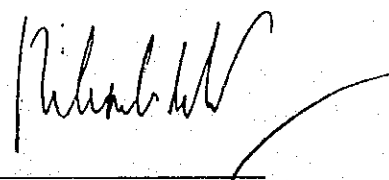


3. Minutes of Meeting

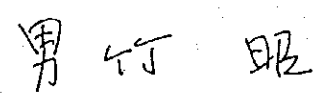
MINUTES OF MEETING  
ON  
THE SCOPE OF WORK  
FOR  
MASTER PLAN STUDY ON COASTAL SHIPPING REHABILITATION  
AND DEVELOPMENT PROJECT IN VIET NAM  
BETWEEN  
VIET NAM NATIONAL MARITIME BUREAU  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY

HANOI, MAR, 23, 1995



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DR. DINH NGOC VIEN  
CHAIRMAN  
VINAMARINE



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MR. AKIRA OTAKE  
LEADER  
PREPARATORY STUDY TEAM  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

## MINUTES OF MEETING

The Japanese Preparatory Study Team organized by Japan International Cooperation Agency, headed by Mr. Akira Otake visited the Socialist Republic of Viet Nam from March 15th to March 25th, 1995 for the purpose of discussing the Scope of Work for "Master Plan Study on Coastal Shipping Rehabilitation and Development Project in Viet Nam" ( hereinafter referred to as "the Study" ).

The Japanese Preparatory Study Team exchanged views and had a series of discussions with representatives of the Ministry of Transport (MOT), State Planning Committee (SPC), Viet Nam National Maritime Bureau (VINAMARINE), and Transport Economic Science Institute (TESI). A list of the participants appears in Attachment I.

Through these discussions, both sides have completed the Scope of Work for the Study.

As a result, both sides confirmed the following points

1. The Scope of work was agreed by both sides as attached herewith.
2. Both sides agreed to use "Master Plan Study on Coastal shipping Rehabilitation and Development Project in Viet Nam" as the name of the Study.
3. Study area  
Both sides agreed that the Study area would be as follows;  
  
The areas where have coastal ports or river ports and inland waterways which are closely linked with the coastal shipping, and other areas where have significant relationship with the coastal shipping activities.
4. Target year of the Study  
Both sides agreed that the short term plan up to target year 2000 and the Master Plan up to target year 2010 should be formulated based upon quantitative analysis.
5. Contents to be expected as a result of the Study in the Sector and Sub-sectors  
Both sides understood as follows;

- 1) Coastal shipping

- (1) Cargo and passenger traffic demand up to the target years should be forecasted, and which should be used for the study of port planning as well as the study for the rehabilitation and development of the coastal shipping.
  - (2) The most optimum coastal shipping network in the target years should be formulated from the view point of catering for such forecasted traffic demand by the appropriate number of vessels by each type of sea transport.
  - (3) In order to formulate the coastal shipping network, ship demand in total tonnage and number of vessels by each type of sea transport would be estimated based upon the result of cargo and passenger traffic demand forecast.
  - (4) In the process of the estimation of ship demand and number of vessels, outline of size of fleet required afresh in the target years due to new tonnage and replacement demand should be prepared.
  - (5) Outline of standard-type vessels by each type of sea transport including passengers use should be prepared for the purpose of drawing up the detailed plan to cater for fleet demand.
  - (6) Suggestions on ship acquisition and ship operation for shipping companies and other parties concerned should be prepared in order to meet increased coastal shipping demand.
  - (7) In addition to (6), suggestions on management and operation required for coastal shipping companies should be prepared.
  - (8) In order to rehabilitate and develop the coastal shipping in Viet Nam, supporting or encouraging policy and institutional measures by the central or local Government(s) would be suggested, if necessary.
- 2) Inland water transport and inland waterways
- (1) Inland water transport would be analyzed to forecast transshipment demand with the coastal shipping.
  - (2) Preliminary suggestions for the matters mentioned below to enable efficient transshipment of cargo and passenger to/from the coastal shipping should be prepared.
    - a) River craft
    - b) River port and its facilities including equipments
    - c) Inland waterways
    - d) Safety navigation
    - e) Seafarers
- 3) Seafarers education
- (1) Seafarers demand in terms of quality and quantity up to the target years should be forecasted corresponding to the future traffic demand for the coastal shipping, the requirements

of the upgraded vessels and of the international maritime conventions.

