

## **[ APPENDICES ]**

1. Member List of the Study Team
2. Survey Schedule
3. List of Party Concerned in Vietnam
4. Minutes of Discussion
5. Cost Estimation Born by Vietnamese Side
6. Other Relevant Data
  - 6.1 Proposed Site for Ho Chi Minh Center
  - 6.2 Geotechnical Investigation Data
  - 6.3 Topographic Survey Data
  - 6.4 Proposed Business Courses
7. References

## **1. Member List of the Study Team**

### **[At Basic Design Study Survey]**

1. Mr. Kazunori OSHIYAMA, Leader  
Director, First Technical Cooperation Division, Social Development  
Cooperation Department  
Japan International Cooperation Agency (JICA)
2. Mr. Yuichi MATSUSHITA, Coordinator  
Third Project Management Division, Grant Aid Management Department  
Japan International Cooperation Agency (JICA)
3. Mr. Shinya OSUMI, Project Manager/Architectural Planner  
Nippon Koei Co., Ltd.
4. Mr. Shin HINOMIZU, Facility Planner/Equipment Planner  
Nippon Koei Co., Ltd.
5. Mr. Akira SHIROYA, Construction and Procurement Planner/Cost Estimator  
Nippon Koei Co., Ltd.
6. Mr. Fumio HARA, Interpreter  
Nippon Koei Co., Ltd.

### **[At Basic Design Draft Report Explanation Mission]**

1. Mr. Yoshikazu YAMADA, Leader  
Director, Third Project Management Division, Grant Aid Management  
Department  
Japan International Cooperation Agency (JICA)
2. Mr. Shinya OSUMI, Project Manager/Architectural Planner  
Nippon Koei Co., Ltd.
3. Mr. Shin HINOMIZU, Facility Planner/Equipment Planner  
Nippon Koei Co., Ltd.
4. Mr. Hirota FUSHIHARA, Interpreter  
Nippon Koei Co., Ltd.

## 2. Survey Schedule

### [At Basic Design Study Survey]

| No. | Date | Day of the week | Activities  |  |  |  |                                      |             |
|-----|------|-----------------|---|--|--|--|--------------------------------------|-------------|
|     |      |                 | Officials   |  | Consultant   |  |                                      |             |
|     |      |                 | Mr. Oshiyama  | Mr. Matsushita   | Mr. Osumi  | Mr. Hara                               | Mr. Hinomizu                         | Mr. Shiroya |
| 1   | 8/03 | Tue             |   | Tokyo - Hanoi  |  |  |                                      |             |
| 2   | 8/04 | Wed             |   | Courtesy call to EOJ and JICA Vietnam<br>Discussion with MPI and MOET* |  |  |                                      |             |
| 3   | 8/05 | Thu             |   | Discussion with FTU*   |  |  |                                      |             |
| 4   | 8/06 | Fri             |   | Hanoi – Ho Chi Minh<br>Site reconnaissance                             |  |  | Data collection on construction cost |             |
| 5   | 8/07 | Sat             |   | Data collection  |  |  | Survey on related project            |             |
| 6   | 8/08 | Sun             | Tokyo – Hanoi   | Ho Chi Minh – Hanoi  |  |  | Data collection                      |             |
| 7   | 8/09 | Mon             | Discussion with FTU, Survey on related institution                    |  |  |  |                                      |             |
| 8   | 8/10 | Tue             | Discussion with FTU   |  |  |  |                                      |             |
| 9   | 8/11 | Wed             | Preparation of papers   |  | Subcontracting topo. survey and geo. investigation<br>Survey on construction matters |  |                                      |             |
| 10  | 8/12 | Thu             | Signing of Minutes of Discussion<br>Reporting to EOJ and JICA Vietnam |  |  | Data collection on construction matter |                                      |             |
| 11  | 8/13 | Fri             | Hanoi – Tokyo   |  | Discussion with FTU, Subcontracting topo. survey and geo. investigation              |  |                                      |             |
| 12  | 8/14 | Sat             |   |  | Survey on utilities in FTU, Preliminary planning of building                         |  |                                      |             |
| 13  | 8/15 | Sun             |   |  | Team meeting   |  |                                      |             |
| 14  | 8/16 | Mon             |   |  | Survey on consulting and construction businesses                                     |  |                                      |             |
| 15  | 8/17 | Tue             |   |  | Preparation of discussion material with FTU  |  |                                      |             |
| 16  | 8/18 | Wed             |   |  | Survey on electric power ,Discussion with FTU<br>Survey on related institution       |  |                                      |             |
| 17  | 8/19 | Thu             |   |  | Survey on construction matter, Preparation of interim report                         |  |                                      |             |
| 18  | 8/20 | Fri             |   |  | Discussion with subcontractor for survey<br>Reporting to EOJ and JICA Vietnam        |  |                                      |             |
| 19  | 8/21 | Sat             |   |  | Discussion with FTU  |  |                                      |             |
| 20  | 8/22 | Sun             |   |  | Data collection  |  |                                      |             |
| 21  | 8/23 | Mon             |   |  | Hanoi – Bangkok – Tokyo (Aug. 24)  |  |                                      |             |

