



STUDY REPORT
ON
THE PROJECT FOR IMPROVEMENT OF EQUIPMENT FOR
THE CENTRE OF SOUTH-SOUTH TECHNICAL COOPERATION
IN
THE REPUBLIC OF INDONESIA

FEBRUARY 1999

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JAPAN INTERNATIONAL COOPERATION AGENCY

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**Bureau for Technical Cooperation, the Cabinet Secretariat
The Republic of Indonesia**

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PREFACE

In response to a request from the Government of the Republic of Indonesia, the Government of Japan decided to conduct a study on the Project for Improvement of Equipment for the Centre of South-South Technical Cooperation and entrusted the Japan International Cooperation Agency (JICA) to conduct the study with the assistance of the Japan International Cooperation System (JICS).

JICA sent to Indonesia a study team from October 18 to October 31, 1998.

I hope that this report will contribute to the promotion of the project and to the enhancement of friendly relations between our two countries.

I wish to express my sincere appreciation to the officials concerned of the Government of the Republic of Indonesia for their close cooperation extended to the team.

February 1999

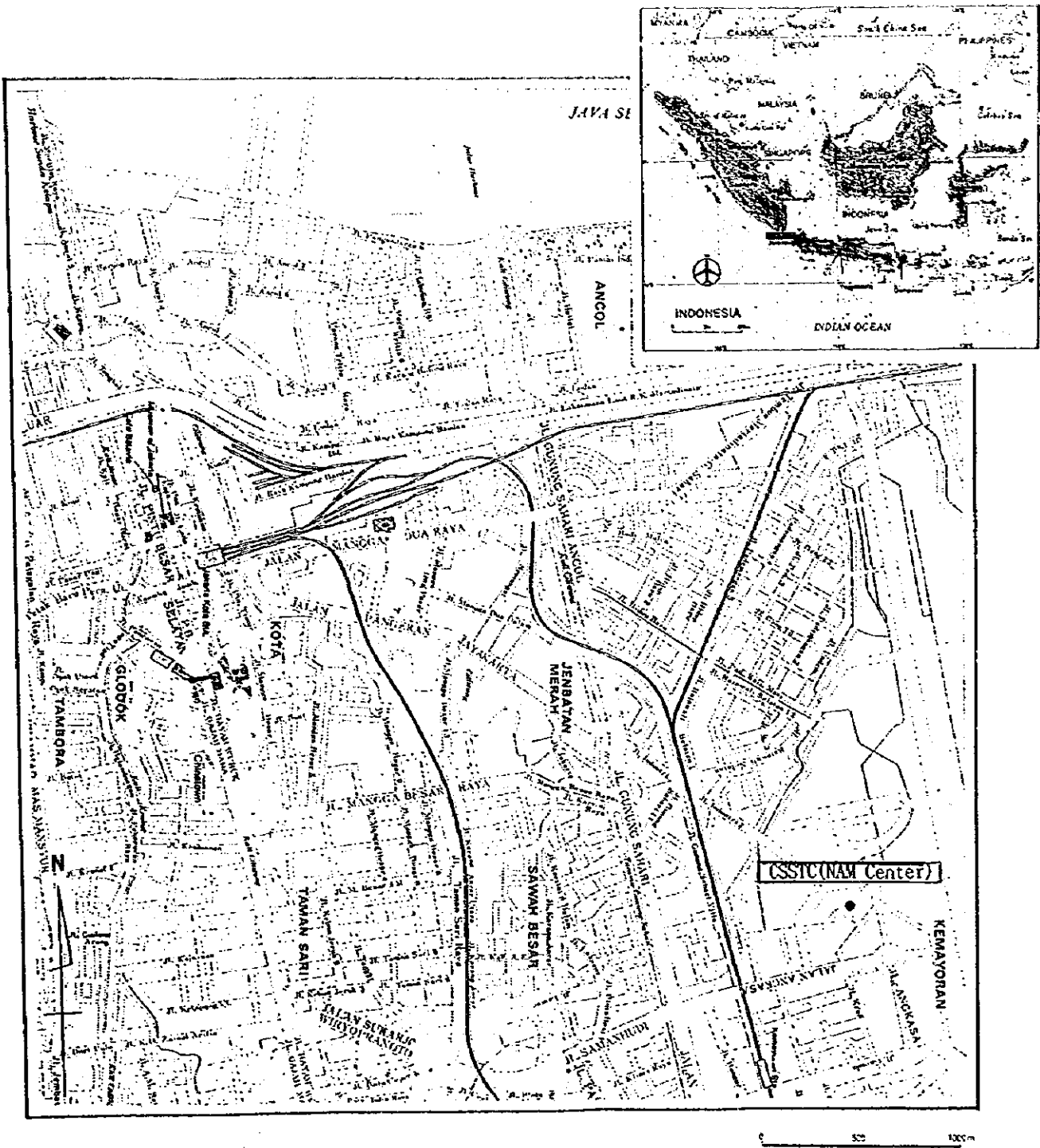


Kimio Fujita

President

Japan International Cooperation Agency





Location Map

Abbreviations

BAPPENAS	Badan Perencanaan Pembangunan National
CSSTC	Center for South-South Technical Cooperation
NAM	Non-Aligned Movement
SEKAB	Sekretariat Kabinet (Cabinet Secretary)
TCDC	Technical Cooperation among Developing Countries
TICAD II	Tokyo International Conference on African Development II
UNDP	United Nation Development Programme

SUMMARY

Since the Asian-African Conference held in Bandung in 1955, the Republic of Indonesia has been one of the leading members of the Non-Aligned Movement (NAM). The nation has accepted approximately 4,000 participants since 1977 as part of the "Technical Cooperation among Developing Countries (TCDC)" in which developing countries cooperate in developing efforts through the exchange of knowledge and technology. The training is implemented in a variety of fields such as agriculture, forestry, preservation of environment, mining and industry, public works, social welfare and family planning.

In 1992, the 10th Conference of Heads of State or Government of Non-Aligned Countries was held in Jakarta. It was agreed at this conference that technical cooperation among developing countries, utilizing their own experiences and personnel, was required in order to promote their development based on equitable distribution, growth and stability. To enable such technical cooperation, the Government of Indonesia proposed at the Ministerial Conference of Non-Aligned Countries held in Bandung in 1995 that the Center for South-South Technical Cooperation (CSSTC i.e. the NAM Center) should be established.

The then president Suharto obtained 10 million dollars of aid from Sultan Bolkiah of Brunei for the construction of CSSTC, which started in April 1997 and completed in February 1998. The Government of Brunei has also agreed to grant one million dollars annually towards the center's operating expenses related to South-South technical cooperation over the next five years.

Now the problem is how to obtain necessary staffs and equipment. The economic crisis that recently hit Indonesia forced to drastically cut down the budget of the government. Reflecting the situation, the local cost for on-going project-type technical cooperation of JICA was reduced, and the necessary local cost had to be maintained with the additional expenses borne by the Japanese side. The Government of Indonesia, being aware that it could not procure CSSTC equipment due to the financial constraint, made a request to Japan for her grant aid cooperation.

In response to the request, the Government of Japan decided to send a preliminary study team. JICA dispatched the team to Indonesia from July 7 to July 14, 1998 to

consult with the Indonesian authority concerned and to survey of the site. As a result of the study, it was confirmed that the provision of the minimum necessary equipment under grant aid cooperation for conducting South-South technical cooperation centering around training programs at CSSTC was feasible.

In October 1998, the Second Tokyo International Conference on African Development (TICAD II) was held in Tokyo. The member states agreed at the conference to promote South-South Cooperation through which African countries would learn from Asian development experiences. During the conference the Government of Japan announced its readiness to study the feasibility of the grant aid cooperation to CSSTC, to implement the third-country training, and to bear participants' travel expenses from Africa to Indonesia through her contribution to the UNDP Human Resources Development Fund.

In parallel with this, JICA dispatched a study team to Indonesia from October 18 to October 31, 1998 to confirm the contents of the request of the Government of Indonesia, the condition of the CSSTC facilities, the situation of TCDC project implementation and implementation plans of programs and the selection of appropriate equipment.

CSSTC is located in Kumayoran redevelopment area, a former domestic airport, of Jakarta, the capital of Indonesia. It is composed of facilities comprising a building of 10 stories above and one underground equipped with 68 guestrooms, 10 meeting rooms, a convention hall, restaurant, swimming pool, tennis court, office, library and underground parking lot. Although part of the facilities is still under construction, the hotel division started its business in July 1998 and the facilities have been used for the third-country training, orientation for 21st Friendship Program and also as accommodation for participants from Asia and Africa, etc.

The executive body on the Indonesian side is Bureau for Technical Cooperation of the Cabinet Secretariat, whereas the highest responsible person for the project is director of CSSTC. CSSTC shall be managed, under the co-chairmen, each selected from the Government of Indonesia and the Government of Burneian, by the governing council composed of the representatives of the related Indonesian Government ministries, international organizations, donor countries and NGOs.

