



Minutes of the Online Review Meeting of MegLIFE DPMs held on 06.02.24 & 07.02.24

Agenda	Decision	Actions to be taken by/ Nodal Person	Timeline
1. Record Maintenance at VPIC	APD, MegLIFE will review the status of record updation against the final deadline for updation of VPIC records both for physical and MIS declared by DPMs in the next review meeting of DPMs.	APD	23 th Feb 24
2. Worklog of staff in Laskein block	DPM, WJH will submit worklog of last 6 months of MegLIFE staff posted in Laskein.	DPM, West Jaintia Hills	20 th Feb 24
3. Nodal persons for Project Interventions	<p>1. One staff (AM or PA) of BPMU shall be nominated by BPM as the nodal person for SALT and one FE and PA, GIS, DPMU shall be deployed by DPM as nodal person for Spring shed management for coordination with SPMU.</p> <p>2. One person shall be nominated by VPIC in the EC meeting in the presence of BPM for taking care of the nursery on a daily wage basis. BPM may suggest the source of the account head from where the wages are to be booked in the VPIC expenditure according to the available savings. (The person engaged as plantation fire watcher can also be given the dual charge).</p>	BPMs	20 th Feb 24

4. Exposure Visits	BPMs shall select the best villages under their blocks for organizing internal exposure visits of VPIC members across the districts.	BPMs	21 th Feb 24
5. VCF Salary	MIS form will be deployed from SPMU to be filled by BPMs on a monthly basis to recommend base salary and incentives for VCFs so that, the salary of the VCFs could be released timely.	MIS, SPMU	14 th Feb 24
6. MoA and ESMF checklist	MIS Team, SPMU will create a Form for uploading activity-wise MOA along with filled-in ESMF Checklist.	M&E, SPMU	14 th Feb 24
7. Microplan	All microplans shall be vetted by GB of VPIC and a copy of the same shall be kept at VPIC.	DPMs	22 th Feb 24
8. Community Nursery	<ol style="list-style-type: none"> Weekly review meetings will be chaired by APD, on status of nursery stock availability. Saplings in the community nurseries that are affected by frost or winter dormancy should not be uprooted from the poly bags. SPMU will issue guidelines on phase-wise withdrawal of funds for community nurseries. 	<ol style="list-style-type: none"> APD BPMs DPM, Ri Bhoi TS, PM 	22 th Feb 24
9. Field verification of Survival % of plantations	<ol style="list-style-type: none"> GIS team of DPMUs will undertake a sample survey of 2023 plantation plots to verify survival %. GIS Team, SPMU will share guidelines for the sample survey. 	<ol style="list-style-type: none"> GIS Team, DPMU GIS Team, SPMU 	20 th Feb 24

10. Selection of plantation models	<ol style="list-style-type: none"> 1. GIS Team, SPMU will verify the accuracy of model selection done for the 2023 plantations using KML. Files of post- survey on forest density parameters. 2. Vetting of plantation models selected for 2024 plantations will be done by GIS Team SPMU using forest density parameters on KML files of pre- survey before placing of funds from SPMU. 3. Final list of Area wise selected models will be issued from SPMU. 	GIS Team, SPMU	22 th Feb 24
11. Reward for best performance.	KM team from SPMU shall establish specific criteria for nomination staff to receive rewards for outstanding performance in their respective areas of work.	KM, SPMU	22 th Feb 24

(Gunarka DB, IFS) 13/2

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

No. MBDA/JICA/275/2022/

Dated: Shillong, the 13th Feb, 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

ANNEXURE: District Wise Action Plan

EAST KHASI HILLS DISTRICT	
1.	Sowing in all vacant and in Mother beds– Feb, March (only local seeds)
2.	Collection of wildlings for transplantation in polybags (March, April, May)
3.	Spraying of solutions for prevention against pest attack – Action taken/ on going
4.	Keeping one person with Payment of Rs 1,500-2000/- per month for watering and maintenance (for 3 months- Feb, March and April)
5.	Scaling up of only good performing nursery- extending beds- Feb and March, 2024 (raising only local adaptive species)
6.	(Exposure visits/ VPIC interactions/ Sharing of experiences) to good performing nurseries – Timeline – Last week Feb, 2024

EASTERN WEST KHASI HILLS DISTRICT	
1.	HHs to be completed by 20 th February, 2024, all staff have split into team to help the VCFs on entering the data at MIS
2.	They have selected one concern person to watering the poor nurseries, some batch-1 villages have assigned the fire watchers to water the nurseries.
3.	Pyndengdombah and Umpdem villages have less area of plantation
4.	Umpdem village will confirm the area by 15 th February 2024.
5.	Pyndengdombah will wait till 15 th February 2024, if they will not get plantation area by 15 th February.

RI BHOI DISTRICT	
1.	Thorough monitoring of community nursery especially in Umsning.
2	BPMU team assisted the VCF in updating the registers.
3	Divided the team to go village wise for Physical Verification and Correction.
4	Target to complete updating physical register by February.
5	Instructed VCF to Enquiry from land owner the cost before entering in the register.

SOUTH WEST GARO HILLS DISTRICT	
1.	All the books and register to be completed by on or before 15 th Feb 2024
2.	All the books and registers to be updated in MIS when the physical record has done.
3.	Resume construction activities after 15 th February 2024.
4.	Ensured to demarcation for 2024 community plantation to be completed by on or before 15 th Feb 2024.
5.	Ensured to 100% seedling produce from all the community nursery.

