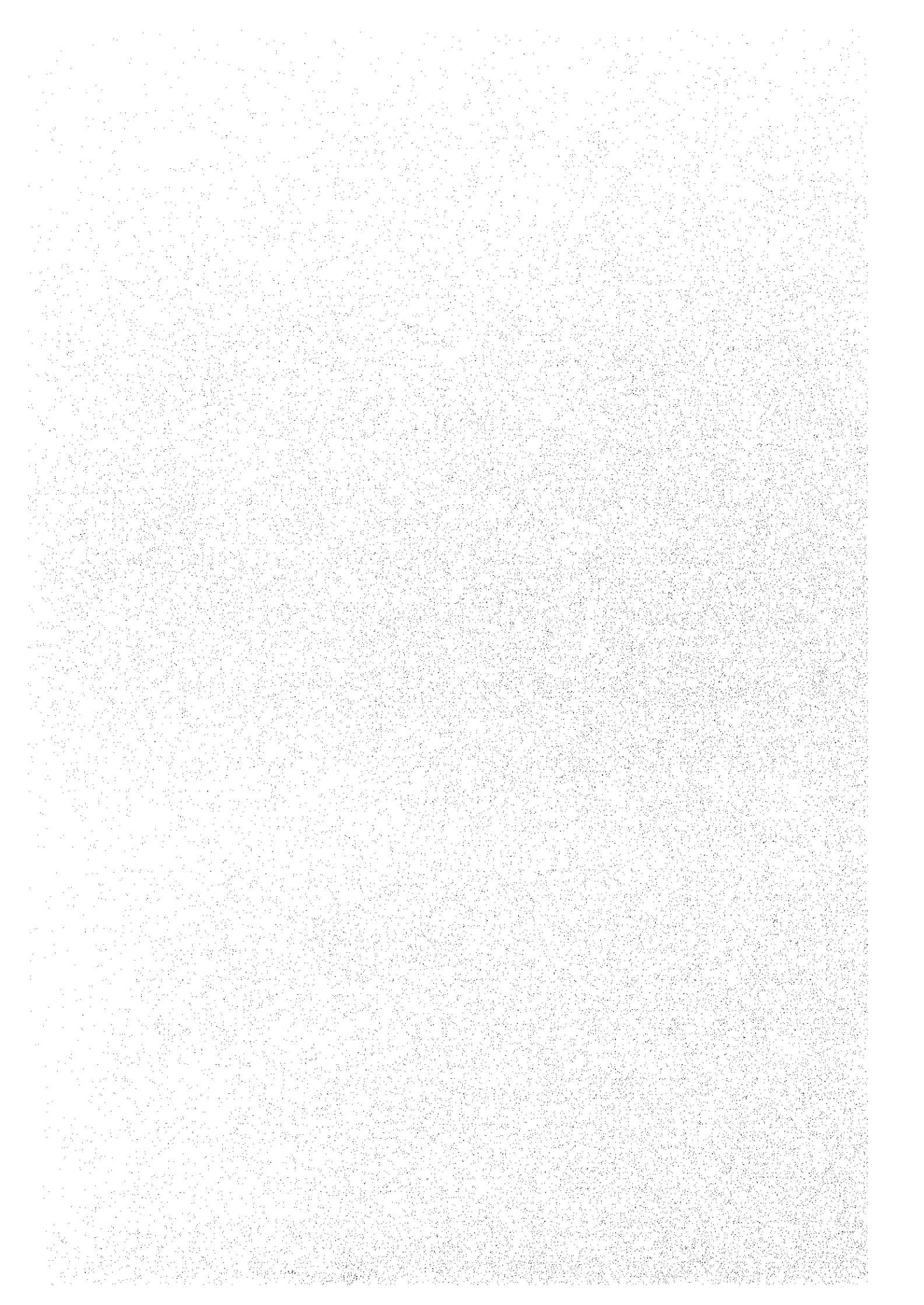


Appendices



Appendices-1 Member List of the Survey Team

(1)Field Survey

1 Toshiyuki IWAMA	Leader	Deputy Director of First Project Study Division Grant Aid Project Study Department, JICA
2 Kunihiko KOIZUMI	Technical Adviser	Assistant Director, Data Processing Division, Administrative Department, Statistics Center, Management and Coordination Agency
3 Shiro SHIMAMURA	Project Manager / Statistics Survey	CRC Overseas Cooperation Inc.
4 Hisaaki FUKUDA	Equipment Planner I	CRC Overseas Cooperation Inc.
5 Atsushi OTOMO	Equipment Planner II	CRC Overseas Cooperation Inc.
6 Tomoyuki KURODA	Cost and Procurement Planner	CRC Overseas Cooperation Inc.

(2)Explanation of Draft Report

1 Hiroshi SHIRAKAWA	Leader	Deputy Director of First Project Study Division Grant Aid Project Study Department, JICA
2 Takuji INOUE	Technical Adviser	First Population Statistics Tabulation Division Population Statistics Tabulation Department, Statistics Center, Management and Coordination Agency
3 Shiro SHIMAMURA	Project Manager / Statistics Survey	CRC Overseas Cooperation Inc.
4 Hisaaki FUKUDA	Equipment Planner I	CRC Overseas Cooperation Inc.
5 Tomoyuki KURODA	Cost and Procurement Planner	CRC Overseas Cooperation Inc.

