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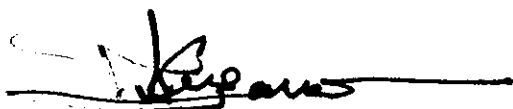
RECORD OF DISCUSSIONS BETWEEN JAPANESE
PROGRAMME DESIGN TEAM AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF MALAYSIA
ON JAPANESE TECHNICAL COOPERATION PROGRAMME FOR
BORNEAN BIODIVERSITY AND ECOSYSTEMS CONSERVATION
IN THE STATE OF SABAH, MALAYSIA

The Japanese Programme Design Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Takahisa KUSANO, Director, Planning Division, Forestry and Natural Environment Department, JICA, visited Malaysia from 10th October, 2001 to 24th October, 2001 for the purpose of working out the details of the technical cooperation programme concerning the Bornean Biodiversity and Ecosystems Conservation in the State of Sabah, Malaysia.

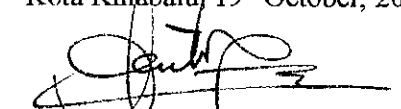
During its stay in Malaysia, the Team exchanged views and had a series of discussions with the Malaysian authorities concerned with respect to desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Programme.

As a result of the discussions, the Team and the Malaysian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Kota Kinabalu, 19th October, 2001



Takahisa KUSANO
Leader,
Japanese Programme Design Team,
JICA

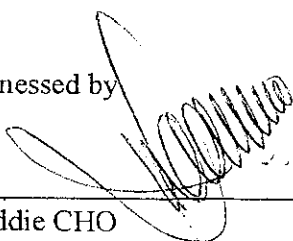


K.Y. Mustafa
The State Secretary of Sabah



Prof Datuk Seri Panglima Dr. Abu Hassan Othman
Vice Chancellor, Universiti Malaysia, Sabah

Witnessed by



Freddie CHO
Director of Regional Economics & Environment
Economic Planning Unit
Prime Minister's Department



Pg. Hassanel Datuk Pg. Hj. Mohd Tahir
Director,
State Economic Planning Unit

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of Malaysia will implement the Programme for Bornean Biodiversity and Ecosystems Conservation in the State of Sabah (hereinafter referred to as “the Programme”) in cooperation with the Government of Japan.
2. The Sabah State Government Agencies concerned, Universiti Malaysia Sabah (hereinafter referred to as “UMS”) and the Japanese Government through JICA will cooperate in implementing this programme with the goal of establishing comprehensive sustainable conservation approaches. This goal will be achieved by building the capacity of relevant agencies and UMS to execute and manage the conservation of biodiversity and ecosystems of Bornean forests and wetlands in Sabah, Malaysia through integrating the efforts in administration, research, protection and community development.
3. The Programme will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, the Government of Japan will take, at its own expense, the following measures through JICA according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

1. DISPATCH OF JAPANESE PERSONNEL

The Government of Japan will provide the services of the Japanese personnel including experts, volunteers as listed in Annex II.

2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as “the Equipment”) necessary for the implementation of the Programme as listed in Annex III. The Equipment will become the property of the Government of Malaysia upon being delivered C.I.F. (cost, insurance and freight) to the Malaysian authorities concerned at the ports and/or airports of disembarkation.

3. TRAINING OF MALAYSIAN PERSONNEL IN JAPAN

The Government of Japan will receive the Malaysian personnel connected with the Programme for technical training in Japan.

4. SPECIAL MEASURES

To ensure the smooth implementation of the Programme, the Government of Japan will take, in accordance with the laws and regulations in force in Japan, special measures through JICA supplementing a portion of the local cost expenditures necessary for the execution of the physical infrastructure.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF MALAYSIA

1. The Government of Malaysia will take necessary measures to ensure that the self-reliant operation of the Programme will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Programme by all related authorities, beneficiary groups and institutions.
2. The Government of Malaysia will ensure that the technologies and knowledge acquired by the Malaysian nationals as a result of Japanese technical cooperation will contribute to conservation of biodiversity and ecosystems in Malaysia.
3. The Government of Malaysia will grant in Malaysia privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families,

which are no less favourable than those accorded to experts of third countries working in Malaysia under the Colombo Plan Technical Cooperation Scheme.