The CSSTC accommodation division has already been entrusted to a private sector to

commence operation, whereas the technical cooperation division has not started operation although five members of working group have been appointed to concurrently serve the office and prepare the operation. The CSSTC plans to implement such training programs as workshops, seminars, exchange of experts, training and apprenticeship, observation and study program, and also to set up a network arrangement making use of the internet and a documentation and information system.

It has been decided that the equipment indispensable for project implementation should be selected. The major equipment under plan is as mentioned below:

	Name of Equipment	Contents
1	Equipment for administration office	Photocopy machine, Facsimile
2	Equipment for audiovisual training (for common use)	White board, Screen, OHP
3	Equipment for conference hall a) Portable conference system b) Portable projector c) Public address system	Audio equipment for conference Equipment for presentation Acoustic equipment for lectures
4	Equipment for training room	Equipment for presentation
5	Equipment for convention hall a) Simultaneous interpretation system b) Video projector c) Public address system	Equipment for simultaneous interpretation Presentation equipment for lectures Acoustic equipment for lectures
6	Library equipment	Bookbinding and office equipment
7	Vehicles	Shuttle microbus
8	Computer system	Computer, server, software, etc

The term of works is expected to be about 12 months including a term for preparing tender documents.

The technical cooperation activity of CSSTC is similar to that of JICA training centers in Japan. The training activity is intended for technical transfer to participants from Asia, Africa, the Middle and Near East, Central and South America and CIS countries. CSSTC will be the sole establishment in Indonesia as facilities to implement such a training program. The project, when implemented, will help smoothen implementation of the on-going third-country training, 21st Friendship Program and the TCDC program financed by the UNDP Human Resources

Development Fund. The project will also contribute to the human resources development program focused on 1,000 people from African countries to be invited for a 5-year period, as stated in TICAD II. Besides this, information exchange and storage in and out of the country will become possible by implementing training programs at the expense of participating countries and also by establishing an information network through invitation of experts from various countries. Thus, the promotion of the project is highly significant in that it is realized by the Japan's grant aid cooperation, with a great aid benefit being expected.

In order to ensure smooth implementation of this project, it is requested that the Indonesian side install without delay director of the center, appoint staffs of the technical cooperation division, and secure the necessary budget for the activities. And for the Japan's technical cooperation, it is requested to realize early dispatch of experts on management of the center, etc., in addition to the technical cooperation to the third-country training now under way at CSSTC.

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Chapter 1 Background of the Project

Since the Asian-African Conference held in Bandung in 1955, the Republic of Indonesia has been the leader of the non-aligned countries. The nation has accepted approximately 4,000 participants since 1977 as part of the Technical Cooperation among Developing Countries (TCDC) in which developing countries cooperate in developing efforts through the exchange of knowledge and technology. The training is implemented in a variety of fields such as agriculture, forestry, preservation of environment, mining and industry, public works, social welfare and family planning.

In 1992, the 10th Conference of Heads of State or Government of Non-Aligned Countries was held in Jakarta. It was confirmed at this conference that technical cooperation among developing countries, utilizing their own experiences and personnel, was required in order to promote their development based on equitable distribution, growth and stability. To enable such technical cooperation, the Government of Indonesia proposed at the Ministerial Conference of Non-Aligned Countries held in Bandung in 1955 that the Center for South-South Technical Cooperation (CSSTC i.e. the NAM Center) should be established in Indonesia.

The then President Suharto obtained 10 million dollars in aid from Sultan Bolkiah of Brunei for the construction of CSSTC, which started in April 1997 and was completed in February 1998. The Government of Brunei has also agreed to grant one million dollars annually towards the center's operating expenses related to South-South Technical Cooperation over the next five years.

Globalized economic activities in such areas as trade, production, finance and investment have caused the current economic crisis in Southeast Asia and other developing countries, making it harder for them to achieve economic development by themselves. Developing countries that amount to two-thirds of the member nations of the United Nations must cooperate with each other in storing and sharing their know-how, experience and information. The fields that require cooperation are trade and investment, debt management, environmental issues, reduction of poverty, productivity improvement and stable employment, and macroeconomic policies and management. CSSTC is expected to play a leading role in promoting technical cooperation among developing countries through their own efforts, so that they will develop into contributors to global economy.

Japan is willing to enhance its support for this South-South Technical Cooperation. In aid of Indonesia, Japan has been implementing third-country training which is a core of South-South cooperation, making financial contributions to UNDP and providing training equipment, etc. under

grant aid cooperation.

In October 1998, the Second Tokyo International Conference on African Development (TICAD II) was held in Tokyo. The participants from 80 countries and 40 international organizations adopted an action plan for reducing poverty in Africa and integrating the region into global economy. The plan called for the promotion of South-South cooperation between Asia and Africa, as well as the extension of primary education and the support for exports promotion. Japan, the third largest donor towards Africa, decided to strengthen its relationship with the region. Japan also determined to help the promotion of the South-South cooperation in which Asian and African countries are expected to cooperate closely. Through this cooperation, Africa will be able to learn from the Asian economic development. To support Indonesia, Japan is now studying the feasibility of the grant aid cooperation to CSSTC, to implement the third-country training, and to bear participants' travel expenses from Africa to Indonesia through Japan's contribution to the UNDP Human Resources Development Fund.

Although part of the CSSTC facilities is still under construction, its hotel division has been operating well since July 1998 as a three-star hotel, with a staff of 130. The hotel division is entrusted to PT.TRI PERIGT, a private management company. The average occupation rate of the 68 guestrooms is 45-65%. The meeting rooms and convention hall, each equipped with temporary facilities, are used for 5 to 6 seminars a month as well as training and conferences. The users are government officials, participants in third-country training or the orientations for 21st Friendship Program and participants from Asia, Africa, etc.

The CSSTC technical cooperation division has not started operation, although five members of its working group have been appointed to concurrently serve the office and prepare the operation. CSSTC plans to implement such programs as workshops, exchange of experts, training programs, study programs and to set up a documentation and information system. In order to carry out these plans, it is necessary to appoint the director of the center and to secure the operating staff.

The provision of equipment is required as well. The economic crisis that recently hit Indonesia forced to drastically cut down the budget of the Government. Reflecting the situation, the local cost for ongoing project-type technical cooperation of Japan was reduced by about two-thirds, and the necessary local cost had to be maintained with the additional expenses borne by the Japanese side.

The Government of Indonesia, being aware that it could not procure additional equipment due to the financial constraint, made a request to Japan for her grant aid cooperation.

The major equipment requested by Indonesia is as shown in Table 1.

Table 1 Requested equipment (major items)

	Name of Equipment	Contents	Amount
1	Equipment for administration Office	Photocopy machine, facsimile	1 set
2	Equipment for audiovisual training (for common use)	White board, screen, OHP	1 set
3	Equipment for conference hall a) Portable conference system b) Portable projector c) Public address system	Audio equipment for conference Equipment for presentation Acoustic equipment for lectures	1 set 1 set 1 set
4	Equipment for training room	Equipment for presentation	1 set
5	Equipment for convention hall a) Simultaneous interpretation system b) Video projector c) Public address system	Equipment for simultaneous interpretation Presentation equipment for lecture Acoustic equipment for lectures	1 set 1 set 1 set
6	Library equipment	Bookbinding and office equipment	1 set
7	Vehicles	Microbus, minibus	5 buses
8	Computer system	Computer, server, software, etc.	1 set
9	Photographing equipment for training	Video camera, lighting and dubbing equipment, monitor	1 set
10	Video editing equipment	Player, recorder, editor, mixer, monitor	1 set

Chapter 2 Contents of the Project

2-1 Objective of the Project

The Republic of Indonesia has constructed the Center for South-South Technical Cooperation (CSSTC) in Jakarta the capital, with funds provided by Brunei for the purpose of actively promoting the South-South Technical Cooperation. However, the equipment for implementing training programs and information network activities is not provided yet. This project is intended to procure the necessary equipment for implementing programs currently being planned by CSSTC, thereby accelerating technical cooperation activities among developing countries.

2-2 Basic Concept of the Project

The equipment to be procured under this project shall include the equipment to be used for similar areas such as briefing participants on the existing each course upon their arrival and evaluation of training before participants' departure for their respective countries. The planned equipment shall also include training/class room equipment for conducting new seminars and on-site observation oriented training programs being planned by CSSTC, auditorium equipment necessary for conferences joined by NAM countries, office equipment for the information network programs and administration office equipment.

The basic concept of improving the equipment shall be as follows:

*The fact is that CSSTC still remains incomplete in its system for implementation, while the concrete programmes for training by CSSTC will be prepared along with improvement of the system. In view of this situation, for the time being, the scale of the procurement plan under this project shall cover the minimum necessary type of equipment for operation of CSSTC and that the number of equipment shall be limited to covering the needs for the present.

*The equipment that requires a highly sophisticated operation and repairs shall be excluded from the plan because the level of skills of engineers to be recruited by CSSTC is uncertain at present.

