

Proceedings of the 20th Executive Committee Meeting 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:-

20th Executive Committee Meeting of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. registered for implementation of JICA assisted PIHPFEM&L was held on 31.05.2025 in the Conference Hall, O/o Chief Project Director (JICA-PIHPFEM&L), Totu, Shimla. The list of the Officers/Officials present in the meeting is enclosed as **Annexure-A**.

Agenda Item No.-1:-

Review of the Agenda Items of the 18th and 19th Executive Meeting held on 26.12.2023 and 13.05.2024:-

Review of the Agenda Items of the 19th E.C. Meeting:-

Agenda Item No.	Agenda	Decision	Action Taken
1.	APO for FY 2024-25.	Executive Committee approved the APO for FY 2024-25 and decided to discuss the APO in detail in Governing Body for approval.	<p>The Member Secretary E.C. apprised that the Implementation of the APO commenced post-approval. An expenditure of ₹42.46 Crores has been incurred during the financial year against the approved outlay of ₹79.50 Crores because GoHP (Finance Department) released only 42.46 Cr.</p> <p>Improvement of pastures/ Grasslands (including in -situ SMC Works): The component has been kept on hold as per the decision of the Governing Body. Although the JICA India Mission for MTR has completed the visit on 9th May, 2025, but, final decision on this matter is still awaited.</p> <p>Inclusion of MMVVY as decided in the Governing Body Meeting: Budget provision was made and a total of 100 hectares of plantation has been carried out under the approved models of the scheme.</p> <p>The Chisan Activity could not be operationalized due to staffing issue.</p> <p>Agenda Item dropped.</p>
2.	Utilization of balance Provision under Project Management Consultancy (PMC).	It was decided that the matter will be take up to the Governing Body for its consideration and approval.	The Member Secretary E.C. apprised that the Governing Body approved Project Management Consultancy (PMC) as per above proposal for rest of the Project period after taking approval from Donor Agency (JICA) and by floating an RFP duly approved

			by the competent authority. Further Member Secretary E.C. apprised that, the matter was discussed with JICA India and JICA India suggested to engaging Local Expert at PMU Level instead of PMC as previous experience with international firm was not satisfactory as their Experts were not familiar with local conditions and did not completed their man months.
3.	Utilization of Interest accrued in the Society account as on 31.03.2023.	The matter was discussed in length and it was decided that the remaining amount of Rs. 10 Lakh will be deposited in the Government treasury as per instruction of the Finance Department. Agenda item will be taken to Governing Body Meeting and will be dropped.	Agenda item dropped. The Member Secretary E.C. apprised that the matter was discussed in the Governing Body Meeting and it was informed that the remaining amount of Rs. 10 Lakh has been deposited in the Government treasury as per instruction of the Finance Department.
4.	Establishment of Livelihood Resource Centre (LRC) at Cluster Level.	The matter was discussed in length and it was decided that at present there is no need to establish LRC at cluster level. As and when need arises the fresh proposal will be placed before the Governing Body for its consideration and approval, therefore, the agenda will be withdrawn from Governing Body. Agenda item will be taken to Governing Body Meeting and will be dropped.	Agenda item dropped. The Member Secretary E.C. apprised that the matter was discussed in the Governing Body Meeting and the same dropped and it was decided that in future, as and when need arises, a fresh proposal will be brought to GB for approval.

Review of the Agenda Items of the 18th E.C. Meeting:-

Agenda Item No.	Agenda	Decision	Action Taken
2.	Discussion about the conducting of General Body Meeting.	The Executive committee decided to organize the General Body Meeting in January 2024 under the Chairmanship of Secretary (Forests).	The Member Secretary E.C. apprised that the General Body Meeting of the Society has been done in the month of January, 2024. Agenda Item dropped.
3.	Amenities to staff and labors of PIHPFEM&L.	The Executive Committee approved the Agenda Item.	The Member Secretary E.C. apprised that the amenities to the staff and labors of PIHPFEM&L has been provided. Agenda Item dropped.
5.	Detailing of Bamboo.	The Executive Committee decided that a project report shall be made in consultation with officers of Department of Agriculture who are working on National Bamboo Mission in accordance with the 10 th Governing Body Meeting. Program manager (Forestry & Biodiversity) shall liaison with the line department for the	The Agenda is taken as new Agenda Item. Agenda Item dropped from here.

