

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

+91 364-3510190 www.mbda.gov.in

meglife.mbda@gmail.com/jica.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/275/2022/1611

Dated: Shillong, the 30th April, 2024

NOTIFICATION

Plot wise review of 2024 plantations on the following agenda via virtual mode will be conducted by Shri G.S. Raju, Consultant, Project Management, SPMU, MegLIFE as per the schedule given at Table-1.

Agenda-

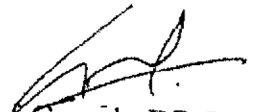
- Selection basis of the plantation model for that particular plot
- No. of plots selected in a particular village and how many will be taken up this year
- Labour availability and vetting of labour list by EC, VPIC
- Plot wise status of advance work for plantations
- Plot wise Seedling requirement
- Source of seedling (community nursery/private)
- Accessibility of plantation plots during monsoon
- Plan for transportation and planting

2. Plot wise review will be held through Video conferencing from 10:00 to 12:30 PM as per the schedule given at Table -1. Review will be conducted based on data uploaded by the BPMs in the plantation related google sheet shared from NRM, SPMU

3. All DPMs are requested to attend the online meeting with adequate preparation along with all BPMU staff, PA, GIS, and turning on video mode.

Table-1: Review Schedule

Date	DPMU	BPMU	Time
2/04/24	EKH & EWKH	Mawryngkneng/ Pynursla/Mawkyrew/ Mairang / Mawshynrut	10:00-12:30 PM
3/04/24	Ri-Bhoi & SWKH	Mawkyrwat/ Umling/Umsning	
4/04/24	EJH & WJH	Saipung/ Khliehriat/Thadlaskein / Laskein	Do
5/04/24	NGH & EGH	Kharkutta/Resubelpara/ Sonsak / Samanda	Do
8/04/24	EGH & SGH	Gasuapara / Dambo Ronjeng / Chokpot	
9/04/24	SGH	Bagmara/ Rongara	Do
10/04/24	WGH	Dalu / Gambegre / Rongram/Tikkikilla	Do
12/04/24	WGH & SWGH	Demdema/ Dadenggri/Selsella /Betasingh / Zikzak	Do


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

No. MBDA/JICA/275/2022/1611

Dated: Shillong, the 30th April, 2024

To:

- 1. Consultant, Project Management, SPMU, MegLIFE
- 2. SPMU NRM Verticals
- 3. All DPMs & BPMs

-for necessary action

Copy To:

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

Boatath

Technical Specialist, Project Management
MegLIFE, MBDA Shillong

Table 1: Activity Schedule

Activity	Start Date	End Date	Duration
1. Mobilization	15/04/24	15/04/24	1 Day
2. Site Visit	16/04/24	16/04/24	1 Day
3. Preparation of Work Breakdown Structure (WBS)	17/04/24	17/04/24	1 Day
4. Preparation of Project Management Plan (PMP)	18/04/24	18/04/24	1 Day
5. Preparation of Risk Management Plan (RMP)	19/04/24	19/04/24	1 Day
6. Preparation of Communication Management Plan (CMP)	20/04/24	20/04/24	1 Day
7. Preparation of Procurement Management Plan (PMP)	21/04/24	21/04/24	1 Day
8. Preparation of Stakeholder Management Plan (SMP)	22/04/24	22/04/24	1 Day
9. Preparation of Quality Management Plan (QMP)	23/04/24	23/04/24	1 Day
10. Preparation of Safety Management Plan (SMP)	24/04/24	24/04/24	1 Day
11. Preparation of Environmental Management Plan (EMP)	25/04/24	25/04/24	1 Day
12. Preparation of Social Management Plan (SMP)	26/04/24	26/04/24	1 Day
13. Preparation of Health and Safety Management Plan (HSMP)	27/04/24	27/04/24	1 Day
14. Preparation of Project Closeout Plan (PCP)	28/04/24	28/04/24	1 Day
15. Project Closeout	29/04/24	29/04/24	1 Day

For the Project Director,
MegLIFE, MBDA Shillong