

ヴェトナム社会主義共和国
情報処理研修計画
計画打合せ調査団報告書

平成9年12月

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国際協力事業団

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序 文

ヴェトナム政府はドイモイ政策の一環として、1993年8月、情報処理振興政策のためのマスタープラン「IT2000」を策定し、2000年までに情報分野整備計画に基づいた、生産性向上、品質管理推進及び各種サービス向上が可能となる「情報社会」を目指すことを明らかにした。この計画においては、官民を問わず広くコンピューター導入を計画し、当該計画推進のため、情報処理分野の技術者及びインストラクター等の人材養成を緊急な課題としている。

このような背景の下で、ヴェトナム政府は、ヴェトナム国家大学に情報処理研修所を設立し、情報処理分野における、技術者及びインストラクターの育成・質的向上を図ることにより、同国の産業、科学技術研究、サービス等の向上に資するべく、情報処理分野で先端的な技術を有し、産業界での実績をもつ我が国に対し、プロジェクト方式技術協力を要請してきた。

この要請を受けて、我が国は1996年9月に事前調査団及び第1次長期調査員を派遣し、要請内容を把握するとともに協力内容の詳細について協議を行った。

さらに、同年12月に第2次長期調査員と実施協議調査団を派遣し、越側実施体制の整備状況の確認を行い、討議議事録(R/D)、暫定実施計画(TS I)及び協議議事録(M/D)を策定したが、先方政府の内部手続き上の問題から右文書の実際の署名交換は実施されず、その経緯を含めた左記3文書の取り扱いを協議議事録(M/D)の形で取りまとめ、署名交換した。

その後、1997年3月21日にR/D及びTS Iの署名交換が行われ、5年間の協力が開始された。

本プロジェクト開始から8か月が経過したところであり、暫定実施計画(TS I)の進捗状況を確認すると共に、技術協力計画の策定、平成9・10年度年次計画の策定とプロジェクト実施上の問題点・要望等の調査を行うことを主な目的に計画打合せ調査団を今次派遣することとした。本報告書は、同調査団の調査結果を取りまとめたものである。

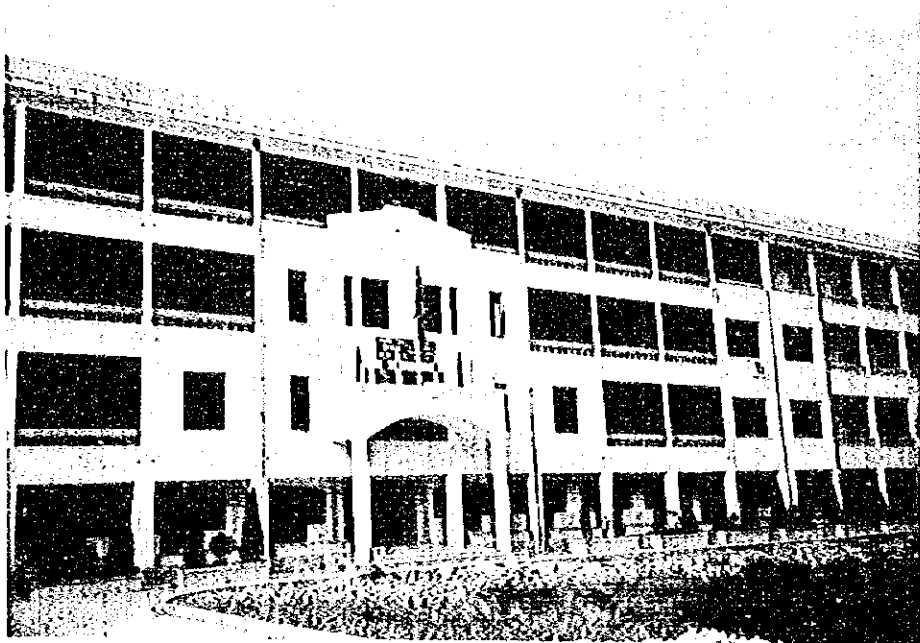
ここに本調査団の派遣に関し、ご協力いただいた日本国及びヴェトナム国両国の関係各位に対し深甚の謝意を表するとともに、あわせて今後のご支援をお願いする次第である。

平成9年12月

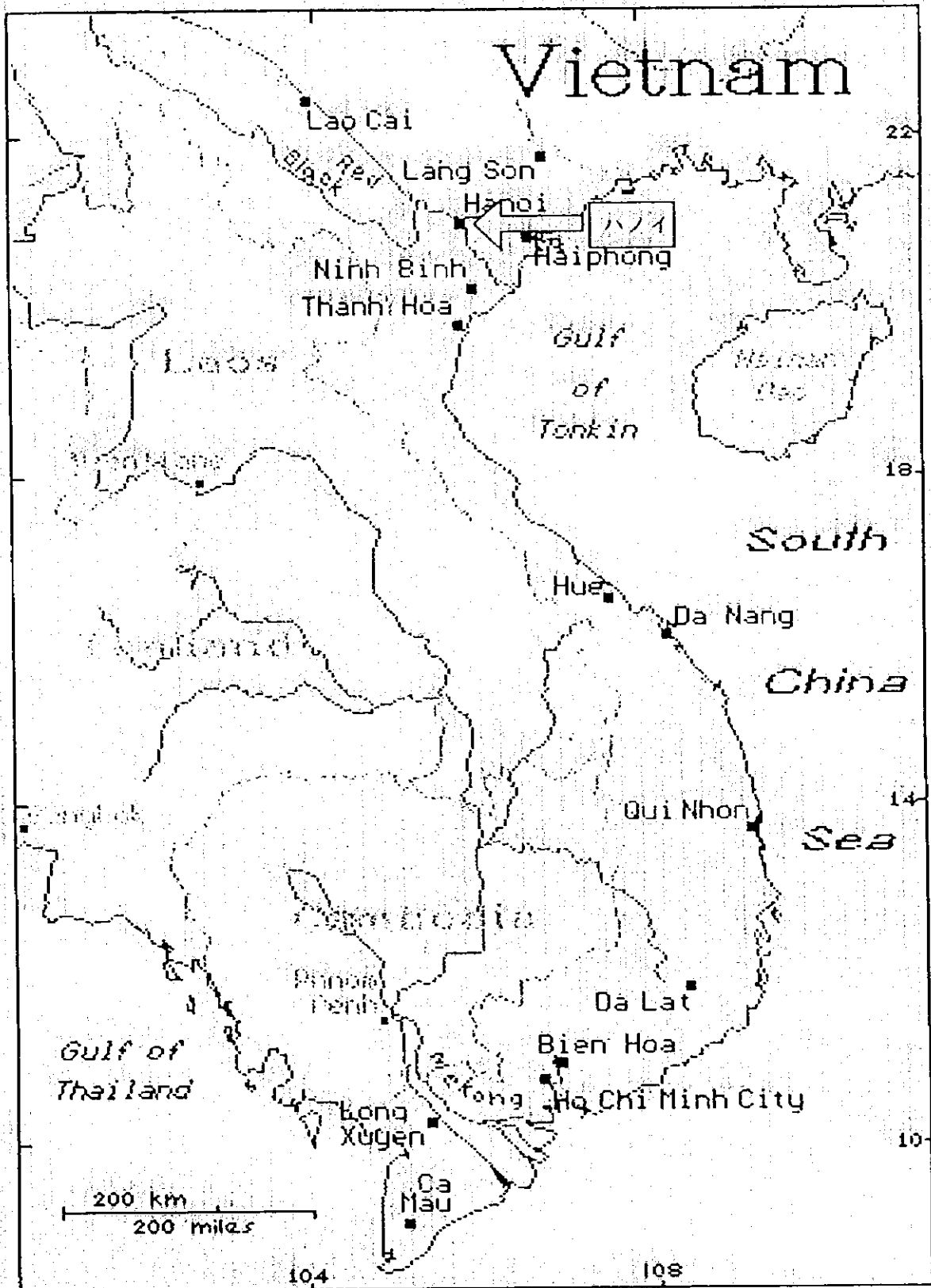
国際協力事業団
鉱工業開発協力部
部長 谷川和男



ミニッツ署名・交換



プロジェクトサイト



プロジェクトサイトの位置図

目 次

序 文
写 真
地 図

1. 計画打合せ調査団派遣	1
1-1 要請内容及び背景	1
1-2 調査団派遣の目的	1
1-3 調査団の構成	2
1-4 調査日程	2
1-5 主要面談者	3
2. 調査結果	4
1 暫定実施計画の進捗状況	4
1-1 日本側投入	4
1-1-1 専門家派遣	4
1-1-1-1 長期専門家	4
1-1-1-2 短期専門家	4
1-1-1-3 研修員受入れ	5
1-1-1-4 機材供与	5
1-1-1-5 ローカルコスト支援	7
1-2 越側投入	7
1-2-1 建物建設等プロジェクトサイト基盤整備	7
1-2-2 組織	8
1-2-3 C/P及びスタッフの配置	8
1-2-4 開所式	8
2 技術協力計画（TCP）の進捗状況	8
3 年次活動計画の作成	9
4 プロジェクト運営上の問題点	9
4-1 V I T T I の位置付けの確認	9
4-2 PDM	9

4-3 広報活動	9
4-4 合同調整委員会の開催	9
3. 調査団所見	10
別添資料	
協議議事録 (M/D)	17

1. 計画打合せ調査団派遣

1-1 要請内容及び背景

ヴェトナム社会主義共和国（以下ヴェトナム）政府はドイモイ政策の一環として、1993年8月、情報処理振興政策のためのマスタープラン「IT2000」を策定し、2000年までに情報分野整備計画に基づいた、生産性向上、品質管理推進及び各種サービス向上が可能となる「情報社会」を目指すことを明らかにした。この計画においては、官民を問わず広くコンピューター導入を計画し、当該計画推進のため、情報処理分野の技術者及びインストラクター等の人材養成を緊急な課題としている。

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1-2 調査団派遣の目的

- (1) 暫定実施計画（TSI）の進捗状況の確認
- (2) 技術協力計画の策定
 - ・技術移転進捗状況の確認
 - ・研修コース・セミナーの開催計画
- (3) 平成9・10年度年次計画の策定
 - ・運営体制の確立
 - ・カリキュラムおよび教材の整備計画
 - ・研修コース・セミナーの開催計画
 - ・施設・機材の整備計画
- (4) その他プロジェクト運営管理上の問題点の確認

1-3 調査団の構成

担 当	氏 名	所 属
団長・総括	米田 一弘	国際協力事業団 鈹工業開発協力部 鈹工業開発協力課 第一課 課長
技術協力政策	内田 和義	通商産業省機械情報産業局電子機器課 課長補佐
情報処理技術	新関 良夫	国際協力事業団 国際協力専門員
情報処理技術	江澤 眞	財団法人 国際情報化協力センター 振興部 専門部長
プロジェクト運営管理	富田 充	国際協力事業団 鈹工業開発協力部 鈹工業開発協力課 第一課 職員

1-4 調査日程

日 数	日 付	曜 日	内 容	宿泊地	備 考
1	12/15	月	・移動 成田 (09:40) → 香港 (13:50) 香港 (14:55) → ハノイ (15:55)	ハノイ	C X 509 C X 791
2	12/16	火	・ J I C A ヴィエトナム事務所 (表敬・打合せ) ・ 在ヴィエトナム日本大使館 ・ ヴィエトナム国家大学 (専門家と協議、V I T T I 視察)	ハノイ	
3	12/17	水	・ 計画投資省 (表敬) ・ ヴィエトナム国家大学 (第1回協議)	ハノイ	
4	12/18	木	・ ヴィエトナム国家大学 (第2回協議)	ハノイ	
5	12/19	金	・ ヴィエトナム国家大学 (第3回協議)	ハノイ	
6	12/20	土	・ ヴィエトナム国家大学 (第4回協議)	ハノイ	
7	12/21	日	・ 資料整理	ハノイ	
8	12/22	月	・ 合同調整委員会、M/D署名 ・ J I C A 事務所、日本大使館へ報告	ハノイ	
9	12/23	火	・ 移動 ハノイ (9:55) → 香港 (12:40) 香港 (15:20) → 成田 (20:00)		C X 790 C X 500

1-5 主要面談者

(1) ヴィエトナム側

M P I

Mr. PHAM KIM CUNG Deputy Director, Department of Science,
Education and Environment

Mrs. PHAM THI PHI YEN Senior Expert, Department of Science,
Education and Environment

STEERING COMMITTEE FOR THE NATIONAL PROGRAMME ON
INFORMATION TECHNOLOGY

Dr. DO VAN LOC General Director

ヴィエトナム国家大学

Prof. NGUYEN VAN DAO President, VIETNAM NATIONAL UNIVERSITY
HANOI

Prof. Dr. DAO TRONG THI Vice-President Rector, VIETNAM NATIONAL
UNIVERSITY HANOI

Prof. NGUYEN HUU XY Vice-Rector, HANOI UNIVERSITY OF SCIENCE

Prof. Dr. HO SI DAM Vice-Director of Vietnam Information Technology
Training Institute (VITTI)

Prof. PHAN DUY NGA Director, International Relations Department,
HANOI UNIVERSITY OF SCIENCE

