

# **ANNEX**

ANNEX A Scope of Works and Minutes of Meeting for the Study

ANNEX B Minutes of Meeting on Inception Report

ANNEX C Minutes of Meeting on Progress Report

ANNEX D Minutes of Meeting on Interim Report

ANNEX E Minutes of Meeting on Draft Final Report

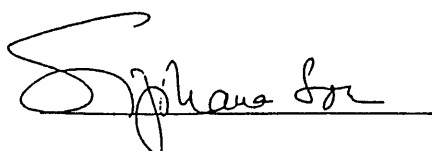
ANNEX A

SCOPE OF WORK  
FOR  
THE STUDY ON  
IMPROVEMENT OF MARKETING SYSTEM  
AND  
POST-HARVEST QUALITY CONTROL  
OF RICE  
IN CAMBODIA

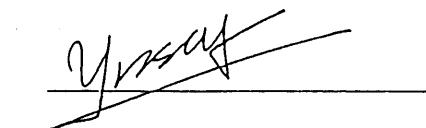
AGREED UPON BETWEEN

THE ROYAL GOVERNMENT OF CAMBODIA  
AND  
THE JAPAN INTERNATIONAL COOPERATION AGENCY

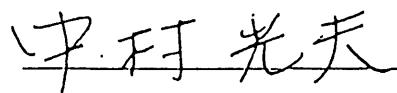
Phnom Penh, 9 December 1999



HE. Sok Siphana  
*Secretary of State*  
*Ministry of Commerce*  
*Royal Government of Cambodia*



HE. Chan Tong Yves  
*Secretary of State*  
*Ministry of Agriculture, Forestry*  
*and Fisheries*  
*Royal Government of Cambodia*



Mr. Mitsuo Nakamura  
*Leader of Preparatory Study Team*  
*Japan International Cooperation*  
*Agency*

## I. INTRODUCTION

In response to the request of the Royal Government of Cambodia (hereinafter referred to as "RGC"), the Government of Japan decided to conduct the Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia (hereinafter referred to as "the Study") in accordance with the relevant laws and regulations in force in Japan.

Accordingly, the Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programmes of the Government of Japan, will undertake the Study in close cooperation with the authorities concerned of RGC.

The present document sets forth the scope of works with regard to the Study.

## II. COUNTERPART AGENCY

The Ministry of Commerce (hereinafter referred to as "MOC") and the Ministry of Agriculture, Forestry and Fisheries (hereinafter referred to as "MAFF") shall act as the counterpart agencies.

## III. OBJECTIVES OF THE STUDY

The objectives of the Study are:

- (a) To conduct the Master Plan Study for the improvement of marketing system and post-harvest quality control of rice taking into account strengthening national food security.
- (b) To carry out technology transfer to Cambodian counterpart personnel through on-the-job training in the course of the Study.

## IV STUDY AREA

The Study area is covered by the provinces of Kandal, Prey Veng, Kampong Cham, Svay Rieng, Takeo, Kampong Speu, Kampong Chhnang, Battambang, Siem Reap and Phnom Penh. The location map is attached as ANNEX-1.

## V. SCOPE OF THE STUDY

The Study would consist of two phases with the contents of following study items.

PHASE-I: the Master Plan Formulation

- (a) To collect relevant data and information
- (b) To review development plan (s) and project (s)
- (c) To collect and analyze existing data and information and to conduct field surveys in the study area on the followings:

(1) framework of transitional economy

- national policy
- policies for agricultural and rural development
- policies for marketing of rice and other agricultural products
- current role / function of government and private sectors in marketing and post-harvest quality control of rice
- others

(2) natural conditions

- meteorology
- topography
- geology
- water resources
- others

(3) socio-cultural and socio-economic conditions of rural area

- norm and culture
- rural social structure
- house-hold economy
- credit
- land tenure system
- gender related issues
- others

(4) agricultural conditions

- land use
- crop production
- farming practices including cropping pattern and livestock management
- farmer's organizations
- others

(5) marketing system and infrastructure of rice

- marketing channel
- pricing mechanism
- marketing facilities and their management systems
- marketing information system
- laws and regulations of international trade
- others

- (6) post-harvest quality control of rice
  - qualitative and quantitative losses in the process of harvesting, threshing, cleaning, drying, milling, transporting and storing
  - post-harvest facilities and their management systems
  - technical assistance and training activities
  - quality control and requirements including standards
  - others
  
- (7) demand / supply of rice
  - national and regional balance between demand and supply
  - the domestic demand forecast
  - others
  
- (d) To identify problems and constraints for effective marketing and post-harvest quality control of rice
  
- (e) To formulate the Master Plan including recommendations for the policy measures
  - (1) improvement of marketing system of rice
  - (2) improvement of post-harvest quality control of rice

#### PHASE- II : Technology transfer

- (a) To transfer the technology and knowledge on the marketing systems and post-harvest quality control of rice to MOC's staff, MAFF's staff, farmers and others.
  
- (b) To train farmers on the improvement of post-harvest quality control of rice

## VI. STUDY SCHEDULE

A tentative study schedule is attached in ANNEX-2.

