

No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/4465-4468
Himachal Pradesh Forest Department

From: Chief Project Director (JICA-PIHPFEM&L)-cum-
Chairman Executive Committee

To: 1. Project Director (M&E), Kullu-cum-Member Executive Committee
2. Project Director (Admin), Shimla-cum-Member Executive Committee
3. Addl. Project Director, Kullu-cum-Member Executive Committee
4. Addl. Project Director, Rampur-cum-Member Executive Committee


Dated Shimla, the 30-01-2021

Subject: Proceedings of the 12th Meeting of Executive Committee held under the Chairmanship of Chief Project Director (JICA-PIHPFEM&L)-cum-Chairman Executive Committee of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted PIHPFEM&L.

Memo:

Enclosed please find herewith, the Proceedings of the 12th Executive Committee held under the Chairmanship of Chief Project Director (JICA-PIHPFEM&L)-cum-Chairman Executive Committee of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods, held on 20.01.2021 at Potters' Hill, Summer Hill, Shimla-5, for information and further necessary action, please.

Encl: As above.



Project Director (JICA-PIHPFEM&L)
O/o CPD (JICA-PIHPFEM&L)
Potters Hill, Summer Hill, Shimla-5

Endst. No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/4465-4468
Dated Shimla, the 30-01-2021

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

1. Project Management Consultant, Team Leader.
2. Programme Manager (Finance & Audit)/ (Monitoring, Safeguard & Publicity)/ (Forestry & Biodiversity)/ (GIS/MIS/IT)/ (Livelihoods & Training).
3. Subject Matter Specialist (GIS/MIS)/ (Livelihoods, Marketing & Rural Financing)/ (Livelihoods & Training).
4. Accounts Section of PMU Office Shimla.

Encl: As above.


Project Director (JICA-PIHPFEM&L)
O/o CPD (JICA-PIHPFEM&L)
Potters Hill, Summer Hill, Shimla-5

Proceedings of the 12th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman, Executive committee) of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

The 12th meeting of Executive Committee of the Society for Improvement Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 20.01.2021 in the O/o CPD (JICA-PIHPFEM&L) at Potters' Hill. The names of the officers and officials, who were present in the meeting is attached as Annexure-I.

Agenda Item No. – 1:-Review of the action taken on the decisions of 11th Executive Committee Meeting held on 30.09.2020:-

No.	Action Items	Decision taken in the meeting
3	Tally software related issues.	Tally Software procured and being used at PMU level. Item is dropped.
4	Discussion on formulation of micro plans	➤ The required information regarding formulation of Micro plans i.e. financial allocation, budget limits of FEMP & CD&LIP have been communicated to the field offices. Item is dropped.
6	Publicity	➤ Programme Manager (Monitoring, Safeguards & Publications) apprised the EC that response from FCCUs/ DMUs regarding submission of success stories/ articles is not satisfactory and till date only 2-3 articles have been received for the quarterly newsletter. ➤ Further, the EC was apprised that a DO has been written to the Retd. HPFS who have been engaged under the project to expedite the submission of the said articles. ➤ The EC decided that: <ul style="list-style-type: none"> • Programme Manager (Monitoring, Safeguards & Publication) to follow up in the field and to collect and collate the required articles in next 8-10 days and submit the same for the quarterly newsletter to be printed in first week of February. Further, a write-up on the decisions of the 4th GB Meeting is also to be included in the quarterly newsletter. • Programme Manager (Monitoring, Safeguards & Publication) to support and expedite the printing of Manuals, Registers & Cashbooks for VFDS/ SHGs, Plantation & Nursery Journals, and Coffee Table Book. • Programme Manager (Forestry & Biodiversity) to prepare a short write-up on the roadmap on the technologies and strategies for propagation of sea-buckthorn, which is to be included in the quarterly newsletter.
9	Discussions on the immediate steps to be taken so as to ensure 70% booking of budget till December, 2020	The EC was apprised that 53% of booking of budget was achieved till end of December, 2020 and the APO has been revised to INR 33 Cr. for FY 2020-21. Item is dropped.
13	Interest rate to be charged on CD fund/Beneficiary share	➤ Interest rate to be charged on revolving fund by VFDS will be finalized after referring to other JICA Projects and also to be based on the actual field observations. In addition to the interest rate, the share of revolving fund out of the CD fund is also to be decided at the PMU level. ➤ It was decided that Programme Manager (Livelihoods &

