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稲作技術普及  
第三国研修実施協議議事録

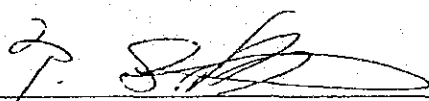


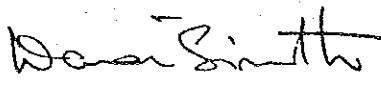
RECORD OF DISCUSSIONS  
BETWEEN THE RESIDENT REPRESENTATIVE OF JICA THAILAND OFFICE  
AND THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE KINGDOM OF THAILAND  
ON THE THIRD COUNTRY TRAINING PROGRAMME

The Japanese Consultation Team organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hisashi TERAKADO and the authorities concerned of the Government of the Kingdom of Thailand represented by Mr. Wanchai SIRIRATTNA, Director-General, Department of Technical and Economic Cooperation, signed the Record of Discussions on the Third Country Training Programme in the field of Rice Cultivation Technique and Extension on April 8, 1986, witnessed by Mr. Yookti SARIKAPHUTI, Director-General, Department of Agriculture, to be conducted as one of the Immediate Action Programme of ASEAN-Pacific Cooperation for Human Resources Development.

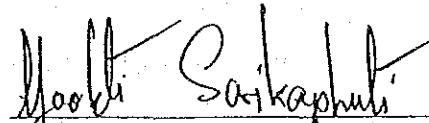
In the wake of the result of the evaluation of above-mentioned programme, the Resident Representative of JICA Thailand Office and the authorities concerned of the Government of the Kingdom of Thailand agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Bangkok, August 25, 1987

  
\_\_\_\_\_  
Mr. Tsutomu SAITO  
Resident Representative,  
Japan International Cooperation  
Agency, Thailand Office

  
\_\_\_\_\_  
Mr. Wanchai Sirirattna  
Director-General,  
Department of Technical and  
Economic Cooperation

Witnessed by:

  
\_\_\_\_\_  
Mr. Yookti Sarikaphuti  
Director-General,  
Department of Agriculture

## ATTACHED DOCUMENT

The Government of Japan and the Government of the Kingdom of Thailand will cooperate with each other in organizing the training course in the field of rice cultivation technique and extension at Suphan Buri Experiment and Training Center (hereinafter referred to as "the Course") under the Third Country Training Programme of JICA.

The Government of the Kingdom of Thailand will conduct the Course with the support of the technical cooperation scheme of the Government of Japan. The Course will be held once a year from the Japanese fiscal year of 1987 to 1991 subject to an annual consultation between both Governments. The Course will be operated in accordance with the following:

1. TITLE

The Course will be entitled "Rice Cultivation Technique and Extension -Rice Base Cropping System-"

2. PURPOSE

The purpose of the Course is to systematically introduce participants engaged in agricultural training or extension work to knowledge and technique required for high production of rice and the second crop.

3. DURATION

The Course will be held from October 26 to December 18, 1987

4. CURRICULUM

The tentative curriculum of the Course is attached as ANNEX I.

5. INVITED COUNTRIES

The Governments of the following countries will be invited to apply for the Course by nominating their applicant(s):

The Philippines, Malaysia, Indonesia, Brunei, Burma, Bangladesh, India, Nepal, Pakistan, Butan, Sri Lanka, Papua New Guinea, Fiji, Solomon Islands, Tonga, Tuvalu, Kiribati, Niwe, Western Samoa, Cook Islands, Nauru and Vanuatu.

6. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed twelve (12) in total. And the number of participants from Thailand shall not exceed four(4).

7. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course are;

7-1 To be nominated by their respective Governments in accordance with the procedure mentioned in 9-1 below,

7-2 To be university graduates or to have the equivalent academic background,

7-3 To have the practical experience of more than three (3) years in the field of agricultural training or extension service in rice cultivation,

7-4 To be engaged in the above-mentioned field,

7-5 To be under forty(40) years of age in principle,

7-6 To have a good command of spoken and written English, and

7-7 To be in good health to complete the Course.

8. FACILITIES AND INSTITUTIONS

Suphan Buri Experiment and Training Center, Farming System Research Institute, Department of Agriculture (hereinafter referred to as "DOA")

9. PROCEDURE OF APPLICATION

9-1 The Government applying for the Course shall forward five (5) copies of the prescribed application form for each nominee to the Government of the Kingdom of Thailand through its diplomatic channels not later than September 15, 1987.

9-2 The Government of the Kingdom of Thailand will inform the applying Governments whether or not the applicant(s) is/are accepted for the Course not later than October 1, 1987.

10. UNDERTAKING OF BOTH GOVERNMENTS.

In organizing and implementing the Course, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country:

10-1 *The Government of the Kingdom of Thailand*

10-1-1 Department of Technical and Economic Cooperation (hereinafter referred to as "DTEC")

- (1) To forward the General Information brochures (G.I.) of the Course to the Government of the invited countries through its diplomatic channels,
- (2) To receive application forms and forward them to DOA,
- (3) To notify the selection of participants to the respective Governments through its diplomatic channels and to the JICA Thailand Office (hereinafter referred to as "the JICA Office"),
- (4) To arrange accommodations for participants,
- (5) To arrange international air tickets for overseas participants and to meet and see them off at the airport,
- (6) To take budgetary measures to bear the expenses necessary for conducting the Course excluding the expenses financed by the Government of Japan,
- (7) To submit a statement of expenditures to the JICA Office.

10-1-2 DDA

- (1) To formulate the curriculum based on ANNEX I,
- (2) To draft and print the G.I.,
- (3) To assign an adequate number of its staff as lecturers/instructors for the Course,
- (4) To provide its training facilities and equipment for the Course,
- (5) To select participants in the Course,
- (6) To arrange domestic study tour(s) to be included in the Course,
- (7) To issue certificate to the participant who has successfully completed the Course,
- (8) To submit a course report to the JICA Office,
- (9) To coordinate any matter related to the Course.

10-2 The Government of Japan

- (1) To dispatch short-term experts, by following the regular procedures of its technical cooperation scheme, who will give advice to Suphan Buri Center and deliver lectures on such subjects as mentioned in ANNEX I.
- (2) To accept a counterpart personnel for training in Japan,
- (3) To bear the following expenses for the Course through JICA,
  - a) Such expenses relevant to overseas participants as international economy-class flight fare, accommodation, per-diem and medical insurance premiums,
  - b) Such expenses relevant to DTEC as honoraria for external lecturers, arrangement of meeting and study tour(s), teaching aids, expendable supplies, copies and reprints, and secretarial services.

11. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure of the funds for the expenses to be borne by the Government of Japan through JICA will be arranged in accordance with the following procedure.

11-1 DTEC will inform the JICA Office of the name of bank, the account code number, and the name of the account holder to accept the fund remitted by JICA.

11-2 DTEC will submit to the JICA Office a bill of estimate for expenses to be borne by the Government of Japan not later than sixty(60) days before the opening of the Course.

11-3 JICA will assess the estimated bill and remit the assessed amount of expenses to the account mentioned in 11-1 above within thirty (30) days after the receipt of the bill of estimate.

11-4 DTEC will submit to the JICA Office a statement of expenditures within thirty (30) days after termination of the Course.

11-5 In case any amount of the fund remitted by JICA remains unspent, DTEC will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The fund allocated for the flight fare, accommodation and per-diem shall not be appropriated for any other purposes.

11-6 By the request of JICA, DTEC will make available for JICA' reference all the receipts and the documentary evidence necessary to certify the expenditures stated in 11-4 above.

12. The following procedures should be arranged in relation to the preceding items:-

12-1 Para 2,P.1: A joint evaluation may be held within the first three-year period (1987-1989) to determine the continuation of the training course for the next two-year period.



12-2 The dates specified in items 3 and 9 should be decided upon on a yearly basis by mutual consideration.

12-3 The curriculum specified in item 4 may be modified if and when the necessity arises.

12-4 The list of invited countries and number of participants specified in items 5 and 6 are subject to change and modification.

13. This attached Document and the following Annexes attached hereto shall be deemed to be the part of the Record of Discussions:

ANNEX I : Tentative Curriculum of the Course

ANNEX II : Schedule of Course Operation

ANNEX III : Tentative Estimate of Expenses

Duration : 8 weeks (October 26-December 18, 1987)

Date	9:00-12:00 a.m.	1:30-4:30 p.m.
<u>October</u>		
26 (Mon)	Administrative	Arrangement (DTEC)
27 (Tue)	Opening Ceremony (DOA)	Leave for Suphan Buri, courtesy call Suphan Buri Governor and Orientation
28 (Wed)	Climate and Rice	Rice production
29 (Thu)	Rice Cultivation in Thailand	Land preparation (Field and practical study)
30 (Fri)	Submerge soil	Fertilizer and fertilizer management (Field and practical study)
<u>November</u>		
2 (Mon)	Cropping systems	Cropping systems (Field and practical study)
3 (Tue)	Rice physiology	Rice physiology (Field and practical study)
4 (Wed)	Direct Sowing method (Field and practical study)	Seed bed preparation (Field and practical study)
5 (Thu)	Box nursery method (Field and practical study)	Transplanting method (Field and practical study)
6 (Fri)	Farm machinery in Thailand	Farm machinery practice (Field and practical study)
7 (Sat)		
8 (Sun)		
9 (Mon)	Rice varietal improvement (Lowland Rice)	Rice varietal improvement (Floating Rice)
10 (Tue)	Breeding method (Field and practical study)	Sampling method (Field and practical study)
11 (Wed)	Country report on	Rice based cropping systems and discussion
12 (Thu)	Country report on	Rice based cropping systems and discussion
13 (Fri)	Role of agricultural extension in Thailand	Visit Suphan Buri agricultural extension office and discussion

Date	9:00-12:00 a.m.	1:30-4:30 p.m.
14 (Sat)		
15 (Sun)		
16 (Mon)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
17 (Tue)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
18 (Wed)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
19 (Thu)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
20 (Fri)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
21 (Sat)	Observation of farmer's field and experiment station of upland area (Pitsanuloke, Phrae, Chiangrai and Chiangmai Province)	
22 (Sun)		
23 (Mon)	Diseases of rice and Control	Disease of rice and Control (Field and practical study)
24 (Tue)	Insect pest and control	Insect pest and control (Field and practical study)
25 (Wed)	Weed and weed control	Weed and weed control (Field and practical study)
26 (Thu)	Rice agronomy (Japanese expert)	Rice agronomy (Japanese expert)
27 (Fri)	Rat and Rat Control	Rat and Rat Control (Field and practical study)
28 (Sat)		
29 (Sun)		
30 (Mon)	Observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)	
<u>December</u>		
1 (Tue)	Observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)	

Date	9:00-12:00 a.m.		1:30-4:30 p.m.
2 (Wed)	Observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)		
3 (Thu)	observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)		
4 (Fri)	Observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)		
5 (Sat)	Observation of farmer's field and experiment station of central plain area (Bangkok, Ayuttaya, Chainat and Nakhonsawan Province)		
6 (Sun)			
7 (Mon)	Agromachinery		(Japanese expert)
8 (Tue)	Agromachinery		(Japanese expert)
9 (Wed)	Special lecture		(Japanese expert)
10 (Thu)	-		-
11 (Fri)	Special lecture		(Japanese expert)
12 (Sat)			
13 (Sun)			
14 (Mon)	Plant quarantine in Thailand		Visit Suphan Buri Milling (Field and practical study)
15 (Tue)	(Seed stadard) (Field and practical study)		Quality and paratibility test) (Field and practical study)
16 (Wed)	Final report	and	presentation
17 (Thu)	Final report	and	presentation
18 (Fri)	Evaluation		meeting and closing ceremony