4. The Government of Malaysia will ensure that the Equipment referred to in II-2 above will be utilised effectively for the implementation of the Programme in consultation with the Japanese experts referred to in Annex II.
5. The Government of Malaysia will take necessary measures to ensure that the knowledge and experience acquired by the Malaysian personnel from technical training in Japan will be utilized effectively in the implementation of the Programme.
6. In accordance with the laws and regulations in force in Malaysia, the Government of Malaysia will take necessary measures to provide at its own expense :
 - (1) Services of the Malaysian counterpart personnel and administrative personnel as listed in Annex V ;
 - (2) Land, buildings and facilities as listed in Annex VI ;
 - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Programme other than the Equipment provided through JICA under II-2 above ;
 - (4) Means of transport and travel allowances for the Japanese experts for official travel within Malaysia ; and
 - (5) Suitably furnished accommodation for the Japanese experts and their families.

7. In accordance with the laws and regulations in force in Malaysia, the Government of Malaysia will take necessary measures to meet :
 - (1) Expenses necessary for transportation within Malaysia of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof ;
 - (2) Customs duties, internal taxes and any other charges, imposed in Malaysia on the Equipment referred to in II-2 above ; and
 - (3) Running expenses necessary for the implementation of the Programme.

IV. ADMINISTRATION OF THE PROGRAMME

1. The State Secretary of Sabah, as the Programme Director, Chairman of the Programme Steering Committee, will bear overall responsibility for the administration and implementation of the Programme.
2. The Vice Chancellor of UMS, as the Deputy Programme Director, Deputy Chairman, will be responsible for the managerial and technical matters of the Programme.
3. Director of ITBC, as the Head of Research and Education Component will be responsible for the managerial and technical matters of the Component.
4. Director of Sabah Parks, as the Head of Park Management Component will be responsible for the managerial and technical matters of the Component.
5. Director of Wildlife Department, as the Head of Habitat Management Component will be responsible for the managerial and technical matters of the Component.

6. Director of Unit of Science and Technology, as the Head of Public Awareness Component will be responsible for the managerial and technical matters of the Component.
7. The implementing organisations of each component listed in ANNEX IV will be responsible for implementation of the activities of each component.
8. The Japanese Chief Advisor will provide necessary recommendations and advice to the Chairman and Deputy Chairmen of the Programme Steering Committee and Heads of four (4) Components described above on any matters pertaining to the implementation for the Programme.
9. The Japanese experts will give necessary technical guidance and advice to the Malaysian counterpart personnel on technical matters pertaining to the implementation of the Programme.
10. For the effective and successful implementation of technical cooperation for the Programme, a Programme Steering Committee and four (4) Working Groups will be established whose functions and composition are described in Annex VII.

V. JOINT EVALUATION

Evaluation of the four (4) Components of the Programme and the impact of the Programme will be conducted jointly by the two Governments through JICA and the Malaysian authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE PERSONNEL

The Government of Malaysia undertakes to bear claims, if any arises, against the Japanese personnel engaged in technical cooperation for the Programme resulting

from, occurring in the course of, or otherwise connected with the discharge of their official functions in Malaysia except for those arising from the wilful misconduct or gross negligence of the Japanese personnel.

VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROGRAMME

For the purpose of promoting support for the Programme among the people of Malaysia, the Government of Malaysia will take appropriate measures to make the Programme widely known to the people of Malaysia.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Programme under this Attached Document will be five (5) years from 1st February, 2002.

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE PERSONNEL
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV IMPLEMENTING ORGANISATIONS
- ANNEX V LIST OF MALAYSIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX VI LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VII PROGRAMME STEERING COMMITTEE AND WORKING GROUPS

ANNEX I MASTER PLAN

1 Overall Goal

The endangered and precious biodiversity and ecosystems of Sabah are conserved.

2 Programme Purpose

Comprehensive and sustainable approach for conservation is established.