Appendices 2 Survey Schedule

① Field Survey

No.	Date	Activities				
		Official Team	Project Manager	Equipment Planner I	Equipment Planner	Cost Planner
1	4/18	Sun.	Narita → Jakarta			
2	19	Mon.	Courtesy call on the Embassy of Japan in Indonesia, JICA office and BPS			
3	20	Tue.	Jakarta → Bandung, Subang Kabupaten Statistical Office, West Java Provincial Statistical Office			
4	21	Wed.	Cianjur Kabupaten Statistical Office, Pilot Survey (Cikalong Kulon)			
5	22	Thu.	Discussion with BPS, Courtesy call on BAPENAS and Deputy Premier			
6	23	Fri.	Discussion and Signing of M/D Official Team Jakarta →			
7	24	Sat.	→ Narita	BPS (Discussion of the Project Scale)		
8	25	Sun.		Review of Collected Data		
9	26	Mon.		BPS (Discussion of the Project Scale)		
10	27	Tue.		BPS (Discussion on organization, operation and maintenance plan) , JICA Office		
11	28	Wed.		BPS (Discussion on the 2000 Population Census)		
12	29	Thu		BPS (Discussion on OECF Project)		
13	30	Fri.		BPS (Explanation of Japan's Grant Aid Scheme)		
14	5/1	Sat.		Review of Collected Data		
15	2	Sun.		Site Survey (Jakarta → Surabaya) Meeting with the Survey Team		
16	3	Mon.		Site Survey (East Java, KEDIRI)		
17	4	Tue.		Site Survey (East Java Provincial Statistical Office) Surabaya → Denpasar		
18	5	Wed.		Site Survey (Bali, Tabanan, Gianyar)		
19	6	Thu.		Site Survey (Denpasar → Yogyakarta)		
20	7	Fri.		Site Survey (Yogyakarta)		
21	8	Sat.		Site Survey (Yogyakarta → Jakarta) Meeting with the Survey Team		
22	9	Sun.		Review of Collected Data		
23	10	Mon.	Discussion with the JICA Expert at BPS Survey on Procurement	Discussion with the JICA Expert Consideration of Short Specification		Survey on Procurement and Agency
24	11	Tue.	Discussion with the JICA Expert at BPS Survey on Procurement	Consideration of Short Specification Survey of the Training Center		Survey on Procurement Survey of the Training Center
25	12	Wed.	Discussion with the JICA Expert at BPS	Discussion with the JICA Expert Consideration of Short Specification	Consideration of Short Specification Survey on Agency	Survey on Procurement and Agency
26	13	Thu.	Discussion with the JICA Expert at BPS Survey on Procurement	Discussion with the JICA Expert Consideration of Short Specification	Consideration of Short Specification Survey on Agency	Survey on Procurement and Agency
27	14	Fri.	BPS (Report on the Survey), Embassy of Japan, JICA Office			
28	15	Sat.	Meeting with the Survey Team			
29	16	Sun.	Jakarta →			
30	17	Mon.	→ Narita			

② Explanation of Draft Report

No.	Date		Activities			
			Official Team	Project Manager	Equipment Planner I	Cost Planner
1	8/1	Sun.		Narita → Jakarta		
2	2	Mon		JICA Office, BPS		
3	3	Tue.		BPS (Discussion of the Basic Design Study, Confirmation on Short Specification		
4	4	Wed		Explanation and Discussion for Draft Report at BPS Confirmation on Short Specification		
5	5	Thu.		Site Survey (Jakarta → Medan)		
6	6	Fri.		Site Survey (Deli Serdang, Simalungun)		
7	7	Sat.		Site Survey (Medan → Jakarta) Meeting with the Survey Team		
8	8	Sun.		Collection of Data		
9	9	Mon	Narita → Jakarta	Discussion with the JICA Expert Confirmation on Short Specification		
10	10	Tue.	Courtesy call on the Embassy of Japan, JICA Office and BPS	Discussion with the JICA Expert Confirmation on Short Specification		
11	11	Wed	Discussion with the JICA Expert, Confirmation on Short Specification			
12	12	Thu.	BPS Signing of M/D			
13	13	Fri.	BPS Training Center, Report on the Survey to the JICA Office			
14	14	Sat.	Jakarta →			
15	15	Sun.	→ Narita			

