

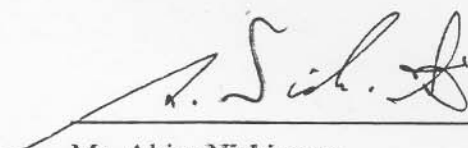
Minutes of Meetings
Between
The Japanese Second Preparatory Study Team and
the Authority Concerned of the Government of the United Mexican States for
Technical Cooperation Project on
Coastal Wetland Conservation in Yucatan Peninsula
in the United Mexican States

The Japanese Second Preparatory Study Team (hereinafter referred to as "the Team"), organized by Japan International Cooperation Agency (hereinafter referred to as "JICA"), and headed by Mr. Akira Nishimoto, visited the United Mexican States from 19th to 31st May, 2002, for the purpose of confirming the concrete plans of activities and examining the contents of the project document concerning the Project on Coastal Wetland Conservation in Yucatan Peninsula.

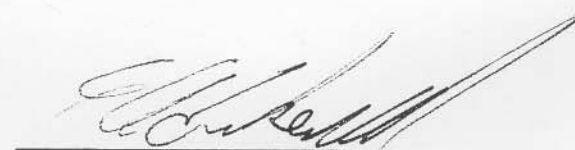
During its stay in the United Mexican States, the Team had a series of discussions and exchanged views with the authorities concerned of the Government of the United Mexican States (hereinafter referred to as "the Mexican Side").

As the result, the both parties reached common understanding concerning the matters referred to in the attached documents hereafter.

Mexico City, May 30th, 2002



 Mr. Akira Nishimoto
 Leader
 Second Preparatory Study Team
 Japan International Cooperation Agency



 Dr. Ernesto Enkerlin Hoeflich
 President
 Comision Nacional de Areas
 Naturales Protegidas

ATTACHED DOCUMENTS

1. Result of the Workshop

Workshop was held on May 23rd and 24th, 2002 with participation of Comision Nacional de Areas Naturales Protegidas (hereinafter referred to as "CONANP"), Ria Celestun Biosphere Reserve (hereinafter referred to as "RBRC"), Ria Lagartos Biosphere Reserve (hereinafter referred to as "RBRL") and the others concerned. Participant list of the Workshop is shown in Annex I.

(1) Procedure of the Workshop

Firstly, the Team explained the Problem Tree (hereinafter referred to as "PT") and Objective Tree (hereinafter referred to as "OT") which had been revised based on findings and discussions between the Japanese First Preparatory Study Team and the Mexican side. Having discussed them, the participants modified them. Next, the participants discussed each part of Project Design Matrix (hereinafter referred to as "PDM") structure. After that, the participants discussed contents of detailed activities based on the part of activities in PDM.

Finally, the participants discussed stakeholders in the Project to ensure the role of the organizations concerned.

(2) The Result of the Workshop

As a result, the Workshop completed PDM with mutual consensus. A series of results and understanding obtained from the Workshop is consolidated and documented into Annex II for OT, Annex III PDM, Annex IV Plan of Operation and Annex V Stakeholders of the Project.

2. Outline of the Project

(1) Name of the Project

Both sides named "Coastal Wetland Conservation in Yucatan Peninsula in the United Mexican States" to the Project. The name may be modified according to future discussions before the signing of the Record of Discussions (hereinafter referred to as "R/D").

(2) Project Area

The project area will be RBRC.

(3) Duration

The duration of the Project will be five (5) years. It may be subject to modification according to future discussions before signing of the R/D.

(4) Implementing Agency of the Project

CONANP will bear overall responsibilities for the implementation of the Project.

3. Framework of the Project

(1) Super Goal

The Super Goal of the Project will be "Conservation of wetland ecosystem in Yucatan Peninsula is improved".

(2) Overall Goal

The Overall Goal of the Project will be "Conservation of wetland ecosystem of RBRC is improved".

(3) Project Purpose

The Purpose of the Project will be "The RBRC office conducts comprehensive environmental management activities properly".

