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1. 事前評価調査議事録

MINUTES OF MEETING
BETWEEN THE PRELIMINARY STUDY TEAM
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE
KINGDOM OF CAMBODIA
ON JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT ON PROMOTION OF MEDICAL EQUIPMENT
MANAGEMENT SYSTEM

The Preliminary Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hiroto Mitsugi, Deputy Resident Representative, JICA Cambodia Office, conducted a Preliminary Study on technical cooperation with regard to the request from the Government of the Kingdom of Cambodia on the Project on Promotion of Medical Equipment Management System (hereinafter referred to as "the Project")

The Team held discussions with the Cambodian authorities concerned and conducted a field survey in the study area.

As a result of the discussions, both sides agreed upon the matters in the document attached hereto.

Phnom Penh, 19 October 2005


Mr. Hiroto Mitsugi
Leader
Japanese Preliminary Study Team
Japan International Cooperation Agency
(Japan)


Prof. Eng Huot
Secretary of State for Health
Ministry of Health
The Kingdom of Cambodia

THE ATTACHED DOCUMENT

1. Summary:

(1) Project Title: Project on Promotion of Medical Equipment Management System

(2) Project Duration: Three (3) years

(3) Project Offices:

Hospital Service Department of the Ministry of Health for chief advisory office and

Medical Engineering Section at the National Maternal and Child Health Center for the technical training office

(4) Counterpart :

Hospital Service Department, the Ministry of Health and

Medical Engineering Section of the National Maternal and Child Health Center

2. Draft of the Master Plan (Narrative Summary of the Project Design Matrix : PDM)

The draft of the Master Plan of the project was prepared through Project Cycle Management workshops as attached in ANNEX I. For the workshop which was conducted on October 13·14, related stakeholders of the project participated as listed in ANNEX II.

The both sides agreed that PDM which attached in ANNEX III would be a management tool of the Project, and be modified in accordance with the Project progress by participatory processes.

3. Tentative Schedule until the Commencement of the Project

(1) End of November 2005 : Authorization of the results of Preliminary Evaluation of the Project by JICA.

(2) Early December 2005 : Signing of the Record of Discussions (R/D) between the Ministry of Health and JICA.

(3) Early January 2006 : Expected commencement of the project by dispatching the Japanese expert(s).

4. Organization of Project Implementation

For the effective and successful implementation of technical cooperation for the Project, Joint Coordinating Committee will be established in order to fulfill the following function :

- (1) To approve the annual work plan of the Project based on the Plan of Operation within the framework of the R/D.
- (2) To evaluate the results of the annual work plan and the progress of the technical cooperation.
- (3) To review and exchange opinions on major issues that arise during the implementation of the Project.

The Joint Coordinating Committee will be held at least once a year. The Chairperson will be Secretary of State for Health, the Ministry of Health, and will bear responsibility for the administration and implementation of the Project. The members of the Joint Coordinating Committee will be decided in due course upon consultation with the JICA Cambodia office.

5. Term of Cooperation

The duration of technical cooperation for the Project would be three (3) years from the date of the project start.

6. Outline of the Project Document

For the rationalization of the plan and the justification of the Project implementation, the both sides will jointly prepare the Project Document. The Team will draft the document that will contain basic information, concept, and strategies of the Project.

As a draft is prepared, it will be sent to the Ministry of Health through the JICA Cambodia office for comments and confirmation. The contents of the Project Document will be agreed by both sides and signed as an attached document of the R/D. The outline of the Project Document is attached as ANNEX IV.



7. Measures taken by JICA

JICA will take, as its own expense, the following measures according to the normal procedures of its technical cooperation scheme. The contents of the measures taken by JICA will be confirmed and signed on the R/D.

(1) Dispatch of Japanese Experts

JICA will provide the services of the Japanese experts.

(2) Provision of Equipment and Materials

JICA will provide equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the project.

(3) Training of Cambodian counterpart personnel in Japan

JICA will receive Cambodian counterpart personnel related to the Project for technical training in Japan.

8. Measures taken by the Government of Cambodia

(1) The Government of Cambodia will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, institutions and beneficiary groups.

(2) The Government of Cambodia will take necessary measures to ensure that the knowledge and experiences acquired by the Cambodian personnel as a result of the Japanese technical cooperation will contribute to the improvement of maintenance and management activities for medical equipment in the Kingdom of Cambodia.

(3) The Government of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel through trainings in Japan will be utilized effectively in the implementation of the Project.

(4) In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Government of Cambodia will take necessary measures to

update or replace at its own expense machinery, equipment, instruments, vehicles, tools and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under 7-(2) above. However, the Government of Cambodia replied that it is impossible to supply large-sized machinery such as a vehicle.

- (5) The Government of Cambodia will provide buildings and facilities, including water and electricity costs, necessary for the project offices.

9. Record of Discussions(R/D)

Based on the Preliminary Study and further discussion between the Cambodian side and JICA, the R/D will be developed and signed by the two sides prior to the implementation of the Project. The R/D will confirm the framework of the Project and the measures to be taken by the Government of Cambodia and JICA.

