
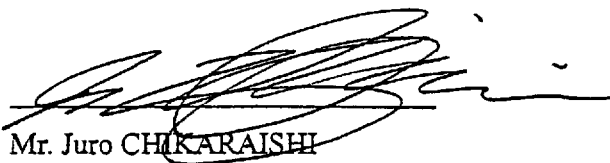


RECORD OF DISCUSSIONS
BETWEEN
RESIDENT REPRESENTATIVE OF
THE JAPAN INTERNATIONAL COOPERATION AGENCY
IN THE KINGDOM OF CAMBODIA
AND
MINISTRY OF HEALTH OF THE KINGDOM OF CAMBODIA
ON JAPANESE TECHNICAL COOPERATION PROJECT
FOR HUMAN RESOURCE DEVELOPMENT OF CO-MEDICALS

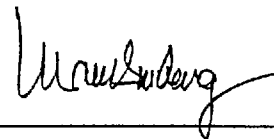
Mr. Juro CHIKARAISHI, Resident Representative of the Japan International Cooperation Agency in the Kingdom of Cambodia, held a series of discussion with the Cambodian authorities with respect to desirable measures to be taken by both Japanese and Cambodian governments for the successful implementation of the Project for Human Resource Development of co-medicals in the Kingdom of Cambodia.

As a result of the discussions, both side agreed to recommend to their respective governments the matters referred to in the document attached hereto. 

Phnom Penh, 12th September 2003



Mr. Juro CHIKARAISHI
Resident Representative
Japan International Cooperation Agency
Cambodia Office



H.E. Dr. Mam Bun Heng
Secretary of State for Health
Ministry of Health
Kingdom of Cambodia

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of the Kingdom of Cambodia will implement the Project for Human Resource Development of Co-Medicals (hereinafter referred to as "the Project") in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan, which is given in Annex I.

II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

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

1. DISPATCH OF JAPANESE EXPERTS

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

2. PROVISION OF MACHINERY AND EQUIPMENT

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

3. TRAINING OF CAMBODIAN PERSONNEL IN JAPAN

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

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III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE KINGDOM OF CAMBODIA

1. The Government of the Kingdom of Cambodia will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Government of the Kingdom of Cambodia will ensure that the technologies and knowledge acquired by the Cambodian nationals as a result of Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Cambodia
3. The Government of the Kingdom of Cambodia will grant in the Kingdom of Cambodia privileges, exemptions and benefits to the Japanese experts referred to in Annex II above and their families, which are no less favorable than those accorded to experts of third countries working in the Kingdom of Cambodia under the Colombo Plan Technical Cooperation Scheme.
4. The Government of the kingdom of the Cambodia will ensure that the Equipment referred to in Annex III above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of the Kingdom of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel from technical training in Japan will be utilized effectively in the implementation of the Project.

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6. In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Government of the Kingdom of Cambodia will take necessary measures to provide at its own expense:

- (1) Services of the Cambodian counterpart personnel and administrative personnel as listed in Annex IV;
- (2) Land, buildings and facilities as listed in Annex V;
- (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA in Annex III;
- (4) Means of transport and travel allowances for the Japanese experts for official travel within the Kingdom of Cambodia; and
- (5) Suitably furnished accommodation for the Japanese experts and their families.

7. In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Government of the Kingdom of Cambodia will take necessary measures to meet :

- (1) Expenses necessary for transportation within the Kingdom of Cambodia of the Equipment referred to in Annex III as well as for the installation, operation and maintenance thereof;
- (2) Customs duties, internal taxes and any other charges, imposed in the Kingdom of Cambodia on the Equipment referred to in Annex III; and
- (3) Running expenses necessary for the implementation of the Project.



IV. ADMINISTRATION OF THE PROJECT

1. Secretary of State for Health, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. The Director General for Health of the Ministry of Health, as the Project Manager, will bear overall responsibility for the administration and implementation of the Project.
3. The Director of Human Resource Development Department of the Ministry of Health, as the Chief Counterpart, will be responsible for the managerial and technical matters of the Project.
4. The Japanese Team Leader will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
5. The Japanese experts will give necessary technical guidance and advice to the Cambodian counterpart personnel on technical matters pertaining to the implementation of the Project.
6. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two governments through JICA and the Cambodian authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.



