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JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)

ANNUAL PROGRESS REPORT

FY 2019-20

F O R E W O R D

We are in second year of JICA funded PIHPFEM&L. The project was launched in June 2018 & the progress made during FY 2018-19 has already been documented and published as APR (Annual Progress Report) for FY 2018-19. As a continuous process it is my privilege to bring out the Annual Progress Report for FY 2019-20. Since FY 2019-20 was also the part of preparatory phase as such various activities for creating the base line for the future implementation of this Project were done. Various activities like-development of Nurseries, raising of nursery stock for future plantations, IT strengthening of the Field offices, like FCUUs, DMUs and up to Range Offices were done during this year. As a preparatory activity of plantation, some funds were provided to the DMUs to carry out advance work of the proposed plantation during FY 2020-21.

Since the Project is mainly being Implemented in PFM mode, the major thrust was on selection of the wards for the Batch 1, based on the criteria laid down in the project document, formation of VFDS in selected wards, registration of the VFDS under HP Societies Act and opening of two accounts (FEMP & CDLIP) of each VFDSs in the Banks. The all out effort were made towards preparation of Micro Plans of Batch 1 Ranges. As against the target of 75 VFDSs, 81 VFDSs were formed & registered under the Societies Act. The PRA exercise in all the 81 VFDSs/Wards were initiated with the help of PMCs, Field Staff & a series of trainings to the Frontline staff was imparted with respect to the methodology to be adopted for the preparation of the Micro Plans. Once the basic training of the concerned staff was completed, two sample Micro Plans were prepared, first at Batsori (Kullu Forest Division) & second at Chajjpur (Rohru Forest Division) in which the entire JICA staff was provided practical training by the Project Director Kullu & the PFM Consultant.

These two Standardized Micro Plans were circulated among all the DMUs, Range Offices & JICA Staff as a guiding document for preparation of Micro Plans in the respective Ranges. At the same time PRA Manual, Guidelines for preparation of Micro Plans and other related documents are prepared at PMU level & circulated among the frontline staff.

The efforts put in carrying out various activities related to Project are compiled in the Annual Progress Report (APR). I appreciate the efforts made in by the PMU staff in compilation of this Annual Project Report & expect the similar inputs in preparation of APRs in future. I hope that this document would provide handy references pertaining to the set of activities carried out during FY 2019-20.

Nagesh Kumar Guleria, IFS
APCCF and Chief Project Director
PIHPFEM&L (JICA Funded)
Potters' Hill, Shimla, H.P.

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INTRODUCTION

The Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) is being implemented as part of the Indo-Japan Cooperation under an ODA Loan Agreement between Japan International Cooperation Agency (JICA) & Government of India. The Rs.800 Cr ODA loan agreement was signed on 29th March 2018 and is being implemented in 6 District - Bilaspur, Shimla, Mandi, Kullu, Kinnaur, and Lahaul & Spiti.

OVERALL GOAL: Ecosystems services from forest areas are improved for sustainable socio-economic development in the state of Himachal Pradesh.

OBJECTIVE: Ecosystems of forests in the project areas are sustainably managed and enhanced by the project interventions.

To that effect, the Project aims to manage and enhance forest area ecosystems while contributing to environmental and sustainable socio-economic development in the project area. It strives to contribute to biodiversity conservation and improvement of ecosystem services with specific focus on water resource conservation, prevention of soil erosion, and necessary support to establish sustainable alternative livelihoods of local residents.

All envisaged activities will be implemented by the Himachal Pradesh Forest Department in two modes *viz.* 1) Departmental Mode; 2) Participatory Forest Management (PFM) Mode. Key components of the Project are:

Component 1: Sustainable Forest Ecosystems Management

Component 2: Biodiversity Conservation

Component 3: Livelihood Improvement Support

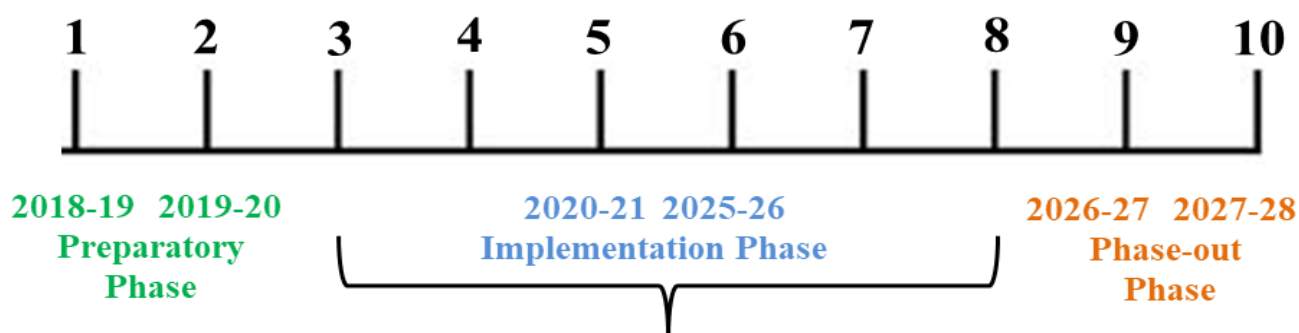
Component 4: Institutional Capacity Strengthening

PROJECT COST

Entire estimated cost of the Project is Rs.800 Cr of which 80 per cent i.e. Rs.640 Cr is to be covered by the Japanese ODA loan for the project and 20 per cent i.e. Rs. 160 Cr is to be provided by Government of Himachal Pradesh (GoHP). Out of the abovementioned Rs.640 Cr, 90 per cent loan will be borne by the Government of India, and is extended as a grant to GoHP.

PROJECT DURATION

The 10-years Project (1st April 2018 –31st March 2028) will be implemented in 3 phases - Preparatory Phase (1st April 2018 –31st March 2020), Implementation Phase (1st April 2020 – 31st March 2026), and Consolidation/Phase-Out (1st April 2026 – 31st March 2028).



PROJECT COVERAGE

- ✓ 6 Districts - Bilaspur, Shimla, Mandi, Kullu, Kinnaur, and Lahaul & Spiti
- ✓ 7 Forest Circles (5 Territorial; 2 Wildlife)
- ✓ 18 Forest Divisions (16 Territorial; 2 Wildlife)
- ✓ 61 Forest Ranges (56 Territorial; 5 Wildlife)
- ✓ 400 Village Forest Development Societies (VFDS); 60 Biodiversity Management Sub-Committees; 920 Self-Help Groups (SHGs)/ Common Interest Groups (CIGs)

Inauguration of Project Headquarter at Potters' Hills



On 4th October, 2019, Hon'ble Forest, Transport and Youth Services & Sports Minister Shri.Govind Singh Thakur together with Shri. Suresh Bhardwaj Hon'ble Education Minister, accompanied by Shri Ram Subhag Singh, Additional Chief Secretary (Forests), Shri Ajay Kumar, Principal Chief Conservator of Forests (HoFF), Himachal Pradesh Forest Department, Shri Nagesh Kumar Guleria (IFS), Chief Project Director, Senior officials of HPFD, representatives from local communities, and the project staff inaugurated the Project Headquarter of JICA-supported Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods.

Inauguration of this Headquarter is a stepping stone towards integrating and establishing one strong identity of the Project, which will promote a culture of collaboration, creativity, and concerted efforts to achieve envisaged objectives of sustainable environmental and social development in Himachal Pradesh.

FINANCIALS

FINANCIAL OUTLAY

Financial Progress (Component-wise) JICA assisted PIHPFEM&L FY 2019-20

Component	Activity	Total (INR)
A. Sustainable Forest Ecosystem Management	Advance work & Lantana Eradication for plantation by Batch-I	2,27,15,079
	Improvement of Nurseries : Nursery Development	4,77,39,139
	Seedling Production : Nursery Raising & Maintenance	1,72,86,952
	Forest Fire Protection-Pine Needle Collection & Utilization	12,77,800
	Identification and Area Selection & Community Mobilization/Site Specific Planning & Monitoring- Dept.& PFM Mode	38,88,794
	Improvement of Forest Boundary in Intervention area	6,84,000
	Preparation of Micro Plan FEMP & CD&LIP	12,16,000
	Monitoring Data Accumulation for Effective Pasture Management	1,03,579
	Surveying & Mapping of Intervention Area	1,04,762
	Training of Project related Staff of HPFD	1,56,350
A. Sustainable Forest Ecosystems Management Total	9,51,72,455	
B. Biodiversity Conservation	Identification of BMC sub-committee & Community Mobilization	8,20,000
	Preparation of Micro Plan and Site Specific Planning & Monitoring	1,20,850
	Protected Area Management-Rapid Response Team	66,04,990
	Satoyama -Preparation of Biodiversity Register	8,00,000
	Scientific Biodiversity-Different Studies	6,00,000

B. Biodiversity Conservation Total		89,45,840
C. Livelihood Improvement Support	Community Development : (Research: Hydro Cultural Fodder Production)	98,661
C. Livelihood Improvement Support Total		98,661
D. Institutional Capacity Strengthening	Audit & Transparency : Statutory Financial Audits	41,340
	Capacity Development-Exposure Visits	4,88,647
	Communication & Publicity	7,99,413
	Concurrent Monitoring & Periodic Review	2,51,000
	Equipment Support	1,28,81,314
	Furniture : Furnishing	44,20,465
	Human Resource Support : Recruitment of Resource	1,90,50,596
	Impact Assessment : Baseline Survey (Socio-Economic)	1,08,570
	Mobility Support : Motor Vehicle	1,20,39,075
	Office : Maintenance	99,71,876
	Project Management Consultancy (PMC)	49,23,417
	Strategy Planning & Review Workshops	7,60,154
D. Institutional Capacity Strengthening Total		6,57,35,867
Total (A+B+C+D)		16,99,52,823
Administrative Expenditure	Salary of Dept. Staff	1,14,87,158
	Medical Expenses	1,07,374
	Travelling Expenses	1,47,589
Administrative Expenditure Total		1,17,42,121
Grand Total		18,16,94,944

STATUS OF REIMBURSEMENT CLAIM FY 2019-20

Disbursement Record FY 2019 -20			
Months	Reimbursement Claim Filed (Rs.)	Reimbursement Claim Received (Rs.)	Remarks
May'19	87,39,210	87,39,210	
June'19	46,49,802	46,49,802	
July'19	1,15,33,177	1,15,33,177	
Aug'19	26,11,934	26,11,934	
Sept.'19	21,33,979	21,33,979	
Oct'19	91,07,847	91,07,847	
Nov'19	52,60,264	52,60,264	
Nov'19	49,23,417	0	Claim pertains to Category-B i.e. Consultancy Payments, yet to be processed.
Dec'19	62,49,122	62,49,122	
Jan'20	74,56,171	74,56,171	
Feb'20	95,24,461	95,24,461	
Mar'20	1,92,08,029	1,92,08,029	
Mar'20	5,65,03,152	5,65,03,152	
Mar'20	54,98,772	54,98,772	
Total 2019-20	15,33,99,337	14,84,75,920	

EXECUTIVE COMMITTEE DECISIONS & APPROVALS

Four meetings of the Executive Committee were held during the financial year 2019-20, the proceedings of the meetings are given as below:

PROCEEDINGS OF THE 6TH MEETING OF EXECUTIVE COMMITTEE OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEM MANAGEMENT & LIVELIHOOD IN HIMACHAL PRADESH HELD ON 25.07.2019

Proceedings of the 6th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

- I. The 6th meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 25.07.2019 at Shimla. The following were present in the meeting:-
1. Sh. Pushpendra Rana, Chief Project Director, JICA Forestry Project-cum-Chairman Executive Committee
 2. Smt. Meera Sharma, Project Director, JICA Forestry Project-cum-Member Executive Committee
 3. Sh. Raman Sharma, Project Director, JICA Forestry Project-cum-Member Secretary Executive Committee.
 4. Sh. H.S. Paul, Addl. Project Director, JICA Forestry Project-cum-Member Executive Committee.
 5. Sh. Hardev Singh Negi, Deputy Project Director, JICA Forestry Project-cum-Member Executive Committee.
 6. Dr. Aman Sharma, Programme Manager (Forestry & Biodiversity), PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
 7. Ms. Neha Chakravarty, Programme Manager (Marketing & Rural Financing), PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
 8. Ms. Keshvi Sharma, Office Manager, PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
 9. Mr. Dinesh Sharma, Accounts Manager, PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.

II. The progress on the actions taken on the decisions made in the last Executive Committee meeting on 14.03.2019 was assessed:

No.	Action taken	Further Necessary Action
(a)	(i) Staff posted to the PMU at Shimla is still deficient.	(i) The process for recruitment of the posts of Stenos, Clerks, and Accountants to be deployed by NRTC is underway and for the same the final typing test will be conducted by ITI & NRTC in first week of August. NRTC will shortly re-advertise for the hiring of remaining SMSs and CA (Programme Manager) Letter dated 22.07.2019 is sent to APCCF (Admn) again requesting to provide the balance ministerial staff (One Finance Officer equivalent to Assistant Controller F&A or Supdt. Gr-I). Action is to be taken by PD JICA in consultation with CPD JICA.
	(ii) ToR for different levels approved by GB in Aug 18, duties of staff conveyed.	(ii) The duties of FTU Coordinator & Computer Operator circulated vide letter dated 13.08.2018. The roles and duties of SMS/

		Programme Managers/ Office Manager/ Accounts Manager circulated on dated 08.03.2019. Both letters to be emailed again to FCCU/DMU offices. PMU Shimla will take action.
(b)	PD (M&E), Kullu has started work on the Gender Action Plan, but needs format and field data to complete.	PD (M&E) Kullu will share the final draft format of data collection and Gender Action Plan with CPD on email and post within 10 days.
(c)	Training module for Project staff is in advanced stage of completion.	The training calendar for all levels of training to be conducted in 2019-20 was presented by DPD Rampur and Programme Manager (Livelihood & Trainings). DPD Rampur to pursue.
(d)	FEMP & CD&LIP format	PD (M&E) Kullu will share the draft format with CPD on email and post. English format to be finalized on priority followed by Hindi.
(e)	GeM registration is still incomplete.	Registration completed and orders are being placed by DPD Rampur. Item may be dropped.
(f)	Seven claim filed	Reimbursement claims of Rs. 57,22,997 /-, Rs. 11,40,735/-, Rs. 13,32,757/- Rs. 64,04,648/- and Rs. 91,40,440/- (i.e. upto February 2019) have been received from JICA. Reimbursement Claim for the month of March (INR 7.37 Cr) and May (INR 87.39 lacs) is sent to JICA and still awaited.
(g)	Rampur and Kullu offices making disbursements to FCCU/ DMU offices for vehicle and nursery disbursements due to issues related to restricted fund- flow & budget availability	Item May be dropped
(h)	CCF Rampur has suggested that the DMUs should submit the request for release of funds on execution of project works to FCCU and FCCU after due verification should recommend it to PMU for release of funds. The PMU should then release funds directly to DMUs. This mechanism is necessary to ensure involvement of circle office and exercise effective control over DMUs in implementation of project activities.	Item May be dropped.
(i)	To start Baseline Survey.	ToR on Baseline Survey shared by APD, Kullu. Prog. Mngr. (Livelihood and Training), SMS (Livelihood and Training) and SMS (Livelihood, Marketing & Rural Financing) to

		co-develop and finalise the draft with APD, Kullu to invite expression of interest for outsourcing Baseline survey work. Case has been moved to JICA to assign Surveying & Mapping of Intervention Areas works to HPFD GIS/IT Cell for facilitate creation of base maps, which is integral to overall micro-planning process.
(j)	Tour Diaries of FTU Coordinators and SMS.	PD (M&E) Kullu has circulated the format which was approved. PD (M&E) Kullu to re-circulate..
(k)	To devise proforma to seek consolidated financial progress from field.	The Performa used by planning department for Physical and Financial progress is being used. Item to be dropped.
(l)	For Tally related issues we need to become a company as per CAMPA.	CAMPA Model needs to be studied. The training to be organized at the earliest. Prog. Mngr. (GIS/IT) and Prog. Mngr. (Livelihood & Training) to take action.
(m)	Mechanism of fund flow for new financial year.	On dated 12.03.2019 a request has been sent to AD to permit keeping the unspent balance in the Societies' account at the close of Financial year so that the progress of the project is not hampered for want of budget in the next financial year till the time it is provided. However the same has not been approved. Case has been moved to HoFF & the Government to modify the flow of funds on dated 22 nd April, 2019 and necessary funds have been asked under Grant-in-Aid to facilitate the project implementation on dated 4 th July, 2019
(n)	Preparation plan for the trainings to be conducted at FTI Sundernagar (18 th and 19 th March, 2019) and FTI Chail (22 nd & 23 rd March, 2019). Additional Project Director Kullu and Deputy Project Director Rampur to give presentation.	Item may be dropped.
New Agenda Items		
Item No.	Activities	Further Necessary Action
(i)	Pending/Outsourced Staff	PMU office can advertise posts to be originally hired by HPNRMS, since now NOC has been received. Re-advertising letter with details on posts to be copied to HPNRMS along with a copy of 6 th EC proceeding (with 1 weeks time to respond in case of any objection)

(ii)	Site Selection	After receiving the proposal from field offices, further decision to be taken accordingly.
(iii)	Re-organization Responsibilities/Duties	of PD (Admin) Shimla will be responsible for Divisions Chopal, Theog, & Shimla, and Bilaspur Circle; PD (M&E) Kullu will be responsible for Circles Kullu, Mandi and GHNP Wildlife Shamshi, & Lahaul Division, and DPD Rampur will be responsible for Rohru Division, Rampur Circle and Shimla Wildlife South Circle for complete Planning, Implementation and Monitoring & Evaluation across for all component of JICA assisted Project.
(iv)	Reimbursement Claim	TDS will be deducted on vehicle payments made by concerned/respective DDOs GST to be deducted on all goods and services (wherever applicable) and adherence to be made to all codal formalities and statutory compliances. Letter to be sent to all DDOs with clear instructions on tax deductions and reimbursement claims.
(v)	Taxi Rates – limits and instructions	A reminder to be sent to FCCU/DMU offices to limit the motor vehicle expenses to Rs. 40,000 pm and not to cross the kilometer ceiling. Accounts Manager, Shimla to share details on motor vehicle rates and expenses incurred at FCCU/DMU levels.


Chief Project Director
 Project for Improvement of H.P.
 Forest Ecosystems Management
 & Livelihoods, Shimla

PROCEEDING OF THE 7TH MEETING OF EXECUTIVE COMMITTEE OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEM MANAGEMENT & LIVELIHOOD IN HIMACHAL PRADESH HELD ON 31.08.2019

Proceedings of the 7th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

- I. The 7th meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 31.08.2019 at Shimla. The names of the officers and officials, who were present in the meeting is attached as Annexure-1.
- II. The progress on the actions taken on the decisions made in the last Executive Committee meeting on 25.07.2019 was reviewed:

No.	Action Items	Decision taken in the meeting
(-)	(i) Deficiency of staff in PMU	(i) The process for recruitment of the posts of Stenos, Clerks, and Accountants to be deployed by NRTC is underway and for the same the final typing test has conducted by ITI & NRTC in 7-8th of August 2019. NRTC will shortly re-advertise for the hiring of remaining SMSs and CA (Programme Manager) One Finance Officer equivalent to Assistant Controller F&A has joined on dated 31.08.2019
(b)	To work on the Gender Action Plan	PD (M&E) Kullu will share the final draft format of data collection and Gender Action Plan on email and post within 10 days.
(c)	Training module for Project staff is in advanced stage of completion.	As per decision on point (t). May be dropped from this point.
(d)	FEMP & CD&LIP format	PD (M&E) Kullu shared the draft format with CPD on email and post. English format to be finalized on priority followed by Hindi.

