

## 付 属 資 料

協議議事録( Minutes of Meeting : M / M )



**MINUTES OF MEETING  
BETWEEN THE JAPANESE BASIC STUDY TEAM  
AND THE AUTHORITIES CONCERNED IN THE REPUBLIC OF POLAND  
ON THE JAPANESE TECHNICAL COOPERATION ON  
THE POLAND-JAPAN ENERGY CONSERVATION TECHNOLOGY CENTER**

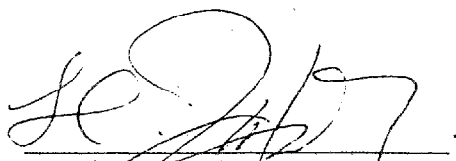
The Japanese Basic Study Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hidetoshi Takama, visited the Republic of Poland from October 23 to October 31, 2000 for the purpose of confirming present situation of The Poland-Japan Energy Conservation Technology Center (hereinafter referred to as "ECTC"), clarifying the background, concept and scope of the Japanese Technical Cooperation on ECTC.

During its stay in the Republic of Poland, the Team had a series of discussions and exchanged views with the relevant ministries of the Government of the Republic of Poland and authorities concerned and also made a field survey to the relevant sites and facilities.

Main discussions concerning ECTC were carried out between the Team and the Polish National Energy Conservation Agency (hereinafter referred to as "KAPE") represented by Mr. Tadeusz Skoczkowski.

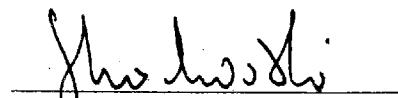
As a result of the discussions, both sides signed below came to reach a common understanding concerning the matters referred to in the document attached hereto.

Warsaw, October 31, 2000



Mr. Hidetoshi Takama

Leader  
Japanese Basic Study Team  
Japan International Cooperation Agency  
Japan



Mr. Tadeusz Skoczkowski

President  
Polish National Energy Conservation  
Agency  
The Republic of Poland

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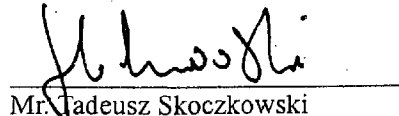
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Japan



Mr. Tadeusz Skoczkowski

President  
Polish National Energy Conservation  
Agency  
The Republic of Poland

Supported by the Ministry of Economy  
The Republic of Poland

Mr. ....

## ATTACHED DOCUMENT

### 1 THE ENERGY CONSERVATION ENVIRONMENT IN POLAND

In Poland, the market economy has been introduced from 1989. Since then, the amount of energy consumption in the industry sector was being decreased because of recession of the industry sector, especially the material industry sector like a steel industry. But since 1992, energy consumption began to increase again, and the amount of energy consumption is closing to the level of 1980's recently. Moreover the potential of more energy consumption still remains in the industry sector.

Concerning energy conservation, "The Energy Law", enacted in 1997, proclaims a "rational and efficient use of fuel and energy", and thus stipulates standardization of the energy efficiency of equipment and facilities used in factories. But it is not enough to proceed the energy conservation. There are no other particular laws and regulations for the energy conservation at present. Only the laws and regulations relating to environmental protection are available as the basis of energy conservation.

The Polish National Energy Conservation Agency (hereinafter referred to as "KAPE") was established in 1994 to proceed energy conservation under the government policy. Now, KAPE conducts its activities, among others, under the supervision of the Ministry of Economy (hereinafter referred to as "MOE").

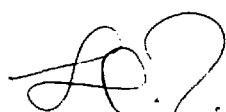
To transfer to the market economy, to privatize the state-owned companies, to become a member of EU and to meet the international agreements, the establishment of energy conservation policy is required urgently for Poland.

### 2 BACKGROUND OF DISPATCH OF THE BASIC STUDY TEAM

Regarding the above-mentioned energy conservation environment in Poland, with KAPE being involved in developing the energy conservation policy, the Polish government requested the technical cooperation to the Japanese Government. JICA conducted the Development Study to meet the request from March 1997 to March 1999. Through the Development Study, "the Master Plan for Energy Conservation in the Republic of Poland" was made in March 1999. In the Master Plan, the establishment of ECTC was proposed.

To make a plan for establishment of ECTC, the Polish side requested JICA to dispatch experts. JICA dispatched two experts May-July 1999 to make up the feasibility study report for it. The report concluded that the Japanese Project-type Technical Cooperation was required to establish ECTC.