EOJ : Embassy of Japan

\* : Represented by Mr. Hatakeyama, Deputy Resident Representative of JICA Vietnam Office, on behalf of Mr. Oshiyama

**[At Basic Design Draft Report Explanation Mission]**

| No. | Date  | Day of the week | Activities  |  |              |               |
|-----|-------|-----------------|---|--|--------------|---------------|
|     |       |                 | Officials   | Consultant   |              |               |
|     |       |                 | Mr. Yamada  | Mr. Osumi  | Mr. Hinomizu | Mr. Fushihara |
| 1   | 10/25 | Mon             |   | Tokyo – Hanoi  |              |               |
| 2   | 10/26 | Tue             |   | Courtesy call to JICA Vietnam<br>Discussion with FTU |              |               |
| 3   | 10/27 | Wed             |   | Discussion with FTU                                  |              |               |
| 4   | 10/28 | Thu             | Vietnam – Hanoi   | Discussion with FTU                                  |              |               |
|     |       |                 | Reporting to JICA Vietnam   |  |              |               |
| 5   | 10/29 | Fri             | Courtesy call to MOET and MPI<br>Discussion with FTU on Minutes of Discussion |  |              |               |
| 6   | 10/30 | Sat             | Discussion with FTU on Minutes of Discussion                                  |  |              |               |
| 7   | 10/31 | Sun             | Preparation of documents  |  |              |               |
| 8   | 11/1  | Mon             | Signing of Minutes of Discussion  |  |              |               |
| 9   | 11/2  | Tue             | Reporting to EOJ and JICA Vietnam   |  |              |               |
| 10  | 11/3  | Wed             | Hanoi – Tokyo   |  |              |               |

### 3. List of Party Concerned in Vietnam

#### Ministry of Planning and Investment

1. Dr. DUONG DUC UNG: General Director, Dept. of Foreign Economic Relations
2. Mr. PHAM KIM CUNG: Deputy Director, Dept. of Science, Education and Environment
3. Ms. PHAM PHI YEN: Dept. of Science, Education and Environment
4. Mr. NGUYEN HOANG THONG: Senior Expert, Dept. of Industry
5. Mr. NGUYEN XUAN TIEN: Dept. of Foreign Economic

#### Ministry of Education and Training

1. Prof. Dr. TRAN VAN NHUNG: General Director, Dept. of International Relations
2. Prof. Dr. DO VAN CHUNG: General Director, Dept. of Undergraduate
3. Dr. DUONG DUC LAN: Deputy Director, Dept. of Planning and Finance

#### Foreign Trade University (Ha Noi)

1. Ms. NGUYEN THI MO: Rector
2. Mr. HOANG NGOC THIET: Vice-Rector
3. Mr. NGUYEN PHUC KHANH: Vice-Rector
4. Mr. TRAN VIET DZUNG: Head, Academic Research & International Relations Dept.
5. Mr. NGUYEN VAN CHAU: Vice-Head, Academic Research & International Relations Dept.
6. Ms. NGUYEN BICH HA: Head, Japanese Dept.
7. Mr. NGUYEN VAN HAO: Vice-Head of Japanese Dept.
8. Ms. LE THI LAN: Staff-Secretary, Academic Research & International Relations Dept.

