DPM's)				
SL. No	Action points		Deadline	Status
1	Finance 1. DPMs to provide details on: How savings were made from activities Amount of funds being put on hold Excess funds available 2. DPMs to provide a breakdown of Remaining funds & Share the breakdown with DPD. 3. WJH to clear all pending payments to VPIC from 2023 plantation work and All districts with pending balance to do the same 4. DPD Suggested on organising a Mela After the JICA 13th National Workshop for clearing all pending payments & SPMU team to attend the same. 5. Closure of Pending Payments to be done before the next review. 6. Finance to identify remaining funds in districts and flag any important issues. 7. Finance team at SPMU to review districts weekly, in coordination with DPD. 8. Monthly financial closure to be done by finance team and reviewed. 9. DPMU to Provide a breakdown of remaining funds in DPMU, including: i. Activities done ii. Payments made iii. Pending settlements iv. Amount with DPMU to send to VPIC v. Actual balance of DPMU vi. Remarks column			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
2	<p>SWC</p> <ul style="list-style-type: none"> <input type="checkbox"/> All districts to ensure that estimates for all feasible sites are submitted by November. <input type="checkbox"/> SWC vertical heads to add an additional column for actual sites visited along with Feasibility column. <input type="checkbox"/> All DPMs to review their own F.E. to ensure that all SWC activities are in place as per the deadline. <input type="checkbox"/> If engineers are fully occupied in the district, DPMs to share the engineers' tour details. <input type="checkbox"/> SPMU Jeremy and team to provide the basin map to SWC verticals head as it will help in the selection of feasibility sites. <input type="checkbox"/> DPMs to ensure that all estimates are sent as they are prepared. Do not wait for all estimates to be sent at once. <input type="checkbox"/> For districts with RFE issues, proceed with RFQ and if the amount exceeds SOR, get approval from SPMU. <input type="checkbox"/> All Districts to Complete SWC and EPA feasibility checks by November and no extensions beyond November. <input type="checkbox"/> -Majority of the districts are facing issues with SWC estimates. Therefore, DPMs are required to provide all FEs with an estimated completion date. <input type="checkbox"/> RCC- Most RCC activities in each district face estimation issues. Therefore, the relevant DPMs should provide a tentative completion date to all FEs. <input type="checkbox"/> Ri Bhoi facing challenges in finding vendors for SWC activities due to RFE issues. <input type="checkbox"/> 3 numbers of Plastic tank has been cancelled in SWKH <input type="checkbox"/> All districts must ensure that the sanctions on CC water storage tanks to completed by November. <input type="checkbox"/> Most of the districts have not submitted their estimates on Spring tapped chambers <input type="checkbox"/> Dambo Rongjeng Block - yet to receive roper Sites for Spring tapped chamber. 			
3	<p>Springshed Management:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Samanda Block facing Issues in Nokatgre and Sawalgre Village. <input type="checkbox"/> EWKH – Out of the 6 villages, 2 are facing issues. In Mawtharap village, no NOC has been provided, while in Patharlyndem village, no DTR has been established as the spring is not in use and DPM to investigate the reason. <input type="checkbox"/> NGH – No data shared. <input type="checkbox"/> Ri Bhoi – Wahpiba village encounters issues because its catchment area lies within another village. <input type="checkbox"/> Mawdkhar village - In Mawdkhar village, three out of four landowners have agreed, so the team has requested to proceed with the work. <input type="checkbox"/> SGH – Many data are yet to share. <input type="checkbox"/> WGH – The data from Rongram block has not been shared; the team needs to verify this. <input type="checkbox"/> Suggestion: All DPMs should consult with the VPIC for approval. <input type="checkbox"/> DPMS – Kindly share the MOAs for demarcation of the available sites with the VPIC for signature, and then forward them to Jill. <input type="checkbox"/> DTR preparation – Each team is required to complete 3 DTRs by the end of November 			
4	<p>Plantation Activity status</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kharkutta Block – Details regarding the plots that have not been sanctioned in Kharkutta Block are still awaited. <input type="checkbox"/> - Shapefiles from the demarcation survey have been received from Mairang and Mawryngkneng. The remaining districts are expected to submit theirs as well. <input type="checkbox"/> SWGH – a redemarcation is necessary due to the VCF replacement. <input type="checkbox"/> Ground Truthing – Ground truthing is ongoing, with only 60 out of 175 completed so far. <input type="checkbox"/> Gaurav Singh – To share the office order on GIS in Whatsapp group. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
5	<p>Community Nurseries:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Till date Many villages have not yet received approval to continue their nurseries. <input type="checkbox"/> 2775 beds are willing to continue. <input type="checkbox"/> WJH – 4 VPIC has refuse to continue the refilling activity, and as a result, the DPM is required to transfer to another VPIC to carry out the same task. <input type="checkbox"/> WGH – Many have not yet received the sanction. <input type="checkbox"/> Mairang – 4 VPIC sanction received <input type="checkbox"/> The DPMs are expected not to approve VPICs with a survival rate lower than 60% and to refrain from resanctioning them. <input type="checkbox"/> The DPMs are required to share the post-plantation shapefiles by 7th November 2024. 			
6	<p>Community Hall</p> <ul style="list-style-type: none"> <input type="checkbox"/> EGH – Phase 3 is expected to be completed by December. <input type="checkbox"/> Resubelpara Block – Sanctions for Phase 1 to Phase 3 of the Resubelpara Block have been received, and the Finance department needs to verify them. 			