		same. It was further decided that similar possibilities may also be explored in other project areas, where families of traditional bamboo workers need the livelihood support.	
6.	Detailing of sacred grooves.	The Executive Committee decided that the decision of the 10 th Governing Body Meeting regarding intervention in Sacred Grooves shall be implemented in the Forest Ranges which are already taken under the Project.	The Member Secretary E.C. apprised that the works in Sacred Grooves has been done as a part of "Satoyama" as approved in the 10 th G.B. Meeting. Agenda Item dropped.
7.	Discussion on visit of Supervision mission in January, 2024.	The Executive Committee decided that Program Manager (Livelihood & Training), Program Manager (Marketing & Rural Financing) and Program Manager (Monitoring/Safeguard & Publications) will collect/maintain the convergence data and ensure that every Self Help Groups have copy of the Business Plan and Micro Plan in Hindi language. Further it is directed by the Chairman Executive Committee that all plantation must have the sign boards and Soil and Moisture Conservation works must have completed with quality. Self Help Groups registers and records must be maintained properly in all areas of the Project.	The Member Secretary E.C. apprised that the supervision mission has been conducted by JICA. Agenda Item dropped.
10.	Financial progress of FY 2023-24 and thrust on the balance period of this Financial year.	The Chairman Executive Committee directed Program Manager (Audit & Finance) and Accounts Manager to make sure that the demand from the field offices against approved APO shall be released on time.	The Member Secretary E.C. apprised that the action has been taken in this regard. Agenda Item dropped.
11.	Utilization of interest amount APO proposed for FY 2024-25.	The Chairman Executive Committee directed Project Director (Admin & Finance), Addl. Project Director (Institutional and Capacity Development) and all Program Managers to come up with the ideas for utilization of interest amount before 25 th January, 2024 and to discuss with the Chief Project Director (PIHPFEM&L) JICA Funded.	The Member Secretary E.C. apprised that the remaining amount of Rs. 10 Lakh has been deposited in the Government treasury as per instruction of the Finance Department. Agenda Item dropped.
12.	Exploring the possibilities to implement CM Van Vistar Yojna in Project Divisions.	The Executive Committee decided that in the next financial year target of plantation, some of the plantation needs to be added under "CM Van Vistar Yojna" in the Project Divisions and for the same letter will be issued to all the DMUs for sending APO for plantation under PFM Mode for FY 2024-25. The total target for the FY 2024-25 under "CM Van Vistar Yojna" will be 50 hac. and will be carried out under PFM Mode.	The Member Secretary E.C. apprised that Total 100 hac. plantation has been carried out under MMVVY. Agenda Item dropped.
13.	Formation of Company.	The matter was discussed in the Executive Committee and decided that the formation/registration of company should be completed before 25 th January, 2024. It was further directed by the Chairman that the process of selection of the Directors of the Company should be democratic and well documented at VFDS/Divisions/Circle Level.	The Member Secretary E.C. apprised that the Company has been formulated. Agenda Item dropped.