(e)	Reimbursement Issues	<p>Reimbursement claims of Rs. 3.71.30589 (i.e. up to June 2019) has been received from JICA, except Reimbursement Claim for the month of March, 2019 of Rs. 7.53.25849 Cr. which is still awaited from JICA. However Reimbursement Claim for the month of July, 2019 of Rs. 1. 15. 33177 has been sent recently to JICA. Remainder to JICA office to be issued.</p> <p>TDS will be deducted on vehicle payments made by concerned/respective DDOs GST to be deducted on all goods and services (wherever applicable) and adherence to be made to all codal formalities and statutory compliances.</p> <p>Letter to be sent to all DDOs with clear instructions on tax deductions and reimbursement claims.</p>
(f)	Baseline Survey.	<p>ToR of Baseline Survey shared by APD, Kullu. Programme Manager & SMS (Livelihood and Training) have started working on the same with APD, Kullu and will finalise the draft shortly. Expression of interest for outsourcing Baseline survey work is to be initiated within 10 days. The case for GIS/IT was moved to JICA to assign Surveying & Mapping of Intervention Areas works to HPFD GIS/IT Cell for facilitate creation of base maps, but JICA did not agree for the same. As such ToR for EoI is under preparation and will be finalized within a week time and EoI will be invited immediately.</p>
(g)	Tour Diaries of FTU Coordinators and SMS.	<p>PD (M&E) Kullu has circulated the format which was approved. CPD JICA re-circulated again and no action required now. Item may be dropped.</p>
(h)	Tally software related issues	<p>CAMPA Model needs to be studied. The training to be organized at the earliest. Prog. Mngr. (GIS/IT) and Prog. Mngr. (Livelihood & Training) to take action. No progress has been made so far, PD admin to follow it up.</p>
(i)	Mechanism of fund flow for new financial year.	<p>On dated 12.03.2019 a request has been sent to AD to permit keeping the unspent balance in the Societies' account at the close of Financial year so that the progress of the project is not hampered for want of budget in the next financial year till the time it is provided.</p>

		<p>However the same has not been approved. PD (Admin & Finance) to please see the resultant consequences of funds for 2018-19 especially when GoHP did not approve the proposal.</p> <p>Case has been moved to HoFF & the Government to modify the flow of funds and necessary funds have been asked under Grant-in-Aid for the year 2019-20 to facilitate the project implementation. No action required now, as GoHP has approved GIA and now GIA system will be operational.</p>
(j)	Pending/Outsourced Staff	<p>PMU office can advertise posts to be originally hired by HPNRMS, since now NOC has been received.</p> <p>Re-advertising letter with details on posts to be copied to HPNRMS along with a copy of 6th EC proceeding (with 1 week's time to respond in case of any objection).</p> <p>It was decided that list of identified vacant post is to be supplied to CEO, HPNRMS Solan, for supplying the man power for JICA project.</p>
(k)	Site Selection	As per decision at point (w). May be dropped.
(l)	Re-organization of Responsibilities/Duties	<p>PD (Admin) Shimla will be responsible for Divisions Chopal, Theog. & Shimla, and Bilaspur Circle; PD (M&E) Kullu will be responsible for Circles Kullu, Mandi and GHNP Wildlife Shamshi, & Lahaul Division, and DPD Rampur will be responsible for Rohru Division, Rampur Circle and Shimla Wildlife South Circle for complete Planning, Implementation and Monitoring & Evaluation across for all component of JICA assisted Project.</p> <p>This decision was reviewed and it was decided that three units of PMU will work exclusively for the assignments envisaged in the project document. In fact all the subjects pertaining to the project are to be rationally distributed among all three PDs/APDs/DPDs working under PMU.</p>
(m)	Taxi Rates - limits and instructions	<p>A reminder to be sent to FCCU/DMU offices to limit the motor vehicle expenses to Rs. 40,000 pm and not to cross the kilometer ceiling. Accounts Manager, Shimla to share details on motor vehicle rates and expenses incurred at</p>

		<p>FCCU/DMU levels.</p> <p>It was stressed upon that the use of the vehicle in the FCCUs and DMUs shall be primarily confined to JICA related duties. However in emergent cases, other use of vehicle shall be justified by the user of the vehicle. All bills related to vehicles shall be accompanied with the copy of the log book invariably.</p>
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(n)	<p>Discussion on M&E Framework shared by PD Kullu</p>	<p>JICA format for progress reports need to be shared by PMU with PD Kullu. PD (M&E) Kullu to ensure time to time Monitoring of activities for proper implementation of works. PD (M&E) Kullu needs to decide the monitoring mechanism process for front line staff (SMS/FTUs) and discuss with CPD JICA.</p> <p>PD (M&E) Kullu had come up with newly designed format for monitoring & evolution activities of JICA project. At this PD Admin & PM (Livelihoods & Training) pointed out that the progress reports are to be sent to JICA office on prescribed format that is amended as annexure in the project document. The format prepared by PD (M&E), Kullu is fairly ok for the purpose of taking reports from FCCUs and DMUs but for the purpose of reporting the M&S progress to JICA office, the same has to be preferred on the prescribed proforma. However it was agreed that the same proforma to send reports to JICA office is quite cumbersome and may not be in the fitness of things to seek reports from FCCUs and DMUs on that proforma. After deliberation it was decided that PM (M&E) will seek reports from FCCUs and DMUs on the proforma which she has prepared for the purpose, however PD (M&E) office should compile the data at their level and will send the report on prescribed format to PMU /CPD who will send the same to JICA office. It was further decided that PM (M&E) will understand/learn to fill up the prescribed proforma to ease out the things.</p>
(o)	<p>Discussion on formation of micro planning formats.</p>	<p>After deliberation, it was decided to Finalize the Micro Plan formats by 2nd week of September by PD (M&E), Kullu & SMS (Livelihoods & Training).</p> <p>PMC will be requested to share only that</p>

		information which can help in improvement of the particular document of the project, rather than compilation of documents from other projects.
(p)	Newsletter and Publication	<p>a). Guidelines for micro planning in booklet form prepared by PD(M&E), Kullu will be shared before 20th September, 2019 and then will be finalized.</p> <p>b). In-House Quarterly Newsletter to be published by PD (M&E), Kullu both in Hindi & English. However its legal requirements are to be finalized soon by PD (M&E).</p> <p>c). It was felt that more copies of operational manual and pamphlets needs to be printed. PD Admin will take necessary action within a week positively.</p> <p>d). It was decided that PD (M&E), Kullu will go ahead with the printing of micro plan guidelines in Hind, after ensuring the proper translation at the same from already printed English version.</p>
(q)	Discussion on draft format of FEMP and CD&LIP	CD&LIP draft format has already been shared by PD (M&E), Kullu. Programme Manager (Livelihoods & Training) need to share input on CD&LIP format with PD (M&E), Kullu and will finalise the same by the end of September 2019.
(r)	TOR for Baseline survey of Socio Economic, Gender and Physical.	Already discussed at (f). May be dropped.
(s)	Community Development Manual	PMC has shared the first draft of community development manual, however on going through the same. It was found lacking in many aspects which are mentioned in the JICA documents. It was decided to write back to PMC for keeping this aspect in view and resubmit the same. Programme Manager (Livelihoods & Training) to take necessary action.
(t)	Training/workshops for Frontline Staff	PM (Livelihoods & Training) for preparation of training manual for the Frontline staff in consultation with DPD, Rampur in keeping in view the training needs already identified by DPD, Rampur.

(u)	Wild Life Conflict Management(Rapid Response Team)	RRT team will primarily work for Human Animal Conflict management. It was decided that the Programme Manager (Forestry & Biodiversity) will make a flow chart of activities, tentative list of equipments needed in the workshop and look for the suitable resource person for the workshop. Thereafter the future action will be taken accordingly.
(v)	Nursery Development Monitoring	PMU Shimla needs to share the 2018-19 approved expenditure detail for nursery development with PD (M&E), Kullu and thereafter PD (M&E) Kullu will ask for physical and financial progress report from all the DMUs. The similar action is required w.r.t. the funds given to DMUs for raising of plants as well.
(w)	VFDS Selection	Keeping in view the field conditions it was decided that at an average every range of project area will have seven VFDS each but minor changes if required keeping in view the practicality the flexibility for the same, both at Range as well as VFDS may be inevitable. However for the time being the DMUs & FCCUs should stick to the exiting provisions and the same can be reviewed during midterm review.
(x)	Mechanism for approval of reports and documents	CPD JICA has already circulated the same to all the concerned
(XI)		The EC place on record the appreciation for the services rendered by Sh. Hardev Negi, DPD Rampur and wishes him all success for his new assignment.

PROCEEDING OF THE 8TH MEETING OF EXECUTIVE COMMITTEE OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEM MANAGEMENT & LIVELIHOOD IN HIMACHAL PRADESH HELD ON 05.11.2019

Proceedings of the 8th meeting of Executive Committee under the Chairmanship of C/Project Director (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

- I. The 8th meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 05.11.2019 at Shimla. Names of the officers and officials, who were present in the meeting is attached as Annexure-I.
- II. The progress on the actions taken on the decisions made in the last Executive Committee meeting on 31.08.2019 was reviewed:

No.	Action Items	Decision taken in the meeting
(a)	(i) Deficiency of staff in JICA Project	(i) One Steno, one Accountant and two clerk were deployed by NRTC at O/o CPD Shimla in the month of September & October, 2019. (ii) As on date 56 no. of employee has been provided by HPNRMS, Solan & 18 no. of employee has been provided by NRTC. A meeting chaired by Pr. CCF (HoFF) on the issue of providing remaining staff by HPNRMS, Solan was held on 18-10-2019 & HPNRMS has been directed by the PCCF (HoFF) to provide the remaining staff at the earliest by 15 th November. The requisition for remaining staff has been again sent to CEO, HPNRMS on dated 23.10.2019, including four posts required for Jadi- Butti Cell. Progress will be reviewed in next meeting.
(b)	To work on the Gender Action Plan	To be finalized by PD (M&E), Kullu in consultation with PMC (Dr. Indu Nagar). Invitation of Proposal for conducting baseline surveys-Socio Economic/Gender & Physical was Uploaded on HPFD website on dated 05.11.2019 and advertisement published on 08.11.2019 for the same. Hence Item may be dropped.
(c)	FEMP & CD&LIP format	Draft CD manual was provided by PMC (Dr. Indu Nagar). Programme Manager (Livelihoods & Training) and SMS (Livelihood, Marketing & Rural Financing) have to finalize the same. LIP input is awaited from PMC (Dr Indu Nagar). A reminder e-mail needs to be sent by SMS (Livelihood, Marketing & Rural Financing).

		FEMP format needs to be finalized by PD (M&E), Kullu and Programme Manager (Forestry & Biodiversity).
(d)	Reimbursement Issues	Total Reimbursement Claim of Rs. 12,87,35,528 filed till date out of which Rs. 12,39,89,615 has been received and Reimbursement Claims are being filed every month. Letter to all DDOs was sent regarding tax deduction and complying other codal formalities. Item may be dropped.
(e)	Baseline Survey for Socio Economic/Gender & Physical.	Invitation of Proposal for conducting baseline surveys-Socio Economic/Gender & Physical was Uploaded on HPFD website on dated 05.11.2019 and advertisement published on 08.11.2019 for the same. Already covered in Point (b) may be dropped from Point (e).
(f)	Tally software related issues	PM (GIS/MIS/IT) discussed the matter with CAMPA Branch at Talland & they suggested that the tally software needs to be customized as per requirement to make the entries and generate the reports, after that training will be held on customized software. PM (GIS/MIS/IT) along with Accounts Manager needs to take action on the issue.
(g)	Mechanism of fund flow for new financial year (FY-2019-20).	GIA received under Demand No.-16 (Rs. 19.26 Crore) and Demand No. 31 (Rs. 3.15 Crore) and awaited under Demand No. 32. Item may be dropped.
(h)	Pending/Outsourced Staff	Already covered in point (a) may be dropped from Point (h).
(i)	Re-organization of Responsibilities/Duties	It was decided that three units of PMU (i.e. Shimla, Kullu & Rampur) will work exclusively for the assignments envisaged in the project document. In fact all the subjects pertaining to the project are to be rationally distributed among all three PDs/APDs/DPDs working under PMU in view of present staff position. Accordingly the responsibilities are to be shared as per Annexure-I (copy enclosed). Item may be dropped.
(j)	Taxi Rates – limits and instructions	A reminder to be sent to FCCU/DMU offices to limit the motor vehicle expenses to Rs. 40,000 pm and not to cross the kilometer ceiling. Accounts Manager, Shimla to share details on motor vehicle rates and expenses incurred at FCCU/DMU levels.

		<p>It was stressed upon that the use of the vehicle in the FCCUs and DMUs shall be primarily confined to JICA related duties. However in emergent cases, other use of vehicle shall be justified by the user of the vehicle. All bills related to vehicles shall be accompanied with the copy of the log book invariably.</p> <p>Accounts Manager will ensure that the above instruction implemented before release of funds for taxi.</p> <p>Letter has been sent to all the concerned offices.</p> <p>Item may be dropped</p>
(k)	Discussion on M&E Framework shared by PD Kullu	<p>As per decision of 7th Executive Committee Meeting. PM (M&E) Kullu will take action for seeking report from FCCUs and DMUs, compile the same on the prescribed format and send the same to PMU Office Shimla who will send the same to JICA Office. The process is now in place, as such the item may be dropped.</p>
(l)	Discussion on formation of micro planning formats.	<p>PD (M&E),Kullu, PMC and Programme Manager , SMS (Livelihoods & Training) Shimla has finalized the microplan formats.</p> <p>To share the Micro plan formats among the front line staff, two days training has been organized at FTI Sunder Nager from 18/10/2019 to 19/10/2019.</p> <p>Process of Micro plan formation has been started at Chhajpur and Bastori (Selected ward of Rohru and Kullu Division respectively.</p> <p>The Sarli VFDS is constituted in Bastori panchatat , Kullu Range in Kullu division & Chhajpur VFDS is constituted in Chhajpur panchayat, Saraswatinagar range in Rohru division.</p>
(m)	Newsletter and Publication	Item dropped from here and clubbed with item no. (a) of new agenda item.
(n)	Discussion on draft format of FEMP and CD&LIP	Item may be dropped from here. Already cover under point (c).
(o)	Community Development Manual	Item may be dropped from here. Already cover under point (c).
(p)	Training/workshops for Frontline Staff	<p>PM (Livelihoods & Training) for preparation of training manual for the Frontline staff in consultation with DPD, Rampur in keeping in view the training needs already identified by</p>

		DPD, Rampur. Item pending compliance awaited.
(q)	Wild Life Conflict Management(Rapid Response Team)	RRT team will primarily work for Human Animal Conflict management. It was decided that the Programme Manager (Forestry & Biodiversity) will make a flow chart of activities, tentative list of equipments needed in the workshop and look for the suitable resource person for the workshop. Thereafter the future action will be taken accordingly. Item pending compliance awaited from Programme Manager (Forestry & Biodiversity).
(r)	Nursery Development Monitoring	The details has been shared with PD (M&E) Kullu, action will be taken by PD (M&E) Kullu.
(s)	VFDS Selection	Keeping in view the field conditions it was decided that at an average every range of project area will have seven VFDS each but minor changes if required keeping in view the practicality the flexibility for the same, both at Range as well as VFDS may be inevitable. However for the time being the DMUs & FCCUs should stick to the exiting provisions and the same can be reviewed during midterm review. Approval of 73 VFDS and 6 sub-committees in different location has been given by CPD.
(t)	Mechanism for approval of reports and documents	CPD JICA has already circulated the same to all the concerned. Item may be dropped.

New Agenda Item		
Item No.	Activities	Further Necessary Action
1.	Publicity	<p>a). Guidelines for micro planning in booklet form prepared by PD(M&E), Kullu will be shared before 20th September, 2019 and then will be finalized. (Action pending)</p> <p>b). In-House Quarterly Newsletter to be published by PD (M&E), Kullu both in Hindi & English. However its legal requirements are to be finalized soon by PD (M&E). One newsletter has been published.</p> <p>c). It was felt that more copies of operational manual and pamphlets needs to be printed. PD Admin will take necessary action within a week positively. 100 more copies of Operation Plan got printed. (Complied item may be dropped).</p> <p>d). It was decided that PD (M&E), Kullu will go ahead with the printing of micro plan guidelines in Hindi, after ensuring the proper translation at the same from already printed English version. (Action pending)</p> <p>Programme Manager (M&E), Kullu will design all the publicity material i.e. the Notebooks, file folders, different pamphlets in English & Hindi, diary, calenders etc. and will share the final document to CPD Office before printing.</p>
2.	Information to JICA office for advertisement	Advertisement copy of Survey & Mapping works under PIHPFEM&L sent to JICA office through email for reference & perusal by Programme Manager (GIS/MIS/IT). The same needs to be done for other advertisements as well.
3.	Training of Field Staff	PD (M&E), Kullu volunteered to look after the training of the field officials. Programme Manager and SMS (Livelihoods & Trainings) will assist PD (M&E) Kullu in this regard and they will also look after the remaining trainings of project staff like FTU Coordinators, Computer Operator, Subject Matter Specialist etc. etc.
4.	Duties of Forest Guards and Deputy Ranger	Since posting of DPD at Rampur is still awaited, therefore utilization of manpower there, the services of both the Forest Guards who are working in O/o DPD (JICA-PIHPFEM&L) will be temporarily put at the disposal of PD (JICA-PIHPFEM&L) Kullu and Deputy Rangers who is working in O/o DPD (JICA-PIHPFEM&L) Rampur will be deployed in O/o CPD (JICA-PIHPFEM&L). Accordingly letter will be put up by the establishment branch.

6.	GIS Software	<p>Under component 4.1.2.2 (equipment support), Rs. 25 Lakh are available with PMU and Rs. 20 Lakh meant for field offices is pending and is available with PMU. Out of total 45 lakh thus available around Rs. 35 Lakh would be spent on the GIS Software. However Rs. 20 Lakh meant for field offices will be accordingly adjusted next year.</p> <p>Discussed the matter and it was decided that Software may be purchased.</p>
7.	BMC committee	<p>Sub</p> <p>BMC sub committees will be registered under Society Registration Act 2006 rules as there are no rules verified under Biodiversity Act and the issue will be taken to Governing Body meeting.</p>

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

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PROCEEDING OF THE 9TH MEETING OF EXECUTIVE COMMITTEE OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEM MANAGEMENT & LIVELIHOOD IN HIMACHAL PRADESH HELD ON 30.12.2019

Proceedings of the 9th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.


I. The 9th meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 30.12.2019 at Shimla. The names of the officers and officials, who were present in the meeting is attached as Annexure-I.

II. The progress on the actions taken on the decisions made in the last Executive Committee meeting on 05.11.2019 was reviewed:

No.	Action Items	Decision taken in the meeting
(a)	(i) Deficiency of staff in JICA Project	(i) As on date 55 no. of employee has been provided by HPNRMS, Solan & 18 no. of employee has been provided by NRTC. A meeting chaired by Pr. CCF (HoFF) on the issue of providing remaining staff by HPNRMS, Solan was held on 18-10-2019 & HPNRMS has been directed by the PCCF (HoFF) to provide the remaining staff at the earliest by 15 th November. The requisition for remaining staff has been again sent to CEO, HPNRMS on dated 23.10.2019, including four posts required for Jadi- Butti Cell. A meeting was held at Solan under the Chairmanship of APCCF-cum-CEO HPNRM Society on 16.11.2019 to finalize the requirement of various staff for JICA assisted Forestry Project. <i>Since August till date HPNRM Society Solan has withdrawn the services of 23 officials from O/o CPD JICA-PIHPFEM&L and HPNRM Society Solan has provided the NOC for the four experts for Jadi-Buti Cell, therefore, a single file has been sent to Pr. CCF (HoFF) for giving permission to hire the balance staff through some other outsource agency.</i> Progress will be reviewed in next meeting.


 Chief Project Director
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(b)	To work on the Gender Action Plan	Finalized and printed. Item may be dropped.
(c)	FEMP & CD&LIP Manual	CD Manual Finalized and printed. LIP input is awaited from PMC (Dr Indu Nagar). Dr. Nagar has been reminded to finalize the same. FEMP Manual is being finalized by PD (M&E), Kullu and Programme Manager (Forestry & Biodiversity) with the help of PMC.
(d)	Tally software related issues	PM (GIS/MIS/IT) discussed the matter with CAMPA Branch at Talland & they suggested that the tally software needs to be customized as per requirement to make the entries and generate the reports, after that training will be held on customized software. PM (GIS/MIS/IT) along with Accounts Manager needs to take action on the issue. Awaiting.
(e)	Discussion on formulation of micro plans.	Microplans has been formulated for Sarli VFDS constituted in Bastori panchayat , Kullu Range in Kullu division & Chhajpur VFDS in Chhajpur panchayat, Saraswatinagar range in Rohru division. Being pursued in other divisions as well.
(f)	Training/workshops for Frontline Staff	PM (Livelihoods & Training) for preparation of training manual for the Frontline staff in consultation with DPD, Rampur in keeping in view the training needs already identified by DPD, Rampur. Awaiting. A training program will be organized on Gender issues on 3 & 4.01.2020 at FTI Chail for Frontline Staff and one day workshop on issues of Stray Cattle and Grazing will be held on 07.01.2020 at Circuit House Shimla.


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 Project for Improvement of H.P.
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 & Livelihoods, Shimla

(g)	Wild Life Conflict Management (Rapid Response Team)	<p>RRT team will primarily work for Human Animal Conflict management.</p> <p>It was decided that the Programme Manager (Forestry & Biodiversity) will make a flow chart of activities, tentative list of equipments needed in the workshop and look for the suitable resource person for the workshop. Thereafter the future action will be taken accordingly.</p> <p>Item pending compliance awaited from Programme Manager (Forestry & Biodiversity).</p>
(h)	Nursery Monitoring Development	<p>The details has been shared with PD (M&E) Kullu, action will be taken by PD (M&E) Kullu.</p> <p>Forest Guards Smt. Chaitnya and Smt. Sonu Devi are assisting PD (M&E), Kullu in this. Will be reviewed in next meeting.</p>
(i)	VFDS Selection	<p>Keeping in view the field conditions it was decided that at an average every range of project area will have seven VFDS each but minor changes if required keeping in view the practicality, flexibility for the same, both at Range as well as VFDS may be inevitable. However for the time being the DMUs & FCCUs should stick to the exiting provisions and the same can be reviewed during midterm review.</p> <p>Approval of 77 VFDS and 6 BMC sub-committees in different location has been given by CPD.</p>


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 Forest Ecosystem Management
 & Livelihoods, Shimla

New Agenda Item		
Item No.	Activities	Further Necessary Action
1.	Publicity	<p>a). Guidelines for micro planning in booklet form prepared by PD (M&E), Kullu will be shared before 20th September, 2019 and then will be finalized. (Finalized and Printed. Item may be dropped).</p> <p>b). In-House Quarterly Newsletter to be published by PD (M&E), Kullu both in Hindi & English. However its legal requirements are to be finalized soon by PD (M&E). Two newsletter has been published. Item may be dropped.</p> <p>c). It was decided that PD (M&E), Kullu will go ahead with the printing of micro plan guidelines in <i>Hindi</i>, after ensuring the proper translation at the same from already printed English version. (Action pending)</p> <p>PMU Office Shimla has designed all the publicity material i.e. the Notebooks, file folders, different pamphlets in English & Hindi, diary, calenders etc. Finalized and prnted. The calendar and diary will be launched by Hon'ble C.M. on 07.01.2020.</p>
2.	Training of Field Staff	<p>PD (M&E), Kullu volunteered to look after the training of the field officials. Programme Manager and SMS (Livelihoods & Trainings) will assist PD (M&E) Kullu in this regard and they will also look after the remaining trainings of project staff like FTU Coordinators, Computer Operator, Subject Matter Specialist etc. etc. Will be reviewed in next meeting,</p>
3.	BMC committee	<p>Sub BMC sub committees will be registered under Society Registration Act 2006 rules as there are no rules verified under Biodiversity Act and the issue will be taken to Governing Body meeting.</p>


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4.	Hiring of Pool Vehicle	<p>It was decided that one pool vehicle needs to be engaged in PMU office, Shimla for the given below purposes:</p> <ul style="list-style-type: none"> → Any urgency to be attended by CPD/PD/other official of PMU office. → Used for To & Fro movement of the official staff of PMU from Talland (Head Quarter of Forest Department) to Potters' Hill, PMU Office. → Any touring purpose for field visits for proper Monitoring and Evaluation of the field activities by PMU Staff. <p>To attend the meetings/Trainings and Workshops with respect to JICA assisted Project by office staff of PMU.</p> <p>In absence of the attached vehicle, the pooled Vehicle will also be used by CPD/PD.</p> <p>As Project has the approval of 30 motor vehicles for the PMU offices, 7 Circles & 18 Divisions under Project against which 29 have been hired till date, accordingly it was decided that one Pooled vehicle may be engaged in PMU, Shimla. Subsequently this item needs to be taken to Governing Body for ratification.</p>
5.	General Meeting of the Body of the Society	<p>The 1st General Body Meeting of the Society will be held at Kullu under the Chairmanship of Hon'ble Forest Minister. Accordingly the date for the same needs to be sought from Hon'ble Forest Minister through Pr. CCF (HoFF) and ACS (Forests).</p>

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


 Chief Executive Officer
 Project
 Forest & Livelihoods, Shimla

GOVERNING BODY DECISIONS & APPROVALS

PROCEEDINGS OF THE 2ND MEETING OF GOVERNING BODY OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEM MANAGEMENT & LIVELIHOOD IN HIMACHAL PRADESH HELD ON 30.04.2019

B. NEW AGENDA ITEMS

Agenda Item No. I: Review of the Project progress for financial year 2018-19.

