

4. Minutes of Discussions

MINUTES OF DISCUSSIONS
ON THE BASIC DESIGN STUDY
ON THE PROJECT FOR UPGRADING AND EXTENSION
OF SAMOA POLYTECHNIC
IN THE INDEPENDENT STATE OF SAMOA

Based on the results of the Preparatory Study, the Government of Japan decided to conduct a Basic Design Study on the Project for upgrading and extension of Samoa Polytechnic (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to the Independent State of Samoa (hereinafter referred to as "Samoa" the Basic Design Study Team (hereinafter referred to as "the Team"), which is headed by Mr. Takao Shibusawa, Deputy Director, Grant Aid Management Department, JICA, and is scheduled to stay in the country from 24th November, 2003 to 16th December, 2003.

The Team held discussions with the officials concerned of the Government of Samoa and conducted a field survey at the study area.

In the course of discussions and field survey, both parties confirmed the main items described on the attached sheets. The Team will proceed to further works and prepare the Basic Design Study Report.

Apia, 5th December, 2003

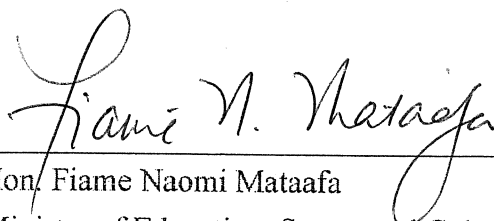


Takao Shibusawa

Leader,

Basic Design Study Team,

Japan International Cooperation Agency



Hon. Fiame Naomi Mataafa

Minister of Education, Sports and Culture

ATTACHMENT

1. Objective of the Project

The objective of the Project is to upgrade and extend the existing facilities of the Samoa Polytechnic (hereinafter referred to as "SP") through expansion and refurbishment of the school buildings and provision of educational equipment.

2. Project Site

The site of the Project is Vaivase Campus of Samoa Polytechnic, sharing its boundary with the National University of Samoa (hereinafter referred to as "NUS") at its southern end, located three and a half kilometers from the central business district of Apia.

3. Responsible and Implementing Agency

3-1 The Responsible Agency is the Ministry of Education, Sports and Culture

3-2 The Implementing Agency is SP.

3-3 The organization chart of the Ministry of Education and SP as attached as Annex-1 and Annex- 2.

4. Items requested by the Government of Samoa

After discussions with the Team, the list of requested facilities and equipment with priority as attached in Annex-3, and layout plan of each facility in Annex- 4 were finally submitted by the Samoan side. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for approval. The final components of the Japan's Grant Aid, however, will be decided after further studies.

5. Japan's Grand Aid Scheme

5-1 The Samoan side has understood the Japan's Grant Aid Scheme and the necessary measures to be taken by the Government of Samoa as explained by the Team and described in Annex- 5.

5-2 The Samoan side will take the necessary measures described in Annex- 6 for smooth implementation of the Project on condition that the Grant Aid by the Government of Japan is extended to the Project.



6. Schedule of the Study

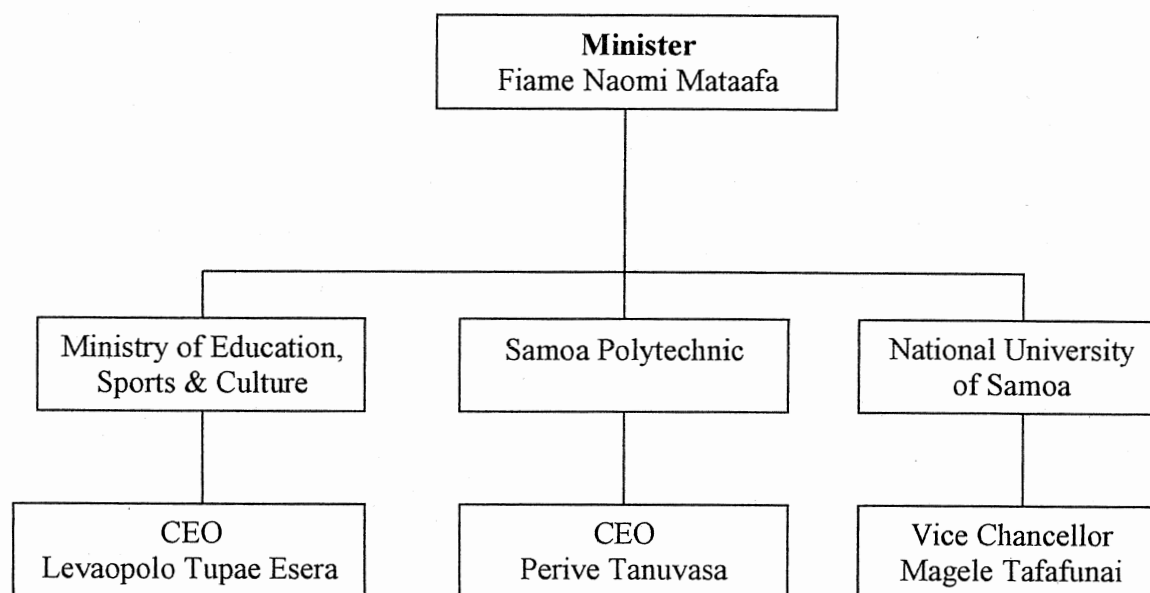
- 6-1 The consultants will proceed to further studies in Samoa until 16th December, 2003.
- 6-2 JICA will prepare the draft report in English and dispatch a mission in order to explain its contents around February, 2004.
- 6-3 In case that the contents of the report is accepted in principle by the Government of Samoa, JICA will complete the final report and send it to the Government of Samoa by the end of March, 2004.

