

Proceedings of the 17th 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 17th Meeting of Executive Committee of the Society was held on **24.03.2023** in the **O/o Chief Project Director (JICA-PIHPFEM&L)** at Potter's 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 meeting:

No.	Action Items	Decisions taken in the meeting
34	Hiring of M&E consultant for developing MIS.	As informed by Project Director (Admin & Fin.) and Programme Manager (GIS/MIS) in 16 th Executive Committee Meeting 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 developed MIS system for JICPIHPFEM&L. Action from JICA India is still awaited. Chairman directed to make correspondence with JICA India in this regard. Agenda Item Stands.

Agenda Items-12th Meeting of Executive Committee

No.	Action Items	Decisions taken in the meeting
3	Issuing Operational Guidelines for fund management of revolving fund to the field.	The Executive Committee directed Subject Matter Specialist (Forestry & Biodiversity) to ensure that these guidelines have been conveyed to the field. The Executive Committee apprised that Operational Guidelines for fund management of revolving funds have been conveyed to the field offices on 18.08.2022. The Chairman Executive Committee directed Media Specialist to make sure that the Printed copies of these "Operational Guidelines" reaches the field offices at the earliest. Item is dropped.
5	Monitoring method of IGA.	The Executive Committee directed Programme Manager (Rural Financing & Marketing) and Subject Matter Specialist (Livelihood & Training) will ensure the report compliance of the monitoring method of the IGAs. Programme Manager (Rural Financing & Marketing) apprised Executive Committee that the IGA monitoring format has been prepared

		<p>and shared with the concerned staff. The information received from field has been shared with PMC (Livelihood Expert). This format consists the information about the sales done by the SHGs till date and the corpus fund with them.</p> <p>Chairman Executive Committee directed to make ensure that the frequency of the report should be quarterly basis and in addition to this the stock register and sales & purchase registers need to be prepared for IGA adopted by SHGs. The Programme Manager (Rural Financing & Marketing) will ensure the same.</p> <p>Agenda Item Stands.</p>
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Agenda Items-14th Meeting of Executive Committee

No.	Action Items	Decisions taken in the meeting
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.	<p>As discussed in 16th Executive Committee Meeting it was decided that the concerned PMU Staff will discuss the issue internally and bring the proposal in the next Executive Committee Meeting.</p> <p>No action has been initiated by concerned PMU Staff.</p> <p>Item is dropped.</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 but due to administrative reason the meeting is pending with Government.</p> <p>The Executive Committee was apprised that as directed Programme Manager (Finance-cum-Audit), Accounts Manager and JOA-IT worked out on the necessary amendments required to be done in the Operation Manual and was discussed in the 8th Governing Body Meeting and approved. However the Chairman of Governing Body desired that CPD should discuss the details of the aforesaid agenda with him before next meeting of High Power Committee.</p> <p>The Chairman informed that many attempts has been made to seek time from Chief Secretary GoHP and Chairperson High Power committee but the response is still awaited.</p> <p>Agenda Item Stands.</p>

Agenda Items-15th Meeting of Executive Committee

No.	Action Items	Decisions taken in the meeting
7	Establishment of Multipurpose outlets at Shimla, Kullu and Mandi.	The Executive Committee was apprised that Multipurpose Outlet at Kullu has been inaugurated by Hon'ble Chief Parliamentary Secretary (Forests) and the works are under progress at Mandi (Jhiri) and Shimla (Taradevi). Item is dropped.

Agenda Items-16th Meeting of Executive Committee

No.	Action Items	Decisions taken in the meeting
2	Budget allotment for Kangra District.	The Chairman Executive Committee directed Programme Manager (Finance & Audit) that budget of immediate nature such as Office Maintenance, IT infrastructure, Nursery Improvement etc. Programme Manager (Finance & Audit) apprised Executive Committee that the budget to newly added FCCUs/DMUs and FTUs of Kangra District has been distributed under various heads. Item is dropped.
3	Honorarium to trainers (Resource Persons).	The Chairman Executive Committee directed Subject Matter Specialist (Livelihood & 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. The Chairman Executive Committee was apprised that 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 was approved in the 8th Governing Body Meeting and the same was sent to the field offices for further necessary action. Item is dropped.
4	Standardization of skill based trainings duration.	As directed by Chairman Executive Committee, Subject Matter Specialist (Livelihood & Training) analyzed the data of various trainings imparted so far and prepared a standardized proposal after consulting various agencies/institutions imparting trainings for Income Generation Activities and placed before CPD (JICA-PIHPFEM&L). Further Executive Committee was apprised that the agenda for standardization of skill based trainings duration has been discussed in the 8th Governing Body Meeting and the same was approved and conveyed to the field offices. Item is dropped.

