

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

No. MBDA/JICA/275/2022/2057

Dated: Shillong, the 2nd Dec, 2024

NOTIFICATION

Subject: Review Meeting and Training Schedule for MeghLife Project

1. This is to inform you that a **Physical Review Meeting** of the MegLIFE Project under the Chairmanship of APD, MegLIFE is scheduled to be held on **9th December 2024 from 10 am onwards** at MegARISE Conference Hall, Shillong to review the status of works against the decisions taken during the monthly review meeting held on 4th to 5th Nov 2024.

All DPMs, BPMs, IGA staff, Field Engineers, PA, Finance, PA, GIS as well as all SPMU Verticals are requested to attend the meeting without fail. If anyone is unable to attend, prior permission must be obtained for their absence.

2. Following the review meeting, there will be 2 days **Training of Trainers (ToT)** from **10th to 11th Dec, 2024** for the DPMs, BPMs and IGA staff on “Propagation and Commercial Utilization of Bamboos of Meghalaya for Improvement of Livelihoods” and “Clustering SHGs and preparation of Business plans for enrollment under Pradhan Mantri Van Dhan Yojana”.
3. Followed by the TOT there will be batch-wise Refresher Training on “**MegLIFE MIS** for all MegLIFE Field Staff to ensure that all staff are fully updated on the latest features and functionalities of the MegLIFE MIS.

All concerned are directed to attend the MIS training as per the batch without fail.

- Enclosed: i) MOM 4th to 5th Nov, 24
ii) TOT Module
iii) MIS Training Batches & Module

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

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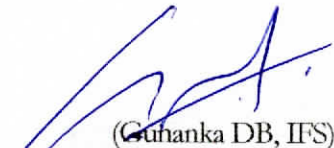
MegLIFE Review Meeting of MegLIFE DPMUs

Date -4th to 5th Nov, 2024,
Venue – SPMU Conference Hall, Shillong

| SL. No | Agenda | Decision | Timeline | | | | | | | | | | | | |
|----------------------|-------------------------------------|---|----------------------------------|---------------|------------------|----------------------------------|--------------|---------|--|--|--|--|--|--|----------------------------|
| 1 | Finance Related | <p>Details of unspent balance at VPICs and DPMUs were discussed and following decisions are taken-</p> <ul style="list-style-type: none"> DPMs will share activity wise amount pending for release of payments in the VPIC in the following format breakdown of unspent funds <table border="1"> <thead> <tr> <th>Activities completed</th> <th>Payments made</th> <th>Payments pending</th> <th>Un transferred VPIC Fund at DPMU</th> <th>DPMU Balance</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> DPMs will submit plan for utilization of balance fund by Dec,24 BPMs shall organize block wise adjustment melas involving VPIC members for adjusting all pending payments DPMs will share community hall wise savings and plan for utilization Monthly financial closure to be done by finance team and reviewed. SPMU team shall supervise all the above activities so that these can be completed within stipulated time Finance data to be weekly updated in the MIS | Activities completed | Payments made | Payments pending | Un transferred VPIC Fund at DPMU | DPMU Balance | Remarks | | | | | | | By 30 th Nov,24 |
| Activities completed | Payments made | Payments pending | Un transferred VPIC Fund at DPMU | DPMU Balance | Remarks | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 2 | Soil & Water Conservation Structure | <p>Details of targets assigned to blocks were discussed and following decisions are taken-</p> <ul style="list-style-type: none"> All districts to ensure that estimates for all feasible sites are submitted by November. SWC vertical heads to add an additional column for actual sites visited along with Feasibility column. All DPMs to review their own targets. to ensure that all SWC activities are in place as per the deadline. Day wise activity calendar of field engineers for achieving SWC construction targets shall be submitted to SPMU by 12th Nov,24 SPMU GIS team shall provide the drainage density maps of VPICs with identified critical water sources with SWC verticals heads of SPMU. Field Engineers (FEs) shall use the drainage density maps for selecting feasible sites for the construction of SWC structures in consultation with the community. All FEs shall submit the day-wise calendar of each month detailing the activities to be taken up by them on that particular day. DPMs to ensure that all estimates of feasible sites are to be submitted to SPMU for sanction as and when prepared. | By 30 th Nov,24 | | | | | | | | | | | | |

