2.2.4 Implementation Plan

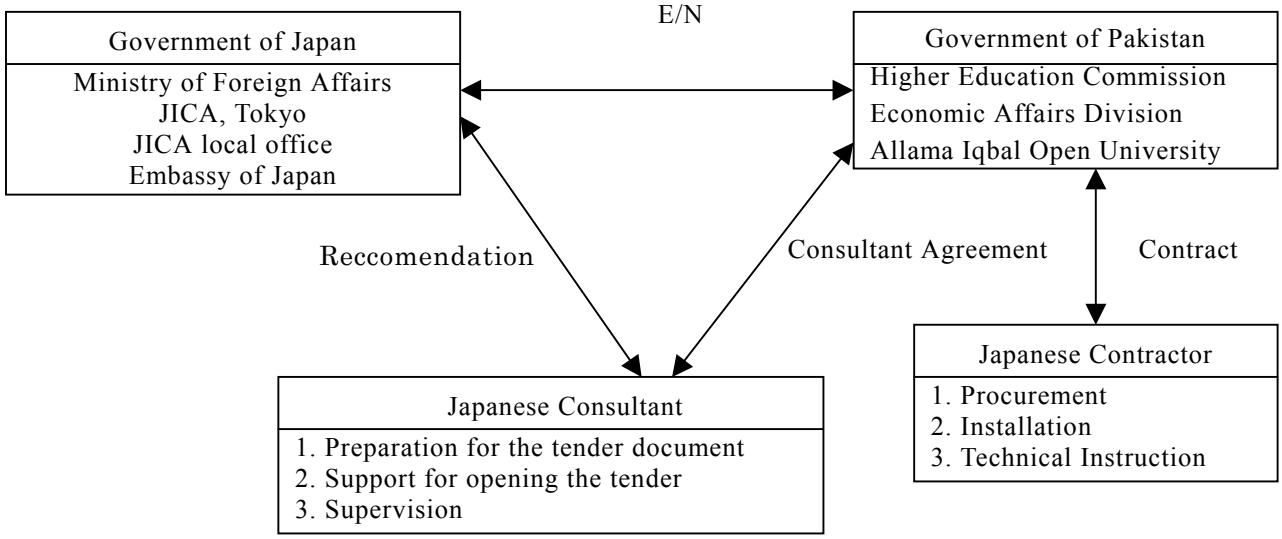
2.2.4.1 Implementation Policy

This project shall be implemented according to the framework of the "Japan's Grant Aid" project.

- After signing the Exchange of Notes (E/N) between Government of Japan and Government of Pakistan, it is required to implement this project in the decided period, and the work schedule and the human resource plan shall be made.
- During the implementation of this project, communication among HEC, Economic Affairs Division (EAD), AIOU and the consultant shall be well maintained in order to ensure effectiveness.

After the approval of this project by the Government of Japan and Government of Pakistan, and signing the E/N, a Japanese consultant who contracts with AIOU shall implement the implementation design and manage the procurement work. Also, according to the E/N, the suppliers who are selected by the tendering shall procure and install the equipment. The details of the project object, consultant and equipment supplier are as follows.

Figure-2.3 Structure of the implementation plan



(1) Project object

The Pakistani authority responsible for this project is HEC. The project object is AIOU which shall be the contractor. AIOU shall be responsible for selecting the persons in charge and the presence at packing, transferring, assembling and test run of the equipment at IET, MECDC, PPU and the regional campuses/regional centres. AIOU is also required to support the process for customs clearance and facility for the domestic transportation.

(2) Consultant

After signing the E/N between Government of Japan and Government of Pakistan, AIOU shall contract with a Japanese consultant on the implementation design and procurement of the equipment. The contract requires approval from the Government of Japan. The consultant shall implement the following according to the contract.

1) Implementation design

On the implementation design, the consultant shall provide the engineers who participated in Basic Design (B/D) and a person responsible for tender documents.

The consultant shall liaise with the Government of Pakistan, the JICA local office and other organizations concerned and submit a report. Thereafter the consultant shall edit tender documents, liaise with JICA, open the tender, support the tender evaluation and recognize the equipment. It should take approximately 3 months from the contract with the consultant to the close of the tender.

2) The consultant shall instruct the supplier, advise and arrange the tendering, implement the pre-shipment inspection, be present at the equipment installation, test run and provide the soft component.

(3) Supplier

AIOU shall contract with the Japanese supplier, which is decided by tendering, according to the E/N and procurement guideline. The contract requires the approval from the Government of Japan. The supplier shall implement the following according to the contract.

- Procurement, transport and installation of the equipment
- Technical instruction for the installation, operation and maintenance of the equipment

2.2.4.2 Implementation Conditions

- The consultant shall communicate with the supplier in order to implement the procurement, transport and installation of the equipment effectively. Especially in the printing section, the management operation of the equipment for printing shall be trained as the soft component.
- As this project is within "Japan's Grant Aid" system, the equipment shall be exempt from taxes. The procedure shall not be delayed with the support from the related authorities.

2.2.4.3 Scope of Works

The following table shows the scope of work.

Table-2.10 Scope of Works

Work Item	Responsibilities of the Japanese Counterpart	Responsibilities of the Pakistani Counterpart
1.Procurement and installation		
①Procurement, installation and test run	○	
②Adjustment of network (LAN)	○	
③Connection of electrical wiring for the equipment	○	
④Installation of lighting rods on IET, MECDC and PPU	○	
⑤ Installation of audiovisual equipment in the Regional Campus/Centre		○

2.Maintenance and management ①Reservation of manpower and its arrangement ② Management (electronic equipment, partitioning the facility, maintenance of the floor and water supply and drainage works) ③Reconstruction of air condition system at PPU ④Construction for security (iron grille, double lock, etc.) ⑤Electronic work for the emergency power (if any) ⑥Installation of communication equipment (telephones, data points and ISP registration) ⑦Office supplies, consumable, reagent, etc.		○ ○ ○ ○ ○ ○ ○
3. Other expenses for the equipment, not covered by the Grant Aid		○
4. Reservation of the budget for the works by Pakistan Pakistan's budget plan related to this project		○
5. Promoting of PC-1		○
6. Tax exemption Tax exemption from the equipment in this project		○
7. Security Security for the procurement of the equipment in this project		○

2.2.4.4 Consultant Supervision

(1) The structure of the procurement work

The consultant shall reserve experts for procurement administration, testing and inspecting according to the implementation schedule.

Table-2.11 Structure of the Procurement Work

Position	Name	Work Item
Expert for procurement administration (temporary)	To be assigned	[in Pakistan] ・ Procurement administration (liaison with the project object, JICA and other related organizations and presence at the installation) ・ Making reports ・ Confirmation of the installation of the equipment ・ Presence at the first operation of the procured equipment
Expert for procurement administration, responsible for equipment of communication/printing (temporary)	To be assigned	[in Pakistan] ・ Confirmation of the progress of the works ・ Making reports ・ Construction of the audiovisual equipment system and the supervision of the installation of the equipment ・ Construction of system for the printing equipment and the supervision of the installation of the equipment
Expert for inspecting, (confirmation of the design drawing) Responsible for the equipment of communication/printing	To be assigned	[in Japan] ・ Procurement of the audiovisual equipment/confirmation of the system in the equipment for printing
Expert for inspecting, responsible for estimation and procurement	To be assigned	[in Japan] ・ Presence at the pre-shipment inspection
Expert for inspecting, responsible for estimation and procurement (the third party)	To be assigned	[in Japan] ・ Presence at the pre-landing inspection

2.2.4.5 Quality Control

The quality control in this project is as follows.

- The equipment shall be obtained by each system, device or accessory and follow the specifications.
- The system shall be temporary assembled in the production factory in Japan. This is to check the operation of the equipment and its accessories.
- After confirming the operation with the temporary assembly, the equipment shall be packed as it was.
- The consultant shall supervise the quality control of equipment from installation to testing.

2.2.4.6 Procurement Plan

(1) Procurement of equipment

All equipment in this project is classified as either equipment procured in Japan or equipment procured in Pakistan. The supplier shall order the manufacturing according to the approved specification. As the system of the equipment for the production of educational materials is consisted of multiple devices, it shall be procured in Japan where these systems have a comparative advantage. The equipment shall be temporarily assembled in Japan and to confirm its operation. Thereafter, with the supervision of the third person, it shall be shipped to the port in Pakistan. The schedule shall be planned considering the procurement period, transport period, installation period etc.

As for the equipment for printing, though it was once considered to be procured in a third country, the Japanese products are superior in terms of the estimation of the cost, maintenance and supply of spare parts.

The equipment procured by this project shall be exempted from import tax and the government sales tax (GST). The local suppliers shall implement the procedure of tax exemption or they shall pay the taxes in advance. AIOU shall support the procedure of tax exemption.

(2) Spare parts

It is estimated that the equipment will not need spare parts in 3 to 4 years time. Therefore it is unnecessary to calculate the amount of spare parts in this project.

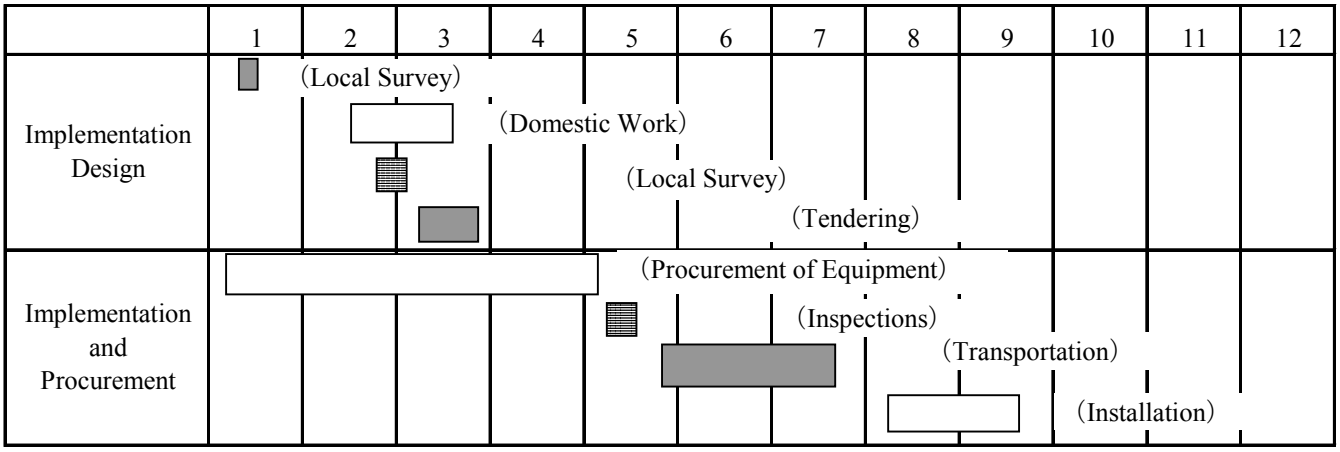
(3) Transport plan

The equipment will be shipped from the nearest port from the production plant and discharged at Karachi port. Trucks shall carry the equipment from the port to Islamabad.

