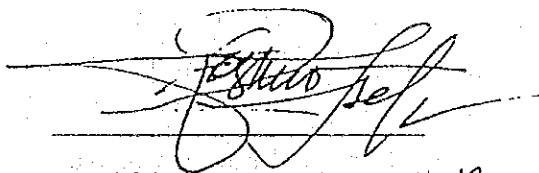


MINUTES OF MEETING
FOR PROGRESS REPORT
ON
MASTER PLAN STUDY
ON
SMALL SCALE IRRIGATION DEVELOPMENT PROJECT
IN
THE REPUBLIC OF THE PHILIPPINES

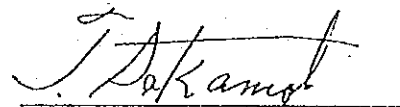
DECEMBER 13, 1990



MR. JOSE B. DEL ROSARIO JR.

ADMINISTRATOR

NIA



MR. TADASHI SAKAMOTO

TEAM LEADER

1. Date and Time : December 11, 1990
11:00 - 12:40
2. Place : Conference Room of NIA
3. Attendants : See attached list
4. Summary of Discussion:

The meeting was presided over by Mr. Jose B. del Rosario, the Administrator of NIA. The Chairman requested Mr. Tadashi SAKAMOTO, Leader of the JICA Study Team, to present the contents of the "Progress Report" which was distributed to the concerned NIA officials on December 6, 1990. After the presentation of Mr. SAKAMOTO, the Chairman requested for comments from the body and various discussions were made between the JICA Study Team and the NIA concerned officials. The following were confirmed through discussions:

- (1) The Progress Report was basically accepted by NIA. The Chairman said that although the Report deals with only initial findings, it contains a lot of data and information which are useful for future planning on communal irrigation development. Both sides (NIA and the JICA Study Team) recognized the importance of the computerized database for the formulation of master plan on SSIDP and agreed that the computerized database would be refined through cross-checking process of the encoded data.
- (2) All of 67 PIOs submitted the filled-out questionnaires to the JICA Study Team through the central office of NIA as of December 3, 1990, bringing the total number of the returned questionnaires to 4,192. After the screening made by the Team, 3,889 sub-projects were qualified (1,466 for CIP and 2,423 for CIS) as the candidate sub-projects for the master plan, while 303 sub-projects were disqualified. Analysis and classification for these qualified sub-projects would be made in Japan and the results would be presented in the Interim Report.
- (3) NIA said that estimation of the potential irrigable areas by province is now under way, and the first estimation would be completed by February 1991. Likewise, NIA requested the JICA Study Team to utilize such initial results for setting out the provincial targets in the master plan.
- (4) Both sides agreed that as the Study Team suggested in the Progress Report, the qualified sub-projects would be classified in terms of the various factors which may

largely affect the development costs. The candidate sub-projects for the pre-feasibility studies would be selected on the basis of the above analysis and classification. The representative sample sub-projects for the pre-feasibility studies would be listed in the Interim Report. NIA requested the JICA Study Team to select the sub-projects for pre-feasibility studies as many as possible.

- (5) NIA requested the JICA Study Team to re-classify the candidate sub-projects into the current administrative regions including the newly created autonomous regions; Cordillera Autonomous Region and Muslim Autonomous Region.
- (6) NIA requested the JICA Study Team to review and, if necessary, revise the existing NIA's guidelines for prioritization of the qualified sub-projects both for new development and rehabilitation.
- (7) NIA intends to utilize the computerized database prepared by the Team for administration and management for communal irrigation development in the future, and requested the JICA Study Team to transfer the computerized database to NIA after the Study as well as the technologies concerning the database operation during the course of the Study. The JICA Study Team said that this request would be conveyed to JICA office for further consideration.
- (8) The JICA Study Team requested NIA to carry out the following during the absence of the Team (from December, 1990 to June, 1991).
 - follow-up activities for supplementary questionnaires survey on the institutional aspects,
 - gathering of provincial priority list for the candidate sub-projects,
 - collection of provincial location maps, and
 - rotational assignment of the counterpart personnel to the office for daily communication and general care for the computers and documents.
- (9) The Interim Report would be submitted to NIA by the end of March, 1991.