| SL. No | Agenda | Decision | Timeline |
|--------|--|---|---|
| | | <ul style="list-style-type: none"> For districts with RFE issues shall proceed with RFQ and if the amount exceeds SOR, get approval from SPMU. All Districts to Complete SWC and FPA feasibility checks by November and no extensions beyond November. | |
| 3 | Implementation of Springshed Treatment Plans (DTRs) Prepared by MISC | <p>Issues are discussed in detail and following decisions are taken-</p> <ul style="list-style-type: none"> DPMUs shall submit the MOA/NOC to SPMU for issuing of sanction by 30th Nov,24 DPMs shall meet the private land owners who are hesitating to give land for implementation of suggestions of DTRs. | By 30 th Nov,24 |
| 4 | Plantations | <p>Issues are discussed in detail and following decisions are taken-</p> <ul style="list-style-type: none"> Post plantation survey to be completed by 30th Nov,24 Only 60 out of 175 plots of post plantations ground truthing survey by SPMU verticals have been completed, the rest shall be completed by 1st week of Dec, 24 | By 30 th Nov,24 By 1 st Week of Dec,24 |
| 5 | Community Nursery | <p>2775 beds are continuing, issues related to this are discussed in detail and following decisions are taken-</p> <ul style="list-style-type: none"> The DPMs shall not approve the request of VPICs who have community nursery with a survival rate lower than 60% | - |
| 6 | Community Hall | <ul style="list-style-type: none"> The Community halls those have completed upto 3rd Phase shall complete the construction by Dec,24. The Community halls those have completed upto 2nd Phase shall complete the construction by March,24. | Dec,24 March,25 |
| 7 | Villages with Issues | Villages which are willing to participate in Project activities but do not have land for plantations shall continue other project activities like SWC, IGA etc. | - |
| 8 | SALT Model Farms | Soil testing of the 22 blocks, shall be submitted to laboratory by November | By 30 th Nov,24 |
| 9 | Exposure Visit | Inter district exposure visits shall be started by Nov, 24 | By 30 th Nov,24 |
| 10 | Bamboo Mission activities | <ul style="list-style-type: none"> Block wise awareness program on bamboo usage shall be completed by Dec, 24 SPMU shall organize TOT on bamboo usage for VPIC members and share awareness material with master trainers. | Dec,24 |
| 11 | Microplanning | Microplanning along with approval from DPM shall be completed by Jan 25 | Jan,25 |
| 12 | Business plan of IVCS | <p>Following business plans are discussed in detail –</p> <ol style="list-style-type: none"> Areca nut aggregation Piggery fattening and breeding unit Lakadong turmeric slicing and aggregation Potato aggregation Banana aggregation Broom grass aggregation and broom making <p>Corrections were suggested and DPMs were asked to submit the revised plans and share with consultant, Agri PMU for further review.</p> | By 20 th Nov,24 |
| 13 | Standalone villages | <ul style="list-style-type: none"> The VPICs which can not be linked with any IVCS due to various reasons, in those villages SHGs will act as aggregation point for agro commodities and supply to IVCS. | By 30 th Nov,24 |

| SL. No | Agenda | Decision | Timeline |
|--------|---------------|---|----------|
| | | <ul style="list-style-type: none"> In these standalone villages Revolving Fund account shall be opened at bank and bank account of SHGs shall also be opened for disbursing loan to SHGs. Detail guidelines in this context will be issued from SPMU and orientation of IGA staff will also be organized. | |
| 14 | SHG Gradation | <ul style="list-style-type: none"> To achieve the target of SHG onboarding under the Project, C grade SHGs are to be handhold for upgrading them to grade B. | - |


 (Guhanka DB, IFS)
 Joint Secretary to the Govt of Meghalaya
 Executive Director, MBDA
 Additional Project Director
 MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/2048.