7	<p>Villages with 0 hectare</p> <ul style="list-style-type: none"> <input type="checkbox"/> EKH – 3 villages <input type="checkbox"/> SGH – 4 villages <input type="checkbox"/> Chokpot Block – 1 VPIC <input type="checkbox"/> Betasing Block- 3 VPIC <input type="checkbox"/> Dambo Rongjeng – 5 VPICs due to conflict. In this regard, the DPM to forward official letter to APD. <input type="checkbox"/> Samanda Block- 4 VPIC. <input type="checkbox"/> EJH – 6 dropped villages , report shared to SPMU. <input type="checkbox"/> Mairang - 1 village withdrawal letter submitted. <input type="checkbox"/> Mawkyrwat – MIS issue (CA, MSR, FA, Muster Roll). <input type="checkbox"/> 13 villages affected by land issue, for this a letter to share to APD. <input type="checkbox"/> Kharkutta Block – 1 village dropped, BPM to give a signature on the withdrawal letter. <input type="checkbox"/> Resubelpara Block – 2 villages dropped <input type="checkbox"/> Ri Bhoi –The villages Nongthymmai Garo and Umdem in the Ri Bhoi – Umling Block have been excluded. The matter will be brought to the attention of the APD. 			
8	<p>SALT Model farms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soil testing – Of the 22 blocks, 7 have submitted a soil testing sample. The DPMS are responsible for ensuring that samples are shared. <input type="checkbox"/> All blocks are required to complete the soil testing report by November for laboratory analysis. <input type="checkbox"/> Hedgerows to be implement – For the newly designated area, the DPMs are responsible for arranging the necessary seeds. 			
9	<ul style="list-style-type: none"> • To remove the details of the resign Staff and should not reflect in the dashboard • CDFI team rework on the expenditure dashboard, reflecting sanctions as per physical activities. 			ITB & CDFI
10	<ul style="list-style-type: none"> <input type="checkbox"/> To initiate the plan for the exposure visit by November. 			Darity –

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
11	<p>National Bamboo Mission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DPMS are expected to review the objectives of NBM, gain a detailed understanding of the mission, and communicate all relevant information to the BPMs. <input type="checkbox"/> A list of all the organisations required <input type="checkbox"/> DPMS should engage with the community to obtain the information. <input type="checkbox"/> R& D level - The DPMS are supposed to read the centralised information system and to go through the actual dashboard. <input type="checkbox"/> DPMS are to organize an awareness program on Bamboo at the C&RD level before the end of the financial year 2025. The participants will include BDOs and community heads. <input type="checkbox"/> Bah Nangtei will gather the basic information on NBM and share it with the DPMS. 			
12	<p>Microplan: Exercise</p> <p>Target – By December 15 for batch 2.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SWKH – out of 13, 9 completed. <input type="checkbox"/> EWKH – expected to complete by November. <input type="checkbox"/> NGH – Target 36 to complete by November <input type="checkbox"/> SGH – to complete by 8th December 2024. <input type="checkbox"/> SWGH – batch 2 to complete by first week of December. <input type="checkbox"/> EGH – To complete by December 10. <input type="checkbox"/> WJH – To complete the exercise by November . <input type="checkbox"/> Dimsrang BPM – To complete by December 5th . 			
13	<p>Business Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All form to be prepared in excel. with Points on – idea, budget, IVCS, Cost benefit, employment impact <input type="checkbox"/> SWGH – Arecanut business plan. DPM to find out the current market price and revise the plan accordingly. <input type="checkbox"/> Saipung – Piggery business plan. DPM to share a write up on the plan to Sienmiki. <input type="checkbox"/> EKH - Potato business plan. DPM should include transportation in the operational expenditures, while sorting should be categorized by grade. <input type="checkbox"/> Laskein Block – Lakadong turmeric business plan. DPM to review the raw material packaging once more. <input type="checkbox"/> Kharkutta – Banana business plan – DPM to work out on the cost of transportation and labour cost. <input type="checkbox"/> SWKH – Broomgrass business plan- DPM to do in grade wise. <input type="checkbox"/> Comments – market rates (to be rechecked by DPMS), capital performance (yearly growth), model aggregation (adjusted to the level desired by the trader). <input type="checkbox"/> EKH DPM to share a write detail on business plan to Sienmiki 			
14	<p>IVCS formed under MegLIFE</p> <ul style="list-style-type: none"> - The target is set for 203 villages, with 60% of these villages already having an existing PACS. <input type="checkbox"/> - Baghmara Block - there are 4 stand alone villages. <input type="checkbox"/> - The formation of IVCS is not possible in the villages of Rongsa, Darang, Gare, and Jadigittim. <input type="checkbox"/> - EWKH - Nonglang, Kynrud, Nongsohma, Mawiongjadap & Mawlieh villages (are the existing PACS). <input type="checkbox"/> - EKH - Laitmynsang village is not willing to participate. <input type="checkbox"/> - Laskein - there are two more villages willing to participate now. 			