LIST OF ATTENDANTS

NIA

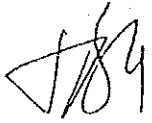
- | | |
|-----------------------------|------------------------------|
| 1. Jose B. del Rosario, Jr. | Administrator |
| 2. Isidro R. Digal | Manager, PDD |
| 3. Antonio A. Galvez | OIC, CID |
| 4. Rodrigo N. de Guzman | Division Manager, CID |
| 5. Calixto P. Timonera | Counterpart Team Leader |
| 6. Virgilio S. Miguel | Irrigation and Drainage |
| 7. Francisco T. Orense | Agriculture |
| 8. Conrado M. Paredes | System Design and Analysis |
| 9. Violeta M. Benico | Agro-Economy and Institution |
| 10. Silvino A. Alonzo Jr. | Meteorology and Hydrology |
| 11. Adonis C. Beringuela | Facility Planning and Design |
| 12. Epifanio G. Gacusan Jr. | Facility Design |
| 13. Antonio F. Mamuyac | Researcher |

JICA

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|------------------|------------------------|
| 1. Sumio OISHI | JICA Expert, NIA |
| 2. Fumio KIKUCHI | JICA Philippine Office |

JICA Study Team

- | | |
|--------------------------|------------------------------|
| 1. Tadashi SAKAMOTO | Leader |
| 2. Naoki ARIGA | Project Planning (Co-Leader) |
| 3. Toshikazu HIGASHIKAWA | Irrigation and Drainage |
| 4. Hisashi IKEWADA | Agriculture |
| 5. Yukihiko KAWAHARA | Design Engineer |
| 6. Takuya IGAWA | System Design and Analysis |
| 7. Wilmarth S. MIRASOL | Agro-Economy/Institution |



MINUTES OF MEETING
FOR INTERIM REPORT (DRAFT)
ON
MASTER PLAN STUDY
ON
SMALL SCALE IRRIGATION DEVELOPMENT PROJECT
IN
THE REPUBLIC OF THE PHILIPPINES

February 25, 1991



MR. JOSE R. DEL ROSARIO, JR.

ADMINISTRATOR, NIA



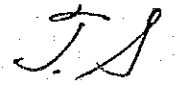
MR. TADASHI SAKAMOTO

TEAM LEADER

1. Date and Time : February 25, 1991
1:30 p.m. - 3:00 p.m.
2. Place : Conference Room of NIA
3. Attendants : See attached list
4. Summary of Discussion:

Mr. Tadashi SAKAMOTO, leader of the JICA Study Team, explained the outline of the "Interim Report on Master Plan Study on the Small Scale Irrigation Development Project (draft)". After the presentation of Mr. SAKAMOTO, the Chairman requested for comments from the body and various discussions were made between the JICA Study Team and the NIA concerned officials. The following were confirmed through discussions:

- (1) Additional inventory survey will be carried out by NIA on the basis of the questionnaires to be prepared by the JICA Study Team. The questionnaires will be jointly finalized by mid March, 1991. The additional inventory survey will be completed by the end of May, 1991.
- (2) The additional inventory survey will be made for those sub-projects proposed by the JICA Study Team in the "Interim Report" (CISs: 763, CIPs: 204, Total: 967). The JICA Study Team submitted the list of those sub-projects to NIA.
- (3) Encoding and analysis of the additional inventory survey will be made by the JICA Study Team under the Phase-II studies that will start from June, 1991.



(4) The representative sample sub-projects for the pre-feasibility studies will be selected by NIA, considering availability of topographic maps and the selection criteria proposed by the JICA Study Team. NIA will inform the JICA Study Team of their selection by the end of March, 1991. NIA will gather the presently available data and information concerning the selected sample sub-projects by the end of May, 1991.

(5) The Interim Report will be submitted to NIA through the JICA Philippine Office by the end of March, 1991. Full discussion on the Interim Report will be made at the beginning of the Phase-II studies and the NIA's comments and/or suggestions on the Interim Report will be studied under the Phase-II.