Appendices 3 List of Party Concerned in the Recipient Country

Party of Recipient Country

	Organization and Title	Name
Deputy Premier	The State Coordinating Minister for People's Welfare and Poverty Alleviation Republic of Indonesia	Prof. Dr. Haryono Suyono
BPS Head Quarter	Director General	Mr. Sugito Suwito, MA
	Vice Director General	Mr. Sugiarto, MA
	Deputy Director General	Ms. Sri Budianti MS.
	Director, Bureau of Demographic & Manpower Statistics	Mr. Toto E. Sastrasuanda, MS
	Director, Bureau for Planning	Mr. Pietojo, MSA
	Director Bureau for Statistical Information System	Mr. Agus Suherman, MSc
	Chief of Project, The 2000 Population Census	Mr. Hamonangan Ritonga, PhD
	Director, Bureau for Statistical Methodology	Mr. Mulyono Muah, MA
	Chief of Division, Planning Development	Ms. Drs. Eri Hastoto
	Chief of Section, Ageing and Migration Issues	Ms. Tati Irwati, MA
	Senior Demographer	Mr. Dr. S.G. Made Mamas
	Director, Bureau Analysis and Statistical Development	Mr. La Ode Syafiudin, MSc
	BPS Province of Yogyakarta	Head of BPS Province of Yogyakarta
Chief of Division, Data Processing		Mr. Drs. Munaris
Chief of Section, Intergrated Data Processing		Ms. Christianti Nugraheri
Head of BPS Municipality of Yogyakarta		Mr. Siswoyo
BPS Province of Jawa Timur	East Java Provincial Government	Drs. Djoni Irianto, Bsc.
	Head of BPS Province of Jawa Timur	Mukadi Hadiwidjojo, MSc
	Chief of Division, Data Processing	Mr. Ir. Gunadi Supena
	Chief of Division, Demographic Statistics	Mr. Drs. Razali Ritonga, MA
BPS Province of Bali	Head of BPS Province of Bali	Mr. Suhandono, MSc
	Chief of Division, Data Processing	Mr. Ir. Isra Natalisa. Ginting
	Head of BPS District of Gianyar	Mr. Putu Mandiasa
BPS Province of Jawa Barat	Head of BPS Province of Jawa Barat	Mr. M. Asta, SE
	Chief of Division, Data Processing	Mr. Yurham Yunus
	Head of BPS District of Subang	Mr. Oudang
	Head of BPS District of Cianjur	Mr. Ucu Sutarjo
	Statistical Officer of Subdistrict of Cikalong Kulon	Mr. Endang Oyo S
BPS Province of Sumatera Utara	Head of BPS Province of Sumatera Utara	Mr. Saudin Sitorus, MSc
	Chief of Division, Population Statistics	Mr. Abdul Manaf, MA
	Chief of Division, Data Processing	Mr. Ir. Heru Bowo
	Chief of Division, Admiistration	Mr. Baswedan, BSc
	Chief of Division, Production Statistics	Mr. Syafril, BSr
	Chief of Division, Regional Account and Statistical Economics	Mr. Ir. Yomin Tofri
BPS Municipality of Medan	Head of BPS Municipality of Medan	Mr. Drs. Aminul Akbar, MSc
BPS District of Deli Serdang	Head of BPS Kabupaten of Deli Serdang	Mr. Ir. Poltak Sutrisno
BPS District of Simalungun	Head of BPS District fo Simalungun	Mr. Aguslan Simanjuntak, SE

Party of Japan in Indonesia

	Organization and Title	Name
Japanese Embassy	Second Secretary of Japanese Embassy in Indonesia	Mr. Koji HACHIYAMA
JICA Jakarta Office	Head of JICA Indonesia Office	Mr. Hiroyoshi IHARA
	Vice-Director of JICA Indonesia Office	Mr. Kazuhiro YONEDA
	JICA Indonesia Office	Mr. Ken WATANABE
JICA Expert	JICA Expert (Central Bureau of Statistics)	Mr. Toshio SHIGEMATSU
	JICA Expert (Central Bureau of Statistics)	Mr. Nobuyuki SAKASHITA

Appendices-4 Minutes of Discussion

**MINUTES OF DISCUSSION
ON THE BASIC DESIGN STUDY
ON THE PROJECT TO SUPPORT
THE BPS-STATISTICS INDONESIA
IN THE REPUBLIC OF INDONESIA**

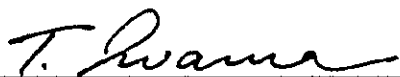
In response to a request from the Government of the Republic of Indonesia, the Government of Japan decided to conduct a Basic Design Study on the Project To Support The BPS-Statistics Indonesia (Badan Pusat Statistik) in Indonesia (hereinafter referred to as the "Project") and entrusted the Study to the Japan International Cooperation Agency (JICA).

JICA sends to Indonesia a Basic Design Study Team (hereinafter referred to as the "Team") which is headed by Mr. Toshiyuki Iwama, Deputy Director of the First Project Study Division, Grant Aid Project Study Department, JICA, and is scheduled to stay in the country from April 18 to May 17, 1999.

The Team held discussions with the officials concerned of the Government of the Republic of Indonesia and conducted site surveys.

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

Jakarta, April 23, 1999



Mr. Toshiyuki Iwama
Leader,
Basic Design Study Team, JICA



Mr. Sugito Suwito
Director General
BPS-Statistics Indonesia

ATTACHMENT

1. Objective

The objective of the Project is to support the planning, implementation, and data processing activities of the BPS-Statistics Indonesia to obtain reasonably accurate results of the census and other statistical activities within a realistic time period.

2. Project Sites

The Project sites are the BPS Head Office at DKI Jakarta and the BPS Provincial Offices shown below:

(01) Dista Aceh, (02) North Sumatera, (03) West Sumatera, (04) Riau, (05) Jambi, (06) South Sumatera, (07) Bengkulu, (08) Lampung, (09) DKI Jakarta, (10) West Java, (11) Central Java, (12) DI Yogyakarta, (13) East Java, (14) Bali, (15) West Nusa Tenggara, (16) East Nusa Tenggara, (17) West Kalimantan, (18) Central Kalimantan, (19) South Kalimantan, (20) East Sulawesi, (21) North Sulawesi, (22) Central Sulawesi, (23) South Sulawesi, (24) South East Sulawesi, (25) Maluku, (26) Irian Jaya.

The Project sites include some District Offices in the Provinces of: West Java, Central Java and East Java.

3. Responsible and Executing Organization

The responsible as well as the executing agency is the BPS-Statistics Indonesia.

4. Items Requested by the Government of Indonesia

After discussions with the Team, 79 sets of OCR system comprising of: scanner, OCR software, PC system were finally requested by the Government of Indonesia. JICA will further assess the appropriateness of the request in Japan to prepare a draft report.

5. Japan's Grant Aid System

5-1. The Government of Indonesia understands the Japan's Grant Aid Scheme as described in Annex 1.

5-2. The Government of Indonesia will take the necessary measures as described in Annex 2 for smooth implementation of the Project as a condition for the Japanese Grant Aid to be implemented to the Project.

6. Schedule of the Study

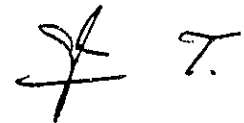
6-1. The consultant members of the Team will proceed to further studies in Indonesia until May 17, 1999.

6-2. JICA will prepare a draft report in English and dispatch a mission in order to explain its contents around August 1999.