15	<p>Villages without IVCS</p> <ul style="list-style-type: none"> <input type="checkbox"/> SGH - Gasuapara Block (11 villages). <input type="checkbox"/> Baghmara Block - 4 villages <input type="checkbox"/> Rongsa vilage - Not possible <input type="checkbox"/> Gare chigitchak village - dropped <input type="checkbox"/> Jadigittim vilage - joined with LAMP IVCS <input type="checkbox"/> All Districts are requested to update the status on villages without IVCS. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
16	<p>Status on IVCS/SHG with saving accounts / yet to complete</p> <ul style="list-style-type: none"> <input type="checkbox"/> - SWGH - 10 IVCS have saving accounts. <input type="checkbox"/> - Ri bhoi - 1 IVCS already opened <input type="checkbox"/> - WJH - 7 applied <input type="checkbox"/> - Tseng - 10 IVCS registered, 7 IVCS opened <input type="checkbox"/> - SWKH - ongoing <input type="checkbox"/> -EWKH - 6 IVCS registered, but 2 with opened accounts and the others are ongoing <input type="checkbox"/> - EKH - Mawkynew (1 IVCS opened), Mawryngkneng (opened) . <input type="checkbox"/> - NGH - 7 IVCS (PAN card received). <input type="checkbox"/> - SGH - 2 opened <input type="checkbox"/> - EJH - 2 IVCS, 1 with saving account and 1 with PAN card received. 			
17	<p>SHG status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> -The Appverse form is intended for a single SHG only. Some users have entered 2-3 SHGs in one form, which is not permitted. For this, the users are to ensure that only one SHG is mentioned per form. <input type="checkbox"/> - Districts are requested to identify additional shortfalls and expand the number of villages with a higher concentration of SHGs, with follow-up by Bah Lorenzo. <input type="checkbox"/> - Bah Lorenzo to merge the SHG / IVCS and share to ma'am Bratiti. <input type="checkbox"/> - All districts are requested to complete the target on stand alone VPIC by first week of December 2024.11.6 <input type="checkbox"/> -A discussion regarding the tablets provided to the IVCS members has been raised. This matter needs to be addressed before the form is deployed and should be discussed in the SPMU. <input type="checkbox"/> - SPMU team to select a person for record keeping. <input type="checkbox"/> - Bah Sienmiki is assigned to collect information regarding the status of IVCS bank account openings and PAN card applications from all districts and provide it to the DPD. <input type="checkbox"/> - Districts are required to develop a business plan for grades A and B. <input type="checkbox"/> - VPIC to open to open RF account. <input type="checkbox"/> -Revolving Fund - To be provided for the standalone SHG (to find out by DPD). <input type="checkbox"/> All SHGs that have not yet opened accounts are requested to complete the process by November 30th, 2024. 			
18	<p>Challenges</p> <ul style="list-style-type: none"> <input type="checkbox"/> NGH - NGH is encountering challenges with the refilling process and a significant loss of saplings. <input type="checkbox"/> Umling - 2 villages dropped. <input type="checkbox"/> EJH BPM -EJH BPM has requested that the SPMU Finance team kindly CC the EJH team if any sanctions are sent via email. <input type="checkbox"/> SWKH - 2 VPIC with less funds, and the DPM is to provide the file number to the DPD. <input type="checkbox"/> SGH - Baghmara Block is facing challenges in implementing IGA activities due to limited experience. To address this, the DPM is expected to be relocated, with the BPM of the DPMU assigned as the Nodal person. <input type="checkbox"/> EKH - Required for laptop repairs. <input type="checkbox"/> DPMs - For repair notification request. For this, Kong Phila to reshare a form circulated by Admin in the group. 			
19	<p>Additional Points:</p> <ul style="list-style-type: none"> <input type="checkbox"/> - To get the existing organic villages by Bah Nagtebor. <input type="checkbox"/> - To make a completion on the community Hall for the Central IVCS. <input type="checkbox"/> - Districts to ensure that the finance status in MIS is up to date. <input type="checkbox"/> - Also, the villages that have submitted the withdrawal letter to DPMU, DPMs to kindly share to SPMU 			
9th December 2024 (SPMU Review Meeting with District and Block Staff)				
SL no	Action points as per last review meeting		Deadline	Status

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
1	<p>FINANCE Pending payments.</p> <ul style="list-style-type: none"> Rongram, Umsning, Samanda, Thadlaskein, and one village from Mairang Block reported pending payments. <p>Request for de-sanctioning</p> <ul style="list-style-type: none"> Mawkynrew and Mawryngkneng Blocks to request for de-sanction of funds since the plantation activity was not undertaken & also Submit a proposal for re-sanction to reinstate the fund of other activity. Received only from south West Khasi Hills. All District please put up the Request for de-sanction and request for re-sanction of activity. <ul style="list-style-type: none"> Districts/Block Staff shared their experiences on the recent Mela (finance) process to facilitate the clearance of all pending payments. Districts identified challenges such as advance wage disbursements and incomplete RFQ processes as key reasons for pending payments <p>Action Item:</p> <ul style="list-style-type: none"> Districts to address these issues collaboratively and implement corrective measures to ensure timely payment clearance. District to shared estimated Savings from all project activities and to be submit by the end of the day. 			
2	<p>Soil & Water Conservation</p> <p>Completion of Community Hall over all March .</p>			
3	<p>Desktop Feasibility assessment</p> <p>Desktop Feasibility assessment has been completed by all District RI-Bhoi ,Umling Block to complete on the remaining SWC feasibility check this week</p>			
4	<p>Springshed Management</p> <p>Bah Vanshan to share the revised MOA at the earliest.</p>		10th December, 2024	

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
5	<p>Post Plantation</p> <p>The post plantation survey has been completed</p> <p>Observation shared:</p> <ul style="list-style-type: none"> The layout is not proper for the following areas: Nongsangu, kynjoin Umran, Pomlatier, and Nongksieh in Umsning block. Seedlings procure from Assam did not survive as they are not native to the place and purchase of local seedlings has been suggested. In the Garo region, staking was not done properly, and the community was not briefed adequately. Additionally, the future benefits were not clearly communicated. There were issues with layout and staking, particularly in Rongram (Group 2 WGH). Heavy rainfall led to the failure of staking. Survival rates are 80-90%. The gap between the sanctioned and the actual staking period needs to be addressed. Both Ri Bhoi and Garo regions require frequent weeding due to soil fertility compared to other regions. Suggest raising more seedlings than what is sanctioned. Mobilization efforts need to be strengthened. 			