14.	Propagation of Rhododendron.	The Chairman Executive Committee directed Project Director (Admin & Fin.) to make sure that the seeds of the <i>Rhododendron arboreum</i> (Lal Burans) and Pipal be sown in the nurseries properly and the report for the same should be submitted to Chief Project Director by 15 th February, 2024.	The Member Secretary E.C. apprised that this Agenda was taken up in the Governing Body Meeting and agenda was dropped. Agenda Item dropped.
19.	Training to Member Secretaries of VFDS/Dy. Rangers.	The Chairman Executive Committee directed Subject Matter Specialist (Livelihood & Training) to make sure that the training to Member Secretaries of VFDS/Dy. Rangers will be done in the month of January, 2024 to ensure that the accounts of VFDS/BMCs are up kept in accordance with the requirements of CA. For this purpose, CA should be invited as resource person. Accounts Manager should also be associated in the training.	The Member Secretary E.C. apprised that the training of the Member Secretaries of VFDS/Dy. Rangers has been conducted in FY 2023-24. Agenda Item dropped.
20.	Progress of Monitoring Wing.	The Chairman Executive Committee directed Program Manager (Monitoring/Safeguard & Publications) to prepare Annual Progress Report of the M&E and directed to strictly follow the M&E Manual.	The Member Secretary E.C. apprised that the Annual Progress Report of the M&E has been prepared and M&E Manual is being followed. Agenda Item dropped.
21.	Status report of various Studies under JICA-PIHPFEM&L.	The Chairman Executive Committee directed Program Manager (Forestry & Biodiversity) to cross check the data given by different agencies and to make sure that the data should be in consonance with the Microplans of VFDSs.	The Member Secretary E.C. apprised about the status of various studies as given below:- 1. Monitoring Data Accumulation on Effective Pasture Management (NERIL):- 13 th QPRs and 3 APRs have been received. 2. Environment and Socio Consideration (Enviro Infra):- 17 th QPRs and 4 APRs have been received. 3. Baseline Survey Socio Economic/Gender Physical (WAPCOS):- The study has been completed. Agenda Item Stands.
22.	Salary enhancement of the Staff working under JICA-PIHPFEM&L.	The Executive Committee decided that the comparison of the salary structure, qualification etc. of other JICA Projects in the country with the JICA-PIHPFEM&L and other Projects in the Himachal Pradesh may be done, after that this Agenda will be discussed in the next Executive Committee Meeting.	The Member Secretary E.C. apprised that a comparative proposal was submitted to the Chairman Governing Body on a single file and the proposal is pending for decision. Agenda Item Stands.
23.	Any other Item with the permission of the Chair.	Reimbursement of room tariff for JICA staff: The Executive Committee decided that the same will be reimbursed to all the JICA staff who are staying in the rest houses during field tour and the same will be reimbursed along with the travel allowance (T.A.) bills on production of the receipt of the tariff provided in the Guest Houses.	The Member Secretary E.C. apprised that the bill is being reimbursed to all the JICA staff who are staying in the rest houses during field tour and the same is being reimbursed along with the travel allowance (T.A.) bills on production of the receipt of the tariff provided in the Guest Houses. Agenda Item dropped.

Review of the pending Agendas of 17th Executive Committee Meeting:-

Agenda Item No.	Agenda Item	Decision	Action Taken
34.	Hiring of M&E consultant for developing MIS.	<p>The Executive Committee decided that a fresh RFP will be floated for hiring the Project Management Consultancy (PMC) with consultants of Medicinal Plants, Livelihood, Forestry & Biodiversity and Monitoring & Evaluation Consultant to develop MIS.</p> <p>The Chairman Executive Committee further directed Local Expert (Sustainable Forest Ecosystems Management and Biodiversity Conservation) and JOA-IT, PMU Shimla to finalize the RFP Document for hiring of PMC and the same will be sent to JICA India Office for approval.</p>	<p>The Member Secretary E.C. apprised that the RFP Document for hiring of PMC has been discussed with JICA India. JICA India suggested to engaging Local Expert at PMU Level instead of PMC as previous experience with international firm was not satisfactory as their Experts were not familiar with local conditions and did not completed their man months.</p> <p>Agenda item dropped</p>

Review of the pending Agendas of 12th Executive Committee Meeting:-

Agenda Item No.	Agenda Item	Decision	Action Taken
5.	Monitoring method of IGA.	The Chairman Executive Committee directed Program Manager (Marketing & Rural Financing) and Program Manager (Livelihood & Training) to formulate a mechanism that will monitor the progress of the staff as well as Data/progress reported by the field staff and if required the App/Software for the same could be developed.	<p>The Member Secretary E.C. apprised that the portal has been developed where the field staff update the progress of SHGs sales data on monthly basis and the same is being monitored by PMU.</p> <p>Agenda item dropped.</p>

