


Attachment -1

Implementation Arrangement for the Study

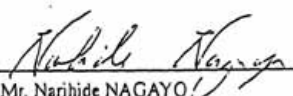
IMPLEMENTING ARRANGEMENT
FOR
THE STUDY ON THE IRRIGATORS ASSOCIATION
STRENGTHENING PROJECT
IN
NATIONAL IRRIGATION SYSTEMS

AGREED UPON BETWEEN
THE NATIONAL IRRIGATION ADMINISTRATION
IN THE REPUBLIC OF THE PHILIPPINES
AND
THE JAPAN INTERNATIONAL COOPERATION AGENCY

Manila, 1 October 2001

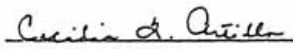


Mr. Jesus Emmanuel M. PARAS
Administrator
National Irrigation Administration
Government of the Republic of the
Philippines



Mr. Narihide NAGAYO
Leader
Preparatory Study Team
Japan International Cooperation Agency

Witnessed by



Ms. Cecilia Q. ASTILLA
Director
Project Department Service
Department of Agriculture
Government of the Republic of the
Philippines

I. INTRODUCTION

In response to a request from the Government of the Republic of the Philippines (hereinafter referred to as the "GOP"), the Government of Japan (hereinafter referred to as the "GOJ") has decided to conduct the Study on the Irrigators Association Strengthening Project in National Irrigation Systems (hereinafter referred to as "the Study"). The GOJ exchanged a Note Verbal with the GOP concerning implementation of the Study.

The Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programme of the GOJ, will undertake the Study in accordance with the relevant laws and regulations enforced in Japan.

Representing the GOP, the National Irrigation Administration (hereinafter referred to as the "NIA") shall act as the counterpart agency to the Japanese study team and also as coordinating body in relation with other governmental and non-governmental organizations concerned for the smooth implementation of the Study.

This document constitutes the Implementing Arrangement between JICA and the NIA under the above-mentioned Notes Verbal exchanged between the two governments.

II. OBJECTIVES OF THE STUDY

The objectives of the Study are:

- (a) to formulate plans for strengthening of Irrigators Associations (hereinafter referred to as "IA") in National Irrigation Systems (hereinafter referred to as the "NIS"), aiming at strengthening IA function, and
- (b) to carry out technology transfer to Philippine counterpart personnel as well as IA members in the course of the Study.

III. STUDY TARGET

All IA (approximately 2000 IA) in NIS (approximately 195 NIS)

In terms of detailed study at Phase 1), some IA in selected NIS and some functional IA in the Communal Irrigation System (hereinafter referred as "CIS").

IV. SCOPE OF THE STUDY

The Study will consist of two phases that cover the following study items.

PHASE I:

- 1-1 Collection and analysis of existing data/information
- 1-2 Research into relevant studies, projects, and plans implemented by the WB, ADB, JBIC, and others
- 1-3 Understanding of the actual situation by collecting and analyzing the following items:

(1) policies, laws, and regulations

- national and regional development policy
- decentralization policy
- agricultural policy
- food security policy
- agrarian reform policy
- land tenure
- irrigation management transfer
- IA structure
- irrigation service fees (hereinafter referred as "ISF")
- others

(2) natural conditions

- meteorology
- topography
- water resources
- others

(3) socio-economic back ground

(4) agriculture

- land use
- agrarian reform
- crop production
- others

(5) operational performance of NIS

- collection rate and system of ISF collection
- cropping intensity
- operation and management systems
- awareness of farmers and IA for payment of ISF
- support system for IA
- others

Remarks: GIS data from the Study on Strengthening of NIA's Management System should be used in the collection of the above-mentioned data

(6) aspects of operational performance of CIS

(7) technical support system for IA by the NIA and others

- for the operational management and maintenance (hereinafter referred as "OMM")
- for organizational management
- for collecting ISF
- for irrigated crop production

(8) financial support system for IA by the NIA and others

- rehabilitation
- calamity

(9) functionality of IA in NIS

- organizational structure and management

- regulation
- OMM of NIS
- water management
- collection rate of ISF
- contract type and actual practices
- accounting
- others