6-3. If the contents of the draft report are accepted in principle by the Government of Indonesia, JICA will complete the final report and send it to the Government of Indonesia around November 1999.

7. Other Relevant Issues

- 7-1. Both sides agree that the equipment should reach the Project sites by the end of May 2000 at the latest, so that the BPS can start the scanning by the last week of July 2000. The Team explains that in order to ensure the above delivery schedule, all equipment should be consigned to CIF Project sites.
- 7-2. The Team emphasizes the need for the safe storage of the questionnaires before the data scanning, especially to protect it from water penetration. The Team is pleased to note that BPS will allocate a sufficient amount of budget to hire the required space when necessary.
- 7-3. The Team is pleased to note that the questionnaire for this Project to the Provincial Offices have been already answered, and asks that the questionnaire for each District site be also completed before it leaves the country.
- 7-4. The Team explains that the equipment will have the guarantee period of one year after handing over to the BPS-Statistics Indonesia and the BPS-Statistics Indonesia will be responsible for the maintenance thereafter.

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Japan's Grant Aid Program

1. Japan's Grant Aid Procedures

(1) The Japan's Grant Aid Program is executed by the following procedures.

Application (request made by a recipient country)

Study (Basic Design Study conducted by JICA)

Appraisal & Approval (appraisal by the Government of Japan and approval by the Cabinet of Japan)

Determination of Implementation (Exchange of Notes between both Governments)

Implementation (implementation of the Project)

(2) Firstly, an application or a request for a Grant Aid project submitted by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Japan's Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA 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 Program, based on the Basic Design Study Report prepared by JICA and the results are then submitted to the cabinet for approval.

Fourth, the project approved by the cabinet becomes official with the Exchange of Notes signed by the Government of Japan and the recipient country.

Finally, for the implementation of the Project, JICA assists the recipient country in preparing contracts and so on.

2. Contents of the Study

(1) Contents of the Study

The purpose of the Basic Design Study conducted by JICA on a requested

project is to provide a basic document necessary for appraisal of the project by the Japanese Government. The contents of the Study are as follows:

- a) confirmation of the background, objectives, benefits of the project and also institutional capacity of agencies concerned of the recipient country necessary for project implementation,
- b) evaluation of the appropriateness of the project for the Grant Aid Scheme from a technical, social and economical point of view,
- c) confirmation of items agreed on by the both parties concerning a basic concept of the project,
- d) preparation of a basic design of the project,
- e) estimation of cost of the project.

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the project is confirmed considering the guidelines of Japan's Grant Aid Scheme.

Final project components are subject to approval by the Government of Japan and therefore may differ from an original request. Implementing the project, the Government of Japan requests the recipient country to take necessary measures involved which are itemized on Exchange of Notes.

(2) Selection of Consultants

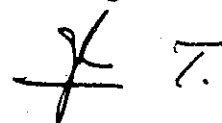
For smooth implementation of the study, JICA uses (a) registered consulting firm(s). JICA selects (a) firm(s) based on the proposals submitted by the interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

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

3. Japan's Grant Aid Scheme

(1) What is Grant Aid?

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



donation of materials or such.

(2) Exchange of Notes (E/N)

Both Governments concerned extend Japan's Grant Aid in accordance with the Exchange of Notes in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid etc., are confirmed.

(3) "The period of the Grant Aid" means one Japanese fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedure such as Exchange of Notes, concluding a contract with (a) consulting firm(s) and (a) contractor(s) and a final payment to them must be completed.

(4) Under the Grant, in principle, products and services of origins of Japan or the recipient country are to be purchased.

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

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

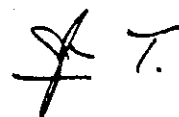
(5) Necessity of the "Verification"

The Government of the recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. The Government of Japan shall verify those contracts. The "Verification" is deemed necessary to secure accountability to Japanese tax payers.

(6) Undertakings Required to the Government of the Recipient Country

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

- a) to secure land necessary for the sites of the project prior to the installation work in case the project is providing equipment,
- b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities in and around the sites,
- c) to secure buildings prior to the installation work in case the project is providing equipment,

 T.

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

(7) Proper Use

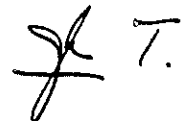
The recipient country is required to maintain and use the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for the operation and maintenance as well as to bear all expenses other than those covered by the Grant Aid.

(8) Re-export

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

(9) Banking Arrangement (B/A)

- a) The Government of the recipient country or its designated authority shall open an account in the name of the Government of the recipient country in a bank in Japan. The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by 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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Major Undertakings to be taken by Each Government

NO	Items	To be covered by Grant Aid	To be covered by Recipient side
1	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		●
	2) Payment commission		●
2	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine(Air) transportation of the products from Japan to the recipient country	●	
	2) Tax exemption and custom clearance of the products at the port of disembarkation		●
	3) Internal transportation from the port of disembarkation to the project site	●	
3	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 recipient country and stay therein for the performance of their work		●
4	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract		●
5	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		●
6	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for the transportation and installation of the equipment		●

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**MINUTES OF DISCUSSIONS
ON THE BASIC DESIGN STUDY
ON
THE PROJECT TO SUPPORT THE BPS-STATISTICS INDONESIA
IN
THE REPUBLIC OF INDONESIA
(EXPLANATION ON DRAFT FINAL REPORT)**

In April 1999, Japan International Cooperation Agency (JICA) dispatched a Basic Design Study team on the Project To Support The BPS-Statistics Indonesia (BPS) (hereinafter referred to as the "Project") to The Republic of Indonesia (hereinafter referred to as "Indonesia"), and through discussions, field survey, and technical examination of the results in Japan, JICA prepared the Draft Report of the study.