NORTH GARO HILLS DISTRICT	
1.	Appverse HH survey will be assigned one staff each. Staffs to assist VCF in data entry and provide secondary data such as electoral roll list and Job card list collected from the office of the Block Development Officer. Activity to be completed by 29 th Feb, 2024.
2.	Measurement book entry is to be taken up solely by FEs and to be completed by 15 th Feb, 2024.
3.	Land value is to be collected from landowners and to be converted into monetary value for CC register. Changes in the CC form has been suggested to SPMU.
4.	Newly recruited MTA will fully engage data entry in AppVerse.
5.	Project Associate and DPM will visit community nursery to supervise the works. All activities to be completed by 20 th Feb, 2024.
6.	In case of worst performing nurseries, the community has been instructed to refill the fast-growing species which can be planted by the month of June.

EAST GARO HILLS DISTRICT	
1.	Appointment of MTA cum DEO for Data Entry in Appverse- VCFs are facing difficulties in entering data due to language barrier.
2.	ALLOCATING RESOURCES - Team has been assigned with different register maintenance task to complete the task efficiently. Accountant and accounts background personnel has been given the task of accounts to ensure quality and efficiency of work.
3.	TIMELINE- Timeline has been given to the staff for 12/02/2024 to complete the task.

WEST JAINTIA HILLS DISTRICT	
1.	Muster roll register: The staff has been assigned and divided into clusters to follow up with the VCF in order to complete the house survey and ensure complete signatures, and to complete the task as per the timeline set and also to ensure complete upload in appverse.
2.	MOU/MOA- the staff been assigning and divided into cluster wise to follow up with the VCF to complete upload in appverse
3.	Cash Book & Minutes Book: For 4 consecutive days, allocate 20 VCF members to visit the Block office to complete the VPIC books of record. Then, reserve one day for obtaining all the necessary required signatures, followed by another 2 days to ensure completion and upload in Appverse. (BPMs and Accountant)
4.	Membership register/Cheque issue register: The staff has been assigned and divided into clusters to follow up with the VCF to complete physical entry and obtain complete signatures, and to complete the task as per the timeline set."
5.	Measurement Book & Procurement document- FE 4 days to complete entering in physical the process.

SOUTH WEST KHASI HILLS DISTRICT	
1.	14 remaining villages with incomplete Appverse HH survey will be assigned one staff each. Staffs to assist VCF in data entry and provide secondary data such as electoral roll list and Job card list collected from the office of the Block Development Officer. Activity to be completed by 29 th Feb, 2024.
2.	The same staff assigned to a village will assist with entry of other records such as Minute book, CC register and Cash book. Activity to be completed by 19 th Feb, 2024.

3.	Measurement book entry is to be taken up solely by FEs and to be completed by 15 th Feb, 2024.
4.	Land value is to be collected from landowners and to be converted into monetary value for CC register. Changes in the CC form has been suggested to SPMU.
5.	Newly recruited MTA will assist in data entry for HH survey forms first and priority will be given to VCFs with lesser digital awareness/knowledge.
6.	Project Associate and DPM to be physically present at community nursery site at a date and time as fixed by the VPICs with poor nurseries to supervise the works. All activities to be completed by 20 th Feb, 2024.
7.	In case of worst performing nurseries, the community has been instructed to find and procure seedlings via community contribution in case nursery fails to revive.

SOUTH GARO HILLS DISTRICT	
1.	<ol style="list-style-type: none"> 1. To Physically verify all the Nursery by February, 2024 by DPMU and Group-2 staffs. 2. And distribute seeds of Lagerstromia speciosa seeds to low lying nursery and Bischofia javanica seeds to hill areas, to those nurseries with vacant polybags
2.	Registers: to complete all the physical records by 15 th February 2024

WEST GARO HILLS DISTRICT	
1.	<p><u>Maintenance of Community Nursery</u></p> <p>Routine/time table for watering and weeding created at VPIC level for better monitoring. All VPIC members to be involve in the task.</p> <p>BPMU staffs to constantly monitor each nursery every 3 days. The</p>

	<p>report along with the photos to be submitted to DPMU.</p> <p>DPMU BPM to take note of each nursery and report the same to DPM. Nursery found to be under distressed or in bad condition, action to be taken immediately. Action will involve withholding of salary to the VCF, if situation doesn't improve funds for construction of Community Hall to be halted.</p>
2.	<p><u>Completion of registers</u></p> <p>Each Block assigned one/two staffs for each cluster to monitor the progress of register and appverse entry.</p> <p>BPMU staff to select one centre village for each cluster to have all the VCFs and secretaries to assemble and complete the entries.</p> <p>BPMU to constantly update on the progress of the entries and report to DPMU.</p>

EAST JAINTIA HILLS DISTRICT	
1.	3 remaining VPIC with incomplete appverse is assigned to one staff each to assist VCF in data entry and collect of data like epic and job card. To be completed by 23rd Feb
2.	MB entry is entrusted to FE. ALL remaining is to be completed by 23 Feb
3.	Newly engaged MTA will assist in data entry for HH survey forms along with VCF who have lesser knowledge in digital knowledge
4.	PA along with BPM to ensure that all community nursery issues and gaps are met.