## ANNEX II

## SCHEDULE OF COURSE OPERATION

MONTH	THAI SIDE	JAPANESE SIDE
July August, 1987	<ol style="list-style-type: none"> <li>1. Signing of Record of Discussions</li> <li>2. Preparation of G.I.</li> <li>3. Submission of Forms A-1</li> <li>4. Distribution of G.I. &amp; Application Form</li> <li>5. Opening of Bank Account</li> <li>6. Submission of Bill of Estimate</li> <li>7. Receipt of Application Forms</li> </ol>	<ol style="list-style-type: none"> <li>1. Signing of Record of Discussions</li> <li>2. Recruitment of Experts</li> <li>3. Submission of B-1 Forms</li> </ol>
September	Notification of the Selection of the Participants	Remittance of Expenses
October	Implementation of Course	Dispatch of Experts
December, 1987	<ol style="list-style-type: none"> <li>1. Submission of Statement of Expenditures</li> <li>2. Submission of Course Report</li> </ol>	

## TENTATIVE ESTIMATE OF EXPENSES

No.	Items	JICA Budget ₪	DTEC Budget ₪
I.	<u>Invitation Expenses</u>		
	1) Air fare ₪30,000 x 12 persons	360,000	-
	2) Airport Tax ₪150 x 12 persons	1,800	-
	3) Peridium ₪600 x 10 days x 12 persons	72,000	-
	4) Peridium ₪500 x 44 days x 12 persons	264,000	-
	5) Health Insurance	13,693	-
	Sub-Total for Invitation Expenses	711,493	-
II.	<u>Training Expenses</u>		
	1) Honorarium		
	1) External lecturer ₪650 x 9 hrs.	5,850	-
	2) Internal lecturer ₪150 x 96 hrs.		14,400
	2) Preparation of lecture notes	6,000	-
	3) Study tour 1) Bus total (12) days	20,000	40,000
	2) preliminary survey of 18 places	10,000	-
	4) Secretarial Services		
	1) clerk ₪2,000 x $\frac{74}{30}$ months	4,933	
	2) typist ₪4,000 x $\frac{74}{30}$ months	9,866	
	3) accountant ₪4,000 x $\frac{74}{30}$ months	9,866	
	4) driver ₪3,000 x $\frac{74}{30}$ months	7,400	
	5) farm assistant ₪1,860 x $\frac{74}{30}$ months	4,588	
	5) Text Book, Documentary Services	34,500	
	6) Material procurement	104,000	
	7) Expendable supply		
	1) Consumer goods	10,000	
	2) Gasoline	1,800	3,600

8) Book allowance ₱200 x 12 persons	2,400	2,400
9) Opening Ceremony	20,000	2,000
10) Closing Ceremony	20,000	2,000
11) Books and Newspaper	5,000	-
Sub-Total for Training Expenses (II)	276,203	64,400
Grand Total for (I) and (II)	987,696	





## 10. インドネシア

住宅政策

第三国研修実施協議議事録



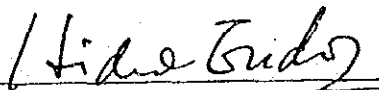
RECORD OF DISCUSSIONS  
BETWEEN  
THE RESIDENT REPRESENTATIVE OF JICA INDONESIA OFFICE  
AND THE DIRECTOR GENERAL OF AGENCY FOR RESEARCH AND DEVELOPMENT,  
MINISTRY OF PUBLIC WORKS OF THE GOVERNMENT  
OF THE REPUBLIC OF INDONESIA  
ON THE THIRD COUNTRY TRAINING PROGRAMME

The Japanese Preliminary Survey Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hideo OHATA visited the Republic of Indonesia from June 15, 1987 to June 24, 1987 for the purpose of conducting a preliminary survey for training course in the field of housing under the Third Country Training Programme.

Based on the Minutes of Meeting signed between the head of the Team and Director of Institute of Human Settlements on June 23, 1987, the Resident Representative of JICA Indonesia Office and the Director General of Agency for Research and Development, Ministry of Public Works of the Government of the Republic of Indonesia agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Jakarta, September 11, 1987.

For Japan International  
Cooperation Agency (JICA)



Hideo ENDO  
Resident Representative of  
Japan International Coopera-  
tion Agency (JICA),  
Indonesia Office.

For Agency for Research and  
Development, Ministry of Public  
Works



Karman Somawidjaja  
Director General of  
Agency for Research and  
Development,  
Ministry of Public Works.

ATTACHED DOCUMENT

The Government of Japan and the Government of the Republic of Indonesia will cooperate with each other in organizing a training course in the field of housing at the Institute of Human Settlements (hereinafter referred to as "the Course") under the Third Country Training Programme of JICA.

The Government of the Republic of Indonesia will conduct the Course with the support of technical cooperation scheme of the Government of Japan. The Course will be held once a year from the fiscal year of 1987 to 1991, subject to annual consultation between both Governments.

In the fiscal year of 1987, the Course will be operated in accordance with the following items:

1. T I T L E

The Course will be entitled THIRD COUNTRY TRAINING COURSE ON HOUSING STRATEGIES FOR URBAN LOW INCOME GROUPS.

2. P U R P O S E

The purpose of the Course is :

- a) To disseminate knowledge and research findings in the field of housing and building materials which have been accumulated by the Institute of Human Settlements in cooperation with various research institutes of Japan to other developing countries in ASEAN and its neighbouring countries;
- b) To participate in the programme of activities of the United Nations the International Years of Shelter for the Homeless.

### 3. OBJECTIVE

At the end of the Course, the participants are expected :

- a) To refresh and update knowledge and practical experience in the field of housing development strategies for urban low income groups;
- b) To exchange views, information, and practical experiences on housing and building materials development strategies in an effort to improve housing conditions in the participating countries.

### 4. D U R A T I O N

The Course will be held from February 20, 1988 to March 20, 1988.

### 5. CURRICULUM

The tentative curriculum of the Course is attached as ANNEX I.

### 6. INVITED COUNTRIES

The Governments of the following countries will be invited to apply for the Course by nominating their applicant(s) : Bangladesh, Brunei Darussalam, Burma, Fiji, India, Malaysia, Nepal, Pakistan, Papua New Guinea, Singapore, Sri Lanka, Thailand, The Philippines, and Western Samoa.

### 7. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed fifteen (15) in total, and the number of participants from Indonesia shall not exceed five (5).

### 8. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course are :

- 8-1. To be nominated by their respective Governments in accordance with the procedure mentioned in 10-1 below,

- 8-2. To be university graduates or to have the equivalent academic background,
- 8-3. To have the practical experience of more than five (5) years in the field of housing,
- 8-4. To be at least twenty five (25) years of age in principle,
- 8-5. To have a good command of spoken and written English,
- 8-6. To be citizens of the nominating countries, and
- 8-7. To be in good health to complete the Course.

#### 9. FACILITIES AND INSTITUTION

The Course will be conducted at the Institute of Human Settlements (hereinafter referred to as "IHS"), Agency for Research and Development, Ministry of Public Works.

#### 10. PROCEDURE OF APPLICATION

10-1. The Government applying for the Course shall forward five (5) copies of the prescribed application form for each nominee to the Government of the Republic of Indonesia through their diplomatic channels not later than two (2) months before the commencement of the Course.

10-2. The Government of the Republic of Indonesia will inform the applying governments whether or not the applicant(s) is/are accepted to the Course not later than one (1) month before the commencement of the Course.

#### 11. UNDERTAKING OF GOVERNMENT OF JAPAN AND GOVERNMENT OF THE REPUBLIC OF INDONESIA

In organizing and implementing the Course, in compliance with the Tentative Schedule of the Course Operation attached in ANNEX II, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country :

11-1. The Government of the Republic of Indonesia  
Ministry of Foreign Affairs

- (1) To forward the General Information brochures (GI) of the Course to the Governments of the invited countries through its diplomatic channels,
- (2) To receive application forms and forward them to IHS, and
- (3) To notify the respective Governments, through its diplomatic channels, of results of the selection of participants.

Institute of Human Settlements ( I H S )

- (1) To formulate the curriculum based on ANNEX I,
- (2) To draft and print the General Information,
- (3) To assign an adequate of its staff and relevant experts as lecturers/instructors for the Course,
- (4) To provide its training facilities and equipment for the Course,
- (5) To select participants for the Course, and to inform the result of selection to JICA Indonesia Office (hereinafter referred to as " the JICA Office " ),
- (6) To arrange accommodations for participants,
- (7) To meet and see off the participants from the invited countries at the airport,
- (8) To arrange domestic study tour(s) to be included in the Course,
- (9) To take budgetary measures to bear the expenses necessary for conducting the Course excluding the expenses financed by the Government of Japan,
- (10) To issue certificates to the successful participants at the end of the Course,

- (11) To submit a course report and a statement of expenditures to the JICA Office, and
- (12) To coordinate any matter related to the Course.

#### 11-2. The Government of Japan

- (1) To dispatch, following the regular procedures of its technical cooperation scheme, short-term expert(s) who will give advice to IHS and deliver lectures on such subjects as mentioned in ANNEX I.
- (2) To bear the following expenses through JICA as the Tentative Estimate of Expenses mentioned in ANNEX III :
  - a) Such expenses relevant to participants from the invited countries as international economy-class flight fare, per diem ( including accomodation, etc. ), and medical insurance premium;
  - b) Such expenses relevant to IHS as honoraria for external lecturers, arrangement of meeting(s) and study tour(s), teaching aids, expendable supplies, copies and reprints, and secretarial services.

NOTE: The International air tickets for the participants from the invited countries will be arranged by JICA Office.

#### 12. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure of the fund for the expenses to be borne by JICA will be arranged in accordance with the following procedure :

- 12-1. To receive the fund remitted by JICA, IHS will inform the JICA Office of the name of bank, the account code number, and the name of the account holder;



12-2. IHS will submit to the JICA Office a bill of estimate for the expenses to be borne by JICA not later than sixty (60) days before the opening of the Course;

12-3. JICA will assess the bill of estimate and remit the assessed amount of expenses to the account mentioned in 12-1 within thirty (30) days after the receipt of the bill of estimate;

12-4. IHS will submit to the JICA Office a statement of expenditures within thirty (30) days after termination of the Course;

12-5. In case any amount of the fund remitted by JICA remains unspent, IHS will reimburse the unspent to the JICA Office in accordance with the instruction given by JICA.

The fund allocated for the flight fare, per-diem (accommodation etc.), and medical insurance premiums shall not be appropriated for any other purposes;

12-6. By the request of JICA, IHS will make available for JICA's reference, all the receipts and other documentary evidence necessary to certify the expenditures stated in 12-4.

13. This attached Document and the following Annexes attached hereto shall be deemed to the part of Record of Discussions:

ANNEX I : Tentative Curriculum of the Course.

ANNEX II : Tentative Schedule of the Course.

ANNEX III : Tentative Estimate of Expenses.