## VII. REPORTING

JICA shall prepare and submit the following reports to RGC:

- Inception Report : Twenty (20) copies in English at the start of Phase-I field work
- Progress Report : Twenty (20) copies in English at the middle of Phase-I field work
- Interim Report : Twenty (20) copies in English at the end of Phase-I field work
- Draft Final Report : Twenty (20) copies in English at the start of Phase-II field work;

VP  
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RGC shall submit written comments on the DF/R to JICA within one (1) month after receiving the reports  
Final Report : Twenty (20) copies in English within two (2) months after the receipt of comments from RGC

## VIII. UNDERTAKING OF RGC

1. To facilitate smooth conduct of the Study, RGC shall take necessary measures:
  - (a) To secure the safety of the Japanese study team(s);
  - (b) To permit the members of the Japanese study team(s) to enter, leave and sojourn in Cambodia for the duration of their assignment therein, and exempt them from foreign registration requirements and consular fees;
  - (c) To exempt the members of the Japanese study team(s) from taxes, duties, fees and any other charges on equipments, machinery and other materials to be brought into and out of Cambodia for the conduct of the Study;
  - (d) To exempt the members of the Japanese study team(s) from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to the members of the Japanese study team for their services in connection with the implementation of the Study;
  - (e) To provide necessary facilities to the Japanese study team(s) for the remittance as well as the utilization of the funds introduced into RGC from Japan in connection with the implementation of the Study;
  - (f) To secure permission for the members of the Japanese study team(s) to enter into private properties and other areas for the implementation of the Study;
  - (g) To secure permission for the members of the Japanese study team(s) to take all data and documents related to the Study, including maps and photographs, out of Cambodia to Japan; and,
  - (h) To provide the Japanese study team(s) with medical services as needed, the expenses of which shall be chargeable to the members of the Japanese study team(s).
2. RGC shall bear claims, if any arises, against the members of the Japanese study team(s) resulting from, occurring in the course of, or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the members of the Japanese study team(s).
3. MOC and MAFF shall act as the coordinating bodies in relation with other governmental and non-governmental organizations concerned for the smooth implementation of the Study.

4. MOC and MAFF shall provide, at their own expense, the Japanese study team(s) with the following, in cooperation with other organizations concerned:

- (a) available data, information and maps related to the Study;
- (b) counterpart personnel;
- (c) suitable office space with necessary equipment and furniture including telephone and office assistants in Phnom Penh and in the field sites;
- (d) credentials or identification cards; and,
- (e) additional surveys related to the Study, if necessary.

#### IX. UNDERTAKING OF JICA

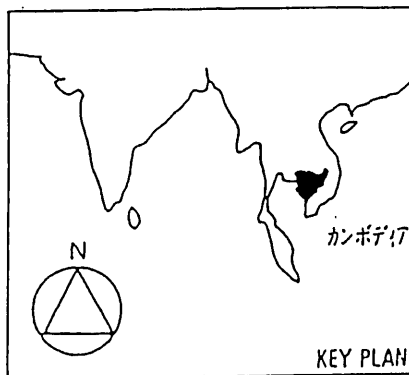
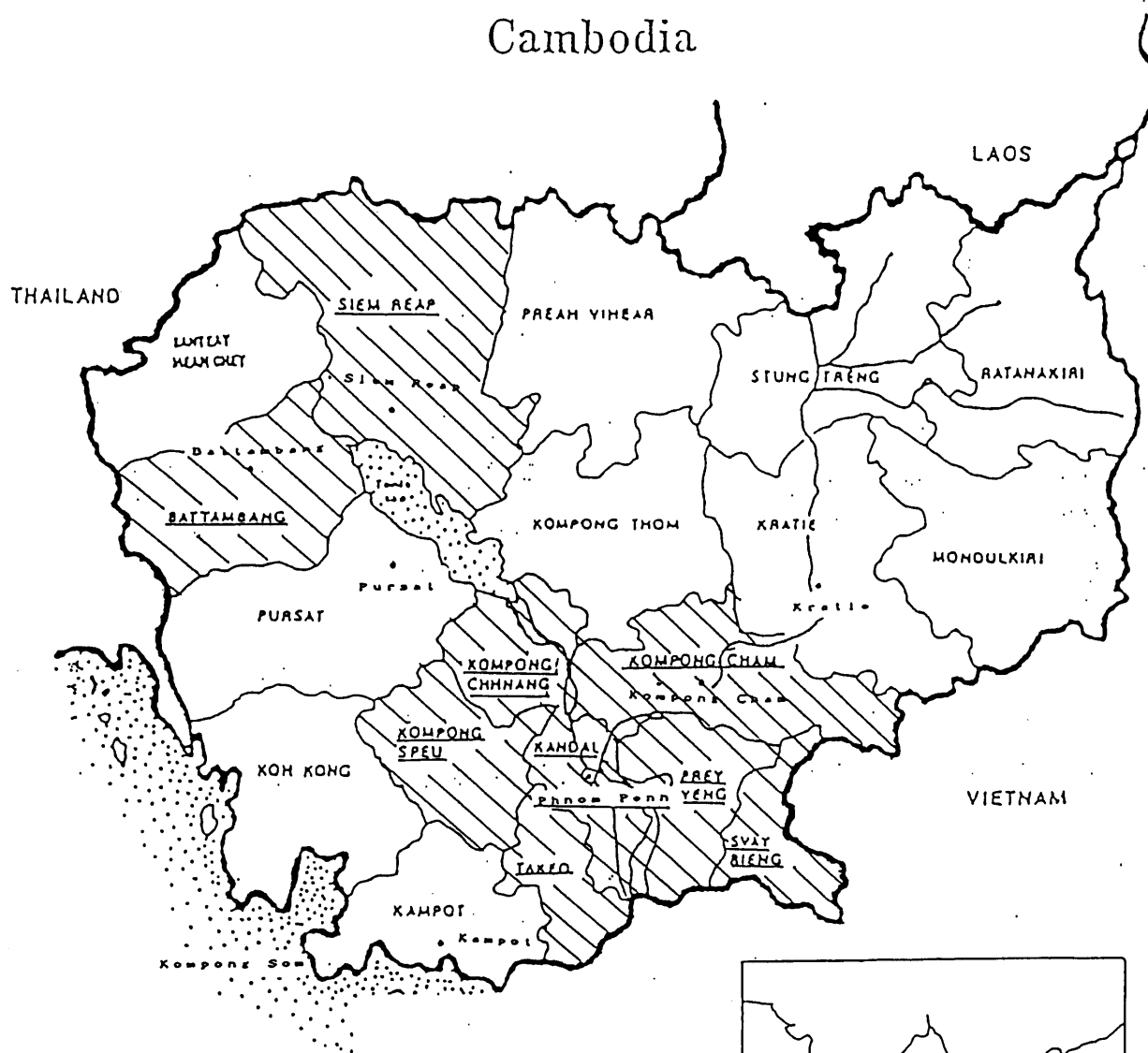
For the implementation of the study, JICA shall take the following measures:

- (a) To dispatch, at its own expense, study team(s) to Cambodia; and,
- (b) To pursue technology transfer to the Cambodian counterpart personnel in the course of the study.

#### X. CONSULTATION

JICA and RGC shall consult with each other in respect of any matters that may arise from or in connection with the Study.

# Cambodia



Study Area

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TENTATIVE WORKING SCHEDULE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Work in Cambodia																				
Work in Japan																				
Phasing Reports																				

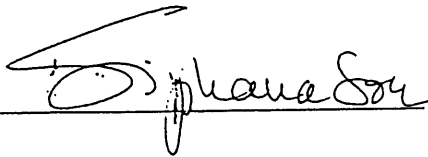
- Ic / R : Inception Report
- P / R : Progress Report
- It / R : Interim Report
- Df / R : Draft Final Report
- F / R : Final Report
- ◎ : Submission of written comments on DF/R by Cambodian side

MINUTES OF MEETING  
ON  
THE SCOPE OF WORK  
FOR  
THE STUDY  
ON  
IMPROVEMENT OF MARKETING SYSTEM  
AND  
POST-HARVEST QUALITY CONTROL  
OF  
RICE IN CAMBODIA

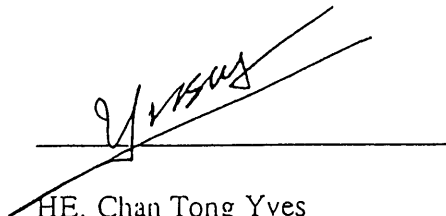
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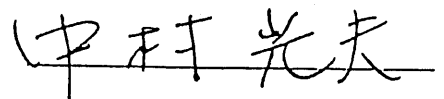
Phnom Penh, 9 December 1999



HE. Sok Siphana  
*Secretary of State  
Ministry of Commerce  
Royal Government of Cambodia*



HE. Chan Tong Yves  
*Secretary of State  
Ministry of Agriculture, Forestry  
and Fisheries  
Royal Government of Cambodia*



Mr. Mitsuo Nakamura  
*Leader of Preparatory Study Team  
Japan International Cooperation  
Agency*

# I . INTRODUCTION

In response to the request of the Government of the Royal Government of Cambodia , the Preparatory Study Team headed by Mr. M. NAKAMURA was sent to Cambodia by the Government of Japan through the Japan International Cooperation Agency ( hereinafter referred to as "JICA" ), from 29th November to 10th December, 1999 for the purpose of discussing and confirming the Scope of Work for the Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia ( hereinafter referred to as "the Study" ).

The Preparatory Study Team had a series of discussions with the officials from the Ministry of Commerce ( hereinafter referred to as "MOC" ) and the Ministry of Agriculture, Forestry and Fisheries ( hereinafter referred to as "MAFF" ).

As a result of the discussion, the Cambodian Side and the Preparatory Study Team agreed on the Scope of Work of the Study. Important points discussed between both sides are recorded in the following section.

