

4. Minutes of Discussions (M/D)

4-1 Basic Design Study

**Minutes of Discussions**  
**on the Basic Design Study on the Project for Supply of Equipment**  
**for Interpretative Display and Presentation of the Cultural Heritage of Sigiriya**  
**at the New Sigiriya Museum**  
**in the Democratic Socialist Republic of Sri Lanka**

In response to the request from the Government of the Democratic Socialist Republic of Sri Lanka, the Government of Japan decided to conduct a Basic Design Study on "The Project for Supply of Equipment for Interpretative Display and Presentation of the Cultural Heritage of Sigiriya at the New Sigiriya Museum" (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to the Democratic Socialist Republic of Sri Lanka the Basic Design Study Team (hereinafter referred to as "the Team"), headed by Mr. Hideki SAKATA, the Deputy Resident Representative of the JICA Sri Lanka Office, and is scheduled to stay in the country from January 11 to February 14, 2007.

The Team held discussions with the officials concerned of the Government of the Democratic Socialist Republic of Sri Lanka and conducted the field survey at the study areas.

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

Colombo, January 19, 2007



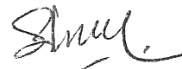
Hideki SAKATA  
Leader  
Basic Design Study Team  
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W.H. WIJAYAPALA  
Director General  
Central Cultural Fund  
Ministry of Cultural Affairs and National Heritage

## ATTACHMENT

### 1. Objective of the Project

The objective of the Project is to improve the exhibit of Sigiriya's heritage through the procurement and installation of equipment at the New Sigiriya Museum (hereinafter referred to as "the New Museum").

### 2. Project Site

The site of the Project is the New Museum, as shown in Annex-1.

### 3. Responsible and Implementing Organization

The responsible organization is Ministry of Cultural Affairs and National Heritage. The implementing organization is the Central Cultural Fund (hereinafter referred to as "CCF") on behalf of the Government of Sri Lanka. The organization charts of the above organizations are attached as Annex-2.

The Expert Committee for the New Museum, appointed by the Ministry of Cultural Affairs and National Heritage, technically consults on archeological and artistic issues, such as selecting display items and designing the display.

### 4. Items requested by the Government of the Democratic Socialist Republic of Sri Lanka

After discussions with the Team, the equipment described in Annex-3 (hereinafter referred to as "the Equipment") which is the finalized list of items, were requested by the Sri Lankan side. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for approval.

### 5. Japan's Grant Aid Scheme

(1) The Sri Lankan side understands the Japan's Grant Aid scheme and the necessary measures to be taken by the Government of Democratic Socialist Republic of Sri Lanka, as explained by the Team and as described in Annex-4.

(2) The Sri Lankan side will take necessary measures, as described in Annex-5, for smooth implementation of the Project, as a condition for the Japan's Grant Aid to be implemented.

### 6. Schedule of the Study

(1) The technical members of the Team will proceed to further study in the Democratic Socialist Republic of Sri Lanka until February 14, 2007.

(2) JICA will analyze the results of the field study and prepare the draft report in English and dispatch a mission to the Democratic Socialist Republic of Sri Lanka in order to explain its contents around the beginning of May, 2007. This is subject to change according to the analysis in Japan.

(3) In case that the contents of the report is accepted in principle by the Government of



the Democratic Socialist Republic of Sri Lanka, JICA will complete the final report and send it to the Government of the Democratic Socialist Republic of Sri Lanka by the end of August, 2007.

