

添付資料

- 1．協議議事録、要請書
- 2．収集資料リスト

MINUTES OF DISCUSSIONS

Preliminary Study on the Project for the Construction of the University of the South Pacific Information and Communication Technology Center in the Republic of Fiji Islands

In response to a request by the University of the South Pacific (hereinafter referred to as "USP"), through the Government of Fiji Islands, the Government of Japan decided to conduct a preliminary study on the Project for the Construction of the University of the South Pacific Information and Communication Technology Center (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Fiji Islands the Preliminary Study Team (hereinafter referred to as "the Team"), which is headed by Mr Tomoyuki Tada, Deputy Director of First Project Management Division, Grant Aid Management Department, and is scheduled to stay in the country from 22 July to 15 August, 2003.

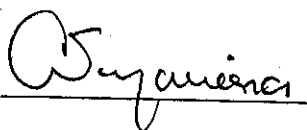
The Team held a series of discussions with USP and conducted a survey at the study area.

As a result of discussions, both parties confirmed the outline of the discussions as attached herewith.

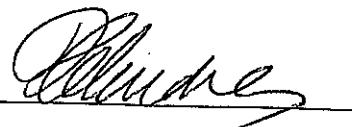
Suva, July 28th, 2003



Mr Tomoyuki Tada
Leader
Preliminary Study Team
Japan International
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Ms Alumita Taganesia
Permanent Secretary
Ministry of Education
Republic of Fiji Islands



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ATTACHMENT

1. Background of the Preliminary Study

The "Digital Divide" is growing in the Pacific Island Countries and is hampering the socio-economic development of the region. USP, which is the center of excellence in higher education in the region, deeply recognized the difficulty which the region has encountered. The University has launched a plan to establish "The Pacific Centre for ICT" (PCICT) to enhance human resources development and to help bridge the digital divide in the region. The PCICT is expected to play a leading role in executing a variety of activities for human resources development in ICT in the region. USP however, still needs foreign financial assistance in the construction of the facilities and procurement of equipment to materialize the establishment of PCICT. Therefore, the University, through the Government of the Republic of Fiji Islands, has requested the Government of Japan for Grant Aid. In response to this, the Government of Japan made a commitment at the PALM Summit Meeting in 2003 to carry out a preliminary study on Grant Aid for the PCICT.

JICA, which was entrusted to carry out this preliminary study, sent a study team to USP in order to examine USP's strategic development plan and its proposal for the Grant Aid to establish PCICT. The Team met extensively with the executives and senior staff members of USP. In addition, during its study the Team met with representatives of the Fiji Government, Industry and other donor agencies.

2. Status of the Study

USP has understood that no commitment is made by the Government of Japan on the execution of the Grant Aid Program, at this stage of the preliminary study. The Team explained that the result of this preliminary study would be brought to Japan for further analysis, and that the Government of Japan would determine whether it goes onto the next stage which is the Basic Design Study. This stage is based on the report to be provided by the Team.

3. Objectives of the Preliminary Study

The objectives of the preliminary study are:

- (1) To identify and confirm the objectives and components of the proposed PCICT Project;
- (2) To comprehend the background of the Project and the consistency of the Project with the policies of each government of USP's member countries, social demands in the region, and the overall strategic development plan of USP;
- (3) To collect the information on the basic concept and the strategic plan for the establishment of PCICT and to confirm impacts to be brought by the established PCICT;

- (4) To grasp the current situation and problems on ICT development in the region, such as the progress of human resources development;
- (5) To confirm the plan for the institutional arrangement for maintenance and administration of PCICT (human resources, budget, technology, etc.)
- (6) To examine the existing facilities and equipment of USP, and the social and economic infrastructure in and around the proposed project site in USP;
- (7) To make a survey concerning the technical capacity of the private sector which will utilize the facilities and equipment to be procured in the Grant Aid;
- (8) To make an assessment of the request for technical cooperation in addition to the Grant Aid;
- (9) To confirm the undertakings by the Government of the Republic of Fiji Islands which are necessary for the execution of the Grant Aid;
- (10) To overview activities and the cooperation program in the field of ICT provided by other aid givers;
- (11) To collect and analyze background data, information and materials other than mentioned above that may be concerned with the PCICT Project.

4. Project Site

The Team has confirmed that the proposed location of the PCICT will be in the most prominent and central position in the Laucala Campus of the USP in Suva.

The location map of the proposed PCICT is attached hereto as ANNEX - 1.

5. Responsible and Implementing Agency

The Team has found and confirmed the following information:


- (1) The responsible agency is the Ministry of Education.
- (2) The implementing agency is USP.

6. Elements of the Proposal

The 'LOGFRAME' which explains detail of the elements of the proposal has been formulated by USP and provided to the Team. The 'LOGFRAME' is attached hereto as ANNEX - 3. The Team promised to examine the "LOGFRAME" which explains detailed elements of the proposal and with the University to amend it as necessary and finalise it by 15th August 2003.

7. Japan's Grant Aid Scheme

The USP side understood Japan's Grant Aid Scheme explained by the Team as described in ANNEX - 6.



Regarding the undertakings to be covered by the recipient side, the Ministry of Education and USP have promised to consult with each other to decide their role beforehand, in case the Project is adopted by Japan's Grant Aid Program.

8. Schedule of the Study

USP has understood that whether the Japanese Grant Aid is applied or not would be decided based on the result of this preliminary study which will be completed by 30 September 2003.

9. Other relevant issues

USP has agreed to examine the charts further in terms of the financial and human capacity of the University, and will submit a modified plan to the Team by the 15th August 2003.

- 9.1 USP has provided the Team with organizational charts as follows:
- (a) Current organizational chart of the University (Annex 2a)
 - (b) The PCICT position fitted in the University infrastructure (Annex 2b)
 - (c) Detailed governance and management structure of the PCICT in operation (Annex 4a). This chart shows the structure for managing the building and development project for the ICT Centre from now until its completion.
 - (d) Project management structure (Annex 4b). This chart shows the management of the ICT Centre once it begins operations.
- 9.2 Priority in the proposed elements:
USP enumerated a variety of activities for the PCICT. The Team, however, suggested to the University that they give some consideration to prioritizing activities. USP accepted the suggestion of the Team and the LogFrame reflects this prioritization. The Team confirmed that USP has no plans to include the Media Center in the component of the Project. The University explained that keeping the Media Center and the Distance and Flexible Learning Center (DFLSC) closely linked and housed together, was a more cohesive strategy, but that there would still be strong linkage between the Media Center and the PCICT.
- 9.3 Financial Plan for the PCICT:
Regarding the financial plan as described in ANNEX - 5, the Team observed that some parts of operating costs were to be covered by donor aid. Responding to the comment from the Team, USP explained that they have received increases in financial support from various donors in recent years. The University was very confident that future development projects and projected income would enable USP to plan equipment replacement in priority needs.
- 9.4 Up-Grading of the USPNet:
The Team suggested to the USP that the up-grading of the USPNet was essential to the success of this ICT project. USP agreed and replied that the previous

upgrading of USPNet had involved joint donor cooperation between the Japanese, Australian and New Zealand Governments. As it was anticipated that future upgrades would likewise involve cooperation among different countries it was best to keep the upgrade of USPNet in a separate project proposal.

9.5 Necessity of Technical Co-operation:

USP has recognized that technical collaboration would be necessary for the execution of the PCICT Project activities, and suggested its plan to make proposals for Japanese Technical Co-operation.

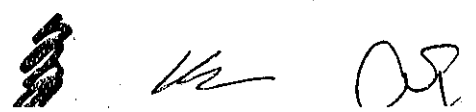
9.6 Revised Proposal for the Project

USP has promised to revise the proposal for the Grant Aid and submit it to the Team by the time of completion of the Study.

