

Minutes of the Review Meeting of the Tripura-JICA project held on the 6th May, 2010 under the Chairmanship of the Chief Executive Officer & Project Director, Tripura-JICA Project.

The review meeting of the Tripura JICA Project was held under the chairmanship of the Chief Executive Officer and Project Director, in the Conference Hall in Aranya Bhavan, Agartala on 6th May, 2010 at 10:30 P.M. The name of the participants present is appended.

The meeting started with the presentation by Team Leader, PMC about the achievements of works taken under the Project in different Divisions. A copy of the presentation run is appended.

The CPOs, were unanimous in suggesting that the presentation could be further used for motivating the Range officers and Foresters. CPO, Sadar suggested for proper documentation of the achievements. Team Leader, PMC suggested to create plantation journal, records showing the benefits drawn by the people. The Director, P&I and M&E opined that there is huge market for bamboo prickle and honey; so these two IG activities could be taken up by the JFMCs. Adl. Project Director suggested that the best practices should be replicated.

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

- Preparation and submission of Statement of Expenditure and Progress Report by the DMUs
- Necessary recordkeeping, reporting, sanction, fund release
- ANR guideline
- Ensuring quality of work for VTC and SWC by JFMC.
- Strategy for Farm Forestry
- Strategy for Conversion of Mono-Culture
- Strategy for Home Garden (D. asper and Pecha bamboo)
- Proper treatment maps and re-survey
- Piloting of IGA and IGA revolving fund
- IG activities through Livestock development and pisciculture
- Establishment of Conservation Reserves and Community Reserves
- Proper management of IGA Support Team and Monitoring
- To update the links of the DMUs

After detailed discussions the following decisions emerged in the meeting:

1. Preparation of Statement of Expenditure and Progress Report

- ⇒ For claiming reimbursement from JICA it is necessary to submit SoE and progress report showing physical and financial progress of the works carried out in DMU and copy of the accounts showing trial balance by the 7th of succeeding month. For this purpose the CFs have been requested to monitor the progress monthly, guideline for preparation of the same has been circulated from PMU to all DMUs. Fund are allotted to the DMUs on lumpsum basis the CPOs will reallocate the funds to the JFMCs as per requirement. Instruction shall be issued to Bank that financial transaction will be only allowed if the authenticated sanction memo issued by the CPOs is submitted along with the cheque.

CPOs shall issue sanction on the basis of approved APO. NAP guideline shall be followed in the matter of transfer of funds.

**Action: CF (Northern Circle & Southern Circle)
and CPOs**

2. Necessary recordkeeping, reporting, sanction, fund release.

⇒ CEO & PD suggested to engage IGA support team for monitoring the record keeping process. List of documents which are needed to be maintained properly circulated to all DMUs.

Action: LCs/COs

3. ANR guideline

⇒ Guideline for ANR plantation was presented by Director, P&I and comments were seek from the CPOs. CEO & PD suggested for balli fencing instead of bamboo. The rate of fencing will be based on running meter instead of per hectare. The CPOs after field visit will decide on requirement of fencing and its extent. The rate per running meter of the fencing will be decided by the CPOs depending on the local conditions, material used like bamboo, balli etc. ANR will be taken as enrichment of plantation activity and in mature forests there will be gap filling activity. The guideline will be circulated to all DMUs.

Action: CPOs

4. Ensuring quality of work for VTC and SWC by JFMC.

⇒ CEO & PD suggested CPOs to assure the quality of VTC, SWC work with the help of Sh. Basak Rtd. Assistant Engineer, engaged by PMU.

Action: CPOs

5. Strategy for Farm Forestry.

⇒ CEO & PD suggested to select economically important species for raising seedlings/plantlets in decentralized people's nursery after consulting the JFMC. Seed money will be provided from the PMU for the purpose as per the MoD.

Action: CPOs

6. Strategy for Home Garden (D. asper and Pecha bamboo)

⇒ Per family 3 no. T.C. plantlets of *Dendrocalamus asper* will be given to each villager under JFM area for augmentation of bamboo shoot production and livelihood of people. Hardened Plantlets of this bamboo are available at NCE. CEO & PD requested the CPOs to arrange the collection of the plantlets within 15 days.

Action: CPOs

7. Piloting of IGA and IGA revolving fund.

⇒ It is decided to release the revolving fund of Rs. 1.00 lakh to the JFMC account for SHG and IGA activities. A separate Bank account may be opened for this purpose. JFMC will give loan to the SHG after preparation of business plan. Guideline for assessment of pilot IG activities and SHG has already been circulated to DMUs. LCs will do the assessment work.

Action: CPOs and LCs.

8. To update the links of the DMUs

Director, A&F requested the CPOs to send information of the achievements of project activities on regular basis to the PMU for updation of the website link.

Action: CPOs

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

Sd/- (S. Talukdar)
Chief Executive Officer & Project Director