There is a regular liner between Yokohama and Karachi and it is estimated that the shipment will arrive from Japan to Pakistan in 35 to 45 days. It will take 10 to 15 days to domestic transport the equipment from Karachi port to AIOU in Islamabad. This procedure is estimated to take 45 to 60 days in total. The discharge shall be implemented at Karachi port and customs shall be at dry port in Rawalpindi, which is located next to Islamabad.

2.2.4.7 Implementation Schedule

Table-2.12 Implementation Schedule



2.3 Obligations of Recipient Country

(1) Operational works

- To reserve manpower and its arrangement
- To deliver and install audiovisual equipment for the regional campuses/regional centres
- To manage electronic equipment, partition the facility, maintain the floor and water supply and drainage works
- To bear other expenses for the equipment, other than those to be borne by the Grant
- To reconstruct air condition system at PPU
- To implement the construction ensuring security (iron grille, double lock, etc.)
- To install communication equipment (telephones, data points and Internet Service Point registration)
- To supply office supplies, consumable, reagent, etc

(2) Administrative works and expenses

1) Administrative works

- To bear bank commissions charged by the issue of Authorization to Pay (A/P) and other charges according to the bank policy
- To bear the taxes for customs, discharge, port dues and transport
- To support for going through the customs clearance and for domestic transportation
- To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies
- To accord Japanese nationals, whose services are under the verified contract, their entry into the recipient country and stay therein for the performance of their work
- To reserve the maintenance expenses for the effective operation of the equipment in this project
- To bear all the expenses, other than those to be borne by the Grant

2) Expenses

The Government of Pakistan shall reserve the space for equipment, install electrical wires, remodelling and building on the facilities. The cost borne by Pakistan is estimated to be Rs. 6.6 million. The details of work and the amounts are shown in 2.5 - Project cost estimation.

2.4 Project Operation Plan

(1) Equipment for the development of educational materials and programmes production

1) Structure of the operation and the management

IET shall hold sufficient number of staff members to operate the present and planned equipment to develop educational materials at IET. MECDC has arranged a new curriculum and programmes with the development of educational tools. The following items are the issues of concern after the installation of new equipment.

The following items are the points of management IET and MECDC should consider.

- Manage the numbers and time to replace the equipment and its parts.
- Specify the means of purchase and the agent
- Follow the manual so as not to carry out an unreasonable operation
- Make the curriculum of on the job training for engineers
- Understand the progress and problems
- As the new equipment will be obtained in Pakistan, it is necessary to make the network with suppliers to secure the after-sales services.
- Since the software except for OS will be marketed production, MECDC shall need to update it itself.

2) Personnel

IET has 62 staff members. After this project 24 more staff members shall be necessary. IET applied for a budget increase resulting from the enlargement of staff member in 2004 and it has been included in the estimation of the budget. MECDC is operated by the faculty members and the main office holds 30 members.

(2) Equipment for printing educational materials

1) Structure of the operation and the management

After the installation of new equipment, the productivity of PPU should be increased. Therefore enlargement of personnel, budget and management system will be necessary. It is considered to recruit engineers from private companies for the enhancement of the system.

The following items are the issues of concern after the installation of new equipment.

- Manage the numbers and time to replace the equipment and its parts.

- Specify the means of purchase and the agent
- Follow the manual so as not to carry out an unreasonable operation
- Make the curriculum of on the job training for engineers

2) Personnel

The enlargement of personnel has been planned according to the enhancement of the equipment for the production of educational materials. The number of staff members shall be 44.

(3) Audiovisual equipment

1) Structure of the operation and the management

Each regional campus/regional centre has 4 to 5 staff members and tutors in its administration. The new audiovisual equipment should be well maintained with the present personnel.

2) Personnel

As the new equipment will be general audiovisual equipment and not require specific technical skills, it is unnecessary to enlarge the present personnel.

2.5 Project Cost Estimation

2.5.1 Project cost

When this project is implemented as the “Japan’s Grant Aid” project, the total cost is estimated to be 809 million yen (Japan:796 million yen and Pakistan: 13 million yen). The breakdown of the costs borne by the Governments of Japan and Pakistan are as follows.

(1) Estimated cost borne by the Government of Japan

Table-2.13 Estimated cost borne by the Government of Japan

Classification	Estimated Cost
Equipment	762 million yen
Implementation Design, Supervision and Soft Component	34 million yen
Total	796 million yen

This cost estimate is provisional and would be further examined by the Government of Japan for the approval.

(2) Estimated cost borne by the Government of Pakistan

[Institute of Educational Technology (IET)]

1) Cost for repair work on the first floor (including electrical work)	Rs. 1,840,000
2) Cost for repair work on the ground floor (including electrical work)	Rs. 410,000
Subtotal	Rs. 2,250,000

[Multimedia Electronic Courseware Design Centre (MECDC)]

1)Sever Room	Rs. 500,000
2)Multimedia Development Labs	Rs. 200,000
3)Digital Video Camera Room	Rs. 200,000
4)Digital Video Editing Room	Rs. 250,000
5)Duplication Room	Rs. 200,000
Subtotal	Rs. 1,350,000

[Printing Production Unit (PPU)]

1)Editing Room	Rs. 1,200,000
2)Plate Making Room	Rs. 250,000
3)Printing Equipment Room	Rs. 800,000
4)Binding Room	Rs. 250,000
5)Other related works	Rs. 500,000
Subtotal	Rs. 3,000,000
Total	Rs. 6,600,000
	(Approximately 13 million yen)

(3) Condition of the cost estimation

1) Estimation point of time	August 2004
2) Exchange rate	1 US$ = 110.52 yen 1 Rs. = 2.07 yen
3) Implementation period	As shown in the implementation schedule in 2.2.4.7
4) Other	This project is to be implemented in accordance with the grant aid procedures of the Government of Japan

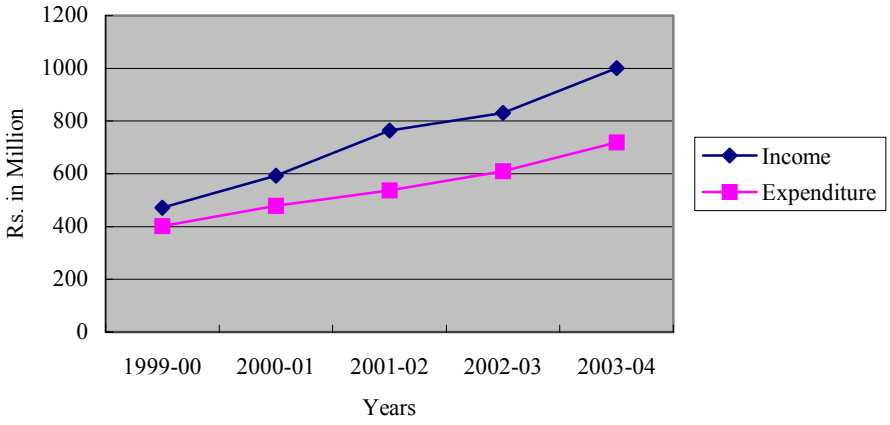
2.5.2 Cost estimation for the operation and maintenance

Each section is responsible for its expenses for operation and maintenance such as utility, personnel expenses, equipment maintenance fees, etc.

The expenditure from March 2002 to March 2003 was Rs. 6.012 million, and the maintenance expenses for facilities and equipment accounted for Rs. 5,318 thousand (0.08%). The new equipment will cause further expenses and AIOU has applied to HEC for the increase.

In light of the estimation between 2003 and 2010, Rs. 301.4 million will be required after 2004-05. As shown in the figure-2.5, the AIOU's income from tuitions is increasing. Therefore AIOU will be able to bear the future operation cost of the new equipment.

Figure-2.4 Income and Expenditure



Source: AIOU Annual Report 2003-04

Table-2.14 Ground of the Estimation for Maintenance Expenses

Unit: Rs.

Facility	Main Component	Items for Maintenance and Costs															
		Electricity Costs for the Planned Equipment					Communication Expense for Operating the Planned Equipment		Personnel Expense				Maintenance Fee for the Equipment (Estimation is based on the present Equipment)			Other (Maintenance Fee for the present facilities)	
		Kw/ Day	Kw/ Mon.	Kw/ Yr.	Unit (Rs.)	Electricity Cost (Rs.)	Cost for the usage of a line	Annual Usage	Number of Employees in 2003	Planned Number of Employee Increase until 2011	Compensation System and Salary (Rs.)	Personnel Expense (Rs.)	Monthly Maintenance Fee for Agent (Rs.)	Annual	Maintenance Fee (Rs.)	Water Rates Communication Expense and Costs for Extension and Reconstruction (Rs.)	Annual Cost (Rs.)
Estimation Basis		Planned Equipment	For 25 Days	For 10 Months	According to the Survey	①		②				③	Achievement Rate	Except for holidays	④	Obligation Fees	⑤
IET: Institute of Educational Technology	Video Equipment, Audio Equipment, Monitor Equipment, Video Sync System			2,209		12,390			39	24	29,140	699,360.0	10,210.0	10	102,100	4,500.0	54,000.0
MECDC: Multimedia Electronic Courseware Design Centre	Server, Computer, CD/DVD Duplicator, Video Conferencing Equipment			300		300	1,524,000	1,524,000	25	0	15,705	0.0	181.0	10	1,810	4,500.0	54,000.0
PPU: Print Production Unit	Computer, Printer, Folding Machine, Binding Machine, Switching Machine	50	1,250	12,500	4.59	57,425			40	3	8,752	26,256.0	2,294.7	10	22,947	4,500.0	54,000.0
RCs: Regional Campus/ Regional Centre	TV, DVD Player, CD player for 32 Campus/Centre	6	160	1,600	4.59	8,410			32	0	8,752	0.0	1,308.0	10	13,080	32,000.0	384,000.0
	Sub Total					78,525			136	27					139,937		546,000.0

Note: Personnel Expense shows the compensation of workers with certain job titles which are expected to employed among the engineers with grade 1-17.
The Maintenance Fee refers to the interview survey on the present equipment.

Table-2.15 Estimation of the Maintenance Expenses

Unit: Rs.

Year	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Maintenance Fee	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	Seventh Year
Total of Electricity Cost, Communication Expense, Compensation and Others	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal	①＋②+③+④+⑤＝Subtotal
IET: Institute of Educational Technology	867,850	867,850	867,850	867,850	867,850	867,850	867,850
MECDC: Multimedia Electronic Courseware Design Centre	1,580,110	1,580,110	1,580,110	1,580,110	1,580,110	1,580,110	1,580,110
PPU: Print Production Unit	6,835	6,835	6,835	6,835	6,835	6,835	6,835
RCs: Regional Campus/ Regional Centre	33,340	33,340	33,340	33,340	33,340	33,340	33,340
Total of Maintenance Fee	2,488,135	2,488,135	2,488,135	2,488,135	2,488,135	2,488,135	2,488,135
Yen Equivalent	¥5,150,439	¥5,150,439	¥5,150,439	¥5,150,439	¥5,150,439	¥5,150,439	¥5,150,439

2.6 Other Relevant Issues

This project shall implement the soft component for PPU.