(2) 日本側

在ヴィエトナム日本国大使館

伊藤 康行 二等書記官

JICA ヴィエトナム事務所

等々力 勝 所長

品山 敬 次長

大久保 久俊 職員

VITTI 専門家

御手洗 章弘 チーフアドバイザー

安達 秀行 業務調整

岩本 雅道 ネットワークエンジニアリング

2. 調査結果

調査項目	現状及び問題点	対処方針	調査結果
1 暫定実施計画の進捗状況 1-1 日本側投入 1-1-1 専門家派遣 1-1-1-1 長期専門家	97年度派遣実績 業務調整(安達秀行) 1997/4/24-1999/4/23 ネットワークエンジニアリング(岩本雅道) 1997/4/24-1999/4/23 チーフアドバイザー(御手洗章弘) 1997/6/30-1999/6/29 97年度派遣予定 1) プロジェクトマネジメント(新関良夫) 派遣時期未定 2) アプリケーションエンジニア(未定) 派遣時期未定 1) については JICA 国際協力専門員の新関良夫氏が候補者に決定している。 2) については年度内を目安に機材調達先決定を待って候補者の選定に入る。	<ul style="list-style-type: none"> ・プロ技の基本的な考え方について「越」側に説明する。 ・97年度の実績を確認し、結果を M/D に記載する。 ・A1フォーム(長期専門家)の進捗状況について「越」側に確認し、結果を M/D に記載する。 ・長期専門家が派遣できない場合、短期専門家の追加投入などの対応策を協議し、結果を M/D に記載する。 ・A1フォーム取り付け次第、本年度派遣予定2名の長期専門家を派遣する旨、M/D に記載する。 	<ul style="list-style-type: none"> ・左記を説明し、「越」側の理解の再確認を行った。 ・左記確認し、M/D に記載した。 ・A1フォームの発出に問題となっていた所得税問題について税務局から MPI 宛に日本人専門家から税を徴収しない旨のレターが出された由で、来年初頭には発出されることが確認された。なお、VNU には A1フォームの提出手続を促進するよう申し入れを行った。 ・左記確認し、M/D に記載した。
1-1-1-2 短期専門家	97年度派遣実績 セミナー講師(牧井一友) 1997/12/7-1997/12/10 電源通信工事設計指導(秋吉國昭) 1997/12/22-1997/12/27 97年度派遣予定 カリキュラム開発(未定) 98年2~3月 ・98年度派遣要望(リッダー会議資料による) 1) コースウェア開発 2) プレゼンテーション技法	<ul style="list-style-type: none"> ・97年度の実績を確認し、結果を M/D に記載する。 ・技術協力計画に基づきカリキュラム開発の専門家を派遣し、研修コース開設の準備に当たる旨、M/D に記載する。 ・98年度派遣要望の短期専門家については技術移転計画(TCP)の中での役割を確認し、その旨 M/D に記載する。 	<ul style="list-style-type: none"> ・左記確認し、M/D に記載した。 ・TCP 及び IT 研修コース開催の全体計画を検討の結果、下記の専門家を派遣することとし、M/D に記載した。 1) ニーズ調査手法とコースプランニング ・左記検討の結果、98年度派遣専門家を次の指導分野の4名とし、M/D に記載した。 1) カリキュラム開発

調査項目	現状及び問題点	対処方針	調査結果
1-1-1-3 研修員受入れ	<p>3) マルチメディア技術 4) インターネット技術</p> <p>96年度受入れ実績 1名 Dr.Pro. Nguyen Huu Xy 1997/3/30-1997/4/12</p> <p>97年度受入れ実績 1名 Dr. Pro. Ho Si Dam 1997/11/10-1997/11/30</p> <p>97年度受入れ予定 1名 Dr. Pro. Dao Trong Thi 1998/3 (1週間程度)</p> <p>98年度要望(リーダー会議資料による) 3名</p> <p>・研修コースのインストラクターを沖縄研修センターに3名受け入れて欲しい旨の要望がある。</p>	<p>・据付専門家については、98年度以降の供与機材が、現地調達を予定しており、原則的に派遣しない旨、「越」側に説明し、その旨、M/Dに記載する。</p> <p>・96年度、97年度の実績・予定を確認し、結果を、M/Dに記載する。</p> <p>・研修員の氏名を確定し、研修受入先のカリキュラムの受講資格と合致しているかを確認し、受け入れ計画を策定し、必要に応じ M/Dに記載する。</p>	<p>2) インターネット技術 3) コースウェア開発とプレゼンテーション技法 4) マルチメディア技術</p> <p>・左記確認し、M/Dに記載した。</p> <p>・左記確認し、M/Dに記載した。</p> <p>・左記内容について確認し、1月末までに氏名を特定した要望書を「越」側が提出することを条件に右要望を前向きに検討したい旨説明した。</p>
1-1-1-4 機材供与	<p>97年度供与予定機材</p> <p>コンピューター関連 約2600万円</p> <p>車両 約 300万円 コピー機 約 200万円</p> <p>1 UNIX イン트라ネット/インターネットサーバー 1台</p>	<p>・97年度は右機材を供与予定である旨説明し、結果を M/D に記載する。</p> <p>・機材供与について、コンピューター機材の陳腐化を避けるため技術移転及びコース開設の進捗状況に応じ、適切なタイミングで供与していくという基本的な考え方を説明するとともに、先方の合意を得、結果をM/Dに記載する。</p> <p>・また、コンピューターのバージョンアップを含んだ維持管理経費について十分な予算を確保するよう要請し、結果をM/Dに記載する。</p>	<p>・TCP 及び IT 研修コース開催の全体計画を検討の結果、下記機材の調達手続きを進めることで合意し、その旨 M/D に記載した。</p> <p>・左記の考え方を説明し、合意を得、M/D に記載した。変更後の具体的な供与機材は下記のとおりとすることで合意を得、M/D に記載した。</p> <p>・なお、97年度調達予定機材は98年度に開催するインターネットユーザー向けコース及び開発者向けコース及びインストラクターコースに必要なコンピューターシステムで研修用 PC は2教室分とした。</p> <p>・左記内容について合意し、結果を M/D に記載した。</p> <p>1 UNIX イン트라ネット/インターネットサーバー 1台</p>

調査項目	現状及び問題点	対処方針	調査結果
	<p>64bit 167MHz CPU 256MB RAM 以上 4.2GB HDD 以上 17" Color Monitor 及びソフトウェア</p> <p>2 PCサーバー 1台 Pentium 266MHz CPU 128MB RAM 以上 4GB HDD 以上</p> <p>3 研修用 PC (ワークステーション) 31台 Pentium Pro 200MHz CPU 32MB RAM 1GB HDD 14" Color monitor 及びソフトウェア</p> <p>4 スタッフ用 PC 6台 Pentium Pro 200MHz CPU 32MB RAM 2GB HDD 17" Color monitor 及びソフトウェア スタッフ用ラップトップ PC 1台 Pentium 133MHz CPU 32MB EDO RAM 1GB HDD 以上 及びソフトウェア</p> <p>5 ネットワーク (1) Fast Ethernet, Switch (Large Switch) 1個 (2) Ethernet/Fast Ethernet Switch (Small Switch) 2個 (3) HUB 11個 (4) Access Server 1台 (5) Modem 1台 (6) Protocol Analyzer 1台 (7) Rack for Networking 1台</p> <p>6 オフィス機器 (1) VideProjector 1台 (2) Overhead Projector 1台 (3) Network Printer 1台</p> <p>7 車両マイクロバス (排気量2000CC, 15人乗)1両 8 コピー機 (現地調達予定) 1台</p> <p>98年度以降供与機材 1 研修用 PC (ワークステーション) 31台 2 PCサーバー 8台 及びソフトウェア 3 研修用 PC (ワークステーション) 10台</p>		<p>64bit 167MHz CPU 256MB RAM 以上 4.2GB HDD 以上 17" Color Monitor 及びソフトウェア</p> <p>2 PCサーバー 1台 Pentium 266MHz CPU 128MB RAM 以上 4GB HDD 以上</p> <p>3 研修用 PC (ワークステーション) 62台 Pentium Pro 200MHz CPU 32MB RAM 1GB HDD 14" Color monitor 及びソフトウェア</p> <p>4 スタッフ用 PC 7台 Pentium Pro 200MHz CPU 32MB RAM 2GB HDD 17" Color monitor 及びソフトウェア スタッフ用ラップトップ PC 1台 Pentium 133MHz CPU 32MB EDO RAM 1GB HDD 以上 及びソフトウェア</p> <p>5 ネットワーク (1) Fast Ethernet, Switch (Large Switch) 1個 (2) Ethernet/Fast Ethernet Switch (Small Switch) 2個 (3) HUB 11個 (4) Access Server 1台 (5) Modem 1台 (6) Protocol Analyzer 1台 (7) Rack for Networking 1台</p> <p>6 オフィス機器 (1) VideProjector 1台 (2) Overhead Projector 3台 (3) Network Printer 1台</p> <p>7 車両マイクロバス (排気量2000CC, 15人乗) 1両 8 コピー機 (現地調達予定) 1台</p> <p>・98年度機材は99年度開設が予定されているマルチメディアコースに必要なコンピュータシステムで予算の範囲内での供与である旨を説明するとともにコース開設の進捗に応じ検討する</p>

調査項目	現状及び問題点	対応方針	調査結果
	及びソフトウェア 4 スタッフ PC 用マルチメディアソフト Authoring Tool Sound Editor Graphics Editor Video Editor		旨確認した。 ・99年度以降は原則コンピュータ機器は供与せず「越」側でハードウェア、ソフトウェアを含めヴァージョンアップを行うよう申し入れ先方の了解を得た。 98年度以降供与機材 1 PCサーバー 8台 2 研修用PC(ワークステーション) 10台 及びソフトウェア 3 スタッフ用 PC (ワークステーション) 5台 4 スタッフ PC 用マルチメディアソフト Authoring Tool Sound Editor Graphics Editor Video Editor
1-1-1-5 ローカルコスト支援	・97年度現地業務費 674万7000円 ・中堅技術者養成対策費を使った研修コース設置を要望している。	・97年度実績について帳簿、証憑書類を確認する。 ・研修計画の内容、対象技術者、開催要望時期等について、協議を行い結果をM/Dに記載する。 ・右コース開催にあたってはR/Dの追記が必要であり、迅速な事務手続きと「越」側のローカルコストの負担が前提であることを説明し、M/Dに記載する。	・左記について帳簿、証憑書類を確認した。 ・左記について、ITインストラクターの育成を目的とした研修の一環としてコース開催にかかる経費の日本側負担を要望し、「越」側は、早期に内容を固め、要請書を提出したい旨の説明があった。これに対し「越」側の十分な予算措置と、R/Dの追記が必要な旨説明し、合意され、結果をM/Dに記載した。
1-2 越側投入 1-2-1 建物建設等プロジェクトサイト基盤設備	・VITHの建物は97年3月に建設され、専門家執務室が確保されている。 ・電源・通信ケーブルの敷設については、今年12月派遣の短期専門家により計画策定を行い、その後「越」側にて実施予定との報告がなされている。	・執務環境を確認し、技術移転に支障がないか確認する。 ・電源、ケーブル敷設の予算措置がなされているか確認する。	・技術担当の専門家とC/Pの執務室を同じにすることが技術移転に有効であることを確認し、「越」側に同執務室のアレンジを要請し、了解された。結果M/Dに記載した。 また、研修室については内装が不備であるためコンピュータが配備される前に整備するよう申し入れを行った。 ・「越」側から、電源事情について説明があり、停電対策として、電源・通信工事設計指導専門家の到着を待って、発電機の設置、電気配線の複線化工事を「越」側の予算で行う計画

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1-2-2 組織	<ul style="list-style-type: none"> 11月に DIRECTOR'S BOARD が設置され、C/P の配置などを含む VITI の組織規程を含む諸規程を検討する枠組ができたとの報告がなされている。 VITI の意思決定機関である Director's Board Meeting を開催できるようになり、開所式の日程を決める第1回ミーティングが開催された。次回の Director's Board Meeting において、C/P の配置が議題となる予定と聞いている。 	<ul style="list-style-type: none"> C/P の配置を含めたヴェトナム側組織・体制について確認し、M/D に記載する。 DIRECTOR'S BOARD の構成メンバー、権限、役割について聴取の上、結果を M/D に記載する。 	<p>である旨説明があった。両者合意の上、結果を M/D に記載した。</p> <ul style="list-style-type: none"> 「越」側から、VITI の組織規程が最終段階にあり12月末までに交付される旨の説明があり、結果を M/D に記載した。 なお、「越」側から「VITI の組織規程」(案)が示され、M/D に添付した。
1-2-3 C/P 及びスタッフの配置	<ul style="list-style-type: none"> VITI の所長にヴェトナム国家大学 (VNU) の Xy 教授、副所長に同じく VNU の Dam 教授が任命されている。2人ともパートタイムである。 	<ul style="list-style-type: none"> C/P 及びスタッフの配置については、氏名を特定し、各技術分野に対応した計画配置表を作成し、M/D に記載する。 必要最低限のフルタイムの C/P の配置を申し入れ、結果を M/D に記載する。 C/P と日本側との定期的ミーティングを行うよう「越」側に要望し、その旨 M/D に記載する。 	<ul style="list-style-type: none"> 左記について3つの技術分野で合計14名のカウンターパートを配置することで合意し配置計画表を M/D に添付した。 「越」側からフルタイムではない、C/P についても技術移転に支障がでないよう配慮する旨の説明があり、その旨を M/D に記載した。 左記について確認した。
1-2-4 開所式	<ul style="list-style-type: none"> 12月9日開所式およびセミナーを開催。 講師：通産省電子機器課 教井一友短期専門家 「インターネット/マルチメディア等情報通信分野の最新動向について」 講師：(財)国際情報化協力センターシンガポール 事務所長 小柴 正樹氏 テーマ「東南アジア開発途上国における情報化推進の現状と動向について」 		<ul style="list-style-type: none"> 「越」側から今回の講師及び講義内容について高く評価している旨の発言があった。
2 技術協力計画 (TCP) の進捗	<ul style="list-style-type: none"> 前述の DIRECTOR'S BOARD によってカリ 	<ul style="list-style-type: none"> C/P 育成計画、コース開設計画を含んだ技術協力計画を作成し、そ 	<ul style="list-style-type: none"> 左記について確認し、結果を M/D に記載した。