*The number of equipment shall be limited to covering a minimum need on condition that the equipment is efficiently used, and considering the condition of the use of equipment and the use of frequency in the other similar Centers.

*The planned equipment shall be installed, among the facilities that have been completed, in the convention hall, training/conference rooms, library and offices. The equipment for which a large-scale modification of facilities is essential shall be excluded.

*The existing equipment shall be effectively utilized as much as possible. Among the planned equipment, if there is any already owned by CSSTC, that equipment shall be reduced from the plan.

*For the administration equipment, a proper level shall be set by clarifying the volume of data to be controlled and the frequency of use, and the purpose of uses, etc.

*Vehicles shall be used only for training programmes and shall be adequate in number and specification.

*The planned equipment shall be at a certain level to enable the Indonesian side to do maintenance, to locally purchase consumables and spare parts and to deal with repairs.

2-3 Basic Design

2-3-1 Design Concept

(1) How to cope with natural conditions

Jakarta, the site of CSSTC where the equipment is to be installed, is under a monsoon climate of high-temperature and high-humidity. The difference of temperature is small throughout a year and the average maximum temperature is 30 degrees C or more. CSSTC is, however, fully air-conditioned, in which the equipment will be used. Though a power failure occurs more or less once a year, CSSTC is equipped with a back up private power generating system. For those countermeasures, specific conditions such as tropical specifications, etc. are not considered.

(2) Maintenance of equipment by the implementing agency

The policy of the project is to avoid choosing as much as possible such equipment that requires a high maintenance technique. CSSTC will maintain the equipment. As CSSTC has been granted the operating funds from Brunei and thus has secured sufficient personnel expenses, it can be said that there is no major issue in the maintenance of equipment.

(3) Source of procurement

With a view to building up a system and to confirming its functions, Japan in principle shall be a source of procurement. However, the equipment that requires daily maintenance, such as photocopy machines, facsimiles, office computers and vehicles shall be procured locally.

(4) Term of works

As CSSTC is anxious for an early arrival of equipment along with securing of the personnel, the term of works shall be so arranged that all the equipment can be delivered at an early stage and simultaneously. The schedules will be about 5 months from detailed design to suppliers'

contracts and about 7 months from commencement of manufacturing to delivery. There is no problem for the schedules to be implemented in a fiscal year.

(5) Where to take delivery of equipment

The equipment to be procured under this project will comprise many precision machines. As those products are susceptible to vibrations, shocks and water, etc., close attention must be paid to transportation. A consistent, responsible system of transportation until up to the site (the place of installation) is indispensable for not causing those problems while in transit. For this reason, in this project, the necessary steps up until equipment installation in the CSSTC facilities will be included in the measures to be taken by the Japanese side.

2-3-2 Basic Design

(1) Overall program

CSSTC was constructed in Jakarta the capital, for the purpose of expanding and enhancing South-South cooperation among developing countries in Asia and Africa, etc. This project aims to support the activities of CSSTC by the procurement of audiovisual training equipment and administration office equipment.

In order to determine what equipment is really needed for a training center, a study visit was made to the Tokyo International Center (TIC) in Tokyo and the Indonesia Export Training Center (IETC) in Jakarta. The results of the visits and the contents of the request for the project were then comparatively examined. Based upon the resultant data, the specifications and grades of the equipment were reviewed to enable CSSTC to fully function as a training center. As a result of consultations with the Indonesian side, the equipment to be procured was classified into the following 7 items:

- 1) OA equipment for office
- 2) Conference system and audiovisual equipment for conference room
- 3) OA equipment and bookbinding office equipment for library
- 4) Micro bus for on-site observation
- 5) Simultaneous interpretation system and audiovisual equipment for convention hall
- 6) Audiovisual training equipment for training room
- 7) Computer system equipment for intranet and internet

The quantity of the equipment shall be decided upon on condition that the common equipment is shared as much as possible. The less necessary equipment among the requested equipment shall be excluded from the project until CSSTC begins its full-scale operation. A lower priority shall be given to the high-level equipment. Taking maintenance and service and import possibility into

consideration, the equipment is divided into two groups; local procurement and procurement from Japan. Roughly speaking, the OA equipment, computers, and vehicles are classified as local procurement and the audiovisual equipment is classified as procurement from Japan.

The original equipment list presented by Indonesian side included a video production system (broadcasting studio facilities), a video wall (large-screen video monitor) and a video conference system (TV conference system), and other systems. However, the equipment that seems to be unnecessary at the start of operation was excluded from the project.

The policy of this project is to choose the minimum equipment necessary to start the operation. It is appropriate to review those excluded equipment at a time when the system capable of implementing a full-scale operation of the programs, inclusive of securing of the personnel, has been established

(2) Equipment Plan

1) Office equipment

The office equipment is mainly composed of the OA equipment. The equipment comprises a photocopy machine and a facsimile for the operation and administration, the same each for accounting, a facsimile for the staff for experts, a photocopy machine for the support staff for conference and training rooms. These machines are indispensable for the operation of CSSTC.

2) Equipment for conference room

CSSTC has a round-table conference room on the third floor to seat approximately 20 persons. A certain training room can be used also as a large conference room to accommodate 40 to 50 persons by removing the partitions. On the other hand, among the existing equipment, there is a set of Phillips conference equipment for up to 60 participants. This equipment seems to have been already used several times in the conventional hall. This equipment is not fixed in the hall but portable for use in any room. The newly provided conference equipment shall be used mainly in the round-table conference room, where a conference system with one chairman and 20 participants is advisable. Also, a set of audiovisual equipment for the presentation of training achievements shall be added. The said audiovisual equipment shall also be used in training rooms.

3) Library equipment

At present, the library is furnished with a basic set of furniture, such as bookshelves fixed over the walls, desks and chairs for reading, and library card cabinet, etc. Therefore, the library equipment will consist of a book binding machine for text books for training, the office equipment including a device for putting a serial number to the spine of books, and a photocopy

machine.

4) Vehicles for on-site observation

Although the request has called for five vehicles in total, one medium-sized microbus and four mini buses, one medium-sized microbus shall be considered because the operation programs are still at the planning stage and only one driver will be assigned at the beginning.

5) Equipment for convention hall

The convention hall is spacious enough to accommodate about 200 persons. Taking this number into consideration, one chairman, five interpreters, 120 participants, and 50 observers may be deemed adequate as a size for the simultaneous interpretation system. As the number of staffs to be recruited as interpreters is only two at the beginning, one for English and the other for French, the number of devices for interpreters can be reduced but it will have little impact on the costs. In addition, it is predicted that Spanish, Chinese, Russian and other language interpreters may be employed on a short-term contract basis, depending on a conference. The other existing system in the convention hall is a simple PA system, with four Phillips speakers fixed on the surface of wall of the convention hall, making it possible to amplify the voices by connecting the speakers with up to two microphones. As the present condition of this system is too simple, PA equipment and materials such as a wireless microphone system and acoustic mixers, etc. shall be supplemented to upgrade this system.

6) Equipment for training rooms

There are a total of 10 training rooms, each different in space to accommodate 10 to 30 persons. As mentioned before, each can be converted into a larger room to accommodate about 50 persons by removing the partitions. The study visit to observe the facilities of TIC was very helpful with respect to the selection of the equipment for training rooms. In concrete, the equipment for training rooms is divided into two; one is to be installed in all these 10 rooms and the other is for common use, thereby reducing the quantity. VHS videocassette recorder, TV monitor, OHP and the screen, all deemed high at the frequency of use, shall be installed in each room. Laptop personal computer, slide projector, LCD based video projector, video imager, video camera and photo camera, all deemed relatively low at the frequency of use, shall be shared. As for the white board, the existing ones have already been installed in the four rooms, only 6 more are necessary. Among those devices, the photo camera is chiefly used to cover objects for the slide, whereas the video camera is for recording of training. The video camera designed for non-professional people, which is easy for operation, is preferable to the one for commercial use that pursues image quality.

7) Computer system

The Indonesian side attaches a great deal of importance to this item. Computers have several uses.

- *To set up a home page of CSSTC to have it function as a base to transmit information on South-South Cooperation.
- *To exchange information with similar facilities in other countries by means of electronic mails.
- *To create and manage a database of books and documents in the library.
- *To prepare textbooks and documents for training.
- *To use computers for office administration and accounting.

In order to realize these, it is necessary to construct an intranet (network in the facilities) focused on Web sever and mail server and to link them to the internet via security sever. A survey on local computer dealers shows that the hardware can be installed without any problem. In total five personal computers are required; two for a home page and network management, one for a database in the library, and two for office administration and accounting. A laptop computer included in the seminar room equipment seems sufficient to prepare documents for training. In addition to these devices, two scanners and two printers are required. The software was selected also in consideration of the aforementioned objectives.

The list of the planned equipment and the contents and scale of the equipment are shown in Table 2-1 and Table 2-2 respectively.