LIST OF ATTENDANTS

NIA

- | | | |
|----|--------------------------|-------------------------|
| 1. | Jose B. del Rosario, Jr. | Administrator |
| 2. | Isidro R. Digal | Manager, PDD |
| 3. | Rodrigo N. de Guzman | Division Manager, CID |
| 4. | Calixto P. Timonera | Counterpart Team Leader |

JICA


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|----|------------------|------------------------|
| 1. | Sumio OISHI | JICA Expert, NIA |
| 2. | Makoto KASHIWAYA | JICA Philippine Office |

JICA Study Team

- | | | |
|----|---------------------|--------------------------|
| 1. | Tadashi SAKAMOTO | Leader |
| 2. | Yukihiro KAWAHARA | Design Engineer |
| 3. | Wilmarth S. MIRASOL | Agro-Economy/Institution |

MINUTES OF MEETING
FOR INTERIM REPORT
ON
MASTER PLAN STUDY
ON
SMALL SCALE IRRIGATION DEVELOPMENT PROJECT
IN
THE REPUBLIC OF THE PHILIPPINES

June 6, 1991



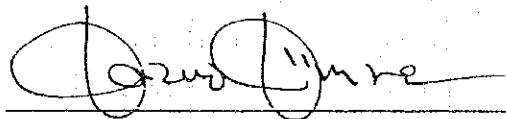
MR. JOSE B. DEL ROSARIO, JR.

ADMINISTRATOR

NIA


for
MR. TADASHI SAKAMOTO

TEAM LEADER



WITNESS: MR. KAZUO KIMURA

CHAIRMAN OF JICA ADVISORY COMMITTEE

1. Date and Time : June 4, 1991 (9:00 a.m. - 10:30 a.m.)
June 6, 1991 (11:00 p.m.- 12:30 p.m.)
2. Place : Conference Room of NIA
3. Attendants : See attached list
4. Summary of Discussion:

The meetings were presided by Mr. Jose B. del Rosario, Jr., the Administrator of NIA. The JICA Study Team explained the outline of the Interim Report at the meeting held on June 4, 1991. The second meeting was held on June 6, 1991 at the presence of Mr. Kazuo Kimura, the Chairman of JICA Advisory Committee, to discuss the Report in more detail. The following were confirmed during the discussions:

- (1) The JICA Study Team submitted 30 copies of the Interim Report to NIA through the JICA Philippine Office in March 1991. The Interim Report was basically accepted by NIA.
- (2) The following 10 sub-projects were selected as the representative sample sub-projects under the Study, and the pre-feasibility studies on these sub-projects will be carried out under the Phase-II:

No.	Province	Name of sub-projects	Municipality	Designed irrigable area (ha)	Topography
<u>CISs for Rehabilitation/Improvement</u>					
1	Quezon	Pili-Tumbaga	Sariaya	121	Alluvial Plain
2	Iloilo	Bayunan	San Joaguin	170	Hilly/Terrace
3	Iloilo	Tigbanaba	Igbaras	120	Hilly/Terrace
4	Cebu	Tag-Amakan	Asturias	51	Valley
5	Northern Leyte	Hambabalud	Jaro	150	Alluvial Plain
6	Northern Leyte	Macupa	Leyte	450	Alluvial Plain
<u>CIPs for New Development</u>					
7	Quezon	Kinatihan	Candelaria	100	Alluvial Plain
8	Cavite	Pacheco	Magallanes	200	Valley
9	Iloilo	Bairan	Ajuy	64	Alluvial Plain
10	Northern Leyte	Maragondong	Dagami	400	Valley

- (3) The topographic maps scaled 1/4,000 and all available data and information on the selected representative sample sub-projects will be submitted to the JICA Study

Team by June 15, 1991. The JICA Study Team will submit the field investigation schedule to NIA by June 20, 1991. NIA was requested to make necessary arrangement for the field investigation, including gathering of latest information on security conditions around the areas where the sub-projects are located.

