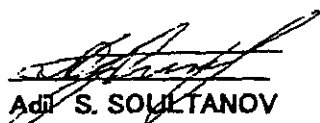


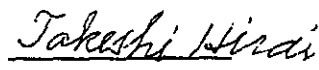
3. MINUTES OF MEETINGS

MINUTES OF MEETING
FOR
THE INCEPTION REPORT OF THE STUDY
ON
NATIONAL DIGITAL MAPPING PROJECT
IN
THE REPUBLIC OF AZERBAIJAN

AGREED UPON BETWEEN
STATE COMMITTEE FOR GEODESY AND CARTOGRAPHY
AND
JICA STUDY TEAM

BAKI 21st April, 2000


Adil S. SULTANOV
Chairman
State Committee for Geodesy
And Cartography


Takeshi HIRAI
Leader
The JICA STUDY TEAM

The JICA Study team (hereinafter referred to as the TEAM) headed by Mr. Takeshi HIRAI visited the Republic of Azerbaijan on 29th March, 2000 in order to carry out the National Digital Mapping Project in the Republic of Azerbaijan (hereinafter referred to as the Study). The team had a series of meeting and discussed based on the Inception Report (IC/R) of the Study with officials of State Committee for Geodesy and Cartography (hereinafter referred to as SCGC). As a result of discussion, Inception report was accepted by SCGC. The attendant list is attached in Appendix-1.

The summary of the discussion, which agreed upon by both sides, is as follows;

1. Standards of the Study

Standards of the Study of the IC/R are accepted except special annotation.

1-1 New Map symbols

New map symbols and their application rules were discussed based on the proposed Map symbols by SCGC to JICA in March, 2000 and "the main requirements for 1/50,000 topographic maps" of SCGC (Appendix-3).

The both sides agreed the new map symbols, which are attached in Appendix-2.

More details will be continuously discussed and finalized in June, 2000.

1-2. Precision of 1/50,000 topographic maps

Precision of 1/50,000 topographic maps were discussed and agreed by both sides.

The details were described at II. Mathematical base and accuracy of 1/50,000 topographic maps in "The Main requirement for 1/50,000 topographic maps (Appendix-3.)

1-3. Special annotation

SCGC requested that Special annotation shall be "This map was prepared jointly by Japan International Cooperation Agency (JICA) under the Japanese Government Technical Cooperation Program and State Committee for Geodesy and Cartography (SCGC) of the Republic of Azerbaijan."

The team promised to convey the request to JICA Headquarter.

2. Basic Policy for the Study

Basic Policy for the study is accepted.

2-1. OJT area

The on the job training area was discussed and agreed by both sides.

An area for OJT was settled with higher of the north latitude 41 degree.

(Approx. 12,000km²)

2-2. The list of equipment for OJT

The list of equipment for OJT was discussed and listed agreed as follows;

- Scanner for Raster data acquisition.
- Digitizer and software for Map digitizing
- Color inkjet Plotter (A0)
- GPS for Geodetic survey
- DGPS receiver for updating on the field survey
- Stereoscope for photo-interpretation
- Digital Photogrammetry Workstation for aerial triangulation and update plotting
- Graphic software for Map revision
- Image setter for Plate making film
- GIS software for data analysis
- Several Personal Computer and PC server

Specification and numbers of equipment shall be continuously discussed and defined in June, 2000. Both sides agreed that the equipment shall be provided by JICA before a work step of OJT.

2-3 Technical transfer program

Technical transfer program shall be continuously discussed and prepared in June, 2000.

3. Basic technical policy

Basic technical policy is in principal accepted.



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Concerning the preparation of base map for digitization, Confidential items and unnecessary information on the existing maps shall be deleted on a positive film. The deleting works shall be carried out by SCGC.

4. Undertaking

Both sides confirmed undertakings of IC/R.

5. Implementation of the first year study

Implementation of the first year study of IC/R is in principle accepted.

5-1. SCGC proposal

<Pre-marking >

SCGC expressed that Pre-marking will be executed before the aerial photography using their expense and the Team agreed. The number of pre-marking is 8 points.

The team suggest the its method and promised to give SCGC the flight plan in time.

<Geographic annotation>

SCGC requests to use Azeri letters instead of Russian for geographic annotation of the new maps. The team promised to convey the request to JICA Headquarter.

<Aerial triangulation>

SCGC expressed an interest in technology transfer of automatic aerial triangulation.

SCGC proposed that aerial triangulation by a Digital photogrametry equipment will be executed using GPS data and pre-marked ground control point data for OJT area.

The result of aerial triangulation will be used for photogrametric plotting of secular change if necessary. The team promised to convey the request to JICA Headquarter.