6	<p>Compile all plantation observation reports.</p> <ul style="list-style-type: none"> Rapid assessment to be conducted and compiled into a report with proper documentation sequence. Include details on species with mortality and suggested solutions for issues encountered. Work on species requirements and certification process. SPMU verticals to get in touch for further coordination. The report is crucial for tracking progress. All compilations to be completed by December. IEC materials to be prepared for the same. 			
7	<p>SALT : Soil Testing</p> <ul style="list-style-type: none"> Only two blocks have not updated the MIS & Reports are still pending. The next soil samples need to be tested before the monsoon. ie by April 		April 2025	
8	<p>Exposure visit</p> <p>DPD to follow up on the File sent by Dariti</p>			
9	<p>Microplan</p> <ul style="list-style-type: none"> Target of 100 microplans by December 2024, currently achieved only 75. Microplan issues due to data disappearing from the appverse. Thadlaskein Physical completion 6 microplan & only 1 pending, to be completed by December. SWKH has not completed only with problematic villages; DPM to meet DPD after the review to address the problem. Umsning only 1 Microplan remaining & to be completed by this week. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
10	<p>IVCS</p> <ul style="list-style-type: none"> Submission of Business plans. WKH and EJH have submitted their business plans. All business plans to be approved by this week. SHG-IVCS to hold a meeting with DPD. All IGA staff to attend training on VDBK for more details and funding linkages. Use the Meg One portal to explore state schemes and other line ministries for multiple available schemes. Business plans are close to 70% completion. <p>Community Hall in all IVCS HQs to be completed as follows:</p>			
11	<p>SHG</p> <ul style="list-style-type: none"> The second round of SHG gradation has been completed by all districts. Grades have improved in SHG grading. DPM can issue sanctions for Rs. 4000 for the purchase of registers, as per the shared guidelines. 			
12	<p><u>Soil & Water Conservation</u></p> <ul style="list-style-type: none"> Feasibility has been completed (positive Improvement) SWC Implementation is slow and there's a need to speed up. After Feasibility check, a report has to be generated through appverse with a request for sanctions and attached the estimates. F.E to check technical feasibility keeping in mind about the environment and social safeguards. To share Common reason for rejection to Estimates. SPMU to approves estimates & release sanctions within three days. Estimates exceeding the model estimates to be compile and check later by Verticals Heads. <p>Identifying the problems causing delays in achieving targets for EPA and SWC.</p> <ul style="list-style-type: none"> Labour issues such as mapping of labour, sequencing activities, tracking expenditure, and propose incentives to the labourers. Address procurement RFE: There should be no issues with procurement if all RFEs have been completed. Funds: Request for sanctions. Funds or any request for sanctions should be done through e-proposal. 			
13	<p>EPA</p> <ul style="list-style-type: none"> Phase 1 & 2 to be completed by January 2025 and phase 3 to be completed by march,2025. To add one more steps between sanctioned & achieved inorder to see the progress of the ongoing activity. District & Block staff to persuade the VPIC members to identify labourers to complete the SWC and EPA Activity to ensure timely execution of work. The DPM of West Jaintia Hills requested an approval to implement an RCC roof for the Community Hall and also to put up the drawings to the DPD and ensure it is filed or emailed, with all concerned parties copied in the communication. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
14	<p><u>EPA IVCS Cluster completion date</u></p> <p>The following Community Hall (IVCS cluster) with deadlines have been set:</p> <ul style="list-style-type: none"> • Baghmara, Trikillila, Gambegre, and Dalu to complete by December. • Resubelpara, Dadengre, Zikzak, to complete by January. • East and North Garo Hills: To complete by December. • Additionally, the DPM of North Garo Hills has reported a delay in one specific village within the IVCS cluster, which is currently in the implementation phase. • Ri Bhoi IVCS Cluster: Sanctioned late, which caused the delay. The structure should be completed by February. • East Jaintia Hills: One structure to be completed by February. • West Jaintia Hills: 06 Community Halls to be completed by February 4th. One has been sanctioned recently, with interior plastering and finishing to be done by February. • Laskhein: Ongoing, with 04 structures to be completed by February. • EKH (Makynrew): Just started; structure expected to be completed by February.] • Mawryngkneg: One completed in December, the other by January. • SWKH: Structure to be completed by the first week of February. • Mairang: 06 total structures, to be completed in January, February, and March. • Procure a safe locker IVCS: The specifications should be provided by the SPMU. Identify potential vendors and verify options through MLAMP • Trikillila has requested for an accountant. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