The list of participants is attached as ANNEX-1.

# II . RESULTS OF DISCUSSIONS

## 1. Study Area

Both sides agreed that the Study Team shall exclude a part of the study area from the Study, wherever security problems arise.

## 2. Steering Committee

For smooth and effective implementation of the Study, both sides agreed to establish the Steering Committee which shall comprise institutions concerned with the Study.

## 3. Counterpart personnel

Both sides agreed that RGC shall take responsibility for assigning enough number of qualified counterpart personnel prior to the arrival of the Study team.

## 4. Necessary Equipment and Facilities for the Study

MOC promised to provide the Study Team with desks, chairs and the exclusive use of telephone lines in suitable office space both in the Phnom Penh and in the field sites.

The Cambodian side requested that vehicles for the Study should be provided by the Government of Japan.

## 5. Interpreters for the Study

The Cambodian side requested that interpreters for Khmer-English who can conduct the Study with the Study Team should be provided by the Government of Japan.

## 6. Expense for Field Surveys

The Cambodian side requested that expenses on counterpart personnels for field trip should be provided by the Government of Japan.

## 7. Training of Counterpart Personnel

The Cambodian side requested the counterpart training in Japan for an effective technology transfer. The Study team promised to convey the request to the Government of Japan for consideration.

## 8.. Final Report

Both sides agreed that the final report of the Study would be made open and available to the public.

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ANNEX B

MINUTES OF MEETING  
ON  
INCEPTION REPORT FOR THE MASTER PLAN STUDY  
ON  
IMPROVEMENT OF MARKETING SYSTEM  
AND  
POST-HARVEST QUALITY CONTROL OF RICE IN CAMBODIA

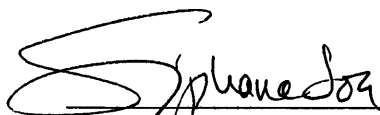
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In response of the request of the Royal Government of Cambodia, the Government of Japan decided to conduct the Master Plan Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia (hereinafter referred to as "the Study") and entrusted the Study to Japan International Cooperation Agency (hereinafter referred to as "JICA").


The Scope of Work concerning the Study was agreed on the 9<sup>th</sup> day of December 1999 between the Ministry of Commerce (hereinafter referred to as "MOC") and the Ministry of Agriculture, Forestry and Fisheries (hereinafter referred to as "MAFF") and JICA. Accordingly, JICA sent a Study Team (hereinafter referred to as "the Team") to Cambodia on the 16<sup>th</sup> day of April 2000 to conduct the first Field Survey.

The Team had discussion and exchanged views on the Inception Report of the Study with the members of the Steering Committee and the Task Force from MOC and MAFF. As the result, the Steering Committee and the Task Force agreed upon the contents of the Inception Report, adding the official comments/ main issues discussed, and a list of the attendants of both sides are stated on the attached three (3) sheets.

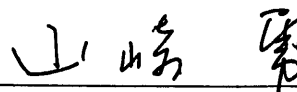
Phnom Penh, the 20<sup>th</sup> day of April 2000



HE. Sok Siphana,  
Secretary of State,  
Ministry of Commerce

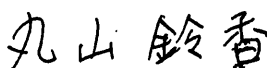


HE. Chan Tong Yves,  
Secretary of State,  
Ministry of Agriculture,  
Forestry and Fisheries



Mr. Isamu Yamazaki,  
Team Leader of the Study  
Team

Witnessed by:



Ms. Suzuka Maruyama,  
Advisory Team, JICA

MINUTES OF MEETING  
ON  
INCEPTION REPORT FOR THE MASTER PLAN STUDY  
ON  
IMPROVEMENT OF MARKETING SYSTEM  
AND  
POST - HARVEST QUALITY CONTROL OF RICE IN CAMBODIA

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**I . Official comments and main issues discussed on the Inception Report**

1. The contents of the Inception Report were accepted by the Steering Committee.
2. The member list of the Steering Committee and the Task Force was given to the Team as per attached Appendix A. The Task Force was organized under control of the Steering Committee.
3. MOC provided an office room for the Team with telephone lines at MOC's building. In addition, MAFF newly offered an office for the Team suitable for 3-4 persons in their possessions. The Team will use this office as a sub-office.
4. Special working groups for specific items of the Study such as "post-harvest loss assessment", "questionnaires" and so on will be organized among the Task Force, whenever it is necessary.
5. The proposed period of loss assessment survey for rice harvesting might be altered with taking account into the practical conditions in Cambodia. Further information would be collected for taking necessary countermeasures.
6. MAFF will join the fieldwork for the loss assessment and study of marketing system in rural area together with MOC for the practice of technology transfer.