5	Demand of funds from Jogindernagar to Manyoh Nursery.	<p>As decided in the Executive Committee Meeting the demand is over and above the provisions of nursery improvement, hence take the agenda to the Governing Body.</p> <p>Executive Committee was apprised that the agenda has been approved in the 8th Governing Body Meeting and the same was approved. Further it was apprised that the funds to the tune of Rs. 2.38 Lakhs for L.T. Extension to Manyoh Nursery at Jogindernagar has been provided and works stands completed.</p> <p>Item is dropped.</p>
6	Renewal of Webex software.	<p>As approved in the Executive Committee Meeting the annual payment for renewal of webex software has been discontinued.</p> <p>No action required now.</p> <p>Item is dropped.</p>
7	Switching over to E-Office.	<p>As agreed to the proposal for switching over to E-Office which is also mandatory requirement of the Government, the Chairman EC directed Project Director (Admin & Fin.), Programme Manager (GIS/MIS) to work out the modalities and switch over to E-Office as soon as possible.</p> <p>The Executive Committee was apprised that the process is in its last stage now and this office will be switch over to E-Office by 1st of April, 2023.</p> <p>The Chairman directed to ensure that e-office is in place w.e.f. 01.04.2023.</p> <p>Item is dropped.</p>
8	Provision of Data Storage for drone survey captured images.	<p>As directed by the Chairman Executive Committee, Programme Manager (GIS/MIS) has been prepared and submitted the detailed report showing the cost involved under various options for arranging/hiring data storage to the CPD (JICA-PIHPFEM&L).</p> <p>Further Programme Manager (GIS/MIS) apprised Executive Committee that the server has been procured for data storage of images captured through drone survey. The same will be installed in the new proposed office.</p> <p>Item is dropped.</p>
9	Training Module for FY 2022-23.	<p>Subject Matter Specialist (Livelihood & Training) directed by the Chairman Executive Committee to monitor the implementation progress of trainings in fields.</p> <p>Subject Matter Specialist (Livelihood & Training)</p>

		<p>apprised Executive Committee about the trainings held in the FY 2022-23.</p> <p>Item is dropped.</p>
10	Implementation of Jadi-Buti Cell Models.	<p>The Chairman Executive Committee 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.</p> <p>The Executive Committee was apprised that the model wise implementation progress is being monitored and action plan as required has been prepared till March, 2023 and the same was discussed with the CPD (JICA-PIHPFEM&L).</p> <p>The Chairman directed that the Jadi-Buti Cell should replicate the models in more and more sites and also prepared the action plan of Jadi-Buti Cell for the FY 2023-24.</p> <p>Agenda Item Stands.</p>
11	Award Scheme for VFDS/BMCs.	<p>The Chairman Executive Committee directed to Programme Manager (Forestry & Biodiversity) to compile the reports received from DMUs and the same will be evaluated at PMU level by a committee which will be constituted at PMU level, 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.</p> <p>Executive Committee was apprised that the report has been compiled as received from DMUs and will be evaluated after constitution of committee for the purpose and will be finalized accordingly.</p> <p>Item is Stands.</p>
12	Monitoring of Annual Outcome Assessment.	<p>The Chairman directed that Addl. Project Director (M&E) Kullu and Programme Manager (M&E) will ensure the implementation of Annual Outcome Assessment in the field and submit a report in this regard to CPD in variably.</p> <p>Addl. Project Director (M&E), Kullu apprised Executive Committee that the implementation of Annual Outcome Assessment in the field is being done.</p> <p>The Chairman directed that this report be prepared and submitted year wise to PMU Shimla.</p> <p>Agenda Item Stands.</p>

