

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 SPMU Review Meeting held on 16th May, 2023 under the Chairmanship of Additional Project Director with SPMU staff at the Conference Hall, O/o Project Director, Community-Based Forest Management and Livelihoods Improvement in Meghalaya (MegLIFE), MBDA

Date: 16.05.2023 Time: 02:00 pm

Venue: SPMU Conference Hall, Shalom Building, Lachumiere, Shillong.

Agenda	Decision
I. Monthly Online Review Meetings with BPMs	1. All verticals of SPMU will share issues to be discussed in the meeting 2. Format on vertical wise issues (agenda) will be circulated in google sheet well in advance before the monthly online review meeting so that vertical wise detail review, based on data submitted by BPMs could be conducted. 3. Consultant, PM will brief on findings of review meeting for necessary action from SPMU, MegLIFE <p style="text-align: right;">Action by: APD, Con, PM & All Verticals</p>
II. Plantation Data	1. Manager GIS and Manager, NRM to coordinate among each other for finalization of data on planation areas. 2. There should not be any mis match of data among different verticals of SPMU, MegLIFE <p style="text-align: right;">Action by: Manager NRM & GIS</p>
III. GPS location of Assets created under MegLIFE in Project Villages	1. GPS coordinates of all assets in MegLIFE villages should be collected and asset maps should be prepared accordingly of the entire Project area. <p style="text-align: right;">Action by: TS, GIS & All Verticals</p>
IV. Photographs of Project Interventions	1. Photographs of intervention sites/assets should be taken from same angle in all stages of intervention (e.g. community hall site before construction/during construction/after construction etc.) and uploaded in Clappia. <p style="text-align: right;">Action by: SPMU: Manager, KM BPMU: All concerned</p>
V. Community Hall	1. Construction of community halls are approved in villages provided minimum 2100 sq. ft area. They should immediately go ahead with procurement and construction activity. 2. Office order regarding this shall be issued immediately from SPMU, MegLIFE. <p style="text-align: right;">Action by: FE, SPMU</p>

Agenda	Decision
VI. Finance	<ol style="list-style-type: none"> 1. Village wise sanctions for plantations and microplans for Group-II Villages should be prepared and shared with DPMUs for issuing sanction and work order. 2. Sanctions issued for construction of Drinking Water Tanks and Spring Tapped Chambers shall be cancelled in non-feasible locations based on field verification reports submitted by the field engineers posted in BPMUs. 3. New sanctions shall be issued for construction of Drinking Water Tanks and Spring Tapped Chambers for selected feasible villages as per the field verification reports submitted by field engineers posted in BPMUs. 4. Annual Accounts Statement for FY 2022-23 shall be kept ready for GB/EC meeting of MegLIFE Project. 5. Disbursement details received by MBDA till date shall be informed to the Planning and Finance Department. <p style="text-align: right;">Action by: Sr. Manager, Finance & PA, Finance</p>
VII. PR & Publicity	<ol style="list-style-type: none"> 1. Publication of Vol.4 Issue-1 of MegLIFE Newsletter "TOGETHER" shall be completed by June,23 2. Translation of flipcharts on afforestation to be completed by June,23 <p style="text-align: right;">Action by: TS, PM & KM Team</p>
VIII. Microplanning	<ol style="list-style-type: none"> 1. Committee for 100% quality checking of Microplans prepared for Batch-1 villages shall be constituted. 2. Office Order in this regard to be issued from SPMU, MegLIFE <p style="text-align: right;">Action by: TS, PM</p>

Sd/-
(Gunanka DB, IFS)
Additional. Project Director
MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/1021

Dated: Shillong, the 19th May, 2023

To:

1. Con., PM/SPMU Staff, MegLIFE, MBDA-for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. Team Leader, PMC, MegLIFE, MBDA


18/5/23
Additional. Project Director
MegLIFE, MBDA, Shillong