調査項目	現状及び問題点	対処方針	調査結果
状況	<ul style="list-style-type: none"> ・ キュラム等本プロジェクトの研修コースの内容を検討する委員会が設置され、技術協力計画等が検討されている。 	<ul style="list-style-type: none"> ・ の内容をM/Dに記載する。 ・ 特に技術移転項目と研修コースの関連を説明し、その旨M/Dに記載する。 ・ 研修コース修了者の資格制度について先方の計画を聴取し、結果をM/Dに記載する。 	<ul style="list-style-type: none"> ・ 左記確認し、結果をM/Dに記載した。 ・ 現在のところは、修了者に試験の上、修了証明書を発行する計画のみである。 ・ また、本研修所は権威のある機関であることから、修了証書自体が十分な価値があると考えているが、コースを開設・運営していく過程で、新たな資格制度の必要性について、今後さらに検討したい旨説明があった。
3 年次活動計画の作成	<ul style="list-style-type: none"> ・ 現在、案をプロジェクトにて作成中である。 	<ul style="list-style-type: none"> ・ 前述の1、2.を踏まえ、年次計画を作成し、その内容をM/Dに記載する。 	<ul style="list-style-type: none"> ・ 左記確認し、結果をM/Dに添付した。
4 プロジェクト運営上の問題点			
4-1 VITFIの位置付けの確認	<ul style="list-style-type: none"> ・ IT分野における唯一の公的な研修機関として位置付けられている。 	<ul style="list-style-type: none"> ・ VITFIの役割とその活動方針について変更ないか確認する。 	<ul style="list-style-type: none"> ・ 左記について確認した。
4-2 PDM	<ul style="list-style-type: none"> ・ 実施協議調査時にPDMが合意されている。 	<ul style="list-style-type: none"> ・ PDMが現状及び将来計画と乖離していないが、特に評価指標について実際に達成度を計ることができるか確認し必要に応じ変更の上、M/Dに記載する。 	<ul style="list-style-type: none"> ・ 左記について専門家とC/Pで、内容についてさらに検討することになった。
4-3 広報活動	<ul style="list-style-type: none"> ・ リーフレットが1種作成されている。 	<ul style="list-style-type: none"> ・ コースへの受講者募集の観点からも広報の重要性を強調し、詳細な活動計画を策定するよう申し入れる。 	<ul style="list-style-type: none"> ・ 左記について確認した。また、リーフレットが2種作成されていることも確認した。
4-4 合同調整委員会の開催	<ul style="list-style-type: none"> ・ プロジェクト開始以来未だ開催されていない。 	<ul style="list-style-type: none"> ・ 今次第1回の委員会を開催するが、今後は調査団派遣のタイミングにかかわらず定期的に開催するよう申し入れ、M/Dに記載する。 	<ul style="list-style-type: none"> ・ 12月22日に第1回の合同調整委員会が開催され、プロジェクトのレビューと来年度計画の説明が行われたあと、本調査団のミニッツが正式に確認された。

3. 調査団所見

- (1) 今回の計画打合せ調査団は、プロジェクト協力開始後9か月を経過し、事務所整備、開所式などのプロジェクトの活動基盤の整備を一応終え、これから本格的な技術移転のための活動を開始する時期での派遣であり、今後の具体的な活動方針・計画を日越共同で策定することを目的としたものである。
- (2) これまでのプロジェクトの活動をレビューし、調査団から申し入れを行った事項を含め現状を総括すると以下の通りである。
 - 1) 越側は4階建ての建屋を97年3月に完成させ、2階と3階の部分をプロジェクト専用の施設として利用に供している。この建屋の入り口部分には、JICAのロゴが研修所の名称とともに表札として掲げられており、越側のJICAに対する期待の大きさを示すと同時に、ヴィエトナム情報処理研修所(VITTI)が、日本の協力が行われている質の高いIT教育機関であることを内外にアピールすることにもなっている。
 - 2) 日本人専門家及び越側カウンターパートの事務所は3階部分に整備されているが、今後技術移転が本格化する際には、円滑なコミュニケーション確保のため、技術担当の専門家とそのカウンターパートの同部屋を申し入れ、そのために必要な措置を越側でとることとなった。
 - 3) 2階部分にあるコンピューター研修室については、内装が未だ不備であるばかりでなく、頻繁に起きる停電の際に必要な発電機などの電源施設なども未設置であったため、コンピューターシステムが納入されるまでに早急に整備するよう申し入れを行った。なお、コンピューターのLANについては、この12月に派遣される短期専門家の設計に基づき越側で工事が実施される予定である。
 - 4) 越側のプロジェクト予算については、政府全体の予算事情が非常に厳しい中で、97年度で3億5000万ドルを確保しており、さらに2億ドルを上述の電源設備、LANの整備のために確保の予定であり、その努力には一定の評価を与えられる。
 - 5) VITTIの組織については、ヴィエトナム国家大学長により97年6月に正式な設置決定が行われ、所長、副所長の任命が行われたものの、新しい組織であるために、規程・細則の制定に、他機関との調整、給与体系などの協議に時間を要し、ようやくこの12月末に公布されることとなったとの由で、越側からその遅れに対し陳謝の意が表明された。
 - 6) 現在、所長、副所長を含め8名の職員の配置がなされているが、上記規程の公布により、今後、98年末までに合計24名の職員の配置が実施される見通しとなった。なお、調査団が

らは、カウンターパートの採用には面接の際に、日本人専門家を立ち会わせてほしい旨申し入れ、越側の了解を得ている。

7) カウンターパートの配置については、協力対象である3つの技術分野ごとに、当面の間、合計14名の配置計画を作成した。カウンターパートが大学での講義などを受け持っているため、フルタイムで配置されるスタッフは限られるものの、各々が週間スケジュールを定めプロジェクトに参画する時間を明確にすることで、コースが開設されるまでは、専門家からカウンターパートへの技術移転活動には大きな支障にはならないと判断される。

(3) 今後のプロジェクトの活動計画として、今回、技術協力計画、年次活動計画等を越側と策定し合意したが、その概要は以下の通りである。

1) 技術協力計画は、専門家の講義、コンピューターを利用しての実習を通じて、各コースごとに設定された技術移転項目をカウンターパートに対し移転を行うと同時に、研修コースのシラバス及びカリキュラムの開発、教材の作成を行った後、研修コースを開設することを基本として策定している。

2) また、研修コース終了後は、その評価と改善作業を共同で行うことにより、研修コース及びカウンターパートの技術能力の向上を図ることとしている。

3) 今回、7種の研修コースの開設を越側と合意したが、本プロジェクトが主として対象とする産業界のニーズが、日進月歩である情報技術の革新に伴って流動的であるため、少なくとも年1回のニーズの把握が必要であるとの認識で一致し、本年度内に短期専門家を派遣し、ニーズ調査手法の技術移転を含めた全体の研修コース実施計画の策定を行うこととした。

4) 従って、ニーズ調査の結果に基づいた全体コース計画の策定により、例えば、現在、1つのコースとして計画されているクライアントサーバー・システムエンジニアコースがUNIXとPCの2つのコースに分かれることも考えられ、今後ニーズを踏まえた柔軟なコース計画の策定と開設が望まれる。

5) 年次活動計画として、98年度は、ユーザー向け及び開発者向けのインターネット関連の2つのコースを開設することとし、これに向けての技術移転を98年1月から開始することとした。

6) ヴィエトナムでは、この12月にインターネットの使用に関し、政府の認可が下り、今後急激にその研修の需要が高まるものと思われ、当面は本コースがVITTIのドル箱となることは想像に難くない。

7) また、本コースの運営を軌道に乗せ、一定の収入を得る一方で、ある程度ニーズが特定されているITの教育者を対象としたITインストラクターコースの開設に向け、技術移

転などの準備作業を行っていくことも98年度の活動計画とした。

8) なお、ITインストラクター教育の一環として、越側から、特別コースを開催したいとし、中堅技術者養成対策事業の要請があったが、調査団からは、そのスキームと実施条件を越側に説明し、研修内容、対象者、予算計画などの検討を早急に実施し、正式要請などの必要な手続を開始することとなった。

9) 機材供与計画については、コンピューター機器の陳腐化の速度が激しいため、コースの開設に合わせたタイミングでの調達を基本とすることで越側の理解を得、97年度機材として、上記のインターネット2コース及びITインストラクターコースの運営に必要な機材の仕様等の詰めを行った。今後、98年3月の納入に向け、日本側の早急な調達手続きが望まれる。

10) また、98年度機材として、99年度に開講予定のマルチメディア、クライアントサーバーコース等に必要な機材の選定を行ったが、機材の詳細な仕様の詰めは、コンピューターマーケットの動向を注視しつつ時期を逃さずに実施することを期待したい。

11) ソフトウェア、ハードウェアのバージョンアップに関しては、越側の予算で実施していくことで合意したが、越側の予算規模自体がそれほど大きくないため、コース実施による授業料収入などを早期に確立していく必要がある。

(4) 長期専門家の派遣にかかるAIフォームについては、越側政府内での調整がほぼ終了し、まもなく発出される見通しであるが、このために、ヴェトナム国家大学が、計画投資省等と数度にわたり交渉を行ったことを特記しておきたい。

(5) これまではVITTI組織の基礎固めとともに、プロジェクト活動の基盤整備の時期であったが、概ねこれらを達成し、今後は、本格的な技術移転活動を行っていくと同時に、VITTIが関係各方面への広報活動を通じ、そのプレステージを高めていく段階にさしかかっている。既にプロジェクトでは2種類のパンフレットを作成し、広報活動を開始したところであるが、コンピューターを利用している企業、組織の人材情報を含めた情報整備が必要であり、プロジェクトの成果を広めていくためにも、より広い人的・組織的ネットワークの構築が不可欠となっており、今後のプロジェクトの活動に期待したい。

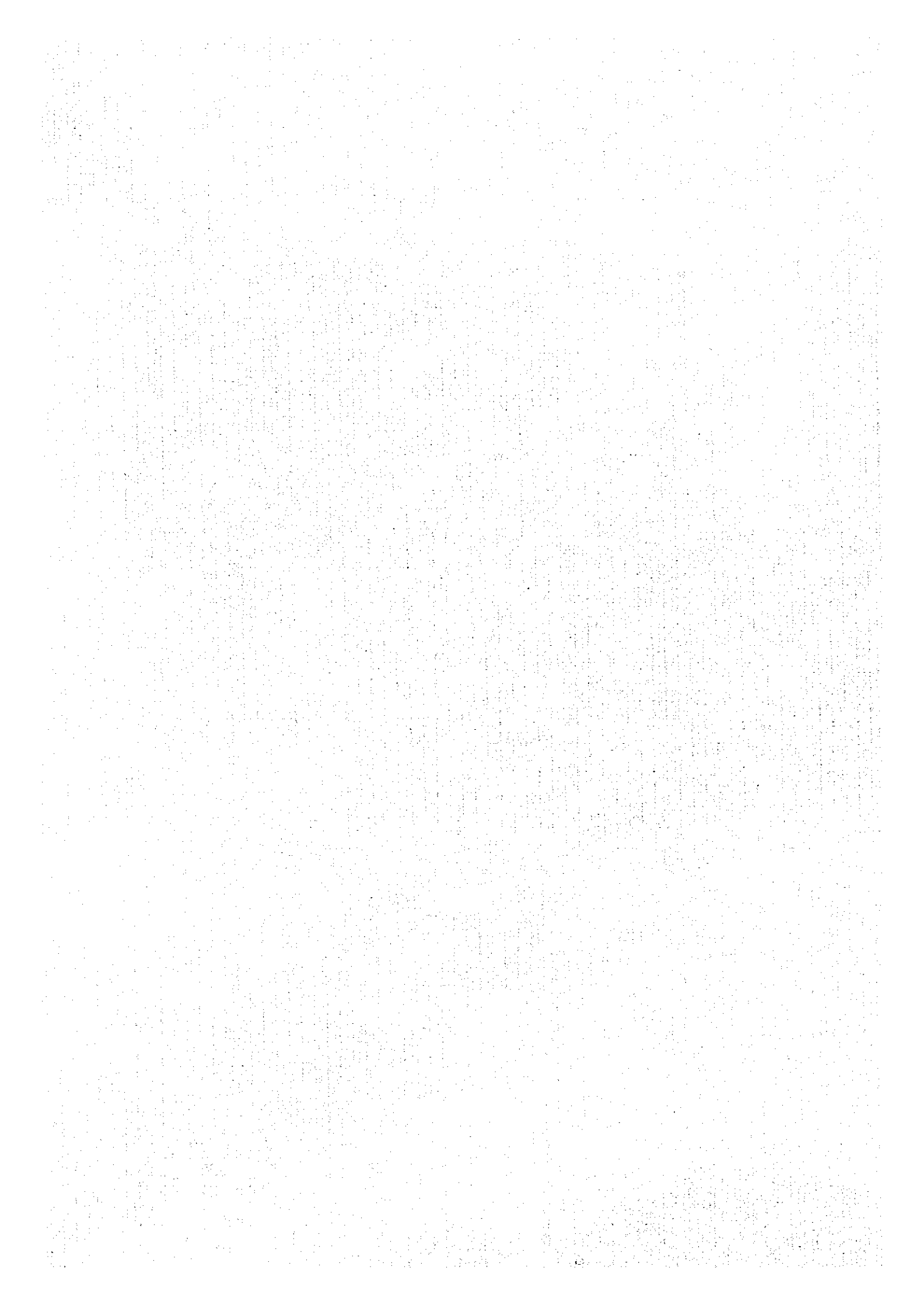
(6) 今回、本件のプロジェクトの目標は、VITTIが産業界からのニーズに柔軟に対応した研修コース、セミナーを開設できること、つまり、最終的なプロジェクトターゲットは産業界の技術者であることを再三強調したが、カウンターパート自身が大学の教育者でもあり、教育機関のIT教育者の育成にばかり目が向きがちであるので、今後も注視が必要であろう。

(7) また、カウンターパートが大学の教育者で、ある程度の理論と知識を有している本プロジェクトにおいては、プロジェクトにおける活動が、研修コース・セミナーの開設・運営にばかり重点が置かれ、カウンターパートの育成という視点がおろそかになることも十分に考えられるので、今後、プロジェクト関係者の絶え間ない注視をお願いしたい。

以上

別 添 資 料

協議議事録 (M/D)



MINUTES OF DISCUSSIONS
BETWEEN
THE JAPANESE CONSULTATION TEAM
AND
THE AUTHORITIES CONCERNED
OF
THE GOVERNMENT
OF
THE SOCIALIST REPUBLIC OF VIETNAM
ON
THE JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT
OF
THE VIETNAM INFORMATION TECHNOLOGY TRAINING

22 December 1997

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

THE VIETNAM NATIONAL UNIVERSITY, HANOI
THE SOCIALIST REPUBLIC OF VIETNAM

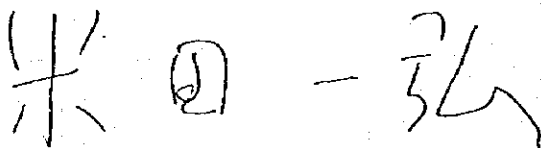
MINUTES OF DISCUSSIONS
BETWEEN THE JAPANESE CONSULTATION TEAM
AND THE AUTHORITIES CONCERNED OF THE GOVERNMENT
OF THE SOCIALIST REPUBLIC OF VIETNAM
ON THE JAPANESE TECHNICAL COOPERATION FOR
THE PROJECT OF THE VIETNAM INFORMATION TECHNOLOGY TRAINING

The Japanese Consultation Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Kazuhiro Yoneda, visited the Socialist Republic of Vietnam from December 15 to December 23, 1997 for the purpose of reviewing the activities of the Project of the Vietnam Information Technology Training (hereinafter referred to as "the Project") and formulating further operational plans for the implementation of the Project.