#### Foreign Trade University (Ho Chi Minh)

1. Dr. HOANG VAN CHAU: Director

#### **4. Minutes of Discussion**

MINUTES OF DISCUSSIONS  
OF  
BASIC DESIGN STUDY  
ON  
THE PROJECT FOR CONSTRUCTION OF  
VIETNAM-JAPAN HUMAN RESOURCES COOPERATION CENTER  
IN HA NOI  
IN  
THE SOCIALIST REPUBLIC OF VIETNAM

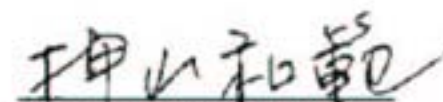
In response to a request from the Government of Socialist Republic of Vietnam, the Government of Japan decided to conduct a basic design study on the Project for Construction of Vietnam -Japan Human Resources Cooperation Center in Hanoi (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (JICA).

JICA dispatched to Vietnam the Basic Design Study Team (hereinafter referred to as "the Team"), which is headed by Mr. Kazunori OSHIYAMA, Director, First Technical Cooperation Division, Social Development Cooperation Department, JICA, and is scheduled to stay in the country from August 3 to August 23, 1999.

The Team had a series of discussions with concerned officials of the Government of Vietnam and conducted a field survey in the Project area.

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

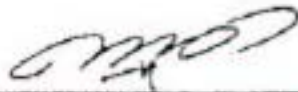
Ha Noi, August 12, 1999



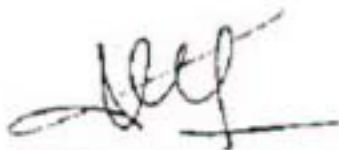
Mr. Kazunori OSHIYAMA  
Leader,  
Basic Design Study Team,  
JICA



Professor, Dr. Tran Van Nhung  
General Director,  
Dep. of International Relations,  
Ministry of the Education and Training



Professor, Dr. Nguyen Thi Mo  
Rector,  
Foreign Trade University



Witnessed by

Dr. Duong Duc Ung  
General Director,  
Dep. of Foreign Economic Relations,  
Ministry of Planning and Investment

# ATTACHMENT

## 1. Objective

The Government of Vietnam and the Japanese Preliminary Study Team have confirmed by the Minutes of Discussions dated February 8, 1999, that the Government of Japan examines the project-type technical cooperation for support to establish the Vietnam-Japan Human Resources Cooperation Center ( hereinafter referred to as "VJCC" ).

Both sides also agreed the outputs of the project is to establish (a) Business Courses, in such fields as accounting, corporate finance, marketing, international business laws and regulations, human resources management, statistics and applied information, business and trade practice, market information, production control, Japanese experiences, (b) Japanese language Courses for Business, (c) Cultural exchange programs and public information services.

The objective of the Grant Aid Project is to provide the building of VJCC in Ha Noi ( hereinafter referred to as "the Center" ) and provision of appropriate educational equipment for the Center.

## 2. Grant Aid Project area

The project area is in the campus of the Foreign Trade University ( hereinafter referred to as "FTU" ) in Ha Noi. The approximately available area of the site is 1,200m<sup>2</sup>.

## 3. Responsible and Executing Agency

The responsible Agency of the Project is Department of International Relations, Ministry of the Education and Training.

The executing Agency is FTU.

