

ARTICLE 9. REPORTING AND OTHER IMPLEMENTATION  
COOPERATION PROCEDURES

The parties shall meet every.....(tidsangivelse)  
to plan and follow up the progress of the  
project/programme.

At this meeting

Alt A: a plan and a budget for the next  
.....-month period shall be agreed.

Alt B: any amendments to the plan and the budget  
shall be agreed.

Proposals for a new plan and budget (Alt: for such  
amendments) shall be submitted to Sweden .....  
months in advance by .....(mottagarmyndigheten).

X-land shall provide Sweden with .....-monthly  
reports on all financial aspects of the  
project/programme, including a report on the  
utilisation of the Swedish contribution. Such  
reports shall refer to the agreed budget.

Every .....-months X-land shall provide Sweden  
with copies of audit reports covering all  
financial transactions within the project/-  
programme, whether financed by Sweden or not,  
since the end of the period covered by the  
previous audit report.

X-land shall cooperate with and assist Sweden to  
perform audits, follow-ups and evaluations of the  
impact of the project/programme. Costs of such  
activities shall be financed from the contribution  
if not financed by X-land.

Kommentar:

*Kostnader för uppföljning,  
utvärdering och revision nämns i  
mallen. Det är viktigt att sådana  
kostnader tas in även i budgeten  
samt att alla inblandade är med-  
vetna om det.*

X-land shall provide Sweden with .....-monthly  
progress reports covering the following  
issues.....(till exempel projektets  
och sektorns utveckling, uppnådda mål och  
resultat, stöd från andra givare, angivande av  
särskilda problem och framtidsutsikter).

X-land shall provide Sweden with all other  
information regarding the project/programme that  
Sweden may reasonably request and enable Swedish

representatives to visit the project and inspect goods, records and documents.

The obligations of X-land according to this article shall apply also to support given by Sweden under previous agreements on Swedish support to the project/programme.

Sweden shall every ... month provide X-land with information of costs incurred by Sweden

Irrespective of agreed reporting routines the parties shall promptly inform each other if a situation arises that makes it likely that (a part of) the project/programme will not be carried out as agreed.

Kommentar:

Vid samfinansierade insatser skall rapporter skickas till samtliga givare. Endast de som skall genomföra insatsen skall delta i de årliga mötena osv. Mallen skall vid samfinansiering justeras med tanke på detta.

ARTICLE 10. DISBURSEMENT

Alt A: Procedures for disbursement are included in the Agreement on General Terms and Conditions for Development Cooperation between Sweden and X-land.

Alt B: The Swedish contribution to costs incurred by X-land will be disbursed as follows:

.....

Kommentar:

Alternativ B kan användas i två situationer. Antingen som ett tillägg till reglerna i proceduravtalet, eller när särskilda överenskommelser om utbetalningsprocedurer har träffats. Om det senare väljs måste samtliga utbetalningsprocedurer beskrivas här.

ARTICLE 11. DELEGATION OF POWERS

The Swedish International Development Authority, SIDA, and the Ministry of..... in X-land shall be empowered to represent their respective

Governments in matters concerning the implementation of this Agreement.

Kommentar:

I samfinansierade insatser måste det framgå att till exempel SIDA representerar samtliga givare så som administrerande myndighet.

ARTICLE 12. REFERENCE TO OTHER AGREEMENTS

Cooperation between the parties under this Agreement is also governed by:

- the Agreement on General Terms and Conditions for Development Cooperation between the Government of Sweden and the Government of X-land, dated .....; and
- the Agreement on Development Cooperation for the period .....; and
- any agreement that may replace or amend the said agreements.

(OTHER TERMS AND CONDITIONS FOR THE COOPERATION)

Kommentar:

Om denna mall används vid en insats i ett land med vilket Sverige inte har proceduravtal måste tillämpliga delar av mallen för sådana avtal tas in i insatsavtalet.

Om personal utifån skall placeras i mottagarlandet bör hela proceduravtalet med undantag för artikel 1, 2 och 10 tas in i insatsavtalet. Om inga konsultföretag, institutioner eller liknande skall delta i insatsen kan även artikel 7 utelämnas. Om Sverige inte skall driva skolor eller kliniker kan artikel 8 utelämnas och om ingen personal från mottagarlandet skall resa därifrån inom ramen för insatsen kan artikel 9 utelämnas. Om endast inhemsk personal skall genomföra insatsen räcker det att insatsavtalet kompletteras med artikel 3 och 4.

Vidare skall relevanta delar av utbetalningsreglerna i artikel 5 tas in i insatsavtalet.

Beträffande regionala insatser i programländer skall följande iakttas. Om motparten är en regional institution kan denna inte utsträcka proceduravtalen till att gälla personal som arbetar i det regionala projektet utan det måste göras av behörig företrädare för det aktuella proceduravtalslandet. Om berörda länder undertecknat proceduravtal enligt mallen i denna handbok, skall personal som arbetar med ett regionalt projekt i ett visst land omfattas av proceduravtalet för det landet. Det förutsätts att ordalydelsen i artikel 6 a, bilaga 1, accepterats.

Om vad som sagts ovan inte är tillämpligt kan man utverka att landet, där insatsen skall genomföras, skriftligen bekräftar att dess proceduravtal med Sverige skall tillämpas beträffande insatsen.

#### ARTICLE 13. DISTRIBUTION OF THIS AGREEMENT

The parties undertake to distribute copies of this Agreement to all their ministries, authorities and other institutions involved in the project/-programme of cooperation or otherwise in need of information of its content.

#### ARTICLE 14. TERMINATION

This Agreement shall remain valid until ..... (datum), unless terminated earlier by either of the parties by six months' written notice.

In cases of termination by Sweden the termination shall not apply to funds irrevocably committed in good faith by X-land to third parties before the date of the notice of termination, provided that the commitments were made in accordance with this Agreement and agreements for implementation between the designated authorities.

In case of termination by X-land no funds shall be available for activities after the expiry of the Agreement.

Kommentar:

Avtalets slutdatum blir aktivitetsperioden plus sex månader för eftersläpande utbetalningar, enligt artikel 6.1 (se vidare 3.4 i textdelen). Under uppsägningstiden kan Sverige hålla inne betalningarna om förutsättningarna för detta är uppfyllda. Det är emellertid tänkbart att Sverige säger upp ett avtal utan att det finns möjlighet att hålla inne utbetalningarna.

ARTICLE 15. ENTRY INTO FORCE

This Agreement shall enter into force on.....(datum).

Kommentar:

Beträffande slutdatum se artikel 14. För att underlätta att avtal ingås efter skriftväxling har denna klausul lagts sist (jämför bilaga 7 till denna handbok). Observera att avtalets ikraftträdande kan villkoras av mottagarlandets uppfyllande av vissa åtgärder under artikel 6.

Two originals of the text of this Agreement, written in the English language, have been signed today, the ..... of .....(datum), in .....(plats).

For the Government of  
Sweden

For the Government of  
X-land

.....  
Kommentar:

Maskinskrivet namnförtydligande och titel skall finnas.

## 1.10 UNDP

1.10.1 基本協定：Standard Basic Assistance Agreement (SBAA) /256

1.10.2 プロジェクト取極：Project Document /269



Standard Basic Assistance Agreement (SBAA) between  
the recipient Government and the UNDP

AGREEMENT

BETWEEN

(Country)

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME

WHEREAS the General Assembly of the United Nations has established the United Nations Development Programme (hereinafter called the UNDP) to support and supplement the national efforts of developing countries at solving the most important problems of their economic development and to promote social progress and better standards of life; and

WHEREAS the Government of \_\_\_\_\_ wishes to request assistance from the UNDP for the benefit of its people;

NOW THEREFORE the Government and the UNDP (hereinafter called the Parties) have entered into this Agreement in a spirit of friendly co-operation.

Article I

Scope of this Agreement

1. This Agreement embodies the basic conditions under which the UNDP and its Executing Agencies shall assist the Government in carrying out its development projects, and under which such UNDP-assisted projects shall be executed. It shall apply to all such UNDP assistance and to such Project Documents or other instruments (hereinafter called Project Documents) as the Parties may conclude to define the particulars of such assistance and the respective responsibilities of the Parties and the Executing Agency hereunder in more detail in regard to such projects.

2. Assistance shall be provided by the UNDP under this Agreement only in response to requests submitted by the Government and approved by the UNDP. Such assistance shall be made available to the Government, or to such entity as the Government may designate, and shall be furnished and received in accordance with the relevant and applicable resolutions and decisions of the competent UNDP organs, and subject to the availability of the necessary funds to the UNDP.



Article II

Forms of Assistance

1. Assistance which may be made available by the UNDP to the Government under this Agreement may consist of:

(a) The services of advisory experts and consultants, including consultant firms or organizations, selected by and responsible to, the UNDP or the Executing Agency concerned;

(b) The services of operational experts selected by the Executing Agency, to perform functions of an operational, executive or administrative character as civil servants of the Government or as employees of such entities as the Government may designate under Article I, paragraph 2, hereof;

(c) The services of members of the United Nations Volunteers (hereinafter called volunteers);

(d) Equipment and supplies not readily available in \_\_\_\_\_ (hereinafter called the country);

(e) Seminars, training programmes, demonstration projects, expert working groups and related activities;

(f) Scholarships and fellowships, or similar arrangements under which candidates nominated by the Government and approved by the Executing Agency concerned may study or receive training; and

(g) Any other form of assistance which may be agreed upon by the Government and the UNDP.

2. Requests for assistance shall be presented by the Government to the UNDP through the UNDP resident representative in the country (referred to in paragraph 4(a) of this Article), and in the form and in accordance with procedures established by the UNDP for such requests. The Government shall provide the UNDP with all appropriate facilities and relevant information to appraise the request, including an expression of its intent with respect to the follow-up of investment-oriented projects.

3. Assistance may be provided by the UNDP to the Government either directly, with such external assistance as it may deem appropriate, or through an Executing Agency, which shall have primary responsibility for carrying out UNDP assistance to the project and which shall have the status of an independent contractor for this purpose. Where assistance is provided by the UNDP directly to the Government, all references in this Agreement to an Executing Agency shall be construed to refer to the UNDP, unless clearly inappropriate from the context.

4. (a) The UNDP may maintain a permanent mission, headed by a resident representative, in the country to represent the UNDP therein and be the principal channel of communication with the Government on all Programme matters. The resident representative shall have full responsibility and ultimate authority, on behalf of the UNDP Administrator, for the UNDP programme in all its aspects in the country, and shall be team leader in regard to such representatives of other United Nations organizations as may be posted in the country, taking into account their professional competence and their relations with appropriate organs of the Government. The resident representative shall maintain liaison on behalf of the Programme with the appropriate organs of the Government, including the Government's co-ordinating agency for external assistance, and shall inform the Government of the policies, criteria and procedures of the UNDP and other relevant programmes of the United Nations. He shall assist the Government, as may be required, in the preparation of UNDP country programme and project requests, as well as proposals for country programme or project changes, assure proper co-ordination of all assistance rendered by the UNDP through various Executing Agencies or its own consultants, assist the Government, as may be required, in co-ordinating UNDP activities with national, bilateral and multilateral programmes within the country, and carry out such other functions as may be entrusted to him by the Administrator or by an Executing Agency.

(b) The UNDP mission in the country shall have such other staff as the UNDP may deem appropriate to its proper functioning. The UNDP shall notify the Government from time to time of the names of the members, and of the families of the members, of the mission, and of changes in the status of such persons.

### Article III

#### Execution of Projects

1. The Government shall remain responsible for its UNDP-assisted development projects and the realization of their objectives as described in the relevant Project Documents, and shall carry out such parts of such projects as may be stipulated in the provisions of this Agreement and such Project Documents. The UNDP undertakes to complement and supplement the Government's participation in such projects through assistance to the Government in pursuance of this Agreement and the Work Plan forming part of such Project Documents, and through assistance to the Government in fulfilling its intent with respect to investment follow-up. The Government shall inform UNDP of the Government Co-operating Agency directly responsible for the Government's participation in each UNDP-assisted project. Without prejudice to the Government's overall responsibility for its projects, the Parties may agree that an Executing Agency shall assume primary responsibility for execution of a project in consultation and agreement with the Co-operating Agency, and any arrangements to this effect shall be stipulated in the project Work Plan forming part of the Project Document together with arrangements, if any, for transfer of such responsibility, in the course of project execution, to the Government or to an entity designated by the Government.

2. Compliance by the Government with any prior obligations agreed to be necessary or appropriate for UNDP assistance to a particular project shall be a condition of performance by the UNDP and the Executing Agency of their responsibilities with respect to that project. Should provision of such assistance be commenced before such prior obligations have been met, it may be terminated or suspended without notice and at the discretion of the UNDP.
3. Any agreement between the Government and an Executing Agency concerning the execution of a UNDP-assisted project or between the Government and an operational expert shall be subject to the provisions of this Agreement.
4. The Co-operating Agency shall as appropriate and in consultation with the Executing Agency assign a full-time director for each project who shall perform such functions as are assigned to him by the Co-operating Agency. The Executing Agency shall as appropriate and in consultation with the Government appoint a Chief Technical Adviser or Project Co-ordinator responsible to the Executing Agency to oversee the Executing Agency's participation in the project at the project level. He shall supervise and co-ordinate activities of experts and other Executing Agency personnel and be responsible for the on-the-job training of national Government counterparts. He shall be responsible for the management and efficient utilization of all UNDP-financed inputs, including equipment provided to the project.
5. In the performance of their duties, advisory experts, consultants and volunteers shall act in close consultation with the Government and with persons or bodies designated by the Government, and shall comply with such instructions from the Government as may be appropriate to the nature of their duties and the assistance to be given and as may be mutually agreed upon between the UNDP and the Executing Agency concerned and the Government. Operational experts shall be solely responsible to, and be under the exclusive direction of, the Government or the entity to which they are assigned, but shall not be required to perform any functions incompatible with their international status or with the purposes of the UNDP or of the Executing Agency. The Government undertakes that the commencing date of each operational expert in its service shall coincide with the effective date of his contract with the Executing Agency concerned.
6. Recipients of fellowships shall be selected by the Executing Agency. Such fellowships shall be administered in accordance with the fellowship policies and practices of the Executing Agency.
7. Technical and other equipment, materials, supplies and other property financed or provided by the UNDP shall belong to the UNDP unless and until such time as ownership thereof is transferred, on terms and conditions mutually agreed upon between the Government and the UNDP, to the Government or to an entity nominated by it.
8. Patent rights, copyright rights, and other similar rights to any discoveries or work resulting from UNDP assistance under this Agreement shall belong to the UNDP. Unless otherwise agreed by the Parties in each case, however, the Government shall have the right to use any such discoveries or work within the country free of royalty or any charge of similar nature.

