

No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/ 2259 - 2271  
Himachal Pradesh Forest Department

Dated Shimla, the


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

Subject: Proceedings of the 16<sup>th</sup> Meeting of "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 16<sup>th</sup> Meeting of Executive Committee held on 16.08.2022, 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 your kind information and further necessary action.

Encl:- As above.


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

Endst. No. As above. / 2259 - 2271

  
Dated Shimla, the 20-08-22

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

1. Director (Jadi-Buti Cell), PMU Shimla.
2. Team Leader, Project Management Consultancy (PMC).
3. All Programme Managers under JICA-PIHPFEM&L and Manager (Marketing)/ Manager (Enterprise Development) Jadi-Buti Cell.
4. All Subject Matter Specialist, O/o CPD (JICA-PIHPFEM&L) and Subject Matter Specialist (Forestry & Biodiversity) DMU Rohru.
5. Accounts Section O/o CPD (JICA-PIHPFEM&L).

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

**Proceedings of the 16<sup>th</sup> 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 16<sup>th</sup> Meeting of Executive Committee of the Society was held on 16.08.2022 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.	Mobile App for the day to day working of the JICA staff has been prepared and being used by the staff.  <b>Item is dropped.</b>
34	Hiring of M&E consultant for developing MIS.	PD (Admin & Fin.) and PM (GIS/MIS) apprised the EC that JICA India is in the process of creating a MIS Prototype for pan India which will be used for Forestry Projects and the same will be followed to develop MIS system for JICA-PIHPFEM&L.  <i>Action from JICA India is still awaited.</i>  <b>Agenda Item Stands.</b>
36	Annual outcome assessment framework to be developed by PMC following logical framework of project.	Annual Outcome Assessment frame work has been developed in consultation with PMC Team Leader and is in place now. APD (JICA), Kullu and PM (Monitoring, Safeguard & Publicity) will ensure the implementation of AOA in the field.  <b>Item is dropped.</b>

**Agenda Items- 12<sup>th</sup> 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 field through e-mail. However its printed copies are also required to be sent to the Field Units.  <i>SMS (Forestry &amp; Biodiversity) PMU Shimla will ensure that these guidelines have been conveyed and printed copies supplied to all field units.</i>  <b>Agenda Item Stands.</b>
5	Monitoring method of IGA.	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



		<p>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&amp;E Manual. No progress in this regard was reported.</p> <p>After deliberations it was decided by EC that in order to make the process simple, the M&amp;E Manual should be used for monitoring of the IGAs as well.</p> <p><b><i>PM (Rural Financing &amp; Marketing) and SMS (Livelihood &amp; Training) PMU Shimla will ensure the same and report compliance within two weeks.</i></b></p> <p><b>Agenda Item Stands.</b></p>
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#### Agenda Items- 13<sup>th</sup> 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 &amp; 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.</p> <p><b><i>The EC was apprised that the module has been implemented in the field as per schedule.</i></b></p> <p><b>Item is dropped.</b></p>

#### Agenda Items- 14<sup>th</sup> 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 &amp; Training) and put on Project Website and will be updated on monthly basis by SMS (GIS/MIS).</p> <p><b><i>Action has been taken.</i></b></p> <p><b>Item is dropped..</b></p>
8	ACR/Performance based incentive assessment for outsource employees as per the decision of the 1 <sup>st</sup> Meeting of Governing Body held on 06.08.2018.	<p>The agenda discussed and it was decided that the concerned PMU staff will discuss the issue internally and bring the proposal in the next EC Meeting.</p> <p><b>Agenda Item Stands.</b></p>
13	Nursery Status of plants availability.	<p>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.</p> <p><b><i>The updated nursery return for May, 2022 has been received after thorough scrutiny from APD Kullu office. The planting stock available is sufficient to meet the Project requirement.</i></b></p> <p><b>Item is dropped.</b></p>

14	Implementation of Jadi-Buti Cell Models.	<p>Models of the Jadi-Buti Cell are being implemented in the field.</p> <p>Programme Manager (Enterprise 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 for propagation of different Models and its Quantification is required to be done by JB Cell.</p> <p><b>Item is dropped from here and taken as New Agenda Item.</b></p>
15	Follow up action about meeting with Dr. Chandan, RIISM.	<p>The EC was apprised that the plants have been procured from RIISM and planted in the fields.</p> <p><b>Item is dropped</b></p>
19	Discussion about conducting of High Power Committee meeting.	<p>It was decided that efforts will be made to finalize the date and organize the meeting.</p> <p><i>PM (Finance-cum-Audit), Accounts Manager and JOA-IT will work out the necessary amendments required to be done in the Operation Manual.</i></p> <p><b>Agenda Item Stands.</b></p>