15	<p><u>Springshed Managment</u></p> <p>1. Spring Activities in Villages with No Plantation Area</p> <p>-Springs activities will continue if villages express interest. -VPIC will handle maintenance of springs. -Maintenance responsibilities and landowner approval to be included in the MoA. The MoA must specify that the landowner shall not alter or damage the intervention site.</p> <p>2. Submission of Detailed Technical Reports (DTRs)</p> <p>Submission Timeline by Districts: SWKH: 2 DTRs by 17th December 2024. RB: Umling by 13th December, Umsning by 15th December 2024. EJH: By 15th December 2024. WJH: By 15th December 2024. EGH: By 20th December 2024. SWGH: By 15th December 2024. WGH: By 15th December 2024. NGH: By 18th December 2024. SGH: By 16th December 2024. A total of 70 MoAs with DTRs are expected to be submitted by December 2024.</p> <p>3. Alternatives for Contour Trenches A meeting will be scheduled with MLSC to discuss alternatives for contour trenches. Villages prepared by MLSC will not be covered by Field Engineers.</p> <p>4. Alternate Spring DTR Submission Alternate spring DTRs to be submitted by 15th January 2025.</p> <p>5. Fund Routing for Springshed Management Funds will be routed through VPIC for Springshed Management.</p> <p>6. MoA Signing and Incentives for Landowners DPMs will propose incentives to encourage landowners to sign MoAs.</p> <p>7. GIS and Land Demarcation GIS team will: Identify fragmented areas and divide them into three plots for better management. Demarcate the lands and submit them for sanctioning. Generate Plot IDs for the demarcated lands.</p>			
16	<p><u>Post Plantation</u></p> <ul style="list-style-type: none"> • Ground truthing post plantation to be completed by this week. • Post-Plantation of Resurvey Area-Five plots from Resubelpara have been dropped. • Two plots from Rongram Block need to be reverify and completed by this week. • DPMs/BPMs to submit finalise demarcaration plots for 2025 plantation & Identify model of plantation as to which model of agroforestry for next year. • SPMU and concern Blocks to rectify the overlapping plantation plots. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
17	<p>IVCS & SHG's</p> <ul style="list-style-type: none"> Mobilize and organize small campaigns to raise awareness. Mobilize staff effectively for campaign activities. Circulate and share relevant information to ensure everyone is informed. Ensure submission of a proper business plan. Open a bank account for financial management. DPMs to select best two performing SHGs to receive 1 lakh funding and additional benefits Other SHGs will be linked to VDVK schemes IVCS head should sign and vet the business plans. Follow Action Plan as provided by SPMU. (Lorenzo to share the Action Plan) To conduct small campaigns for Mobilisation of shares among IVCS members. 1st Phase of Business plan to submit by 15th and 2nd Phase by 19th December and all Business Plans should be completed by 2nd week of January. 20th December last date for opening of bank accounts. 			
18	<p>Microplan</p> <ul style="list-style-type: none"> All microplans must be completed by mid-March. Clarify the status with the MIS team at Saipung. DPM & BPM should check the progress of the microplans. Rectify any errors with the CDFI team. DPM & BPM need to thoroughly review the microplans. 20 microplans need to be checked. Microplan data should be uploaded bit by bit. Ensure the syncs for each upload 			
19	<p>Finance</p> <p>All districts must share their plans for the unspent balance by 10th December 2024 except for West Jaintia Hills.</p>			
16th December 2024 (SPMU Review Meeting with APD)				
	Action points		Deadline	Status
1	Slides for each project (to be consolidated into a single PPT by DPDS).			
2	<p>Plantation</p> <ul style="list-style-type: none"> Post plantation survey - 8174.3 ha. 10044 refilling of saplings. Forester issue in WGH group 2 Transfer of saplings for community Nursery will be on January 2025 Rough requirement of horticulture species 			
3	<p>Exposure Visits</p> <ul style="list-style-type: none"> Exposure visits will involve selecting 20-30 from each district based on specific criteria. In case of any shortfall, community contributions can be considered. 			
4	<p>Monitoring & Evaluation</p> <ul style="list-style-type: none"> requirement of M & E staff from senior level. 			
5	<p>SALT Agroforestry with hedgerows</p> <ul style="list-style-type: none"> Soil samples from both model and control farms will be submitted to the Agriculture Department/BRDC for comparative analysis. 			
6	<p>SWC</p> <ul style="list-style-type: none"> Complete checkdams by February 2025. Provide house rent for apprentices (HRA). Conduct a quick block-wise survey to assess the required conservation work for dugout ponds before the monsoon (Nodal person: Effie). Address the sanction issues for Phase 4 and Phase 5 of the EPA Community Hall. 			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
7	Website - All projects website to incorporate in MyMeg.			
8	Springshed Managment - A "What to Do and What Not to Do" chart/poster will be designed by KM. - FEs are required to visit each block to ensure timely submission of DTRs. - A summary of DTRs related to spring management, plantation activities, and contour trenching will be prepared by Jill.			
9	SHG - PAN Card issues for SHG account openings. - List of Banks to share with APD. - Saurabh to issue letter to VDVK and send as ED, MBMA with the list of villages to be shared by Bratiti			
10	IVCS - Add more slides on state organic mission components - To connect with the director of IIM Shillong by Veveane			
8th January 2025 (SPMU Review Meeting with DPD)				
1	Plantation: Layout issue to solve (Dokatchi) Way forward: Finalisation of sapling requirement			
2	Knowledge Management: To co-ordinate on making reels on layout issue of planatation			
3	IVCS/SHG: To check on the report and inform which BPMs are responsible for whick clusters.			
4	SALT: Demarcation to complete by January 2025.			
5	Monitoring & Evaluation: To add plan and action in slides			
6	Springshed: Way forward 1- Submission of 60 DRS to complete on January 10th, 2025. 2- All MOAs submission to complete by January 20th, 2025.			
