

Appendices

1. Member List of the Study Team

1-1 Basic Design Study

1	Team Leader	Hiroshi YONEDA	Resident Representative JICA USA Office
2	Technical Advisor	Yoshimi KOSAKA	Fisheries Infrastructure Department Fisheries Agency
3	Chief Consultant /Fisheries Facility Planning /Natural Condition Survey	Mamoru KONDO	ICONS International Cooperation Inc.
4	Facility Planning	Naotaka KUNITA	ICONS International Cooperation Inc.
5	Constuction and Procurement Planning /Cost Estimation	Shingo SHIRATORI	ICONS International Cooperation Inc.

1-2 Basic Design Study (for Discussion of Land Acquisition)

1	Team Leader	Hiroshi ONEDA	Resident Representative JICA USA Office
2	Chief Consultant /Fisheries Facility Planning /Natural Condition Survey	Mamoru KONDO	ICONS International Cooperation Inc.

1-3 Draft Basic Design Study

1	Team Leader	Norihiro IKEDA	Project Management Department II Grant Aid Management Department JICA
2	Technical Advisor	Hidenao WATANABE	Fisheries Agency
3	Chief Consultant /Fisheries Facility Planning /Natural Condition Survey	Mamoru KONDO	ICONS International Cooperation Inc.
4	Facility Planning	Naotaka KUNITA	ICONS International Cooperation Inc.

2. Study Schedule

2-1 Basic Design Study

No.	Date		Activities	Accommodation
1	Aug. 16	Mon	Narita~NYK (Official-2 and 3 Consultants)	New York
2	Aug. 17	Tue	NYK~Port of Spain, Courtesy call to Embassy of Japan (TT) (2 Officials and 3 Consultants)	Port of Spain
3	Aug. 18	Wed	Port of Spain~Saint Kitts Courtesy call to Implementation Agency (2 Officials and 3 Consultants)	Saint Kitts
4	Aug. 19	Thu	Discussion with Implementation Agency, BFC Survey	Saint Kitts
5	Aug. 20	Fri	Courtesy call to Minister of Agriculture, Discussion with Implementation Agency, Site survey, Installation of tide survey equipment	Saint Kitts
6	Aug. 21	Sat	Discussion with Implementation Agency	Saint Kitts
7	Aug. 22	Sun	Port Zante survey, Data analysis, Team Discussion	Saint Kitts
8	Aug. 23	Mon	Public Market survey, SMMC visit, Discussion with Implementation Agency, Fishing villages survey	Saint Kitts
9	Aug. 24	Tue	Discussion on Minute of Discussion, Discussion with Dept. of Cooperatives	Saint Kitts
10	Aug. 25	Wed	Discussion/Signing of Minute of Discussion, General Meeting with SCN government staffs and fishermen, etc.	Saint Kitts
11	Aug. 26	Thu	(Saint Kitts~Washington (Official-1 Team Leader) , Saint Kitts~NYK (Official-2 Technical Advisor)) Discussion with Implementation Agency	Saint Kitts (Official-1; Washington) (Official-2; NYK)
12	Aug. 27	Fri	(~Narita (Official-2 Technical Advisor)) Discussion with Fisheries Dept. Site survey, Postal services survey, etc.	Saint Kitts (Official-2; Narita)
13	Aug. 28	Sat	Site survey, Discussion on the natural condition survey	Saint Kitts
14	Aug. 29	Sun	Team meeting, Data analysis	Saint Kitts
15	Aug. 30	Mon	Fishery survey at sites (Fishing boats/Fishermen ; a,b) , Data collection (Meteorology Agency at airport and Ministry of Public Works ; c))	Saint Kitts
16	Aug. 31	Tue	Discussion with Fisheries Dept., BFC business survey, OL・SP・DB sites survey(a) Water Company, Electric Company (Data collection ; b,c) Hurricane 「Frances」 information (Fishery Dept. ; a,b,c)	Saint Kitts
17	Sept. 1	Wed	Discussion with Fisheries Dept., BFC business survey, OL・SP・DB sites survey (a) Water Company, Electric Company (Data collection ; b,c) Cost estimation data collection (c)	Saint Kitts
18	Sept. 2	Thu	Discussion with Fisheries Dept., Fishing boats survey (No fishing and landed on the beach because of Hurricane) Hearing Surveys at Coast Guard, Port Zante	Saint Kitts
19	Sept. 3	Fri	Discussion with Fisheries Dept. (Fish Statistics/data, etc.)	Saint Kitts
20	Sept. 4	Sat	Survey on Nevis Ids (a,b,c)	Saint Kitts
21	Sept. 5	Sun	Collected data analysis, Team meeting (a,b,c)	Saint Kitts
22	Sept. 6	Mon	Discussion on the project plans 1/3, Discussion with Water Dept. Discussion on the natural condition surveys	Saint Kitts
23	Sept. 7	Tue	Discussion on the project plans 2/3, Hurricane 「IVAN」 information, Project layout examination, Cost estimation data collection, Tide meter damage due to Hurricane waves	Saint Kitts

No.	Date		Activities	Accommodation
24	Sept. 8	Wed	Discussion on the project plans 3/3, Hurricane「IVAN」information, Project layout planning, Cost estimation data collection	Saint Kitts
25	Sept. 9	Thu	Discussion on the land securing for the project (a) , Survey of Fishermen's cooperative offices at SP and DB, Hearing survey on the natural conditions (b,c) (Trip: Saint Kitts~Port of Spain ; a)	Saint Kitts
26	Sept. 10	Fri	Intermediate reporting to Embassy of Japan (in TT)(am ; Secretary in charge, pm ; Ambassador ; a), Discussion with sub-contractor (a), Examination of project planning (b), Survey attend (DB: Topographic /Bathymetric surveys ; c)	Saint Kitts
27	Sept. 11	Sat	(Trip: Port of Spain~Saint Kitts; a), Survey attend (SP: Topographic /Bathymetric surveys ; b,c)	Saint Kitts
28	Sept. 12	Sun	Survey attend (OL: Topographic /Bathymetric surveys) ; Cancelled due to Hurricane wave, DB sea-grass survey, SP and DB Fishermen's Cooperative office survey (again)	Saint Kitts
29	Sept. 13	Mon	Discussion on the land securing at sites, Discussion on the project contents (including layout plans) 1/3	Saint Kitts
30	Sept. 14	Tue	Discussion on the land securing at sites, Discussion on the project contents (including layout plans) 2/3	Saint Kitts
31	Sept. 15	Wed	Discussion on the land securing at sites, Discussion on the project contents (including layout plans) 3/3	Saint Kitts
32	Sept. 16	Thu	Site survey from sea (by boat), Examination of facility and jetty plans, SCN National Holiday (HEROs Day)	Saint Kitts
33	Sept. 17	Fri	Confirmation of progress on the securing of lands, Site survey, Data collection (Water, Electricity, Housing Dept.)	Saint Kitts
34	Sept. 18	Sat	Site survey, Data analysis, Team meeting	Saint Kitts
35	Sept. 19	Sun	Site visit (Ambassador visited project sites planned), Data analysis, Team meeting	Saint Kitts
36	Sept. 20	Mon	Discussion with Fisheries Dept. (Land acquisition and alternative plans) , Site survey Data collection (Water, Electricity, Housing Dept.), Recovery of Tide survey equipment	Saint Kitts
37	Sept. 21	Tue	Discussion with Fisheries Dept., Discussion with OL fishermen on the project planning	Saint Kitts
38	Sept. 22	Wed	Discussion with Fisheries Dept., Discussion with DB fishermen on the project planning, Site survey (Electricity supply line) , Site survey by airplane, Discussion on the DB layout plan	Saint Kitts
39	Sept. 23	Thu	BFC management data/fisheries data collection (a), Discussion with Electric Dept. and Implementation Agency (a,b,c) : (Saint Kitts~Port of Spain ; b,c)	Saint Kitts (Port of Spain ;b,c)
40	Sept. 24	Fri	Discussion with fishery officer in charge on the catch data and the result of analysis (a) (Port of Spain~NYK ; b,c)	Saint Kitts (New York ; b,c)
41	Sept. 25	Sat	Data analysis, Site survey (a) (NYK~ to Narita ; b,c)	Saint Kitts (In Air ; b,c)
42	Sept. 26	Sun	Data analysis (a) , (Narita ; b,c)	Saint Kitts (Narita ; b,c)
43	Sept. 27	Mon	Discussion with Fisheries Dept. (Survey schedule and the prospects of land acquisition ; a)	Saint Kitts
44	Sept. 28	Tue	Discussion with subcontractor (Current survey ; a)	Saint Kitts

No.	Date		Activities	Accommodation
45	Sept. 29	Wed	Survey attend (DB ; Installation of self recording type current meter ; a) 、	Saint Kitts
46	Sept. 30	Thu	Survey attend (OL; Installation of self recording type current meter ; a) , Discussion with Fisheries Dept. (on the Land Acquisition ; a)	Saint Kitts
47	Oct. 1	Fri	Discussion with Fisheries Dept. (BFC Management data collection ; a)	Saint Kitts
48	Oct. 2	Sat	Discussion with subcontractor (Boring survey ; a)	Saint Kitts
49	Oct. 3	Sun	Data analysis, Examination of alternative plans, Survey schedule and the plan ; (a)	Saint Kitts
50	Oct. 4	Mon	Discussion with Fisheries Dept. (Site survey by the authorized land surveyor ; OL site ; a)	Saint Kitts
51	Oct. 5	Tue	Discussion with Fisheries Dept. (Site survey by the authorized land surveyor ; SP, DB sites ; a) , Confirmation on the Memorandum of Discussion (a)	Saint Kitts
52	Oct. 6	Wed	Confirmation on the survey summary and discussions, Discussion with assistant Permanent Secretary (Ministry of Agriculture) on the land matter	Saint Kitts
53	Oct. 7	Thu	Discussion with Fisheries Dept. (General items, Project schedule, etc.)	Saint Kitts
54	Oct. 8	Fri	Confirmation of Memo of Discussions : Receipt of copy of letter to Embassy of Japan on the Land matter from the Assistant PS) (Saint Kitts ~San Juan~NYK)	New York
55	Oct. 9	Sat	NYK~Narita	(In Air)
56	Oct. 10	Sun	~Narita (a)	(Narita ; a)

Officials : 1.Team Leader、 2.Technical Advisor

Consultant : a: Chief Consultant、 b :Facility Planning、 c: Construction and Procurement/Cost Estimation

2-2 Basic Design Study (for Discussion of Land Acquisition)