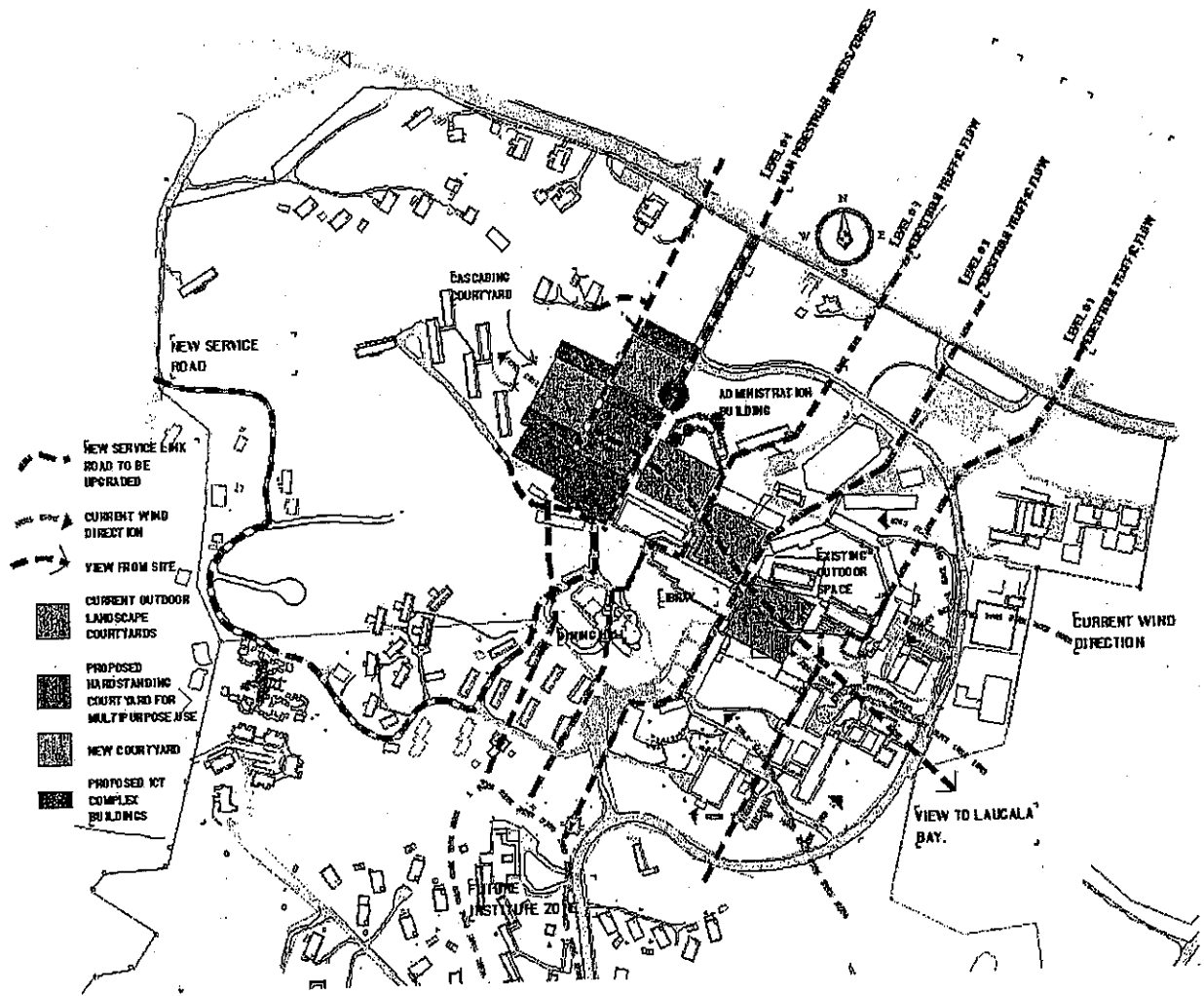
9.7 Naming of the PCICT

The Team strongly suggested that the PCICT should be finally named as "Japan-Pacific Centre for ICT" ("the JPCICT"). The University agreed to look at this closely.

- ANNEX-1: The location map of the PCICT
- ANNEX-2: The organization chart of USP
- ANNEX-3: The "LOGFRAME"
- ANNEX-4: The planned organization chart of the PCICT
- ANNEX-5: The financial plan for the PCICT
- ANNEX-6: The Japan's Grant Aid Scheme

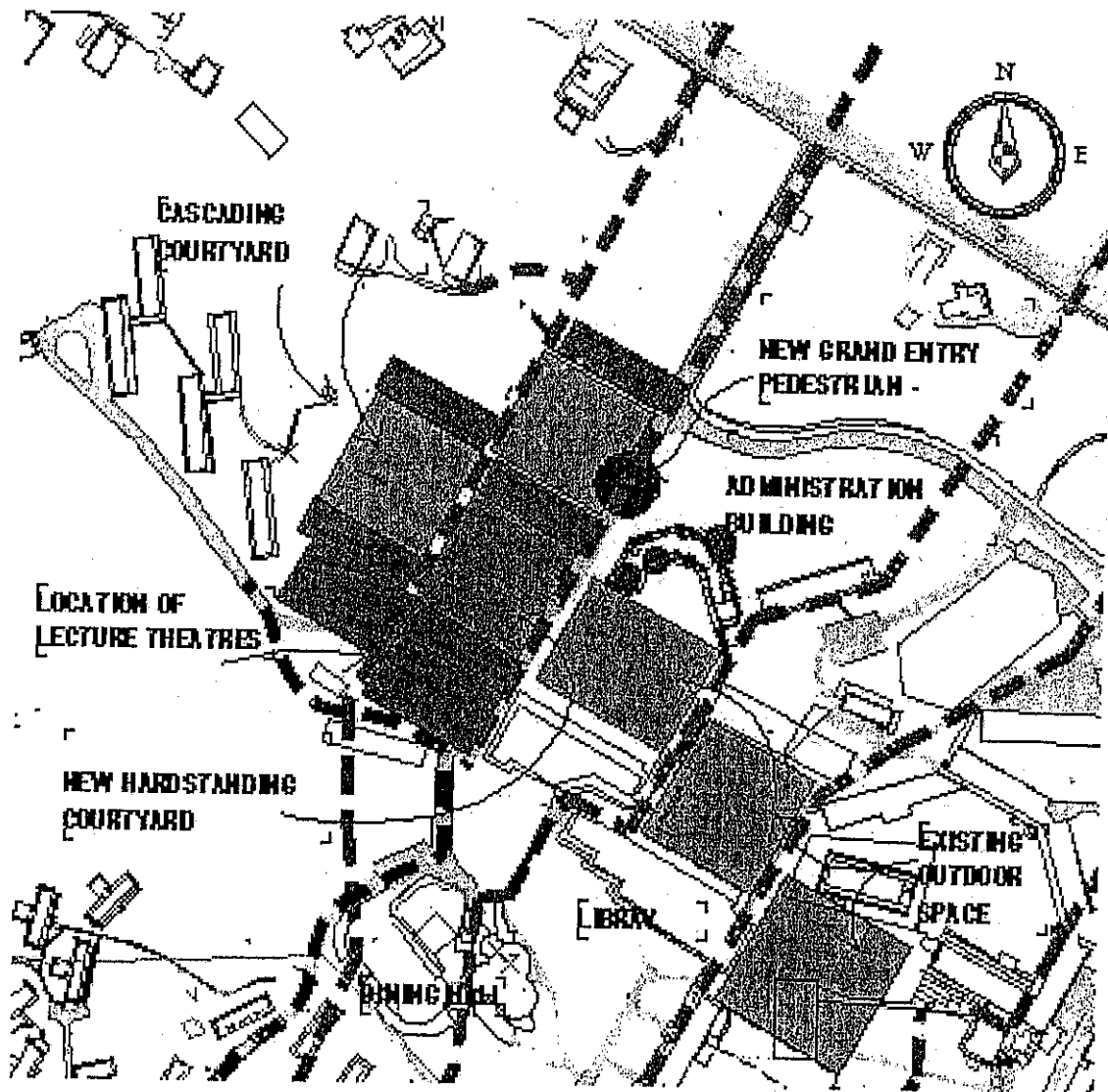


ANNEX-1: The location map of the PCICT



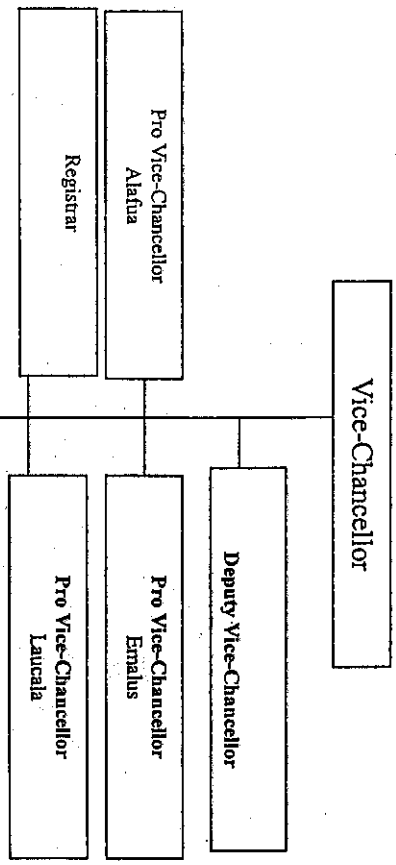
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ANNEX-1: The location map of the PCICT



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Annex 2 Organisation Chart of USP



Administration

- Registry ***
 - Marketing & Public Relations Office
 - Personnel Office
- Registrar's Office
- Academic Office
- Committee Secretariat
- General Services
- Bursary*
 - Salaries & Wages
 - Special Affairs
 - Budget Operations/ Administration
- Bursar's Office
- Finance & Payments
- Purchasing Office
- Revenue & Students
- Planning & Development *
- Physical Planning & Facilities
- Maintenance Unit
- Community Services*
 - Community Recreation Centre
 - Counselling Centre
 - Catering Services
 - Residential Halls
 - Medical Centre
 - Security
- Provost's Office
- Book Centre **
- USP Solutions *

Academic Support

- Centre for the Enhancement of Teaching & Learning
- Information Technology Services**
- Library**
- Master of Business Administration**
- Media Centre**
- Distance and Flexible Learning Support Centre**

Schools

- School of Agriculture*****
- School of Humanities*
- School of Law*****
- School of Pure & Applied Sciences
- School of Social & Economic Development
- Marine Studies Programme