7	Community Hall: 1- To add the slide of phases wise to be converted. 2- Sanction & estimates to add			
8	SHG Submission of VDVK list to the state (Sienmiki).			
14th - 15th January 2025 (SPMU Review with APD)				
1	MIS - Breakdown of expenditure by wage and material	CDFI Team		
2	For all SWC - plastic tanks, STC, RCC water storage, sanction to be given for base structure immediately. Additional amounts required can be proposed subsequently	SWC		
3	Best Community Hall will be given award, block wise - Issue office order	DPD		
4	Springshed Management: 1. Share details of total area and total number of structures proposed in DTR against each intervention type to APD. 2. Sanctions to be released as per MLSC proposed area. Adjustments to be done after actual demarcation of the intervention areas & structures.	Springshed	1) 15.01.2025 2) Jan 2025	1) Completed 2) Ongoing
5	Procurement data from Field which was updated only upto Nov 24 to be updated immediately; MTAs will takeover data updating and Accountants to be given responsibility for this updating	Finance		
6	Project wise status of Recruitment (HR)	HR		

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
7	Detailed breakdown of Clusters as per GT plan and comparison against choice of value chains selected under the internal business plans; map proposed locations for infrastructure - whether in MegLIFE villages or in Existing Units	Livelihood		
8	Assess available funds under the project to fund all value chain plans			
9	Plan for supplying curcumin to US Company (name?)	IVCS		
10	Follow up meeting with SELCO to present our Value chain plans (as per GT plans); date to be communicated to APD by 15th			
11	Organic Mission - Expansion of organic mission to our IVCS; DPMs were supposed to identify which IVCS can be taken up; Need the list;	DPMs		
12	Weekly meeting on Livelihood with APD; Sienmiki to convene; Organic mission to be added to the review agenda for Livelihood weekly meeting	IVCS		
13	Nangteibor to take up additional responsibility of Livelihood (Bamboo, Organic)			
14	As directed by APD the DPMS to come and work from SPMU for a week once in a month, DPD to issue Official notice on the same			
15	NFP seeds availability from existing Salt farms to be confirm by end of Jan '25. Identification of uncontrolled farm to be completed by Jan '25.	SALT		
16	The MIS data should match the data with the excel sheet that has been captured by the SWC Vertical	Data Team		WIP
17	All Community Halls to be installed with solar power in addition to the grid connection however no savings should be utilised on Solar power system.	SWC		
18	The activities such as Conservation Pond, Dugout Pond, Minor Irrigation Dam and Check Dams can be merged based on the site requirements with justifications on the social and economic impact it will create on the communityand	SWC		
19	All the SWC APO Targets upto the Financial Year (24-25), should be completed by March, 2025	SWC		
20	Visits to Private Nurseries to start by January	NRM		
21	Demarcation for 2025 to be shared by 31st January	NRM		
22	Plantation Report to be submitted by SPMU. Deadline 31st January, 2025	NRM		
23	Complete transaction of money from state level to village level to be captured in dashboard	DATA team		Data Team has informed Finance how the data from Tally has to be structured. Finance Team to share the formatted data to MIS
24	Status of Recruitment of Paramedic team	Veveane		
25	Insights on direct purchase	DATA team		Insights discussed with APD. Analysis on contract and materials to follow as data is being updated
26	Work Plan to be shared by the procurment team to the vertical heads	Procurement		
27	All reimbursement amount from JICA to be captured in MIS	Finance and Data Team		
28	Screening and standardization of every form designs. Testing of forms before deploying	CDFI Team		
29	1.The district team should share their procurement workplan to the SPMU Procurement team so that it will be easy monitor the activities in MIS 2. DPMs to informed if any capacity building is required to the MTA/Finance staffs from Procurement team.	DPMs and Procurement	1. Workplan: Before 30th January 2025. 2. Capacity Building: Respective DPM & BPM to decide on the timeline.	
17th January 2025 Review Meeting with Districts (Khasi, Jaintia Region)				

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
1	All pending Sanctions for both the EPA & SWC Activities will be released by January, 2025	SWC		
2	Conservation Pond, Dugout Pond to be included under livelihood component for fisheries or any related livelihood			
3	First village to initiate fishery for conservation pond to receive award First to complete all SWC structures by March, 2025 will receive award			
4	Revised cost norms for Half Moon Terracing- SPMU (GIS) to share plot wise area to FEs to implement Half Moon Terracing			
5	Field Engineers to come up with options such as exploring possibilities of assisting the community in water conservation or building a bigger multi purpose reservoir with the same intended purpose of each structure of conservation pond, dugout pond, minor irrigation dam and RCC/Vented check dam- to be added on 17th Jan			
6	SWC team to compile the actual estimates and total mandays require to complete each block- SWC team to share the template to FEs			
7	Community Halls who started on Decemeber to complete Phase III by March, 2025			
8	All Community Halls to be completed by 1st week of April, 2025			
9	Find alternate springs for those having difficulty in receiving MoA.	Springshed Management		
10	Village wise Mandays based estimation for interventions to be shared with SPMU.			
11	Spring Manual to be produce for issues, solutions for Meghalaya Edition by the end of the year.			
12	Entrering of data for springs even if springs has dried up to record their discharge.			
13	I. GIS to demarcate the actual area received for implementing proposed interventions II. Actual area to be written in MoA III. On uploading MoA to Documentation form, GIS staff to note the unique Plot ID for the each MoA uploaded (Plot ID will be assigned by the form for each MoA that will be uploaded) IV. Unique Plot ID to be mentioned as one of the attributes of the shapefile before sending to Manager GIS (SPMU)			
14	All issues or any data updated in the MIS not reflected to share in the sheet daphi shared in the group.CDFI team to ressolve	CDFI		
15	Data team to analyse how long it takes to finish SWC structure	Data Team		
16	Data Team to find a way to bring % completed status for weeding activity			
17	Issue office order on the targets given by the Block on completion of activities and updation of MIS, those not completed to hold salary of the concern.	Bratiti		
18	BPMs to start booking seedlings by 31st January and pay only for booking.	BPMs		
19	Model Identification to be completed by Blocks by 22nd January 2025			
20	Status of How many has done pruning from old plots and how many has collected seeds to be completed by 1st week February 2025	SALT		