		Trainings) and SMS (Marketing/Rural Financing & Livelihoods) will deal with the matter. The report is still awaited. Item is dropped from here and taken as New Agenda Item No.-2
17	Discussion on APR draft sent by SOFRECO	Programme Manager (Forestry & Biodiversity) updated that the APR sent by PMC has been finalized. Item is dropped.
19	<ul style="list-style-type: none"> ➤ M&E format for 2020-21 ➤ Under M&E monthly, quarterly, half yearly and annual progress report formats have been finalized by Project and DMUs are not regular in submission. Annual progress report (Physical Financial) not received from many DMUs yet, due to which Project Status report can't be prepared. DMUs are using their own format for reporting 	<ul style="list-style-type: none"> ➤ PD Kullu informed that FCCU/DMU offices are sending the reports on the prescribed M&E format except for some offices. ➤ The EC decided that all Accountant-cum-Computer Operators deployed under the Project in Field Offices will be trained on the prescribed M&E Formats. PD Kullu will organize the training sessions with support from relevant PMU Staff.
21	Jadi-Buti cell-Plantations of Medicinal Plants	The EC was apprised that the Jadi-Buti Cell has submitted a power point presentation on Jadi-Buti Action Plan. The review is under progress.
24	Procurements of goods and their inventories	It was informed that in the recent Audit by the CA, all forms and inventories were found up to mark in all the Field units. As such item is dropped.
26	Under M&E monthly, quarterly, half yearly and annual progress report formats have been finalized by Project and DMUs are not regular in submission. Annual progress report (Physical Financial) not received from many DMUs yet, due to which Project Status report can't be prepared. DMUs are using their own format for reporting	Taken under the Agenda Item No.-19 Item dropped from here.
27	Nursery Development and Plantation Monitoring:- formats are ready, Team of DFO Hqrs concerned (ACF concerned division in case DFO Hqrs not posted) and PMU representative to visit & check the nurseries and report details on specified formats.	Item is dropped from here and taken as New Agenda Item No.7
29	Procurement of Drones for monitoring	The RfP for procurement of drones has been finalized and will subsequently be floated for tendering. Item is dropped.
30	Development of mobile app as per JICA document	PM (GIS/MIS) and SMS (GIS/MIS) are required to visit Uttarakhand JICA Forestry Project with reference to Development of Mobile application and will facilitate in preparation of the Mobile App.
32	Website Development –Progress	Dynamic Website for the Project is almost ready for the official launch. Item is dropped.

33	Gender Action Plan report still awaited from DMUs	➤ It was decided that PD Kullu will expedite the training of FTU coordinators on the format of Gender Action Plan and the process to fill the format in the time bound manner (with reporting schedule). Programme Manager (Monitoring, Safeguards & Publication) to organize the training.
34	Hiring of M&E consultant for developing MIS	It was decided that the project MIS will be integrated as a part of the dynamic website. However, the flowchart for the same will be prepared by PD Kullu with the assistance of Programme Manager (Monitoring, Safeguards & Publication)
36	Annual outcome assessment framework to be developed by PMC following logical framework of project	➤ As part of Impact Assessment process of M&E, an Annual Outcome Assessment framework is to be developed by PMU. ➤ Therefore, the EC decided that Programme Manager (Monitoring, Safeguards & Publications) and PMC Team Leader (Mr. G.C. Bhardwaj) will develop the framework of Annual Outcome Assessment (AOA) in consultation with PD Kullu.
38	Training of ward facilitators & GP Mobilisers	SMS (GIS/MIS) and SMS (Livelihoods & Trainings) to get data from the field on the number of Ward Facilitators & GP Mobilisers trained till date in the field.
40	Preparation of Livelihood improvement Strategy and action plan	Document has been shared by Programme Manager (Livelihoods and Training) with PD Kullu. With inputs from PD Kullu, the Livelihood Improvement Strategy and Action Plan is to be finalized.
42	Allocating one post of MA to Kullu Regional Office	The 4 th GB Meeting approved the re-designation of post of Clerk to Monitoring Assistant at Kullu Regional Office. Item is dropped.
Agenda Items – 11th Meeting of Executive Committee		
No.	Action Items	Decision taken in the meeting
1	Roles and Responsibilities of FCCU Officers and DFO HQ (as sent to FCCU Officers through D.O. sent through HoFF).	The 4 th GB meeting approved the inclusion of all 7 FCCU officers as members of the governing board of JICA assisted PIHPFEM&L. Item is dropped.
2	Nursery Improvement works and raising-Circle Level Nursery (Kamand Nursery) at Mandi Forest Circle; Sea Buckthorn Nursery at DMU Spiti WL and DMU Lahaul; Chilgoza Nursery at Kinnaur.	The 4 th GB meeting approved the proposed nursery improvement works at Mandi Forest Circle, and Raising of Chilgoza and Sea buckthorn nurseries under the Project. Item is dropped.
3	Allocating budget to Range Level/Central Nurseries more than APO/2020-21; Re-appropriation required across budget line in revised APO to be approved in next GB.	➤ The EC was apprised that the revised APO for FY 2020-21 with re-appropriated budget lines was approved in the 4 th GB meeting. ➤ In the revised APO, the additional budget for Nursery Improvement Works in favour of DMU Rohru was revised from Rs. 40 lacs to Rs. 20 lacs. However, now DMU Rohru has raised a query that the division has already incurred the expenditure to the tune of Rs. 36 lacs on different nursery improvement activities. ➤ The EC decided that since the works have already been carried out by DMU Rohru, therefore, additional funds to the tune of Rs. 16 lacs (on actual basis) are to be allotted to the division.
4	Raising of Nursery for Batch II of BMC Sub-committees for DMU Spiti WL – entire area to be covered under	Funds have been allotted to DMU Spiti for raising of required nursery in Tabo and Kaza ranges, in FY 2020-21. Item is dropped.