Therefore this Basic Study Team was dispatched to study the concept, scope and feasibility of the Project-type Technical Cooperation on ECTC (hereinafter referred to as "the Project").



### 3 ESTABLISHMENT OF ECTC

Both sides confirmed that ECTC is established as an internal organization of KAPE. Activities of the ECTC will be the following:

- (1) Human resource development
  - Executive training
  - Self-audit training
  - Professional training
- (2) Dissemination and Public Relations
  - Publication
  - Internet
- (3) Energy efficiency business development
  - Audit and consulting
  - Energy Saving Company (ESCO) type activities
- (4) Policy recommendation
  - Model factory scheme
  - Energy efficiency standards

The provisional future organization chart of KAPE and activities of establishment of ECTC are shown in ANNEX 1 and ANNEX 2 respectively.

### 4 CONTENTS OF THE PROJECT

#### (1) Name of the Project

As to the name of the Project, both sides agreed on the following:

"Project on the Polish-Japanese Energy Conservation in the Republic of Poland"

#### (2) Implementing Agency of the Project

As KAPE is responsible for the implementation of the Project, both sides confirmed that ECTC will bear overall responsibilities for the implementation of the Project.

The actual organization chart of KAPE is shown in ANNEX 3.

#### (3) Administration of the Project

President of KAPE as the Project Director will bear overall responsibility for the Project.

Director of ECTC as the Project Manager will be responsible for management of the Project, administration, financial management, training facilities and programme.

**(4) Duration of the Japanese Technical Cooperation for the Project**

The duration of the technical cooperation for the Project by the Government of Japan will be from four (4) to five (5) years from the date agreed by both sides in the Record of Discussions (hereinafter referred to as R/D) to be concluded between JICA and the implementing agency.

**(5) Fields of Technology Transfer**

Both sides confirmed that fields of technology transfer will be following activities;

- (a) Human resource development
  - Executive training
  - Self-audit training
  - Professional training
- (b) Dissemination and Public Relations
  - Internet
- (c) Energy efficiency business development
  - Audit and consulting
  - Energy Saving Company (ESCO) type activities
- (d) Policy recommendation
  - Model factory scheme
  - Energy efficiency standards

**(6) Methodology of Technology Transfer**

Both sides confirmed that the technology transfer from Japanese experts to Polish counterpart personnel will be conducted mainly by Japanese experts supplemented by provision of machinery and equipment and training of the counterpart personnel in Japan. The technology transfer from experts to the counterpart personnel will be undertaken in a form of lectures and on-the-job training.

**(7) Measures to be taken by the Japanese side**

(i) Dispatch of Japanese Experts

Both sides confirmed that the long-term and short-term experts should be dispatched by JICA in the field mentioned in 4-(5), in addition to the Chief Advisor and Coordinator, at its expense.

(ii) Training of the Polish Counterpart Personnel in Japan

Both sides confirmed that it would be very difficult for the Japanese side to accept all the counterpart personnel as a trainee in Japan during the technical cooperation period in any project nowadays because of the harshness of Japan's ODA budget, thus the Project was required to set up a kind of strategy, that is, how to make best use of the said training opportunity.

The Team added the comment that the number of trainee is decided by each year, but the approximate number of trainee will be two (2) persons per year, if possible starting 2001.

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(iii) Provision of Machinery and Equipment

The Polish side will request machinery and equipment in due course. Both sides confirmed that any machinery and equipment provided by the Japanese government should be regarded as only a tool and material necessary for upgrading of counterpart personnel capability, dissemination of information on Japanese technology development and the implementation of on-the-job-training, and thus optimal provision would be made.

The Team explained that the amount of machinery and equipment will not exceed than 2 million US\$ in total.

In this connection, the Team further stressed the Polish side that the maintenance and upgrading of equipment should be borne by the Polish side.

**(8) Measures to be taken by the Polish side**

(i) Buildings and Facilities for the Project

Both sides confirmed that the office space and facilities of ECTC will be used for the Project.

The main items of these are followings:

- rooms for Japanese experts
- rooms for counterpart personnel
- warehouses/rooms for equipment
- meeting rooms
- training rooms

(ii) Machinery, Equipment and Materials

Both sides agreed that the latter would supply at its own expenses machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than those provided by the Government of Japan through JICA during and after the technical cooperation period for the Project.