- (2) A seafarers supplying plan to the coastal shipping industry should be formulated taking into the seafarers demand for international shipping including by foreign vessels.
- (3) The above plan should cover all of the existing educational institutes within the framework of (1) and (2) above.

4) Shipbuilding and ship repairing

- (1) Technical suggestions for details of standard-type vessels to be selected in the study for the coastal shipping should be prepared.
- (2) The rehabilitation and reinforcement plan of the existing shipbuilding facilities and equipments should be formulated in order to cater for the demand of new vessels for the coastal shipping up to the target years.
- (3) The rehabilitation and development plan of ship repairing capacity and necessary facilities including equipments should be prepared in the aspect of increased demand to be generated in the coastal shipping up to the target years.
- (4) Technical suggestions for ships' maintenance should be prepared in the aspect of safe navigation and marine pollution prevention.
- (5) A basic plan for building standard-type vessels including preliminary design, estimation of cost and outline of specifications should be prepared in order to support formulation of the coastal shipping network.

5) Maritime safety

(1) Ship inspection

The improvement plan of ship inspection system should be prepared in order to secure ship's safety and marine pollution prevention.

(2) Aids to navigation (ATN)

The rehabilitation, improvement and development plan on ATN and related facilities should be prepared together with the maintenance and operational program by giving the first priority to the visual ATN.

(3) Search and rescue (SAR)

Suggestions for establishing a SAR operation system should be prepared.

(4) Sea communications

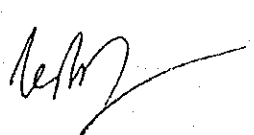
Suggestions for improvement of sea communications system should be prepared.

6) Ports

- (1) The most appropriate port network for the coastal shipping should be established based on the coastal shipping network formulated in 5.-1) above.
- (2) The rehabilitation and development plan of the ports specified in 6) (1) above should be formulated to meet the future traffic demand forecasted in 5. -1) above.
- (3) Suggestions for the organization, management, and required service quality of the ports specified by the coastal shipping network should be prepared.

6. It was decided by Vietnamese side that VINAMARINE will be authorized to be the coordinator of the whole Study in MOT and responsible to submit regular reports to MOT on the implementation of the Study. VINAMARINE has discussed the contents of this Minutes of Meeting with other agencies concerned. i.e. River Transport Bureau, Shipbuilding Department and etc.
7. The Japanese side requested that the Vietnamese side should organize a Steering Committee among the Departments and Authorities concerned ( SPC , MOT , VINAMARINE, TESI, etc.) to the smooth implementation of the Study and provide counterpart personnel to each field of the Japanese Study Team by coordinating of MOT. The Vietnamese side agreed to the request.
8. The Vietnamese side requested that the Vietnamese counterpart personnel take advantage of training in Japan related to the Study to promote an effective technology transfer. The Japanese side promised to convey this request to JICA Headquarters in Tokyo.
9. The Vietnamese side requested that the appropriate number of vehicles with drivers required for the Study should be arranged by JICA. The Japanese side agreed to the request.
10. The Vietnamese side requested that a seminar should be held by the Japanese side for the purpose of discussing and transferring the results of the Study to the Vietnamese side. The Japanese side promised to convey the request to JICA Headquarters in Tokyo.
11. The Vietnamese side requested that the equipment and machinery which would be used for the implementation of the Study are provided to the Vietnamese side, when the Study is completed. The Japanese side promised to convey and support the request to JICA Headquarters in Tokyo.

