

3. 実施協議調査

資料 3-1 報告会資料

カリブ災害管理プロジェクト 実施協議調査団 報告資料

平成 14 年 3 月 28 日

1. 調査項目

「カリブ災害管理プロジェクト」の実施に向けた 2001 年 8 月の第 1 次短期調査及び同年 12 月の第 2 次短期調査の結果を受け、

- R/D 署名を目的とした実施協議調査を実施する。
- 関係諸機関と協力関係構築に向けた協議を行う。

2. 調査団員リスト

- | | |
|---|---|
| (1) 団長・総括
Leader | 泉 堅二郎
国際協力事業団 理事
Vice President,
Japan International Cooperation Agency |
| (2) 災害管理計画
Disaster Management | 大井 英臣
国際協力事業団 国際協力専門員
Senior Advisor,
Japan International Cooperation Agency |
| (3) 地域防災計画
Community Disaster
Management Planning | 森 浩一
北九州市消防局 予防部指導課
Staff, Guidance Section,
Fire Prevention Division,
Kitakyushu Fire and Disaster Management Department |
| (4) 協力計画
Cooperation Planning | 西村 善彦
国際協力事業団 社会開発協力部
Staff, Social Development Cooperation Department,
Japan International Cooperation Agency |

3. 調査日程

資料 3-2 のとおり。

4. 調査結果

(1) 主要訪問先及び面談者

○ CDERA（カリブ災害緊急対策機関）

Mr. Jeremy Collymore, Regional Coordinator

- Ms. Andria Grosvenor, Senior Programme Officer
- CDB（カリブ開発銀行）
 - Mr. Clairvair O. Squires, Deputy Director (Acting), Social Development Division
 - Dr. Cassandra Rogers, Project Manager, Disaster Mitigation Facility for the Caribbean
 - Mr. Nizamuddeen Ameerally, Chief Project Officer, Poverty Reduction and Environment Unit
- バルバドス政府外務省
 - Mr. Keith MacP. Franklin, Acting Permanent Secretary
 - Mr. Anthony Wiltshire, Senior Foreign Service Officer
 - Mr. Andre Padmore, Foreign Service Officer
- バルバドス政府経済開発省
 - Mr. Neville McFarlane, Senior Economist
- バルバドス政府公共事業省
 - Mr. Charles Yearwood, Senior Works Officer, Drainage Unit
- UNDP バルバドス事務所
 - Ms. Rosina Wiltshire, Resident Representative
- NEMA（トリニダッド・トバゴ国立緊急管理機関）
 - Ms. Nicole Williams, Coordinator
- トリニダッド・トバゴ政府社会基盤省
 - Mr. Ramdath Baboolal, Drainage Engineer
- USAID 本部（ワシントン）
 - Ms. Eileen Morrison Simoes, Disaster Operations Specialist, OFDA
 - Ms. Ebony L. Bostic, Bilateral Policy Analyst
 - Mr. Michael Kerst, Programme Officer

(2) 内容・成果

ア. CDERA 及びバルバドス政府

○協力内容の確認及び合意

プロジェクトドキュメント（実施協議報告書本文「3. 事前評価表/プロジェクト・ドキュメント」参照）を用いてプロジェクトにおける協力内容を相互に確認した。日本側及び CDERA 側の投入は以下の通り。

専門家：長期専門家 4 名（チーフアドバイザー・ハザードマップ・地域防災計画・プロジェクト調整員）及び短期専門家（必要に応じ年間 2 名～3 名）。宿舎・免税措置等必要な手続については CDERA を通して手配する。