(1) Background

In order to respond to the needs of the increasing number of students and programmes and as the printed materials are the major media of distance education, AIOU is required to enhance the system of printing production. AIOU aims at the improvement of the educational material quality and the production of audiovisual educational materials as supplementary materials. However, although this project shall develop the hardware of AIOU, it is also necessary to improve the software of AIOU as follows.

- Management ability for more effective material production
- Technical skills and ability of producers for visual materials

- Quality control of the printed materials

For point 1, it is important to enhance the management ability for more effective production of the educational materials. Especially the relationship between the faculty, which provides contents for the educational materials, and IET, which produces educational materials and programmes, needs to be better managed. For point 2, it is adequate to send Japanese experts to provide the technical assistance. For point 3, it is necessary to train the relevant engineers right after the installation of the equipment. The training period shall be short so that the project is able to hold it as the soft component by the Japan's Grant Aid.

The engineers at PPU have not trained adequately and that results in the poor quality of the printed materials. During the survey, it was found that the safety cover was taken away for repair and was left as it was. Also the operation areas were unorganised. Therefore it is important to develop awareness of the employees on safety as well. As AIOU aims at the enhancement of the educational materials, the equipment for the production shall be higher standard. As a matter of fact, it is important to train the staff members to improve their technical skills and morale.

(2) Current situation at PPU

1) Operation

PPU has 31 employees. The director and the manager have been working at PPU for 15 to 25 years and trained on printing both in Pakistan and abroad.

The manager had served as the vice director of printing in the public sector, and is very experienced in printing. Though the engineers at PPU have been working there for more than 10 years, the training they had has been on the job for the basic use of the existing equipment at PPU.

Therefore the production and the quality control are imprecise and no production is created by using measurement tools.

The all procedures in the book making section are hand-operated and the equipment has been overly used to meet the increasing students' demands.

2) After the installation of the equipment

As the new equipment needs different skills from the ones for the existing equipment, it is required to train the engineers at PPU on the operation, maintenance and management of the new equipment. The safety control is required as well.

Furthermore, to decrease the loss of materials and remain the stable quality of the materials, inspections at the beginning and the end of the operation are necessary daily, periodically and accordingly.

As PPU has planned to employ more staff members, it is important to improve the further management system, especially considering the whole line of operations namely editing, plate making, printing and book making.

The specific matters to emphasize on in this project as the soft component will be an organized system of the production, the morale of the employees, a quality control, responses to complaints, punctuality and decrease of the costs.

(3) Production

The following is the comparison of the current production and the planned production after the installation of the equipment.

1) Editing Section

Currently, the texts are created by computers and output into the tracing paper by a laser printer. The tracing paper output by pages is pasted in a light table. As the pasting procedure is manual, it tends to have defect production such as imperfect binding or missing leaves. In this project, editing software shall be provided for pasting. This pasting procedure requires a certain skills and it is required to have the training for a certain period.

2) Plate Making Section

After pasting the texts on the light table, it is pasted into a PS plate. As an image setter will be installed, the reusable films for plate making will be used instead of tracing paper. For textbooks, a 16 page film is output and it is combined to be a 32 page plate. During colour printing on the cover of textbooks, it is pasted either on the computer or the light table. Depending on the quality control of the developer of on-line film processor, the quality of the plate making film varies. It requires the technique and the knowledge about the quality check on the film with densitometer.

3) Printing Section

The existing printing equipment has been used exceeding its durability period and it results in instable quality. As mentioned above, the operators at PPU have experienced printing for more than 10 years and the operation and production depend on their experiences. The new equipment has some technical features and requires certain skills. For example, setting the right pressure between rollers makes the system stable. To operate this adequately, the operator is required to learn to measure the thickness of the paper, the amount of ink and use of the cylinder gage which measure the pressure between rollers. Therefore specific training is necessary for the operator to make good use of the new equipment.

4) Book Making Section

Binding and stitching procedures are currently manual. By enhancing the binder and wire stitching machine, these procedures shall be mechanized. After the installation of the new equipment, new personnel and the training for the current engineers are necessary. As the system at PPU shall be mechanized, safety control will be an issue of concern. During the survey, it was found that the safety cover was taken away for the repair and was left as it was. It is important to develop the awareness of the employees on safety.

For the binding, the engineers are required to adjust the device according with the quality and thickness of the paper not to make imperfect binding and missing leaves; For the wire stitching machine, the management of water temperature for the adjustment of the glue flexibility; For the guillotine cutter, it is important to learn the right number of pages for one book and the adjustment of pressure when cutting.

(4) The object of the soft component

The object of the soft component is to train the employees in terms of their skills and awareness for the new equipment and the quality control of the educational materials. As a result, it is expected to achieve the quota periodically set by this project (approx. 2.1 million textbooks printed by 2010) with the effective operation and maintenance of the planned equipment. To achieve this goal, operators at PPU (11 for editing, 4 for plate making, 10 for printing and 12 for book making) will have trainings for their sections. After the installation of new equipment, the engineers need to learn the measurement of transmissive densitometer and reflection densitometer for quality checking.

(5) Accomplishment of the soft component

The computer operators shall be able to do the accurate pasting with DPT software and plate making with the image setter. The standard of the operation shall become concrete as the operation and maintenance system and safety control are improved.

The operators also need to understand the risks involved in the production, prevention of them and their improvement. Furthermore, the operators are required to implement the organized system of the production, the stable quality control, adequate responses to complaints, punctuality, decrease of the costs and teamwork.

(6) Confirmation of the accomplishment

With the manual of the equipment, which is created by this soft component, the Japanese consultant will confirm the following points and give advice as appropriate. After the confirmation the consultant shall submit a report to Pakistan and Japan.

(7) Contents of the soft component

1) Technical Assistance

As technical assistance in this project, two Japanese engineers for editing and plate making and printing and book making will be sent by the Japanese consultant and train the operators at PPU. The training period will be a month after the equipment is handed out. The average amount of printing during the technical assistance shall be approximately 10 thousand pages.

A computer will be used for the editing and plate making at PPU. In printing section the original colour of the data made in the editing and plate making sections must be remained. The operators in the printing section must have knowledge of editing and plate making for the quality and colour control of the printed matter. The operators in the book making section are also required to know

about the editing and plate making. Therefore all of the operators are recommended to understand the each section and its relations as well as the way to feedback.

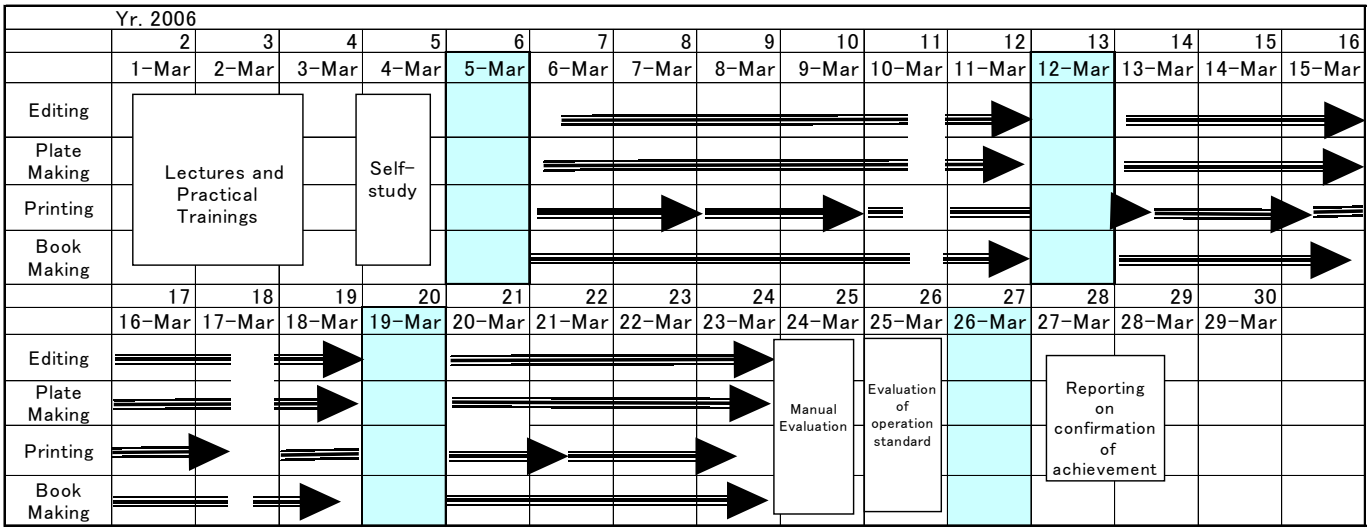
The soft component will include the time for explanations and questions in order to enhance the realization of the staff members about the quality control. It also includes the maintenance of equipment every other day and the confirmation of important points approximately 8 times.

(8) The instructor of the soft component

As the equipment installed by this project is mainly made in Japan, two Japanese engineers sent by the Japanese consultant will be dispatched to train the operators at PPU. They must have more than 5 year experience in printing as well as instructing experience abroad.

(9) Schedule of the soft component

Table-2.16 Soft Component Schedule



Note: Working Hours: full time on Monday to Thursday, 8:00am to 3:00pm (including lunch break) on Saturdays and only mornings on Friday
During the soft component period, OJT, such as printing procedure (7 or 8 times, 10 thousand copies) in the printing section and the book making section will be practiced

Section	Editing	Plate Making	Printing	Book Making
Number of trainees	10	3	12	8

(10) Achievement of the soft component

- Submit a report responded to JICA Soft Component Guideline (2004) with AIOU and Japan
- Make operation standard
- Make maintenance manual

(11) Cost of the soft component

The cost of the soft component is estimated to be ￥6,196,490.

(12) Obligation of AIOU

- Assurance of the engineers: it is necessary to assure the condition of employees at PPU without difference from the labour standard in Pakistan so as not to drain their techniques
- Employment of engineers: it is important to hold engineers who have trained in order to make good results from the new equipment and the technical assistance
- Support for self-reliance: it is important to use and improve the operation standard and maintenance manual for PPU's self-reliance

Chapter 3 Project Evaluation and Recommendations

Chapter 3 Project Evaluation and Recommendations

Allama Iqbal Open University (AIOU) has been providing educational opportunities for impoverished and vulnerable groups and people in rural areas by its inexpensive and high quality distance education. Therefore this project aims at improving AIOU's distance education programme in order to meet the increasing students' demand though enhancing its equipment for production and development of educational materials, equipment for printing, audiovisual equipment and the soft component for Print Production Unit (PPU) whose goal is to enhance the quality control management.

By implementing this project, AIOU is expected to provide and develop adequate quality and quantity of educational materials. By enhancing the audiovisual equipment in the regional campuses/regional centres, it is also expected to improve the study environments of students in rural areas.