3 Project Purposes

3-1 Project Purpose of the Research and Education Component

Research and education capacity for conservation of biodiversity and ecosystems of Bornean forest in Sabah is enhanced.

3-2 Project Purpose of the Park Management Component

Effective management options for protected areas are developed.

3-3 Project Purpose of the Habitat Management Component

An approach to habitat management for important species is established.

3-4 Project Purpose of the Public Awareness Component

People of Sabah have better understanding and appreciation to the conservation of biodiversity and ecosystems.

Note:

The Programme will be implemented in accordance with the Programme Document attached to the Minutes of Meetings accorded between and signed by the Malaysian authorities concerned and the JICA Second Preparatory Team on 19th October, 2001.

The Programme Document may be revised whenever necessity arises by the consent of Programme Steering Committee stipulated in ANNEX VII

ANNEXII LIST OF JAPANESE PERSONNEL

1. Chief Advisor
2. Programme Coordinator
3. Long-term experts in the following technical fields.
 - (1) Systematic Biology
 - (2) Inventory / Museum Management
 - (3) Conservation Biology
 - (4) Protected Area Management
 - (5) Community Participation
 - (6) Wildlife Management
 - (7) Environmental Education

* Note: Long-term experts may cover several technical fields concurrently.

4. Short-term experts in related fields will be dispatched when necessary.
5. Volunteers will be dispatched when necessary.*

* Note: JOCV volunteers and Senior volunteers will be dispatched in accordance with Memorandum Concerning the Dispatch Programme of the Japan Overseas Co-operation Volunteers signed on 23rd December, 1965 and the Record of Discussions on Senior Volunteer Programme of Japan between the Japan International Cooperation Agency and the Economic Planning Unit, Prime Minister's Department, Malaysia signed on 15th March, 1991.

ANNEX III LIST OF MACHINERY AND EQUIPMENT

1. Machinery, equipment, tools, materials and their spare parts in the following technical fields.
 - (1) Research and Education for biodiversity and ecosystems
 - (2) Park Management
 - (3) Habitat Management
 - (4) Public Awareness of environment
2. Vehicles and their spare parts.
3. Other machinery, equipment, tools, materials and their spare parts mutually agreed upon as necessary.

ANNEX IV IMPLEMENTING ORGANISATIONS

1. The agencies and institutions listed under each component below will jointly implement the activities to pursue the purpose and objectives of respective components.

2. The implementing organisations will allocate and assign sufficient number of qualified staff, administrative personnel, budget and facilities necessary to pursue the purpose and objectives of respective components.

3. The Leading Organisation of each component will be responsible for organising and functioning of the Working Group stipulated in ANNEX VII.

4. Implementing Organisations of each Component:

4.1. Research and Education Component:

- (1) ITBC, UMS (The Leading Organisation)
- (2) Forestry Department
- (3) Wildlife Department
- (4) Sabah Parks, and
- (5) Sabah Foundation

4.2. Park Management Component:

- (1) Sabah Parks (The Leading Organisation),
- (2) Wildlife Department,
- (3) Forestry Department,
- (4) District Offices of Crocker Range Park
- (5) UMS
- (6) Lands and Surveys Department, and
- (7) Environmental Conservation Department

4.3. Habitat Management Component:

- (1) Wildlife Department (The Leading Organisation),

- (2) Forestry Department,
- (3) District Offices of Tabin Wildlife Reserve
- (4) UMS
- (5) Sabah Parks
- (6) Lands and Surveys Department
- (7) Environmental Conservation Department, and
- (8) Sabah Foundation

4.4. Public Awareness Component:

- (1) Science and Technology Unit (The Leading Organisation),
- (2) Environmental Action Committee (Public Awareness and Education Sub-Committee)
- (3) UMS
- (4) Sabah Foundation
- (5) Forestry Department
- (6) Sabah Parks
- (7) Environmental Conservation Department, and
- (8) Wildlife Department
- (9) District offices of Crocker Range Park and Tabin Wildlife Reserve

5. Other agencies and NGOs may be invited to join through the recommendation of the Working Groups and the approval of the Programme Steering Committee.