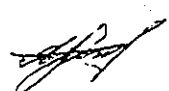
<Training in Japan>

SCGC request a Technical training in Japan this year.

The Team promised to convey the request to JICA Headquarter.

5-2. Request of the Team

The team requested to SCGC the following documents;


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- Two sets of color printing maps at 1/50,000 for 48,000km² for which the Team is responsible

- One set of printing film copy of Black, Blue, Brown and Yellow for 48,000km²

- Description of control points and result table

SCGC agreed to provide all documents necessary for execution of the study.

6. Implementation of the second year study

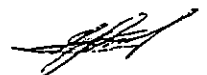
Implementation of the second year study of IC/R was in principle accepted.

7. Implementation of the third year study

Implementation of the second year study of IC/R was in principle accepted.

8. Final products

The list of final products was accepted.



Appendix 1

Attendant list

SCGC side

Mr. Adil S. Soultanov	Chairman, SCGC
Mr. Gennadiy E. Nekrasov	First Vice Chairman, SCGC
Mr. Gasumov Ali Musa oglu	Vice Chairman, SCGC
Mr. Azad S. Nagiev	Vice Chairman, SCGC
Mr. Medjidov Azad	Director, Production Union for Aero-geodesy and Cadastre
Mr. Bairamov M. T.	Chief Engineer
Mr. Safarov S.G.	Director, Baku Mapping Factory
Mr. Radjabov A.	Director, Central Fund for Geodesy and Cartography
Mr. Kasimov N.R.	Director, SCGC Human Resources Dpt.

Japan side

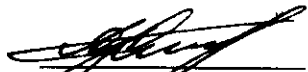
Mr. Takeshi Hirai	Team Leader
Mr. Fujio Ito	Member of the Team
Mr. Daikichi Nakajima	Member of the Team
Mr. Takashi Shimono	Member of the Team

 J.H

**MINUTES OF MEETING
ON
NATIONAL DIGITAL MAPPING PROJECT
IN
THE REPUBLIC OF AZERBAIJAN**

**AGREED UPON BETWEEN
STATE COMMITTEE FOR GEODESY AND CARTOGRAPHY
AND
JICA STUDY TEAM**

BAKU June 23rd , 2000



**Adil S. BOULTANOV
Chairman
State Committee for Geodesy
And Cartography**



**Takeshi HIRAI
Leader
The JICA STUDY TEAM**

1. Introduction

The Japan International Cooperation Agency (hereinafter referred to as JICA) Study team (hereinafter referred to as the Study team) headed by Mr. Takeshi HIRAI visited the Republic of Azerbaijan on March 29th, 2000 in order to carry out the National Digital Mapping Project in the Republic of Azerbaijan (hereinafter referred to as the Study). The Study team has been executing the Study mentioned in the IC/R after arrival in Azerbaijan for the past three months. The following is a report on the Study team's activities and a description of some proposals which were made by State Committee for Geodesy And Cartography (hereinafter referred to as SCGC) for a smooth implementation of the Study.

2. Activities of SCGC and the Study team

2-1 Aerial photography

Aerial photography is subcontracted to Finnmap International Co. The Study team reported SCGC that Aerial photography had been completed for 87% of study area by June 20th. Aerial photographing will be conducted continuously until July 9th, 2000. Based on the specifications, technical inspection is being done by the Study team and the staffs of SCGC. After the technical inspection, security inspection on the confidential items has to be carried out by military personnel and opaquing shall be conducted by them. SCGC reported to the Study team that the aerial signals (Pre-marking) were put on 9 ground control points by SCGC before aerial photographing.

2-2. New map symbols

New map symbols were selected by the Study team and SCGC. Finally the attached map symbols were agreed upon. The number of adopted symbols is 121. A draft of the layer codes for each of the map symbols were determined which will be used for construction of necessary GIS data in the following steps of digital mapping.

The new map symbols are attached in the Appendix-1.

2-3. Equipment for the OJT ("On the Job Training")

The specifications of the equipment for OJT were discussed and finalized between both sides. A list of the equipment and specifications is attached in the Appendix-2.

The list of equipment will be transferred to JICA Headquarters.



2-4. Preparation of base maps for digitizing

Reproducible positives were prepared from color separate film bases, which consist of black, brown, blue, and yellow for use in vectorization. After examination, only the black, brown, and blue film bases were duplicated. For the map digitizing, nine cross grids were drawn on the duplicate positive film bases in order to normalize expansion and distortion. Confidential items were scratched out by the SCGC and handed over to the Study team. 129 map sheets were made by SCGC. Thus, a total of, 387 positive film sheets were duplicated for the Study team.