Institutes & Centres

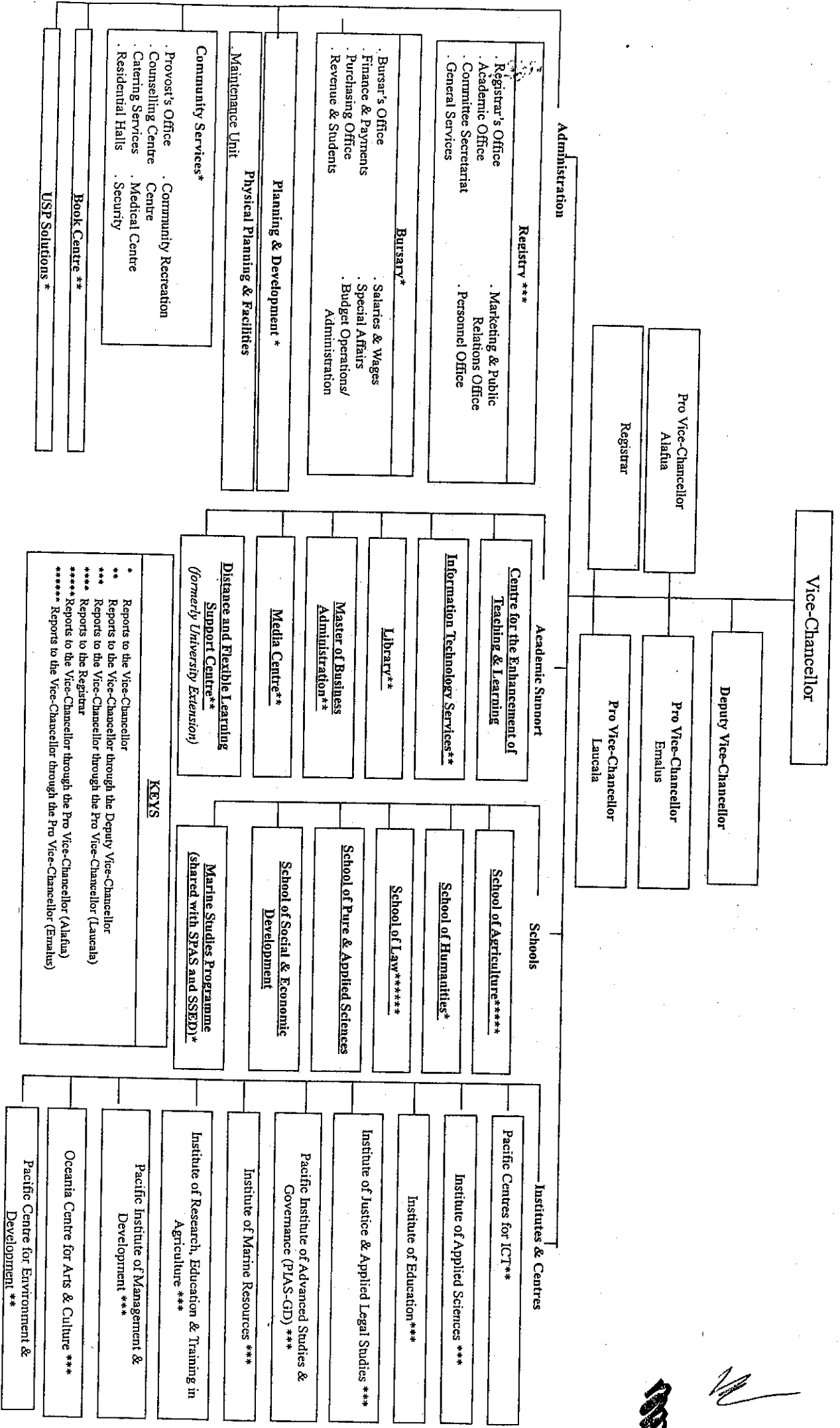
- Institute of Applied Sciences ***
- Institute of Education****
- Institute of Justice & Applied Legal Studies ***
- Pacific Institute of Advanced Studies & Governance (PIAS-GD) ***
- Institute of Marine Resources ***
- Institute of Research, Education & Training in Agriculture ***
- Pacific Institute of Management & Development **
- Oceania Centre for Arts & Culture ***
- Pacific Centre for Environment & Development **

KEYS

- * Reports to the Vice-Chancellor
- ** Reports to the Vice-Chancellor through the Deputy Vice-Chancellor
- *** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Alafia)
- **** Reports to the Registrar
- ***** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Emanus)
- ***** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Laucaia)

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Annex 2 Organisation chart of the position of the ICT Centre in USP



KEYS

- * Reports to the Vice-Chancellor
- ** Reports to the Vice-Chancellor through the Deputy Vice-Chancellor
- *** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Laucala)
- **** Reports to the Registrar
- ***** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Alafia)
- ***** Reports to the Vice-Chancellor through the Pro Vice-Chancellor (Ennals)

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ANNEX 3 PRELIMINARY DRAFT

Pacific Centre for ICT at the University of the South Pacific (USP)

Project Design Matrix (PDM)

Project Title:
 Pacific Centre for Information and Communication Technologies at the University of the South Pacific
 Period: (2004 -2009)
Targeted Area: Fiji, but will benefit other USP member countries
Target Groups: USP - ITS, CS, Engineering, GIS, Community Building
Beneficiaries: Students of USP, USP Staff, and Pacific Communities

Narrative Summary	Verifiable Indicators	Sources of Verification	Important Assumptions
<p><u>Overall Goal</u> USP is enhanced as a Centre of excellence in ICT for human development in the Pacific</p>	<ol style="list-style-type: none"> 1. Increase in the number of applicants for both higher education and continuing education 2. Increase the number of graduates employed in specialised and professional jobs 3. The number of new high quality ICT related Research undertaken by USP to advance the socio economic development in the Pacific 4. Increased number of papers published in internationally recognized journals and conference proceedings 	<ol style="list-style-type: none"> 1. USP and government statistics and research reports 2. Government and industry reports and statistics 3. Questionnaire and interview 	<p>USP is recognized as a premier provider for quality ICT education and training in the region</p>
<p><u>Project Purpose</u> More students and staff will receive quality education and training through and in ICT</p>	<ol style="list-style-type: none"> 1. Increase in the number of graduates who have ICT competencies by 80-100 graduates/year in 2007 with 10% increases annually thereafter; 1.1 Increase the number of post graduates in ICT related areas 	<ol style="list-style-type: none"> 1. USP and government statistics 2. Survey reports 3. Industry surveys 	<p>USP will continue to be the institution of choice of many Pacific Island students for higher</p>

<p>Outputs</p> <p>1. Human Resources Development (education and training)</p> <p>Students can enrol in high quality undergraduate, graduate and continuing education courses in ICT through distance and flexible learning (DFL) using multimedia and face-to-face</p>		
	<p>by 20 per year in 2007 with 10% increases annually thereafter.</p> <p>1.2 Increase the number of ICT training courses by 20% annually</p> <p>2. Strengthen and develop the capacity of TTS to provide ICT support for student learning and training</p> <p>3. Increase research in the use of ICTs to improve education and training</p> <p>4. Develop and strengthen the use of ICTs for economic and sustainable development</p> <p>5. Expand the opportunities for education and training in multimedia for community building</p>	<p>education and training</p> <p>USP will meet staff and operational costs</p> <p>The Pacific Centre for ICT will be a regional resource for information and research</p> <p>Fiji will be politically stable</p>
<p>1. ICTs and Human Resources Development Component</p> <p>1.1 Introduce new quality courses in ICT competencies for development</p> <p>Quantity undergraduate level: All 20 undergraduate courses</p> <p>New courses :6 - in animation, multimedia, scriptwriting.</p> <p>Quality: Diploma and Degree level courses</p> <p>Quantity graduate level:</p> <p>Develop short term training programmes in multimedia for film, television, and performing arts.</p>	<p>USP Statistics</p> <p>National Employment Reports and statistics</p>	<p>Commitment of staff</p> <p>Commitment o USP</p> <p>Expect USP to offer short term training courses</p>