**ANNEX V LIST OF MALAYSIAN COUNTERPARTS AND
ADMINISTRATIVE PERSONNEL**

1. Programme Director cum. Chairman of Programme Steering Committee: the State Secretary of Sabah
2. Deputy Programme Director cum. Deputy Chairman of Programme Steering Committee: Vice Chancellor, UMS
3. Members of four Working Groups
 - (1) The Head of Research and Education Component: Director of ITBC
 - (2) The Head of Park Management Component: Director of Sabah Parks
 - (3) The Head of Habitat Management Component: Director of Wildlife Department
 - (4) The Head of Public Awareness Component: Director of Science and Technology Unit
4. Counterparts of all long-term and short-term experts in the four (4) components.
5. Administrative Personnel
Administrative and clerical staff, drivers and others to support the implementation of four (4) components.

ANNEX VI LIST OF LAND, BUILDINGS AND FACILITIES

1. Office spaces for JICA chief adviser and JICA coordinator in the building of both ITBC and Science and Technology Unit.
2. Office spaces for experts.
3. Other necessary facilities for implementing the Programme.

ANNEX VII PROGRAMME STEERING COMMITTEE AND WORKING GROUPS

1. The Programme Steering Committee

1.1. Functions:

The Steering Committee shall;

- (1) Discuss and decide overall management and coordination of the Programme,
- (2) Review, advice and endorse the plan of four (4) components submitted by each Working Group,
- (3) Review, advice and endorse the progress of four (4) components submitted by each Working Group, and
- (4) Discuss and decide any other matters related to the Programme.

1.2. Composition:

The Programme Steering Committee shall be composed of;

- (1) Chairman: The State Secretary of Sabah
- (2) Deputy Chairmen:
 - 1) The Vice Chancellor of UMS
 - 2) JICA's Chief Advisor for the Programme
- (3) Members:
 - Director, Regional Economics and Environment, Economic Planning Unit, Prime Ministers Department
 - Permanent Secretary, Ministry of Tourism, Environment, Science and Technology
 - Secretary, Natural Resources Office
 - Director, State Economic Planning Unit
 - Director, Lands and Surveys Department
 - Director, Forestry Department
 - Heads of the four (4) Working Groups
 - The Program Coordinator and other delegates from JICA
 - Others appointed by the Chairman
- (4) Secretary: Director, ITBC, UMS

Note: Official(s) of the Embassy of Japan may attend the Steering Committee Meeting as observer(s).

1.3. Frequency of Meeting:

The Programme Steering Committee shall meet once in every six (6) months.

2. Working Groups

A Working Group for each component shall be formed.

2.1. Functions

(1) The Working Groups shall coordinate planning, implementation, monitoring and other necessary matters to bring the best result of each component with maximum effectiveness and efficiency.

(2) The Working Groups shall prepare the project design and operation plan, progress and monitoring reports for the review and endorsement of the Programme Steering Committee.

2.2. Composition

(1) Each Working Group shall be composed of the representatives of implementing organisations and the Japanese personnel assigned to the respective component. The JICA Chief Advisor and the Programme Coordinator will be the members of all the Working Groups.

(2) Component Managers, as the Heads of Working Groups will be the representatives of the Leading Organisations of each component. The JICA Chief Advisor will be Co-Head of all the Working Groups. The Leading Organisation shall act as the secretariat of the Working Group.

2.3. Frequency of Meeting

The Working Groups shall meet at least once in every three (3) months.

3. Secretariat of the Programme

ITBC, UMS and Science and Technology Unit will act as the Secretariat Office of the Programme. The Secretariat will coordinate matters pertaining to the Programme administration and logistics.