In order to explain and consult Indonesia side on the components of the Draft Report, JICA sent to Indonesia the Draft Final Report Explanation team (hereinafter referred to as "Team"), which is headed by Mr. Hiroshi Shirakawa, Information and Systems Management Division, General Affairs Department, JICA, from August 1 to August 15, 1999.

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

Jakarta, August 12, 1999



Mr. Hiroshi Shirakawa
Leader
Draft Final Report Explanation Team
JICA



Mr. Sugiarto
Vice Director General
BPS-Statistics Indonesia

ATTACHMENT

1. Components of the Draft Report

The Government of Indonesia agreed and accepted in principle the components of the Draft Report with the revised table explained by the Team.

2. Japan's Grant Aid System

Indonesia side has understood Japan's Grant Aid Scheme and the necessary measures to be taken by the Government of Indonesia as explained by the Team and described in Annex 1 and Annex 2 of the Minutes of Discussions signed by both parties on August 12, 1999.

3. Further Schedule

JICA will complete the Final Report in accordance with the confirmed items and send it to the Government of Indonesia by the end of November 1999.

4. Other Relevant Issues

4-1. Both sides have understood that the equipment should be installed in the project sites by the end of May 2000 at the latest, so that the BPS can start the scanning by the last week of July 2000. The Team explains that in order to ensure the above delivery schedule, all equipment should be consigned to CIF project sites.

4-2. The Team emphasizes the need for the safe storage of the questionnaires before the data scanning, especially to protect it from water penetration. The Team is pleased to note that BPS will allocate a sufficient amount of budget to hire the required space when necessary.

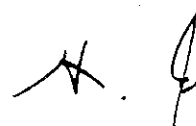
4-3. The Team explains that the equipment will have the guarantee period of one year after installation at the processing center, and BPS will be responsible for the maintenance thereafter.

4-4. In case of force majeure in local processing site, the installation of OCR system will be shifted to the BPS Headquarter or nearest project site.

4-5. BPS should prepare the TEST DATA for tender evaluation until the end of October 1999.

4-6. BPS should prepare computer programs related to OCR system before processing of the 2000 Population Census by BPS.

4-7. Both sides have understood the necessary measures by BPS described in Annex 3.



Japan's Grant Aid Program

1. Japan's Grant Aid Procedures

(1) The Japan's Grant Aid Program is executed by the following procedures.

Application (Request made by a recipient country)

Study (Preliminary Study / Basic Design Study conducted by JICA)

Appraisal & Approval (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)

Determination of Implementation (Exchange of Notes between the both Governments)

Implementation (Implementation of the Project)

(2) Firstly, an application or a request for a project made by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to see whether or not it is suitable for Japan's Grand Aid. If the request is deemed suitable, the Government of Japan entrusts a study on the request to JICA (Japan International Cooperation Agency).

Secondly, JICA conducts the Study (Basic Design Study), using a Japanese consulting firm. If the background and objective of the requested project are not clear, a Preliminary Study is conducted prior to a Basic Design Study.

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

Fourthly, the Project approved by the Cabinet becomes official when pledged by the Exchange of Notes signed by the both Governments.

Finally, for the implementation of the Project, JICA assists the recipient country in preparing contracts and so on.

2. Contents of the Study

(1) Contents of the Study

The purpose of the Study (Preliminary Study/Basic Design Study) conducted

on a project requested by JICA is to provide a basic document necessary for appraisal of the project by the Japanese Government. The contents of the Study are as follows:

- a) to confirm background, objectives, benefits of the project and also institutional capacity of agencies concerned of the recipient country necessary for project implementation,
- b) to evaluate appropriateness of the Project for the Grant Aid Scheme from a technical, social and economical point of view,
- c) to confirm items agreed on by the both parties concerning a basic concept of the project,
- d) to prepare a basic design of the project,
- e) to estimate cost involved in the project.

Final project components are subject to approval by the Government of Japan and therefore may differ from an original request.

Implementing the project, the Government of Japan requests the recipient country to take necessary measures involved which are itemized on Exchange of Notes.

(2) Selecting (a) Consulting Firm(s)

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

The consulting firm(s) used for the study is (are) recommended by JICA to a recipient country after Exchange of Notes, in order to maintain technical consistency and also to avoid possible undue delay in implementation caused if a new selection process is repeated.

3. Japan's Grant Aid Scheme

(1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non reimbursable funds needed to procure facilities, equipment and services for economic and social development of the country under the following principles in accordance with relevant laws and regulations of Japan. The Grant Aid is not in a form of donation or such.

(2) Exchange of Notes (E/N)

The Japan's Grant Aid is extended in accordance with the Exchange of Notes

by both Governments, in which the objectives of the Project, period of execution, conditions and amount of the Grant etc. are confirmed.

(3) "The period of the Grant Aid" means one Japanese fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedure such as Exchange of Notes, concluding a contract with (a) consulting firm(s) and (a) contractor(s) and a final payment to them must be completed.

(4) Under the Grant, in principle, products and services of origins of Japan or the recipient country are to be purchased.

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

However the prime contractors, namely, consulting, contractor and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means Japanese physical persons or Japanese juridical persons controlled by Japanese physical persons.)