Article IV

Information concerning Projects

1. The Government shall furnish the UNDP with such relevant reports, maps, accounts, records, statements, documents and other information as it may request concerning any UNDP-assisted project, its execution or its continued feasibility and soundness, or concerning the compliance by the Government with its responsibilities under this Agreement or Project Documents.
2. The UNDP undertakes that the Government shall be kept currently informed of the progress of its assistance activities under this Agreement. Either party shall have the right, at any time, to observe the progress of operations on UNDP-assisted projects.
3. The Government shall, subsequent to the completion of a UNDP-assisted project, make available to the UNDP at its request information as to benefits derived from and activities undertaken to further the purposes of that project, including information necessary or appropriate to its evaluation or to evaluation of UNDP assistance, and shall consult with and permit observation by the UNDP for this purpose.
4. Any information or material which the Government is required to provide to the UNDP under this Article shall be made available by the Government to an Executing Agency at the request of the Executing Agency concerned.
5. The Parties shall consult each other regarding the publication, as appropriate, of any information relating to any UNDP-assisted project or to benefits derived therefrom. However, any information relating to any investment-oriented project may be released by the UNDP to potential investors, unless and until the Government has requested the UNDP in writing to restrict the release of information relating to such project.

Article V

Participation and contribution of Government  
in execution of Project

1. In fulfillment of the Government's responsibility to participate and co-operate in the execution of the projects assisted by the UNDP under this Agreement, it shall contribute the following in kind to the extent detailed in relevant Project Documents:
  - (a) Local counterpart professional and other services, including national counterparts to operational experts;
  - (b) Land, buildings, and training and other facilities available or produced within the country; and
  - (c) Equipment, materials and supplies available or produced within the country.

2. Whenever the provision of equipment forms part of UNDP assistance to the Government, the latter shall meet charges relating to customs clearance of such equipment, its transportation from the port of entry to the project site together with any incidental handling or storage and related expenses, its insurance after delivery to the project site, and its installation and maintenance.

3. The Government shall also meet the salaries of trainees and recipients of fellowships during the period of their fellowships.

4. If so provided in the Project Document, the Government shall pay, or arrange to have paid, to the UNDP or an Executing Agency the sums required, to the extent specified in the Project Budget of the Project Document, for the provision of any of the items enumerated in paragraph 1 of this Article, whereupon the Executing Agency shall obtain the necessary items and account annually to the UNDP for any expenditures out of payments made under this provision.

5. Monies payable to the UNDP under the preceding paragraph shall be paid to an account designated for this purpose by the Secretary-General of the United Nations and shall be administered in accordance with the applicable financial regulations of the UNDP.

6. The cost of items constituting the Government's contribution to the project and any sums payable by the Government in pursuance of this Article, as detailed in Project Budgets, shall be considered as estimates based on the best information available at the time of preparation of such Project Budgets. Such sums shall be subject to adjustment whenever necessary to reflect the actual cost of any such items purchased thereafter.

7. The Government shall as appropriate display suitable signs at each project identifying it as one assisted by the UNDP and the Executing Agency.

#### Article VI

##### Assessed programme costs and other items payable in local currency

1. In addition to the contribution referred to in Article V, above, the Government shall assist the UNDP in providing it with assistance by paying or arranging to pay for the following local costs or facilities, in the amounts specified in the relevant Project Document or otherwise determined by the UNDP in pursuance of relevant decisions of its governing bodies:

(a) The local living costs of advisory experts and consultants assigned to projects in the country;

(b) Local administrative and clerical services, including necessary local secretarial help, interpreter-translators, and related assistance;

(c) Transportation of personnel within the country; and

(d) Postage and telecommunications for official purposes.

2. The Government shall also pay each operational expert directly the salary, allowances and other related emoluments which would be payable to one of its nationals if appointed to the post involved. It shall grant an operational expert the same annual and sick leave as the Executing Agency concerned grants its own officials, and shall make any arrangement necessary to permit him to take home leave to which he is entitled under the terms of his service with the Executing Agency concerned. Should his service with the Government be terminated by it under circumstances which give rise to an obligation on the part of an Executing Agency to pay him an indemnity under its contract with him, the Government shall contribute to the cost thereof the amount of separation indemnity which would be payable to a national civil servant or comparable employee of like rank whose service is terminated in the same circumstances.

3. The Government undertakes to furnish in kind the following local services and facilities:

(a) The necessary office space and other premises;

(b) Such medical facilities and services for international personnel as may be available to national civil servants;

(c) Simple but adequately furnished accommodation to volunteers; and

(d) Assistance in finding suitable housing accommodation for international personnel, and the provision of such housing to operational experts under the same conditions as to national civil servants of comparable rank.

4. The Government shall also contribute towards the expenses of maintaining the UNDP mission in the country by paying annually to the UNDP a lump sum mutually agreed between the Parties to cover the following expenditures:

(a) An appropriate office with equipment and supplies, adequate to serve as local headquarters for the UNDP in the country;

(b) Appropriate local secretarial and clerical help, interpreters, translators and related assistance;

(c) Transportation of the resident representative and his staff for official purposes within the country;

(d) Postage and telecommunications for official purposes; and

(e) Subsistence for the resident representative and his staff while in official travel status within the country.

5. The Government shall have the option of providing in kind the facilities referred to in paragraph 4, above, with the exception of items (b) and (e);

6. Monies payable under the provisions of this Article, other than under paragraph 2, shall be paid by the Government and administered by the UNDP in accordance with Article V, paragraph 5.

#### Article VII

##### Relation to assistance from other sources

In the event that assistance towards the execution of a project is obtained by either Party from other sources, the Parties shall consult each other and the Executing Agency with a view to effective co-ordination and utilization of assistance received by the Government from all sources. The obligations of the Government hereunder shall not be modified by any arrangements it may enter into with other entities co-operating with it in the execution of a project.

#### Article VIII

##### Use of Assistance

The Government shall exert its best efforts to make the most effective use of the assistance provided by the UNDP and shall use such assistance for the purpose for which it is intended. Without restricting the generality of the foregoing, the Government shall take such steps to this end as are specified in the Project Document.

#### Article IX

##### Privileges and Immunities

1. The Government shall apply to the United Nations and its organs, including the UNDP and United Nations subsidiary organs acting as UNDP Executing Agencies, their property, funds and assets, and to their officials, including the resident representative and other members of the UNDP mission in the country, the provisions of the Convention on the Privileges and Immunities of the United Nations,

2. The Government shall apply to each Specialized Agency acting as an Executing Agency, its property, funds and assets, and to its officials, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies, including any Annex to the Convention applicable to such Specialized Agency. In case the International Atomic Energy Agency (the IAEA) acts as an Executing Agency, the Government shall apply to its property, funds and assets, and to its officials and experts, the Agreement on the Privileges and Immunities of the IAEA.

3. Members of the UNDP mission in the country shall be granted such additional privileges and immunities as may be necessary for the effective exercise by the mission of its functions.

4. (a) Except as the Parties may otherwise agree in Project Documents relating to specific projects, the Government shall grant all persons, other than Government nationals employed locally, performing services on behalf of the UNDP, a Specialized Agency or the IAEA who are not covered by paragraphs 1 and 2, above, the same privileges and immunities as officials of the United Nations, the Specialized Agency concerned or the IAEA under Sections 18, 19 or 18 respectively of the Conventions on the Privileges and Immunities of the United Nations or of the specialized agencies, or of the Agreement on the Privileges and Immunities of the IAEA.

(b) For purposes of the instruments on privileges and immunities referred to in the preceding parts of this Article:

- (1) All papers and documents relating to a project in the possession or under the control of the persons referred to in sub-paragraph 4(a), above, shall be deemed to be documents belonging to the United Nations, the Specialized Agency concerned, or the IAEA, as the case may be; and
- (2) Equipment, materials and supplies brought into or purchased or leased by those persons within the country for purposes of a project shall be deemed to be property of the United Nations, the Specialized Agency concerned, or the IAEA, as the case may be.

5. The expression "persons performing services" as used in Articles IX, X and XIII of this Agreement includes operational experts, volunteers, consultants, and juridical as well as natural persons and their employees. It includes governmental or non-governmental organizations or firms which UNDP may retain, whether as an Executing Agency or otherwise, to execute or to assist in the execution of UNDP assistance to a project, and their employees. Nothing in this Agreement shall be construed to limit the privileges, immunities or facilities conferred upon such organizations or firms or their employees in any other instrument.



Article X

Facilities for execution of UNDP assistance

1. The Government shall take any measures which may be necessary to exempt the UNDP, its Executing Agencies, their experts and other persons performing services on their behalf from regulations or other legal provisions which may interfere with operations under this Agreement, and shall grant them such other facilities as may be necessary for the speedy and efficient execution of UNDP assistance. It shall, in particular, grant them the following rights and facilities:

- (a) prompt clearance of experts and other persons performing services on behalf of the UNDP or an Executing Agency;
- (b) prompt issuance without cost of necessary visas, licences or permits;
- (c) access to the site of work and all necessary rights of way;
- (d) free movement within or to or from the country, to the extent necessary for proper execution of UNDP assistance;
- (e) the most favourable legal rate of exchange;
- (f) any permits necessary for the importation of equipment, materials and supplies, and for their subsequent exportation;
- (g) Any permits necessary for importation of property belonging to and intended for the personal use or consumption of officials of the UNDP, its Executing Agencies, or other persons performing services on their behalf, and for the subsequent exportation of such property; and
- (h) Prompt release from customs of the items mentioned in sub-paragraphs (f) and (g), above.

2. Assistance under this Agreement being provided for the benefit of the Government and people of \_\_\_\_\_, the Government shall bear all risks of operations arising under this Agreement. It shall be responsible for dealing with claims which may be brought by third parties against the UNDP or an Executing Agency, their officials or other persons performing services on their behalf, and shall hold them harmless in respect of claims or liabilities arising from operations under this Agreement. The foregoing provision shall not apply where the Parties and the Executing Agency have agreed that a claim or liability arises from the gross negligence or wilful misconduct of the above-mentioned individuals.

Article XI

Suspension or termination of assistance

1. The UNDP may by written notice to the Government and to the Executing Agency concerned suspend its assistance to any project if in the judgement of the UNDP any circumstance arises which interferes with or threatens to interfere with the successful completion of the project or the accomplishment of its purposes. The UNDP may, in the same or a subsequent written notice, indicate the conditions under which it is prepared to resume its assistance to the project. Any such suspension shall continue until such time as such conditions are accepted by the Government and as the UNDP shall give written notice to the Government and the Executing Agency that it is prepared to resume its assistance.
2. If any situation referred to in paragraph 1 of this Article shall continue for a period of fourteen days after notice thereof and of suspension shall have been given by the UNDP to the Government and the Executing Agency, then at any time thereafter during the continuance thereof, the UNDP may by written notice to the Government and the Executing Agency terminate its assistance to the project.
3. The provisions of this Article shall be without prejudice to any other rights or remedies the UNDP may have in the circumstances, whether under general principles of law or otherwise.

Article XII

Settlement of disputes

1. Any disputes between the UNDP and the Government arising out of or relating to this Agreement which is not settled by negotiation or other agreed mode of settlement shall be submitted to arbitration at the request of either Party. Each Party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third, who shall be the chairman. If within thirty days of the request for arbitration either Party has not appointed an arbitrator or if within fifteen days of the appointment of two arbitrators the third arbitrator has not been appointed, either Party may request the President of the International Court of Justice to appoint an arbitrator. The procedure of the arbitration shall be fixed by the arbitrators, and the expenses of the arbitration shall be borne by the Parties as assessed by the arbitrators. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the Parties as the final adjudication of the dispute.

2. Any dispute between the Government and an operational expert arising out of or relating to the conditions of his service with the Government may be referred to the Executing Agency providing the operational expert by either the Government or the operational expert involved, and the Executing Agency concerned shall use its good offices to assist them in arriving at a settlement. If the dispute cannot be settled in accordance with the preceding sentence or by other agreed mode of settlement, the matter shall at the request of either Party be submitted to arbitration following the same provisions as are laid down in paragraph 1 of this Article, except that the arbitrator not appointed by either Party or by the arbitrators of the Parties shall be appointed by the Secretary-General of the Permanent Court of Arbitration.

#### Article XIII

##### General Provisions

1. This Agreement shall [enter into force upon signature, and] [be subject to ratification by the Government, and shall come into force upon receipt by UNDP of notification from the Government of its ratification. Pending such ratification, it shall be given provisional effect by the Parties.] It shall continue in force until terminated under paragraph 3, below. Upon the entry into force of this Agreement, it shall supersede existing Agreements concerning the provision of assistance to the Government out of UNDP resources and concerning the UNDP office in the country, and it shall apply to all assistance provided to the Government and to the UNDP office established in the country under the provisions of the Agreements now superseded.

2. This Agreement may be modified by written agreement between the Parties hereto. Any relevant matter for which no provision is made in this Agreement shall be settled by the Parties in keeping with the relevant resolutions and decisions of the appropriate organs of the United Nations. Each Party shall give full and sympathetic consideration to any proposal advanced by the other Party under this paragraph.

3. This Agreement may be terminated by either Party by written notice to the other and shall terminate sixty days after receipt of such notice.

4. The obligations assumed by the Parties under Articles IV (concerning project information) and VIII (concerning the use of assistance) hereof shall survive the expiration or termination of this Agreement. The obligations assumed by the Government under Articles IX (concerning privileges and immunities), X (concerning facilities for project execution) and XII (concerning settlement of disputes) hereof shall survive the expiration or termination of this Agreement to the extent necessary to permit orderly withdrawal of personnel, funds and property of the UNDP and of any Executing Agency, or of any persons performing services on their behalf under this Agreement.

IN WITNESS WHEREOF the undersigned, duly appointed representatives of the United Nations Development Programme and of the Government, respectively, have on behalf of the Parties signed the present Agreement in the English and \_\_\_\_\_ languages in two copies at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

For the United Nations Development  
Programme:

For the Government of  
\_\_\_\_\_:



(1.10.2 Project Document)

UNITED NATIONS  
DEVELOPMENT  
PROGRAMME

TITLE: GUIDELINES FOR PROJECT FORMULATION  
AND THE PROJECT DOCUMENT FORMAT  
Introduction

PROGRAMME AND PROJECTS  
MANUAL

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February 1988

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2.0 Project document

2.1 Introduction

1. Subsection 2.3, below, sets forth an annotated project document format. This format is in effect a modified version of the familiar descriptive format in use since 1975. It supersedes the provisional guidelines for the "Utilization of New Project Document Format" issued under cover of a "Dear Colleague" letter from the Administrator dated 26 October 1982, and the "Supplemental Guidelines on Project Document Format" (UNDP/PROG/119, UNDP/PROG/FIELD/179) issued 20 December 1985.

2. The core structure of the project contained in these instructions consists of a hierarchy of basic project elements as follows:

Development objective  
Immediate objectives  
Outputs  
Activities  
Inputs

3. A project formulated according to this structure is intended to develop in a certain sequence. Namely, the inputs or raw materials are to be transformed by the activities to produce specific outputs, which, when joined together, will lead to the accomplishment of the immediate objectives. The accomplishment of the immediate objectives will in turn contribute at least in part, to the achievement of the broader development objective. This is the basic theory or "logic" of the UNDP project design, upon which the instructions which follow are based.