Table 2-1 Equipment plan

No	Description	Qnt/Req	Priority	Qnt/Need	Qnt/Exist	Qnt/Plan
1. OFFICE EQUIPMENT						
1	Photocopy Machine (floor type)	1 set	A	1 set	0	1 set
2	Photocopy Machine(desktop type)	2 sets	A	2 sets	0	2 sets
3	Facsimile	4 sets	A	3 sets	0	3 sets
4	White Board(electronic)	2 sets	A	2 sets	0	2 sets
5	Screen with Stand	1 set	A	1 set	0	1 set
6	Overhead Projector	0	A	1 set	0	1 set
7	Public Address System	2 sets	A	5 sets	0	5 sets
2. EQUIPMENT FOR CONFERENCE ROOM						
a. Conference System						
1	Conference System	1 system	B	1 system	0	1 system
b. Portable Projector System						
1	LCD Projector	1set	B	1 set	0	1 set
2	70-inch Screen	1set	B	1 set	0	1 set
3	Source Selector	1 set	B	1 set	0	1 set
4	Video Imager	1 set	B	1 set	0	1 set
5	VHS Video Deck	1 set	B	1 set	0	1 set
6	Video Monitor	1 set	B	1 set	0	1 set
7	System Rack	1 lot	B	1 lot	0	1 lot
8	Connecting Cable	1 lot	B	1 lot	0	1 lot
9	Installation Material	1 lot	B	1 lot	0	1 lot
10	Laptop Computer	0	B	1 lot	0	1 lot
c. Public Address System						
1	Dynamic Microphone	4 sets	B	4 sets	0	4 sets
2	Audio Mixer	1 set	B	1 set	0	1 set
3	Speaker System	1 set	B	1 set	0	1 set
4	CD Player	1 set	B	1 set	0	1set
5	Cassette Tape Recorder	2 sets	B	2 sets	0	2 sets
6	MD Recorder	2 sets	B	2 sets	0	2 sets
7	System Rack	1 lot	B	1 lot	0	1 lot
8	Connecting Cable	1 lot	B	1 lot	0	1 lot
9	Installation Material	1 lot	B	1 lot	0	1 lot
3. LIBRARY EQUIPMENT						
1	Numbering Machine	2 sets	A	2 sets	0	2 sets

2	Binding Machine	2 sets	A	2 sets	0	2 sets
3	Photocopy Machine(desktop type)	1 set	A	1 set	0	1 set
4. VEHICLES						
1	Micro bus(22 seats)	1	A	1	0	1
5.. EQUIPMENT FOR CONVENTION HALL						
a. Simultaneous Interpretation System						
1	Control Unit	1 set	A	1 set	1 set	1 set
2	Interpreter Unit	5 sets	A	5 sets	0	5 sets
3	Chairman Unit	2 sets	A	2 sets	1 set	2 sets
4	Delegates Unit	60 sets	A	120 sets	(60 sets)*	120 sets
5	Receiver	50 sets	A	50 sets	0	50 sets
6	Transmitter	1 lot	A	1 lot	0	1 lot
7	Connecting Cable/ Installation Material	1 lot	A	1 lot	0	1 lot
b. Video Projector System						
1	LCD Projector	2 sets	A	2 sets	0	2 sets
2	Screen w/ Stand	1 set	A	2 sets	0	2 sets
3	Source Selector	1 set	A	1 set	0	1 set
4	Video Imager	1 set	A	1 set	0	1 set
5	VHS Video Deck	1 set	A	1 set	0	1 set
6	Video Monitor	1 set	A	1 set	0	1 set
7	System Rack	1 lot	A	1 lot	0	1 lot
8	Laptop Computer	0	A	1 set	0	1 set
9	Connecting Cable/ Installation Material	1 lot	A	1 lot	0	1 lot
c. Public Address System						
1	Wireless Microphone System	12 sets	A	4 sets	0	4 sets
2	Dynamic Microphone System	16 sets	A	16 sets	8 sets	8 sets
3	Audio Mixer	1 set	A	1 set	0	1 set
4	Speaker System	1 set	A	1 set	0	1 set
5	Surround Speaker System	2 sets	A	2 sets	0	2 sets
6	Monitor Speaker System	1 set	A	1 set	0	1 set
7	CD Player	1 set	A	1 set	0	1 set
8	Cassette Tape Recorder	1 set	A	1 set	0	1 set
9	DAT Recorder	2 sets	A	1 set	0	1 set
10	MD Recorder	2 sets	A	1 set	0	1 set
11	Audio Effector	1 lot	A	1 lot	0	1 lot

12	Audio Patch Panel	1 lot	A	1 lot	0	1 lot
13	System Rack	1 lot	A	1 lot	0	1 lot
14	Speaker Cable	1 lot	A	1 lot	0	1 lot
15	Connecting Cable	1 lot	A	1 lot	0	1 lot
16	Installation Material	1 lot	A	1 lot	0	1 lot
6. EQUIPMENT FOR TRAINING ROOMS						
1	Laptop Computer	0	A	3 sets	0	3 sets
2	Multi-system TV/ Monitor	7 sets	A	10 sets	0	10 sets
3	Multi-system VHS Video Deck	2 sets	A	10 sets	0	10 sets
4	CD Player	2 sets	A	3 sets	0	3 sets
5	Overhead Projector	4 sets	A	10 sets	0	10 sets
6	Screen with stand/Medium size	0	A	5 sets	0	5 sets
7	Screen with stand/Large size	2 sets	A	5 set	0	5 sets
8	Slide Projector	2 sets	A	3 sets	0	3 sets
9	Portable Video Camera	2 sets	A	2 sets	0	2 sets
10	LCD Projector	1 set	A	3 sets	0	3 sets
11	Video Imager	2 sets	A	4 sets	0	4 sets
12	Source Selector	0	A	10 sets	0	10 sets
13	System Rack	0	A	10 lots	0	10 lots
14	Connecting Cable	0	A	10 lots	0	10 lots
15	Photo Camera	2 sets	A	3 sets	0	3 sets
16	White Board	0	A	10 sets	4 sets	6 sets
7. COMPUTER SYSTEM						
1	Server System	3 systems	A	3 systems	0	3 systems
2	Network System	1 system	A	1 system	0	1 system

Table 2-2 Contents and Scale of the Planned Equipment

Type of Equipment	Purpose of Use	Item of Equipment	Q'ty
I. Administration office equipment	Each OA equipment is for office work of general affairs, business operation and accounting. OHP, screen, white board, PA system are for a conference of the above-mentioned sections. PA system is for common use.	Photocopy machine (floor type)	1 set
		Photocopy machine (desktop)	2 sets
		Facsimile	3 sets
		Electro-copy type white board	2 sets
		Screen	1 set
		Overhead projector	1 set
		Public address system	5 sets
II. Equipment for conference room	To use for a conference of a chairman and 20 participants in the round-table conference room.	Control unit	1set
a. Conference system		Unit for chairman	1 set
b. Projector system	To project document data and video materials on a large screen at a time of conference to enable all the participants to see the materials.	Unit for participants	20 sets
		Equipment storage case	1 set
		Barphone	21 sets
		Connecting cable	1 set
		LCD video projector	1 set
		70-inch screen	1 set
		Source selector	1 set
		Video imager	1 set
		VHS VTR (1/2-inch tape)	1 set
		Video monitor	1 set
c. Public address system	To amplify the voices of a microphone necessary for speech and of video, computer and other audio equipment.	System rack	1 set
		Connecting cable	1 set
		Installation material	1 set
		Laptop computer	1 set
		Dynamic microphone	4 sets
		Audio mixer	1 set
		Speaker system	1 set
		Compact disk player	1 set
		Cassette tape recorder	2 sets
		Mini-disk recorder	2 sets
III. Equipment for training rooms	To present training results with video pictures and slides, etc.	System rack	1 set
		Connecting cable	1 set
		Installation material	1 set
		Laptop computer	3 sets
		21-inch multi-system TV	10 sets

	The portable video camera is to record training, and the photo camera is to cover materials for the slides.	Multi-system VHS VTR Compact disk player Overhead projector Stand-type screen Slide projector Portable video camera Photo camera White board LCD video projector Video imager Video selector	10 sets 3 sets 10 sets 10 sets 3 sets 2 sets 3 sets 6 sets 3 sets 3 sets 10 sets
IV. Equipment for convention hall			
a. Simultaneous interpretation system	The equipment is for a simultaneous interpretation conference of the maximum 5 languages. To cover 2 chairmen, 5 interpreters, 120 participants and 50 observers at maximum.	Control unit Unit for interpreter Unit for chairman Unit for participants Receiver for observer Infrared ray transmitter Connecting cable, installation material	1 set 5 sets 2 sets 120 sets 50 sets 1 set 1 set
b. Video projector system	To be employed at a time of using video materials for a conference or training. To project VHS video pictures or computer images on the 120-inch large screen.	LCD video projector 120-inch screen Source selector Video imager VHS VTR (1/2 inch) Video monitor System rack Laptop computer Connecting cable, installation material	2 sets 2 sets 1 set 1 set 1 set 1 set 1 set 1 set 1 set
c. Public address system	To amplify the voices of a microphone necessary for speech and of video, computer and other audio equipment.	Wireless microphone system Dynamic microphone Audio mixer Speaker system Surround speaker Monitor speaker Compact disk player Cassette tape recorder DAT recorder Mini-disk recorder	4 sets 8 sets 1 set 1 set 2 sets 1 set 1 set 1 set 1 set 1 set

