

Minutes of the review meeting on status of capacity building activities to be undertaken by the Tripura-JICA project held on the 15th January'10 under the Chairmanship of the Chief Executive Officer & Project Director, Tripura-JICA Project.

The review meeting on status of capacity building activities to be undertaken by the Tripura-JICA project was held under the chairmanship of Sh. S. Talukdar, Chief Executive Officer and Project Director, in the conference hall of Aranya Bhavan, Agartala on 15th January'10 at 11:00 P.M. The name of the participants present is appended.

Following issues considered urgent and pertinent were discussed, reviewed in the meeting on this day;

- Strategy for orientation and capacity building of TFIPAP.
- Schedule for current year capacity building programs.
- Capacity building activities of 2009.
- Trainings to be imparted by IBRAD.
- Capacity building initiatives for officers of PMU and DMU level.
- Trainings regarding non-forestry activities.
- Exposure visits to abroad.

After detailed discussions the following decisions emerged in the meeting:

1. Strategy for orientation and capacity building of TFIPAP

The Strategy paper for capacity building of TFIPAP prepared by GCs, includes broad training themes and topics, core values and principles of training; process of training, approaches to be adopted for training and identification of candidate institutions for outsourcing various trainings. The CEO & PD suggested to prepare a training schedule, calendar following the guidelines proposed in the report and regular monitoring by the Training Officer of the Project. The Training Officer of the Project informed in the meeting that the annual training calendar for the year 2010 has been prepared based on the strategy paper prepared by GCs. Review of training

programme to be organized by PMU and Training Resource Agency (IBRAD) may be undertaken at PMU level at regular interval. The latest status of TNA submitted by IBRAD should be processed immediately.

Action: Training Officer, Tripura-JICA project

2. Schedule for Current year Capacity Building Programs.

GCs, TFIPAP has prepared training calendar for the year 2010 which includes 10 topics proposed for training along with the venue, date and tentative name of resource persons. For the month of January two topics are selected viz. Accounting and Financial Management for JICA Project and MIS and Record keeping for JICA Project for Accountant, Cashier, Documentation Assistant, Member Secretary, Treasurer and Field facilitators. Total no of persons are to be trained are 485 consisting of 20-25 persons per batch. The Director, (A&F) and Training Officer, Tripura-JICA Project informed that due to overlapping of other training programs organized by TFD, the scheduled trainings could not be started yet but, he suggested that before finalization of date and vanue of trainings, the PCCF (T) may be consulted to avoid overlapping of the trainings conducted by TFD and Tripura-JICA project. He also informed that Accounting training will be started from 28th January, 2010 and other Trainings will be held according to the scheduled date.

Action: Training Officer, Tripura-JICA project

3. Capacity Building activities of 2009

The CEO & PD instructed Addl. Director (HRD & Training) to compile the information on capacity building activities completed by PMU and NCE under Tripura-JICA Project during the year 2009 and make one cumulative report for discussion in the next meeting.

Action: Addl. Director (HRD & Trg.)

4. Trainings to be imparted by IBRAD

Tripura-JICA project has signed an agreement with Indian Institute of Bio-Social Research and Development (IBRAD), Kolkata for imparting trainings to the different stakeholders of the Project. The Training Officer of the Project may take the review and submit report on the status of the trainings imparted and achievements so far in the next meeting.

Action: Training Officer, Tripura-JICA project

5. Capacity Building initiatives for officers of PMU and DMU level.

IBRAD has submitted a TNA report for identification of capacity building activities for officers of PMU, DMU and others etc, which is yet to be finalized. The Training Officer of the Project may process the matter immediately for finalizing the TNA. The CEO & PD suggested to follow the themes and name of the Institutions proposed in Strategy report prepared by GCs and shortlist the names of participants and Institutions for training of Officers of the level of DPO and above. The Addl. Director (EAM) and Addl. Director (HRD & Training) may prepare the list of officers of the level of DPO and above. He further requested the Director, NCE for giving inputs for training. This matter may also be discussed in the next executive body meeting to be chaired by PCCF (the Chairman, EB).

**Action: Director (NCE)/Addl. Director (EA&M) and
Addl. Director (HRD & Trg.)**

6. Trainings regarding non-forestry activities.

The CEO and PD suggested to contact the Project Director, DRDA (West, South and North District) to nominate participants for trainings on non-forestry activities under the project and finalize the date, venue and trainees.

Action: Training Officer, Tripura-JICA Project/ Addl. Director (E, A&M)

7. Exposure visits to abroad.

The issue of exposure visit to the destination outside the country by the Project Officials was discussed. It was felt necessary to move the proposal again by PMU. The Director, NCE may initiate the process relating to NCE programmes.

Action: Director, NCE/Training Officer, Tripura-JICA Project

The meeting was concluded with a vote of thanks to the chair.

(S. Talukdar)
Chief Executive Officer & Project Director