2-5. Preparation of base maps for DEM

Preparation of the base maps for DEM creation was done using the brown positives film bases. The removal of confidential items by the SCGC was also carried out. As a result of the examination, it was decided not to remove any distorted surface areas because of the time schedule.

2-6. Technology transfer program

A technology transfer program prepared by the Study team was discussed and accepted by SCGC. The Program is attached in the Appendix-3.

3. Proposal of SCGC for smooth implementation of the succeeding study

Proposal of SCGC for the second year work is as follows:

1) GPS survey

Three parties should engage in a GPS survey in the field according to the original plan of the IC/R. However, according to SCGC's estimation of the work volume, four parties shall engage the survey in the field to complete the work within the planned two month period.

2) Survey of secular changes

According to the plan, a secular change survey is scheduled during the second year of the Study. However, SCGC, through their long time experience and local knowledge, estimates that four months and six survey parties, (which is larger than expected), would be necessary to accomplish such a work within the original time-frame.



According to this, the Study team suggested to re-estimate the volume of secular change survey only after the photo-interpretation and a reliable planning of the field work has been accomplished.

3) Early start of photo-interpretation work

It is necessary to begin the secular change survey early, because the amount of actual secular changes is possibly larger than originally estimated.

It is preferable to start the secular change survey by photo-interpretation as early as possible and to start the photogrammetric plotting of those features immediately.

SCGC proposed the early start of photo-interpretation work in this year during the time when the Study team is absent from Baku.

4) Digital media for Scanned Aerial photographs

SCGC request that DLT tape will be used instead of CD-ROM as a digital media for scanned Aerial photographs because of maintenance reasons.

The Study team promised to convey the above four items in their proposal to JICA Headquarters.

4. Progress report

The Study team promised that progress during their stay would be reported before the Study team member's leave.



Attendants list

SCGC side

Mr. Adil S. Soultanov	Chairman, SCGC
Mr. Gennadiy E. Nekrasov	First Vice Chairman, SCGC
Mr. Gasumov Ali Musa oglu	Vice Chairman, SCGC
Mr. Azad S. Nagiev	Vice Chairman, SCGC
Mr. Medjidov Azad	Director, Production Union for Aero-geodesy and Cadastre
Mr. Bairamov M. T.	Chief Engineer
Mr. Safarov S.G.	Director, Baku Mapping Factory
Mr. Radjabov A.	Director, Central Fund for Geodesy and Cartography
Mr. Kasimov N.R.	Director, SCGC Human Resources Dpt.

Japan side

Mr. Takeshi Hirai	Team Leader
Mr. Fujio Ito	Member of the Team
Mr. Daikichi Nakajima	Member of the Team
Mr. Takashi Shimono	Member of the Team



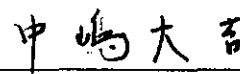
MINUTES OF MEETING
ON
NATIONAL DIGITAL MAPPING PROJECT
IN
THE REPUBLIC OF AZERBAIJAN

AGREED UPON BETWEEN
STATE COMMITTEE FOR GEODESY AND CARTOGRAPHY
AND
JICA STUDY TEAM

BAKU, FEBRUARY 7, 2001



ADIL S. SOLULTANOV
CHAIRMAN
STATE COMMITTEE FOR GEODESY
AND CARTOGRAPHY



DAIKICH NAKAJIMA
CHIEF ENGINEER
JICA STUDY TEAM

1. Introduction

The Japan International Cooperation Agency (hereinafter referred to as JICA) Study Team (hereinafter referred to as the Study Team) visited the Republic of Azerbaijan on December 13th, 2000 in order to carry out National Digital Mapping in the Republic of Azerbaijan (hereinafter referred to as the Study). The Study Team has been executing the Study mentioned in the P/R after arrival at Azerbaijan for the past two months. The following is a report on the Study Team's activities and a description of some proposals which were made by State Committee for Geodesy and Cartography (hereinafter referred to as SCGC) for a smooth implementation of the Study.

2. The items proposed by SCGC in the last Minutes of Meeting dated June 23rd, 2000

Following two items were confirmed by both sides.

2-1 Survey of secular changes

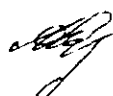
JICA understood that this matter should be settled after re-estimating the volume of secular changes. The re-estimating work by SCGC was completed 100% by the photo-interpretation. Due to the result of the re-estimating work, the work volume of survey of secular changes should be approx. 25 % compared to the expected before. The Study Team promised to convey the results to JICA Headquarters.

2-2 Early start of photo interpretation work

JICA accepted SCGC's proposal. SCGC had already started the photo-interpretation work and will continue this work during the period of time when the Study Team will be absent from Baku.

