

Peoples Republic of Bangladesh

Ministry of Environment, Forest and Climate Change (MoEFCC)

Planning Section-2

Subject: 2nd meeting minutes of Project Implementation Committee (PIC) of Integrating Community Based Adaptation into Afforestation and Reforestation (ICBA-AR) Programme

President: Mohammad Yamin Chowdhury
Additional Secretary, MoEFCC & President, Project Implementation Committee, ICBA-ARP

Date: 27th ^{May} June 2018

Time: 10.00 am

Venue: Meeting room, MoEFCC, Bangladesh Secretariat, Dhaka.

List of Participants: Annex -A.

Welcome:

At first president of the PIC welcomed all members to attend the meeting. He directed Project Management Unit (PMU) to organize PIC meeting regularly at 3 months interval as per project documents.

Review of the first meeting minutes:

As per permission of president, Dr. Mohammed Muzammel Hoque, Project Manager presented the first meeting minutes and progress made against decision taken of that meeting.

Decision and progress of first PIC meeting is as follows:

Decision	Progress
1. Rapid finalization of DoF and DAE's budget of 2017 fiscal year by consulting with PMU of ICBA-ARP.	1. Work plan of DoF and DAE part finalized timely and steps taken for implementation accordingly.
2. PMU will select suitable location for dam renovation to remove water stagnant at Monpura Upazila by consulting with local stakeholders. PMU will search if there is any feasibility for drainage facility improvement at Bhandaria Upazila.	2. 20 Sluice gate renovation at Char Fashion and Monpura and a canal re-excavation at Monpura Upazila were identified for removing water stagnant by field observation and meeting with local stakeholders of Bangladesh Water Development Board.
3. Earth excavating cost for FFF model was recommended for 2 taka per cubic square feet. Besides this, due to lack of budget the length of ditch may be 76 meter instead of 68.22 meter and width of dyke may be 3 meter instead of 1.5 meter. But final decision on FFF model will be taken by PSC meeting.	3. In the first PSC meeting, per cft earth excavating cost with physical protection was fixed @ 1.80 taka/cft for this project as per earlier CBACC project. Decision was taken not to change FFF model design for remaining quality.
4. Forest department will make a plan for reforestation by consulting with BFRI. As there is no budget allocated for BFRI in the prodoc,	4. As per consultation with BFRI, Forest Department decided to plant 800 mangrove seedlings per hactre for enrichment plantation.

PMU is advised to search justification to allocate some budget especially for research on sustainable coastal plantation.	As there is no opportunity to spend money out of aforesaid budget according to Project document and TPP, it was not possible to allocate budget to BFRI on research activity.
5. Bhandaria Upazila of Pirojpur District was recommended as project implementation area. Project may be extended from next year (2018) at Kawkhali of Pirujpur and Tajumuddin Upazila of Bhola district. But PSC will take final decision in this regard.	5. As per project document and recommendation of PIC meeting and inception workshop, Bhandaria Upazila has been included as project area finally by PSC meeting's decision.
6. Hatiya Upazila of project intervention site is so far from Noakhali District town. On the other hand, as there is no full time activity of CDA at Noakhali district level, it is decided that concerned CDA will be transferred at Bhandaria Upazila of Pirojpur district.	6. As there is no mentionable activity of CDAs at district level, the issue on transfer of all CDAs at Upazila level is included this meeting's agenda.
7. To ensure the effective participation of local stakeholders at field level activity implementation, there is a provision at project document to form Upazila based Co-management Committee (CMC). Decision was taken to present draft constitution on CMC formation and functions for approval at first PSC meeting.	7. Draft constitution on CMC formation and functions presented at PSC meeting and sent to MoEFCC for approval after finalization. Later a gazette was published on 18.12.2018 to form CMC. According to gazette, CMCs were formed at all Upazilas.
8. Considering climate vulnerability and necessity of coastal mangrove protection, CBACC's project intervened union may be included as project area of ICBA-AR. But the beneficiaries of previous project can not be included in ICBAAR programmes.	8. Project is being implemented as per decision.