	schemes with ANR gap planting (@200 tall plants of 2.5 years) and tall block plantation (@500 tall plants of 2.5 years) to be implemented by DMU Spiti WL and all plantations @1100 normal plants of 1.5 years to be allocated to DMU Kullu WL.	
5	Use of a part of JICA nurseries for raising of Horticulture/Fruit Plants	The matter was approved in the 4 th GB meeting. Since, no information has been received from field offices; therefore, Programme Manager (Forestry & Biodiversity) will send a reminder to all FCCUs to explore the scope of raising such Horticulture plants species in their respective JICA Project nurseries.
6	Use of 1.5 year plants other than Broad Leaved (Ban, Deodar etc.) in the plantations of Batch-I.	Necessary information has been communicated to field offices. Item is dropped.
7	Revision of APO FY-2020-21	The revised APO for FY 2020-21 of Rs. 34.78 Cr was approved in the 4 th GB Meeting. Item is dropped.
8	SWC budget to be allocated for each Micro Plan.	APO for SWC Works – Drainage Line Treatment (ex-situ) to be carried out in Departmental Mode has been allotted to DMUs – Mandi, Suket, Banjar (Seraj), Parvati, Theog, Rampur, Anni, & Kinnaur in FY 2020-21. Item is dropped.
9	Scheduling of Budget for Micro Plans.	The EC decided that by the end of February 2021, all DMUs will be required to share <ul style="list-style-type: none"> ➤ Physical & Financial phasing of budgets (Batch I of VFDS/ BMC Sub-committees) for the activities left out in FY 2020-21 and the activities proposed for FY 2021-22 in accordance with the respective micro plans. ➤ Physical & Financial Budgets of Batch II of VFDS/ BMC Sub-committees) for activities proposed for FY 2021-22. ➤ The information is to be given on the Excel Format already shared with the field. Programme Manager (Livelihoods & Training) to expedite the inflow of information to PMU Shimla office, so that the APO for FY 2021-22 can be prepared accordingly by Programme Manager (Finance & Audit) It was decided that necessary letter to FCCUs/ DMUs will be issued in the 2 nd week of February 2021.
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.	➤ The process of adoption of PFMS is in progress, Finance Officer to expedite the process.
11	Navgrah Vatika to be developed by DMUs as desired by Hon'ble Forest Minister.	The matter was approved in the 4 th GB meeting. Since, no information has been received by the field offices; therefore, Programme Manager (Forestry & Biodiversity) will send a reminder to DMUs to explore the possibility of development of Navgrah Vatika under the Project.
12	Soil Water Conservation works-re-allocation of funds for ex-situ SWC works under departmental mode as per component 1.4.5.	<ul style="list-style-type: none"> ➤ The reprioritized budget as part of the revised APO for FY 2020-21 was approved in the 4th GB meeting. ➤ The EC was apprised that accordingly the APO for SWC Works – Drainage Line Treatment (ex-situ) to be carried out

		in departmental mode has been allotted to DMUs – Mandi, Suket, Banjar (Seraj), Parvati, Theog, Rampur, Anni, & Kinnaur in FY 2020-21. Item is dropped.
13	Development of concept note for Dry Alpine Pasture Models.	Concept Note on Dry Alpine Pasture Model has been shared with FCCUs/DMUs. However, the necessary provisions for execution will be made in APO of FY 2021-22. Item is dropped.
14	Constitution of Committee for evaluation of outputs/deliverables to be received from PMC and other outsource studies/consultancies engaged under the Project.	The EC decided that PD (Admin) Shimla will constitute the two separate committees for evaluation of outputs/ deliverables from PMC and other consultancies engaged under the Project. Item is dropped.
15	Clarification and standardization of formation of SHGs.	The matter has been discussed and it was decided for any further clarifications a separate VC may be organized by respective PMs/SMSs with PD Kullu, if needed. Item is dropped.
16	General Body Meeting of the Society	Pending due to COVID-19 pandemic but needs to be convened as soon as possible.
17	Any other items with the permission of the Chair.	The matter to shift the APD Rampur office to PMU Shimla was approved in the 4 th GB meeting. Item is dropped.