3.1 The Effects of the Project

(1) Direct Effects

- AIOU shall be able to respond to the increasing students' demands and AIOU's distance education programme shall be enlarged and enhanced.
- AIOU shall provide help for dropouts to acquire certificates.
- AIOU shall contribute to decreasing the number of unqualified teachers by providing teacher-training courses.
- The regional campuses/regional centres shall provide high quality education for those who are in rural areas and have difficulty to access to education.

Table-3.1 Indicators of the Project

Direct Effect	Indicators	2003-04 (Until December 2003)	2010-11 (Targeted Value)
Distance Education Programme	Annual number of course enrollment	1,413,474 students	2,00,000 students
	Annual number of open courses	1,138 courses (898 courses)	1,500 courses
	Anuual number of certificate issurance at teacher training course	Approx. 66,000 students	Approx. 130,000 students

(2) Indirect Effect

An indirect effect will be to provide inexpensive and easy access educational opportunities for people in rural areas. It is expected that the gaps among areas and between genders will be decreased by the distance education programme as it broadens its capacity.

Table-3.2 Effects on implementation of the project

Current Situation & Problem	Objectives in Project	Effect & Improvement
1) The Pakistani education sector has problems to be improved, such as the low literacy rate (43%)(2002), low school attendance (approx. 40% in high schools)(2002), the high dropout rate (54%)(1999-00), the gap between genders on the primary enrolment (64:36)(2003) and unqualified teachers (44%)(1998).	Providing equipment for production and development of educational materials, equipment for printing and audiovisual equipment in order for AIOU to enhance its distance education programme	By enhancing AIOU's distance education, it shall be able to provide adequate quality and quantity of educational materials for students. As a result, it shall increase the number of courses and number of graduates. Therefore it is expected to improve the gaps between genders and among regions and number of unqualified teachers.

2) Although it is necessary to produce and develop the audiovisual educational materials as supplementary materials, the existing equipment does not respond to the demand.	Enhancing equipment for production and development of educational materials	By enhancing equipment for production and development of educational materials, it shall be able to produce and develop audiovisual educational materials, which enhance educational effects.
3) Although it is necessary to provide high quality education for the students in rural areas, the existing equipment does not meet the demand.	Providing audiovisual equipment for the regional campuses/regional centres with equipment in order to connect AIOU head office and regional campuses/regional centres by interactive conferencing system	By enhancing the equipment in each regional campus/regional centre, study environments to use audiovisual equipment for students in rural areas shall be improved. By connecting the AIOU head office and regional campuses/regional centres, the students in rural areas shall be able to attend classes provided by the head office.
4) Although textbooks are the major media in the distance education programmes, the texts are blurred and the pictures and illustrations are vague because of the old printing equipment. Also as the book making process is manual, imperfect collating and missing leaves are likely to happen.	Enhancing the printing equipment in order to improve the operation	The 40 employees shall operate and maintain the equipment more effectively. After the project the production shall meet the needs providing 0.87 billion pages per year, which is currently 0.14 billion pages per year.
5) The operators at PPU are well experienced but have not trained and lack the awareness for quality control. The management of PPU is also poorly concerned about the quality control.	Implementing soft component in order to print high quality textbooks and improve the quality control	Both the management of PPU and each operator shall realize the quality control and be able to produce high quality textbooks constantly.

3.2 Recommendations

(1) Issues of concern

To make the most of this project, the following issues shall be concerned.

1) Tax exemption

Pakistan's Central Board of Revenue (CBR) has been planning and implementing some restrictions on import, and the equipment, which shall be imported to Pakistan for this project, may be subject to these restrictions as other commercial products are. However, it shall be confirmed that for the equipment procured in Japan, immediate procedure for the tax exemption and customs clearance are made and the equipment procured in Pakistan also shall be exempted from taxes as E/N describes.

2) Management system of the educational material production

The faculty members, who are the members of Bureau of Academic Planning & Course Production (BAPCP) as well and in charge of the production for television and radio programmes and other audiovisual materials, and production staff members need more communication for each other and morale for the development of educational materials. The management system shall be enhanced for the increase of educational material production. Long-term expert dispatch from Japan and short-term training for AIOU staff members in Japan shall be carried out to improve the relationship between the faculty members at BAPCP and production staff members.

3) Thorough maintenance of equipment

Some parts of the existing equipment has some faults in the power device or the main board, resulted from the inadequate operation and maintenance, lightning or high temperature. It is necessary to have thorough means of operation and maintenance. Lighting protection and backup system of data shall be established.

4) Teacher training course

The high amount of unqualified teachers in Pakistan (approx. 44%) is considered to be one of the main educational problems in Pakistan, preventing the development of industry, society and the living standards of Pakistani people. It is expected to enhance the teacher training courses for basic education courses, which tend to have more students. Therefore it is also important to increase the number and improve the quality of educational materials for teacher training courses.

5) Training of the employees for educational material production

There is no training for the staff members in the production of educational materials at present, and it is necessary to train new staff members. The details shall be:

- Training for the effective use of the equipment, adequate quality and quantity of the educational materials and educational material delivery on time
- Regular training for equipment for production and development of educational materials which require basic operation skills for constant use
- Training in Japan for producers and the faculty members in order for them to have an opportunity to visit schools or universities, which have corresponding courses by air.
- Technical training for the staff members in order for them to be able to propose goals for the educational material production.

Appendices

Appendix－1: List of the Survey Members

1-1 Basic Design Survey

Leader	Mr.Osamu MAKINO	Senior Advisor Institute for International Cooperation, JICA
Planning Management	Mr.Hajime FUKUDA	Staff First Project Management Division, Grant Aid Management Department JICA
Chief Consultant/ Distant Learning Planning	Mr.Akemitsu MOCHIZUKI	Senior Researcher O.P.C. Corporation
Instrument Palnning I	Mr.Masahide USHIYAMA	Expert O.P.C. Corporation
Operation & Maintenance Planning/ Instrument Planning II	Mr.Fumio MIZUNO	Chief Engineer Overseas Vocational Training Association
Procurement plan/ Cost	Mr. Masami TSUYUKI	Director O.P.C. Corporation

1-2 Discussion of Draft Basic Design

Leader	Mr.Osamu MAKINO	Senior Advisor Institute for International Cooperation, JICA
Planning Management	Mr.Hajime FUKUDA	Staff First Project Management Division, Grant Aid Management Department JICA
Chief Consultant/ Distant Learning Planning	Mr.Akemitsu MOCHIZUKI	Senior Researcher O.P.C. Corporation
Instrument Palnning I	Mr.Masahide USHIYAMA	Expert O.P.C. Corporation
Operation & Maintenance Planning/ Instrument Planning II	Mr.Fumio MIZUNO	Chief Engineer Overseas Vocational Training Association

Appendix－2：Schedule

2-1 Basic Design Survey

No.	Date		Schedule				
			Official	Consultant			
			①②	③	④	⑤	⑥
1	6.July	Tue		Narita→Bangkok (JL707) 18:40-23:10			Narita→Bangkok (JL707) 18:40-23:10
2	7.July	Wed		Bangkok→Islamabad (PK893) 00:45-03:55 11:30 C/Call on JICA Pak Office 14:00 C/Call on AIOU			Bangkok→Islamabad (PK893) 00:45-03:55 11:30 C/Call on JICA Pak Office 14:00 C/Call on AIOU
3	8.July	Thu		09:30 C/Call on AIOU 11:00 C/Call on HEC 14:00 C/Call MOE			09:30 C/Call on AIOU 11:00 C/Call on HEC 14:00 C/Call MOE
4	9.July	Fri		9:30 Meeting with AIOU			9:30 Meeting with AIOU
5	10.July	Sat		9:30 Meeting with AIOU			9:30 Meeting with AIOU
6	11.July	Sun		Data Filing Works	Narita→Bangkok(TG647)11:00-15:30 Bangkok→ Lahore(GT505)20:00-22:40		Data Filing Works
7	12.July	Mon	Narita→Islamabad(PK853)14:00-21:05		Lahore→Islamabad(PK356)08:20 10:00AIOU, IET and Multi-Media Education Center		9:00 Field Survey
8	13.July	Tue	09:00 C/Call to JICA Office　10:15 C/Call to Economic Affairs Division 11:15 C/Call on Advance Education Wing　15:30 C/Call to Embassy of Japan				
9	14.July	Wed	09:00 C/Call and Meeting with AIOU 13:00 C/Meetl to Higher Education Commission in AIOU				
10	15.July	Thu	08:00 Leave to Peshawar from JICA Office 13:00 Visit to AIOU Regional Office in Peshawar　19:00 Return to Islamabad				
11	16.July	Fri	09:00 Meeting with AIOU and IET 10:00 Site Survey of Computer Study Center in Islamabad				
12	17.July	Sat	09:00 Meeting with AIOU and IET 10:00 Site Survey of Abbottabat Study Center　19:00 Return to Islamabad				
13	18.July	Sun	Data filing Work				
14	19.July	Mon	09:00 Discussion M/D with AIOU				
15	20.July	Tue	09:30 Signing of M/D at AIOU　11:00 Report to Economic Affairs Division 12:00 Report to JICA Office　14:30 Report to JICA Office				
			Islamabad→ Lahore(PK381)19:30-20:20 Lahore→ Bangkok(TG508)23:50-06:20	12:00 Meeting with AIOU			12:00 Site Survey
16	21.July	Wed	Bangkok→ Narita(JL708)08:35-16:35	09:00 Meeting with MECDC/IET	09:00 Meeting with IET	09:00 Meeting with PPU	09:00 Site Survey
17	22.July	Thu		09:00 Meeting with MECDC/IET	09:00 Meeting with IET	09:00 Meeting with PPU	09:00 Site Survey
18	23.July	Fri		09:00 Meeting with MECDC/IET 11:00 Visit to Pakistan	09:00 Meeting with IET	09:00 Meeting with PPU	09:00 Site Survey
19	24.July	Sat		09:00 Meeting with MECDC	09:00 Meeting with IET	09:00 Meeting with PPU	Islamabad→ Lahore(PK270)10:30-11:35→Lahore→ Dehi(PK270)14:30-16:10 Delhi→ Narita(AI308)20:50-

20	25.July	Sun		Data Filing Works			
21	26.July	Mon		09:00 Meeting with MECDC	09:00 Meeting with IET	09:00 Meeting with PPU	
22	27.July	Tue		09:00 Meeting with MECDC	09:00 Meeting with IET	09:00 Visit to private print factories	
23	28.July	Wed		09:00 Meeting with MECDC	09:00 Meeting with IET	09:00 Meeting with PPU	
24	29.July	Thu		09:00 Meeting with MECDC	09:00 Meeting with IET	09:00 Meeting with PPU 09:00 Meeting with Equipment Supplyer	
25	30.July	Fri		09:00 Meeting with MECDC/IET 11:00 Visit to Pakistan Radio		Islamabad→ Lahore(PK381)19:30-20:20 Lahore→ Bangkok(TG508)23:50-06:20	
26	31.July	Sat		09:00 Meeting with MECDC 13:00 C/Call MIT	09:00 Meeting with IET	Bangkok→ Narita(TG676)07:30-15:40	
27	1.August	Sun		Data Filing Works			
28	2.August	Mon		09:00 Discussion of Memorandum 14:30 Report to Embassy of JAPAN 16:30Report to JICA			
29	3.August	Tue		Islamabad→Lahore(PK385)8:30-9:20→ 10:00 AIOU regional office/Study Center 14:30 Virtual Univ. Lahore→Bangkok(TG508)23:50-06:20			
30	4.August	Wed		Bangkok→Narita(TG676)07:20-15:40			