(5) Necessity of the "Verification"

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

(6) Undertakings required to the Government of the recipient country

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

a) to secure land necessary for the sites of the project and to clear and level the land prior to commencement of the construction work,

b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities in and around the sites,

c) to secure buildings prior to the installation work in case the Project is providing equipment,

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

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

f) to accord Japanese nationals whose services may be required in

connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(7) Proper Use

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

(8) Re-export

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

(9) Banking Arrangement (B/A)

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

Major Undertakings to be taken by Each Government

NO	Items	To be covered by Grant Aid	To be covered by Recipient side
1	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		●
	2) Payment commission		●
2	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine (Air) transportation of the products from Japan to the recipient country	●	
	2) Tax exemption and custom clearance of the products at the port of disembarkation		●
	3) Internal transportation from the port of disembarkation to the project site	●	
3	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 recipient country and stay therein for the performance of their work		●
4	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract		●
5	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		●
6	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for the transportation and installation of the equipment		●

NECESSARY MEASUREMENT BY BPS

(1) E/N procedure

Adherence to the final installation date for equipment (end of May 2000) requires that bidding occur as quickly as possible. BPS should request ALL CONCERNED PARTIES to implement E/N immediately following the Japanese cabinet meeting in October, and all required documentation will be prepared beforehand.

(2) Budget allocation

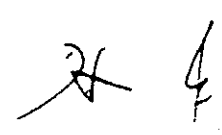
- 1) The minimum consumables required for use during the tabulation period of the 2000 Population Census are to be included in the scope of the project. After this period, any necessary consumables or maintenance costs such as spare parts are the responsibility of BPS. BPS will be asked to make the necessary budgetary provisions.
- 2) BPS is responsible for expanding power supply capacity, securing storage space for questionnaires, and for performing improvements to some of the locations to permit installation. BPS will be asked to make budgetary provisions for these activities.
- 3) One of the tender conditions will be inspection for scanner accuracy. The required data for the inspection will be prepared by BPS.

(3) Maintenance

- 1) The most crucial concern here is that operational scanner trouble be kept to minimum. To this end, as part of the Mini-Project Type Technical Cooperation for Improvement of the 2000 Population Census, plans will be drawn up to train BPS staff assigned to the OCR system locations in preventive maintenance. Providing staff with a thorough grounding in preventive maintenance is expected to reduce the frequency of troubles and maintenance costs.
- 2) Once this warranty period expires (from 2001 on), BPS should cover maintenance and consumable costs from its ordinary budget.

(4) Personnel

- 1) Two BPS staffs trained to operate OCR systems should be assigned to each OCR system at all times.



- 2) BPS Staff will be dispatched from each regional Statistical Office and assigned to an OCR system to receive technical training under the Mini-Project Type Technical Cooperation for Improvement of the 2000 Population Census. They will learn techniques for preventive maintenance and other necessary skills and will retain as skilled personnel.

(5) Accident prevention

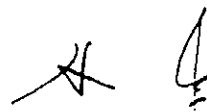
The assigned personnel should receive training in accident prevention involving the OCR systems in addition to training to be conducted as part of the Mini-Project Type Technical Cooperation for Improvement of the 2000 Population Census. Training should involve measures for reducing the risk of accidents, such as changing rolls at the appropriate time, and corrective steps if an accident should occur.

(6) Reducing the frequency of unreadable questionnaires

Smooth functioning of the OCR systems requires minimizing the frequency of unreadable questionnaires.

According to the results of a trial population census conducted by BPS, the frequency of unreadable questionnaires in the area around the city of Bekasi, where the quality of the enumerator and the level of education of residents are both high, was 6.05%. On the more remote islands, this frequency is estimated to be even higher. Thus, BPS has decided to implement the following measures.

- a. The quality of the paper used for the questionnaires will be improved, within budget constraints.
- b. Questionnaires will be simplified to make them easier to complete.
- c. Enumerator will be provided with writing instruments to help ensure that questionnaires are completed correctly.
- d. As part of training, enumerator will be shown how to fill in numbers correctly.
- e. Supervisor should check the questionnaires filled in by the enumerators, including the writing.
- f. Particular care will be taken to caution census staff against soiling questionnaires.



Revised Table:
**"Basic Design Study on the Project to Support the BPS-Statistics
Indonesia in the Republic of Indonesia"**

No.	Page	Paragraph	Written	Revised to
1.	1-1	1	Without these system , the 2000 Population Census as proposed would not be possible.	Without these system, the processing of the 2000 Population Census would take a longer time, and the final tables could not be possible to be published by the end of April 2001.
2.	1-1	3	Scheduled for July 2000	Scheduled for June 2000
3.	1-1	4	... have covered only four surveys items...have covered only five surveys items...
4.	1-2	1	... poverty, social policy, education, etc.-at both the national and regional levels.	... poverty, social policy, education, housing, etc. at the national and regional levels as well as small area statistics (SAS).
5.	1-2	2	A new president is expected to take office in 1999, a new policies are expected.	Omitted from the draft
6.	1-2	3population (complete count enumeration) was four.population (complete count enumeration) was five.
7.	1-2	4including employment, poverty, social welfare, and education, etc.including employment, poverty, social welfare, education, housing, etc.
8.	1-2	5	In order to speed up tabulation, the BPS will carry out regional tabulations of the 2000 Population Census at Statistical Offices in both PSO and KSO	In order to speed up tabulation, the BPS will carry out early regional tabulations of the 2000 Population Census at Provincial Statistical Office.
9.	1-3	3	1) The province..... 2) In accordance.....at the Provincial Statistical Office in each Indonesia province (26)	1) In accordance..... 2) The province.....at the Provincial Statistical Office (26)

