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Development Authority



Japan International
Cooperation Agency

🌐 www.mbda.gov.in

MBMA/ JICA/ 2022/344/ 2321 .

Dated: Shillong April 15th, 2025

Notification

Subject: Inter-District Exposure Visit to the VPIC EC Members under the MegLIFE

In order to enhance the knowledge of the community leaders and to promote the sharing of best practices among districts, an inter-district exposure visit is scheduled to be conducted from 1st May – 13th May, 2025 as per the scheduled Annexure 1.

The Participating VPIC members detail is as per annexure 2

Please find the mandatory documentation guidelines during the Visit in Annexure 3.

// By Order//

(Shri Gunanka DB, IFS)

Joint Secy. to the Govt. of Meghalaya
Additional Project Director, MegLife

Memo No. MBMA/ JICA/ 2022/344/ 2321

Dated: Shillong April 15th, 2025

Copy to:

1. Shri. Wankit Swer, Deputy Project Director MegLIFE for kind information.
2. District Project Managers (EKH, EWKH, EJH, NGH, SGH, SWGH, SWKH, NG, Ri Bhoi, WJH, WGH) for information & necessary action.
3. Block Project Managers (all Blocks), MegLIFE for information & necessary action.

(Shri Gunanka DB, IFS)

Joint Secy. to the Govt. of Meghalaya
Additional Project Director, MegLife

ANNEXURE 1

ITINERARY FOR INTER DISTRICT EXPOSURE VISIT FOR VPIC EC MEMBERS (April, 2024)					
SL. NO.	PARTICULARS	REGIONS	VENUE	TENTATIVE DATE	EXPECTED NO. OF PARTICIPANTS
1	Exposure Visit for VPIC Members	Khasi & Jaintia Hills	District level	May, 2025	40 per block Exclusive staff and VPIC of a Host block
2		Garo Hills	District level	May, 2025	40 per block Exclusive staff and VPIC of a Host block

(A)

(B)

BLOCKWISE ITINERARY FOR INTER DISTRICT EXPOSURE VISIT FOR THE VPIC EC Members								
Sl. No.	District (Visiting)	Block (Visiting)	District (Host)	Block (Host)	Model Village (Host)	Batches	Tentative Date	Expected No. of Participants
1		Dambo Rongjeng		Kharkutta	Simseng Gading	Batch 1	01-05-2025	
2	East Garo Hills	Samanda	North Garo Hills	Resubelpara	Thapa Dangre	Batch 2	02-05-2025	
3		Songsak		Baghmara	Asil Songgital	Batch 3	05-05-2025	
4	North Garo Hills	Resubelpara	East Garo Hills	Songsak	Rongronggre	Batch 4	01-05-2025	
5		Kharkutta				Batch 5	02-05-2025	
6		Baghmara	East Garo Hills	Samanda	Kalak Songgital	Batch 6	07-05-2025	
7	South Garo Hills	Gasuapara	West Garo Hills	Dalu	Dopananggre	Batch 7	01-05-2025	
8		Rongara & Chokpot	West Garo Hills	Dalu	Dopananggre	Batch 8	02-05-2025	
9	South West Garo	Betasing	West Garo Hills	Dalu	Dopananggre	Batch 9	05-05-2025	
10	Hills	Zikzak	West Garo Hills	Gambegre	Sampalgre	Batch 10	06-05-2025	

(B)