Review of the pending Agendas of 16th Executive Committee Meeting:-

Agenda Item No.	Agenda Item	Decision	Action Taken
10.	Implementation of Jadi-Buti Cell Models.	<p>The Executive Committee decided that the Manager, Enterprise Development (Jadi-Buti Cell) to add some changes in the Annual Action Plan of the Jadi-Buti Cell and to make sure that the same will be implemented by the field functionaries.</p> <p>Further Chairman Executive Committee directed the Director (Himalayan Research Group) to explore the possibilities of raising of <i>Parispolyphylla</i> (Satua). Director (Himalayan search Group) suggested that 1000 No. of bulbs of <i>Parispolyphylla</i> (Satua) can be propogated in Chopal Forest Division for further multiplication of the bulbs.</p> <p>The Executive Committee approved the Agenda to propogate the 1000 No. of bulbs of <i>Parispolyphylla</i> (Satua) in Chopal Forest Division in participatory mode where the plot/site will be identified/selected in private land. The work shall be carried out before 31st January, 2024.</p>	<p>The Member Secretary E.C. apprised that the Model is adopted and uploaded. The plants of <i>Parispolyphylla</i> (Satua) were raised in Kafrona Nursery Chopal. However, the results are not found satisfactory.</p> <p>Agenda item dropped.</p>

11	Award Scheme for VFDSs/BMCs.	The Executive Committee decided that these types of awards will be distributed to the best performing VFDSs/BMCs every year. Further the Chairman EC directed Addl. Project Director (M&E), Kullu to revise the criteria for selection of the best performing VFDSs/BMCs including technical parameter of plantations, documentation etc.	The Member Secretary E.C. apprised that the award for the best performing VFDSs/BMCs is being distributed. Agenda Item dropped.
12.	Monitoring of Annual Outcome Assessment.	The Chairman directed to Addl. Project Director (M&E) Kullu and Program Manager (Monitoring/Safeguard & Publications) that the Annual Outcome Assessment Report should be printed in the form of Booklet and the same be sent to this office.	Program Manager & Publications) apprised the Executive Committee that Annual Outcome Assessment has been prepared and will be submitted soon. Agenda Item Stands.
13.	Adhering the provisions of M&E Manual in the field.	The Chairman Executive Committee directed Addl. Project Director (M&E) Kullu and Program Manager (Monitoring/Safeguard & Publications) to make sure that the Monitoring in the field should be done as per M&E Manual and Annual Monitoring Report shall be published.	Program Manager & Publications) apprised the Executive Committee that the Monitoring is carried out as per the M&E Manual Guidelines and Annual Monitoring Report of financial year 2021-2022, 2022-2023 and 2023-2024 submitted to PMU office Shimla. Further Annual monitoring report of financial year 2024-2025 has been prepared and will be submitted soon. Agenda Item Stands.
14.	Progress of IGAs.	The Chairman directed to Program Manager (Marketing & Rural Financing) and Program Manager (Livelihood & Training) to make sure that <ul style="list-style-type: none"> • Business Plans prepared by SHGs should be monitored properly and its sustainability aspect be kept in view. The chairman further directed that we may need to revisit the Business Plans and incorporate the Sustainability aspect in all the Business plans. • Chairman EC further directed Program Manager (Forestry & Biodiversity) to make sure that the copy of the Micro Plans in Hindi language should reach to the concerned VFDSs/SHGs/BMCs in time bound manner. Similarly Program Manager ((Livelihood & Training) should ensure the Business Plans in Hindi. 	The Member Secretary E.C. apprised that as per direction given by Chairman, the business plan was properly monitored by SMSs at PMU level and till date 885 Business plans have been formed and updated (both in English and Hindi) and the same was uploaded on the Project website. The income of SHGs are being regularly monitored and also providing the guidance on value addition and add-on activities on timely basis to attain the sustainability in livelihoods . Agenda item dropped.
15.	Exposure Visits within or outside the State.	The Chairman EC directed Addl. Project Director (Institutional and Capacity Development) and Subject Matter Specialist (Livelihood & Training) to ensure timely completion of all the Exposure visits within or outside the State and the training in the field are also completed in a time bound manner.	The Member Secretary E.C. apprised that the exposure visits within or outside the State and the training in the fields has been completed. Agenda item dropped.