(10) aspects of functionality of IA in the CIS

1-4 Identification of fundamental problems and restrictions on both NIS and IA function; classification of both NIS and IA by the type of study conducted; and selection of some NIS from each type

1-5 Formulation of tentative Action Plans composed of the following plans for strengthening of IA as well as the relevant NIA sections and personnel

- (1) Training plan for IA strengthening
- (2) Plan for IA organizing, organizational structure and administration
- (3) Plan for water management and water delivery orders
- (4) OMM Plan
- (5) Maintenance and Rehabilitation Plan for after transfer of OMM of the Irrigation System to IA

PHASE-II

2-1 Conduct of a detailed survey focusing on the following aspects of some IA in selected NIS and one functional IA in the CIS: analysis of facts at both IA and NIS level

- (1) socio-cultural and socio-economic conditions of farmer beneficiaries and non-beneficiaries
 - norms and culture
 - household economy

- rural credit
 - others
- (2) rural community
- administration
 - cooperative
 - others

- (3) agriculture
- land use
 - farmer income/expenses
 - crop production
 - cropping pattern
 - post-harvest
 - marketing
 - others

- (4) functionality of IA
- organizational structure and management
 - regulation
 - OMM of NIS
 - water management
 - collection rate of ISF
 - contract type and actual practice
 - accounting
 - others

- (5) technical support systems for IA by the NIA and others
- for OMM
 - for organizational management
 - for collecting ISF
 - for agricultural extension service

- (6) financial support system for IA by the NIA and others
- rehabilitation
 - emergency repair(damage caused by calamity)
 - initial OMM support fund

others

- 2-2 Formulation of Action Plans for strengthening of IA by feeding back the results of the above-mentioned survey
- 2-3 Preparation of a schedule for the Action Plans and estimation of their effects
- 2-4 Evaluation of the Action Plans and recommendations

V. STUDY SCHEDULE

A tentative study schedule is attached as the ANNEX.

VI. REPORTING

JICA shall prepare and submit the following reports in English to the GOP.

- | | |
|---------------------|---|
| Inception Report: | Thirty (30) copies at the start of Phase I field work |
| Interim Report: | Thirty (30) copies at the start of Phase II field work |
| Draft Final Report: | Thirty (30) copies at the end of Phase II field work; the GOP shall submit written comments on the DF/R to JICA within one (1) month of its receipt of the report |
| Final Report: | Fifty (50) copies within two (2) months of JICA's receipt of the GOP's comments |

VII. UNDERTAKINGS OF THE GOP

In accordance with the Note Verbal exchanged between the GOP and GOJ, GOP shall accord privileges, immunities, and other assistance to the Japanese study team and, through the authorities concerned, take necessary measures to facilitate the smooth conduct of the Study.

1. GOP shall be responsible for dealing with any claims that may be brought by third parties against the members of the Japanese study team and shall hold them harmless in receipt of claims and liabilities arising in the course of or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims or liabilities arise from gross negligence or willful misconduct of the above-mentioned members.

2. The NIA shall, at its own expense, provide the Japanese study team with the following, if necessary, in cooperation with other agencies concerned:

- (1) Available data and information related to the Study,
- (2) Counterpart personnel,
- (3) Suitable office space with necessary equipment for both the central and regional offices
- (4) Credentials or identification cards to the members of the Japanese study team.

3. The NIA shall make necessary arrangements with other governmental and non-governmental organizations concerned for the following:

- (1) to secure the safety of the Japanese study team;
- (2) to permit the members of the Japanese study team to enter, leave, and sojourn in the Philippines for the duration of their assignment therein;
- (3) to exempt the members of the Japanese study team from taxes, duties, fees, and other charges on equipment, machinery, and other materials brought into the Philippines for the conduct of the Study;
- (4) to exempt the members of the Japanese study team from income tax and charges of any kind imposed on or in connection with any emoluments or allowance paid to the members of the Japanese study team for their services in connection with the implementation of the Study;
- (5) to provide necessary facilities to the Japanese study team for remittance as well as utilization of the funds introduced into the Philippines from Japan in connection with the implementation of the Study;
- (6) to secure permission for entry into private properties or restricted areas for the conduct of the Study;
- (7) to secure permission to take all data and documents (including photographs) related to the Study out of the Philippines to Japan by the Japanese study team;
- (8) to provide medical services as needed and its expenses will be chargeable on members of the Japanese study team.