7. Other Relevant Issues

- (1) The Sri Lankan side will complete all construction work of the New Museum by March, 2008. In case of change, the Sri Lankan side informs to the Japanese side.
- (2) The Sri Lankan side strongly requests that the Japanese Grant Aid Project cover all requested items deemed necessary based on the Sri Lankan side's display concept. The Japanese side has informed, however, that Japan's Grant Aid Project may not be able to cover all the requests, and the Sri Lankan side understands the need to optimize the components of the Equipment List from the viewpoint of technical and financial viability, sustainability and cost-effectiveness. Both sides agree to find the best way thorough discussions for implementing this Project, with necessary compromise on both sides.
- (3) Both sides confirm that the interior finishing work and furniture will be designed and procured by Sri Lankan side based on the total design concept. The Japanese side will give necessary advice to Sri Lankan side.
- (4) The Sri Lankan side requests technical assistance as mentioned below, which may not be covered by Japan's Grant Aid scheme, and understands that a separate official request by the Sri Lankan side to the Japanese side through the Embassy of Japan may be necessary for such technical assistance. The Japanese side will convey the importance of the following requests to the relevant authorities in Japan.
  - Technical /artistic direction for total coordination of galleries and/or other display spaces during the interior finishing work and the procurement and installation of the furniture.
  - Technical /artistic direction for production of video program and/or software contents.
- (5) The Sri Lankan side will allocate sufficient budget and qualified staff to properly and effectively operate and maintain the Equipment. The Sri Lanka side explained that the budget and staff to operate the New Museum is in preparation.
- (6) The Sri Lankan side shall ensure prompt tax exemption and customs clearance of the products at the terminal of disembarkation.
- (7) The Sri Lankan side shall ensure exemption of VAT concerning local procurement of goods and services under the Project by a Japanese supplier.
- (8) The Sri Lankan side understands to stick national flag of Japan and/or ODA symbol mark sticker is required on all the Equipment procured by the Japanese Grant Aid.
- (9) The Sri Lankan side expressed the intent to put a commemorative plate in three official languages and Japanese at the main entrance and exit of the display area of the New Museum.
- (10) The Sri Lankan side shall submit answers of the questionnaire given by the Team



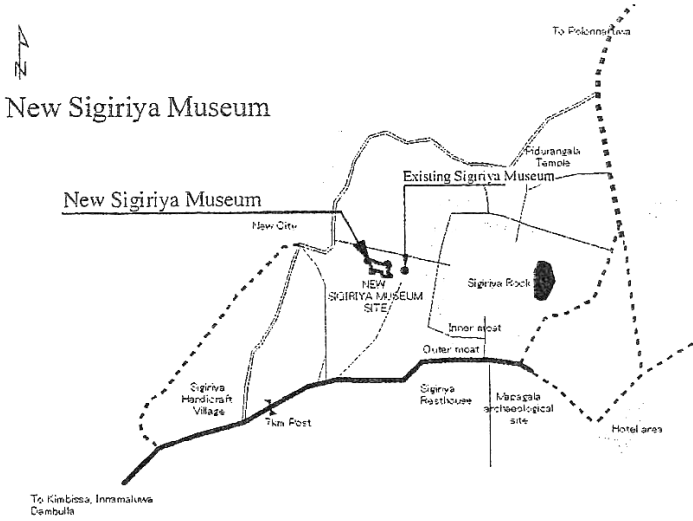
before January 29, 2007.

(End)