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<p>2. Institutional Strengthening</p> <p>Students, staff and members of the community will have improved support from USP's ITS, GIS, Engineering Department, expressive arts section for research, education and learning in ICT</p>	<p>Quantity: 2 in film making, 2 animation, 2 camera work Quality: Short term training – certificate level Quantity short – term courses: -Open Source – 4 workshops annually -e-primer courses (UNDP) – 2 annually -Microsoft and Oracle courses – 2 annually Certification course for industry: -Red Hat Linux Courses – 2 annually -Cisco academy – 2 annually (1-year programme)</p> <p>1.2. Improve quantity and quality of courses in ICT offered by DFL and online Quantity: Number of ICT competencies courses - 20 Number of ICT courses online: 8 annually Number of enrolments projected: 20 per course</p> <p>1.3. Introduce new quality continuing ICT courses for industry Quantity: Number of short term courses: 20 new courses Number of enrolments: 50 students per course</p> <p>2. Institutional Strengthening Component</p> <p>2.1 Improvement of quality and quantity of ITS staff Quantity: 2 new staff annually ITS personnel Quality: Academic background, expertise and experience: Industrial engineering certification (42 staff in various programmes)</p> <p>2.2 Improvement of computer access through USPNet, computer services by developing additional laboratories Quantity: 11 new computer labs</p>	<p>USP Staff statistics and Staff profiles</p> <p>Establishment of new ICT Centre with new computer laboratories and facilities</p> <p>USP Annual Reports and</p>	<p>USPNet a pre-condition</p> <p>New courses needed by industry and assume that the industries will employ the graduates</p> <p>Pre-condition to these operations and networking locally, regionally and internationally would be an expanded and</p>
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<p>3. Strengthening Research in ICTs for Education and Training</p> <p>Staff and students undertake research in ICTs for education and training. The results are fed into new courses in ICT</p> <p>4. ICTs and Economic and Sustainable Development</p> <p>Increased partnership between industry, university and other organisations enabling the establishment of activities, growing and incubating new businesses, and promote new models and good practices in the use of ICTs to benefit the community</p>	<p>Services: More empowerment, awareness, higher quality Quality of staff: Need to be trained in specific areas</p> <p>2.3 Improvement of quality and quantity of GIS lecturers Quantity: number of lecturers from USP member countries: Quality: academic background of lecturers</p> <p>2.3.1 Improvement of quantity and quality of GIS courses in Fiji Campus Quality: Number of GIS courses – 4 existing Number of enrolments - 50</p> <p>2.4 Improvement of quantity of ICT engineering courses Quantity: Quality:</p> <p>3. Research in ICTs for Education and Training Component</p> <p>3.1 Mechanism for research in ICTs for education and training established</p> <p>3.2 Identify at least 4 research projects/year in ICT and education and training</p> <p>3.3 Application of research results developing short-term model training courses</p> <p>4. ICTs and Economic and Sustainable Development Component</p> <p>4.1. Develop new courses and integrate ICT's application into existing courses for economic development Quantity: new – 4; revision of existing - 10</p>	<p>GIS enrolment statistics</p> <p>USP and Departmental Annual Reports; USP Statistics</p> <p>USP Handbook; Annual Reports and USP Senate Reports</p> <p>Reports to Communication</p>	<p>upgraded USPNet.</p> <p>USP institutional support for ICT research for education and training through the USP Research Plan</p> <p>Strong Industry, community and Government support for the ICT in commerce and the community</p>
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<p>5. Community building and culture sharing through ICTs</p> <p>The centre would bridge the traditional and the modern Pacific cultures, pedagogies and expressive arts using ICT</p>	<p>Quality: Diploma, Degree</p> <p>4.2 Development of long and short term courses in e-commerce and e-business Quantity: 2 short term annually; 2 longer term annually Quality: Number of lecturers – 2 new to complement existing Qualification of lecturers – Strong ICT competency and industry experience Number of enrolments – 50 per course</p> <p>4.3 Mechanism for good practice in business and ICTs and development of model training courses Quantity: working groups for good practice and to develop training course frameworks</p> <p>Community Building and Culture Sharing through ICTs Component</p> <p>5.1 Establish training and educational programmes in expressive arts Quantity: 6 new courses – animation, multimedia, scripting. Quality: Diploma and Degree level courses</p> <p>5.2 Establish the needs of the employment market in the areas of multimedia At least 2 research surveys annually</p> <p>5.3 Develop short term training programmes in multimedia for film, television, and performing arts. Quantity: 2 in film making, 2 animation, 2 camera work Quality: Short term training – certificate level</p>	<p>Information Technology Advisory Committee (CTIC)</p> <p>USP and Departmental Reports: USP Calendar and SOH Handbook</p> <p>Market Survey Reports</p> <p>Training course curricula in film making, animation and camera work</p>	<p>Strong institutional support and commitment for USP Expressive Arts programme</p>
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PRELIMINARY DRAFT

**Pacific Centre for ICT at the University of the South Pacific
Project Design Matrix (cont'd)**

ACTIVITIES

Activities for each component ICTs and HRD	Input – Japan Side 1. ICTs and HRD	Input – USP Side	Preconditions
1.1 Develop model new courses in ICT and development 1.2 Research the acquisition of courses with universities in Japan via satellite 1.3 Introduce a variety of courses in ICT face-to-face and by DFL 1.4 To offer and introduce new International Certification short-term courses: Red Hat, Open Source, Cisco Academy, others as identified 1.5 Review existing and increase quality courses in ICT offered by DFL 1.6 Nurture less experienced lecturers in ICT through on the job training, attachment to industry and short/long-term training in Japan 1.7 Offer of scholarships for students to undertake post-graduate studies in ICT and development	1.1 Dispatch long and short term experts needed 1.2 Dispatch of short term experts from Japan 1.3 Dispatch of short term expert from Japan	1.1 Counterparts 1.2 Trainees 1.3 Counterpart; Trainees; Students 1.4 Trainees 1.5 Post-graduates	1. Expanded USPNet 2. Commitment and willingness of USP staff and students 3. Support of regional organisations 4. Support of Industry 5. Good coordination 6. Low turnover of counterparts
2. ICTs and Institutional Strengthening	2. ICTs and Institutional		

<p>2.1 To educate and train staff to provide new and improved ICT services for students and staff through on the job training, attachment to industry, and short and long term training in Japan</p> <p>2.2 To train staff in maintenance of hardware and software through short and long term training in Japan and at the Laucala Campus</p> <p>2.3 To increase the variety of courses in ICT engineering offered face-to-face and by DFL working with institutions in Japan</p> <p>2.4 To nurture new and less experienced lecturers in GIS through on the job training and short and long term training in Japan</p> <p>2.5 To enhance ICT and CS computer laboratories to improve student access and use of the latest technologies and software</p>	<p>Strengthening</p> <p>2.1 Dispatch of long and short term experts from Japan</p> <p>2.2 Long and short term education of USP staff and counterparts in Japan</p> <p>2.3 Expanded videoconferencing and broadcasting audio systems and related equipment in Laucala campus</p> <p>2.4 Equipment to enhance USPNet</p> <p>2.5 Equipment necessary to enhance TTS, GIS, and engineering necessary for the development and management of courseware and access by students</p>	<p>2.1 Counterparts</p> <p>2.2 Trainees</p> <p>2.3 Operational and maintenance costs</p> <p>2.4 Operational and maintenance costs</p> <p>2.5 Operational and maintenance costs</p>	<p>1. Staff in place</p> <p>2. Recruitment of new staff</p> <p>3. Commitment of staff</p> <p>Development of this section will be negotiated in collaboration with other donors. Commitment from USP</p>
<p>3. Strengthening Research in ICTs for Education and Training</p> <p>3.1 To establish the mechanism for research and short term training courses in ICT</p> <p>3.2 To conduct at least 3-4 research projects a year in priority areas already identified as specified in research plans</p> <p>3.3 To develop model training courses resulting from research</p> <p>3.4 To work with Teams from Japan and industry to</p>	<p>3. Strengthening Research in ICTs for Education and Training</p> <p>3.1 Dispatch of long-term and short-term experts from Japan</p> <p>3.2 Dispatch long term experts</p> <p>3.3 Develop cooperation with universities in Japan for research virtually and face-to-face</p> <p>3.4 Dispatch short term experts</p>	<p>3.1 Counterparts</p> <p>3.2 Identify areas and plan logistics</p> <p>3.3 Counterparts</p>	<p>1. Commitment of staff to undertake research</p> <p>2. University support for research</p> <p>3. Commitment of University</p>

<p>conduct research in ICT related areas</p> <p>3.5 To develop a programme for staff and students for research training in ICT and/or development</p>	<p>from Japan</p>	<p>3.4 Partner researchers</p> <p>3.5 Counterpart researcher</p>	
<p>4 ICTs and Economic and Sustainable Development</p> <p>4.1 To develop model courses in ICT for economic development working with universities in Japan</p> <p>4.2 Increase the variety of courses offered short and long term in e-commerce and e-business</p> <p>4.3 Work closely with Japanese universities and industry to establish the application of good practices in business and industry</p> <p>4.4 To establish a mechanism for assisting in the use of ICT in small enterprises by incubating small businesses and develop model training courses</p>	<p>4.1 Dispatch long and short term experts from Japan</p> <p>4.2 Dispatch long and short term experts from Japan</p> <p>4.3 Develop close working relations with Japan universities virtually and face-to-face; dispatch of short term experts</p>	<p>4.1 Trainee</p> <p>4.2 Counterpart</p> <p>4.3 Counterpart</p> <p>4.4 Dispatch long and short experts from Japan</p>	<p>1. Commitment of University</p> <p>2. Commitment of staff</p> <p>3. Support of industry</p>
<p>5 Community building and culture sharing through ICTs</p> <p>5.1 Promote the use of ICT to foster and strengthen local culture and tradition through encouraging the use of local languages based contents and software</p> <p>5.2. Develop courses for the use of ICT and multimedia skills for the film, animation and audiovisual industry, television, music recording through short and long term courses in Japan</p> <p>5.3. To develop model courses in ICT and the expressive art working closely with experts from</p>	<p>5.1 Dispatch long term experts from Japan</p> <p>5.2 Japan experts for short term</p>	<p>5.1 Counterparts</p> <p>5.1 Trainees</p>	<p>1. Commitment of staff</p> <p>2. Commitment of University</p> <p>3. Support of industry</p>

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<p>Japan</p> <p>5.4. Develop a mechanism for the preservation of Pacific cultures and knowledge in digital format</p> <p>5.5 Nurture, train and develop staff working with multimedia and expressive arts through on-the-job and short and long term training in Japan</p>	<p>5.3 Dispatch experts from Japan</p>	<p>5.3 Counterparts and trainees</p> <p>5.4 Operating costs</p> <p>5.5 Counterpart</p>	
<p>Project Management Committee</p> <ol style="list-style-type: none"> 1. Establish a mechanism for planning, monitoring, evaluation, reporting of the project 2. Establish an Advisory Committee which should meet regularly 3. Promote public interest in this project through the media, newspapers and other media 		<p>USP organisational structure Mechanism for Committee Prepare awareness and publicity programme on ICTs and human development through lectures, talks visits to schools and industry</p>	
<p>Evaluation of programs</p> <ol style="list-style-type: none"> 1. By students To evaluate the courses To evaluate lecturer Recommend improvements 2. By staff To evaluate course and presentations Recommendations for modifications 3. Independent evaluation 	<p>Expert from Japan to evaluate</p>	<p>Prepare evaluation method</p> <p>Industry and government representative to evaluate programmes</p>	

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Some areas of research identified

On-going research on the application of new ICTs to development and industry

The use of ICT as communications and development tools in small island developing countries which are vulnerable to environment hazards and natural disasters

The use of traditional and new technologies in disseminating information about ICT security and cybercrime

The use of ICTs in the informal business sector in small island states

Research into student ICT access issues

Develop a needs assessment study on the utilization of ICTs for development, education and learning