2.2 Model table of contents

Cover page

A. Context

1. Description of subsector
2. Host country strategy
3. Prior or ongoing assistance
4. Institutional framework for subsector

B. Project justification

1. Problem to be addressed; the present situation
2. Expected end of project situation
3. Target beneficiaries
4. Project strategy and implementation arrangements
5. Reasons for assistance from UNDP/executing agency
6. Special considerations
7. Co-ordination arrangements
8. Counterpart support capacity

C. Development objective

D. Immediate objective(s), outputs, and activities

1. Immediate objective 1

1.1 Output 1

Activities

- 1.1.1 activity 1
- 1.1.2 activity 2
- 1.1.3 activity 3
- 1.1.4 activity 4

D. Immediate objective(s), outputs, and activities (continued)

1.2 Output 2

Activities

1.2.1 activity 1

1.2.2 activity 2

1.2.3 activity 3

1.3 Output 3

Activities

1.3.1 activity 1

1.3.2 activity 2

2. Objective 2

2.1 Output 1

Activities

2.1.1 activity 1

2.1.2 activity 2

2.2 Output 2

Activities

2.2.1 activity 1

2.2.2 activity 2

2.2.3 activity 3

E. Inputs

F. Risks

G. Prior obligations and prerequisites



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H. Project review, reporting and evaluation

I. Legal context

J. Budgets

K. Annexes

- I. Work plan
- II. Schedule of project reviews, reporting and evaluation
- III. Standard legal text for non-SBAA countries (if required)
- IV. Training programme (if required)
- V. Equipment requirements (if required)
- VI. Job descriptions (if required)
- VII. Framework for effective participation of national and international staff (if required)

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### 2.3 Standard content and format

An annotated version of the standard format for UNDP projects is set forth on the following 15 pages. A "clean" or blank version of the project document cover page will be found in the Basic Documents Manual for photocopying if desired.

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STANDARD CONTENT AND FORMAT - UNDP PROJECT DOCUMENT  
Sample cover page

(Line-by-line instructions for the completion of the  
cover page may be found in section 30303 of the PPM.)

UNITED NATIONS DEVELOPMENT PROGRAMME  
Project of the Government of

PROJECT DOCUMENT

Number and title:

Duration:	!	<u>UNDP and cost sharing financing</u>	!
Project site:	!		!
ACC/UNDP sector & subsector: <u>a/</u>	!		!
Government sector and subsector:	!	UNDP	!
Government implementing agency:	!	IPF	\$ _____!
Executing agency:	!	Other (specify) _____	) \$ _____!
[Co-operating or associated agency (if applicable)]:	!	Govt. or third-party	!
Estimated starting date: _____	!	cost sharing (specify) \$ _____	!
(month, year)	!	UNDP & cost sharing	!
Government inputs: (local currency)	!	Total: \$ _____	!
(in kind) _____	!		!
(in cash) _____	!		!

Brief description: (Provide a succinct statement of what the project is intended to achieve and its major features, including whether it is intended to provide institution building, direct support or some other type of assistance. Specify any "special considerations". (See heading B-6.)).

On behalf of:	Signature	Date	Name/title (please type)
The Government:	_____	_____	_____
Executing agency:	_____	_____	_____
UNDP:	_____	_____	_____

United Nations official exchange rate at date of last signature of project document:  
\$1.00 = \_\_\_\_\_

a/ Please study the ACC Programme Classification Extended for UNDP Purposes carefully in section 30304, subsection 4.0, and assure that the code and title used most accurately reflect the primary area of project activity.

#### A. Context

1. This section is intended to explain succinctly the major characteristics of the development setting in which the project will operate. Its length should be adapted to the complexity and size of the project.
2. Include under separately identified headings descriptions of the following (see the outline in subsection 2.2, above, for suggested subheading titles and numbering).
  - (a) The specific subsector concerned, and its major characteristics;
  - (b) The host country plan or strategy for the subsector;
  - (c) Prior or ongoing assistance directed to the same subsector; and
  - (d) The institutional framework for development efforts in the subsector.

#### B. Project justification

1. This section is intended to explain the reasons for undertaking the project and why it is designed the way it is.
2. Describe the following, under separately identified headings (see subsection 2.2, above, for suggested subheading titles and numbering):
  - (a) The problem to be addressed by the project, including the present or "pre-project" situation;
  - (b) The expected situation at the end of the project; (Include here, if pertinent, discussion of whether the need for further UNDP assistance beyond the duration of the present project is envisaged.)
  - (c) How and by whom the results of the project will be utilized ("target beneficiaries");
  - (d) The particular strategy and implementation arrangements of the project and why they have been chosen relative to other possible strategies or arrangements. Refer here to the results of any evaluations or other assessments which may have been made of other projects addressing the same problem. If the strategy of the project is technical in nature or otherwise complex, add an annex to the project document to provide a more detailed description of the methodology and/or technology chosen and why;
  - (e) The reasons for external assistance from the UNDP/executing agency;
  - (f) Special considerations, such as integration of women in development, environmental issues, technical co-operation among developing countries (TCDC), collaboration with non-governmental organizations (NGOs), involvement with the private sector, pre-investment and/or investment potential, etc.;

(g) Arrangements for co-ordinating this project with other efforts in the same subsector; and

(h) The capacity and commitment of the host Government or institution to provide the inputs and support necessary for the project's successful operation and to sustain the results at the end of the project.

#### C. Development objective

1. The development objective represents the achievement of a broader development goal at the subsectoral or sectoral level to which the project is intended to contribute. The goal is usually defined in host country plans for the sector or subsector and normally requires a long-term approach. It should bear an explicit relationship to the objectives of the country programme as well as to any national technical co-operation plans (such as those produced by national technical co-operation assessment programmes (NaTCAPs)), and this relationship should be described.

2. The project itself cannot, by definition, achieve the development objective, which may require a whole range of other related projects or efforts and may depend on such factors as government policies, capital investment and other external conditions. The development objective is thus a higher level goal (hierarchically directly above the immediate objective) for the achievement of which the project is a necessary means.

#### D. Immediate objective(s), outputs and activities

##### Objective(s)

1. Properly defined immediate objectives are the key to the project document. The definition of the other project elements and the structure of the project flow from these objectives. Experience shows that poor formulation of immediate objectives is the single greatest cause of poor project design, and that poor project design is directly linked to project failure. This element therefore deserves the utmost attention in the formulation process and ultimately in drafting the project document.

2. An immediate objective states what the project itself is expected to achieve. It should be defined in terms of the specific change in behaviour, status or condition which the project is intended to bring about. It must in turn contribute to the achievement of the development objective.

3. In thinking about immediate objectives, a useful first step may be to consider whether the assistance is intended to reach its target beneficiaries directly or indirectly.

4. If directly, then it is likely to be in response to a one-time need, the satisfaction of which will be the immediate objective of the project. Referred to generally as "direct support", this type of project normally involves such outputs as feasibility, pre-feasibility or other diagnostic studies, increased skills of a particular group, research results, technical or economic data, etc.

5. If, on the other hand, the assistance would reach its target beneficiaries only indirectly, usually through a host country institution, then the immediate objective or objectives will normally best be defined in terms of the creation or upgrading of a capacity to satisfy the recurrent needs of the target beneficiaries on a sustained basis. Its outputs are likely to be cast in terms of the component parts of an operational system intended to produce the desired services or products. For these types of projects, referred to as "institution building", it is particularly important to distinguish between the achievements expected of the project, which is of fixed duration by nature, and those expected of the host country institution or activity with which it is associated. For example, while it will often be the host country institution's objective to perform certain services or produce certain goods in a sustained manner on its own, the project's objective would not be to produce such services or goods, but rather to upgrade the capacity of the institution from its present level to the level necessary for it to do so.

6. The vast majority of UNDP projects fall into the institution-building category.

7. For either type of project, care must be taken to state objectives which are realistic, in the sense that they fall within the range of results which reasonably may be expected to be achieved within the limits of time, money and human resources of the project.

8. They must also be stated to the extent possible in terms which allow measurement or at least observation of their achievement. If the project is correctly formulated, the achievement of the immediate objectives should result in movement from the pre-project situation to the end-of-project status as described in part B of the project document above. Their achievement is the basis on which the success or failure of the project is to be judged. It is therefore extremely important that they be cast in terms which permit measurement or observation of their achievement during the course of and at the end of the project. Because objectives cast in terms of "strengthening", "supporting", "advising", etc., are inherently difficult or impossible to measure or observe, they are to be avoided.

9. Taking this into account, each formulation of an immediate objective should be tested by asking whether it will be possible during the course of project implementation to determine if and when the achievement described is in fact being obtained. If the answer is "no", the objective needs to be reformulated.

10. There should be only a limited number of immediate objectives for any one project. Many projects may have only one such objective, and there should not normally be more than two or three. If there are a great many immediate objectives, it may be necessary to consider developing more than one project to obtain them. Otherwise the project runs the risk of being unmanageable.

11. Each immediate objective is to be stated as a separate subheading of the project document, with the specific outputs and activities related to it described under that subheading. Please refer to the model table of contents in subsection 2.2, above, for the proper layout.

#### Outputs

1. The outputs are the building blocks which, when assembled, lead to the achievement of one or more of the immediate objectives. They are the tangible "products" that the project itself should produce to achieve its immediate objective(s). They should flow naturally from the immediate objective, in that they represent the results of the tasks which must be completed in order to achieve that objective.

2. Outputs are to be described as concretely as possible and in verifiable terms. In formulating outputs, it may be useful to test them by asking if they are stated in a manner which permits a ready determination of whether and when they have been produced and whether they are of the required quality. If the answer is "no", the output needs to be reformulated.

3. Every immediate objective must be supported by at least one output. If there is no output leading to an objective, then review the statement of the objective. It may well be that it is a statement of either an output itself or even of an activity rather than an objective, both of which have been found to be very common mistakes.

4. It is likely that there will be more than one output for every objective. Indeed, care must be taken to assure that all the outputs necessary to the achievement of the objective are described. Otherwise the objective may prove unachievable.

5. In turn, it is possible that one output may support more than one immediate objective, in which case this should be indicated by cross-reference without duplicating the statement of the output (and its related activities and inputs) under each objective.

### Activities

1. The activities of the project flow naturally from the outputs. They consist of the substantive tasks to be carried out under the project. They are goal-oriented in that they are tasks to be performed in order to produce a specified project output. If the task is not geared to producing one of the outputs, it is not to be listed. Thus, routine administrative tasks are not to be included.

2. Each output must be supported by at least one activity. List each of the major activities necessary to produce a particular output together with that output (subsection 2.2, above, shows the suggested layout). For each activity also indicate to the extent possible its expected duration, the proposed starting point during the project life (use month 1, month 2, etc.), whether it is dependent on the completion of other activities and which party is responsible for carrying it out. Only those tasks which are to be undertaken by the project should be listed, with care being taken to distinguish between the project's activities and those which are part of the broader ongoing activities of the host country institution or programme to which the project is related. Usually, there will be more than one activity necessary to produce each output. Some activities may contribute to more than one output, in which case this should be indicated by cross-reference.

### E. Inputs

1. The inputs are the "raw materials" of the project, be they in the form of equipment and supplies, personnel, fellowships, etc. They flow from the higher levels of the project element hierarchy in that they are determined from an analysis of the tasks which need to be performed (activities) and their expected results (outputs).

2. The totality of inputs required to carry out the project's activities or otherwise to produce the specified outputs are to be listed. As a preliminary step, all the required inputs be identified, regardless of their possible source. Thereafter it should be determined which of the inputs can realistically be provided by the host Government or institution and these should be listed in the project document first. Then those inputs which can be provided by another source besides the host country or UNDP, if any, should be determined and listed second. Finally, the UNDP/executing agency inputs are determined and listed last.

3. The listing of inputs in this section of the project document should consist of a brief description which indicates not only the quantity but the type and quality of the input required. It is intended that the description be sufficient to allow judgement of the appropriateness of the input to the project.



4. Detailed descriptions of inputs, on the other hand, should not be provided here but reserved for the annexes. (Annexes to provide technical requirements for equipment, job descriptions for project posts and training programmes should be provided where merited by the size and/or complexity of those components of the project, as it has been shown these greatly facilitate project start-up and implementation.)

5. In many cases, it may be possible to list the inputs directly under the activity to which they relate. If so, this layout is recommended for the added clarity it gives to the structure and logic of the project. Otherwise cross-referencing should be used to show the activity to which the input is intended to contribute.

6. In all cases, careful consideration must be given to assuring the proper level and mix of inputs, and justification provided as appropriate.

7. The quantity and appropriateness of equipment must be given particular attention, keeping in mind the basic policy that UNDP (other than UNCDF) does not provide project funds for capital assistance. Specific justification must be provided any time the equipment component is 50 per cent or more of the UNDP budget, or \$200,000, whichever is less. (See section 30402.)

8. Special attention must also be paid to the personnel component to assure that the most appropriate categories of personnel are utilized, keeping in mind the possibility of using short-term consultants, national expertise, United Nations volunteers, or the services of NGOs, transfer of knowledge through expatriate nationals (TOKTEN), TCDC schemes and other non-traditional sources. Whatever the category and mix of personnel inputs chosen, the goal in the provision of all UNDP-financed personnel inputs is to make available to the development process in the host country human resources which would not otherwise be available. (See section 30400.)

#### F. Risks

1. A project formulated according to the above structure is intended to unfold according to the logic described in the introduction. It is entirely possible, however, for a project in which the major elements are properly defined and which has been carefully implemented nevertheless to fail. This is because no project operates in a vacuum, quite obviously, but rather in an oftentimes difficult development environment in which risks arise which may seriously delay or prevent the achievement of the project's outputs and objectives.

2. These risks can be placed in two categories:

(a) Those which may be so great as to call into question at the outset the viability of the project as proposed and which would thus require a redesign of the project to find an approach which lowers or eliminates the risk; and

(b) Those which may not, at the time of formulating the project, be great enough to require redesign of the project but which could grow with time to the point where they would cause major disruption to the project and would require adjustment in its operations.

3. It is important that these risks be explicitly addressed, in the first instance at the project formulation stage, and secondly in the course of project implementation. It is therefore intended that heading J of the PFF be used as a tool to help project formulators identify the risks and then deal with the first category by adjustment to the initial project design. These types of risks will thus presumably be reduced or eliminated through the use of the prior obligations section and through adjustments to other project elements or even the project's overall approach. These adjustments will be reflected in subsequent drafts of the project formulation framework. The result should be that ultimately only the second category of risks will be described in this part of the project document. This may prove important both for purposes of the appraisal of the project and its subsequent management.

4. Therefore, under this heading of the project document, list each significant risk which could arise in the course of implementation to seriously delay or prevent achievement of the outputs and objectives of the project. Describe briefly how it could affect the project and what measures are envisaged to deal with the risk, if and when it should arise. It is not necessary to list every conceivable risk. Rather focus only on those which have some probability of occurring. (Also do not list risks with a high probability of occurring. Such risks, once identified in the formulation stage with the help of the PFF, should either be lowered or eliminated through changes in the design of the project prior to reaching the stage of writing the project document. In this regard, it should be noted that failure of the host country to provide the necessary counterpart personnel should not normally be a project "risk". While this is one of the most common reasons given for project failure, under heading B, paragraph 2 (h), above, an assessment of the capacity of the host Government or institution realistically to provide the counterpart support should have been made and the design of the project adapted to that situation.)

5. In identifying risks, it may be useful to start from the bottom of the project element hierarchy and spell out the critical assumptions which may have been made in moving from each element to the next higher level. Thus, having identified the inputs, what critical assumptions are there in moving from inputs to activities? An example might be an assumption that seed stocks from a seed multiplication facility (an input) will arrive and be delivered in a timely fashion for the planting season in a smallholder's extension project. In that situation, the risk of disruption in the seed supply might be real and important, in which case it should be listed and its possible impact on the project described briefly.