3. Activities of SCGC and the Study Team

3-1 SCGC expressed a request that all the necessary equipment shall be delivered as soon as possible for a smooth implementation of the Study and the Study Team promised to convey the request to JICA Headquarters.



3-2 The Study Team reported on the examining the raster image of contour line plates and discussed with SCGC. As a result of discussion, SCGC agreed on the proposal by the Study Team that the data acquisition of raster image of contour lines for all study area should be conducted to produce the scanned image by using a flat bed scanner in Japan and SCGC promised to provide the necessary *materials for the scanning work in Japan.*

The Study Team promised to convey the results of this discussion with SCGC and bring out the results of the above-mentioned work to the JICA Headquarters.

3-3 The Study Team explained on the progress of work during the last two months and submitted the progress report to SCGC and SCGC confirmed the fact that this report was received.



Attendant list

SCGC side

Mr. Adil S. Soultanov	Chairman, SCGC
Mr. Gennadiy E. Nekrasov	First Vice Chairman, SCGC
Mr. Gasumov Ali Musa oglu	Vice Chairman, SCGC
Mr. Azad S. Nagiev	Vice Chairman, SCGC
Mr. Medjidov Azad M.	Director, Production Union for Aero- geodesy and Cadastre
Mr. Bairamov M.T.	Chief Engineer, Production Union for Aero- geodesy and Cadastre
Mr. Safarov S.G..	Director, Baku Mapping Factory
Mr. Radjabov A.V.	Director, Central Fund for Geodesy and Cartography
Mr. Kasimov N.R.	Director, SCGC Human Resources Dpt.

Japanese side

Mr. Daikichi Nakajima	Chief Engineer of the Team
Mr. Hideaki Sakai	Coordinator of the Team
Mr. Hiroshi Sanui	Director of Pasco International Inc.



MINUTES OF MEETING
ON
NATIONAL DIGITAL MAPPING PROJECT
IN
THE REPUBLIC OF AZERBAIJAN

- The Second Year -

Agreed Upon Between
State Committee for Land and Cartography,
The Republic of Azerbaijan
And
Study Team,
Japan International Cooperation Agency

Baku, Azerbaijan
9 October 2001



Garib Sh. Mamedov
Chairman of State Committee
for Land and Cartography



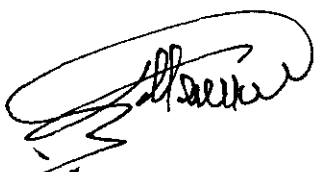
Yoshiaki Otoku
Team Leader
JICA Study Team

The “National Digital Mapping in the Republic of Azerbaijan” (hereinafter referred to as “the Study”) has been implemented by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) in cooperation with the State Committee for Land and Cartography of Azerbaijan (hereinafter referred to as “SCLC”) from the end of March 2000 to the end of March 2001 as the first-year work.

The second-year work has started at the middle of July 2001 and the first stage of the field work in Azerbaijan has been conducted until the end of October 2001.

SCLC and the JICA Study Team (hereinafter referred to as “the Study Team”) had a series meeting during the Second-Year Work in Baku.

1. First of all, the Study team confirmed that SCLC takes over the Scope of Work agreed between former State Committee and Geodesy and Cartography (SCGC) and the JICA Preliminary Study Team, because SCGC has been reorganization of by the internal regulations in April 2001.
2. The Study team submitted twenty (20) sets (10 sets in English and 10 sets in Russian) of Progress Report 1 to SCLC, and explained the contents. SCLC accepted the Report.
3. SCLC and the Study Team discussed and agreed upon about the following items:
 - 3-1. SCLC has not informed of the training plan in Japan for this fiscal year from JICA. The Study Team promised to convey this to JICA as well as the Embassy of Japan in Azerbaijan.
 - 3-2. The Study Team inquired to SCLC about the up-dating of secular changes over the areas where the aerial photographs have not been taken due to the conflict with Armenia and the national boundary areas with neighboring countries. SCLC proposed that the up-dating over these areas should be carried out by supplemental field verification at the time of Supplemental Survey in 2002. The Study Team will convey this issue to JICA Headquarters for the agreement.



3-3. The Study Team explained that Isobaths which include water depth values of the Caspian Sea could not be prepared for the survey results of the Study Team without the recent drawings to be supplied from SCLC. SCLC suspended this matter.

3-4. The Study Team has requested SCLC to prepare the annotation data covering the Study area, and also Azeri annotation to be confirmed by the relative authorities not later than the end of October 2001. Administrative names should be approved by the National Parliament. SCLC will review this matter and inform the Study Team about the conclusions by October 26, 2001.

3-5. The Study Team explained about the delay of the delivery of the equipment such as DPW (Digital Photogrammetric Work-station) because of the delay of the transactions within JICA Headquarters. The mapping schedule in Azerbaijan will be accordingly changed.