## ANNEX I.

TENTATIVE CURRICULUM OF THE THIRD COUNTRY TRAINING COURSE  
ON HOUSING STRATEGIES FOR URBAN LOW INCOME GROUPS  
FEBRUARY 20, 1988 to MARCH 20, 1988

Date	Subject	Hour	Session	Lecturer
Feb. 20 (Sat)	- Arrive in Jakarta			
21 (Sun)	- Observation in Jakarta			
22 (Mon)	- Opening Ceremony in Jakarta	09:00-09:30	1	I-J
	- Coffee Break	09:30-10:00		
	- Indonesian Housing Policy and Programme	10:00-12:00	1	I
	- L u n c h	12:00-13:30		
	- Move to Bandung	13:00-17:00		
23 (Tue)	- Orientation, Guidance on Subject of the Course	08:30-09:30	1	I-J
	- B r e a k	09:30-09:45		
	- Introduction of the Participants & Lecturers	09:45-12:00	1	I-J
	- L u n c h	12:00-13:30		
	- Paradigm of Urban Planning	13:30-16:30	1	J
24 (Wed)	- Exchange of Experience 1	08:30-12:30	2	I-J
	- L u n c h	12:30-13:30		
25 (Thu)	- Exchange of Experience 2	08:30-12:30	2	I-J
	- L u n c h	12:30-13:30	2	
26 (Fri)	- Integrated Approach Towards Housing Dev.	08:00-10:00	1	I
	- Building Materials and Perspective of Technology Development	10:00-11:30	1	J

	- Statistical Analysis 1	13:30-16:00	1	J
27 (Sat)	- Visit to Building Material Factory			I
	- Visit to Housing Development Project near Bandung			I
28 (Sun)	- Free or Optional Tour			
29 (Mon)	- Building Materials Demand Estimation	08:30-10:30	1	J
	- B r e a k	10:30-10:45		
	- Statistical Analysis 2	10:45-12:30	1	J
	- L u n c h	12:30-13:30		
	- Low Cost Housing and Building Materials in Indonesia	13:30-16:30	1	I
Mar, 1 (Tue)	- Building Materials Standard and Quality Control	08:30-10:30	1	J
	- B r e a k	10:30-10:45		
	- Housing Demand Estimation	10:45-12:30	1	J
	- L u n c h	12:30-13:30		
	- Housing Supply Planning	13:30-16:00	1	J
2 (Wed)	- Utilization of Waste for Building Materials 1	08:30-10:30	1	I
	- B r e a k	10:30-10:45		
	- Urban Estate Management	10:45-12:30	1	I
	- L u n c h	12:30-13:30		
	- Land Provision	13:30-16:00	1	I
3 (Thu)	- Utilization of Waste Building Materials 2	08:30-10:30	1	I
	- B r e a k	10:30-10:45		
	- Housing Supply in Indonesia	10:45-12:30	1	I
	- L u n c h	12:30-13:30		

	- Small Scale Building Materials Industry	13:30-16:00	1	I
4 (Fri)	- Housing Finance 1	08:00-09:45	1	J
	- B r e a k	09:45-10:00		
	- Housing Finance 2	10:00-11:30	1	I
	- L u n c h	11:30-13:30		
	- People's Participation	13:30-16:00	1	I
5 (Sat)	- Rural and Urban Dev.	08:30-10:30	1	I
	- B r e a k	10:30-10:45		
	- Experience of KIP	10:45-12:30	1	I
	- L u n c h	12:30-13:30		
6 (Sun)	- Free or Optional Tour			
7 (Mon)	- Traditional Village Naga	08:00-15:00	3	I
8 (Tue)	- Field Observation 1, Lunch in between	08:30-15:00	3	I-J
	- Perumnas Housing Project - Land Consolidation Project in Bandung			
9 (Wed)	- Field Observation 2, Lunch in between	08:30-15:00	3	I-J
10 (Thu)	- Guidance on Field Observa- tion 3 (Building Materials)	08:00-15:00		
	- Field Observation 3, Lunch in between	-	3	I-J
11 (Fri)	- Mini-Report Preparation, Lunch in between	08:00-16:00	3	I-J
12 (Sat)	- Presentation of Mini-Report Lunch in between	08:00-16:00	3	I-J
13 (Sun)	- Move to Bali			
	Special Lecture 1, - Housing Resources Management		1	I
14 (Mon)	- Free or Optional Tour			
15 (Tue)	- Excursion in Bali			

- |          |  |   |   |
|----------|--|---|---|
|          | - Special Lecture 2                                  | 1 | 1 |
|          | - Special Lecture 3                                  | 1 | J |
| 16 (Wed) | - Move to Yogyakarta                                 |   |   |
|          | Excursion in Yogyakarta and Solo                     |   |   |
|          | - Rural Housing Development                          |   |   |
|          | - Clay Tile Producer in Solo                         |   |   |
| 17 (Thu) | - Excursion in Borobudur Temple and Prambanan Temple |   |   |
|          | - Move to Bandung                                    |   |   |
| 18 (Fri) | - Preparation of Final Report                        |   |   |
|          | - L u n c h  |   |   |
|          | - Presentation of Final Report                       |   |   |
| 19 (Sat) | - Closing Ceremony                                   |   |   |
|          | - Move to Jakarta                                    |   |   |
| 20 (Sun) | - Leave Jakarta                                      |   |   |

N O T E : J = Japanese Lecturer

I = Indonesian Lecturer

The sequence of the sessions will be finalized in GI brochure.

## ANNEX II.

## TENTATIVE SCHEDULE OF THE COURSE OPERATION

M O N T H	INDONESIAN SIDE	JAPANESE SIDE
Beginning of September, 1987	<ol style="list-style-type: none"> <li>1. Signing of Record of Discussions</li> <li>2. Preparation of GI brochure</li> <li>3. Submission of Form A-1</li> </ol>	<ol style="list-style-type: none"> <li>1. Signing of Record of Discussions</li> <li>2. Recruitment of Experts</li> </ol>
End of September, 1987	<ol style="list-style-type: none"> <li>1. Distribution of GI and Application Form</li> </ol>	
End of November, 1987	<ol style="list-style-type: none"> <li>1. Informing JICA Office Bank Account of IHS</li> <li>2. Submission of Bill of Estimate</li> <li>3. Receipt of Application Forms</li> </ol>	<ol style="list-style-type: none"> <li>1. Submission of Form B-1</li> </ol>
January, 1988	<p>Beginning of January</p> <ol style="list-style-type: none"> <li>1. Notification of the Selection of the Participants</li> </ol>	<p>End of January</p> <ol style="list-style-type: none"> <li>1. Remittance of Expenses to IHS's Bank Account</li> </ol>
February 20 to March 20, 1988	<ol style="list-style-type: none"> <li>1. Implementation of the Course</li> </ol>	<ol style="list-style-type: none"> <li>1. Dispatch of Experts</li> </ol>
End of April, 1988	<ol style="list-style-type: none"> <li>1. Submission of Statement of Expenditures</li> <li>2. Submission of Course Report</li> </ol>	

## ANNEX III.

## TENTATIVE ESTIMATE OF EXPENSES TO BE BORNE BY JICA

ITEM OF EXPENSES	BREAKDOWN	AMOUNT
<b>I. INVITATION EXPENSES</b>		
1. Airtickets	15 persons: 15p X US\$ 1586	US\$ 23,790
2. Transportation : Jakarta - Bandung	Rp 600,000 / Rp 1,640 =	US\$ 366
3. Per-diem (Accommodation etc.)	15 persons: 15p X 30d X \$50=	US\$ 22,500
4. Medical Insurance	15 persons: 15p X \$13	US\$ 195
<b>SUB TOTAL I</b>		<b>US\$ 46,851</b>
<b>II. TRAINING EXPENSES</b>		
1. Study Tour (Bali, Yogyakarta, West Java)	1. Participants and lecturers Airplane 25 X Rp 300,000.-	US\$ 4,573
	=	
	Rp 1,640	
	2. Bali Rp 1,000,000.- Yogyakarta 600,000.- West Java 1,000,000.-	US\$ 1,585
	3. Per-diem 5 Ind. Part. 5p X 6d X \$50 =	US\$ 1,500
2. Material :		
(1) Copy of papers/ hands-out	Kp 75 X 50pg X 50mcp X 40p	US\$ 4,573
	=	
	Rp 1,640	
(2) Expendable Supplies	Training Materials 20p X \$100	US\$ 2,000
3. Honoraria :		
a. External Lecturers	10 sessions X \$50	US\$ 500
b. Textbook/hands-out	10 manuscripts X \$110	US\$ 1,000
c. Transportation for External lecturers	10p X Rp 50,000	US\$ 305
	=	
	Rp 1,640	
4. Meeting Expenses		
(1) Opening Ceremony	2t X 50p X Rp 25,000	US\$ 1,524
(2) Closing Ceremony	=	
	Rp 1,640	
5. Teaching Equipment	Overhead, Slide Proj., Sound System, etc.	US\$ 3,000

6. Communication (Telex, Telephone, etc.) US\$ 1,000

7. Miscellaneous Proceeding, Invitations, etc. US\$ 1,000

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SUB TOTAL II US\$ 22,560

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GRAND TOTAL US\$ 69,411

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## 11. ブ ラ ジ ル

救助・消火技術

第三国研修実施協議議事録



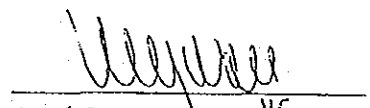
RECORD OF DISCUSSIONS  
BETWEEN  
COORDINATOR IN BRAZIL FOR TECHNICAL COOPERATION  
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
GENERAL COMMANDER OF THE FIRE BRIGADE, BRASILIA D.F.  
ON THE THIRD COUNTRY TRAINING PROGRAMME

The Japanese Preliminary Survey Team headed by Mr. Seiki Uehara had discussions with the authorities concerned of the Government of the Federative Republic of Brazil from 9 to 16 September 1987 with respect to the framework of the training course in the field of rescue and fire fighting under the Third Country Training Programme, and desirable measures to be taken by the authorities concerned of both Governments to ensure their successful operation.

Based on the above discussions, the Coordinator in Brazil for Technical Cooperation of the Japan International Cooperation Agency and the General Commander of the Fire Brigade, Brasilia D.F. agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Brasilia, October 14, 1987

  
Akio Suzuki  
Coordinator in Brazil  
for Technical Cooperation  
of the Japan International  
Cooperation Agency

  
José Roberto Megale Vale  
Comandante Geral  
do Corpo de Bombeiros  
do Distrito Federal

ATTACHED DOCUMENT

The Government of Japan and the Government of the Federative Republic of Brazil will cooperate with each other in organizing a training course in the field of rescue and fire fighting at the Fire Fighting Training Center (hereinafter referred to as "the Course") under the Third Country Training Programme of the Japan International Cooperation Agency (hereinafter referred to as "JICA").

The Fire Brigade, Brasilia D.F. will conduct the Course with the support of technical cooperation scheme of the Government of Japan. The Course will be held once a year from the Japanese fiscal year of 1987 to 1991, subject to annual consultation between the authorities concerned of both sides.

In the fiscal year of 1987, the Course will be operated in accordance with the following items;

1. TITLE

The Course will be entitled "International Training Course on Rescue and Fire Fighting."

2. PURPOSE

The purpose of the Course is to provide participants from South American countries with an opportunity to refresh and upgrade relevant techniques and knowledge in the field of rescue and fire fighting.

3. OBJECTIVES

By the end of the Course, the participants are expected to acquire :

3-1. Rescue techniques at emergency scenes

- (1) Rope knotting
- (2) Use of rescue tools
- (3) Rescue from high or low places
- (4) Search for missing victims at fire scenes

3-2. Fire fighting techniques at high-, middle-rise building fires and flammable liquids fires

- (1) Fire fighting (building fire, flammable liquids fire)
- (2) Control of smoke
- (3) Use of fire protection systems

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- 3-3. Water rescue techniques
  - (1) Physiology of free dive
  - (2) Adaptation to liquid environment and basic equipment
  - (3) Diving skills
  - (4) Search and recovery in water
- 3-4. Command techniques and safety management techniques
  - (1) Operation of fire fighting organization
  - (2) Safety management at trainings and emergency operations

4. DURATION

The Course will be held from 21 March to 19 May 1988.

5. CURRICULUM

The tentative curriculum of the Course is attached as ANNEX I.

6. INVITED COUNTRIES

The following countries will be invited to apply for the Course by nominating their applicant(s) :

Argentina, Bolivia, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela.

7. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed eighteen (18) in total. And the number of participants from Brazil shall not exceed seven (7).

8. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course are:

- 8-1. To be nominated by their respective Governments in accordance with the procedure mentioned in 10-1 below,
- 8-2. To be presently engaged in fire service and expected to play key roles in this field,
- 8-3. To have the practical experience of more than three (3) years in the field of rescue and fire fighting,
- 8-4 To be under thirty-five (35) years of age in principle,
- 8-5 To have the ability to follow the Course conducted in Portuguese,
- 8-6 To be able to swim, and
- 8-7 To be in good health, both physically and mentally to complete the Course.

9. FACILITIES AND INSTITUTIONS

The Fire Fighting Training Center of the Fire Brigade, Brasilia D.F.

10. PROCEDURE OF APPLICATION

10-1. The applicants for the Course shall forward five (5) copies of the prescribed application form for each nominee to the Fire Brigade through Brazilian diplomatic channels not later than two (2) months before the commencement of the Course.