Review of progress of 2017 and workplan of 2018:

- In 2017, 2480 beneficiaries were selected, provided training and demonstration support to all. Out of total beneficiaries 43% are female.
- Baseline data were collected of all beneficiaries of 2017. FFF models are being implemented at 9 ha and 7 ha at Noakhali and Bhola district respectively.
- 215,000 seedlings raised with 11 species at 10 nursery for enrichment plantation.
- CPP instrument purchased and delivered among 7 Upazilas to strengthen their capacity and network. NPD informed that Honorable Secretary of MoEFCC was agreed to join instrument handover ceremony but it was not possible due to lack of time and proper coordination with Ministry of Relief and Disaster Management.
- 28 ha FFF model will be implemented in 2018.
- 200 hactre suitable place selected for enrichment plantation to restore mixed species mangrove plantation and 215,000 sedplings were raised with 11 species at 10 nursery for enrichment plantation.
- As per work plan plan of 2018, beneficiary selection is ongoing (DAE-840, DoF-960 and DLS-840).



- As per plan of 2018, twenty sluice gate renovation and 4.3 k canal re-excavation are planned at Charfashion and Monpura Upazila in Bhola district in association with Bangladesh Water Development Board.
- Project financial progress is 87% up to May 2017.

After that by the permission of the President, the following discussions and decisions were taken as per agenda of the meeting:

Issues and important discussions	Decisions
<p>Fixing implementation strategy for killa and community center and tube well platform construction: It is difficult to get khas land near to existing cyclone shelter for killa construction, nevertheless killa will not be functional if it is not near the cyclone shelter. Besides this, earlier experiences and result of killas are not satisfactory. Fund for constructing community center is insufficient. If suitable land is available near the existing FFF model, it can be implemented by CMCs following specific implementation and management guideline.</p>	<ul style="list-style-type: none"> • Considering earlier experiences and results of killas, it is decided to stop killa construction activity if there is no available land near cyclone shelter. • As budget is insufficient, FFF model based few community center may be constructed by CMCs. • Engineer recruitment is not necessary only for tube well platform construction. It can be implemented by CMCs or by the help of Department of Public Health and Engineering.
<p>Recruitment of Local Adaptation Watcher at local level: At present, only one CD Assistant is involved to coordinate, supervise and monitor all project activities at Upazila level. Besides this, as per PSC's decision Bhandaria Upazila is included and that's why there were no CD Assistants at Rangabali and Monpura till now. A CD Assistant will join at Monpura very soon, however still there will not be any staff at Ranglabali Upazila. But it is very difficult for one staff to help partners for implementing activity, data collection on baseline and demonstration result, monitoring, supervision, technical support. In addition, work load and beneficiary number is increasing every year. So to speed up of project activity at field level, a Local Adaptation Watcher (LAW) is essential to recruit as per TPP guideline. Vaccination on duck and poultry programme can be operated by LAW by providing required training.</p>	<ul style="list-style-type: none"> • ToR of LAW should be finalized before recruitment. Minimum qualification of LAW should be SSC and able to carry out vaccination and other project relevant activities.
<p>Placement of district level field staff at Upazila level and re-placement/transfer of other staffs considering workload and importance of project activities: As per project document, Community Development Associates are recruited at district level. But there is no mentionable activities at district level and many upazilas are</p>	<ul style="list-style-type: none"> • CD Associates will be shifted at Upazila level. • Where there is more than one Upazila, CD Associate will be transferred at middle Upazila. • The office of CDA would be at Range office of project instead of DFO office. • As per necessity and importance of project activity, any project staff may be transferred at any Upazila.