13	Adhering the provisions of M&E Manual in the field.	<p>The Chairman Executive Committee directed that Addl. Project Director (M&E) Kullu and Programme Manager (M&E) will ensure the monitoring in the field is being carried out as per guidelines contained in the M&E Manual.</p> <p>Addl. Project Director (M&E), Kullu apprised Executive Committee that the monitoring in the field is being carried out as per guidelines contained in the M&E Manual.</p> <p>The Chairman directed that this report be prepared and submitted year wise to PMU Shimla.</p> <p>Agenda Item Stands.</p>
14	Progress of IGAs.	<p>The Chairman Executive Committee directed Programme Manager (Rural Financing & Marketing) to report the progress on monthly basis to the CPD (JICA-PIHPFEM&L)</p> <p>Programme Manager (Rural Financing & Marketing) apprised the Executive Committee that till now 566 Business Plans has been prepared and approved against the target of 500 Business Plans. The Chairman Executive Committee appreciated the work done by Programme Manager (Rural Financing & Marketing) in this regard and directed that the targets for the FY 2023-24 be fixed and implemented as well.</p> <p>Agenda item stands.</p>
15	Exposure Visits within or outside the State.	<p>The Chairman Executive Committee directed Subject Matter Specialist (Livelihood & Training) to prepare a schedule of exposure visits within or outside the State for Communities as well as Department/JICA staff at the earliest.</p> <p>Subject Matter Specialist (Livelihood & Training) apprised Executive Committee that schedule of exposure visits within or outside the State for Communities as well as Department/JICA staff has been prepared and conducted as per schedule.</p> <p>The Chairman directed that the schedule of exposure visits within or outside the State for Communities as well as Department/JICA staff be prepared for the FY 2023-24 and to make sure that the same will be implemented in the field.</p> <p>Agenda item stands.</p>

16	Hosting National Level JICA Forestry Project Workshop.	<p>The Chairman Executive Committee 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.</p> <p>Media Specialist apprised the Executive Committee that the articles have been collected for the souvenir to be published and released on the occasion of the National Level Workshop.</p> <p>Agenda item stands.</p>
17	Developing an E-commerce portal for PIHPFEM&L (JICA Funded).	<p>The Chairman Executive Committee desired that the E-commerce portal for JICA-PIHPFEM&L be made more usable by the SHGs further directed PM (Rural Financing & Marketing) will give the progress on monthly basis to the CPD.</p> <p>Programme Manager (Rural Financing & Marketing) apprised Executive Committee that E-commerce Portal named as Him Eco Harvest has been prepared. However, further development of production information through NTFP components is in progress.</p> <p>The Chairman directed that Project Director (Admin & Finance) and Programme Manager (Rural Financing & Marketing) should review the same and more items be added to this portal</p> <p>Agenda item stands.</p>

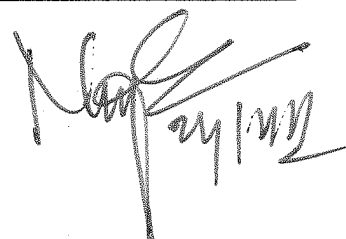
New Agenda Items-

No.	Action Items	Decisions taken in the meeting
2	New Models of Jadi-Buti Cell.	<p>The Executive Committee was apprised about the progress made by the models approved in previous Governing Body Meetings and further apprised Executive Committee about two new models prepared by Jadi-Buti Cell, which are as under:-</p> <ul style="list-style-type: none"> • Processing and value addition of Rhododendron arboreum (Burans). • Propagation of Tagetes minuta (Wild marigold) and extraction of its oil for sale. <p>The Executive Committee approved the agenda and decided to take the agenda to the Governing Body Meeting.</p>
3	APO for FY 2023-24.	<p>Programme Manager (Finance & Audit) apprised Executive Committee that the APO for FY 2023-24 has been prepared. The APO was discussed in detail before the Executive Committee and Executive Committee appreciated the work done by Programme Manager (Fin. & Audit).</p> <p>The Chairman Executive Committee directed Programme Manager (Finance & Audit) to prepare a concise APO for approval of Governing Body.</p>
4	Unitization of balance Provision under Project Management Consultancy (PMC).	<p>The Executive Committee was apprised that the contract period of the PMC i.e. SOFRECO will be completed in the month of June, 2023 and maximum amount of Rs. 2.35 Crore (approx.) will be utilized out of the tendered amount of Rs. 4.67 Crore, with the savings of Rs. 2.32 Crore and the overall saving of Rs. 4.72 Crore as per Schedule 2 provisions.</p> <p>It was decided in the Executive Committee meeting to place the case before the Donor Agency (JICA) for above consideration and allow the Project to hire services of “Local Consultants” to meet the requirement in different aspects. The amount meant for Consultancy Services, which are reimbursable, can also be utilized for betterment of the Project. And further decided to take the agenda to the Governing Body Meeting.</p>
5	Training Calendar for the FY 2023-24.	<p>The Training Calendar for the FY 2023-24 for effective and timely implementation of Project activities and institutional strengthening and capacity building of all stake holders especially the project field functionaries has been discussed.</p> <p>The Chairman Executive Committee directed</p>