10-2. The Fire Brigade will inform the applicants through Brazilian diplomatic channels whether or not the applicant(s) is/are accepted to the Course not later than one (1) month before the commencement of the Course.

11. UNDERTAKING OF BOTH SIDES

In organizing and implementing the Course, in compliance with the Tentative Schedule of the Course Operation attached in ANNEX II, both sides will take the following measures in accordance with the relevant laws and regulations in force in each country:

11-1 The Fire Brigade

- (1) To formulate the curriculum based on ANNEX I,
- (2) To draft and print the General Information brochures (G.I.),
- (3) To forward the G. I. to the Institutions concerned in the invited countries through Brazilian diplomatic channels,
- (4) To receive application forms through Brazilian diplomatic channels,
- (5) To assign an adequate number of its staff as lecturers/instructors for the Course,
- (6) To provide its training facilities and equipments for the Course,
- (7) To take safety measures in the practical training of the Course,
- (8) To select participants in the Course,
- (9) To notify the result of the selection to the Institutions concerned and to the Embassy of Japan in Brazil through Brazilian diplomatic channels,
- (10) To arrange accommodations for participants,
- (11) To arrange international air tickets for participants from the invited countries and to meet and see them off at the airport,
- (12) To take budgetary measures to bear the expenses necessary for conducting the Course excluding the expenses financed by JICA,
- (13) To issue certificates to the successful participants at the end of the Course,

- (14) To submit a course report and a statement of expenditures to the coordinator in Brazil for technical cooperation of JICA (hereinafter referred to as "the JICA's coordinator"), and
- (15) To coordinate any matter related to the Course.

#### 11-2. JICA

- (1) To dispatch short-term expert(s), following the regular procedures of its technical cooperation scheme, who will give advice to the Center and deliver lectures for the Course.
- (2) To bear the following expenses through JICA as the Tentative Estimate of Expenses attached in ANNEX III,
  - a) Such expenses relevant to participants from the invited countries as international economy-class flight fare, accommodation, per-diem and medical insurance premiums,
  - b) Such expenses relevant to the Fire Brigade as honoraria for external lecturers, arrangement of meetings and study tour(s), teaching aids, expendable supplies, copies and reprints and secretarial services.

#### 12. CLAIMS AGAINST JAPANESE SIDE

The Brazilian side undertakes to bear claims, if any arises, against the Japanese side resulting from or occurring in the Course except for those arising from the willful misconduct or gross negligence of the Japanese side.

#### 13. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure of the funds for the expenses to be borne by JICA will be arranged in accordance with the following procedure.

- 13-1 The Fire Brigade will open a bank account in the Federative Republic of Brazil to receive the fund remitted by JICA and inform the JICA's coordinator of the name of the bank, the account code number, and the name of the account holder.
- 13-2 The Fire Brigade will submit to the JICA's coordinator a bill of estimate for expenses to be borne by JICA not later than sixty (60) days before the commencement of the Course.
- 13-3 JICA will assess the bill of estimate and remit the assessed amount of expenses to the account mentioned in 13-1 above within thirty (30) days after the receipt of the bill of estimate.

- 13-4 The Fire Brigade will submit to the JICA's coordinator a statement of expenditures at the end of March, 1988 and within thirty (30) days after termination of the Course.
- 13-5 In case any amount of the fund remitted by JICA remains unspent, the Fire Brigade will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The fund allocated for the flight fare, accomodation , per-diem and medical insurance premiums shall not be appropriated for any other purposes.
- 13-6 By the request of JICA, the Fire Brigade will make available for JICA's reference all the receipts and other documentary evidence necessary to certify the expenditures stated in 13-4 above.
14. This Attached Document and the following Annexes attached hereto shall be deemed to be the part of the Record of Discussions:

ANNEX I : Tentative Curriculum of the Course

ANNEX II : Schedule of Course Operation

ANNEX III : Tentative Estimate of Expenses



ANNEX I

TENTATIVE CURRICULUM OF THE COURSE

The Course is to be conducted over a period of two months.  
The following major subjects will be covered in the Course.

1. Basic Theory (lectures) ----- 14 hours
  - a. Rescue (2 hours)
    - \* Necessity of rescue operation
    - \* Establishment of rescue unit and its equipment
    - \* Mission of rescue unit and its attitude
  - b. Safety Management (2 hours)
    - \* Safety management at rescue operation and at rescue training
  - c. First-aid Treatment (1 hour)
    - \* Life support treatment to the victim at the time of rescue
  - d. High-rise Building Fire and Flammable Liquids Fire (2 hours)
    - \* Characteristics of fire and fire fighting operation
  - e. Building and Fire Protection Systems (1 hour)
    - \* Use of fire protection systems
  - f. Water Rescue (2 hours)
  - g. Japanese Fire Services (4 hours)
    - \* Rescue techniques
    - \* Fire fighting techniques
  
2. Rescue Techniques (practices) ----- 84 hours
  - a. Basics of Rescue Activities (10 hours)
    - \* Rope knotting, Rope handling
  - b. Getting into a closed or locked building (25 hours)
    - \* Securing place of entry for rescue - 5 hours
    - \* Entry by means of human ladder - 2.5 hours
    - \* Rope climbing, Rope descending - 10 hours
    - \* Entry by means of portable ladder - 2.5 hours
    - \* Rope crossing (monkey, sailor, Tirolean) - 5 hours

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- c. Rescue (35 hours)
  - \* Rescue from high place (by first-aid use of ladder, by use of stretcher slinged by one point, by rope descending with the victim on the back, by use of ladder as crane) -14 hours
  - \* Rescue from low place (by use of pulley and rope, by use of ladder as crane) - 10 hours
  - \* Rescue from galleries with/without gas - 6 hours
  - \* Rescue from horizontal place (crawling out with the victim, pulling out of the victim) - 3 hours
  - \* Rescue from elevator - 2 hours
- d. Search (6 hours)
  - \* Heat and smoke endurance training - 3 hours
  - \* Search, command, evacuation of occupants, at high-, middle-rise building fire and underground fire - 3 hours
- e. Use of Rescue Tools (8 hours)
  - \* Handling of rescue tools, breaking tools, and personal protection gear

3. Fire Fighting Techniques (practices) ----- 25 hours

- a. High-, Middle-rise Building Fire (13 hours)
  - \* Entry (by aerial ladder, portable ladder, interior stairs, human ladder) - 5 hours
  - \* Hose lay, defencing position for combatting fire, fire streams - 5 hours
  - \* Use of breathing apparatus and others - 3 hours
- b. Ventilation (6 hours)
  - \* Smoke ejection by streams
  - \* Ventilation
- c. Use of Fire Protection Systems (3 hours)
  - \* Use of sprinklers and building hydrants
- d. Flammable Liquids Fire Fighting (3 hours)
  - \* Use of foam agent
  - \* Use of fire extinguishers on oil pan

4. Water Rescue Techniques ----- 38 hours

- a. Physiology of Free Dive (6 hours)
- b. Adaptation to Liquid Environment and Basic Equipments (6 hours)
- c. Free Dive Activities (6 hours)
- d. Search and Recovery in Water (20 hours)

5. Combined Training (practices) ----- 15 hours
- a. Combined Training (10 hours)
    - \* Fire fighting and rescue trainings at high-,middle-rise building fire
  - b. Rescue Command (5 hours)
    - \* Rescue command by nature of incident
6. Study Visits ----- 15 hours
- a. Study of Fire Protection Systems in Building (5 hours)
    - \* At department stores and hotels
  - b. Study of Fire Services in the city (5 hours)
    - \* Fire department headquarters and fire stations in Brasilia
  - c. Fire Scene (5 hours)
7. Functions ----- 34 hours
- a. Orientation (5 hours)
  - b. Courtesy Visit (5 hours)
  - c. Country Report (8 hours)
  - d. Discussions, Evaluation (5 hours)
  - e. Opening, Closing Ceremonies (7 hours)
  - f. Discretion of Coordinating Staff (4 hours)

TOTAL            225 hours

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## ANNEX II

## SCHEDULE OF THE COURSE OPERATION

MONTH	BRAZILIAN SIDE	JAPANESE SIDE
Early October 1987	1. Signing of Record of Discussions 2. Preparation of G. I.	1. Signing of Record of Discussions
Late October 1987	1. Distribution of G. I. and Application Form	
Early November 1987	1. Submission of Forms A-1	1. Recruitment of Experts
Early January 1988	1. Opening of Bank Account 2. Submission of Bill of Estimate 3. Receipt of Application Forms	1. Submission of Forms B-1
Early February 1988	1. Notification of the Selection of the Participants	1. Remittance of Expenses
March - May 1988	1. Implementation of Course	1. Dispatch of Experts
March 1988	1. Submission of Statement of Expenditures (1)	
June 1988	1. Submission of Statement of Expenditures (2) 2. Submission of Course Report	

## ANNEX III

## TENTATIVE ESTIMATE OF EXPENSES TO BE BORNE BY JICA

ITEM OF EXPENSES	BREAKDOWN	AMOUNT (US\$)
<b>I. Invitation Expenses</b>		
1. Airtickets (round trip)	1,000 X 18 persons	18,000
2. Per-diem	15 X 18 persons X 60 days	16,200
3. Accomodation	40 X 18 persons X 60 days	43,200
4. Medical Insurance	70 X 18 persons	1,260
<b>SUB TOTAL</b>		<b>78,660</b>
<b>II. Training Expenses</b>		
1. Employment Fee Secretary	400 X 3 months	1,200
2. Material Procurement		
(1) Consumables		
Copy and Print	150 X 25 persons	3,750
(2) Teaching Aids		
Fire rescue tools	200 X 25 persons	5,000
Water rescue tools	160 X 25 persons	4,000
Chemicals for fire extinguishers		1,000
3. Textbooks	60 X 25 persons	1,500
4. Meeting Expenses		
Opening Ceremony	10 X 70 persons X 2 times	1,400
Closing Ceremony		
5. Audio Visual Equipments		15,000
<b>SUB TOTAL</b>		<b>32,850</b>
<b>GRAND TOTAL</b>		<b>111,510</b>



12. タ イ

コミュニティーフォレストリー  
第三国研修実施協議議事録





RECORD OF DISCUSSIONS  
BETWEEN THE RESIDENT REPRESENTATIVE OF JICA THAILAND OFFICE  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE KINGDOM OF THAILAND  
ON THE THIRD COUNTRY TRAINING PROGRAMME

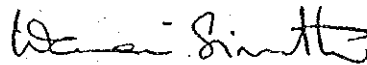
The Japanese Consultation Team organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hisashi TERAKADO and the authorities concerned of the Government of the Kingdom of Thailand represented by Mr. Wanchai Sirirattna, Director-General, Department of Technical and Economic Cooperation, signed the Record of Discussions on the Third Country Training Programme in the field of community forestry development techniques on April 8, 1986, witnessed by Dr. Chumni Boonyobhas, Director-General, Royal Forest Department, to be conducted as one of the Immediate Action Programme of ASEAN-Pacific Cooperation for Human Resources Development.

In the wake of the result of the evaluation of above-mentioned programme, the Resident Representative of JICA Thailand Office and the authorities concerned of the Government of the Kingdom of Thailand agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Bangkok, October 30, 1987

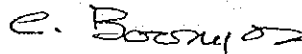


Mr. Tsutomu SAITO  
Resident Representative,  
Japan International Cooperation  
Agency, Thailand Office



Mr. Wanchai Sirirattna  
Director-General,  
Department of Technical and  
Economic Cooperation

Witnessed by :



Dr. Chumni Boonyobhas  
Director-General,  
Royal Forest Department

## ATTACHED DOCUMENT

The Government of Japan and the Government of the Kingdom of Thailand will cooperate with each other in organizing the training course in the field of community forestry development techniques at Royal Forest Department (hereinafter referred to as "the Course") under the Third Country Training Programme of JICA.