10.	1-3	4	3. Procurement. The final date for delivery..	3. Procurement. The final date for installation..
11.	1-4	3	...census for agriculturalcensus for statistical surveys such as agricultural...
12.	1-5	3	4. Procurement. A delivery of OCR.....	4. Procurement. The installation of OCR....
13.	1-5	4	(5) Maintenance The scanners are expected to operate for a period of approximately four months, with, each.....	(5) Maintenance Omitted from the draft. Each.....
14.	1-6	1	(from 2002 on), BPS will enter into contracts directly with the manufacturers and cover.....BPS will be asked to make budgetary provisions for the cost involved.	(from 2001 on), BPS will cover....ordinary budget.
15.	1-6	3	(7) Cost to be..... 4)....the BPS staff.....	(7) Cost to be.... 4)the BPS local staff...
16.	1-6	4	(1) Overall Plan 1) Ensuring Population Census (July 1).	(1) Overall Plan 1) Ensuring Population Census .
17.	1-6	4	(1) Overall Plan (2) Planning within a four-month period scheduled.....	(1) Overall Plan (2) Planning within Scheduled.
18.	1-7	Table 1	Coloumn (4) BPS HQ = 5,362,128	Coloumn (4) BPS HQ = 5,381,204
19.	1-7	Table 1	Coloumn (4) Subtotal = 47,789,437	Coloumn (4) Subtotal = 47,808,513
20.	1-8	Tabel 2	Coloumn (4) 132 Jember = 1,782,389	Coloumn (4) 132 Jember = 1,763,313
21.	1-8	Tabel 2	Coloumn (4) Subtotal 1 = 47,789,437 Subtotal 2 = 15,193,045	Coloumn (4) Subtotal 1 = 47,808,513 Subtotal 2 = 15,173,969
22.	1-8	1	(3) Equipment ...the specified period of four months.	(3) Equipment ...the specified period.
23.	1-8	1	(3) Equipment b.63 million question- naires in four months.	(3) Equipment b.63 million question- naires.

Handwritten signature or initials

24.	1-8	1	(3) Equipment b.at 50 questionnaires per minute (double-sided scan, 200 dpi),	(3) Equipment b.at 50 questionnaires per minute (double-sided scan, 200 dpi A4 size),
25.	1-9	1	d. ...SCSI-2 compatible in accordance with existing LAN system.	d. ...SCSI-2 compatible.
26.	1-9	4	only a SCSI modem Several scanners installed in the four KSO of Kediri, Jember, Tuban, and Madiun in East Java. But owing to....	Only a SCSI-2 ... Two scanners are to be installed in each of the four KSO of Kediri, Jember, Tuban, and Madiun in East Java, but owing to...
27.	1-10	Table 3	Coloumn (3) 1) Scanner 1).... Double-sided legal size... 3) Form size: A3/A4	Coloumn (3) 1) Scanner 1).... Double-sided A4 size... 3) Form size: A3/A4/legal.
28.	1-10	Table 3	Coloumn (3) 3) Scanner control PC 1) Pentium 450 MHZ, Pentium III 400... 4) 8 GB or more SCSI II Hard disk	Coloumn (3) 3) Scanner control PC 1) Pentium II 450 MHZ, Pentium III 450.... 4) 8 GB or more SCSI- 2 Hard disk
29.	1-10	Table 3	Coloumn (3) 4) Recognition PC 1) Pentium 450 MHZ, Pentium III 400... 3) SCSI II card and cable	Coloumn (3) 4) Recognition PC 1) Pentium II 450 MHZ, Pentium III 450.... 3) SCSI-2 card and cable
30.	1-11	1	E / N immediately following the cabinet meeting in October,	E / N immediately following the cabinet meeting in October 1999,.....
31.	1-11	4	(6) Maintenanceof the July 2000....at full capacity for a period of approximately four months. The following.....	(6) Maintenanceof the June 2000....at full capacity. The following.....
32.	1-12	1warranty period (2002 onward), BPS will be required to contact directly with manufactures and provide funds.... ordinary budget. BPS will be required to make budgetary provisions for these expenses.warranty period (2001 onward), BPS will be required to provide funds.... ordinary budget.

33.	1-12	2	a.systems. Each Scanner will require...	a.....systems. Each OCR system will require approximately 24 m ² in PSO and 16 m ² in KSO.
34.	1-12	2	c.divided into long term space...Statistical Offices, and temporary storage...available for long term and temporary storage space.	c.divided into space...Statistical Offices, and storage...available for storage space.
35.	1-13	Table 5	Coloumn (3) * Remark: Sites with "*" is not yet certain by the date June 1, 1999	Coloumn (3) for each * are -, -, -, 50, 30, 40, 40, 40, 20, - Omitted from the draft.
36.	1-14	2	4)Accident prevention ...be conducted in October 1999 as part.....	4)Accident prevention ...be conducted as part.....
37.	1-14	4unreadable questionnaires in the area around the city of Bandung, where the are both high, 6.5 %. e. Particular care will be taken to caution census staff against soiling questionnaires.unreadable questionnaires in the area around the city of Bekasi, where theare both high, 6.05 %. e. Supervisor should check the questionnaires filled in by the enumerators, including the writing. f. Particular care will be taken to caution census staff against soiling questionnaires. Note : Point 5 Reducing the frequency of unreadable questionnaires will be removed from the draft and will be put in the recommendation of the Team to BPS.

38.	2-1	3	.Ministry of Foreign Affairs) and from The BPS-Statistics Indonesia (Badan Pusat Statistik, hereinafter referred to as the "BPS") to...	.Ministry of Foreign Affairs) and from The BPS to...
39.	2-1	4internal transportation, and so forth.internal transportation.
40.	2-4	2	(2) Personnel Plan 4)6)Bandung,....	(2)Personnel Plan 4)6)Bandung,....
41.	2-5	1	(2) Personnel Plan 5)13)South East Sulawesi.	(2)Personnel Plan 5)13)South East Sulawesi.
42.	2-5	2	2-1-5 Equipment...., spare parts, consumables, etc.	2-1-5 Equipment...., spare parts, consumables.
43.	2-5	4	(2) Inland Transportation	(2) Internal Transportation
44.	2-7 2-8 2-9	All Paragraph	All Statements	Change with other sheets

24 4

- 5) to ensure that the equipment procured under the Grant Aid Scheme is maintained and used properly and effectively for the Project; and
- 6) to confirm that the Recipient Country bears all expenses except for those agreed to be covered by the Japanese government.

