

Annex 20 NUMBER OF COMMITTEE & MEETING AND IT'S MEMBER LIST( Part 1 Committee)

2003.09.25

Meeting	Date	Subject of the Meeting	Description	Result of the Meeting	Members	Notes
1 COMMITTEE						
1-1 Joint Coordinating Committee #1	2002.02.28	1 Progress Report	Period : 2001.01.01-2001.12.31	Reported	<Costa Rican Side>	Minutes signed
		1-1 Input by Japanese Side			Mr. F. Gutierrez Vice-Minister	
		1-2 Input by Costa Rican Side			CEFOF Board members	3
		1-3 Activities			CEFOF Directors	3
		Technical Transfer - Lecture			Counterparts	3
		Consultation OJT			<Japanese Side>	
		2 Monitoring Report # 1	2001.01.01-2001.12.31	Approved	Embassy of Japan	1
		3 Modification of PDM	Revision of PDM #2	Approved	JICA Rep. Office	2
		4 Plans for the year 2002		Approved	JICA Project	4
					Total	16
1-2 Joint Coordinating Committee #2	2002.09.13	1 Progress Report	Period: 2002.01.01-2002.06.30	Reported	<Costa Rican Side>	Minutes signed
		1-1 Input by Japanese Side			Mr. F. Gutierrez Vice-Minister	
		1-2 Input by Costa Rican Side			CEFOF Board members	3
		1-3 Activities			CEFOF Directors	2
		Production Management			Counterparts	3
		Administrative management				
		Quality Management				
		2 Monitoring Report # 2	2002.01.01-2002.06.30	Approved	<Japanese Side>	
					Embassy of Japan	0
					JICA Rep. Office	2
					JICA Project	4
					Total	15
1-3 Joint Coordinating Committee # 3	2003.02.27	1 Progress Report	Period: 2002.07.01-2002.12.31.	Reported	<Costa Rican Side>	Minutes signed
		1-1 Input by Japanese Side			Mr. F. Gutierrez Vice-Minister	
		1-2 Input by Costa Rican Side			CEFOF Board members	3
		1-3 Activities			CEFOF Directors	2
		Production Management			Counterparts	3
		Administrative management				
		Quality Management				
		2 Monitoring Report # 3	2002.07.01-2002.12.31	Approved	<Japanese Side>	
		3 Plans for the year 2003	TCPATCP, PO, APO, SI, ASI		Embassy of Japan	1
					JICA Rep. Office	2
					JICA Project	5
					Total	16
1-4 Joint Coordinating Committee # 4	2003.09	1 Progress Report	period: 2003.01.01-2003.06.30	Reported	<Costa Rican Side>	Minutes signed
		1-1 Input by Japanese Side			Mr. F. Gutierrez Minister	
		1-2 Input by Costa Rican Side			CEFOF Board members	3
		1-3 Activities			CEFOF Directors	3
		Production Management			Counterparts	3
		Administrative management				
		Quality Management				
		2 Monitoring Report # 4	2003.01.01-2003.06.30	Approved	<Japanese Side>	
		3 PDM #3	Revision of PDM #2	Approved	Embassy of Japan	0
					JICA Rep. Office	2
					JICA Project	5
					Total	16

Annex20 NUMBER OF COMMITTEE AND MEETING AND IT'S MEMBER LIST (Part 2 Weekly Meeting 1/2 )

