

MEETING MINUTES - CLUSTER LEVEL (BY MONTHLY)

Venue : Nagai cluster

Date : 7th September 2007

Time : 10 AM

Agenda

- 1 *Micro planning Guidelines***
- 2 *General subjects/Issues***

The First meeting, as per the decision taken in the meeting of 22nd August, held at the office of Nagai Cluster. Programme started by the Session of Premkumar, Team Leader of the NRMU regarding the Guidelines for the preparation of the Micro plan at Village level. He starts with the question what is Micro planning? And asked every body to answer. Through the brain storming the group arrived in to the following point, which means “look in to deep”. The plan is getting evolved through the process like:

- Identification of Issues/problems regarding land, channel, drainage and other water bodies.
- Classification of the problems
- Solution identification (Time, who and Type)
- Estimation of cost (Contribution of different stake holders)
- Back ground history of the problems
- And how long the problem existing

Answer of these points/Questions will make the micro plan. He also pointed out that the Micro Plan can be divided in to three parts. They are;

- 1 Description
 - Land and farmers details (available in narrative report)
 - Details of channel (available in narrative report)
 - Water bodies details (available in Resource Map)
 - Farmers List
 - Sub groups, WUA
- 2 Problem/issues
 - Only Regarding Water Bodies (Irrigation, Drainage and other water bodies like ponds, wells, lakes etc.)
- 3 Finance/costs

The details regarding the water bodies can be collected from the field through the ***channel walk*** with the map. During the time it can be noted that the activities to be done and already done by the various departments and its extents. It should be noted separately

in the different classification like A, B, A1, B1 etc. (format developed No. 1)
Measurements are decided to note in terms of Meters and Acres

TER 4 Presented the micro plan which they had prepared already with the support of the people in the **Kidangal Grama Panchayat**. Devi and Ramanchandran presented the Map and explained its process. As per their presentation the following process were taken places for the preparation of the plan

- Meeting with panchayath
- Field visit with Farmers leaders and Panchayath representatives
- Collected details through discussion and field verification
- Marked the findings in the Map
- Approximate cost prepared with the support of the farmers

Followed by the presentation it is decided to prepare a “*Micro Planning Map*”

The guide line for Map preparation also discussed and arrived into a consensus such as

- 1 Channel walk with Farmers, huskers and JE (PWD/ Agri .– if available)
- 2 Use separate colours for marking different type of channels and other water bodies. They are:
 - a) Only use white charts for the Map preparation
 - b) A channel Dark Green colour
 - c) B channel Rose colour
 - d) C channel Dark blue colour
 - e) D channel Orange colour
 - f) Drinage Brown colour
 - g) Encroachment Red colour
 - h) Flooding Shading with dots
 - i) A1 B1 etc can be marked in the channels by writing
 - j) Ponds/ wells Light Blue

The Content to be added in the Map also Finalized through discussion. They are:

- 1 Encroachments
- 2 Bund damages
- 3 Shutters
- 4 Pit damages
- 5 Siltations
- 6 Flooding
- 7 Salination
- 8 Weeding

Steps for the preparation of Micro planning also discussed and finalized in the meeting

- 1 Introduction
- 2 Micro plan Map
- 3 Problem identification and consolidation
- 4 Cost estimation (After internal discussion)
- 5 Implementation
- 6 Work plan (time plan)
- 7 Operation and Maintenance
- 8 Monitoring and Evaluation
- 9 Plan Document preparation
- 10 Submission of the Document to Panchayath, PWD, Agri.Dept.and NCRC

At the end of the discussions in connection with the Micro plan preparation, the following decisions also taken by the Team:

It is decided to prepare micro plans in the following Panchayats as a pilot and present it in the next review meeting for more clarifications/inclusions if any.(Sept end)

TER 9 Palakkurichi and mahadhanam
TER 4 Kidangal and Kalamanallur
TER 1 Kattur

- Also decided to take part in the process by the Team Leader and Social Coordinator in Kalamanallur and Kattur respectively.

The second session of the Day was lead by the Social Coordinator and this is particularly regarding the issues at the field level.

Issues raised by the team members are;

- Lack of cooperation from the Thirukkadiyur panchayath president in the implementation of the project
- Lack of attention in the completion of tasks given to the staff
- Availability of notices before the Sub group formation

After discussing the issues in detail the following decisions were taken by the group

- It is decided to keep the process in pending at Thirukkadiyur till the completion in other Panchayaths.
- Weekly staff meeting is planned in the auspicious of the Social Coordinator at TER level to monitor the works at field level and also decided to participate in the meeting by the Team Leader Twice in a month. The meeting days fixed Wednesday at Akkur for TER 1&4 and Thursday at Nagai for TER 9

- Minutes of the meeting will be prepared by the cluster leaders and send to others in due time.
- Finalised notice matter and decided to print 5000 nos. within Saturday (8th sept 07)

The meeting ended by 1 PM

Participants

PremKumar, A Yohannan, Satheesh, Perumal, Jamal, N Devi, G Devi, Darmalingam Usha, Ramachandran and Sambath.

Format for consolidation of Micro Plan data (No.1)

Sl. No	Problem	location	Extend	Unit	Solutions	Responsibilities			
						PWD	Agri.Dept	GP	WUA

Format for Cost Estimation (No. 2)

Sl. No.	Activity	Unit	Unit rate	Cost	WUA/NCRC	People's contribution