

Appendix - 4

MINUTES OF DISCUSSION

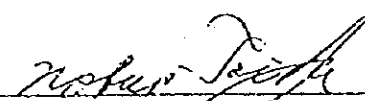
MINUTES OF DISCUSSIONS
BASIC DESIGN STUDY
ON
THE PROJECT FOR CONSTRUCTION OF THE PEDIATRIC FACILITIES
OF HARARE CENTRAL HOSPITAL
IN THE REPUBLIC OF ZIMBABWE

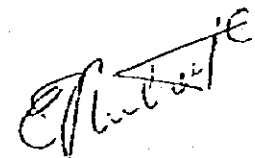
In response to a request of the Government of ZIMBABWE, the Government of Japan has decided to conduct a Basic Design Study on the Project for CONSTRUCTION OF THE PEDIATRIC FACILITIES OF HARARE CENTRAL HOSPITAL IN THE REPUBLIC OF ZIMBABWE (hereinafter referred to as "the Project"), and entrusted the study to the Japan International Cooperation Agency (JICA). JICA sent to the ZIMBABWE a study team, headed by Mr. Nobuo TOIDA, Managing Director of HACHIOUJI CENTER, JICA from May 27 to June 8, 1995.

The Teams held discussions with the officials concerned of the Government of Zimbabwe and conducted field surveys at the study area.

In the course of discussions and field survey, both parties have confirmed the main items described on the attached sheets. The Team will proceed to further works and prepare the Basic Design Study Report.

HARARE, June 5, 1995


Mr. Nobuo TOIDA
Leader
Basic Design Study Team
JICA


Mr. O. Rutsate
for Secretary for Health
Ministry of Health and
Child Welfare
Government of ZIMBABWE


Dr. M. Y. Ali
Medical Superintendent
HARARE CENTRAL HOSPITAL

ATTACHMENT

1. Objectives of the Project

The objective of the Project is to improve the essential function at HARARE CENTRAL HOSPITAL through construction of pediatric facilities and provision of essential equipment.

2. Project sites

HARARE CENTRAL HOSPITAL

3. Executing Agency

Ministry of Health and Child Welfare, Government of Zimbabwe is responsible for the administration and execution of the Project.

4. Items requested by the Government of Zimbabwe

- 1) CSSD + operation theatre with 10 beds in recovery room.
- 2) Four medical wards with total 120 beds.
- 3) One service block.
- 4) Two surgical ward with total 60 beds.

After the discussions with the Basic Design Study Team, the following items with the priority were finally requested by the Zimbabwean side.

- 1) CSSD + operation theatre with 10 beds in recovery room.
- 2) Two medical wards with total 80 beds.
- 3) One service block.
- 4) One surgical ward with 40 beds.

And the Zimbabwean side will provide the equipment list which will be prepared by Ministry of Health.

5. Items proposed by the Japanese side.

- 1) Construction of pediatric facilities described in Annex I.
 - 2) Provision of the equipment described in Annex II.
- (Note: A=1st priority B=2nd priority C=3rd priority)

However, the final components of the Project will be decided after further studies.

6. Comments by the Japanese side on the items in 4. above

1) Construction of pediatric facilities

1-On condition that the Grant Aid assistance by the Government of Japan is extended to the Project, Plan of the Project will be examined and modified, and construction of pediatric facilities will be executed by the Japanese contractor under Japanese grant aid system.

2-the size of the pediatric facilities will be decided according to the operational plan and financial capability of the hospital.

3-the renovation and expansion of the hospital should be done on a step by step approach.

2) The equipment to be included in the project is;

1-the equipment to be utilized for treatment of the common diseases including diagnostic treatment and prevention.

2-the equipment to be replaced with the existing equipment which is already deteriorating.

3-the essential equipment for primary health care identified by the World Bank, WHO, UNICEF etc.

While, the equipment be excluded from the Project is:

- 1-the equipment not required for health care services such as diagnosis treatment and prevention.
- 2-the simple equipment/furniture available locally.
- 3-the most advanced equipment to be utilized for research activities.
- 4-the equipment with some difficulties on installation/infrastructure conditions.
- 5-The expensive equipment less utilized because of small number of testing/less number of patients.
- 6-the equipment hazardous to environmental control.
- 7-the equipment only utilized with exclusive reagent kit available from the specific manufacturer, and
- 8-the equipment with financial/marketing difficulties on the procurement of consumable and spare parts etc.

7. Japan's Grant Aid Programme

- (1) The Government of Zimbabwe has understood the system of Japanese Grant Aid explained by the team. (See ANNEX III)
- (2) The Government of Zimbabwe take necessary measures, described in ANNEX IV, for smooth implementation of the Project on condition that the Grant Aid assistance by the Government of Japan is extended to the Project.

8. Schedule of the study

- (1) The consultants will proceed to further studies in Zimbabwe until June 22, 1995.
- (2) JICA will prepare the draft report and dispatch a mission in order to finalize the contents of the report around October 1995.
- (3) If the contents of the report is accepted in principle by the Zimbabwean side, JICA will complete the final report and send it to the Government of Zimbabwe by the end of 1995.

9. Monitoring of the Project.

The Ministry of Health and Child Welfare has responsibility for monitoring the progress of all phases of the Project such as allocation of funds, training and maintenance and operation of the Pediatric facilities.

(Example of the indicators are described in our questionnaire.)

The Ministry of Health and Child Welfare will prepare the indicators by the end of June and send the report to the Embassy of Japan in Harare, Zimbabwe.

10. Reply to the questionnaire.


Zimbabwean side will submit the reply to the questionnaire by 21st. of June 1995 to the Embassy of Japan in Harare, Zimbabwe.

ANNEX - I

Facilities:

Construction of 4 storeys medical component building..... 1
Including 2 medical wards, 1 surgical ward and CSSD/operation theatre
block with recovery room

Following main rooms are expected to provide in each ward and block.

- a). 2-Medical Wards with total 60 beds bay..... Second and third Floor
* Sluice room, * Treatment room, * Clean utility room, * Resuscitation
room, * Nurse's station, and other necessary rooms include total 30
beds bay.
- b). 1-Surgical ward with total 30 beds bay..... First Floor
* Sluice room, * Treatment room, * Clean utility room, * Resuscitation
room, * Nurse's station, and other necessary rooms include total 30
beds bay.
- c). CSSD + Operation theatre block..... Ground Floor
* Sterile room, * Scrub & Gown up * Sterile store room, * Theatre x 2,
* Anaesthetic lobby x 2, * Sluice room, * Recovery room with 10 beds,
and necessary rooms.
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ANNEX-II

EQUIPMENT LIST

NO	DESCRIPTION	Q'TY	PRIORITY
A-21-12	Crash Cart, Resuscitation	1	A
A-21-15	Stand Infusion, Double	5	B
A-21-16	Warmer, Fluid, Electric	2	B
A-21-17	Blanket Warming, Post Operative	2	B
A-21-20	Bedside Monitor	5	A
A-30	AUTOCLAVE ROOM		
A-30-1	High Pressure Steam Sterilizer, Complete	1	A
A-30-3	Ultrasonic Washer	1	A
A-32	GLOVES PACKING AREA		
A-32-2	Washer/Dryer for Gastroscope	1	B
A-33	SUPERVISOR ROOM		
A-33-4	Personal Computer	1	A
A-34	STERILE STORE		
A-34-1	Surgical Instruments	1	A
A-34-2	Surgical Instruments (Special)	1	B