In this connection, the Team further stressed that proper maintenance and at least some portion of supply of spare parts, tools and materials should be borne by the Polish side even during the technical cooperation period and all to be borne by the latter upon the completion of the Project.

(iii) Assignment of Full-time Counterpart Personnel

With regard to assignment of the counterpart personnel for the Project, both sides confirmed that the assignment of full-time counterpart personnel is inevitable and allocate the counterpart personnel in due course according to the activities shown in as ANNEX 2.

Allocation and the targeted number of counterpart personnel are followings:

- (a) Human resource development (6 persons)
- (b) Dissemination and public relations (1 person)
- (c) Energy efficiency business development (4 person)
- (d) Policy recommendation (1 person, who holds other post)



(iv) Local Cost

Both sides confirmed that timely allocation of necessary amount of local cost of the Project by the Polish side would be indispensable for the successful implementation of the Project. And both sides confirmed that the preliminary cost is allocated from KAPE.

The items of local cost are shown in followings:

- staff charge
- refurbishment of rooms or warehouses
- maintenance
- utilities
- miscellaneous

(9) **Privileges, Exemptions and Benefits to the Japanese Experts**

Both sides will apply to the Polish Government authorities to grant Japanese experts and their families privileges, exemptions and benefits no less favorable than those accorded to experts of third countries working in the Republic of Poland.

## 5 SCHEDULE OF THE PROJECT

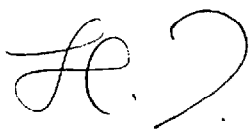
Both sides confirmed that the following actions are necessary to be done for the commencement and implementation of the Project.

**Polish side**

- Establishing the organization of ECTC within KAPE organization by 15th of December 2000
- Submitting by KAPE with support of the Ministry of Economy the official request of Project-type Technical Cooperation by 31 December 2000
- Securing the office space, facilities and preliminary operational cost by the middle of December 2000
- Appointing counterpart personnel by April 2001

**Japanese side**

- Dispatching Preliminary Study Team, which confirms the contents of the official request, approximately on March 2001 after receiving the official request
- Dispatching Implementing Study Team, in which R/D is signed by both sides, approximately on July 2001
- Dispatch Supplement Study Team between the Preliminary Study and the Implementing Study, if necessary
- The commencement of the Project in the Japanese fiscal year, 2001 preferably by November 2001



## 6 ATTENDANCE OF THE DISCUSSIONS

A list of attendance during discussions with the relevant ministries and authorities concerned is shown in **ANNEX 4**.