The Government of the Kingdom of Thailand will conduct the Course with the support of the technical cooperation scheme of the Government of Japan. The Course will be held once a year from the Japanese fiscal year of 1987 to 1991 subject to annual consultation between both Governments. The Course will be operated in accordance with the following:

1. TITLE

The Course will be entitled "Regional Training Course in Community Forestry Development Techniques".

2. PURPOSE

The purpose of the Course is:

- 1) To provide the participants with comprehensive theoretical training and field and practical studies on various aspects of Community Forestry with emphasis on Re-afforestation and Management Techniques,
- 2) To exchange views of Community Forestry Development among participants, and
- 3) To upgrade recognizing capacity of participants for community forestry.

3. DURATION

The Course will be held from March 27 to April 29, 1988.

4. CURRICULUM

The tentative curriculum of the Course is attached as ANNEX I.

5. INVITED COUNTRIES

The Governments of the following countries will be invited to apply for the Course by nominating their applicant(s):

The Philippines, Malaysia, Indonesia, Brunei, Singapore, Burma, Nepal,

Pakistan, Sri Lanka, Papua New Guinea, Fiji, Solomon Islands, Tonga, Tuvalu, Kiribati, Niue, Western Samoa, Cook Islands, Nauru and Vanuatu.

6. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed fifteen (15) in total.

7. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course are:

- 7-1 To be nominated by their respective Governments in accordance with the procedure mentioned in 9-1 below,
- 7-2 To be university or college graduates or to have the equivalent academic background,
- 7-3 To be engaged in community forestry development or re-forestation project,
- 7-4 To have the practical experience of, preferably, more than three (3) years,
- 7-5 To be under forty (40) years of age in principle,
- 7-6 To have a good command of spoken and written English, and
- 7-7 To be in good health to complete the Course.

8. FACILITIES AND INSTITUTIONS

Royal Forest Department, Ministry of Agriculture and Cooperatives (hereinafter referred to as "RFD")

9. PROCEDURE OF APPLICATION

- 9-1 The Government applying for the Course shall forward five (5) copies of the prescribed application form for each nominee to the Government of the Kingdom of Thailand through its diplomatic channels not later than February 15, 1988.
- 9-2 The Government of the Kingdom of Thailand will inform the applying Governments whether or not the applicant(s) is/are accepted for the Course not later than March 7, 1988.

10. UNDERTAKING OF BOTH GOVERNMENTS

In organizing and implementing the Course, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country:

10-1 The Government of the Kingdom of Thailand

10-1-1 Department of Technical and Economic Cooperation  
(hereinafter referred to as "DTEC")

- (1) To forward the General Information brochures (G.I.) of the Course to the Government of the invited countries through its diplomatic channels,
- (2) To receive application forms and forward them to Royal Forest Department, Ministry of Agriculture and Cooperatives,
- (3) To notify the selection of participants to the respective Governments through its diplomatic channels and to the JICA Thailand Office (hereinafter referred to as "the JICA Office"),
- (4) To arrange accommodations for participants,
- (5) To arrange international air tickets for overseas participants and to meet and see them off at the airport,
- (6) To take budgetary measures to bear the expenses necessary for conducting the Course excluding the expenses financed by the Government of Japan,
- (7) To submit a statement of expenditures to the JICA Office.

10-1-2 RFD

- (1) To formulate the curriculum based on ANNEX I,
- (2) To draft and print the G.I.,
- (3) To assign an adequate number of its staff as lecturers/instructors for the Course,
- (4) To provide its training facilities and equipment for the Course,
- (5) To select participants in the Course,
- (6) To arrange domestic study tour(s) to be included in the Course
- (7) To issue certificate to the participant who has successfully completed the Course,
- (8) To submit a course report to the JICA Office, and
- (9) To coordinate any matter related to the Course.

- 10-2 The Government of Japan
- (1) To dispatch short-term experts, by following the regular procedures of its technical cooperation scheme, who will give advice to the RFD and deliver lectures on such subjects as mentioned in ANNEX I.
  - (2) To accept a counterpart personnel for training in Japan.
  - (3) To bear the following expenses for the Course through JICA.
    - a) Such expenses relevant to overseas participants as international economy-class flight fare, accommodation, per-diem and medical insurance premiums.
    - b) Such expenses relevant to DTEC as honoraria for external lecturers, arrangement of meeting and study tour(s), teaching aids, expendable supplies, copies and reprints, and secretarial services.

#### 11. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure of the funds for the expenses to be borne by the Government of Japan through JICA will be arranged in accordance with the following procedure.

- 11-1 DTEC will inform the JICA Office of the name of the bank, the account code number, and the name of the account holder to accept the fund remitted by JICA.
- 11-2 DTEC will submit to the JICA Office a bill of estimate for expenses to be borne by the Government of Japan not later than sixty (60) days before the opening of the Course.
- 11-3 JICA will assess the estimated bill and remit the assessed amount of expenses to the account mentioned in 11-1 above within thirty (30) days after the receipt of the bill of estimate.
- 11-4 DTEC will submit to the JICA Office a statement of expenditures at the end of March, 1988 and within thirty (30) days after termination of the Course.
- 11-5 In case any amount of the fund remitted by JICA remains unspent, DTEC will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The fund allocated for the flight fare, accommodation and per-diem shall not be appropriated for any other purposes.
- 11-6 By the request of JICA, DTEC will make available for JICA's reference all the receipts and other documentary evidence necessary to certify the expenditures stated in 11-4 above.

12. The following procedures should be arranged in relation to the preceding items:

12-1 Para 2.P.1: A joint evaluation may be held within the first three-year period (1987-1989) to determine the continuation of the training course for the next two-year period

12-2 The dates specified in items 3 and 9 should be decided upon on a yearly basis by mutual consideration.

12-3 The curriculum specified in item 4 may be modified if and when the necessity arises

12-4 The list of invited countries and number of participants specified in items 5 and 6 are subject to change and modification

13. This Attached Document and the following Annexes attached hereto shall be deemed to be the part of the Record of Discussions:

ANNEX I : Tentative Curriculum of the Course

ANNEX II : Schedule of Course Operation

ANNEX III : Tentative Estimate of Expenses

## ANNEX I

## Tentative Curriculum of the Course

Mar 27	Arrival	Bangkok
Mar 28	Registration and Orientation	Bangkok
	<u>LECTURE IN BANGKOK</u>	
Mar 29	Basic Concept of Community Forestry	Bangkok
Mar 30	Techniques in Community Plantation	Bangkok
Mar 31	Small Scale Wood-based Industries	Bangkok
Apr 1	Extension	Bangkok
Apr 2	Country Reports (Participants)	Bangkok
Apr 3	holiday	Bangkok
	<u>FIELD PRACTICE</u>	
Apr 4 - 7	Charcoal and Charcoal Klin Making	Saraburi province
Apr 8 - 9	Nursery Techniques	Saraburi province
Apr 10	Holiday	Saraburi province
Apr 11 - 13	Rapid Rural Appraisal at Sakaerat	Nakorn Rat-chasima prov.
Apr 14 - 16	Planting at Sakaerat	Nakorn Rat-chasima prov.
	<u>FIELD TRIPS</u>	
Apr 17	To visit Community Woodlot Extension Project	Chacherngsao province
Apr 18 -19	To visit Bamboo Plantation	Prachinburi province
Apr 20	To visit Mangrove Forest Plantation	Samutsongkram prov.
Apr 21	To visit Fuelwood Plantation Project and Pottery Industry	Rachaburi province
Apr 22	To visit Huay Hong Krai Development Study Centre	Chiang Mai province
Apr 23	To visit Mae Moh and Mae Jang Forest Village Project	Lumpang province
Apr 24	Holiday	Chiang Mai province
	<u>INDIVIDUAL REPORT</u>	
Apr 25 - 26	Preparing Individual report presentation	Bangkok
Apr 27	Evaluation, Closing ceremony	Bangkok
Apr 28 - 29	Departure	

## ANNEX II

## SCHEDULE OF COURSE OPERATION

Month	Thai Side	Japanese Side
October	1. Signing of Record of Discussions	1. Signing of Record of Discussions
November	1. Preparation of G.I. 2. Submission of Forms A-1 3. Distribution of G.I. & Application Form	1. Recruitment of Experts
February 1988	1. Opening of Bank Account 2. Submission of Bill of Estimate 3. Receipt of Application Forms	1. Submission of B-1 Forms
March	1. Notification of the Selection of the Participants 2. Implementation of the Course 3. Submission of Statement of Expenditures (1)	1. Remittance of Expenses 2. Dispatch of Experts
April	1. Submission of Statement of Expenditures (2)	
May	1. Submission of Course Report	



TENTATIVE ESTIMATE OF EXPENSES

(in Bahts)

Items	Brakedown	JICA Budget	Remarks
1. Inviting Expenses			
Air fare	30,000 x 15 pers.	450,000	
Airport tax	150 x 15 pers.	2,250	
Per-diem	600 x 15 p x 13 days	117,000	Bangkok
	500 x 15 p x 21 days	157,500	Outside BKK
Health insurance	4,266 x 15 p x 27%	17,277	
Sub-total		744,027	
Training Expenses			
Honoraria for External lectures	1,000 x 16 period	16,000	
Preparation of lecture note	600 x 16 pers.	8,000	Ex-lectures
Study tour			
- flight fare to Chiang Mai	2,420 x 15 pers. x 1/2	18,150	DTEC 1/2
- Domestic Airport tax	40 x 15 p x 1/2	300	DTEC 1/2
- Bus rental	1,500 x 11 days	16,500	DTEC 03,500
Secretarial services			
-Clerk	2,000 x (10+33+10)/30 mon.	3,533	
-Typist	4,000 x (10+33+10)/30 mon.	7,087	
-Drivers	3,000 x (33/30) mon. x 2	6,600	
Printing	(2 x 350p x 60) + (50x60) + 6,000	51,000	
Material Procurement		53,000	
Expendable supplies			
-Consumer goods		15,000	
-Gasoline	(210kmx20dx2cars÷7km/1x12)x1/0	4,800	DTEC 2/3
Book allowance	200 x 15 pers.	3,000	DTEC 1/2
Opening ceremony		12,000	
Closing ceremony		15,000	
Sub-total		229,950	
Grand-total		973,977	



## 13. パキスタン

障害者リーダー養成  
第三国研修実施協議議事録

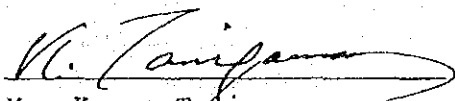


RECORD OF DISCUSSIONS  
BETWEEN THE RESIDENT REPRESENTATIVE OF JICA PAKISTAN OFFICE  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE ISLAMIC REPUBLIC OF PAKISTAN

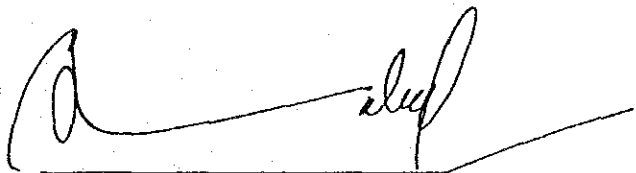
The Resident Representative of the Japan International Cooperation Agency (hereinafter referred to as "JICA") Pakistan Office (hereinafter referred to as "the JICA Office") and the Authorities Concerned of the Government of the Islamic Republic of Pakistan had a series of discussions for the purpose of organizing a seminar on "Leadership Training for Disabled People".

As a result of the discussions both sides agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Islamabad, November 17, 1987



Mr. Kazuo Tanigawa  
Resident Representative of  
JICA Pakistan Office



Syed Naseer Ahmad  
Additional Secretary  
Special Education &  
Social Welfare Division  
Ministry of Health,  
Special Education,  
and Social Welfare  
Government of Pakistan



NADEEM SIDDIQ  
Economic and Social  
Commission for Asia  
Government of Pakistan  
ISLAMABAD

ATTACHED DOCUMENT

The Government of Japan and the Government of the Islamic Republic of Pakistan will cooperate each other in organizing a seminar on the Leadership Training for Women with Disability at the Ministry of Health, Special Education and Social Welfare (hereinafter referred to as "the Seminar") under the Third Country Training Programme of JICA.