Dated: Shillong, the 19th Nov, 2024


To:

- All Concerned-for necessary action

Copy to:

- The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -
- The Deputy Project Director, MegLIFE, MBDA

for favour of kind information


 Technical Specialist, Project Management
 MegLIFE, MBDA, Shillong

Module for 2 days Training of Trainer (ToT) for DPMs/BPMs/IGA Staff of MegLIFE Project
on
Propagation and Commercial Utilization of Bamboos of Meghalaya
for Improvement of Livelihoods
&
Orientation on Clustering SHGs and preparation of Business plans for enrollment under
Pradhan Mantri Van Dhan Yojana

| Day: 1 | | |
|---------------|--|--|
| Time | Topic | Resource Person |
| 10.00-10.30 | Registration | |
| 10.30-11.15 | Session I: Introduction to Bamboos | G.S Raju, IFS (Retd), Consultant, Project management |
| 11.15- 11.30 | Tea Break | |
| 11.30-12.15 | Session II: Bamboos of Meghalaya and Resource Survey | -do- |
| 12.15-13.00 | Session III: Bamboos of Meghalaya-Commercial Utility | -do- |
| 13.00-14.15 | Lunch Break | |
| 14.15-15.00 | Session IV: Morphology of Bamboo Plant | -do- |
| 15.00-15.45 | Session V: Propagation of Bamboo and Nurseries | -do- |
| 15.45-16.00 | Tea Break | |
| 16.00-17.00 | Summary and Exit Test | -do- |
| Day: 2 | | |
| 10.00-10.30 | Recap of the Day 1 | -do- |
| 10.30-11.15 | Session VI: Maintenance of Bamboo Forests | G.S Raju, IFS (Retd), Consultant, Project management |
| 11.15- 11.30 | Tea Break | |
| 11.30-12.15 | Session VII: Scientific Harvesting of Bamboos | -do- |
| 12.15-13.00 | Session VIII: Identification of Some Commercially Important Bamboo Species of Meghalaya | -do- |
| 13.00-14.15 | Lunch Break | |
| 14.15-15.00 | Session IX: 1. What is Pradhan Mantri Van Dhan Yojana 2. Its Objective 3. Benefits for Self Help Groups/ Producer Groups | Bratati Purkaysstha, TS, PM |
| 15.00-15.45 | Session X: How to Converge with this scheme in for MegLIFE SHGs and IVCS | Do |
| 15.45-16.00 | Tea Break | |
| 16:00-16:30 | Session XI: Preparation of Business plans for applying under the PMVDY | Bratati Purkaysstha, TS, PM |
| 16.00-17.00 | Exit Test and Valedictory | -do- |

Proposing to held the training from 9th Dec-10th Dec

Followed by DPMU & BPMU Physical monthly review meeting on 11th Dec

Agenda-

1. Action taken on the decisions of the Nov review meeting
2. Issue of overlapping of plantation plots of 2023 and 2024 in the post plantation survey maps

Venue- MegARISE Conference Hall

MIS Training Batches

| MIS training For BPMU & DPMU staff | | | | | |
|------------------------------------|----------|------------------------|--|-------------|-------|
| Serial No. | District | Block | Name | Designation | Batch |
| 1 | NGH | Khakutta & Resubelpara | Dimsrang M Sangma | DPM | 1 |
| 2 | SGH | DPMU | Mumuan Lusha Ch Sangma | DPM | 1 |
| 3 | EGH | DPMU | Teseng R Marak | DPM | 1 |
| 4 | WJH | DPMU, WJH | Wilhelmos Shylla | DPM | 1 |
| 5 | SWGK | Betasing | .Dimera R Marak | BPM | 1 |
| 6 | SWGK | Zikzak | Sengsilchi M Sangma | BPM | 1 |
| 7 | NGH | Khakutta | Alynda Areng | BPM | 1 |
| 8 | WGH | Tritikilla | Apurva Hajong | BPM | 1 |
| 9 | SGH | Rongara | Smt. Walmetira G Momin | BPM | 1 |
| 10 | SGH | Baghmara | Smt. Silgamchiy D Shira | BPM | 1 |
| 11 | SGH | Chokpot | Smt. Saili K Marak | BPM | 1 |
| 12 | EGH | Songsak | Chakrang D Sangma | BPM | 1 |
| 13 | EGH | Samanda | Barsha D Areng | BPM | 1 |
| 14 | RB | Umsning | Umsning BPMU: Mr. Dakyrshan Kharnaioir | MTA (DEO) | 1 |
| 15 | RB | Umsning | Mrs. Rosa sawian | MTA | 1 |
| 16 | RB | Umling | Ms. Cheerfully Malai | DEO | 1 |