Expenditure projection for 2018-19 was discussed and approved in the first Governing Body Meeting of the Society. Accordingly an expenditure of Rs. 11.58 crores was made in the year 2018-19.

The details of expenditure incurred under different components, is given below:

Component No.	Component Name	Activity	'Total Expenditure 2018-19
1.	Sustainable Forest Ecosystem Management	Nursery Development/Raising	6,54,64,000
	Sustainable Forest Ecosystem Management Total (A)		6,54,64,000
4.	Institutional Capacity Strengthening	OE/IT related (Equipment Support)	1,19,13,955
		Rent, rate & Taxes	24,56,000
		Communication & Publicity	1,85,700
		Office Furnishing	63,55,997
		Workshops/remuneration of outsourced staff, etc.	89,99,965
		Office Maintenance	65,05,596
		Motor-Vehicle	41,45,019
	Institutional Capacity Strengthening Total (B)		4,05,62,232
		Activity	'Total Expenditure 2018-19
	Administrative Expenses	Salary	93,12,432
		TA	84,107
		ME	4,58,117
	Administrative Expenses (C.)		98,54,656
	Total (A+B+C)		11,58,80,888

Decision: The details of component and SOE wise expenditure, circle/division wise expenditure, list of nurseries being developed, details of equipments/items purchased and trainings/workshops conducted given in Annexure-A (pages 2 -15) was perused, discussed and approved.

June 1/5

**PROJECT FOR IMPROVEMENT OF HIMACHAL PRADESH FOREST
ECOSYSTEMS MANGEMENT & LIVELIHOODS**

(SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEMS MANGEMENT & LIVELIHOODS IN H.P.)

PROCEEDINGS OF THE 2ND GOVERNING BODY MEETING OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEMS MANGEMENT & LIVELIHOODS IN H.P., HELD AT SHIMLA, ON 30-04-2019 UNDER THE CHAIRMANSHIP OF SH. RAM SUBHAG SINGH, IAS, ADDITIONAL CHIEF SECRETARY (FORESTS) TO THE GOVT. OF HIMACHAL PRADESH.

The 2nd Meeting of Governing Body of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P., held at Shimla, on 30-04-2019 under the Chairmanship of Sh. Ram Subhag Singh, IAS, Additional Chief Secretary (Forests) to the Govt. of Himachal Pradesh. The list of the participants is annexed as **Annexure-A (Page-1)**.

At the outset, the Chief Project Director-cum-Member Secretary Governing Body welcomed the Chairman and other members of the Governing Body. She gave a detailed presentation on the Project components, achievements (of 2018-19) and future planning of the Project for 2019-20.

Thereafter, with the permission of the Chair, agenda items were taken up for deliberations and decisions as under:

AGENDA ITEMS

- A. Review of the agenda items of the 1st Meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. created for implementation of JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods held on 06.08.2018.**

Sr.No.	Agenda/Decision	Action taken
1	Project introduction	Informatory, item dropped
2	Responsibilities of Governing Body	Informatory, item dropped
3	Permission for opening Bank Accounts	Complied, allowed to be dropped.
4	Manpower requirement & Deployed from HPNRMS or elsewhere	Partially complied. Also taken up separately as new agenda no. V.
5	Staff to be deployed by HPFD/Finance Department	Being pursued. APCCF Admin directed to take necessary action immediately.
6	(a to d) Decision regarding expenditure on workshops/conference, office building, operational plan of the project, expenditure projection of 2018-19 (e) Staff for Jadi-Buti Cell.	Decision regarding a to d Complied, items dropped. Taken up separately as new agenda no. IX.

The proceedings of 1st meeting of the Governing Body of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P., held at Shimla, on 06-08-2018 were confirmed.

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Agenda Item No. II Status of Reimbursement Claims.

The position of re-imburement claims filed and received is as under:

Reimbursement Claims filed for the month	Reimbursement Claim Filed (in Rs.)	Reimbursement Claim disbursed by JICA	Reimbursement Claim Received (in Rs.)
June-October 2018	57,22,997	December 2018	57,22,997
November 2018	11,40,735	January 2019	11,40,735
December 2018	13,32,757	January 2019	13,32,757
January 2019	64,04,648	March 2019	64,04,648
February 2019	91,40,440	April 2019	91,40,440
March 2019	7,53,25,849	Yet to be received	
Total	9,90,67,426	Total	2,37,41,577

Decision: The Governing Body showed satisfaction with respect to Reimbursement Claims.

Agenda Item No.III: Approval of APO for Financial year 2019-20.

- Budget outlay of Rs. 29.71 crores has been received on April 26, 2019 against the total requirement of Rs. 45 crores. The matter of allocation of additional amount of Rs. 15.29 crores is under correspondence.
- Accordingly APO has been prepared in two parts i.e. APO I (for 29.71 crores) and APO II (Rs 15.29 crores). The component wise details of both APOs is given below:

Sr. No.	Component Name	APO I (INR)	APO II (INR)
1	Sustainable Forest Ecosystems Management	12,38,83,513	4,48,39,490
2	Biodiversity Conservation	2,38,92,461	1,36,16,325
3	Livelihood Improvement Support	1,22,21,760	2,86,65,100
4	Institutional Capacity Strengthening	11,67,09,880	6,36,77,523
	Salaries	2,00,00,000	10,00,000
	TA	2,00,000	5,00,000
	ME	1,92,386	6,01,562
	Total	29,71,00,000	15,29,00,000
Grand Total (APO I+ APO II)		45,00,00,000	

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The Chairman inquired about the various activities to be carried out in various components. CPD JICA informed about the various activities as per the approved schedule in the project document. She further informed that the total requirement as per the approved schedule of activities for 2019-20 would be Rs. 45 Cr. including State share, however, as the budget outlay of Rs. 29.71 Cr. has been received on April 26 2019, the APO I of Rs. 29.71 Cr. has been proposed and remaining Rs. 15.29 Cr. has been proposed in APO II.

Decision: PCCF (HoFF)-cum-Co-Chairman informed that since HPFPP project has been closed on 31.03.2019, the allocation made to that project can be provided to JICA project. Accordingly it was decided that total APO of Rs. 45 Cr. is approved for FY 2019-20 for JICA assisted Project.

The consolidated APO of Rs. 45 Cr. for FY 2019-20, details of component wise expenditure to be incurred for major activities, Training Plan and Consultancies Plan (2019-20) is placed at **Annexure-B (Page -)**.

Agenda Item No. IV: Approval of Contract of Project Management Consultancy (PMC)

Contract for Project Management Consultancy for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods needs to be signed between Himachal Pradesh Forest Department (HPFD) through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP “Client” and, on the other hand, a Consortium Partner consisting of the following entitles, each of which will be jointly and severally liable to the Client for all the Consultant’s obligations under the Contract, namely, [Societe Francaise de Realisation, d’Etudes et de Conseil (SOFRECO) – Lead Member] and [JPS Associates (P) Ltd (India) – Consortium Partner] “Consultant”.

After carrying out the Evaluation of Technical Bids of the short listed firms concurrence of JICA was sought and received on December 06, 2018. Subsequently after carrying out the Evaluation of Financial Bids, by the committee constituted for the purpose, concurrence of JICA was sought and received on February 05, 2019. Thereafter Contract negotiations were held with representative of SOFRECO on February 14, 2019. Addl. Chief Secretary (Forests)-cum-Chairman Governing Body of Society for Improvement of Forest Ecosystems Management and Livelihoods in HP has accorded the approval on February 15, 2019 for signing contract for Project Management Consultancy (PMC) for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods and had advised to seek concurrence of JICA.

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The Minutes of Contract negotiations were sent to JICA for seeking final decision and the same was received on March 07, 2019. After incorporating the issues decided by JICA in the final contract, the contract document was sent to JICA for concurrence. JICA vide letter dated April 05, 2019 has advised to send the signed copy of Contract on Form 5 stipulated in the Loan Agreement.

Accordingly, now the contract needs to be signed with representatives of SOFRECO-JPS and 15% advance payment (i.e. around Rs. 70,00,000/-) for Project Management Consultancy (PMC) has to be made. Apart from this an amount of around Rs. 80,00,000/- is also required for the remuneration and reimbursable expenses for PMC.

Decision: It was decided to send the signed contract to JICA, so that the PMC can be put in place as early as possible.

Agenda Item No. V: Position of Staff deputed by HPNRMS, NRTC and pending staff requirement.

Vide Government Notification No. FFE-A (B) 2-3/2018 dated 26-07-2018, a total 156 nos. of posts of various categories was approved for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods. Details attached as **Annexure C (pages -)**.

Total Sanctioned Posts	Govt. Officials posted in Project	Provided by HPNRMS Solan	Outsourced through NRTC Parwanoo	Staff in Position	Balance	Remarks
Govt. official-16	14	-	-	14	02	Finance officer/ Supdt. Gr-I, clerk at Kullu yet to be posted a) 13 out of 34 posts advertised through NRTC Parwanoo joined. Rest (21) will be recruited/join after MCC including 2 Programme Managers, 14 SMS, 1 Steno, 1 Accountant, 3 Clerks. b) HPNRMS Solan requested to provide the remaining 41 including 30 FTU Coordinators, 8 Computer Operators/ Accountants, 1 SMS, 2 Peon/Chowkidar
HPNRMS/ Outsourced-140	-	65	13	78	62	
156	14	65	13	92	64	

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Therefore,

- a. HPNRMS has been requested to either deploy staff (41 numbers) at the earliest or give NOC regarding non availability of requisite staff so that procurement of staff is made from NRTC or any other outsourcing agency.
- b. A decision may be taken so that staff deployed from HPNRMS may not be allowed to return back to HPNRMS to be deployed in IDP.

The Chairman inquired from CEO HPNRMS that why the remaining staff is not being provided to JICA assisted Project. Chairman also suggested that if the Society does not have the requisite suitable staff as per the requirement of JICA project, the society should hire the same and provide the same to the JICA project or give NOC to CPD JICA Project so as to hire the same from other source. CEO HPNRMS informed that the society has to first adjust the already existing staff and only after that if required new people would be hired.

Decision: After the review of the staff position, it was decided by the Chairman that a separate meeting would be held in this regard with PCCF (HoFF), CPD IDP-Cum-CEO HPNRMS, CPD JICA, APCCF (Projects) at the earliest.

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Agenda Item No. VI: Research/Studies/Consultancies to be awarded in 2019-20.

List of Research/Studies/Other Consultancies						
Research Activities						
Component No.	Component Name	Total Funds Allocated (INR)	Implementation Schedule	Fund Requirement for 2019-20 (INR)		Mode of Procurement
				APO-I (INR)	APO-II (INR)	
Sustainable Forest Ecosystems Management						
1.1.3	Surveying and Mapping of Intervention areas (VFDS)	1,00,00,000	2019-20	1,00,00,000	-	Direct Contracting/ QCBS
2.4.1	Surveying and Mapping of Intervention areas (BMC/BMC sub Committees)	15,00,000	2019-20	15,00,000	-	Direct Contracting/ QCBS
1.6	Research					
1.6.2	Monitoring Data Accumulation for Effective Pasture Management	30,00,000	2019-2025	1,00,000	3,00,000	QCBS
Biodiversity Conservation						
2.1.2	Introduction of Rotational Grazing Reserve Concept (Study)	15,00,000	2019-22	2,00,000	3,00,000	Direct Contracting
2.1.3	Species/Area specific Human wildlife conflict mitigation/ management (Baseline Survey)	15,00,000	2019-22	3,00,000	-	SSS through WII
2.1.5	Recovery Program for Endangered Wildlife (Baseline survey to clarify the current status of conservation breeding efforts and activities)	30,00,000	2019-22	3,00,000	-	QCBS
2.3	Research					
2.3.1	Pilot Project on Biodiversity Corridor (Baseline Survey)	1,54,00,000	2019-2022	8,00,000	2,00,000	SSS through WII
2.3.2	Basic study for designing Biodiversity Assessment	1,41,20,000	2019-2021	2,75,000	7,25,000	QCBS
Livelihood Improvement Support						
Research						
3.1.5	Pilot Project on Hydro Cultural Fodder Production	12,76,000	2018-2020	2,00,000	6,50,000	QCBS
Institutional Capacity Strengthening						
4.3.1.2	Baseline Surveys - Socio-economic/ Gender and Physical	39,38,000	2019-21	4,00,000	9,12,000	QCBS

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Tentative/Indicative TORs of all proposed consultancies have been made. However, the TORs will be further fine tuned after consultation with PCCF Wildlife and other concerned experts.

The Chairman inquired about the various Research/Consultancies/Studies to be awarded in 2019-20 and the mode of procurement for the same. The CPD informed that as per information provided above the various consultancies will be awarded in 2019-20. The tentative and indicated TORs are ready which are attached as Annexure-D (pages -).

Decision: It was decided that the Consultancies on component No. 1.1.3 Surveying and Mapping of Intervention areas (VFDS) and component No. 2.4.1 Surveying and Mapping of Intervention areas (BMC/BMC sub Committees) should preferably be centralized and procured through QCBS. It was also decided that all Research/Consultancies/Studies should be preferably awarded on the basis of QCBS but where there is Institute of repute in Government sector, single source selection may be done after seeking permission from JICA. The Governing Body approved the procurement of all above mentioned consultancies.

Agenda Item No. VII Engagement of Ward Facilitators and GP Mobilisers (BMC)

During the Financial year 2019-2020 , 75 Village Forest Development Society and 10 BMCs (30 Biodiversity Management Committee Sub committees) will be constituted or reconstituted at Ward level or group of Wards level and GP level keeping in view the local field conditions. For efficient and effective community involvement in the project implementation process, there is provision of one male and one female ward facilitator at each VFDS level and one GP Mobiliser at BMC level is there under this project. Total 150 Ward Facilitators and 10 GP Mobilizes are required for 1st Batch of VFDS and BMCs. TORs for Ward Facilitators and GP Mobilisers is given in Annexure E (pages -). Selection of the Ward Facilitators and GP Mobilisers will be done by a committee chaired by concerned DFO and concerned RO and President of concerned VFDS/BMC or concerned Panchayat Pradhan as members.

Decision: The engagement of Ward Facilitators and GP Mobilisers as proposed were approved. It was also decided that the committee chaired by concerned DFO and concerned RO and President of concerned VFDS/BMC or concerned Panchayat Pradhan as members will engage the Ward Facilitators (VFDS) and GP Mobilisers (BMC).

Agenda Item No. VIII: Hiring of Experts

(a) Environmental and Social Consideration Experts

ESAF has identified a number of environmental and social safeguard issues and provided overall guidance on their avoidance, management and mitigation. In order to fully respond the requirement of ESAF, i.e. JICA Guidelines and relevant legal framework in India and HP state, following additional

experts are required to be employed by PMU for the provision of more detailed and specific guidance, capacity development and follow-up during project implementation.

The following TORs provide a basic summary of the key tasks for the Environmental and Social Consideration Expert (ESCE) and Environmental and Social Consideration Field Expert (ESCFE).

1. Environmental and Social Consideration Expert (ESCE)

ESCE will be mobilised from the initial Preparatory Phase, before the procurement of the Project Management Consultant (PMC). The expert is expected to work on the following key aspects:

- a) To facilitate and coordinate with various implementation and line departments for smooth implementation of ESAF/VSTPF (Vulnerable Scheduled Tribes Planning Framework)
- b) To update and finalise ESAF/VSTPF,
- c) To develop appropriate training materials on environmental and social safeguards, following the requirements in ESAF,
- d) To provide training courses and capacity enhancement of selected participants, at the different levels of stakeholders who will be designated with additional responsibility to ensure implementation of environment and social safeguards, and
- e) To supervise/ manage the project activities to ensure that the required procedures indicated in ESAF are followed properly. The expert may also be required to follow-up in the field where particular issues are identified and report to the ESCS.

Qualification: PhD degree in Forestry/Natural Resource Management/Sociology with 20 years experience in relevant field.

Emoluments: Approx. 3 lac per month

Duration: 28 months as per schedule in the Project plan

2. Environmental and Social Consideration Field Expert (ESCFE)

ESCFE will be required to assist ESCE for the above identified tasks, especially for the preparation of the relevant capacity development programme. Considering the wide coverage of project targeted area and the requirements to ESCS, this position is highly required for smooth implementation of the ESC relevant activities.

Qualification: Masters degree in Forestry/Natural Resource Management/Sociology with 10 years experience in relevant field.

Emoluments: Approx. 1.4 lac per month

Duration: 15 months as per schedule in the Project plan

Year wise Man Months (MM) Schedule from 2019-27										
	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
Environmental and Social Consideration Expert (ESCE)	4	5	5	3	3	2	2	2	2	28

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Environmental and Social Consideration Field Expert (ESCFE)	3	3	3	1	1	1	1	1	1	15
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Component No.	Component Name	Total Funds Allocated (INR)	Implementation Schedule	Fund Requirement for 2019-20 (INR)		Mode of Procurement
				APO-I (INR)	APO-II (INR)	
4.1.5	Environmental and Social Considerations (ESC)					
	Environmental and Social Consideration Expert (ESCE)	1,14,00,000	2019-2028	9,00,000	21,00,000	QCBS
	Environmental and Social Consideration Field Expert (ESCFE)	34,20,000	2019-2028	5,40,000	7,20,000	QCBS

(b) Gender Specialist

In the project, Gender Expert required for preparation of Gender Action Plan, Gender Monitoring System and Gender Training Plan. The TORs for the same are given in **Annexure-F (Page)**.

Component No.	Component Name	Total Funds Allocated (INR)	Implementation Schedule	Fund Requirement for 2019-20 (INR)		Mode of Procurement
Institutional Capacity Strengthening						
4.1.4	Preparation of Gender Action Plan	9,00,000	2018-2019	5,00,000	4,00,000	QCBS

Since it seems impractical to engage the experts with their services spread over a long time period, it is requested that the Project may be allowed to hire consultancies for the above services rather than hire individual experts. Accordingly, on approval by Governing Body, the issue will be referred to JICA for approval.

Decision: It was decided that Project may hire consultancies for the above services rather than hiring individual experts, after seeking permission from JICA office.

Agenda Item No. IX: Staffing for Jadi-Buti Cell

In the 1st meeting of the Governing Body, vide agenda 6 (e) it was decided that the PMU will seek the approval from the Government for any additional staff to be recruited for the Jadi-Buti Cell. Accordingly the matter was taken up with Additional Chief Secretary (Forests) to the GoHP on dated 10.08.18 and 1.11.2018. Vide letter dated 02.02.2019 of ACS (Ft) it has been intimated that "the matter was examined in consultation with Finance Department who have concurred in the Forest Department's proposal of Jadi-Buti Cell subject to the condition that these professionals should be engaged and kept within the already approved overall manpower structure of 156 (one hundred fifty

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six) by re-designating where ever required. These persons would be engaged for a defined period with clear role and responsibility with deliverable goals.

However the same may not be possible as against the agreed strength of 381 posts of various categories in the Project document, only 156 posts have been allowed. Therefore, the posts of Director, Manager (Enterprise Development), Manager (Marketing) and MIS Associate are urgently required. It is requested that in the meanwhile the Project may be allowed to hire the staff by keeping 4 posts out of sanctioned 156, in abeyance.

It is therefore also requested to recommend the matter to HPC for hiring of staff for Jadi Buti cell as this aspect of the Project is very important to enrich the lives of Medicinal Plant Collectors of the area.

Decision: The proposal of hiring 4 experts in Jadi Buti Cell was approved. It was also decided that CPD would separately submit a proposal for fixing their emoluments to ACS (Forests) for approval.

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approved
156 posts

Agenda Item No. X: Provision of Budget in the form of Grant in Aid

The Operation Manual of the Project, which has been approved by High Power Committee chaired by Chief Secretary to Govt. of Himachal Pradesh (on dated 01.08.2018) and concurred by JICA, stipulates that the Society for Improvement of Forest Ecosystems Management and Livelihoods in HP shall receive funds from the State Govt., Govt. of India or from any other source as permitted by the Governing Body/State Government by way of Grants for Project. This society was registered on 09.07.2018 under HP Societies registration Act 2006 for implementation of JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods, which is to be implemented in society mode as per the Terms and Conditions of the project signed by Govt. of India, Govt. of Himachal Pradesh and JICA. All funds received by the Society shall be deposited with one or more Nationalized Banks. Accordingly the account of PMU (Project Management Unit) of Society for Improvement of Forest Ecosystems Management and Livelihoods in Himachal Pradesh has been opened in Bank of India at Shimla and all the 7 FCCUs (Forest Circle Coordination Units) and 18 DMUs (Divisional Management Units) have also opened the Societies' account in different banks.

3. However, vide memo No. Fst.1651-1/2018-19 (budget), dated 21.04.2018 and memo No. Fst.1651-1/2018-19 (budget), dated 19.05.2018 the budget of Rs. 15 Cr. under various SOEs was allotted to Chief Project Director for JICA assisted Project for the financial year 2018-19. The SOEs pertaining to (01-salary), (03-T.E.), (05-O.E.), (06-M.E.), (30-Motor Vehicle) are being regulated through treasury system and for other SOEs the funds as per requirement are being transferred from Government DDO account of CPD JICA assisted Project to the account of Society for Improvement of Forest Ecosystems Management and Livelihoods in Himachal Pradesh.