12. The Vietnamese side requested that the data and information which MOT must purchase by itself shall be paid by the Japanese side. The Japanese side agreed to the request.
13. The Vietnamese side requested that the Study should be started and completed earlier than the tentative study schedule so as to meet the present urgent demand of the Vietnamese side. The Japanese side responded that this matter will be conveyed to the JICA Headquarters.
14. VINAMARINE wished to receive Japanese Study Team to Viet Nam after September 1995.
15. The Vietnamese side requested, and the Team accepted, to make "Executive Summary" of the Final Report.
16. The Team requested MOT to issue invitation letters for the entry visa of the full scale study team members.



Attendants List

Japanese side

Japanese Preparatory Study Team

Mr. Akira Otake	Leader/ Shipping	Director, Liner Conference Office, Marine Transport Bureau, Ministry of Transport
Mr. Ryuichi Kato	Transport Policy	Senior Officer for International Cooperation, Second International Affairs Division, Transport Policy Bureau, Ministry of Transport
Mr. Shigetoshi Komorita	Maritime Safety	Special Assistant, to the Director, Administration Division Aids to Navigation Department, Maritime Safety Agency
Mr. Kazufumi Shiii	Coordinator	First Development Study Division, Social Development Study Department, Japan International Cooperation Agency
Mr. Akira Noda	Economist (Economic-Social Analysis)	Nomura Research Institute, Ltd.
Mr. Toshiro Hamada	Physical Planner (Physical Distribution and Infrastructure)	KOKUSAI KOGYO CO., LTD.

Embassy of Japan

Mr. Takahiro Sasaki Second Secretary



Vietnamese side

State Planning Committee

Mr. Nguyen Ngoc Nhat	General Director Infrastructure Department
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Ministry of Transport

Mr. Le Ngoc Hoan	Vice Minister
Dr. Tran Doan Tho	Deputy Director General Planning and Investment Department

Viet Nam National Maritime Bureau

Dr. Dinh Ngoc Vien	Chairman
Mr. Vuong Dinh Lam	Director International Cooperation Department
Mr. Bui Vang Trung	Vice Director International Cooperation Department
Mr. Phan Xuan Phai	Vice Director Marine Safety and Inspection Department
Mr. Tran Dinh Toan	Manager Technical Science Department

Transport Economic Science Institute

Dr. Nguyen Dinh Dang	Deputy Director
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4. Questionnaire

QUESTIONNAIRE

JAPANESE PREPARATORY STUDY TEAM  
THE MASTER PLAN STUDY  
ON  
COASTAL SHIPPING REHABILITATION AND  
DEVELOPMENT PROJECT  
IN  
THE SOCIAL REPUBLIC OF VIET NAM

JAPAN INTERNATIONAL COOPERATION AGENCY

## QUESTIONNAIRE

This questionnaire is prepared by the Japanese Preparatory study Team (hereinafter referred to as "the Team") for Master Plan Study on Coastal Shipping Rehabilitation and Development Project in Viet Nam (hereinafter referred to as the Study") to obtain basic information and data necessary for the Study. It would be highly appreciated, if you could provide the Team with appropriate answers written in English and materials requested in this questionnaire. Answers need not be too much in detail but should be brief and precise.

We would like to note that because of the preliminary nature of this questionnaire, the team would like to ask for additional data/information on the occasion of discussion with your side, and that further detailed data/information might be required by the Full Scale study Team in the later implementation stage of the Study.

Your kind cooperation is highly appreciated.

P.S. Necessary data marked "U" are available from the previous studies, but the Team would like to have the latest information on those.