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ANNEX-II
EQUIPMENT LIST

NO	DESCRIPTION	Q' TY	PRIORITY
B	MEDICAL WARD		
B-03	STRETCHER & WHEELCHAIR BAY		
B-03-2	Stretchers, Transport	5	A
B-04	SLUICE ROOM		
B-04-7	Bedpan Sterilizer	4	A
B-05	TREATMENT ROOM		
B-05-1	Couch Examination	2	A
B-05-14	Light (Mobile)	2	B
B-05-15	X-ray Viewer	1	B
B-05-16	Medical Instrument for Medical Ward	2	A
B-12	DUTY ROOM		
B-12-5	Laryngoscope, Paediatric	2	A
B-12-6	X-ray Viewer	2	B
B-12-10	Pump Suction, Electric Double	1	A
B-12-12	Diagnostic Set (Oto/ophthalmo)	2	A
B-14	STORE		
B-14-1	Recorder, Electrocardiogram	2	A
B-14-3	Flow Meter, Oxygen	2	A
B-14-4	Ultra Sonography (General)	1	A
B-14-5	EEG Machine (18 CH)	1	A
B-17	BED WARD		
B-17-11	Infection Control Unit Trolley	2	A
B-20	BED WARD (ACUTE NUTRITION)		
B-20-12	Scale Platform	1	A
B-21	BED WARD (HIGH CARE)		
B-21-8	Bedside Monitor	2	B
B-21-9	Pulse Oxymeter	1	A
B-21-10	Thermal Blanket	5	B
B-21-11	Infection Control Unit Trolley	2	A

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ANNEX-II
EQUIPMENT LIST

NO	DESCRIPTION	Q' TY	PRIORITY
C	SURGICAL WARD		
C-04	SLUICE ROOM		
C-04-2	Bedpan Sterilizer	2	A
C-05	TREATMENT ROOM		
C-05-1	Couch Examination/Operation Table	1	A
C-05-5	Pump Suction, Electric Double	1	A
C-05-20	Surgical Instrument for Surgical Ward	2	B
C-05-21	Light (Mobile)	1	B
C-05-22	X-ray Viewer	1	B
C-10	RESUSCITATION		
C-10-1	Defibrillator	1	B
C-12	DUTY ROOM		
C-12-5	Laryngoscope, Paediatric	2	B
C-12-6	X-ray Viewer	2	B
C-12-10	Pump Suction, Electric Double	2	A
C-12-12	Diagnostic Set (Oto/ophthalmo)	2	A
C-12-13	Torch, Standard	2	B
C-14	STORE		
C-14-2	Bed Cradle, Single	5	B
C-14-5	Recorder, Electrocardiogram	2	B
C-14-7	Flow Meter, Oxygen	2	B
C-14-8	Mobile X-Ray (Condenser Type)	1	A
C-14-10	Colour Doppler USG (Cardiology)	1	A
C-17	6 BEDS BAY WARD		
C-17-9	Bedside Monitor	2	A
C-21	BED WARD (HIGH CARE)		
C-21-9	Infusion Pump	2	A
C-21-10	Bedside Monitor	2	A
C-21-11	Pulse Oxymeter	1	A

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ANNEX-II
EQUIPMENT LIST

NO	DESCRIPTION	QTY	PRIORITY
E-9	OTHERS		
E-09-1	Ambulance	1	A
E-09-2	Radio Communication System	1	A
F-6	LABORATORY		
F-06-1	Centrifuge	2	A
F-06-2	Blood Gas Analyzer	2	A
F-06-3	Blood Cell Counter	2	A
F-06-4	Semi-Autoanalyzer	1	A
F-06-5	Microtome Semiautomatic/Sharpener	1	B
F-06-6	Tissue Processor	1	B
F-06-7	Automatic Stainer	1	B
F-06-8	Electrophoresis/Scanner	1	A
F-06-9	Incubator	2	A
F-06-11	Electrolyte Analyzer (Na, K, CL)	1	A
F-06-12	Deep Freezer	1	A
F-06-13	Refrigerator	1	A
F-06-14	Binocular Microscope	5	A
F-06-16	Magnetic Stirrer	2	A
F-06-17	Hot Plate Stirrer	2	A
F-06-19	Electronic Balance	2	A
F-06-20	Personal Computer	2	B

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Japan's Grant Aid

1. Japan's Grant Aid Procedures

The Japan's Grant Aid Program is executed through the following procedures.

- (1) Application (Request made by a recipient country)
- Study (Basic Design Study conducted by JICA)
- Appraisal & Approval (Appraisal by the Government of Japan and Approval by Cabinet.)
- Implementation (The Notes exchanged between the Government of Japan and the recipient country.)

- (2) As the First step, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid.

If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

As the second step, JICA together with the recipient country conduct the study (Basic Design Study), using (a) Japanese consulting firm(s).

As the third step, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

As the fourth step, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Government of Japan and the recipient country.

2. Basic Design Study

- (1) Content of the study

The aim of the Basic Design Study (hereinafter referred to as "the Study") conducted by JICA on a requested project (hereinafter referred to as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- 1) Confirmation of the background, objectives, and benefits of the requested Project and also institutional capacity of agencies concerned of

recipient country necessary for the Project's implementation.

- 2) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid scheme from a technical, social and economic point of view.
- 3) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- 4) Preparation of a basic design of the Project
- 5) Estimation of costs of the Project

The contents of the original request are not necessarily approved in their initial form as the contents of the grant aid project. The basic design of the Project is confirmed considering the guidelines of Japan's Grant Aid scheme.

The Government of Japan requests the Government of recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organization of the recipient country through the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consulting firm(s) used for the Study is (are) recommended by JICA to the recipient country to also work on Project's implementation after the Exchange of Notes, in order to maintain technical consistency and also avoid any undue delay in implementation should the selection process be repeated.

3. Japan's Grant Aid Scheme

(1) What is Grant Aid ?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc) for economic and social development of the country under principals in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

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(2) Exchange of Note (E/N)

The Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objective of the project, Period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

(3) "The period of the Grant" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as Exchange of Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and financial payment to them must be completed.

However in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the grant aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

(4) The Grant is used properly and exclusively for the purchase of products. Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, grant aid may be used for the purchase of the products or services of a third country.

However the prime contractors, namely, consulting, contracting and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

(5) Necessity of the "Verification".

The government of the recipient country or its designated authority will conclude contracts in Japanese yen with Japanese nationals.

Those contracts shall be verified by the Government of Japan. The "verification" is deemed necessary to secure accountability to Japanese taxpayers.

(6) Undertaking by the Government of recipient country.