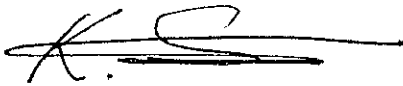
**MINUTES OF MEETINGS
BETWEEN
THE JAPANESE PREPARATORY STUDY TEAM AND
THE REPRESENTATIVES OF UNIVERSITY MALAYSIA SABAH AND
THE SABAH STATE GOVERNMENT AGENCIES
ON
TECHNICAL COOPERATION PROGRAMME FOR
BORNEAN BIODIVERSITY & ECOSYSTEMS CONSERVATION IN SABAH,
MALAYSIA**

The Japanese Preparatory Study Team (hereinafter referred to as "the Team") organised by the Japan International Cooperation Agency (hereinafter referred to as "JICA") visited Malaysia in order to discuss and exchange views on Technical Cooperation Programme for Bornean Biodiversity & Ecosystems Conservation in Sabah, Malaysia (hereinafter referred to as "the Programme") with the officials of concerned agencies of the Sabah State Government and representatives of University Malaysia Sabah (hereinafter referred to as "UMS").

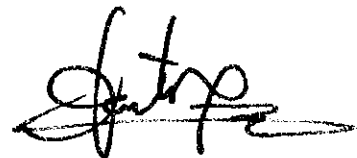
During its stay in Malaysia, the Team, jointly with the representatives of Institute for Tropical Biology & Conservation (hereinafter referred to as "ITBC"), UMS and other concerned agencies of the Sabah State government, conducted a series of field surveys, workshops for four components of the Programme and meetings, including the first Steering Committee meeting.

All concerned parties have confirmed that the matters attached herein are the result of the discussions as of today and have agreed to convey the results to their respective governments.

Kota Kinabalu, 19th July, 2001



Mr. Katsuro SAITO
Chief Advisor,
Preparatory Study Team
JICA



Y.B. Datuk K. Y. Mustafa
The State Secretary of Sabah



Y.Bhg. Prof. Datuk Seri Panglima Dr. Abu Hassan Othman
Vice Chancellor, UMS



Assoc. Prof. Datuk Dr. Maryati Mohamed
Director of ITBC, UMS

1. Background and Objective of the First Preparatory Study Team

Prior to the Team, JICA dispatched the Contact Mission from 18th February to 17th March, 2001, to discuss the basic approach and framework of the Programme. During its stay in Malaysia, the Contact Mission, jointly with the representatives of UMS and concerned agencies of the Sabah State Government, conducted a series of field surveys and meetings, as well as seven workshops to analyse problems and objectives of biodiversity conservation in Sabah. As a result, it was recognized by all concerned parties that a comprehensive and sustainable conservation approach should be established by building the capacity of relevant agencies to execute and manage the conservation of biodiversity and ecosystems in Sabah. In order to achieve the above mentioned goal, four Components of the Programme, namely Research, Protected Area, Wildlife Corridor and Public Awareness Components, were identified and Working Groups for each Component consist of implementing organizations were established. The State Secretary of Sabah, who would advise and support the efficient and effective implementation of the Programme, would chair the Steering Committee of the Programme. These results were incorporated in the Minutes of Meeting signed on 14th March, 2001 (hereinafter referred to as “the first Minutes of Meetings”).

Following the Contact Mission, the First Preparatory Study Team was despatched to discuss with UMS and the concerned agencies of Sabah State Government on the Project Design Matrix (PDM) of each component and to prepare the draft of the Programme Document.

2. Record of the Steering Committee Meeting

The record of the First Steering Committee Meeting is shown in Annex 1.

3. Results of the Workshops

The Team supported the Working Groups to prepare framework for each component, by participating in the workshops held by the Working Groups on 11th, 12th, 16th and 17th July, 2001.

The workshops employed the PCM (Project Cycle Management) method, and the first versions of PDMs, which show logical frameworks of respective components, were prepared. The PDMs are based consistently on the results of the former PCM workshops held in February and March 2001 and the first Minutes of Meetings.

The PDMs of all the four components are attached as Annex 2. These PDMs are yet to be completed and subject to changes in the course of further discussions, workshops and surveys by the end of the Second Preparatory Study.¹

3.1. Common Items to the Components

As all the four components are under the umbrella of the Programme, they share common title and goals of the Programme. These common items of the components which are confirmed and partly described in the PDMs in the workshops are as follows: -

- Programme Title: “Technical Cooperation Programme for Borneo Biodiversity & Ecosystems Conservation in Sabah, Malaysia.”
- Overall Goal of the Programme: “Endangered and precious biodiversity and ecosystems of Bornean forests and wetlands in Sabah are conserved.”
- Programme Purpose: “Comprehensive and sustainable conservation approaches are established.”
- Duration of the programme: Japanese Fiscal Year 2002- JFY 2007.