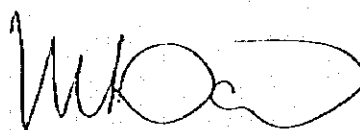
During its stay in the Socialist Republic of Vietnam, the Team had a series of discussions and exchanged views with the Vietnamese authorities concerned over the matters for the successful implementation of the Project.

As a result of the discussions, both sides agreed upon the matters referred to in the document attached hereto.

Hanoi, 22 December, 1997



Mr. Kazuhiro Yoneda
Leader
Consultation Team
Japan International Cooperation Agency
Japan



Prof. Dr. Nguyen Van Dao
President,
Vietnam National University, Hanoi
The Socialist Republic of Vietnam

THE ATTACHED DOCUMENT

1. Review of the Activities of the Project from March 1997 to December 1997

Both sides reviewed the activities of the Project since its commencement in March 1997 and confirmed that the major Project activities from the beginning of the cooperation period to December 1997 are as shown in the ANNEX 1.

And also both sides summarized the Project activities of this period as the establishment of infrastructure for the technology transfer and agreed to have the full-scaled technology transfer started from January, 1998.

(1) Project input by the Vietnamese side

a) Preparation of building and facilities;

The Vietnamese side provided buildings and facilities necessary for the smooth implementation of the Project by construction of the new four-story building in March, 1997, the second and the third floors of which are used for the purpose of computer training rooms, the Project offices and laboratories. The rooms for Chief Advisor, Project Coordinator and experts in charge of technical affairs had been prepared since April 1997 with necessary office furniture.

In this regard, the Team highly appreciated the entrance plate of the building in which the logo of JICA was putting together with the logo and name of the Vietnam Information Technology Training Institute (hereinafter referred to as "VITTI").

In connection to the office space, the Team requested and the Vietnamese side agreed that the Japanese experts in charge of technical affairs and their respective counterparts should be located in the same room to ensure the smooth and frequent communication each other. The Vietnamese side promised to take necessary action to rearrange the office room by the time of arrival of the next technical Japanese expert.

In connection to the computer training rooms, the Team, further, requested and the Vietnamese side agreed that the necessary renovation and interior furnishing will be implemented before the delivery of the computer system.

b) Electrical Power Supply and Local area network (LAN)

The Vietnamese side explained the situation of power supply in Vietnam, where the blackouts sometimes occur, and the facilities for quick recovery and for the contingency of power supply are needed for the smooth implementation of the training course. In this regard the Vietnamese side mentioned it would plan to install network including indoor electricity device and floor distribution of cables by itself, being prepared in accordance with the layout plan designed by the short-term Japanese expert this month and also to install generators and separate lines for the contingency of power supply.

c) Budgetary Allocation for the Project.

The Vietnamese side explained the budget was provided from two sources: Hanoi University of Science(HUS) and Vietnam National University(VNU). The estimated budget allocation in the fiscal year 1997 was 350 million Vietnamese Don (VND), of which 150 million VND came from VNU, 200 million VND from HUS.

The Vietnamese side further explained that another 200 million VND would be allocated for installing the network and generators by the end of December, 1997.

(2) Project input by the Japanese side

a) Dispatch of the Japanese experts

a)-1 Long-term experts

The Japanese Chief Advisor, Project Coordinator and one long-term expert were dispatched as shown in the ANNEX 2 and another one long-term expert is ready to be dispatched as soon as the A1 form is submitted to the Japanese side.

a)-2 Short-term experts

Two (2) short-term experts were dispatched as shown in the ANNEX 2 in December 1997.

b) Training of counterpart personnel in Japan

Two(2) counterpart personnel were accepted for training in Japan as shown in the ANNEX 3. The Team mentioned that another one counterpart personnel would be accepted in March, 1998 upon official request by the Vietnamese side in the form of A2A3.

2. Organization and assignment of the counterpart personnel to the Project

(1) Organization for the Project

The Vietnamese side explained the decision promulgated in June 1997 by the President of VNU on the establishment of VITTI. The regulations on the Organization and Activities of VITTI are under the third discussion and will be finalized by the end of December, 1997, a draft of which is attached in the ANNEX 4.

The latest organizational chart of VITTI is attached in the ANNEX 5.

(2) Assignment of the counterpart personnel to the Project

The Vietnamese side explained their present situation and plan for staffing of VITTI as follows.

a) The decision was promulgated in June 1997 by the President of VNU on assignment of Director and Vice-Director of VITTI.

b) Personnel of VITTI would consist of the instructors of Faculty of IT, Faculty of Electronics-Systems & Telecommunication-Engineering, Faculty of Mathematics-Mechanics-Informatics, HUS in addition to the fresh recruitment of the University graduates.

c) The permanent staffs working in VITTI at this moment are eight (8) persons. Four (4) of them are Prof. Nguyen Huu Xy, Prof. Ho Si Dam, Dr. Nguyen Dinh Hoa, Dr. Do Trung Tuan, and the full-time staffs are Prof. Nguyen Huu Xy and Dr. Do Trung Tuan.

d) Six (6) more staffs will be enforced by the fresh recruitment and from the institutions in VNU by the end of March, 1998. Three (3) of them will be IT engineers, one (1) accountant, one (1) secretary, and one (1) clerk.

e) Five (5) technical staffs will be recruited in 1998 and five (5) staffs (full-time and part-time) will be shifted from HUS.

f) Accordingly, twenty-four (24) permanent staffs will be assigned at the end of 1998.

Taking the above-mentioned matters into consideration, the Team proposed that the Japanese experts would join into the recruitment process of their counterparts especially through interviews and the Vietnamese side willingly accepted this proposal.

Furthermore both sides agreed the assignment plan of the Japanese experts and their counterparts to the Project as shown in the ANNEX 6. Although some counterparts are not full-time basis, they would be presence at anytime of the technology transfer conducted by the Japanese experts.

3. Review of Tentative Schedule of Implementation (TSI) and Technical Cooperation Program (TCP) for the Project

(1) Tentative Schedule of Implementation (TSI)

Both sides revised the TSI as shown in the ANNEX 7, based on the review of current activities and future work plan for the successful implementation of the Project, and on the premise that the present cooperation period of the Project would not be changed.

(2) Technical Cooperation Program (TCP)

Both sides revised the TCP as shown in the ANNEX 8, based on the review of current activities and future work plan for the successful implementation of the Project, and on the premise that the present cooperation period of the Project would not be changed.

Both sides also agreed the numbers and the contents of the courses, which are shown in the ANNEX 9, to be modified based on the needs study and course planning which would be conducted once a year.

(3) Plan of Operation (PO)

Both sides formulated the PO for the Project as shown in the ANNEX 10.

(4) Methodology of Technology Transfer

Both sides confirmed that the technology transfer would be normally conducted through the lectures by the Japanese experts, development of syllabus, curriculum and teaching materials at the initial stage of the training course development, and through implementation of seminars and training courses as well as course evaluation and improvement, in other words, through On-the Job-Training (OJT) at any stage of the Project, to be complemented by lectures, at workshop style, provided by the Japanese experts.

Furthermore, both sides affirmed that the results of the technology transfer should be retained in writing, in the same quality and at easy access, as much as possible, so that any personnel concerned for the Project can grasp and monitor the content and progress of the Project.

4. Implementation Plan of the Project in Japanese fiscal year 1997 and 1998

(1) Input from the Japanese side

a. Dispatch of the Japanese experts

The Vietnamese side requested the dispatch of short-term experts in the Japanese FY 1997 and 1998 as shown in ANNEX 11. The Team explained that the number and fields of short-term experts to be dispatched in Japanese FY 1998 would be determined based on the availability of the experts and the budget.

b. Training of the Counterpart Personnel in Japan

In connection to training of the counterpart in Japan, which aims mainly at complementing the technology transfer implemented by the Japanese expert in VITTI, the Vietnamese side requested the Team to accept three (3) Vietnamese counterpart personnel in Japan, a name of whom will be informed to the Japanese side by the end of January, 1998.

The Team recommended and the Vietnamese side agreed that, as stipulated in the Record of Discussions (R/D), the knowledge and experience acquired by the Vietnamese personnel from technical training to be organized in Japan would be utilized effectively in the implementation of the Project, thus the meeting to report the achievement of the training in the Project should be regularly organized soon after the return from Japan.

The Team further requested and the Vietnamese side agreed that, as a matter of course, the counterpart may apply to other training courses provided by JICA, however, sufficient consultation should be held between the Japanese experts and the counterpart before the application to avoid impeding the smooth implementation of the Project.

c. Provision of machinery and equipment

With regards to technical specifications of the equipment, the Vietnamese side proposed the most advanced and high quality computer system to be provided by the Japanese side in order to attract the trainees as well as general computer users and then for VITTI to become one of national-leading Institutes for IT education.

In this background, the Vietnamese side proposed the specification of the computer system to be donated for the Japanese FY 1997, in the list as shown in the ANNEX 12 to meet the demand of the industries, which is the final target of the Project. The Team mentioned that the Japanese side would take necessary procedures for procurement of the computer system based on the said technical specifications. On the other hand, the Vietnamese side would prepare LAN cable and 3 generators.

The Vietnamese side also proposed the computer system to be donated for the Japanese FY 1998 as shown in the ANNEX 12. The Team explained that the Japanese side would consider this proposal in the light with the budget situation in the Japanese FY 1998 as well as the progress of the Project.

The Team confirmed that the cost for the maintenance and operation should be borne by the Vietnamese side. The Vietnamese side deeply acknowledged the importance of the maintenance of the computer system and then promised to allocate necessary cost including the expenses for version up of hardware and software.

d. Local Cost Sharing for the middle-level engineers training program

In connection to the implementation of the Special Program for IT instructor mentioned in the ANNEX 9, the Vietnamese side requested the Team for the Japanese side to bear expenses for this course. The Team explained that there exist the scheme for the Japanese side to share the expenses for conducting the training course, although all the course should be principally operated by the Vietnamese side, on the conditions that the Vietnamese side allocate sufficient counter budget which should increase annually to cover all the cost of the course in the final year of the cooperation period and that necessary procedures were smoothly conducted such as an official request to be submitted by the Vietnamese side and an amendment of R/D by both sides. The Vietnamese side stressed this program to be very important in terms of publicity and agreed to make detailed plan.

(2) Input from the Vietnamese side

a. Assignment of Counterpart Personnel

The Vietnamese side explained that the counterpart personnel for the Project, as shown in the ANNEX 13, would be continuously increased.

b. Budgetary Allocation for the Project

The Vietnamese side explained the allocation plan of the operational costs necessary for implementing the Project as shown in the ANNEX 14.

c. Preparation of Buildings and Facilities

The tentative layout of the Project facilities are as shown in the ANNEX 15.

(3) Document to be prepared

The Vietnamese side agreed that through the normal procedure under the technical cooperation scheme of Japan referred to the R/D, the following documents would be submitted to the Embassy of Japan in the Socialist Republic of Vietnam.

a. Form A1 for Dispatch of the short-term Japanese experts

Form A1 for the short-term experts are to be submitted at least three (3) months prior to their assignment.

b. Form A2A3 for the Counterpart Training in Japan

Form A2A3 for the counterpart training in Japan should be submitted at least three (3) months prior to the scheduled arrival of the trainees in Japan

c. Form A4 for the Provision of Machinery and Equipment

Form A4 for the provision of machinery and equipment should be submitted by the end of March, 1998.

In connection to Form A1 for dispatch of the long-term Japanese experts, the Vietnamese side explained the situation arose in connection to the domestic tax regulations change. And the Vietnamese side promised to overcome this difficulty at the case-by-case approach and soon to submit it to the Embassy of Japan in the Socialist Republic of Vietnam, requesting to dispatch five (5) long-term Japanese experts originally scheduled in the R/D.

(4) Annual Plan of Operation (APO) in the fiscal year 1998

With regard to the Annual Plan of Operation, which is shown in the ANNEX 16, both sides agreed that the needs study and course planning would be conducted in March and April in 1998 in order to clarify the demand of the industries and other related organizations. The Internet/Intranet (for User), Internet/Intranet (for Developer) and Special program for IT instructor course would start in the Japanese FY 1998.

5. Publicity

The intensive publicity on the Project should be implemented to make best use of the all communication tools for the whole period of the technical cooperation in order to make the Project widely known to the industries, which is the primary target of the Project, as much as possible.

In this connection, the Team appreciated that two kinds of leaflets were published and distributed to the concerned organizations and both sides came to the mutual conclusion that the such forms should be prepared and revised properly for the implementation and monitoring the progress of the Project, as listed below, by the collaboration of the Japanese experts and the counterpart

personnel.

(1) List of industries and other organizations to utilize the computer system and its IT manpower

(2) List of institutes to collaborate with VITTI to realize the countrywide diffusion of the outputs of the Project

6. Project Design Matrix (PDM) and Monitoring and Evaluation of the Project

PDM is a mechanism for monitoring the progress of the overall project as introduced by the Japanese side and is adopted in the Project. The detailed contents of the PDM is shown in the ANNEX 17. The Team explained the contents and the Vietnamese side agreed to implement the Project in accordance with PDM.

The Team also explained the methodology of monitoring and evaluation, especially five (5) basic evaluation.

7. Sustainability of the Project

The Vietnamese side will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of the Japanese technical cooperation, through the full and active involvement in the Project by all related authorities, beneficiary groups and institutions so that the technologies and knowledge acquired by the counterpart through the Project will ultimately contribute to the economic and social development of the Socialist Republic of the Vietnam.

8. Joint Coordinating Committee

The first Joint Coordinating Committee for the Project was held on December 22, 1997, to review the progress and future plans of the Project. The contents of this Minutes of Discussions were authorized by the Committee.

9. Attendance of the discussions

A list of the attendance of the discussions is in the ANNEX 18.