Attachment -2


Minutes of Meeting on Implementation Arrangement

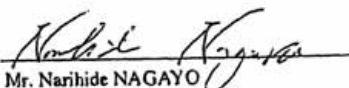
MINUTES OF MEETINGS
ON
IMPLEMENTING ARRANGEMENT
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THE STUDY ON THE IRRIGATORS ASSOCIATION
STRENGTHENING PROJECT
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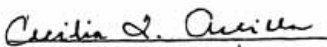
THE NATIONAL IRRIGATION ADMINISTRATION
IN THE REPUBLIC OF THE PHILIPPINES
AND
THE JAPAN INTERNATIONAL COOPERATION AGENCY

Manila, 1 October, 2001


Mr. Jesus Emmanuel M. PARAS
Administrator
National Irrigation Administration
Government of the Republic of the
Philippines


Mr. Narihide NAGAYO
Leader
Preparatory Study Team
Japan International Cooperation Agency

Witnessed by


Ms. Cecilia Q. ASTILLA
Director
Project Department Service
Department of Agriculture
Government of the Republic of the
Philippines

I. INTRODUCTION

In response to the request of the Government of the Republic of the Philippines (hereinafter referred to as "GOP"), the Preparatory Study team headed by Mr. Narihide NAGAYO (hereinafter referred to as "the Team"), was sent to the Philippines by the Government of Japan through the Japan International Cooperation Agency (hereinafter referred to as "JICA"), from September 25 to October 3, 2001 for the purpose of discussing and confirming the Implementing Arrangement for the Study on the Irrigators Association Strengthening Project in National Irrigation Systems (hereinafter referred to as "the Study").


The Team held a series of discussions with the relevant authorities of the GOP represented by Mr. Jesus Emmanuel M. PARAS, Administrator, National Irrigation Administration (hereinafter referred to as "the Philippine side")

As a result of the discussion, the Philippine side and the Team agreed on the Implementing Arrangement for the Study.

The following are the main issues discussed and agreed upon by both sides in relation to the Implementing Arrangement for the Study. The list of participants in the series of meetings is attached as ANNEX 1.

II. RESULTS OF DISCUSSION

1. Selection number of National Irrigation System (NIS) and IA in Communal Irrigation System (CIS).



 Both sides agreed that the selection of a number of NIS for the complementary detailed study in Phase 2 will be discussed at the end of Phase 1 according to the results. Both sides also agreed that the selection of a number of IA in CIS should be less than three, and it is appropriate to select one that is comparable to IA performance in NIS in terms of service area

2. Functionality Survey on all IA in NIS

The Philippine side agreed that National Irrigation Administration (NIA) will cover all IA in the next Functional Survey that will be conducted from November 2001 to February 2002 to collect necessary data for the Study.

3. Field survey/data collection in Mindanao

The Philippine side agreed that NIA provide necessary service through the regional office

staff, as well as the provincial office staff for the field survey to collect necessary information/data in Mindanao in case that JICA will not be able to send the team member of the Study to Mindanao due to security reasons.

4. Internal Task Force and Inter-Agency Coordination Committee

Both sides agreed that the Internal Task Force of NIA would be established prior to the start of the Study for the smooth and efficient implementation.

The Internal Task Force members will be selected by NIA and will include all concerned department representatives.

5. Counterpart Personnel

Both sides agreed that NIA should take responsibility for assigning necessary number of qualified counterpart personnel prior to the arrival of the Study team.

6. Necessary equipment and facilities for the Study

The Philippine side will provide the Study team with desks, chairs, the exclusive use of telephone lines and telephones in suitable office spaces both in the NIA Headquarters and field offices.

The Philippine side promised to make available the use of a photocopy machine and a facsimile machine provided by JICA for the Study on Strengthening of NIA's Management System.

The Philippine side requested that adequate number of vehicles and office equipment for the field survey for the Study should be prepared by the GOJ. The Study team will convey the request to the GOJ for consideration. A list of the equipment attached as ANNEX 2.