The Government of the Islamic Republic of Pakistan will conduct the Seminar with the support of the technical cooperation scheme of the Government of Japan.

The Seminar will be operated in accordance with the followings:

1. TITLE

The Seminar will be entitled "Leadership Training Seminar for Women with Disability".

2. OBJECTIVES

The objectives of the Seminar are:

- a) To develop Leadership abilities amongst women with disability to bring awareness and awakening about their situation.
- b) To provide them with skills to motivate self-help amongst disabled women of their respective countries with special reference to rural areas by means of educational and training programmes in management of self-help groups, co-operative their quality of life.
- c) To set up a chain of programmes of national and local levels through these trainees to create awareness and provide necessary education to women with disability at the grassroot level.

3. DURATION

The Seminar will be held from November 28 to December 3, 1987.

4. SCHEDULE

The tentative schedule of the Seminar is attached as ANNEX I.

5. INVITED COUNTRIES

The Government of the following countries will be invited to participate for the Seminar:

Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, China, Hong Kong, the Philippines, Republic of Korea, Singapore, Thailand and Fiji.

6. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed nineteen (19) in total. And the number of participants from Pakistan shall not exceed eight (8).

7. VENUE

Holiday Inn, Tel: PABX Nos. 826121-35  
Agha Khan Road, Shalimar 5, Telx: 5740 HIISD PK  
ISLAMABAD. 5612 HIISD PK

8. UNDERTAKING OF GOVERNMENT OF JAPAN AND GOVERNMENT OF PAKISTAN

In organizing and implementing the Seminar, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country.

8-1 The Government of Pakistan:

- (1) To provide the facilities and equipment for the Seminar,
- (2) To arrange accommodations for participants,
- (3) To meet the participants and see them off at the airport,
- (4) To arrange domestic study tours to be included in the Seminar,
- (5) To take budgetary measures to support for conducting the Seminar excluding the expenses financed by the Government of Japan,
- (6) To submit a seminar report and a statement of expenditures to the JICA Office,
- (7) To coordinate any matter related to the Seminar, and
- (8) To provide the participants medical treatment.

8-2 The Government of Japan

To bear the following expenses for the Seminar through JICA as the Tentative Estimate of Expenses attached in ANNEX II.

- (1) Such expenses relevant to participants from the invited countries as international economy-class flight fare, accommodation, per-diem and medical insurance premiums.
- (2) Such expenses relevant to the Ministry of Health, Special Education and Social Welfare (hereinafter referred to as "the Ministry of H.S.S") as meeting, expendable supplies, copies and reprints, and secretarial services.
- (3) To arrange international air tickets for participants from the invited countries.

9. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure for the expenses to be borne by JICA will be arranged in accordance with the following procedures.

- 9-1 The Ministry of H.S.S will open a bank account in Pakistan to accept the fund remitted by JICA and inform the JICA Office of the name of the bank, the account code number and the name of the account holder.
- 9-2 The Ministry of H.S.S will submit to the JICA Office the bill of estimate for expenses to be borne by JICA not later than 20 days before the opening of the Seminar.
- 9-3 JICA will assess the bill of estimate and remit the assessed amount of expenses to the account mentioned in 9-2 above within 15 days after the receipt of the bill of estimate.
- 9-4 The Ministry of H.S.S will submit to the JICA Office a list of the name of participants not later than fourteen (14) days before the opening of the Seminar in order that JICA will be able to insure them against accident and medical care.
- 9-5 The Ministry of H.S.S will submit to the JICA Office a statement of expenditures within thirty (30) days after termination of the Seminar.
- 9-6 In case any amount of the fund remitted by JICA remains unspent, the Ministry of H.S.S will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The fund allocated for the flight fare, accommodation and per-diem shall not be appropriated for any other purposes.



9-7. By the request of JICA, the Ministry of H.S.S will make available for JICA's reference all the receipts and other documentary evidence necessary to certify the expenditures stated in 9-4 above.

10. This Attached Document and the following Annexes attached hereto shall be deemed to be a part of the Record of Discussions.

ANNEX I : Tentative Schedule of the Seminar  
ANNEX II : Tentative Estimate of Expenses

## ANNEX I

Tentative Schedule of the Seminar

28 Nov.	Inauguration Ceremony
29 Nov.	Self help organizations of Disabled persons and their management ILO's Project for Disabled persons DPI Development Programmes ESCAP's Programme for Disabled Persons in ASIA Visit to Folk Heritage Meseum.
30 Nov.	Visit to Al Maktoon Centre for Blind Socio Economic Rehabilitation of Disabled Women Cooperative. A Tool of income generations for disabled persons Community based Rehabilitation Qualities of a Leader (Panel discussion)
1 Dec.	Technical aids for house rehabilitation environmental adjustment Prevention of disability Personality development Marriage and Sex
2 Dec.	Nutritions and Children care Visit to Dar-ul-Azam and Taxila Country report
3 Dec.	Closing ceremony

## ANNEX II

TENTATIVE ESTIMATE OF EXPENSES TO BE BORNE BY JICA

<u>ITEM OF EXPENSES</u>	<u>BREAKDOWN</u>	<u>AMOUNT (Rs)</u>
INVITATION EXPENSES		
1. Air Tickets (Round Trip)	19 pers.	- Rs. 295,160.00
2. Airport Tax	19 pers.	- Rs. 7,030.00
3. Daily Subsistence Allowance	1,000 x 19 pers x6 days	- Rs. 114,000.00
4. Medical Insurance Premiums	19 pers. x 6 days	
Sub Total		Rs. 416,190.00
TRAINING EXPENSES		
1. Local Transportation		Rs. 4,500.00
2. Conference Facilities		Rs. 14,500.00
3. Correspondence		Rs. 16,700.00
4. Personnel		Rs. 22,250.00
5. Office and Management		Rs. 26,270.00
6. Reports and Papers		Rs. 26,270.00
7. Opening & Closing Sessions		Rs. 27,600.00
Sub Total		Rs. 138,090.00
Grand Total		Rs. 554,280.00



14. タ イ

会計検査セミナー  
第三国研修実施協議議事録




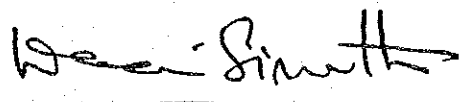
RECORD OF DISCUSSIONS  
BETWEEN THE RESIDENT REPRESENTATIVE  
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED  
OF THE GOVERNMENT OF THE KINGDOM OF THAILAND  
ON THE THIRD COUNTRY TRAINING PROGRAMME

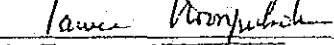
The Resident Representative of the Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of the Government of the Kingdom of Thailand had a series of discussions for the purpose of organizing a seminar on Procurement of Supplies and Services -Audit Requirements

As a result of the discussions both sides agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Bangkok, November 30, 1987

  
Mr. Tsutomu SAITO  
Resident Representative  
Japan International  
Cooperation Agency  
Thailand Office

  
Mr. Wanchai Sirirattana  
Director-General  
Department of Technical  
and Economic Cooperation

Witnessed by   
Mr. Tawee Noonpukdee  
Auditor General  
Office of the Auditor General

## ATTACHED DOCUMENT

The Government of Japan and the Government of the Kingdom of Thailand will cooperate each other in organizing a seminar on the Procurement of Supplies and Services-Audit Requirements at the Office of the Auditor General of Thailand (hereinafter referred to as "the Seminar") under the Third Country Training Programme of JICA.

The Government of the Kingdom of Thailand will conduct the Seminar with the support of the technical cooperation scheme of the Government of Japan.

The Seminar will be operated in accordance with the followings.

### 1. TITLE

The Seminar will be entitled "Seminar on Procurement of Supplies and Services Audit Requirements".

### 2. OBJECTIVES

The objectives of the Seminar is:

To provide the wider and better understanding of audit methodologies and techniques as well as the various aspects of audit of procurement undertaken in ASOSAI member countries, especially on procurement financed by international lending institutions based on discussions and exchange of knowledge, views and experience in this sphere.

### 3. DURATION

The seminar will be held from December 14 to 23, 1987.

### 4. SCHEDULE

The tentative schedule of seminar is attached as ANNEX I.

### 5. INVITED COUNTRIES

The Governments of the following countries will be invited to participate for the Seminar;  
Bangladesh, Brunei, China, Cyprus, India, Indonesia, Iraq, Jordan, Republic of Korea, Kuwait, Malaysia, Nepal, Pakistan, Papua New Guinea, the Philippines, Saudi Arabia, Sri Lanka, United Arab Emirates, and Yemen Arab Republic.



## 6. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed nineteen (19) in total.

## 7. VENUE

Sukhothai Thammathirat Open University Training Centre.

## 8. UNDERTAKING OF BOTH GOVERNMENTS

In organizing and implementing the Seminar, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country.

### 8-1 The Government of the Kingdom of Thailand

- (1) To arrange board and lodging for participants.
- (2) To arrange international air tickets for participants from the invited countries and to meet them and see them off at the airport.
- (3) To take budgetary measures to bear the expenses necessary for conducting the Seminar excluding the expenses financed by the Government of Japan.
- (4) To submit a statement of expenditures to the JICA Office.
- (5) To assign an adequate number of lecturers/speakers for the Seminar.
- (6) To provide its facilities and equipment for the Seminar.
- (7) To submit a seminar report to the JICA Office
- (8) To coordinate any matter related to the Seminar.

### 8-2 The Government of Japan

- (1) To dispatch short-term experts, by following the regular procedures of its technical cooperation scheme.
- (2) To bear such expenses relevant to overseas participants as international economy-class flight fare, per-diem, and medical insurance premiums through JICA as the Tentative Estimate of Expenses attached in ANNEX II.

## 9. PROCEDURE OF EXPENDITURE

The expenditure of the funds for the expenses to be borne by JICA will be arranged in accordance with the following procedures.

- 9-1 DTEC will submit to JICA Office a bill of estimate for expenses to be borne by the Government of Japan not later than thirty (30) days before the opening of the Seminar.
  - 9-2 JICA will assess the estimated bill and provide the assessed amount of expenses for DTEC.
  - 9-3 DTEC will submit to the JICA Office a statement of expenditures within thirty (30) days after termination of the Seminar.
  - 9-4 In case any amount of the fund provided by JICA remains unspent, DTEC will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The fund allocated for the flight fare and per-diem shall not be appropriated for any other purposes.
  - 9-5 By the request of JICA, DTEC will make available for JICA's reference all the receipts and other documentary evidence necessary to certify the expenditure stated in 9-3 above.
10. This attached Document and the following Annexes attached hereto shall be deemed to be a part of the Record of Discussions.