機材：CDERA は 2002 年 3 月末までに要請書を提出する。仮リストは作成済み。免税措置等必要な手続は CDERA が行う。

施設：CDERA は 2002 年の雨季に入る前（6 月中を目処）に新事務所へ移転し（資

料 3-3)、その際 JICA 専門家チームのための執務スペースを確保する。新事務所の内装（パーティション等）に関して、JICA は必要な資金面での協力を行う。

○プロジェクト期間における活動計画の協議

PDM に記載された活動内容に基づき、3 年間の全体計画及び開始初年度の活動計画を協議し、相互に確認した。

○地域防災計画分野の協力内容にかかる協議

プロジェクト専門家（地域防災計画担当）として派遣予定の森団員が CDERA 側の要望事項、協力可能な専門分野等について聴取・協議した。内容は資料 3-4 参照。

○CDERA 側実施体制の確認

カウンターパートとしては CDERA の他、CIMH（カリブ気象・水文研究所）及び西インド諸島大学からスタッフを参加させる。

○A1（専門家要請書）及び A4（機材供与要請書）フォームについての説明

各フォームの記入方法、提出時期を説明した。

○R/D（資料 3-5）及びミニッツ（資料 3-6）の内容に関する最終確認及び署名

2 月 28 日、両文書に署名した。署名は JICA 側から泉団長、バルバドス政府から外務次官代理、CDERA 地域調整官が行った。尚、前回短期調査においては同三者間の合意文書となっており、今回の協議までにバルバドス政府閣議の了解を得ていたが、JICA の行う国際協力事業は原則として二国間協力であるため記載内容に若干の変更を加えた旨説明し、署名前にバルバドス政府及び CDERA の了解を得た。広報のため、プレスリリース（資料 3-7 参照）をメディアへ配信し、新聞社及びテレビ局の取材を受けた。

○モデルプロジェクト実施予定地の視察

モデルプロジェクト実施予定地であるスパイツタウン周辺を視察し、洪水時の被災状況、発生頻度、バルバドス政府による治水施設の設置・避難情報提供等の状況を調査した。視察には同国政府公共事業省から専門官が 1 名同行した。

イ．CDB（バルバドス）及び USAID（ワシントン）

CDB が 2002 年 2 月に創設した DMFC の担当者と相互に両プロジェクトの目的・手法について紹介し、今後の可能な協力関係構築について協議した。DMFC はコミュニティーの防災意識啓発を中心としたプログラムを、JICA は技術者及び指導者の育成プログラムを展開するという点で効果的な補完関係が築けるとの認識で一致した。

ウ．UNDP

当プロジェクトの概要について説明し、UNDP と CDERA が策定した包括的災害管理の枠組（CDM）における当プロジェクトの位置付けを確認した。また、UNDP がカリブ地域における他ドナー及び国際機関間の調整機関であることから、当プロジェクトの共同調整委員会のメンバーとなってもらようよう要請し、了承された。

エ. トリニダッド・トバゴ政府

NEMA 及び水資源局を訪問し、モデル・プロジェクトの実施予定について説明すると同時に同国における水害対策（治水施設、水位情報網、防災計画等）に関する情報収集を行った。

(3) 検討事項等

ア. 機材調達について

CDERA は機材調達方法についてバルバドス政府及び関係機関と協議し、プロジェクト開始時に使用開始が可能なよう準備する。尚、モデルサイトに設置する機器については、対象となる 3 カ国の関係者に内容を再確認した上で要請書を提出するよう CDERA に申し入れた。また、雨量・水位観測機器については、2002 年の雨季のデータを収集するため、機器の設置を雨季前に完了するよう手続を急ぐ必要がある。

イ. 施設について

CDERA は新事務所の図面等、協力に必要な資料を事前に JICA に提供する。

ウ. 消費者物価について

専門家の任地となるバルバドスにおいては、可住面積の狭さ、主要な食料品を輸入に頼っていること等の理由から生活にかかる経費が住居費を含め相当に高く、手当支給基準でほぼ同等の扱いとなっているトリニダッド・トバゴに比べ 30～40%程度割高である。今後プロジェクトに入る専門家のリクルートの際の障害になりかねないので早急に見直す必要があることを在トリニダッド・トバゴ大使館へ報告した。高木大使からも本国外務省からの指示があり次第調査する旨回答を得た。