2-2 Project Cost Estimation

2-2-1 Expenses Borne by the Recipient Country

To ensure smooth operation of OCR systems in each location, the BPS will be asked to handle matters such as preparing the locations for the installation of OCR systems, securing adequate power supply, and providing storage facilities for the questionnaires.

Table 2-2 Expenses Borne by the Recipient Country

Item	Total Amount (Unit : Rps)	Total Amount (Unit : US\$)	Fiscal Year
(1)Expanding power supply capacity	48,000,000	6,115	2000/2001
(2)Preparation of office equipment	355,500,000	45,287	2000/2001
(3)Providing storage facilities for the questionnaires	275,000,000	35,032	1999/2000
(4)Renovating work at processing site, with air-condition	380,000,000	48,408	2000/2001
Total	1,058,500,000	134,841	

Source: BPS USD 1.00= Rps 7,850

2-2-2 Operations and maintenance plan

BPS employees currently possess more than adequate technical skill to manage the equipment to be supplied for this project, and staff sizes are also sufficient. The employees forming the nucleus of those involved in the 2000 Population Census have already clocked up a satisfactory amount of training in "The in-country training programe" at the Jakarta training center. BPS staffs who have received this training will return to regional statistical-research offices in to work as trainers for local staff.

Technical and preventive-maintenance training in OCR systems for BPS local staff will also be conducted, as part of the Mini-Project-Based Technical Cooperation for the Improvement of the 2000 Population Census, in two sessions. This training will provide a maintenance framework for OCR systems within BPS.

The introduction of the equipment procured for this project will involve outlays on operations and maintenance such as the cost of equipment maintenance and the cost of purchasing replacement parts and consumables. The main pieces of equipment requiring replacement parts and consumables will be the scanners. During the 2000 Population Census, demand for the replacement parts and consumables required to scan an enormous number of questionnaires will be concentrated in the brief time span. The consumables that will be required during this period will be included in procurement orders for equipment such as rollers, belts, and pads.

The projected costs of operations and maintenance after the introduction of the equipment are shown in Table 2-4, and the details related to the consumables are shown in Table 2-3.

These trial calculations assume an evaluation period of seven years between 2000 and 2006. Due to variation in the life of replacement parts, there will be fluctuations in the cost of maintaining the installed equipment.

Table 2-3 Contents of consumable

Equipment name	Contents of consumable
(1) Scanner	Belt Assembly, Roller Assembly, Lamp, Pad, etc
(2) PCs	Toner Cartridge (printer), Image drum (printer)

Table 2-4 Operation and Maintenance Cost

Fiscal Year	2000	2001	2002	2003	2004	2005	2006	2007	Total
Total Inflow from National Budget	134	50	50	105	50	50	70	50	559
Total Expenditure	134	50	50	105	50	50	70	50	559
Maintenance cost	0	40	40	40	40	40	40	40	280
Spare parts, consumable	0	10	10	65	10	10	30	10	145
Expanding power supply capacity	6	0	0	0	0	0	0	0	6
Preparation of office equipment	45	0	0	0	0	0	0	0	45
Providing storage facilities for the Questionnaires	35	0	0	0	0	0	0	0	35
Renovation work at the processing site (Preparation of Air -condition, etc)	48	0	0	0	0	0	0	0	48

Exchange rate: USD 1 = Rps 7,850

Basic Assumption for Maintenance cost, Spare part and consumable;

- 1) 1 year Contract for 79 scanners and 158 PCs
- 2) No onsite support
- 3) All defective equipment will be send to Service Center in Jakarta.
- 4) BPS will be responsible for delivery and return cost, with insurance
- 5) Repair time will take 2 or 3 day
- 6) Cost of Spare part and consumable should be covered by BPS program budget

The budget required by BPS will be provided entirely from that of the government. For the 2000 Population Census, BPS will need to revise its calculations of the costs required and produce a revised budget proposal. The total figure (approximate) for additional costs generated by the introduction of OCR systems is estimated at US\$134,000, requiring a roughly 0.5% addition to the original budget (FY2000) of US\$28,887,700. Failure to secure this funding will endanger the implementation of the population census itself, making it crucial that BPS put its every possible effort into obtaining the budget it requires.

The trial calculations also revealed that a minimum of US\$50,000 (FY2001) will be required annually to maintain the scanners. This sum equals approximately 0.3% of the BPS ordinary budget of US\$16,925,600 (FY1999), and this extra amount must be obtained by an increase in the BPS ordinary budget. BPS has been charged with the tasks of drawing up a revised budget proposal based on these trial calculations and requesting the cooperation of the relevant ministries to secure the required amount.

Appendices 5 References

1	Indonesia 5 th Edition	Lonely Planet Publications	1997
2	Japanese Firms, Businesses and Representatives	MSX International Ltd.	1998
3	Indonesia's National Socio-Economic	BPS	1995
4	Produk Domestik Regional Bruto Kotamadya Yogyakarta	BPS YOGYAKARTA	1998
5	STATISTIK RERHOTELAN KOTAMADYA YOGYAKARTA	BPS YOGYAKARTA	1997
6	Montly Statistical Bulletin	BPS	1999
7	Indonesia Business	Castle Group	1998
8	Staristik Indonesia	BPS	1997
9	Indonesia Economic Almanic	Business Indonesia	1998

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