21	Issue office orders on guidelines to harvest seeds with completion target.			
22	Share AGF SALT Model with BPMs and Salt Nodal Staffs			
23	Issue office orders on guidelines to harvest seeds with completion target.	HR		
24	Share AGF SALT Model with BPMs and Salt Nodal Staffs	IVCS & SHG		
25	TA/DA will be given to apprentice			
26	IVCS groups to conduct MC Meeting and discuss on shares			
27	Single village SHG to transfer to nearby IVCS			
28	Sanctions to release to those SHG who are ready to implement thier business plans			
29	Submissions of all business plans by 24th January 2025	Finance		
30	Sanctioning of any awareness programme conducted by the blocks from SPMU.			
31	All districts to submit the utilisation plan and target to utilised funds.			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
20th January 2025 Review Meeting with Districts (Garo Region)				
1	Sanctions will be issued based on Model Estimates for all SWC activities. However, if an additional amount is required, the concerned Field Engineer, BPM, or DPM may request it with proper justification	SWC		
2	Field Engineers must submit a plan outlining how they will complete all construction activities by March 2025			
3	Procurement data needs to resume being updated on MIS. Due to the large targets for FEs, it is decided that the responsibility for this data update will be given to the Accounts/finance staff of each district. MTAs in each district will do the data entry under the supervision of the Accounts/Finance staff.			
4	Halfmoon terraces sanctions will be released with plot id			
5	Field Engineers to come up with options such as exploring possibilities of assisting the community in water conservation or building a bigger multi purpose reservoir with the same intended purpose of each structure of conservation pond, dugout pond, minor irrigation dam and RCC/Vented check dam- to be added on 17th Jan			
6	First village to initiate fishery for conservation pond will receive an award First to complete all SWC structures by March, 2025 will receive award			
7	All physical construction activities targets must be completed by March 15th, 2025			
8	<p>Springshed Management :</p> <ol style="list-style-type: none"> 1. DTRS submission is complete. 2. No MOA received for Rongraong Antedan village as owners are unwilling. 3. GIS task: Demarcate the plot, collect location and owner details, link to shapefile, and gather plot name and ID from the MIS. 4. Three MOAs pending for Rongkandi, Chokpot. 5. MOA submission for Gulpani, Rongara, is ongoing. 6. MOA submitted for Rongram but area not specified. 7. Tikrikilla's MOA corrections due this week. 8. To provide multiple plots IDs, in case of intervention sites with multiple land owners. I. GIS to demarcate the actual area received for implementing proposed interventions II. Actual area to be written in MoA III. On uploading MoA to Documentation form, GIS staff to note the unique Plot ID for the each MoA uploaded (Plot ID will be assigned by the form for each MoA that will be uploaded) IV. Unique Plot ID to be mentioned as one of the attributes of the shapefile before sending to Manager GIS (SPMU) 9. MLSC- To come up with alternative strategy to resolve land conflicts/ land where owners are skeptical in giving MOAs 	Springshed Management		
9	<p>Spring Monitoring</p> <ul style="list-style-type: none"> - Monthly data updates and monitoring are mandatory from January onward. - The numbers for Tikrikilla and Dalu Block are missing in the MIS and will be addressed by the MIS team. -Spring Monitoring data in excel file to be shared with SPMU every month after completion of Spring Monitoring 			
10	<p>Plantation weeding activities</p> <ol style="list-style-type: none"> 1- EGH - Data is not appearing in the MIS. The issue will be addressed by the CDFI team. 2- Dalu - 33 plots not reflected on MIS 3- Gambegre block - The 3rd weeding has been completed and updated, but it's yet to reflect in the MIS. 4- Tikrikilla group 1 -The 3rd weeding is pending due to insufficient funds in few villages.. <p>2023 weeding activities</p> <p>Updates for Year 2 weeding are still pending, as the IT team is working on the required Plantation F3 Recuring form</p> <p>Unsanctioned Blocks: Blocks that have not receive sanctions must submit requisition files to SPMU.</p>			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status
11	Nursery & saplings 1- To convert the models to reflect the percentage of saplings needed for 2025. 2- To begin placing sapling orders with private vendors. 3- To start making 10% advance payments for sapling bookings by next week.	NRM		
12	Expected plantation area for 2025 For the 2025 plantation, DPMS needs to send the demarcation data to GIS SPMU and submit the shapefiles by January 31, 2025. They must also confirm the models and methods by February 2025.			