New Agenda Items		
No.	Action Items	Decision taken in the meeting
1.	Discussion on the model business plan	<p>The EC was apprised of the decisions of the 4th GB meeting regarding the funding of the business models under the project, wherein the project will fund 100% of all training and capacity building and 50% of the capital cost, only. Programme Manager (Livelihoods & Trainings) will keep this aspect in mind where preparing the business plans.</p> <p>It was decided that Programme Manager (Livelihoods & Trainings), SMS (Livelihoods & Training), and SMS (Rural Financing, Livelihoods & Marketing) to visit DMU Kullu to learn from ongoing formulations of business plans such as Mushroom Cultivation, Handloom etc.</p>
2.	Fund Management of Income Generation activities other than revolving fund	<ul style="list-style-type: none"> ➤ Interest Rate to be charged on Revolving Fund by VFDS Programme Manager (Livelihoods & Trainings) apprised the EC about the interest rate charged under different projects in Sikkim, Odisha, and Uttarakhand. It was decided that under JICA assisted PIHPFEM&L, minimum 2 per cent per annum can be charged by the VFDS. Nonetheless, the respective VFDS will decide the increase in interest rate as deemed viable and feasible in the field w.r.t. their beneficiaries. ➤ It was decided that respective VFDS will decided whether they want to use a share of CD fund as revolving fund or not. ➤ Rs. 1 lac support per SHG under the Project The size of business plans were discussed with respect to the 1 lac support to be given to SHGs. After deliberations, it was decided that:

		<ul style="list-style-type: none"> Rs. 1 lac in favour of each SHG will be transferred to the CD& LI account of VFDS. Post the approval of Business Plans, the VFDS may transfer the funds to respective SHGs account. Further, the DMU will be required to send a letter to concerned banks (of respective SHGs) citing that Rs. 1 lac or a part there of will be parked in their account as revolving fund.
3.	Issuing of Operational Guidelines for fund management of revolving fund to the field	It was decided that PMC Livelihoods Expert (Dr. I.C. Nagar) and Programme Manager (Livelihoods & Trainings) will formulate the necessary guidelines for fund management of revolving fund and circulate it to the concerned officials in the field.
4.	Guidelines for Procurement of Machineries/equipments/tools by SHGs	It was decided that the procurement of required machineries/equipments/ tools for SHGs will be done at FCCU/ DMU level after following the necessary codal formalities.
5.	Monitoring method of IGA	It was decided that the monitoring aspect of IGAs such as quantity and quality of produce etc. will become a part of the Business Plan Format and will be done by the M&E wing.
6.	Nursery Stock Status and Utilization FY 2018-19 onwards (Format)	It was decided that Year wise (2018 onwards) nursery stock analysis will be carried out by Programme Manager (Monitoring, Safeguards & Publication) and shared with PMU Shimla.
7.	Unutilized/underutilized Funds (APO) for specific activities-FCCU/DMU wise	The EC was informed that telephonically information was sought from all FCCUs/ DMUs regarding booking of unutilized/underutilized funds under APO heads such as IT Equipment, Improvement of Forest Boundary Pillars wherein by and large all field offices have ensured that the required bookings will be made. It was decided that the funds will be re-appropriated to other budget lines in case remains unutilized.
8.	Increase in per-diem of project staff	It was decided that the prescribed Government Norms will be followed under the Project. Item is dropped.
9.	Any other item with the permission of the Chair	<ol style="list-style-type: none"> PD Kullu requested that the Shri Pune Ram currently holding the additional charge of deputy Project Director at Kullu Regional Office may please be directed to hold the charge of Additional Project Director (Drawing & Disbursing Officer) till the posting of regular Additional Project Director, to ensure smooth functioning of the Kullu Regional Office. PCCF (WL) (CWLW) demanded a budget to the tune of Rs.20,15,000/- under Component 2 of Biodiversity Conservation for Propagation of Endangered Species (2.1.5) which is w.r.t. Cheer Pheasant (DFO WL Shimla) and Western Tragopan (DFO WL Sarahan). Because of less funds available during FY 2020-21, it has been conveyed to PCCF (WL) to demand the same in the APO for FY 2021-22. The EC approved the same.

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

Annexure-I

1. Project Director (M&E), Kullu
2. Project Director (Admin) Shimla
3. Project Management Consultancy Team Leader
4. Programme Manager (Audit & Finance)
5. Programme Manager (Monitoring, Safeguard & Publicity)
6. Programme Manager (Forestry & Biodiversity)
7. Programme Manager (GIS,MIS/Website)
8. Programme Manager (Livelihoods & Training)
9. Subject Matter Specialist (GIS/MIS)
10. Subject Matter Specialist (Livelihoods & Training)
11. Subject Matter Specialist (Marketing, Rural Financing & Livelihoods)