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- 1) To secure land necessary for the sites of the Project and clear, level and reclaim the land prior to commencement of the construction.
- 2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the site.
- 3) To secure buildings prior to the procurement in case the installation of the equipment.

- 4) To secure equipment and furniture available locally.
- 5) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.
- 6) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.
- 7) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(7) "Utilization and Maintenance liability."

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

(8) " Re-Export "

The products purchased under the Grant should not be re-exported from the recipient country.

(9) Banking Arrangement (B/A)

- 1) The Government of the recipient country or its designated authority should open an account in the name of Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank") The Government of Japan will execute the Grant Aid by making payments in Japanese Yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the verified contracts. *DR*
- 2) The payment will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority. *mgd*

ANNEX-IV

**Classification of the necessary measures to be taken
by
Republic of Zimbabwe side and Japan side.**

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NO.	I T & X	Japan	Zimbabwe
	<p><u>1. General matters;</u></p> <p>a. To exempt taxes and to take necessary measures for clearance of the materials and equipment brought for the Project at port of disembarkation.</p> <p>b. To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contract such facilities as may be necessary for their entry in Zimbabwe and stay therein for the performance of their work.</p> <p>c. To maintain and use properly and effectively the facilities constructed and equipment purchased under the Grant.</p> <p>d. To bear all the expenses other than those to be borne by the Grant.</p> <p>e. To bear commissions the Japanese foreign exchange bank for the banking services based on Banking arrangement.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p>
	<p><u>2. Survey and Testing of the proposed site.</u></p> <p>Necessary surveys (including plane survey, grade survey, and measurement of existing facilities and vegetation.) on the offered land, and necessary tests (including boring test, analysis of well water, etc.)</p>	○	
	<p><u>3. Site Preparation;</u></p> <p>a. First-step preparation of the site, if having any undulations, in accordance with the design of the facilities.</p> <p>b. Construction of sheathing and retaining walls if required.</p> <p>c. Scalping of top soil, if the site has no undulations</p> <p>d. Removal of existing trees, if they are considered as obstacle to the construction of the facilities.</p> <p>e. Removal of existing underground services and structures, if they are considered as obstacles to the construction of the facilities.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>

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NO.	I T E M	Japan	Zimbabwe
	f. Removal of existing obstacles (such as shed, work shop, pond and other facilities), if they are considered as interfering with the construction of the facilities.		<input type="radio"/>
	g. Disposal of other things, if they are considered as interfering with the construction of the facilities.		<input type="radio"/>
	h. Provide the land for temporary site office, and warehouse		<input type="radio"/>
	<u>4. Gates and Fencing:-</u>		
	a. Gates and fencing which must be provided within and at the perimeter of the site.		<input type="radio"/>
	b. Fencing which must be provided around the facilities such as the areas where cubicles, gas bottles and special gases are stored, which will entail direct danger.	<input type="radio"/>	
	c. Repair and painting of existing gates and fencing.		<input type="radio"/>
	<u>5. Construction of Parking Area</u>		
	a. Uncovered parking area to be provided within the site.	<input type="radio"/>	
	b. A shed of covered parking area to be provided off the site		<input type="radio"/>
	c. Any parking area to be provided off the site.		<input type="radio"/>
	d. Installation of water supply and drainage services where required.	<input type="radio"/>	
	<u>6. Installation of Road</u>		
	A. On-site road		
	a. Construction of main road.	<input type="radio"/>	
	b. On-site roundabout ways other than the main roads.		<input type="radio"/>
	B. Off-site roads		
	a. Construction of access roads from nearby existing roads to the site.		<input type="radio"/>
	b. Repair of the access roads whenever damaged during construction.	<input type="radio"/>	
	c. Installation of power supply, water supply, drainage and telephone services other than item b above.		<input type="radio"/>

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NO.	I T E M	Japan	Zimbabwe
	<p>7. Construction of Buildings;</p> <p>a. Construction of the facilities under the Grant Aid Program. ○</p> <p>b. Construction of facilities with the following uses will not be covered by the Grant Aid Program. Example: *Guardhouse, *Religious facilities for staff *Personal houses *Amusement facilities, such as swimming pool, tennis court, volleyball court, etc. *Landscaping, *Planting. *Any other facilities denoted as "By Others" on the design drawings.</p> <p>c. Proceeding and cost involved in application. *Application for cofirmation. *Various applications for change in design taking place during construction period. *Application for request for completion inspection. *Various applications for exemption of taxes for materials and equipment to be brought into Ziababwe from Japan and other countries.</p> <p>d. Maintenance of the facilities constructed under Grant Aid Program. ○</p> <p>e. Spare for the building materials(as specified on the practical design drawing). ○</p> <p>Equipment:</p> <p>a. Provision and installation of the equipment covered by the Grant Aid Program. ○</p> <p>b. Equipment other than the equipment in item a above. ○</p> <p>c. Spare parts(as specified on the design drawings) for the equipment in item a above. ○</p> <p>d. Maintenance of the equipment in item a above. ○</p> <p>e. Instruction manuals catalogues and test run of the equipment in item a above. ○</p>		

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8.	<u>Installation of power supply, water supply and sewage disposal services and facilities.</u>		
	A. Power supply:		
	a. Installation of power supply service lines from the nearby trunk line to an on-site substation.		○
	b. Transformers and main circuit breakers.	○	
	c. Installation of on-site wiring beyond the transformer.	○	
	d. Burden for service line and application for leading-in.		○
	e. Basic charge(the charge for the contract demand) and elec.		○
	f. Temporary power supply for construction use.	○	
	B. Water supply:		
	a. Installation of water supply line from the nearby city water main into the site.		○
	b. Installation of water supply lines from the site boundary to the facilities.	○	
	c. Installation of a water receiving tank and water supply lines to the facilities.	○	
	d. Burden and application for leading-in of water supply		○
	e. Basic charge(the charge for leading-in pipes size) and water charge.		○
	f. Temporary water supply line(to be branched off from the main) for construction use.	○	
	g. In case of extension work, temporary water supply line for construction use if any existing facility is provided with water supply line.		○
	C. Drainage:		
	a. Installation of on-site drainage facility including drainage pipes and ditches.	○	
	b. Off-site drainage facility, and burden.		○
	D. Gas supply:		
	a. Installation of gas supply line from the nearby gas main		○

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NO.	I T E M	Japan	Zimbabwe
	to the site.		
	b. Installation of On-site gas pipes.	○	
	c. A complete set of installation work in case of propane gas.	○	
	d. Installation of special gas supply for use by experiment, research, etc.	○	
	E. Telephone System;		
	a. Installation of wiring from the nearby main to the site.		○
	b. Installation of on-site wiring, telephone switchboard and telephone sets.	○	
	c. Application for installation, and installation charges.		○
	d. Proceedings for applications and application fees required.		○
	F. Furniture, Fixtures and Furnishings:		
	a. Ordinary furniture (curtains, blinds, office furniture.)		○
	b. Fixtures and furnishings (office supplies and equipment).		○
	c. Those which are denoted on the design drawings as "Permanent work".	○	
	d. Movable furniture.		○
	9. Proceedings and Bank Commissions required in connection with Japanese Foreign Exchange Bank.		
	a. Proceedings for a B/A after signing of an E/N.		○
	b. Proceedings for issue of an A/P.		○
	c. Commissions payable in connection with items a and b above.		○
	10. Unloading, Customs clearance and inland transportation of Materials and Equipment.		
	a. Transportation from Japan to Zimbabwe	○	
	b. Actions for customs clearance and tax exemption at an unloading port in Zimbabwe.		○
	c. Transportation from an unloading port to the site.	○	
	11. As specified in a JICA brochure.		○