2-2 Discussion of Draft Basic Design

No	Date	Day	Schedule			
			Officials	Consultants		
			①②	③	④	⑤
1	22-Nov	Mon				Narita→Islamabad (PK853) 13:55-21:50
2	23-Nov	Tue		Narita→Bangkok (JL707) 18:45-23:45		Site survey
3	24-Nov	Wed		Bangkok→Islamabad (PK893) 1:00-4:00 CC to JICA Office Meeting with AIOU		Site survey
4	25-Nov	Thu	Narita→Bangkok (JL717) 10:55-15:55 Bangkok→Lahore (TG505)19:45-22:45	Meeting with AIOU		
5	26-Nov	Fri	Lahore→Islamabad (PK356) 8:00-8:50	CC to JICA Office and Embassy of Japan CC to Ministry of Economic Affairs and Statistics and Ministry of Finance		
6	27-Nov	Sat	Meeting with AIOU			
7	28-Nov	Sun	Data Filing Works			
8	29-Nov	Mon	Meeting with AIOU			
9	30-Nov	Tue	Discussion on Minutes of Discussions (AIOU, Ministry of Finance, Ministry of Economic Affairs and Statistics)			
10	1-Dec	Wed	Signing on Minutes of Discussions(AIOU,Ministry of Finance, Ministry of Economic Affairs and Statistics) Islamabad→Karachi (PK309) 19:00-20:55	Report to Embassy of Japan and JICA Office		
11	2-Dec	Thu	Karachi →Bangkok (CX700) 0:45-7:15 Bangkok →Narita (JL 708) 8:30-16:10	Survey Islamabad →Narita		
12	3-Dec	Fri		(PK852) 22:55-12:50		

Appendix－3：List of Party Concerned in Pakistan

3-1 Basic Design Survey

Ministry of Economic Affairs & Statistics

Economic Affairs Division Joint Secretary	Mr. Muhammad Ashraf Khan
Economic Affairs Division Deputy Secretary	Ms. Yasmin Masood
Economic Affairs Division Section Officer (ODA)	Ms. Samar Ihsan

HEC (Higher Education Commission)

Director General	Mr. Jalil Ahmed
Director	Dr. A. Q. Mughal
Member Planning	Dr. S.M. Hassan
Consultant Planning & Division	Mr. A.H.K. Yousafzai

Ministry of Education

Joint Secretary Advance Education Wing	Mr. Sarfaraz Ahmed Syed
Joint Education Adviser/National Library	Ms. Rashida Baloch
Deputy Education Adviser/National Library	Mr. Syed Irshad Ali Shah

Ministry of Information Technology

Director of IT	Mr. Shahid Mahmood

Pakistan Television Corp. Ltd.

Headquarters Cont. I/C (O&M) Engg	Mr. Mushtaq Ahmed
Television Center Engineering Manager	Mr. Mazhar Bukhari

Pakistan Broadcasting Corporation

Director Programmes	Mr. Muhammad Naql
Controller	Mr. Muhammad Sharif Shad

Virtual University of Pakistan

Registrar	Dr. Sadaqat Mehdi

AIOU (Allama Iqbal Open University)

Vice Chancellor	Prof. Dr. S. Altaf Hussain

Project Directorate of AIOU

Executive Engineer	Mr. Attaullah Shah

IET (Institute of Education Technology) of AIOU

Director/Project	Mr. Javed Mahmood Kasuri
Deputy Director/Head of Productions TV/Radio	Mr. Abid Hussain Khawaja

Chief Engineer	Mr. Mahmood Ali
Senior TV Engineer	Mr. Naeim-ud-Din
Associate Engineer, Selection Grade	Mr. Tahir Hussain
Production Assistant	Mr. Atif Riaz

MECDC (Multimedia Electronic Courseware Design Centre) of AIOU

Chairman Computer Science Department	Dr. Nazir Ahmed Sangi
Web Master	Mr. M. Kashif Rehman

PPU (Print Production Unit) of AIOU

Print Manager	Mr. Shahab-ud-din Shahab
Deputy Print Manager	Mr. S.M.Arshad Hafeez

Regional Office of AIOU

Director Regional Service	Mr. Ali Asghar Hasnain
Assistant Director Regional Service	Mr. Saeed Awan

Regional Office in Peshawar of AIOU

Regional Director	Mr. Mian Hidayatullah
Deputy Regional Director	Mr. Umar Farooq

Study Centre in Peshawar of AIOU

Frontier Information Technology & Science Institute (FITSIN)

Managing Director	Prof. Nawab Khan

ABASYNE Institute

Director	Mr. Muhammed Imran Ullah

Regional Office in Abbottabat of AIOU

Deputy Regional Director	Mr. Sajjad A. Jilani

Study Centre in Abbottabat of AIOU

Institute of Computer Languages

Managing Director	Mrs. Adeela Haq
Executive Director	Mr. Azhar Nizami

Government Commerce Collage

Teaching of Director	Prof. Mushtaq Ahmed
Assistant Teaching Director	Prof. Abdul Waheed

Study Centre in Rawalpindi of AIOU

Institute of Computer and Management Sciences (ICMS)

Director	Mr. Shah Jahan Sarfraz Khan

Lahore Campus of AIOU

Regional Director	Mr. Khalid Ali Bhatti
Assistant Regional Director	Mr. Ahsan Shakoor

Study Centre in Lahore of AIOU

Institute of Computer Science	
Director Studies & Strategic planning	Mr. Taimur Kayani
NICON Group of I.T. Institute	
Chief Executive	Dr. Khurram Kayani

Embassy of Japan

Second secretary	Mr. Teruo Kobayashi
Second secretary	Mr. Kazunobu Shimura

JICA Pakistan Office

Resident Representative	Mr. Nobuyuki Yamamura
Deputy Resident Representative	Ms. Sachiko Misumi
Member of Staff	Mr. Mitsunobu Inaba
Project Formulation Adviser (Gender/Education)	Ms. Michiko Ono
JICA Programme Officer	Ms. Aamirah Saadat Nyazee
JICA Expert	
Education Development/Literacy promotion	Ms. Masako Ota
Project Adviser	Mr. Takumi Koide

3-2 Discussion of Draft Basic Design

Ministry of Economic Affairs & Statistics

Economic Affairs Division	
Joint Secretary	Mr. Muhammad Ashraf Khan
Economic Affairs Division	
Section Officer (ODA)	Ms. Samar Ihsan

HEC

Member Planning	Dr. S.M. Hassan

Ministry of Education

Deputy Director Education Sector Reform	Mr. Mulazim H. Mujahid
Deputy Education Adviser (Foreign Aid)	Mr. Habi-ur-Rehman
Joint Education Adviser (Planning and Development)	Dr. S. Fayyaz Ahmad

AIOU

Vice Chancellor	Prof. Dr. S. Altaf Hussain

IET of AIOU

Director/Project	Mr. Javed Mahmood Kasuri
Deputy Director/Head of Productions TV/Radio	Mr. Abid Hussain Khawaja
Chief Engineer	Mr. Mahmood Ali
Senior TV Engineer	Mr. Naeim-ud-Din

MECDC of AIOU

Chairman Computer Science Department	Dr. Nazir Ahmed Sangi
Web Master	Mr. M. Kashif Rehman

PPU of AIOU

Print Manager	Mr. Shahab-ud-din Shahab
Deputy Print Manager	Mr. S.M.Arshad Hafeez

Regional Office of AIOU

Director Regional Service	Mr. Ali Asghar Hasnain
Additional Director	Mr. Mohammad Raiq

Embassy of Japan

Head of Economic and Development Section	Mr. Takeshi Matsunaga
Second secretary	Mr. Teruo Kobayashi

JICA Pakistan Office

Resident Representative	Mr. Nobuyuki Yamamura
Member of Staff	Mr. Mitsunobu Inaba
JICA Programme Officer	Ms. Aamirah Saadat Nyazee

Appendix－4：Minutes of Discussions

1. Minutes of Discussions on the Basic Design Study on the project for Enhancement of Educational Facilities at AIOU in the Islamic Republic of Pakistan

2. Minutes of Discussions on the Basic Design Study on the project for Enhancement of Educational Facilities at AIOU in the Islamic Republic of Pakistan (Explanation on Draft Report)

3. Notification for customs

MINUTES OF DISCUSSIONS
THE BASIC DESIGN STUDY ON THE PROJECT
FOR ENHANCEMENT OF EDUCATIONAL FACILITIES AT AIOU
IN THE ISLAMIC REPUBLIC OF PAKISTAN

In response to a request from the Government of the Islamic Republic of Pakistan (hereinafter referred to as "Pakistan"), the Government of Japan decided to conduct a basic design study on the Project for Enhancement of Educational Facilities at AIOU (hereinafter referred to as "Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Pakistan the Basic Design Study Team (hereinafter referred to as "the Team"), which is headed by Mr. Osamu MAKINO, Senior Advisor, Institute for International Cooperation of JICA and is scheduled to stay in the country from July 7, 2004 to August 3, 2004.

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

In the course of discussions and field survey, both parties have confirmed the main items described on the attached sheets.

Islamabad, July 20th, 2004

Mr.Osamu MAKINO
Leader
Basic Design Study Team
Japan International Cooperation Agency

Dr.S.M.Hassan
Member Planning
Higher Education Commission
Islamic Republic of Pakistan

Mr.Muhammad Ashraf Khan
Joint Secretary
Ministry of Economic Affairs & Statistics
Islamic Republic of Pakistan

Prof.Dr.S. Altaf Hussain
Vice Chancellor
Allama Iqbal Open University
Islamic Republic of Pakistan

ATTACHMENT

1. Objective of the Project

The objective of the Project is to improve the educational equipment currently available at Allama Iqbal Open University (hereinafter referred to as "AIOU").

2. Project site

The sites of the Project are in H-8 Islamabad and the Regional offices of AIOU.

3. Responsible and Implementing Agency

The responsible organization is the Higher Education Commission (hereinafter referred to as "HEC") and implementing organization is AIOU i.e. IET, MMCDC and PPU. The organization chart of AIOU is attached as Annex-1

4. Items requested by the Government of Pakistan.

After discussions with the Team, the Pakistan side finally requested the items described in Annex-2.

However, final items to be procured under Japan's Grant Aid will be decided after further study and assessment in Japan and agreement by AIOU.

5. Japan's Grant Aid Scheme

5-1 The Pakistan side understands Japan's Grant Aid Scheme explained by the Team, as described in Annex-3.