4. The institutional arrangement approved for the Project stipulates that to have efficient flow of funds as per the annual plans and for the timely submission of reimbursement claim, adequate authority has to be invested with the project personnel who are responsible for managing and implementing the project activities. Moreover, Rule 155 of the HP Financial Rules 2009 stipulates that Grant in Aid may be sanctioned by Govt to a public body as an institution having a distinct legal

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entity in HP, autonomous bodies and Societies registered under the HP Societies Registration Act 2006 etc. Society for Improvement of Forest Ecosystems Management and Livelihoods in Himachal Pradesh was registered on 09.07.2018 under HP Societies registration Act 2006 for implementation of JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods. It is pertinent to mention here that all transactions in the registered Society are carried out by RTGS/cheques/drafts etc.

The request for providing budget in the form of Grant in Aid has been already sent to ACS (Forests) to the GoHP vide letter dated 22.04.2019.

Joint Secretary (Forests) informed that the matter needs to be taken up with Finance Department, Tribal Affairs and Director SCSP as the Grant in Aid is to be provided in Demand No. 16,31 & 32.

Decision: After discussing the issue Chairman directed Joint Secretary (Forests) to take up the matter with Finance Department, Tribal Affairs and Director SCSP immediately.

Agenda Item No. 11. Allocation of One Additional Post of Project Director in JICA Office, Kullu

Govt. of H.P. vide notification No. FFE-A(B) 6-8/2018 dated 16-05-2018 posted Ms. Meera Sharma, as Assistant Project Director JICA Kullu and further vide Govt. of H.P. notification No. FFEA (B) 2-3/2018 dated 26-06-2018 did partial modification in the earlier order by re designating the post as Project Director JICA Kullu. Whereas, Govt. of HP vide its notification no. FEE-A(B)2-3/2018 dated 26-07-2018 allocated one post of Project Director at Shimla office and two posts of APDs in Kullu and Rampur offices respectively, whereas one additional post of Project Director is required at Kullu office also. Therefore, keeping in view the requirement, one additional post of Project Director may be allocated to JICA Office Kullu or the APD post allocated to Kullu office may be redesignated as Project Director Post.

Decision: It was decided that the matter regarding re-designation of the sanctioned post at Kullu from APD to PD would be taken up with Finance Department.

Agenda Item No. XII: Any other item with permission of chair

The Project Director (Admn.) JICA raised the issue of hiring of Programme Manager (Audit) which has to be a full time Chartered Accountant as per the Project document. The advertisement for the same was floated however no one appeared for the interview which was taken by NRTC. It seems that it is difficult to get a Chartered Accountant for Rs. 60,000/- per month as approved in 1st Governing body Meeting. It was requested that considering the situation the services for the same may kindly be allowed to be hired on outsource/contract basis.

Decision: It was decided that the services be outsourced subject to permission of JICA.

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

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GOVERNING BODY DECISIONS UNDER 2ND MEETING HELD ON 30.04.2019

- ✓ **Agenda item No- 1 :-Review of the Project progress for financial year 2018-19**
Decision:-The details of component and SOE wise expenditure, circle/division wise expenditure, list of nurseries being developed, details of equipments/items purchased and trainings/workshops conducted given in Annexure-A (pages 2 '15) was perused, discussed and approved.
- ✓ **Agenda item No- 2:- Status of Reimbursements Claims.**
Decision:-The Governing Body showed satisfaction with respect to Reimbursement Claims.
- ✓ **Agenda item No- 3:- Approval of APO for Financial year 2019-20**
Decision:-PCCF (HoFF)-cum-Co-Chairman informed that since HPFPP project has been closed on 31.03.2019, the allocation made to that project can be provided to JICA project. Accordingly it was decided that total APO of Rs. 45 Cr. is approved for FY 2019-20 for JICA assisted project.
- ✓ **Agenda item No- 4 :-Approval of Contract of Project Management Consultancy (PMC)**
Decision:-It was decided to send the signed contract to JICA, so that the PMC can be put in place as early as possible.
- ✓ **Agenda item No- 5:- Position of staff deputed by HPNRMS, NRTC and pending staff requirement**
Decision:-After the review of the staff position, it was decided by the Chairman that a separate meeting would be held in this regard with PCCF (HoFF), CPD IDP-Cum-CEO HPNRMS, CPD JICA,APCCF(Projects) at the earliest.
- ✓ **Agenda item No- 6:- Research/Studies/Consultancies to be awarded in 2019-20**

Decision:-It was decided that the Consultancies on component no .1.1.3 Surveying and Mapping of Intervention areas (VFDS) and component No. 2.4.1 Surveying and Mapping of Intervention areas (BMC/BMC sub Committees) should preferably be centralized and procured through QCBS. It was also decided that all Research/Consultancies/Studies should be preferably awarded on the basis of QCBS but where there is Institute of repute in Government sector, single source selection may be done after seeking permission from JICA. The Governing Body approved the procurement of all above mentioned consultancies.

✓ **Agenda item No- 7:- Engagement of Ward Facilitators and GP Mobilisers**

Decision:-The engagement of Ward Facilitators and GP Mobilisers as proposed were approved. It was also decided that the committee chaired by concerned DFO and concerned RO and President of concerned VFDS/BMC or concerned Panchayat Pradhan as members will engage the Ward Facilitators (VFDS) and GP Mobilisers (BMC).

✓ **Agenda item No- 8:- Hiring of Experts**

Decision:-It was decided that Project may hire consultancies for the above services rather than hiring individual experts after seeking permission from JICA office.

✓ **Agenda item No- 9:-Staffing for Jadi –Buti Cell**

Decision:-The proposal of hiring 4 experts in Jadi Buti Cell was approved. It was also decided that CPD would separately submit a proposal for fixing their emoluments to ACS (Forests) for approval.

✓ **Agenda item No- 10:- Provision of Budget in the form of Grant in Aid**

Decision:-After discussing the issue Chairman directed Joint Secretary (Forests) to take up the matter with Finance Department, Tribal Affairs and Director SCSP immediately.

✓ **Agenda item No- 11:- Allocation of One Additional Post of Project Director in JICA Office,Kullu**

Decision:-It was decided that the matter regarding re-designation of the sanctioned post at Kullu from APD to PD would be taken up with Finance Department.

✓ **Agenda item No- 12:- Any other item with permission of chair**

Decision:-It was decided that the services be outsourced subject to permission of JICA.

Note:- Please refer the proceedings for detail information of Agenda items

Annual Plan of Operation for the year 2019-20		
Demand No.-16 -2406 Forestry & Wildlife Plan 01 Forestry 101 Forest Conservation, Development and Regeneration 10- Himachal Pradesh Forest Ecosystems Management & Livelihood Project		
S.O.E	Budget Required	Total
1	2	3
01-Salary	2,10,00,000	2,10,00,000
02-Wages	3,26,64,278	3,26,64,278
03-TA	2,00,000	2,00,000
05-OE	1,72,00,000	1,72,00,000
06-ME	1,93,949	1,93,949
07-Rent, Rate&Taxes	10,00,000	10,00,000
09-Adv & Publicity	1,50,000	1,50,000
11-Furnishing	63,42,000	63,42,000
20-Other Charges	9,34,04,683	9,34,04,683
21- Maintainance	70,00,000	70,00,000
30-Motor Vehicle	1,59,60,000	1,59,60,000
33-M&S	3,51,85,090	3,51,85,090

Total	23,03,00,000	23,03,00,000
Demand No.-31- Tribal Area Sub Plan- 2406-01-796-29 Himachal Pradesh Forest Ecosystems Management & Livelihood Project		
S.O.E	Budget Required	Total
1	2	3
02-Wages	31,80,000	31,80,000
20-Other Charges	1,97,00,000	1,97,00,000
21-Maintainance	15,00,000	15,00,000
33-M&S	21,20,000	21,20,000
42-GIA	50,00,000	50,00,000
Total	3,15,00,000	3,15,00,000
Demand No.-32 (SCSP) 2406-01-789-16 Himachal Pradesh Forest Ecosystems Management & Livelihood Project		
S.O.E	Budget Required	Total
1	2	3
02-Wages	1,81,80,000	1,81,80,000
20-Other Charges	44,00,000	44,00,000
21-Maintainance	6,00,000	6,00,000
33-M&S	1,21,20,000	1,21,20,000
Total	3,53,00,000	3,53,00,000
G.Total	29,71,00,000	29,71,00,000

FOUR COMPONENTS

COMPONENT 1: SUSTAINABLE FOREST ECOSYSTEM MANAGEMENT

Identification of the Project intervention area and site selection is one of the first and foremost activities during the preparatory phase. Following the prescribed criteria of area selection and ward prioritisation, the three batches of VFDS were to be formed. In the current financial year, 81 VFDS were identified in Batch I, the details of which are elucidated in table below:

Circle	Division	Range	No. of VFDS Identified
Bilaspur	Bilaspur	Ghumarwin	5
Kullu	Banjar (Seraj)	Sainj	3
		Tirthan	2
	Kullu	Bhutti	1
		Kullu	5
		Patlikuhah	1
Parvati	Bhuntar	5	
Mandi	Jogindernagar	Dharampur	5
	Mandi	Mandi	7
	Nachan	Nachan	5
	Suket	Suket	5
Rampur	Anni	Nither	5
	Kinnaur	Bhabanagar	4
		Nichar	3
	Rampur	Sarahan	5
Shimla	Chopal	Nerwa	5
	Rohru	Saraswatinagar	5
	Shimla	Taradevi	5
	Theog	Balson	5
TOTAL VFDS IDENTIFIED IN FY 2019-20			81

Under this component, the Project's primary focus is on expediting the plantation activities where in through development of model nurseries at forest circle and range levels, high-quality seedlings of local/ regional species are being provided for different activities such as – Improvement of Moderately Dense Forests/ Open & Scrub Forest; Eradication of Invasive Species (lantana), Improvement of Pastures and other forestry activities outside forest area.

All major activities are planned, executed, and monitored in accordance with '**Micro Plans**' that are being prepared through participatory and collaborative approach between the local communities and the Project staff.

MICRO PLANS

In FY 2019-20, the focus was on expediting the preparatory works for Micro Planning process to be carried out in subsequent financial years. With that in view, the following activities were carried out with regard to Micro Plan Preparations for the Project:

- ✓ Designing of Micro Plan format and its circulation to all field staff, especially in Batch I Ranges.
- ✓ 12 days Field training of Project Staffs was organized for initiation of Micro Planning Process at VFDS Chajjapur Valley in Rohru Forest Division, Shimla Forest Circle and VFDS Bastori in Kullu Forest Division in Kullu Forest Circle both team were led by PMU Staff & Consultant.
- ✓ 2 **Model Micro Plans** for VFDS Bastori & VFDS Chajjapur Valley were prepared and shared with all the Divisions under the Project.



VFDS Bastori in Kullu Forest Division

VFDS Chajjapur in Rohru Forest Division

- 81 VFDSs and 12 BMC sub committees were identified in Batch 1.
- 65 VFDSs were constituted and PRA process in 48 VFDSs was started.
- 18 VFDSs were registered under Society Act and about 20 draft micro plans were prepared.

NURSERY DEVELOPMENT

In FY 2019-20, succinct focus was on the improvement in permanent nurseries to upgrade the seedling production capacity to ensure availability of high-quality seedlings of local/regional species for plantation activities being carried out under the Project. 5 Circle Level and 56 Range Level Nurseries are being upgraded under the project, where in FY 2019-20, funds to the tune of Rs. 4.58 Cr. were expended on Circle and Range level nurseries in territorial divisions.



Khoad Bihal Nursery (Kullu Wildlife range)

By carrying out the nursery improvement and development works, the capacity of HPFD has been enhanced by 33-35 Lac plants in the given financial year, which is a major contribution by the project to achieve the state's target of increasing the area under green cover from 27.2 % to 30%.

CIRCLE LEVEL NURSERIES



Bilaspur Circle Nursery (Zakatkhana)



Rampur Circle Nursery(Talai)

The objective of Circle Level nurseries is to create an example of plant production i.e. ‘Model Nursery’ that can be replicated in the entire state. Five (5) central permanent nurseries (each per territorial circle) have been upgraded under the Project where in the following upgrading works were carried out:

- ✓ Increase in Production Capacity (at least 200,000 seedlings/ year per nursery)
- ✓ Enhancement of Net Production Area
- ✓ Modernisation of Nurseries through – General Use Facilities such as Bore well, Water Line Network, Parabolic top Poly houses, Agronet sheds for nursery beds, Mist Chambers, Drying Yard with seed treatment facilities, Root Trainers and Trainer stands, Vermi-compost pits, and other facilities based on site-specific requirements.

RANGE LEVEL NURSERIES



Gawali Forest Nursery (Range Level)

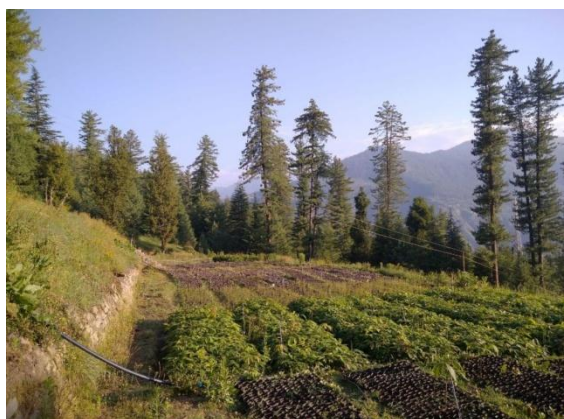
The improvement of range level nurseries is intended to improve seedling production capacity and quality at the range level. Fifty –six (56) range level permanent nurseries (each per range) have been upgraded under the Project where in the following upgrading works were carried out:

- ✓ Increase in Production Capacity (at least 40,000 seedlings/ year per nursery)
- ✓ Enhancement of Net Production Area
- ✓ Modernisation of Nurseries through – facilities such as Water Pipe Line Network & Drainage, Compost Heap, Potting Media Storage, Agronet Sheds for nursery beds, Parabolic Poly houses, Mist Chambers etc.

NURSERY RAISING

Seedlings to be planted under the Project varies from ~1.5 years plants for Batch I, ~2.5 years plants for Batch II, and ~3.5 years plants for Batch III of VFDS and BMC Sub-Committees.

For raising of plants in the nurseries, funds to the tune of Rs. 58 lacs were allocated to the respective DFOs for raising of approx. 8.3 lac plants in FY 2018-19, which will be planted in FY 2020-21, for Batch I plantations to be carried out in PFM and Departmental Mode.



Peontra Nursery (Nerwa Range)



Kharshali Nursery (Khashdhar Range)

Since, it has been decided that only tall plants will be planted in the field for Batch II and Batch III plantations. The plantations which are to be carried out in FY 2022-23 and FY 2023-24, the funds were released to respective DFOs for raising of tall plants in FY 2019-20. Given below is the table summarizing the status of Seedling Production activities carried out up till FY 2019-20:

Financial Year	Seedling Production
FY 2018-19	✓ Rs. 58 lakhs spent on raising of 8.3 lakhs plants of 1.5 years scheduled for plantation in FY 2020-21.
FY 2019-20	<ul style="list-style-type: none"> ✓ Maintenance of Plants raised in FY 2018-19 : Rs. 89 lakhs. ✓ Raising of 8.93 Lakh plants of 2.5 years tall plant scheduled for plantation in FY 2022-23. ✓ Raising of 7.48 Lakh plants of 3.5 years tall plant scheduled for plantation in FY 2023-24. ✓ NEW: Development of Chilgoza Nursery by DMU Kinnaur, Rs. 5 Lakh for raising of 35,000 plants

PLANTATIONS

An area of **10,984 ha** is to be covered through different plantation activities such as improvement of Moderately Dense Forests / Open & Scrub Forest; Eradication of Invasive Species (lantana), Improvement of Pastures under PFM and Departmental Mode in territorial and wildlife forest divisions.



Plantation activity at Shilru VFDS _Shimla Division

In FY 2019-20, Advance Works activities such as *pit digging, clearing of area, fencing works etc.*, were completed in **784 ha** for plantations to be carried out in PFM Mode by Batch I of VFDS, including Lantana Eradication in **108 ha** at Shimla, Mandi, Jogindernagar, and Suket Forest Divisions. The plantation in these areas and **740 ha** in Departmental Mode will be completed in the next financial year. Given below is the table summarizing the Afforestation Program carried out in the Project in the territorial ranges:

PFM Mode – 76 VFDS in Batch I	Area (in ha)	Activity Schedule
Enrichment Advance Works (@800 plants/ha)	289	Advance Works COMPLETED in FY 2019-20
Afforestation Advance Works (@1100 plants/ ha)	495	
Total	784	
Departmental Mode - 15 Batch I TR Ranges	Area (in ha)	Advance Works and Plantations to be carried out in FY 2020-21
ANR with Gap Planting (@200 plants/ha)	325	
Tall Block Plantation (@500 plants/ha)	415	
Total	740	
G. Total	1524 ha	

RESEARCH & STUDIES

With an aim to support the knowledge development and strengthening of the Himachal Pradesh Forest Department, the Project is focused to work on research studies and works across the four components. In FY 2019-20, under Sustainable Forest Ecosystems Management, the following research studies were expedited:

List of Research/Studies/Other Consultancies				
	Name of Research/Studies/Other Consultancies	Schedule	Mode of Procurement	Status
	Sustainable Forest Ecosystems Management			

1.	Surveying and Mapping of Intervention Areas	2020-21	QCBS	Contract signed with selected firm
2.	Monitoring Data Accumulation for Effective Pasture Management	2020-2026	QCBS	Technical & financial evaluation of bids completed

COMPONENT 2: BIODIVERSITY CONSERVATION

Under Biodiversity Conservation, all envisaged activities are to be implemented through two sub-components. **Scientific Biodiversity Management** which will be mostly undertaken in Departmental Mode, targeting the protected areas and their surroundings in the Project areas, both in territorial and wildlife forest divisions. **Community-based Biodiversity Conservation** by adopting the **SATOYAMA** concept as model, which will focus on providing a framework to achieve sustainable livelihoods and natural resource management in a holistic manner. The community based approach is to be implemented by ward-level sub-committees of BMCs established within BMCs already constituted at Gram Panchayat level, all formed following the prescribed criteria of area selection and ward prioritisation (in two batches). In current financial year, 12 BMC Sub-committees were identified in Batch I, the details of which are elucidated in table below:

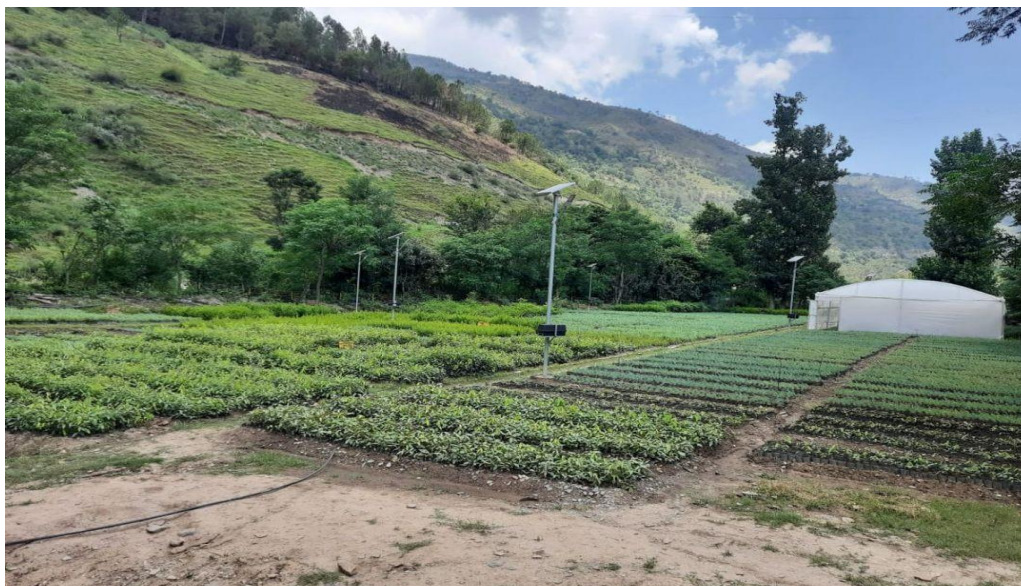
Circle	Division	Range	BMC Name	BMC Committees Formed	Sub-
GHNP Shamshi	WL Kullu	WL Kullu	Shilirajgiri	3	
			Niyul	3	
		WL Manali	Kais	3	
			Karadsu	3	
TOTAL BMC SUB-Committees formed in FY 2019-20				12	

Similar to the Component I, the focus is on expediting the plantation activities where in through 5 Range Level nurseries, high-quality seedlings of local/regional species are provided for different plantation schemes such as - Improvement of Moderately Dense Forests/ Open & Scrub Forest, Improvement of Pastures and other forestry activities outside forest area

All major activities are planned, executed, and monitored in accordance with '*Micro Plans*' that are being prepared through participatory and collaborative approach between the local communities and the Project staff.

NURSERY DEVELOPMENT

In FY 2019-20, succinct focus was on the improvement in permanent nurseries to upgrade the seedling production capacity to ensure availability of high-quality seedlings of local/regional species for plantation activities being carried out under the Project.



Shimla Circle Nursery (Sainj)

In wildlife range, 5 range level nurseries were developed under DMU Kullu WL and DMU Spiti WL forest divisions, where funds to the tune of Rs. 19 lacs were expended.

PLANTATIONS



Plantation activity at Tirthan Range Banjar

In FY 2019-20, Advance Works activities such as *pit digging, clearing of area, fencing works etc.*, were completed in **80 ha** for plantations to be carried out in PFM Mode by Batch I of BMC Sub-committees at DMU Kullu. Given below is the table summarizing the Forestation Program carried out in the Project in the Wildlife Ranges: In FY 2019-20, Advance Works activities such as *pit digging, clearing of area, fencing works etc.*, were completed in **80 ha** for plantations to be carried out in PFM Mode by Batch I of BMC Sub-committees at DMU Kullu. Given below is the table summarizing the Afforestation Program carried out in the Project in the Wildlife Ranges:

PFM Mode – 12 BMC Sub-Committees in Batch I	Area (in ha)	Activity Schedule
Enrichment Advance Works (@800 plants/ha)	44	Advance Works COMPLETED in FY 2019-20
Afforestation Advance Works (@1100 plants/ ha)	36	
Total	80	Plantations to be carried out in FY 2020-21

RAPID RESPONSE TEAM

The Project aims to strengthen Rapid Response Teams to address emergency cases of Human-Wildlife Conflict in the 16 territorial divisions. In FY 2019-20, funds to the tune of Rs. 66 lacs were spent on procurement of relevant equipment and goods for the RRT in accordance with the list of equipment prescribed by PCCF Wildlife, HPFD at 16 Territorial Divisions. RRTs are being strengthened with an aim to support the response action on tackling Human-Wildlife conflicts and improving the prevention and protection measures in field. These division level RRTs are being strengthened to extend support to the existing RRTs for forest offences/ human-wildlife conflict, already established by HPFD at forest circle level.