6. Applying the same approach in moving from activities to outputs, from outputs to immediate objectives and even from immediate objectives to development objectives should be helpful in identifying the risks critical to the project.

7. To the extent possible, the description of the potential impact of the risks should take account of all the levels of the project element hierarchy which might be affected. Thus, extending the above example, one might identify "failure of seed supplies from facility x" as a risk, the impact of which might be "to prevent distribution of seeds in time for smallholders to plant improved varieties on 400 hectares envisaged for the first year, thus cutting crop output by one third". (In this example, the one risk, a possible failure of seed supplies, could affect not only the movement from inputs to activities, but from activities to outputs and eventually perhaps from outputs to objectives. Thus, it becomes apparent that the risk posed by failure of the seed supply for the success of the project may be more important than it first appears. If the risk is indeed high, it may be necessary to rethink the project to make it less dependent on the seeds or to otherwise get around the need to obtain them from the seed multiplication facility in question, perhaps by arranging local purchase from village stocks.)

#### G. Prior obligations and prerequisites

1. This section describes those actions to be undertaken by the Government prior to carrying out project activities. The description should normally be in two parts:

(a) Prior obligations should list those actions which are a pre-condition for UNDP assistance; and

(b) Prerequisites should list those actions which, though necessary for efficient and effective project implementation, are not a pre-condition for UNDP assistance.

2. The following test may help in classifying actions as prior obligations or prerequisites: If the action were not undertaken prior to the start of the project, would implementation be significantly affected, even at the beginning? If so, it should be considered a pre-condition for signature of the project document. If, on the other hand, the answer is that the fulfilment of the action is necessary to assure smooth implementation of the project but is not necessary for commencing implementation, it should be treated as a prerequisite. (If the answer is neither of these, it should be dropped from further consideration.)

(a) If prior obligations are stipulated, insert the following standard paragraph: "The project document will be signed by UNDP and UNDP assistance to the project will be provided only if the prior obligations stipulated above have been met to UNDP's satisfaction."

(b) If prerequisites are listed, insert the following standard paragraph: "The project document will be signed by UNDP, and UNDP assistance to the project will be provided, subject to UNDP receiving satisfaction that the prerequisites listed above have been fulfilled or are likely to be fulfilled. When anticipated fulfilment of one or more prerequisites fails to materialize, UNDP may, at its discretion, either suspend or terminate its assistance."

#### H. Project reviews, reporting and evaluation

1. Include the following paragraphs in this section:

(a) "The project will be subject to tripartite review (joint review by representatives of the Government, executing agency and UNDP) at least once every 12 months, the first such meeting to be held within the first 12 months of the start of full implementation. The national project co-ordinator and/or senior project officer of the United Nations executing agency shall prepare and submit to each tripartite review meeting a Project Performance Evaluation Report (PPER). Additional PPERs may be requested, if necessary, during the project."

(b) "A project terminal report will be prepared for consideration at the terminal tripartite review meeting. It shall be prepared in draft sufficiently in advance to allow review and technical clearance by the executing agency at least four months prior to the terminal tripartite review."

2. Further include, as necessary, the following paragraph on evaluation, completed as appropriate:

"The project shall be subject to evaluation \_\_\_\_ months after the start of full implementation [\_\_\_\_ months prior to the scheduled termination] [\_\_\_\_ months following termination]. The organization, terms of reference and timing will be decided after consultation between the parties to the project document, plus any associated United Nations agency."

3. If an evaluation is foreseen, provision must be made for any necessary evaluation mission or other expenses in the project budget and may not be reduced or eliminated except by the written agreement of all parties to the project document.
4. Formal technical reports, if any, resulting from the activities of the project should be specified under "outputs" and appropriate funds included in the budget for any necessary processing.
5. A time schedule of reviews, reports and evaluations is to be developed by the project's management and attached as annex II. (See Annexes, below.) Please refer further to chapter VI for more detailed instructions on monitoring, reporting, and evaluation.

I. Legal context:

1. If the country has signed the UNDP Standard Basic Assistance Agreement (SBAA), use the following standard text:

"This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and the United Nations Development Programme, signed by the parties on (date). The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement."

2. If the country has not signed the SBAA, use the following standard text and ensure that the Standard Legal Text for non-SBAA countries is attached as an annex to the project document: (See annex III, below.)

"This project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto. The host country implementing agency shall, for the purpose of the Supplemental Provisions to the Project Document, refer to the government co-operating agency described in the Supplemental Provisions."

3. In order to promote flexibility in the implementation and management of UNDP projects, the addition of the following standard clause to all project documents is also suggested:

"The following types of revisions may be made to this project document with the signature of the UNDP resident representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

"(a) Revisions in, or addition of, any of the annexes of the project document [with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and the agreement to which is a pre-condition for UNDP assistance]. (This language is to be added in those cases where the host country has not signed the SBAA);

"(b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and

"(c) Mandatory annual revisions which rephrase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility."

#### J. Budgets

1. Please see section 30305 for line-by-line instructions on the completion of project budgets. These cover the budgets for government contributions-in-kind, government counterpart cash contributions (GCCC) and UNDP and government or third-party cost-sharing contributions.
2. In regard to the UNDP budget, attention is called to changes in the treatment of the following components:
  - (a) Henceforth, an individual budget sub-line (starting with BL 11-50) is to be used to identify, at least by topic, duration and estimated cost, each consultancy expected to last for one month or more. Consultancies expected to last less than one month may be attributed to a single budget line for short-term consultancies, which are to be further broken down to specific sub-lines after the consultancy or consultancies take place;
  - (b) Each national project personnel post (BL 17) is to be identified by an individual post number and description, recorded on a separate budget sub-line, with the corresponding man-months and estimated cost; and
  - (c) Likewise, the sub-contract component (BL 20) is henceforth to be broken down to show on individual sub-lines a brief designation of the services or equipment being provided, with corresponding costs.
3. As it may be difficult to provide these breakdowns accurately prior to the outset of project activities, the allocation of funds among the sub-lines for consultants, national project personnel, and sub-contracts may be considered national only. Executing agencies will be allowed to reallocate funds among these sub-lines without the need for a special project revision as long as the total allocation to that category is not exceeded. The changes can then be reflected in the next routine or extraordinary project revision which is made. On this basis, the project document is to reflect the best estimate of how the funds for consultants, national project personnel and sub-contracts are to be used.

### Annexes

#### Annex I. Work plan

A work plan is intended to show the timing of project activities and the parties responsible for them. A detailed work plan, for use in the management of the project during implementation, should normally be prepared by the project management at the outset of project operations. The project formulators should nevertheless attach a preliminary work plan to the project document prior to approval. The preliminary work plan is to show the timing and interrelationships of the main project operations, including the assignment of experts and other key inputs. Normally the preliminary work plan can be presented graphically, ranging from a simple bar chart for straightforward projects to critical path diagrams for complex projects involving interdependent elements. A "remarks" column and the identification of key events have proven to be useful refinements and are encouraged. See section 30306 for further guidance on the preparation of the work plan.

#### Annex II. Schedule of project reviews, reporting and evaluation

This annex is to be drawn up by project management at the outset of project operations. It will specify the timing of tripartite reviews and other reviews (such as a technical review) which are anticipated, as well as the periodic project performance evaluation reports, terminal reports, or other reports to be expected from the project management. (Please note that technical reports produced as outputs of the project are not to be identified here). If an evaluation at a specific stage of the project's implementation is foreseen, indicate the appropriate timing. Please refer further to chapter VI for more detailed instructions on monitoring, reporting and evaluation.

#### Annex III. Standard legal text for non-SBAA countries

This annex is to be used only if the host Government has not signed the UNDP Standard Basic Assistance Agreement. Please see section 30307, subsection 1.0 for the standard text to be used for this annex and section 30307, subsection 2.0 for the list of signatories of the SBAA. As noted in heading I, "Legal context", above, in non-SBAA countries, agreement by the Government to the contents of this annex is a pre-condition for UNDP assistance. Any request for changes in the text, or disagreement concerning this annex, raises policy issues which must be referred to UNDP headquarters. Resident representatives are not authorized to negotiate modifications to this text on their own initiative.

Annex IV. Training programme (required for projects with substantial and/or complex training components)

In projects with substantial or complex training programmes, such an annex is essential in foreseeing the arrangements necessary for the identification or development of appropriate courses, the selection and placement of trainees and fellows, etc., a process which normally takes six months or more. There is no fixed format for this annex, which may be drawn up at whatever level of detail or sophistication the project requires. It should normally include the training objectives towards which the training is to be geared.

Annex V. Equipment requirements (required for projects with substantial and/or complex equipment components)

The purpose of this annex is to facilitate procurement of major items of technical or otherwise complex equipment without unduly burdening the body of the project document. The contents are self-explanatory. If it is not possible to provide an equipment list with specifications at the time the project document is drawn up, then the project formulators should describe here how such a list and specifications are to be finalized and agreed on by project management. This annex should also be of help in managing and monitoring project implementation.

Annex VI. Job descriptions (required for projects with more than one international or national expert, or United Nations volunteer)

The contents of this annex are likewise self-explanatory. Job descriptions may be very important in helping to assess the optimum mix of project personnel inputs referred to in heading E, above, and in speeding up project personnel recruitment. They likewise are useful tools for project management during implementation. Terms of reference for consultants, as they are developed either at the beginning or during the course of project implementation, should likewise be attached as annexes to the project document.

Annex VII. Framework for effective participation of national and international staff in the project (required for projects involving professional level project staff from both the Government and the executing agency)

1. The role of this annex is to spell out the management arrangements in projects involving professional-level staff from both the host Government or institution and an executing agency. Included should be a description of the organization of the work and lines of authority, which may be in the form of an organization chart; any specific management or oversight arrangements such as a steering committee; and a description of how enhanced competence and responsibility are to be transferred from the executing agency staff to the host Government or institution staff.



UNITED NATIONS  
DEVELOPMENT  
PROGRAMME

TITLE: GUIDELINES FOR PROJECT FORMULATION  
AND THE PROJECT DOCUMENT FORMAT  
Introduction

PROGRAMME AND PROJECTS  
MANUAL

Rev. 0  
February 1988

30200  
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2. If the project does not involve substantial personnel inputs, or if the professional personnel are all provided by the host Government or institution, the annex may not be needed. Where there is a mix of categories of project personnel, and particularly where national professional project personnel have an important role, this annex will have increased importance. In those circumstances, it may be critical to successful project operations.

3. Normally the contents of this annex will be determined by the project leadership through mutual discussion and agreement at the outset of project operations.

Please refer to section 30308 for more detailed instructions.

## 2.0 第2章関係：日本

### 2.2 技協関係

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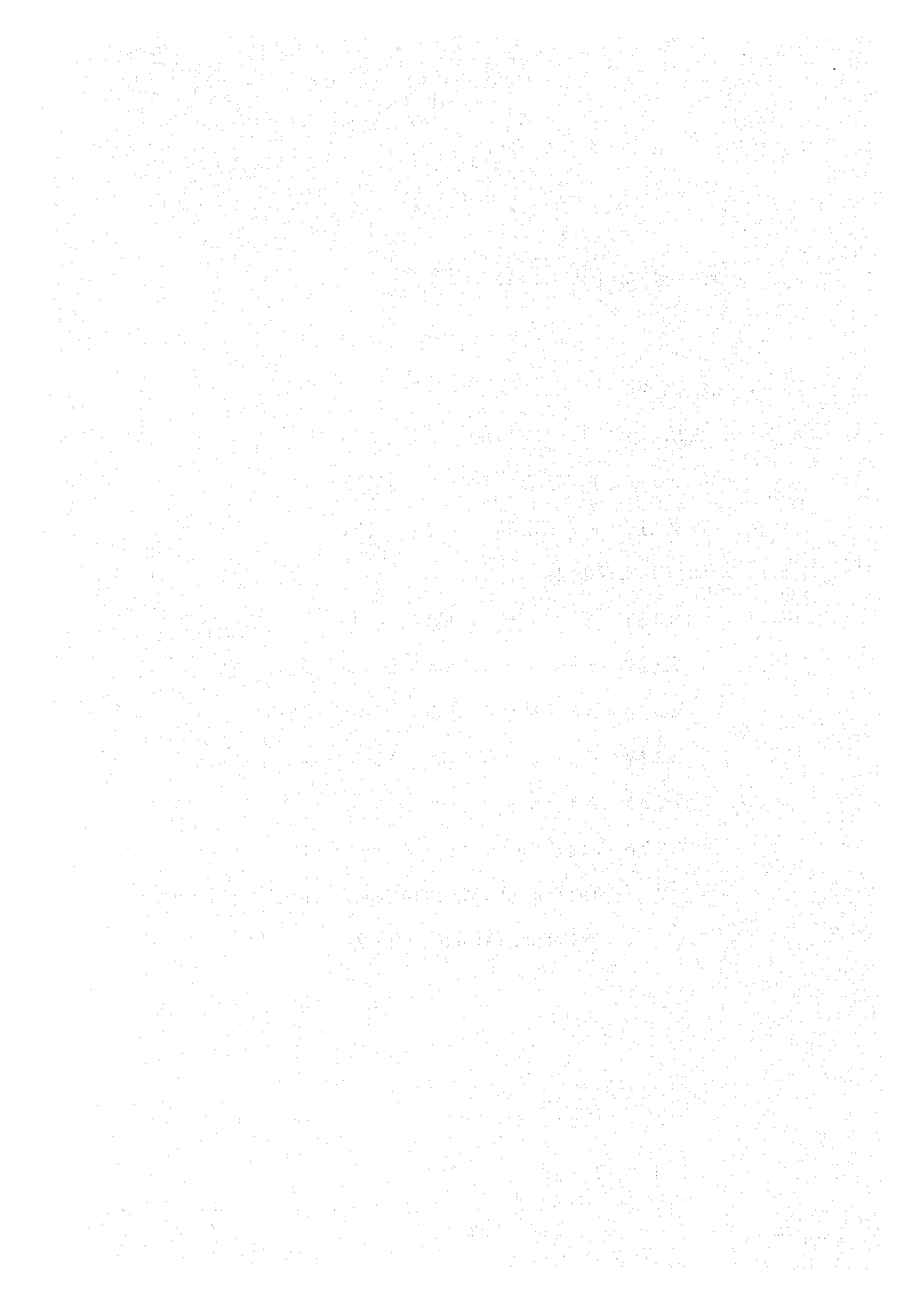
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基準R/D案 (コロンボプラン加盟国の場合)  
THE RECORD OF DISCUSSIONS BETWEEN THE JAPANESE  
IMPLEMENTATION SURVEY TEAM AND THE  
AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
相手国名  
ON THE JAPANESE TECHNICAL COOPERATION  
FOR THE 件名 PROJECT

The Japanese Implementation Survey Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by 团长氏名, visited 相手国名 from 年月日 to 年月日 for the purpose of working out the details of the technical cooperation program concerning the 件名 Project in 相手国名.

During its stay in 相手国名, the Team exchanged views and had a series of discussions with the 相手国 authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Team and the 相手国 authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

署名地名, 年月日

日本側团长署名

相手国側署名

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of 相手国名 will implement the 件名 Project (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

### II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, the Government of Japan will take, at its own expense, the following measures through JICA according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

#### 1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts as listed in Annex II.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of 相手国名 upon being delivered C.I.F. to the 相手国 authorities concerned at the ports and/or airports of disembarkation.