apprised

<p>17.</p> <p>CF</p>	<p>Developing an E-commerce portal for PHIPFEM&L (JICA Funded).</p>	<p>The Chairman Executive Committee directed Program Manager (Rural Financing & Marketing) that the following points to be noted while making the Portal:</p> <ul style="list-style-type: none"> • One line Description about the USP of every item of the products to be given. • Geo tagging of the products. • Add QR Code, for further details about the product. • To Develop Catalogue of all 24 IGAs products. <p>The Portal should be in place before 31st January, 2024.</p> <p>The Chairman Executive Committee further directed Program Manager (Rural Financing & Marketing) that a workshop of different businessmen in Shimla and around should be organized to discuss various ideas of the marketing etc.</p>	<p>The Member Secretary E.C. apprised that the HP JICA Project website disseminate the information of SHGs made products with all necessary information. However, collaboration is being initiated with HPSRLM and other organizations to formulate the online and offline platforms to boost the income of SHGs. The branding, packaging, distribution, development of catalogue and other marketing aspects etc. would be the part of this major collaboration.</p> <p>Agenda Stands.</p>
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Review of the pending Agendas of 17th Executive Committee Meeting:-

Agenda Item No.	Agenda Item	Decision	Action Taken
3.	APO for FY 2023-24.	The Chairman Executive Committee directed Program Manager (Finance & Audit) to make sure that the allotment of the pending APOs should be done on time and further directed to scrutinize the allotted APOs regarding the possibility of surrender of funds from the field.	<p>The Member Secretary E.C. apprised that the Action on the same has been taken.</p> <p>Agenda Item dropped.</p>
4.	Utilization of balance Provision under Project Management Consultancy (PMC).	The Chairman Executive Committee informed that the JICA India has conveyed approval to hire another Project Management Consultancy (PMC) for the rest of the Project period. The Chairman further directed Local Expert (Sustainable Forest Ecosystems Management and Biodiversity Conservation), Director (Himalayan Research Group) and JOA-IT, PMU Shimla to finalize the RFP Document for hiring of PMC and the same will be sent to JICA India Office for approval.	<p>The Member Secretary E.C. apprised that the RFP Document for hiring of PMC has been discussed with JICA India. JICA India suggested to engaging Local Expert at PMU Level instead of PMC as previous experience with international firm was not satisfactory as their Experts were not familiar with local conditions and did not completed their man months.</p> <p>Agenda item dropped.</p>
5.	Training Calendar for the FY 2023-24.	<p>The Chairman directed Addl. Project Director (Institutional and Capacity Development), PMU Shimla and Subject Matter Specialist (Livelihood & Training) to make sure that the Trainings of 920 SHGs should be done before 31st March, 2024. He further directed Addl. Project Director (Institutional and Capacity Development) that:-</p> <ul style="list-style-type: none"> • The feedback of the trainings should be taken from the participants to 	<p>The Member Secretary E.C. apprised that the Trainings in the field have been conducted in the FY 2023-24.</p> <p>Agenda item dropped.</p>

- ensure the quality of the training.
- Institutions who are imparting the trainings should ensure the financial sustainability of the SHGs and mechanism should be set and put in place before undertaking any training.

The Chairman of Executive Committee further directed Program Manager (Livelihood & Training), Program Manager (Marketing & Rural Financing), Manager (Enterprise Development) and Subject Matter Specialist (Livelihood & Training) to work on the different IGAs and prepare the sustainability plan for the same.