No.	Date		Activities	Accommodation
1	Feb. 5	Sat	Consultant : Narita~NYK~San Juan~Saint Kitts	Saint Kitts
2	Feb. 6	Sun	Preliminary meeting with Fisheries Dept. : CFO & others Meeting with Old Road Fishermen' s Cooperatives : Staff	Saint Kitts
3	Feb. 7	Mon	Discussion with Fisheries Dept. on the survey schedule Discussion with Lands Dept. Discussion with Ministry of Foreign Affairs (Purpose of visit, Items to be confirmed, etc.)	Saint Kitts
4	Feb. 7	Tue	Discussion with Fisheries Dept. (Appointment with Minister and Permanent Secretary) , Site confirmation, Discussion with Lands Dept. and Fisheries Dept. *Summary of discussion items (Land acquisition)	Saint Kitts
5	Feb. 7	Wed	Discussion with Fisheries Dept. (Confirmation of progress) Meeting with Minister, PS (CFO, FO attended) *SCN side continued the internal meeting after survey team (Official-1 ; Team Leader arrived in St. Kitts): Team meeting *Result of SCN side meeting (No information because SCN side continued the meeting until midnight) Team meeting (Land acquisition progress and prospects)	Saint Kitts
6	Feb. 7	Thu	Discussion with Fisheries Dept. (Reconfirmation of land matter progress, result of SCN side meeting yesterday, etc.) Discussion with Minister, PS (CFO, FO attended) Discussion with Lands Dept. (Land acquisition procedure) Team meeting (M/D draft, etc.) ; Evening : Discussion with acting PS, CFO,etc.	Saint Kitts
7	Feb. 7	Fri	Drafting of Minute of Discussions Meeting with Fisheries Dept. (Confirmation of M/D draft) Meeting with Prime Minister, Minister of Agriculture (PS,CFO, FO attended) , Signing of M/D : Lands to be acquired by the law; Reporting to the EOJ officially by the 4 th March, 2005 Discussion with Lands Dept. (Confirmation of land acquiring condition)	Saint Kitts
8	Feb. 7	Sat	Official-1 Team Leader ; Saint Kitts~Washington Consultant-a.; Saint Kitts ~Port of Spain	Port of Spain
9	Feb. 7	Sun	Consultant-a. ; Documentation	Port of Spain
10	Feb. 7	Mon	Reporting to Embassy of Japan (TT) Consultant-a.; Port of Spain~NYK	New York
11	Feb. 7	Mon	Consultant-a.; NYK~ (Narita)	In Air
12	Feb. 7	Wed	~Narita	

Official : 1. Team Leader

Consultant : a: Chief Consultant

2-3 Draft Basic Design Study

No.	Date		Activities	Accommodation
1	Apr. 9	Sat	Consultant : Narita~NYK	New York
2	Apr. 10	Sun	Consultant : NYK~San Juan~Saint Kitts	Saint Kitts
3	Apr. 11	Mon	Courtesy call to Ministry and Fisheries Dept., Discussion on the schedule and outline of the draft basic design study , Explanation on the details of draft report, Confirmation of Land documents Meeting with SCHS (Saint Christopher Heritage Society; NGO) (Explained the outline of project in accordance with a request from CFO) Discussion on the Draft Basic Design Study Confirmation of OL project site Meeting with OL Fishermen (Workshop with fishermen and Old Road residents)	Saint Kitts
4	Apr. 12	Tue	Discussion on the Draft Basic Design Study (2 nd day) Discussion with PS (Land documents, Legal status, Agreement with fishermen's cooperative on the transfer of landing site during construction works, etc.)	Saint Kitts
5	Apr. 13	Wed	Courtesy calls to Fisheries Dept., Ministry of Agriculture (Minister, PS) Discussion with Fisheries Dept. (Discussion and confirmation in accordance with the Mission's policy, on the basic items and the draft report, draft of M/D, etc.)	Saint Kitts
6	Apr. 14	Thu	Site survey (OL, SP, D, etc.) Discussion with PS (Discussion & confirmation of M/D)	Saint Kitts
7	Apr. 15	Fri	Fisheries Dept. (Minute of Discussions drafting) Signing of M/D (Signer of SCN government is PS) Discussion with Fisheries Dept.	Saint Kitts
8	Apr. 16	Sat	Team meeting, Documentation, etc. (Official-1 ; From St. Kitts to another mission) (Official-2 ; St. Kitts ~NYK)	Saint Kitts (Official-1; To another mission) (Official-2;New York)
9	Apr. 17	Sun	Consultant ; Saint Kitts ~Port of Spain (Official-2 ; NYK~Narita)	Port of Spain (Official-2; In Air)
10	Apr. 18	Mon	Reporting to Embassy of Japan (TT) Consultant : Port of Spain~NYK (Official-2 : ~Narita)	New York
11	Apr. 19	Tue	Consultant : NYK~ (Narita)	In Air
12	Apr. 20	Wed	~Narita	

Officials : 1.Team Leader、 2.Technical Advisor

Consultant : a: Chief Consultant、 b :Facility Planning

3. List of Parties concerned in the Recipient Country

3-1 Basic Design Study

Name of Organization, Title	Name
Ministry of Agriculture, Fisheries, Cooperatives, Lands and Housing (*See Note below.)	
Minister	Hon. Cedric R. Liburd
Permanent Secretary	Mr. Ian Liburd
Assistant Permanent Secretary	Mr. Charles Williams
Senior Fisheries Officer, Department of Fisheries	Mr. Joseph Simmonds
Fisheries Officer, Fisheries Division	Mr. Ralph Wilkins
Assistant Fisheries Officer, Fisheries Division	Mr. Samuel Heyliger
Co-operatives Officer, Department of Co-operatives	Mr. Clyde Thompson
Department of Lands and Housing	Mr. Calvin Esdaille C.T.O
Civil Engineer, Department of Lands and Housing	Mr. Dwight Francis
Basseterre Fisheries Complex, Fisheries Division	Mr. Euclid Warner
Fishermen's Co-operatives	
Old Road Fishermen's Co-operative	Mr. Oliver Spencer
Dieppe Bay Fishermen's Co-operative	Mr. Phillip Gerald
Dieppe Bay Fishermen's Co-operative	Mr. Kenneth Millard
Department of Public Works	
Chief Engineer	Mr. Delon James
Quarry Manager	Mr. Nigel Bradshaw
St. Christopher Air & Sea Ports Authority	
Operations Officer	Mr. Loui Hendrickson
Meteorological Officer	Mr. Maurice Mills
Department of Water	
Engineering Division	Mr. Peter Procope
Engineering Division	Mr. Caurtis Hobson
St. Kitts Electricity Department	
Engineering Division	Mr. George Flanders
Engineering Division	Mr. Eugene Springette

Note : Ministry of Agriculture, Fisheries, Cooperatives, Lands and Housing (MAFCL&H) was changed into the new name of Ministry of Housing, Agriculture, Fisheries and Consumer Affairs (MHAFCFA) after December, 2004.

3-2 Basic Design Study (for Discussion of Land Acquisition)

Name of Organization, Title	Name
Prime Minister and Minister of Finance, Technology and Sustainable Development, Tourism and Sports	
Prime Minister	Hon. Dr. Denzil L. Douglas
Ministry of Housing, Agriculture, Fisheries and Consumer Affairs (*See Note below.)	
Minister	Hon. Cedric R. Liburd
Permanent Secretary	Mr. Ian Liburd
Senior Fisheries Officer, Department of Fisheries	Mr. Joseph Simmonds
Fisheries Officer, Fisheries Division	Mr. Ralph Wilkins
Fishermen's Co-operatives	
Old Road Fishermen's Co-operative	Mr. Oliver Spencer
Lands Department	
Former Assistant Permanent Secretary	Mr. Charles Williams

Note : Ministry of Housing, Agriculture, Fisheries and Consumer Affairs (MHAFCFA) is new name of the responsible agency for the project after December, 2004.

3-2 Draft Basic Design Study

Name of Organization, Title	Name
Ministry of Housing, Agriculture, Fisheries, Consumer Affairs	
Minister	Hon. Cedric R. Liburd
Permanent Secretary	Mr. Ian Liburd
Senior Fisheries Officer, Department of Fisheries	Mr. Joseph Simmonds
Fisheries Officer, Fisheries Division	Mr. Ralph Wilkins
Basseterre Fisheries Complex, Fisheries Division	Mr. Euclid Warner
Fishermen's Co-operatives	
Old Road Fishermen's Co-operative	Mr. Oliver Spencer
President, Do	Mr. Terville Peets
St. Christopher Heritage Society	
Executive Director	Ms. Jacqueline Armony

4. Minutes of Discussions

4-1 Basic Design Study

4-2 Basic Design Study (for Discussion of Land Acquisition)

4-3 Draft Basic Design Study

**MINUTES OF DISCUSSIONS
ON
THE BASIC DESIGN STUDY
ON
ARTISANAL FISHERIES DEVELOPMENT PROJECT
IN
SAINT CHRISTOPHER AND NEVIS**

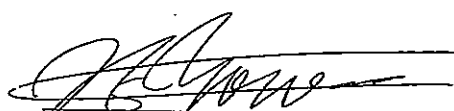
In response to a request for Grant Aid from the Government of Saint Christopher and Nevis (hereinafter referred to as "SCN"), the Government of Japan decided to conduct a Basic Design Study on Artisanal Fisheries Development Project (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to SCN the Basic Design Study Team (hereinafter referred to as "the Team"), which is headed by Mr. Hiroshi YONEDA, Resident Representative, JICA USA Office and is scheduled to stay in the country from August 18 to September 23, 2004.

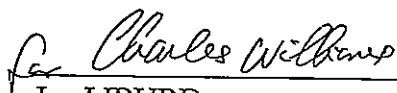
The Team held a series of discussions with the officials concerned of the Government of SCN and conducted a field survey at the study areas.

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

Basseterre, August 25, 2004



Hiroshi YONEDA
Leader
Basic Design Study Team
JICA



for Ian LIBURD
Permanent Secretary,
Ministry of Agriculture, Fisheries,
Cooperatives, Lands and Housing

ATTACHMENT

1. Objective of the Project

The objective of the Project is to facilitate more effective and efficient fishing operation through construction of basic elements of infrastructure for better landing and handling of fish.

2. Project Site

The candidate sites of the Project are Old Road, Sandy Point and Dieppe Bay in Saint Kitts Island of SCN as shown in ANNEX-1.

SCN side understood the policy of the Team to examine the number of project sites and components of each project site based on the result of study regarding natural condition, land acquisition, cost-benefit performance and the difficulty of parallel management of several Project sites and so on.

3. Responsible and Implementing Agency

3-1. The Responsible Agency is the Ministry of Agriculture, Fisheries, Cooperatives, Lands, and Housing (hereinafter referred to as "MAFCL&H").

3-2. The Implementing Agency is the Department of Fisheries of MAFCL&H.

3-3. Organization charts of MAFCL&H and the Department of Fisheries are as shown in ANNEX-2.

4. Requested items and its necessity explained by the Government of SCN

4-1. After discussions with the Team, the items described in Annex-3 were finally requested by SCN side. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for approval.

4-2. SCN side understood the policy of the Team to examine the number of project sites and components of each project site based on the result of study regarding natural condition, land acquisition, cost-benefit performance and the difficulty of parallel management of several Project sites and so on.

5. Japan's Grant Aid System

5-1. SCN side has understood "Japan's Grant Aid Program" explained by the Team, as described in ANNEX-4.

5-2. SCN side will undertake the necessary measures, as described in ANNEX-5, 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 will proceed to further study in SCN until September 23, 2004.

6-2 JICA will prepare the draft report in English and will dispatch a mission around December, 2004 to explain its contents.

6-3 In case the contents of the report are acceptable in principle by SCN side, JICA will complete the final report and send it to SCN side by April, 2005.



7. Other Relevant Issues

7-1. The team explained SCN side that civil engineering facilities, i.e. slipway and jetty, might cause sedimentation in Project sites. SCN side understood the explanation and guarantees to take necessary countermeasures by the responsibility of the government of SCN.