## PART I

NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
I. GENERAL INFORMATION				
1. Progress of economic restructuring	U		Economic Development Strategy (last 5 years)	S P C
2. Socio economic information for last 5 years	U			
3. Development plans	U			
4. Financial performance in last 5 years	U		一部についてのみ	
5. Public investment in last 5 years	U			
6. Foreign investment				
1) Relevant laws and regulations				
2) Long term policy				
3) Number of projects and amount invested				
4) The same by sectors				
7. Employment (1000 persons), unemployment rate (%)				
8. Privatization, Equitization and Reorganization (PER)			1993年 pilot company "GENADEX" by VINAMARINE	
1) Mid & long term policy for PER				
2) Last 3 years' record (Name & scale of enterprises, mode & process of PER)				
3) Current development & perspective for MOTC VINAMARINE, VOSCO, VISERITRANS & etc. of PER				
4) Government evaluation of PER				
II. TRANSPORTATION SYSTEM			National Transportation Sector Review	
1. Transport administration e.g. government agencies by responsibility			Development Plan (1991-1995) Development Plan (1996-2000) available after Sept. 1995	T E S I
2. General information e.g. transport sector development plan				
3. Characteristics of transportation				
1) Network maps of transport (Ports, inland waterway, coastal shipping, roads, railways & commercial flight)			Data to be prepared for the full scale study	VINAMARINE

NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
<p>2) Present conditions of each mode</p> <p>a) Capacity and degree of the development</p> <p>b) Traffic volume</p> <p>c) Amount of investment</p> <p>d) Transportation cost, fares and tariffs</p> <p>3) Statistics of commodity and passenger flow</p> <p>4) Breakdown of commodity and passenger flow by mode, by origin/destination and by commodity</p> <p>5) Development &amp; improvement policies and plans</p> <p>6) Related studies/ reports, if any</p> <p>III. COASTAL SHIPPING</p> <p>1. Outline of shipping policy covering;</p> <p>1) Coastal shipping</p> <p>2) Inland water transport</p> <p>3) Deep sea shipping</p> <p>2. Policy to promote above</p> <p>3. Laws and regulations</p> <p>1) covering;</p> <p>* Coastal shipping</p> <p>* Inland water transport</p> <p>* Deep sea shipping</p> <p>2) promoting;</p> <p>* Coastal shipping</p> <p>* Inland water transport</p> <p>* Deep sea shipping</p> <p>3) related to seamen</p> <p>4) related to maritime insurance on cargo &amp; ship</p> <p>5) related to tax on shipping industry</p> <p>6) related to foundation and liquidation of shipping company</p> <p>4. List of companies as of Jan. 1995 controlled ;</p> <p>1) by MOTAC</p> <p>2) by VINAMARINE</p> <p>3) by local government agency</p>			<p>General Information</p> <p>National Transportaion Sector Review</p> <p>Data prepared immediately</p> <p>Not available here</p> <p>Data to be prepared for the full scale study</p>	<p>T E S I:</p> <p>VINAMARINE</p> <p>VINAMARINE</p>

NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
<p>4)by other ministry with brief explanations on following points;</p> <p>a)Outline of a company b)Main service area c)Owned tonnage, type, size(DWT) &amp; age of ship d)Total volume(DWT) of controlled fleet</p> <p>5.Coastal shipping service</p> <p>1)List of companies engaged in this service</p> <p>2)Type of service *regular liner service (with service frequency) *tramp service</p> <p>3)Type of cargo *Consuming goods *Raw material *Container cargo *Liquid cargo</p> <p>4)Current fares &amp; tariffs level of cargo transport between north (Haiphong) &amp; south (Ho Chi Minh) by mode and by cargo;</p> <p>a.by mode *Coastal shipping *Road *Railway</p> <p>b.by cargo *Coal *Ore *Rice *Cement *Steel Products *Oil</p> <p>6.Financial status(B.S. P/U &amp; etc.) of state shipping enterprises</p> <p>7.Maritime Bank(Viet Nam Maritime commercial Bank)</p> <p>1)Functions and activities</p> <p>2)Relevant laws and regulations</p> <p>3)Outline of financial situations</p> <p>4)Credit amount for the procurement of ships</p>			<p>Data to be prepared for the full scale study</p> <p>Data to be prepared for the full scale study</p> <p>VINAMARINE の 3 社については資料あり</p> <p>Annual Report</p>	<p>Min. of Energy Min. of Agriculture</p> <p>VINAMARINE</p> <p>UNION of Road VNR</p>

NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
<b>IV. INLAND WATER TRANSPORT</b> 1. List of companies engaged in this service showing; a) Number b) Operational capacity c) Owned/chartered tonnage d) Seamen under control 2. Financial status of above companies 3. State & regional organizations related to inland water transport 4. Information on river craft a) Type b) Number c) Size d) Age			Data available from another Department	
<b>v. SEAFARERS</b> 1. National policy for seafarers & their education 2. Seafarers' administration system 3. Seafarers' education system 4. Educational institution for seafarers 5. Current problems and improvement plan			Data to be prepared for the full scale study	
<b>VI. SHIPBUILDING &amp; REPAIRING</b> 1. Existing study reports 2. Current projects of shipbuilding 3. Summary of present shipbuilding (incl. repairing & scrapping industries) e.g. manpower, building capacity & growth rate of last 5 years, etc. 4. List of shipyards with capacity over 500 GT showing outlines i.e., a) Name/Location b) Capacity/Scale c) Responsible entity (public/private) d) Characteristic 5. Existing conditions of shipyards			Data to be prepared for the full scale study	







NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
e)Port management and operation f)Existing Problems/bottle neck from the view point of operation & management & registration 2)Ports facilities by each port (including inland waterways) a)Layout of facilities b)Inventory of facilities and equipment c)Existing problems/bottleneck from the view point of facilities and equipment 3)National port administration system (incl. inland waterways) 4)Port development/ improvement policies/plans and related studies/reports (incl. inland waterways) 5)Data on natural conditions at each port (including inland waterways) 6)Environmental aspect at each port (including inland waterways)  2.River port 1)Name and location 2)Maximum capacity (depth, loa, dwt) 3)Cargo handling volume in main ports *Total volume *Volume by main cargo 3.Data of hydrographical survey 4.Navigation at night 5.Cargo handling 1)Relevant laws and regulations 2)Responsible agencies besides VINAMALINE 3)Existing problems in cargo handling e.g. equipment etc. 4)Impact of privatization 5)Perspective of privatization on cargo handling			Data to be prepared for the full scale study	Inland port Dept.

NECESSARY DATA	N.B.	AVAILABILITY	NAME OF DATA	PLACE OF DATA AVAILABLE
IX. RELATED INFRASTRUCTURES 1. Road 2. Railway 3. Airport 1) Inventory of airport 2) Cargo handling volume 3) Major cargo items 4) Passengers per year 5) With/without cargo terminal building 6) Fares and tariffs 7) Future development plan 4. Power 1) Location and capacity of power generating plants 2) Major power transmission network 3) Development plans for power generation 5. Others Current situation and future plan of gas pipelines, city water and sewerage system	U U	National	Transportation Sector Review	
X. ENVIRONMENTAL PROTECTION 1. Government policy 2. Government agencies concerned 3. Laws and regulations 4. Procedure of IEE and/or EIA 5. Ratification of international conventions			Not available in VINAMARINE	
XI. CONSULTANTS 1. List of consultants for 1) Demand survey 2) O/D survey 3) Civil engineering 4) Geological survey 5) Environmental impact assessment 2. Consultant's fee of above			Not available in VINAMARINE	

## QUESTIONNAIRE

### PART II

#### I. SHIPPING

##### 1. As for the cargoes mentioned below;

coal, liquid energy cargoes (gasoline, kerosene and others),  
rice and cement

- 1) Which government agency controls the shipment of above cargo(es) in domestic market?
- 2) What sort of competence is authorized to such an agency as to fix transport contract with shipping enterprises?
- 3) Does such an agency own and/or charter ships for its own to transport cargoes mentioned above?
2. What sort of improvement in the management of state shipping enterprises was aimed at and has been brought forth by the implementation of a self supporting accounting system?
3. What sort of policy has been planned and implemented by the government to aim at forming larger and healthier shipping enterprises, for example integration/grouping enterprises and amalgamation?