| Serial No. | District | Block | Name | Designation | Batch |
|-------------------|-----------------|--------------|-------------------------------------|--------------------|--------------|
| 17 | RB | Umling | Umling BPMU: Ms. Rimai Lamare | PA | 1 |
| 18 | RB | Umling | Ms. Rimeka D. Marsing | MTA | 1 |
| 19 | EWKH | Mairang | Daioohiaka Shylla | PA | 1 |
| 20 | EWKH | Mairang | Macdonlad Basawiamoit | PA | 1 |
| 21 | SWGK | Betasing | Tengkam Momin | MTA MIS | 1 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|-------------|--|-------------|-------|
| 22 | SWGK | Zikzak | MTA MIS | MTA MIS | 1 |
| 23 | SWGK | Mawkyrwat | Veronica Khar Hari | PA | 1 |
| 24 | SWGK | Mawkyrwat | Pynshngainborlang Lyngdoh Marhillong | PA | 1 |
| 25 | NGH | Khakutta | Romaniush M Momin | PA | 1 |
| 26 | NGH | Resubelpara | Tengkam Momin | MTA- MIS | 1 |
| 27 | WGK | Rongram | Shri. Saljring K Marak | FE | 1 |
| 28 | WGK | Rongram | Shri. Salman A Marak | PA | 1 |
| 29 | WGK | Gambegre | Shri. Tengbath R Marak | PA | 1 |
| 30 | WGK | Gambegre | Shri. Adward Ch Marak | MTA | 1 |
| 31 | WGK | Tikrikilla | Danang R Marak | IGA | 1 |
| 32 | WGK | Selsella | Felisitha Areng | IGA | 1 |
| 33 | SGK | Gasuapara | Justine Breddy G Momin | IGA | 1 |
| 34 | SGK | Rongara | Trainkey S Marak | IGA | 1 |
| 35 | SGK | Baghmara | Albia Nora Charmie Sangma | IGA | 1 |
| 36 | SWGK | Zikzak | Jyoti Prasad Rabha | IGA | 1 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|----------------|-------------------------|-------------|-------|
| 37 | NGH | Resubelpara | Mimamsadora B Sangma | IGA | 1 |
| 38 | NGH | Kharkutta | Lamminthang Hanghal | IGA | 1 |
| 39 | EGH | Samanda | James R Marak | IGA | 1 |
| 40 | EGH | Songsak | Leena Nivedita Ch Marak | IGA | 1 |
| 41 | WGH | GROUP 2 | Noejing B Marak | IGA | 1 |
| 42 | EGH | Dambo Rongjeng | Marvellous Kharumnuid | IGA | 1 |
| 43 | EKH | Mawryngkneng | anjoplang Shabo | IGA | 1 |
| 44 | RB | Umling | Nafisa Kharnaioir | IGA | 1 |
| 45 | RB | Umsning | Bikash Das | IGA | 1 |
| 46 | WJH | Thadlaskein | Kegitar L. Lyngkh | IGA | 1 |
| 47 | EJH | Saipung | Baiakmenlang Sumer | DPM | 2 |
| 48 | EJH | Saipung | Augustinadora Lyngdoh | PA | 2 |
| 49 | EJH | Saipung | Barcelona Bareh | PA | 2 |
| 50 | EJH | Saipung | Emansavionov Sympli | MTA MIS | 2 |
| 51 | WJH | Thadlaskein | Lana I Ka Passah | PA(PM) | 2 |
| 52 | EKH | Shillong | Wellesley N Sangma | Manager UAV | 2 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|----------|---------------------|----------------------|-------|
| 53 | EKH | Shillong | Duncan J W Tham | Technical Specialist | 2 |
| 54 | EKH | Shillong | Donkumar Kharsawian | Field/Lab Assistant | 2 |
| 55 | WJH | Laskein | Marbakor Kharbyngar | BPM | 2 |
| 56 | WJH | Laskein | Alex Robert Marwein | PA (PM) | 2 |
| 57 | EWKH | Mairang | Hillary k Nongsiang | IGA- AM | 2 |
| 58 | EWKH | Mairang | Sixstar Suchiang | FE | 2 |
| 59 | SWGK | Betasing | Benjoli D Sangma | PA | 2 |
| 60 | SWGK | Betasing | Kennet Sangma | AM | 2 |
| 61 | SWGK | Zikzak | Ezer Nato Areng | AM | 2 |
| 62 | SWGK | Zikzak | Apendro | PA | 2 |
| 63 | EJH | Saipung | Febarius Dkhar | AM | 2 |
| 64 | EJH | Saipung | Winifred Passah | FE | 2 |