In this context the HPFD has devised a standard Operating Equipment (SOE) kit in consultation with experts in the field for ready reference for strengthening and smooth functioning of the Rapid response Teams operational at various Forest Divisions. The composition of this SOE kit is detailed below:-

1. Capturing /transportation cages and squeeze cages.
2. Tranquilizing Gun with cartridges and all accessories.
3. Collapsible ladder
4. Heavy duty searchlights and torches of all sizes.
5. Nylon and rope nets.
6. Metal cutters including pliers etc.
7. Power chain saws and ordinary saws.
8. Snake catching equipments with all accessories.
9. Screw drivers of all sizes.

10. Pick axes, spade and axes of all sizes.
11. Safety kits.(gloves, jump suits,boots,helmets etc.)

The project extended the support to enhance the Rapid Response Team (RRT) by disbursing the funds to 16 territorial divisions. The following table provides the clear picture of fund allotment in FY 2019-2020:-

<i>Activity</i>	<i>Name of Circle/Division</i>	<i>Amount Rs.</i>
Protected Area Management- Rapid Response Team	DMU Mandi	500000
	DMU Jogindernagar	514647
	DMU Suket	132160
	DMU Nachan	500000
	DMU Shimla	188851
	DMU Chopal	517200
	DMU Rohru	500000
	DMU Theog	500000
	DMU Rampur	500000
	DMU Anni	252132
	DMU Kinnaur	500000
	DMU Bilaspur	500000
	DMU Parbati	500000
	DMU Kullu	500000
	DMU Banjar (Seraj)	500000
Total		6604990

Note:- Please refer official letter under annexure -B

RESEARCH & STUDIES

With an aim to support the knowledge development and strengthening of the Himachal Pradesh Forest Department, the Project is focused to work on path-breaking research studies and works in consultation with the HPFD Wildlife Wing under the component of Biodiversity Conservation, in FY 2019-20, the following research studies were taken up by the Project:

Name of Research/Studies/Other Consultancies	Schedule	Mode of Procurement	Status
Biodiversity Conservation			
Introduction of Rotational Grazing Reserve Concept (Study)	2020-23	QCBS	RFP Advertised
Species/Area specific Human wildlife conflict mitigation/ management (Baseline Survey)	2020-23	QCBS	RFP Advertised
Recovery Program for Endangered Wildlife (Baseline survey to clarify the current status of conservation breeding efforts and activities)	2020-23	QCBS	RFP Advertised
Pilot Project on Biodiversity Corridor (Baseline Survey)	2020-2023	QCBS	ToR & RFP has been finalized
Basic study for designing Biodiversity Assessment	2020-2022	QCBS	RFP Advertised

COMPONENT 3: LIVELIHOOD IMPROVEMENT SUPPORT

The objective of the Component Livelihood Improvement Support is to reduce the pressure on forest resources through 1) effective and sustainable harvesting of NTFPs (medicinal plants) and marketing interventions; 2) promoting alternative sources of energy and means of livelihoods to enhance the household level resilience against the resource scarcity, and 3) augmenting the resource base and building the capacity of the community towards sustainable forest resource management. The Project supports both NTFP and non-NTFP based alternative livelihood activities. Under NTFP-based livelihood interventions, a “Jadi-Buti Cell” will be established that will be responsible for Standardisation of Protocols for Sustainable Cultivation & Harvesting of NTFPs including medicinal plants, Formation & Strengthening of Cluster level “HIMJadi-Buti Cooperative Societies”, and Creating a Brand for medicinal plants produce in Himachal Pradesh and in the country. Further, it will work in synergy with the GoHP’s “Van Samridhi Jan Samridhi Yojana” to regulate the NTFP extraction, Standardise the ex-situ Propagation of certain Identified Species, Value Addition, and Streamlining Marketing Channels.

In FY 2019-20, the Project was in second year of preparatory phase, therefore the focus was on streamlining and standardising the preparation of Micro Plans, which is the basic tool that guides livelihood related interventions as well. In subsequent years, Income Generation Activities thus identified in respective Micro Plans will be supported by the Project in accordance with the Business Plans. “Jadi-Buti Cell” was made functional after recruitment of experienced & qualified professionals. The contract was done with 4 Universities/Research Institutions viz. HPU Shimla, HFRI Panthaghati, CSIR-IHBT Palampur and G.B. Pant NIHE Kullu for research high value potential Medicinal and Aromatic Plants (MAPs) in 11 Clusters. A team comprising of a Research Scientist, a Field Botanist, & 1-3 Community Facilitators from above mentioned institutions have evaluated MAPs species for cultivation in the identified forest areas or private land(s)/orchard(s) in each village of VFDS (Ward level).

Sr. No.	Institution	Divisions	Ranges	No. of VFDS
1	HFRI	Shimla, Theog, Chopal & Rohru	Tara Devi, Balson, Nerwa, Chopal, Kanda, Tharoch, Bamta, Sarain, Saraswati Nagar, Khashdar	20
2	HPU	Bilaspur, Suket & Nachan	Ghumarwin, Sadar, Swarghat, Jhandutta, Baldwara, Jhungi, Kangoo, Sarkaghat, Jaidevi, Nachan	20
3	CSIR-IHBT	Joginder Nagar, Mandi & Suket	Dharampur, Ladbharol, Joginder Nagar, Urla, Kamlah, Mandi, Drang, Kotli, Kataula, Suket	20
4	GB Pant NIHE	Lahaul, Parvati, Banjar & Kullu	Keylong, Bhunter, Hurla, Jari, Sainj, Tirthan, Manali, Naggar, Patlikulh, Bhutti, Pattan, Kullu	20

Major Outcome: The institutions have recommended following High Value MAPs along with their package of practices for each cluster:

Sr. No.	Institution	Cluster	Prioritized species
1.	GB Pant NIHE	Kullu	<i>Angelica glauca</i> , <i>Berberis aristata</i> , <i>Trillium govanianum</i> , <i>Dactylorhiza hatagirea</i> , <i>Hedychium spicatum</i>
		Jari	<i>Aloe barbadensis</i> , <i>Polygonatum verticillatum</i> , <i>Viola canescens</i> , <i>Bergenia ciliata</i> , <i>Withania somnifera</i>
		Larji	<i>Aconitum heterophyllum</i> , <i>Nardostachys jatamansi</i> , <i>Taxus cantorta</i> , <i>Jurinea macrocephala</i> , <i>Valeriana jatamansi</i>
		Keylong	<i>Inula racemosa</i> , <i>Sausurea costus</i> , <i>Hippophae rhamnoides</i> , <i>Bunium persicum</i> , <i>Aconitum heterophyllum</i>
2.	IHBT	Mandi	<i>Matricaria chamomilla</i> , <i>Curcuma aromatica</i> , <i>Rosa damascena</i> , <i>Rosmarinus officinalis</i> , <i>Withania somnifera</i>
3.	HFRI	Rampur and	<i>Valeriana jatamansi</i> Jones, <i>Podophyllum hexandrum</i> Royle, <i>Aconitum heterophyllum</i> Wall. Ex Royle,

		Rohru	<i>Angelica glauca</i> Edgew, <i>Picrorhiza kurroa</i> Royle ex Benth
4.	HPU	Bilaspur and Mandi	Recommendation is in review

RESEARCH & STUDIES

Name of research/ studies/ other consultancies	Schedule	Mode of procurement	Status
Livelihoods improvement support			
Pilot project on hydro cultural fodder production	2020-2021	QCBS	Advertised but no proposal received need to be re-advertised.

COMPONENT 4: INSTITUTIONAL CAPACITY STRENGTHENING

For effective implementation of the Project, it is essential to strengthen the institutional capacity of HPFD, Community Based Organisations (CBOs), and PMU Staff. Through this component, the Project supports enhancement of human resources capacities & capabilities, research & knowledge base, effective usage or improvement of support systems and monitoring mechanisms through MIS/GIS for both Forest Management and Biodiversity Conservation. Information technology will play a critical role in planning, implementation, and monitoring of all activities in the project with integrated use of GIS data, Remote Sensing techniques, and latest GIS software (ArcGIS).

HUMAN RESOURCE SUPPORT

The provision of human resources is being optimally done with an objective to strengthen the project implementation and management, and at the same time adequately address skill-set gap within the overall departmental functioning and project operations. The institutional arrangements ensure that the main responsibility to implement the project remains with the regular departmental structures whereas the Project staff assist and support the project operations, and wherever required fill-in the skill gaps. Thus, dedicated teams have been created at the PMU, FCCU, DMU and FTU levels that have regular and contractual/outsourced staff.

Given below is the staff position as on close of the financial year 2019-20 being engaged and/or operating under the Project:

No.	Name of Post	In Place/ Approved Posts
1.	Programme Managers	5/6
2.	Subject Matter Specialists	7/22
3.	FTU Coordinators	25/61
4.	Office manager	1/1
5.	Accounts manager	1/1
6.	Accountant	1/1
7.	Stenographer	0/1

8.	Clerks	3/3
9.	Computer Operators/Accountants	15/30
10.	Peon/Housekeeping/Security	11/14
11.	Staff from HPFD	14/16
	TOTAL	83/156

IT INFRASTRUCTURE

Information Technology plays a critical role in planning, implementation, and monitoring of all activities in the project. To that effect, the IT infrastructure requirements of the PMU, FCCUs, DMUs, and FTUs were assessed and requisite funds were released for procurement of IT equipment/Office Automation/Gadgets to strengthen effective and faster mode of communication. In FY 2019-20, Rs. 1.29 Cr. were spent through Government e-Marketing Portal (GeM) for procurement of such equipment by PMU (Shimla), Regional Offices (Kullu & Rampur), and FCCU, DMU and FTU offices.

MOBILITY SUPPORT

Since there is a restriction on purchase of new vehicles (4-wheel drive), the Project supported the hiring of vehicles at PMU, FCCU, and DMU level in FY 2019-20. Rs. 1.20 Cr. were spent on hiring of 30 vehicles to undertake field operations/supervisions and regular office functioning for Project activities only.

GIS/MIS/WEBSITE

In FY 2019-20, the following activities were undertaken with regard to GIS sub-component with an aim to ensure continuous tracking of project implementation, information and communication:

- ✓ Establishment of GIS Lab and Procurement of ARC GIS Software for developing GIS based information for planning and monitoring of different project activities.

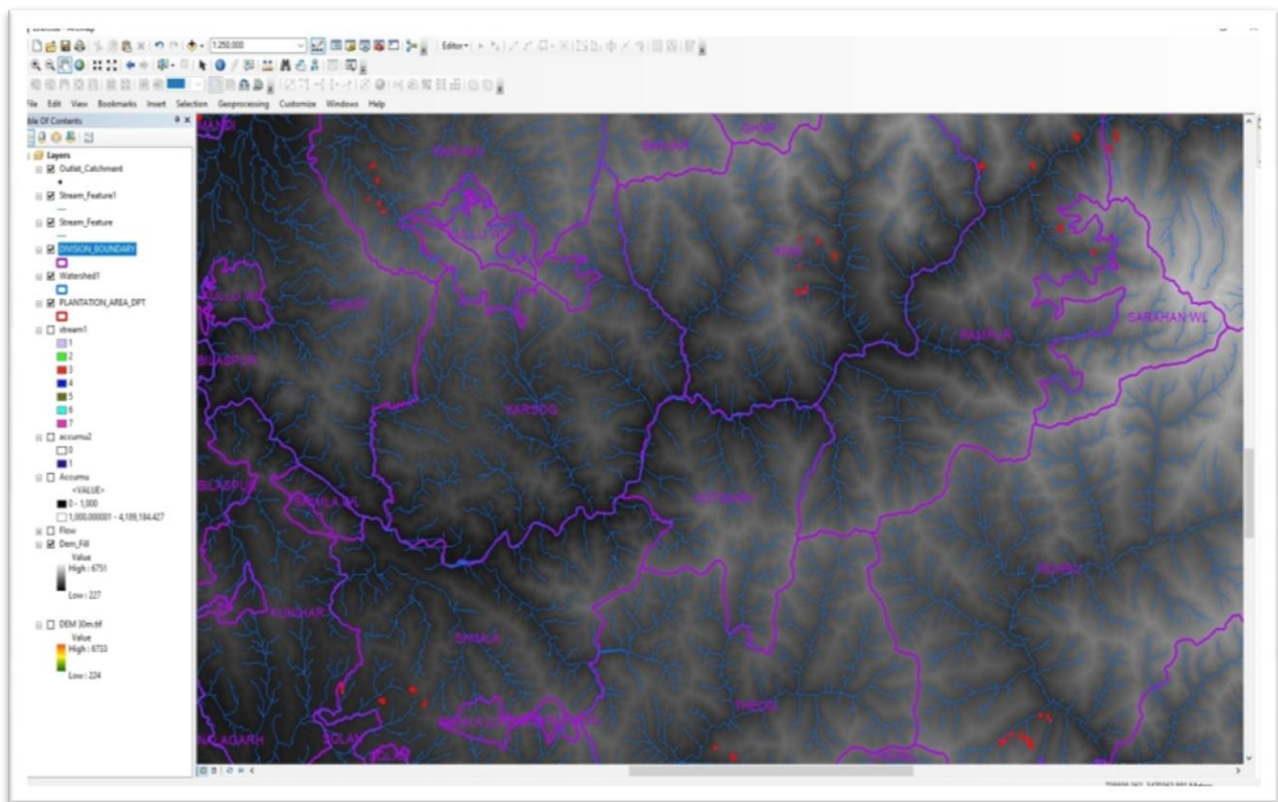


Figure 1: arc gis advance 10.8 software for creation of gis layers

- ✓ Nurseries location on spatial data has been created along with details on non-spatial information i.e. species name, number of plants, nursery type etc.

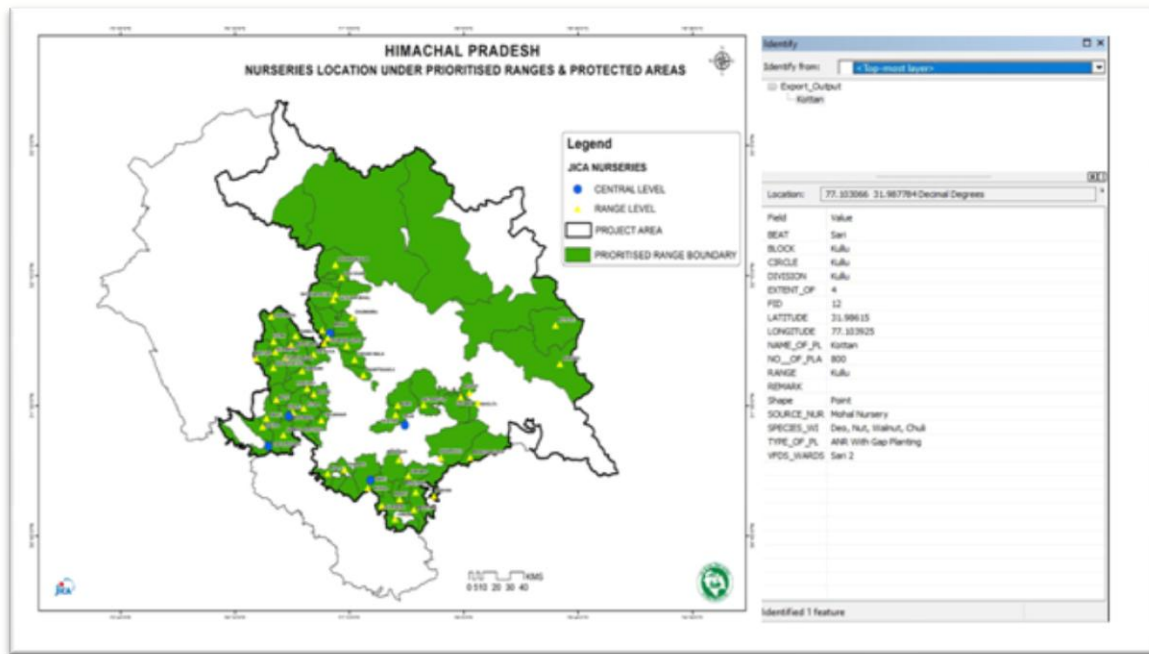


Figure 2: Nursery Location Gap And Non-Spatial Information

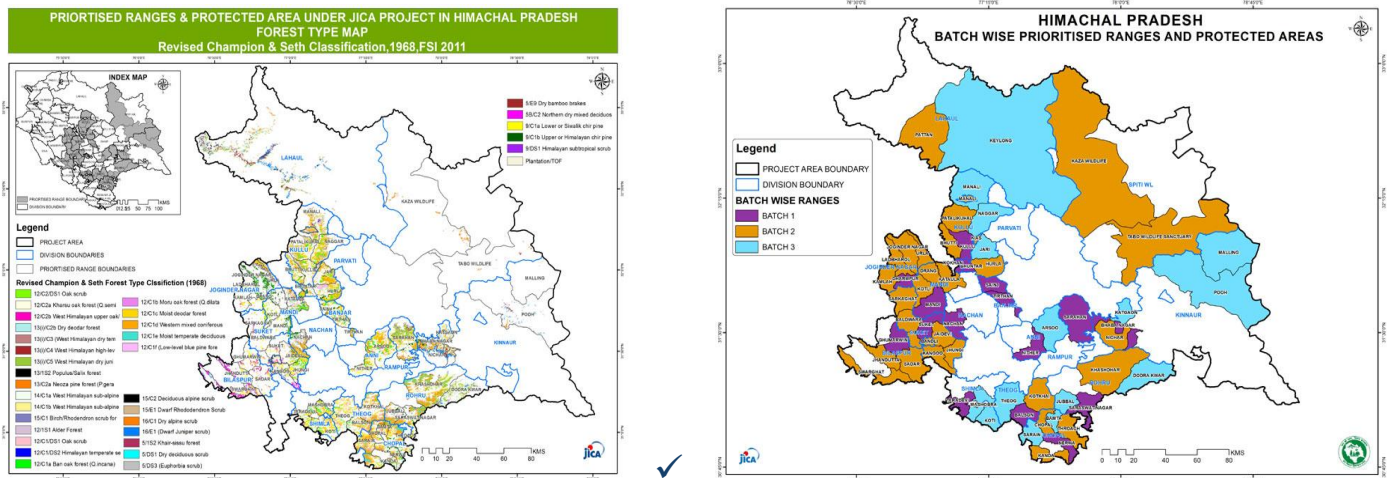


Figure 3: Different Thematic Maps Of Project Areas For Planning

- ✓ Different maps production for planning, decision making and selection of intervention areas.
- ✓ Remote Sensing base data of FSI of all 61 Forest Ranges used for assessing the forest density class (Very Dense, Moderately Dense & Open Forest) for Prioritization of Wards for selection of intervention areas.

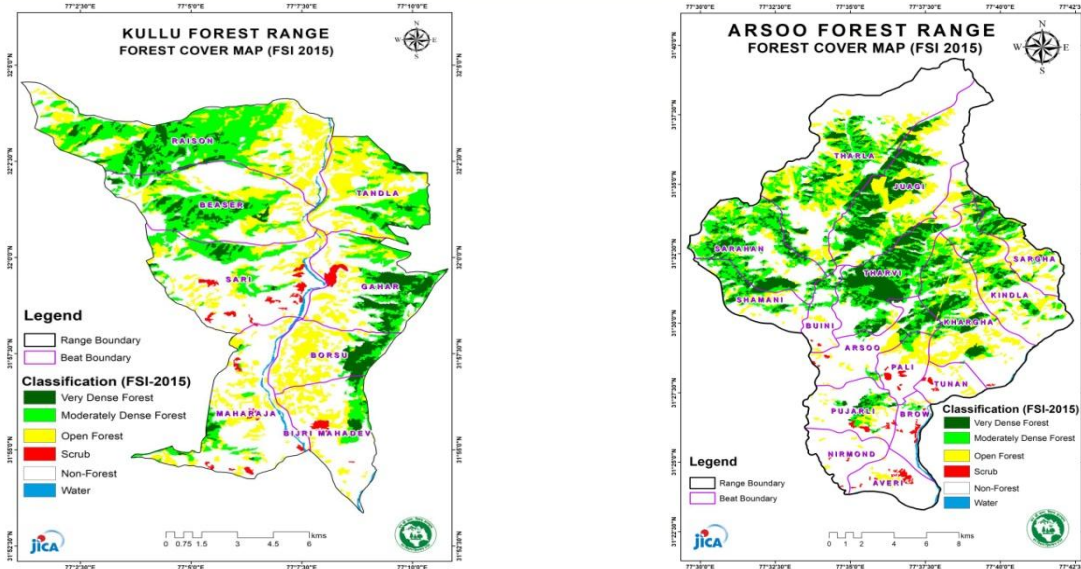


Figure 4: Range Wise Forest Density Class Maps For Planning

Other Activities carried out under the Project using GIS based applications:

- Approval of selected wards/ BMCs and maintaining their information and records.
- Generation of Forest Administrative Boundaries and Ward Locations of Project Intervention Areas in GIS platform for different overlay analysis for planning and decision making process.
- Coordination with IT Cell of HPFD to share the Project development information in digital format and coordination with GIS Cell of HPFD to establish GIS operation at all levels.
- Regular monitoring and updating of GIS database
- QCBS process was followed to hire outsource agency i.e. Himalayan Survey Services Pvt. Ltd. For DGPS based Survey and Mapping of Intervention Areas for further monitoring purposes. As part of this study, different maps will be produced such as Land Use/ Land Cover, Forest Density Maps, Elevation / Contours, Ward Boundaries, and Plantation Areas for future usage and M&E.

TRAINING & CAPACITY BUILDING

The Regional Office Rampur is the dedicated office looking after Training & Capacity Building activities under the Project. All capacity building activities are being designed for 3 types of stakeholders viz. HPFD Officers, Project Officials, and Community members. Provision for training of all of the abovementioned stakeholders is being made in a planned and systematic manner.