- (4) Additional inventory survey are carried out by NIA, to supplement the required data for formulation of the master plan, particularly those for development costs and the engineering data of irrigation facilities. Encoding and analysis of the additional inventory survey will be made by the JICA Study Team under the Phase-II. The master plan will be formulated on the basis of the data collected by June 15, 1991, in due consideration of time factor for the Study.
- (5) NIA pointed out that PIOs should be strengthened in every aspect to improve their capabilities and resources for proper implementation of SSIDP, and the JICA Study Team was requested to make recommendations for such plans to strengthen PIOs in the master plan study.
- (6) The proposed guidelines and criteria for formulation of master plan were discussed and those proposed in the Interim Report were basically accepted by NIA with the following observations:

Minimum Selection Criteria

- 1) The minimum selection criteria shall be established separately for CISs and CIPs as the JICA Study Team proposed.
- 2) The minimum selection criteria indicate the minimum requirement of the proposed sub-projects for implementation and primarily aim to make pre-screening of the sub-projects. Prioritization will be made only for the sub-projects which have qualified according to the criteria. Evaluation will be made for individual sub-projects (not for a package of sub-projects).
- 3) The following two guidelines shall be added to improve the existing criteria: "The projects with more than 20% land still eligible for re-distribution under CARP should be included only after emancipation patents have been issued.", and
"The designed irrigation and drainage facilities should be conformable to the minimum facilities requirement."
- 4) The development cost per ha given in the existing criteria should be read as the "chargeable cost per ha" instead of the "total project costs per ha".

- 5) In the proposed criteria for rehabilitation schemes, item (c) should be read as "IA is amortizing the existing loan or has fully paid the required equity"

Criteria for Prioritization

- 1) The minimum requirement of EIRR will be 10%.
 - 2) The new guidelines of NIA for CARP shall be reflected on the factors and merit point for socio-economic aspect.
 - 3) Definitive terms and ranges shall be given to the factors of "organization of IA" and "willingness to render equity/amortization". The representative sample farmers shall be read as IA members in the criteria for rehabilitation projects.
-
- (7) The guidelines and criteria will be finalized on the basis of the above discussions and those finalized will be presented in the Progress Report No.2 which will be submitted to NIA by the end of August, 1991. The work schedule of Phase-II presented in the Interim Report was accepted by NIA.
 - (8) NIA will provide the JICA Study Team with the office space at the DCIEC building and also counterpart personnel in continuation of the Phase-I.

LIST OF ATTENDANTS

NIA

1. Jose B. del Rosario, Jr. Administrator
2. Jose A. Galvez Assistant Administrator for SOEM
3. Isidro R. Digal Manager, PDD
4. Antonio A. Galvez OIC, CID
5. Calixto P. Timonera Counterpart Team Leader
6. Virgilio S. Miguel Irrigation and Drainage
7. Francisco T. Orense Agriculture
8. Conrado M. Paredes System Design and Analysis
9. Silvino A. Alonzo Jr. Meteorology and Hydrology
10. Adonis C. Beringuela Facility Planning and Design
11. Antonio F. Mamuyac Researcher
12. Violeta M. Benico Agro-economy and Institution

JICA

1. Kazuo KIMURA Chairman, JICA Advisory Committee
2. Atsushi HANATANI JICA, Head Office
3. Sumio OISHI JICA Expert, NIA

JICA Study Team

1. Toshito OTANI Advisor
2. Naoki ARIGA Co-leader/Project Planning
3. Toshikazu HIGASHIKAWA Irrigation and Drainage
4. Yukihiro KAWAHARA Design Engineer
5. Wilmarth S. MIRASOL Agro-Economy/Institution
6. Takuya IGAWA System Design and Analysis



MINUTES OF MEETING
FOR PROGRESS REPORT NO.2
ON
MASTER PLAN STUDY
ON
SMALL SCALE IRRIGATION DEVELOPMENT PROJECT (SSIDP)
IN
THE REPUBLIC OF THE PHILIPPINES

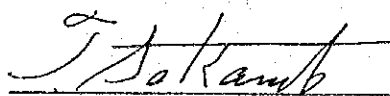
August 29, 1991



MR. JOSE B. DEL ROSARIO, JR.