#### 3. TRAINING OF 相手国 PERSONNEL IN JAPAN

The Government of Japan will receive the 相手国 personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF 相手国

1. The Government of 相手国名 will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

2. The Government of 相手国名 will ensure that the technologies and knowledge acquired by the 相手国 nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of 相手国名.
3. The Government of 相手国名 will grant in 相手国名 privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families no less favourable than those accorded to experts of third countries working in 相手国名 under the Colombo Plan Technical Cooperation Scheme.
4. The Government of 相手国名 will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of 相手国名 will take necessary measures to ensure that the knowledge and experience acquired by the 相手国 personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in 相手国名, the Government of 相手国名 will take necessary measures to provide at its own expense :
  - (1) Services of the 相手国 counterpart personnel and administrative personnel as listed in Annex IV ;
  - (2) Land, buildings and facilities as listed in Annex V ;
  - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above ;
  - (4) Means of transport and travel allowances for the Japanese experts for official travel within 相手国名 ;
  - (5) Suitably furnished accommodation for the Japanese experts and their families.

7. In accordance with the laws and regulations in force in 相手国名, the Government of 相手国名 will take necessary measures to meet :

- (1) Expenses necessary for the transportation within 相手国名 of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof ;
- (2) Customs duties, internal taxes and any other charges, imposed in 相手国名 on the Equipment referred to in II-2 above ;
- (3) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. 官職名 機関名, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. 官職名 機関名, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Team Leader (Chief Advisor) will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the 相手国 counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the 相手国 authorities concerned, (at the middle and) during the last six months of the cooperation term in order to examine the level of achievement.

## VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of 相手国名 undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in 相手国名 except for those arising from the willful misconduct or gross negligence of the Japanese experts.

## VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

## VIII. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be 協力期間 from 年月日.

- ANNEX I     MASTER PLAN
- ANNEX II    LIST OF JAPANESE EXPERTS
- ANNEX III   LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV    LIST OF 相手国 COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V     LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VI    JOINT COORDINATING COMMITTEE



基準R/D案 (コロンボプラン加盟国以外の場合)  
THE RECORD OF DISCUSSIONS BETWEEN THE JAPANESE  
IMPLEMENTATION SURVEY TEAM AND THE  
AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
相手国名  
ON THE JAPANESE TECHNICAL COOPERATION  
FOR THE 件名 PROJECT

The Japanese Implementation Survey Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by 団長氏名, visited 相手国名 from 年月日 to 年月日 for the purpose of working out the details of the technical cooperation program concerning the 件名 Project in 相手国名.

During its stay in 相手国名, the Team exchanged views and had a series of discussions with the 相手国 authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Team and the 相手国 authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

署名地名, 年月日

日本側団長署名

相手国側署名

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of 相手国名 will implement the 件名 Project (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

### II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, the Government of Japan will take, at its own expense, the following measures through JICA according to the normal procedures under the Technical Cooperation Scheme of Japan.

#### 1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts as listed in Annex II.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of 相手国名 upon being delivered C.I.F. to the 相手国 authorities concerned at the ports and/or airports of disembarkation.

#### 3. TRAINING OF 相手国 PERSONNEL IN JAPAN

The Government of Japan will receive the 相手国 personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF 相手国

1. The Government of 相手国名 will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

2. The Government of 相手国名 will ensure that the technologies and knowledge acquired by the 相手国 nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of 相手国名.
3. The Government of 相手国名 will grant in 相手国名 privileges, exemptions and benefits as listed in Annex IV and will grant privileges, exemptions and benefits no less favourable than those granted to experts of third countries or international organizations performing similar missions to the Japanese experts referred to in II-1 above and their families.
4. The Government of 相手国名 will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of 相手国名 will take necessary measures to ensure that the knowledge and experience acquired by the 相手国 personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in 相手国名, the Government of 相手国名 will take necessary measures to provide at its own expense :
  - (1) Services of the 相手国 counterpart personnel and administrative personnel as listed in Annex V ;
  - (2) Land, buildings and facilities as listed in Annex VI ;
  - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above ;
  - (4) Means of transport and travel allowances for the Japanese experts for official travel within 相手国名 ;
  - (5) Suitably furnished accommodation for the Japanese experts and their families.

7. In accordance with the laws and regulations in force in 相手国名, the Government of 相手国名 will take necessary measures to meet :
  - (1) Expenses necessary for the transportation within 相手国名 of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof ;
  - (2) Customs duties, internal taxes and any other charges, imposed in 相手国名 on the Equipment referred to in II-2 above ;
  - (3) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. 官職名 機関名, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. 官職名 機関名, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Team Leader (Chief Advisor) will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the 相手国 counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VII.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the 相手国 authorities concerned, (at the middle and) during the last six months of the cooperation term in order to examine the level of achievement.

#### VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of 相手国名 undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in 相手国名 except for those arising from the willful misconduct or gross negligence of the Japanese experts.

#### VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

#### VIII. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be 協力期間 from 年月日.

- ANNEX I     MASTER PLAN
- ANNEX II    LIST OF JAPANESE EXPERTS
- ANNEX III   LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV    PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JAPANESE EXPERTS
- ANNEX V     LIST OF 相手国 COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX VI    LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VII   JOINT COORDINATING COMMITTEE

国別基準R/D案 (タイの場合)  
THE RECORD OF DISCUSSIONS BETWEEN THE JAPANESE  
IMPLEMENTATION SURVEY TEAM AND THE  
AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE KINGDOM OF THAILAND  
ON THE JAPANESE TECHNICAL COOPERATION  
FOR THE \_\_\_\_\_ 件 \_\_\_\_\_ 名 \_\_\_\_\_ PROJECT

The Japanese Implementation Survey Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by 团长氏名, visited the Kingdom of Thailand from 年月日 to 年月日 for the purpose of working out the details of the technical cooperation program concerning the 件名 Project in the Kingdom of Thailand.

During its stay in the Kingdom of Thailand, the Team exchanged views and had a series of discussions with the Thai authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Kingdom of Thailand, signed in Tokyo on November 5th, 1981 (hereinafter referred to as "the Agreement"), the Team and the Thai authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

署名地名, 年月日

日本側署名

タイ側署名

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of the Kingdom of Thailand will implement the \_\_\_\_\_ 件  
\_\_\_\_\_ 名 Project (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

### II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, the Government of Japan will take, at its own expense, the following measures through JICA according to the normal procedures of its technical cooperation scheme.

#### 1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts as listed in Annex II. The provision of Article IX of the Agreement will be applied to the above-mentioned experts.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article VIII -1 of the Agreement will be applied to the Equipment.

#### 3. TRAINING OF THAI PERSONNEL IN JAPAN

The Government of Japan will receive the Thai personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE KINGDOM OF THAILAND

1. The Government of the Kingdom of Thailand will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

2. The Government of the Kingdom of Thailand will ensure that the technologies and knowledge acquired by the Thai nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Thailand.
3. In accordance with the provisions of Article IV, V and VI of the Agreement, the Government of the Kingdom of Thailand will grant in the Kingdom of Thailand privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article VIII of the Agreement, the Government of the Kingdom of Thailand will take the measures necessary to receive and use the Equipment provided through JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of the Kingdom of Thailand will take necessary measures to ensure that the knowledge and experience acquired by the Thai personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article IV-(b) of the Agreement, the Government of the Kingdom of Thailand will provide the services of the Thai counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article IV-(a) of the Agreement, the Government of the Kingdom of Thailand will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in the Kingdom of Thailand, the Government of the Kingdom of Thailand will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above.
9. In accordance with the laws and regulations in force in the Kingdom of Thailand, the Government of the Kingdom of Thailand will take necessary measures to meet the running expenses necessary for the implementation of the Project.



#### IV. ADMINISTRATION OF THE PROJECT

1. 官職名 機関名, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. 官職名 機関名, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Team Leader (Chief Advisor) will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the Thai counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Thai authorities concerned, (at the middle and) during the last six months of the cooperation term in order to examine the level of achievement.

#### VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of the Agreement, the Government of the Kingdom of Thailand undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Kingdom of Thailand except for those arising from the willful misconduct or gross negligence of the Japanese experts.

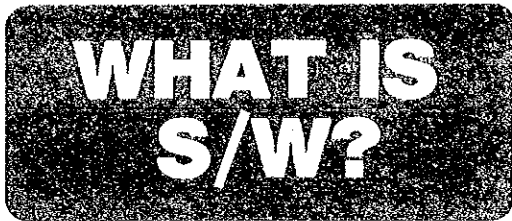
#### VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

## VIII. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be 協力期間 from 年月日.

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERTS
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV LIST OF THAI COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V LIST OF BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE



The S/W (Scope of Work) is the document which is signed and exchanged by the preliminary study team dispatched by JICA and the executing Agency of the government of a recipient country following consultations between the two sides.

The S/W generally has the following contents.

- ① Purpose of Study
- ② Scope of Study
- ③ Outline of Study
- ④ Study Schedule
- ⑤ Types of Reports Required, Number of Reports to be Submitted and Report Submission Dates
- ⑥ Undertakings by Japanese and Recipient Sides

In some cases, the Minutes of Meetings (M/M) are compiled to refer to those items whose inclusion in the S/W is unsuitable and/or those subjects requiring further examination by both sides.

- A = The Study Title
- B = Name of The Recipient Country's Executing Agency
- C = Name of The Recipient Country

## Standard Model of S/W

(PROVISIONAL)

**SCOPE OF WORK  
FOR**  
[A]

**AGREED UPON BETWEEN**  
[B]

**AND**  
**THE JAPAN INTERNATIONAL COOPERATION AGENCY**

Name of Place Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
[B] LEADER OF THE PRELIMINARY STUDY TEAM,  
THE JAPAN INTERNATIONAL COOPERATION AGENCY

### I. INTRODUCTION

In response to the request of the Government of [C] (hereinafter referred to as " "), the Government of Japan decided to conduct [A] (hereinafter referred to as "the Study") in accordance with the relevant laws and regulations in force in Japan.

Accordingly, the Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programmes of the Government of Japan, will undertake the Study in close cooperation with the authorities concerned of [C].

The present document sets forth the scope of work with regard to the Study.

### II. OBJECTIVES OF THE STUDY

### III. OUTLINE (or SCOPE) OF THE STUDY

### IV. WORK (or STUDY) SCHEDULE

### V. REPORTS

JICA shall prepare and submit the following reports in (English) to the Government of [C]:

### VI. UNDERTAKING OF THE GOVERNMENT OF [C]

To facilitate smooth conduct of the Study, the Government of [C] shall take necessary measures:

- 1) to secure the safety of the Study team,
- 2) to permit the members of the Japanese study team to enter, leave and sojourn in [C] for the duration of their assignment therein, and exempt them from alien registration requirements and consular fees,
- 3) to exempt the members of the Japanese study team from taxes, duties and other charges on equipment, machinery and other materials brought into [C] for the conduct of the Study,
- 4) to exempt the members of the Japanese study team from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to the members of the Japanese study team for their services in connection with the implementation of the Study,
- 5) to provide necessary facilities to the Japanese study team for remittance as well as utilization of the funds introduced into [C] from Japan in connection with the implementation of the Study,
- 6) to secure permission for entry into private properties or restricted areas for the conduct of the Study,
- 7) to secure permission for the Japanese study team to take all data and documents (including photographs) related to the Study out of [C] to Japan,
- 8) to provide medical services as needed. Its expenses will be chargeable to members of the Japanese study team.

2. The Government of [C] shall bear claims, if any arises against members of the Japanese study team resulting from, occurring in the course of, or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or wilful misconduct on the part of the members of the Japanese study team.

3. [D] (hereinafter referred to as " ") shall act as counterpart agency to the Japanese study team and also as coordinating body in relation with other governmental and non-governmental organization concerned for the smooth implementation of the Study.

4. [E] shall, at its own expense, provide the Japanese study team with the following, in cooperation with other organization concerned:

- 1) available data and information related to the Study,
- 2) counterpart personnel,
- 3) suitable office space with necessary equipment in (Name of Place),
- 4) credentials or identification cards.

### VII. UNDERTAKING OF JICA

For the implementation of the Study, JICA shall take the following measures:

- 1) to dispatch, at its own expense, study teams to [C],
- 2) to pursue technology transfer to the [C] counterpart personnel in the course of the Study,
- 3) to provide the following equipment and machinery for the implementation of the Study, which will remain the property of the Government of Japan unless otherwise agreed upon.

### VIII. OTHERS

JICA and [B] shall consult with each other in respect of any matter that may arise from or in connection with the Study.

# WHAT IS T/R?

A request to the Government of Japan for the implementation of a development study is made by the government of a developing country by submitting a document accompanied by the T/R (Terms of Reference) to the Government of Japan. The main contents of the T/R are as follows.

- ① Purpose of Study
- ② Background of Study
- ③ Scope and Contents of Study
- ④ Undertakings by Requesting Government

It must be noted that the contents of the request should be stated as clearly as possible in the T/R in view of the smooth examination of the request by the Government of Japan and the subsequent implementation of the development study.

The request accompanied by the T/R is made through the diplomatic channel and not directly to JICA.

## Standard Model of T/R

(PROVISIONAL)

### TECHNICAL COOPERATION BY THE GOVERNMENT OF JAPAN

#### APPLICATION

By the Government of (the recipient country) \_\_\_\_\_  
for a Development Study on \_\_\_\_\_  
to the Government of Japan.

Note: This model form was devised for the general guidance of the Government agencies concerned (Japan) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical cooperation required. The careful completion of an application in this form will avoid much reference back and lead to speedier action.

#### 1. Project digest

- (1) Project Title:
- (2) Location:
- (3) -1 Responsible Agency
- (3) -2 Executing Agency
- (4) Justification of the Project  
(Beneficiaries, objectives of the Project etc and/or Positioning in the National Development Plan)
- (5) Desirable or scheduled time of commencement of the Project
- (6) Prospective funding source and/or assistance (including external origin)
- (7) Other relevant Projects, if any.

Please describe as concisely as possible the general profile of the project on which the Development Study is required.

#### 2. Terms of Reference of the proposed Study

- (1) Necessity/Justification of the Studies
- (2) Objectives of the Study
- (3) Study Area
- (4) Scope of the Study
- (5) Study Schedule
- (6) Other relevant information

Please fill the above items in particular on separate sheet, if necessary.

#### 3. Undertakings of the Government of (the recipient country)

In order to facilitate a smooth and efficient conduct of the Study, the Government of (the recipient country) shall take necessary measures:

- (1) to secure the safety of the Study team
- (2) to permit the members of the Study team to enter, leave and sojourn in (the recipient country) in connection with their resignation therein, and exempt them from alien registration requirement and consular fees.
- (3) to exempt the Study team from taxes, duties and any other charges on equipment, machinery and other materials brought into and out of (the recipient country) for the conduct of the Study.
- (4) to exempt the Study team from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to the members of the Study team for their services in connection with the implementation of the Study.
- (5) to provide necessary facilities to the Study team for remittance as well as utilization of the funds introduced in (the recipient country) from Japan in connection with the implementation of the Study.
- (6) to secure permission for entry into private properties or restricted areas for the conduct of the Study.
- (7) to secure permission for the Study to take all data, documents and necessary materials related to the Study out of (the recipient country) to Japan.
- (8) to provide medical services as needed. Its expenses will be chargeable to members of the Study team.