Continuing with the progress of the previous financial year, in FY 2019-20 as well heightened focus was given to Training & Capacity Building activities, which are given as below:

- ✓ 2-days Training on Micro plan Process at FTI Sundernagar for Subject Matter Specialists, Range Officers, Forest Guards and FTU Coordinators.
- ✓ 2-days Gender Training of Project Staff and Field Functionaries at FTI Chail, Himachal Pradesh
- ✓ 2-days Micro Planning Review & Orientation Training for Front-Line Staff pertaining to Batch 1 of VFDS
- ✓ 2-days Training on GIS Application for HPFD & Frontline Staff at FTI Chail to capture location information of different activities under the Project, and training on GIS software to analyse different spatial layers for planning.
- ✓ 1-day Training on Accounting Procedures to Computer Operators-cum-Accountants engaged under the Project.
- ✓ 5-days Exposure Visit to JICA Tripura Forestry Project in two-batched of HPFD and Project Staff.
- ✓ 5-days Exposure Visit to West Bengal Forest & Biodiversity Conservation Project by □ PMU GIS Team and HPFD GIS Team to see the facilities of GIS and understand the methodology developed for project planning and Monitoring & Evaluation.

Note:- Please refer the Annexure (C to E) regarding training activities

INFORMATION, COMMUNICATION, EDUCATION MATERIALS & PUBLICATIONS

As per the Project Documentation Process, a wide array of Publications, Documents, Reports, Manuals, Publicity Material, Project News Letters, as mentioned below were prepared in FY 2019-20:

- ✓ Guidelines for Micro Planning Process for Field Workers.
- ✓ Gender Action Plan
- ✓ Community Development Trainers' Manual
- ✓ Forest Ecosystem Management Manual
- ✓ Project Information Booklet (English/Hindi)
- ✓ Project News Letters (September 2019, Issue-I; December 2019, Issue-II)
- ✓ Field Manual for VFDS/BMC Sub-committees (under printing)
- ✓ Livelihood Improvement Manual (under printing)
- ✓ Community Biodiversity Management Manual (under printing)
- ✓ Training Need Assessment Framework (under printing)
- ✓ Participatory Rural Appraisal (PRA) Manual (under printing)

PROJECT MANAGEMENT CONSULTANTS (PMC)

There is a mandatory requirement to engage a PMC in project planning and implementation process. SOFRECO-JPS Associates was engaged as PMC after due Technical & Financial evaluation bidding process. Experts have joined the project w.e.f. June 2019 and extending their services as per the prescribed terms of references.

The objective of the consulting service is to provide technical and managerial assistance to PMU across the four components. In FY 2019-20, where in PMC experts assisted in the following activities:

- ✓ Formulating the concept of community orientation, methodology for micro planning process and field demonstration during the sample micro plan preparation.
- ✓ Preparation of PRA guidelines and FEMP Manual.
- ✓ Micro Plan Template and its implementation in the field.
- ✓ Micro Plan Assessment Criteria
- ✓ Framework for identification of IGAs

- ✓ Inputs on the terms of references for different research & studies being engaged under the four components.
- ✓ Models for SWC Works to be carried out PFM and Departmental Mode.
- ✓ Other Training & Capacity Building activities being undertaken by the Project.

Hence after the completion of FY 2019-20 the summary of achievements under Project Components by PMC are listed below :-

COMPONENT :- SUSTAINABLE FOREST MANAGEMENT SUMMARY OF ACHIEVEMENTS

<i>SI. No.</i>	<i>Tasks Planned for Year-1</i>	<i>Outputs</i>
A1.1	Identification of intervention areas and operation mode (PFM vs. departmental)	
	Identification of VFDS cluster & ward selection for batch-I	<ul style="list-style-type: none"> ▪ PMU managed initial identification of CFDS cluster & ward for batch I on its own based on the set parameters
	Conducting study on survey & mapping for batch-I:	<ul style="list-style-type: none"> ▪ ToR preparation for engagement of external agency to conduct study on “Surveying and Mapping of Intervention areas and deciding mode of operation
	Identification of intervention area & operation mode: Review of mode of operation	<ul style="list-style-type: none"> ▪ The study on “Surveying and Mapping of Intervention areas and deciding mode of operation is yet to be started ▪
	Community mobilization	
	Community orientation and seeking Ward consent : participatory management guidelines	<ul style="list-style-type: none"> ▪ Concept of community orientation and seeking ward consent shared to field workers through training at Sundarnagar, methodology prepared

		<p>for micro planning and field demonstration during sample micro plan preparation</p> <ul style="list-style-type: none"> ▪ Participatory management guidelines prepared for micro planning and implementation of FEMP
	Constitution/Réactivation of VFDS	<ul style="list-style-type: none"> ▪ Constitution/reactivation of one VFDS was demonstrated in Sabhar, Rohru-DMU during sample micro plan preparation
	Identification & implementation of community development work	<ul style="list-style-type: none"> ▪ Community development works identified through VFDS micro plans but implementation yet to be started
<p>Preparation and implementation of Micro Plans</p> <hr/>		
	Preparation of guidelines, manuals, templates on micro plan	<ul style="list-style-type: none"> ▪ Guidelines on PRA for preparation of micro plan ▪ Steps in Micro Planning Process ▪ Template for micro plan preparation ▪ Guidelines for Field Workers on Methodology for Micro Planning Process ▪ Consolidated Range Plan (VFDS/BMC subcommittee) ▪ Micro plan assessment criteria for financing and sanctioning

	Organizing TOT programmes on Micro Planning	Training Programme on Micro Planning Process was organized at Sundarnagar Review & orientation training programme was organized for field workers in Kullu
	Preparation of ward/village Micro Plans	Sample micro plan was prepared for Sabhar Ward under Rohru DMU Monitoring Micro Plan preparation in Bilaspur DMU
	Identification of activity specific common interest groups	<ul style="list-style-type: none"> ▪ Framework for Identification of Activities Specific (CIGs) was developed
	Developing activity specific strategic action plan for all CIGs	<ul style="list-style-type: none"> ▪ Action plan for the Identified CIGs was developed
	Improvement of forest quality, including SWC works	
	Developing TORs and engagement of external agencies	<ul style="list-style-type: none"> ▪ ToR for engaging external agency to conduct study on “Monitoring Data Accumulation for Effective Pasture Management <p>Additional Outputs:</p> <ul style="list-style-type: none"> ▪ Terms of Reference for

		<p>engaging external agency to conduct study on soil & water conservation and landslide control measures</p>
Guidelines on activity specific participatory processes		<ul style="list-style-type: none"> ▪ Manual for Field Workers on sustainable forest management ▪ Guidelines for VFDS to Implement FEMP ▪ Induction Training Programme Manual for Ward Facilitators/Gram Panchayat Mobilisers <p>Additional Outputs:</p> <ul style="list-style-type: none"> ▪ Developed Models for Soil & Water Conservation works ▪ Developed concept on Soil moisture Conservation for Plantation Sites
Planning of forestry activities		<ul style="list-style-type: none"> ▪ Developed draft guidelines on plantation of shrubs/perennial herbs
Planning for SWC activities		
Implementation of forestry/SWC activities		<ul style="list-style-type: none"> ▪ Training Needs Assessment (TNA) and Capacity Building Plan for project staff & community institutions ▪ Identification of

		Potential Institutions for Training and Exposure
	Facilitate the convergence with other stakeholders	
	Identification of areas for convergence	<ul style="list-style-type: none"> Convergence plan emerged in the micro plan
	Developing strategy for convergence	<ul style="list-style-type: none"> Convergence Strategy developed for creating convergence
	Executing convergence strategy at different levels	<ul style="list-style-type: none"> Execution of convergence strategy is yet to be started

COMPONENT:- BIODIVERSITY CONSERVATION
SUMMARY OF ACHIEVEMENTS

<i>SI. No.</i>	<i>Tasks Planned for Year-1</i>	<i>Outputs</i>
A2.1	Identification of areas : scientific or community based management	
	Identification of VFDS cluster & ward selection for batch-I	<ul style="list-style-type: none"> PMU managed initial identification of CFDS cluster & ward for batch I on its own based on the set parameters
	Conducting	

	study on survey & mapping for batch-I	
	Identification of intervention area & operation mode: Review of mode of operation	<ul style="list-style-type: none"> ▪ The study on “Surveying and Mapping of Intervention areas and deciding mode of operation is yet to be started
A2.2	Scientific Biodiversity Management: design, implémentation plan and budget	
	Design scientific biodiversity management plan	<ul style="list-style-type: none"> ▪ Concept note on design of RRT (Composition, role and responsibility)
	Site specific planning	
	Develop training & capacity building material	<ul style="list-style-type: none"> ▪ Draft Training Manual for Scientific Biodiversity Management submitted to PMU
	Conducting training programmes	

A2.3		Community based sustainable biodiversity management component under SATOYAMA concept	
		Develop community based biodiversity management plan	<ul style="list-style-type: none"> ▪Draft framework for SATOYAMA based biodiversity Conservation activities shared to PMU ▪Draft micro plan templated for CBMP submitted to PMU ▪Draft Field Operation Manual on micro planning submitted to PMU ▪Draft report submitted on publicity material for education and awareness creation in Biodiversity Conservation
	<i>Tasks Planned for Year-1</i>	<i>Output</i>	
	Develop overall strategic and action plan for livelihood activities for the Project		
	Description of Project context and of similar projects in the same field in HP and India at large, and	Task accomplished. Draft Strategic plan prepared & submitted to client.	
			Site specific planning
			Partnership with Satyomaya

	their results / experiences learned if available;		Develop training & capacity building material	<ul style="list-style-type: none"> ▪ Draft manual on Community Biodiversity Management shared to PMU
	Definition of eligibility criteria for activities to be funded;	This aspect has been incorporated in draft livelihood manual submitted to the client.	Conductin training programmes	
	Establish links between activities and Forestry management and biodiversity issues;	This aspect has been incorporated in draft strategic plan submitted to the client		
	Estimate training requirements for local mobilisers;	Training calendar & training manual for livelihood & gender component have been prepared and submitted to the client.		
	Discuss implementation issues, such as establishment / formalization of VFDSs /	This an ongoing activity and is being done		

	ward, mode of validation and consolidation of Micro Plans by FTUs at range level;			
	Discuss institutional issues: organization of PMU and implementation units at various levels;	This aspect has already been discussed with PMU and finalized		
	Discuss budget issues: estimated costs against available resources; rules for optimal assignment of resources;	This aspect has been incorporated in training calendar & training manual submitted to the client		
	Discussion and validation of the plan, starting at FTU level and ending at PMU level.	This an ongoing activity and is being done		
A2.4			Facilitate collaboration with SBB and other organizations	

	Interaction process	
A2.5	Prepare TOR for the biodiversity inventory and ecosystem valuation	
	TORs preparation	Draft ToR was submitted to PMU for engagement of external agency to prepare Action Plan for Biodiversity Conservation Component
A2.6	Support Eco-tourism activities	
	Interaction with stakeholders	
	Planning for eco-tourism activity implementation	
	Implementation of eco-tourism activities	

COMPONENT:-LIVELIHOOD IMPROVEMENT SUPPORT
SUMMARY OF ACHIEVEMENTS

<i>A3.2</i>	<i>Plan overall capacity development activities for community development and livelihood improvement</i>	
	Assess tasks to be performed at GP and ward levels through the assistance of GP motivators and ward facilitators	Training calendar & training manual for livelihood & gender component have been prepared and submitted to the client.
	Assess present extension and training capacity (including training for trainers) of FTUs/ DMUs/ FCCUs	-do-
	Suggest correspondent recruitment plan to PMU;	-NA-
	Derive training plan, with design of training modules	Training calendar & training manual for livelihood & gender component have been prepared and submitted to the client.
	Propose overall	-do-

	schedule and budget estimate.	
	Preparation of Manuals for SHGs/ CIGs	It will be done during next mobilization
	TOT for DMU/ FTU for Livelihood Interventions	This an ongoing activity and is being done
	Training for GP Mobilisers and Ward Facilitators	This an ongoing activity and is being done
	Training Programmes for CIGs/ SHGs	Yet to start (delayed due to COVID-19 pandemic)
	Exposure Visits for field functionaries including SHGs/ CIGs	This an ongoing activity and is being done
A3.3	Review and finalize gender action plan and develop gender training module for the project staffs at all levels	
	Define motivations and objectives for gender action plan (GAP) in SFM and BC in Himachal Pradesh;	Draft GAP has been prepared and submitted to the client
	Review the preliminary Gender Action Plan in the Preparatory study (and further revision of this plan, if any);	Gender specialist has not yet been engaged by PMU
	Assess gender issues for each component and subcomponent of the Project;	This an ongoing activity and is being done in consultation

		with PMU team
	Define adequate measures to ensure that women are adequately represented in VFDSs/ BMCs, equal power of decision making, receive adequate support for IGAs and get fair share of project benefits.	This aspect has been incorporated in the draft GAP submitted to the client
	Define targets for adaptation and cultural change among HPDF staff at all levels;	This aspect has been incorporated in the draft GAP submitted to the client
	Devise specific training modules to that end;	This aspect has been incorporated in the draft GAP & training manual submitted to the client
	Define quantifiable targets, and measurable indicators, and propose for their inclusion in the Project M&E system;	This aspect has been incorporated in the draft GAP submitted to the client
	Present the Plan and obtain validation from HPFD and no-objection clearance from JICA.	This task is being done by the PMU
A3.4	Conduct Gender	

	Monitoring	
	Ensure that gender related M&E data are adequately collected and processed;	This activity is not yet started. M&E and MIS mechanism are under process.
	Randomly check on the field the quality of this information;	This task is being done during field visits
	Propose improvements on the M&E system if necessary;	This task is being done by the PMU and BTOR submitted to the client.
	Include updates on gender issues in the quarterly progress reports.	This an ongoing activity and is being done in consultation with PMU team
A3.5	Develop operation manual for Community Development and Livelihood Improvement Fund	
	Define with HPFD the objectives of the manual;	Draft manual for CD has been prepared and submitted to client.
	Check with JICA on regulations and possibly standard manuals;	This task is being done by the PMU
	Identify similar funds in Himachal Pradesh or	This task is being done by

	neighbouring states, and get their operation manuals;	the PMU
	Derive specific management rules for the present Project;	This task is being done by the PMU
	Get approval from HPFD and no-objection clearance from JICA.	This task is being done by the PMU
A3.6	Develop CIG / SHG income generating activities	
	Review and update the findings of the Preparatory study on CIGs, SHGs and IGAs, which were quite numerous in the project area;	This task has been accomplished in consultation with PMU team
	Train GP motivators and ward facilitators in the assistance to existing and new SHGs and CIGs, in the framework of Micro Plan preparation;	This an ongoing activity and is being done in consultation with PMU team
	Enable and promote the convergence of SHG and CIG activities within the Micro Plans of their respective communities. Since these groups are more often led by women, this will be coordinated with the Gender Action	This an ongoing activity and is being done in consultation with PMU team

	Plan;	
	Promote Corporate Social Responsibility (CSR) within VFDSs, BMCs, CIGs and SHGs, by making the respect of social and environmental standards a condition for access to CD&LIP funding. Define the relevant list of standards;	This an ongoing activity and is being done in consultation with PMU team
	Make arrangements with Universities / NGOs in order to perform value chain studies and marketing studies for the main products obtained by IGAs;	This an ongoing activity and is being done in consultation with PMU team
	Support the organization of clusters between neighboring communities, in order to share marketing and development efforts.	This an ongoing activity and is being done in consultation with PMU team

COMPONENT:-INSTITUTIONAL CAPACITY STRENGTHENING
SUMMARY OF ACHIEVEMENTS

<i>Tasks Planned for Year-1</i>	<i>Outputs</i>
PREPARE / REVIEW MANUALS/ GUIDELINES	
Developing initial capacity plan	<ul style="list-style-type: none"> ▪ PMC provided inputs to initial capacity building plan
Finalizing capacity building plan	<ul style="list-style-type: none"> ▪ Capacity building plan for project staff & community institutions was prepared based on TNA design
Developing capacity building manuals/modules/other aids	<ul style="list-style-type: none"> ▪ Guidelines on PRA for preparation of micro plan ▪ Methodology for field workers on Micro Planning Process ▪ FEMP Manual for Field Workers under PFM ▪ Induction Training Programme Manual for Ward Facilitators ▪ Training Manual for Scientific Biodiversity Management ▪ Manual on Community Biodiversity Management ▪ Manual on livelihood improvement ▪ Training manual for livelihood & gender ▪ Draft manual on community development ▪ Training calendar
Prepare / Review training programmes for PMU, FCCU, DMU and FTU	
Conducting study on training needs assessment	<ul style="list-style-type: none"> ▪ Training Needs Assessment (TNA) design developed for project staff & community institutions
A4.3 Conducting training/ orientation/ hand-holding programmes	<ul style="list-style-type: none"> ▪ Training Programme on Micro Planning Process at Sundarnagar ▪ Review & orientation training programme for field workers in Kullu ▪ On the job training/hand-holding while preparing

		<p>sample micro plan in Rohru</p> <ul style="list-style-type: none"> ▪ Facilitation of two days training on gender issues ▪ Workshop on Model Project titled “Rehabilitation & Breeding Improvement Centre for Stray Cattle” in Project Area
A4.4	Design and organise exposure visits for PMU and other project implementation units	<ul style="list-style-type: none"> ▪ Identification of Potential Institutions for Training and Exposure ▪ Facilitation of Exposure Visits of Project Field Functionaries to Tripura ▪ Training calendar for exposure visits

PROJECT MANAGEMENT SUMMARY OF ACHIEVEMENTS

<i>SI. No.</i>	<i>Tasks Planned for Year-1</i>	<i>Outputs as per plan</i>
A5.1	Assist PMU in improving the project design, framework, and systems	<ul style="list-style-type: none"> ▪ Micro plan assessment criteria for financing and sanctioning
A5.2	Assist PMU in preparing annual work plan and budget	<ul style="list-style-type: none"> ▪ Annual work plan for PMC - Inception report
A5.3	Assist PMU in monitoring the Project and in reporting to JICA	<ul style="list-style-type: none"> ▪ Monitoring of micro Planning Process in Bilaspur DMU
A5.4	Preparing/ reviewing guidelines and manuals relating to project management, accounting procedures,	<ul style="list-style-type: none"> ▪ Micro plan assessment criteria for financing and sanctioning ▪ Implementation Strategies/Guidelines for VFDS to Implement FEMP

	procurement and field operation	<ul style="list-style-type: none"> ▪ Convergence Strategy for creating convergence
A5.5	Assist PMU in preparing TORs	<ul style="list-style-type: none"> ▪ ToR for conducting study on “Surveying and Mapping of Intervention areas and deciding mode of operation ▪ ToR for conducting study on “Monitoring Data Accumulation for Effective Pasture Management ▪ ToR for conducting study on soil & water conservation and landslide control ▪ ToR for preparing Action Plan for Biodiversity Conservation Component ▪ TOR for Hiring the Gender Specialist ▪ TOR for conducting socio-economic baseline stud ▪ TOR for Pilot Project on Hydroponic Fodder Production.
	Assist PMU in monitoring/supervising studies	<ul style="list-style-type: none"> ▪ To be taken up as per the advice of PMU
A5.6	Guide and supervise the activities of all PMC specialists and staff	<ul style="list-style-type: none"> ▪ On-going activity
A5.7	Assist PMU in fund management and communication with JICA	<ul style="list-style-type: none"> ▪ To be taken up as per the advice of PMU

A5.8	Assist PMU in monitoring and supervising the works undertaken by specialized agencies to secure the expected outputs	<ul style="list-style-type: none"> To be taken up as per the advice of PMU
A5.9	Assist PMU in designing and developing information dissemination materials	<ul style="list-style-type: none"> To be taken up as per the advice of PMU
A5.10	PMC reporting	Submission of periodic MPR, QPR and APR

RESEARCH & STUDIES

Name of Research/ Studies/ Consultancies Other	Schedule	Mode of Procurement	Status
Institutional Capacity Strengthening			
Baseline Surveys - Socio-economic/ Gender and Physical	2020-22	QCBS	In the final Stage of Contract signing with the selected firm
Environmental and Social Considerations for environmental and social safeguard	2020-28	QCBS	Technical evaluation of the bids has been done.

Monitoring & evaluation

The Project's M&E Framework has been designed on six key principles viz., Transparency, Participation, Fairness/Equity, Efficiency, Effectiveness and Accountability.

The focus of the Project's M&E System is to (1) to track project activities processes and progress, (2) identify what is working well and what is not, and thus help management for efficient decision making and apply corrective measures during the course of implementation, (3) evaluate the performance of activities and various institutions, and (4) estimate project impacts and results on-the-ground and document lessons learned that could be used in future project implementation.

In FY 2019-20, the following activities were undertaken with respect to M&E process in the in the Project:

- ✓ Monitored Nursery Development Works and Nursery Stock status for Kullu. Parvati, Seraj and WL Kullu Forest Division JICA nurseries (1 Central & 9 range nurseries of FCCU Kullu, and 2 WL range nurseries of FCCU GHNP).
- ✓ Prepared Strategies/Guidelines for VFDSs for Implementing Forest Ecosystem Management Plan (FEMP) prepared under PFM Mode.
- ✓ Monthly review meeting was organized by DMUs to review the monthly progress of FTUs.
- ✓ Quarterly review meeting organized by FCCUs to review the quarterly progress of DMUs.
- ✓ Quarterly review of the implementation of Gender Action Plan of the Project.
- ✓ Quarterly review of the Physical and Financial progress of each DMU office.
- ✓ Statutory Financial Audits and Concurrent audits of PMU, 2 Regional Offices, 7 FCCUs, 16 Territorial and 2 Wildlife Division.
- ✓ Following Performa were prepared for data collection and analysis thereof:
 - Nursery & Plantation Monitoring Formats
 - Nursery & Plantation Journals & Database
 - Soil Conservation Works Monitoring Formats and Database
 - Gender Action Report (Quarterly, Half-yearly, Annual)
 - Self Check (Internal Monitoring Report for VFDSs)
 - Participatory Monitoring Reports for VFDS (quarterly progress reports)

- Information on Income Generation Activities (quarterly progress reports)
- Reporting Formats for Exposure Visits
- Reporting Formats for Training Programmes
- Performa for Data Recording for Pictorial Monitoring (Annual)
- Format for Fire Line Works Inspection
- Format for Lantana Eradication Works Inspection
- Grievance Redressal, Right to Information Act (RTI) and Public Disclosure
- Social Audit Report (Annual)
- Format for Proceedings Register for VFDS and BMC Sub-committee

ANNEXURE -B

Office of the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden, Himachal Pradesh.