<p>scattered and far away from district town. Somecases, it takes about 4-5 hour time for travel. On the other hand, project activities are being implemented at Upazila level. There are only one CD Assistant posted at Upazila level to monitor and supervision of project activities that is insufficient. So CD Associates may be posted at Upazila level. It is cited, as there is no staff at Rangabli Upazila that is most remote area, project activities are hampered seriously. So it is necessary to shift one staff at Rangabali from other Upazila/District considering work load. Not only that, it is necessary to make internal transfer as per project need.</p>	
<p>Project's Mid-term Evaluation and TPP revision: Budget for FFF model and some other important activities are not relevant and sufficient. So decision needed for inter-budgetary re-arrangement to ensure expected result. In this regard, it would be wise, if project's mid-term evaluation would be conducted end of this year (2018) and TPP would be revised after getting evaluation team's recommendations.</p>	<ul style="list-style-type: none"> • Need to start preliminary work for TPP revision just now. • As it would not be possible to achieve expected result in some cases due to budget limitations of many activities and other reasons according to TPP/ project document, the issue should be presented to mid-term evaluation team. TPP revision should be started as early as possible based on MTR/peer review team's suggestion.
<p>Project document duration synchronization as per TPP: As TPP was approved after long time, project duration was extended during TPP approval as July 2016 to June 2020. But in the project document the duration is May 2015 to April 2019. Duration of Project document is essential to synchronize with Project TPP. Therefore, UNDP can request donor agency/GEF to take necessary steps in this regard.</p>	<ul style="list-style-type: none"> • Project duration mentioned at Project document would be revised as per TPP that should be July,2016 to June,2020. UNDP will take necessary steps in this regard very soon.
<p>Inclusion of Kalapara Upazila of Patuakhali district under CPP programme: Though as per project document, all Upazila under project areas are supposed to provide essential CPP equipment's for capacity building and strengthening, some upazilas under project area already received CPP equipment's from different Government and non-government organizations. On the other hand, Kalapara upazila being one of the most climatic vulnerable area have insufficient CPP instrument. On the other hand, Bhandaria Upazila has no CPP network. Before building network, office and essential staffs are pre-requisite, it requires govt. initiative and matter of huge money. So as per CPP's headquarters advice and request and emphasizing necessity of CPP equioment at Kolapara, need decision</p>	<ul style="list-style-type: none"> • This committee would not be able to approve Kalapara Upazila as it is not mentioned/included at project document. • No work should be done that is out of project document in future. For any emergency activity, real process should be followed. • CPP training should be conducted as per plan and end by the month of December 2018. • Emphasis should be given on project matter during preparing CPP manual and ICBA-AR project's issue should be included in CPP's main manual.

to provide CPP instrument support to Kalapara CPP Unit.	
<p>Expected result could not be achieved as per target of some activities (such as FFF model, Killas, NGO activities) due to underestimated budget and scarcity of suitable land:</p> <ul style="list-style-type: none"> • It is not possible to achieve 100 ha FFF model target due to insufficient budget and lack of suitable land. The unused small pond of forest dependent poor people may be used as FFF model at low cost and it should be included during TPP revision. • Suitable khas land is not available near cyclone shelter as per project document. • It would be re-think to recruit NGO as budget is insufficient considering the target. 	<ul style="list-style-type: none"> • If suitable land is not available near cyclone shelter, Killa construction activity may be stopped and this budget may be used in FFF model or NGO or other activities. • The unused small pond of forest dependent poor people may be used as FFF model experimentally at low cost after revision of TPP and it would be implemented by CMC or NGO. • NGO activity should be very specific in the ToR before recruiting. Innovation activities carried out by NGO should be specific and clear.
<p>Fencing budget for FFF model: For effective implementation of FFF model, fencing is needed for saving trees and fishes from deer and otter respectively. But there is no budget in this line item at project document. A lum sum budget is there but no details breakdown.</p>	<ul style="list-style-type: none"> • As per project document there is no budget separately for fencing, so no budget should be provided for it. Beneficiary will contribute for fencing as community contribution.
<p>40 FRPG formation comprising 100-150 members in each group: There is no specific guideline about formation of 40 FRPGs comprising 100-150 members at project documents. In this regard, FFF model, CPP and other direct forest dependent beneficiary may get first priority.</p>	<ul style="list-style-type: none"> • Considering reality and necessity, FRPGs may be formed by organizing FFF model, CPP and other direct forest dependent beneficiaries.
<p>Naming of FFF model as 3FV model: This model is known as FFF (Forest-Fruit-Fish) model, but there is opportunity to produce vegetables in the gap of fruit and timber trees and that is more economic compare to other products. So this techniques are being applied through ICBA-AR project considering more economic benefits of the beneficiary. So models name should be reasonable and exactly.</p>	<ul style="list-style-type: none"> • Considering justification and reality, the name of the model should be Forest-Fruit-Fish-Vegetable; FFFV (3FV).
<p>Any other Business (AoB); Revision of UNDP's AWP considering the reality and necessity.</p>	<ul style="list-style-type: none"> • UNDP's AWP may be revised or changed any time considering the reality and necessity.

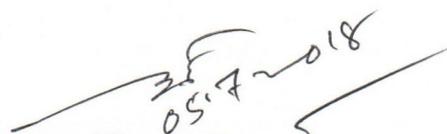
Besides this, the following decisions were also undertaken:

- As Bhandaria Upazila has no plantation activities, it is not harmony with project's objectives to carry out project there. Audit also gave preliminary objection. All activities will be carried out as beneficiaries have already been selected.