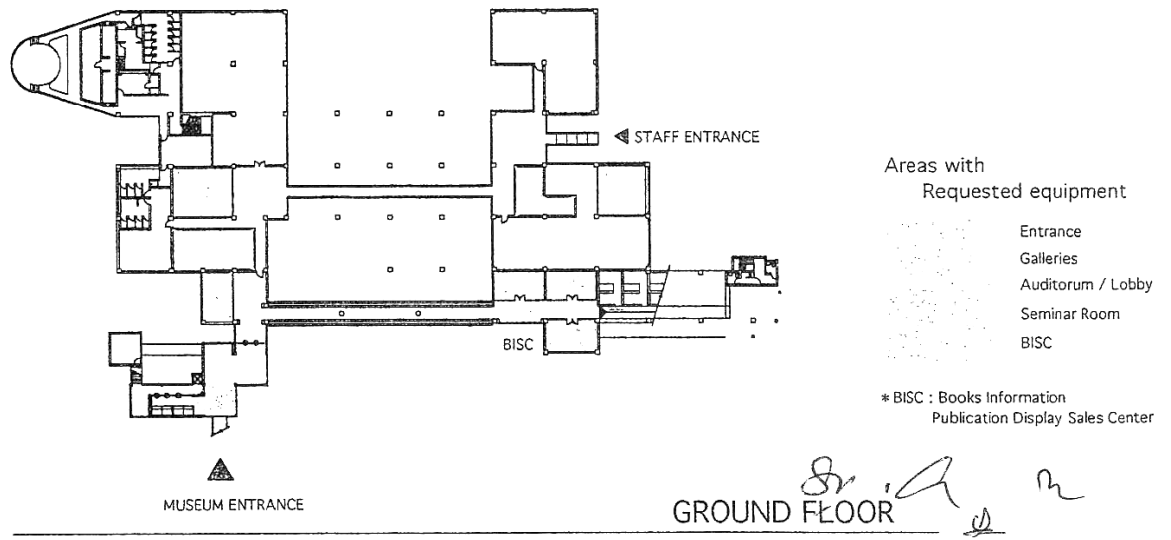
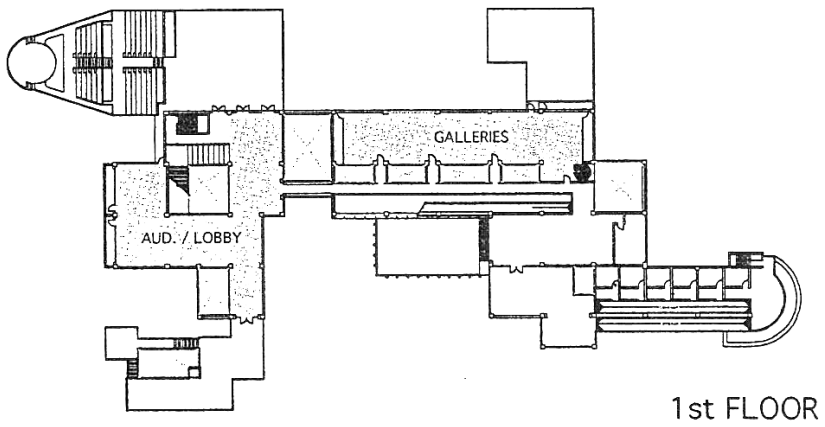
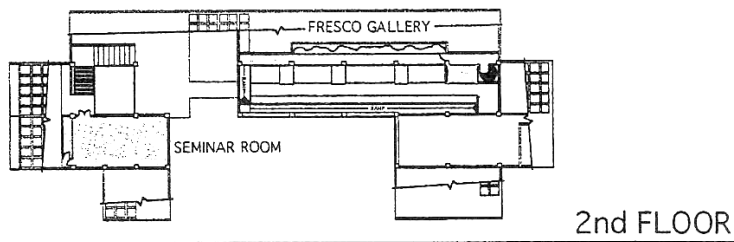
Annex – 1	Site of the Project
Annex – 2	Organization Charts
	Annex 2- 1 Ministry of Cultural Affairs and National Heritage
	Annex 2- 2 Central Cultural Fund
Annex – 3	Requested Equipment List
Annex – 4	Japan’s Grant Aid Scheme
Annex – 5	Major undertakings to be taken by each Government