When the more accurate schedule of the delivery will become available, SCLC should be informed of the finalized mapping schedule in Azerbaijan by the Study Team.

3-6. The Study Team confirmed that the mapping for up-dating of the secular changes should be conducted in Japan basing on the up-dated items marked by ink on the photographs by the Counterpart personnel in the field verification.

3-7. The Study Team confirmed that the nineteen (19) sheets which have the parts of the uncovered photographic areas by the newly taken photographs due to the security reasons will be noted explanatorily on the maps to the effect that the map-updating of the secular change have been conducted by using photographs only for the area where the new aerial photographs are available.

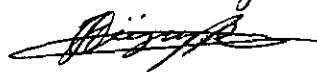
The Study team will inform JICA headquarters about the execution of the work in respect to these 19 sheets.

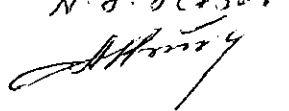
State Committee for Land and Cartography of the Republic of Azerbaijan (SCLC), an official organization to supersede former SCGC, is concerned about the fact that it has no original agreement yet and, consequently, it is not duly updated about the following:



- 1) Total value of the project and its break-down by years;*



- 2) List and exact schedule of equipment delivery to be used for SCLC's personnel training;
- 3) Exact number of persons from SCLC to pass training in Japan and as on-the-job training in Azerbaijan.

R.Ə.Hüseynli


N.Ə.Ələsər


A.S. Nəgizyev

M.T. Bəyramov


Annex

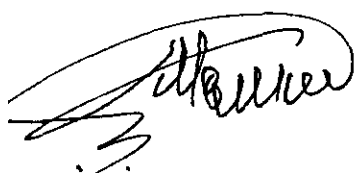
List of Attendants

1. Azerbaijan Side

Dr. Mammedov G. Sh.	Chairman of State Committee for Land and Cartography (SCLC)
Mr. Huseynli R. A.	Head of Topographic, Cartographic and Geodetic Division of SCLC headquarters
Mr. Nagiyev A. S.	Section Chief of Topographic, Cartographic and Geodetic Division of SCLC headquarters
Mr. Mejdjidov A. M.	Director General, Production Union for Aero-geodesy and Cadastre, SCLC
Mr. Bayramov M.T.	Chief Engineer, Production Union for Aero-Geodesy and Cadastre, SCLC
Mr. Safarov S.G.	Director, Baku Mapping Factory, SCLC

2. Japanese Side

Mr. Yoshiaki Otoku	Leader JICA Study Team
Mr. Takashi Shimono	Member of JICA Study Team
Mr. Kentaro Usuda	Member of JICA Study Team
Mr. Abbasov A. A.	Translator of JICA Study Team

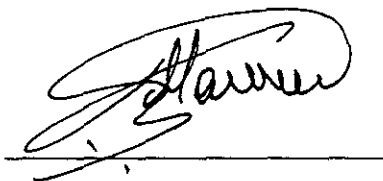


MINUTES OF MEETING
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NATIONAL DIGITAL MAPPING PROJECT
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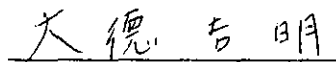
- The Second Year -

Agreed Upon Between
State Committee for Land and Cartography,
The Republic of Azerbaijan
And
Study Team,
Japan International Cooperation Agency

Baku, Azerbaijan
24 January 2002



Garib Sh. Mamedov
Chairman of State Committee
for Land and Cartography



Yoshiaki Otoku
Team Leader
JICA Study Team

The “National Digital Mapping Project in the Republic of Azerbaijan” (hereinafter referred to as “the Study”) was implemented by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) in cooperation with the State Committee for Land and Cartography of Azerbaijan (hereinafter referred to as “SCLC”) from 31st of March 2000 to 31st of March 2001 as the First-Year work. The Second-Year work has started at the middle of July 2001 and has been continuing until the end of March 2002 following the Japanese fiscal year.

The JICA Study Team visited the Republic of Azerbaijan, from 14th to 24th January 2002 to discuss the progress of this year’s Study.

During the stay of the Study Team in Azerbaijan, several meetings were held to discuss the progress and the detail status of the Study to be executed. The following items were agreed upon between the SCLC and the Study Team.

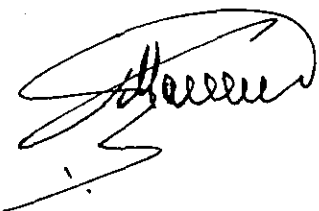
1. The JICA Study Team has been informed and recognized the working progress of OJT area in Azerbaijan that the map digitizing has been finished approximately 90% of the total sheets including the contour digitizing. Some sample DEM data has been producing as indicated by the Japanese supervisor. However, the vegetation data was not yet digitized because that color scanner is not available with the SCLC.