3.2. Frameworks of the Components

3.2.1. Research Component

The workshop for Research Component was held on 11th July, 2000 and the 1st version of PDM (Annex 2-1) was prepared.

In the workshop, the Working Group also reached the conclusion that they were not able to identify all research topics needed for the objectives of the component and Programme at this moment. Thus, the Working Group agreed not to list all necessary research topics in the PDM, except the ones clearly essential to achieve the objectives of the component and Programme (i.e. taxonomic studies on organisms). The other research topics will be decided after the Programme starts implementing the component, as it is listed as Activity 4-1 in the PDM to “list priority research topics for each protected areas.”

3.2.2. Protected Area Component

The workshop for Protected Area Component was held on 17th March, 2001 and the 1st version of PDM was prepared (Annex 2-2).

The Working Group for the Component discussed on the idea proposed at the Steering Committee Meeting to merge Wildlife Corridor Component and Protected Area Component into

¹ In the 1st version of PDMs, information in the shadowed columns has not been fixed by common consents of the Working Group. The bent arrows in squares attached to some items indicate that the items were argumentative and was not fixed in the workshop.

one component (See Annex 1). Participants decided to proceed planning Protected Area Component independently, and leave the suggestion to discussions in the workshop for the whole Programme, which would be held later on (See 4.2.). The Working Group for the Wildlife Corridor Component also reached the same decision on this matter.

According to the first Minutes of Meetings, Crocker Range Park and Tabin Wildlife Forest Reserve were listed as the Pilot Protected Areas. However, some participants of the workshop suggested to focus the component on the management of Crocker Range Park only. On the other hand, other participants oppose to the idea as the establishment of coordination mechanism between the Wildlife Department (in charge of Tabin Wildlife Forest Reserve) and Sabah Parks (in charge of Crocker Range Park) through the implementation of the Component is critical for the programme. The Working Group reached a tentative consensus to continue planning activities for the two Pilot Protected Areas.

3.2.3. Wildlife Corridor Component

The workshop for Wildlife Corridor Component was held on 16th July, 2001 and the 1st version of PDM was prepared (Annex 2-3).

The first Minutes of Meetings noted that this component covers not only the wildlife corridor, but also buffer zones. However, in the workshop, the Working Group agreed on that activities concerning buffer zones should be covered by the Protected Area Component rather than the Wildlife Corridor Component, because the issues concerning buffer zones are related more deeply to the protected area management than the wildlife corridors. Afterward, the Working Group of Protected Area Component also accepted the idea at the workshop.

According to the first Minutes of Meetings, the corridor between Tabin Wildlife Reserve and Kulamba Wildlife Forest Reserve was considered as the Pilot Corridor. However, as the Working Group for the component had been given information that there is less possibility of migration of important animal species between these Reserves than they expected. Then, in the PDM, they added "Pilot Corridor areas are identified." as the first Output of the Component, and listed the corridor between Maliau Basin and Danum Valley etc. as other possible Pilot Corridor areas.

3.2.4. Public Awareness Component

The workshop for Public Awareness Component was held on 12th July, 2001 and the 1st version of PDM was prepared (Annex 2-4).

The Outputs and Activities listed in the PDM are based on the strategy to implement two kinds of public awareness approaches simultaneously. One is the public campaign targeted for the general public in Sabah State (described as Output 2). The other is the public awareness focused on the people and organisations related to Crocker Range Park and Tabin Wildlife Reserve (described as Outputs 3,4 and 5), where the Protected Area Component would conduct its

activities and multiplied effects are expected by coordination and collaboration between the two Components.

4. Matters and issues to be discussed and clarified during the rest of the study period

During the rest of the study period until the middle of September 2001, following documents are to be prepared.