- Regarding last year's target of mixed species plantation should be synchronized with last two years.
- DAE's lacking on input support as per monitoring findings were fulfilled. Agricultural activities were stopped at Monpura Upazila for 2018 as there was no Agricultural Officer there. Target activities should be fixed in the beginning of each year. Besides this, Project fiscal year should be July to June as per Government rule, fund should be released within July-August to start implementation timely by preparing effective budget.
- As DLS have no fridge for vaccine preservation at Upazila level, adult duck ensuring vaccine may be provided to beneficiary to reduce the mortality rate. Besides this, PD, DLS will take necessary action to reduce the mortality rate of duck, pigeon and tarky.
- There were no enough staffs at 3 Upazila of DLS to implement the project smoothly. So, an application was sent to honorable Secretary requesting to fulfill the gap of staffs to implement the project activities smoothly. NPD will also send a letter to the Ministry of Fisheries and Livestock so that at least one staff is recruited at project area soon.
- Project consultant presented benefit sharing mechanism from coastal mangrove forest by CMC for open discussion. The committee decided to organize another special meeting with concerned stakeholders to finalize the benefit sharing mechanism. Besides this, a decision was taken to form a technical working group regarding this as per project document consulting in the upcoming PSC meeting.

As there were no points left for discussions, president of the PIC meeting ended the meeting with vote of thanks to all.


(Mohammad Yamin Chowdhury)

Additional Secretary

Ministry of Environment, Forest and Climate Change and
President, Project Implementation Committee, ICBA-AR Project.



Project Implementation Committee
Integrating Community-Based Adaptation into Afforestation and Reforestation
Programmes in Bangladesh

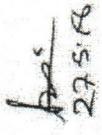
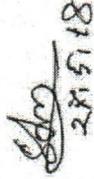
Venue: Conference Room, MoEF; Date: 27 May 2018, 10.00am

Participants List

SL	Name and designation	Office Address	Cell	Email	Signature
01	Mohammad Jamir Chowdhury	NPO & Additional Secretary, MOEF	01711191688		
02	Shamsur Rahman Khan Deputy Secretary	M/O Environment in Forests	01552327687	Shamsur_1974 @yahoo.com	
03	Gobinda Roy CFR PD	Coastal Circle, Barisal	01718688937	gobinda_def@yahoocom.com	
04	Asiqul Haque Union Antt Director	DOF, Barisal Division, Barisal	01712580815	asiqul_haque69@ yahoo.com	
05	SHAMUR ADAM KHAN DD, & PD	DD, DAF, BARISAL	01712164776	dadaebangura@gmail.com	
06	DR. MD. SAIDUR RAHMAN AD 61 PD,	Livestock Medicine Office, 48 Kazi-Ala- uddin Road, DLS, Dhaka	01711443239	dr-saidur61@ gmail.com	

Sl	Name and Designation	Office Address	Cell	Email	Signature
07	Abdul Laki M R.O	DOF	01713063362	abul_laki@gnail.com	Abul
08	Dr. Ruma Hossain	BFD	01711442335	rumahd@gmail.com	Dr.
09	DIPANWIT A Senior Asst. Chief	MOEC	4540266		Dr.
10	Rubul Hossain Dr	Consultant	01726892305	rubulprof@gmail.com	Dr. R.H.
11	Kabir Hossain	ICBA-AR	01775269884	kabir.hossain@icba.gov.bd	Dr. Kabir
12	Abdus Salam	MOEF	01716693315		Dr.
13	Nurjahanara Yeamin	MOEF	01621262231		Nurjahanara 27.05.18
14	(Sri: 3577777777)		01938646230		Dr. 29/02/2018

Sl.	Name and Designation	Office Address	Cell	Email	Signature
21	Abdullah Ahmad M&E Officers	Forest Dept.	01818784855	abdullah.ahmad @undp.org	Abdullah
22	Muhammad Muzammil Hoque Project manager	PCBA-AR	01818982832	muhammad.hoque @undp.org	
23	Md Razibul Alam Project Assistant	PCBA-AR	01722228858	razibul.alam @undp.org	@Alam
24					
25					
26					

SL	Name and Designation	Office Address	Cell	Email	Signature
15	Sujan	MOEF	01738-067527	Sujan.suhar468@gmail.com	 27518
16	Shahin	MOEF	01571796585	Shahin.vidak@gmail.com	 28518
17	L. Leskerc	MOEF	01711079301		
18	Hakim	MOEF	017115415584		
19	Sabim	MOEF			Sabim.
20	Bakulur Hossain	ICBA-AP UNDP	01818603406		