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## II. List of the attendants

### Ministry of Commerce (MOC)

HE. Mao Thora	Director General
Mr. Vann Narith	Deputy Director, Export Promotion Department
Mr. Inn Vanny	Director, Green Trade Company
Mr. Ou Proum Virak	Staff, Export Promotion Department
Mr. Ir Orithy	Staff, Export Promotion Department
Mr. Khun Bun Nak	Staff, Export Promotion Department
Mr. Chhum Watary	Staff, Export Promotion Department
Mr. Pheng Poch	Staff, Export Promotion Department

### Ministry of Agriculture, Forestry and Fisheries (MAFF)

Mr. Srey Vuthy	Chief, Agri-Marketing Office, Dept. of Planning, Statistic and International Cooperation
Mr. Mead Yady	Vice Chief, Agri-Statistics Office, Dept. of Planning, Statistic and International Cooperation
Mr. Lach Sovath	Staff, Dept. of Planning, Statistic and International Cooperation
Mr. Om Pich	Staff, Dept. of Agronomy
Mr. Sar Bunna	Staff, Dept. of Agronomy
Mr. Heang Rattana	Staff, Dept. of Agronomy

### JICA expert

Mr. Takehiko Ogawa	Export Promotion Department, Ministry of Commerce
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### JICA Advisory Team

Ms. Suzuka Maruyama	Agricultural Development Study Division, JICA Headquarters
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### JICA Study Team

Mr. Isamu Yamazaki	Team Leader
Ms. Mika Matsumura	Marketing System (2)
Mr. Masakazu Kanamoto	Agriculture/ Post-harvest processing (1)
Mr. Prasoot Sittisuang	Agriculture/ Post-harvest processing (2)
Mr. Dairoku Tsurumaki	Rural Society/ People's Participation
Mr. Takao Akutsu	Coordinator

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APPENDIX-A

Member List of the Steering Committee and the Task Force  
for the Study on Rice Marketing and Post-harvest Quality Control

Ministry of Commerce			Ministry of Agriculture, Forestry and Fisheries		
Name	Position in MOC	Position in Steering Committee	Name	Position in MAFF	Position in Steering Committee
<b>I. Steering Committee Member</b>					
HE. Sok Siphana	Secretary of State MOC	Co-chairman	HE. Chan Tong Yves	Secretary of State, MAFF	Co-chairman
HE. Mao Thora	Director General MOC	Member	Mr. Kith Seng	Deputy Director DPSC, MAFF	Member
Mr. Prak Nork	Director Export Promotion Dept.	Member			
<b>II. Task Force member</b>					
Mr. Prak Nork	Director Export Promotion Dept.	Head	Mr. Kith Seng	Deputy Director DPSC, MAFF	Head
Mr. Inn Vanny	Director Green Trade Company	Deputy Head	Mr. Srey Vuthy	Chief Agri-Marketing Office, DPSC	Deputy head
Mr. Ou Prum Virak	Chief Export Promotion Dept.	Member	Mr. Mead Yady	Vice Chief Agri-Statistics Office, DPSC	Member
Mr. Mom Narong	Staff Green Trade Company	Member	Mr. Lim Soady	Vice Chief Agri-Marketing Office, DPSC	Member
Mr. Mao Chamreun	Staff Green Trade Company	Member	Mr. Lach Sovath	Staff DPSC	Member
Mr. Ir Orithy	Staff Export Promotion Dept.	Member	Mr. Om Pich	Staff Dept. of Agronomy	Member
Mr. Khun Bun Nak	Staff Export Promotion Dept.	Member	Mr. Sar Bounna	Staff Dept. of Agronomy	Member
			Mr. Heang Rattana	Staff Dept. of Agronomy	Member

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## ANNEX C

### **MINUTES OF MEETING ON PROGRESS REPORT FOR THE MASTER PLAN STUDY ON IMPROVEMENT OF MARKETING SYSTEM AND POST-HARVEST QUALITY CONTROL OF RICE IN CAMBODIA**

In accordance to the Scope of Work on the Master Plan Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia, agreed on the 9<sup>th</sup> day of December 1999, between the Ministry of Commerce (MOC) and the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Japan International Cooperation Agency (JICA), JICA sent the Study Team (Team) to Cambodia on the 16<sup>th</sup> day of April 2000 to conduct the first field survey.

The Team had discussion and exchanged views on the Inception Report of the Study with the members of the Steering Committee and the Task Force from MOC and MAFF (the Cambodian side). As the result, the Cambodian side agreed upon the contents of the Inception Report on 20<sup>th</sup> of April 2000, adding the official comments/ main issues discussed.

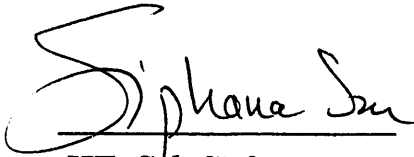
In line with the schedule of the Inception Report, the first field survey is being conducted from the middle of April 2000 to the beginning of January 2001.

In the middle of the first field survey, the Team has submitted the Progress Report and explained to the members of the Cambodian side through a series of discussion. As a result of explanation and exchange of opinions on the Progress Report, the following points were agreed between the Team and the Cambodian side.