The progress of the participation of women in ICT projects for development

Research into the reasons for students underachievement in CS courses

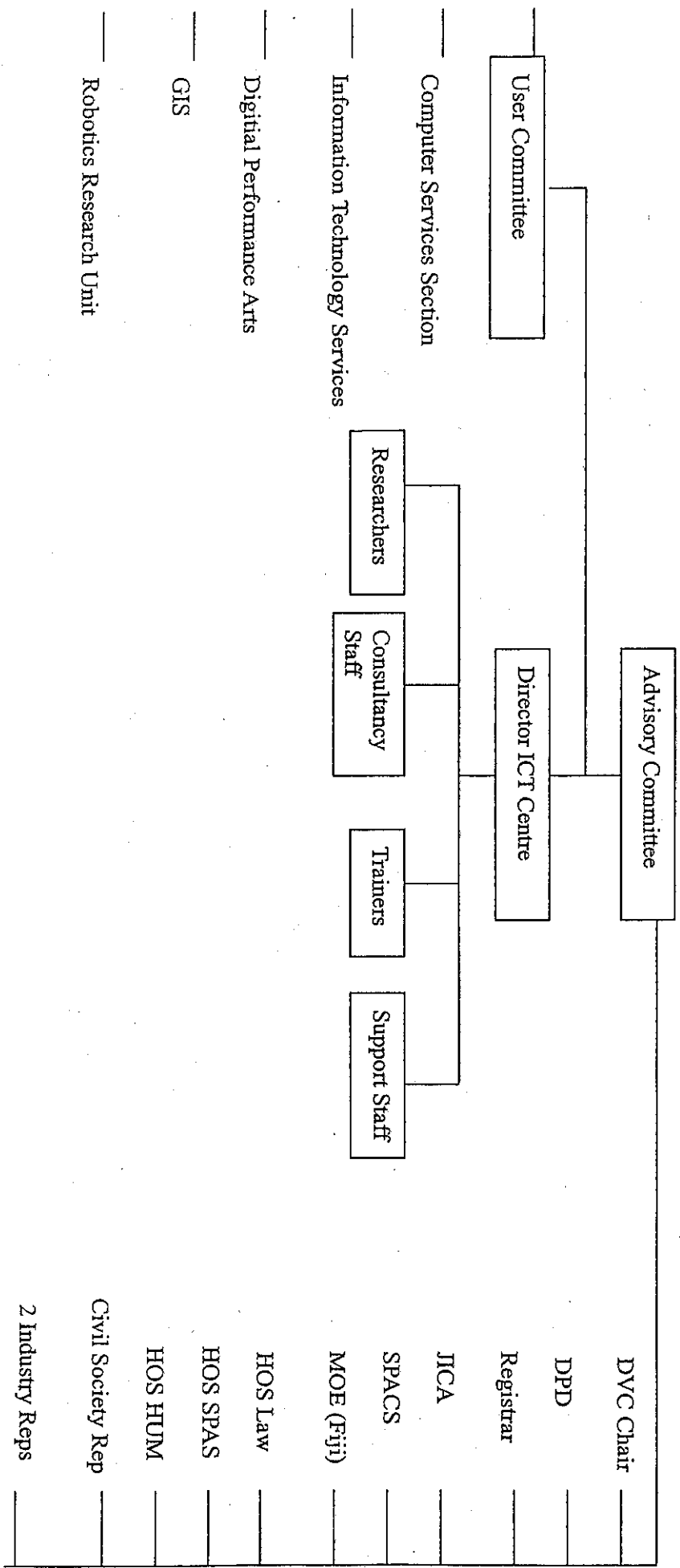
Research into the needs of CS/IT curricula for schools in the region

To survey the ICT skills of all staff within the University especially on their ability to apply what they know and learn

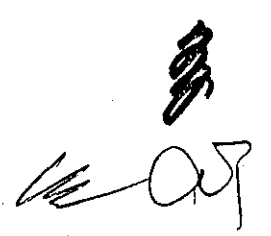
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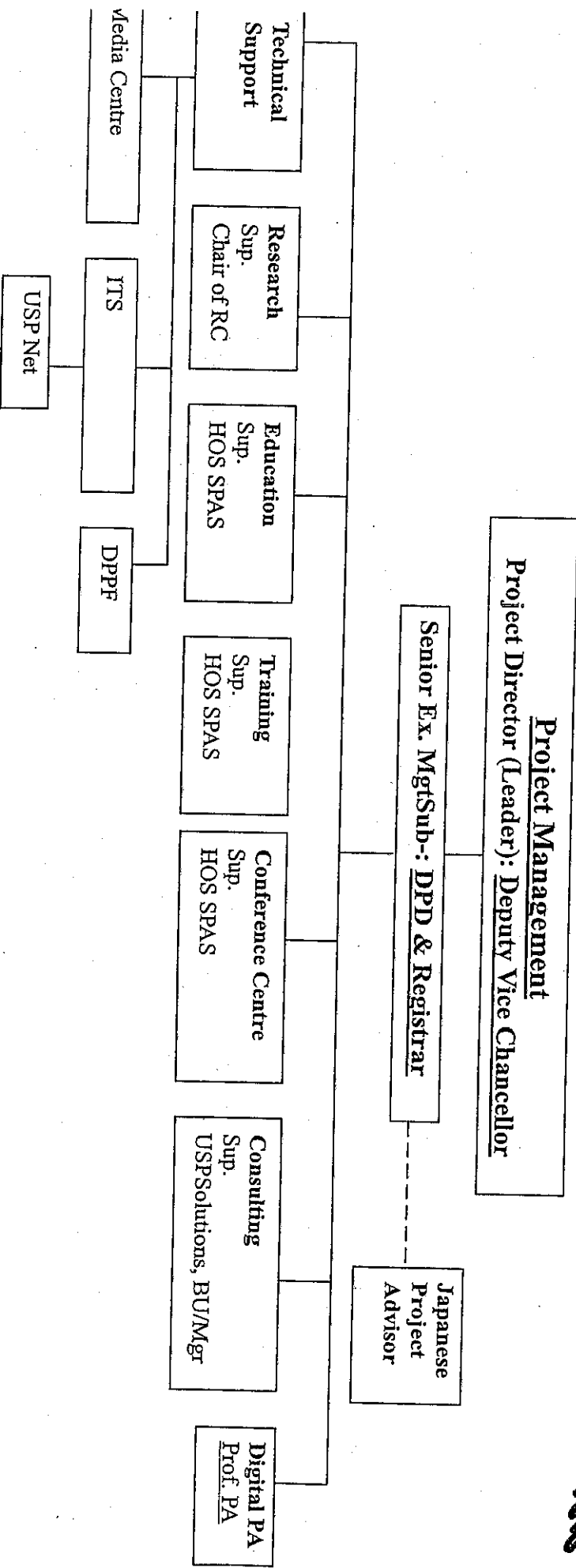
Annex 4 Pacific Centre for ICT Governance and Management Structure



DPPD- Deputy Vice Chancellor, , DPD- Director Planning & Development, MOE – Ministry of Education, HOS – Head of School,
 SPAS – School of Pure and Applied Sciences, HUM – Humanities, SPACS – South Pacific Computer Society.



Annex 4 Organization of Project Development



DPD- Director Planning & Development, RC – Research Committee, HOS – Head of School, SPAS – School of Pure and Applied Sciences, BU/Mgr – Business Unit Manager, PA – Performing Arts.

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ANNEX 5 FINANCIAL PLAN


Estimated Balance Sheet (B/S)

Required Funds	Amount	Method for Raising	Amount
Operational:	\$	Donors:	\$
Personnel	5,221,317	Development	
Administration	535,300	projects	2,265,311
Others	<u>1,518,206</u>		
	7,274,823		
Facilities		Self-funding:	
Premises costs	1,107,900	Projects and trading	1,692,065
Equipment	<u>4,100,000</u>	Cultural Centre	162,000
replacement	5,207,900	Training	<u>5,621,055</u>
			7,475,120
		Others:	
		Fee income	790,000
		Contribution from	
		recurrent funding	800,000
		Contribution from	
		departments	<u>1,330,000</u>
			2,920,000
Total	12,482,723	Total	12,660,431

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Estimated Profit and Loss (P/L) Statement

Item	Stage 1		
	Projected \$	Actual	Balance
Revenue	12,660,431		
Operating Expenses	12,482,723		
Gross Operating Revenue	177,708		
Corporate Expense	0		
Interest Expense	0		
Net Operating Revenue	177,708		
Revenue before taxes	177,708		
Tax reserves	0		
Net Revenue	177,708		