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## ANNEX LIST

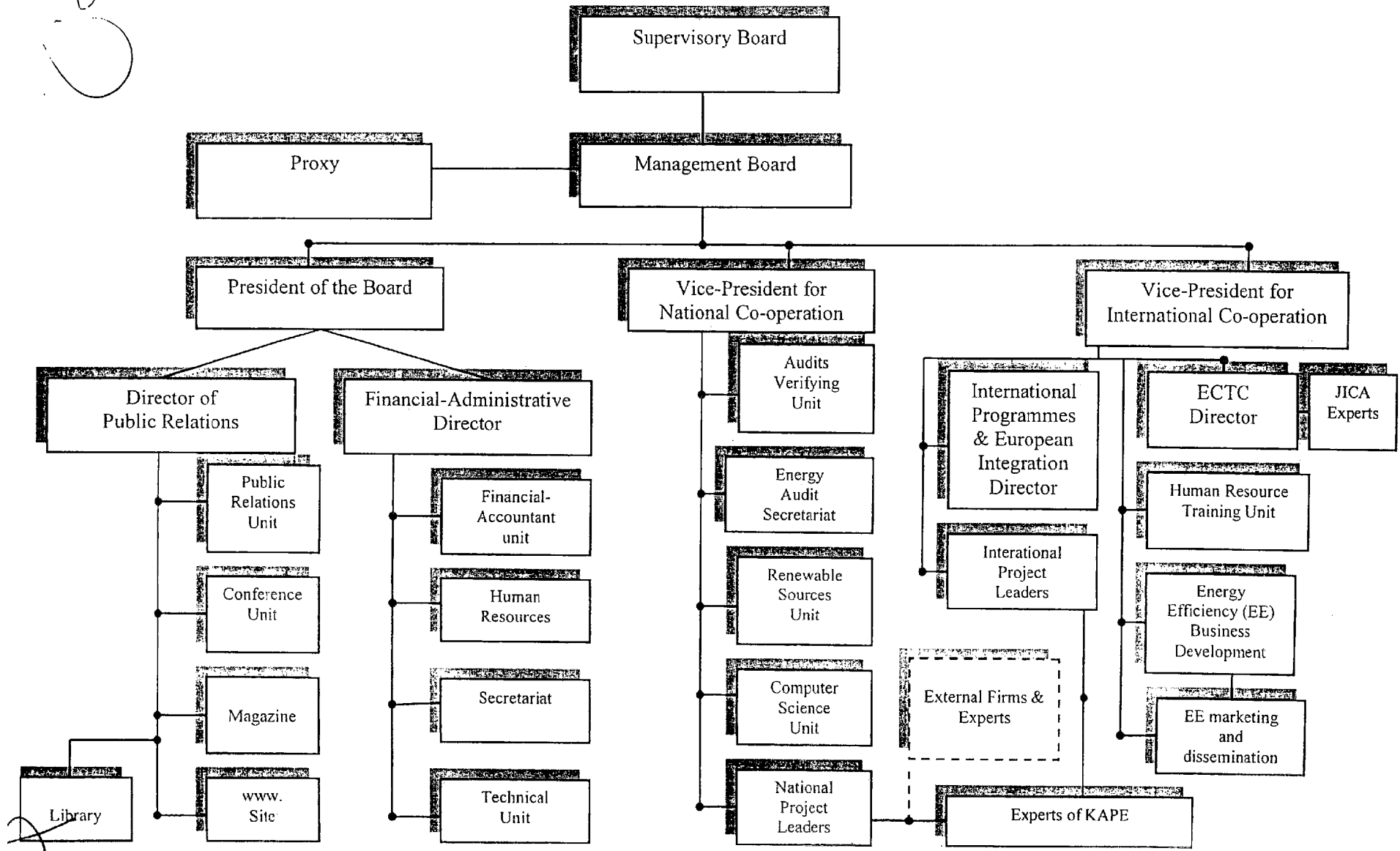
- Annex 1 Provisional Future Organization Chart of KAPE
- Annex 2 Activity Chart of ECTC
- Annex 3 Actual Organization Chart of KAPE
- Annex 4 Attendance of the Discussions

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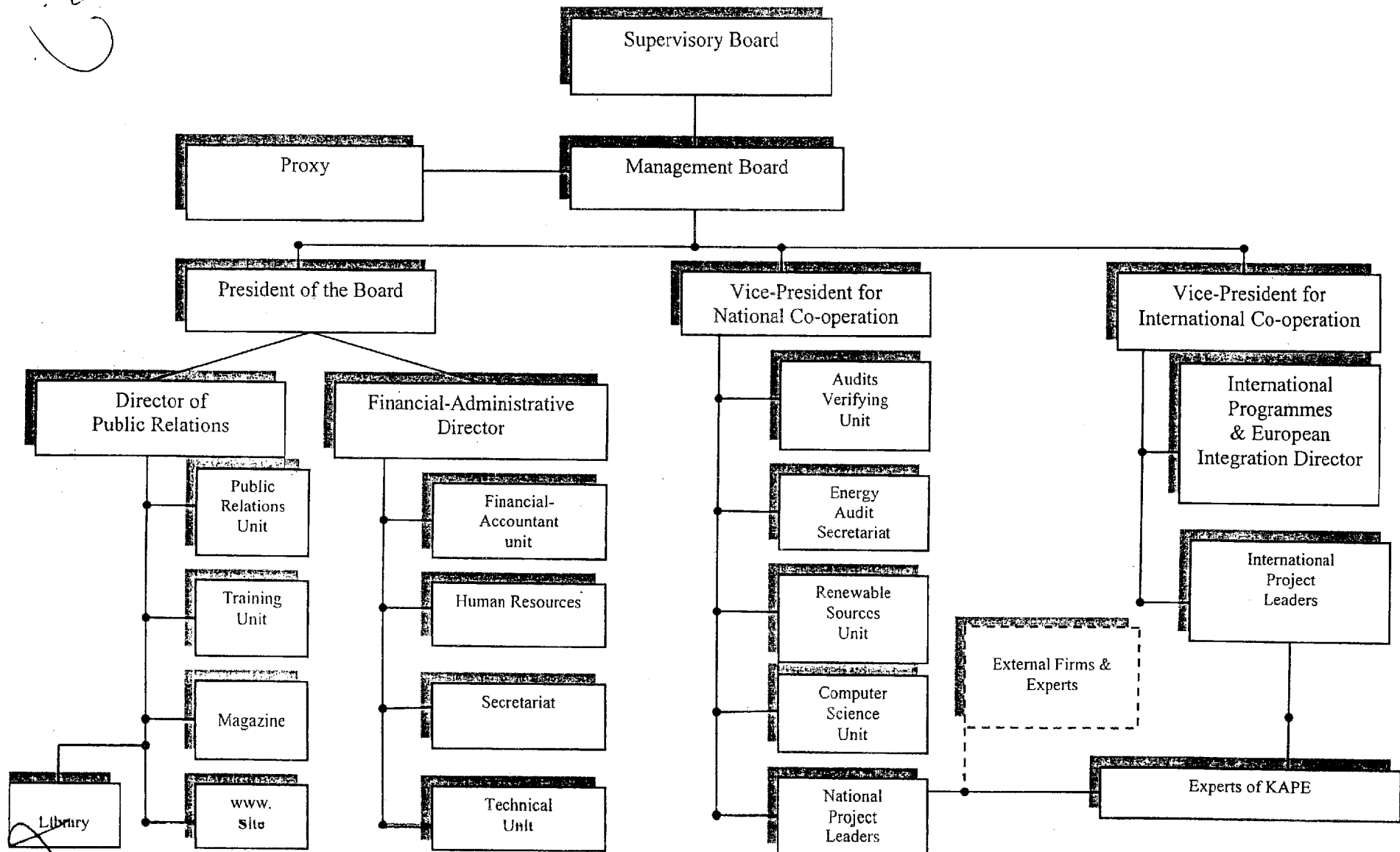
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PROVISIONAL FUTURE ORGANIZATION SCHEME OF THE POLISH NATIONAL ENERGY CONSERVATION AGENCY