As to the three sheets which are only covered by printed maps, the SCLC informed that it should be taken more time to acquire the digital data.

2. In regard to the annotation manuscripts, Azerbaijan side has decided to use previous “Unicode” system. In addition, coded annotation lists were completed as specified by the Japanese supervisor covering Japanese study area. The annotation manuscripts concerned to cover Japanese study area should be prepared by Azerbaijan side by 31st of May 2002.

The JICA Study Team argued that the preparation of annotation manuscripts for the whole area is included in the survey work of field secular changes in this Study.

3. The JICA Study Team requested the SCLC to use the recent map data or aerial photo data for the up-dating of secular changes, and also to carry out the secular change survey based on the existing 1/50,000 scale maps covering the areas where the aerial photographs have not been taken in this Study. Azerbaijan side agreed with this request.



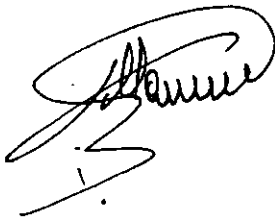
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4. The JICA Study Team explained the latest status of the equipment to be installed in the SCLC that these transactions are on going in JICA London Office as to be shipped to the SCLC by the end of March 2002.

5. In relation to the equipment, the JICA Study Team has checked the rooms where this equipment will be installed in the State Aerogeodesy Corporation, SCLC, and promised the SCLC to design the arrangement after receiving the dimensions of the rooms.

6. The JICA Study Team distributed the draft progress report and Third-Year's tentative working schedule to the SCLC. The SCLC inquired with the JICA Study Team for the number of trainees in Japan.
The JICA Study Team replied that there would be a possibility of the acceptance of one trainee for the next fiscal year work, however increasing the number of trainees in Japan would be very difficult this time fiscally.
Relating to this request, the JICA Study Team introduced the SCLC to a Japanese group training program to be applied through the Ministry of Foreign Affairs of Azerbaijan.


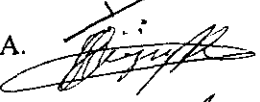
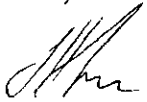
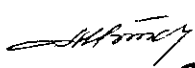


7. The JICA Study Team conveyed SCLC that as to the seminar planned at the end of next fiscal year's work, the JICA Study Team should bear only the place charges basically of the seminar expenses.



Annex

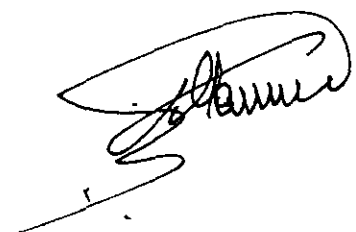
List of Attendants

1. Azerbaijan Side

Dr. Mammedov G. Sh.		Chairman of State Committee for Land and Cartography (SCLC)
Mr. Huseynli R. A.		Head of Topographic, Cartographic and Geodetic Division of SCLC headquarters
Mr. Nagiyev A. S.		Section Chief of Topographic, Cartographic and Geodetic Division of SCLC headquarters
Mr. Alasov N. A.		Director of State Aerogeodesy Corporation, SCLC
Mr. Safarov S. G.		Director of Baku Cartographical Factory, SCLC
Mr. Bayramov M.T.		Deputy Director & Counterpart Team Leader Baku Cartographical Factory, SCLC
Mr. Magerramov E.		Chief Engineer, State Aerogeodesy Corporation, SCLC

2. Japanese Side

Mr. Yoshiaki Otoku		Leader JICA Study Team
Mr. Yoshikazu Fukushima		Technical Advisor Infrastructure Development Institute



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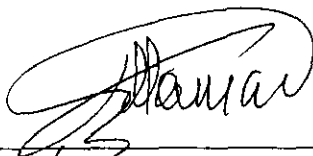
MINUTES OF MEETING
ON
NATIONAL DIGITAL MAPPING PROJECT
IN
THE REPUBLIC OF AZERBAIJAN

- The Third Year -

Agreed Upon Between
State Committee for Land and Cartography,
The Republic of Azerbaijan
And
Study Team,
Japan International Cooperation Agency

Baku, Azerbaijan

4 July 2002



Garib Sh. Mammedov
Chairman of State Committee
for Land and Cartography



Yoshiaki Otoku
Team Leader
JICA Study Team

The “National Digital Mapping Project in the Republic of Azerbaijan” (hereinafter referred to as “the Study”) has implemented by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) in cooperation with the State Committee for Land and Cartography of Azerbaijan (hereinafter referred to as “SCLC”) since March 2000.