057

2004

The University of the South Pacific							
Proposed ICT Building Project							
		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Operating Costs							
Staffing							
	Director ICT	110,000	103,000	106,000	109,000	112,000	540,000
	Administrator	50,000	52,000	54,000	56,000	58,000	270,000
	Research staff	300,000	386,000	557,000	738,000	1,014,000	2,995,000
	ITU/Cisco/USP Academy	301,800	318,267	335,904	354,903	375,443	1,686,317
	Consumables - Academy	100,600	106,089	111,968	118,301	125,148	562,106
	Consumables -general	50,000	51,500	53,000	54,600	56,200	265,300
	Building Maintenance & Utilities	150,000	185,400	216,300	247,200	309,000	1,107,900
Equipment							
	Depreciation	820,000	820,000	820,000	820,000	820,000	4,100,000
	Maintenance	160,000	165,000	170,000	175,000	180,000	850,000
	Consumables	20,000	20,600	21,200	21,800	22,500	106,100
	Total Exp	2,062,400	2,207,856	2,445,372	2,694,804	3,072,291	12,482,723
Sourced by							
	USP Recurrent Contribution	150,000	155,000	160,000	165,000	170,000	800,000
Differential Fee Income							
	Computer Science	120,000	131,000	143,000	156,000	170,000	720,000
	GIS	12,000	13,000	14,000	15,000	16,000	70,000
Departmental Contribution							
	Computer Science	150,000	155,000	160,000	165,000	170,000	800,000
	ITS	100,000	103,000	106,000	109,000	112,000	530,000
Externally generated income							
	Trading income	87,590	216,106	361,363	484,090	542,916	1,692,065
	Devel.Proj. - donors	268,320	323,876	420,206	537,472	715,439	2,265,312
	Literature & Language	25,000	28,000	32,000	36,000	41,000	162,000
	ITU/Cisco/USP Academy	1,006,000	1,060,890	1,119,680	1,183,010	1,251,475	5,621,055
	Total Income	1,918,910	2,185,871	2,516,250	2,850,571	3,188,830	12,660,431
	Surplus (Deficit)	(143,490)	(21,985)	70,878	155,767	116,539	177,708
	Accumulated surplus	(143,490)	(165,475)	(94,597)	61,170	177,708	177,708

The University of the South Pacific
Proposed ICT Building

Year 1	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
Staffing										
Operating Costs										
Director ICT	5,500	16,500	22,000	22,000	11,000	5,500	5,500	11,000	11,000	110,000
Administrator	2,500	7,500	10,000	10,000	5,000	2,500	2,500	5,000	5,000	50,000
Research staff	30,000	135,000		80,000	30,000	30,000	15,000	15,000	15,000	300,000
ITU/Cisco/USP Academy				301,800						301,800
Consumables - Academy				100,600						100,600
Consumables - general	2,500	7,500	10,000	10,000	5,000	2,500	2,500	5,000	5,000	50,000
Building Maintenance & Utilities	7,500	22,500	30,000	30,000	15,000	7,500	7,500	15,000	15,000	150,000
Equipment										
Depreciation	41,000	123,000	164,000	164,000	82,000	41,000	41,000	82,000	82,000	820,000
Maintenance	8,000	24,000	32,000	32,000	16,000	8,000	8,000	16,000	16,000	160,000
Consumables	1,000	3,000	4,000	4,000	2,000	1,000	1,000	2,000	2,000	20,000
Total Exp	98,000	339,000	272,000	704,400	166,000	96,000	83,000	151,000	151,000	2,062,400
Sourced by										
USP Recurrent Contribution	7,500	22,500	30,000	30,000	15,000	7,500	7,500	15,000	15,000	150,000
Differential Fee Income										
Computer Science			120,000							
GIS			12,000							
Departmental Contribution										
Computer Science	7,500	22,500	30,000	30,000	15,000	7,500	7,500	15,000	15,000	150,000
ITS	5,000	15,000	20,000	20,000	10,000	5,000	5,000	10,000	10,000	100,000
Externally generated income										
Trading income	8,759	17,518		8,759	17,518	13,139	8,759	8,759	4,380	87,590
Devel, Prof. - donors	13,650	235,170	0	0	3,900	13,650	1,950	0	0	268,320
Literature & Language										25,000
ITU/Cisco/USP Academy				1,006,000						1,006,000
Total Income	42,409	312,688	212,000	1,094,759	61,418	46,789	30,709	48,759	69,380	1,918,910
Surplus (Deficit)	(55,591)	(26,312)	(60,000)	380,359	(104,582)	(51,212)	(52,291)	(102,241)	(81,621)	(143,490)

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The University of the South Pacific Proposed ICT Building										
Year 2	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
Staffing										
Director ICT	5,150	15,450	20,600	20,600	10,300	5,150	5,150	10,300	10,300	103,000
Administrator	2,600	7,800	10,400	10,400	5,200	2,600	2,600	5,200	5,200	52,000
Research staff	38,600	173,700		38,600	38,600	38,600	19,300	19,300	19,300	386,000
ITU/Cisco/USP Academy				318,267						318,267
Consumables - Academy				106,089						106,089
Consumables - general	2,575	7,725	10,300	10,300	5,150	2,575	2,575	5,150	5,150	51,500
Building Maintenance & Utilities	9,270	27,810	37,060	37,060	18,540	9,270	9,270	18,540	18,540	185,400
Equipment										
Depreciation	41,000	123,000	164,000	164,000	82,000	41,000	41,000	82,000	82,000	820,000
Maintenance	8,250	24,750	33,000	33,000	16,500	8,250	8,250	16,500	16,500	165,000
Consumables	1,030	3,090	4,120	4,120	2,060	1,030	1,030	2,060	2,060	20,600
Total Exp	108,475	383,325	279,500	742,456	178,350	108,475	89,175	159,050	159,050	2,207,856
Sourced by										
USP Recurrent Contribution	7,750	23,250	31,000	31,000	15,500	7,750	7,750	15,500	15,500	155,000
Differential Fee Income										
Computer Science			131,000							
GIS			13,000							
Departmental Contribution										
Computer Science	7,750	23,250	31,000	31,000	15,500	7,750	7,750	15,500	15,500	155,000
ITS	5,150	15,450	20,600	20,600	10,300	5,150	5,150	10,300	10,300	103,000
Externally generated income										
Trading income	21,611	43,221	0	21,611	43,221	32,416	21,611	21,611	10,805	218,108
Devel.Proj. - donors	20,046	266,808	0	0	9,984	20,046	4,992	0	0	323,876
Literature & Language									28,000	28,000
ITU/Cisco/USP Academy				1,060,890						1,060,890
Total Income	62,307	373,979	226,600	1,165,101	94,505	73,112	47,253	62,911	80,105	2,185,871
Surplus (Deficit)	(46,168)	(9,346)	(52,900)	422,645	(83,845)	(35,363)	(41,922)	(96,139)	(78,945)	(21,985)

The University of the South Pacific
Proposed ICT Building

Year 3	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
	Director ICT	5,300	15,900	21,200	10,600	5,300	5,300	10,600	10,600	106,000
	Administrator	2,700	8,100	10,800	5,400	2,700	2,700	5,400	5,400	54,000
	Research staff	55,700	250,650	55,700	55,700	55,700	27,850	27,850	27,850	557,000
	ITU/Cisco/USP Academy			335,904						335,904
	Consumables - Academy	2,650	7,950	111,968	5,300	2,650	2,650	5,300	5,300	111,968
	Consumables - general			10,600	5,300	2,650	2,650	5,300	5,300	53,000
	Building Maintenance & Utilities	10,815	32,445	43,260	21,630	10,815	10,815	21,630	21,630	216,300
	Equipment									
	Depreciation	41,000	123,000	164,000	82,000	41,000	41,000	82,000	82,000	820,000
	Maintenance	8,500	25,500	34,000	17,000	8,500	8,500	17,000	17,000	170,000
	Consumables	1,060	3,180	4,240	2,120	1,060	1,060	2,120	2,120	21,200
	Total Exp	127,725	486,725	791,672	199,750	127,725	99,875	171,900	171,900	2,445,372
	Sourced by									
	USP Recurrent Contribution	8,000	24,000	32,000	16,000	8,000	8,000	16,000	16,000	160,000
	Differential Fee Income									
	Computer Science			143,000						
	GIS			14,000						
	Departmental Contribution									
	Computer Science	8,000	24,000	32,000	16,000	8,000	8,000	16,000	16,000	160,000
	ITS	5,300	15,900	21,200	10,600	5,300	5,300	10,600	10,600	106,000
	Externally generated income									
	Trading income	36,136	72,273	36,136	72,273	54,204	36,136	36,136	18,068	361,363
	Devel.Proj. - donors	31,800	320,119	0	1,875	21,825	10,913	938	938	420,206
	Literature & Language									32,000
	ITU/Cisco/USP Academy			1,119,680						1,119,680
	Total Income	89,236	456,291	2,42,200	1,242,991	107,304	68,349	79,674	93,606	2,516,250
	Surplus (Deficit)	(38,489)	(10,434)	(45,900)	451,219	(20,421)	(31,526)	(92,226)	(78,294)	70,878

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The University of the South Pacific
Proposed ICT Building

Year 4	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
Staffing										
Director ICT	5,450	16,350	21,800	21,800	10,900	5,450	5,450	10,900	10,900	109,000
Administrator	2,800	8,400	11,200	11,200	5,600	2,800	2,800	5,600	5,600	56,000
Research staff	73,800	332,100	73,800	73,800	73,800	73,800	36,900	36,900	36,900	738,000
ITU/Cisco/USP Academy				354,903						354,903
Consumables - Academy				118,301						118,301
Consumables - general	2,730	8,190	10,920	10,920	5,460	2,730	2,730	5,460	5,460	54,600
Building Maintenance & Utilities	12,360	37,080	49,440	49,440	24,720	12,360	12,360	24,720	24,720	247,200
Equipment										
Depreciation	41,000	123,000	164,000	164,000	82,000	41,000	41,000	82,000	82,000	820,000
Maintenance	8,750	26,250	35,000	35,000	17,500	8,750	8,750	17,500	17,500	175,000
Consumables	1,090	3,270	4,360	4,360	2,180	1,090	1,090	2,180	2,180	21,800
Total Exp	147,980	554,640	296,720	843,724	222,160	147,980	111,080	185,260	185,260	2,694,804
Sourced by										
USP Recurrent Contribution	8,250	24,750	33,000	33,000	16,500	8,250	8,250	16,500	16,500	165,000
Differential Fee Income										
Computer Science			156,000							
GIS			15,000							
Departmental Contribution										
Computer Science	8,250	24,750	33,000	33,000	16,500	8,250	8,250	16,500	16,500	165,000
ITS	5,450	16,350	21,800	21,800	10,900	5,450	5,450	10,900	10,900	109,000
Externally generated income										
Trading income	48,409	96,818		48,409	96,818	72,613	48,409	48,409	24,204	484,090
Devel.Proj - donors	43,573	372,317	0	13,775	33,640	43,573	16,820	6,888	6,888	537,472
Literature & Language									36,000	36,000
ITU/Cisco/USP Academy				1,183,010						1,183,010
Total Income	113,931	534,984	258,800	1,332,994	174,356	138,186	87,179	99,196	110,992	2,850,571
Surplus (Deficit)	(34,049)	(19,656)	(37,920)	489,270	(47,802)	(9,844)	(23,901)	(86,064)	(74,266)	155,767