#### II. INLAND WATER TRANSPORT

1. What sort of competence is authorized to the Viet Nam Inland Water Bureau in terms of inland water transport?
2. Whether or not, other governmental and/or regional office hold authorized power on this transport mode?  
If affirmative, please explain its contents briefly with relevant laws and regulations.  
  
What sort of demarcation between the Inland Water Bureau and VINAMARINE is set forth determining each field to be controlled respectively?
3. What sort of the real problems in this transport sector are listed up at this moment?  
  
How serious is the condition of channel affected by silt?
4. Is a self supporting accounting system introduced to the management in charge of inland water transport?  
  
What extent is the privatization developed in this transport sector?

#### III. PORTS AND INLAND WATERWAYS

1. What kind of measures have been taken to improve/develop ports for the coastal shipping?
2. Please explain the existing problems/bottlenecks in the field of port and inland waterway improvement/development.

# 5. 収集資料リスト

## 収集リスト (収集資料)

平成 年 月 日作成

主務部長	文書管理	主務課長	情報管理	技術情報
	課長		課長	課長

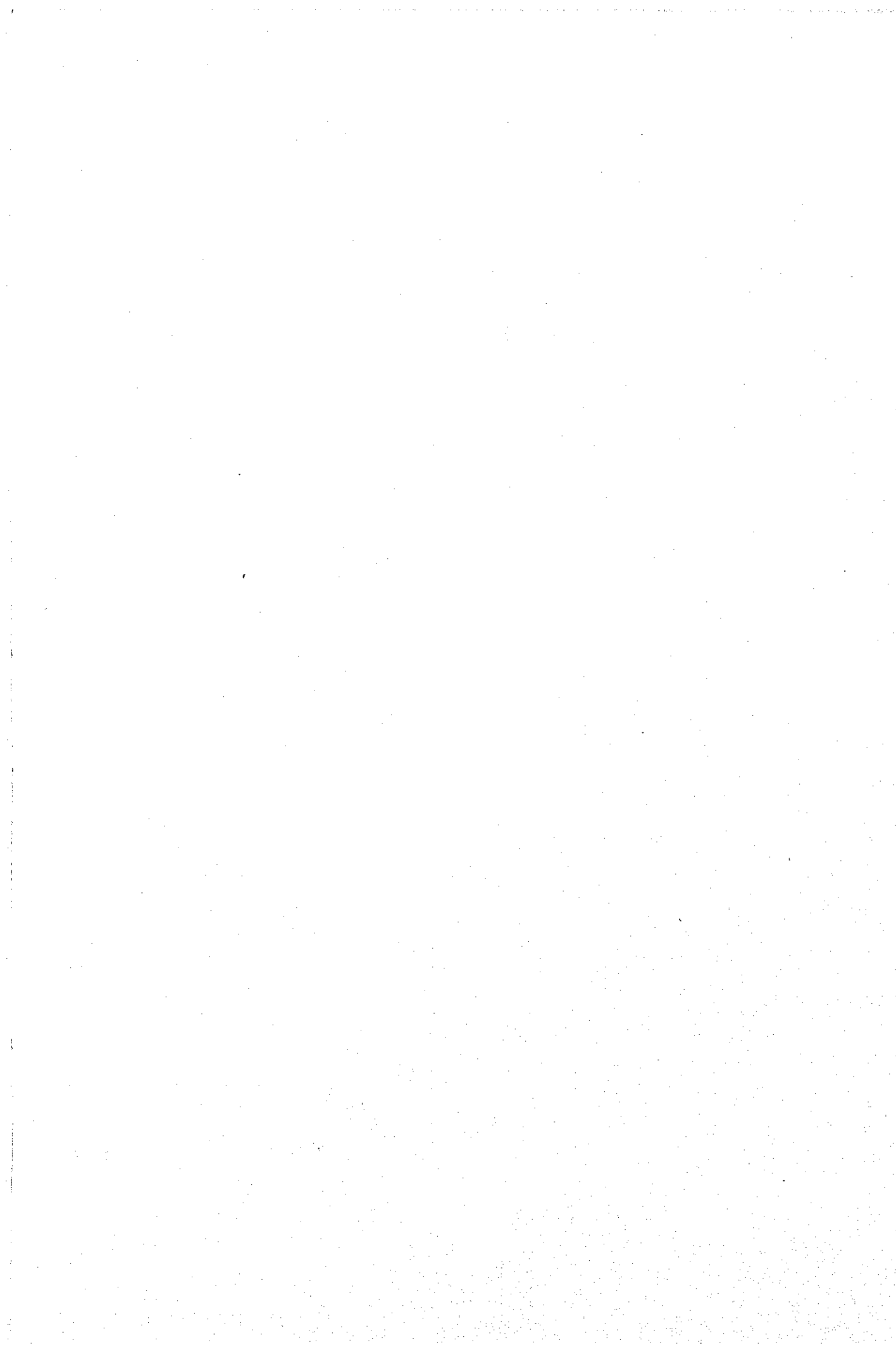
地域	東南アジア	調査団名又は 専門家氏名	グイエトナム国全国沿岸海上輸送整備開発計画(M/P)調査 (事前調査)	調査の経緯又は 調査科目	事前調査 1995年 3月15日～1995年 3月25日	作成部署 社会開発調査部 社会開発調査第一課
国名	グイエトナム社会主義共 和国	配属機関名		現地調査期間 又は派遣期間	担当者氏名	権井 和 文