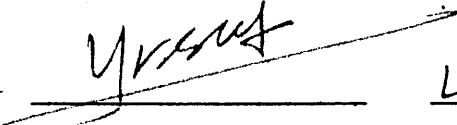
1. The Cambodian side satisfyingly understood the outline of the Progress Report. The Cambodian side will review the details, and will send the additional comments to the Team, if any.
2. The Team will prepare Khmer version reports for the Study, which is requested additionally by the Cambodian side for the local staff.

3. Both sides agree that the Study will proceed to the next stage of the first field survey in accordance with the methodology and schedule.

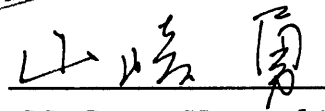
Phnom Penh, the 26<sup>th</sup> day of October 2000



HE. Sok Siphana,  
Secretary of State,  
Ministry of Commerce



HE. Chan Tong Yves,  
Secretary of State,  
Ministry of Agriculture,  
Forestry and Fisheries



Mr. Isamu Yamazaki,  
Team Leader of the  
Study Team

**Member List of the Steering Committee and the Task Force  
for the Study on Rice Marketing and Post-harvest Quality Control**

As of: Dec. 18, 2000

Ministry of Commerce		Ministry of Agriculture, Forestry and Fisheries			
Name	Position of MOC	Position in the Study, in-charge	Name	Position of MAFF	Position in the Study, in-charge
<b>I. Steering Committee Member</b>					
HE. Sok Siphana	Secretary of State	Co-chairman	HE. Chan Tong Yves	Secretary of State	Co-chairman
Mr. Prak Nork	Director Export Promotion Dept.	Member	Mr. Kith Seng	Deputy Director DPSC	Member
<b>II. Task Force members</b>					
Mr. Prak Nork	Director Export Promotion Dept.	Head	Mr. Kith Seng	Deputy Director DPSC	Head
Mr. Inn Vanny	Director Green Trade Company	Deputy Head	Mr. Srey Vuthy	Chief, Agri-Marketing Office, DPSC	Deputy head, MAFF Coordinator rice quality standards and inspection
Mr. Ou Prum Virak	Chief Export Promotion Dept.	post-harvest assessment	Mr. Mead Yady	Vice Chief Agri-Statistics Office, DPSC	Post-harvest assessment loss
Mr. Mom Narong	Staff Green Trade Company	questionnaire	Mr. Lim Soady	Vice Chief Agri-Marketing Office, DPSC	post-harvest assessment, case study 3
Mr. Mao Chamreun	Staff Green Trade Company	post-harvest assessment	Mr. Lach Sovath	Staff DPSC	questionnaire, case study 2
Mr. Ir Orithy	Staff, Technical Bureau Export Promotion Dept.	post-harvest assessment	Mr. Om Pich	Staff Dept. of Agronomy	Member
Mr. Khun Bun Nak	Staff Export Promotion Dept.		Mr. Sar Bunna	Staff Dept. of Agronomy	questionnaire
Mr. Chhum Watary,	Staff Export Promotion Dept.	case study 1	Mr. Heang Rattana	Staff, DA, DALI	post-harvest assessment, case study 1
Mr. Seng Ramy	Staff	case study 2	Mr. Thong Aun	Staff DPSC	case study 3

Mr. Lek Mithi	Foreign Trade Dept. Staff	case study 3	Mr. Chan Narith	Staff DPSIC	case study 4
Mr. Lay Chreav	Foreign Trade Dept. Staff	case study 4	Mr. Khieu Sopheak	Chief, Agricultural Coop. Office, DAE	case study 5
Mr. Keo Sophea	Foreign Trade Dept. Staff	case study 5	Mr. Chea Sareth	Agricultural Extension Dept.	work shop
Mr. Kep Vutha	Foreign Trade Dept. Staff	work shop 1	Mr. Khieu Sopheak	Chief, Agricultural Extension Office, DAE	work shop
Ms. Lay Sophol	Export Promotion Dept. Staff	work shop 2	Mr. Long Kim San	Agricultural Extension Dept.	work shop
Mr. Pheng Poch	Export Promotion Dept. Staff	post-harvest loss assessment, work shop 3	Mr. Ouk Saroeun	Staff, DAE	work shop
Mr. Enng Punna	Chief, Inquiry Bureau, Camcontrol	Rice standards inspection	Mr. Ham Phalla	Agricultural Extension Dept.	work shop
Mr. Saroeun Kessara	Deputy Laboratory, Camcontrol chief,	rice standards inspection	Mr. Hen Kra	Staff, DPSIC	work shop
Mr. Sin Sadeth	Staff, Camcontrol Laboratory,	rice standards inspection	Mr. Sar Bunna	Staff, DALI, DAE	questionnaire
Mr. Pen Pheareth	Staff, Bureau, EPD Information	post-harvest loss assessment	Mrs. Sakahan Sophany	Technical staff, Seed Production, CARDI	rice quality standard and inspection
Mr. Pheng Poch	Staff, Technical Bureau, EPD	questionnaires			
Mr. Pech Sokpo	Staff, Technical Bureau, EPD	questionnaire			
Mr. Tren Vithol	Staff, Information & Publication Bureau EPD	questionnaire			
Mr. Khun Soponnak	Staff, EPD	questionnaire			
Mr. Van Narith	Deputy Director, EPD	MOC coordinator			