7-2. It has turned out in the mission that all the would-be Project sites do not belong to the SCN Government. SCN side is requested to take action for acquiring the lands ownership as soon as possible, accordingly. Since it would take some time to complete such an acquisition, SCN side is requested to show the team their necessary procedures in writing. On the coming September 10, Mr. M. Kondo is to report to the Japanese Ambassador at Trinidad and Tobago any progress of the present Basic Design Study, inclusive of the lands acquisition status. The cooperation from the SCN side would be highly appreciated by the team.

7-3. Upon completion of the Project, a pick-up type insulated van will be required for distributing necessary amount of ice to the Project sites and return fresh fish to BFC.

7-4. With respect to the Old Road site, the team has advised to combine Area 1 (presently used site) and Area 2 (initially proposed site) for the sake of the better use of facilities. SCN side has been in agreement with the team's proposition.

7-5. In the Preparatory Study mission, SCN side insisted to the team the necessity of slipway in the Dieppe Bay, and in the present Basic Design Study mission, SCN side again insisted on the same necessity. The team emphasized that it would be difficult to construct any structures along the shoreline in terms of its fragility against wave-caused sedimentation and erosion.

Asked by the team about frequency of pulling fishing boats up to the seashore, SCN side answered 3 to 4 times during one hurricane season (June to December). The team immediately commented that it would be too expensive for the frequency level. The team has, however, agreed to bring this matter to Tokyo where authorities concerned will consider whether it would be justified or not. At the same time the team will study its appropriateness in terms of natural conditions during the remaining period in this country.

7-6. "Working shed" described in the minutes of the meeting of the Preparatory Team should be called as "Community Fishing Center Building (CFC Building)", CFC should function more actively than they were. A few fisheries cooperatives will be involved in the CFC activities. Previous activities of the cooperatives should be reviewed at the time of planning CFC facilities.

7-7. It is required to collect data and information related to the fish catch at each landing point. Those activities are intrinsically useful for policy-making process in the fishing industry. Each Project site will function as a Community Fishing Center (CFC) at which a manager dispatched from the Fisheries Department will be stationed. Such manager will be in a right position to conduct data collection activities as well as its CFC management. From time to time the managers are required to send their data and information to BFC/Fisheries Department which are the center for statistical database. To collect data and information in formatted and integrated way, those managers should be trained:

The Project, therefore, should include such training activities as a so-called Soft Component in the Grant Aid Program.

7-8. In relation to the BFC Project, the team has found that the landing area of BFC has a fair



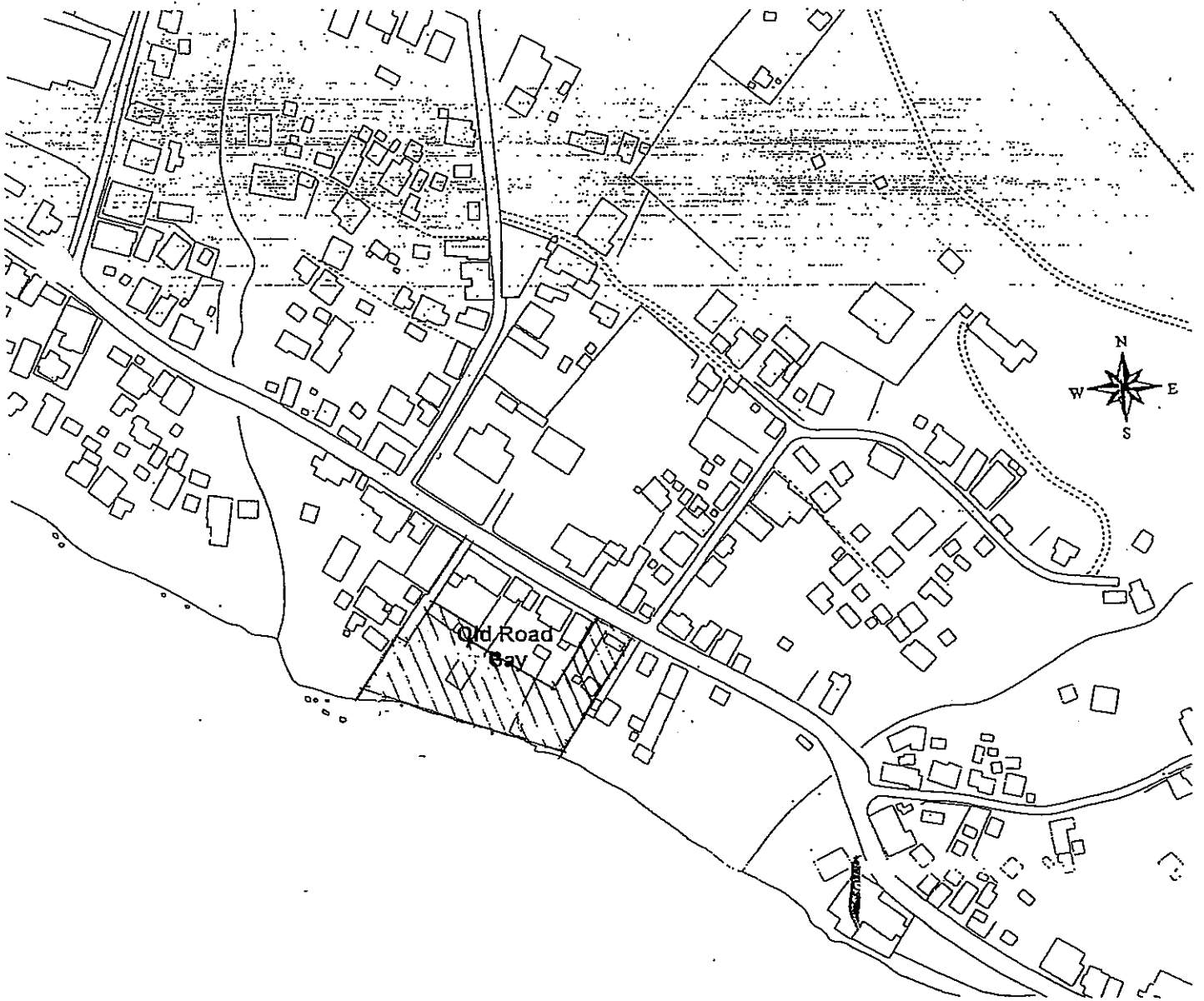
amount of sedimentation where the normal landing cannot be expected. As the sedimentation has been foreseen in the relevant Basic Design Study Report, SCN side is requested to abide by the requirement to provide for the dredging work in the landing area. SCN's support would be appreciated by the team.



ANNEX-1

Site Location Map

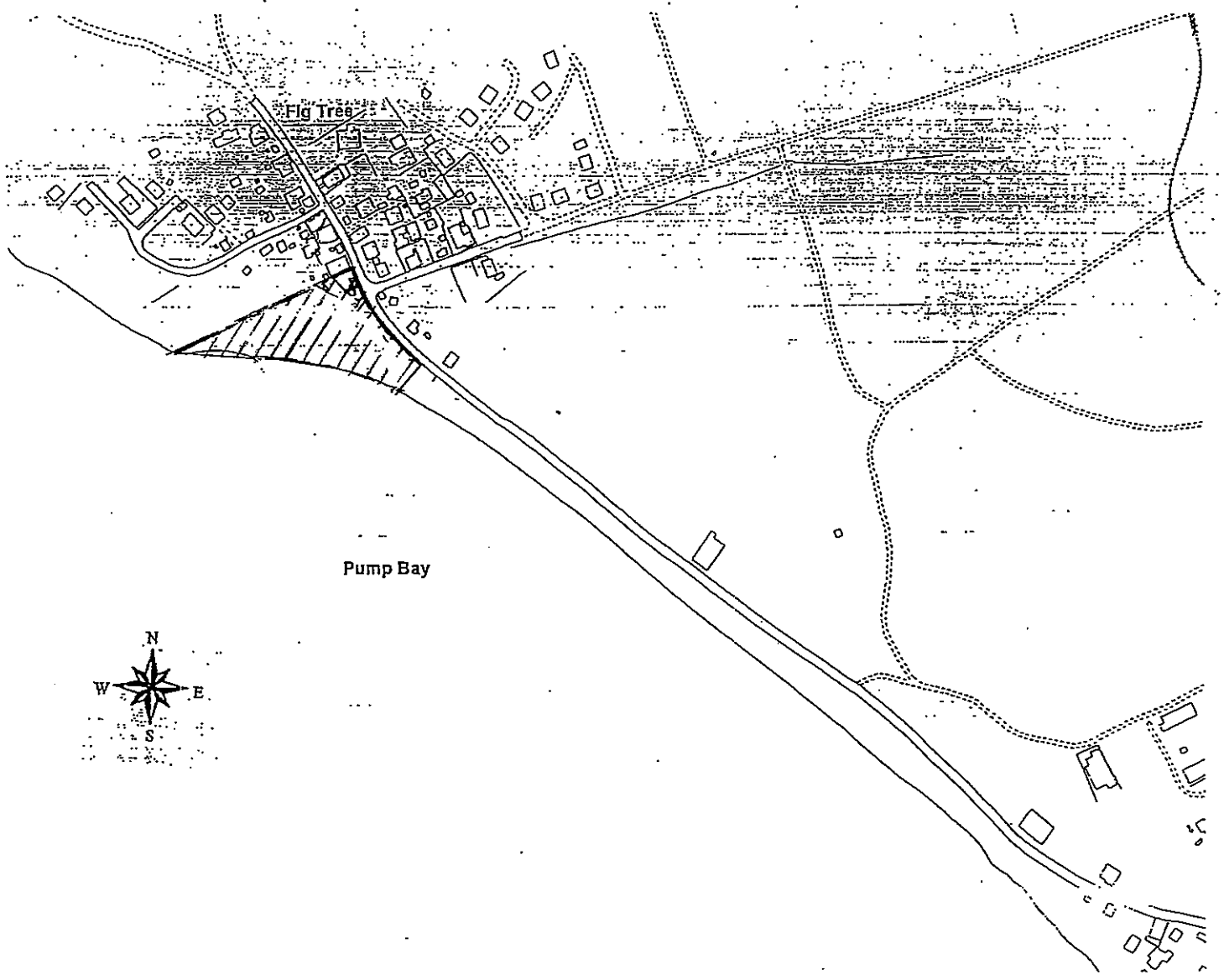
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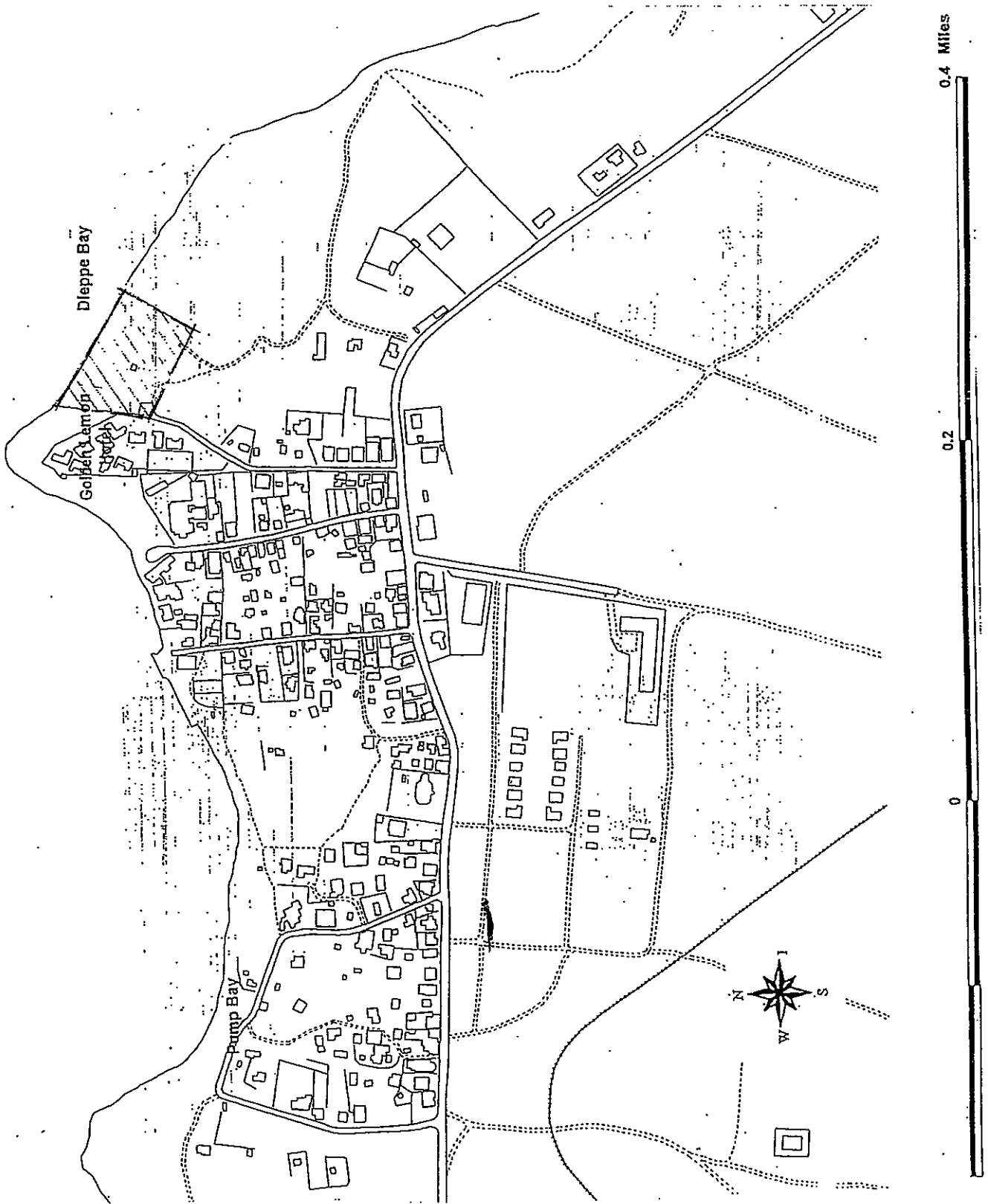
Sandy Point