11		Dalu	South West Garo Hills	Betasing	Malchapara	Batch 11	07-05-2025	
12		Gambegre	South Garo Hills	Bhagnara	Dobakkol Awemong	Batch 12	08-05-2025	
13	West Garo Hills	Rongram	East Garo hills	Dambo Rongjeng	Simseng Gading	Batch 13	05-05-2025	
14		Tirikilla	North Garo Hills	Resulbelpara	Thapa Dangre	Batch 14		
15		Dadengre, Selsella & Demdema , Rongram n Tiritikilla (Group 2)	South West Garo Hills	Betasing	Malchapara	Batch 15	07-05-2025	
16	East Jaintia Hills	Saipung	Ri Bhoi	Umsning	Umtasor Mawdkhar	Batch 16	01-05-2025	40 per block
17	East Khasi Hills	Mawkynrew	Eastern West Khasi Hills	Mairang	Nongthyllep	Batch 17	05-05-2025	
18		Mawryngkneng & Pynursla				Batch 18	06-05-2025	
19	Eastern West Khasi Hills	Mairang & Mawshynrut	East Khasi Hills	Mawkynrew	Pashang	Batch 19	01-05-2025	
20	Eastern West Khasi Hills	Mairang	East Khasi Hills	Mawkynrew	Pashang	Batch 20	02-05-2025	
21	Ri Bhoi	Umsning + Group 2	East Khasi Hills	Mawkynrew	Pashang		07-04-2025	
22		Umling	East Khasi Hills	Mawkynrew	Pashang	Batch 21	08-05-2025	
23	South West Khasi Hills District	Mawkyrwat	Eastern West Khasi Hills	Mairang	Laitdombah	Batch 22	09-04-2025	
23	West Jaintia Hills	Thadlaskein	Ri Bhoi	Umsning	Umtasor Mawdkhar	Batch 23	12-05-2025	
		Laskein			Umtasor Mawdkhar	Batch 24	13-05-2025	

Annexure 2

Tentative Plans (Inter District VPIC EC members Exposure Visit)				
S N.	Tentative	Destination		Remarks
		From	To	Purpose
1	April/ May, 2025	Visting District (Block)	Host District (Block)	Interaction with VPIC members and community (For learning firsthand experience of the good work done by other VPICs and learn regarding the challenges faced by those VPICs/ Community in the process and how those challenges were overcome).
2				Visiting the plantation area (ANR & AR model)
3				Visiting the community nursery.
4				Visiting Soil and water conservation activity
5				SALT farm if any
6				Community hall if any
7				Interaction IVCS or SHG members
8				Interaction with VPIC members and VCF - Understanding the Individual roles of each VPIC member in the project/ Community & Records maintenance.

Annexure 3: Guidelines for basic documentation during the exposure visit.

1. MIS Entry:

- All details of the exposure visit must be accurately captured and uploaded in the **Management Information System (MIS)**.

2. Pre-Visit Preparation

Before the exposure visit, adequate preparation is essential to ensure that the visit meets its intended objectives. This includes:

→ Objective Setting & Orientation:

- All participants should be clearly briefed on the purpose and expected outcomes of the exposure visit.
- Ensure that the participants understand how the learning from the visit could be adapted and implemented in their respective areas.

→ Logistics

- The Visiting block has to Coordinate and confirm with the host block or district for the logistical arrangements in advance.

3. Documentation During the Visit

During the visit, the visiting block/ district must actively capture all relevant details. This includes:

→ Documenting Best Practices- Host District/ Block.

- Provide a detailed description of the initiatives being showcased.
- Document how the community was mobilized and involved in the planning and execution of the initiative.
- Document specific challenges faced and the strategies adopted to overcome them.

→ Capturing Observations: Encourage participants to reflect and record insights from the visit, focusing on:

- What impressed them the most.
- Aspects of the initiative that are practical and feasible to replicate in their own area.
- Any observed gaps or areas where improvements could be made.
- Any First time experience.

→ **Visual Documentation:**

- Take **clear, high-quality photographs** of key activities, community interactions, and infrastructure.
- Record **short video clips**, including **interviews and testimonials** of community members for firsthand experiences and impressions.

4. Post-Visit Documentation and Reporting

After the completion of the visit:

→ **Detailed Reporting:**

- The visiting block is required to submit a **comprehensive post-visit report**.
- This report should include:
 - ✓ A summary of the visit, including locations and key persons met.
 - ✓ Key learnings and best practices identified.
 - ✓ Potential for replication in the home block.
 - ✓ Photographs, videos, and transcripts/notes from interviews or testimonials.
 - ✓ Actionable recommendations based on observations made during the visit.