| 65 | EJH | Saipung | Batskhem P Hayong | PA(KM) | 2 |
| 66 | EJH | Saipung | Veni Malang | PA(F&A) | 2 |
| 67 | NGH | Khakutta | Rekky Marak | PA | 2 |
| 68 | NGH | Khakutta | Mikkachi Marak | PA | 2 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|-------------|------------------------------|------------------------|-------|
| 69 | WJH | Thadlaskein | Dakahipaia Syngkon | PA(PM) | 2 |
| 70 | WJH | Thadlaskein | Rikynjai Lapasam | AM | 2 |
| 71 | WJH | Laskein | Pyrkhatskhem Dkhar | FC (PM) | 2 |
| 72 | WJH | Laskein | Munas Lyngdoh | FC (PM) | 2 |
| 73 | WGH | Rongram | Shri. Vanlentine J Sangma | PA | 2 |
| 74 | WGH | Dalu | Shri. Jingjang T Sangma | PA | 2 |
| 75 | WGH | Dalu | Shri. Secribirth R Marak | MTA MIS | 2 |
| 76 | WGH | Dalu | Shri. Satjan D Sangma | PA | 2 |
| 77 | SGH | Rongara | Shri. Illoster Sangma | PA | 2 |
| 78 | SGH | Rongara | Shri. Griksang Sangma | FE | 2 |
| 79 | SGH | Chokpot | Shri. Anandbirth Sangma | PA | 2 |
| 80 | SGH | Chokpot | Shri. Lohan B Marak | FC | 2 |
| 81 | EKH | Shillong | Raymond A Wahlang | Technical Assistant | 2 |
| 82 | | | | | |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|-------------|-------------------------------|-------------|-------|
| 83 | EJH | Saipung | Emiliana Marwein | BPM | 3 |
| 84 | WJH | Thadlaskein | Kynsaibha Mukhim | BPM | 3 |
| 85 | EWKH | Mairang | Pynshailang Lyngdoh | FE | 3 |
| 85 | EJH | Saipung | Wandakaru Phawa | PA(IGA) | 3 |
| 86 | EJH | Saipung | Nunkima Thiaite | MTA | 3 |
| 87 | EJH | Saipung | Division Kharmulieh | PMC, FC | 3 |
| 88 | NGH | Khakutta | Stephen G Marak | MTA- MIS | 3 |
| 89 | WJH | Thadlaskein | Daioo Rymbai | PA(PM) | 3 |
| 90 | SGH | Rongara | Shri. Osbert Kharsyad | PA-F&A | 3 |
| 91 | | Chokpot | Smt. Salora Sangma | FC (PMC) | 3 |
| 92 | SGH | Chokpot | Smt. Eyolis Marngar | PA-GIS | 3 |
| 93 | WGH | Dalu | Shri. Salchi Zacharia K Marak | AM | 3 |
| 94 | WGH | Dalu | Smt. Ibansabet Syiemiong | PA (ACc) | 3 |
| 95 | SGH | Rongara | Smt. Walmetira G Momin | BPM | 3 |
| 96 | SGH | Rongara | Smt. Sehitha Sangma | MTA-MIS | 3 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|-------------------|-------------------------------|------------------------------|-------|
| 97 | SGH | Baghmara | Smt. Silgamchiy D Shira | BPM | 3 |
| 98 | SGH | Baghmara | Smt. Premaker Sangma | MTA-MIS | 3 |
| 99 | SGH | Chokpot | Smt. Saili K Marak | BPM | 3 |
| 100 | SGH | Chokpot | Smt. Leciana G Marak | PA-F&A | 3 |
| 101 | SGH | Gasuapara | Smt. Luckslyma Ch. Momin | AM | 3 |
| 102 | SGH | Gasuapara | Smt. Saperina D Sangma | MTA-MIS | 3 |
| 103 | EGH | Songsak | Nawas D Sangma | DEO | 3 |
| 104 | EGH | Dambo Rongjeng | Emerald D Sangma | DEO | 3 |
| 105 | EKH | Shillong | Betname Warjri | Programme Associate (UAV) | 3 |
| 106 | EKH | Shillong | Bipul Moktan | Programme Associate (UAV) | 3 |
| 107 | EKH | Shillong | Bryan Pariong | Programme Associate (UAV) | 3 |
| 108 | SPMU | Shillong | Chisak Marak | Programme Associate (UAV) | 3 |
| 109 | SPMU | Shillong | Diteistar Lyngdoh Nonglait | Programme Associate (UAV) | 3 |
| 110 | SPMU | Shillong | Ebormitre syiemlieh | Programme Associate (UAV) | 3 |
| 111 | SPMU | Shillong | Hazer Ranon Davies Warjri | Programme Associate (UAV) | 3 |