番号	資料名	形態	版	型	ページ数	オリジナル コピーの別	部数	収集先名又は 発行機関(価格)の別	取扱区分	利用表示	利用者所属氏名	納入 予定日	納入 確認日
1	グイエトナム経済統計データ	報告書	A4		210	オリジナル	1	グイエトナム商務省					
2	基本産業発展のマスタープラン	報告書	A4		100	オリジナル	1	グイエトナム政府					
3	グイエトナム経済報告 (公共セクターの管理と民間セクターの活性化)	報告書	A4		136	オリジナル	1	世界銀行					
4	運輸レポート(1式4部冊)	報告書	A4		200	オリジナル	1	MOT(運輸省)					
5	中期産業貿易計画	報告書	A4		46	オリジナル	1	UNIDO					
6	グイエトナム関連資料(日本語版)	報告書	A4		28	オリジナル	1						
7	統計年報	報告書	A4		350	オリジナル	1	統計局					
8	A D Bの運営と政策方法に関するセミナー	報告書	A4		120	オリジナル	1	アジア開発銀行					
9	NATIONAL TRANSPORTATION SECTOR REVIEW: FINAL REPORT (1) Main Report (2) Transport demand and traffic forecasts (3) Roads (4) Railways (5) Inland waterways (6) Ports (7) Maritime transport (8) The road transport industry and transport costs (9) Urban transport (10) Air transport	報告書	A4		199+33 230 181 99 112 104 70 未入手 81 32	オリジナル	1	UNDPレポート (by ECOW 1992)					
10	Projection for Cargo volume at Vietnamese ports by 2005	表	A4		1	コピー	2	VINAMAR INE(海運総 局)					
11	BROCHURES (1) Vietnam National Maritime Bureau (2) Viet Nam Maritime University (3) Maritime Technical Training School 1 (4) Bach Dang Shipyard	冊子	A4		10 28 12 1	オリジナル	1 1 1 1	VINAMARINE VINAMARU					

図書館提出用

国際協力事業団







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