Identified IGAs:

Sr. No.	IGA	Sustainability plan made by
1	Handloom/Handicraft, Machine knitting, Cutting & Tailoring, Bag Making, Pine Needle Handicrafts	Program Manager (Livelihood & Training)
2	Dairy farming, Goat Farming, Sheep Farming, Backyard Poultry, Vermi-Compost, Bee keeping	Subject Matter Specialist (Livelihood & Training)
3	Mushroom Cultivation, Aloe-vera Cultivation, Vegetable Nursery, Patal Making, Chuli Oil Extraction	Manager (Enterprise Development)
4	Badi Making, Seera Making, Pickle & Powder Making, Ginger Garlic, Paner Making, Haldi Processing	Program Manager (Marketing & Rural Financing)

6. Opening of new Multipurpose Outlets to provide market place for SHGs/CIGs.

The Chairman Executive Committee directed Program Manager (Marketing & Rural Financing) to distribute the POS Machines to Manali and Manikaran Outlets and centralized the software that will maintain the sale/purchase system. He further directed Program Manager (Marketing & Rural Financing) to make sure that the promotion material of each outlet shall be prepared and uploaded in

The Member Secretary E.C. apprised that the collaboration with HPSRLM and other organizations are in process as they have good experience in running HIMIRA stores. In future MoU will be signed to run these outlets with all necessary requirements like warehouse management, logistics, sales software etc.

	the website of JICA Forestry Project along with the GPS location of every outlet.	Agenda item Stands.
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New Agenda Items:-

Agenda Item No.	Agenda Items	Decision taken in the meeting
2	Review of the Agenda Items of the 11 th Meeting of the Governing Body.	Due to lack of time it was decided that this agenda will be discussed separately and will be placed before the Governing Body Meeting.
3	APO for Financial Year 2025-26.	The APO for FY 2025-26 amounting to Rs. 79.86 Cr. was discussed in the Executive Committee Meeting and the same was approved. The E.C. decided that the APO for FY 2025-26 will be sent to Chairman Governing Body on single file for its approval.
4	JICA Mid Term Review held on 5 th to 9 th May' 2025.	The Member Secretary E.C. apprised that the minutes of the Mid-Term Review (MTR) held on 5 th to 9 th May, 2025 are still awaited from JICA India. The Chairman of the Executive Committee appreciated the efforts of the FCCUs/DMUs/PMU and field staff for their best efforts made during Mid-Term Review. The Executive Committee decided that this agenda will be placed before the Governing Body Meeting.
5	Booking of 5% expenditure under State-Share of Project Cost instead of 20 %.	The Member Secretary E.C. apprised that the proposal for increasing the expenditure under the State-Head is being prepared and will be placed before Governing Body. The Executive Committee decided that this agenda will be placed before the Governing Body Meeting for its approval.
6	Increase in existing budgetary provisions in Forestry and Livelihood activities with the existing budget line of the Project DPR.	Programme Manager (Forestry & Biodiversity) apprised that the main focus of the Project is contributing the Sustainable Forest Ecosystem Management, Biodiversity Conservation and Livelihoods Improvement Support to the Local Community. To this effect, the implementation of some of the core activities of the Project such as Plantation, Seedling raising and Livelihood Promotion activities (capital grant to SHGs, outlets etc) carried out in the project intervention area have exceeded the overall budgetary provision in the project document. The said activities are necessary to achieve the key performance indicators of the Project. However the funds have been utilized from the sub-components/allied components of such activities i.e. trainings, exposure visits, workshops, etc, where the physical targets are almost completed. Also, to carry out these activities in subsequent years of project, the funds will be utilized from the available sub-component only or otherwise the approval from GB will be solicited. Moreover the reimbursement claims of the funds utilized of ₹ 11.92 Crore under these activities have also been claimed and disbursed from the donor agency. It is also mentioned in the minutes of Discussion that in case the accumulated cost of JICA eligible financial portion exceeds 80% of the total project cost, the financing ratio on each component could be less than 100%. The component wise detail where the funds required/exceeded and the budget-line from where the funds will be carved out was placed before the E.C. Executive Committee Approved the Agenda and decided that this agenda will be placed before the Governing Body Meeting for its approval.