ORGANIZATIONAL SCHEME OF THE POLISH NATIONAL ENERGY CONSERVATION AGENCY (KAPE)



## Annex 4 Attendance of the Discussions

### 1. The Japanese side

- |                             |                                |
|-----------------------------|--------------------------------|
| (1) Basic Study Team        |                                |
| Mr. Hidetoshi Takama        | Leader                         |
| Mr. Tatsuro KOGA            | Technical Cooperation Policy   |
| Mr. Hiroo KUROSAWA          | Technical Cooperation Planning |
| Mr. Yasunori SERIZAWA       | Energy Conservation Technology |
| Mr. Satoshi MURAKAMI        | Planning and Management        |
| (2) JICA/JOVC Poland Office |                                |
| Mr. Toshio ISHIGAMI         | Resident Representative        |
| (3) Embassy of Japan        |                                |
| Mr. Eizo KANEYASU           | Minister-Counselor             |
| Mr. Chihiro TOBE            | First Secretary                |
| Mr. Kouichi MATSUDA         | Second Secretary               |
| Mr. Goro SUGIMURA           | Second Secretary               |

### 2. The Polish side

- |  |   |
|--|---|
| (1) KAPE   |   |
| Mr. Tadeusza Skoczkowski                                 | President   |
| Mr. Mirosław Semczuk                                     | Vice President  |
| Mr. Roman Babut  | Director, International Co-operation and European Integration |
| (2) Ministry of Economy                                  |   |
| Mr. Wiesław Pawliotti                                    | Director, Department of Energy and Environment                |
| (3) Office of the Committee for the European Integration |   |
| Mr. Jarosław Pietras                                     | Undersecretary of State, Secretary of the Negotiation group   |
| (4) Ministry of Finance                                  |   |
| Mr. Piotr Tworos   | Director, Foreign Assistance Funds Department                 |
| (5) Ministry of the Environment                          |   |
| Ms. Izabela Kurdusiewicz                                 | Specialist, Department of Foreign Cooperation                 |
| Mr. Krzysztof Wieczorek                                  | Advisor on ISPA, Department of Foreign Assistance Funds       |
| Ms. Grazyna Hadjirafits                                  | Chief Specialist, Department of Foreign Funds Management      |
| (6) National Energy Conservation Agency                  |   |
| Mr. Aleksander D. Panek                                  | President   |