10. Monitoring and Evaluation

In order to monitor and evaluate the project implementation and activities, the both sides will utilize the following criteria:

- (1) Relevance: validity of overall goal and project purpose to the needs of beneficiaries and the policies of Cambodia and Japan at the time of evaluation.
- (2) Effectiveness: achievement level of project purpose.
- (3) Efficiency: contribution of inputs to achieve outputs in project implementation.
- (4) Impact: the effects produced by a development intervention, including intended and unintended, positive and negative, direct and indirect effects.
- (5) Sustainability: the continuity of the benefits and development effects produced by the project after its completion.

11. Target Hospitals

- (1) In order to assure the effective implementation of the project in-service training, the presence of technician(s) in charge of medical equipment and medical equipment manager in a CPA3 RH is crucial. The both sides agreed that national hospital and CPA3 RH without a technician in charge of medical equipment and a medical equipment manager will not be

considered as the target hospitals. The MOH will notify the JICA Cambodia office the presence of technician(s) in charge of medical equipment and a medical equipment manager in each national hospital and CPA3 RH by the end of October 2005.

- (2) The both side agreed that Preah Kosomak, Khmer Soviet Friendship Hospital, Preah Ang Duong, and National Pediatric Hospitals will be the target among national hospitals in this project as far as these hospitals fulfill the above (1) conditions by the end of October 2005.



- ANNEX I DRAFT OF THE MASTER PLAN
- ANNEX II LIST OF PARTICIPANTS IN PCM WORKSHOP
- ANNEX III DRAFT OF THE PDM
- ANNEX IV OUTLINE OF THE PROJECT DOCUMENT
- ANNEX V LIST OF PROSPECTIVE CAMBODIAN COUNTERPARTS
- ANNEX VI ORGANIZATIONAL CHART OF THE MINISTRY OF
HEALTH
- ANNEX VII ORGANIZATIONAL CHART OF THE HOSPITAL SERVICE
DEPARTMENT
- ANNEX VIII MANAGEMENT STRUCTURE OF THE NATIONAL
MATERNAL AND CHILD HEALTH CENTER



ANNEX I

DRAFT OF THE MASTER PLAN

OVERALL GOAL

Basic maintenance of medical equipment is conducted at NH and the Complementary Package of Activity 3 Referral Hospitals (CPA3 RH).

PROJECT PURPOSE

Basic maintenance and management activities for medical equipment are introduced at target National Hospital (NH) and CPA3 RH, by following the instruction of Ministry of Health (MOH) and Provincial Health Department (PHD), and by receiving technical guidance of National Workshop (NW).

OUTPUT OF THE PROJECT

1. Administrative instruction of Hospital Service Department (HSD) of MOH on medical equipment management for target NH and CPA3 RH is strengthened, with technical guidance of NW.
2. Technical skill of medical equipment maintenance staff in target NH and CPA3 RH is improved.
3. Management skill of medical equipment managers in target NH, CPA3 RH, and PHD is improved.

ACTIVITIES OF THE PROJECT

Output 1:

- 1·1. Design and introduce the medical equipment inventory.
- 1·2. Enhance knowledge of HSD staff on medical equipment management administration.
- 1·3. Verify and give advices on existing policy guidelines (i.e. policy document, implementation plan & guideline, and basic maintenance) on medical equipment management, based on the experience from project activities, as needs arise.
- 1·4. Provide on-site guidance to medical equipment managers and technicians at target NH and CPA3 RH.
- 1·5. Conduct regular monitoring and evaluation on all above activities.
- 1·6. Give advice to MOH and donors for appropriate supply of new medical equipment to hospitals.

Output 2:

- 2·1. Develop the medical equipment maintenance manuals and checklist to NH and CPA3 RH (i.e., medical equipment inventory, activity record, inspection standard, and reporting).
- 2·2. Conduct needs assessment on medical equipment technicians at NH and CPA3 RH.
- 2·3. Provide technical training of trainers (TOT) for NW staff.
- 2·4. Develop training curriculum (i.e., preventive maintenance, maintenance planning, inventory management, minor repair, and reporting) for medical equipment maintenance staff of NH and CPA3 RH.
- 2·5. Prepare training handout for medical equipment maintenance staff of NH and CPA3 RH.
- 2·6. Provide the technical training for medical equipment maintenance technicians at HSD, NH and CPA3 RH.
- 2·7. Evaluate the above (2·6.) technical training.
- 2·8. Conduct follow-up supervision for the ex-trainees at their workplace.
- 2·9. Hold brush-up meetings with medical equipment technicians of target NH and CPA3 RH at NW to promote usage of maintenance manuals and checklist.

Output 3:

- 3·1. Provide TOT for HSD staff for medical equipment management training program.
- 3·2. Develop the medical equipment management manual to PHD, NH and CPA3 RH. (i.e., inventory management, management of technicians, maintenance planning, and reporting protocol).
- 3·3. Conduct training needs assessment of medical equipment managers at PHD, NH and CPA 3 RH.
- 3·4. Develop training curriculum for medical equipment management staff of PHD, NH and CPA 3 RH.
- 3·5. Provide training for medical equipment management staff of PHD, NH and CPA 3 RH.
- 3·6. Evaluate the above (3·5.) training.
- 3·7. Provide follow-up supervision for the ex-trainees at their workplace.
- 3·8. Hold brush-up meetings with medical equipment managers and directors of PHD, NH, and RH at HSD to promote usage of management manual.