(1) Project Design Matrix (PDM)

(2) Plan of Operations (PO) which includes the following information:

- Items of the activities
- Implementing schedule of each activity
- Responsible organisation(s) for each activity
- Expected result of each activity

(3) Programme Document with contents as shown below:

- Background of the Programme
- Current situation of the sector
- Programme strategy
- Master plan of the Programme
- Considerations on justification and feasibility of the Programme

In order to complete the above mentioned document, studies are to be done according to the following stages.

4.1. Identification of roles and responsibilities of the Implementing Organisations (IOs)

With regard to the items of activities tentatively agreed upon as prescribed in the 1st version of the Project Design Matrixes (PDMs), responsible organisations and their roles for each activity shall be identified. The Secretariat and the Study Team will visit each IO and examine its past and current efforts on the activities listed in the PDMs and institutional capacity which includes manpower, existing facilities and budget.

4.2. Workshop for the programme

A workshop for the whole Programme, where inter-relations and time sequence of components are to be discussed and analysed, shall be held. During the workshop activities of each component shall also be discussed and confirmed based on the result of 4-1 above. Duplication of IOs in one activity shall be coordinated and activities with no responsible organisation shall be deleted.

4.3. Baseline survey for setting indicators

Baseline survey shall be conducted to determine the target indicators for Outputs, Project Purposes, Programme Purpose and Overall Goal.

4.4. Preparation of the 2nd version of PDM and the 1st version of PO

Based on results of the above mentioned surveys, the Secretariat and the Study Team will prepare drafts of the 2nd version of PDM and the 1st version of PO. Workshops or meetings for discussions of the 2nd version of PDM and the 1st version of PO shall be held by Working Groups.

4.5. Preparation of a draft Programme Document

The Secretariat and the Study Team shall prepare a draft of Programme Document. The draft shall be distributed to the Steering Committee members and the IOs for their comments.

4.6. Second Preparatory Study Team

The Second Preparatory Study Team shall be dispatched to conduct following matters.

- To discuss the PDM and PO
- To list necessary equipment to be provided by JICA
- To discuss the Programme Document with the Steering Committee members and the IO



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Ruj. Kami : UMS/IP7.2/P34/2 (JICA)

Tarikh : 18 July 2001

Ybhg. Datuk K.Y. Mustafa
State Secretary of Sabah
28th. Floor Bangunan Yayasan Sabah
Kota Kinabalu.

Ybhg. Datuk,

MINUTES OF THE FIRST STEERING COMMITTEE MEETING

With reference to the above matter, attached herewith is the minutes of the first Steering Committee Meeting which was held on July 12, 2001 for your attention.

Thank you.

"STRIVE FOR EXCELLENT"

ASSOC. PROF. DATIN DR. MARYATI MOHAMED

Director
Institut for Tropical Biology and Conservation
Universiti Malaysia Sabah.

/gj



Minutes of the First Steering Committee Meeting

Date, Venue & Time

13th July, 2001, Board of Directors' Meeting Room, Universiti Malaysia Sabah (UMS); 2:30 pm

Participants

1. Datuk K. Y. Mustafa (Sabah State Secretary; Chairman).
2. Prof. Datuk Dr. Mohd. Noh Dalimin (UMS; representing the VC).
3. Assoc. Prof. Datin Dr. Maryati Mohamed (IBTP).
4. Mr. M.C. Ismail Salam (Agriculture Dept.).
5. Mr. Laurentius N. Ambu (Sabah Wildlife Dept.).
6. Mr. Eric Juin (Environmental Conservation Dept.).
7. Mr. Daniel K.S. Khiong (Forestry Dept.).
8. Dr. Jamili Nais (Sabah Parks).
9. Mr. Yap Siew Fah (Drainage and Irrigation Dept.)
10. Datuk Mohd. Jeffri (Land & Survey Dept.).
11. Mr. Mohd. Sayuti Sepei (Environment Dept.).
12. Dr. Hashimoto, Yoshiaki (Hyogo Museum/ Hyogo Univ./ JICA study team).
13. Mr. Saito, Katsuro (Forestry & Environment Div./ JICA head office).
14. Mr. Tanaka, Motonori (Forestry and Environment Div./ JICA head office).
15. Prof. Saigusa, Toyohei (Kyushu Univ./ JICA study team).
16. Dr. Iguchi, Jiro (JICA study team).
17. Mr. Takekawa, Ikuo (JICA M'sia office/ JICA study team).
18. Mr. Ito, Tsuyoshi (JICA study team).
19. Mr. Mahadimenakbar Mohd Dawood (ITBC)