No.	Meeting	Date		Subject	Meeting members	
					Costa Rica	Japan
P-1	Weekly Meeting	2001	1 22	Office for Japanese experts	O.M. + 3	T.F.
P-2	Weekly Meeting		2 6	Equipment/ C.P training in Japa	G.S.+1	T.F.
P-3	Weekly Meeting		2 16	Provision of Equipment	O.M. + 3	T.F./T.C
P-4	Weekly Meeting		2 20	Provision of Equipment	O.M. + 3	T.F./T.C
1	Weekly Meeting		2 23	Procurement of Equip.	G.S.+2	T.F.
2	Weekly Meeting		4 3	Scheduling of the Project	O.M. + 3	K.T./T.F.
3	Weekly Meeting		4 17	Scheduling of the Project	O.M./ G.S/G.R.	H.A./K.T./T.F.
4	Weekly Meeting		4 24	Tech. Transfer Scheduling	O.M./G.R.	H.A./K.T./T.F.
5	Weekly Meeting		5 1	Tech. Transfer Scheduling	O.M./G.S/G.R.	H.A./K.T./T.F.
6	Weekly Meeting		5 8	Tech. Transfer Scheduling	O.M./G.S/G.R.	H.A./K.T./T.F.
7	Weekly Meeting		5 15	Sch. & Tech Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
8	Weekly Meeting		5 22	Sch. & Tech Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
9	Weekly Meeting		5 29	Equipment/ tech. Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
10	Weekly Meeting		6 7	Equipment/ tech. Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
11	Weekly Meeting		6 12	Sch. & Tech Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
12	Weekly Meeting		6 19	Exp.Arrival/Sch.	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
13	Weekly Meeting		6 26	Exp.Arrival/Sch.	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F.
14	Weekly Meeting		7 3	Sch. & Tech Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F./S.T
15	Weekly Meeting		7 10	Sch. & Tech Transfer/Seminar	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F./S.T
16	Weekly Meeting		7 17	Sch. & Tech Transfer	O.M./G.S/G.R.	Y.K./H.A./K.T./T.F./S.T
17	Weekly Meeting		7 24	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
18	Weekly Meeting		7 31	Sch. & TCTC 2002	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
19	Weekly Meeting		8 7	Equipment/ tech. Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
20	Weekly Meeting		8 14	Sch. & Tech Transfer /Magazine	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
21	Weekly Meeting		8 21	Sch. / TCTC 2002 & C/Ps in Japa	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
22	Weekly Meeting		8 28	TCTC 2002 &Equip / Sch.	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
23	Weekly Meeting		9 4	C/ps training Japan/Publishing/Sch	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
24	Weekly Meeting		9 11	C/ps training Japan/Publishing/Sch.	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
25	Weekly Meeting		9 18	C/ps training Japan/Publishing/Sch.	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
26	Weekly Meeting		9 25	C/ps training Japan/Pub/Project evalu	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
27	Weekly Meeting		10 2	C/ps training Japan/Pub/Project evalu	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
28	Weekly Meeting		10 9	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
29	Weekly Meeting		10 14	Sch. & Tech Transfer/Publishing	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
30	Weekly Meeting		10 23	Sch. & Tech Transfer/Proj.Planing 200	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
31	Weekly Meeting		10 30	Proj.Planing 2002/Consultation team	O.M./G.S./+ Leaders	Y.K./H.A./K.T./T.F./S.T
32	Weekly Meeting		11 20	STE for HACCP/Consultation Team/S	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T(K.Tanno)
33	Weekly Meeting		11 27	Proj.Planing 2002/Consultation team	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
34	Weekly Meeting		12 4	M.Consultation Team/	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
35	Weekly Meeting		12 13	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
36	Weekly Meeting	2002	1 9	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
37	Weekly Meeting		1 22	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
38	Weekly Meeting		2 12	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T(S.Serizawa)
39	Weekly Meeting		2 19	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T(S.Serizawa)
40	Weekly Meeting		2 26	JCC Documents	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T(S.Serizawa)
41	Weekly Meeting		3 6	Sch. & Tech Transfer/ISO 9000	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T(S.Serizawa)
42	Weekly Meeting		4 2	Sch. & Tech Transfer	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
43	Weekly Meeting		4 9	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
44	Weekly Meeting		4 16	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
45	Weekly Meeting		4 23	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
46	Weekly Meeting		4 30	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
47	Weekly Meeting		5 7	Progress of the Project	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
48	Weekly Meeting		5 13	Sch. & Tech Transfer/ISO Com	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
49	Weekly Meeting		5 20	Sch. & Tech Transfer/ISO Com	O.M./G.S/G.R.+ Leader	Y.K./H.A./K.T./T.F./S.T
50	Weekly Meeting		5 27	Sch. & Tech Transfer/Kawaguchi'sSer	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./S.T(Kawaguchi)

Y.K.= Yoshitaka Kuwahara H.A= Hisayuki Aoi K.T.=Kenji Takemura S.T= Shinichi Takizawa T.F.= Tatsuaki Fukunaga  
O.M.= Olman Muñoz G.S= Gerardo Soto G.R.= German Rudin