PROJECT SITE

Hospital Service Department of Ministry of Health (MOH)
Medical engineering section of National Maternal and Child Health Center
(NMCHC)

Annex II

List of Participants in PCM Workshop

	Name	Position	Oct. 13	Oct. 14
1	Chan Vibol	Deputy Director Shianuk Vill PHD ¹	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
2	Cheam Saem	Director Kratie PHD	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
3	Chet Sophrn	Staff CDC ²	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
4	Chi Mean Hea	Deputy Director of General for Health, MoH ³	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
5	Chon Rady	Chief Bureau Techn Angduong Hospital	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
6	Chuun Hour	Director Kosh Kong PHD	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
7	Eab Bunloun	Deputy Director Sim Reap PHD	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
8	Hak Sihum	Program Assistant ME ⁴ JICA	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
9	Hak Sok Samnang	Chief of ME unit MCH ⁵ / JICA	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
10	Heng Nhoeu	Director Stueng Traeng PHD	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
11	Hou Serey Witchout	Director Mongkol Borey RH ⁶	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
12	Huot Khom	Chief of Administration, NMCHC ⁷	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>
13	Kdan Yuvatha	Vice Director NPH ⁸	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>

¹ PHD: Provincial Health Department² CDC: Council for the Development of CAMBODIA³ MoH: Ministry of Health⁴ ME: Medical Equipment⁵ MCH: Maternal and Child Health⁶ RH: Referral Hospital⁷ NMCHC: National Maternal and Child Health Center⁸ NPH: National Pediatric Hospital

14	Ke Rotha	Deputy Director Svay Rieng PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
15	Kong Putheary	Chief of Imagery Department Kossamark Hospital	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
16	Kony Chuunly	Director Kandal RH	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
17	Koum Kanal	Director NMCHC	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
18	Kuy Sivuth	Deputy Director HSD ⁹ , MoH	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
19	Ky Kiem Hong	Deputy Director Pursat, PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
20	Long Borin	Inventory Officer, MoH	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
21	Long Chan Rasmeng	Deputy Director Kompong Cham PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
22	Meas Chea	Director Kampong Cham PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
23	Minh Sovathy	Vice Director Kampong Speu PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
24	Mol Neng	Vice Director Siem Reap RH	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
25	Nhek Bunchhup	Vice Director Battambang PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
26	Ngo Sitthy	Director Battambang RH	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
27	Nhek Dimnora	Deputy Director Prey Veng PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
28	Ocur Kim Hak	Vice Director Banteay Meanchey PHD	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
29	Ouch Sam	Deputy Municipal Health Department Phnom Penh	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>

⁹ HSD: Hospital Service Department

30	Pan Chandora	Deputy Director Kompong Chhnag PHD	<input type="radio"/>	<input type="radio"/>
31	Phy Radian	Vice Chief Hospital Service & Bio-Medical Engineering Office, MoH	<input type="radio"/>	<input type="radio"/>
32	Sann Sary	Director HSD, MoH	<input type="radio"/>	<input type="radio"/>
33	Sok Chann	Vice Chief Hospital Service & Bio-Medical Engineering Office, MoH	<input type="radio"/>	<input type="radio"/>
34	Tan Phally	Deputy Director PNSH. ¹⁰	<input type="radio"/>	<input type="radio"/>
35	Touch Sokha	Deputy Director Kampot PHD	<input type="radio"/>	<input type="radio"/>
36	Um Sokhan	Director Takea PHD	<input type="radio"/>	<input type="radio"/>
37	Ung Thol	Deputy Director Personal Department MoH	<input type="radio"/>	<input type="radio"/>
38	Va Luong Khun	Director Kampong Thom PHD	<input type="radio"/>	<input type="radio"/>

¹⁰ PNSH: Preah Bat Norodom Sihanouk Hospital




ANNEX III: Draft of the Project Design Matrix (PDM)

Title: Promotion of Medical Equipment Management System

Target Area: Whole Cambodia

Target Group: Medical equipment managers and technicians at target NH, PHD and CPA3 RH
Indirect Beneficiary: Patients of NH and CPA3 RH

Super Goal: Basic maintenance of medical equipment is conducted at all RH.

Duration: January, 2006–December, 2008
Version: PDM0
Prepared on: 2005.10.19

Narrative Summary	Objectively Verifiable Indicator	Means of Verification	Important Assumption
[Overall Goal] Basic maintenance of medical equipment is conducted at NH and CPA3 RH	<ul style="list-style-type: none"> * Operable rate of medical equipment is improved for all medical equipment at NH and CPA3RH. * Estimated equipment life is fulfilled for all medical equipment at NH and CPA3 RH. * Number of preventive maintenance are increased while repair cost is decreased, during the estimated equipment life. * Number of minor repair service by maintenance workshops at CPA3RH makes constant increase, while the one of NW decreases. 	<ul style="list-style-type: none"> * Annual activity report of NH and CPA3RH * Inventory data at HSD * Accounting book of NH and CPA3RH * Annual activity report of PHD, HSD and NW 	<ul style="list-style-type: none"> * Medical equipment maintenance managers and technicians are assigned at OD, CPA1 and 2 RH, and Project activities are extended to them.
[Project Purpose] Basic maintenance and management activities for medical equipment are introduced at target NH and CPA3 RH, by following the instruction of MOH and PHD, and by receiving technical guidance of NW.	<ul style="list-style-type: none"> * Target NH and CPA3 RH submit annual activity report on medical equipment management to PHD and HSD * Based on the instruction manuals and checklist of medical equipment, periodical check and maintenance are conducted at target NH and CPA3 RH. * Maintenance and management plans are prepared and followed at target NH and CPA3 RH. 	<ul style="list-style-type: none"> * Maintenance activity plan of NH, CPA 3 RH and PHD * Reports from NH, CPA 3 RH and PHD 	<ul style="list-style-type: none"> * Refresher training is provided to ex-participants * Training is provided to managers and technicians of other PHD and CPA3 RH. * Medical personnel at NH and CPA3 RH improve the knowledge on medical equipment usage.