PM

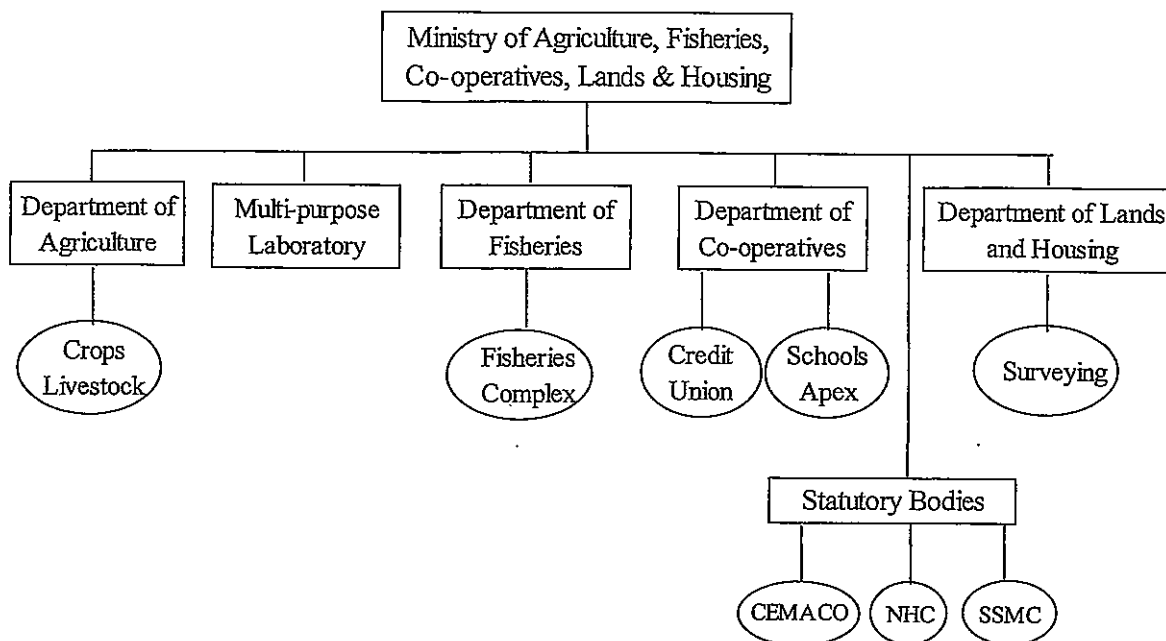
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Dieppe Bay

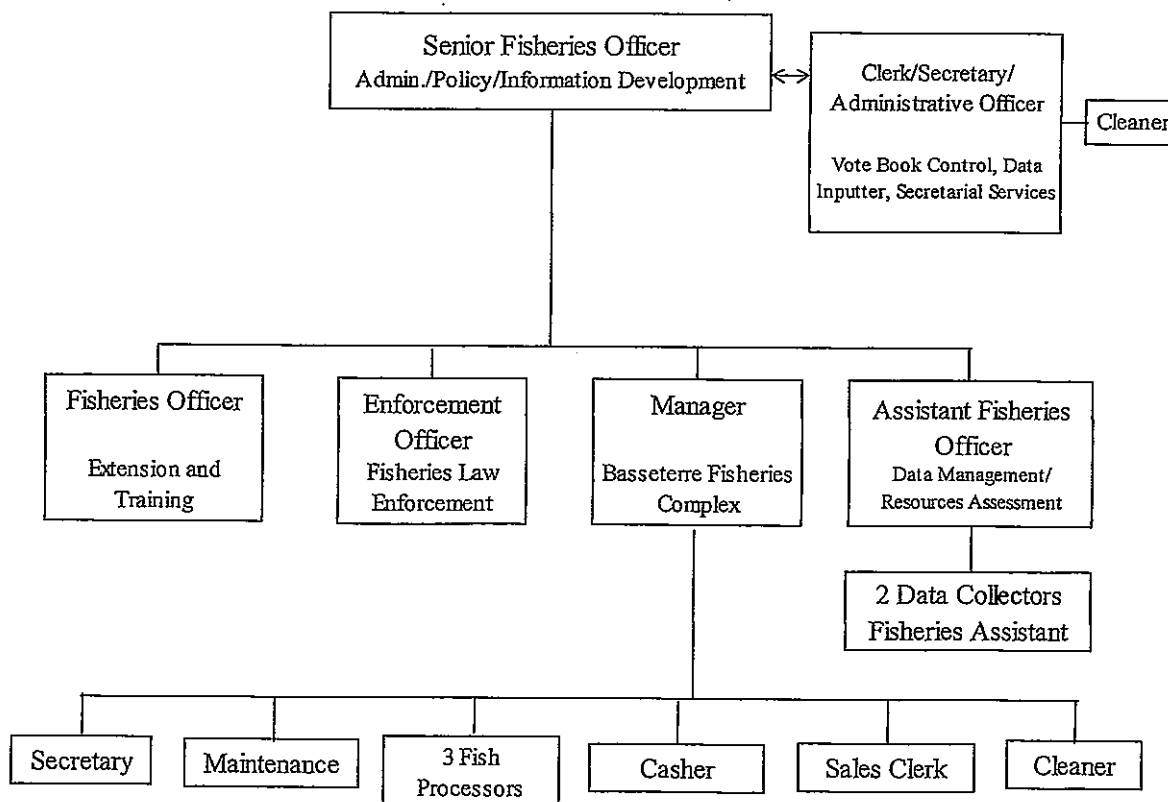


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ANNEX-2



Organization of Ministry of Agriculture, Fisheries, Co-operatives, Lands & Housing



Organization of Department of Fisheries

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ANNEX-3

(1) Old Road Town Fishing Community (Priority : A)

No.	Item	Priority	Remarks
1	Boat yard facilities	A	
2	Jetty for fish landing	B	
3	Slipway with boat lifting equipment	A	
4	Community fishing building with water supply & drainage system, toilets & showers	A	
5	Ice boxes	A	
6	Fishers lockers	B	

(2) Sandy Point Fishing Community (Priority : B)

No.	Item	Priority	Remarks
1	Boat lifting equipment on the existing ramp way	B	
2	Boat yard	B	
3	Fishers lockers	B	
4	Community fishing building with water supply & drainage system, toilets & showers	B	
5	Ice boxes	B	

(3) Dieppe Bay Fishing Community (Priority :A)

No.	Item	Priority	Remarks
1	Jetty for fish landing	B	
2	Community fishing building with water supply & drainage system, toilets & showers	B	
3	Fishers lockers	B	
4	Ice boxes	B	
5	Slipway	C	

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ANNEX-4

Japan's Grant Aid Program

1. Japan's Grant Aid Procedures

- (1) The Japan's Grant Aid Program is executed by the following procedures.
- Application** (Request made by a recipient country)
 - Study** (Preparatory Study / Basic Design Study conducted by JICA)
 - Appraisal & Approval** (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)
 - Determination of Implementation** (Exchange of Notes between the both Governments)
 - Implementation** (Implementation of the Project)

- (2) Firstly, an application or a request for a project made by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to see whether or not it is suitable for Japan's Grant Aid. If the request is deemed suitable, the Government of Japan entrusts a study on the request to JICA (Japan International Cooperation Agency).

Secondly, JICA conducts the Study (Basic Design Study), using a Japanese consulting firm. If the background and objective of the requested project are not clear, a Preparatory Study is conducted prior to a Basic Design Study.

Thirdly, the Government of Japan appraises the Project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study Report prepared by JICA and the results are then submitted to the Cabinet for approval.

Fourthly, the Project approved by the Cabinet becomes official when pledged by the Exchange of Notes signed by both Governments.

Finally, for the implementation of the Project, JICA assists the recipient country in preparing contracts and so on.

2. Contents of the Study

- (1) Contents of the Study
- The purpose of the Study (Preparatory Study/Basic Design Study) conducted on a project requested by JICA is to provide a basic document necessary for appraisal of the project by the Japanese Government. The contents of the Study are as follows:
- a) To confirm background, objectives, benefits of the project and also institutional capacity of agencies concerned of the recipient country necessary for project implementation,
 - b) To evaluate appropriateness of the Project for the Grant Aid Scheme from a technical, social and economical point of view,
 - c) To confirm items agreed on by the both parties concerning a basic concept of the project,
 - d) To prepare a basic design of the project,
 - e) To estimate cost involved in the project.



Final project components are subject to approval by the Government of Japan and therefore may differ from an original request.

Implementing the project, the Government of Japan requests the recipient country to take necessary measures involved which are itemized on Exchange of Notes.

(2) Selecting (a) Consulting Firm(s)

For smooth implementation of the study, JICA uses (a) consulting firm(s) registered. JICA selects (a) firm(s) through proposals submitted by firms, which are interested. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference made by JICA.