☎0177-2623365 (O)
0177-2623394 (R)
0177-2624193 (FAX)
E-mail: cccf@hp.gov.in

H.P. FOREST DEPARTMENT, ARANAYA BHAWAN, TALLAND, SHIMLA-I
No. WLA/JICA Project Dated Shimla-I, the/

To: All CCFs/CFs (T&WL) in H.P.

Subject: Standard operation equipment (SOE) Kit for RRTs regarding ...

Memo:

This office has devised a Standard Operating Equipment (SOE) kit in consultation with experts in the field for ready reference for strengthening and smooth functioning of the Rapid Response Teams operational at various Forest Divisions. The composition of this SOE Kit is detailed below :-

1. Capturing/transportation cages and squeeze cages.
2. Tranquilizing Gun with cartridges and all accessories.
3. Collapsible ladder.
4. Heavy duty searchlights and torches of all sizes.
5. Nylon and rope nets.
6. Metal cutters including pliers etc.
7. Power Chain saws and ordinary saws.
8. Snake handling equipments with all accessories.
9. Spray tracers of all sizes.
10. Pick axes, spade and axes of all sizes.
11. Safety Kits (gloves, jump suits, boots helmets).

In addition to above any other site specific equipments/accessories can be included in the list as per requirement.

Sd/-
Pr. Chief Conservator of Forests, (WL)
and Chief Wildlife Warden (HP).

Encl: No. WLA/JICA Project (404) Dated Shimla-I, the 26/2/2014
Copies forwarded to CCF (JICA) w.r.t. his office Memo No. 1434-
dated 07-02-2014 for information and necessary action.

Sd/-
Pr. Chief Conservator of Forests, (WL)
and Chief Wildlife Warden (HP).

Training of GIS Applications at FTI Chail



Background and Context

Two days training was held at FTI Chail regarding the GIS Application for the officials of HPFD and frontline staff. The following information was provided:

- Introduction of GIS (Geographic Information System)
- Principles of GIS
- Application of GIS
- Role of GIS in forestry sector
- Role of GIS in other sectors
- Global Positioning System(GPS)
- Detailed working of GPS unit
- Hands on training on collection of GPS data
- Description about Google earth
- Data retrieval from the GPS unit
- Processing of KML file on Google earth
- Processing of GPX file on Google earth
- Hands on training on open software

Introduction to the Programme

The inaugural of the program was done by Mr. Hitender Sharma followed by the brief introduction of the participants.

Introductory note was given by Mr. Nagesh Guleria, The Chief Project Director of JICA (PIHPFEM&L). He gave the brief idea of the application of the GIS in the forest department and how this technology will enhance the work process and progress.

Participants' Analysis

Category	Rampur Circle	Shimla Circle	Total
Social Staff	-	02	02
Technical Staff	14	23	37
Female Staff	03	10	13
Male Staff	10	16	26

Training Methodology

The two way interaction was made throughout the training. In the beginning the knowledge of the participants was checked by having the conversation with them, what problems they face during the GPS process i.e. the challenged they face while taking the coordinates and taking the track of the area.

After taking the field experience feedback of the participants the further process of training was carried out. The presentation or may say the theoretical part of the GIS was started. The whole training was divided into three heads:

- a) Theoretical Knowledge through presentation
- b) Field visit and performing ground truth
- c) Lab exercise
 - a) Theoretical Knowledge was provided about the GIS and GPS with the help of presentation which covered the basic knowledge about the GIS and the benefits of GIS technology in present and future scenario.
 - b) Field Visit: The participants were divided into 8 groups to perform the field activities. The GPS unit was provided to each group. Practical demonstration about the GPS unit was given to each team and after that they were asked to collect the data from the field. The data includes the GPS points and the GPS tracks.
 - c) Lab exercise: After performing the field activities the participants were taken to the computer lab. The data collected by them through the GPS unit was now to be converted into the particular format that could be readable in the GIS environment. The participants were given knowledge about the activities that they have to perform after they capture the data from the field. They were provided with the knowledge of the open software from where they could check the data which they have captured from the field.

Participants' Feedback

The facilitation team shared 10 key questions to the participants to give feedback after completion of the training programme. The key questions of the feedback forms have been presented in the table1. The average analysis of the feedback given by the participants has also been presented in the table2 and Bar Diagram:

Annexure-C

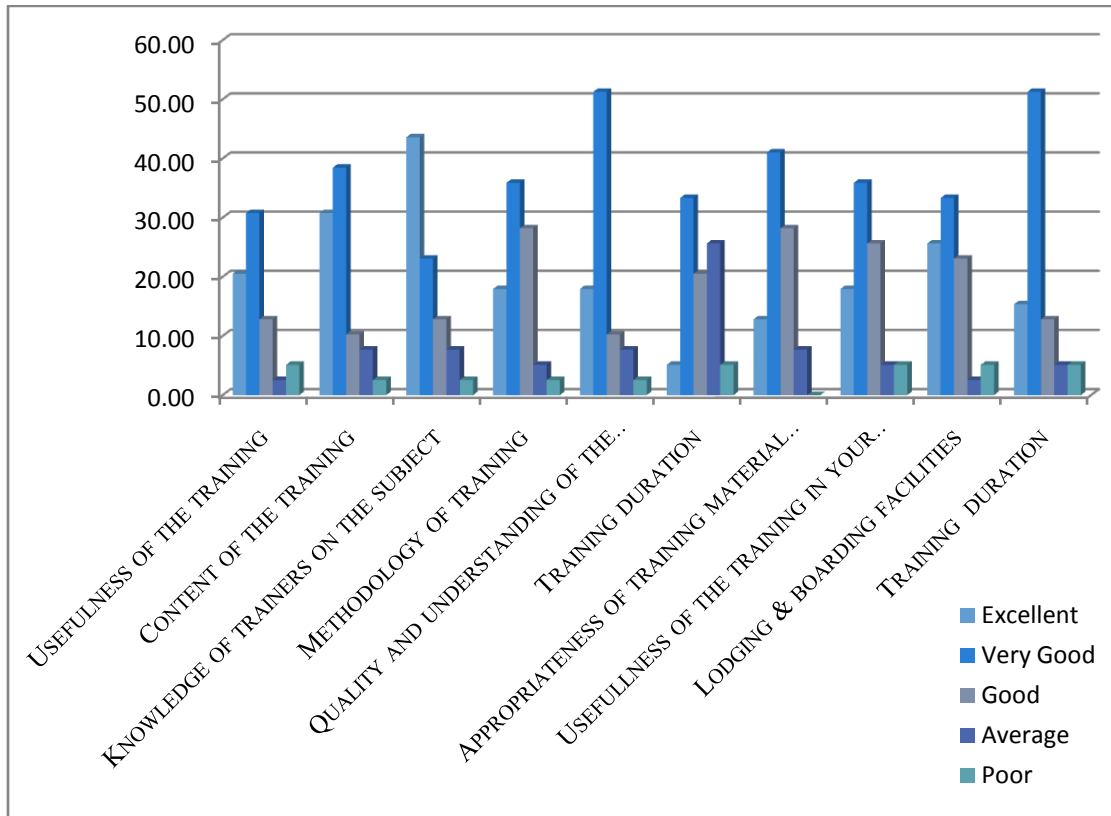
Table 1: Key questions to the participants

S. No	Key Questions for Participants' Feedback	Participants' Feedback				
		Excellent	Very Good	Good	Average	Poor
1.	Usefulness of the training	8	12	5	1	2
2.	Content of the training	12	15	4	3	1
3.	Knowledge of trainers on the subject	17	9	5	3	1
4.	Methodology of training	7	14	11	2	1
5.	Quality and understanding of the presentation	7	20	4	3	1
6.	Training duration	2	13	8	10	2
7.	Appropriateness of training material provided during the training	5	16	11	3	0
8.	Usefulness of the training in your day today working in the field	7	14	10	2	2
9.	Lodging & boarding facilities	10	13	9	1	2
10.	Training duration	6	20	5	2	2

Annexure-C**Table 2: Average analysis of the feedback of the participants.**

S. No	Topics	Percentage%				
		Excellent	Very Good	Good	Average	Poor
1	Usefulness of the training	20.51	30.77	12.82	2.56	5.13
2	Content of the training	30.77	38.46	10.26	7.69	2.56
3	Knowledge of trainers on the subject	43.59	23.08	12.82	7.69	2.56
4	Methodology of training	17.95	35.90	28.21	5.13	2.56
5	Quality and understanding of the presentation	17.95	51.28	10.26	7.69	2.56
6	Training duration	5.13	33.33	20.51	25.64	5.13
7	Appropriateness of training material provided during the training	12.82	41.03	28.21	7.69	0.00
8	Usefulness of the training in your day today working in the field	17.95	35.90	25.64	5.13	5.13
9	Lodging & boarding facilities	25.64	33.33	23.08	2.56	5.13
10	Training duration	15.38	51.28	12.82	5.13	5.13

Annexure-C



Bar Diagram representation of the analysis

Concluding Session

The concluding session was attended by Mr. Klayan Singh Shaktan (DFO Legal) and Mr Hitender Sharma (Joint Director FTI Chail). The two personalities shared their service and life experiences and motivated the participants to give their best during the service and in their lives too. They encouraged the participants to attend the trainings whether it is social or technical. Trainings enhance the knowledge base of the persons and help him to be a progressive person. Trainings help in the grooming of the persons by improving their thought process and ability to work and achieve the set goals.

**Training on Gender Issues on 3rd & 4TH January, 2020 at
Forest Training Institute, Chail**



**Project for Improvement of Himachal Pradesh Forest Ecosystems Management
and Livelihoods (PIHPFEM&L)**

Annexure-D

As per approved Annual Plan, PMU JICA has organized two days Gender Training at FTI Chail from 3/01/2020 to 4/01/2020 . Front line staff from Shimla and Rampur Circle including Deputy Ranger, Forest guard, FTU coordinator /SMS took part in this meeting. Batch of 35 participants participated in this meeting.

To cover various topics on gender issues , guest faculties were invited from NABARD, RUDESETI and Nauni University . From PMC, Dr. Indu Chander Nagar and from PMU, Mrs Neha Charkarvarti Programe Manager also took sessions on gender with reference to Project. Guest faculty from CSR Ambuja Darlaghat shared their experience in the field of strengthening rural community through adopting various income generation activities. The main idea to conduct such training was to sensitize project staff on gender related issues, to give brief idea about various schemes of government for skill development, to make the staff aware of gender budgeting, gender monitoring concepts etc. So that these trainees can further be able to give training to VFDS/SHGs/CIG on above topics.

During the training, Pre and Post training Formats has been distributed among the trainees to get brief idea about their mind set and expectations from such trainings . Trainees also gave their feedback which would be useful in analyzing the impact of the training. Out of thirty-five participants, fifteen participants marked training as excellent. Seventeen participants said that trainers have excellent knowledge of the subject. Twenty participants gave very good remark for quality and understanding of sessions, where as few participants remarked it not useful in day to day life and some said that training duration must be more than two days.

After completion of all scheduled lectures, on second day CPD (JICA) Sh. Nagesh Kumar Guleria hosted the valedictory session along with Joint Director of Forest training institute Chail. CPD JICA interacted with the participants and took the feedback of the training. Certificates have been distributed to the participants during valedictory session.

Training Report

**Review and Orientation Programme on Micro Planning Process (FEMP, CD&LIP
and Convergence Plan)**

Organised on 12-13 February,2020 at Kullu



**Project for Improvement of Himachal Pradesh Forest Ecosystems Management
and Livelihoods (PIHPFEM&L)**

Content

1. Background and Context
2. Introduction to the Programme
3. Participants' Analysis
4. Training Methodology
5. Participants' Feedback
6. Concluding Session
- A. Annexure: List of participants
- B. Annexure: Training Schedule

Background and Context

Two sample micro plans were prepared in Rohru (Sabhar) and Kullu (Sarli) Divisional Management Units (DMUs) during October-December 2019. The process of micro plan preparation started in different DMUs as a follow-up of sample micro plan preparation. The observations of Project Management Consultant (PMC)-Team Leader from his visit to Bilaspur DMU in January 20 and feedback of the Project Director –Kullu concluded that the micro planning teams were facing some problem with regard to compilation of data collected, problem analysis and preparation of detailed sub-plans i.e. Forest Ecosystem Management (FEMP) Plan, Community Development & Livelihood Improvement (CD&LIP) Plan and Convergence Plan.

The Two Days Micro Planning Review and Orientation Training Programme on Micro Planning Process for the Front line staff working in 1st Batch of VFDS selected in Kullu, Mandi and GHNP Circle was held at Kullu on 12-13 February 2020.

- Review and analyze the constraints experienced by micro planning teams and redressal of the same
- Share micro planning process followed during preparation of sample micro plans for Chhajpur (Rohru) and Sarli (Kullu) focusing on FEMP and CD&LIP
- Present a brief overview on Community based Biodiversity Management (CBMP) plan especially for the participants from wildlife division

Introduction to the Programme

Ms. Meera Sharma, Project Director-JICA, welcomed the Chief Guest of the programme-Mr. Anil Sharma, Conservator Forest (CF) Kullu Circle Territorial. Ms. Meera Sharma shared the background of micro planning process under JICA project along with the purpose of review cum orientation programme to the Chief Guest.

The Chief Guest focused on need of community based and critically analysed micro plan for ensuring the success of the project. Mr. Sharma emphasized on critical gaps that need to be addressed by PMU for speeding up the micro planning process especially with regard to deployment of Subject Matter Specialist (SMS), FTU Coordinators and Ward Facilitators/Gram Panchayat (GP) Mobilisers. The Chief Guest

also stressed a need to speed up the process of establishing Jadi-Buti Cell and creating convergence/linkages with line departments for effective implementation of micro plans.

The inaugural process was followed with a brief introduction of the participants. The participants were facilitated to identify the critical expectations to be addressed from a 2-days review cum orientation programme. Key expectations of the participants included as;

1. Some formats of Micro Plan template need revision/ discussion for clarification.
2. Under Wild Life Divison Kullu , Gram Panchayat Karasu is under re-organization which may result into fragmentation if it happens, then BMC-sub committees which are being formed needs reconstitution, wild life staff seek clarification whether to move ahead or not?
3. process to be followed in micro planning of wild Life areas?
4. What could be the Community development activities to be incorporated in micro plan?
5. Activities amounting to how much fund can be considered /proposed under Livelihood and what are the financial limits for training?
6. The criterion for site selection/ward selection still not clear?
7. In Suket Forest Division a forest are having rights of two Gram Panchayats while VFDS is being formed in one GP, should staff form two separate VFDS or what else?
8. Recruitment procedure of wards facilitators and mobilizer not clear?
9. How to make people responsible for collecting membership fee from VFDS?

The inaugural process was followed with a brief introduction of the participants. The participants were facilitated to identify the critical expectations to be addressed from a 2-days review -cum- orientation program. Key expectations of the participants included as;

10. Some formats of Micro Plan template need revision/ discussion for clarification.
11. Under Wild Life Divison Kullu , Gram Panchayat Karasu is under re-organization which may result into fragmentation if it happens, then BMC-sub committees which are being formed needs reconstitution, wild life staff seek clarification whether to move ahead or not?
12. process to be followed in micro planning of wild Life areas?

13. What could be the Community development activities to be incorporated in micro plan?
14. Activities amounting to how much fund can be considered /proposed under Livelihood and what are the financial limits for training?
15. The criterion for site selection/ward selection still not clear?
16. In Suket Forest Division a forest is having rights of two Gram Panchayats while VFDS is being formed in one GP, should staff form two separate VFDS or what else?
17. Recruitment procedure of wards facilitators and mobilizer not clear?
18. How to make people responsible for collecting membership fee from VFDS?
19. Land holding and class wise data not available with Revenue Department (of UPFs) in Kullu District what could be the other source for data collection?
20. In the many selected wards of Mandi and Suket Division, 10 ha area of degraded/open forest not available in 1-3 plots. What to do in such cases?
21. Is there any provision in project for Lantana and Kali Basuti eradication in proposed plantation areas of the selected wards?
22. Is there any phase out strategy of projects for the smooth functioning of the constituted VFDS for post project period?
23. In some Divisions there is lack of working space and computers to Social Staff (FTU Co-ordinators/ SMS etc) making difficult to compile data generated through PRA
24. Social and Field staff not aware of funds under JICA or the APOs, (means there is lack of team work and sharing of information among Social and Technical staff)?

In the following Session, Mr. Girish Bhardwaj Project Management Consultant asked participants to present Division wise current status of micro plans. Representative of Kullu, Mandi, Suket, Nachan, Jogindernagar and WL Kullu Division provided the information of micro plans and VFDS to the house.

In the next session, representative of Kullu & Rohru team responsible for Model Micro Planning, presented the Processes followed during Micro planning in their respective Forest Divisions. They also put forth the *constraints faced* during field exercises which are as under:

1. Gap in Area selection / Identification of Ward
2. Time period selected for micro planning process was not right as the villagers

were busy in grass harvesting.

3. 11 days are not sufficient for completing micro plan
4. Shortage of social staff at Field Technical Unit, the post of FTU coordinator is lying vacant and, in many cases, they are under transfer to IDP.
5. Non availability of computer and accessories to social staff so they are not able to compute data generated through PRA exercises.
6. PRA Team lacked Team synergy at points.
7. Stakeholders were not knowing much about Project, means awareness program was not conducted sincerely before starting micro planning in the selected wards
8. PRA exercise and Micro plan Template differed at points
9. Staff felt that the PRA tool and its application in field needs more practical working, i.e. what tool applicable for which information
10. Micro plan template lengthy and exhaustive

All the participants were divided into 8 sub-groups. The groups were briefed to come up with suggestions for overcoming the constraints they experienced during finalizing the micro plans in their respective areas. The groups made presentations on their findings in the plenary. Some of the suggestions emerged are: -;

1. Conducting Project activities related awareness program at GP and ward level before micro planning process is must
2. Micro planning process should be done during the lean period /free period of villagers
3. Ward selection/ area selection needs to be done again,
4. initial survey of ward selected by DMU/ADMU is must before starting Micro planning process
5. Community Development Activities should be according to the needs of the inhabitants of the ward/s
6. Front line staff should be well trained about project philosophy before moving to ward/s
7. Good quantity of project pamphlet should be made available for distribution among villagers.
8. PMU staff should also help FTU (if they need) in micro planning process.

FTU Co-ordinators' need computer and accessories for computing the data collected.

9. The intervention area of the selected ward/s should be Geo-tagged during micro planning by technical staff.
10. FTU office needs staff for processing data generated through PRA exercise.
11. Micro plan template should be in Hindi.
12. Only the information required for micro plan preparation as per MP formats should be collected
13. Deployment of field staff i.e. FTU Co-ordinator, SMS, etc is the utmost priority to achieve the Project goal and objectives.

The inaugural process was followed with a brief introduction of the participants. The participants were facilitated to identify the critical expectations to be addressed from a 2-days review -cum- orientation program. Key expectations of the participants included as;

25. Some formats of Micro Plan template need revision/ discussion for clarification.
26. Under Wild Life Division Kullu , Gram Panchayat Karasu is under re-organization which may result into fragmentation if it happens, then BMC-sub committees which are being formed needs reconstitution, wild life staff seek clarification whether to move ahead or not?
27. Process to be followed in micro planning of wild Life areas?
28. What could be the Community development activities to be incorporated in micro plan?
29. Activities amounting to how much fund can be considered /proposed under Livelihood and what are the financial limits for training?
30. The criterion for site selection/ward selection still not clear?
31. In Suket Forest Division a forest is having a right of two Gram Panchayats while VFDS is being formed in one GP, should staff form two separate VFDS or what else?
32. Recruitment procedure of wards facilitators and mobilizer not clear?
33. How to make people responsible for collecting membership fee from VFDS?
34. Land holding and class wise data not available with Revenue Department (of UPFs) in Kullu District what could be the other source for data collection?
35. In the many selected wards of Mandi and Suket Division, 10 ha area of degraded/open forest not available in 1-3 plots. What to do in such cases?

36. Is there any provision in project for Lantana and Kali Basuti eradication in proposed plantation areas of the selected wards?
37. Is there any phase out strategy of projects for the smooth functioning of the constituted VFDS for post project period?
38. In some Divisions there is lack of working space and computers to Social Staff (FTU Co-ordinators/ SMS etc) making difficult to compile data generated through PRA
39. Social and Field staff not aware of funds under JICA or the APOs, (means there is lack of team work and sharing of information among Social and Technical staff)?

In the following Session, Mr. Girish Bhardwaj Project Management Consultant asked participants to present Division wise current status of micro plans. Representative of Kullu, Mandi, Suket, Nachan, Jogindernagar and WL Kullu Division provided the information of micro plans and VFDS to the house.