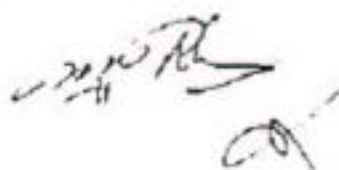
## 4. Items Requested by the Government of Vietnam

After discussions with the Team, the items described in ANNEX-I were finally requested by Vietnamese side. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for approval.

## 5. Japan's Grant Aid System

- (1) The Government of Vietnam has understood the system of Japan's Grant Aid Scheme explained by the Team, as described in ANNEX-II.
- (2) The Government of Vietnam will take necessary measures, described in ANNEX-III for smooth

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implementation of the Project on condition that the Grant Aid by the Government of Japan is extended to the Project.

## 6. Schedule of the Basic Design Study

- (1) The consultants will proceed with further studies in Vietnam until August 23, 1999.
- (2) Based upon the Minutes of Discussions and technical explanation of the study results, JICA will prepare the draft report in English and dispatch a mission to Vietnam in order to explain its contents in the middle of October, 1999.
- (3) If the contents of the report are accepted in principle by the Government of Vietnam, JICA will complete the final report and send it to the Government of Vietnam by February, 2000.

## 7. Other Relevant Issues

- (1) FTU will pay basic salary of Vietnamese supporting staff who will be recruited for the Center ( 3-4 persons ).

FTU will bear the general administrative expense, such as maintenance costs of the facility, costs for electricity and water supply, local communication, office supplies and etc.

FTU would take measures to compensate financial shortfall with allocation of reward of the Non-Project Grant Aid extended by the Government of Japan.

- (2) The Team, after returning in Japan, will examine validity to establish VJCC in Ho Chi Minh (hereinafter referred to as "HCMC" ). If it proves that the grant aid is indispensable to put the center's activities for smooth implementation, Japanese side will dispatch another study team as soon as possible aiming specifically at HCMC.

- (3) The Team will investigate, after returning in Japan, a possibility of procurement of "standard books and videos" contributing to promotion of understanding Japan under the Grant Aid Project without magazines and periodicals for the library in the Center.

- (4) Procurement of teaching materials for the Japanese language courses will be examined under the project-type technical cooperation scheme after course designing in the technical cooperation scheme. These materials, therefore, will not be procured under the Grant Aid Project.

- (5) FTU has agreed to provide necessary number of counterpart personnel on full time basis to the Team during the period of their investigations.

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## ITEMS REQUESTED BY VIETNAMESE SIDE

## A. CONSTRUCTION:

A three story-building to be built with a total floor area of approx. 1200m<sup>2</sup> (400m<sup>2</sup> x 3) including offices, classrooms, library, and others, ...

| Room Name                               | Activities   |
|---|--|
| <b>1. Cultural Exchange Lobby Zone</b>  |  |
| A. Lobby                                | - Displays, Rest Space   |
| B. Information Space                    |  |
| Interactive Information Booth           | - 5 A/V Terminals, 10 PCs                                      |
| Reading room                            | - 20 seats for general reading                                 |
| Copy room                               | - 2 copy machines  |
| Library                                 | - Control desk, book racks                                     |
| C. Guidance Booth                       | - 2 sets   |
| <b>2. Seminar Zone</b>                  |  |
| A. Multi-function room                  | - Seminar w/A/V facilities for 100 persons, can be partitioned |
| B. Seminar Rooms                        | - 2 Rooms for 40 persons,                                      |
| C. Japanese language classroom          | - 1 multimedia room  |
| D. Computer Training Room (LAN network) | - 20 PCs w/LAN connections                                     |
| E. Cultural Exchange Room               | - Cultural Exchange activities                                 |
| F. Japan Club room (provisional)        | Removable "Tatami" mats  |
|   | - Club room for graduates, exchange students from Japan, etc.  |
| <b>3. Administration Zone</b>           |  |
| A. Director Room                        | 2 rooms w/secretary space                                      |
| B. Reception Room                       | Adjacent to Director's Room                                    |
| C. Administration office                | 7 persons & office equipment                                   |
| D. Japanese Language Instructor R.      | 3 persons w/lesson preparation equipment                       |
| E. Meeting Room                         | 15 person capacity   |
| F. Non-resident instructor Room         | 5 person   |
| G. Storage                              |  |
| H. Kitchenette                          | Hot Water heater, Sink, Cabinets                               |
| <b>4. Circulation, etc</b>              | <b>Corridors, toilets, equipment space</b>                     |