The consulting firm(s) used for the study is (are) recommended by JICA to a recipient country after Exchange of Notes, in order to maintain technical consistency and to ensure smooth implementation of the Project within the period.

(3) Status of a Preparatory Study in the Grant Aid Program

A Preparatory Study is conducted during the second step of a project formulation & preparation as mentioned above.

The result of the study will be utilized in Japan to decide if the Project is to be suitable for a Basic Design Study.

Based on the result of the Basic Design Study, the Government would proceed to the stage of decision making process (appraisal and approval).

It is important to notice that at the stage of Preparatory Study, no commitment is made by the Japanese side concerning the realization of the Project in the scheme of Grant Aid Program.

3. Japan's Grant Aid Scheme

(1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non-reimbursable funds needed to procure facilities, equipment and services for economic and social development of the country under the following principles in accordance with relevant laws and regulations of Japan. The Grant Aid is not in a form of donation or such.

(2) Exchange of Notes (E/N)

The Japan's Grant Aid is extended in accordance with the Exchange of Notes by both Governments, in which the objectives of the Project, period of execution, conditions and amount of the Grant etc. are confirmed.

(3) "The period of the Grant Aid" means one Japanese fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedure such as Exchange of Notes, concluding a contract with (a) consulting firm(s) and (a) contractor(s) and a final payment to them must be completed.

(4) Under the Grant, in principle, products and services of origins of Japan or the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant may be used for the purchase of products or services of a third country origin.

However the prime contractors, namely, consulting, contractor and procurement firm, are

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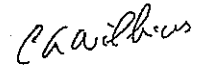
limited to "Japanese nationals". (The term "Japanese nationals" means Japanese physical persons or Japanese juridical persons controlled by Japanese physical persons.)

- (5) Necessity of the "Verification"
The Government of the recipient country or its designated authority will conclude into contracts in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. The "Verification" is deemed necessary to secure accountability to Japanese taxpayers.
- (6) Undertakings required to the Government of the recipient country
In the implementation of the Grant Aid, the recipient country is required to undertake necessary measures such as the following:
- a) To secure land necessary for the sites of the project and to clear and level the land prior to commencement of the construction work,
 - b) To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities in and around the sites,
 - c) To secure buildings prior to the installation work in case the Project is providing equipment,
 - d) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid,
 - e) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts,
 - f) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.
- (7) Proper Use
The recipient country is required to maintain and use facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for their operation and maintenance as well as to bear all expenses other than those to be borne 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 shall 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



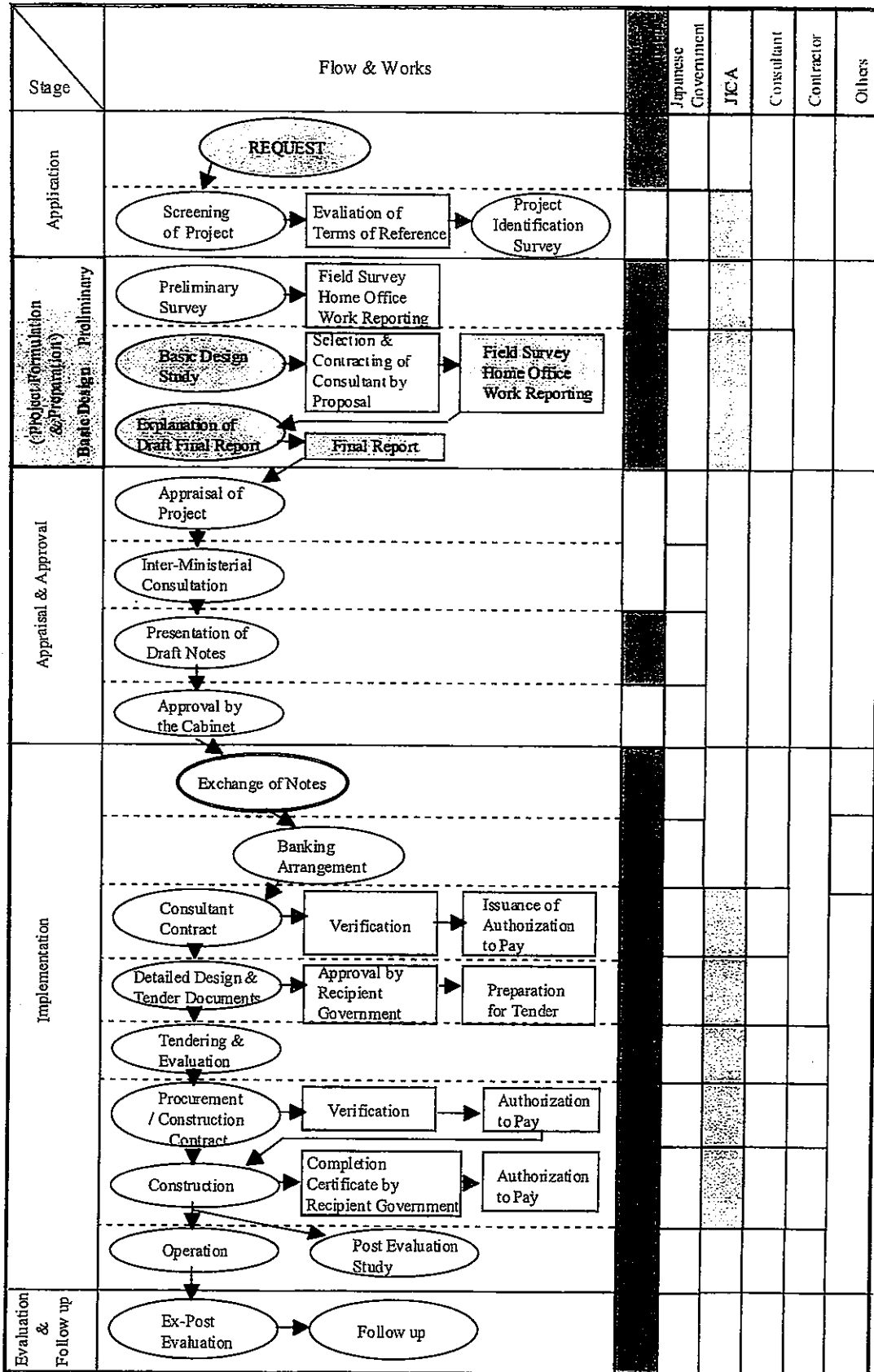
payments in Japanese yen to cover the obligations incurred by Government of the recipient country or its designated authority under the contracts verified.

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



Grant Aid Procedures

FLOW CHART OF JAPAN'S GRANT AID PROCEDURES



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ANNEX-5

Major Undertakings to be taken by Each Government
(Project Type : Facilities Construction)

No.	Items	To be covered by Grant Aid	
1	To secure land		⊙
2	To clear, level and reclaim the site when needed		⊙
3	To construct gates and fences in and around the site		⊙
4	To construct the parking lot	○	
5	To construct roads		
	1) Within the site	○	
	2) Outside the site		⊙
6	To construct the building	○	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidentals facilities		
	1) Electricity		
	a. The distributing line to the site		⊙
	b. The drop wiring and internal wiring within the site	○	
	c. The main circuit breaker and transformer	○	
	2) Water Supply		
	a. The city water distribution main to the site		⊙
	b. The supply system within the site (receiving and elevated tanks)	○	
	3) Drainage		
	a. The city drainage main (for storm sewer and others to the site)		⊙
	b. The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	○	
	4) Gas Supply		
	a. The city gas main to the site		⊙
	b. The gas supply system within the site	○	
	5) Telephone System		
	a. The telephone trunk line to the main distribution frame/panel (MDF) of the building		⊙
	b. The MDF and the extension after the frame/panel	○	
	6) Furniture and equipment		
	a. Project equipment	○	⊙
8	To bear the following commissions to the Japanese bank for banking services based upon the B/A		
	1) Advising commission of A/P		⊙
	2) Payment commission		⊙
9	To ensure unloading and customs clearance at port of disembarkation in 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	○ (⊙)	(⊙)
10	To accord Japanese nationals, whose service may be required in accordance 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		⊙
11	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 products and services under the verified contracts		⊙
12	To maintain and use properly and effectively the facilities contracted and equipment provided under the Grant		⊙
13	To bear all the expenses, other than those to be borne by the Grant, necessary for construction of the facilities as well as for the transportation and installation of the equipment		⊙

(B/A : Banking Arrangement, A/P : Authorization to pay)

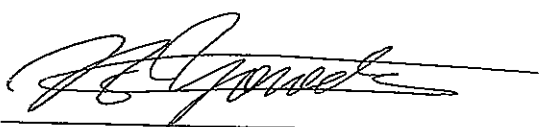
MINUTES OF DISCUSSIONS
ON THE BASIC DESIGN STUDY
ON THE PROJECT FOR ARTISANAL FISHERIES DEVELOPMENT
IN SAINT CHRISTOPHER AND NEVIS

In response to a request for Grant Aid from the Government of Saint Christopher and Nevis (SCN), the Government of Japan decided to conduct a Basic Design Study on Artisanal Fisheries Development Project and entrusted the study to the Japan International Cooperation Agency (JICA).

JICA sent to SCN the Basic Design Study Team, which was headed by Mr. Hiroshi Yoneda, Resident Representative, JICA USA Office, and stayed in the country from August 18 to October 8, 2004. The Team held discussions with the officials concerned of the Government of SCN and SCN understood the necessity of land acquisition as described in the Minutes of Discussions dated on August 25, 2004. Japanese side, however, has not so far received any official report on the completion of the land acquisition.

JICA has, therefore, sent to SCN a JICA team as part of the Basic Design Study, which is headed by same Mr. Hiroshi Yoneda from February 5 to 12, 2005 in order to monitor the status of the land acquisition necessary for further steps. In the course of discussions, both sides confirmed the main items described on the attached sheets.

Basseterre, February 12, 2005



Mr. Hiroshi YONEDA
Leader
Basic Design Study Team
Japan International Cooperation Agency
(JICA)



Hon. Cedric R. LIBURD
Minister for Housing, Agriculture,
Fisheries and Consumer Affairs
The Government of St. Christopher and Nevis

ATTACHMENT

1. Land Area for Acquisition

- (1) The Land Area to be acquired is shown in ANNEX I.
- (2) SCN has confirmed that there are six owners involved with the Land Area necessary for the acquisition.
- (3) In the course of acquiring the Land Area, it has turned out that one of the owners (Mr. Hubert King) owns a small portion of land beyond the coastline boundary: SCN government will acquire that portion as well.

2. Land Acquisition Process

- (1) SCN has explained that there are two means of acquiring land for public use which are shown in ANNEX II: (a) on a negotiation basis and (b) on a compulsory purchase/exchange basis.
- (2) While SCN has been taking actions for acquiring the necessary Land Area, it has decided to proceed with the acquisition on a compulsory purchase/exchange basis; this is because SCN has recognized the urgency for obtaining the necessary Land Area by March 4 that the Japanese side has provided; the Japanese side can only send its JICA Draft Report Explanation Team in March in obtaining an approval for the Project from the Japanese Cabinet Meeting that is to take place in May.
- (3) SCN has confirmed to take actions for the land acquisition as follows:

February 14	: Minister's request to Attorney General
February 18	: Announcement in the government gazette for initiating compulsory purchase/ exchange of the land
February 22	: Cabinet Decision on submitting to the Parliament
On the same day	: Parliament Decision on the compulsory purchase/exchange of the land
February 23	: Attorney General starts the acquisition procedure (First Preference will be given to each owner in choosing his next land to be exchanged.)
- (4) SCN has agreed to send the Embassy of Japan at Trinidad and Tobago its report to the effect that (a)necessary acquisition was referred to the Parliamentary decision on February 22, and (b)the required land acquisition was completed in accordance with the procedures given in the relevant laws and regulations in SCN.

