

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

From: Chief Project Director,
Project for Improvement of Himachal Pradesh
Forest Ecosystems Management & Livelihoods-cum-
Chairman Executive Committee

To: Project Director (PIHPFEM&L), Kullu-cum-Member Executive Committee
Project Director (PIHPFEM&L), Shimla-cum- Member Secretary Executive Committee
Addl. Project Director (PIHPFEM&L), Kullu
Deputy Project Director (PIHPFEM&L), Rampur-cum-Member Executive Committee

Dated Shimla, the 13 SEP 2019

Subject: Proceedings of the 7th meeting of Executive Committee under the Chairmanship of Sh. Nagesh Kumar Guleria (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.

Sir,

Enclosed please find herewith, Proceedings of the 7th meeting of Executive Committee under the Chairmanship of Sh. Nagesh Kumar Guleria (Chairman 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 held on 31.08.2019 at Shimla, for information and further necessary action please.

Chief Project Director (PIHPFEM&L)-cum-
Chairman Executive Committee
O/o Pr. CCF (HoFF) Shimla-171001

Encl: As above

Endst. No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1

Dated Shimla, the

13 SEP 2019

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

1. Programme Manager (Forestry & Biodiversity) / (Rural Financing & Marketing) / (GIS/MIS) / (Livelihoods & Trainings).
2. SMS (Livelihoods & Trainings) / (GIS/MIS)

Chief Project Director (PIHPFEM&L)-cum-
Chairman Executive Committee
O/o Pr. CCF (HoFF) Shimla-171001

Encl: As above.

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-I.
- 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 (1). 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. 3,71,30,589 (i.e. up to June 2019) has been received from JICA, except Reimbursement Claim for the month of March, 2019 of Rs. 7,53,25,849 Cr. which is still awaited from JICA. However Reimbursement Claim for the month of July, 2019 of Rs. 1,15,33,177 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 Responsibilities/Duties of	<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.</p> <p>Accounts Manager, Shimla to share details on motor vehicle rates and expenses incurred at</p>

FCCU/DMU levels.

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.

(n)

Discussion on M&E Framework shared by PD Kullu

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.

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 mant 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.

(o)

Discussion on formation of micro planning formats.

After deliberation, it was decided to Finalize the Micro Plan formats by 2nd week of September by PD (M&E), Kullu & SMS (Livelihoods & Training).

PMC will be requested to share only that

		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 (I). 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.