		Audio effector	1 set
		Audio patch panel	1 set
		System rack	1 set
		Speaker cable	1 set
		Connecting cable	1 set
		Installation material	1 set
V. Library equipment	For copying and bookbinding of training textbooks, etc. To put a reference number on the back of a book for management.	Numbering machine	2 sets
		Binding machine	2 sets
		Photocopy machine (desktop)	1 set
VI. Vehicle	To be used for moving to a training site.	Microbus (22 seats)	1 bus
VII. Computer system	To transmit information on South-South cooperation by setting up a home page of the center. Information exchange through E-mail. To prepare training textbooks. To manage a database of books and data of the library. Processing of office work on general affairs, business operation and accounting.	Server system (Web server)	3 sets
		(Mail server)	1 set
		(Security server)	1 set
		Network system	5 sets
		Router system	2 sets
		Work station	2 sets
		Laser printer	1 set
		Image scanner	
		Software (Word processing, spreadsheets) (Graphics, home page preparation) (Programming languages) (Network management, operating system for servers)	

3-1-2 Obligations of recipient country

Followings are the responsibilities of the recipient country in the implementation of grant aid projects.

- * To ensure prompt unloading and custom clearance of procured goods
- * To exempt (Japanese nationals) from custom duties and internal taxes which may be imposed with respect to the supply of the products and procurement services
- * To accord Japanese nationals such services as may be necessary for their entry into the recipient country and stay therein for the performance of their work
- * To bear all the expenses, other than those to be born by the Grant, necessary for the procurement of goods
- * To assign counterpart personnel
- * To maintain and use properly and effectively the procured goods
- * Banking arrangement
- * To secure operation costs and staff
- * To bear expenses to be incurred for custom clearance and bonded warehouse

3-2 Project Cost Estimation

The total cost necessary to implement the project under the Japanese grant aid program will be born by the Japanese side. The project aims to equip the existing facility with equipment to be procured by the Japanese grant aid and therefore there will be no expenses to be born by the Indonesian side for the procurement and installation of equipment. The expenses for the dispatch of engineers, etc. are included in the costs of equipment and design/supervisory fee as follows:

- 1) Equipment costs : Expenses for the dispatch of engineers and administration fee are included in the equipment costs.
- 2) Design/management costs: Expenses for the dispatch of engineers are included in the supervisory service fee.

3-3 Operation and maintenance costs

The management system with a director and 28 staffs is expected to be organized in the fiscal year of 1999 for the operation of the equipment which is to be increased under the project. The technical level of staff who will be recruited in the future is uncertain, but sufficient operation and maintenance of equipment is considered possible if the brief training is provided by the engineers dispatched by the supplier at the time of installation of equipment, because the equipment at a technical level of sophisticated operation and maintenance is excluded from the project. As for the budget, US \$110,000 is allocated for the personnel expenses, according to the budgetary scheme at a time of operation of CSSTC. This budget will enable CSSTC to secure as many as about 300 people including visiting lectures for training programs. The estimate is based on the assumption of the annual income of various people, namely, a director \$1,000, a middle-class staff \$650 to \$700 and a general-class staff \$430 at a similar project, the total amounting to \$13,590 as the personnel expenses, and based upon the average annual income of about \$360 in Indonesia.

As the maintenance cost for the equipment chiefly covers the consumables for the OA equipment, it seems to be no problem for CSSTC to bear the cost. Also, as a sufficient budget is being considered for such public utilities as telephone, publishing and electricity charges, there will be no problems for the management of CSSTC.

Chapter 4 Project Evaluation and Recommendation

4-1 Project Effect

1) Feasibility Assessment

Since the Bandung Conference, Indonesia has adopted the Non-Aligned Movement as fundamental foreign policy. In order to encourage the cooperation among and development of developing countries, the promotion of South-South technical cooperation is strongly required.

CSSTC was established as a center to implement South-South technical cooperation projects in Indonesia. It also plays an important role in governmental plans for promoting such projects. The implementation of this project will increase the capacity of CSSTC's to accept participants and the function as an information center, thereby contributing to the smooth implementation of South-South technical cooperation projects.

The training equipment to be provided in this project is maintainable by the CSSTC staff, without additional large maintenance expense.

Accordingly, it is considered to be feasible to implement this project under grant aid cooperation.

2) Positive Effects

The direct effects of this project cannot be defined clearly, since it is support for the training center. However, it is obvious that the improved training capacity of CSSTC will have wide-range economic effects on the people of all non-aligned nations. The expected effects of this project are as follows.

-With its improved training functions, CSSTC will:

- a. provide the opportunity to learn the development experience of Indonesia to 1,000 participants invited from African nations over the next five years based on the TICAD II agreement;
- b. serve as an integrated training center for 400 participants per year in the JICA third-country training, TCDC program, etc. who have been accepted at different training facilities;
- c. allow opinion exchange and information sharing among people engaged in aid projects, by setting up an information network connecting the relevant organizations in developing countries;
- c. provide information to experts from developing countries, NGOs and university related personnel and serve as a communication base for experts, through the center's well-equipped library and database.

3) Indirect Effects

This project will contribute to the smooth implementation of the South-South technical cooperation projects related to CSSTC and allow the transfer of development experiences of developing countries through training participants. This project will thereby promote the development of non-aligned countries that participate in the training programs.

4-2 Recommendation

The CSSTC technical cooperation division expects to recruit personnel and start full-scale operation. Indonesia has already certain level of ability to implement training programmes through its twenty years of experience in South-South technical cooperation. However, in order to improve the training programmes further, Japan's technical cooperation is required.

Since this project excludes high level equipment, there will be no major problems in the use of the equipment. However, an adequate technical instruction is required when sophisticated equipment such as computer is installed.

The equipment to be provided under this project is expected to be fully utilized with sufficient annual budget for CSSTC is about 167 million yen (in fiscal 1998 and 99) allocated by Indonesian side. Besides, the equipment requires no additional large maintenance expense. However, the economic crisis that occurred in 1998 has squeezed the government budget of Indonesia. Therefore, as an emergency measure, the local cost in implementing JICA's technical cooperation projects was born by the Japanese side. Considering the above circumstances, the periodical follow-up monitoring of this project will be necessary.

1. Member List of the Survey Team

Name	Assignment	Attached to
Kazuhiro YONEDA	Team Leader	Deputy Resident Representative JICA Indonesia Office
Akihiro WAKATSUKI	Equipment Plan	Assistant Manager HIBINO Cooperation
Keizo KAGAWA	Operation Plan	Director, JICS

2. Survey Schedule

No. of Date	Month/ Date	Day	Itinerary
1	10/18	Sun	Depart from Narita (JL725), Arrive at Jakarta
2	10/19	Mon	Meeting with JICA Office Courtesy Call on Embassy of Japan Meeting with Bureau for Technical Cooperation Site Visit of CSSTC
3	10/20	Tue	Courtesy Call of Ministry of State Secretary Meeting with Bureau for Technical Cooperation
4	10/21	Wed	Meeting on Minutes of Discussion
5	10/22	Thu	Signing on Minutes of Discussion Report to JICA Office
6	10/23	Fri	Site Visit of IETC
7	10/24	Sat	Survey on CSSTC
8	10/25	Sun	Survey on CSSTC
9	10/26	Mon	Meeting with Working Group

10	10/27	Tue	Equipment Procurement Survey Meeting with Bureau of Technical Cooperation
11	10/28	Wed	Equipment Procurement Survey Meeting with UNDP office
12	10/29	Thu	Equipment Procurement Survey Meeting with Bureau of Technical Cooperation
13	10/30	Fri	Report to Embassy of Japan Report to JICA Office Depart from Jakarta(JL726)
14	10/31	Sat	Arrive at NARITA

3. List of Party Concerned in the Recipient Country

(1) Cabinet Secretariat

Moh.Widodo Gondowardojo	Exective Secretary for Ministry of State Secretary
A.Husen Adiwisastra LLM	Head, Bureau for Technical Cooperation
Adik Bantarso Bandoro	Head, Division of ASEAN and TCDC Programmes
Spurapto MM	Head, Sub-Division of TCDC Programme

(2) CSSTC Working Group

Achmad Rofi'ie	Member, Working Group
Supubadio	Member, Working Group

(3) NAM Center

Tito Narajana Munawar,SH	Sales Manager, Hotel & Conference Centre
Muhammar	Restaurant Manager, Hotel & Conference Centre
Shanty Setyaningrum	Guest Relation Officer, Hotel & Conference Centre

(4) UNDP Indonesia Office

Kristanto Sinondang	Official,Programme Division
Kunikazu Nate	JPO,Programme Division

(5) Embassy of Japan

Shinobu UZU	Second Secretary
Koichi UCHIYAMA	Second Secretary

(6) JICA Indonesia Office

Ryu SUWA	Resident Representative
Kazuhiro YONEDA	Vice-Resident Representative
Naoaki OOMIYA	Asst.resident Representative
Ryou OOTA	Asst.resident Representative

(7) JICA Expert

Syouji KOMURA	Chief Advisor,IETC
Ikuo NASU	Expert,Cabinet Secretrariat

4. Minutes of Discussion

Minutes of Discussions
on
Study on the Project for Improvement of Equipment
for the Centre of South-South Technical Cooperation
in
the Republic of Indonesia

In response to a request from the Republic of Indonesia, the Government of Japan has decided to conduct a Basic Design Study on the Project for Improvement of Equipment for the Centre of South-South Technical Cooperation in the Republic of Indonesia (hereinafter referred to as "the Project"), and entrusted the study to Japan International Cooperation Agency (JICA).

