

No. Ft.(PF)-8/2018/JICA/EC Meeting/Vol.-1 / 401-402
Himachal Pradesh Forest Department

Dated Shimla, the 05-05-22


From: Addl. Pr. CCF & CPD (JICA-PIHPFEM&L) Potters' Hill, Summer Hill, Shimla-5 To: 1. Addl. Project Director, JICA, Kullu
2. Addl. Project Director, JICA, Rampur

Subject: Proceedings of the 15th Meeting of Executive Committee held under the Chairmanship of Chairman Executive Committee of "Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P." registered for implementation of JICA assisted PIHPFEM&L.

Memo:

Enclosed please find herewith Proceedings of the 15th Meeting of Executive Committee held on 27th April, 2022 in the O/o CPD (JICA-PIHPFEM&L) under the Chairmanship of Chief Project Director, Chairman Executive Committee of "Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P." registered for implementation of JICA assisted PIHPFEM&L. This is for favour of your kind information and further necessary action.

Encl: As above.


Project Director (JICA-PIHPFEM&L)-cum-
Member Secretary
Potters' Hill, Summer Hill, Shimla-5

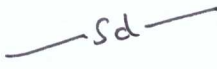
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Dated Shimla, the

Copy is forwarded with proceedings for information and further necessary action to:

1. Team Leader, Project Management Consultancy (PMC).
2. All Programme Managers under JICA-PIHPFEM&L.
3. Subject Matter Specialist (GIS/MIS) / (Livelihoods & Training), O/o CPD (JICA-PIHPFEM&L).
4. Accounts Section of PMU Shimla.

Encl: As above.


Project Director (JICA-PIHPFEM&L)-cum-
Member Secretary
Potters' Hill, Summer Hill, Shimla-5

Proceedings of the 15th Meeting of Executive committee held under the Chairmanship of Chief Project Director (Chairman, Executive Committee) of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. registered for implementation of JICA assisted PIHPFEM&L.

The 15th Meeting of Executive Committee of the Society was held on 27.04.2022 in the O/o Chief Project Director (JICA-PIHPFEM&L) at Potters' Hill. The list of the officers/officials present in the meeting is enclosed as Annexure-A.

Agenda Item No.-1: Review of the previous Agenda Items of the EC meetings:

No.	Action Items	Decisions taken in the meeting
30	Development of mobile app as per JICA document.	PD (Admin & Fin.) and PM (GIS/MIS) apprised the EC that JICA India is in the process of creating a MIS Prototype for whole India which will be used for Forestry Projects and the same will be followed to create MIS Mobile App for JICA-PIHPFEM&L. However a mobile App for the day to day working of the JICA staff is required to be prepared before hand.
34	Hiring of M&E consultant for developing MIS.	Agenda Item Stands.
36	Annual outcome assessment framework to be developed by PMC following logical framework of project.	The EC decided that before carrying out the AOA Workshops, a 20 point indicator list should be prepared by APD (JICA), Kullu and PM (Monitoring, Safeguard & Publicity) in consultation with PMC Team Leader with in two weeks. Agenda Item Stands.

Agenda Items- 11th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
10	Adoption of Public Financial Management System (PFMS) for monitoring of the funds which will be disbursed to field offices (i.e. PMUs/FCCUs/DMUs & FTUs) and VFDS/BMCs.	Public Financial Management Systems (PFMS) is in place for JICA-PIHPFEM&L now. Item is dropped.

Agenda Items- 12th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
3	Issuing Operational Guidelines for fund management of revolving fund to the field.	Operational Guidelines for fund management of revolving funds have been conveyed to the fields through e-mail. However its printed copies are also required to be sent to the Field Units. Agenda Item Stands.



5	Monitoring method of IGA.	<p>EC apprised that Monitoring format for 7 IGA Cost Models have been developed and shared with the field offices by PM (Livelihood & Training) and PM (rural Financing & Marketing) and remaining 15 IGA Cost Models will be designed and shared with the respective DMUs within 3 weeks. The Chairman EC directed that all the Monitoring formats of IGA Cost Models should also be incorporated in M&E Manual.</p> <p>Agenda Item Stands.</p>
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Agenda Items- 13th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
5	Training scheduled for Batch-II VFDS members and ward facilitators.	<p>Detailed Training Modules for Batch-I & II VFDS members and ward facilitators had been prepared for FY 2021-22 and shared with all the DMUs for carrying out different trainings for Project stakeholders. Outcome will be reviewed before next meeting.</p> <p>Agenda Item Stands.</p>