4. The Government of (the recipient country) shall bear claims, if any arises against member(s) of the Japanese Study team resulting from, occurring in the course of or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the member of the Study team.

5. (The executing agency) shall act as counterpart agency to the Japanese Study team and also as coordinating body in relation with other governmental and non-governmental organization concerned for the smooth implementation of the Study.

The Government of (the recipient country) assured that the matters referred in this form will be ensured for a smooth conduct of the Development Study by the Japanese Study Team.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

On behalf of the Government of \_\_\_\_\_

Date: \_\_\_\_\_



THE COLOMBO PLAN  
COUNCIL FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA

## APPLICATION FOR EXPERT

By the Government of \_\_\_\_\_ to the Government of \_\_\_\_\_

for an expert in \_\_\_\_\_

- Notes.— (a) This form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical assistance required. Full and accurate completion of this application form will avoid much reference back and lead to speedier action.
- (b) The requisite number of copies of the Form A 1, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.

<p>1. Back ground Information</p> <p>This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).</p>	
<p>2. Specification for the post.*</p> <p>(a) post title</p> <p>(b) duties for which the expert will be responsible. These should preferably be listed, and it is important to give as much detail as possible.</p> <p>(c) authority to whom expert will be responsible</p> <p>(d) Qualification and experience required and approximate age limits</p> <p>(e) number of personnel required.</p>	
<p>3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the expert</p>	
<p>4. Terms and condition of appointment:</p> <p>(a) duration</p> <p>(b) actual place of employment, nearest town and post office</p> <p>(c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married man with family:</p> <p>(i) daily allowance for food if accommodation only provided</p> <p>(ii) daily rate for accommodation and food if neither are provided in kind</p>	

\* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

<p>4. Terms and conditions of appointment (<i>Cont'd.</i>)</p> <p>(d) daily and nightly rates of subsistence payable when away from base on duty</p> <p>(e) are costs of internal travel paid or car provided?</p> <p>(f) what leave arrangements are suggested?</p> <p>(g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependents, if any</p> <p>(h) is expert free from income tax?</p> <p>(i) will personal effects imported on first arrival be cleared free of custom duty?</p> <p>(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties?</p> <p>(k) approximate date on which the expert is required to arrive in receiving country</p> <p>(l) any other information</p>	
<p>5. Proposals for apportionment of costs of salary and allowance and passages</p>	
<p>6. Previous steps, if any, to fill the post:</p> <p>If any previous attempt has been made to fill the post under the Colombo Plan (including ICA) or from any external source (UN, Specialised Agency or other) please indicate:</p> <p>(a) to whom application was addressed, with date</p> <p>(b) result or present stage of negotiations</p> <p>(c) are other experts working in this area in associated projects or have there been reports by these experts experts working in this field previously? If so, are any available?</p>	
<p>7. Correspondence: Name, postal and telegraphic address of official to whom correspondence regarding this application should be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Application accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....

**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN  
PROPOSAL**

By the Government of .....

for an expert, i. e., .....

to the Government of Japan.

*Notes.*— This form has been devised for the general guidance of the Government agencies concerned (JAPAN) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical co-operation required. The careful completion of this proposal form will avoid much reference back and lead to speedier action.

<p><b>1. Back ground Information</b> This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).</p>	
<p><b>2. Specification for the post.*</b> (a) post title</p>	
<p>(b) duties for which the expert will be responsible. These should preferably be listed, and it is important to give as much detail as possible.</p>	
<p>(c) authority to whom expert will be responsible.</p>	

\* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.



<p>2. Specification for the post (Cont'd.)</p> <p>(d) Qualification and experience required and approximate age limits</p> <p>(e) number of personnel required.</p>	
<p>3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the expert</p>	
<p>4. Terms and conditions of appointment:</p> <p>(a) duration</p> <p>(b) actual place of employment, nearest town and post office</p> <p>(c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married man with family:</p> <p>(i) daily allowance for food if accommodation only provided</p> <p>(ii) daily rate for accommodation and food if neither are provided in kind</p> <p>(d) daily and nightly rates of subsistence payable when away from base on duty</p> <p>(e) are costs of internal travel paid or car provided?</p> <p>(f) what leave arrangements are suggested?</p> <p>(g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependents, if any</p> <p>(h) shall the expert be exempted from the payment of income tax and charges of any kind imposed on or in connection with any allowances to be remitted from overseas?</p> <p>(i) (i) shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of equipment, machinery, materials and medical supplies as well as personal and household effects belonging to the expert and his family, including one refrigerator, one sewing machine, one radio and other electrical appliances?</p> <p>(ii) In case a car is not provided to the expert by the host government, shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of a car?</p>	

<p>4. Terms and conditions of appointment (<i>Cont'd.</i>)</p> <p>(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties?</p> <p>(k) approximate date on which the expert is required to arrive in receiving country</p> <p>(l) any other information</p>	
<p>5. Previous steps, if any, to fill the post:</p> <p>If any previous attempt has been made to fill the post from any external source (UN Specialised Agency or other) please indicate:</p> <p>(a) to whom proposal was addressed, with date</p> <p>(b) result or present stage of negotiations</p> <p>(c) are other experts working in this area in associated projects or have there been experts working in this field previously? If so, are any reports by these experts available?</p>	
<p>6. Correspondence:</p> <p>Name, postal and telegraphic address of official to whom correspondence regarding this proposal should be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

(2.2.2.2 B1フォーム)

**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN**

**DISPATCH OF EXPERT**

by the Government of Japan

to the Government of .....

in the field of

---

1. Particulars relating to Expert available:

(a) Name of expert:-

(b) Age:-

(c) Nationality:- Japanese

(d) Civil status and number of dependents:-

(e) Present address:-

(f) Profession or occupation, together with precise statement of qualifications:-

(g) Employment Record:-

Name of Employers

Period

Post Held

(h) Any other relevant information regarding the expert:-

(i) Approximate date and period of availability:-

2. Any other remarks:-

Signed .....

Date .....

On behalf of the Government of.....  
Japan

日本 (JICA) → 相手国

Form B 1.  
(Provisional)

BUREAU FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA

P. O. Box 596

Colombo

Ceylon

O F F E R

by the Government of Japan

to the Government of .....

of technical personnel i. e.

in response to application No.  
the Bureau

registered with

1. Particulars relating to Expert available :

(a) Name of Expert :-

(b) Age :-

(c) Nationality :- Japanese

(d) Civil status and number of dependents :-

(e) Present address :-

(f) Profession or occupation, together with precise statement of qualifications :-

(g) Employment Record:

Name of Employers

Period

Post Held

(h) Any other relevant informations regarding the expert:

(i) Approximate date and period of availability:

2. Terms and conditions of offer :-

(a) Salary and allowances of offer :-

(b) Other emoluments of any, e. g. provision of accommodation, free medical expenses, etc. :-

(c) Arrangements proposed for apportionment of costs, including passages, between the supplying and applicant countries :-

3. Any other remarks :-

Signed.....

Date.....

On behalf of the Government of ..... Japan

CURRICULUM VITAE

(a) Name of expert :-

(b) Age :-

(c) Nationality :- Japanese

(d) Civil status and number of dependents :-

(e) Present address :-

(f) Profession or occupation, together with precise statement of qualifications :-

(g) Employment Record :-

Name of Employers

Period

Post Held

(h) Any other relevant information regarding the expert :-



**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN**

**PROPOSAL**

By the Government of .....

for the provision of training facilities in .....

*Notes:* This form has been devised for the general guidance of the Government agencies concerned (Japan) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical co-operation required. The careful completion of an application in this form will avoid much reference back and lead to speedier action.

**1. Background Information**

Please indicate as concisely as possible the general nature of the project, development, training programme, or other scheme which has given rise to the specific proposal below. The object of the training course being proposed should be clearly explained, together with an indication as to how the services of the personnel nominated for training will be subsequently utilized.

**2. Training facilities required:**

Please indicate as fully as possible:—

- (a) the type of training, subject or course required, i. e., academic training, observation tour or practical attachment. If more than one type of training is required, period in each should be stated
- (b) the standard or level at which the training is to commence and the standard it is desired to attain
- (c) ultimate purpose or object of the training, and the capacity in which it is intended that the participants shall be subsequently employed

(d) approximate length of training thought necessary for the purpose indicated above

(e) (where technician-level training is sought)

If training facilities in this field and at this level are available in the region, please indicate why training is being sought outside the region

3. Prospective participants:

(a) Has participant(s) already been nominated? If so, nomination Form A. 3 should be completed and should accompany this application

(b) If no participant has yet been nominated please give the reasons and state when it is expected that the nomination will be made. In order to assist in ascertaining whether the training facilities are available or can be specially arranged, please also state—

(i) The proposed educational qualification or standard to be held by the participant(s)

(ii) The nature of the employment and practical experience it is expected the participant(s) would possess

(iii) The number of participants for whom facilities are required, and whether it is desired that they should all receive training at the same time or in batches at intervals

<p><b>4. Previous efforts to obtain these training facilities:</b>          If application has already been made to the United Nations, the Specialized Agencies, other Technical Assistance Programmes direct, or to Governments, or private agencies, please state:—</p> <p>(a) date of application</p> <p>(b) to whom addressed</p> <p>(c) result or present stage of the application</p>	
<p><b>5. Correspondence:</b>          Please indicate person and address to which any correspondence regarding this application can be addressed. The telegraphic address and telephone number should also be given</p>	

Signed: .....

on behalf of the Government of .....

Date: .....

TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN  
FORM OF NOMINATION

By the Government of .....  
for a course of training in .....  
requested in Form A 2, No. .... dated.....

PART I (to be completed by nominee)

PLEASE PRINT OR TYPE

I, ..... of  
(use block letters, surname last)  
.....  
(Country) certify that the statement made by me in part II of this form are true,

complete and correct to the best of my belief.

If accepted for a Training Award, I undertake to:—

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the host Government in respect of this course of training.
- (b) Follow the course of study or training, and abide by the rules of the University or other institution or establishments with which I undertake to study or train.
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain.
- (d) Submit any progress reports which may be prescribed.
- (e) Return to my home country at the end of my course of study or training.

I also fully understand that if granted a Training Award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause determined by the host Government.

.....  
(Signature of Nominee)

Date: .....

Contd.....2.

**PART II (to be completed by nominee)**  
(Personal details)

PLEASE PRINT OR TYPE

1. (a) Surname (b) Forenames	2. Sex Male/Female
3. Home address	
4. Date and place of birth	
5. Marital status	
6. Nationality	
7. Name and address of person to be notified in emergency	

8. Education Record:

Educational Institution	Location	Years Attended From To		Degrees, Diplomas and Certificates if any	Special Fields of Study

9. Please indicate details of any professional qualifications, or special industry certificates which you possess

10. Employment Record (listing most recent post first)

(a) Present or most Recent Post  
(Description of your work, indicating your personal responsibility)

Name of Employer	
Address of Employer	
Type of Organisation	
Your position	Dates of Service
(b) Previous Post (Description of your work, indicating your personal responsibility)	
Name of Employer	
Address of Employer	
Type of Organisation	
Your position	Dates of Service
(c) Previous Post (Description of your work, indicating your personal responsibility)	
Name of Employer	
Address of Employer	
Type of Organisation	
Your Position	Dates of Service

11. It would be useful if you would give a statement of not more than 500 words regarding your experience and requirements for training. This statement should be approved by your Government.

<b>PART III</b> (to be completed by an authorized official of the nominating Government .....	
1. Observations of the nominating Government on:	
(a) The nominee's personal qualities, education and employment record and knowledge of English;	
(b) His general fitness to benefit fully from the course of training for which he is being nominated;	
(c) Any special reasons for his selection; and	

Contd.....5.

(d) Description of the post he will be required to fill on the satisfactory completion of this training

**2. Official Nomination**

on behalf of the Government of .....

I certify that

- (a) I have examined the educational, professional or other certificates quoted by the nominee in Part II of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have examined the medical certificate produced by the nominee which states that he is medically fit and free from any infectious disease and that having regard to his physical and mental history there is no reason to suppose that the nominee is other than fit to undertake the journey to ..... and to remain under training in that country.
- (c) The nominee has a knowledge of spoken and written English sufficient to enable him to follow the course of training for which he is being nominated, and that he can converse easily on everyday matters.
- (d) That the class of sea travel appropriate to the applicant's status in tourist/first class.

I nominate him accordingly on behalf of the Government of .....

Signed: .....

Rank or Title: .....

Date: .....

**3. CORRESPONDENCE:**

Please indicate person and address to which any correspondence regarding this form can be addressed. The telegraphic address should also be given



THE COLOMBO PLAN  
COUNCIL FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA  
Equipment for Training or Research Institutes and for Equipment accompanying Experts

## APPLICATION

By the Government of .....  
from .....  
(Country)

- Notes.*—(a) This Form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical cooperation required. The careful completion of this application form will avoid much reference back and lead to speedier action. Separate forms A 4 should be used for requests for equipment for each individual institute or project.
- (b) The requisite number of copies of the Form A 4, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.

### 1. Background Information

Please describe as concisely as possible the general outlines of the project for which the equipment is required, indicating whether the latter is (a) for use by an expert in the performance of his duties (b) for a training scheme of institution or (c) for a research institution. If either (b) or (c) please say whether the equipment is for the establishment of a new institution or the expansion or re-organisation of an existing one (e.g., by the provision of a new department, &c.). The name and exact location of the institution, its approximate cost and the authority responsible for it should be stated. Where appropriate details should be given of the availability of any services required for the operation of the equipment. This would include operation by electricity (i.e. type of current, periodicity, voltage and any variations, phases, frequency etc. and if D.C. is the only current available please give full details), water reticulation or steam gas etc. Details of similar equipment already in use should be given.

### 2. Description of equipment required.

Please give a full description of each item and general specifications where possible. The manufacturer and estimated cost of each item if known together with details of the proposed end use of item should be given. Where applicable, give details of any special packing or tropic proofing required and indicate whether handbooks or instruction data supplied in English will suffice. If appropriate, please indicate any required priorities or phasing of deliveries and advise whether adequate facilities exist for maintenance and servicing of the type of equipment requested. (If lengthy, detailed lists should be annexed: it would be convenient to have separate annexures for (a) films, (b) books and (c) other equipment.)

3. Has this equipment request already been directed to any other Agency of Colombo Plan country and if so to whom was it addressed on with what result?

4. Has the list of equipment already been discussed with representatives of the supplying country/ies? If so, please indicate what stage the discussions have reached

5. Furnish full particulars in respect of—  
(a) Consignee;  
(b) Official to receive documents and enquiries; and  
(c) Clearing agent at port of entry.

