

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/275/2022/2332

Dated: Shillong, the 25th April, 2025

NOTIFICATION

Subject: Review Meeting with DPMUs MegLIFE Project

1. This is to inform you that a detailed **Review Meeting** of the DPMUs of MegLIFE Project with APD, DPD and all verticals of SPMU will be conducted during DPMs mobilization to SPMU from 28th April to 2nd May, 2025. This is scheduled to be held at **MegLIFE SPMU, Shillong**.
2. All DPMs shall attend the review meetings and sessions physically as per the schedule attached at Annexure-1 (Enclosed).
3. MTA engaged for MIS entries shall attend the review meeting with their respective DPMs on 28th & 29th April, 2025.
4. There will be a detailed training session on Finance & Accounts on the 1st half of 28th May, 2025, for accountants posted in the District and Blocks of Garo Region. All DPMs and Garo Hills accountants shall attend the training physically as per the schedule mentioned.
5. There will be a detailed training session on Finance & Accounts on the 1st half of 29th May, 2025 for accountants posted in the District and Blocks of Khasi & Jaintia Region.
6. There will be a detailed workshop for IGA staff on 2nd May, 2025. All DPMs and all IGA staff of both Khasi & Jaintia and Garo Region shall attend physically the workshop as mentioned.
7. Vertical wise tentative agenda (enclosed at Annexure -2) is attached for reference. Please check the link shared in the MegLIFE DPMs WhatsApp group for detailed agenda. All DPMs are directed to go through the agenda and come prepared.

All concerned are directed to attend the review meetings and sessions as per the schedule without fail.

Enclosed: i) Schedule of the review meeting and sessions
ii) Tentative Agenda


(Shri Wankit Kuper Swar)
Deputy Project Director
MegLIFE, MBDA Shillong

Memo No. **MBDA/JICA/275/2022/2332**

Dated: Shillong, the 25th APRIL May, 2025

To

1. All Concerned

Copy To:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. The Additional Project Director, MegLIFE MBDA, Shillong

B. Lalab

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

Schedule of Review Meeting with DPMs

Annexure-1

	10:30 - 12:00 am	12:00 - 1:30 pm	1:30 - 2:15	2:15-3:45	3:45 - 5:15	5:15 - 6:30
28-04-2025	Finance training (All DPMs + Garo hills accountants) Finance - EGH, NGH, SGH Plantation/ SALT/Aroma - EJH, WJH EPA/SWC - SWKH/EWKH, WKH	Procurement (All DPMs + Garo hills accountants) Finance - WGH, SWGH Plantation/ SALT/Aroma - EGH, NGH, SGH EPA/SWC - EKH, RB	Lunch	Briefing with APD Finance - EKH, RB Plantation/ SALT/Aroma - WGH, SWGH EPA/SWC - EGH, NGH, SGH Springshed - EJH, WJH	Briefing with APD Finance - EJH, WJH, Plantation/ SALT/Aroma - SWKH/EWKH, WKH EPA/SWC - WGH, SWGH Springshed - EKH, RB	MIS Finance - WKH/EWKH, SWKH Plantation/ SALT/Aroma - EKH, RB EPA/SWC - EJH, WJH Springshed - EGH, NGH, SGH
29-04-2025	District affairs Finance training (for Khasi hills accountants)	District affairs Procurement (for Khasi hills accountants)				
30-04-2026	Session with DPD	Session with DPD	Lunch	CB & Training	FMP/Micro plan	KM
01-05-2026	Presentation on lessons and way forward by DPMs - NGH, EGH, RB	Presentation on lessons and way forward by DPMs - WGH, EJH	Lunch	Presentation on lessons and way forward by DPMs - SWGH, SGH, WJH	Presentation on lessons and way forward by DPMs - SWKH, WKH/EWKH	Wrap up with APD
02-05-2027	IGA workshop (DPMs + IGA staff	IGA workshop (DPMs + IGA staff	Lunch	District affairs	District affairs	District affairs

Agenda for Review Meeting and Sessions with SPMU Verticals**NRM**

1. Cost norms of plantations
2. Procurement of saplings
3. Advance Work progress and completion
4. Correction of Sanction(if any)
5. Bamboo Nursery site verification
6. Manpower issues (if any)
7. Nursery visit firms

SALT

1. Status of land preparation for hedgerows establishment in AGF plots
2. Citronella Slips / NFP seeds requirements (procurement)
3. Status of Model Farm

EPA & SWC

- 1 Status as on 25.04.2025
- 2 Activity wise No. of structures to be completed by 30.04.2025
- 3 Reasons for not completing before April, 2025.
- 4 Plans & Timeline on completing the remaining targets.
- 5 Review on the minute of meeting from last DPM physical review.

Sprigshed Management

- 1 Rectification of MIS data
- 2 Progress & timeline completion of work for sanctioned activities
- 3 Issues

Finance

- 1 Pending VPICs UC for 4th Quarter
- 2 Unutilised Balance
- 3 Outstanding Payment

IGA

- 1 Review of training conducted and pending for Business activities.
- 2 Training on thrift and credit i.e opening of savings account in IVCS.
- 3 Revised Business Plan.
- 4 Membership mobilisation and share holding of VPICs
- 5 Review of SHG Grading
- 6 Pending Bank Ac opening - SHG & VPIC RF
- 7 Disbursement of Funds - DPMU to VPIC/IVCS (RF) & RF to SHG account
- 8 Status of training conducted to SHGs on business plan related, Gaps identified and plan for upcoming training session.
- 9 Action plan for the SHGs yet to submit or receive Business plan
- 10 Action plan for next month - Key deliverables activities and timeline, Block wise action plan and responsibilities

Capacity Building

- 1 District level training calendar.
- 2 Micro planning disaggregated participants list.
- 3 Status of SHG training as per the MIS .

MIS

- 1 Discuss on the Updated forms Procurement, Spring, SHGs
- 2 Training Forms
- 3 Dashboards esp. Community Hall, Insights