VI. CLAIMS AGAINST JAPANESE EXPERTS

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

VII. MUTUAL CONSULTATION

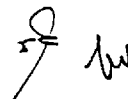
There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

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

For the purpose of promoting support for the Project among the people of the Kingdom of Cambodia, the Government of the Kingdom of Cambodia will take appropriate measures to make the Project widely known to the people of the Kingdom of Cambodia

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five years from September 15, 2003.



ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF LAND, BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDENATING COMMITTEE



ANNEX I
MASTER PLAN

1. Overall Goal

Sufficient number of quality co-medicals is allocated at public health institution

2. Project Purpose

Capable co-medicals are produced for public health institutions.

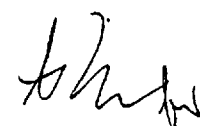
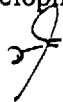
3. Outputs of the Project

1. National standards and guidelines for basic training of co-medicals are produced.
2. Information on public health institution staff is fed back into the training plan.
3. School management of the TSMC is improved.
4. Teaching ability of instructors is improved.
5. Teaching materials are upgraded
6. Periodic monitoring and evaluation are conducted on above 5 "Outputs".

4. Activities of the Project

- 1-1. Establish a steering committee.
- 1-2. Improve the coordination among medical institutions.
- 1-3. Set guidelines for schools which provide basic training of co-medicals.
- 1-4. Standardize teacher's qualification.
- 1-5. Standardize training contents/modules and level of final examination.

- 2-1. Upgrade the existing periodic reporting scheme for reporting the current condition and training needs of co-medicals at public health institutions.
- 2-2. Improve the hospital-information database system to be able to update vacant positions and the condition of facilities at public health institutions (map creation).
- 2-3. Regularly update the list of new co-medicals who complete basic training.
- 2-4. Conduct a follow-up study of the graduates' employment status.
- 2-5. Advise Human Resource Development to use the information for human resource development plan.



- 3-1. Conduct training needs assessment and set criteria for evaluation.
- 3-2. Conduct training on school management (budget management, staff management, equipment maintenance, procurement, student's care etc.) and evaluate impact of the seminars.
- 3-3. Create school management checklists and regularly monitor actual performance.

- 4-1. Assess the training needs of teachers/instructors and set evaluation criteria.
- 4-2. Define appropriate training methods and create training manuals.
- 4-3. Conduct staff training seminars.
- 4-4. Regularly evaluate teaching ability.

- 5-1. Conduct a survey on the current utilization of x-ray facilities at public health institutions.
- 5-2. Establish a steering committee to open the new x-ray department.
- 5-3. Revise the study guidelines for all departments.
- 5-4. Revise/establish appropriate curricula, focusing on practical training.
- 5-5. Revise syllabi and introduce tests to evaluate training impact on students.
- 5-6. Increase the availability of Khmer textbooks for each course.

- 6-1. Conduct a survey to obtain baseline data for evaluation.
- 6-2. Regularly monitor each activity.
- 6-3. Hold project team meetings periodically to evaluate the progress of each activity.



ANNEX II
LIST OF JAPANESE EXPERTS

1. Long-term experts

- (1) Chief Advisor
- (2) Coordinator
- (3) Co-medical Education

2. Short-term experts

- (1) School regulation
- (2) Human resource development planning
- (3) IEC
- (4) Health education
- (5) Human relation training
- (6) Data management
- (7) School management
- (8) Maintenance of school facility
- (9) Library management
- (10) Maintenance of Medical Equipment
- (11) Nursing education
- (12) Physical therapy education
- (13) Educational material
- (14) X-ray education
- (15) Laboratory technology education

3. Experts in other fields mutually agreed upon as needed



ANNEX III
LIST OF MACHINERY AND EQUIPMENT

1. Vehicle

2. Educational Equipment
Computer, Projector, Camera, Audiovisual Equipment, Educational Software,
Nurse training equipment, Medical technician training equipment, X-ray training
equipment, Physical therapist training equipment