## ANNEX D

### MINUTES OF MEETING ON INTERIM REPORT FOR THE MASTER PLAN STUDY ON IMPROVEMENT OF MARKETING SYSTEM AND POST-HARVEST QUALITY CONTROL OF RICE IN CAMBODIA

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In accordance to the Scope of Work on the Master Plan Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia, agreed on the 9<sup>th</sup> day of December 1999, between the Ministry of Commerce (MOC) and the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Japan International Cooperation Agency (JICA), JICA sent the Study Team (Team) to Cambodia on the 16<sup>th</sup> day of April 2000 to conduct the first field survey.

The Team had discussed and exchanged various views on the Inception Report and Progress Report of the Study with the members of the Steering Committee and the Task Force from MOC and MAFF (the Cambodian side). As the result, the Cambodian side accepted the contents of the Inception Report on the 20<sup>th</sup> of April and of the Progress Report on the 26<sup>th</sup> of October 2000 respectively.

In line with the schedule defined in the Inception Report, the first field survey was commenced on the 21<sup>st</sup> of April 2000 and will be terminated by the 9<sup>th</sup> of January 2001.

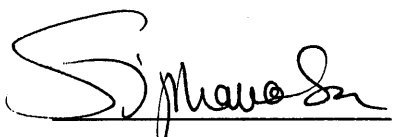
At the end of the first field survey, the Study Team officially submitted twenty (20) copies of the Interim Report on the 4<sup>th</sup> of January 2001 and explained its contents which contains the results of fact finding, Basic Development Concept and Strategy & Approaches to the Problems, etc. (Cambodian side).

Further, the Study Team committed that the Khmer version of the Interim Report will be prepared and submitted to Cambodian side in January 2001.

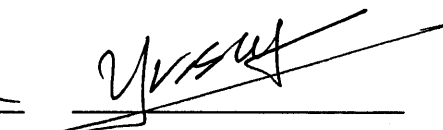
As a result of explanation and exchange of opinions on the Interim Report, the following points were agreed between the Team and the Cambodian side.

1. The Cambodian side satisfyingly understood the outline of the Interim Report. The Cambodian side will review the details, and will send the additional comments to the Team, if any.
2. The Study will be continued in Japan for preparation of the Draft Final Report, which to be submitted to Cambodian side in March 2001.
3. Cambodian side requested that the Team should proceed to more practical steps under the second phase of the Study and include more activities on the job training to the counterparts.
4. Cambodian side requested opportunities to attend the Group Training Course on Post-Harvest Rice Processing in Japan would be continued for Cambodian officials. In addition to this group-training course, individual training program(s) to be arranged by JICA, relating to the Study on rice marketing and post-harvest quality control in the year of 2001 in Japan.
5. Both sides agreed that the Study would proceed to the next stage of the Study in accordance with the methodology and schedule.

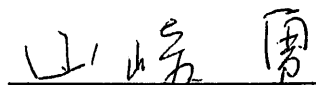
Phnom Penh, the 4<sup>th</sup> day of January 2001



HE. Sok Siphana,  
Secretary of State,  
Ministry of Commerce



HE. Chan Tong Yves,  
Secretary of State,  
Ministry of Agriculture,  
Forestry and Fisheries



Mr. Isamu Yamazaki,  
Team Leader of the  
Study Team

## ANNEX E

# MINUTES OF MEETING ON THE DRAFT FINAL REPORT FOR THE STUDY ON IMPROVEMENT FOR MARKETING SYSTEM AND POST-HARVEST QUALITY CONTROL OF RICE IN CAMBODIA

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In accordance with the Scope of Work (S/W) for the Study on Improvement of Marketing System and Post-harvest Quality Control of Rice in Cambodia (hereinafter referred to as "the Study"), the government of Japan dispatched the Study Team through Japan International Cooperation Agency (hereinafter referred to as "JICA") for the implementation of the Study to the Royal Government of Cambodia.

Based on the results of field survey and home office work, the Study Team submitted twenty (20) copies of the Draft Final Report on the Study (hereinafter referred to as "the DFR") and explained its contents with an emphasis laid on the results of constrains, development concept, and development target (priority projects) to the Steering Committee represented by the Ministry of Commerce (hereinafter referred to as "MOC") and the Ministry of Agriculture, Forestry and Fisheries (hereinafter referred to as "MAFF"), on the 7<sup>th</sup> and 8<sup>th</sup> day of June 2001. The list of participants is stated in the ANNEX.

1. As a result of explanation and discussion on the DFR, both sides mutually agreed on the points as stated below:

The Cambodian side agreed on the contents of the DFR and confirmed that the contents are stated in accordance with the S/W through the Study Team explanation. The Cambodian side will make comments in English within one month, if any.