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The University of the South Pacific
Proposed ICT Building

Year 5	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
Director ICT	5,600	16,800	22,400	22,400	11,200	5,600	5,600	11,200	11,200	112,000
Administrator	2,900	8,700	11,600	11,600	5,800	2,900	2,900	5,800	5,800	58,000
Research staff	101,400	456,300	101,400	101,400	101,400	101,400	50,700	50,700	50,700	1,014,000
ITU/Cisco/USP Academy				375,443						375,443
Consumables - Academy	2,810	8,430	11,240	11,240	5,620	2,810	2,810	5,620	5,620	125,148
Consumables - general										56,200
Building Maintenance & Utilities	15,450	46,350	61,800	61,800	30,900	15,450	15,450	30,900	30,900	309,000
Equipment										
Depreciation	41,000	123,000	164,000	164,000	82,000	41,000	41,000	82,000	82,000	820,000
Maintenance	9,000	27,000	36,000	36,000	18,000	9,000	9,000	18,000	18,000	180,000
Consumables	1,125	3,375	4,500	4,500	2,250	1,125	1,125	2,250	2,250	22,500
Total Exp	179,285	689,955	311,540	913,531	257,170	179,285	128,585	206,470	206,470	3,072,291
Sourced by										
USP Recurrent Contribution	8,500	25,500	34,000	34,000	17,000	8,500	8,500	17,000	17,000	170,000
Differential Fee Income										
Computer Science			170,000							
GIS			16,000							
Consumables - Academy										
Departmental Contribution										
Computer Science	8,500	25,500	34,000	34,000	17,000	8,500	8,500	17,000	17,000	170,000
ITS	5,600	16,800	22,400	22,400	11,200	5,600	5,600	11,200	11,200	112,000
Externally generated income										
Trading Income	54,292	108,583		54,292	108,583	81,437	54,292	54,292	27,146	542,916
Devel. Proj. - donors	61,110	453,359	0	31,500	51,240	61,110	25,620	15,750	15,750	715,439
Literature & Language				1,251,475					41,000	41,000
ITU/Cisco/USP Academy										1,251,475
Total Income	138,002	629,742	278,400	1,427,667	205,023	165,147	102,512	115,242	129,096	3,188,830
Surplus (Deficit)	(41,283)	(60,213)	(35,140)	514,136	(52,147)	(14,138)	(26,073)	(91,228)	(77,374)	116,539

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The University of the South Pacific
Proposed ICT Building

5 year summary with revised income	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubation activity	Activity programs	Total
Staffing										
Director ICT	27,000	81,000	108,000	108,000	54,000	27,000	27,000	54,000	54,000	540,000
Administrator	13,500	40,500	54,000	54,000	27,000	13,500	13,500	27,000	27,000	270,000
Research staff	299,500	1,347,750	0	299,500	299,500	299,500	149,750	149,750	149,750	2,995,000
ITU/Cisco/USP Academy	0	0	0	1,686,317	0	0	0	0	0	1,686,317
Consumables - Academy	13,265	39,795	53,060	53,060	26,530	13,265	13,265	26,530	26,530	562,106
Consumables - general										
Building Maintenance & Utilities										
		55,395	166,185	221,580	221,580	110,790	55,395	110,790	110,790	1,107,900
Equipment										
Depreciation	205,000	615,000	820,000	820,000	410,000	205,000	205,000	410,000	410,000	4,100,000
Maintenance	42,500	127,500	170,000	170,000	85,000	42,500	42,500	85,000	85,000	850,000
Consumables	5,305	15,915	21,220	21,220	10,610	5,305	5,305	10,610	10,610	106,100
Total Exp	661,465	2,433,645	1,447,860	3,995,783	1,023,430	661,465	511,715	873,680	873,680	12,482,723
Sourced by										
USP Recurrent Contribution	40,000	120,000	160,000	160,000	80,000	40,000	40,000	80,000	80,000	800,000
Differential Fee Income	0	0	720,000	0	0	0	0	0	0	720,000
Computer Science	0	0	70,000	0	0	0	0	0	0	70,000
GIS	0	0	0	0	0	0	0	0	0	0
Departmental Contribution										
Computer Science	40,000	120,000	160,000	160,000	80,000	40,000	40,000	80,000	80,000	800,000
ITS	26,500	79,500	106,000	106,000	53,000	26,500	26,500	53,000	53,000	530,000
Externally generated income										
Trading income	169,206	338,413	0	169,206	338,413	253,810	169,206	169,206	84,603	1,692,065
Devel Prof - donors	170,179	1,649,771	0	47,150	120,589	170,179	60,295	23,575	23,575	2,265,312
Literature & Language	0	0	0	0	0	0	0	0	0	162,000
ITU/Cisco/USP Academy	0	0	0	5,621,055	0	0	0	0	0	5,621,055
Total Income	445,885	2,307,684	1,216,000	6,263,411	672,002	530,488	336,001	405,781	483,178	12,660,431
Surplus (Deficit)										
Accumulated surplus	(215,580)	(126,961)	(231,860)	2,267,628	(351,428)	(130,977)	(175,714)	(467,899)	(390,502)	177,708

The University of the South Pacific
Proposed ICT Building

5 year summary	ICT Knowledge Base	Research	Education	Training	Consultancy	Applications development	General ICT User services	Incubator activity	Activity programs	Total
Staffing										
Director ICT	27,000	81,000	108,000	108,000	54,000	27,000	27,000	54,000	54,000	540,000
Administrator	13,500	40,500	54,000	54,000	27,000	13,500	27,000	27,000	27,000	270,000
Research staff	299,500	1,347,750	0	299,500	299,500	299,500	149,750	149,750	149,750	2,995,000
ITU/Cisco/USP Academy	0	0	0	1,686,317	0	0	0	0	0	1,686,317
Consumables - Academy				562,106						562,106
Consumables - general	13,265	39,795	53,060	53,060	26,530	13,265	13,265	26,530	26,530	265,300
Building Maintenance & Utilities	55,395	166,185	221,580	221,580	110,790	55,395	55,395	110,790	110,790	1,107,900
Equipment										
Depreciation	205,000	615,000	820,000	820,000	410,000	205,000	205,000	410,000	410,000	4,100,000
Maintenance	42,500	127,500	170,000	170,000	85,000	42,500	42,500	85,000	85,000	850,000
Consumables	5,305	15,915	21,220	21,220	10,610	5,305	5,305	10,610	10,610	106,100
Total Exp	661,465	2,433,645	1,447,860	3,995,783	1,023,430	661,465	511,715	873,680	873,680	12,482,723
Sourced by										
USP Recurrent Contribution	40,000	120,000	160,000	160,000	80,000	40,000	40,000	80,000	80,000	800,000
Differential Fee Income										
Computer Science	0	0	720,000	0	0	0	0	0	0	720,000
GIS	0	0	70,000	0	0	0	0	0	0	70,000
Departmental Contribution										
Computer Science	40,000	120,000	160,000	160,000	80,000	40,000	40,000	80,000	80,000	800,000
ITS	26,500	79,500	106,000	106,000	53,000	26,500	26,500	53,000	53,000	530,000
Externally generated income										
Trading Income	169,206	338,413	0	169,206	338,413	253,810	169,206	169,206	84,603	1,692,065
Devel.Proj. - donors	170,179	1,649,771	0	47,150	120,569	170,179	60,295	23,575	23,575	2,285,312
Literature & Language	0	0	0	0	0	0	0	0	0	162,000
ITU/Cisco/USP Academy	0	0	0	5,621,055	0	0	0	0	0	5,621,055
Total Income	445,885	2,307,684	1,216,000	6,263,411	672,002	530,488	336,001	405,781	489,178	12,660,431
Surplus (Deficit)										177,708
Accumulated surplus	(215,580)	(125,961)	(231,860)	2,267,628	(351,428)	(130,977)	(175,714)	(467,899)	(390,502)	177,708

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1. JAPAN'S GRANT AID SCHEME

The Grant Aid scheme provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services, transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. The Grant Aid is not supplied through the donation of materials as such.

1.1 Grant Aid Procedures

Japan's Grant Aid Scheme is executed through the following procedures.

- Application
 - Request made by a recipient country
- Study
 - Basic Design Study conducted by JICA
- Appraisal and Approval
 - Appraisal by the Government of Japan and Approval by Cabinet
- Determination of Implementation
 - The Notes exchanged between the Governments of Japan and the recipient country.

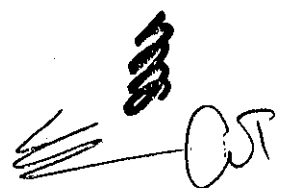
Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for the Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA to conduct a study on the request.