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**Additional:**

- A parking area for 5 cars and 100 motorcycles and bicycles to be built in the surrounding area of the Center.
- A Japanese garden showing the Image of Japan to be built in the surrounding area of the Center.
- The multi-function room (2A) and Seminar Rooms (2B) can be merged with each other into a big room of approx. 250 m<sup>2</sup> in the Seminar zone when necessary.
- Building up a power room for the Center.

**B. EQUIPMENT**

| Equipment                              | Description  | Quantity    |
|--|--|-------------|
| <b>1. Cultural Exchange Lobby</b>      |  |             |
| A. Audiovisual display                 | - Interactive display w/information on Japan                                     | 3 sets      |
| B. Computer Terminals                  | - Internet access to information on Japan  | 10 sets     |
| C. Library Book Racks                  | - Racks for 3000 books capacity  | 1 set       |
| D. Library PC                          | - For book administration  | 1 set       |
| E. Library Control Desk                | - Furniture  | 1 set       |
| <b>2. Seminar Zone</b>                 |  |             |
| A. A/V Equipment                       | Video Projector, Screen, Video Desk, OHP Projector, w/connection outlets in room | 3 sets      |
| B. Classroom Furniture                 | Desks, Chairs, Lectures Dais, Blackboard   | as required |
| C. Multimedia Language Learning System | Multimedia Language Learning System for 24 people                                | 1 set       |
| D. Personal Computer LAN               | Wiring and connectors for 20 units   | 20 sets     |
| E. Japanese Tatami Mats                | Traditional Tatami Mats (removable)  | 1 set       |
| <b>3. Administration Zone</b>          |  |             |
| A. Office equipment                    | Copy Machine, facsimile machine, Filing Cabinets, Server Computer, Printer       | 1 set       |
| B. Lesson Preparation Equipment        | Copy Machine, Cassette Tape Editor, Video Tape Editor, Dubbing Machine           | 1 set       |

**Additional:**

- Air- conditioners and/or Central heating and cooling
- Security facilities
- Fire protection facilities
- Micro phones and sounding systems (amplifiers, loud-speakers, stand,...)

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27

## Japan's Grant Aid Program

### 1. Japan's Grant Aid Procedures

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

- **Application** (request made by a recipient country)
- **Study** (Preparatory 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 Governments of Japan and the recipient country)
- **Implementation** (Implementation of the Project)

(2) Firstly, an application or a request for a 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 suitable for Japan's Grant Aid. If the request is deemed appropriate, the Government of Japan entrusts a study on the request to JICA (Japan International Cooperation Agency).

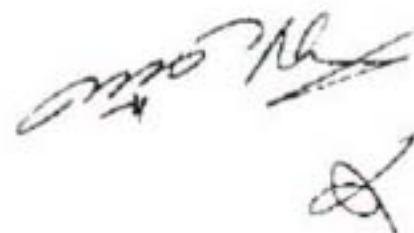
Secondly, JICA conducts the study (Basic Design Study), using a Japanese consulting firm(s). If the background and objective of the requested project are not clear, a Preparatory Study is conducted prior to a Basic Design Study.

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

Fourthly, the Project approved by the Cabinet becomes official when pledges 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.

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## 2. Basic Design Study

### (1) Contents of the Study

The purpose of the Study (Preparatory 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 both parties concerning the basic concept of the Project;
- (d) to prepare a basic design of the project,
- (e) to estimate cost involved in the project.