The JICA Study Team visited Azerbaijan on 18 June, 2002 to make report on the Second-Year’s Study and explain the Plan of Operations for the Third-Year’s Study on the start of the work in the Third-Year. The Study Team is scheduled to stay in Baku for the implementation of the supervision, mapping and supplemental survey of the Third-Year’s work in Azerbaijan until around 26 October, 2002.

Before commencement of the work, several meetings were held to discuss about the GIS instruments and materials procured by JICA at the end of March 2002, Progress Report-2 and the Plan of Operations for the Third- Year’s Study.

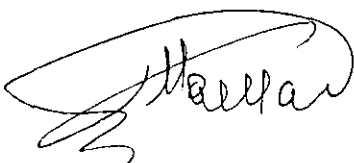
The following items were agreed upon between the SCLC and the Study Team:

1. The JICA Study Team reported the finding as the results of their inspection of the instruments and materials for the Study that a problem with the software license procured by JICA at the end of March 2002 exists. Especially for DPW, inappropriate software, license of which was recently expired, has been installed.

The JICA Study Team promised SCLC to advise “RISK”, the delivery agent in Azerbaijan to replace with the proper software along with license as soon as possible.

2. The JICA Study Team submitted to SCLC 20 sets (10 sets in Russian and 10 sets in English) of the Progress Report-2, and explained the contents of the Report. Consequently, SCLC accepted the Progress Report-2 provided JICA Study team will make changes with a title page (map of the territory of The Republic of Azerbaijan) as by deleting the boundary line of the liquidated Nagorno Karabakh autonomous area, indicating the area occupied by Armenia and providing relevant brief information on that.

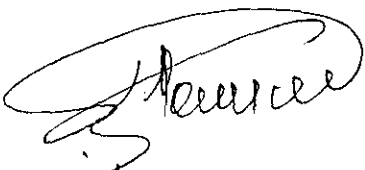
3. The JICA Study Team explained the contents of the Plan of Operations for the Third-Year’s Study. The JICA Study Team explained about the working schedule that this fiscal year’s



work is a final stage of the Study, and no extension of the study term will be made.

The JICA Study Team proposed in consideration of this time limitation that SCLC would complete only around one-third (at least 10 sheets) of the production of the final printing maps for OJT area by the end of the Study. The JICA Study Team promised to make the technical transfer to the Azerbaijan side to ensure the successive work to be continued by themselves.

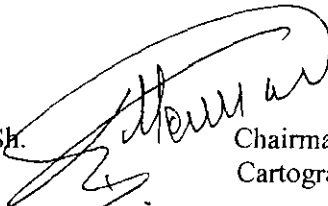
4. SCLC requested the delegation of a Japanese GIS specialist for a short term on the next fiscal year to prepare GIS data on the prototype area as successive works of the Study by the Azerbaijan side. The JICA Study Team promised to convey this request to JICA Headquarters.
5. As to the design of the marginal information of maps, the JICA Study Team informed SCLC that the location of "Legend" was decided to be shown at the right side of each neat line to be composed within A2 size.
SCLC requested JICA Headquarters to reconsider about this marginal design as was originally planned. According to SCLC, it would be better to locate the legend not at the right side of the map image but below the map image as per Azerbaijan rules for marginal design.
6. The JICA Study Team asked SCLC whether any limitation in respect to the disclosure of the study results will be imposed by The Government of Azerbaijan after the completion of this Project. SCLC informed that the new digital maps would be for civil use without their geographical coordinates, but the local coordinates described in Progress Report-2 are confidential. SCLC stated that these data are strictly prohibited to disclose and distribute to any other individuals and/or agencies except SCLC itself.
7. SCLC agreed, in addition to the compilation, to prepare the vector data for secular changes on the areas, which were not covered by recent new aerial photography.
8. For holding the seminar, the JICA Study Team requested SCLC to make necessary preparations such as the preparation of the invitation card, signage with the title of this project preparation, arrangement of some related survey instruments to be exhibited at the venue. SCLC agreed with these preparations.