Agenda

1. Mission of the Preparatory Study Team
2. Roles and Responsibilities of the Implementing Agencies and JICA
3. Report of workshops (Research and Public Awareness Component)
4. Items and issues for discussions and clarifications for the rest of the study period

Summary of discussions

Mission of the Preparatory Study Team

The mission of the First Preparatory Study Team is to discuss and agree with UMS and the concerned agencies of Sabah State Government on PDMs of the programme and to conduct base line survey to set the target indicators to prepare the draft of the project document.

Three members will remain in Malaysia at UMS until mid September and continue survey. There are Prof. Toyohei Saigusa, Dr. Masaaki Yoneda and Dr. Jiro Iguchi.

Roles and Responsibilities of the Implementing Agencies and JICA

Each Implementing Agencies and JICA have agreed to carry out their responsibilities and roles as Appendix 1.

Especially, due to the plural Implementing Organisations (IOs) included in the Programme, the importance of the role of ITBC for coordination and communication among Working Groups, the importance of the leadership of the Lead Implementing Organisation for each Working Group were confirmed in the meeting.

The summary of the roles and responsibilities of IOs and JICA can be seen in Appendix 1.

Report of workshops (Research and Public Awareness Component)

The result of the two PDM workshops (Research and Public Awareness Components) held on 11th and 12th July respectively, were presented in the meeting (Appendix 2 and Appendix 3).

It was also reported that some requests for the activities which were actually not directly connected to the project output were raised by some participants and the committee member agreed that all activities must be connected to achieve the outputs of the projects.

The rest of two workshops (Protected Area and Wildlife Corridor Components) would be held in the following week (16th and 17th July 2001).

Items and issues for discussions and clarifications for the rest of the study period

It was reported by the Study Team that three members will remain in Malaysia and continue conducting surveys to complete PDM (Version 1) and draft Project Document.

Some supplemental workshops to complete draft PDM might be held when necessity arises.

When the Second Preparatory Study Team is despatched in mid September and at that time the draft Project Document, including PDM (Version 2) and Plan of Operation (PO) would be discussed.

Other discussions

1. The Secretariat of the Committee stressed the necessity of acquiring enough number of students at ITBC, UMS, who will assist the Programme implementation and asked the members of the Committee whether their organisations have any mechanism to provide scholarship for students. Other members of the Committee expressed the difficulty of providing scholarship, however, most of them supported the idea to increase the number of student at UMS. The Secretariat mentioned that request for research funding should be made to the Ministry of Science, Technology and Environment. Chairperson concluded that the number and the fields of the students necessary for the Programme should be identified.

2. Some members raised their concern regarding the necessary funding from each Implementing Organisations. Chairperson suggested combining the necessary funds feeded by each Implementing Organisation to facilitate request from the government.
3. As plural IOs are participating in the Programme, importance of the role of ITBC as the Secretariat to coordinate and enhance communication among the Working Groups was stressed. It was also pointed out that even though the final decision is made by the Steering Committee chaired by the State Secretary, the leadership of the Leading Organisation of the Working Groups is important.
4. Representative from the Wildlife Department suggested merging Wildlife Corridor Component and Protected Area Component. The suggestion will be considered during the respective workshops to be held on 16th and 17th of July.
5. It was reported that the UMS would receive many important guests from the end of August to the end of September, when the Second Preparatory Study Team was scheduled. It was decided that the timing of the Team should be reconsidered.

Meeting ends at 4:30 pm on 13 July 2001.