[Outputs]	1. Administrative instruction of HSD of MoH on medical equipment management for target NH and CPA3 RH is strengthened, with technical guidance of NW.	<p>For Output 1</p> <ol style="list-style-type: none"> 1. Inventory is completed and regularly updated 2. Monitoring trip by HSD and maintenance service by NW are regularly conducted, and findings are fed back to their activity plans. 3. HSD prepares annual work plan by considering available human resources, financial resources, and materials. 4. HSD prepares quarterly report of their activities, and analyzes the progress 	<ul style="list-style-type: none"> * Project report of HSD and NW * Inventory data * Annual report of HSD and NW * Training report (ex. test results, supervision results, and questionnaire survey results)
	2. Technical skill of medical equipment maintenance staff in target NH and CPA3 RH is improved.	<p>For Output 2 and 3</p> <ol style="list-style-type: none"> 1. Number of trainees and instructors trained. 2. Number and types of training courses 3. Number and types of developed manuals, checklist, curriculum and training handouts 4. Difference in scores of pre-test and post-test conducted in the training course makes constant progress. 5. Project team's monitoring results for ex-participants make constant progress 6. Project team's questionnaire survey results for ex-participants' coworkers make constant progress. 	



<p>[Activity]</p> <p>1-1. Design and introduce the medical equipment inventory.</p> <p>1-2. Enhance knowledge of HSD staff on medical equipment management administration (i.e. policy document, implementation plan & guideline, and basic maintenance) on medical equipment management, based on the experience from project activities, as needs arise.</p> <p>1-3. Verify and give advices on existing policy guidelines (i.e. policy document, implementation plan & guideline, and basic maintenance) on medical equipment management, based on the experience from project activities, as needs arise.</p> <p>1-4. Provide on-site guidance to medical equipment managers and technicians at target NH and CPA3 RH.</p> <p>1-5. Conduct regular monitoring and evaluation on all above activities</p> <p>1-6. Give advice to MOH and donors for appropriate supply of new medical equipment to hospitals.</p>	<p>[Input]</p> <p>Japanese Side <Personnel></p> <p>Long-term experts</p> <p>Short-term experts 2. PhD, NH and CPA 3 RH</p> <p><Equipment and Materials></p> <p>Basic maintenance tool</p> <p>Necessary equipment for Project Office</p>	<p>Cambodian Side <Personnel></p> <p>1. Counterpart members (HSD and NW)</p> <p>* Majority of trained medical equipment maintenance managers and technicians continue working for the position.</p> <p>* Main counterpart members remain working for the Project</p> <p>[Pre-Condition]</p> <p>* Appropriate medical equipment managers and technicians are assigned at target NH and CPA 3 RH</p>
	<p>2-1. Develop the medical equipment maintenance manuals and checklist to NH and CPA3 RH (i.e. medical equipment inventory, activity record, inspection standard, and reporting)</p> <p>2-2. Conduct needs assessment on medical equipment technicians at NH and CPA3 RH</p> <p>2-3. Provide technical training of trainers (TOT) for NW staff</p> <p>2-4. Develop training curriculum (i.e. preventive maintenance, maintenance planning, inventory management, minor repair, and reporting) for medical equipment maintenance staff of NH and CPA3 RH</p> <p>2-5. Prepare training handout for medical equipment maintenance staff of NH and CPA3 RH</p> <p>2-6. Provide the technical training for medical equipment maintenance technicians at HSD, NH and CPA3 RH.</p> <p>2-7. Evaluate the above (2-6.) technical training.</p> <p>2-8. Conduct follow-up supervision for the ex-trainees at their workplace</p> <p>2-9. Hold bi-monthly meetings with medical equipment technicians of target NH and CPA3 RH at NW to promote usage of maintenance manuals and checklist</p>	<p><Training in Japan> <Budget></p> <p>Local cost for government staff including salary and facilities.</p> <p>Water, electricity and gas supply for project offices.</p>

	<p>3-1. Provide TOT for HSD staff for medical equipment management training program.</p> <p>3-2. Develop the medical equipment management manual to PHD, NH and CPA3 RH. (i.e. inventory management, management of technicians, maintenance planning, and reporting protocol)</p> <p>3-3. Conduct training needs assessment of medical equipment managers at PHD, NH and CPA3 RH</p> <p>3-4. Develop training curriculum for medical equipment management staff of PHD, NH and CPA3 RH</p> <p>3-5. Provide training for medical equipment management staff of PHD, NH and CPA3 RH</p> <p>3-6. Evaluate the above (3-5.) training.</p> <p>3-7. Provide follow-up supervision for the ex-trainees at their workplace</p> <p>3-8. Hold blush-up meetings with medical equipment managers and directors of PHD, NH, and RH at HSD to promote usage of management manual</p>
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Abbreviation: National workshop: NW; Hospital service department: HSD; Provincial Health Department: PHD; Referral Hospital: RH; Training of Trainers: TOT;
Ministry of Health: MOH; Operational District: OD; Complementary Package of Activities: CPA