以上

カリブ災害管理プロジェクト 実施協議調査団
日程（実施済）

2月23日（土）	12:00 成田発（JL006 便） 10:15 ニューヨーク着
2月24日（日）	09:30 ニューヨーク発（AA1385 便） 15:10 バルバドス着
2月25日（月）	09:00-12:00 CDERA 表敬・打ち合わせ 14:00-16:00 CDERA 協議（R/D 及びミニッツの内容について）
2月26日（火）	09:00-10:00 CDB 表敬・協議（DMFC との協力関係について） 10:30-12:00 CDERA 協議（地域防災計画専門家の活動について） 12:30-13:30 CDERA 招待による昼食会 13:30-14:30 バルバドス外務省表敬・協議（R/D 及びミニッツの内容についての最終確認） 15:00-16:00 UNDP 表敬・協議（UNDP との協力関係及び関係機関・ドナーとの協力関係について）
2月27日（水）	09:00-15:00 モデルプロジェクト実施予定地（スパイツタウン）視察 15:30-17:00 CDERA 打ち合わせ（R/D 署名及び今後の日程に関する調整） 19:30-21:30 CDERA との夕食会
2月28日（木）	08:30-09:30 外務省において R/D 及びミニッツ署名、プレスリリース配信 18:05 バルバドス発（BW415 便） 19:00 ポート・オブ・スペイン着
3月1日（金）	（※以降、泉団長は別日程） 09:00-10:00 在トリニダッド・トバゴ日本大使館報告 13:30-14:30 NEMA 訪問、TT 政府水資源局協議 14:30-17:30 カパロ川プロジェクト視察
3月2日（土）	12:21 ポート・オブ・スペイン発（AA1868 便） 16:30 マイアミ着（約 1 時間遅れのため、乗り継ぎのワシントン行き UA1218 便に搭乗できずマイアミ泊）
3月3日（日）	06:05 マイアミ発（UA1764 便） 08:24 ワシントン着
3月4日（月）	11:00-12:00 USAID 協議（カリブ地域の防災分野における協関係について） 12:00-15:00 JICA アメリカ事務所報告・協議（協力体制について） 19:00 ワシントン発（UA7528 便） 20:23 ニューヨーク着
3月5日（火）	12:10 ニューヨーク発（JL005 便）
3月6日（水）	16:15 成田着



MINISTRY OF HOME AFFAIRS

Level 5, General Post Office Building

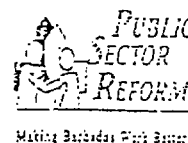
Cheapside, St. Michael

BARBADOS, W.I.

Tel. No. 228-3950

Fax No. 246-437-3794

E-mail psmha@sunbeach.net



Our Ref.: 9/5/12/1 Vol. 1

Date: December 13, 2001

The Regional Coordinator
CDERA
The Garrison
ST. MICHAEL

Dear Sir,

Accommodation for CDERA Coordinating Unit

I am directed to refer to your letter Ref. ACC/001/01 dated December 5, 2001 and to confirm that in keeping with Government's commitment to providing suitable accommodation for CDERA, this Ministry is actively pursuing, in conjunction with the Ministry of Housing and Lands, the option of leasing the Bruce Hill building at Warrens Industrial Estate to house both the CERO Secretariat and the CDERA Coordinating Unit.

I also confirm that the space requirements as specified by CDERA in its facsimile transmission Ref. 0112/ADMIN dated 2001-12-05 have been forwarded, to the Ministry of Housing to ensure that the necessary amount of space required is secured.

It would therefore seem appropriate for the funding being provided by the Government of Japan to be utilised for internal reconfiguration of the building in accordance with CDERA's specifications as well as provision of equipment necessary for the implementation of the projects.

Yours faithfully,

M. E. CUMBERBATCH (Mrs.)
for Permanent Secretary,
Ministry of Home Affairs.

MEC/jh

cc Director, Emergency Services

カリブ災害管理プロジェクト 実施協議調査団派遣報告
（地域防災計画分野）

平成 14 年 3 月 28 日
北九州市消防局 森 浩一

はじめに

今回の短期派遣において、8 月から実施していく各国モデルサイトにおけるコミュニティ災害管理計画を策定していくための CDERA サイドとの具体的協議等はできなかったが、8 月からの本派遣前段階で準備すべき事柄についての CDERA（カリブ災害緊急対策機関）からの要望等意見聴取を行った。

CDERA からの要望

○日本（北九州市）における地域での防災体制・対策に関するプレゼンテーション

日本（特に北九州市）における地域における防災体制、対策等のプレゼンテーションを準備してほしい旨の要望を受けた。

具体的内容としては、日本において数々の災害関係法律に対して一般的性格を有する災害対策基本法に始まる法体系の説明から、北九州市における地域防災計画（水防計画）の内容及び地域の特徴、災害特性・事例、情報収集・情報連絡体制の整備に関すること、防災ネットワークの構築に関すること、自主防災組織、職員及び市民の防災意識・知識の向上事業等を考えている。