(4) Outputs

- 1) Information necessary for environmental management is obtained.
- 2) Ability to plan and execute measures of RBRC is improved.
- 3) Ability to provide technical advice and assistance against negative environmental impacts is improved.
- 4) Ability concerning the implementation of environmental education is acquired.

(5) Activities

Please refer to PDM as shown in Annex III.

(6) Project Strategy (draft)

The project strategy (draft) is shown in Annex VI.

4. Administration of the Project

- (1) The President of CONANP, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
- (2) The Director of the RBRC office, as the Project Manager, will be responsible for managerial and technical matters of the Project.
- (3) The Project Director will appoint one Mexican counterpart as the Project Coordinator who will be in charge of supervising technical aspects as well as daily administrative matters pertaining to the implementation of the Project.
- (4) Other relevant local organizations will coordinate planning, implementation, monitoring and other necessary matters to bring the best results of the Project.
- (5) For the effective and successful implementation of technical cooperation for the Project,

a Joint Coordinating Committee will be established whose function and composition are described in Annex VII.

5. Measures to be Taken by the Government of the United Mexican States

The Government of the United Mexican States will take necessary measures to ensure the self-reliant operation of the Project, in accordance with the provision of the Agreement on Technical Cooperation between the Government of Japan and the Government of the United Mexican States, signed in Tokyo on December 2nd, 1986 (hereinafter referred to as the "Agreement"). The following measures must be taken before the commencement of the Project:

(1) Provision of buildings and facilities needed for implementation of the Project

- a. Land, buildings and facilities
- b. Rooms and space necessary for installation and storage of the equipment
- c. Office space and necessary facilities for the Japanese experts
- d. Other facilities mutually agreed upon, if necessary

(2) Assignment of the necessary number of counterparts

For the successful implementation of the Project, the Mexican side will provide the counterparts to work with the Japanese experts.

The counterparts will be as follows;

- 1) The Director of the RBRC office
- 2) Other technical staff of the RBRC office (at present 3 persons)
- 3) Administrative staff of the RBRC office (at present 1 person)
- 4) Technical staff of the RBRL office (related to the technical support of the RBRC office)

(3) Budget allocation

For smooth and effective implementation of the Project, the Mexican side must timely allocate budget required for the local cost of the Project including VAT (Value-added Tax) imposed in the United Mexican States on the equipment provided for the Project.

6. Measures to be Taken by Japanese Government

In accordance with the laws and regulations in force in Japan and the provision of the Agreement, the Government of Japan will take, at its own expense, the following measures through JICA:

(1) Dispatch of Japanese experts

The Government of Japan will provide the services of the Japanese experts as follows;

1) Long-term experts

- Chief Advisor / Wetland Management
- Project Coordinator / Environmental Education

2) Short-term experts

Short-term experts will be dispatched when necessity arises.

However, there is a possibility of changes according to future discussions before the signing of the R/D.

(2) Provision of machinery and equipment

The Government of Japan will provide equipment, machinery and materials necessary for the implementation of the Project.

(3) Training of Mexican personnel

The Government of Japan will receive Mexican personnel connected with the Project for technical training in Japan.

7. Future Procedures

The schedule until the implementation of the Project is shown as follows:

(1) Until June 14th, 2002

One of the Team member; Project Impact Analysis will remain in Mexico until June 14th, 2002 and complete the Project Document (draft) through further discussions with the Mexican authorities concerned.

(2) Around July, 2002

The R/D for the commencement of the Project and the Project Document (final) will be signed around July between the President of CONANP and the Resident Representative of JICA Mexico Office.

(3) Around October, 2002

JICA will exchange the contract of the project implementation with a private organ.

(4) Around January, 2003

The contracted private organ will explain an Inception Report to Mexican side.

(5) Around January, 2003

The commencement of the Project will be around January, 2003.

8. Remarks

(1) Increase in the number of Counterparts

The RBRC office has five (5) staff at present. It is not enough personnel for the smooth

implementation of the Project. The Mexican side will increase the number of staff of the RBRC office. Some staff of the RBRL office will also join the Project in terms of the technical side.