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NO.	I T E M	Japan	Zimbabwe
	<p>12. <u>Bearing of Necessary Expenses other than those which are involved under Grant Aid Program.</u></p> <p>a. Cost for a first stone ceremony, if carried out.</p> <p>b. Expenses for an inauguration ceremony if carried out.</p> <p>c. Cost for any other ceremonies that Zimbabwe side may perform.</p> <p>d. Those which are denoted as "By Others" on the design drawings.</p> <p>e. Extra work to be carried out in compliance with the request of Zimbabwe side during construction period.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>

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Telephone: 730011

Telegraphic Address
"MEDICUS", Harare
Fax: 719154/793534 (702293 FHP)
Telex: MEDICUS 22211 ZW



Reference: F/H/18

MINISTRY OF HEALTH AND
CHILD WELFARE
P.O. Box CY1122
Causeway
Zimbabwe

4-4-2. ミニッツ変更依頼書

21st June 1995

Team Leader
Japanese Basic Design Study Team
J I C A

Attention: Mr Nobuo Toida

RE: MINUTES OF DISCUSSIONS BASIC DESIGN STUDY ON THE PROJECT FOR
CONSTRUCTION OF THE PAEDIATRIC FACILITIES OF HARARE CENTRAL
HOSPITAL IN THE REPUBLIC OF ZIMBABWE.

After further discussions held amongst the Ministry of Health and Child Welfare, Harare Central Hospital authorities and Ministry of Public Construction and National Housing it was finally agreed that the proposal we had agreed to and signed in the minutes put by your Team of Operating theatres as per Ministry of Public Construction and National Housing plan and a three storey building for surgical and medical wards on the Eastern side would have some problems in terms of functioning and future developments.

We have now come up with a compromise suggestion which we feel will accommodate your concern and is also workable to us.

In the suggested design the building is comprised of two blocks of two-storey buildings situated on either side of the Intensive Care Unit. The Operating Theatre is left in its original position (as per MPCNH design), with a surgical ward above and two medical wards situated on the eastern side of the Intensive Care Unit. The advantages of this over the four-storey block are that:

- while there is a direct and close access to the surgical ward from the Operating Theatre and Casualty the two spines separating the circulation of services and patients/visitors movement are kept.
- it is balanced in terms of additional facilities on both side of the building and a future two-storey expansion

behind these two new blocks and ICU will be compatible with the rest of the design.


- the Operating Theatre is away from the noise, dust and fumes of the main car park and the OPD entrance.
- service and patients / visitors' traffic are separated.

Having consulted with our technical Ministry of Public Construction and National Housing the main problem with the minuted compromise is that :

- The Paediatric Unit was initially designed with a horizontal circulation pattern with two major spines separating the service route from visitors and patients' circulation route. We feel that this is compromised in the proposed 4 storey block.
- As a result of the Operating Theatre being moved to the east of the ICU, the patients from Casualty will have to cross the OPD to get to the Operating theatre .Besides the Operating theatre will be located in a noisy spot i.e (behind the car-park and OPD entrance)

We kindly request that you amend the minutes so as to reflect our request above. We are really in need of the facility and the equipment and hope the project will be approved.

Thank you for your interest in the project.



E. SERIMA
For : SECRETARY FOR HEALTH AND CHILD WELFARE

MINUTES OF DISCUSSION
BASIC DESIGN STUDY ON THE PROJECT FOR CONSTRUCTION OF
THE PAEDIATRIC FACILITIES OF HARARE CENTRAL HOSPITAL
IN
THE REPUBLIC OF ZIMBABWE
(CONSULTATION ON DRAFT REPORT)

In June 1995, the Japan International Cooperation Agency (JICA) dispatched a Basic Design Study team on the Project for Construction of the Paediatric Facilities of Harare Central Hospital (hereinafter referred to as "the Project") to the Republic of Zimbabwe, and through discussions, field survey, and technical examination of the results in Japan, has prepared the draft report of the study.

In order to explain and to consult the Zimbabwe side on the components of the draft report, JICA send to Zimbabwe a study team, which is headed by Mr. Nobuo Toida, Managing Director, Hachioji International Training Center, JICA, and is scheduled to study in the country from 18th to 26th of October, 1995.

As a result of discussions, both parties have confirmed the main items described on the attached sheets.

Harare, 25th October, 1995

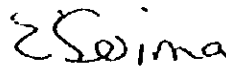


Mr. Nobuo Toida

Leader

Draft Report Examination

Team JICA

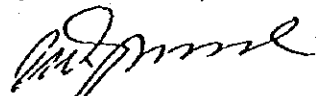


Ms. E. Serima

for Secretary for Health

Ministry of Health and Child Welfare

Government of Zimbabwe



Dr. W. Y. Ali

Medical Superintendent

Harare Central Hospital

ATTACHMENT

1. Components of draft report

The Government of Zimbabwe has agreed with and accepted in principal the components of the draft report proposed by the team. And the Team has understood the needs of Items, construction of paediatric facilities described in ANNEX I, and procurement of the equipments described in ANNEX -II. The Team will recommend them to the Government of Japan.

2. Japan's Grant Aid System

- 1) The Government of Zimbabwe has understood the system of Japan's Grant Aid explained by the Team. (see ANNEX- III)
- 2) The Government of Zimbabwe will take necessary measures, described in ANNEX-IV for smooth implementation of the Project on condition that the Grant Aid by the Government of Japan is extended to the Project.

3. Schedule of Study

The Team will make final report in accordance with the confirmed items, and send it to the Government of Zimbabwe by the end of 1995.