LIST OF ANNEX

- ANNEX 1 THE MAJOR PROJECT ACTIVITIES(FY1997)
- ANNEX 2 LIST OF THE JAPANESE EXPERTS
- ANNEX 3 THE COUNTERPART PERSONNEL FOR TRAINING IN JAPAN(FY1997)
- ANNEX 4 THE REGULATIONS ON THE ORGANIZATION AND ACTIVITIES OF VITTI(DRAFT)
- ANNEX 5 ORGANIZATION CHART
- ANNEX 6 THE ASSIGNMENT PLAN OF EXPERTS AND COUNTERPARTS
- ANNEX 7 TENTATIVE SCHEDULE OF IMPLEMENTATION(TSI)
- ANNEX 8 THE TECHNICAL COOPERATION PLAN(TCP)
- ANNEX 9 IT TRAINING COURSES
- ANNEX 10 PLAN OF OPERATION(PO)
- ANNEX 11 PLAN FOR SHORT-TERM EXPERTS
- ANNEX 12 LIST OF MACHINERY AND EQUIPMENT(FY1997&FY1998)
- ANNEX 13 PLAN FOR COUNTERPART PERSONNEL
- ANNEX 14 PLAN OF LOCAL COST
- ANNEX 15 LAYOUT OF THE BUILDING
- ANNEX 16 THE ANNUAL PLAN OF OPERATION(FY1998)
- ANNEX 17 PROJECT DESIGN MATRIX(PDM)
- ANNEX 18 LIST OF PARTICIPANTS IN DISCUSSION

Major Project Activities from the beginning of the cooperation period to December 1997

1. Vietnamese Project manager was invited to Japan in March, 1997 for study tour of IT training facilities as the Counterpart training program.
2. Japanese experts (Project coordinator and Network engineering expert) were assigned to the Project in April, 1997 and started their respective duties.
3. VITTI was officially established in June, 1997.
4. Japanese Chief advisor was assigned to the Project in July, 1997 and started his duty.
5. Director and Deputy-Director were officially assigned to VITTI.
6. Deputy Director was invited to Japan in November, 1997 for study tour of IT training facilities as the counterpart training program.
7. Opening ceremony was held in December, 1997 with participation of over 100 guest and simultaneously open seminar was held by the Director of VITTI and two Japanese short-term experts.

Major activities by the Japanese experts during above mentioned period of 1. to 7. are as follow;

- Investigation and making plan for provision of machinery and equipment for FY.1997/98
- Study for situation of IT in Vietnam
 - Attend IT seminar and symposium
 - Visiting of IT related institutions
 - Discussion with member of IT faculty
- Making materials for technical transfer
- Study for IT training curriculum and syllabus
- Making booklet of IT situation and education in Vietnam (in Japanese)
- Providing curriculum for Japanese IT certification, JICA Okinawa International Center and data of JICA IT project in other countries
- Establishment for Expert System by Intranet
- Making plan for IT training courses
- Making Project brochure

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ANNEX 2

LIST OF THE JAPANESE EXPERTS

1. Long-term Experts

Mr. Akihiro MITARAI

Chief Advisor

June 30 1997 - June 29 1999

Mr. Hideyuki ADACHI

Project Coordinator

April 24 1997 - April 23 1999

Mr. Masamichi IWAMOTO

Expert on IT (Network Engineering)

April 24 1997 - April 23 1999

2. Short-term Experts

Mr. Kazutomo TSURUI

Expert on Lecturer of Opening Seminar

December 7 1997 - December 10 1997

Mr. Kuniaki AKIYOSHI

Expert on Designing of LAN and Power Supply

December 22 1997 - December 27 1997

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ANNEX 3 THE COUNTERPART PERSONNEL FOR TRAINING IN JAPAN(FY1997)

1. Prof. Dr. Nguyen Huu Xy Management of Information Technology Training
March 30 1997 - April 11 1997

2. Prof. Dr. Ho Si Dam Management of Information Technology Training
November 10 1997 - November 30 1997

VIETNAM NATIONAL
UNIVERSITY, HANOI

THE SOCIALIST REPUBLIC OF VIETNAM

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THE REGULATIONS ON THE ORGANISATION AND
ACTIVITIES OF VIETNAM INFORMATION TECHNOLOGY
TRAINING INSTITUTE VIETNAM NATIONAL UNIVERSITY,
HANOI.

CHAPTER I

GENERAL PROVISIONS

Article 1: Name

Vietnamese Name: VIỆN ĐÀO TẠO CÔNG NGHỆ THÔNG TIN

Đại học Quốc gia Hà nội

English Name: VIETNAM INFORMATION TECHNOLOGY

TRAINING INSTITUTE (VITTI)

Vietnam National University, Hanoi (VNU).

Article 2:

Vietnam Information Technology Training Institute, Vietnam National University, Hanoi (Hereinafter referred as VITTI) was established in accordance with the Decision No. 262/TCCB dated on June 3rd, 1997 by the President of VNU

Article 3:

VITTI belongs to Vietnam National University, Hanoi, holding its own legal status, stamp and account.

Article 4:

VITTI is directly under the control of Hanoi University of Science in accordance with the provisions of the regulations herein.

CHAPTER II

FUNCTIONS AND TASKS OF VITTI

Article 5.

VITTI has right to receive official development assistance (ODA) from the Government of Japan, to implement the content of "The Project of Technical co-operation and assistance" approved by the State of Vietnam, in order to strengthen the IT training capacity for Hanoi University of Science and Vietnam National University, Hanoi in the course of the project as well as after the project, to meet the demand of the socio-economic development of the country.

Article 6

VITTI carries out its function to train and research on Information Technology (IT). Its specialised activities as followed:

6.1. To conduct and implement the short- term IT training courses with high quality in order to provide the modern and update IT knowledge for the proper trainees.

6.2. In co-operation with other faculties in VNU to carry out the training courses with high quality in terms of the curriculum in the education system of higher graduate and post graduate levels in accordance with the general regulations.

6.3. To conduct and carry out the science research on IT according to the assigned science subjects on IT.

6.4. To carry out the researches and development and technology transfer to socio- economic organisations in the field of IT.

Article 7:

VITTI has its following tasks:

7.1. To receive the Japanese experts to work for the project in accordance with the current laws. To receive and manage the equipment and the documents in terms of IT in the frame work of the technical Co-operation Project on " Information Technology Training in Vietnam".

7. 2. To cooperate closely with the Japanese Experts and related

7. 2. To cooperate closely with the Japanese Experts and related authorities to conduct the training courses in terms of IT according to the content of the schedule of the Project.

7. 3. To make contribution to fostering and improving IT capability for instructors in Hanoi University of Science and in other University members of VNU. To create the facilities to utilise effectively the machinery and equipment of VITTI for the purpose of serving the training cause of VNU.

Article 8:

VITTI is allowed to:

8.1. Issue IT certifications for the trainees upon the completion of the courses conducted by VITTI (1).

8.2. To sign the consulting contracts in terms of science and technology service in the field of IT as well as in the other related fields.

8.3. In co-operation with local and international universities, science research institutions to make co-operation and joint-venture agreements on training and science research, in accordance with the regulations of VNU as well as of Hanoi University of Science .

8.4. To invite experts from Vietnam or from foreign countries to work in VITTI pursuant with the current laws

CHAPTER III

ORGANISATION STRUCTURE AND PERSONNEL

Article 9: The organisation organ of VITTI consists of :

- Directory Board
- Science and Training Council
- Belonging Divisions

Article 10:



The Management Council for the organisation and activities of VITTI chaired by the Rector of Hanoi University of Science; the council's members are the representatives of the related faculties and departments,

members are the representatives of the related faculties and departments, which is duty bound to consult the Rector to give the directions for the organisation and activities of VITTI.

Article 11:

The Directory Board includes: Director, Vice- Directors, who will bear responsibilities with President of VNU and Rector of Hanoi University of Science for the reception and implementation "The Project on Information Technology Training in Vietnam" as well as other activities of VITTI.

11.1. The Director of VITTI is assigned and relieved of the post by the President of VNU according to the suggestion of The rector of Hanoi University of Science. The term of the Director is 4 years.

11.2. The Vice- Directors are assigned and relieved of the post by the president of VNU according to the suggestions of the Director and the rector of Hanoi University of Science. The Vice- Directors are in the same term of The Director and assigned to be in charge of managing the activities of VITTI. The vice- Directors will bear responsibilities with Director for the duties and the work in their assignment.

Article 12:

The Science and Training Council is the consulting unit for Director about the direction of the development of science and technology, especially the quality improvement of the activities of VITTI.

The Council of VITTI is established by the Director, and under the term of 1 year.

The members of the Council are:

- The Director and some Vice- Directors
- The Representative of the management Council.
- The Heads of the Divisions belong to VITTI

- IT instructors in Hanoi University of Science and

Article 13: The Division belong to VITTI are established through the decision of the Rector of Hanoi University of Science. They are:

- Administration Office
- Specialised Divisions

In the development progress, VITTI can submit the suggestion to Rector of Hanoi University of Science for establishment of new groups or division belonging to VITTI

The Rector of Hanoi University of Science makes decision to assign or believe the heads of the Division belonging to VITTI according to the Suggestion of The director of VITTI.

The Director of VITTI stipulates the functions and tasks of the divisions belonging to VITTI

The Heads of the Divisions are under the control and the direction of the Directory Board.

Article 14: The personnel of VITTI

The personnel of VITTI are the staff of VITTI and the staff of IT faculty, faculty of Electronics Systems and Telecommunication Engineering , faculty of Mathematics, Mechanics, Informatics who are full-time staff or part-time staff.

14.1. The staff of VITTI are the persons who are permitted to work in VITTI or recruited by the Rector of Hanoi University of Science or the President of VNU. These staff work in accordance with official regulations and get salary and other State's policies in Salary Budget of VITTI

14.2. The full-time staff from other faculties work in VITTI are the staff of Hanoi University of Science, permitted to work in VITTI by the Rector of Hanoi University of Science . These staff are under directions of the Director of VITTI, have interests . . . other interests are stated in the decision from Hanoi University of Science for working at VITTI (2).

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CHAPTER IV

FINANCE AND ASSET

Article 15:

VITTI is the third-level estimating and accounting unit; under the control of VNU; holding its own current account, even foreign current account. The Director of VITTI is the owner of this account. Every year VITTI has to make budget plan and estimation to carry out the Project on "IT Training in Vietnam"

The Director of VITTI has the duty to allocate and optimise the expense for the activities of VITTI in accordance with the approved functions, goals and plan.

Article 16: Finance resources provided for VITTI:

- Assistance Budget from the Government of Japan.
- State budget
- Expense supported by Hanoi University of Science according to the training tasks of Hanoi University of Science.
- career expense for science research and service implementation
- From tuition fees
- Expense from contracts with international and local partners.
- Supported funds from international and local individuals and organisations.

Article 17:

All assets, equipment, materials... and facilities that VITTI receives from the Project or from the allocation are owned by the State. The Director of VITTI is responsible for managing and utilising them

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effectively, under the regulations of the Socialist Republic of Vietnam and concrete institution of VNU and Hanoi University of Science (3).

Article 18:

VITTI has to contribute a part of its income to funds for science-technology development, and to well-fare fund in accordance with the regulations of Hanoi University of Science, VNU (4).

CHAPTER V

VITTI'S RELATIONS WITH HANOI UNIVERSITY OF SCIENCE AND VNU AND OTHER ORGANISATIONS

Article 19:

The President of VNU is the Project Manager. VITTI is the project implementation unit. VITTI is directly under the direction of the President of VNU; has to report everything concerning to the implementation of the project to the President of VNU.

Article 20:

VITTI is under the overall control of Hanoi University of Science. Upon the completion of each year, each term, VITTI has to explain its plan, report its activities to the Management Council and the Rector of Hanoi University of Science

Article 21:

VITTI has to cooperate with other related units in terms of specialities, such as: IT faculty, faculty of Electronics, Systems and Telecommunication Engineering, Faculty of mathematics, Mechanics and Informatics in the course of training, science research and project implementation

Article 22:

VITTI is duty-bound to coordinate closely with JICA experts and related individuals and organisations in drafting the plans and implementing the project.

CHAPTER VI

IMPLEMENTATION PROVISIONS

Article 23

These VITTI's regulations conclude 06 chapters, 23 articles which come into force from the date approved and promulgated by the President of VNU.

All the related units, cards and staff-members must abide by these regulations

In the course of the implementation, these regulations will be subject to amend and supplement to correspond to the facts

Any amendment or supplementation must be suggested by the Rector of Hanoi University of Science and submitted to the President of VNU for approval and promulgation.

Hanoi,

Signed by

PROF. DR. NGUYEN VAN DAO

VNU PRESIDENT

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Annex 1:

About the IT certifications for the trainees upon the completion of the training courses conducted in co-operation with other faculties or under the permission of Hanoi University of Science and VNU.

Annex 2:

About the regulations on working of full- time staff from Hanoi University of Science working at VITTI as full- time staff and part- time staff.