7	Providing of funds for upcoming Durgesharanya-Kangra Zoological Park at Bankhandi from JICA Forestry Project.	<p>Agenda Item No. 7 has been merged with Agenda Item No. 5.</p> <p>Agenda item dropped from here.</p>
8	Requirement of funds for Add on SHGs Income Generation activities and Marketing initiatives.	<p>Programme Manager (Marketing & Rural Financing) apprised E.C. that Under Component III of the HP JICA Forestry Project, 920 Self Help Groups (SHGs) have been formed under 460 VFDS/BMC sub-committees and are being supported through skill-based training, capital cost assistance and marketing support for 26 identified Income Generation Activities (IGAs) opted by them(list attached). However, most SHGs have adopted only a single IGA, limiting their year-round income generation potential and diversification into multiple IGAs requires additional support from the Project.</p> <p>The Mid-Term Review also highlighted the need for strengthening entrepreneurship, trainings, sustainable marketing platforms, branding, packaging, cluster formation, convergence and participation in exhibitions/melas etc. to enable SHGs to export beyond local markets and gain wider recognition. As the allocated budget under the relevant sub-component has been fully utilized, it is therefore, proposed that additional funds be arranged from other sub-components under Component III to continue and further support for SHGs' sustainability and growth.</p> <p>It is therefore, proposed that approximate Rs 4 crore is required to introduce add-on activities and marketing support to these groups in FY 2025-26. The funds can be met from existing budget line 1.3.</p> <p>The Chairman Executive Committee directed Program Manager (Marketing & Rural Financing) to prepare a proposal for requirement of funds for Add on SHGs Income Generation activities and Marketing initiatives and the same will be placed before Governing Body for its approval.</p> <p>Executive Committee decided that this agenda will be placed before the Governing Body Meeting for its approval.</p>
9	Livelihood Improvement through Bamboo Products – Pilot Project for Bilaspur.	<p>Member Secretary E.C. apprised that A Study was conducted through the PMU Staff and field staff of Bilaspur Forest Division to find out the availability of all types of bamboo in Bilaspur Division on private land. The study was done by following random sampling system and the data collected was analyzed at both beat and village level.</p> <p>It was noticed during analysis that there is not much availability of bamboo on private land thus such activity on large scale cannot be sustained. Since the bamboo artisans are very poor people and can't afford to purchase bamboo regularly round the year, therefore to take bamboo based livelihood activity on large scale does not seem to be a profitable venture.</p> <p>However the existing group of artisans shall be imparted skill based training at village level in the project area along with financial support to purchase small equipment and tools as per provision in the project. For this act, a provision of Rs 5,00,000/- is proposed during current FY and sufficient funds are available under Livelihood Improvement Support component.</p> <p>It was decided that depending upon the availability of bamboos on private land in Bilaspur or any other Forest division in the project area, existing group of artisans shall be imparted skill based training at village level along with financial support to purchase small equipment and tools as per provision in the project. This agenda will be placed before G.B. for its consideration and approval.</p>
10	Collaboration between HP	The Program Manager (Marketing & Rural Financing) apprised the