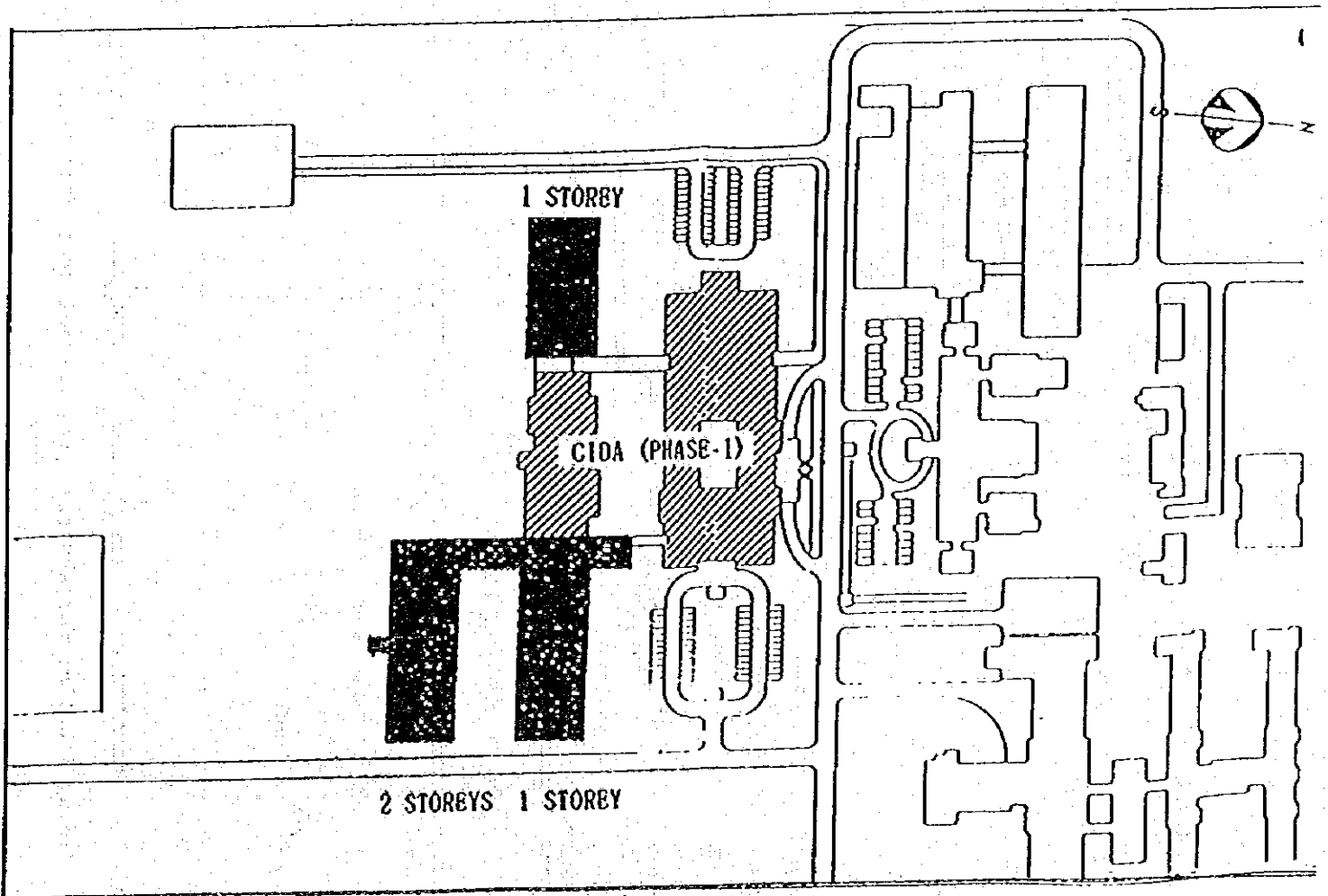
4. Establishment of the Steering Committee and the monitoring of the Project.

In consideration of the sustainability of the Project, the team has proposed to the Ministry of Health and Child Welfare to establish the Steering Committee for the project which will have responsibility for monitoring the progress of all phases of the Project, such as allocation of funds, maintenance and utilization of the equipment, and manpower development.

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This is the layout which has been agreed by both the Government of Zimbabwe and the Study Team.



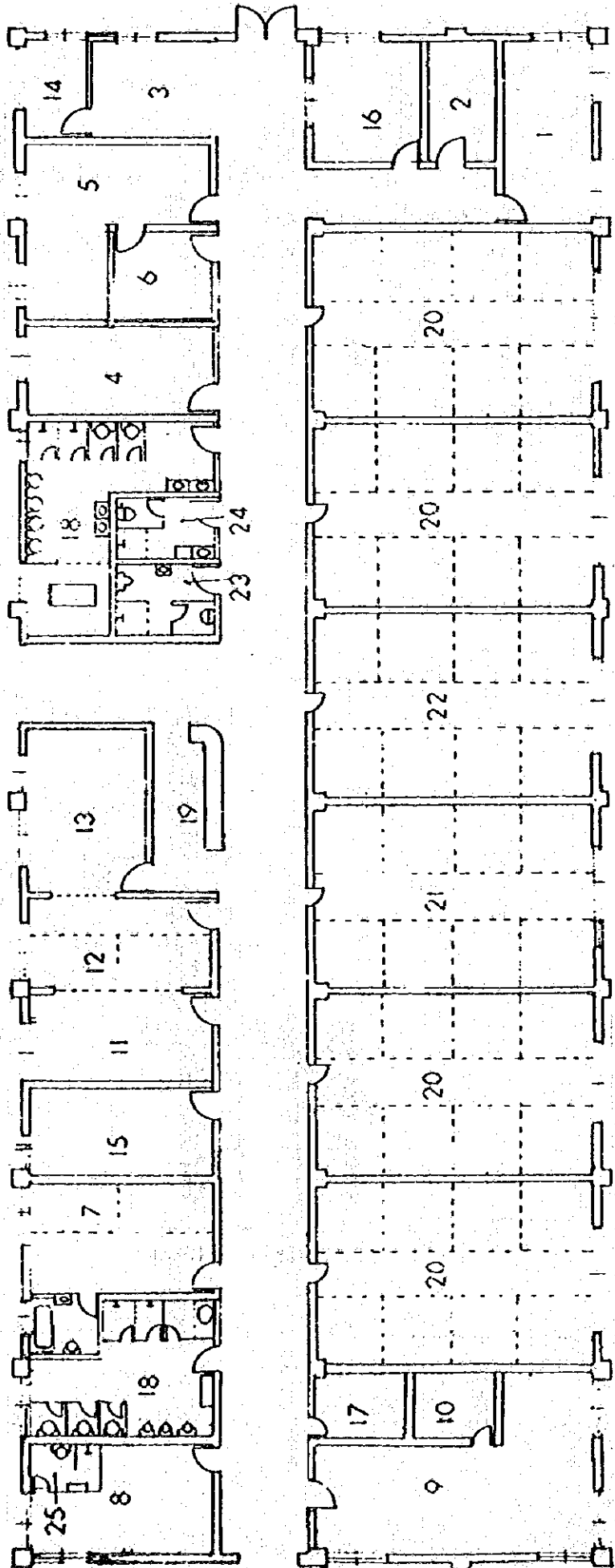
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SURGICAL WARD

1 - Storey, 52 Beds

1. Kitchen	9. Play room	17. General store
2. Kit store	10. Equipment room	18. Patient's toilet
3. Stretcher & Wheel bay	11. On call & Sister's room	19. Nurses station
4. Sluice room	12. Resuscitation	20. 8 Beds bay
5. Treatment room	13. Duty room	21. 8 Beds high care bay
6. Clean utility	14. Linen room	22. 8 Beds crude nutrition bay
7. Side ward	15. Counselling &	23. Male staff toilet
8. Parent's room	Consultant room	24. Female staff toilet
	16. Doctor's room	25. Mother's toilet