Annex 3:

Hanoi University of Science and VNU's Directions for the inventory and management of assets which are managed and used by VITTI

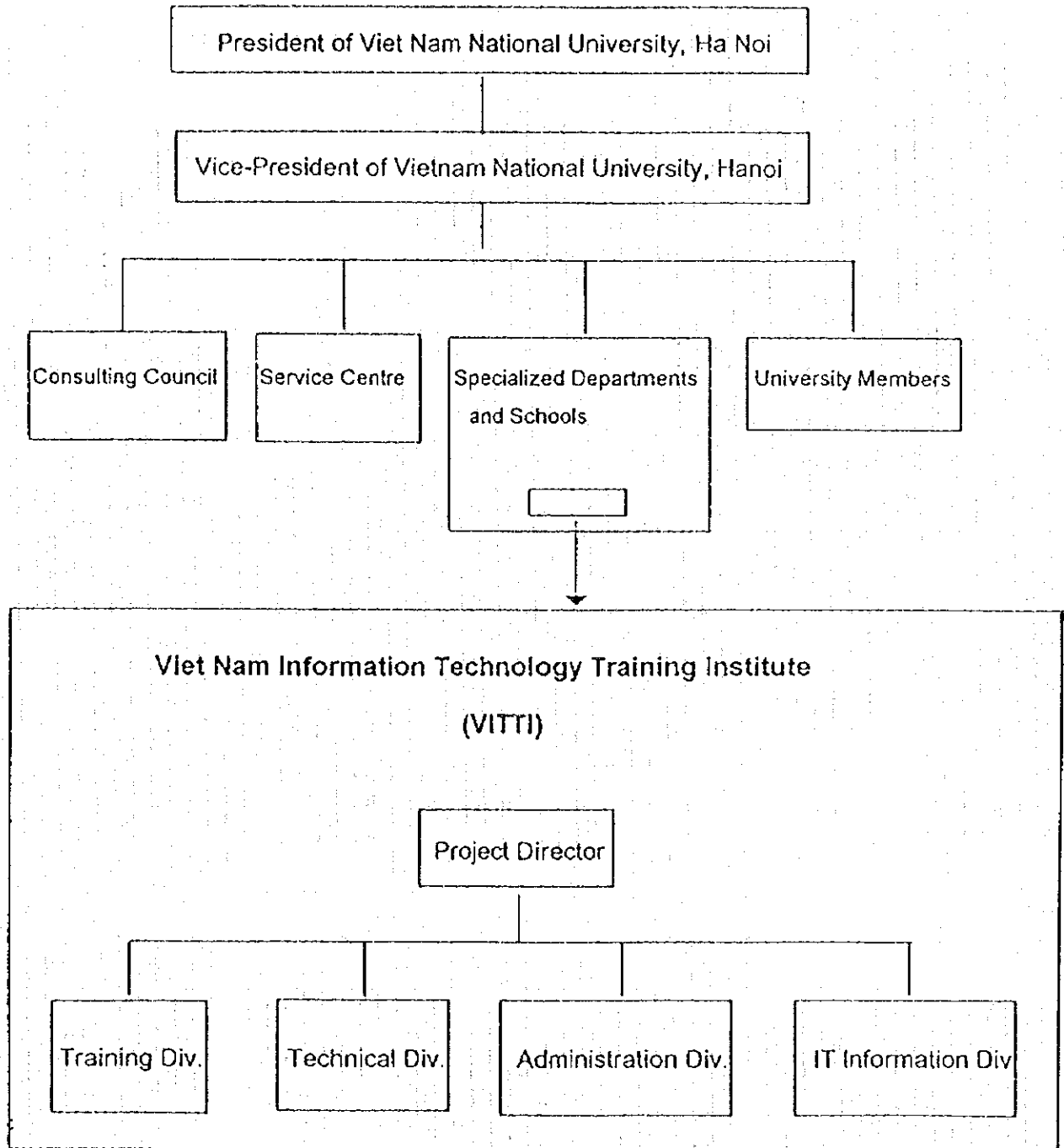
Annex 4:

About the regulations on the contribution of VITTI to Hanoi University of Science and VNU

The (1), (2), (3), (4) Annexes will be made by Hanoi University of Science, in compliance with the activities of VITTI

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ANNEX 6

THE ASSIGNMENT PLAN OF EXPERTS AND COUNTERPARTS

	Expert in charge	Cr/P in charge
A. Needs Study & Course Planning		1,2
1. Needs Study Method	S Expert on Needs Study & Course Planning	
2. Course Planning	ditto	
B. Curriculum Development Methodology		1,2
1. Course Design	S Expert on curriculum development	
2. Curriculum Development	ditto	
3. Course-ware Development	S Expert on course-ware development	
4. Course-ware Development Workshop	S Expert on presentation technique	
5. Course-ware Development Workshop	S Expert on course-ware development	
C. Application Engineering		1,2,5,7,8,9,10,12,13
1. Business Analysis	L Expert on Application Engineering	
2. Structured SA/SO	ditto	
3. Case Study (SA)	ditto	
4. IGL Usage	ditto	
5. Programming	ditto	
6. User Interface Design	ditto	
7. Client-Server System Design	ditto	
8. Database System Design	ditto	
9. PC Database Usage, Operation, Administration	ditto	
10. UNIX Database Usage, Operation, Administration	ditto	
11. Distributed Database Introduction	ditto	
12. System Development Workshop (CS-PC)	ditto	
13. System Development Workshop (CS-UNIX)	ditto	
D. Project Management		4,9
1. System Auditing	L Expert on Project Management	
2. Project Management	ditto	
3. Case Study (PM)	ditto	
4. Text Planning	ditto	
5. Reliability Design	ditto	
6. System Performance Design	ditto	
7. PM Simulation	ditto	
E. Network Engineering		3,4,5,6,9,11,14
1. Data Communication Fundamentals	L Expert on Network Engineering	
2. PC Networking Fundamentals	ditto	
3. UNIX Networking Fundamentals	ditto	
4. UNIX/PC Networking Functions	ditto	
5. Network Management	ditto	
6. LAN Design	ditto	
7. WAN Design	ditto	
8. UNIX OS Introduction	ditto	
9. Internet Fundamentals	ditto	
10. Internet & OS	ditto	
11. Internet System Design	ditto	
12. HTML	ditto	
13. CGI	ditto	
14. Java	ditto	
15. E-mail System Development	ditto	
16. WWW System Development	ditto	
17. FTP System Development	ditto	
18. E-mail Usage	ditto	
19. FTP Usage	ditto	
20. Telnet Usage	ditto	
21. WWW Usage	ditto	
22. Internet Workshop	ditto	
23. Special Lecture of Internet	S Expert on Internet	
F. Multimedia		6
1. Multimedia Tools	S Expert on Multimedia Technology	
2. Multimedia Tools Development	ditto	
3. Multimedia Workshop	ditto	
G. Technology regarding to Special Program for IT Instructor	L Experts in charge	Cr/Ps in charge
<i>Member of Curriculum Committee</i>	<i>List of Expert</i>	<i>List of Cr/P</i>
1. Prof. Dr. Ho Si Dam (Chairman)	1. Masamichi Iwamoto (Network Eng.)	1. Prof. Dr. Ho Si Dam
2. Dr. Nguyen Dinh Hoa	2. Yoshio Niizeki (Project Management)	2. Dr. Nguyen Dinh Hoa
3. M.S. Nguyen Quoc Tuan	3. To be determined (Application Eng.)	3. M.S. Nguyen Quoc Tuan
4. Dr. Do Trung Tuan		4. Dr. Do Trung Tuan
		5. Dao Kien Quoc
		6. Nguyen Nam Hai
		7. Pham Hong Thai
		8. Nguyen Quang Vinh
		9. Pham Hong Nguyen
		10. Hoang Viet Ha
		11. Tran Anh Duc
		12. Vu Ba Duy
		13. Prof. Dr. Le Viet Du Khuong
		14. Nguyen Dinh Viet

ANNEX 7

TENTATIVE SCHEDULE OF IMPLEMENTATION(TSI)

Activities	C. Year J. F. Year	1996	1997	1998	1999	2000	2001
		1996	1997	1998	1999	2000	2001
A. Vietnamese side							
a) Building Preparation							
b) Facilities Preparation							
c) Budgetary Allocation							
d) Manpower Allocation							
B. Japanese side							
a) Dispatch of Survey Team							
1. Preliminary Survey		▲					
2. Expert Survey		▲	▲				
3. Implementation							
4. Consultation			△		△		
5. Advisory				△		△	
6. Evaluation							△
b) Dispatch of Experts							
Long Term Experts							
1. Chief Advisor							
2. Coordinator							
3. Information Technology (Network Engineering)							
4. Information Technology (Application Engineering)							
5. Information Technology (Project Management)							
Short Term Experts(*)							
c) Counterpart Training in Japan							
d) Provision of Equipment							
C. Training Course							
Course 1							
Course 2							
Course 3							
Course 4							
Course 5							
Course 6							
Course 7							

28

Calendar Year	1997	1998	1999	2000	2001	2002	2003	2004	2005
Japanese Fiscal Year	1997	1998	1999	2000	2001	2002	2003	2004	2005
	IV	I	II	III	IV	I	II	III	IV
Term of Technical Cooperation									
Tentative Schedule of Training Courses									
0. Needs Study & Course Planning									
1. IT Instructor									
2. C/S System Engineer									
3. Information System Project Manager									
4. Multimedia System Developer									
5. Internet/Intranet (for User)									
6. Internet/Intranet (for Developer)									
7. Special Program for IT Instructor									
Technology Transfer Item									
A. Needs Study & Course Planning									
1. Needs Study Method									
2. Course Planning									
B. Curriculum Development Methodology									
1. Course Design									
2. Curriculum Development									
3. Course-ware Development									
4. Course-ware Development Workshop									
5. Instruction Technique									
C. Application Engineering									
1. Business Analysis									
2. Structured SA/SD									
3. Case Study (SA)									
4. 4GL Usage									
5. Programming									
6. User Interface Design									
7. Client-Server System Design									
8. Database System Design									
9. PC Database Usage, Operation, Administration									
10. UNIX Database Usage, Operation, Administration									
11. Distributed Database Introduction									
12. System Development Workshop (CS-PC)									
13. System Development Workshop (CS-UNIX)									
D. Project Management									
1. System Auditing									
2. Project Management									
3. Case Study (PM)									
4. Test Planning									
5. Reliability Design									
6. System Performance Design									
7. PM Simulation									
E. Network Engineering									
1. Data Communication Fundamentals									
2. PC Networking Fundamentals									
3. UNIX Networking Fundamentals									
4. UNIX/PC Networking Functions									
5. Network Management									
6. LAN Design									
7. WAN Design									
8. UNIX OS Introduction									
9. Internet Fundamentals									
10. Internet & C/S									
11. Intranet System Design									
12. HTML									
13. CGI									
14. Java									
15. E-mail System Development									
16. WWW System Development									
17. FTP System Development									
18. E-mail Usage									
19. FTP Usage									
20. Telnet Usage									
21. WWW Usage									
22. Intranet Workshop									
23. Special Lecture of Internet									
F. Multimedia									
1. Multimedia Tools									
2. Multimedia Title Development									
3. Multimedia Workshop									
G. Technology regarding to Special Program for IT Instructor									

Subject	Training Course							
		1. IT Instructor	2-1. C/S (PC)	2-2. C/S (UNIX)	3. IS-PM	4. Multimedia	5. Intranet/Intranet (User)	6. Intranet/Intranet (Dev)
A. Needs Study & Course Planning (*)								
1. Needs Study Method								
2. Course Planning								
B. Curriculum Development Methodology								
1. Course Design								
2. Curriculum Development								
3. Course-ware Development								
4. Instruction Technique								
5. Course-ware Development Workshop								
C. Application Engineering								
1. Business Analysis								
2. Structured SA/SD								
3. Case Study (SA)								
4. 4GL Usage								
5. Programming (C, C++, Java, SQL?)								
6. User Interface Design								
7. Client-Server System Design								
8. Database System Design								
9. PC Database Usage, Operation, Administration								
10. UNIX Database Usage, Operation, Administration								
11. Distributed Database Introduction								
12. System Development Workshop (OS-PC)								
13. System Development Workshop (OS-UNIX)								
D. Project Management								
1. System Auditing								
2. Project Management								
3. Case Study (PM)								
4. Test Planning								
5. Reliability Design								
6. System Performance Design								
7. PM Simulation								
E. Network Engineering								
1. Data Communication Fundamentals								
2. PC Networking Fundamentals								
3. UNIX Networking Fundamentals								
4. UNIX/PC Networking Functions								
5. Network Management								
6. LAN Design								
7. WAN Design								
8. UNIX OS Introduction								
9. Internet Fundamentals								
10. Internet & C/S								
11. Intranet System Design								
12. HTML								
13. CGI								
14. Java								
15. E-mail System Development								
16. WWW System Development								
17. FTP System Development								
18. E-mail Usage								
19. FTP Usage								
20. Telnet Usage								
21. WWW Usage								
22. Intranet Workshop								
23. Social Lecture of Internet								
F. Multimedia								
1. Multimedia Tools								
2. Multimedia Title Development								
3. Multimedia Workshop								
G. Technology regarding to Special Program for IT Instructor								

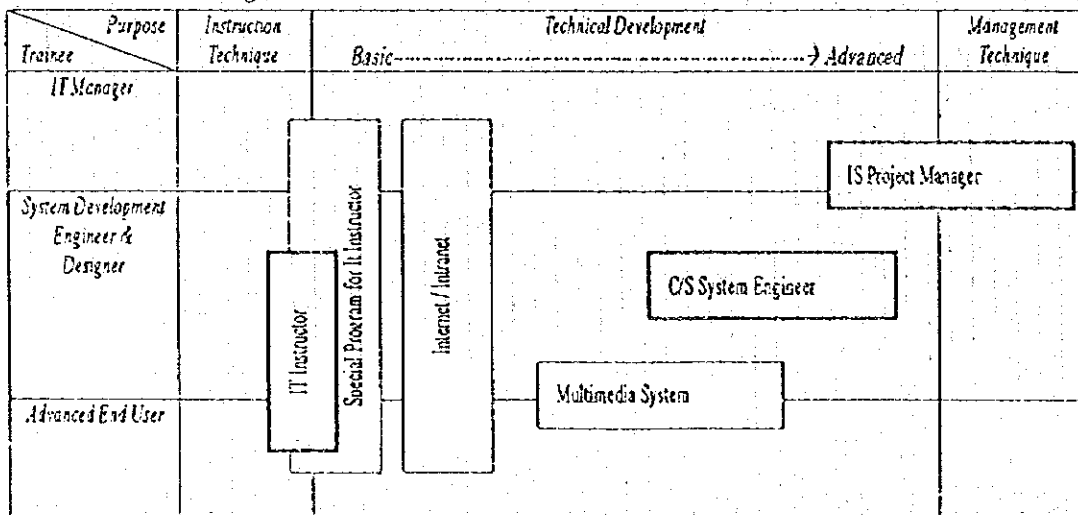
(*) This subject is not included in any training courses.

26

Tentative Training Courses of VITTI

1. **IT Instructor Course**
(PC Server/PC Client, Small-scale Client-Server System Development & Instruction Technique)
2. **Client/Server System Engineer Course**
(PC or UNIX Server/PC Client, Client-Server System Development & Programming)
3. **Information System Project Manager Course**
(Project Management & Quality Control Technique)
4. **Multimedia System Developer Short-course**
(Multimedia System Development Technique)
5. **Internet / Intranet (for User) Short-course**
(Internet/Intranet Fundamentals and Usage)
6. **Internet / Intranet (for Developer) Short-course**
(Internet/Intranet System Development)
7. **Special Program for IT Instructor**

Structure of Training Courses



1. IT Instructor Course

(a) Purpose

This course is designed to train instructors in charge of the training for information processing personnel.

(b) Objective

The participants are expected to be able to:

- design and develop PC based Client-Server system
- instruct for information technology program
- plan for information technology course and develop subject materials.

(c) Condition of Application

Applicants should

- have experience of using PC (Windows)

-

(d) Participants Number

30

(e) Training Period

10 weeks

(f) Main Curriculum

1. Course Design
2. Course Curriculum Development
3. Course-ware Development
4. Instruction Technique
5. Client-Server System Design
6. Structured System Analysis & Design
7. Database System Design
8. PC Database Usage, Operation, Administration (Oracle on NT)
9. 4GL Usage
10. PC Networking Fundamentals
11. LAN Design
12. Project Management
13. Course-ware Development Workshop

2. Client/Server System Engineer Course

(a) Purpose

This course is designed to train the personnel who are or will be able to design and develop client-server system using personal computer network or UNIX environment.

