

No. Ft. (PF)-8/201/JICA/EC Meeting/Vol.-1/5018 - 5020
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. Addl. Project Director, Kullu-cum-Member Executive Committee
3. Addl. Project Director, Rampur-cum-Member Executive Committee


Dated Shimla, the 09-03-2021

Subject: Proceedings of the 13th Meeting of Executive Committee under the Chairmanship of
Chairman Executive Committee of Society for Improvement of Forest Ecosystems
Management & Livelihoods in H.P. for JICA assisted PIHPFEM&L.

Memo:

Enclosed please find herewith, Proceedings of the 13th Executive Committee under the
Chairmanship of 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 held on 02.03.2021 at Potters' Hill, Summer Hill, Shimla-
5, for information and further necessary action, please.

Encl: As above.



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

Endst. No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/ 5021 - 5030 Dated Shimla, the 09-03-2021

Copy is forwarded for information and further necessary action to:

1. Programme 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 Shimla.

Encl: As above.


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





Proceedings of the 13th 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 13th 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 02.03.2021 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 & 12th Executive Committee meeting held on 20.01.2021.

After dropping the completed items of previous EC meeting the following items were taken up in the EC meeting for review:

No.	Action Items	Decision taken in the meeting
6	Publicity	<ul style="list-style-type: none"> ➤ Programme Manager (Monitoring, Safeguards & Publications) apprised the EC that response regarding submission of success stories/ articles for the quarterly newsletter from FCCUs/ DMUs/ Retd. HPFS officers who have been engaged under the project are being received and in progress. Decisions of 4th GB meeting will be incorporated in the newsletter. ➤ Printing of Manuals, Registers & Cashbooks for VFDS/ SHGs, Plantation & Nursery Journals have been completed. ➤ 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 is ready. <p>Item is dropped.</p>
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 ➤ Gender Action Plan report still awaited from DMUs 	<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. ➤ This agenda was discussed in the meeting and it was assured that the training sessions will be organized in March, 2021.
21	Jadi-Buti cell- Presentation on Medicinal Plants	<p>The EC was apprised that the Jadi-Buti Cell has submitted a power point presentation on Jadi-Buti Action Plan.</p> <p>Item is dropped</p>

30	Development of mobile app as per JICA document	PM (GIS/MIS) and SMS (GIS/MIS) will visit Uttarakhand Forest Department in 2 nd week of March, 2021 to have an idea about the same along with other learnings pertaining to GIS as well.
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). PD Kullu has assured to do the needful shortly The team visiting Dehradun will also work on this issue.
36	Annual outcome assessment framework to be developed by PMC following logical framework of project	<ul style="list-style-type: none"> ➤ 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. ➤ Nothing concrete has yet been done and it was decided that the team visiting Dehradun in connection to other issues will also find out the practices undertaken by UK JICA project.
38	Training of ward facilitators & GP Mobilisers	The EC was apprised that training of Ward Facilitators & GP Mobilisers for Batch-I VFDS has been completed and process of training Schedule for Batch-II VFDS is under progress. Since the item has been taken as a new agenda of 13 th EC meeting hence, Item is dropped.
40	Preparation of Livelihood improvement Strategy and action plan	PD Kullu apprised the EC that the draft action plan for Livelihood improvement strategies has been prepared and is ready to print. Item is dropped.

Agenda Items – 11th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
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.	<ul style="list-style-type: none"> ➤ 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. ➤ The matter will be taken into next GB Meeting. PM (Audit and finance) will get the proposals ready for other nurseries as well.
5	Use of a part of JICA nurseries for raising of Horticulture/Fruit Plants	The matter was approved in the 4 th GB meeting. Information has been sought from the field offices. Reminder has also been sent to all FCCUs to explore the scope of raising such Horticulture plants species in their respective JICA Project nurseries. Item is dropped.
9	Scheduling of Budget for Micro Plans.	<ul style="list-style-type: none"> ➤ Field units are required to submit 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 targets for Batch II VFDS/ BMC Sub-committees for activities proposed for FY 2021-22.