13	Post plantation ground survey for ANR 1- Rongram - Awaiting sanction for refilling of 10 nurseries. 2- Gasuapara - Two VPICs still pending sanction for nursery refilling. 3- Dambo Rongjeng - 1 VPIC hasn't received approval for nursery refilling; requisition to SPMU is needed. 4- DPMS work allocation to be submitted to SPMU. 5. Fireline and watchman sanction is under process			
14	SALT 1- Harvesting of NFP seeds: January is the month for harvesting of NFP seeds. Seeds availability (Kgs) at Block level, to be informed to SPMU by 31st January 2025. 2- Each DPMS should assess the area & Model of AGF plantation, to determine seed requirements by Jan - Feb 2025. 3- Model vs uncontrolled Farm: Identification (slope, elevation, crop types, soil type) for soil testing to be carried out Pre Monsoon, Monsoon & Post Monsoon by 31st Jan 2025. 4- Seasonal / Short / Medium term crops grown in Model Farms: BPMU Nodal staff to follow up with farmers on the quantity, crop type, manure, organic pesticides and spray used to asses farm's productivity.	SALT		
15	IVCS Domesal Rongrong's RF account is delayed due to a round seal requirement. DPMS need to email to SPMU for approval. IVCS account opened (DPM EGH and IGA staff Songsak Block) 1- Zikzak – 2 out of 4 accounts have been received. 2- Resubelpara – 3 out of 4 accounts have been submitted.(expect to receive Bank account by 31st Jan 2025	IGA		
16	SHG account opening 1. WGH – Completed. 2. SGH – Submission to be completed by this week. 3. Rongram Group 1 – 30 SHGs submitted. 4. Dalu – 10 SHGs submitted. 5. Samanda – Passbook pending. 6. Kharkutta – 5 SHGs submitted from standalone villages. All SHGs with grade A & B are to submit Business Plan by end of Jan 2025 ((As decided all SHGs of Stand alone villages are to complete opening Bank Account by End Jan 2025)All pending SHG accounts are to be completed by next week. Vertical IGA staffs			
17	All pending SHG accounts are to be completed by next week.			
18	Districts encountering issues with opening bank accounts in MCAB should submit a list of these districts to Sienmiki.			
19	Membership mobilisation (IGA Staffs & IVCS) 1. Songsak-b 89 members enrolled. 2. Resubelpara - Rongpetchi- 60 members - Nanil Apal- 32 members - Rangsi Aga- 38 members 3. Baghmara - Encountering difficulties with membership mobilization. 4. IVCS Target - A timeline should be established to reach 300 marks. (Sienmiki)			

MegLIFE Minutes of Meeting					
SL. No	Action points	Vertical	Deadline	Status	
20	<p>Business Plan</p> <p>1- Received from all IVCS Business Plan the districts.</p> <p>2- To map out all the value chain and make a list of the top 10 villages (Sienmiki)</p> <p>3- IGA staff to study the GT Report. (DPMS and IGA staff)</p> <p>4- Prebooking of value chain product in advance to be done.</p> <p>5- DPMS are responsible for the implementation of plans</p> <p>6- To do mapping to ensure the numbers and compare the plans of which SHG will be linked with value chain clusters.</p> <p>7- 4000 rupees to be used for SHGs books & registers have been authorised (DPMS and IGA staffs- apply for those the 2 selected SHGs with grade A & B per VPIC).</p> <p>8- To speak with the DPM of LAMP regarding IVCS (Sienmiki)</p> <p>9- IVCS can open their Bank accounts in MRB/MCAB as well. (IVCS & IGA are to facilitate)</p> <p>10 - IVCS group to conduct MC meeting and discuss on shares.</p> <p>11- Dorakgre - yet to receive passbook, DPM to talk to the Bank for on this issue.</p> <p>12- Songsak - PAN card pending</p> <p>13 - To start planning the FLP program in the district</p>				
21	<p>VDVK Scheme</p> <p>1. The consent form needs to be submitted to SPMU by January 31, 2025, in order to finalize the VDVK consent clusters (DPMS).</p> <p>2. Each VDVK must have at least 200 members. (SHGs may identify from non project village in order to get the min 200 members per cluster)</p> <p>3- Selsella Block-7 Villages under 1 VDV.</p> <p>4. IGA staffs are to hold a Block Level meeting or cluster level meeting to finalise with the SHGs the village head quarters for each cluster for VDVK scheme</p>				
22	<p>Bamboo Mission</p> <p>1. Training for approved bamboo clusters will be sanctioned by SPMU.</p> <p>2. DPMS are required to enter the completion status of training into the MIS.</p> <p>3. DPMS will assign specific bamboo types to each cluster.</p> <p>4. Consent forms must be signed and submitted to SPMU by 31st January 2025 for finalizing VDVK consent clusters.</p> <p>5. DPMS should begin raising awareness about the Bamboo Mission within the communities.</p> <p>6. DPMS is responsible for collecting information on which villages are interested in bamboo cultivation.</p> <p>7. IVCS should have at least 100 hectares of agricultural land. DPMS needs to identify suitable areas.</p> <p>8. Districts with entrepreneurs must compile a list of relevant villages and share it with SPMU.</p>	Bamboo Mission			
23	<p>FMP</p> <p>1. Final report due for submission by next month.</p> <p>2. SGH- 343 entries uploaded on Appverse, with 1 village remaining to be completed this week.</p> <p>3. EGH- 296 entries uploaded on Appverse.</p> <p>4. Resubelpara- 61 out of 84 clusters uploaded.</p> <p>5. SWGH- 100% completion.</p> <p>6. SGH- 1 village pending.</p> <p>7. WGH- 160 completed out of 336.</p> <p>8. All FMP data to be submitted to COE by January 31, 2025.</p> <p>9- To complete the additional manpower requirement in the spreadsheet provided by SPMU to the districts, and ensure it is done by January 21st, 2025.</p>	FMP			
24	<p>Finance & Accounts</p> <p>1. Record the remaining balance of the fund.</p> <p>2. Update any disputes in the MIS.</p>	F&A			
25	<p>Procurement</p> <p>1. MTA should input procurement release data into the MIS for each district.</p> <p>2. The district team needs to share the procurement workplan with SPMU.</p>	Procurement			

MegLIFE Minutes of Meeting				
SL. No	Action points	Vertical	Deadline	Status