プロジェクト活動項目の方向性

これまでの各調査団の報告の中で、カリブ地域の防災能力を高めることを目的に「ハザードマップの結果を反映した防災計画策定能力の向上」が技術協力の重要な分野とされており、モデル事業を通じた洪水に関するハザードマップの利用を含むコミュニティの実態に即したコミュニティ災害管理計画及びマニュアルの策定を行うことが妥当であると提言されている。

○地域の災害管理計画策定レベルの向上

本プロジェクト終了後に CDERA 加盟国が自国で災害管理を進めることができるような防災リーダーの育成が主眼であることの再確認をした。災害管理計画（具体的内容としては、防災組織、住民教育、避難所、避難ル

ート計画 等) 及びその策定マニュアル(災害管理計画作成のための準備事項・手段・方法、災害管理計画作成、内容(例 モデル地区における災害管理計画)に関すること 等)を作成していくことを通して、CDERA 加盟国内でハザードマップと災害管理計画に対する重要性に関する認識を高めていくことは必要不可欠と考えられる。

初年度事業開始段階においては、バルバドス、トリニダッド・トバゴ、セント・ヴィンセント各国のモデル地区におけるハザードマップ作成を、ハザードマッピング長期専門家との共同作業による現地調査(被害調査、住民からの意見聴取等)から進めていくこととなるであろう。

以上

RECORD OF DISCUSSIONS
BETWEEN
THE JAPANESE PROJECT DESIGN TEAM AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF BARBADOS
ON
JAPANESE TECHNICAL COOPERATION
FOR
THE CARIBBEAN DISASTER MANAGEMENT PROJECT

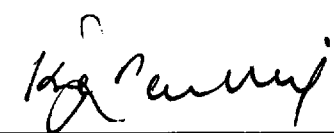
The Japanese Project Design Team (hereinafter referred to as "the Team"), organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Kenjiro IZUMI, visited Barbados from February 24 to 28, 2002 for the purpose of working out the details of the technical cooperation program concerning the Caribbean Disaster Management Project (hereinafter referred to as "the Project") in Barbados.


During its stay in Barbados, the Team exchanged views and had a series of discussions with the Ministry of Foreign Affairs and Foreign Trade and the Caribbean Disaster Emergency Response Agency (hereinafter referred to as "CDERA") with respect to desirable measures to be taken by both Japanese and Barbados Governments and CDERA for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Team and the representatives of the Ministry and CDERA agreed to recommend to their respective Governments and Board of Agency the matters referred to in the document attached hereto.

Bridgetown, 28 February, 2002


Mr. Kenjiro IZUMI
Leader,
Project Design Team,
Japan International Cooperation Agency,
Japan


Mr. Keith MacP. FRANKLIN
Acting Permanent Secretary,
Ministry of Foreign Affairs and
Foreign Trade,
Barbados


Mr. Jeremy COLLYMORE
Coordinator,
Caribbean Disaster Emergency
Response Agency



THE ATTACHED DOCUMENT

I. COOPERATION AMONG THE GOVERNMENT OF JAPAN, GOVERNMENT OF BARBADOS AND CDERA

1. The Government of Barbados with close collaboration of CDERA will implement the Caribbean Disaster Management Project (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project 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 Technical Cooperation Scheme of Japan.

1. DISPATCH OF JAPANESE EXPERTS

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

2. PROVISION OF EQUIPMENT

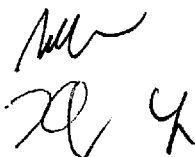
The Government of Japan will provide such equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of Barbados upon being delivered C.I.F. (cost, insurance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

3. TRAINING OF COUNTERPART PERSONNEL IN JAPAN

The Government of Japan will receive the Barbadian and CDERA counterpart personnel for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF BARBADOS AND/OR CDERA

1. The Government of Barbados and CDERA will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full involvement in the Project of all related authorities, beneficiary groups and institutions.
2. The Government of Barbados and CDERA will ensure that the technologies and

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knowledge acquired by the counterpart personnel will contribute to the economic and social development of the CDERA member states.