5-2 The Pakistan side will take the necessary measures, as described in Annex-4, for smooth implementation of the Project, as a condition for the Japanese Grant Aid to be implemented.

6. Schedule of the Study

6-1 The consultants of the Team will proceed to further studies in Pakistan until August 3, 2004.

6-2 In the basis of this Minutes of Discussions and technical examination of the study results in Japan, JICA will prepare the draft report and dispatch a mission in order to explain its contents in November 2004.

6-3 In case the contents of the draft report are acceptable in principle by the Pakistan side, JICA will complete the final report and send it to the Government of Pakistan at the end of January 2005.

7. Other relevant issues

7-1. Equipment requested by the Pakistan side

The both sides have agreed on the contents of requested equipment shown in Annex 2. On the basis of the contents, AIOU will submit detail lists of requested equipment to Japan side by 27th of July 2004.

7-2.Criteria for equipment selection

The both sides have agreed on the criteria for equipment selection as described in Annex 5. The lists of equipment for this Project, however, will be finalized after further study in Japan and subsequent consent by AIOU.

7-3.The person responsible for this Project

The both sides have confirmed that Mr. Javed Mahamood Kasuri, Director of AIOU/Institute of Education Technology is an overall coordinator of AIOU responsible for this Project. This has been confirmed on the letter from Prof. Dr. Altaf Hussain, vice chancellor of AIOU attached in Annex 7. Hence, for further communication between JICA and AIOU, Mr. Kasuri will be a contact person of AIOU regarding any maters of this Project.

7-4. Management and maintenance.

AIOU shall be responsible for the management and maintenance of the equipment by securing the necessary budget and keeping the necessary number of quality staff. Additionally, AIOU has agreed to take necessary measures to secure equipment procured by the Project from theft.

The persons responsible for equipment at each section concerned are shown in Annex 6.

7-5. Necessary preparation

The Pakistan side has agreed to make necessary preparation, such as securing proper space, for the installation and storage of the equipment by the time when the equipment covered by this Project is procured.

7-6. Soft component and technical cooperation

Japan side has confirmed that AIOU requested Soft Component concerning maintenance and basic operation of the equipment covered by this project and technical cooperation to develop capability of AIOU staffs for operating the equipment covered by the Project.

7-7. Necessary exemption regarding this Project

The both sides have confirmed that Pakistan side will exempt customs duties, internal taxes and other fiscal levies which will be imposed in Pakistan with respect to the supply of the equipment and services under this Project.

7-8. Equipment at Regional Centers

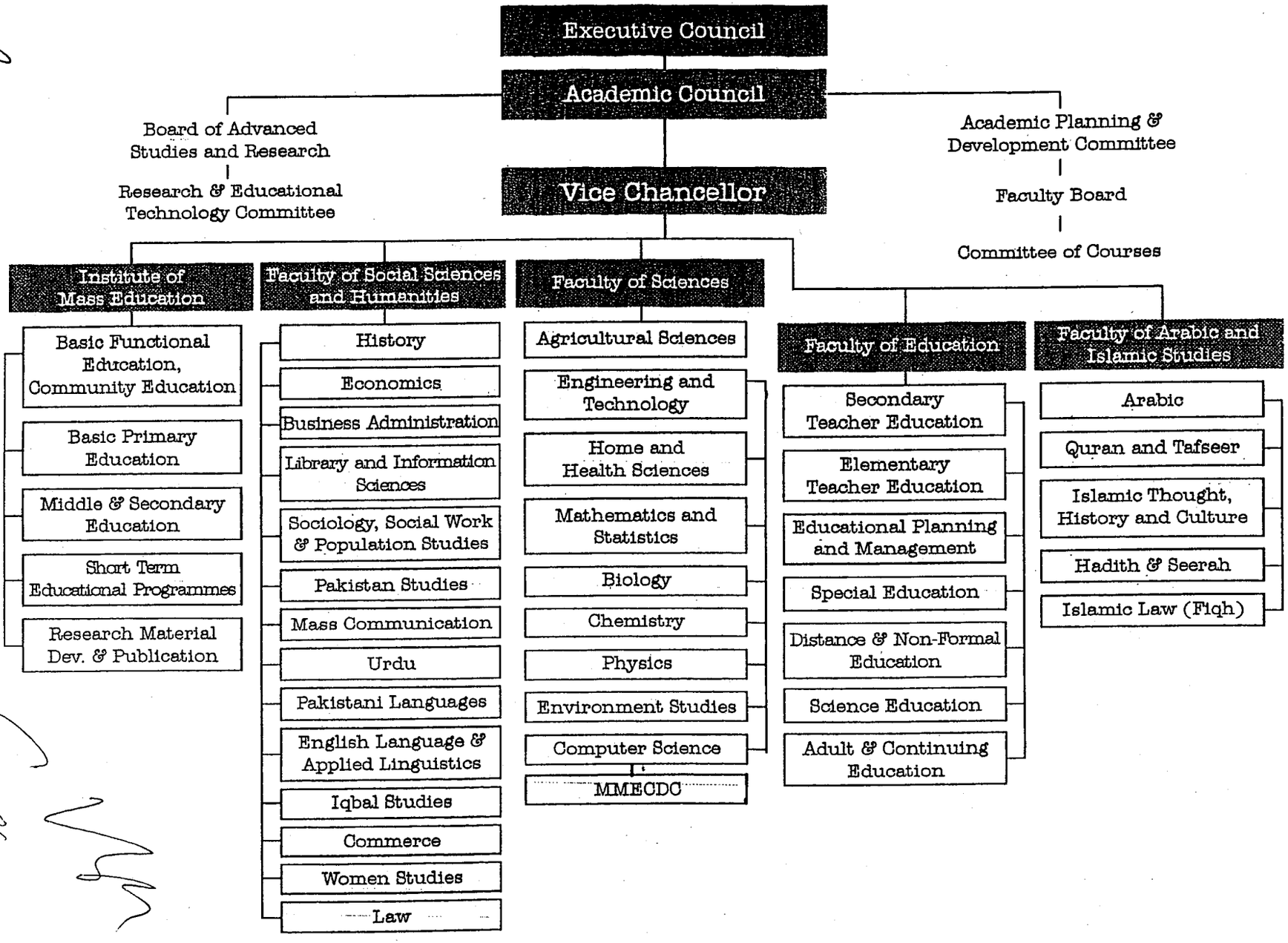
As for the requested equipment for regional centers, the both sides have agreed that Japan side can provide one set of television and DVD player for each 32 regional center, if the appropriateness of the equipment is confirmed in the further study in Japan, and AIOU will provide additional sets on demand of each regional center.

7-8. Building of PPU

Both sides have confirmed that AIOU will complete the extension work of PPU building for the requested equipment by the time when the equipment is procured and that AIOU will purchase and install air conditioners for better working environment by themselves.

Annex 1: Organization Chart (AIOU)
Annex 2: List of requested items
Annex 3: Japan's Grant Aid
Annex 4: Major Undertakings to be taken by Each Government
Annex 5: Criteria for equipment selection
Annex 6: List of persons responsible for each section concerned

ALLAMA IQBAL OPEN UNIVERSITY
Academic Structure



Annex 2: Items requested by AIOU

EQUIPMENT FOR IET

No.	Facility	Equipment	Qty	Unit
1	TV Production Studio	3-Chip CCD Digital Color Camera	1	system
		Digital Video Production Switcher		
		Digital Video Recorder		
		Character Generator		
		Audio Production Equipment		
		Monitoring Equipment		
		Lighting Equipment		
2	Digital Editing (A/B Roll) (Off-line Editing)	Digital Video Player	1	system
		Digital Video Recorder		
		Editing Controller		
		Audio Equipment		
		Color Monitor		
3	Digital Editing (Cut to Cut Editing) (Off-line Editing)	Digital Video Player	2	system
		Digital Video Recorder		
		Editing Controller		
		Audio Equipment		
		Color Monitor		
4	Non-Linear Video Editing	Non-Linear Editing System	3	system
		Digital Video Player		
		Digital Video Recorder		
		Color Monitor		
5	Digital Electronic Field Production System	3-Chip CCD Digital Camcorder (3 sets of Camera)	2	system
		Audio Equipment		
		Monitoring Equipment		
		Lighting Equipment		
		Car		
6	Digital Radio Production	Audio Equipment	1	system
		Monitoring Equipment		
		Announce Booth Equipment		
7	O.P Camcorder System	O.P Camcorder, O.P Camplayer	1	system
8	Digital Video >VHS Duplicator	Digital Video Tape Recorder	1	system
		Control Unit		
		Analog Distributor (Video/Audio)		
		Monitor Equipment		
9	Presentation Equipment	Data Projector	1	system
		100 inch Flat Screen		
		PA system (wireless microphones)		
		Computer set		
		VHS VTR		
		Monitor Equipment		

EQUIPMENT FOR IET

No.	Facility	Equipment	Qty	Unit
10	Digital Camera	Digital Camera	2	sets
		Lens		
		Accessory		
11	Measurement Tool	Video Measuring Equipment	1	lot
		Audio Measuring Equipment		
12	Spare Parts	Spare Parts	1	lot
13	Renovation Equipment	Analog A/B Roll Switcher	1	unit
14	Digital Field Recording Mobile Van	Video Camera Equipment	1	system
		Digital VTR		
		Digital Video Switcher		
		Audio Equipment		
		Monitor Equipment		
		Lighting Equipment		
		Intercom System		
		VHF Communication System		
		Vehicle		
15	Media	DVCAM Tape	1	lot
		MD Disc		
		CD Disc		

EQUIPMENT FOR MMEDC

No.	Facility	Equipment	Qty	Unit
1	Server Room	Streaming Server	2	sets
		E-learning Management Server	2	sets
		Database Server	1	set
		Access Server	2	sets
		Storage Server	1	set
		Network Switch	1	set
		AVR(10KVA)	1	set
		UPS(10KVA)	1	set
		Laser Printer B/W-Heavy Duty (Network)	1	set
		Note Book Computer for System Administrator	1	set
		Air conditioner	1	unit
2	Digital Video Class Room	Computer with 17" Flat Screen(LCD)	33	sets
		42" Plasma Display Screen with wall mounted brackets	1	set
		Digital Video Camera(DV Cam) with Tripod	1	set
		Multimedia Projector 2000Lumens	1	set
		Screen	1	set
		Network Switch	1	set
		UPS(10KVA)	1	set
		AVR(10KVA)	1	set
		PA System (Microphones, Speakers, Amplifier)	1	system
3	Digital Video Editing	Computer for Graphic Works with 17" Flat Screen	5	sets
		Note Book Computer	1	set
		External CD/DVD Drives	2	sets
		UPS(10KVA)	1	set
		29" Color TV Monitor for Video Editing	1	set
		Laser Color Printer (Network)	1	set
		Laser B/W Printer (Network)	1	set
		Color Inkjet Printer	1	set
		Scanner	1	set
		Web Cam	2	sets
		Sound System (Microphones, Speakers, Headphone)	5	sets
		CD/DVD Player	1	set
		VCR	1	set
		A/V Mixer	1	set
4	Software	Operating System, Anti Virus Software	1	Lot
		Utilities, E-Learning Management Suite(38 Licenses)		
		Video Editing & Digitizing Software		
5	CD/DVD Publication Studio	Computer with 17" Flat Screen(LCD)	1	set
		Color Inkjet Printer	1	set
		Scanner	1	set
		CD/DVD Duplicator (100 disc capacity)	2	sets
		CD/DVD Color Printer	1	set
		UPS(5KVA)	1	set
6	Spares	Lap Top Computer with monitor	2	set
		Note Book Computer	1	set
		UPS(10KVA)	2	sets
		AVR(10KVA)	2	sets
		Laser B/W Printer (Network)	1	set
		Inkjet Printer	1	set
		Digital Video Camera(DV Cam) with Tripod	1	sets