(2) Allocation of VAT (Value-added Tax) budget

The VAT budget for the next fiscal year will be allocated when the amount of equipment to be purchased in Mexico is shown by the end of August.

(3) Coordination and harmonization with related institutions

Coordination and harmonization with related institutions is important for the RBRC office to achieve the project outputs as well as Project purpose; especially with the NGOs, such as PRONATURA Peninsula de Yucatan, DUMAC, Ninos y Crias A.C., and local governments.

(4) Office space of Japanese experts

The Mexican side will allocate the office for Japanese experts before the commencement of the Project.

(5) Training Centre

The Mexican side emphasized the construction of training centre by the Project.

(6) Contract-type Technical Cooperation Project

The Team explained that JICA was planning to commence the Project through a private organ selected by JICA.

END

Annex I Participant List of the Workshop

| | |
|-----------|----------------------------------|
| Annex II | Objective Tree |
| Annex III | Project Design Matrix (PDM) |
| Annex IV | Plan of Operation |
| Annex V | Stakeholders of the Project |
| Annex VI | Project Strategy (draft) |
| Annex VII | The Joint Coordinating Committee |

Annex I

Participant List of the Workshop

| | Name | Organization | Post | Presence to each workshop | |
|----|-------------------------------|---------------------------------|--|---------------------------|-----------------------|
| | | | | 1st | 2nd |
| 1 | Maria Alejandra Conca Beltrán | Secretaría de Desarrollo Social | Jefe de Depto. de Desarrollo Humano y Capacitación | <input type="radio"/> | |
| 2 | Ricardo Torres Lara | Reserva "El Palmar" | Director | <input type="radio"/> | |
| 3 | David E. Alonzo | DUMAC | Director | <input type="radio"/> | |
| 4 | Rodrigo Migoya | Niños y Crías A.C. | Director | <input type="radio"/> | |
| 5 | Patricia Montañez | UADY | Profesor-Investigador | <input type="radio"/> | |
| 6 | Jorge Martínez Solís | PROFEPA | Inspector | <input type="radio"/> | <input type="radio"/> |
| 7 | José L. Milangos Estrada | SAGARPA | Jefe de Unidad | <input type="radio"/> | <input type="radio"/> |
| 8 | Eduardo Galicia | PRONATURA | Coordinador Programa Costero | <input type="radio"/> | |
| 9 | Jorge Luis Reyes | Niños y Crías A.C. | Promotor ecoturismo | <input type="radio"/> | <input type="radio"/> |
| 10 | Gerardo Ríos | RBRC | Subdirector | <input type="radio"/> | <input type="radio"/> |
| 11 | Rubén Ramírez Ruíz | CONANP | Asesor | <input type="radio"/> | <input type="radio"/> |
| 12 | Sandra García Peregrino | RBRL | Asistente Técnico | <input type="radio"/> | <input type="radio"/> |
| 13 | Clara González Bolívar | RBRC | Asistente Administrativo | <input type="radio"/> | <input type="radio"/> |
| 14 | Luciano Domínguez Cherit | Universidad El Mayab | Asesor externo | <input type="radio"/> | |
| 15 | Fernando Durand Siller | RBRC | Director | <input type="radio"/> | <input type="radio"/> |
| 16 | Alexis Pavón Flores | RBRC | Servicio Social | | <input type="radio"/> |
| 17 | Eduardo Batllori | CINVESTAV | Investigador | | <input type="radio"/> |
| 18 | Akira Nishimoto | Misión JICA | Jefe de la misión | <input type="radio"/> | <input type="radio"/> |
| 19 | Michiharu Kono | Misión JICA | Manejo de Humedales | <input type="radio"/> | <input type="radio"/> |
| 20 | Masanori Doi | Misión JICA | Análisis de Impacto del Proyecto | <input type="radio"/> | <input type="radio"/> |
| 21 | Hajime Ishihara | Misión JICA | Equipamiento | <input type="radio"/> | <input type="radio"/> |
| 22 | Ana Harumi Hayashida | JICA México | Oficial | <input type="radio"/> | <input type="radio"/> |