Secondly, JICA conducts the study (hereinafter referred to as "Basic Design Study"), using (a) Japanese consulting firm(s),

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Scheme, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official the Exchange of Notes (hereinafter referred to as "E/N"), signed by the Governments of Japan and the recipient country.

Finally, for the smooth implementation of the project, JICA assists the recipient country in such matters as preparing tenders, contracts and so on.



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1.2 Japan's Grant Aid Scheme

(1) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

- (2) "The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contract with (a) consulting firm(s) and (a) contractor(s) and final payment to them must be completed.

However, in case of delays in delivery, installation or construction due to unforeseen factors such as natural disaster, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

- (3) Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchases.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However, the prime contractors, namely, consulting, contracting and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

(4) Necessity of "Verification"

The Government of recipient country or its designed authority will conclude contracts dominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

(5) Undertaking required to the Government of Recipient Country

In the implementation of the Grant Aid Project, the recipient country is required to undertake such necessary measures as the following:

- (1) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the construction;
- (2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites;



- (3) To secure buildings prior to the procurement in case the installation of the equipment;
- (4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid;
- (5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts;
- (6) To accord Japanese nationals, whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(6) "Proper Use"

The recipient country is required to operate and maintain the facilities constructed and equipment purchased under the Grant Aid properly and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

(7) "Re-export"

The products purchased under the Grant Aid should not be re-exported from the recipient country.

(8) Banking Arrangement (B/A)

- (1) The Government of the recipient country or its designed authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.
- (2) The payments will be made when payment request are presented by the Bank to the Government of Japan under an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

(9) Authorization to Pay (A/P)

The Government of the recipient country shall bear an advising commission of an Authorization to Pay and payment commissions to the Bank.



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Table 2.2 Major Undertakings to be Taken by Each Government
(CASE OF FACILITY CONSTRUCTION PROJECT, PROCUREMENT CAN BE INCLUDED INTO)

No.	Items	To be covered By Grant Aid	To be covered by Recipient Side
1.	To secure land		●
2.	To clear, level and reclaim the site when needed		●
3.	To construct gates and fences in and around the site		●
4.	To construct the parking lot	●	
5.	To construct roads		
	(1) Within the site	●	
	(2) Outside the site		●
6.	To construct the building		
7.	To provide the facilities for the distributing of electricity, water supply, drainage and other incidental facilities:		
	(1) Electricity		
	(a) The distributing line to the site		●
	(b) The drop wiring and internal wiring within the site	●	
	(c) The main circuit breaker and transformer	●	
	(2) Water Supply		
	(a) The city water distribution main to the site		●
	(b) The supply system within the site (receiving & elevated tanks)	●	
	(3) Drainage		
	(a) The city drainage main (for storm sewer and others to the site)		●
	(b) The drainage system (for toilet sewer, ordinary waste, Storm drainage and others) within the site	●	
	(4) Gas Supply		
	(a) The city gas main to the site		●
	(b) The gas supply system within the site	●	
	(5) Telephone System		
	(a) The telephone trunk line to the main distribution frame/panel (MDF) for the building		●
	(b) The MDF and the extension after the frame/panel	●	
	(6) Furniture and Equipment		
	(a) General furniture		●
	(b) Project equipment	●	
8.	To bear the following commissions to the Japanese bank for banking service based upon the B/A		
	(1) Advising commission of A/P		●
	(2) Payment commission		●
9.	To ensure unloading and customs clearance at port of disembarking in recipient country		
	(1) Marine (Air) transportation of the products from Japan to the recipient	●	
	(2) Tax exemption and custom clearance of the products at the port of disembarkation		●
	(3) Internal transportation from the port of disembarkation to the Project site	●	●
10.	To accord Japanese nationals, whose service may be required in connection with the supply of the products and the services under the verified contract, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		●
11.	To exempt Japanese nationals from customs duties, internal taxes		

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and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts

- | | |
|---|---|
| 12. To maintain and use properly and effectively the facilities contracted and equipment provided under the Grant | ● |
| 13. To bear all the expenses, other than those to be borne by the Grant, necessary for construction of the facilities as well as for the transportation and installation of the equipment | ● |

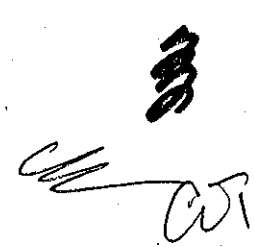
(B/A: Banking Arrangement, A/P: Authorisation to Pay)

2. GRANT AND PROCEDURES

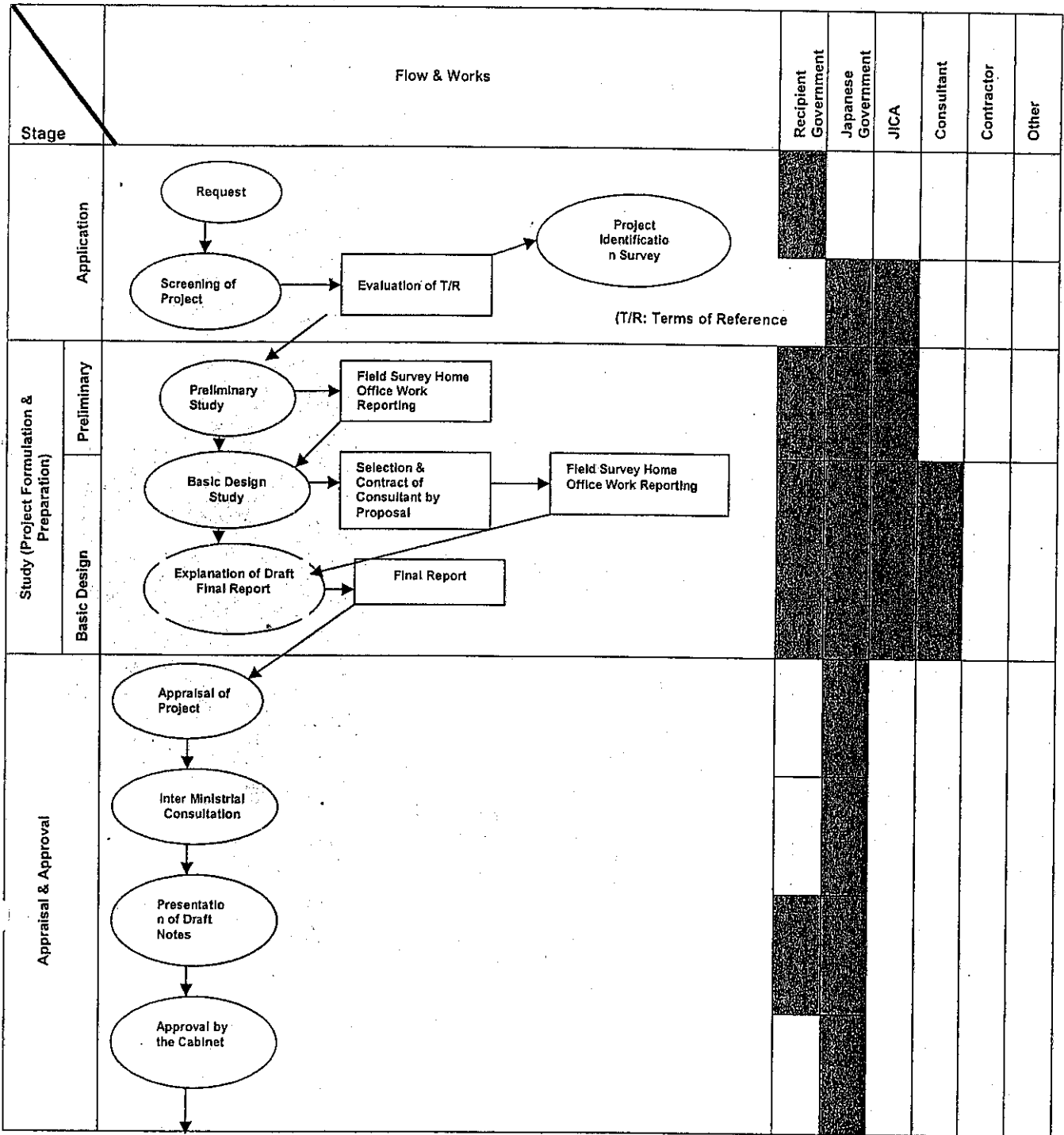
Following Tables 2.1 and 2.2 show "MAJOR UNDERTAKINGS TO BE TAKEN BY EACH GOVERNMENT" in cases of procurement project and construction project, and Annex-1 indicates "FLOWCHART OF JAPAN'S GRANT AID PROCEDURES", respectively.

Table 2.1 Major Undertakings to be Taken by Each Government
(CASE OF PROCUREMENT PROJECT OF EQUIPMENT AND/OR MATERIALS)

No.	Items	To be covered by Grant Aid	To be covered by Recipient Site
1.	To bear the following commissions to the Japanese Bank for banking services based upon the B/A		
	(1) Advising commission of A/P		●
	(2) Payment commission		●
2.	To ensure unloading and customs clearance at port of Disembarkation in recipient country		
	(1) Marine (Air) transportation of the products From Japan to the recipient country	●	
	(2) Tax exemption and customs clearance of the Products at the port of disembarkation		●
	(3) Internal transportation from the port of disembarkation to the project site	●	
3.	To accord Japanese nationals, whose services may be required in connection with the supply of the products and services under the Verified contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		●
4.	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts		●
5.	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		●
6.	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for the transportation and installation of the equipment		●



ANNEX 1 Flow Chart of Japan's Grant Aid Procedures



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