7	Video Conferencing Equipment	Codec for MMEDC	1	set
		Codec for Auditorium	1	set
		CPE for Communication link	1	set
8	Video Lecture Delivery Hall (at Lahore, Multan, Peshawar,	Single channel Codec	4	sets
		Customer Premises Equipment (Towers/Dish)	4	sets
		Computer set with Monitor	4	sets
		Multimedia Projector 2000Lumens	4	sets
		Laser Jer B/W printer	4	sets
		UPS (3 KVA)	4	sets
		AVR(5KVA)	4	sets
		PA System (Microphones, Speakers, Amplifier)	4	sets

Equipment for PPU

No.	Equipment	Q'ty	unit
1-1	Computer for input, editing of documents, layout setting and data base		
	IBM Compatible Machine with Monitor -Local-	8	sets
	Color Laser Printer	2	sets
	UPS	8	sets
1-2	Computer for Image Setter		
	PC for imagesettor	1	set
	UPS	1	set
1-3	Scanner for film and data		
	Desk top Flatbed Scanner	1	unit
	Software and option for above	1	set
1-3	Rip for Image Setter		
	Main body & Accessories	1	set
1-4	Image Setter + On line Film Processor		
	Main body	1	set
	Optional	1	set
1-5	Manual Development for PS Plate		
	Sink & Vat	1	set
1-6	Developed film checking table		
	Light Table	3	sets
1-7	Exposure for PS plate using the film		
	Vacuum Printer	1	unit
1-8	Measuring Equipment		
	Densitometer for film	1	set
	Densitometer for printed material	1	set
	Printing Section		
2-1	2-Color Offset Press Perfector		
	Main body	2	units
	Plate puncher	1	set
2-2	Single Color Offset Press with numbering machine and		
	Main Body	1	unit
	Color Viewer	1	set
	Plate Puncher	1	set
2-3	Water Roller Washing Machine		
	Main Body	1	unit

Equipment for PPU

No.	Equipment	Q'ty	unit
2-4	Installation & Maintenance tools for Heavy Equipment	1	set
	Book Making Section		
3-1	Guillotine Cutter		
	Main Body	1	unit
3-2	Paper Folding Machine		
	Main Body	3	units
3-3	Paper Jogging		
	Air Table	1	unit
3-4	Perfect Binding		
	Gathering	1	set
	Transfer Unit	1	set
	Perfect Binder	1	set
	Counter Stacker	1	set
3-5	Grinder	1	unit
3-6	Wire Stitching Machine	1	unit
3-7	Sewing Machine	1	unit
3-8	Folk Lift	1	unit
3-9	Hand Lift	2	unit
3-10	Generator	1	unit
3-11	Waste-solution treatment equipment	1	unit
3-12	Constant Voltage regulator for Printing and Binding section	2	unit

Equipment For Regional Study Centers

No.	Equipment	Q'ty	Unit
1	Simple Laser Printers(Black & White)	20	sets
2	Multimedia Projectors/Screen set	10	sets
3	Televisions 21"	35	sets
4	DVD Players	35	sets

Annex 3: Japan's Grant Aid

1. Grant Aid Procedure

1) Japan's Grant Aid Program is executed through the following procedures.

Application (Request made by a recipient country)
Study (Basic Design Study conducted by JICA)
Appraisal & 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)

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

Secondly, JICA conducts the study (Basic Design Study), using Japanese consulting firms.

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Programmed, 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 with the Exchange of Notes signed by the Governments of Japan and the recipient country.

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

2. Basic Design Study

1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to as "the Project"), is to provide a basic document necessary for the appraisal of the Project by the Government of Japan. The contents of the Study are as follows:

a) confirmation of the background, objectives and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation;
b) evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from the technical, social and economic points of view;
c) confirmation of items agreed on by both parties concerning the basic concept of the Project;
d) preparation of a basic design of the Project; and
e) estimation of costs of the Project.

The contents of the original request are not necessarily approved in their initial form as the

contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even through they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For the smooth implementation of the Study, JICA uses a consulting firm selected through its own procedure (competitive proposal). The selected firm participates in the Study and prepares a report based upon the terms of reference set by JICA.

At the beginning of implementation after the Exchange of Notes, for the services of the Detailed Design and Construction Supervision of the Project, JICA recommends the same consulting firm which participated in the Study to the recipient country, in order to maintain the technical consistency between the Basic Design and Detailed Design.

3. Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and 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. Grant Aid is not supplied through the donation of materials as such.

2) 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.

3) "The period of the Grant" means the one fiscal year which the Cabinet approves the project for. Within the fiscal year, all procedure such as exchanging of the Notes, concluding contracts with consulting firms and contractors and final payment to them must be completed.

However, in case of delays in delivery, installation or construction due to unforeseen factors such as weather, 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.

4) Under the Grant, in principle, Japanese products and services including transport or those of the

recipient country are to be purchased.

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.)

5) Necessity of "Verification"

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

6) Undertakings required to the Government of the recipient country

a) to prepare land and space necessary for the implementation of the Project;

b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities outside the site;

c) to ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and internal transportation therein of the products purchased under the Grant Aid;

d) to exempt Japanese nationals from customs duties, internal taxes and fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts;

e) to accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contracts such as facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work;

f) to ensure that the products purchased under the Grant Aid be maintained and used properly and effectively for the Project; and

g) to bear all the expenses, other than those covered by the Grant Aid, necessary for the Project.

7) "Proper Use"

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign the necessary staff for operation and maintenance of them as well as to bear all the expenses other than those covered by the Grant Aid.

8) "Re-export"

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

9) Banking Arrangement (B/A)

a) The Government of the recipient country or its designated 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.

b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an Authorization to Pay (A/P) issued by the Government of recipient country or its designated authority.

Annex 4 Major Undertakings to be taken by Each Government

No.	Items	To be covered by Grant Aid	Pakistan
1	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1)Advising commission of A/P		●
	2)Payment commission		●
2	To ensure prompt unloading and customs clearance at the port of disembarkation in the recipient country.		
	1)Marine (Air) transportation of the products from Japan to the recipient country	●	
	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	(●)	(●)
3	To accord Japanese nationals whose services 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.		●
4	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the equipment and services under the verified contract.		●
5	To maintain and use properly and effectively the 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 5: Criteria for equipment selection

1. Definite Criteria

1) Equipment that is indispensable for implementing AIOU Master Plan.

2) Equipment that is hardly obtained by the university, judging from the estimated budget allocation among concerned sections for the next several years.

3) Equipment for which appropriate space for installation and storage is ensured.

4) Equipment for which appropriate instructors and technicians are secured.

5) Equipment that can be maintained by the university economically and technically.

6) Concerning expensive equipment or equipment that requires high maintenance cost, the proper maintenance environment, such as enough budget and appropriate staffs, that makes them durable for more than their lives must be ensured.

7) Equipment that comprises system, such as computer network, must be compatible with present equipment.

2. Criteria for giving high priority

1) Old equipment that is needed of improvement.

2) Equipment whose expendables, parts, and materials can be easily obtained in Pakistan (by Pakistani currency).

3. Criteria for elimination

1) Equipment that needs repair or extension of the building for installation.

2) Equipment that is scheduled to be improved by other aid agencies.

3) Equipment that is fragile, that becomes old easily, that requires much cost or many kinds of expendables or spare parts for long-term use, and that are consumable, (except for these sorts of equipment that is necessary for effective initial use of other equipment covered by the Project).

4) Equipment that is mainly used for studies of university's staff irrelevant to university programs.

5) Equipment that is hardly secured from theft.

6) Equipment whose maintenance or operation staffs are hardly secured due to poor budget.

Annex 6: List of persons responsible for each section concerned

【In charge for the Project】

Mr. Javed Mehmood Kasuri,	Director IET, AIOU, Islamabad

【In charge for IET section】

Mr. Mehmood Ali	Chief Engineer IET, Islamabad

【In charge for MMCDC section】

Dr. Nazir Ahmed Sangi	Project Director (MMP), AIOU, Islamabad

【In charge for PPU section】

Mr. Shahab-ud-Din Shahab,	Print Manager, AIOU, Islamabad

Allama Iqbal Open University

Vice Chancellor

F.1-10/2004-VC/
June 11, 2004

Subject: ENHANCEMENT OF EDUCATIONAL FACILITIES AT AIOU

The Project "Enhancement of Educational Facilities at Allama Iqbal Open University" - a Japanese grant-in-Aid project has different components of media, print and multimedia in put.

Due to scattered components, coordination from AIOU side is required for which I am pleased to nominate Mr. Javed Mehmood Kasuri, Director IET, AIOU as Project Director, for the entire tenure of project activities.

(Prof. Dr. S. Altaf Hussain)
Vice Chancelor

Mr. Javed Mehmood Kasuri,
Director, IET, AIOU

Cc to:
1. Dean, Faculty of Sciences, AIOU
2. Manager, Print Production Unit, AIOU
3. Registrar, AIOU, for information

Sector H-8, Islamabad, Pakistan. Tel: 9257046 Fax: 9257047 email: vcaiou@isb.paknet.com.pk

MINUTES (Draft) OF DISCUSSIONS
ON THE BASIC DESIGN STUDY
ON
THE PROJECT FOR ENHANCEMENT OF EDUCATIONAL FACILITIES
AT AIOU IN THE ISLAMIC REPUBLIC OF PAKISTAN
(EXPLANATION ON DRAFT REPORT)

In July 2004, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched a Basic Design Study Team on the Project for Enhancement of Educational Facilities at AIOU (hereinafter referred to as "the Project") to the Islamic Republic of Pakistan (hereinafter referred to as "Pakistan"), and through discussion, field survey, and the results of technical examination of the results in Japan, JICA prepared a draft final report of the study.

In order to explain and to consult the Pakistan side on the contents of the draft report, JICA sent to Pakistan the Draft Report Explanation Team (hereinafter referred to as "the Team") headed by Mr. Osamu MAKINO, Senior Advisor, Institute for international Cooperation of JICA, from November 24, 2004 to December 2, 2004.

As a result of discussions, both parties have confirmed the main items as described on the attached sheets.