#### Agenda Items- 15<sup>th</sup> Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
1	Annual Report 2021-22.	<p>The EC was apprised that the Annual Report for 2021-22 has been prepared by PM (Rural Fin. &amp; Marketing) in consultation with Programme Managers and circulated in the field as well as submitted to JICA India Office. EC appreciated the efforts made by PMU and PM (Rural Financing &amp; Marketing) in particular.</p> <p><b>Item is dropped.</b></p>
2	Tender for outsourcing agency for providing manpower.	<p>The EC was apprised that as per Terms &amp; Conditions of the Tender Document there is provision of extending the services of the selected outsourcing agency till five years on year to year basis if the services are found satisfactory. So the services of the outsourcing agency for providing manpower i.e. M.S. Services Pvt. Ltd. has been extended further for one year i.e. till June, 2023. EC approved the same.</p> <p><b>Item is dropped.</b></p>



3	Extension of Project Management Consultancy (PMC).	The EC was apprised that the extension of PMC for one year has been approved in the 7 <sup>th</sup> Governing Body Meeting as well as by JICA India office. The same has also been conveyed to SOFRECO (PMC).  <b>Item is dropped.</b>
4	Developing an E-commerce portal for PIHPFEM&L (JICA Funded).	PM (Rural Financing & Marketing) apprised the EC that E-Commerce portal has been developed and is in operation.  <b>Item is dropped from here and taken as new agenda item.</b>
5	Training and Exposure visit calendar for the FY 2022-23.	The EC was apprised that the Training and Exposure visit calendar for the FY 2022-23 has been prepared and stands approved by the Governing Body.  <b>Item is dropped from here and taken as new agenda item.</b>
6	Award scheme for the VFDS as per Project Document.	The EC was apprised that the criteria for award Scheme for the VFDS has been finalized and circulated to all the DMUs. DMUs are sending the reports regarding performance of VFDS those will be evaluated at PMU level and the best performing VFDS/BMC Sub – committees will be awarded in next National Level Workshop of JICA India proposed to be hold in Himachal Pradesh.  <b>Item is dropped from here and taken as new agenda item.</b>
7	Establishment of Multipurpose outlets at Shimla, Kullu and Mandi.	The EC was apprised that the matter was taken up in the 7 <sup>th</sup> Governing Body Meeting vide Agenda Item No.-16 and the Governing Body approved the agenda with directions that additionally HPFD and Tourism Department outlets be also explored for further strengthening the marketing of the products of the SHGs. Further EC was apprised that this office vide letter No.Ft./JICA/HPC&GB Meeting/Vol.-II/1309 dated 25.06.2022 requested Pr. CCF (WL) to kindly issue necessary directions to the concerned CCF/CF/DFOs for providing the necessary HPFD outlets at Manali, Sairopa, Kufri, Craignano etc. but no reply has been received so far.  <i>The Chairman directed that PM (Rural Financing &amp; Marketing) will sent a reminder to Pr. CCF (WL) and the matter will be again taken up in next GB Meeting.</i>  <b>Agenda Item Stands.</b>
8	Salary enhancement of Director Jadi-Buti Cell.	The EC apprised that the salary of the Director (Jadi Buti Cell) has been enhanced in the 7 <sup>th</sup> GB Meeting.  <b>Item is dropped.</b>

**New Agenda Items:-**

No.	Action Items	Decision taken in the meeting
2	Budget allotment for Kangra District.	<p>The EC was apprised that budget to newly added FCCUs/DMUs and FTUs of Kangra District is required to be distributed under various heads. It was also apprised that DMU Nurpur wants to expedite the training to VFDS/SHGs simultaneously with the preparation of Micro plan for which budget has been demanded by DMU Nurpur.</p> <p><b><i>The Chairman EC directed that budget of immediate nature such as Office Maintenance, IT infrastructure, Nursery improvement, Identifications of areas of VFDS etc. should be allotted immediately and all the DMUs of Kangra District be asked to expedite the identification and registration of VFDS and preparation of Micro plans so that budget can be provided to them as per Micro plan. EC decided to make funds allotments to DMU Nurpur as demanded by him with certain conditions, to undertake IGAs in Nurpur Division.</i></b></p>
3	Honarium to trainers (resource persons)	<p>The EC was apprised that there is an issue raise from the field that the module based training being imparted to VFDSs/BMCs/SHGs, at DMU and FTU level. Many time there are resource person hired either from Forest Department or Retd. HPFS or JICA staff for particular model. The honorarium for these resource persons has not been well defined in the module where as the Resource Persons from outside are given the honorarium. The resource persons who have been hired in recent past are demanding honorarium for their expert services because in the training module provision could not have been made for such honorarium. PMU circulated training norms duly approved by competent authority among the DMUs in which honorarium for different level of resource person has been provided. It is therefore proposed that honorarium may be given to all the resource persons (module based) including those from HPFD/Retd. HPFS/JICA staff.</p> <p><b><i>The Chairman EC directed SMS (Livelihood &amp; Training) to frame the guidelines with regard to honorarium to the resource persons of HPFD/Retd. HPFS/JICA staff for module based trainings that are over and above their job profile and circulate the same to field units. The resource persons so engaged will be entitled for maximum of 5 trainings in a month. EC approved the proposal as such.</i></b></p>