ADMINISTRATOR

NIA



MR. TADASHI SAKAMOTO

TEAM LEADER

1. Date and Time : August 27, 1991 (9:00 a.m. - 10:30 a.m.)
2. Place : Conference Room of NIA
3. Attendants : See attached list
4. Summary of Discussion:

The meeting was presided by Mr. Jose B. del Rosario, Jr., the Administrator of NIA. Mr. Tadashi SAKAMOTO, the leader of the JICA Study Team, explained the outline of the Progress Report No.2. The following were confirmed during the discussions:

- (1) The JICA Study Team submitted 30 copies of the Progress Report No.2 to NIA on August 22, 1991. During the field work under Phase-II, a series of discussions were made between the concerned NIA's officials and the JICA Study Team, and most of the NIA's policies and directions on SSIDP were already incorporated into the Progress Report No.2. The Progress Report No.2 was therefore accepted by NIA with some suggestions for further studies.
- (2) NIA appreciated and accepted the proposed "minimum selection criteria" and the "general guidelines for prioritization" which are given in Chapter VII of the Report, said that these proposed criteria/guidelines would be applied to all the CIPs/CISs, irrespective of the funding sources.
- (3) NIA also accepted the framework of the 10 year development program on SSIDP which is described in the Chapter IX of the Report, and said that the master plan should be considered in the NIA Corporate Plan after the Study is completed.
- (4) NIA emphasized again the importance of the institutional build-up and training for the strengthening of PIOs, and requested the JICA Study Team to include possible suggestions in the Draft Final Report.
- (5) NIA suggested that the following be incorporated or explained in the Draft Final Report:
 - 1) the existing NIA' guidelines for irrigation and drainage facilities in communal irrigation development in connection with the guidelines for minimum requirement of irrigation and drainage facilities,



- 2) future directions of management and administration of CISS/CIPs, inclusive of the development of the database system, based on the NIA's policy on decentralization of authority to RIOs, and
 - 3) The Republic Act 6978 (1990) which determines the amount to be amortized by the farmers beneficiaries.
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- (6) The existing database system will be re-structured during the home office work of Phase-II on the basis of the agreed concept which is given in ANNEX C of the Progress Report No.2.
 - (7) The Draft Final Report, together with the revised computerized database system, will be submitted to NIA by the beginning of December, 1991.



LIST OF ATTENDANTS

NIA

- | | |
|-----------------------------|----------------------------------|
| 1. Jose B. del Rosario, Jr. | Administrator |
| 2. Jose A. Galvez | Assistant Administrator for SOEM |
| 3. Isidro R. Digal | Manager, PDD |
| 4. Antonio A. Galvez | OIC, CID |
| 5. Rodrigo N. de Guzman | Division Manager, CID |
| 6. Calixto P. Timonera | Counterpart Team Leader |
| 7. Virgilio S. Miguel | Irrigation and Drainage |
| 8. Francisco T. Orense | Agriculture |
| 9. Conrado M. Paredes | System Design and Analysis |
| 10. Silvino A. Alonzo Jr. | Meteorology and Hydrology |
| 11. Violeta M. Benico | Agro-economy and Institution |
| 12. Antonio F. Mamuyac | Researcher |
| 13. Emelita B. Parallon | Facility Design |
| 14. Artemio A. Tapa | Facility Design |

JICA

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| 1. Sumio OISHI | JICA Expert, NIA |
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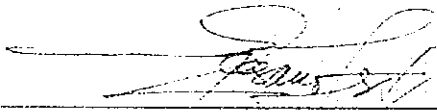
JICA Study Team

- | | |
|--------------------------|----------------------------|
| 1. Tadashi SAKAMOTO | Team Leader |
| 2. Naoki ARIGA | Co-leader/Project Planning |
| 3. Toshikazu HIGASHIKAWA | Irrigation and Drainage |
| 4. Yukihiro KAWAHARA | Design Engineer |
| 5. Wilmarth S. MIRASOL | Agro-Economy/Institution |
| 6. Takuya IGAWA | System Design and Analysis |
| 7. Fumihiko FURUICHI | Project Evaluation |
| 8. Hisashi IKEWADA | Agriculture |