ANNEX IV

OUTLINE OF THE PROJECT DOCUMENT

Abbreviation

A Map of Cambodia

Organization Charts

1. Country strategies on medical equipment management system
2. Challenges and problem analysis on medical equipment management system and future perspectives on medical equipment management system
3. Project design
 - 3.1. Outline of project design
 - 3.2. Project operation structure
4. Fundamental plan of the project
 - 4.1. Super Goal
 - 4.2. Overall goal
 - 4.3. Project purpose
 - 4.4. Outputs
 - 4.5. Activities
 - 4.6. Inputs
 - 4.6.1 Japanese side inputs
 - 4.6.2 Cambodian side inputs
 - 4.7. Risk analysis
 - 4.8. Prerequisite condition

Annexes

1. Project administrative diagram in the medical equipment management system framework
2. Relevant legislative and regulatory foundation of counterpart institutions

ANNEX V

LIST OF PROSPECTIVE CAMBODIAN COUNTERPARTS

Project Director: Secretary of State for Health, Ministry of Health will bear overall responsibility for the administration and implementation of the Project.

Project Supervisor: Deputy Director General for Health, Ministry of Health, will function as advisor to the project management in order to strengthen the successful implementation of the Project.

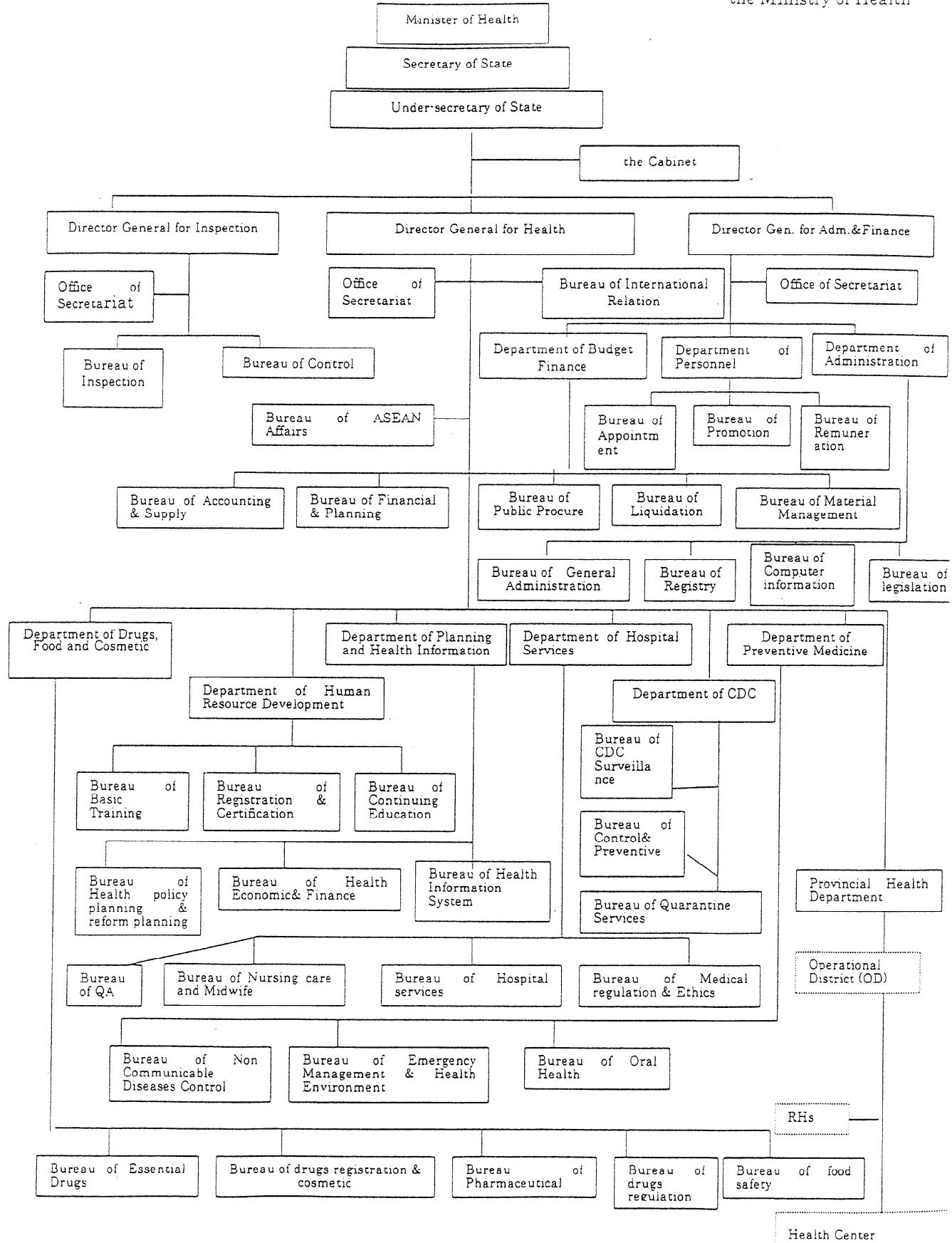
Project Manager: Director, the Hospital Service Department, Ministry of Health, will be responsible for the managerial and technical matters of the Project.