4	Standardization of skill based trainings duration.	<p>The EC was apprised that skill based trainings to SHGs who have identified/selected their income generation activity, but there is variation in duration of time period taken in conducting these trainings. Hence, for each income generation activity specific training period must be standardized to have uniformity with in project area.</p> <p><b><i>The Chairman EC directed SMS (Livelihood &amp; Training) to analyze the data of various trainings imparted so far and prepare a standardized proposal after consulting various agencies/institutions imparting trainings for IGAs and placed before CPD (JICA-PIHPFM&amp;L) within two weeks positively.</i></b></p>
5	Demand of Funds from Jogindernagar to Manyoh Nursery	<p>The EC was apprised that DMU Jogindernagar demanded special funds for installation of L.T Extension for Manyoh Nursery (Batch-III) Kamlah Range. He has submitted that there is acute shortage of surface water in Manyoh Nursery (0.30 hac. Area with around 70,000 seedlings) as there is no permanent source of water surrounding in the said nursery and water tankers are deployed to meet the water demand in summer. In his request Jal Shakti Department had drilled the bore well near the nursery and agreed for laying of water pipes in the tanks of the said nursery. He has submitted that there is need of installation of L.T. Extension for supply of ground water for nursery. Further he has taken up the matter with Sr. Executive Engineer, HPSEBL Dharampur who has technically scrutinized the L.T. Extension estimate amounting to Rs. 2,32,282/- beside any variation occurred due to price escalation of material/labor head and any other over head charges etc. being levied in the HPSEBL, shall have to be deposited by the concerned office of HPSEBL for installation of L.T. Extension and other unforeseen over head charges etc. if any.</p> <p><b><i>Since the demand is over and above the provisions of nursery improvement, hence the EC decided to take the agenda to the Governing Body.</i></b></p>
6	Renewal of Webex software.	<p>The EC was apprised that webex software using for online meetings has been expired which needs to be renewed. Further it is intimated that most of the meetings are held through Google Meet or Zoom call which are free of cost. For webex software this office paying Rs. 34,000/- annually</p>

		<p>and only 12 numbers of meetings held last year through webex software which may be go down this year. It is proposed that annual payment for renewal of webex software may be discontinued.</p> <p><b>The EC approved the Agenda.</b></p>
7	Switching over to E-Office.	<p>The EC was apprised that most of the Government offices are switching over to E-Office which is also mandatory requirement of the Government. In order to increase the efficiency in working and making the office paperless, it is proposed to switch over to E-Office.</p> <p><b><i>The EC agreed to the proposal and requested PD (Admin &amp; Fin.), PM (GIS/MIS) and SMS (GIS/MIS) to work out the modalities and switch over to E-Office as soon as possible.</i></b></p>
8	Provision of Data Storage for drone survey captured images.	<p>The EC was apprised that the data storage for drone survey images of project intervention area is required to be procured for storing drone survey processed data.</p> <p><b><i>The Chairman EC directed the PM (GIS/MIS) and SMS (GIS/MIS) to prepared a detailed report showing the cost involved under various options of arranging/hiring data storage and submit within 10 days.</i></b></p>
9	Training Module for FY 2022-23.	<p>Training Module for the FY 2022-23 has been prepared and approved in the 7<sup>th</sup> Governing Body and the same has been circulated to the fields.</p> <p><b><i>The Chairman EC directed SMS (Livelihood &amp; Training) to monitor the implementation progress and submit report on monthly basis to CPD.</i></b></p>
10	Implementation of Jadi-Buti Cell Models.	<p><b><i>The Chairman EC directed Manager (Enterprise Development) to monitor the model wise implementation progress on monthly basis and apprise the same to CPD. Action plan by Jadi-Buti Cell is also required to be submitted in this regard.</i></b></p>
11	Award Scheme for VFDSs/BMCs.	<p>The EC was apprised that the criteria for award Scheme for the VFDSs/BMCs has been finalized and circulated to all the DMUs. Some of the DMUs has also sent the evaluation reports and awaited from the rest.</p> <p><b><i>The Chairman EC directed that PM (Forestry &amp; Biodiversity) will compile the reports and the same will be evaluated at PMU level by a committee, so that the awards to the best performing VFDS/BMC Sub-Committees could be distributed in the forth coming National Level Workshop of JICA Project at Shimla.</i></b></p>



