



Minutes of Meetings

For

The Study

On

**Enhancement of Info-Communications
Access in Rural Communities
in
Malaysia**

Agreed upon between

The Ministry of Energy, Communications and Multimedia

On Behalf of

The Government of Malaysia

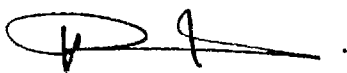
and

The Japan International Cooperation Agency

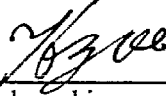
Kuala Lumpur, 10 October 2001

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Enhancement of Info-Communications Access in Rural Communities
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Agreed upon between
The Ministry of Energy, Communications and Multimedia
On Behalf of
The Government of Malaysia
And
The Japan International Cooperation Agency

Kuala Lumpur, October 10, 2001



Ms. Suriah Abd Rahman
Deputy Secretary General I,
Communications and Multimedia Division,
Ministry of Energy, Communications and Multimedia
on Behalf of The Government of Malaysia



Mr. Hatazoe Takayuki
Leader,
Preparatory Study Team,
Japan International Cooperation Agency

Witnessed by



Dato' Dr. Halim Shafie
Secretary General,
Ministry of Energy, Communications and Multimedia
on Behalf of The Government of Malaysia

I. INTRODUCTION

In response to the official request of the Government of Malaysia, the Government of Japan decided to conduct a Study on Enhancement of Info-Communications Access in Rural Communities in Malaysia (hereinafter referred to as "the Study") through the Japan International Cooperation Agency (hereinafter referred to as "JICA").

The Japanese Preparatory Study Team (hereinafter referred to as "the Team"), headed by Mr. Hatazoe Takayuki, visited Malaysia from October 1st to 18th, 2001, to discuss the Scope of Work for the Study.

Meetings were held between the Ministry of Energy, Communications and Multimedia (hereinafter referred to as "MECM") and the Team on October 2nd, 8th and 9th, 2001. The Team also carried out field visits, accompanied by MECM, to Sungai Air Tawar in Selangor on October 3rd, and Kanowit and Bau in Sarawak on October 5th and 6th, 2001. Finally, the Scope of Work was agreed upon by both sides, and signed on October 10th, 2001.

The Minutes of Meetings were prepared for the better understanding with main points of the discussions made in the course of the preparation of the Scope of Work.

II. STUDY TITLE

Both sides agreed that the title of the Study would be "The Study on Enhancement of Info-Communications Access in Rural Communities in Malaysia" as described in the Scope of Work.

III. STUDY AREA

Both sides agreed that the study covers the whole area of Malaysia, with focus on fourteen (14) existing Rural Internet Centres (hereinafter referred to as "RIC") and two (2) new RIC to be established.

IV. ASSIGNMENT OF LOCAL COUNTERPART

Both sides agreed that MECM shall assign each necessary counterpart personnel and supporting staff for the smooth implementation of the Study. MECM showed a list of counterpart personnel as shown in the appendix. The Team explained that MECM should bear the expense in need for the participation of each counterpart personnel in the Study.

V. COLLABORATION WITH OTHER RELATED INSTITUTIONS

Both sides agreed that collaboration with the following related institutions shall be necessary to the Study. The Team stressed the importance of setting up either a steering committee or a working group which can be the implementing body for collaboration. MECM showed its understanding of the importance of such a collaborating body.

- Economic Planning Unit
- Ministry of Rural Development
- Ministry of Education
- Department of Statistics
- National Institute for Public Administration
- Representatives from Selangor, Sabah, and Sarawak State Governments

VI. MODEL PROJECT SITES

MECM proposed that model projects shall be implemented at the following three (3) sites: Sungai Air Tawar in Selangor, Tawau in Sabah, and Bau in Sarawak. MECM explained that two

(2) sites in Sabah and Sarawak States will be newly established, and that the locations will be finalized soon. The Team requested MECM to inform the locations of three (3) RIC model project sites by the end of 2001 at the latest. MECM promised to announce the result to Japanese side without delay.

The Team requested that the sub-counterpart will be nominated in each model project site for the smooth implementation. MECM promised to nominate them by the commencement of the Study scheduled in February, 2002.

VII. MODEL PROJECTS COMPONENTS

MECM explained that model projects should cover several aspects of each of the three (3) main components: Info-structure Development, Content / Application Development, and Information and Communications Technology Education / Training. The Team showed its basic understanding of the matter.

VIII. EQUIPMENT

Both sides agreed that the equipment for the implementation of RIC, in accordance with the present concept, would be provided by MECM. Both sides agreed that office equipment would be provided by MECM. Both sides agreed that the additional equipment necessary for the Study would be provided by JICA with the effective utilization of the existing equipment of Malaysian side.

IX. COUNTERPART TRAINING

MECM requested the Team to conduct counterpart training in Japan for the purpose of the smooth transfer of technology during the Study. The Team replied to convey the request to JICA Headquarters for consideration.

X. WORKSHOPS

MECM requested the Team to hold workshops in order to promote public awareness for local people. The workshops would be held six (6) times: pre- and post- workshops for three (3) model project sites. The Team recognized the necessity.

XI. SEMINAR

MECM requested the Team to hold a seminar in order to share the results of the Study. The seminar would be held when the draft final report is submitted to MECM. The Team recognized the necessity and promised to convey the request to JICA Headquarters for positive consideration.

XII. REPORTS

The Team explained that the study reports shall be open to the public in principle. MECM replied that the findings shall be kept confidential and not disclosed to any third party without the prior written consent of the Government of Malaysia. The Team recognized MECM's position and agreed to convey the request to JICA Headquarters.

XIII. MIDTERM REVIEW OF THE EIGHTH MALAYSIA PLAN

Both sides agreed to make their best efforts to facilitate the results of the Study as an input for the midterm review of the Eighth (8th) Malaysia Plan.

Appendix

LIST OF ATTENDANCE

Ministry of Energy, Communications and Multimedia:

Dato' Dr. Halim Shafie	Secretary General
Ms. Suriah Abd Rahman*	Deputy Secretary General I, Communications and Multimedia Div.
Ms. Azizah Hamzah*	Senior Principal Assistant Secretary, Communications and Multimedia Div.
Ms. Solehah Abd. Hamid*	Special Officer, Communications and Multimedia Div.
Ms. Rokiah Idris*	Principal Assistant Secretary, Communications and Multimedia Div.
Ms. Rubaiah Hashim*	Principal Assistant Secretary, Communications and Multimedia Div.
Ms. Rozalina Mohamed*	Assistant Secretary, Communications and Multimedia Div.
Mr. Zaimy Shaari*	Assistant Secretary, Communications and Multimedia Div.
Ms. Nor Azura Bt. Mohamed Zohdi	Legal officer, Legal Department

*Remarks: Counterpart personnel

JICA Preparatory Study Team:

Mr. Hatazoe Takayuki	Team Leader
Mr. Suwa Kimio	Member (Information and Communications Policy)
Mr. Taniguchi Kotaro	Member (Study Planning / Preparatory Evaluation)
Mr. Tanaka Kojiro	Member (Information and Communications Infrastructure Development)
Mr. Iwase Nobuhisa	Member (Information Society Development / Social Evaluation)

JICA Malaysia Office:

Mr. Tomiya Kiichi	Assistant Resident Representative
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Embassy of Japan:

Mr. Aikawa Kazutoshi	Counsellor
Mr. Katagiri Koichi	Communications Attache