3. Responsible Organizations for Land Acquisition

SCN has explained the Responsible Organization for Land Acquisition described in ANNEX III.

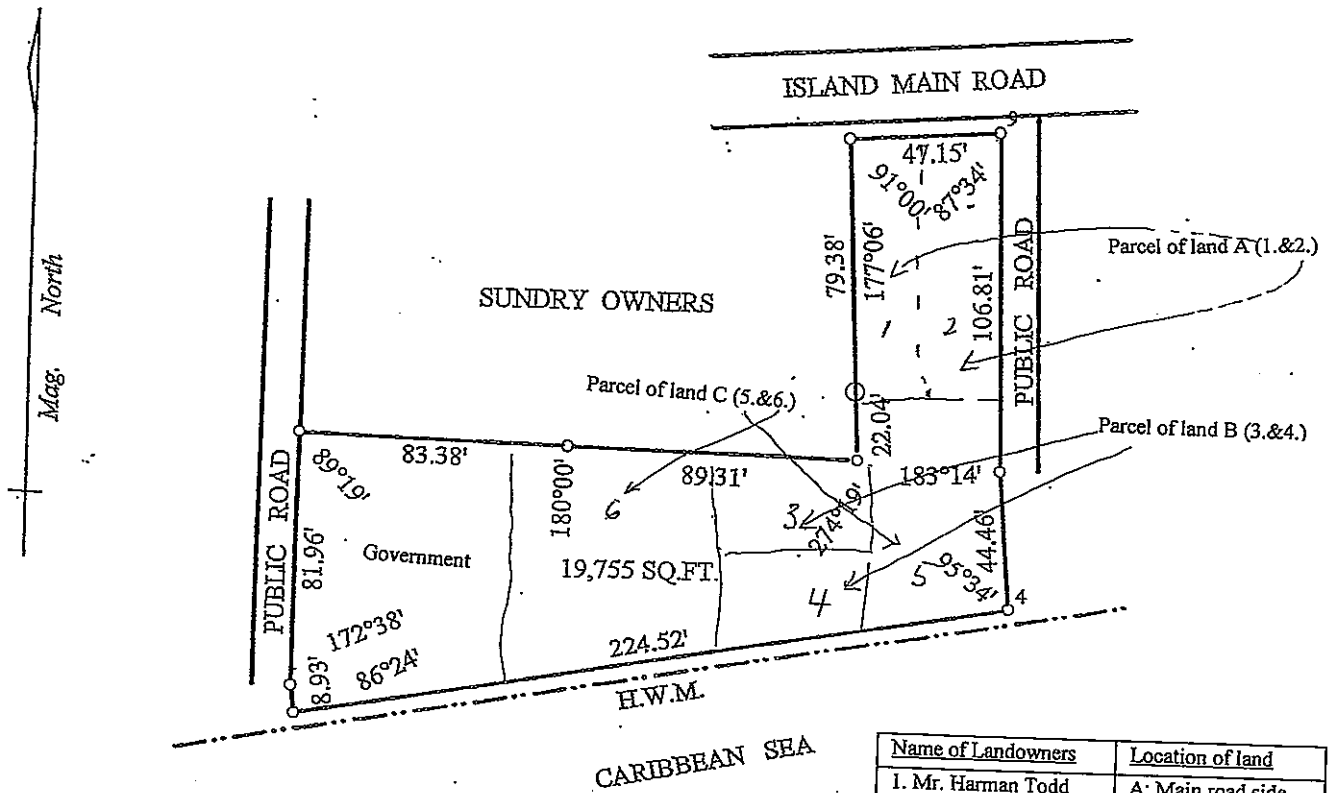
4. Reporting to the Japanese Embassy

The Team has explained it is indispensable to complete the Land Acquisition until March 4, 2005 in order to continue the Basic Design Study. The Team has further explained that in case SCN side does not officially report the completion of the Land Acquisition to the Embassy of Japan in Trinidad and Tobago until March 4, 2005, Japanese side will have to consider the suspension of the Basic Design Study. SCN has promised to report the completion of the Land Acquisition to the Embassy of Japan in Trinidad and Tobago by March 4, 2005.

ANNEX I

Target Area of Land Acquisition

ISLAND OF ST. KITTS
PARISH OF ST. THOMAS



Name of Landowners	Location of land
1. Mr. Harman Todd	A: Main road side
2. Mr. Kalvart Hart	A: Main road side
3. Ms. Muriel Edwards	B: Sea side (west)
4. Ms. Rose Barillelle	B: Sea side (east)
5. Mr. Hubert King	C: Sea side (east)
6. Mr. Furdy Gumbs	C: Sea side (west)

PLAN Showing Boundary survey of site for Fishing Complex

Situate at OLD ROAD VILLAGE

Containing 19,755 Square Feet

Surveyed by D. C. FRANCIS, L.S. with due authority in October, 2004

Note:

Both west and east sides natural coasts next to the plan shown here and the coastal waters beyond the boundary belong to the SCN Government. Those coastal and water areas are to be provided for the Project according to the plan.

SCALE : 1 INCH = 60 FEET

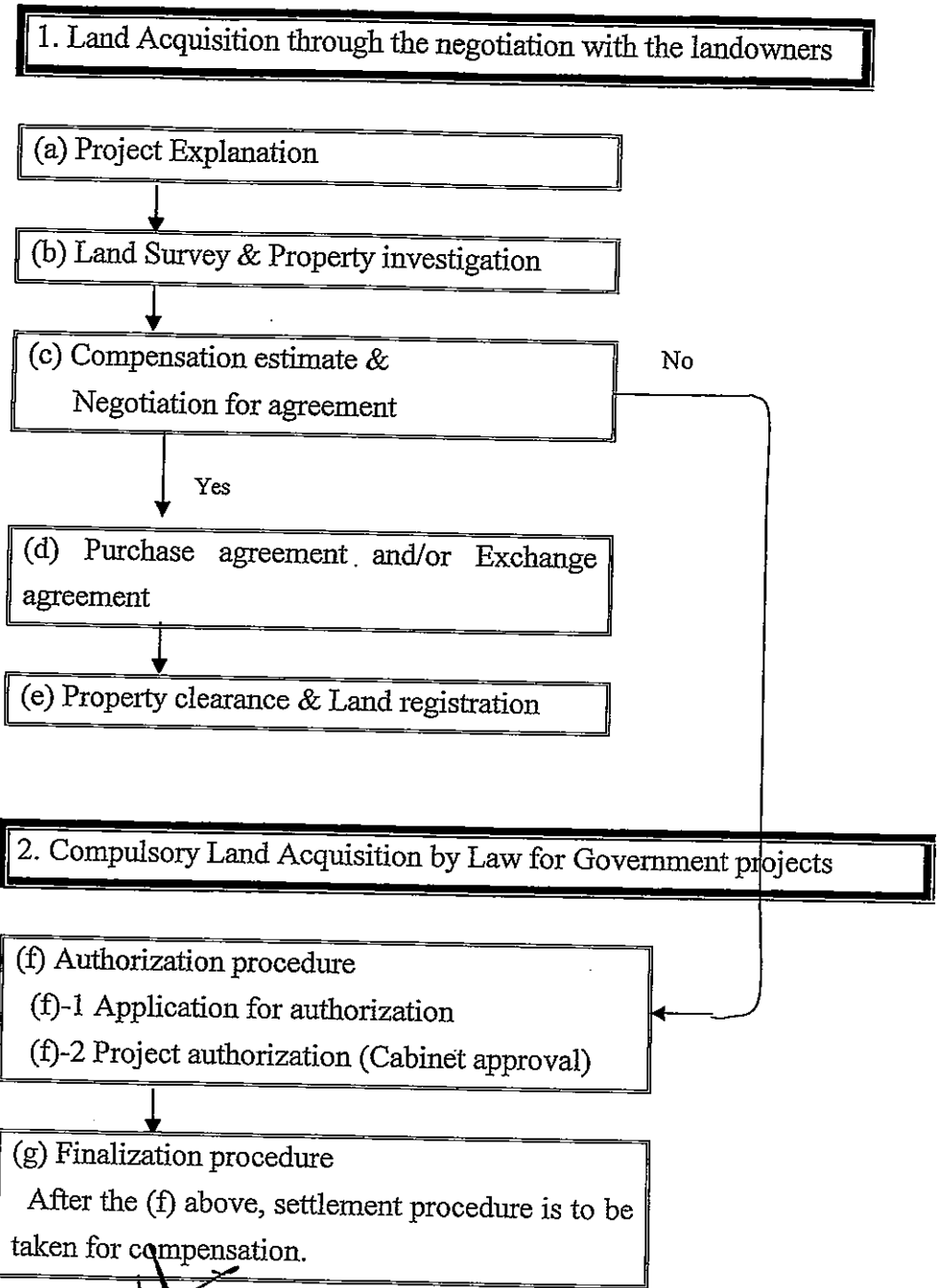
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D.C. Francis

Licensed Land Surveyor
Date : October 6 th 2004

ANNEX II

Land Acquisition Process

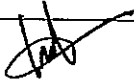


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ANNEX III

Responsible Organizations for Land Acquisition

Name of the Authorities	
Ministries	Departments
1.Responsible Ministry	Ministry of Housing, Agriculture, Fisheries & Consumer Affairs (Ministry of HAF&CA)
2.Implementing Agency	Department of Fisheries, Ministry of HAF&CA
3.Land Acquisition	Department of Lands, Ministry of Finance, Technology and Sustainable Development, Tourism, Sports and Culture
4.Legal Processing	Department of Lands Registration, Ministry of Legal Affairs

JBY 

**MINUTES OF DISCUSSIONS
ON
THE BASIC DESIGN STUDY
ON
ARTISANAL FISHERIES DEVELOPMENT PROJECT
IN
SAINT CHRISTOPHER AND NEVIS
(CONSULTATION ON THE DRAFT REPORT)**

In August 2004, Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Basic Design Study Team on Artisanal Fisheries Development Project (hereinafter referred to as "the Project") and has prepared the draft report of the study based on the discussions, site surveys and technical examination in Japan.

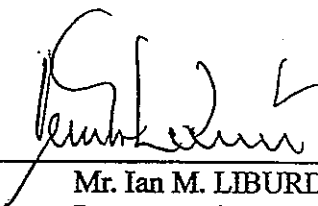
In order to explain and to consult the Government of Saint Christopher and Nevis (hereinafter referred to as "SCN") on the components of the draft report, JICA sent to SCN the Draft Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Norihiro IKEDA, Project Management Group II, Grant Aid Management Department, JICA from April 10 to 17, 2005.

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

Basseterre, April 15, 2005

池田 則宏

Mr. Norihiro IKEDA
Leader
Draft Report Explanation Team
Japan International Cooperation Agency
(JICA)



Mr. Ian M. LIBURD
Permanent Secretary
Ministry of Housing, Agriculture, Fisheries
and Consumer Affairs
The Government of St. Christopher and Nevis

ATTACHMENT

1. Components of the draft report

1-1. SCN side agreed and accepted the components of the draft report explained by the Team.