		<p>Subject Matter Specialist (Livelihood & Training) to revise the training program as per suggestions made by Executive Committee, so that the same could be placed before the Governing Body for its approval.</p>
6	Procurement of Machineries, Equipments & Tools under PFM mode for Self Help Groups.	<p>The Executive Committee was apprised that the matter related to procurement of machinery equipment and tools under JICA HP Forestry Project for department, Village Forest Development Society (VFDS) and Self-Help Group (SHG) was presented before 5th and 6th Governing Body Meetings of the society for PIHPFFEM&L. The Governing Body at that point of time decided to follow the existing Departmental procurement procedures. The HPFD procedure of procurement of machinery and equipments for the community institutions such as VFDS/SHGs are facing different challenges and technical difficulties especially when a part of the cost (50 to 25%) is being contributed by the SHGs which are briefly presented. In view of the constraints revised proposal for procurement of machinery, equipments & tools for VFDS/SHGs was briefed before the Executive Committee.</p> <p>The matter was discussed briefly in the Executive Committee meeting and decided that this agenda will be placed before the Governing Body Meeting for its approval.</p>
7	Opening of new Multipurpose Outlets to provide market place for SHGs/CIGs	<p>The Executive Committee was apprised that a Multipurpose Outlet at Kullu as Pilot has opened which is now being run successfully by the SHGs and various products under the brand name "HIM TRADITION" is being sold there. Two more similar outlets, one at Mandi (Jhiri) and one at Shimla (Taradevi) are ready to become functional. Further EC was apprised that demand of such outlets are also being raised from other Project locations as more than 500 SHGs are now trained in their adopted Income Generation Activities and ready to push their products in the market.</p> <p>The matter was discussed in Executive Committee and finalized to open new 15 Outlets at different Project locations, so that various products made by SHGs can be sold there. Further it was decided to take the agenda in Governing Body Meeting for its approval.</p>
8	Organization of "Saras Mela" at Division Level.	<p>Programme Manager (Rural Financing & Livelihood) apprised Executive Committee that under Component 3 of the Project, Focus is to provide the "Livelihood Improvement Support to the Communities" through</p>


		<p>SHGs in the Project area, for this purpose, the SHGs/CIGs are being trained in their adopted IGA and further Project provide them the Capital Cost & Revolving Fund support for undertaking their livelihood activities, therefore, Project has taken many steps for marketing support to these SHGs in the form of providing selling platforms in exhibitions, Melas, SARAS Melas etc. but these platforms are not sufficient to meet the requirement of the sustainable marketability of the products being made by the SHGs. Therefore it was proposal to organize Division Level "JICA –Mela" on quarterly basis so that maximum SHGs of that Division can participate and get the market place to sell their products was placed before the EC.</p> <p>The Executive Committee approved the agenda and decided to take the agenda item in the Governing Body Meeting for its approval.</p>
9	Honorarium to frontline staff of HPFD.	<p>The Executive Committee was apprised that the Project in its full swing now and to achieve the targets of the Project activities as per the Project mandate, the involvement of Forest functionaries' services is required. The Forest officials at cutting edge are to perform additional duties in addition to their own duties to be performed as per forest manual of HP. For performing these additional duties these forest officials at the cutting edge need to be paid some honorarium with a suitable amount on monthly basis. Keeping in view the extra activities performed in addition to these by the field staff need to be paid some honorarium per month to the Block Officers (Member Secretary of the VFDS) and Forest Guards of the VFDS area. This will enhance the capacity/interest of the staff and can bring better results in project implementation. There are 292 Beats and 164 Blocks in which the Project is being implemented and if the Forest Guards are paid honorarium @ 300/- Rs. per month and Dy. Rangers @ Rs. 400/- per month, an average expenditure will be Rs.1,53,200/-</p> <p>The Executive Committee decided that this agenda will be taken to Governing Body Meeting for its approval</p>

The meeting ended with a vote of thanks to Chair



Attendance Sheet for 17th Meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. regd. for implementation of JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods" held under the Chairmanship of Addl. Pr. CCF & CPD (JICA-PIHPFEM&L) on 24.03.2023 in the O/o CPD (JICA-PIHPFEM&L), Potters' Hill, Summer Hill, Shimla-5.

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