

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



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

Minutes of the online Review Meeting of BPMUs on Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya

Date: 20.12.2022 **Time:** 10:30 am

Agenda	Decision
1. Community Nursery	1. DPMs to transfer community nursery fund to the VPIC account of the willing villages. 2. Detailed guideline on starting community nursery activity will be circulated from SPMU <p style="text-align: right;">Action by: DPMs and BPMs</p>
2. Community Hall Construction	1. The Activity shall be started from Jan 2023 2. Guideline on process of implementation will be circulated from SPMU shortly. 3. Briefing Meeting on process will be conducted by SPMU 4. Orientation meeting of VPIC members shall be organized by BPMs on process of community hall construction before starting the activity in villages. 5. Model estimate on Construction of Community Hall will be circulated from SPMU 6. DPMs to transfer fund for construction of community hall to the VPIC account according to the model estimate. <p style="text-align: right;">Action by: SPMU, DPMs, BPMs</p>
3. PLUP & Microplanning at Batch-1 Villages	1. Data Entry Operators will be engaged by DPMs on daily wage basis for desk job @ 1 per BPMU for entering HH survey data of those villages where VCFs are not skilled enough to enter data using app. 2. Payment of wages to Data Entry Operators @ 483/- (Skilled Labour) as per Minimum Wage rate notification of Govt. of Meghalaya dt.1 st Nov 2022 on daily wage rate basis shall be made. 3. HR Team, MBDA will issue model engagement letter for Data Entry Operators. 4. From 2 nd Jan, 2023 onwards all PLUP & Microplanning data shall be entered through MIS app only. <p style="text-align: right;">Action by: SPMU, DPMs, BPMs</p>
4. Plantation for next year (2023-24)	By 31 st March 2023 following activities shall be completed 1. Identification of land for 2023 plantation 2. Pre-survey with GPS followed by drone survey 3. Selection of Plantation Models 4. Signing of agreements with owners/community <p style="text-align: right;">Action by: SPMU, GIS Team, DPMU, BPMs</p>

Agenda	Decision
5. Finance Related	<ol style="list-style-type: none"> 1. Finance related issues of South Garo Hills and R-Bhoi District will be discussed in a separate meeting with DPM & all BPMs of the district. 2. PA, Finance SPMU will visit the Garo Hills DPMUs for internal auditing with a view to rectify wrong bookings etc. 3. Before releasing payments DPMs to verify and approve all bills related to TA/DA and booking of POL for all MegLIFE vehicles. <p style="text-align: right;">Action by: SPMU, DPMs, BPMs</p>

Sd/-

(Gunanka DB, IFS)
Addl. Project Director
MegLIFE, MBDA, Shillong

No. MBDA/JICA/2021/1090 / 863


Dated: Shillong, the 20th Dec, 2022

To:

1. All Concerned

Copy to:

1. Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong


Addl. Project Director
MegLIFE, MBDA, Shillong