Other Concerned Project Staff:

Staff of the Hospital Service Department, Ministry of Health

Staff of the Medical Engineering Section, the National Maternal and Child Health Center

ANNEX VI: Organizational Chart of the Ministry of Health

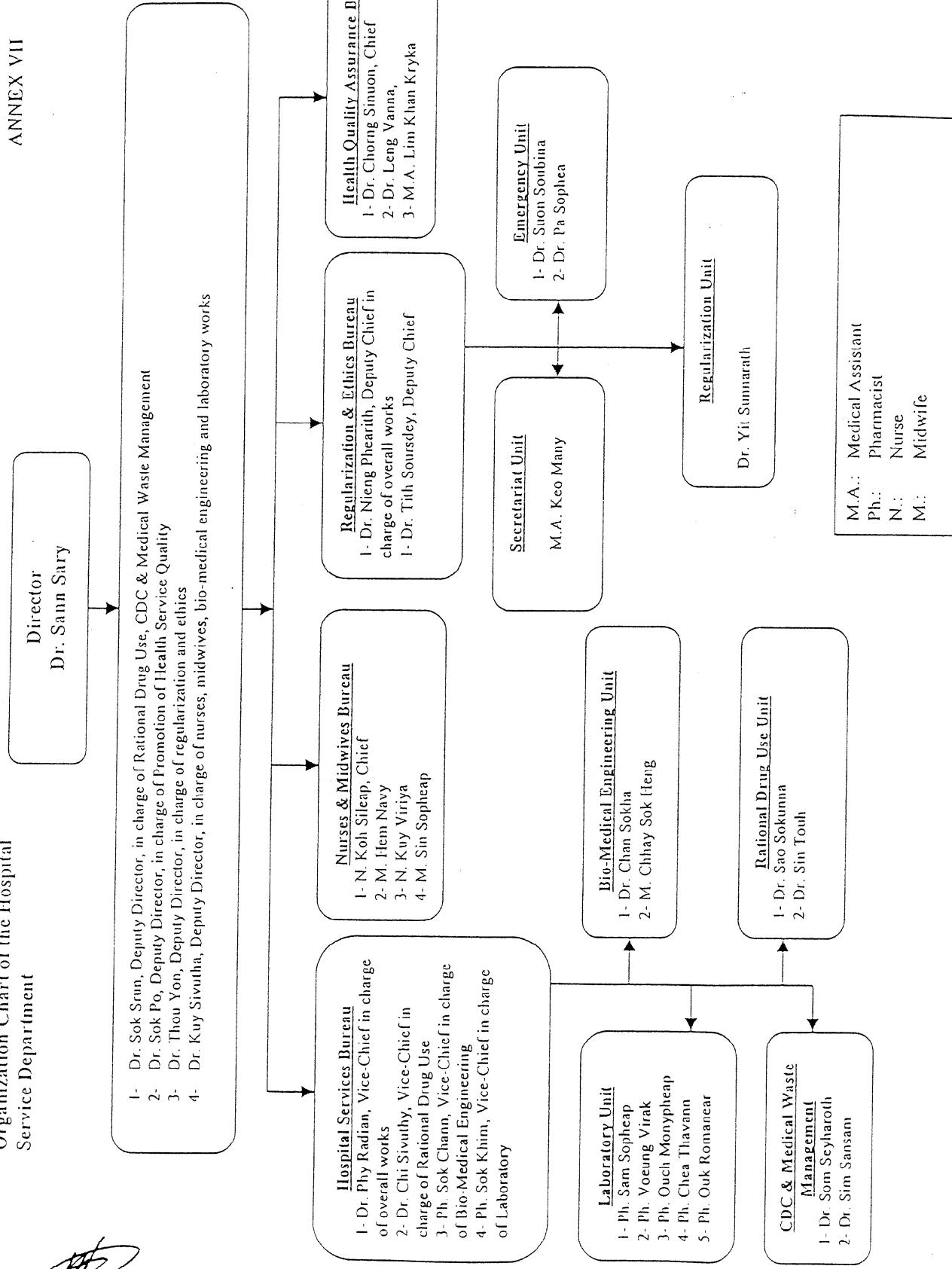


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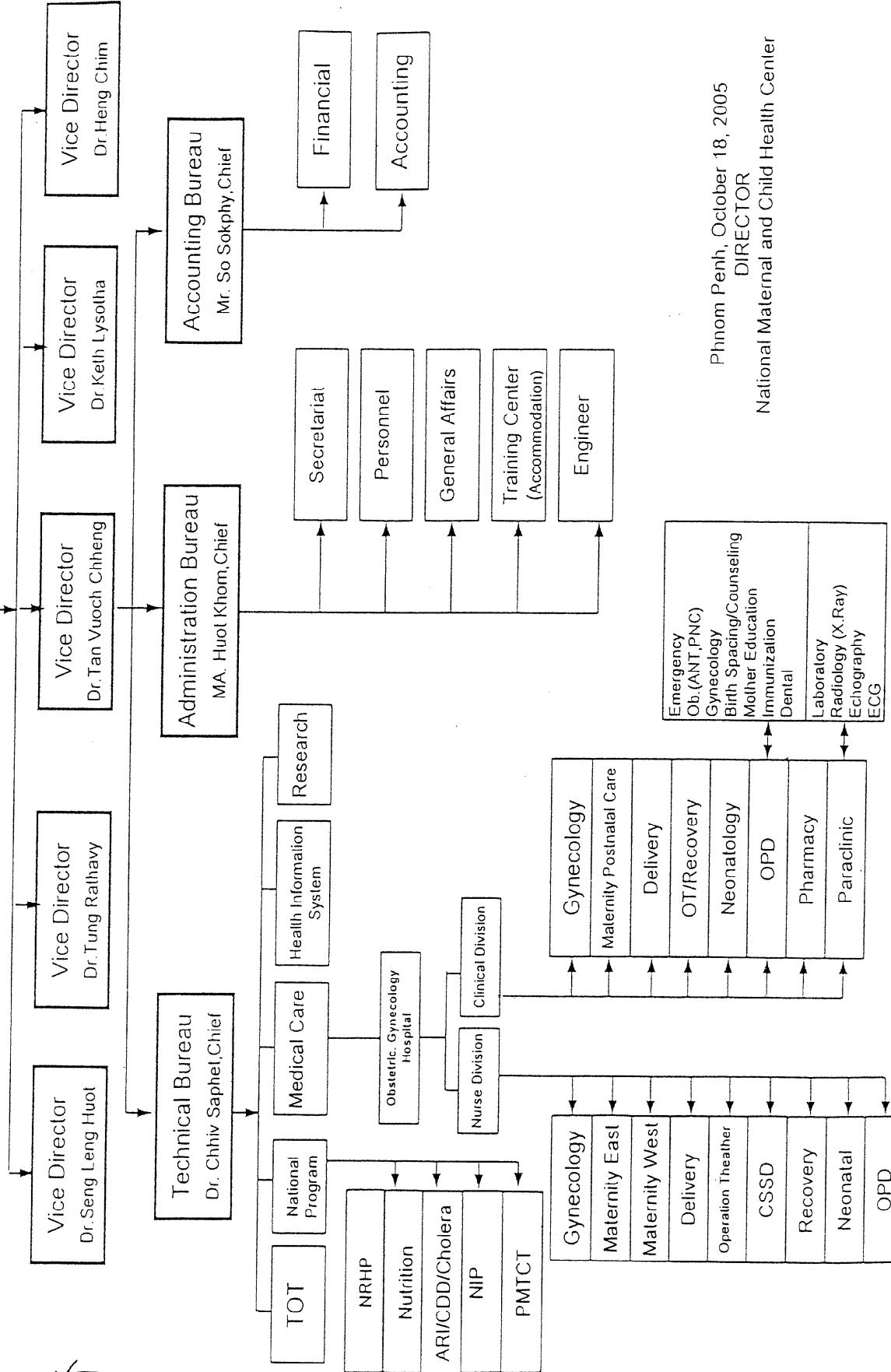
**Organization Chart of the Hospital
Service Department**

