

Minutes of the Review Meeting of the TFIPA Project held on the 2nd and 3rd November, 2010 under the Chairmanship of the Chief Executive Officer & Project Director, TFIPA Project.

The review meeting of the TFIPA Project was held under the chairmanship of Sh. G.S. Raju, Chief Executive Officer and Project Director, in the Conference Hall in Aranya Bhavan, Agartala on 2nd and 3rd November, 2010 at 10:00 A.M. The name of the participants present is appended at Annexure-I.

The CEO & PD, Tripura JICA Project welcomed all the participants in the meeting. Component wise following issues were discussed/ reviewed in the meeting.

Project Component – 1. Preparatory Work

- Target JFMC / EDC selection
- Survey and mapping
- MIS System development
- Socio-economic baseline survey
- Preparation of Standard Management Manuals, Guidelines and Handbooks

After detailed discussions the following decisions emerged in the meeting:

Target JFMC / EDC selection- Target set for JFMC formation for the year 2010-11 is 300. Upto October'10, 272 JFMCs were formed.

Decisions-

- By December'10 rest 28 new JFMCs will be formed.
- Addl. Director – Planning will finalize the list of JFMCs.
- For formation of new JFMCs with RFR land holders, visits would be undertaken for organizing meetings, publicity campaigns etc with proper business modules and presentation.

**Action: Director, (P&I), AD (Plann.),
CFNC, CFSC & CPOs**

Survey and mapping- Boundary demarcation of JFM area is necessary to ensure proper resource planning for Socio-economic development of the participants. Survey of JFM area through GPS machines is essential part of the Project.

As of now, 115 digital maps of JFMCs are available in the GIS lab of PMU. Out of 25 GPS machines 22 machines, are in working condition and were distributed to DMUs.

Decisions-

- Survey will be conducted in JFM areas to determine the coordinates of boundary. During the survey CPOs have to ensure the presence of Project Manager, Member Secretary, IGA Support team, JFMC president and 2-3 JFMC members to avoid future disputes.
- List of JFMCs (3rd and 4th batch – 100-150) to be supplied to SSS – MBC, the agency contracted for the survey by end of November 2010.
- An amount of Rs.1000/-(Rupees one thousand) only will be allotted per JFMC for carrying out the survey work.
- A Circular will be issued from PMU citing guideline for preparation of JFM area map from the existing Mouja maps.
- A comprehensive plan and time schedule will be circulated from PMU to CPOs who will in turn monitor that the survey work is completed within the time frame and they are also responsible for timely submission of GPS machines to PMU.
- For recruitment of GIS analyst another advertisement will be floated and the work of digitization of JFM maps will be outsourced.
- Remainder will be issued to RMSI for submission of Final Report on Project Area Mapping.

Action: Director, (M&E), AD (M&E) &CPOs

MIS System Development- 3 datasets (8 data sheets) have been prepared and software is also developed. Installation was already done in Sadar, Teliamura, Trishna, Bagafa DMUs.

Decisions-

- Installation of MIS software will be taken to RMU level, within this year.
- Training of Documentation Assistants – 2 batches each for 2 days on software installation and its use will be organized in SIPARD. AD (Trg.) will contact SIPARD for the computer lab and for ensuring the availability of the other logistics for the training.
- PMU will organize the training of the Documentation Assistants at SIPARD, Agartala.
- The MIS Specialist will prepare a time schedule for the MIS training and submit to AD (M&E).
- Other eight MIS datasheets/ formats will be prepared before December 2010.

**Action: GC, AD (M&E), AD (HRD & Trg.)
& MIS Specialist.**

Preparation of Standard Management Manuals, Guidelines and Handbooks-

Standard Management Manual was printed in Bengali and English and distributed to Project Staff. Besides, other manuals such as guidelines on 'Survey and Demarcation of JFM Areas', 'Field Inspections', 'Project Planning & Monthly Progress Report', 'Construction of JFMC office cum VTC', 'Collection & Transportation of Muli bamboo', 'Filling & submission of MIS Datasheets', 'Microplanning', 'Nursery Manual' have already been printed.

Decisions-

- These manuals/guidelines will be translated and printed in Bengali and distributed at RMU level.
- Guidelines or Handbooks/Manuals on SHG formation, gradation etc. will be collected from RD Department/SIPARD etc. and distributed to IGA support team and SHG members.

Action: AD (M&E) & AD (DRDA.)