2. The Cambodian side and Japanese side exchanged comments for the priority projects as stated below:

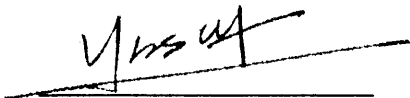
- (1) The Cambodian side expressed that all the priority projects are important to execute with the assistance of the Japanese government.
- (2) MAFF agreed on the importance of agricultural cooperatives, in marketing system and pointed out that development of the cooperatives should be proceeded by enacting the Royal decree concerned, then be promoted with the support of the Japanese government.
- (3) Quality standard is surely important for Cambodia. The Study Team explained that the Cambodian side should make effort to inform the people involved in rice marketing and quality control through monitoring and dissemination practices. The Cambodian side acknowledged the difficulty in establishing quality standard and its implementation.

- (4) The Study Team pointed out that the project concerning post-harvest practice technology extension is currently implemented with the support of the Australian government. MAFF explained that there is no duplication with the priority projects of the DFR.
- (5) The open paddy market is an important project for fair transaction and incentive to improve paddy quality in Cambodia. The Administration and management of the open paddy market will be discussed among MOC, MAFF, and institutions concerned.
- (6) In order to quantify border trade more accurately, further study should cover comprehensive analysis of the legal system on paddy trade and possible enforcement mechanism.
- (7) In connection with the rice reserve at the national level, the Cambodian side understands that the project is necessary to regulate the market price. However, the Cambodian government is facing a lack of fund to re-establish the reserve system at this moment. The matters should be discussed among the ministries concerned and will be submitted for decision of the Cambodian government.
- (8) The Cambodian side will take necessary actions to realize implementation of the priority projects taking into consideration of inter-linkage the those projects as early as possible.

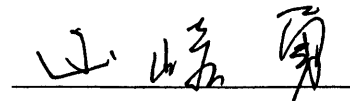
Phnom Penh, the Royal Government of Cambodia,  
The 8<sup>th</sup> day of June 2001



H.E. SOK SIPHANA  
Secretary of State,  
Ministry of Commerce

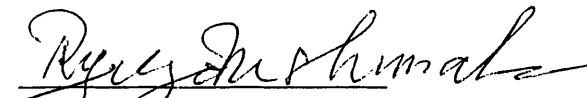


H.E. CHAN TONG YVES  
Secretary of State and Acting  
Minister, Ministry of  
Agriculture, Forestry and  
Fisheries



Mr. ISAMU YAMAZAKI  
Leader,  
JICA Study Team

Witnessed by



Mr. RYUZO NISHIMAKI  
Managing director, Agriculture, Forestry and  
Fisheries Development Study Department, JICA



## ANNEX

### List of participants for the meeting

#### Ministry of Commerce (MOC)

H.E. Sok Siphana	Secretary of State
Mr. Chheng Saroeun	Deputy Director General
Mr. Uy. Sokharath	Director, Foreign Trade Department (FTD)
Mr. Hang Sochivin	Head of Technical Bureau, Export promotion Department (EPD)
Mr. Pech Sokpo	Officer, Technical Bureau, EPD
Mr. Tren Vithol	Staff, Information Public Bureau, EPD
Mr. Saroeun Kessara	Deputy Chief, Laboratory office, Camcontrol
Mr. Mao Chamreun	Staff, GTC
Mr. Yoshishige Sekimoto	JICA expert

#### Ministry of Agriculture, Forestry and Fisheries (MAFF)

H.E. Chan Tong Yves	Secretary of State and Acting Minister
Mr. Kith Seng	Deputy Director, Department of Planning, Statistics & International Cooperation (DPSIC)
Mr. Srey Vuthy	Chief, Agriculture Product Marketing Office, DPSIC
Mr. Lim Saody	Vice Chief, Agriculture Product Marketing Office (AMO), DPSIC
Mr. Heang Rattana	Officer, Agronomy and Agricultural land Improvement Development
Mr. Throng Aun	Staff, AMO, DPSIC
Mr. Keam Solida	Staff, AMO, DPSIC
Mr. Ouk Phomara	Staff, AMO, DPSIC
Ms. Sakhan Sophany	Technical Staff, CARDI
Mr. Chea Sareth	Deputy Director, Department of Agricultural Extension
Mr. Ham Phalla	Officer, Department of Agricultural Extension
Mr. Long Kimsan	Officer, Department of Agricultural Extension
Mr. Hiroshi Kudo	JICA expert

#### Japan International Cooperation Agency (JICA) Advisory Team

Mr. Ryuzo Nishimaki	Managing director, Agriculture, Forestry and Fisheries Development Study Department
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Mr. Kenji Hayashi

Staff, Agriculture Development Study Division,  
Agriculture, Forestry and Fisheries Development  
Study Department

Ms. Atsuko Nonoguchi

Project Formulation Adviser, Cambodia Office

**The Study Team**

Mr. Isamu Yamazaki

Team leader

Mr. Yoshitomo Miyanishi

Team member

Mr. Yoshihiro Ban

Team member

Mr. Hiroshi Hayata

Team member

Mr. Masakazu Kanamoto

Team member

Mr. Dairoku Tsurumaki

Team member