2. Japan's Grant Aid System

SCN side understood the Japan's Grant Aid Scheme as explained by the Team and will take necessary measures described in *ANNEX-4* and *ANNEX-5* which had been confirmed in the Minutes of Discussions of the Basic Design Study signed on 25 August, 2004, on condition that the Grant Aid by the Government of Japan is extended to the Project.

3. Schedule of the Study

JICA will complete the final reports in accordance with the confirmed items and send them to the Government of SCN around July, 2005.

4. Other Relevant Issues

4-1. Land Acquisition

- (1) Both sides confirmed that land for the Project has already been acquired through official procedures in SCN as shown in *ANNEX-1*.
- (2) Both sides confirmed the location, size and shape of the Project site as shown in *ANNEX-2*.
- (3) SCN explained to the Team that the parcels of lands have already been acquired by the government and the process of exchange has been initiated with former land owners.

4-2. Alternative Fish Landing Site during Construction Works

- (1) SCN side explained to the Team that SCN side had already selected alternative fish landing site for fishers during the construction work as shown in *ANNEX-3*.
- (2) SCN side explained to the Team that all fishers concerned had already agreed with the shifting to the alternative fish landing site during the construction period as per *ANNEX-4*.
- (3) SCN side promised to the Team that the shifting of the fishers will be completed before commencement of the project, if it is decided to implement the Project.

4-3. Both sides confirmed that SCN side will allocate necessary budget for land preparation.

4-4. Both sides reconfirmed following points as Operation and Maintenance System;

- (1) The responsible agency and the implementing agency are the Ministry of Housing, Agriculture, Fisheries and Consumers Affaires (hereinafter referred to as "MHAFCFA") and the Department of Fisheries (hereinafter referred to as "DOF") respectively.
- (2) MHAFCFA and DOF shall bear the maintenance and the operation cost upon completion of the Project.
- (3) MHAFCFA and DOF will be responsible for the management and maintenance of the Project facilities.

4-5. SCN side promised to manage and maintain properly the facilities and equipment of the Project, especially the ice making machine according to the recommendation of draft report of the Project.

4-6. SCN side promised that the MHAFCFA and DOF will complete the necessary arrangements to obtain the construction permit including relevant Environmental Impact Assessment one (1) month before the commencement of construction works at latest if it is decided to implement the Project.

ANNEX-1

Land Acquisition Procedures

Land for the project had been acquired in accordance with the section 3 of the Land Acquisition Act, Chapter 273 of the Laws of Saint Christopher and Nevis (Revised Edition).

Land for the project: Old Road, Parish of St. Thomas, Island of St. Kitts, SCN

Land Acquisition Procedures

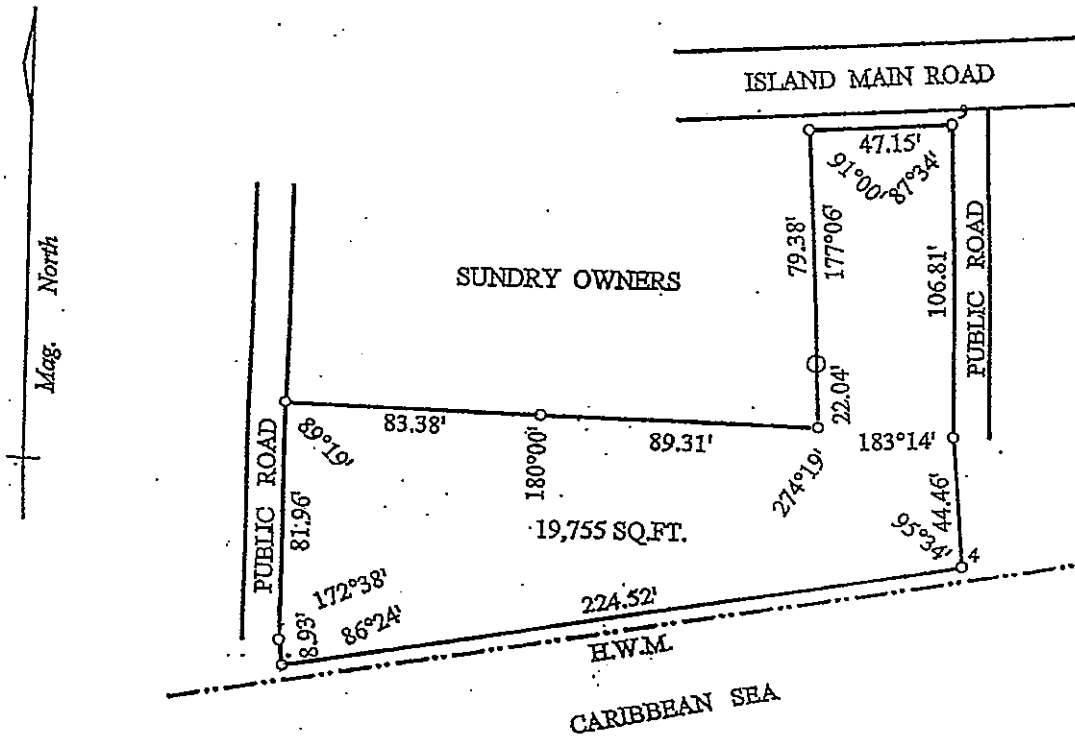
No.	Date	Procedures	Remark
<u>Land acquisition procedure</u>			
1	February 18, 2005	Cabinet submission No.48/05 was sent to Cabinet Secretary.	
2	February 21, 2005	Cabinet considered above submission and approved that site at Old Road be acquired by Resolution in Parliament during the sitting which commenced on February 22, 2005.	
3	February 24, 2005	National Assembly approved the Resolution (No.4 of 2005) for the acquisition of lands at Old Road for the Artisanal Fisheries Development Project.	The land title is held by the Government.
4	February 24, 2005 (March 3, 2005) (March 3, 2005)	The Secretary to the Cabinet made the Declaration (No.5 of 2005) in the official gazette, pursuant to the approval given by the National Assembly in the Resolution (No.4 of 2005). (The completion of land acquisition was formally reported to the Embassy of Japan through the diplomatic channel; Ref. No. FA/A7/008 & Note No.151/2005.) (Letter to the Embassy of Japan by the Attorney General and Minister of Legal Affairs, Hon. Elano F. Bart, which confirms that the Government now holds title to the required lands for the fisheries project at Old Road in accordance with the Resolution.)	Official Declaration by the gazette (JICA sent Draft Report Explanation Team to SCN from 10 th to 17 th April 2005.)
<u>Settlement procedure after official acquisition</u>			
5	February 24, 2005 (March 30, 2005) (April 7, 2005)	The Ministry of Sustainable Development (Department of Lands and Survey) had started the settlement procedure. (First preference is given to each owner in choosing his or her next land to be exchanged.) (Ministry of HAF&CA requested Ministry of SD to enter into negotiation with the former land owners to concluding the appropriate settlement(s).) (Ministry of SD asked the Director, Lands & Survey, to negotiate with the former land owners to concluding the appropriate settlement(s).)	Settlement had started on the same day of land acquisition by the SCN government.

Responsible Organizations for Land Acquisition and the Settlement

		Name of Authorities		
No.	Ministries	Departments		Remark
1	Responsible Ministry	Ministry of Housing, Agriculture, Fisheries and Consumer Affairs (Ministry of HAF&CA)		
2	Implementing Agency	Department of Fisheries (Ministry of HAF&CA)		
3	Legal Processing	Department of Lands Registration (Ministry of Legal Affairs)		
4	Land Acquisition	Department of Lands (Ministry of Finance, Technology and Sustainable Development, Tourism, Sports and Culture)		

Project Site Map

ISLAND OF ST. KITTS
PARISH OF ST. THOMAS



Iron

PLAN Showing Boundary survey of site for Fishing Complex

Situate at **OLD ROAD VILLAGE**

Containing 19,755 Square Feet

Surveyed by **D. C. FRANCIS, L.S.** with due authority in October, 2004

Note:

Both west and east sides natural coasts next to the plan shown here and the coastal waters beyond the boundary belong to the SCN Government. These coastal and water areas are to be provided for the Project according to the plan.

SCALE : 1 INCH = 60 FEET

D. C. Francis

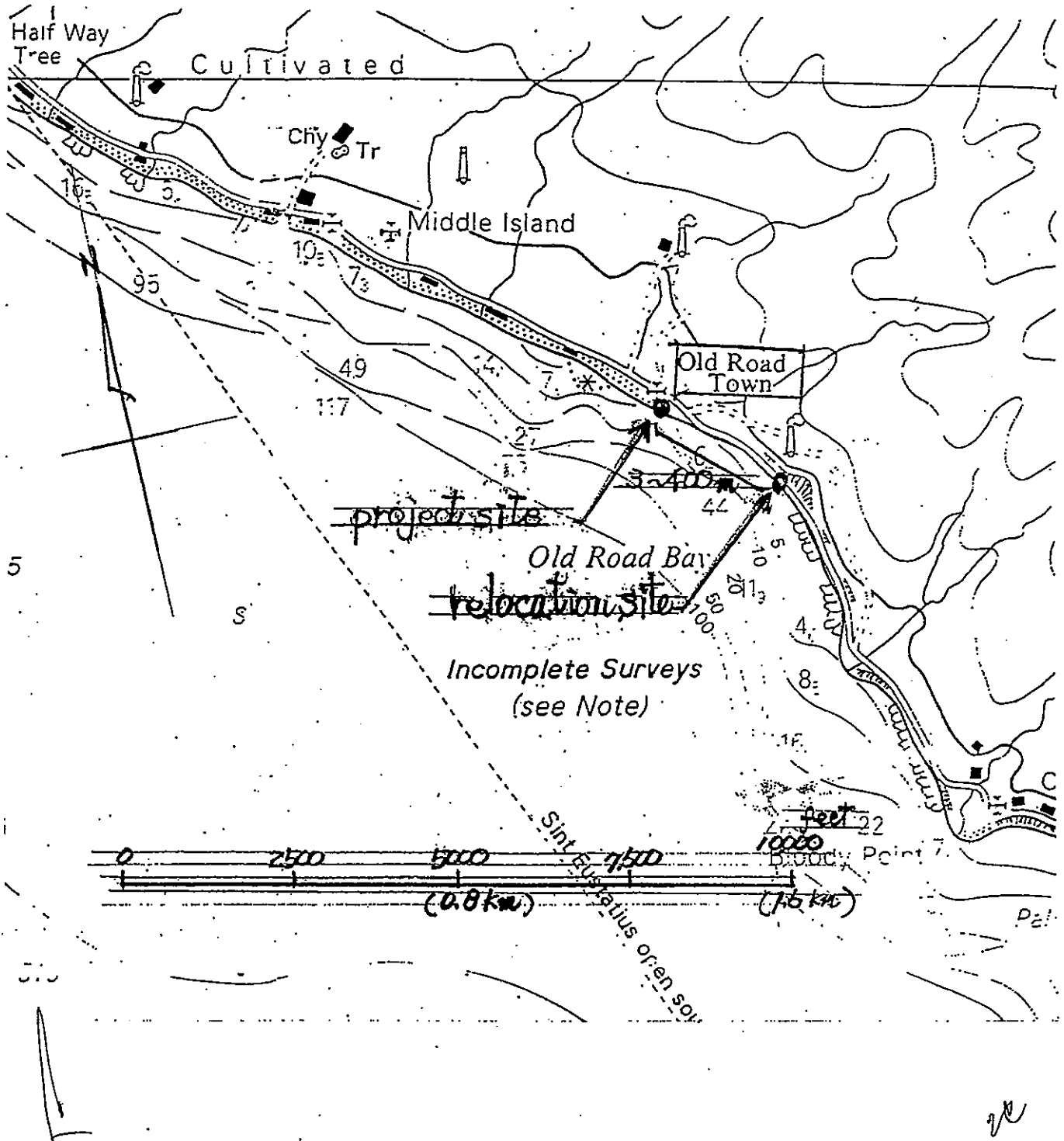
Licensed Land Surveyor

Date : October 6 th 2004

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ANNEX-3

Location of Alternative Fish Landing Site during Construction Work





GOVERNMENT OF ST. CHRISTOPHER (ST. KITTS) AND NEVIS

DEPARTMENT OF FISHERIES
Ministry of Housing, Agriculture, Fisheries & Consumer
Affairs
P.O.Box 03
Basseterre
St. Kitts
Tel: (869) 465-8045 ; (869) 466-8739
Fax: 869-466-7254
email: fmsk@caribsurf.com

April 12, 2005

MEMORANDUM OF UNDERSTANDING

As a result of discussions between the Old Road Fishermen's Cooperative and the Department of Fisheries of the Ministry of Housing, Agriculture, Fisheries and Consumer Affairs, both parties hereto confirm that the president of the Old Road Fishermen's Cooperatives, Mr. Todville Peets, has agreed to the relocation of fish landing activities to an alternative landing site, prior to the construction works for the Artisanal Fisheries Development Project to be undertaken in Old Road.