Islamabad, December 1, 2004

Mr. Osamu MAKINO
Leader
Draft Report Explanation Team
Japan International Cooperation Agency,
Japan

Dr. S. M.Hassan
Member Planning
Higher Education Commission
Islamic Republic of Pakistan

Mr. Muhammad Ashraf Khan
Joint Secretary
Ministry of Economic and Affairs & Statistics
Islamic Republic of Pakistan

Mr. Javed Mahmood Kasuri
Director/Project Director
Institute of Educational Technology
Allama Iqbal Open University
Islamic Republic of Pakistan

ATTACHMENT

1. **Components of the Draft Report**

The Government of Pakistan has agreed and accepted in principle the components of the draft report explained by the Team.

2. **Japan's Grant Aid Scheme**

The Pakistan side has understood the Japan's Grant Aid Scheme and the necessary measures to be taken by the Government of Pakistan as explained by the Team and described in Annex-3 and Annex-4 of the Minutes of Discussions signed by both parties on July 20, 2004. Concerning Annex-4, however, internal transportation from the port of disembarkation to the Project site will be undertaken by the Japan side.

3. **Schedule of the Study**

JICA will complete the final report in accordance with the confirmed items and will send it to Pakistan by January, 2005.

4. **Other relevant issues**

4-1 The purpose of planned equipment

Both sides have confirmed that the equipment covered by this Project shall be in principle utilized for producing and providing distant education programs for the poor and the socially marginalized people in Pakistan.

4-2 PC1 procedure

Both sides have confirmed that Pakistan side shall complete PC1 procedure no later than the middle of January, 2005.

4-3 Components covered by the Project

Both sides have agreed to the components covered by this Project as described in Annex-I.

4-4 Major Site Works covered by the Pakistan Side

The Pakistan side has agreed that renovation and preparation works, such as renovating the facility where the planned printing equipment is to be installed, shall be done by the Pakistan side by the time when the planned equipment is procured.

4-5 Necessary personnel

The Pakistan side has agreed that necessary personnel for this Project shall be recruited and allocated properly by the end of March, 2005.

4-6 Proper Use and Maintenance

(1) The Pakistan side has assured to secure and allocate necessary budget and personnel for proper use and maintenance of the equipment covered by the Project, which would be indispensable for full utilization of the equipment and their lifelong use.

(2) The Pakistan side has reconfirmed that the persons as mentioned in Annex-II will be in charge of management and maintenance of the planned equipment in each relevant section.

(3) The Pakistan side has agreed that AIOU has responsibility to conduct regular monitoring and evaluation of the progress of all phases of the Project such as allocation and use of recurrent costs including those for operation and maintenance of the equipment, recruitment of additional manpower, etc. whatever considered necessary.

4-7 Soft Component Services

For sustainable and effective operation and maintenance of the printing equipment, which is covered by this Project, the Pakistan side requested JICA that soft component services are included in the scope of work of the Project consultant so that AIOU would be able to operate and maintain the equipment by themselves.

4-8 Detail Design of the Equipment

Both sides have agreed that the final decision on details of equipment would be made by the Japan side after a final check in Japan.

4-9 Distant education programs relevant to educational issues in Pakistan.

Japan respects that Pakistan considers education one of the most important issues for its development in its PRSP, and that in its national education plan Pakistan emphasizes on the improvement of education quality, especially at primary level, literacy rate, and the level of women's education. Hence, Japan requested that AIOU would produce and provide the courses for the improvement of those educational issues in Pakistan. Pakistan side, accordingly, agreed to the request.

4-10 Technical Cooperation

A request was made by AIOU for Technical Cooperation by JICA, in order to utilize the equipment in the most effective manner.

Annex-I Project Component

Annex-II List of persons responsible for each section concerned.

Annex I

Planed No.	Equipment	Unit	Planed Q'ty
IET: Institute of Educational Technology			
I-1	Television Production Studio System	set	1
I-2	Cut to Cut Editing System	set	2
I-3	Non-Linear Edting	set	3
I-4	Digital Electronic Field Production System	set	2
I-5	Digital Audio Recording System	set	1
I-6	Digital Video→VHS Duplicator	set	1
I-7	Presentation Equipment (for Auditorium)	set	1
I-8	Digital Camera	set	2
I-9	Measurement Tools	set	1
I-10	Media	set	1
I-11	Power Supply	Unit	1

Planed No.	Equipment	Unit	Planed Q'ty
MECDC: Multimedia Electronic Courseware Design Center			
M-1	Server Room	set	1
M-2	Digital Video Class Room	unit	33
M-3	Digital Video Editing	set	1
M-4	Software	set	1
M-5	CD/DVD Publication Studio	set	1
M-6	Video Conferencing Equipment Video Lecture Delivery Hall	set	5
M-7	Installation Material	set	1

Planed No.	Equipment	Unit	Planed Q'ty
Regional Campus/Center			
D-1	Monitor Television Set	set	64
D-2	Headphone System		64
D-3	DVD Player (DVD/VCD/CD)	set	64
D-4	TV Antenna	set	32
D-5	Cable, Connection Plug, Electric Cable	set	64

Planed No.	Equipment	Unit	Planned Q'ty
PPU: Print Production Unit			
P-1	Computer	set	8
P-2	Software for DTP	set	8
P-3	Color Laser Printer	unit	1
P-4	UPS	unit	3
P-5	Monochrome Laser Printer	unit	1
P-6	Computer for Image Setter	unit	1
P-7	Scanner	unit	1
P-8	Software RIP	set	1
P-9	Image Setter + On Line Film Processor	set	1
P-10	Options	set	1
P-11	Sink & Vat	set	1
P-12	Light Table	unit	3
P-13	Vacuum Printer	set	1
p-14	Measuring Equipment Densitometer for film	set	1

P-15	Measuring Equipment Densitometer for Printed Material	set	1
P-16	2-Color Offset Press A1 Perfectos	unit	2
P-17	Plate puncher	unit	1
P-18	Single Color Offset Press with Numbering & Perforating Machine	unit	1
P-19	Color viewer	unit	1
P-20	Plate puncher	unit	1
P-21	Installation & maintenance tools	set	1
P-22	Guillotine Cutter	unit	1
P-23	Paper Folding Machine	unit	2
P-24	Gathering Machine	unit	1
P-25	Perfect Binder	set	1
P-26	Knife Grinder	set	1
P-27	Wire Stiching Machine	set	1
P-28	Folk Lift	unit	1
P-29	Hand Lift	unit	2
P-30	Waste-solution Treatment Equipment	unit	1
P-31	Automatic Voltage Regulator	set	1

Planed No.	equipment	Unit	Planned Q'ty
Others			
O-1	Lighting Conductor		1

Annex 2

List of persons responsible for each section concerned

【 In charge for the Project 】

Mr. Javed Mahmood Kasuri, Director IET, AIOU, Islamabad

【 In charge for IET section 】

Mr. Mahmood Ali Chief Engineer IET, AIOU, Islamabad

【 In charge for MMCDC section 】

Dr. Nazir Ahmed Sangi Project Director(MMP), AIOU, Islamabad

【 In charge for PPU section 】

Mr. Shahab-ud-Din Shahab Print Manager, AIOU, Islamabad

【 In charge for Regional centers 】

Mr. Ali Asghar Hasnain Director Regional Office, AIOU, Islamabad

GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE, ECONOMIC AFFAIRS, STATISTIC & REVENUE

Islamabad, the 17th June, 2000

NOTIFICATION
(CUSTOMS)

S.R.O.362(I)/2000.- In exercise of the powers conferred by section 19 of the Customs Act, 1969 (IV of 1969) and clause (a) of sub-section (2) of section 13 of the Sales Tax Act, 1990, the Federal Government is pleased to exempt the goods imported by or donated to a non-profit making educational and research institution from the whole of customs duties specified in the First Schedule to the Customs Act, 1969 (IV of 1969), and the whole of sales tax subject to the following conditions, namely :-

(i) The imported goods have an educational and scientific character;

(ii) the importing or receiving institutions are recognized, aided or run by the Federal Government or a Provincial Government;

(iii) the importing or receiving institution shall produce a certificate from the competent authority that-

(a) goods of equivalent educational and scientific value are not manufactured in Pakistan; and

(b) the imported goods will be used exclusively under the control and responsibility of the importing or receiving institution.

Explanation.- For the purposes of this notification, the expression "Competent authority" means,-

(i) in case of institutions falling in the jurisdiction of the Federal Government, the Ministry of Education or Ministry of Science & Technology or any other relevant Ministry of the Federal Government;

(ii) in case of an institution falling within the jurisdiction of a Provincial Government, the Director of Education or Technical Education or Public Instruction or any other relevant authority of the Provincial Government; and

(iii) in case of a university recognized by the University Grants Commission, the Registrar of the University.

{C.No.3(9)Tar-I/88}

(MIR FUAD)
ADDITIONAL SECRETARY

Appendix－5: References

No.	Title	Med.(Book/Video /Map/Photo)	Original /Duplicate	Editor	Edited date
1	Act 1974 (revision made until 1984)	Book	Original	AIOU	1984
2	AIOU News April-June 2003	Book	Original	AIOU	2003
3	AIOU News January-March 2004	Book	Original	AIOU	2004
4	AIOU Annual Report (03-04)	Book	Original	AIOU	2004
5	AIOU Annual Report (03-04) Executive Summary	Book	Original	AIOU	2004
6	AIOU Annual Report (02-03)	Book	Original	AIOU	2003
7	AIOU Annual Report (02-03) Executive Summary	Book	Original	AIOU	2003
8	AIOU Annual Report (01-02)	Book	Original	AIOU	2002
9	AIOU Annual Report (99-00)	Book	Original	AIOU	2000
10	AIOU Drawings (IET, MECDC and PPU)	Floppy	Original	AIOU	2004
11	AIOU Basic Design 1975-99	Book	Original	AIOU	1999
12	Prospectus (2003) AIOU	Book	Original	AIOU	2003
13	Drawings (6 Nos.)	Sheets	Duplicate	PD AIOU	NA
14	Pakistan Economic Survey (03-04)	Book	Original	Gov. of Pakistan, Finance Division	2004
15	Pakistan Economic Survey (02-03)	Book	Original	Gov. of Pakistan, Finance Division	2003
16	Eligibility Criteria (2004)	Book	Duplicate	Mushtaq	NA
17	Environmental Planning & Practice	Book	Original	AIOU	NA
18	HP documents	Booklets/CD	Original	HP	2003
19	Job Market Study	Book	Original	AIOU	2003
20	Pakistan Journal Education	Book	Original	AIOU	NA
21	Progress & Prospectus AIOU	Book	Original	AIOU	2001
22	List of Audio/Video Program	Book	Original	AIOU	1997
23	Code Book (AIOU Course)	Book	Original	AIOU	NA
24	Radio/TV Programmes (04-05)	Book	Original	AIOU	NA
25	Social Development in Pakistan (2002-03)	Book	Original	SPDC	2003
26	The Year Perspective Development Plan 2001-11 and Three Year Development Programme 2001-04	Book	Original	Gov. of Pakistan Planning Commission	2001