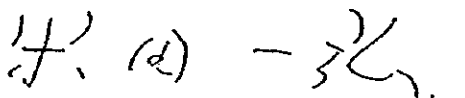
JICA sent to Indonesia the Study Team headed by Mr. Kazuhiro Yoneda, Deputy Resident Representative, JICA Indonesia Office, and is scheduled to stay in the country from the 18 October to 30 October, 1998.

The team held a series of discussions on the Project with the officials concerned of Indonesia and conducted a field survey at the study area.

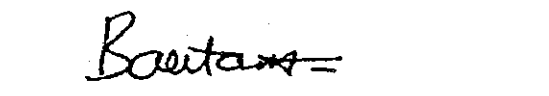
As a result of discussions and field survey, both parties confirmed the main items described on the attached sheets.

The Team will proceed to further work and prepare the Study Report.

Jakarta, 22 October, 1998



Mr Kazuhiro Yoneda
Leader
Study Team
Japan International Cooperation Agency



Mr Adik Bantarso Bandoro
For Head, Bureau for Technical Cooperation
Cabinet Secretariat of the Republic of Indonesia

ATTACHMENT

1. Objective of the Project

The objective of the Project is to support the activities for south-south technical cooperation by improving the equipment for administration and basic activities in the Centre of South-south Technical Cooperation (hereinafter referred to as "CSSTC") in Jakarta.

2. Responsible and Executing Organization

The responsible organization of the Project is the Bureau for Technical Cooperation, Cabinet Secretariat. The executing organization is CSSTC.

Organization chart is shown in Annex-1

3. Project Sites

The project site shown in Annex-2 has been confirmed as the project site for equipment installation.

4. Contents of the Request by the Bureau for Technical Cooperation, Cabinet Secretariat.

(1) After a series of discussions, the Bureau for Technical Cooperation, Cabinet Secretariat, requested the items attached as Annex-3.

(2) Both Sides have agreed on the criteria for the basic design of the requested equipment as follows.

1) Each equipment should satisfy the minimum requirements complied with basic activities for south-south technical cooperation, such as administration, various size of meetings and seminars, at present and in the near future.

2) The equipment indispensable to basic activities of CSSTC should be given higher priority.

3) The equipment to be utilized only for special occasions should be excluded.

4) The equipment difficult in installation and utility conditions should be excluded.

5) The specification of each equipment should have enough durability against the climate and under proper using conditions.

6) Equipment should be procured in Indonesia as much as possible.

7) The maintenance of equipment should be easy and inexpensive, and consumables and spare parts must be supplied continuously by CSSTC. Thus, the equipment with financial and marketing difficulties in the procurement of consumables and spare parts should be excluded.

8) Should other criteria be recognized through the Study, they should be applied to the equipment selection.

(3) The final contents of the Project will be decided by the Japanese side at its discretion.



5. Japan's Grant Aid Programme

The Indonesian side has understood the system and characteristics of Japan's Grant Aid Programme explained in Annex-4 by the Team.

6. Necessary Measures to be Taken by the Indonesian Side

On condition that the Grant Aid Programme by the Government of Japan is extended to the Project, the Indonesian side will take the necessary measures described in Annex-5 for smooth implementation of the Project. Moreover, the implementing agency will secure the proper and effective operation and maintenance of the buildings and equipment provided under the Project.

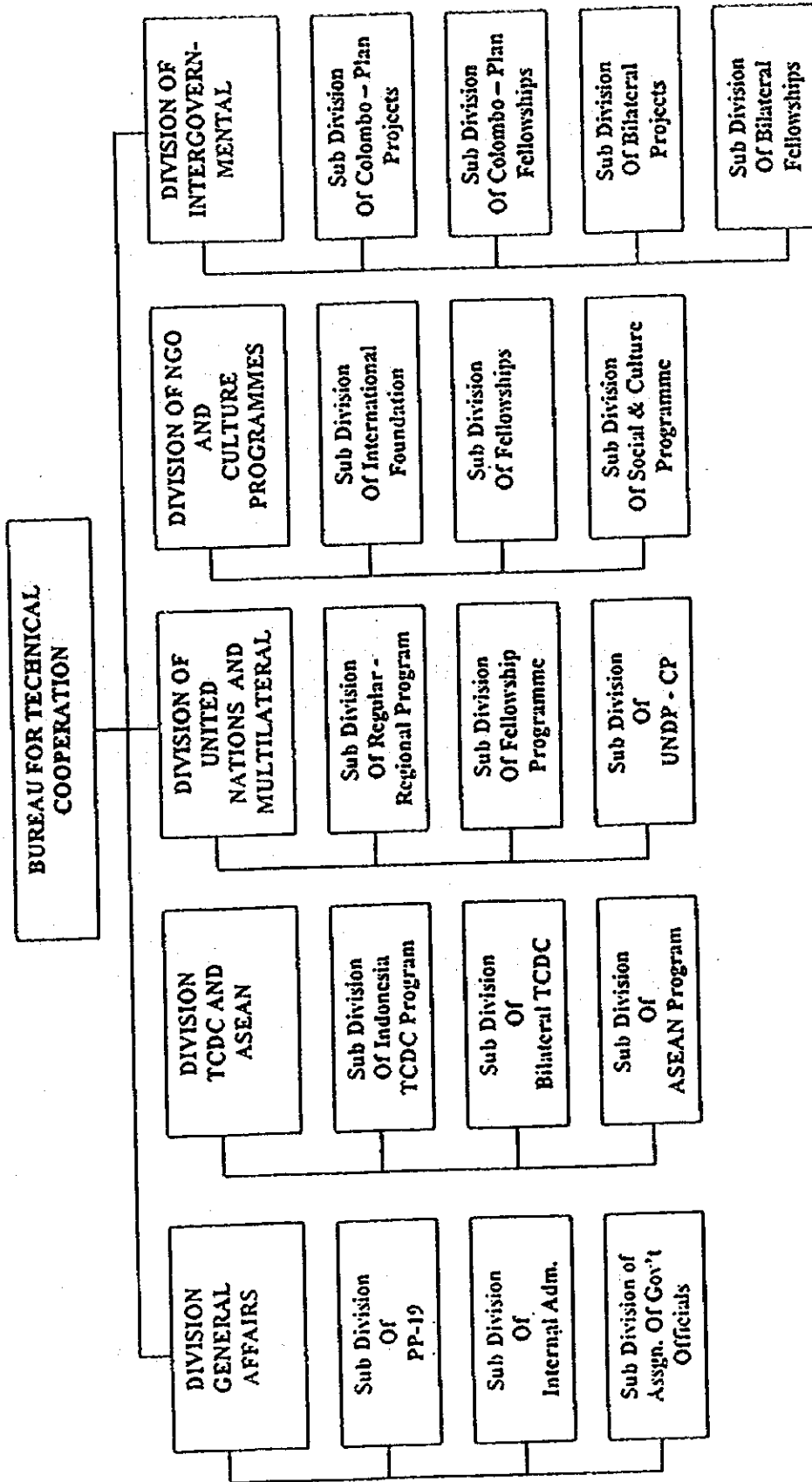
7. Further Schedule of the Study

- (1) JICA will prepare a draft report of the Study, and send it to Indonesian side in order to explain the contents around January, 1999.
- (2) In case that the contents of the report is accepted in principle by the Indonesian side, JICA will complete the final report of the Study and will send it to Indonesia around March, 1999.