On the other hand, the Japanese side requested the Philippine side that the vehicles provided in the past by JICA should be made available for the implementation of the Study.

7. Seminar

The Philippine side requested the enlightening seminar at the end of the Study. The Team promised to convey the request to the GOJ for consideration.

8. Training of Counterpart Personnel

The Philippine side requested a counterpart training in Japan for an effective technology transfer. The Team will convey the request to the GOJ for consideration so that the counterpart can join the preparation of the Inception Report.

9. Final Report

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

ANNEX 1

LIST OF PARTICIPANTS

National Irrigation Administration (NIA)

Mr. Jesus Emmanuel M. PARAS Administrator
Mr. Avelino M. MEJIA Manager, Institutional Development Department

JICA Expert

Mr. Toshiyuki YOSHIOKA Institutional Development Department, NIA
Mr. Kanezo TAKEUCHI Project Development Department, NIA

Preparatory Study Team

Mr. Narihide NAGAYO Leader
Mr. Yoshinori SATOMI Irrigator's Association
Ms. Sonoko IWAMOTO Project Planning/Preliminary Evaluation

JICA Philippine Office

Mr. Makoto IMAMURA Assistant Resident Representative

ANNEX 2

List of Office equipment

1. LCD Projector (portable)
2. Laptop Personal Computer
3. Projector Screen
4. Video Player
5. Copy Machine
6. Sound System
7. Printers
8. Video Camera
9. Generator
10. Table Multi-purpose


Attachment -3

Minutes of Meeting on Inception Report

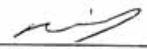
MINUTES OF MEETING
ON
INCEPTION REPORT
FOR
THE STUDY
ON
THE IRRIGATORS ASSOCIATION STRENGTHENING PROJECT
IN
NATIONAL IRRIGATION SYSTEMS


AGREED UPON
BETWEEN
NATIONAL IRRIGATION ADMINISTRATION
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Manila, May 8, 2002

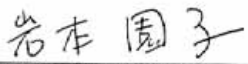

Mr. Jesus Emmanuel M. PARAS
Administrator
National Irrigation Administration

Witnessed by:


Mr. Isidro R. DIGAL
Assistant Administrator for
Systems Operation and Equipment
Management
National Irrigation Administration


Mr. Yutaka MURAI
Leader of the Study Team
Japan International Cooperation Agency

Witnessed by:


Ms. Sonoko IWAMOTO
Monitoring Team
Japan International Cooperation Agency
Tokyo

1. Introduction

In accordance with the Implementing Arrangement on the technical cooperation and the Minutes of Meeting for its implementing arrangement agreed on October 1, 2001 between the Republic of the Philippines (herein referred to as GOP) represented by the National Irrigation Administration (herein referred to as NIA) and the Japan International Cooperation Agency (herein referred to as JICA), JICA dispatched the Study Team (herein referred to as the Study Team) headed by Mr. Yutaka MURAI to commence the field work for the Study on the Irrigators Association Strengthening Project in National Irrigation Systems (herein referred to as the Study) on May 7, 2002.

Prior to the meeting, the JICA Study Team made a courtesy call to the Administrator of NIA. The Administrator affirmed NIA's full support in the conduct of the Study.

The meeting on the Inception Report was held between NIA and the JICA Study Team on May 8, 2002. The meeting was chaired by Mr. Avelino M. Mejia, Manager of the Institutional Development Department, NIA. The list of officials who attended the meeting is attached in Appendix 1.

In the meeting, the following were discussed and agreed upon by both parties for the smooth implementation of the Study:

2. Major Points in the Meeting:

- (1) NIA generally accepted in principle the contents of the Inception Report as presented by the JICA Study Team.
- (2) NIA confirmed its commitment to provide counterpart personnel for the JICA Study Team. In this connection, counterpart personnel from participating departments have already been identified. The list of counterparts with their assignment is attached in Appendix 2, Subject to NIA's confirmation.
- (3) The JICA Study Team and NIA have agreed to conduct Orientation Workshop on May 14 and 15, 2002. In addition, both parties have agreed to hold a meeting with the Regional Irrigation Managers on June 19, 2002 to present the contents of the study and interim progress of the field works achieved.