12	Monitoring of Annual Outcome Assessment.	<p>The EC was apprised that Annual outcome assessment framework has been finalized by the PMC and further action on this is required to be monitor at field level.</p> <p><b><i>The Chairman EC directed that APD (M&amp;E) Kullu and PM (M&amp;E) will ensure the implementation of AOA in the field and submit a report in this regard to CPD in variably.</i></b></p>
13	Adhering the provisions of M&E Manual in the field.	<p>M&amp;E Manual has been prepared and approved in the Governing Body Meeting.</p> <p><b><i>APD (M&amp;E) and PM (M&amp;E) will ensure that the monitoring in the field is being carried out as per guidelines contained in the M&amp;E Manual.</i></b></p>
14	Progress of IGAs.	<p>The EC was apprised that till now 263 business plans has been prepared and approved against the target of 500 business plans for this FY. It was also apprised that 150 business plans which are in process will be completed within a month and the target of 500 business plans will be achieved well before 30<sup>th</sup> November, 2022.</p> <p><b><i>The Chairman EC directed the PM (Rural Financing &amp; Marketing) to report the progress on monthly basis to CPD.</i></b></p>
15	Exposure Visits within or outside the State.	<p><b><i>The Chairman EC directed SMS (Livelihood &amp; Training) to prepare a schedule of exposure visits within or outside the States for Communities as well as Department/JICA staff at the earliest.</i></b></p>
16	Hosting National Level JICA Forestry Project Workshop.	<p>As requested by JICA India the National Level JICA Forestry Project workshop has to be hosted by Himachal Pradesh JICA Forestry Project. The workshop was earlier scheduled in the month of July, 2022 for which we have already conveyed our consent to JICA India. This workshop has now been postponed for the month of November, 2022 by JICA India. Although there is probability of imposition of code of conduct due to coming Vidhan Sabha elections, even though the matter will be sorted out and modalities will be worked out to ensure the smooth organisation of National Level workshop.</p> <p><b><i>The Chairman EC directed that in the first go, Media Specialist will invite and collect the articles for the souvenir to be published and released on the occasion of the National Level workshop.</i></b></p>
17	Developing an E-commerce portal for PIHPFEM&L (JICA Funded).	<p>EC desired that it should be made more usable by the SHGs. PM (Rural Financing &amp; Marketing) will give the progress on monthly basis to the CPD.</p>

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

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Attendance sheet for the 16<sup>th</sup> 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 16.08.2022 at Potters' Hill, Shimla.

S. No.	Name	Designation	E-mail ID	Signature
1	Reena Sharma	SMS (T & L)	Sharmareena0277@gmail.com	Reena
2	Disha Gautam	SMS (GIS/MIS)	gautamdisha@gmail.com	Disha
3	Rajesh Sharma	PD (JICA)	rajeshhbfs24@gmail.com	Rajesh
4	Dr Lal Singh	Pmc Livelihood Center	lalhrz@gmail.com	l/s
5	Rajneesh kumar	Programme Manager (GIS)	rajneesh_1327@labov.co.in	Rajneesh
6	Vinod Sharma	Programme Mgr (Mktg & R. Training)	Vinodsharma pm jica@gmail.com	Vinod
7	Anand K. Verma	P.M (Audit cum-Finance)	verma.anandkumar87@gmail.com	Anand
8	Mohit Sharma	Manager Marketing (JBC)	Mohit upadhyaya611@gmail.com	Mohit
9	Rachna Chandel	SMS (M&F)	R.rachnachandelchandelgarc@gmail.com	Rachna
10	Dr. Akhilesh Thakur	Manager (Ent. Dupt.)	meZakhilesh@gmail.com	Akhilesh
11	Dinesh Kumar	Accounts Manager	dinesh55783@gmail.com	Dinesh
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