	JICA Forestry Project and HP Milkfed for Sustainable Livelihood to VFDS/SHGs formed under Project.	<p>Executive Committee that the required information has been shared with the CCF Bilaspur and DFO Sundernagar to uplift the rural economy in the Project area for members associated with Village Forest Development Society.</p> <p>Executive Committee decided that the budget for this pilot project will be allocated from Component 3. This agenda will be placed before the Governing Body Meeting for its approval.</p>
11	Facilitation & Handholding Support by Himalayan Forest Research Institute (HFRI) to Common Interest Groups (CIGs) constituted under Jadi-Buti Cell of the Project.	<p>The Executive Committee was apprised of the need to understand the shortcomings faced by CIGs in the cultivation and production of medicinal plants (Kutki) and to suggest appropriate corrective measures.</p> <p>A proposal was submitted by HFRI, Shimla with the objective to understand shortcomings of SHGs in cultivation and production of the medicinal workshops for skill up-gradation. These activities are proposed in the Forest Divisions of Ani, Kinnaur and Kullu. Each CIG will be visited minimum of six times annually. All CIGs constituted during 2024-25 & 2025-26 in these Divisions will be covered by HFRI.</p> <p>The Chairman Executive Committee directed to ensure effective implementation and progress monitoring, and further suggested that the project funds allocated for this activity be disbursed accordingly to the following schedule:</p> <p>(i) First installment: 25 % of the total sanctioned fund upon signing of agreement</p> <p>(ii) Second installment: 50 % of the total sanctioned fund upon submission and satisfactory review of the half yearly progress reports.</p> <p>(iii) Final installment: The remaining 25% of the total sanctioned fund upon submission and satisfactory review of the final project report.</p> <p>Agenda will be placed before the Governing Body.</p>
12	Permission to withdraw the taxi vehicles allotted to FTU/Range Level under JICA Project where 40 months has been completed.	<p>The Member Secretary E.C. apprised that the permission was given to hire the vehicles for Ranges/FTUs for 36 months, however, the permission was further extended for 4 months due to peak plantation season and community development activities under Project. Now the taxi vehicles hired at FTU/Range Level should be withdrawn where 40 months have been completed.</p> <p>E.C. approved the Agenda Item.</p>
13	Decision on utilization of interest accrued in VFDS/BMC Bank accounts.	<p>The Member Secretary E.C. apprised that Direction may be issued to the VFDSs/BMCs for utilization of interest at their own level or to deposit the same to Govt. Treasury.</p> <p>It was decided that this agenda will be taken up to the Governing Body and after that the instruction will be sent to the field functionaries.</p>
14	Revolving Fund Utilization Mechanism	<p>The E.C. was apprised that it was discussed in Mid Term Review of the Project while addressing the issue of the Revolving Fund, the Chief of Project Operations from JICA India emphasized that the fund must circulate within the Village Forest Development Societies (VFDS) and Self-Help Groups (SHGs). As prescribed in the Detailed Project Report (DPR), "Each CIG/SHG shall be allotted of INR 100000, which fund shall be parked with VFDS/BMC. The modus of operandi shall be defined by PMU. PMC may also provide technical input in designing the operation and monitoring process of the fund."</p> <p>The fund should be returned to the VFDS account along with% rate of interest. It may then be re-disbursed either to the same group or to another group with a demand for the Revolving Fund. This process should be</p>

		<p>uniformly followed across the entire project. To ensure compliance and streamline implementation, the Project must establish a robust mechanism to monitor and reinforce this system.</p> <p>The Chairman of the Executive Committee has directed Program Managers (Marketing & Rural Financing), (Livelihood & Training) and Subject Matter Specialists (Marketing) Ms. Rachana and Mr. Pritish to ensure that the Revolving Fund lying in the account of SHGs is transferred to the account of VFDS/BMC by 14th June, 2025</p> <p>Interest rate on the Revolving Fund to be transferred from the account of VFDS/BMC will be conveyed separately along with process of seeking fund by the SHGs from concerned VFDS/BMC, so that this fund can be again utilized by the SHG. Instruction in this regard will be issued immediately.</p>
15	Upgrade GIS/MIS Infrastructure.	<p>The Executive Committee was apprised regarding the need for the upgrade and strengthening of GIS/MIS Infrastructure for the project purpose. The members of the committee were also apprised about the JICA India commitment for digital technology and in principle agreed to support and upgrade the available software and hardware solutions to ensure the successful use of state of the art tools and systems to effectively showcase the project outcomes.</p> <p>Executive Committee decided to explore the use of DIGIVAN initiative launched by the Rajasthan Forest Department as suggested by JICA India during MTR of the Project, and also e-Forest Management of HP Forest Department, Arc GIS Enterprise or any other equivalent solution and explore their features, access their capabilities and then come up with the proposal to introduce most appropriate hardware and software solutions into the existing Project framework w.r.t GIS/MIS.</p>
Any other Agenda Items with the permission to the Chair.		
1	Convergence with SRLM	<p>The Project Director apprised the Executive Committee that a meeting was held with the Manager of the State Rural Livelihoods Mission (SRLM). During the meeting, it was mutually agreed that all outlets established under the JICA Forestry Project will be operated in collaboration with SRLM. Both Organizations agreed to future collaboration on e-commerce and other marketing platforms to support SHGs.</p>
2	Hiring of Services APD (Livelihoods and Gender)	<p>The Executive Chairman has decided that a retired professional will be hired for the position of APD (Livelihoods and Gender), based on relevant experience and expertise in the field.</p> <p>This agenda will be taken to the Governing Body Meeting for its approval.</p>