7. Other relevant issues

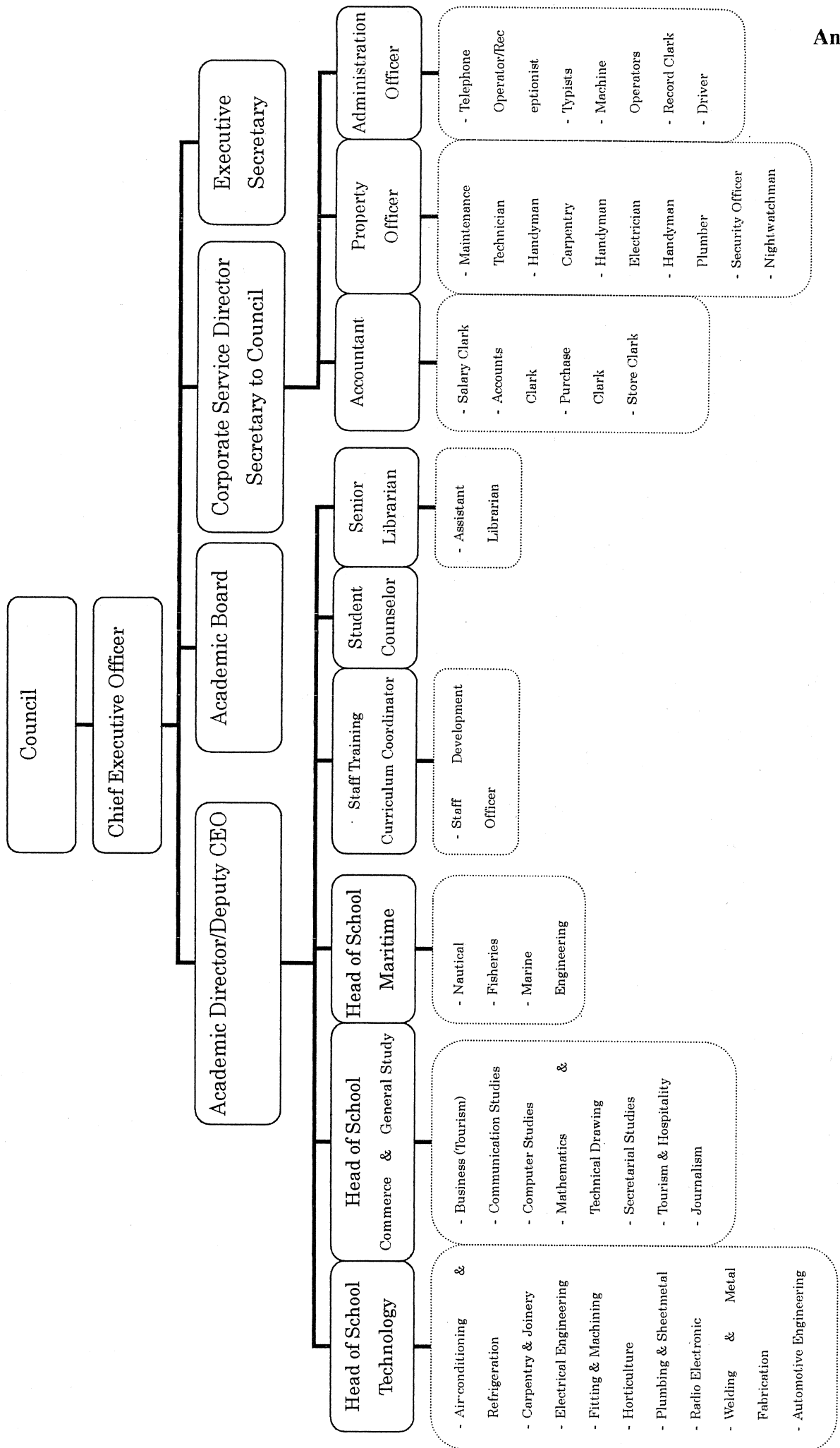
- 7-1 The Team explained that the items for the Project were to strengthen a function of SP, and the Samoan side agreed.
- 7-2 The Samoan side requested that the common facilities, according to the priority list as attached in Annex-3, would be considered based on the merger plan of SP and NUS.