Appendix-1

List of Attendants

NIA Dr. Marcelino V. Tugaoen, Jr. Mr. Isidro R. Digal	Deputy Administrator, NIA Asst. Administrator for Systems Operation and Equipment Management
Mr. Avelino M. Mejia Mr. Edilberto B. Payawal Mr. Mario M. Guilinao Mr. Gregorio S. Dumandan Mr. Dominador D. Pascua Ms. Priscilla P. Grana Mr. Ariel P. Castro Mr. Enrique A. Sabio Jr. Mr. Renato S. Gamboa Mr. Bayani P. Ofrecio Mr. Fernando Antolin	Manager, Institutional Development Department (IDD) Manager, System Management Department (SMD) Manager, Special Project Staff-SOEM Manager, Equipment Management Department Manager, Corporate Planning Staff Manager, Controllership Department Division Manager, Treasury Department Division Manager, Irrigators Assistance Division, IDD Division Manager, Irrigators Organization & Training Division Irrigators Development Chief, IDD Supervising Economist, Project Development Department (PDD)
JICA Expert for NIA Mr. Toshiyuki Yoshioka	JICA Expert
JICA Advisory Committee Dr. Kunihiro Tokida	JICA Senior Advisor
JICA Monitoring Team Ms. Sonoko Iwamoto	Project Management, Agricultural Development Study Division, Agriculture, Forestry and Fisheries Development Study Department, JICA Headquarter
JICA Study Team Mr. Yutaka Murai Mr. Yuichi Fukasaka Mr. Keisuke Sakurai Mr. Virgilio E. Cabezon Mr. Michinori Yoshino	Team Leader / Development Plan Irrigators Association / Organization Management Water Management. Rural Sociology / Farmers' Organization Coordinator
JICA Philippines Office Mr. Makoto Imamura	Assistant Resident Representative

MANNING SCHEDULE OF STUDY TEAM AND PROPOSED NIA COUNTERPARTS
IA STRENGTHENING PROJECT DEVELOPMENT STUDY


JICA STUDY TEAM	STUDY TEAM MEMBER	NIA COUNTERPART	PHASE I				PHASE II							
			2002								2003			
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Team Leader	Mr. Murai	Mr. Mejia (IDD)	7	20	24	22	17	16	19	21	17	1		
			1.5 mos		1.0 mo		1.1 mo		1.0 mo		1.8 mos			
Irrigators Association Organization Management	Mr. Fukusaka	Mr. Gamboa (IDD)	7			22	17			21				
			3.6 mos				3.2 mos				1.8 mos			
Water Management	Mr. Sakurai	Mr. Torres (SMD)	7			22	17			21				
			3.6 mos				3.2 mos				1.8 mos			
Agri-Infrastructure	Mr. Kawai	Mr. Balite (SMD)				22								
					1.3 mos		2.2 mos							
Agriculture Post Harvest Processing	Mr. Maeda	Mr. Ofrecio (IDD)								21				
									1.7 mos					
Agricultural Policy/ Law System	Ms. Erfe	Atty. Cabela (LD)												
Socio-economy	Mr. Takano	Mr. Cablayan (IDD)												
Rural Sociology/ Farmers Organization	Mr. Cabezon	Mr. Leo L. Gallego (IDD)												
GIS	Mr. Nishioka	Mr. Baloloy (PDD)												
Database	Mr. Tato	Mr. Bernardo (SMD) Ms. Ginez (IDD)												
Coordinator	Yoshino													


Attachment -4

Minutes of Meeting on Interim Report


MINUTES OF MEETING
ON
INTERIM REPORT
FOR
THE STUDY
ON
THE IRRIGATORS ASSOCIATION STRENGTHENING PROJECT
IN
NATIONAL IRRIGATION SYSTEMS
AGREED UPON
BETWEEN
NATIONAL IRRIGATION ADMINISTRATION
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Manila, August 20, 2002


Mr. Jesus Emmanuel M. PARAS
Administrator
National Irrigation Administration


Mr. Yutaka MURAI
Leader of the Study Team
Japan International Cooperation Agency

Witnessed by:


Mr. Isidro R. DIGAL
Assistant Administrator for
Systems Operation and Equipment
Management
National Irrigation Administration

1. Introduction

In accordance with the Implementing Arrangement on the technical cooperation and the Minutes of Meeting agreed on October 1, 2001 between the Republic of the Philippines (herein referred to as GOP) represented by the National Irrigation Administration (herein referred to as NIA) and the Japan International Cooperation Agency (herein referred to as JICA), the Study Team submitted the draft Interim Report presenting the results of Phase I study, including the classification and selection of target NIS-IAs and the Action Plan framework.

The meeting on the Interim Report was held between the members of NIA's Steering Committee for the JICA Study, together with the representatives of the respective NIA's Departments and the counterpart personnel, and the JICA Study Team on August 16, 2002. Mr. Avelino M. Mejia, Manager of NIA's Institutional Development Department chaired the meeting. After the JICA Study Team outlined the Interim Report, discussion was subsequently made between the NIA and the Study Team.

In the meeting, the following were discussed and agreed upon by both parties for the smooth implementation of the Study:

2. Major Points in the Meeting:

- (1) The Steering Committee accepted in principle the draft Interim Report, and both parties agreed to finalize the Interim Report and proceed to conduct the activities planned for Phase II field survey and study.
- (2) The Steering Committee suggested to include computerized billing procedure for ISF as one of the activities for IA financial Strengthening. The JICA Study Team noted that computerized billing will be reviewed in Phase II field survey and appropriate recommendations will be made.
- (3) The Steering Committee suggested to consider market opportunities for lowland irrigated rice farming to improve the income of IA members. The JICA Study Team responded that market opportunity is part of the strengthening measure being considered for Target Grouped NIS through development of post-harvest potentials.

- (4) In response to the Steering Committee's inquiry on possibility of future cooperation by the Japanese side on the IA strengthening in the selected NIS-IAs, JICA Study Team takes note of NIA's opinion.
- (5) The Steering Committee appreciated the Study Team's recommendation on future improved GIS database system, and is to continue the discussion with the Study Team on the improved system as well as effective utilization of the present GIS database including re-deployment of the present GIS database systems, if necessary.

Appendix-1

List of Attendants

Member of Steering Committee, NIA

Mr. Isidro R. Diga	Asst. Administrator for Systems Operation and Equipment Management
Mr. Avelino M. Mejia	Manager, Institutional Development Department (IDD)
Mr. Evaristo A. Macalalad	Manager, Personnel and Records Department
Mr. Bernabe T. Abalos, Jr.	Manager, Legal Department
Mr. Cecilio S. Catarroja	Manager, Management Services Department

Head of Department, Representatives of Department and Counterpart Personnel, NIA

Mr. Gregorio S. Dumandan	Manager, Equipment Management Department
Mr. Dominador D. Pascua	Manager, Corporate Planning Staff
Ms. Priscilla P. Grana	Manager, Controllership Department
Ms. Araceli M. Angeles	Manager, Procurement and Physical Resource Department
Ms. Cleofe G. Gloria	Manager, Treasury Department
Ms. Lilia Sy-Egco	Manager, Public Affairs Information Services
Mr. Enrique A. Sabio Jr.	Division Manager, Irrigators Assistance Division, IDD
Mr. Renato S. Gamboa	Division Manager, Irrigators Organization & Training Division
Ms. Candida Ginez	Supervising Irrigation Development Chief, IDD
Mr. Carmelo Cablayan	Supervising Irrigation Development Chief, IDD
Mr. Leonardo E. Balite	Division Manager, Operation and Maintenance, SMD
Mr. Wilfredo D. Silva	Division Manager, Project Investigation Division (PDD)
Mr. Celso Bernardo	Sr. Engineer A, SMD
Ms. Elisa C. Ragudo	Sr. Engineer A, SMD

JICA Study Team

Mr. Yutaka Murai	Team Leader / Development Plan
Mr. Yuichi Fukasaka	Irrigators Association / Organization Management
Mr. Virgilio E. Cabezón	Rural Sociology / Farmers' Organization