Agenda Items- 14th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
2	Format of Status Report of VFDS Constituted & Process of Micro Plan Prepared & CBOs Constituted.	<p>EC decided that the updated status report be collected from the field by SMS (Livelihood & Training) and published on Project Website and will be updated on monthly basis by SMS (GIS/MIS).</p> <p>Agenda Item Stands.</p>
3	Mode of Implementation of Lantana Eradication works carried out in Batch I and II ranges.	<p>Compliance has been done.</p> <p>Item is dropped.</p>
4	Regarding APO X- One time support and Monthly Support to BMC Sub-Committees.	<p>EC apprised that APO-X has been allotted to DMUs w.r.t. BMC Sub-Committees on the analogy of VFDS as decided in the 14th EC Meeting.</p> <p>Item is dropped.</p>
5	Concept Note for ANR without Gap Planting, Tending Operations, and Fallow Grasslands.	<p>EC apprised that concept Note for ANR without Gap Planting has been prepared and shared with field units. Accordingly the funds have been allotted to the field. Tending operations will be done as per working plan prescription.</p> <p>Item is dropped.</p>
6	Guidelines for Community Procurement – VFDS/BMC Sub-committee-Follow up of GB Meeting.	<p>As decided in the 6th GB Meeting, Community Procurement will be done as per HPFD Procedure.</p> <p>Item is dropped.</p>

7	Norms for Training & Exposure Visits of Frontline Staff of HPFD & Community Level Committees – Follow up of GB Meeting.	IDP Norms for Training & Exposure Visits of Frontline Staff of HPFD & Community Level Committees have been adopted as approved in the 6 th GB Meeting. Item is dropped.
8	ACR/Performance based incentive assessment for outsource employees as per the decision of the 1 st Meeting of Governing Body held on 06.08.2018.	The Agenda was discussed and deferred for next EC Meeting. Agenda Item Stands.
9	“Jal Bhandaran” Scheme of HPFD.	“Jal Bhandaran” Scheme of HPFD has been adopted under JICA-PIHPFEM&L. Item is dropped.
10	Sea buckthorn plantation under JICA Project.	Programme Manager (Forestry & Biodiversity) apprised the EC that 98,150 Plants has been raised at Lahaul & 1,42,100 at Spiti and the plantation works will be undertaken during July, 2022. Item is dropped
11	IEC Material for Livelihood Activities.	IEC Material for Livelihood Activities has been prepared and the same has been sent to the field offices on regular basis. Item is dropped
12	Creation of “Japanese Garden” under JICA Project.	The Agenda was discussed in detail in the EC Meeting and the idea of creation of “Japanese Garden” was dropped in view of the technicality and feasibility. Item is dropped
13	Nursery Status of plants availability.	EC was apprised that the Nursery return up to 11/2021 has been received from all the Divisions. Chairman EC advised to APD (Kullu) to check the current status of nursery stock in the May, 2022 nursery return and scrutinize it thoroughly. Agenda Item Stands.
14	Implementation of Jadi-Buti Cell Models.	Models of the Jadi-Buti Cell are being implemented in the field. Programme Manager (Enterprises Development) has been directed by Chairman to update the latest status of the training conducted on grafting technology and further its implementation. Further it was emphasized that the JB Cell needs to focus on the outcome of the various models being implemented in the field. CPD further directed that the JB Cell need to prepare monthly action plan and they should ensure that SHGs/CIGs are linked with Livelihood support from propagation of different Model and its Quantification is required to be done by JB Cell. Agenda Item Stands.



15	Follow up action about meeting with Dr. Chandan, RIISM.	EC was apprised that 50,000 plants will be procured from RIISM this monsoon season. Agenda Item Stands.
16	Training Component to be steered by Addl. Project Director, Rampur.	As decided in the EC Meeting the amount of Rs. 25 Lakh had been provided to APD Rampur for the training and capacity building activities in the field for FY 2021-22. Item is dropped
17	Skill based Training for Beekeeping.	As decided in the EC Meeting the IGA Model and Business Plan for Beekeeping have been finalized which has been approved in 6 th GB Meeting. The trainings for the same have been imparted. Item is dropped
18	Renewal of Manpower Services Contract with M.S. Services Pvt. Ltd.	As decided in EC Meeting the contract of M.S. Services Pvt. Ltd. (Outsource Agency for providing manpower) has been extended for another one year. Item is dropped
19	Discussion about conducting of General House of Society. Discussion about conducting of High Power Committee meeting.	General House of the Society has been conducted on 07.04.2022. Item is dropped It was decided that efforts will be made to finalize the date and organize the meeting. Agenda Item Stands.
20	Discussion on the progress of recruitment of staff.	The staff recruitment is under process through HPNRMS Solan and the maximum staff is in place now. Item is dropped