3. Equipment for the Project Office
Computer, Printer, Fax, Photocopy Machine, Telephone, Administration Software

4. Books

5. Other equipment mutually agreed upon as needed



ANNEX IV
LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL


1. The Secretary of State for Health
(as the Project Director)

2. The Director General for Health, the Ministry of Health
(as the Project Manager)

3. The Director of Human Resource Development Department, the Ministry of Health
(as the Chief Counterpart)

4. Teacher and Staff in the following schools
 - (1) Technical School of Medical Care
 - (2) Regional Training Center of Kompong Cham
 - (3) Regional Training Center of Kampot
 - (4) Regional Training Center of Stung Treng
 - (5) Regional Training Center of Battambang

5. Counterpart Personnel in the following section
 - (1) Personnel Department
 - (2) Hospital Service Department
 - (3) Planning and Health Information Department
 - (4) Provincial Health Departments

6. Cambodian Project Coordinator 



ANNEX V
LIST OF LAND, BUILDINGS AND FACILITIES

1. Offices with necessary furniture and facilities for the Japanese experts in the Human Resource Department of Ministry of Health and the Technical School for Medical Care.
2. Facilities such as electricity, gas, water, sewerage, telephone and furniture necessary for the Project activities and operational expenses for utilities
3. Other facilities mutually agreed upon as necessary

ANNEX VI
JOINT COORDINATING COMMITTEE

1. Project Coordinating Committee

1-1. Functions

The Joint Coordinating Committee will meet at least once a year and whenever necessity arises, and work:

- (1) To formulate the Annual Work Plan of the Project
- (2) To review the overall progress of the Project as well as the achievements of the above-mentioned Annual Work Plan
- (3) To review and exchange views on major issues arising from or in connection with the Project

1-2. Composition

(1) Chairperson


The Secretary of State for Health, the Ministry of Health

(2) Secretary

The Director of Human Resource Development Department of the Ministry of Health

(3) Members

<Cambodian Side>

- (a) The Director General for Health
- (b) The Director of Technical School of Medical Care
- (c) The Director of Regional Training Center of Kompong Cham
- (d) The Director of Regional Training Center of Kampot
- (e) The Director of Regional Training Center of Stung Treng
- (f) The Director of Regional Training Center of Battambang
- (g) The Director of Personal Department of Ministry of Health
- (h) The Director of Planning and Health Information Department of Ministry of Health
- (i) The Director of Hospital Service of Ministry of Health
- (j) Cambodian Project Coordinator 



<Japanese Side>

- (a) Chief Advisor
- (b) Coordinator
- (c) Japanese Expert(s)
- (d) Resident Representative of JICA Cambodia Office
- (e) Other personnel to be dispatched by JICA, as necessary.

(3) Observers

- (a) Japanese Embassy of Cambodia personnel
- (b) Representative of the country office of WHO
- (c) Other personnel to be connected with the project, as necessary.

2. Project Counterpart Committee

2-1. Functions

The Joint Coordinating Committee will meet every three months and whenever necessity arises, and work:

- (1) To supervise the day-to-day implementation of the project activities
- (2) To establish Standardization Committee under the Project Counterpart Committee for the standardization of establishment of schools, qualifications for teaching staff, teaching material etc.
- (3) To submit a monitoring report to Project Coordinating Committee every six-months.

2-2. Commission

(1) Chair Person

The Director of Human Resource Development Department of the Ministry of Health

(2) Secretary

Cambodian Project Coordinator

(3) Members

<Cambodian Side>

- (a) The Director of Technical School of Medical Care
- (b) The Director of Regional Training Center of Kompong Cham
- (c) The Director of Regional Training Center of Kampot

- (d) The Director of Regional Training Center of Stung Treng
- (e) The Director of Regional Training Center of Battambang
- (f) The Director of Personal Department of Ministry of Health
- (g) The Director of Planning and Health Information Department of Ministry of Health
- (h) The Director of Hospital Service of Ministry of Health

<Japanese Side>

- (a) Chief Advisor
- (b) Coordinator
- (c) Japanese Expert(s)
- (d) Other personnel to be dispatched by JICA, as necessary

(4) Observers

- (a) Resident Representative of JICA Cambodia Office
- (b) Other personnel to be connected with the project, as necessary

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