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

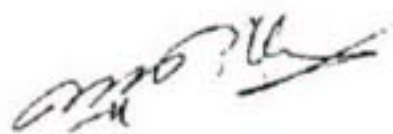
The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient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

### (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.

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### 3. Japan's Grant Aid Scheme

#### (1) What is Grant Aid?

The Grant Aid 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 as 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 Aid, etc., are confirmed.


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

(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, construction 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. )

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(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.

60.



(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 a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by 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.

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| NO | Items   | To be covered by<br>Grant Aid | To be covered by<br>Recipient side |
|----|---|-------------------------------|------------------------------------|
| 1  | To secure land  |                               | ●                                  |
| 2  | To clear, level and reclaim the site when needed  |                               | ●                                  |
| 3  | To construct gates and fences in and around the site  |                               | ●                                  |
| 4  | To construct the parking lot  | ●                             |                                    |
| 5  | To construct roads  |                               |                                    |
|    | 1) Within the site  | ●                             |                                    |
|    | 2) Outside the site   |                               | ●                                  |
| 6  | To construct the building   | ●                             |                                    |
| 7  | To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities |                               |                                    |
|    | 1) Electricity  |                               |                                    |
|    | a. The distributing line to the site  |                               | ●                                  |
|    | b. The drop wiring and internal wiring within the site  | ●                             |                                    |
|    | c. The main circuit breaker and transformer   | ●                             |                                    |
|    | 2) Water Supply   |                               |                                    |
|    | a. The city water distribution main to the site   |                               | ●                                  |
|    | b. The supply system within the site ( receiving and/or elevated tanks )  | ●                             |                                    |
|    | 3) Drainage   |                               |                                    |
|    | a. The city drainage main ( for storm, sewer and others ) to the site   |                               | ●                                  |
|    | b. The drainage system ( for toilet sewer, ordinary waste, storm drainage and others ) within the site            | ●                             |                                    |
|    | 4) Telephone System   |                               |                                    |
|    | a. The telephone trunk line to the main distribution frame / panel (MDF) of the building                          |                               | ●                                  |
|    | b. The MDF and the extension after the frame / panel  | ●                             |                                    |
|    | 5) Furniture and Equipment  |                               |                                    |
|    | a. General furniture  |                               | ●                                  |
|    | b. Project equipment  | ●                             |                                    |
| 8  | To bear the following commissions to a bank of Japan for the banking services based upon the B/A                  |                               |                                    |
|    | 1) Advancing commission of A/P  |                               | ●                                  |
|    | 2) Payment commission   |                               | ●                                  |
| 9  | 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 customs clearance of the products at the port of disembarkation                              |                               | ●                                  |
|    | 3) Internal transportation from the port of disembarkation to the project site                                    | ●                             |                                    |

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|    |   |  |   |
|----|---|--|---|
| 10 | 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. |  | • |
| 11 | 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.   |  | • |
| 12 | To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid.   |  | • |

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*[Handwritten signature]*  
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**MINUTES OF DISCUSSIONS  
OF  
BASIC DESIGN STUDY  
ON  
THE PROJECT FOR CONSTRUCTION OF  
VIETNAM-JAPAN HUMAN RESOURCES COOPERATION CENTER  
IN HA NOI  
IN  
THE SOCIALIST REPUBLIC OF VIETNAM  
(EXPLANATION ON DRAFT REPORT)**

In August 1999, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched a Basic Design Study Team on the Project for Construction of Vietnam - Japan Human Resources Cooperation Center in Hanoi (hereinafter referred to as "the Project") to the Socialist Republic of Vietnam (hereinafter referred to as "Vietnam"), and through discussion, field survey, and technical examination of the results in Japan, JICA prepared a draft report of the study.

In order to explain and to consult the Vietnam on the components of the draft report, JICA sent to Vietnam the Draft Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Yoshikazu Yamada, Director, Third Project Management Division, Grant Aid Management Department, JICA, from October 25 to November 3, 1999.