3. The Government of Barbados will grant privileges, exemptions and benefits as listed in Annex IV to the Japanese experts referred to in II-1 above and their families. These privileges, exemptions and benefits shall not be less favorable than those granted to experts of third countries or international organizations performing similar missions in Barbados.
4. The equipment referred to in II-2 above shall be installed at CDERA by mutual agreement between the Government of Barbados and CDERA, and CDERA will be fully responsible for the utilization and maintenance of the equipment.
5. CDERA will ensure that the equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
6. The Government of Barbados and CDERA will take necessary measures to ensure that the knowledge and experience acquired by the Barbadian and CDERA counterpart personnel through the technical training in Japan, will be utilized effectively in the implementation of the Project.
7. In accordance with the laws and regulations in force in Barbados, the Government of Barbados and CDERA will take necessary measures to provide at their own expense:
 - (1) Services of the counterpart personnel and administrative personnel as listed in Annex V;
 - (2) Buildings and facilities as necessary for the Project listed in Annex VI;
 - (3) Supply of machinery, equipment, instruments, vehicles, tools, spare parts and any other equipment/materials necessary for the implementation of the Project 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 CDERA member states.
 - (5) Suitably furnished accommodation for the Japanese experts and their families.
8. In accordance with the laws and regulations in force in Barbados, the Government of Barbados and CDERA will take necessary measures to meet:
 - (1) Expenses necessary for transportation of the Equipment referred to in II-2 above within Barbados as well as for the installation, operation and maintenance thereof;

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- (2) Customs duties, internal taxes and any other charges imposed in Barbados on the Equipment referred to in II-2 above; and
- (3) Running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

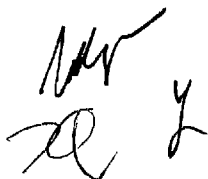
1. Coordinator of CDERA, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Senior Project Officer of CDERA, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee will be established. Functions and composition of the Joint Coordinating Committee are described in Annex VII.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the Government of Japan through JICA, the Government of Barbados and CDERA, 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 EXPERTS

The Government of Barbados undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Barbados except for those arising from the willful misconduct or gross negligence of the Japanese experts.

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VII. MUTUAL CONSULTATION

Mutual consultation among the Government of Japan, Government of Barbados and CDERA shall be held on any major issues arising from, or in connection with this Attached Document.

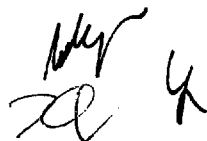
VIII. MEASURES TO PROMOTE UNDERSTANDING AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project by the people of CDERA member states, the Government of Barbados and CDERA will take appropriate measures to make the Project widely known to the people of CDERA member states.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three (3) years from 1 August, 2002.

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERTS
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JAPANESE EXPERTS
- ANNEX V LIST OF BARBADIAN AND CDERA COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX VI LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VII JOINT COORDINATING COMMITTEE

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ANNEX I MASTER PLAN

1. OBJECTIVES OF THE PROJECT

(1) Overall Goal

Disaster damages in CDERA member states are mitigated

(2) Project Purpose

Capacity of CDERA for Comprehensive Disaster Management (CDM) is increased.

2. OUTPUTS OF THE PROJECT

(1) Strengthened and established system within CDERA for flood hazard mapping.

(2) Enhanced capability within CDERA for community Disaster Management (DM) planning.

(3) Improved capacity of CDERA as a disaster information warehouse / clearing house.

(4) Wide recognition of importance and usefulness of hazard map and DM plan among the member states.

3. ACTIVITIES OF THE PROJECT

(1.1) Establish a project implementation team composed of personnel from CDERA, CIMH and UWI within CDERA.

(1.2) Establish national teams composed of personnel from National Disaster Organizations (NDOs) and community organization in CDERA member states where model sites have been selected.

(1.3) Prepare flood hazard maps for the model sites.

(1.4) Prepare a manual for flood hazard mapping.

(2.1) Assess the actual situation of community DM.

(2.2) Prepare community DM plans incorporating the hazard maps prepared by the model project.

(2.3) Prepare a manual for community DM planning.

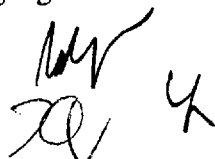
(3.1) Provide hardware such as equipment concerning information technology.

(3.2) Reinforce the data base and communication network.

