

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
Shalom Building, 2nd Floor,  
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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

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No. MBDA/JICA/275/2022/ 980

Dated: Shillong, the 31<sup>st</sup> April, 2023

## NOTIFICATION

Online review meetings for the month of April, 23 to review all activities going on at the Project Villages and BPMUs will be conducted by Shri G.S. Raju, Consultant, Project Management, SPMU, MegLIFE as per the following schedule given below.

2. Three BPMUs would be reviewed per day through Video conferencing from 10:00 to 11:00 AM as per the schedule given is given below. The indicative agenda for review is also given at Annexure-1.
3. All BPMs are requested to attend the online meeting with adequate preparation (information, documents etc.) along with BPMU staff, PA, Finance of DPMU and PA, GIS, DPMU at one place turning on video mode.

### Online Meeting Schedule

Date	BPMU	Time
5/04/23	Bagmara/Betasingh/ /Dalu	10:00-11:00 AM
6/04/23	Dambo Ronjeng/Gambegre/Gasuapara	Do
11/04/23	Kharkutta/ Mawryngkneng/ Mawkynrew/ Mairang	Do
12/04/23	Mawkyrwat/ Resubelpara /Rongara	Do
13/04/23	Rongram/Saipung/ Samanda	Do
14/04/23	Sonsak/ Tikrikilla /Thadlaskein	Do
18/04/23	Umling/Umsning/ Zikzak	Do

(Gunanka DB, IFS)

Additional Project Director  
MegLIFE, MBDA Shillong

### To:

1. Consultant, Project Management, SPMU, MegLIFE
2. Consultant, MegLIFE posted at DPMU. WGH
3. TS, PM/TS, GIS/Con. F&A/Manager/NRM/Manager, GIS Manager, KM/Data Manager, MIS/PA, Finance, SPMU, MegLIFE
4. All BPMs/PA, Finance/PA, GIS, MegLIFE, PA (Retired Foresters), Field Engineers & NGO Staff

-for necessary action

### Copy To:

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

Additional Project Director  
MegLIFE, MBDA Shillong

Agenda

**Plantation-**

1. Status of Village wise seed calendar preparation
2. Status of village wise plot wise model selection
3. Status of Advance work completion
4. Meeting for finalization of list of labours

**Community Nursery-**

1. Status of bed preparation
2. Status of material procurement
3. Source of planting material identification
4. Collection of seeds
5. Meeting for finalization of list of labours

**Construction of Community Hall-**

1. Status of formation of Construction committee
2. Nomination for block level workshop
3. Briefing on block level workshop
4. Site verification by FEs and finalization of estimates
5. Vendor selection for Procurement of material
6. Meeting for finalization of list of labours

**Construction of Drinking Water Tanks & Spring Tapped Chambers-**

1. Site verification by FEs and finalization of estimates of the sites approved by PMC Expert
2. Vendor selection for Procurement of material
3. Meeting for finalization of list of labours
4. Starting of work

**Shortlisting of Villages for JICA Mission Visit**

**Briefing on VCF Incentive**