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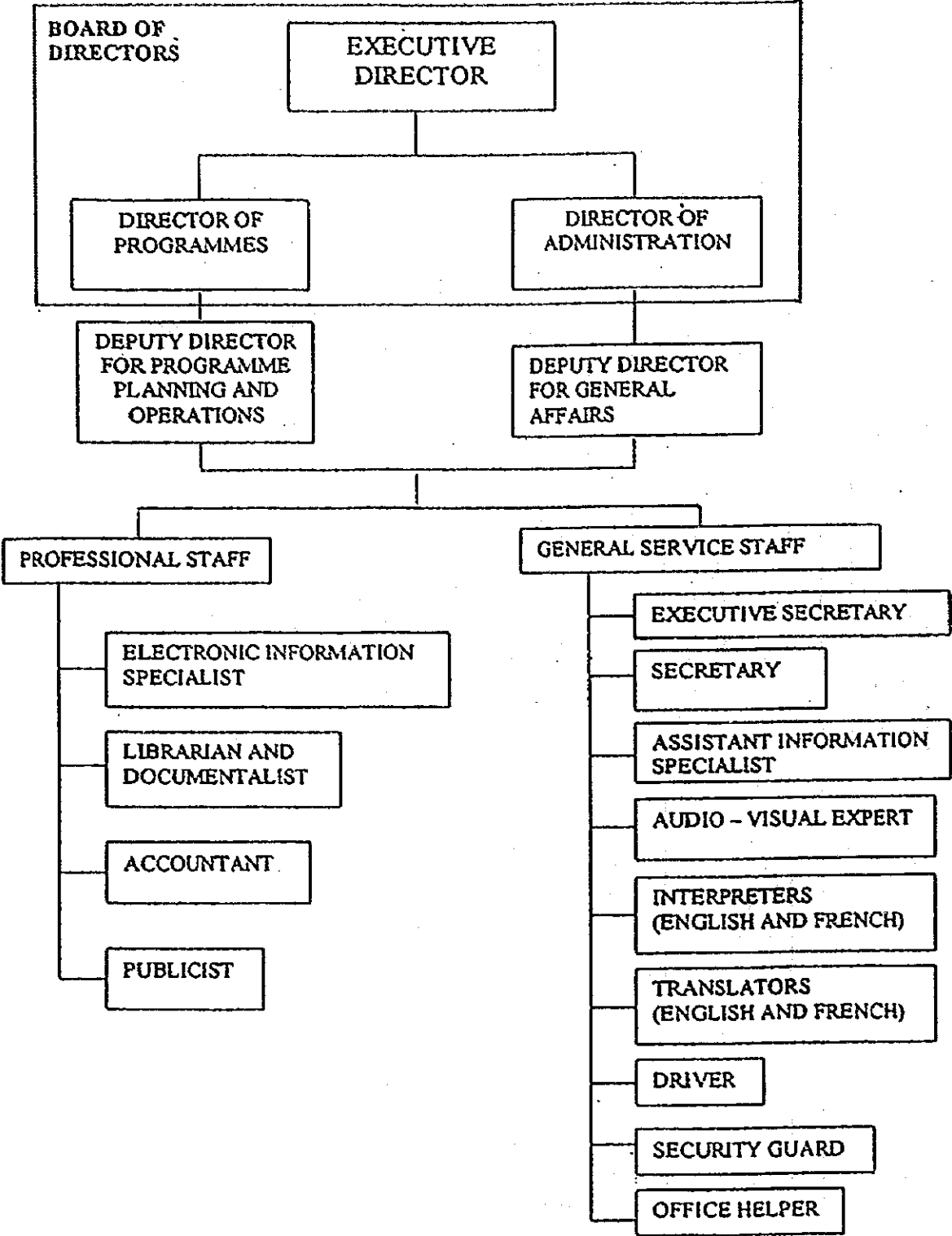
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ORGANIZATION CHART OF
BUREAU FOR TECHNICAL COOPERATION
CABINET SECRETARIAT



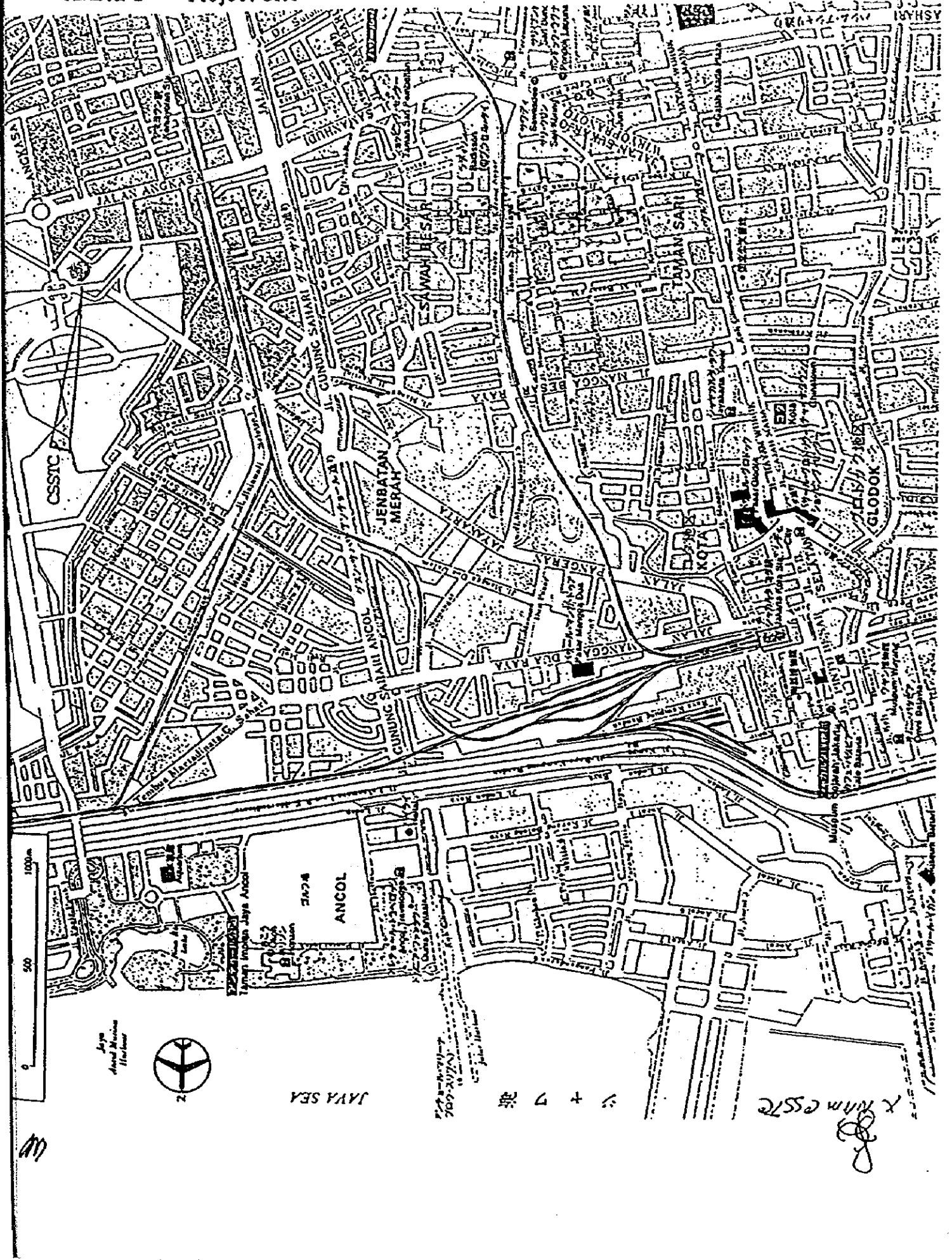
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Organization Chart
The Centre for South-South Technical Cooperation (CSSTC)



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Annex-2 Project Site



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Ancol
Hindian



JAYA SEA

5 + 7 號

JAYA ESTE

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Annex-3 Items Requested by the Bureau for Technical Cooperation, Cabinet Secretariat

Annex-3 (1/4)

- 1 Administration Office Equipment
 - 1 Photocopy Machine, floor type 1set
 - 2 Photocopy Machine, desktop type 2sets
 - 3 Facsimile 4sets
 - 4 Electric White Board 2sets
 - 5 Tripod Screen 1set
 - 6 Overhead Projector 1set
 - 7 Public Address System (Portable) 5sets

- 2 Audio Visual Equipment For Training
 - a. Portable Colour Camera System
 - 1 3CCD Portable Type Camera with Lens 2sets
 - 2 Battery Charger for Camera 2sets
 - 3 Battery Pack for Camera 6sets
 - 4 Portable Digital VTR 2sets
 - 5 Tripod and Dolly 2sets
 - 6 Carrying Case 2sets
 - 7 6" Portable Colour Monitor 2sets
 - 8 Battery Charger for Monitor 2sets
 - 9 Battery Pack for Monitor 8sets
 - 10 Portable Lighting Kit 2sets

 - b. Duplication System
 - 1 Digital VTR 1set
 - 2 S-VHS VTR 10sets
 - 3 AV Distribution Amplifier 1set
 - 4 14" Monitor TV 1set

- 3 Equipment for Meeting Room
 - a. Conference Equipment
 - 1 Conference System (Portable) 1lot

 - b. Portable Projector System
 - 1 LCD Based Video Projector 1set
 - 2 70 inch screen 1set
 - 3 Source selector 1set
 - 4 Video Imager 1set
 - 5 S-VHS VTR 1set
 - 6 Laptop PC 1set
 - 7 Video monitor 1set
 - 8 System rack 1lot