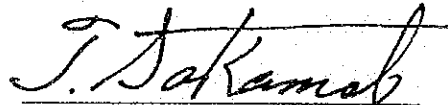
MINUTES OF MEETING
FOR DRAFT FINAL REPORT
ON
MASTER PLAN STUDY
ON
SMALL SCALE IRRIGATION DEVELOPMENT PROJECT (SSIDP)
IN
THE REPUBLIC OF THE PHILIPPINES

December 4, 1991

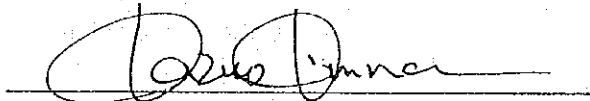


MR. JOSE B. DEL ROSARIO, JR.
ADMINISTRATOR

NIA



MR. TADASHI SAKAMOTO
TEAM LEADER

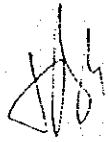
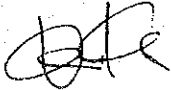


WITNESS: MR. KAZUO KIMURA
CHAIRMAN OF JICA ADVISORY COMMITTEE


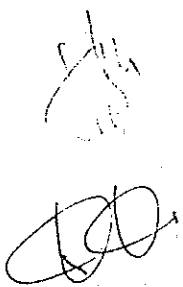
1. Date and Time : December 2, 1991 (10:00 a.m. - 11:00 a.m.)
2. Place : Conference Room of NIA
3. Attendants : See attached list
4. Summary of Discussion:

The meeting was presided by Mr. Jose B. del Rosario, Jr., the Administrator of NIA. Mr. Tadashi SAKAMOTO, the leader of the JICA Study Team, explained the outline of the Draft Final Report. The following were confirmed during the discussions:

- (1) Thirty (30) copies of the draft final report were sent to the Philippines in early November 1991, however these reports were not delivered to NIA before having the meeting because of the delayed custom clearance at NAIA. Therefore, the advanced copies of the report that the JICA Study Team directly brought in, were used for discussions. It is expected that the report will be delivered to NIA by December 10, 1991.
- (2) NIA appreciated and accepted the Draft Final Report, because during the course of the Study, a series of discussions were made between the concerned NIA officials and the JICA Study Team, and most of the NIA's policies and directions on SSIDP were already incorporated into the Draft Final Report. NIA said that the master plan would be reflected in the NIA Corporate Plan for implementation.
- (3) NIA requested the JICA Study Team to attach the glossary of technical terms to the Final Report, in order to avoid the misunderstanding on terminology which is used in the report.
- (4) The JICA Study Team requested NIA to inform the Team of the NIA's official comments on the Draft Final Report through the JICA Philippines Office if any by January 15, 1992. The Final Report will be prepared within one month after receiving the NIA's comments, and submitted to NIA as early as possible.
- (5) The JICA Study Team submitted a copy of the computerized database system to NIA. Demonstration and technical explanation of the database system will be made on December 5, 1991 mainly for the counterpart personnel.

- (6) NIA requested the JICA Study Team to donate the vehicles that JICA provided the Team for the execution of the Study. The JICA Study Team said that the request would be conveyed to the JICA Office.



LIST OF ATTENDANTS

NIA

- | | |
|-----------------------------|----------------------------------|
| 1. Jose B. del Rosario, Jr. | Administrator |
| 2. Jose A. Galvez | Assistant Administrator for SOEM |
| 3. Isidro R. Digal | Manager, PDD |
| 4. Antonio A. Galvez | OIC, CID |
| 5. Rodrigo N. de Guzman | Division Manager, CID |

JICA

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|----------------|------------------|
| 1. Sumio OISHI | JICA Expert, NIA |
|----------------|------------------|

JICA Advisory Committee

- | | |
|---------------------|--------------------------------|
| 1. Kazuo KIMURA | Chairman |
| 2. Atsushi HANATANI | JICA Headquarter (coordinator) |

JICA Study Team

- | | |
|--------------------------|----------------------------|
| 1. Tadashi SAKAMOTO | Team Leader |
| 2. Naoki ARIGA | Co-leader/Project Planning |
| 3. Toshikazu HIGASHIKAWA | Irrigation and Drainage |
| 4. Yukihiro KAWAHARA | Design Engineer |
| 5. Wilmarth S. MIRASOL | Agro-Economy/Institution |

JICA