ANNEX I : Tentative Schedule of the Seminar  
ANNEX II : Tentative Estimate of Expenses

ASOSAI - JICA - IDI Seminar  
on

ANNEX 1

urement of Supplies and Services - Audit Requirements

December 14 - 23, 1987

Schedule of Activities

PERIOD	MONDAY December 14	TUESDAY December 15	WEDNESDAY December 16	THURSDAY December 17	FRIDAY December 18	SATURDAY December 19	SUNDAY December 20	MONDAY December 21	TUESDAY December 22	WEDNESDAY December 23
8.30-10.00	Registration (8.00-8.30) Visit the Temple of the Emerald Buddha (8.30-11.00)	Special Presentation - Procurement Audit - California OAG's Experience (cont.)	Lecture on Sub-theme II: Procurement Audit (cont.)	Lecture on Sub-theme III: Problems of Procurement for projects financed by international lending institutions (ADB)	Lecture on Sub-theme III: Problems of Procurement for projects financed by international lending institutions (IFRD)			Case study (Canada)	Training of Trainers (cont.)	Training of Trainers (cont.)
10.00 - 10.30	Group picture taking and coffee break									
	COFFEE BREAK									
10.30-12.00	Visit the Temple of the Emerald Buddha (8.30-11.00)	Presentation of country experience on sub-theme I	Presentation of country experience on sub-theme II	Lecture on Sub-theme III: Problems of Procurement for projects financed by international lending institutions (cont.)	Lecture on Sub-theme III: Problems of Procurement for projects financed by international lending institutions (cont.)			Work Guide	Training of Trainers (cont.)	Training of Trainers (cont.)
	COFFEE BREAK									
	LUNCHEON									
12.00 - 1.30	LUNCHEON BREAK									
	Opening Ceremony (1.30-1.50) Key note speaker (1.50-2.20) Introductory slide/Video Presentation of Thailand and OAG (2.20-3.00)	Lecture on Sub-theme II: Procurement Audit Procedures	Field Work	Presentation of country experience and discussion on sub-theme III on sub-theme III	Presentation of country experience and discussion on sub-theme III on sub-theme III			Training of Trainers (cont.)	Training of Trainers (cont.)	Training of Trainers (cont.)
	COFFEE BREAK									
3.00 - 3.30	COFFEE BREAK									
3.30-5.00	Lecture on Sub-theme I: Procurement Management Process	Lecture on Sub-theme II: Procurement Audit Procedures (cont.)	Field Work	Case study	Case study			Training of Trainers (cont.)	Training of Trainers (cont.)	Training of Trainers (cont.)
	COFFEE BREAK									
	LUNCHEON									
7.30-9.30	LUNCHEON BREAK									
	Welcomes Party									
										Farewell Party

## TENTATIVE ESTIMATE OF EXPENSES TO BE BORNE BY JICA

ITEM OF EXPENSES	BREAKDOWN	AMOUNT
INVITATION EXPENSES		
1. Air Fares (Round Trip)	19 persons	28,500 (US\$)
2. Per Diem Allowances	\$35 x 19 pers x 14 days	9,310 (US\$)
3. Medical Insurance Premiums		6,243 (B)
	TOTAL	37,810 (US\$) + 6,243 (B)

## 15. ブ ラ ジ ル

窯業，住宅計画・建築技術  
第三国研修実施協議議事録

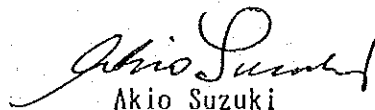


RECORD OF DISCUSSIONS  
BETWEEN  
COORDINATOR IN BRAZIL FOR TECHNICAL COOPERATION  
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY  
AND DIRECTORS  
OF SAO PAULO STATE INSTITUTE FOR TECHNOLOGICAL RESEARCH  
ON THE THIRD COUNTRY TRAINING PROGRAMME

The Japanese Preliminary Survey Team headed by Mr. Masahiro Obata exchanged views with the authorities concerned of the Government of the Federative Republic of Brazil from 14 to 21 October 1987 with respect to the framework of the training courses in the field of ceramics, and housing technology and planning under the Third Country Training Programme, and desirable measures to be taken by the authorities concerned of both Governments to ensure their successful operation.

Based on the above discussions, the Coordinator in Brazil for Technical Cooperation of the Japan International Cooperation Agency and the Directors of Sao Paulo State Institute for Technological Research agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

Brasilia, November 30, 1987.



Akio Suzuki

Coordinator in Brazil for  
Technical Cooperation of the  
Japan International Cooperation Agency



Henrique Silveira de Almeida  
Superintendent Director  
Sao Paulo State Institute for  
Technological Research



Luiz Carlos Martins Bonilha  
Executive Director  
Sao Paulo State Institute for  
Technological Research

## ATTACHED DOCUMENT

The Government of Japan and the Government of the Federative Republic of Brazil will cooperate with each other in organizing training courses in the field of ceramics, and housing technology and planning (hereinafter referred to as "the Courses") at Sao Paulo State Institute for Technological Research under the Third Country Training Programme of the Japan International Cooperation Agency (hereinafter referred to as "JICA").

Sao Paulo State Institute for Technological Research (hereinafter referred to as "IPT") will conduct the Courses with the support of technical cooperation scheme of the Government of Japan. The Courses will be held once a year from the fiscal year of Japan 1987 to 1991, subject to annual consultation between the authorities concerned of both sides.

The Courses will be operated in accordance with the following items:

### 1. TITLE

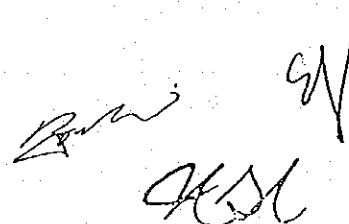
The Courses will be entitled

- i. "International Training Course on Ceramics".
- ii. "International Training Course on Housing Technology and Planning".

Each course is held in turn annually.

### 2. PURPOSE

The purpose of the Courses is to provide participants from South American countries with an opportunity to update and upgrade relevant techniques and knowledge in the field of ceramics, and housing technology and planning.

Handwritten signatures and initials in the bottom right corner of the page. There are three distinct marks: a signature that appears to be 'B. M.', a signature that appears to be 'G. N.', and a set of initials that appear to be 'J. S. L.'.



### 3. OBJECTIVES

By the end of the Courses, the participants are expected to be able to:

#### i. Ceramics

- (1) Understand geology of raw materials.
- (2) Characterize raw materials.
- (3) Evaluate and prepare bodies.
- (4) Understand basic glazes.
- (5) Understand the decoration technique.
- (6) Understand basic firing technique.
- (7) Understand ceramic products manufacturing process, and
- (8) Understand economic aspects of ceramics.

#### ii. Housing Technology and Planning

- (1) Understand housing planning.
- (2) Understand regional and urban planning.
- (3) Understand practical developments on infrastructure technology.
- (4) Understand building performance.
- (5) Apply rational design tools.
- (6) Conduct practical work in building technology laboratories.
- (7) Study building materials applied to housing, and
- (8) Exchange views, information and practical experiences on housing technology and planning to improve housing conditions in the participating countries as one of the activities commended by the United Nations, for the International Year of Shelter for the Homeless.



4. DURATION

The first course will be held from 14 March to 27 May 1988.

5. CURRICULUM

The tentative curriculum of the Courses are attached as ANNEX I.

6. INVITED COUNTRIES

The following countries will be invited to apply for the Courses by nominating their applicant(s):

Argentina, Bolivia, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela.

7. NUMBER OF PARTICIPANTS

The number of participants for each course from the invited countries

- i. shall not exceed nine (9) in total. And the number of participants from Brazil shall not exceed three (3);
- ii. shall not exceed thirteen (13) in total. And the number of participants from Brazil shall not exceed five (5).

8. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course are:

i. Ceramics

- (1) To be nominated by their respective Governments in accordance with the procedure mentioned in 10-1 below.
- (2) To be university graduates or to have the equivalent academic background.

*[Handwritten signatures]*

- (3) To be presently engaged in research activities at educational or research institutions.
- (4) To have practical experience of more than three (3) years in the field of ceramics.
- (5) To be under forty (40) years of age in principle.
- (6) To have the ability to follow the Course conducted in Portuguese, and
- (7) To be in good health, both physically and mentally to complete the Course.

ii. Housing Technology and Planning

- (1) To be nominated by their respective Governments in accordance with the procedure mentioned in 10-1 below.
- (2) To be university graduates or to have the equivalent academic background.
- (3) To be presently engaged in housing technology, housing policy or urban planning at the government or related governmental organization.
- (4) To have practical experience of more than three (3) years in the field of housing technology, housing policy or urban planning.
- (5) To be under forty (40) years of age in principle.
- (6) To have the ability to follow the Course conducted in Portuguese, and
- (7) To be in good health, both physically and mentally to complete the Course.

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## 9. FACILITIES AND INSTITUTIONS

Sao Paulo State Institute for Technological Research (IPT).

## 10. PROCEDURE OF APPLICATION

10.1. The applicants for the Courses shall forward five (5) copies of the prescribed application form for each nominee to IPT through Brazilian diplomatic channels not later than two (2) months before the commencement of the Courses.

10.2. IPT will inform the applicants through Brazilian diplomatic channels whether or not the applicant(s) is/are accepted to the Course not later than one (1) month before the commencement of the Course.

## 11. UNDERTAKING OF BOTH SIDES

In organizing and implementing the Course, in compliance with the Tentative Schedule of the Course Operation attached in ANNEX II, both sides will take the following measures in accordance with the relevant laws and regulations in force in each country.

### 11.1. IPT

- (1) To formulate the curriculum based on ANNEX I.
- (2) To draft and print the General Information brochures (G.I.).
- (3) To forward the G.I. to the Government of the invited countries through Brazilian diplomatic channels.
- (4) To receive application forms through Brazilian diplomatic channels.
- (5) To assign an adequate number of its staff as lecturers/

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instructors for the Course.

- (6) To provide training facilities and equipments for the Course.
- (7) To select participants in the Course.
- (8) To notify the result of the selection to the respective Government and to the Embassy of Japan in Brazil through Brazilian diplomatic channels.
- (9) To arrange accommodations for participants.
- (10) To arrange international air tickets for participants from the invited countries and to meet and see them off at the airport.
- (11) To take budgetary measures to bear the expenses necessary for conducting the Courses excluding the expenses financed by JICA
- (12) To issue certificates to the successful participants at the end of the Course.
- (13) To submit a course report and a statement of expenditures to the coordinator in Brazil for technical cooperation of JICA (hereinafter referred to as "the JICA's coordinator"), and
- (14) To coordinate any matter related to the Course.

#### 11.2. JICA

- (1) To dispatch short-term expert(s), following the regular procedures of its technical cooperation scheme, who will give advice to IPT and deliver lectures for the Course.
- (2) To bear the following expenses through JICA as the Tentative Estimate of Expenses attached in ANNEX III.
  - a. Such expenses relevant to participants from the invited countries as international economy-class flight fare,



accommodation, per-diem and medical insurance premiums.

- b. Such expenses relevant to IPT as honoraria for external lectures, arrangement of meeting and study tour(s), teaching aids, expendable supplies, copies and reprints and secretarial services.

## 12. PROCEDURE OF REMITTANCE AND EXPENDITURE

The remittance and expenditure of the funds for the expenses to be borne by JICA will be arranged in accordance with the following procedure.

- 12.1. IPT will open a bank account in the Federative Republic of Brazil to receive the funds remitted by JICA and inform the JICA's coordinator of the name of the bank, and the account code number.
- 12.2. IPT will submit to the JICA's coordinator a bill of estimate for expenses to be borne by JICA not later than sixty (60) days before the commencement of the Courses.
- 12.3. JICA will assess the bill of estimate and remit the assessed amount of expenses to the account mentioned in 12.1 above within thirty (30) days after the receipt of the bill of estimate.
- 12.4. IPT will submit to the JICA's coordinator a statement of expenditures at the end of March, 1988 and within thirty (30) days after termination of the Courses.
- 12.5. In case any amount of the funds remitted by JICA remains unspent, IPT will reimburse the unspent amount to JICA in accordance with the instructions given by JICA. The funds allocated for the flight-fare, accommodation, per-diem and medical insurance premiums shall not be appropriated for any other purposes.

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12.6. By the request of JICA, IPT will make available for JICA's reference all the receipts and other documentary evidence necessary to certify the expenditures stated in 12.4 above.

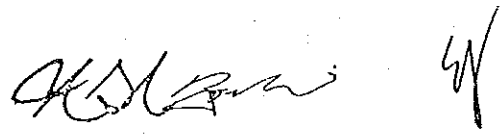
13. This Attached Document and the following Annexes attached hereto shall be deemed to be part of the Record of Discussions:

ANNEX I.A - Tentative Curriculum of the Course on Ceramics.

ANNEX I.B - Tentative Curriculum of the Course on Housing Technology and Planning.

ANNEX II - Schedule of Course Operation.

ANNEX III - Tentative Estimate of Expenses.