ANNEX VII



ANNEX VIII: MANAGEMENT STRUCTURE OF THE NATIONAL MATERNAL AND CHILD HEALTH CENTER

NMCHC Director
Prof.Kaum Kanal

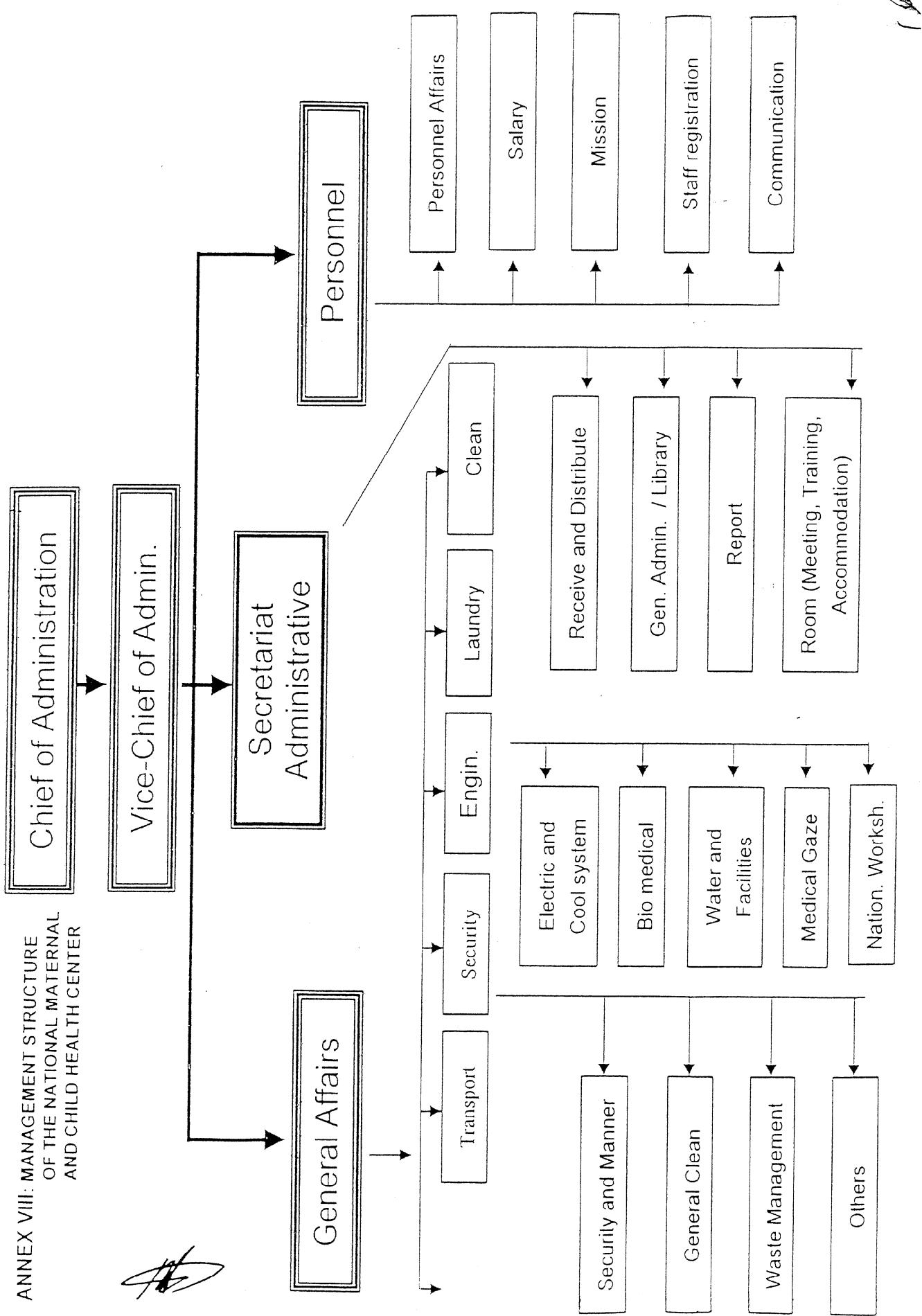


Phnom Penh, October 18, 2005

DIRECTOR

National Maternal and Child Health Center

ANNEX VIII: MANAGEMENT STRUCTURE
OF THE NATIONAL MATERNAL
AND CHILD HEALTH CENTER



2. 討議議事録

RECORD OF DISCUSSIONS BETWEEN JAPANESE IMPLEMENTATION STUDY TEAM AND AUTHORITIES CONCERNED OF THE ROYAL GOVERNMENT OF CAMBODIA ON JAPANESE TECHNICAL COOPERATION FOR THE PROJECT ON PROMOTION OF MEDICAL EQUIPMENT MANAGEMENT SYSTEM

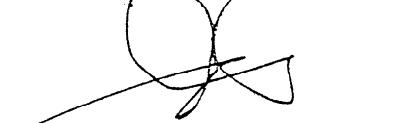
The Japan International Cooperation Agency (hereinafter referred to as "JICA") exchanged views and has a series of discussions with the Cambodian authorities on desirable measures to be taken by both Governments for the successful implementation of the Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Royal Government of Cambodia, signed in Phnom Penh on December 15, 2005 (hereinafter referred to as "the Agreement"), JICA and Cambodia authorities concerned agreed on the matters referred to in the document attached hereto.



Mr. Juro Okikuraishi
Resident Representative
Japan International Cooperation
Agency (JICA)
Japan

Phnom Penh, December 15, 2005



Prof. Eng Huot
Secretary of State for Health
Ministry of Health
Kingdom of Cambodia

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will implement the Project on Promotion of Medical Equipment Management System (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II.

2. PROVISION OF EQUIPMENT

JICA will provide equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III.

3. TRAINING OF CAMBODIAN PERSONNEL IN JAPAN

JICA will receive the Cambodian personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Royal Government of Cambodia will ensure that the technologies and knowledge acquired by the Cambodian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Cambodia.

3. The Royal Government of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
4. The Royal Government of Cambodia will provide the services of Cambodian counterpart personnel and administrative personnel as listed in Annex IV.
5. The Royal Government of Cambodia will provide the buildings and facilities as listed in Annex V.
6. In accordance with the laws and regulations in force in Cambodia, the Royal Government of Cambodia will take necessary measures to supply or replace at its own expense equipment, instruments, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
7. In accordance with the laws and regulations in force in Cambodia, the Royal Government of Cambodia will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Secretary of State for Health, Ministry of Health as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Deputy Director General for Health, Ministry of Health, as the Project Supervisor, will function to supervise and monitor the project management in order to strengthen the successful implementation of the Project.
3. Director, the National Maternal and Child Health Center (NMCHC), as the Technical Advisor, will function to advise technical activities of National Workshop (NW) at the NMCHC.
4. Director, the Hospital Service Department, Ministry of Health, as the Project Manager, will be responsible for the managerial and technical matters of the Project.

5. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
6. The Japanese experts will give necessary technical guidance and advice to Cambodian counterpart personnel on technical matters pertaining to the implementation of the Project.
7. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Cambodian authorities concerned, at the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

The Royal Government of Cambodia undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Cambodia except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Royal Government of Cambodia on any major issues arising from, or in connection with this Attached Document.

VIII. MESURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of

Cambodia, the Royal Government of Cambodia will take appropriate measures to make the Project widely known to the people of Cambodia.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three (3) years from January 1, 2006.

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERTS
- ANNEX III LIST OF EQUIPMENT
- ANNEX IV LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE
- ANNEX VII AGREEMENT ON TECHNICAL COOPERATION BETWEEN THE GOVERNMENT OF JAPAN AND THE ROYAL GOVERNMENT OF CAMBODIA