<p>6. Where equipment is required for use by an expert Please indicate—</p> <p>(a) The country or agency from which the expert has been requested or obtained.</p> <p>(b) His duties and length of secondment (a reference to the relative Form A. 1 will suffice when the expert is being provided by the country to whom the equipment request is addressed).</p> <p>(c) What use is proposed for the equipment when the expert's period of secondment terminates?</p> <p>(d) By what date is the equipment required?</p>	
<p>7. Where equipment is required for Training or Research Institutions Please indicate—</p> <p>(a) Nature and standard of training or research to be undertaken</p> <p>(b) Total number of students to be accommodated from within the country or from elsewhere in the Region, the qualifications for admission, the duration of courses, and the annual output of trainees</p> <p>(c) Whether there is already a similar institute(s) in existence in the country. If so, please give details</p> <p>(d) Whether buildings are already available. If not has construction started and when is it expected to be completed?</p> <p>(e) Whether qualified staff to handle the equipment has been recruited or is proposed to be recruited locally. If not is it proposed:—</p> <p>(i) to recruit foreigners under aid-programmes?</p> <p>(ii) to train locally recruited personnel abroad in handling equipment? (the reference numbers of any Forms A. 1 or A. 2 relating to such requests should be quoted)</p> <p>(f) Taking into account the answers to (d) and (e) above, what is the date by which the equipment is required and the date on which training or research work is to commence.</p> <p>(g) Whether any assistance in drawing up the Scheme has been obtained from outside experts? (Any specialist reports or Government surveys (e.g., Educational Committee Reports, etc.), bearing on the request should be provided if possible)</p>	
<p>8. Correspondence Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Proposal accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....

コロンビア/非カ. 31

TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN  
PROPOSAL

By the Government of ..... to the Government of Japan  
for the supply of equipment

- Notes. - (1) This form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical assistance required. The careful completion of this proposal form will avoid much reference back and lead to speedier action.
- (2) The requisite number of copies of the Form A4 duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.
- (3) The equipment to be supplied by the Government of Japan will become the property of the requesting government upon receipt of the shipping documents through the Japanese Embassy. Since the equipment is supplied on C.I.F. basis, it is requested that the recipient government will meet:
- (a) customs duties, internal taxes and other similar charges, if any, imposed in respect of the equipment, and
  - (b) expenses necessary for the transportation, installation, operation and maintenance of the equipment.

<p>1. Background Information</p> <p>Please describe as concisely as possible the general outlines of the project for which the equipment is required, indicating whether the latter is (a) for use by an expert in the performance of his duties (b) for a training scheme of institution or (c) for a research institution. If either (b) or (c) please say whether the equipment is for the establishment of a new institution or the expansion or re-organisation of an existing one (e.g., by the provision of a new department, etc.). The name and exact location of the institution, its approximate cost and the authority responsible for it should be stated. Where appropriate details should be given of the availability of any services required for the operation of the equipment. This would include operation by electricity (i.e. type of current, periodicity, voltage and any variations, phases, frequency etc. and if D.C. is the only current available please give full details), water reticulation or steam gas etc. Details of similar equipment already in use should be given.</p>	
<p>2. Description of equipment required.</p> <p>Please give a full description of each item and general specifications where possible. The manufacturer and estimated cost of each item if known together with details of the proposed end use of item should be given. Where applicable, give details of any special packing or tropic proofing required and indicate whether handbooks or instruction data supplied in English will suffice. If appropriate, please indicate any required priorities or phasing of deliveries and advise whether adequate facilities exist for maintenance and servicing of the type of equipment requested. (If lengthy, detailed lists should be annexed; it would be convenient to have separate annexures for (a) films; (b) books and (c) other equipment.)</p>	
<p>3. Has this equipment request already been directed to any other Agency or country and if so to whom was it addressed and with what result?</p>	
<p>4. Has the list of equipment already been discussed with representatives of the supplying country/ies? If so, please indicate what stage the discussions have reached.</p>	
<p>5. Furnish full particulars in respect of--</p> <ul style="list-style-type: none"> <li>(a) Consignee;</li> <li>(b) Official to receive documents and enquiries; and</li> <li>(c) Clearing agent at port of entry.</li> </ul>	

<p>6. Where equipment is required for use by an expert Please indicate—</p> <p>(a) The country or agency from which the expert has been requested or obtained.</p> <p>(b) His duties and length of secondment (a reference to the relative Form A. 1 will suffice when the expert is being provided by the country to whom the equipment request is addressed).</p> <p>(c) What use is proposed for the equipment when the expert's period of secondment terminates?</p> <p>(d) By what date is the equipment required?</p>	
<p>7. Where equipment is required for Training or Research Institutions Please indicate—</p> <p>(a) Nature and standard of training or research to be undertaken</p> <p>(b) Total number of students to be accommodated from within the country or from elsewhere in the Region, the qualifications for admission, the duration of courses, and the annual output of trainees</p> <p>(c) Whether there is already a similar institute(s) in existence in the country. If so, please give details</p> <p>(d) Whether buildings are already available. If not has construction started and when is it expected to be completed?</p> <p>(e) Whether qualified staff to handle the equipment has been recruited or is proposed to be recruited locally. If not is it proposed:—</p> <p>(i) to recruit foreigners under aid-programmes?</p> <p>(ii) to train locally recruited personnel abroad in handling equipment? (the reference numbers of any Forms A. 1 or A. 2 relating to such requests should be quoted)</p> <p>(f) Taking into account the answers to (d) and (e) above, what is the date by which the equipment is required and the date on which training or research work is to commence.</p> <p>(g) Whether any assistance in drawing up the Scheme has been obtained from outside experts? (Any specialist reports or Government surveys (e.g., Educational Committee Reports, etc.), bearing on the request should be provided if possible)</p>	
<p>8. Correspondence Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Proposal accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....





(2.2.2.7 The Colombo Plan : Privileges and Facilities Accorded to  
Colomb Plan Experts)

THE COLOMBO PLAN

The Colombo Plan was launched in 1951 as a co-operative venture for the economic and social uplift of the people of South and South-East Asia. It had its origin in the intense desire and aspirations, after World War II, of the people of these countries for better standards of life, and the firm resolve of their friends and neighbours to assist them in achieving this objective by way of capital aid and technical co-operation.

The Plan was conceived at a meeting of Commonwealth Foreign Ministers in Colombo in January 1950. It has grown from its modest beginning as a group of seven Commonwealth nations into an international organisation of 26 countries, surpassing its original geographical boundaries. Following the adoption of a new Constitution in December 1977, the name "Colombo Plan for Co-operative Economic Development in South and South-East Asia" was changed to "The Colombo Plan for Co-operative Economic and Social Development in Asia and the Pacific" in order to reflect more accurately the geographical composition of its expanded membership and the scope of its activities.

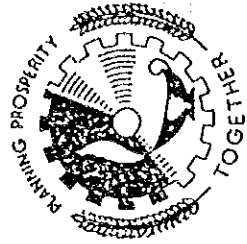
The founders of the Plan chose six years for its first life-span. The Consultative Committee has since extended the Plan's duration from time to time; its present life is until June 1982.

The 26-member countries of the Colombo Plan are: Afghanistan, Australia, Bangladesh, Bhutan, Britain, Burma, Canada, Fiji, India, Indonesia, Iran, Japan, Kampuchea, Republic of Korea, Laos, Malaysia, Maldives, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Singapore, Sri Lanka, Thailand, and the United States.

The Plan revolves around four focal points:

- (i) The Consultative Committee, the principal review and deliberative body of the Colombo Plan, meets every year or two at Ministerial level in one of the member countries. It reviews the progress of member countries, discusses how available resources can best be used for development and exchanges views in a co-operative spirit on specific development problems;
- (ii) The Council for Technical Co-operation consists of all members of the Colombo Plan. It meets at the official level several times a year in Colombo, Sri Lanka, where most of the countries have resident diplomatic missions. It assists in the development of the region by promoting technical co-operation and disseminates information on the concept and operation of the Plan in general, especially capital aid and technical assistance;
- (iii) The Colombo Plan Bureau assists the Council in the discharge of its duties and responsibilities and participates in an advisory capacity in the Consultative Committee Meetings. The Bureau maintains a record of technical co-operative as well as capital aid given and received under the Colombo Plan, and issues publications and publicity material to highlight the aims and achievements of the Plan.
- (iv) Since 1973 the Bureau has been operating a Drug Advisory Programme to assist national and regional efforts to eliminate the causes and to ameliorate the effects of drug abuse. The Programme works in close co-operation with national and international agencies engaged in this field.
- (v) The Colombo Plan Staff College for Technician Education, established in Singapore, was opened in March 1975. It helps member countries in developing their system of technician education.

# THE COLOMBO PLAN



## Privileges and Facilities Accorded to Colombo Plan Experts

THE COLOMBO PLAN BUREAU  
P. O. Box 596,  
12, Melbourne Avenue,  
Colombo 4, Sri Lanka

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## INTRODUCTION

This booklet contains information provided by member Governments on privileges and facilities accorded to Colombo Plan Experts.

Member Governments are requested to notify the Bureau of any subsequent changes. Amendments will then be circulated.

Where further details are required these may be obtained from the appropriate Government Agency as listed in this booklet.

The Colombo Plan Bureau,  
12, Melbourne Avenue,  
P.O. Box 596,  
Colombo 4,  
Sri Lanka.

June 1979.

GOVERNMENT ORGANISATIONS DEALING WITH COLOMBO PLAN  
MATTERS IN MEMBER COUNTRIES

- AFGHANISTAN** — Department of Foreign Relations,  
Democratic Republic of Afghanistan,  
Kabul,  
Afghanistan.
- AUSTRALIA** — Department of Foreign Affairs,  
Canberra A.C.T., Australia.
- BANGLADESH** — External Resources Division,  
Ministry of Planning,  
Bangladesh Secretariat,  
Sher-e-Bangla Nagar,  
Dacca, Bangladesh.
- BHUTAN** — Ministry of Foreign Affairs,  
Royal Government of Bhutan,  
Tashichhodzong,  
Thimphu, Bhutan.
- BRITAIN** — Ministry of Overseas Development,  
Eland House,  
Stag Place,  
London SW1E 5DH,  
England.
- BURMA** — Ministry of Planning and Finance,  
Foreign Economic Relations Department,  
Rangoon,  
Burma.
- CANADA** — Canadian International Development Agency (CIDA)  
Hull,  
Quebec,  
K1A 0G4 Canada.
- FIJI** — Department of Foreign Affairs,  
Government Building,  
Suva,  
Fiji.
- INDIA** — Department of Economic Affairs,  
Ministry of Finance,  
New Delhi 1, India.
- INDONESIA** — Bureau of Technical Co-operation,  
Cabinet Secretariat,  
Jalan Veteran No. 19,  
Jakarta, Indonesia.
- IRAN** — International Organisation Department,  
Ministry of Foreign Affairs,  
Tehran,  
Iran.
- JAPAN** — The First Section,  
Technical Co-operation,  
Bureau of Economic Co-operation,  
Ministry of Foreign Affairs,  
2-1 Kasumigaseki 2-Chome,  
Chiyoda-Ku,  
Tokyo 100, Japan.

**PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN  
EXPERTS BY THE GOVERNMENT OF  
AFGHANISTAN**

KOREA	<p>Technical Co-operation Bureau, Ministry of Science and Technology, 77-6, Sejongro, Chongro-ku, Seoul, Republic of Korea.</p>	1. Board and lodging allowance	<p>a. If the place of residence for experts is being provided by the Government, they will not be entitled to other privileges relative to residence.</p>
LAOS	<p>Ministry of Foreign Affairs, Government of the People's Democratic Republic of Laos, Vientiane, Laos.</p>	1. Board and lodging allowance	<p>b. If the provision of housing facilities is left to the expert, the Government of Afghanistan will pay a maximum of 4,500 afghanis per month as house rent allowance.</p>
MALAYSIA	<p>The Economic Planning Unit, Prime Minister's Department, Jalan Dato Onn, Kuala Lumpur, Malaysia.</p>	2. Medical facilities	<p>The Colombo Plan experts, except for their families, will be entitled to the same medical and health facilities as Afghan Government employees.</p>
MALDIVES	<p>Ministry of External Affairs, Colombo Plan Division, Male, Republic of Maldives.</p>	2. Medical facilities	<p><i>Comment:</i> Should there be no health insurance services, the expert will be given medical facilities gratis.</p>
NEPAL	<p>National Planning Commission, National Planning Commission Secretariat, H.M. Government of Nepal, Ramsath Path, Kathmandu, Nepal.</p>	3. Subsistence allowance for travel on duty away from headquarters	<p>If the expert is sent on official business to a place other than his central place of work, the expenditure for transportation, room and food will be borne by the Afghan authorities.</p>
NEW ZEALAND	<p>Ministry of Foreign Affairs, Wellington, New Zealand.</p>	4. The cost of internal travel on official business	<p>The cost of internal travel on official business will be borne by the Afghan authorities. Normally the Afghan authorities provide their own transport for official business.</p>
PAKISTAN	<p>The Economic Division, Department of Economic Affairs, Ministry of Finance, Islamabad, Pakistan.</p>	5. Leave	<p><i>Comment:</i> The expenses for transportation between expert's house and his place of work will be borne by the expert.</p>
PAPUA NEW GUINEA	<p>Department of Foreign Affairs and Trade, P.O. Wards Strip, Waigani, Papua New Guinea.</p>	Income Tax	<p>The same leave rules of the civil servants of the Afghan Government will apply to Colombo Plan experts.</p>
PHILIPPINES	<p>Ministry of Foreign Affairs, Padre Faura Street, Manila, Philippines.</p>	7. Customs Duty	<p>a. Personal property of the expert including the import of a car or motor cycle, refrigerator, radio receiving set and camera (only one of each for the duration of the assignment) will be exempted from customs duty.</p>
SINGAPORE	<p>National Development Division, Ministry of Law and National Development, 21st Floor, National Development Building, Maxwell Road, Singapore.</p>		
SRI LANKA	<p>Department of External Resources, Ministry of Finance and Planning, 2nd Floor, Ceylinco House, P.O. Box 277, Colombo 1, Sri Lanka.</p>		
THAILAND	<p>Technical Co-operation Bureau, Department of Technical and Economic Co-operation, Krung Kasem Road, Bangkok, Thailand.</p>		
UNITED STATES	<p>The Agency for International Development (AID), Department of State, Washington D.C. 20521, United States.</p>		

**PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN  
EXPERTS BY THE GOVERNMENT OF  
BHUTAN**

<b>Customs Duty</b> (Contd.)	<p><i>Comment:</i> If the car, motor cycle, refrigerator and radio are not imported at the time of the arrival of the expert, the period of transit for these imports will be extended to four months.</p> <p>b. At the end of his period of work in Afghanistan the expert can export his aforementioned property without payment of customs duty.</p> <p><i>Comment:</i> Sale of those properties within Afghanistan and against the payment of customs duty is allowed.</p>
<b>8. Office Accommodation</b>	Place and means of work for the expert will be provided by the Government of Afghanistan.
<b>9. Remarks</b>	—

<b>1. Board and lodging allowance</b>	Local cost of living at the rate of Nu. (i.e. Ngultrum) 1,500 per month and servants allowance at Nu. 200 per month. Free furnished accommodation.
<b>2. Medical facilities</b>	Free medical facilities for experts and their families.
<b>3. Subsistence allowance for travel on duty away from headquarters</b>	Nu. 20/- per day on official tour within Bhutan (while on official tour from Headquarters).
<b>4. Cost of internal travel on duty away from headquarters</b>	The expert will be provided with a Government vehicle for official business.
<b>5. Leave</b>	Leave as provided for under the Bhutan Civil Service.
<b>6. Income Tax</b>	No Income Tax is payable by the expert.
<b>7. Customs Duty</b>	Customs Duty is not payable on personal effects on first arrival within prescribed limits.
<b>8. Office Accommodation</b>	Experts will be provided office accommodation.
<b>9. Remarks</b>	—

PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN EXPERTS BY THE GOVERNMENT OF  
THE SOCIALIST REPUBLIC OF THE UNION OF BURMA

	<i>Full-term Experts (Assignments of over 6 months' duration)</i>	<i>Short-term Experts (Assignments of up to 6 months' duration)</i>
1. Board and lodging allowance	<p>(a) <i>Accommodation:</i>* Free furnished accommodation provided. Adequate hard furniture is provided, but soft furnishings, bed and table linen, cutlery, crockery, glass-ware, lampshades and such articles as are usually broken or lost are not provided. The expert is responsible for payment direct to the Electricity Supply Board for electricity consumed.</p> <p>(b) <i>Installation Allowance:</i>** Kyats 60/- per day plus half this rate (K.30/-) for each recognised dependent up to a limit of 4 only, will be paid for the first 30 days after arrival.</p>	<p style="text-align: center;"><i>Accommodation:</i>**</p> <p>(a) <i>Experts stationed in Rangoon as Base Headquarters:</i> The cost of full board and lodging in a first class hotel for expert only, during his term of assignment.</p> <p>(b) <i>Experts stationed outside Rangoon as Base Headquarters:</i> Per diem allowance of K. 62/- will be paid to meet the expenses of board and lodging.</p>
2. Medical facilities	Free medical care other than dental for the expert only at Government hospitals.	Free medical care other than dental for the expert only at Government hospitals.
3. Subsistence allowance	<p>(a) <i>Expert stationed in Rangoon as Base Headquarters:</i> Kyats 75/- per day for one night spent away from base quarters to outside Rangoon on official business. This is in addition to cost of air travel or upper class railway fare, which will be paid by the Government of the Socialist Republic of the Union of Burma.</p> <p>(b) <i>Expert stationed outside Rangoon as Base Headquarters:</i> Kyats 100/- per day for one night spent away from base quarters to Rangoon on official business. This is in addition to cost of air travel or upper class railway fare which will be paid by the Government of the Socialist Republic of the Union of Burma.</p>	<p>(a) <i>Expert stationed in Rangoon as Base Headquarters:</i> Kyats 75/- per day for one night spent away from base quarters to outside Rangoon on official business. This is in addition to cost of air travel or upper class railway fare, which will be paid by the Government of the Socialist Republic of the Union of Burma.</p> <p>(b) <i>Expert stationed outside Rangoon as Base Headquarters:</i> Kyats 100/- per day for one night spent away from base quarters to Rangoon on official business. This is in addition to cost of air travel or upper class railway fare which will be paid by the Government of the Socialist Republic of the Union of Burma.</p>
4. Cost of internal travel on official business	A motor car for official use will be provided.* If a car is essential for the performance of the expert's duties and official transport cannot be provided, the government agency which utilises the services of the expert will provide 50 gallons of petrol and a transport allowance of K. 175/- per month will be paid by the Ministry of Planning and Finance, (Foreign Economic Relations Department). If the expert uses his own car for official journeys performed outside base headquarters the usual official mileage rates will be paid, provided that the expert returns to base headquarters the same day.	A motor car for official use will be provided.
5. Leave		
6. Income Tax	Exempted from payment of income tax.	Exempted from payment of income tax.

\* These facilities will be provided by the Ministry or Agency utilising the services of the expert.

\*\* These allowances will be paid by the Ministry of Planning and Finance (Foreign Economic Relations Department) Government of the Union of Burma.

	<i>Full-term Experts (Assignments of over 6 months' duration)</i>	<i>Short-term Experts (Assignment of up to 6 months' duration)</i>
7. Customs Duty	<p>Exempted from payment of customs duty, sales tax and import licence fees on personal baggage, personal and household effects of a reasonable amount, household furniture of a reasonable amount for the personal use of the expert and his family and one motor car, motor cycle, motor scooter, or other conveyance for the personal use of the expert and his family, provided they arrive within the required period after the expert's arrival; within 3 months in the case of personal and household effects and household furniture, and within 12 months in the case of a motor car, motor cycle, motor scooter or other conveyance. Also exempted from payment of customs duty, sales tax and import licence fees on liquor, foodstuffs, tobacco and cigarettes, provided that the goods are covered by a clearance certificate issued by the Ministry of Planning and Finance (Foreign Economic Relations Department), and that no remittance of foreign exchange is involved.</p> <p>The above exemptions will be granted on the following conditions: (i) The goods are certified by the Ministry of the Government of the Socialist Republic of the Union of Burma or any responsible officer specially authorised by him on his behalf to be for bona fide personal use, (ii) such articles are not sold in the country except under conditions previously agreed to with the Government and (iii) the appointment of the expert shall have been duly notified to the Government of the Socialist Republic of the Union of Burma.</p>	<p>Exempted from payment of customs duty, sales tax and import licence fees on personal baggage.</p>
8. Office Accommodation	<p>Necessary office space and other premises, local personal services, technical and administrative including the necessary local secretarial help, interpreter-translator equipment and supplies produced within the country—transportation of personnel, supplies and equipment for official purpose within the country and postage and telecommunication facilities for official purposes will be provided.</p>	<p>Necessary secretarial assistance will be provided.</p>
9. Indemnities granted (e.g. in relation to acts in the course of official duties)	<p>The host Government will undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties, provided the same does not arise out of wilful and gross negligence of the expert concerned.</p>	
10. Remarks	<p>Will be exempted from payment of hotel and restaurant taxes, as long as the expert stays in a hotel.</p>	<p>Will be exempted from payment of hotel and restaurant taxes as long as the expert stays in a hotel.</p>

PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN  
EXPERTS BY THE GOVERNMENT OF

FIJI

1. Board and lodging allowance	—
2. Medical facilities	—
3. Subsistence allowance for travel on duty away from headquarters	—
4. Cost of internal travel on official business	—
5. Leave	—
6. Income Tax	Experts will not be liable for the payment of Income Tax if their appointment is fully funded by the Plan.
7. Customs Duty	No customs duty will be levied on the importation of personal effects, furniture and fixtures within six months of their arrival in the country. They may also buy a car and a refrigerator locally free of duty within the same period.
8. Office Accommodation	—
9. Indemnities granted (e.g. in relation to acts in the course of official duties)	—
10. Remarks	—

**PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN  
EXPERTS BY THE GOVERNMENT OF  
INDIA**

1. Board and lodging allowance	Free furnished living accommodation is provided; if not, Rs. 35/- per diem is paid towards rent allowance.
2. Medical facilities	Free medical facilities for experts and their families as for Grade I officers of the Government of India.
3. Subsistence allowance for travel on duty away from headquarters	Subsistence allowance as for Grade I officers of the Government of India, depending upon the rates applicable to the place in which the expert holds on tour. Peripatetic experts with no fixed base will receive a 'rent allowance' of Rs. 35/- per diem plus subsistence allowance as for Grade I officers of the Government of India. They will also receive a mileage allowance.
4. Cost of internal travel on official business	Experts will be paid a 'Mileage Allowance' equal to the actual first class rail or air fare, plus subsistence allowance at the prescribed rates. Where the expert uses his own car for Station duty, he will be entitled to a 'Government Allowance' in accordance with the rules laid down for Grade I officers of the Government of India.
5. Leave	Experts will follow the leave conditions laid down on recruitment by the donor government.
6. Income Tax	Experts will be exempted from payment of Indian Income tax.
7. Customs Duty	In addition to the Customs facilities available to the experts under transfer of Residence rules and ordinary Baggage rules, as the case may be, experts are allowed to import the following articles free of customs duty (the actual duty being paid by the Department of Economic Affairs): One personal automobile or motor cycle, one radio or radio-gram, one refrigerator and/or home freezer, two air-conditioners, minor electrical accessories and appliances and professional equipment required by the expert. The experts are

**Customs Duty  
(Contd.)**

also allowed to import a TV set provided they are assigned to places which are covered by TV Network. If any of these articles are sold during their stay in India, they should pay duty to the Government of India.

All goods brought in by the experts, within the total monetary allowance permissible under the passengers (non-tourist) baggage rules, would be admitted free of duty without any ITC restrictions irrespective of the value of the individual articles.

Over and above these concessions, in the case of articles of relatively minor value which may not be strictly covered by the normal interpretation of Baggage rules, duty may be waived, provided that the amount of duty thus waived does not exceed Rs. 1,000/-.

The concessions will be admissible only at the time of first arrival of the expert and for un-accompanied baggage which is imported within the time limit of 4 months prescribed under the Baggage rules. The time limit may, however, be waived at the discretion of the Customs authorities in case of delayed arrival of un-accompanied baggage, provided there is no reason to believe that the concession is being abused.

Experts are also allowed duty-free import of certain consumer articles (food, drugs, medicines, liquor, tobacco, books and periodicals, etc.) up to a ceiling of (a) Rs. 5,000/- per year if single; and (b) Rs. 10,000/- per year if experts are with families (irrespective of the number of children).

In case of experts whose stay in India is less than one year, the ceiling may be adjusted proportionately on a monthly basis.

Suitable office space, local personnel services, cost of official communications, telephones, etc.

**Office Accommodation**

Indemnities granted :  
(e.g. in relation to acts in the course of official duties)

**10. Remarks :**



PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN EXPERTS BY THE GOVERNMENT OF THE REPUBLIC OF KOREA

1. Board and lodging allowance	Furnished house is provided or sometimes an equivalent allowance for housing for short-term experts.
2. Medical facilities	Free medical facilities for the treatment of injuries incurred in the course of official duties.
3. Subsistence allowance for travel on duty away from headquarters	Adequate per diem is provided.
4. Cost of internal travel on official business	All such expenses are reimbursed.
5. Leave	Three weeks annually in addition to two day weekends and all national holidays.
6. Income Tax	Exempted.
7. Customs Duty	Exempted.
8. Office Accommodation	Suitable office space with necessary equipment and furniture.
9. Remarks	Expert bringing his own car will receive special privilege (semi-diplomatic) licence plates.

PRIVILEGES AND FACILITIES ACCORDED TO COLOMBO PLAN EXPERTS BY THE GOVERNMENT OF MALAYSIA

1. Board and lodging allowance	<p>A. LONG-TERM EXPERTS (Assignments of six months and over)</p> <p>(1) <i>Installation Grant*</i></p> <p>A lump sum installation grant will be paid to meet the initial settling-in cost of the expert for the first 14 days of his arrival in Malaysia. Thereafter, for the duration of his assignment in Malaysia, the expert will be paid housing and subsistence allowances, with payment for the month following the first 14 days being calculated on a <i>pro-rata</i> basis. The rates of installation grant payable to an expert are as follows:</p> <table border="0"> <tr> <td>Single or unaccompanied by wife</td> <td>\$ 480</td> </tr> <tr> <td>Married and accompanied by wife</td> <td>800</td> </tr> <tr> <td>Married and accompanied by wife and one or two children not exceeding 18 years of age</td> <td>1,200</td> </tr> <tr> <td>Married and accompanied by wife and more than two children not exceeding 18 years of age</td> <td>1,600</td> </tr> </table> <p>*The installation grant is a once-for-all payment appropriate to the expert's circumstances at the time of arrival and no other claims can be made following the arrival of his family or when an expert returns from overseas leave on extension of his assignment.</p> <p>(2) <i>Housing and Subsistence Allowance</i></p> <p>The Malaysian Government will not be responsible for providing the expert with accommodation. However, at the request of the expert, the Department to which the expert is assigned will assist him in finding suitable private accommodation for rental. In lieu of housing the expert will be paid the appropriate rates of housing allowances as set out below.</p> <p>An expert assigned to East Malaysia may be provided accommodation if unoccupied government quarters are available. In such a case, no housing allowance will be paid to the expert nor will he be charged the normal governmental rental on the quarters. The expert will, however, be responsible for payment of water, electricity and other charges incurred while in occupation of such premises.</p>	Single or unaccompanied by wife	\$ 480	Married and accompanied by wife	800	Married and accompanied by wife and one or two children not exceeding 18 years of age	1,200	Married and accompanied by wife and more than two children not exceeding 18 years of age	1,600
Single or unaccompanied by wife	\$ 480								
Married and accompanied by wife	800								
Married and accompanied by wife and one or two children not exceeding 18 years of age	1,200								
Married and accompanied by wife and more than two children not exceeding 18 years of age	1,600								

Board and lodging allowance  
(Contd.)

Subject to the conditions in preceding paragraphs, the rates of housing and subsistence allowances payable to an expert are as follows:

	Allowance for Housing \$	Subsistence \$	Total per month \$
Single or unaccompanied by wife	300	300	600
Married and accompanied by wife	350	500	850
Married and accompanied by wife and one or two children not exceeding 18 years of age	450	650	1,100
Married and accompanied by wife and more than two children not exceeding 18 years of age	450	750	1,200

Note:

- (i) At the request of the donor Government/Agency the housing and subsistence allowance may be paid the donor Government direct rather than to the expert concerned.
- (ii) For the purpose of payment of subsistence allowance an expert who is married without children and is accompanied by his wife will be deemed as if he is single.
- (iii) Where both husband and wife are assigned as experts, they will be paid housing and subsistence allowance as for an expert accompanied by wife plus an additional sum of \$ 300 per month.
- (iv) Changes in the family circumstances of an expert should be reported immediately to the Head of Department concerned to permit adjustments to be made in respect of the expert's entitlement to allowances under this category. In case of doubt the Department will refer the matter to the Economic Planning Unit for a decision which will be final.

2. Medical Facilities

During his assignment in Malaysia, an expert and his family will be eligible for free medical (but not dental) attention at Government hospitals. A letter of identity for this purpose will be issued to an expert seeking medical attention.

No reimbursement will be made by the Government if the expert or his family elects to be treated by private practitioners. If admitted at a Government hospital the expert will be required to pay ward charges as laid down in Government regulations applicable to Malaysian officers of similar status in the States where the expert is assigned. Heads of Departments must ensure that the appropriate hospital bills incurred by an expert are promptly settled.

3. Subsistence allowance

An expert on duty tour away from his headquarters is eligible for a Day Allowance/Subsistence Allowance in the same way as Government Division I officers. The payment is governed by the relevant regulations currently in force and at the rates applicable in West and East Malaysia and of the authorities to which he is assigned.

Cost of internal travel on official business

Long-term experts are eligible to apply for a loan for the purchase of a motor car. The terms for the granting of this loan are as follows:

- (i) The loan is granted only once in the whole tenure of the expert including all extensions of his assignment. The amount of loan applied for should not exceed the value of the vehicle to be purchased subject to a maximum amount of \$ 7,000. The terms of the loan will be in accordance with existing regulations enforced in each of the States of Malaysia or as amended from time to time. If a second-hand car is purchased a valuation certificate on the car must be attached with the application.
- (ii) The loan is to be repaid in monthly instalments and to be settled in full before the expert departs from Malaysia. At the time of making the application for the loan the expert is requested to submit his proposal for the repayment of the loan.
- (iii) During the period of the loan the expert is requested to ensure that the car is adequately covered by insurance and he is not permitted to sell or transfer his motor car without the prior permission of the Government.
- (iv) Provision of sureties for the loan is not required but the Head of Department to which the expert is assigned should ensure that the Registration Card of the car is stamped with the words "Ownership Claimed by the Government" until the full loan has been repaid.