Piping & Outlet for medical gas will not be prepared in the ward

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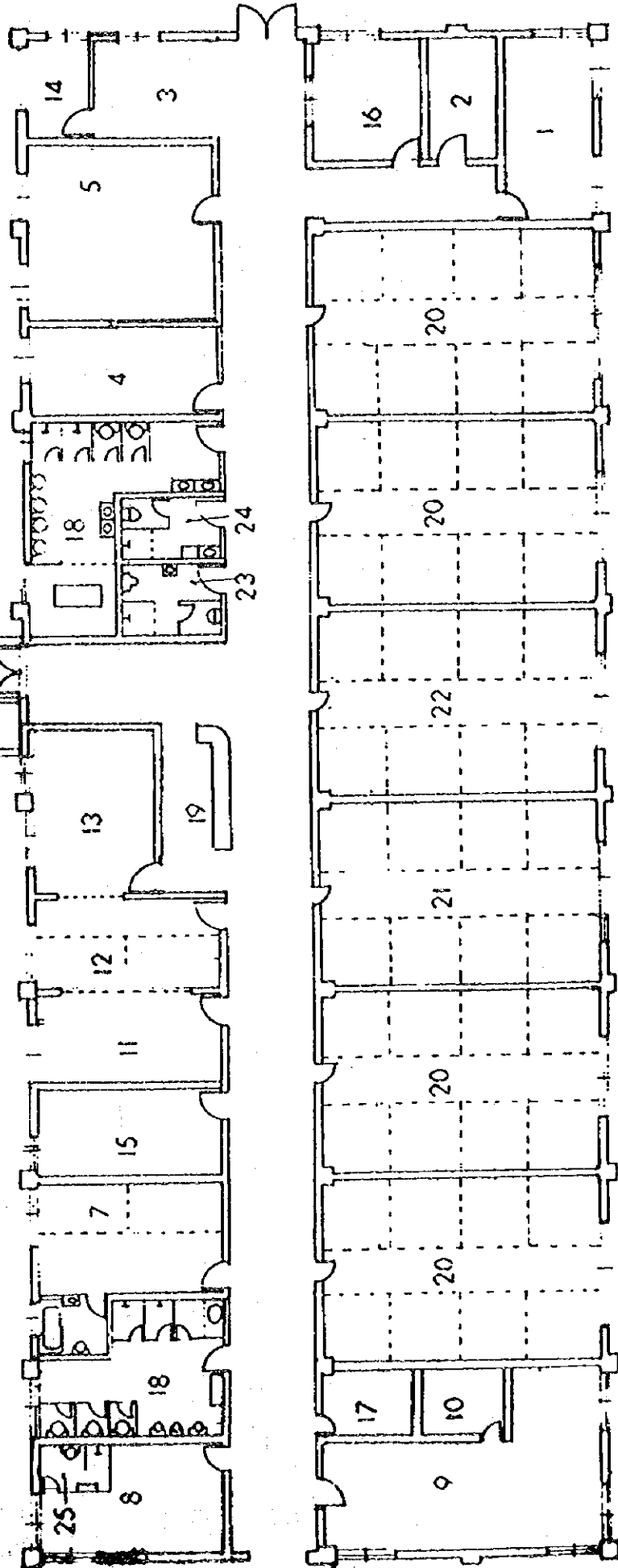
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MEDICAL WARD

2 - Storeys. 104 Beds

1. Kitchen	9. Play room	17. General store
2. Kit store	10. Equipment room	18. Patient's toilet
3. Stretcher & Wheel bay	11. On call & Sister's room	19. Nurses station
4. Sluice room	12. Resuscitation	20. 8 Beds bay
5. Treatment room	13. Duty room	21. 8 Beds high care bay
	14. Linen room	22. 8 Beds crude nutrition bay
7. Side ward	15. Counselling & Consultant room	23. Male staff toilet
8. Parent's room	16. Doctor's room	24. Female staff toilet
		25. Mother's toilet



Piping & Outlet for medical gas will not be prepared in the ward

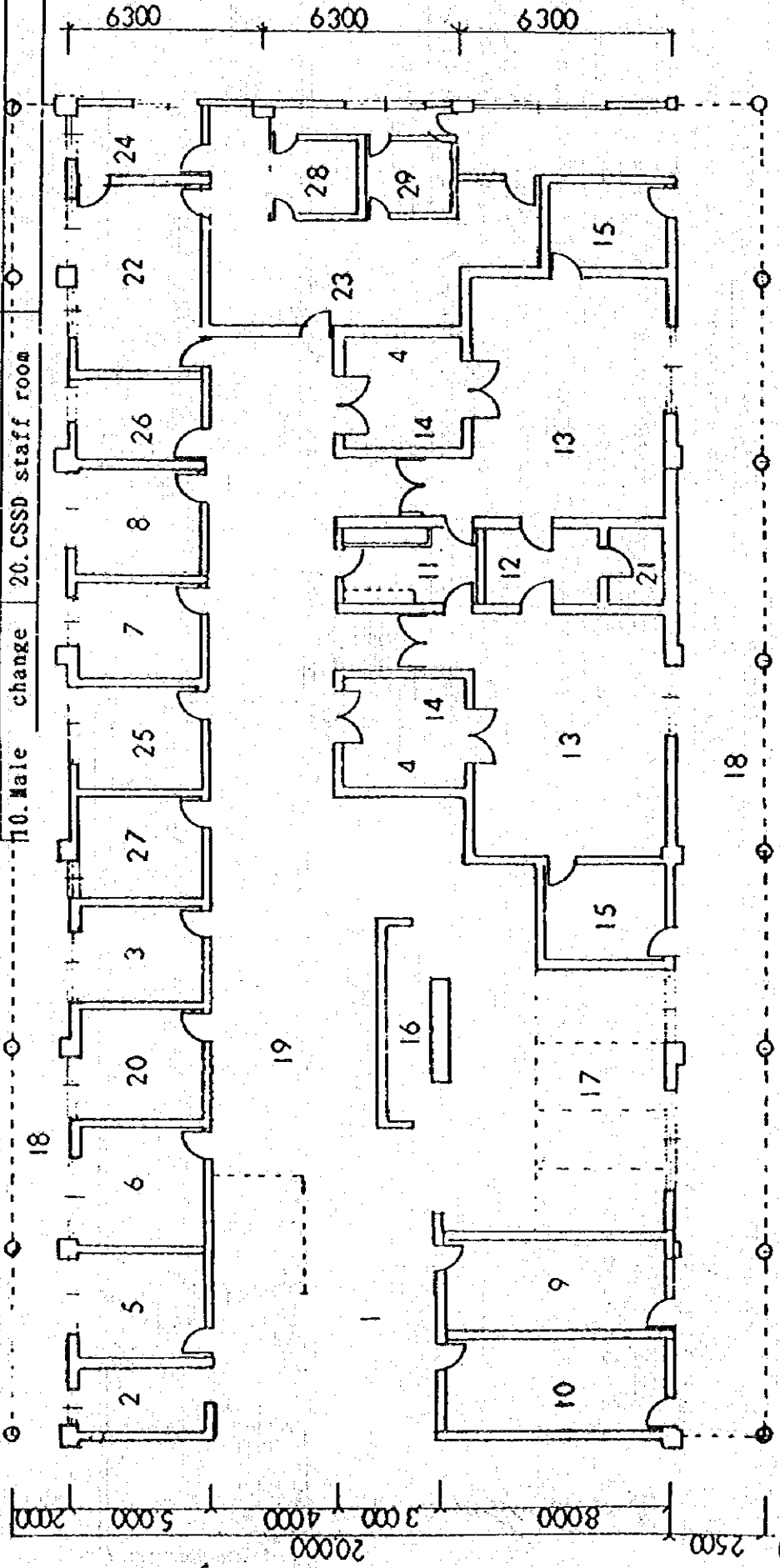
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CSSD+OPERATION THEATRE