(4.1) Hold the seminars and training courses on hazard mapping and community DM planning.

4. JAPANESE TECHNICAL COOPERATION

The Government of Japan will assist the Government of Barbados and CDERA in carrying out the activities described in the paragraph 3 above.

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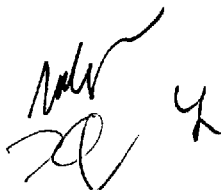
ANNEX II LIST OF JAPANESE EXPERTS

1. Long-term experts

- (1) Chief Advisor
- (2) Expert on Project Administration
- (3) Expert on Hazard Mapping
- (4) Expert on Community Disaster Management Planning

2. Short-term experts

Short-term experts will be dispatched as needs arise on specific subjects for necessary period.

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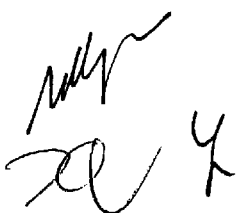
ANNEX III LIST OF THE EQUIPMENT

1. Computer
 - a. Personal Computer
 - b. Server Computer
2. Vehicle
 - a. 4 Wheel Drive Vehicle
3. Observation Equipment
 - a. Rainfall Recorder
 - b. Water Level Gauge
 - c. Telemetry System
4. Survey Equipment
 - a. Land Survey Equipment
 - b. GPS
5. Computer Software
 - a. Hydrological Analysis
 - b. Flood Simulation in the Flood Plain
 - c. GIS
6. Telecommunication Equipment
 - a. Network for CDERA and NDOs
7. Other Equipment (CDERA)
 - a. Plotter
 - b. Digitizer
 - c. Digital Printer
 - d. Laminator
 - e. Binder
 - f. Fax Machine

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ANNEX IV PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JAPANESE
EXPERTS

1. Exemption from income tax and charges of any kind imposed on or in connection with the living allowance remitted from abroad.
2. Exemption from import and export duties and any other charges imposed in respect of personal and household effects which may be brought into Barbados including vehicles imported or locally purchased ex-bond within 6 months of arrival.

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ANNEX V LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Director

Coordinator, the Caribbean Disaster Emergency Response Agency (CDERA)

2. Project Manager

Senior Project Officer, CDERA

3. Counterpart Personnel

Suitably qualified personnel to work for hazard mapping and community disaster management planning with the technical guidance and advice of the Japanese experts as specified in Annex II.

4. Administrative Personnel in CDERA

Administrative personnel such as Secretaries, Clerks, Drivers, etc. could be involved in the Project implementation as necessary.


5. Other personnel mutually agreed on as necessary.

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ANNEX VI LIST OF LAND, BUILDINGS AND FACILITIES

1. Buildings and Facilities

- (1) An office with sufficient space and equipment for the implementation of the Project
- (2) Services such as electricity, water supply, sewerage system, telephone, etc., as necessary for the activities under the Project
- (3) Transportation needed for the implementation of the Project
- (5) Other facilities mutually agreed on as necessary

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ANNEX VII JOINT COORDINATING COMMITTEE

1. Functions

The Joint Coordinating Committee (hereinafter referred to as the “JCC”) will be set up to promote effective technical cooperation under the Project. The JCC will meet at least once a year, and whenever necessary, in order to fulfill the following functions:

- (1) to review the progress of activities implemented under the annual work plan;
- (2) to review and exchange opinions on major issues that may arise during the implementation of the Project; and
- (3) to discuss any other issue(s) pertinent to the smooth implementation of the Project.

2. Composition

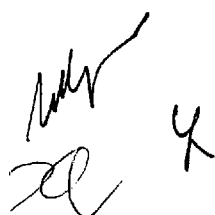
The Joint Coordinating Committee to be set up will consist of:

- (1) Chairperson: Project Director (Coordinator of CDERA)
- (2) Secretary: Project Manager (Senior Project Officer of CDERA)
- (3) Members

Representatives of the following Organizations

- Ministry of Economic Development
- CDERA
- Caribbean Institute for Meteorology and Hydrology (CIMH)
- University of West Indies (UWI)
- National Disaster Organizations (NDOs)
- UNDP
- Japanese expert team

NOTE: Official(s) of the Embassy of Japan in the Republic of Trinidad and Tobago and other personnel concerned to be assigned by JICA, if necessary.

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