Further, based on the above agreement the parties have confirmed the following :-

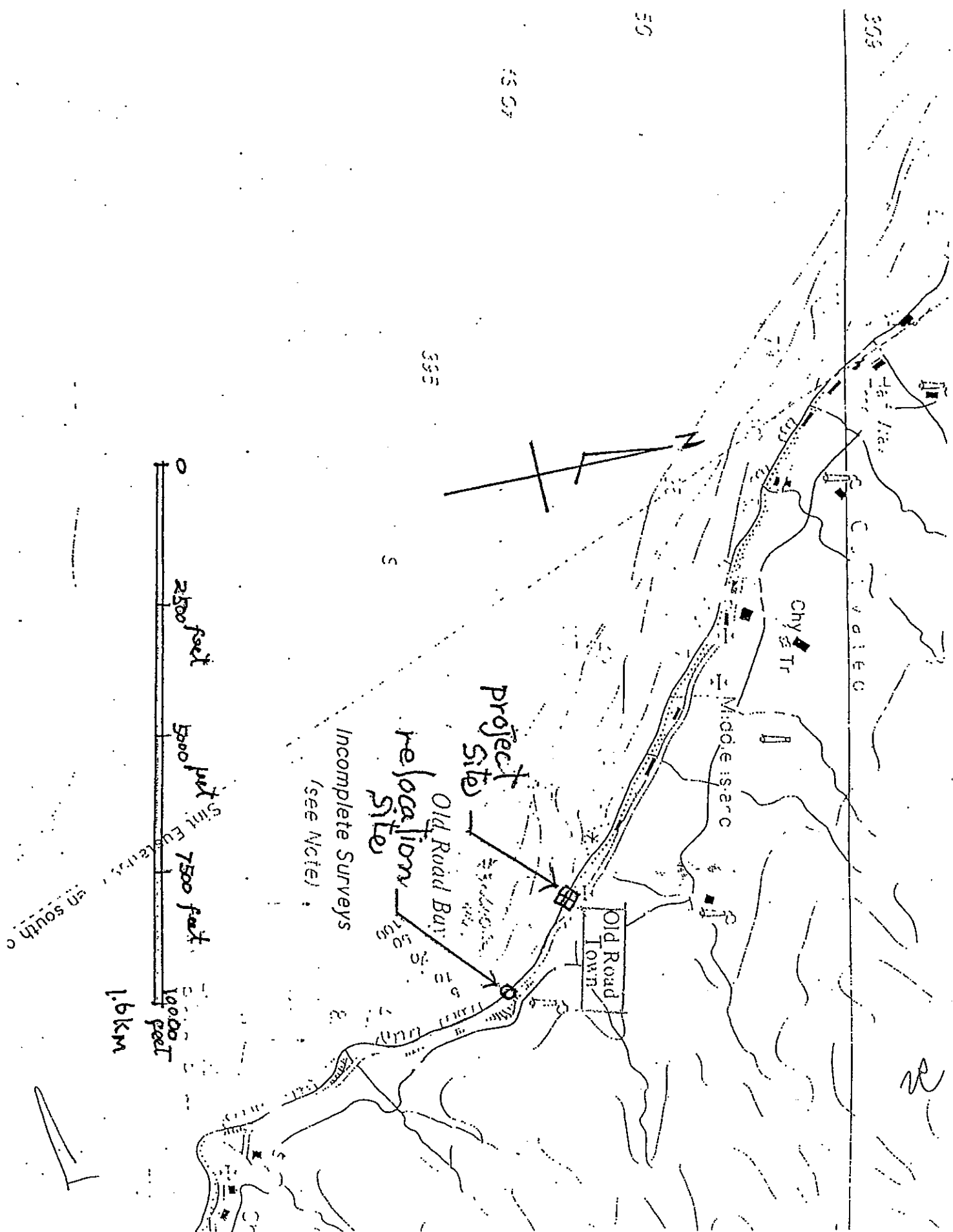
1. The location of the alternative fish landing site has been confirmed as shown in Appendix 1.
2. The relocation of fishing activities to the alternative site must be completed before commencement of any construction works regarding the said project.

Signed:

Mr. Joseph SIMMONDS
Senior Fisheries Officer
Department of Fisheries
Ministry of HAF&CA

Mr. Todville PEETS
President,
Old Road Fishermen's Cooperatives

Attachment: "Map of the Alternative Fish Landing Site at Old Road"



5. References

No.	Name	Place/Date of Issue	Note
1	1995-2003 Estimated Landings for St. Kitts (weight in pounds) 2004 Estimated Landings for St. Kitts (weight in pounds/value EC\$)	Fisheries Dept. Jan.2004 June 2004/09/26	
2	1999 Estimated Landings for St. Kitts 2000 Do 2001 Do 2002 Do 2003 Do (Monthly data)	Fisheries Dept. (hereinafter referred to as FD) (Prepared by Data Supervisor)	
3	Raising factor and fishing activity calculation for St. Kitts	FD (Since 1998)	
4	Age range of fishers	FD	
5	Fishing vessels and fishers registered with FMU	FD June 2004	
6	Registered fishers and vessels and fishery	FD 2003	
7	Fishing vessels by fishery type	FD September 2004	Pelagic 10%
8	Fishing vessels by area	FD	
9	2003/2004 Licensed vessels (Latest)	FD	
10	St. Kitts and Nevis Fisheries Field Data Sheet	FD	
11	BFC Sales record (May-Aug. 2004)	BFC	BFC Record
12	St. Kitts-Nevis Estimates, 2004 (Recurrent and non-recurrent expenditure)	SCN Gov.	
13	DBSKN Information for Loan for Fisheries	Development Bank of St. Kitts & Nevis	
14	Site Plan	FD	
15	Sandy Point Fishermen's Marketing and Supplies Cooperative Society Ltd. Annual General Meeting	Cooperative Headquarters Pump Bay Sandy Point 03 June 2001	
16	Capisterre Fishermen's Marketing and Supplies Cooperative Society Ltd. Annual General Meeting	Co-Operative Headquarters Main Road Dieppe Bay 30 March 2003	
17	Memo (Re-directing septic tank treated water)	Assistant Fisheries officer Mar. 25, 2003	
18	Memo (Processing procedures at BFC)	Assistant Fisheries officer (AFO) Apr. 25, 2003	
19	Changing of the systems at BFC	AFO 12 May, 2004	
20	Time study exercise II and III	AFO June 3, 2003	
21	Responsibility allowance (BFC)	AFO July 16, 2003	
No.	Name	Place/Date of Issue	Note
22	Attachment Mission to BFC	AFO May 07-Aug. 24, 2003	
23	Agreement on the Duty of BFC Manager	Ministry of AFCL&H	

24	Memo (Subject: Junior Officers)	AFO 28 Aug. 2003	
25	Memo (Responsibility of Samuel Heyliger at BFC)	AFO Sept. 25, 2003	
26	Memo (Lockers at BFC)	AFO 14 Oct. 2003	
27	Memo (None compliance with Terms of Reference)	SFO (Acting) 28 Oct. 2003	
28	Report on the Operations of BFC for November 2003	Acting Manager of BFC (AFO) (Dec. 2003)	
29	Memo (Subject: Pelagic Season 2004)	AFO Apr. 7, 2004	
30	Memo (Subject: Changing of opening hours at BFC)	AFO Apr. 22, 2004	
31	SUN (Basseterre Fisheries Complex filled with pelagics)	Newspaper 18 May 2004	
32	Basseterre Fisheries Complex First Quarter Report 2004	Acting Manager (April 2004)	BFC Jan Feb March
33	Monthly ramp usage and ice sales	BFC (July 2004)	
34	Electricity Tariff	Department of Electricity	
35	Domestic Water Rates	Department of Water	
36	Meteorological Data	Meteorological Office, Air and Sea Ports Authority	
37	List of Registered contractors	Public Works Department	
38	Detailed Oceanographic Analysis for Deep Water Port at Basseterre, St. Kitts Near-shore Wave Refraction Analysis for Basseterre Cruise Berth Facility	Novaport-Vaughan International Consultants Ltd.	
39	St. Kitts Public Works Department Soils and Material Laboratory Price List	Public Works Department	
40	Loan Portfolio Report, January-March, 2004 & April-June, 2004	Ministry of Finance, Development and Planning	
41	Annual Digest of Statistics, 2001	Statistic Division, Planning Unit, Ministry of Finance, Development and Planning	
42	DHL, FedEx, EMS Price List	DHL, FedEx, EMS	
43	Internet Price List	Cable and Wireless	
44	Calendar 2004 including National Holiday in St. Kitts	RBC Royal Bank	
45	Fishing Vessels and Fishers registered with FMU (1996-2002)	Department of Fisheries	
No.	Name	Place/Date of Issue	Note
46	Monthly Ramp Usage and Ice Sales (BFC)	BFC, FD	
47	Details of Expenditure (BFC)	BFC, FD	
48	Sandy Point Fishermen's Cooperative Society Promotional Activities	Department of Co-Operatives	
49	Car Rental Price List	TDC, Delisle Walwyn & Co., Ltd.	
50	Hurricane Lenny Coastal Protection & Road Rehabilitation Project (Boat Ramp Details Sandy Point, etc., September 2004 for Tender Drawings)	Public Works Department	

51	Hurricane Rehabilitation Project (Old Road, Sandy Point, New Town Bay Road)	Public Works Department	
52	Aerial Photos (Copies) Old road (1982), Sandy Point (1982), Dieppe Bay (1968, 1982)	Department of Lands and Housing	
53	Wages and Salaries Review for Various Categories of employment	Ministry of Labor	
54	Cost Estimation of Water Pipe Installation in OL, SP & DB	Department of Water	
55	The Building Regulation, 2000	Department of Lands and Housing	
56	Cost Estimation for Electricity Supply in OL, SP & DB	Department of Electricity	