The Samoan side also strongly requested to the Japanese side to note that in the case of any major part/s of this Project be declined due to the limitation of the budget available, such part of the Project should be treated as a separate Project under the Japanese Grant Aid with the top priority and urgency and to be implemented immediately after this Project.
- 7-3 The Samoan side explained the contents of merger plan of SP and NUS to the Team, and the Team confirmed that the Samoan side would submit the more detailed plan by 8th December, 2003.
- 7-4 The Samoan side agreed to implement an environmental impact assessment, and to submit the result to JICA Samoa Office by the end of March, 2004.
- 7-5 The Team requested the Samoan side to reply to all questionnaires and to give relevant information requested by the Team, by 8th December, 2003.

Organization Chart of Ministry of Education, Sports & Culture



Samoa Polytechnic Organization Chart



ITEMS REQUESTED BY THE GOVERNMENT OF SAMOA

Requested Facilities with priority

1. Facilities for Samoa Polytechnic (SP)

- School of Technology
(Workshop, Classroom, Head & Lecturer's Office, Locker Room, Shower & Toilet)
 - Automotive with 3 x 25 seated classroom
 - Carpentry & Joinery with 2 x 25 seated classroom
 - Electrical with 2 x 25 seated classroom
 - Fitting & Machining 2 x 20 seated classroom
 - Horticulture with 300m² green house with sprinkler system
 - Plumbing & Sheet Metal with 2 x 20 seated classroom
 - Radio & Electronics 2 x 20 seated classroom with 20 seated Computer Lab
 - Refrigeration & Air Conditioning with 2 x 20 seated classroom
 - Welding & Metal Fabrication with 20 seated classroom
 - Fabric Design Sewing (New Program)
 - CAD (New Program)
 - Mechanical Engineering (New Program)
 - Civil Engineering (New Program)
- School of Commerce & General Studies
 - Facilities for Department Heads & Lecturer (for 8 Heads & 17 Lecturer)
 - Common Facility
 - Material Making
 - Shared Equipment Room
 - Computer Study Department with 3 x 20 seated Computer Lab (1 for student study purpose)
 - Secretarial Department with 25 seated Typewriter Lab, 2 x 30 seated classroom
 - Business Department with 2 x 30 seated classroom
 - Mathematics Department with 2 x 25 seated drawing room
 - Journalism Department with 2 x 30 seated classroom
 - Communication Department with 20 booth+10 seated Language Lab, 3 x 30 seated classroom, 150 seated lecture theater
 - Tourism & Hospitality with 4 x 30 seated classroom, Training for laundry, hotel accommodation & reception, bar and café, kitchen facilities
 - Media Arts (New Program)
 - Arts & Culture (New Program)
 - Sports Studies (New Program)

2. Facilities for the merger

1) Administration Building

Objectives: In order to control efficiently the function of NUS and SP's administration.

Function: Administration staff of NUS and SP to be unified in this facility.

2) ICTC (Information & Communication Technology Center)

Objectives: Integration of information system of NUS and SP to optimize the flow and control the information of whole campus.

Function: Information service and maintenance of computer hardware and software as well as network within the campus.

3) Library Resource Center

Objective: Expansion of library space and upgrading of its function of both NUS and SP by unification of the facilities.

Function: Not only serving as an archive but also providing modern information media such as audiovisuals and internet search system.

4) Multipurpose Hall

Objectives: This building will help to serve the core function of the new institution by providing space for educational and community activities.

Function: This facility will provide the ideal venue for such as; sports courses, performing arts, culture performance, student meeting, conference center, exhibition hall and graduation.

5) Student/Conference Accommodation

Objectives: Offering the opportunities for student from remote areas.

Function: Student dwelling, meeting place.