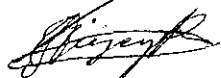


Annex

List of Attendants


1. Azerbaijan Side

Dr. Mammedov G.Sh.  Chairman of State Committee for Land and Cartography (SCLC)


Mr. Huseynli R.A.  Head of Topographic, Cartographic and Geodetic Division of SCLC headquarters

Mr. Nagiyev A.S. Section Chief of Topographic, Cartographic and Geodetic Division of SCLC headquarters

Mr. Alasov N.A. Director of State Aerogeodesy Corporation, SCLC

Mr. Magerramov E.I.  Counterpart Team Leader, Chief Engineer State Aerogeodesy Corporation, SCLC

Mr. Gasimov A.M.  Director Baku Cartographical Factory, SCLC

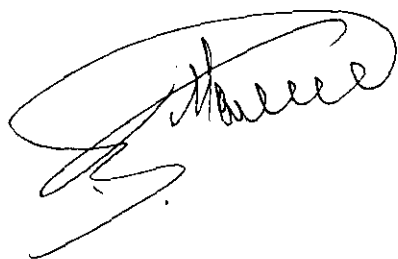
Mr. Bayramov M.T.  Deputy Director Baku Cartographical Factory, SCLC

2. Japanese Side

Mr. Yoshiaki Otoku Leader JICA Study Team

Mr. Daikichi Nakajima Member JICA Study Team

Mr. Kenji Chujo Technical Evaluator Infrastructure Development Institute

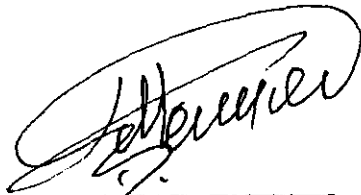


MINUTES OF MEETING
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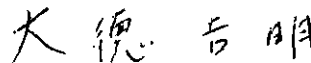
- The Third Year -

Agreed Upon Between
State Committee for Land and Cartography,
The Republic of Azerbaijan
and
Study Team,
Japan International Cooperation Agency

Baku, Azerbaijan
17 February 2003



Garib Sh. Mammedov
Chairman of State Committee
for Land and Cartography



Yoshiaki Otoku
Team Leader
JICA Study Team

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The JICA Study Team visited Azerbaijan on 21 January 2003 to carry out the fourth stage work in Azerbaijan and to make consultation with SCLC on Draft Final Report for the Study.

The Study Team is scheduled to stay in Baku until 18 February 2003 as the final stage of the Study in Azerbaijan.

The Study team submitted SCLC the Draft Final Report on the Study both English and Russian and explained briefly the contents. And also, the Study Team asked SCLC to review the contents and to point clumsy portions out in the report by next meeting.

SCLC indicated that the study area map of the opening page of the report should be replaced by new map, because the map of the report was annotated with old Russian. And also, SCLC noticed that the "Introduction" of the report should be most likely to come into prominence for acceptors, therefore these phrases must be more politically strict. SCLC pointed some political mistakes up in the first phrase of "Introduction".

The Study Team confirmed these mistakes to SCLC, and promised to revise above portion on Final Report.

SAC (State Aerogeodesy Corporation) / SCLC informed that film material for output was ordered to Israel company before, but the delivery date was unknown. However, after delivering of the material, SAC's expert would surely produce the appropriate output of positive films for OJT (on-the-job training) area (35 map sheets) by the technical transfer acquired from the Study Team.

As for the seminar holding, SCLC asked the Study Team the date of this study's final deliverables.

All remaining deliverables will be delivered to the counterpart side of SCLC by April 30, 2003. The list of final deliverables is shown below. Of the items shown "A" are the products, which have already been handed over to the counterpart side of SCLC, "B" are the products to be handed over to the counterpart side of SCLC.

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“A”

Aerial Photos

- | | |
|-----------------------|--------|
| 1) Negative film | 1 set |
| 2) Contact Prints | 3 sets |
| 3) Digital Image Data | 4 sets |
| 4) Photo Index Map | 1 set |

“B”

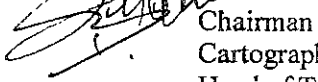





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|---------------------------------------|--|
| 1. Aerial Photos | |
| Digital Image Data | 1 set |
| 2. Digital Map Data | |
| 1) Raster map data | 5 sets |
| 2) Vector map data | 5 sets |
| 3) DEM data | 5 sets |
| 3. 1/50,000 scale Topographic Map | |
| 1) Printing plate-making film | 1 set (6 colors)
(for 130 map sheets) |
| 2) Digital map data (AI data) | 5 sets |
| 4. Meta-data (CD-ROM) | 1 set |
| 5. Final Report | |
| 1) Main report (Russian / English) | 20 copies each |
| 2) Summary report (Russian / English) | 20 copies each |

Both SCLC and the JICA Study Team confirmed that this February 14th seminar holding should be a working seminar.

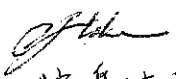
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Mr. Yoshiaki Otoku		Leader JICA Study Team
Mr. Daikichi Nakajima	中嶋大吉	Member JICA Study Team
Mr. Takashi Shimono	志保野 孝	Member JICA Study Team
Mr. Hidetoshi Kakiuchi	垣内 英俊	Coordinator JICA Study Team
Mr. Takanori Zenmoto	善本 隆興	JICA Headquarters, Tokyo

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