(b) Objective

The participants are expected to be able to:

- use hardware and software for PC network or UNIX network
- design and develop high quality and large scale client-server system using 4GL
- evaluate function and quality of system

(c) Condition of Application

Applicants should

- have one to three year experience in system development and more than two years experience in programming.

(d) Participants Number

15

(e) Training Periods

17 weeks

(f) Main Curriculum

1. Business Analysis
2. Structured System Analysis & Design
3. Case Study
4. 4GL Usage (ACCESS)
5. Programming
6. User Interface Design
7. Client-Server System Design
8. Database System Design
9. Distributed Database Introduction
10. Project Management
11. Test Planning
12. Reliability Design
13. System Performance Design
14. Data Communication Fundamentals
15. Network Management
16. LAN Design

17. WAN Design

18. Internet Fundamentals

19. Internet & C/S

(For PC Server)

20-pc. PC Database Usage, Operation, Administration (Oracle on NT)

21-pc. PC Networking Fundamentals

22-pc. System Development Workshop (Oracle on NT and ACCESS on PC)

(For UNIX Server)

20-ux. UNIX Database Usage, Operation, Administration (Oracle on UNIX)

21-ux. UNIX Networking Fundamentals

22-ux. System Development Workshop (Oracle on UNIX and ACCESS on PC)

23-ux. PC/UNIX Network Functions

24-ux. UNIX OS Introduction

3. Information System Project Manager Course

(a) Purpose

This course is designed to train the personnel who are or will be a project manager of Information system development project.

(b) Objective

The participants are expected to be able to:

- organize and manage information system development project.
- evaluate and audit efficiency of system resources and security of the information system.

(c) Condition of Application

Applicants should

- have experience of IT project as a project manager or leader

(d) Participants Number

10

(e) Training Periods

4 weeks

(f) Main Curriculum

1. Business Analysis
2. Client-Server System Design
3. Test Planning
4. Project Management
5. System Audit
6. Case Study
7. Project Management Simulation

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4. Multimedia System Developer Short-Course

(a) Purpose

This course is designed to train the personnel who are or will be in charge of multimedia system development.

(b) Objective

The participants are expected to be able to:

- use multimedia tools.
- understand the general procedure of a multimedia system development

(c) Condition of Application

Applicants should

- have experience of using PC (Windows)

(d) Participants Number

10

(e) Training Periods

2 weeks

(f) Main Curriculum

1. Multimedia Tools
2. Multimedia Title Development
3. Multimedia Title Development Workshop

5. Internet / Intranet (for User) Short-course

(a) Purpose

This course is designed to train the personnel who are or will be a Internet user.

(b) Objective

The participants are expected to be able to:

- use hardware and software for Internet*

(c) Condition of Application

Applicants should

- have experience of using PC (Windows)*

(d) Participants Number

30

(e) Training Periods

3 days

(f) Main Curriculum

1. Internet Fundamentals

2. E-mail Usage

3. FTP Usage

4. Telnet Usage

5. WWW Usage

6. Special Lecture of Internet

28

6. Internet / Intranet (for Developer) Short-course

(a) Purpose

This course is designed to train the personnel who are or will be a Intranet System Developer in charge of designing, constructing and operating the Internet / Intranet system in organization.

(b) Objective

The participants are expected to be able to:

- use hardware and software for constructing Internet / Intranet system
- design and develop high quality Intranet system using CGI and Java on requirement
- evaluate function and quality of system

(c) Condition of Application

Applicants should

- have more then two years experience in programming.
-

(d) Participants Number

15

(e) Training Periods

3 weeks

(f) Main Curriculum

1. PC Networking Fundamentals
2. Internet Fundamentals
3. Intranet System Design
4. HTML
5. Common Gateway Interface
6. Java Introduction
7. WWW Usage
8. E-mail System Development
9. WWW System Development
10. FTP System Development
11. Intranet System Development Workshop

7. Special Program for IT Instructor

(a) Purpose

This course is designed to train instructors in charge of the training for information processing personnel.

(b) Objective

to be decided

(c) Condition of Application

Applicants should

-- be IT instructor who is already involved in IT training in university or institute.

(d) Participants Number

60

(e) Training Period

1 week

(f) Main Curriculum

to be decided

TENTATIVE PLAN FOR SPECIAL PROGRAM FOR IT INSTRUCTOR

1. Out-line of the program:

One of the main tasks of Vietnam Information Technology Training Institute is to carry out development and technology transfer to socio-economic organizations in the field of IT.

As one of approaching way to achieve the above mentioned task .VITTI has a plan to organize its special program for IT instructors to other Universities or institutions not only in Hanoi but also all-over the country which already involved in a task for the nation-wide computerization besides facing lack of qualified IT instructors and training materials. It is organized for the purpose of extending and sharing Information Technology which is transferred by the JICA experts to those IT instructors so that they can upgrade their IT training capability

2. Objective persons and Number of persons:

IT instructor who is already involved in IT training in University or Institution all-over Vietnam.

Number of objective persons:

60 persons

3. Time and duration:

March, 1999

5 days

4. Program:

- | | |
|---------------------|---|
| 1 st day | Lecture " Situation of IT training in Vietnam
(Lecturer - Staff of Ministry of Education and Training)
Lecture " Function and role of VITTI"
(Lecturer -- Director of VITTI) |
| 2 nd day | Lecture " Situation of Computerization in Vietnam"
(Lecturer -- Staff of Ministry of Culture and Information)
Lecture " Needs from Industrial sector in Vietnam"
(Lecturer -- Staff from Ministry of Industry) |
| 3 rd day | Methodology for IT Education
(Lecturer - Staff of VITTI) |
| 4 th day | Latest Information Technology and Practice-1
(Lecturer - Staff of VITTI) |
| 5 th day | Latest Information Technology and Practice-2
(Lecturer - Staff of VITTI) |

	Japanese FY97		Japanese FY98		Japanese FY99		Japanese FY00		Japanese FY01	
	Vietnamese FY97	Vietnamese FY98	Vietnamese FY99	Vietnamese FY00	Vietnamese FY00	Vietnamese FY01	Vietnamese FY01	Vietnamese FY01	Vietnamese FY01	Vietnamese FY01
1 Management system is established as a leading institute for IT training										
1-1 Coordinate with other IT authorities and organizations										
1-2 IT equipment is effectively utilized in management of the VITI										
1-3 Retraining staff of other IT training institutes										
2. Curriculum and teaching materials for IT training are developed										
2-1 Identify industry needs for IT										
2-2 Study IT syllabus and curriculum										
2-3 Make a plan for IT courses										
2-4 Train curriculum developers										
2-5 Identify materials needed										
2-6 Sourcing of new course materials abroad										
2-7 Develop course materials										
3. Technical capability of counterparts is upgraded to play a role of planners and instructors in planning, conducting and										
3-1 Undertake training program for IT										
3-2 Qualified staff to be sent abroad for advanced training										
3-3 Make a plan to recruit trainees										
3-4 Recruit trainees										
3-5 Develop training method										
3-6 Implement IT courses										
3-7 Evaluate courses										
4 IT equipment and facilities are effectively utilized and maintained.										
4-1 Facilitate with IT equipment										
4-2 Train VITI staff on use of IT facilities										
4-3 Train VITI staff for facilities maintenance										
4-4 Maintain and upgrade facilities										
4-5 Acquire other training facilities										

88

363

1. Short-term expert in JFY 1997

(a) Expert on Needs Study and Course Planning

March

2. Short-term expert in JKY 1998

(a) Expert on Curriculum Development

April

(b) Expert on Internet

May

(c) Expert on Course-ware development and Presentation Technique

July

(d) Expert on Multimedia

January

88

ANNEX 12

LIST OF MACHINERY AND EQUIPMENT (FY1997&FY1998)

Field	Equipment/Machinery/Software	Q' ty FY97	Q' ty FY98	Availabilit (Ref. to footnote)	If to be procured by Jap. or Viet.
Computer Hardware	UNIX Internet/Intranet Server	1		P	Japan
	PC Server	1	8	P	Japan
	PC Workstation for Student	62	10	P	Japan
	PC Workstation for Staff	7	5	P	Japan
	Laptop PC for Staff	1		P	Japan
Software and/or Licenses	MS-Windows NT Server	1	8	P	Japan
	" Access Licenses	69	15	P	Japan
	MS-Office Professional Edition	1	8	P	Japan
	" Access Licenses	69	15	P	Japan
	Oracle8 for Windows NT R.8.0.3	1	8	P	Japan
	" 10 Clients Additional License Pack	1	8	P	Japan
	" 1 Client Additional License Pack	1	8	P	Japan
	Visual C++	7	67	P	Japan
	Visual Basic Enterprise Edition	7	67	P	Japan
	Delphi 3.0	7	67	P	Japan
	Java Workshop	69	15	P	Japan
	Acrobat Reader/Editor	69	15	P	Japan
	MS-Windows NT Workstation	69	15	P	Japan
	Vietnamese Font (TCVN3) for Windows	70	15	P	Japan
Vietnamese Keyboard Driver Software for Windows	70	15	P	Japan	
MS-Windows95	1		P	Japan	
Multimedia Software Tools		11	P	Japan	
Network Hardware	Fast Ethernet Switch(Large Switch)	1		P	Japan
	Fast Ethernet Switch(Small Switch)	2		P	Japan
	ilEB	11		P	Japan
	Access Server	1		P	Japan
	Modem	1		P	Japan
	Protocol analyzer	1		P	Japan
	LAN Cable	1set		P	Vietnam
	Rack for Networking Accessories	1		P	Japan
Peripherals	Video Projector	2		P	Japan
	Overhead Projector	3		P	Japan
	Network Printer	1		P	Japan
	Printer	8		P	Japan
	Scanner	1		P	Japan
	Copier	1		P	Japan
Power System	Generator	3		P	Vietnam
	Stabilizer	52	6	P	Japan
	LPS	2	8	P	Japan
Others	Vehicle	1		P	Japan

(NOTE) U: Existing and to be used, R: Existing but to be replaced, I: Existing but to be increased in no,

P: To be procured

58

24

Outlook

	UNIX Internet/Intranet Server	PC Server	PC Workstation for Student	PC Workstation for Staff	Laptop PC for Staff	Large Switch (100Mbps 12ports module)	Small Switch (100Mbps 2ports, 10Mbps 24ports)	HUB (10Mbps 8ports)	Access Server	Modem	Protocol Analyzer	Video Projector	Over Head Projector	Printer	Scanner	Copier	Stabilizer	UPS	Generator (6.5 kW)	Vehicle
Training Room 1			3	1				5				1	1	2						1
Training Room 2			3	1				5				1	1	2						1
Administrative Staff Room				1										1		1				
Instructor Room				4	1			1						1	1			3		
Meeting Room													1							
Guest Teacher Room				1										1				2		
IT Information Center				1				1						1				2		
Server Room	1	1					1	1	1	1	1			1			4	2	1	
																				1
Total	1	1	6	2	7	1	1	2	1	1	1	2	3	9	1	1	5	2	3	1

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UNIX Server

This UNIX Server is used for Internet/Intranet Server.

This Server should be optimized for Internet/Intranet Server exclusively.

All the software listed below should be pre-installed and easy-to-configured.

No	ITEM	DESCRIPTION	QTY
1	UNIX Internet/Intranet Server (Ref. SUN netra i 1/170E)	64bit 167Mhz CPU or equivalent 256 MB RAM or more 4.2GB HDD or more 100BaseTX NIC 3.5" Floppy Disk Drive CD-ROM Drive 5GB 4mm DAT 17" Color monitor Keyboard Mouse	1
	Pre-installed Software	UNIX Operating System with 69 User Licenses HTTP Server POP2/3 Server IMAP4 Server SMTP Sendmail V8 WYSIWYG HTML Authoring Software FireWall HTML-based Administration Tool Teinet, ftp, anonymous ftp Server Java Developers Kit Web Site Management Software Anti Virus	1

PC Server

This PC Server is used for File/Application Server.
This should be optimized for server purpose exclusively.

No	ITEM	DESCRIPTION	QTY
1	PC Server	Pentium II 266Mhz CPU or equivalent	1
		128 MB RAM or more	
		4GB HDD or more	
		100BaseTX NIC	
		3.5" Floppy Disk Drive	
		CD-ROM Drive	
		14" Color monitor	
		Keyboard	
		Mouse	
	Software	MS-Windows NT Server	1
		MS-Windows NT Server Access Licenses	69
		MS-Office Professional Edition	1
		MS-Office Professional Edition Access Licenses	69
		Oracle8 for Windows NT R.8.0.3	1
		Oracle8 10Clients Additional License Pack	1
		Oracle8 1Client Additional License Pack	1

Student PC

This PC is used by student for general training.
 Floppy disk drive should not be installed in order to prevent illegal copy.
 This PC should be optimized for Vietnamese language.

NoI	ITEM	DESCRIPTION	QTY
	PC Workstation for Student	Pentium II 266Mhz CPU or equivalent	62
		32 MB RAM	
		1.7GB HDD	
		10/100BaseT NIC	
		15" or more Color monitor	
		CD-ROM Drive	
		Keyboard	
		Mouse	
Software		MS-Windows NT Workstation	62
		Java Workshop	62
		Acrobat Reader/Editor	62
		Vietnamese Font(TCVN3)	62
		Vietnamese Keyboard Driver Software	62

Staff PC

This PC is used by VITTI staff.
This should be optimized for Vietnamese language.