with 4-Beds Recovery room

1. Transfer Lobby	11. Scrub & gown up	21. Clean store
2. Porter	12. Set up room	22. Autoclaves
3. Theatre Matron	13. Operation theatre	23. Clean packing
4. Patient's Waiting	14. Anaesthetic lobby	24. Gloves packing
5. On call room	15. Sluice room	25. Supervisor
6. Staff room	16. Nurse's station	26. Sterile store
7. Equipment	17. Recovery room	27. Doctor room
8. Linen room	18. Dirty corridor	28. CSSD. Staff change. Male
9. Female change	19. Sterile corridor	29. CSSD. Staff change. Female
10. Male change	20. CSSD staff room	



Piping & Outlet for medical gas shall be prepared in the theatres

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ANNEX-II

EQUIPMENT LIST

No.	Description	Q'ty
1	Ambulance	1
2	Anaesthetic Machine, Complete	2
3	Autoclave, Table Top	1
4	Bedpan Washer/Sterilizer	3
5	Bedside Monitor	4
6	Bronchoscope (for Paediatrics)	2
7	Crash Cart, Resuscitation, Complete	2
8	Defibrillator	1
9	Diagnostic Set (Oto/Ophthalmoscope)	4
10	EEG Machine (18 Channel)	1
11	Electrosurgical Unit	2
12	Flow Meter, Oxygen	6
13	Gastroscope (for Paediatrics) with TV System	1
14	High Pressure Steam Sterilizer, Complete	1
15	Infusion Pump, Volumetric	9
16	Laryngoscope (for Paediatrics)	4
17	Mobile X-Ray Unit (Condenser Type)	2
18	Monitor, Vital Sign (for Paediatrics)	2
19	Operating Light (Fix)	2
20	Operating Light (Mobile)	2
21	Pulse Oxymeter	5
22	Pump Suction, Electric, Double	8
23	Pump Suction, Electric, Single	4
24	Pump Suction, Wall Mounted	2
25	Radio Communication System	1
26	Recorder, Electrocardiogram (3 Channel)	1
27	Scale Platform	2
28	Sphygmomanometer, Portable (for Paediatrics)	4
29	Surgical Instruments (for Paediatrics/General)	1
30	Surgical Instruments (for Paediatrics/Orthopaedics)	1
31	Table Operating, Complete	2
32	Ultra Sonography (Cardiology)	1
33	Ultra Sonography (General)	1
34	Ultrasonic Washer	1

Japan's Grant Aid

1. Japan's Grant Aid Procedures

The Japan's Grant Aid Program is executed through the following procedures.

- (1) Application (Request made by a recipient country)
 Study (Basic Design Study conducted by JICA)
 Appraisal & Approval (Appraisal by the Government of Japan and Approval by Cabinet.)
 Implementation (The Notes exchanged between the Government of Japan and the recipient country.)

- (2) As the First step, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid.

If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

As the second step, JICA together with the recipient country conduct the study (Basic Design Study), using (a) Japanese consulting firm(s).

As the third step, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

As the fourth step, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Government of Japan and the recipient country.

2. Basic Design Study

(1) Content of the study

The aim of the Basic Design Study (hereinafter referred to as "the Study") conducted by JICA on a requested project (hereinafter referred to as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- 1) Confirmation of the background, objectives, and benefits of the requested Project and also institutional capacity of agencies concerned of the

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- recipient country necessary for the Project's implementation.
- 2) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid scheme from a technical, social and economic point of view.
 - 3) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
 - 4) Preparation of a basic design of the Project
 - 5) Estimation of costs of the Project

The contents of the original request are not necessarily approved in their initial form as the contents of the grant aid project. The basic design of the Project is confirmed considering the guidelines of Japan's Grant Aid scheme.

The Government of Japan requests the Government of recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organization of the recipient country through the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consulting firm(s) used for the Study is (are) recommended by JICA to the recipient country to also work on Project's implementation after the Exchange of Notes. In order to maintain technical consistency and also avoid any undue delay in implementation should the selection process be repeated.

3. Japan's Grant Aid Scheme

(1) What is Grant Aid ?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc) for economic and social development of the country under principals in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

(2) Exchange of Note (E/N)

The Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objective of the project, Period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

(3) "The period of the Grant" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as Exchange of Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and financial payment to them must be completed. However in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the grant aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

(4) The Grant is used properly and exclusively for the purchase of products. Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased. When the two Governments deem it necessary, grant aid may be used for the purchase of the products or services of a third country. However the prime contractors, namely, consulting, contracting and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

(5) Necessity of the "Verification".

The government of the recipient country or its designated authority will conclude contracts in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. The "verification" is deemed necessary to secure accountability to Japanese taxpayers.

(6) Undertaking by the Government of recipient country.

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- 1) To secure land necessary for the sites of the Project and clear, level and reclaim the land prior to commencement of the construction.
- 2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the site.
- 3) To secure buildings prior to the procurement in case the installation of the equipment.

4) To secure equipment and furniture available locally.

5) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.

6) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.

7) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(7) "Utilization and Maintenance liability."

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

(8) " Re-Export "

The products purchased under the Grant should not be re-exported from the recipient country.

(9) Banking Arrangement (B/A)

1) The Government of the recipient country or its designated authority should open an account in the name of Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank") The Government of Japan will execute the Grant Aid by making payments in Japanese Yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the verified contracts.

2) The payment will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority.