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

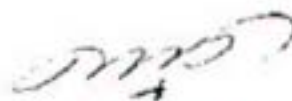
Hanoi, November 1, 1999



Mr. Yoshikazu Yamada  
Leader,  
Draft Report Explanation Team,  
JICA

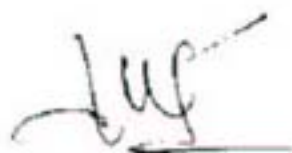


Professor Dr. Tran Van Nhung  
General Director,  
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Professor, Dr. Nguyen Thi Mo  
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Witnessed by



Dr. Duong Duc Ung  
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## ATTACHMENT

### 1. Components of the Draft Report

The Government of Vietnam agreed and accepted in principle the components of the draft report explained by the Team.

### 2. Japan's Grant Aid Scheme

Vietnamese side understands the Japan's Grant Aid Scheme and the necessary measures to be taken by the Government of Vietnam as explained by the Team and described in ANNEX-II and ANNEX-III of the Minutes of Discussions signed by both parties on August 12, 1999.

### 3. Schedule of the Study

JICA will complete the final report in accordance with the confirmed item and send it to the Government of Vietnam by February 2000.

### 4. Other Relevant Issues

(1) Both sides reconfirmed that FTU would take measures to compensate financial shortfall after the completion of the Project Type Technical Co-operation Scheme.

(2) Japanese side observed it was proper to establish Vietnam-Japan Human Resources Cooperation Center in Ho Chi Minh (hereinafter referred to as "HCMC") and would prepare to dispatch another study team as soon as possible aiming specifically at HCMC. The Team received a part of the official documents concerning land acquisition of the HCMC site. FTU will submit to the Team the remaining documents after they have been obtained.

(3) "Standard books and videos" contributing to promotion of understanding Japan will be procured under the project-type technical co-operation scheme after course designing in the technical cooperation scheme. These materials, therefore, will not be procured under the Grant Aid Project.

(4) The Team handed one copy of the draft detailed specification of the equipment to FTU. Both sides agreed that this draft specification is confidential and should not be duplicated or released to any outside parties.

(5) FTU will obtain the building permit for the construction of the Project from the concerned government offices to enable smooth execution of the Project.

(6) The Vietnamese side will take the necessary measures to obtain approval from The Government of Vietnam for the Project and notify the Japanese side of acceptance of the Draft Basic Design by the end of December 1999.

(7) The Vietnamese side strongly requested to the Japanese side for the space of translation booths in the Seminar Rooms. The Team will examine the necessity of the booths after return to Japan.

## 5. Cost Estimation Born by Vietnamese Side

In accordance with the regulations of the Grant Aid Scheme, some provisions have to be made or expenses born by the Vietnamese side, of which details are shown in the Minutes of Discussions reproduced heretofore. In order for the Vietnamese side to prepare budget for these items in time for implementation of the Grant Aid Scheme for the Project, the Study Team made a cost estimate for those matters in cooperation with FTU as shown below:

**Table A5.1 Cost Estimate for Items to Be Born by Vietnamese Side**

| Description  |  | Cost (US\$)                     |
|--|--|---------------------------------|
| [For Construction of the Center]                       |  |                                 |
| 1.   | Demolition of existing staff residences and a class room building                                | 6,500                           |
| 2.   | Design review and building permit  | 6,000                           |
| 3.   | Extension of telephone lines from the existing terminal box to the Center building               | 3,000                           |
| 4.   | Extension of electric power distribution line from the entrance of campus to the Center building | 10,000                          |
| 5.   | Landscaping  | 10,000                          |
| 6.   | General furniture and office utensils  | 5,000                           |
| Total  |  | 40,500                          |
| [For Operation & Maintenance of the Center Facilities] |  |                                 |
| 1.   | Building structures and finishes   | (3,000\$/year) 15,000\$/5 years |
| 2.   | Building service systems   | (7,500\$/year) 37,500\$/5 years |
| Total  |  | 52,500\$/5 years                |