No	ITEM	DESCRIPTION	QTY
1	IPC Workstation for Staff	Pentium II 266Mhz CPU or equivalent	1
		32 MB RAM	
		2GB HDD	
		10/100BaseT NIC	
		3.5" Floppy Disk Drive	
		8 x CD-ROM drive	
		Sound Card	
		17" Color monitor	
		Keyboard	
		Mouse	
		Speaker	
2	Software for No1	MS-Windows NT Workstation	1
		Visual C++	1
		Visual Basic Enterprise Edition	1
		Delphi 3.0	1
		Java Workshop	1
		Acrobat Reader/Editor	1
		Vietnamese Font(TCVN3)	1
		Vietnamese Keyboard Driver Software	1
2	Laptop PC for Staff	Pentium 133 Mhz CPU or more	1
		32 Mbyte RAM	
		1.7Gbyte HDD or more	
		12" SVGA TFT 800x600 in 64K color screen or more	
		Built-in 1.44 Mbyte diskette drive	
		Integrated pointing device	
		Built-in microphone and speaker	
		1 Type III or 2 Type I/II PC-Card Slot	
		Built-in 8 x CD-ROM drive	
		10BaseT NIC (Built-in or PC-Card)	
		33.6 kbps modem (Built-in or PC-Card)	
2	Software for No2	MS-Windows95	1
		Vietnamese Font(TCVN3)	1
		Vietnamese Keyboard Driver Software	1

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Network

No	ITEM	DESCRIPTION	QTY
1	Fast Ethernet Switch(Large Switch) (Ref. Cisco Catalyst 5000)	Rack-mounted (standard 19 inch rack) 14*100Mbps Fast Ethernet (100BaseTX) interfaces Managed by SNMP, Telnet 5 Slots for Module Expansion	1
2	Ethernet/Fast Ethernet Switch (Small Switch) (Ref. Cisco Catalyst 1900)	Rack-mounted (standard 19 inch rack) 25*10Mbps Ethernet (10BaseT) interfaces 2*100Mbps Fast Ethernet (100BaseTX) interfaces Managed by SNMP, Telnet	2
3	HUB	8*10Mbps Ethernet (10BaseT) interfaces	11
4	Access Server (Ref. DECserver 90M)	8 asynchronous ports 1 Ethernet (RJ45) port Telnet,SLIP/CSLIP,PPP,IP/IPX protocol supported Software Upgradable SNMP Support Line Speed 38.4 Kbits/s (minimum/port)	1
5	Modem	V.34,V.FC	1
6	Protocol Analyzer (Ref. Network General Corp. Expert Snifer PT-620)	Filtering by Protocol, Node Address, Socket, Error Frame supported TCP/IP, IPX/SPX, ISO, NFS, X-Windows protocol supported Ethernet, FASTEthernet(100BaseTX), ATM topology supported Alarm Function	1
7	Rack for Networking Accessories	19 inch rack	1

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Office

Noi	ITEM	DESCRIPTION	QTY
1	Video Projector (Ref.Epson EMP-3500)	1.2m-10m from screen Screen size : 21inch-300inch 800lux or more Resolution : 640x480(24bit color)-800x600(16bit color) Remote controller Stereo sound output Direct interface to PC Input interface for VTR(NTSC, PAL, SECAM)	2
2	Over Head Projector (Ref.3M 9080 Overhead Projector)	2100lux or more Focal length : 280 - 320 mm Stage apature : 285 x 285 mm Fan noise : 39db or less	3
3	Network Printer	Laser Printer RAM : 4Mbyte Resolution : 600dpi or more Speed : A4 12ppm or more Win95/NT, UNIX supported 10BaseT interface Driver Software	1
4	Printer	Laser Printer RAM : 1Mbyte Resolution : 600dpi or more Speed : A4 6ppm or more Win95/NT, UNIX supported	3
5	Scanner	Color Scanner 2400dpi, A4 size Driver Software OCR Software	1
6	Copier	Black white photo copier A5 - A3 Size Speed : 32cpm (A4.1:1) Photo Mode Sorter (20bins) Automatic 2 side copy	1
7	Stabilizer	1.5Kw	52
8	Online UPS	1.5KVA	2

21

Vehicle

No.	ITEM	DESCRIPTION	QTY
1	Vehicle	Mini-van for 12 person	1

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ANNEX 13

PLAN FOR COUNTERPART PERSONNEL

Year	1997	1998	1999	2000	2001
Project Manager	1	1	1	1	1
Management Service	2	2	2	2	2
General Office Administration Service	2	2	3	3	3
Training Course Development and Administration	1	1	2	2	2
Faculty					
Full time	3	8	12	12	12
Part time	5	10	15	18	18
Total	14	24	35	38	38

ANNEX 14 PLAN OF LOCAL COST

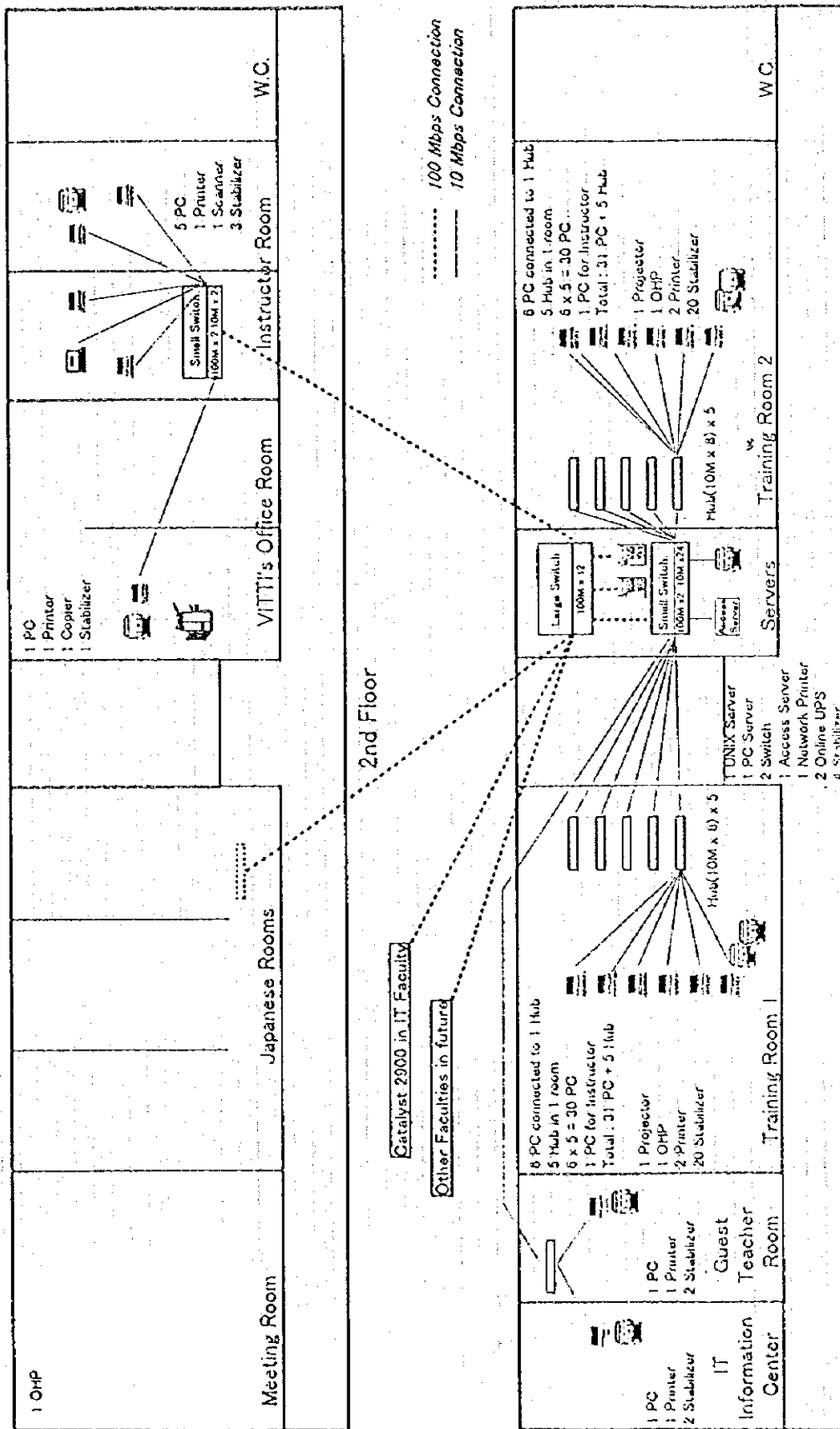
Unit : USD

Year	1997	1998	1999	2000	2001
Personnel salaries	5000	12000	22000	28000	30000
Part time Faculty fees	1200	3000	7000	8000	10000
Expenses for Administrative services and Professional activities (109-119) (included office supplies, mission, marketing, maintenance and repair cost...)	≈19500	30000	20000	25000	30000
Investment for Office Equipments and others (134) (included utilities, equipment...)	≈8500	5000	5000	5000	5000
Fixed assets, Professional Equipment (145)	≈15000	10000	10000	10000	10000
Total Expenses	≈29500*	60000**	64000	76000	85000

* 29500 US\$ ≈ 350 millions VN Dong, it does not include Salaries and Faculty fees paid by HUS.

** In 1998, VITI must pay the Personnel Salaries and Faculty member fees and installing the generators, power supply lines and networks; so that total expenses increases.

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	VFY		1998												1999			
	JFY	1997	1998												1999			
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
0 Needs Study & Course Planning																		
Needs Study																		
Course planning																		
1 IT instructor course																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
2 C/S System Engineer course																		
Needs study																		
Course planning																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
3 Information System Project Manager course																		
Needs study																		
Course planning																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
4 Multimedia System Developer course																		
Needs study																		
Course planning																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
5 Internet/Intranet (for User) course																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
6 Internet/Intranet (for Developer) course																		
Needs study																		
Course planning																		
Technology transfer																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		
7 Special Program for IT instructor																		
Course planning																		
Syllabus & Curriculum development																		
Teaching materials development																		
Recruitment of participants																		
Course implementation																		
Course evaluation & improvement																		

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Narrative Summary	Indicators	Means of verifications	Important Assumptions
<p>Super Goal Economy and industry are promoted based on the IT development</p>	<p>Rate of computerisation/ Computer per person No of popular business soft No of IT certificate of accreditation</p>	<p>- Statistics figures from Ministry of Culture and Information. - Marketing research - Statistics figures from MOET</p>	<p>National program of IT 2000 is high priority Computer is highly utilised in economic sector IT market is extended Telephone line is well connection</p>
<p>Overall Goal IT specialists are fostered for necessity in industry</p>	<p>Total No of IT faculty and IT school Total No of IT qualified professionals</p>	<p>- Annual Report from MOET Annual Report from Vietnam IT Steering Committee.</p>	<p>IT professional is high demand Regulation on IT - certification is established</p>
<p>Project Purpose The Vietnam Information Technology Training Institute (VITTI) can operate and manage sustainably IT training courses and seminars based on the needs of industry</p>	<p>Total No of courses and seminars conducted Total No of participants of the training course Evaluation of participants</p>	<p>- VITTI Annual Report -VITTI Annual Report</p>	<p>Many applicants for the courses Staff of VITTI is not quit Keep good co-ordination with industry sector</p>
<p>Outputs 1. Management system is established as a leading institute for IT training 2. Curriculum and teaching materials for IT training are developed 3. Technical capability of counterparts is upgraded to play a role of planners and instructors in planning, conducting and evaluating the IT training courses. 4. IT equipment and facilities are effectively utilised and maintained.</p>	<p>Budget portion / Full time staff No of developed materials and text books No of course instructors</p>	<p>- VITTI Annual Report - VITTI Annual Report - VITTI Annual Report</p>	<p>-Good relation among relevant IT organisation -Stable power supply is available</p>
<p>Activities 1-1 Coordinate with other IT authorities and organisations 1-2 IT equipment is effectively utilized in management of the VITTI 1-3 Retraining staff of other IT training institutes 2-1 Identify industry needs for IT 2-2 Study IT syllabus and curriculum 2-3 Make a plan for IT courses 2-4 Train curriculum developers 2-5 Identify materials needed 2-6 Sourcing of new course materials abroad 2-7 Develop course materials 3-1 Undertake training program for IT 3-2 Qualified staff to be sent abroad for advanced training 3-3 Make a plan to recruit for trainees 3-4 Recruit trainees 3-5 Develop training method 3-6 Implement IT courses 3-7 Evaluate courses 4-1 Facilitate with IT equipment 4-2 Train VITTI staff on use of IT facilities 4-3 Train VITTI staff for facilities maintenance 4-4 Maintain and upgrade facilities 4-5 Acquire other training facilities</p>	<p>Input Term of Co-operation : 5 years (1997/3/24 - 2002/3/23) <Vietnam> Allocation of operation cost authorised by VNU Assignment of counterpart personnel and staff Allocation of maintenance cost for IT facilities <Japan> Dispatching of Experts : Accepting counterpart personnel for training in Japan Provision of machinery and equipment</p>	<p>VITTI operations are financially sustainable Preparation of VITTI building is completed Appointment of initial VITTI staff -Project Director : The President of Vietnam National University, Hanoi -Project Manager : The Director of VITTI (Based on : R/D ,Attached Document IV.1 and 2)</p>	<p>VITTI operations are financially sustainable Preparation of VITTI building is completed Appointment of initial VITTI staff -Project Director : The President of Vietnam National University, Hanoi -Project Manager : The Director of VITTI (Based on : R/D ,Attached Document IV.1 and 2)</p>

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Attendants of the first meeting of The Joint Coordinating Committee

Monday 22nd December 1997

at 9:00 at Vietnam National University, Hanoi (VNU)

19 LeThanhTong Str., Hanoi

President : Professor Nguyen Van Dao, President of VNU

Vietnamese side :

- Prof. Tran Van Nhung, Director of Department of International Relations, MOET
- Dr. Pham Kim Cung, Vice Director of Department of Education and Sciences, MPI
- Mr. Dau Dinh Loi, Director, Department of International Relations, MOSTE
- Dr. Do Van Loc, Head of Office, IT2000 Committee
- Prof. Nguyen Huu Xy, Director of VITTI
- Prof. Ho Si Dam, Vice Director of VITTI
- Dr. Vu Ngoc Tu, Director, Department of International Relations VNU
- Dr. Nguyen Dinh Hoa
- Dr. Do Trung Tuan



Japanese Side :

Mr. Kazuhiro YONEDA	Leader, Consultation Team, JICA
Mr. Kazuyoshi UCHIDA	Member, Consultation Team, JICA
Mr. Yoshio NIIZEKI	Member, Consultation Team, JICA
Mr. Makoto EZAWA	Member, Consultation Team, JICA
Mr. Mitsuru TOMITA	Member, Consultation Team, JICA

JICA Vietnam Office

Mr. Masaru TODOROKI	Resident Representative
Mr. Hisatoshi OKUBO	Assistant Resident Representative

Embassy of Japan

Mr. Yasuyuki ITO	Second Secretary
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Experts

Mr. Akihiro MITARAI	Chief Advisor
Mr. Hideyuki ADACHI	Project Coordinator
Mr. Masamichi IWAMOTO	Network Engineering



JICA