Annex20 NUMBER OF COMMITTEE AND MEETING AND IT'S MEMBER LIST (Part 2 Weekly Meeting 2/2 )

No.	Meeting	Date		Subject	Meeting members	
					Costa Rica	Japan
51	Weekly Meeting	6	3	Sch. & Tech Transfer/	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./S.T(Kawaguchi)
52	Weekly Meeting	6	10	Sch. & Tech Transfer/Nicaragua Traini	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./S.T
53	Weekly Meeting	6	17	Sch. & Tech Transfer/Salvador Trainin	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./S.T
54	Weekly Meeting	6	24	Sch. & Tech Transfer/	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./S.T
55	Weekly Meeting	7	1	Sch. & Tech Transfer/Prog.Regional Cours	O.M./ G.R.+ Leaders	Y.K./H.A./K.T./T.F./
56	Weekly Meeting	7	8	Sch. & Tech Transfer/	O.M./ G.R.+ Leaders	Y.K./H.A./T.F./
57	Weekly Meeting	7	15	Sch. & Tech Transfer/Report of Panama`sS	O.M./ G.R.+ Leaders	Y.K./H.A./T.F./
58	Weekly Meeting	7	22	Sch. & Tech Transfer/Panama`sSeminar and	O.M./ G.R.+ Leaders	Y.K./H.A./T.F./
59	Weekly Meeting	7	29	Sch. & Tech Transfer/	O.M./ G.R.+ Leaders	Y.K./H.A./T.F./
60	Weekly Meeting	8	5	Sch. & Tech Transfer/prog.T.Country Traini	O.M./ G.R.+ Leaders	Y.K./T.F./S.T
61	Weekly Meeting	8	12	Sch. & Tech Transfer/prog.T.Country Traini	O.M./ G.R.+ Leaders	Y.K./T.F./S.T
62	Weekly Meeting	8	19	Sch. & Tech Transfer/Preparation for the C	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
63	Weekly Meeting	8	26	Sch. & Tech Transfer/Preparation for the C	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
64	Weekly Meeting	9	2	Sch. & Tech Transfer/Preparation for the C	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
65	Weekly Meeting	9	9	Sch. & Tech Transfer/Preparation for the C	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
66	Weekly Meeting	9	16	Sch. & Tech Transfer/Preparation for the C	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
67	Weekly Meeting	9	23	Sch. & Tech Transfer/Prop.Korean Project	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
68	Weekly Meeting	9	30	Sch. & Tech Transfer/Report by Coordinato	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T
69	Weekly Meeting	10	7	Sch. & Tech Transfer/Report by Coordinato	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori)
70	Weekly Meeting	10	14	Sch. & Tech Transfer/Equipment JFY2002	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori)
71	Weekly Meeting	10	21	Sch. & Tech Transfer/Equipment JFY2003/4	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori & Kawaguchi)
72	Weekly Meeting	11	19	Sch. & Tech Transfer/Equipment JFY2002	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori)
73	Weekly Meeting	11	25	Sch. & Tech Transfer/Equipment JFY2002	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori)
74	Weekly Meeting	12	3	Sch. & Tech Transfer	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Mitsumori)
75	Weekly Meeting	12	9	CEFOF Management Issue	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T(Nakamura)
76	Weekly Meeting	12	16	Sch. & Tech Transfer/Project for 2003,2004	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T/H.N.
77	Weekly Meeting	2003	1 6	Sch. & Tech Transfer/Project for 2003,2004	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T/H.N.
78	Weekly Meeting		1 20	Sch. & Tech Transfer/Project for 2003,2004	O.M./ G.R.+ Leaders	Y.K./K.T./T.F./S.T/H.N.
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Y.K.= Yoshitaka Kuwahara HA= Hisayuki Aoi KT=Kenji Takemura S.T= Shinichi Takizawa T.F.= Tatsuaki Fukunaga  
 O.M.= Olman Muñoz G.S.= Gerardo Soto GR= German Rudin H.N.= Hideo Nakamura

Annex20 NUMBER OF COMMITTEE AND MEETING AND IT'S MEMBER LIST (Part 3 Management Meeting)