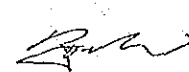
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## ANNEX I.A

## TENTATIVE CURRICULUM OF THE COURSE ON CERAMICS

CONTENTS	LECTURE	PRACTICE	FIELD TRIP	DISCUSSION	J/B
<u>1<sup>st</sup> WEEK - 5 DAYS</u>					
. Opening				(4)	B
. General presentation - visit to laboratories			4		B
. General concepts on ceramics: raw materials, processes and products	8				B
. Main ceramic raw materials	8				B
. Preparation of raw materials: proportioning, mixing, forming, drying, firing (sintering), finishing	8				B
. Chemical analysis	2	6			B
<u>2<sup>nd</sup> WEEK - 5 DAYS</u>					
. X-ray diffraction and DTA	4	12			B
. Optical and electron microscopy	4	12			B
. Particle size distribution - screens - sedimentation - specific gravity	2	6			B
<u>3<sup>rd</sup> WEEK - 3 DAYS</u>					
. Particle size distribution		16			B
. Specific ceramic tests in raw materials	4	4			B
<u>4<sup>th</sup> WEEK - 5 DAYS</u>					
. Specific ceramic tests in raw materials		40			J/B
<u>5<sup>th</sup> WEEK - 5 DAYS</u>					
. Glazes preparation	8	24			J/B
. Class report and discussion				8	J/B
<u>6<sup>th</sup> WEEK - 4 DAYS</u>					
. Japanese ceramic industry	4				J
. Decoration techniques	4				J
. Fine ceramics	4				J
. General fabrication processes: flow sheet for	4				B
a) heavy clay products	2	6		8	B

(continue...)




## TENTATIVE CURRICULUM OF THE COURSE ON CERAMIC

CONTENTS	LECTURE	PRACTICE	FIELD TRIP	DISCUSSION	J/B
<u>7<sup>th</sup> WEEK - 5 DAYS</u>					
c) wall and floor tiles	2	6	8		J/B
d) table ware			8		J/B
e) sanitary ware			8		J/B
f) electrical insulators			8		J/B
<u>8<sup>th</sup> WEEK - 5 DAYS</u>					
g) refractories	8	16	8		B
h) report and discussions				8	J/B
<u>9<sup>th</sup> WEEK - 5 DAYS</u>					
. Energy conservation in the ceramic industry	8	8	8		B
. Geology and mining	8		8		B
<u>10<sup>th</sup> WEEK - 5 DAYS</u>					
. Mining			8		
. Country Report	8				B
. Economic aspects of ceramics - discussions	8			16	B
<u>11<sup>th</sup> WEEK - 5 DAYS</u>					
. Report and discussions				24	B
. Evaluation				8	B
. Closing ceremony				(8)	B
TOTAL	104	160	76	76	

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## ANNEX I.B

TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV. WORK
<u>1<sup>st</sup> WEEK</u>			
BASIC UNIT			
. Opening ceremony			8
. General presentation			16
. Participants presentation(case studies)			
. Technical visits		16	
<u>2<sup>nd</sup> WEEK</u>			
BASIC UNIT			
. Housing and urbanization	4		
. Housing deficit calculation	4		
. Urban growth and quality of life	8		
. Basic solutions	4		
. Housing planning in Japan	4		J
. Housing conditions around the world	4		J
. Contact with housing policy institutions			8
. General discussions			4
<u>3<sup>rd</sup> WEEK</u>			
UNIT 1			
. Urban land use and occupation	1.5		2.5
. Public investments and land tent	1.5		2.5
. Urban land use control mechanisms in Japan (Japanese expert)	3		5 J
UNIT 2			
. Assessing users needs: socio cultural aspects	3		5
. Human requirements and building performance - general	3		5
UNIT 3			
. Performance of buildings	2		3
. Structural behaviour of buildings	4		2
. The concept of performance (Japanese expert)	2		3 J
UNIT 4			
. Introduction to building materials	4		4
. Light weight concrete	2	2	4

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV. WORK
<b>SPECIAL LECTURES</b>			
. Urban development in Japan	3		J
. Building industrialization in Japan	3		J
. Oriented discussions			2
<hr/>			
<b>4th WEEK</b>			
<b>UNIT 1</b>			
. Municipal urban policies	3		5
. Physical environment and urban dev. charts	3		5
<hr/>			
<b>UNIT 2</b>			
. Design recommendations for safety	3		5
. Design recommendations for hygiene	3		5
<hr/>			
<b>UNIT 3</b>			
. Water tightness of buildings	4		4
. Structural safety and water tightness		4	4
<hr/>			
<b>UNIT 4</b>			
. Concrete durability	4		4
. Concrete reinforcing steel corrosion	4		4
<hr/>			
<b>SPECIAL LECTURES</b>			
. Unit 2 - to be defined	3		
<hr/>			
<b>ORIENTED DISCUSSIONS</b>			5
<hr/>			
<b>5th WEEK</b>			
<b>UNIT 1</b>			
. Urban road networks: functions, conflicts and geometric parameters	6		10
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<b>UNIT 2</b>			
. Economic requirements: functional and physical life-cycles	3		5
. Durability and deterioration processes	3		5

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV. WORK
UNIT 3			
. Fire safety of buildings	4		4
. Acoustical performance of buildings	4		4
UNIT 4			
. Alternative binders	4		4
. Fibrous materials	2	2	4
SPECIAL LECTURE			
. Unit 4 - to be defined	3		
ORIENTED DISCUSSIONS			5
<u>6<sup>th</sup> WEEK</u>			
UNIT 1			
. Critical analysis of urban standards	3		6
. Field visit		4	
. Project presentation	3		
UNIT 2			
. Functional and technological aspects of the design process - I	8		8
UNIT 3			
. Fire and acoustics laboratory		4	4
. Hicrothermal performance of houses and schools	4		4
UNIT 4			
. Uses of waste materials as building materials	4		4
. Plastics as building materials	4		4
SPECIAL LECTURE			
. Unit 1 - to be defined			

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV. WORK
<u>7<sup>th</sup> WEEK</u>			
UNIT 1			
. Sanitation alternatives	6	4	6
UNIT 2			
. Functional and technological aspects of the design process - II	8		8
UNIT 3			
. Performance of building plumbing and drainage systems	4		4
. Development of a building system using ceramic pannels	4		4
UNIT 4			
. Painting systems	4		4
. Mortars for masonry and rendering	4		4
SPECIAL LECTURE			
. Unit 3 - to be defined	3		
ORIENTED DISCUSSIONS			5
<u>8<sup>th</sup> WEEK</u>			
UNIT 1			
. Urban paving	4.5		6
. Primary treatment	1.5		4
UNIT 2			
. The development of new housing schemes	6	4	6
UNIT 3			
. Development of a building system using "pinus" timber	4		4
. Development of a pre-fabricated building system using concrete	4		4

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV. WORK
<b>UNIT 4</b>			
. Water proofings materials	3	1	4
. Thermal insulating materials	3	1	4
<b>SPECIAL LECTURE</b>			
. Unit 2 - to be defined	3		
<b>ORIENTED DISCUSSIONS</b>			5
<hr/> <hr/>			
<b>9<sup>th</sup> WEEK</b>			
<b>UNIT 1</b>			
. Stormwater drainage	3		4
. Urban standards and regulations	3		6
<b>UNIT 2</b>			
. Design methodology for mutual-aided housing development	6	4	6
<b>UNIT 3</b>			
. Visit to the prototypes made of timber/ ceramics and concrete		4	4
. Development of masonry blocks (hollow)	4		4
<b>UNIT 4</b>			
. Stabilized soils as building materials	4		4
. Timber preservation and non traditional usage	3	1	4
<b>SPECIAL LECTURE</b>			
. Unit 4 - to be defined	3		
<b>ORIENTED DISCUSSIONS</b>			5

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

CONTENTS	LECTURE	LABORATORY/ FIELD	DISCUSSION INDIV.WORK
<u>10<sup>th</sup> WEEK</u>			
UNIT 1			
. Upgrading of deteriorated settlements	6.0		10
UNIT 2			
. Design methodology for mutual aided housing development	3		
. Advanced x alternative technologies for housing	3		2
. Visit to Vila Nova Cantareira and Campos		8	
UNIT 3			
. Materials and components quality control	4		4
. Building sites quality control	4		4
UNIT 4			
. Pathologies of floorings and wall renderings	3	3	2
. Durability of building materials	3	3	2
SPECIAL LECTURE			
. Unified closing lecture - to be defined	3		
ORIENTED DISCUSSIONS			5
<u>11<sup>th</sup> AND 12<sup>th</sup> WEEKS</u>			
. Workshop activities/individual Works termination			20
. Closing ceremony			

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TENTATIVE CURRICULUM OF THE COURSE ON  
HOUSING TECHNOLOGY AND PLANNING

## SUMMARY OF TIME ALLOCATION

	LECTURES	LABORATORY/ FIELD	DISCUSSION INDIV. WORK	TOTAL
BASIC UNIT	28	16	36	80
UNIT 1	48	8	112	168
UNIT 2	52	16	100	168
UNIT 3	48	12	108	168
UNIT 4	55	11	102	168
SPECIAL LECTURES	27			
ORIENTED DISCUSSIONS			37	

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## SCHEDULE OF THE COURSE OPERATION

MONTH	BRAZILIAN SIDE	JAPANESE SIDE
Middle October 1987	1. Signing of Record of Discussions	1. Signing of Record of Discussions
Middle November 1987	1. Distribution of G.I. and Application Form	
Late November 1987	1. Submission of Forms A.1	1. Recruitment of Experts
Early February 1988	1. Opening of Bank Account 2. Submission of Bill of Estimate 2. Receipt of Application Forms	1. Submission of Forms B.1
Middle February 1988	1. Notification of the Selection of the Participants	1. Remittance of Expenses
March - May 1988	1. Implementation of Course	1. Dispatch of Experts
Late March 1988	1. Submission of Statement of Expenditures (1)	
Early June 1988	1. Submission of Statement of Expenditures (2) 2. Submission of Course Report	

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## "COURSE ON CERAMICS"

TENTATIVE ESTIMATE OF EXPENSES TO BE  
BORNE BY JICA

ITEM OF EXPENSES	BREAKDOWN	AMOUNT (US\$)
<b>I. Invitation Expenses</b>		
1. Airtickets (round trip)	1,000 x 9 persons	9,000.00
2. Per-diem	15 x 9 persons x 75 days	10,125.00
3. Accomodation	25 x 9 persons x 75 days	16,875.00
4. Medical Insurance	60 x 9 persons	540.00
5. Transportation	5 x 9 persons x 75 days	3,375.00
<b>SUB-TOTAL</b>		<b>39,915.00</b>
<b>II. Training Expenses</b>		
1. Material Procurement		
(1) Teaching Aids	200 x 12 persons	2,400.00
2. Textbooks	200 x 12 persons	2,400.00
3. Meeting Expenses	10 x 70 persons x 2 times	1,400.00
Opening Ceremony		
Closing Ceremony		
4. Equipment		4,500.00
5. Others		
(G.I. and Certificate Printing, etc.)		2,000.00
<b>SUB-TOTAL</b>		<b>12,700.00</b>
<b>GRAND TOTAL</b>		<b>52,615.00</b>

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## ANNEX III

"COURSE ON HOUSING TECHNOLOGY AND PLANNING"  
 TENTATIVE ESTIMATE OF EXPENSES TO BE  
 BORNE BY JICA

ITEM OF EXPENSES	BREAKDOWN	AMOUNT (US\$)
<b>I. Invitation Expenses</b>		
1. Airtickets (round trip)	1,000 x 13 persons	13,000.00
2. Per-diem	15 x 13 persons x 90 days	17,550.00
3. Accomodation	25 x 13 persons x 90 days	29,250.00
4. Medical Insurance	60 x 13 persons	780.00
5. Transportation	5 x 13 persons x 90 days	5,850.00
SUB-TOTAL		66,430.00
<b>II. Training Expenses</b>		
1. Material Procurement		
(1) Teaching Aids	200 x 18 persons	3,600.00
2. Textbooks	200 x 18 persons	3,600.00
3. Meeting Expenses	10 x 70 persons x 2 times	1,400.00
Opening Ceremony		
Closing Ceremony		
4. Equipment		5,000.00
5. Others		
(G.I. and Certificate Printing, etc.)		2,000.00
SUB-TOTAL		15,600.00
GRAND TOTAL		82,030.00

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