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Classification of the necessary measures to be taken
by
Republic of Zimbabwe side and Japan side

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NO	I T E M	Japan	Zimbabwe
	<p><u>1. General matters:</u></p> <p>a. To exempt taxes and to take necessary measures for clearance of the materials and equipment brought for the Project at port of disembarkation.</p> <p>b. To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contract such facilities as may be necessary for their entry in Zimbabwe and stay therein for the performance of their work.</p> <p>c. To maintain and use properly and effectively the facilities constructed and equipment purchased under the Grant.</p> <p>d. To bear all the expenses other than those to be borne by the Grant.</p> <p>e. To bear commissions the Japanese foreign exchange bank for the banking services based on Banking arrangement.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p>
	<p><u>2. Survey and Testing of the proposed site.</u></p> <p>Necessary surveys (including plane survey, grade survey, and measurement of existing facilities and vegetation.) on the offered land, and necessary tests (including boring test, analysis of well water, etc.)</p>	○	
	<p><u>3. Site Preparation:</u></p> <p>a. First-step preparation of the site, if having any undulations, in accordance with the design of the facilities.</p> <p>b. Construction of sheathing and retaining walls if required.</p> <p>c. Scalping of top soil, if the site has no undulations</p> <p>d. Removal of existing trees, if they are considered as obstacle to the construction of the facilities.</p> <p>e. Removal of existing underground services and structures, if they are considered as obstacles to the construction of the facilities.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>

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NO.	I T E M	Japan	Zimbabwe
	f. Removal of existing obstacles (such as shed, work shop, pond and other facilities), if they are considered as interfering with the construction of the facilities.		<input type="radio"/>
	g. Disposal of other things, if they are considered as interfering with the construction of the facilities.		<input type="radio"/>
	h. Provide the land for temporary site office, and warehouse		<input type="radio"/>
	<u>4. Gates and Fencing:-</u>		
	a. Gates and fencing which must be provided within and at the perimeter of the site.		<input type="radio"/>
	b. Fencing which must be provided around the facilities such as the areas where cubicles, gas bottles and special gases are stored, which will entail direct danger.	<input type="radio"/>	
	c. Repair and painting of existing gates and fencing.		<input type="radio"/>
	<u>5. Construction of Parking Area</u>		
	a. Uncovered parking area to be provided within the site.	<input type="radio"/>	
	b. A shed of covered parking area to be provided off the site		<input type="radio"/>
	c. Any parking area to be provided off the site.		<input type="radio"/>
	d. Installation of water supply and drainage services where required.	<input type="radio"/>	
	<u>6. Installation of Road</u>		
	A. On-site road		
	a. Construction of main road.	<input type="radio"/>	
	b. On-site roundabout ways other than the main roads.		<input type="radio"/>
	B. Off-site roads		
	a. Construction of access roads from nearby existing roads to the site.		<input type="radio"/>
	b. Repair of the access roads whenever damaged during construction.	<input type="radio"/>	
	c. Installation of power supply, water supply, drainage and telephone services other than item b above.		<input type="radio"/>

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	<p><u>7. Construction of Buildings:</u></p> <p>a. Construction of the facilities under the Grant Aid Program. ○</p> <p>b. Construction of facilities with the following uses will not be covered by the Grant Aid Program.</p> <p>Example:</p> <p>*Guardhouse, *Religious facilities for staff *Personal houses *Amusement facilities, such as swimming pool, tennis court, volleyball court, etc. *Landscaping, *Planting, *Any other facilities denoted as "By Others" on the design drawings.</p> <p>c. Proceeding and cost involved in application.</p> <p>*Application for confirmation, *Various applications for change in design taking place during construction period. *Application for request for completion inspection, *Various applications for exemption of taxes for materials and equipment to be brought into Zimbabwe from Japan and other countries.</p> <p>d. Maintenance of the facilities constructed under Grant Aid Program.</p> <p>e. Spare for the building materials (as specified on the practical design drawing). ○</p> <p>Equipment:</p> <p>a. Provision and installation of the equipment covered by the Grant Aid Program. ○</p> <p>b. Equipment other than the equipment in item a above. ○</p> <p>c. Spare parts (as specified on the design drawings) for the equipment in item a above. ○</p> <p>d. Maintenance of the equipment in item a above. ○</p> <p>e. Instruction manuals catalogues and test run of the equipment in item a above. ○</p>		

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NO.	I T E M	Japan	Zimbabwe
	<p>8. <u>Installation of power supply, water supply and sewage disposal services and facilities.</u></p> <p>A. Power supply:</p> <p>a. Installation of power supply service lines from the nearby trunk line to an on-site substation.</p> <p>b. Transformers and main circuit breakers.</p> <p>c. Installation of on-site wiring beyond the transformer.</p> <p>d. Burden for service line and application for leading-in.</p> <p>e. Basic charge(the charge for the contract demand) and elec.</p> <p>f. Temporary power supply for construction use.</p> <p>B. Water supply:</p> <p>a. Installation of water supply line from the nearby city water main into the site.</p> <p>b. Installation of water supply lines from the site boundary to the facilities.</p> <p>c. Installation of a water receiving tank and water supply lines to the facilities.</p> <p>d. Burden and application for leading-in of water supply</p> <p>e. Basic charge(the charge for leading-in pipes size) and water charge.</p> <p>f. Temporary water supply line(to be branched off from the main) for construction use.</p> <p>g. In case of extension work, temporary water supply line for construction use if any existing facility is provided with water supply line.</p> <p>C. Drainage:</p> <p>a. Installation of on-site drainage facility including drainage pipes and ditches.</p> <p>b. Off-site drainage facility, and burden.</p> <p>D. Gas supply:</p> <p>a. Installation of gas supply line from the nearby gas main</p>	<p></p> <p></p> <p>○</p> <p>○</p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p>○</p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p>	<p></p> <p></p> <p>○</p> <p></p> <p>○</p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p> <p></p> <p>○</p>

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	to the site.		
	b. Installation of On-site gas pipes.	○	
	c. A complete set of installation work in case of propane gas.	○	
	d. Installation of special gas supply for use by experiment, research, etc.	○	
	E. Telephone System:		
	a. Installation of wiring from the nearby main to the site.		○
	b. Installation of on-site wiring, telephone switchboard and telephone sets.	○	
	c. Application for installation, and installation charges.		○
	d. Proceedings for applications and application fees required.		○
	F. Furniture, Fixtures and Furnishings:		
	a. Ordinary furniture (curtains, blinds, office furniture,)		○
	b. Fixtures and furnishings (office supplies and equipment).		○
	c. Those which are denoted on the design drawings as "Permanent work"	○	
	d. Movable furniture.		○
	9. Proceedings and Bank Commissions required in connection with Japanese Foreign Exchange Bank.		
	a. Proceedings for a B/A after signing of an E/N.		○
	b. Proceedings for issue of an A/P.		○
	c. Commissions payable in connection with items a and b above.		○
	10. Unloading, Customs clearance and Inland transportation of Materials and Equipment.		
	a. Transportation from Japan to Zimbabwe	○	
	b. Actions for customs clearance and tax exemption at an unloading port in Zimbabwe.		○
	c. Transportation from an unloading port to the site.	○	
	11. As specified in a JICA brochure.		○

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	<p>12. <u>Bearing of Necessary Expenses other than those which are involved under Grant Aid Program.</u></p> <p>a. Cost for a first stone ceremony, if carried out.</p> <p>b. Expenses for an inauguration ceremony if carried out.</p> <p>c. Cost for any other ceremonies that Zimbabwe side may perform.</p> <p>d. Those which are denoted as By Others on the design drawings.</p> <p>e. Extra work to be carried out in compliance with the request of Zimbabwe side during construction period.</p>		<p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>

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