In the next session, representative of Kullu & Rohru team responsible for Model Micro Planning, presented the Processes followed during Micro planning in their respective Forest Divisions. They also put forth the constraints faced during field exercises which are as under: -

11. Gap in Area selection / Identification of Ward
12. Time period selected for micro planning process was not right as the villagers were busy in grass harvesting.
13. 11 days are not sufficient for completing micro plan
14. Shortage of social staff at Field Technical Unit, the post of FTU coordinator is lying vacant and, in many cases, they are under transfer to IDP.
15. Non availability of computer and accessories to social staff so they are not able to compute data generated through PRA exercises.
16. PRA Team lacked Team synergy at points....
17. Stakeholders were not knowing much about Project, means awareness program was not conducted sincerely before starting micro planning in the selected wards
18. PRA exercise and Micro plan Template differed at points
19. Staff felt that the PRA tool and its application in field needs more practical working, i.e. what tool applicable for which information
20. Micro plan template lengthy and exhaustive

All the participants were divided into 8 sub-groups. The groups were briefed to come up with suggestions for overcoming the constraints they experienced during finalizing the micro plans in their respective areas. The groups made presentations on their findings in the plenary. Some of the suggestions emerged are: -;

14. Conducting Project activities related awareness program at GP and ward level before micro planning process is must
15. Micro planning process should be done during the lean period /free period of villagers
16. Ward selection/ area selection needs to be done again,
17. initial survey of ward selected by DMU/ADMU is must before starting Micro planning process
18. Community Development Activities should be according to the needs of the inhabitants of the ward/s
19. Front line staff should be well trained about project philosophy before moving to ward/s
20. Good quantity of project pamphlet should be made available for distribution among villagers.
21. PMU staff should also help FTU (if they need) in micro planning process.
22. FTU Co-ordinators' need computer and accessories for computing the data collected.
23. The intervention area of the selected ward/s should be Geo-tagged during micro planning by technical staff.
24. FTU office needs staff for processing data generated through PRA exercise.
25. Micro plan template should be in Hindi.
26. Only the information required for micro plan preparation as per MP formats should be collected
27. Deployment of field staff i.e. FTU Co-ordinator, SMS, etc is the utmost priority to achieve the Project goal and objectives.
40. Land holding and class wise data not available with Revenue Department (of UPFs) in Kullu District what could be the other source for data collection?
41. In the many selected wards of Mandi and Suket Division, 10 ha area of degraded/open forest not available in 1-3 plots. What to do in such cases?
42. Is there any provision in project for Lantana and Kali Basuti eradication in

- proposed plantation areas of the selected wards?
43. Is there any phase out strategy of projects for the smooth functioning of the constituted VFDS for post project period?
 44. In some Divisions there is lack of working space and computers to Social Staff (FTU Co-ordinators/ SMS etc) making difficult to compile data generated through PRA
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24. Shortage of social staff at Field Technical Unit, the post of FTU coordinator is lying vacant and, in many cases, they are under transfer to IDP.
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30. Micro plan template lengthy and exhaustive

All the participants were divided into 8 sub-groups. The groups were briefed to come up

with suggestions for overcoming the constraints they experienced during finalizing the micro plans in Annexure-E their respective areas. The groups made presentations on their findings in the plenary. Some of the suggestions emerged are: -;

28. Conducting Project activities related awareness program at GP and ward level before micro planning process is must
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41. Deployment of field staff i.e. FTU Co-ordinator, SMS, etc is the utmost priority to achieve the Project goal and objectives.

Project Director, Mrs. Meera Sharma gave detailed presentation on steps to be followed during Micro planning process and also made presentation on Forest Ecosystem Management Plan (FEMP) preparation. Role and responsibilities of each staff i.e FTU, AFTU, FTU-Coordinators, Social staff in FEMP preparation was also explained. The queries on FEMP preparation and process to be followed were

explained to all participants to their full satisfaction. Project Director Kullu also told staff that the GP Mobilizes and Ward Facilitators are to be engaged by the respective VFDS/BMC sub-committees. Once they are engaged will be trained by project and they could help them in Micro planning.

Day 2

Second day training session started with recap of the previous day learnings. After it, Project Director, Ms. Meera Sharma made detailed presentation on project Component, “Biodiversity Conservation “and Community Based Biodiversity Management Plan (CBMP) preparation and process to be followed. She informed that the details of activities shall be determined based on initial survey to be conducted, ToR for the same are being jointly prepared by PMU and PCCF Wildlife.

After this presentation session was opened for the queries of the participants which were answered by Project Director and PMC Sh. Girish Bhardwaj.

In the following session Sh Girish Bhardwaj and Ms. Richa Mehta gave a detailed presentation on Community Development and Livelihood Improvement Plans (CD&LIP): how to make or what are the issues to be seen during CD&LIP preparation...Long-term and annual plan. They also presented in detail use of particular PRA tool for extracting specified information from villagers e.g, timeline for history of ward, wealth ranking for knowing economic status of villagers, social mapping for knowing social conditions of the ward/village. etc.

After the presentation sessions the house was open for discussion. Project Director, Mrs. Meera Sharma, Mr. Girish Bhardwaj and Ms. Richa Mehta responded to queries raised by the participants.

PD Kullu stressed that the computer Operators posted at Division and circle office should enter the data collected in micro planning template providing by Social and technical Staff. She also emphasized the importance of Team work and requested all technical staff and social staff to work as a team. Social staff should write down the proceedings of all field visits before VFDS Formation. She said all the project related documents including micro Plans, micro planning methodology, micro planning template, sample micro plan, VFDS/BMC sub-committee byelaws are being translated in Hindi and will be soon provided to all field staff.

IEC material such as pamphlets are being prepared in Hindi for distribution among villagers during project meetings and workshops in fields.

The participants from different divisions were asked to prepare action plan for forthcoming two months especially relating to activities; VFDS formation, VFDS

Target					Achievement as on 13.02.2020							
Sr. No.	Circle	Division	MP target	VFDS Constitution target	MP Prepared	MP In progress	VFDS/BMC Sub-committee Constituted	VFDS/BMC Sub-committee Registered	VFD S Account Opened	VFDS registration completion	MP preparation Will be completed	VFD S Account will Opened
1	Kullu	Kullu	7	7	2	5	6	2	-	Feb 2020	20.03.2020	Feb. 2020
2		Parvati	5	5		5	1	1	-	Feb 2020	20.03.2020	Feb 2020
3		Seraj	5	5		5	4		-	Feb 2020	20.03.2020	Feb 2020
4	Mandi	Mandi	7	-		7	-		-	29.02.2020	25.03.2020	29.02.2020
5		Suket	5	5	1	2	3	1	-	29.02.2020	25.03.2020	29.02.2020
6		J/nagar	5	5		4	5	3	-	29.02.2020	25.03.2020	29.02.2020
7		Nachan	5	5		0	2	-	-	29.02.2020	31.03.2020	29.02.2020
8	GHNP Shamshi	Wl Kullu	12	12		2	12	-	-	29.02.2020	25.03.2020	29.02.2020

Registration and micro plan preparation of first batch, which emerged as shown :-

Participants' Analysis

Category	Kullu Circle	Mandi Circle	Kullu-Wildlife	Total
Social Staff	4	8	1	13
Technical	24	16	9	49

staff				
Female staff	9	4	2	15
Total	37	28	12	77

Training Methodology

An interactive approach was followed to the training programme. The introduction of participants and identification of participants' expectations followed by small group discussion exercise. All the participants were divided into 8 sub-groups. The groups were briefed to identify the critical constraints they have been experiencing in finalising the micro plans in their respective areas. The small groups made presentations on their findings in the plenary. Some of the key constraints emerged from small group discussions included;

- Provision of RCC fence post
- Removal of lantana
- Awareness meeting with people of community before starting PRA process
- Micro plan should prepare in Hindi
- There are 5 wards under a village and if it has only 5ha land is it possible to make VFDS there.

FEMP presentation was made by Ms. Meera Sharma based on the sample micro plan prepared for Sarli in Kullu DMU whereas CD&LIP was presented by Richa Mehta for Chhajpur sample micro plan. In addition Ms. Meera Sharma shared the concept of CBMP especially for the participants from wildlife circle. **The content covered under FEMP, CD&LIP and CBMP is provided as Annexure.**

A presentation was made on type of PRA tools to be used for collecting a particular information. In addition, a separate session was conducted to respond to the expectations of the participants and the issues emerged during small group discussions.

Participants' Feedback

The facilitation team shared 4 key questions to the participants to give feedback after completion of the training programme. The key questions focussed on training methodology, facilitation by the resource persons, usefulness to the content covered and learning level of the participants from this programme. The analysis of the feedback forms has been presented in the table below

S. No	Key Questions for Participants' Feedback	Participants' Feedback		
		Excellent	Good	Average
5.	How would you rate the training methodology?	31	11	0
6.	How would you rate facilitation of resource persons?	37	5	0
7.	Was the content useful for you to prepare the micro plan?	34	8	0
8.	How would you rate your learning level?	28	14	0
	Total	130	38	0

As per the analysis nearly one-third of the participants rated the training methodology as excellent whereas two-third of them rated it good.

In addition the participants gave general feedback on the following aspects as well.

- Monthly/ Bi- Monthly meetings should be organised regularly for Frontline and
- Field level trainings programmes need to be organised

Concluding Session

The concluding session was attended by Chief Guests including Mr. Ajeet Thakur (CF-Wildlife), Mr. Anil Sharma (CF-Kullu), DFO (Wildlife), DFO (Kullu Territorial) Mr. Aishvarya Raj, (Director-ADP). Mr. Anil Sharma and Mr. Ajeet Thakur shared their experiences from the projects they worked with in the past. Both of them appreciated the type of work have been panned under the project. However, they along with the participants raised the following concerns that need to be addressed at PMU level.

- Clarification and more interaction on Biodiversity conservation component of the project with wildlife staff, if possible, within a week
- More clarification on CBMP preparation and its template
- Jaddi Butti cell needs to be established at the earliest so as function effectively

- Deployment of social staff is very crucial for successful implementation of the project
- There is a need to deploy an individual to create convergence for activities emerging from the micro plans
- Project Director (M&E) advised the participants to Engage GP Mobilisers and Ward Facilitators by the respective VFDS/BMC sub-committees
- Computer Operators should be directed to enter the data in micro planning template providing by Social and technical Staff
- Who will be responsible to work in overlapping areas of the project i.e. territorial area outside Wild Life (PA) area, Clarification is awaited from CPD
- All the relevant documents including micro Plans, micro planning methodology, micro planning template, sample micro plan, VFDS/BMC sub-committee byelaws should be translated in Hindi.
- Training programmes need to be continued for Social and technical staff as per their training needs assessment
- IEC material such as pamphlets need to be prepared in Hindi so that the same can be use during the meetings/ workshops and field visits.
- Letter from PMU office should be circulated to the all concerned with regard to clarity on TA Bills
- The exposure visits for Field staff should be discouraged during last quarter of the financial year.
- Financial targets are higher than the staff deputed by the project
- DMU are requested to share the APO with plot description for lantana eradication

PD JICA Kullu requested CFs and Field DFOs present to direct his office staff to share the Project APOs with Project staff and provide working place and computers to them.

Sh. Pune Ram APD JICA Kullu extended vote of Thanks to tall present in the house.

Sr. No.	Name and address	Designation	Organization
1.	Sh. Anil Sharma, IFS	C.F. Kullu	Kullu Forest Circle
2.	Sh. Ajit Thakur, IFS	C.F. GHNP Shamshi	GHNP Forest Circle Shamshi
3.	Ms. Meera Sharma, IFS	Project Director, JICA Project Kullu	JICA Project Kullu
4.	Shri Ashwarya Raj, IFS	D.F.O. Kullu	Kullu Forest Division
5.	Shri H.S. Pal, HPFS	DPO. IDP Kullu	IDP Kullu
6.	Shri Rakesh Kumar, HPFS	DFO. W.L. Kullu	Wildlife Division Kullu
7.	Sh. Pune Ram, HPFS	Additional Project Director, JICA	JICA Project Kullu
8.	Sh. Manoj Kumar, HPFS	ACF Kullu	Kullu Forest Division
9.	Dr. Yoginder Sharma, HPFS	ACF WL Kullu	Wildlife Division Kullu
10.	Sh. Girish Bhardwaj	Team Leader Community B. F.M. (PMC)	PMC Member Shimla JICA Office
11.	Ms. Richa Mehta	Programme Manager	Programme Manager (Trainings & Livelihood)
12.	Sh. Manohar Lal	Programme Manager	JICA Project Kullu
13.	Dinesh Kumar	Range Forest Officer	WL Forest Division Kullu
14.	Sh. Rameshwar Kumar	Range Forest Officer	WL Forest Division Kullu
15.	Smt. Bandna	Range Forest Officer	Kullu Forest Division
16.	Sh. Devinder Kumar	Range Forest Officer	Kullu Forest Division

17.	Shri Vikram Singh	Range Forest Officer	Parbati Forest Division
18.	Sh. Chaman Lal	Range Forest Officer	Wildlife Division Kullu
19.	Sh. Rajesh Pathania	Deputy Ranger	J/ Nagar Forest Division
20.	Sh. Sukh Ram	Deputy Ranger	Suket Forest Division
21.	Sh. IshwarDass	Deputy Ranger	Nachan Forest Division
22.	Sh. Bhupil Sharma	Deputy Ranger	Kullu Forest Division
23.	Shri Balwant Thakur	Deputy Ranger	Kullu Forest Division
24.	Shri Jaggu Ram	Deputy Ranger	Kullu Forest Division
25.	Chhuhar Singh	Deputy Ranger	WL Forest Division Kullu
26.	Smt. Nirmla Devi	Deputy Ranger	WL Forest Division Kullu
27.	Sh. Ramesh Chand	Deputy Ranger	WL Forest Division Kullu
28.	Sh. Sunil Kumar	Deputy Ranger	Parbati Forest Division
29.	Sh. Harnam Singh	Deputy Ranger	Seraj Forest Division
30.	Sh. Mohar Singh	Deputy Ranger	Seraj Forest Division
31.	Sh. Ankit Kumar	Forest Guard	J/ Nagar Forest Division
32.	Sh. Amit Kapoor	Forest Guard	J/ Nagar Forest Division
33.	Sh. Jagar Nath	Forest Guard	Suket Forest Division
34.	Sh. Khem Chand	Forest Guard	Suket Forest Division
35.	Sh.Virender Kumar	Forest Guard	Nachan Forest Division
36.	Sh. Kamal Kishor	Forest Guard	Nachan Forest Division
37.	Sh. Yog Raj	Forest Guard	Nachan Forest Division
38.	Smt. Surbhi	Forest Guard	Nachan Forest

			Division
39.	Sh. Jeevan Lal	Forest Guard	Mandi Forest Division
40.	Sh. Kamal	Forest Guard	Mandi Forest Division
41.	Sh. Parshant	Forest Guard	Kullu Forest Division
42.	Smt. Nutan	Forest Guard	Kullu Forest Division
43.	Shri Ansul Arora	Forest Guard	Kullu Forest Division
44.	Shri Tajinder Singh	Forest Guard	Kullu Forest Division
45.	Sh. Yog Raj	Forest Guard	Kullu Forest Division
46.	Dharamveer	Forest Guard	WL Forest Division Kullu
47.	Shyam Chand	Forest Guard	WL Forest Division Kullu
48.	Devinder Negi	Forest Guard	WL Forest Division Kullu
49.	Miss. Geeta Devi	Forest Guard	WL Forest Division Kullu
50.	Sh. Susheel Mahant	Forest Guard	Parbati Forest Division
51.	Sh. Smt. Som Dev	Forest Guard	Parbati Forest Division
52.	Smt. Kanchan Sharma	Forest Guard	Parbati Forest Division
53.	Smt. Minakshi	Forest Guard	Parbati Forest Division
54.	Sh. Nok Singh	Forest Guard	Seraj Forest Division
55.	Sh. Dalip Singh	Forest Guard	Seraj Forest Division
56.	Smt. Hemlata	Forest Guard	Seraj Forest Division
57.	Sh. Kuldeep	Forest Guard	Seraj Forest Division
58.	Shri Dikesh Kumar	Forest Guard	Parvati Forest Division
59.	Sh. Sandeep Rana	MA (SMS)	JICA Project Kullu
60.	Sh. Rachit	SMS	J/ Nagar Forest

			Division
61.	Sh. Vijay Kumar	SMS	Suket Forest Division
62.	Smt. Sarla Devi	FTU Coordinator	J/ Nagar Forest Division
63.	Sh. Kuldeep Singh	FTU Coordinator	J/ Nagar Forest Division
64.	Sh. Dinesh Rana	FTU Coordinator	J/ Nagar Forest Division
65.	Sh. Rakesh Chand	FTU Coordinator	J/ Nagar Forest Division
66.	Sh. Rakesh Chand Katoch	FTU Coordinator	J/ Nagar Forest Division
67.	Smt. Sunita Kumari	FTU Coordinator	Suket Forest Division
68.	Smt. Sunita Kumari	FTU Coordinator	Mandi Forest Division
69.	Smt. Champa Devi	FTU Coordinator	Mandi Forest Division
70.	Smt. Lalita	FTU Coordinator	Kullu Forest Division
71.	Sh. Shashi Bhushan	FTU Coordinator	Kullu Forest Division
72.	Shri Dinesh Guleria	FTU Coordinator	WL Forest Division Kullu
73.	Smt. Babita	FTU Coordinator	Parbati Forest Division
74.	Smt. Phoola Devi	FTU Coordinator	Seraj Forest Division

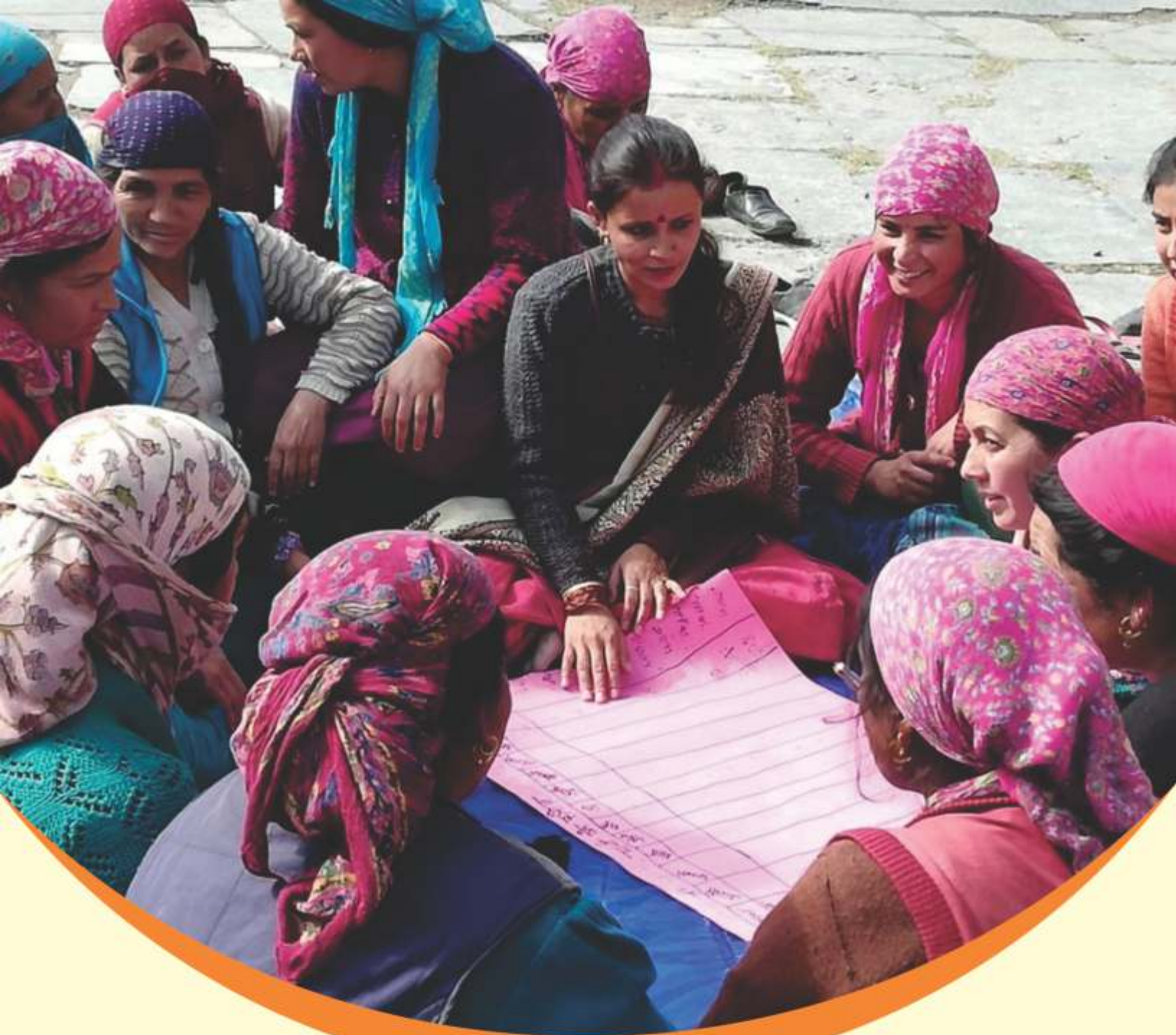
TRAINING SCHEDULE

Date: February 12-13, 2020 Venue: Conference Hall of Wildlife Circle Office, Kullu

Programme Schedule

Time	Topics to be Covered	Resource person
Day-1: Feb 12, 2020		
9:30-10:00	Registration of Participants	
10:00-10:40	Inaugural Session <ul style="list-style-type: none"> • Introduction of the participants • Objective of the programme & expectations of participants from this training 	Ms. Meera Sharma PD (M&E)
10.40-1045	Welcome address by	
10:45-11:30	Current status of micro plans (DMU wise presentations)	Mr. Girish Bhardwaj
11:30-11:45	Tea break	
11:45-12:30	In short Process followed for preparing MP in Kullu & Rohru Forest Divisions & constraints faced as per field experience.	Representative Kullu team & Rohru team
12:30-01:15	Small group discussions / suggestions to overcome constraints	Ms. Meera Sharma Mr. Girish Bhardwaj
01:15-02:15	Lunch break	
02:15-03:00	Presentation by group leaders	
03:00-03:45	Compilations of all suggestions and outcome	Ms. Meera Sharma Mr. Girish Bhardwaj
03:45-	Tea Break	

04:00		
04:00-05:30	FEMP preparation and process to be followed	Ms. Meera Sharma
Day-2: Feb 13, 2020		
09:30-09:45	Recap of the previous day	Ms. Meera Sharma
09:45-10:30	Contd. FEMP: Long-term and annual plan	Mr. Aman Sharma
10:30-11:30	CD&LIP: Long-term and annual plan	Mr. Girish Bhardwaj&Ms. Richa Mehta
11:30-11:45	Tea break	
11:45-12:30	CD&LIP: Long-term and annual plan	Ms. Richa Mehta Mr. Girish Bhardwaj
12:30-01:15	Convergence plan: long-term and annual plan	Ms. Meera Sharma Mr. Girish Bhardwaj
01:15-02:15	Lunch break	
02:15-03:00	Open discussion to respond to queries	Ms. Meera Sharma Mr. Girish Bhardwaj
03:00-03:15	Tea break	
03:15-04:00	DMU wise action plan	Ms. Meera Sharma Mr. Girish Bhardwaj
04:00-04:30	Participants' feedback	Ms. Richa Sharma Mr. Aman Sharma
04:30-05:00	Concluding and vote of thanks	Mr. Nagesh Guleria Chief Project Director



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