No.	Meeting	Date		Subject	Meeting members		
					Costa Rica	Japan	
1	Management Meeting	2003	1	28	Progress of the Project	O.M./G.R.	Y.K./T.F
2	Management Meeting		2	4	Progress of the Project	O.M./G.R.	Y.K./T.F
3	Management Meeting		2	11	Progress of the Project	O.M./G.R.	Y.K./T.F
4	Management Meeting		2	18	Progress of the Project	O.M./G.R.	Y.K./T.F
5	Management Meeting		2	25	Progress of the Project	O.M./G.R.	Y.K./T.F
6	Management Meeting		3	4	Progress of the Project	O.M./G.R.	Y.K./T.F
7	Management Meeting		3	11	Progress of the Project	O.M./G.R.	Y.K./T.F
8	Management Meeting		3	18	Progress of the Project	O.M./G.R.	Y.K./T.F
9	Management Meeting		3	25	Progress of the Project	O.M./G.R.	Y.K./T.F
10	Management Meeting		4	1	Progress of the Project	O.M./G.R.	Y.K./T.F
11	Management Meeting		4	8	Progress of the Project	O.M./G.R.	Y.K./T.F
12	Management Meeting		5	13	Progress of the Project	O.M./G.R.	S.M.
13	Management Meeting		5	20	Progress of the Project	O.M./G.R.	S.M.
14	Management Meeting		5	27	Progress of the Project	O.M./G.R.	S.M.
15	Management Meeting		6	3	Progress of the Project	O.M./G.R.	S.M.
16	Management Meeting		6	10	Progress of the Project	O.M./G.R.	S.M.
17	Management Meeting		6	17	Progress of the Project	O.M./G.R.	S.M./T.F.
18	Management Meeting		6	24	Progress of the Project	O.M./G.R.	S.M./T.F.
19	Management Meeting		7	1	CEFOF Management Issue	O.M./G.R.	S.M./T.F.
20	Management Meeting		7	9	CEFOF Management Issue	O.M./G.R.	S.M./T.F.
21	Management Meeting		7	17	CEFOF Management Issue	O.M./G.R.	S.M./T.F.
22	Management Meeting		7	23	CEFOF Management Issue/	O.M./G.R.	S.M./T.F.
23	Management Meeting		7	30	CEFOF Management Issue/ JPN side pointed out several items for which improvement of CEFOF Management is required	O.M./G.R.	S.M./T.F.
24	Management Meeting		8	5	Minutes of the Meetig on July.30 was handed over to CEFOF	O.M./G.R.	S.M./T.F.
25	Management Meeting		8	13	Progress of the Project/ Mr. Fernando Gutierrez was assigned as Minister. Then Proj	O.M./G.R.	S.M./T.F.
26	Extra Meeting		8	14	Regional Training Course	O.M./G.R./H.R./Z.R./E..S./J.R.	S.M./F.T.
27	Management Meeting		8	26	Progress Proj./Recruitment of C/P	O.M./G.R.	S.M./F.T.
28	Extra Meeting		8	26	Regional Training Course	O.M./G.R./H.R./Z.R./E..S./J.R.	S.M./F.T.
29	Management Meeting		8	30	CEFOF's Management Issue	O.M./G.R/E..S.	S.M./F.T.
30	Extra Meeting		9	3	Regional Training Course	O.M./G.R./H.R./Z.R./E..S./J.R.	S.M./F.T.
31	Extra Meeting		9	5	Regional Training Course	O.M./G.R./H.R./Z.R./E..S./J.R.	S.M./F.T.
32	Management Meeting		9	9	CEFOF Management Issue	O.M./G.R	S.M./F.T.
33	Extra Meeting		9	11	Regional Training Course	O.M./G.R./H.R./Z.R./E..S./J.R.	S.M./F.T.
34	Mnagement Meeting		9	17	CEFOF Management Issue	O.M./G.R.	S.M./F.T.

O.M= Olman Muñoz      G.R.= German Rudin      Y.K= Yoshitaka Kuwahara      T.F= Tatasuaki Fukunaga      M.S= Masahito Sato  
H.R= Hazel Rojas      Z.R.=Zianne Ramirez      E.S= Ezequiel sanchez      J.R= José Rodríguez