

**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/2021/1090/ 888

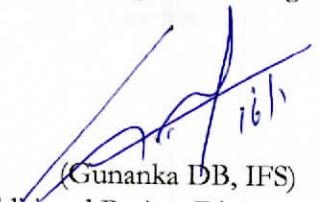
Dated: Shillong, the16th Jan 2022

MEETING NOTICE

Review Meeting on MegLIFE activities undertaken by DPMUs/BPMUs will be held on 21st Jan, 2023 from 10:30 AM onwards at Conference Hall, SPMU, MegLIFE, Shillong.

2. For attending the meeting, all DPMs/BPMs are asked to prepare Village wise status of activities as per agenda enclosed (**Annexure-1**) so that detail review could be done for smooth implementation of MegLIFE activities.

3. All concerned are asked to attend the meeting without fail. Any issues related to not attending the meeting should be intimated to SPMU beforehand.


(Gunanka DB, IFS)
Additional Project Director
MegLIFE, MBDA Shillong

To:

SPMU:

1. Consultant, Project Management
2. Technical Specialist, PM/GIS/Consultant, F&A/Manager, NRM/KM/GIS/Data/PA, Finance

DPMU:

1. Consultant, MegLIFE (Posted at Tura)/All DPMs/HQ BPMs/Accountants, MegLIFE

BPMU:

1. All BPMs

PMC:

1. Team Leader

Copy to:

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


Additional Project Director
MegLIFE, MBDA Shillong

Agenda for the Review Meeting of BPMUs on Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya

Date: 21st Jan 2023

Venue: Conference Hall, SPMU, MegLIFE

Time: 10:30 AM onwards

Agenda	Status
1. Community Nursery	<ul style="list-style-type: none"> • Status of placing fund to VPIC account for starting Nursery • Status of Nursery works for 2023 plantations
2. Formation and Bank Account opening of Group-II VPICs	<ul style="list-style-type: none"> • Status
3. Community Hall Construction	<ul style="list-style-type: none"> • Land Agreement and Environmental & Social Screening for Construction area • Guideline on construction activity • Procurement of materials • Organization of Workshops at VPIC level • Training of Staff and VPIC members
4. Construction of Drinking Water Tank	<ul style="list-style-type: none"> • Guideline on implementation • Land Agreement and Environmental & Social Screening • Procurement of materials • Training of Staff and VPIC members
5. Records required to kept for construction activities	<ul style="list-style-type: none"> • Minutes Register • Community Contribution Register • Vouchers • Muster Roll • Cheque issue register • Money Receipt Book • Cashbook
6. PLUP & Microplanning at Batch-1 Villages	<ul style="list-style-type: none"> • Training of VCFs as Enumerators • Engagement of data entry operator at BPMU level • Microplanning data entry at Sangraha APP • Monitoring & Approval
7. Pre-Survey for Plantation	<ul style="list-style-type: none"> • Identification of land for next year plantation • Pre-survey of land with GPS • Agreement • Jungle clearing • Identification of source for saplings as per choice of VPIC
8. Baseline Survey at 100 MegLIFE Villages	<ul style="list-style-type: none"> • Survey status
9. Field Gear Procurement	<ul style="list-style-type: none"> • Status & Issues
10. Finance Related	<ul style="list-style-type: none"> • Briefing on fund released to VPICs