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Annex-3 (2/4)

9	Connecting Cable	1lot
10	Installation material	1lot
c. Public Address System		
1	Dynamic microphone	4sets
2	Audio Mixer	1set
3	Speaker System	1set
4	Compact Disc Player	1set
5	Cassette tape recorder	2sets
6	MD recorder	2sets
7	System rack	1lot
8	Connecting Cable	1lot
9	Installation material	1lot
4 Library Equipment		
1	Nubering Machine	2sets
2	Binding Machine	2sets
3	Photocopier	1set
5 Vehicles		
1	Micro bus 22 seats AC	1vehicle
6 Equipment for Convention Hall		
a. Simultaneous interpretation System (5 languages, 120 delegates, 50 observers)		
1	Main Control Unit	1set
2	Interpreter's Unit	5sets
3	Chairman's Unit	2sets
4	Delegates Unit	120sets
5	Infrared earing Unit	50sets
6	Infrared transmitter	1lot
7	Connecting Cable & Installation material	1lot
b. Video Projector System		
1	Portable LCD Based Video Projector with stand	2sets
2	120 inch screen	2sets
3	Source selector	1set
4	Video Imager	1set
5	S-VHS VTR	1set
6	Laptop PC	1set
7	Video monitor	1set
8	System rack	1lot
9	Connecting Cable & Installation material	1lot

Annex-3 (3/4)

c. Public Address System		
1	Wireless microphone System	4sets
2	Dynamic microphone	8sets
3	Audio mixer	1set
4	Speaker System (with sub woofer)	1set
5	Surround speaker system	2sets
6	Monitor speaker system	1set
7	Compact Disc Player	1set
8	Cassette tape recorder	1set
9	DAT recorder	1set
10	MD recorder	1set
11	Audio effector	1set
12	Audio patch panel	1lot
13	System rack	1lot
14	Speaker cable	1lot
15	Connecting Cable	1lot
16	Installation material	1lot
7 Equipment for Seminar Room		
1	Laptop PC	3sets
2	Multi-system 21 inch Colour TV with Stand	10sets
3	Multi-system S-VHS VTR	10sets
4	Compact Disc Player	3sets
5	Overhead Projector	10sets
6	Tripod Screen	10sets
7	Slide Projector	3sets
8	Portable Video Camera	2sets
9	Photo Camera	3sets
10	Desktop Projector	3sets
11	LCD Based Video Projector	3sets
12	Video Imager	3sets
13	Video Selector	10sets
8 A/B Roll Editing System		
1	Digital VTR player	1set
2	Digital VTR (player / Recorder)	2sets
3	Waveform Monitor / Vector Scope	1set
4	Editing Control Unit	1set
5	Effect Switcher	1set
6	Audio Mixer	1set
7	Character Generator	1set
8	Video monitor equipment	1lot
9	Audio monitor equipment	1lot
10	Compact Disc Player	1set
11	Cassette tape recorder	1set

Annex-3 (4/4)

12	Microphones with Stand	1set
13	Editing table	1lot
14	System rack	1lot
15	Peripheral Unit	1lot
16	Connecting Cable	1lot
17	Installation Materials	1lot
9	Computer System	
1	Server System	3sets
	Web Server (FTP & Multimedia)	
	Mail Server (Mail & News)	
	Security Server (Firewall & Antivirus)	
2	Local Area Network System	1lot
3	Router System	1lot
4	Pentium II 333 MHz	5sets
	32MB SDRAM DIMM	
	4.3GB Hard disk	
	512KB Cache	
	Ethernet (10/100Base)	
	24XCD-ROM	
	Keyboard and Mouse	
	Windows 98 Preloaded	
	17" Multi-scan Display	
	Sound Blaster Pro	
5	Laser Printer with LAN Board	2sets
6	Scanner	2sets
7	Software	
	Office Pro 97 f/p	1
	Office Pro 97 Open A	4
	HomePage Making Software	1
	Adobe Photoshop 5.0	5
	Paint Shop Pro4.2 20 License	1
	V/B 6.0	1
	V/B 6.0 Open A	4
	VC++ 6.0	1
	VC++ 6.0 Open A	4
	Picture Publisher	5
	DIF Animator	5
	Network Management Software	1
	Windows NT 4.0	1
	Windows NT 4.0 Open A	4

AB



Annex-4 Japan's Grant Aid Programme

1. Grant Aid Procedures

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

- Application (A request made by the recipient country)
- Study (Basic Design Study conducted by JICA)
- Appraisal & Approval (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)
- Determination of (Exchange of Notes between the Governments of Implementation Japan and the recipient country)

2) Firstly, 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.

Secondly, JICA conducts the study (Basic Design Study) using (a) Japanese consulting firm(s).

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

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and recipient country.

Finally, for the implementation of the project, JICA will assist the recipient country in such matters as preparing tenders, contract and so on.

2. Basic Design Study

1) Contents of the study

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

- a) Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economic point of view.
- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- d) Preparation of a basic design of the Project.
- e) Estimation of costs of the Project.

The contents of the original request are not necessarily approved in their initial form as the

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contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of the Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whether 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 organizations 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 select (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consultant firm(s) used for the Study is(are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency.

3. Japan's Grant Aid Scheme

1) Grant Aid

The Grant Aid Programme 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 principles 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 Notes (E/N)

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

3) Period

"The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and final 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) Purchase of the Products and or Services

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, the Grant Aid may be used for the purchase of the products or services of a third country.

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However, the prime contractors, namely, consulting constructing 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 "Verification"

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

6) Undertakings required of the Government of the Recipient Country

(As described in Annex-4)

7) Proper Use

The recipient country is required to maintain and use the facilities constructed and the 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 Aid should not be re-exported from the recipient country.

9) Banking Arrangements (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a 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.
- b) The payments 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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Annex-5 Necessary Measures to be taken by the Indonesian Side

Following necessary measures should be taken by the Indonesian side on condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To provide data and information necessary for the Project
2. Following items should be secured for equipment installation.
 - a) To complete the relocation of the existing equipment, facilities and civil works required prior to the installation of the equipment.
 - b) To provide facilities for distribution of electricity, water supply, telephone, drainage, sewage and other incidental items required for the installation of equipment.
3. To allocate appropriate budget and administrative staff members for proper and effective operation and maintenance of equipment provided under the Grant Aid.
4. To bear commissions to the Japanese bank for its banking services based upon the Banking Arrangement, namely the advising commission of the "Authorization to Pay" and payment commission.
5. To ensure prompt unloading, tax exemption, customs clearance at the port of disembarkation and prompt internal transportation therein of the materials and equipment for the Project purchased under the Grant Aid.
6. To exempt Japanese juridical and physical nationals engaged in the Project from customs duties, internal taxes and other fiscal levies which may be imposed in Indonesia 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 the services under the verified contract such facilities as may be necessary for their entry into the Indonesia and stay therein for the performance of their work in accordance with the relevant laws and regulations of the Republic of Indonesia.
8. To provide necessary permissions, licenses and other authorizations for implementing the Project, if necessary.
9. To maintain and use properly and effectively the facilities constructed under the Project in responsibility of CSSTC.
10. To bear all the expenses, other than those to be borne by the Japan's Grant Aid within the scope of the Project.

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Annex-6 Prospective Work of CSSTC

I. Result-Oriented Workshop and Seminar

1. On Political Issues :
 - Conflict resolution
 - Intra-regional cooperation
 - Revitalization of Indian ocean Rim Countries
2. On Economic Issues :
 - Causes and impacts of the economic crisis :
 - Management of external debt
 - Foreign exchange policies
 - Budgetary policies to face the crisis
 - Reform of the banking sector
3. On Social Issues :
 - Poverty Alleviation
 - Child workers

II. Exchange of Experts

In the field of:

- Urban development
- Agribusiness
- Cooperative
- Housing

III. Training and Apprenticeship

In the field of :

- People economy development
- Cooperative movement
- Social forestry ,
- Urban economics
- Integrated rural development
- Integrated pest management
- Agriculture

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IV. Observation Study Programme

In the field of :

- Slum betterment
- Integrated health-care service
- Family planning

V. Network Arrangement

- Establishment of focal points
- Development of mechanism for technical cooperation

VI. Documentation and Information System

- Publications
- Documentation of relevant materials
- Establishment of e-mail system among network members
- Development of Homepage
- Promotion of CSSTC



5. References

- (1) Report, Indonesia TCDC Programme, Fiscal Year 1996/1997
- (2) Report, Indonesia TCDC Programme, Fiscal Year 1997/1998
- (3) Training Programme for Fiscal Year 1997/1998, in cooperation with the government of Japan
- (4) Training Programme for Fiscal Year 1998/1999, in cooperation with the government of Japan
- (5) Training Programme for Fiscal Year 1997/1998, in cooperation with UNDP
- (6) Training Programme for Fiscal Year 1998/1999, in cooperation with UNDP
- (7) Indonesia Export Training Center

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