New Agenda Items- 15th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
1	Annual Report 2021-22.	Annual Report for 2021-22 will be prepared by PM (Rural Fin. & Marketing) in consultation with Programme Managers within one month.
2	Tender for outsourcing agency for providing manpower.	The EC decided to re-tender for providing manpower under JICA-PIHPFEM&L as the tender of M.S. Services Pvt. Ltd. (outsource agency selected through tender process for providing manpower) will expire on June, 2022 and process of fresh tenders will be started in 2 nd week of May, 2022.

3	Extension of Project Management Consultancy (PMC).	<p>PD (Admin & Fin.) apprised to EC that due to non mobilization of the Consultants for SWC, Biodiversity and Livelihoods and the un-precedent situation of the COVID-19 Pandemic, targets set for the PMC could not be achieved well in time. Therefore, the proposal for extension of one year for the accomplishment of pending consultancy task of the Project is necessarily required.</p> <p>The EC decided that the matter will be taken up to the Governing Body Meeting.</p>
4	Developing an E-commerce portal for PIHPFEM&L (JICA Funded).	<p>The Chairman suggested that there is a need to develop E-commerce Portal, considering the attributes and importance of e commerce, global presence for JICA funded projects will be ensured. Different products are being produced by the various SHG/CIGs formed under the project.</p> <p>The EC decided that the matter will be taken up to the Governing Body Meeting.</p>
5	Training and Exposure visit calendar for the FY 2022-23.	<p>SMS (Livelihoods & Trainings) apprised to EC that the Training and Exposure visit Calendar for the FY 2022-23 has been prepared.</p> <p>The EC approved the same and decided to take up this in the Governing Body Meeting for approval.</p>
6	Award scheme for the VFDS as per Project Document.	<p>The EC was apprised about the Award Scheme for the VFDS as per Project Document under the para no.-107 that "There is a provision for rewarding the VFDS/BMC in order to build on objective system of rewarding among deserving communities, PMU would device a system to determine the better performers based on clear parameters subject to the maximum of INR One Lakh. This "Challenge Fund" would be disbursed to different categories of VFDS/BMC as per criteria approved by PMU".</p> <p>The EC decided to take up this in the Governing Body Meeting for approval.</p>
7	Establishment of Multipurpose outlets at Shimla, Kullu and Mandi.	<p>The EC apprised that the registered SHGs are now preparing many products and selling them in the local markets. In addition to this HIMERA shops are also being used for the purpose. However, to provide a regular marketplace and exposure to their locally made products, there is need to establish outlets, at Shimla, Kullu and Mandi in the first go to add to the inclusive & sustainable growth of SHGs. The choice of these locations will depend on important parameters like availability of land, footfall of tourist, quantity of productions, logistics, information centers etc. And for this purpose, small structures, may be</p>

		<p>pre-fabricated, can be prepared in these locations for Product selling, online distribution center & also in the form of information center. The tentative cost of multipurpose outlet would be around Rs. Ten Lakhs per outlet.</p> <p>The EC approved the agenda and decided to take up this in the Governing Body Meeting for approval.</p>
8	Salary enhancement of Director Jadi-Buti Cell.	<p>The EC apprised that for all India Officers, the new scales are being followed and All India Services Officers in the State are drawing salary as per the revised pay scales and their pension fixation is done accordingly. The present Director (Jadi Buti Cell) of the project is a “Contractual employee” and is a retired (IFS). All India Service Officer is providing his services on fixed remuneration @ Rs. 80,000/- per month and as per Govt of India, Ministry of Finance guidelines for regulations of remunerations in case of “Contract appointment” of a Retd. Central Govt. employees “a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for term of the contract. There will be no annual increment/percentage increase during the contract period”. Also the pay plus gross pension on re-employment is not to exceed Rs, 2,25,000/- i.e. Pay Level 17. In view of the above the monthly salary in the instant case comes to Rs. 2,24,400- Rs. 1,12,200 = Rs. 1,12,200/-.</p> <p>The EC decided to take up this in the Governing Body Meeting for approval.</p>

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



Attendance sheet for the 15th Meeting of Executive Committee for "Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P." registered for implementation of JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods" held under the Chairmanship of Chief Project Director (JICA-PIHPFEM&L) on 27.04.2022 at Potters' Hill, Shimla.

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