| Serial No. | District | Block | Name | Designation | Batch |
|------------|----------|----------|------------------------|---------------------------|-------|
| 112 | SPMU | Shillong | Ibanroy Law | Programme Associate (UAV) | 3 |
| 113 | SPMU | Shillong | Ibalari Nongtdu | Programme Associate (UAV) | 3 |
| 114 | SPMU | Shillong | Iwaka Nohriang | Programme Associate (UAV) | 3 |
| 115 | EJH | Saipung | Poidakaruhi Shangpung | PA (GIS) | 3 |
| 116 | EJH | Saipung | Gregerius Dhar | PA | 3 |
| 117 | EKH | Shillong | Aranchi G Momin | Programme Associate (UAV) | 3 |
| 118 | RB | DPMU | Iophio Pakyntein | DPM | 3 |
| 119 | SPMU | Shillong | Ibapyndapbiang Suting | Programme Associate (GIS) | 1 |
| 120 | SPMU | Shillong | Mebankerlang Nongpiur | Programme Associate (GIS) | 1 |
| 121 | SPMU | Shillong | Shane Johanan Manners | Programme Associate (UAV) | 1 |
| 122 | SPMU | Shillong | Sengchat N Sangma | Programme Associate (UAV) | 1 |
| 123 | SPMU | Shillong | Wanlam Jingsuk Sohklet | Programme Associate (UAV) | 1 |
| 124 | EKH | Shillong | Deemu Thabah | Field/Lab Assistant | 1 |

Training Module

| MIS (Management Information Systems) Training for MegLIFE Staff | | |
|--|-------------------------------|---|
| Time | Session | Description |
| 10:00 – 10:30 AM | Introduction to MIS | Understanding the components, types, and importance of MIS in decision-making. |
| 10:30 – 13:00 PM | Dashboard | Dashboards for Various Verticals : Vertical to Take the session Finance SWC,EPA Spring, SALT Capacity Building/Social Inclusion Livelihood Microplan Procurement Plantation |
| 13:00 – 14:00 PM | Lunch Break | |
| 14:00 - 15:30 PM | Forms | Forms for various components |
| 15:30 - 16:00 PM | Appverse | Access, Data entry, Issues |
| 16:00 - 16:30 PM | Tea Break | |
| 16:30 – 18:00 PM | Discussion and Q&A | |