		PMU office already had necessary correspondence as well as video conference with field units. Hence, the item is dropped.
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.	Some proposals have been received from field and reminder has been sent to remaining units. It was decided to make the provision of funds in 2021-22 APO. Hence, Item is dropped
16	General Body Meeting of the Society	It was decided that the meeting will most probably be conducted in last week of March, 2021. Since this item has been taken as the new agenda, hence, dropped from here.

Agenda Items – 12th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
1.	Discussion on the model business plan	EC was apprised that the process of preparation of model business plans is going on and its implementation in the field has also been started. Item is dropped
2.	Fund Management of Income Generation activities other than revolving fund	Necessary instructions and reference documents have been shared with field units in this behalf. Item is dropped.
3.	Issuing of Operational Guidelines for fund management of revolving fund to the field	It was informed that in other JICA projects in the country interest @ 4% is charged on the revolving fund. Therefore it was decided that interest @ 4% p.a. will be charged on the revolving fund to be utilized by the SHGs/CIGs. Necessary letter to all the FCCUs & DMUs will be issued in this regard.
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. Necessary letter to all the FCCUs & DMUs will be issued in this regard.
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)	Nursery stock returns from all the field units have been received and got compiled at PD M & E office Kullu.
7.	Unutilized/under/utilized Funds (APO) for specific activities-FCCU/DMU wise	The issue was discussed in detailed with the field units through VC and it was made clear that all the concerned will send the information latest by 2 nd week of February and no surrender will be accepted afterwards. Information from some of the field units has been received. Item is dropped.
9.	Any other item with the permission of the Chair	1. 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. Correspondence in this behalf is going on with PCCF (HoFF).

		Reminder will be issued again.
		2. 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.

New Agenda Items – 13th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
1.	Discussion about conducting of general House of Society.	PMU office will prepare the agenda and finalize the venue, timeline, logistics and other activities to be undertaken for conducting the General house & GB meeting of the Society. The meetings will most probably be held during the last week of March, 2021. The agenda items were discussed in length and the suggestions made by the EC are as under:
2.	Discussion about conducting of Governing Body meeting.	<ul style="list-style-type: none"> • Review of agenda of 4th GB meeting • Approval of APOs for the financial year 2021-22 • Appointment of DDO in the office of Project Director (M & E) Kullu • Discussion on TA/DA of contractual staff • Enhancing the salary of PMU Staff • Training modules of IGA and Jadi-Buti cell • Issue of recruitment of staff • Approval of guidelines printed to refer in the field
3.	Discussion about conducting of High Power Committee meeting.	High Power Committee meeting will be conducted soon after the meetings of General house and Governing Body. The following agenda were discussed and approved by the EC: <ul style="list-style-type: none"> • Amendments in Operational manual • Ratification of Budget & APO for FY 2018-19, FY 2019-20, FY 2020-21 and FY 2021-22 • Balance Sheet and Audit Statement of Society's Accounts • Status of Reimbursement Claims
4.	Discussion on the progress of recruitment of staff.	The EC was apprised that HPNRMS is under the process of finalizing the tenders of service providing agency for this purpose. The recruitment is still awaited.
5.	Training schedule for Batch-II VFDS members and ward facilitators.	PM (Livelihood and Training) will finalize the training schedule for Batch-II VFDS at the earliest. Since about 800 people are to be trained for Batch-II, we need to have a proper training programme for this. Ms. Reena SMS will prepare the schedule and will co-ordinate for the same.
6.	Discussion on budget position and excess and surrender received from	Only a few DMUs have sent the information of excess and surrender to PMU office which is being complied by accounts

	DMUs.	branch.
7.	Discussion on preparation of APOs for 2021-22.	Needs to be finalized before 3 rd week of March so that same can be put up in GB meeting for approval. Finance Officer, PM (Finance & Audit) & Accountant will prepare the same.
8.	Any other item	<ol style="list-style-type: none"> 1. Project Director, Kullu submitted that guidelines for purchase of material and execution of work by VFDS need to be framed and circulated to the field units. The matter was discussed in detail and it was decided that PD, Kullu will provide a draft. 2. DMU, Jogindernagar has requested to provide funds for raising of 8000 additional plants in JICA nursery to compensate the plants utilized from departmental nursery during 2019-20 in JICA sponsored plantations as well as to supplement the maintenance of plantations so done. The EC approved the same.

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