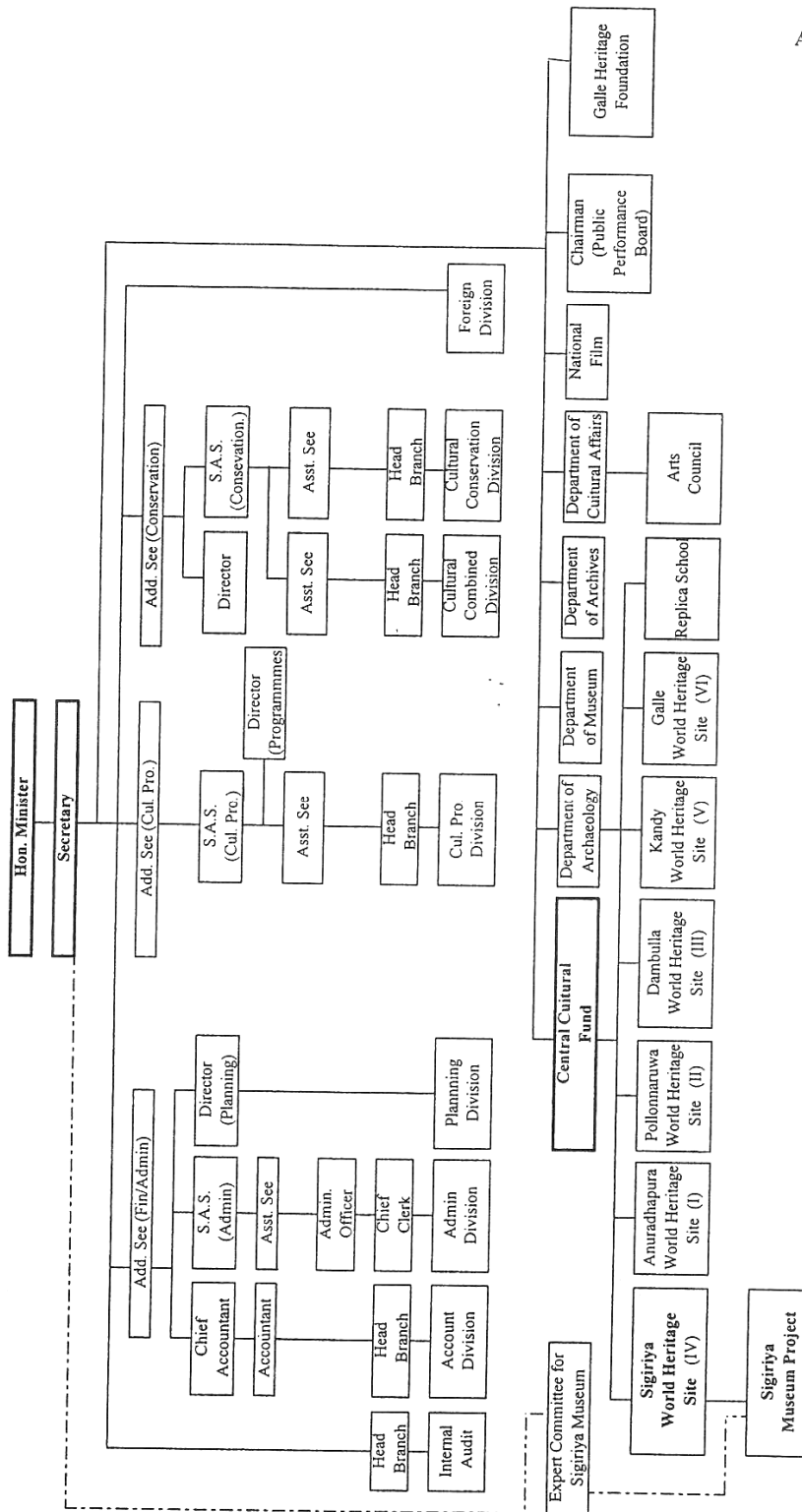
Site Location of the New Sigiriya Museum



Floor Plan of the New Sigiriya Museum



Ministry of Cultural Affairs and National Heritage



Annex 2-1

*[Handwritten signatures]*



<b>Requested Equipment</b>				
Requested item	Quantity	Location	Priority	
<b>1. Display equipment</b>				
1-1	Glass case (floor mounted)	1	Lobby	A
	Glass display cases (floor mounted tabletop height)	3	Gallery 1	
	Glass display cases (floor mounted tabletop height)	3	Gallery 2	
	Glass display cases (floor mounted tabletop height)	5	Gallery 3	
	Glass display cases (floor mounted tabletop height)	5	Gallery 4	
	Glass display cases (floor mounted tabletop height)	5	Gallery 5	
	<b>TOTAL</b>	<b>22</b>		
1-2	Display shelves/stands (floor mounted tabletop height)	3	Gallery 1	A
	Display shelves/stands (floor mounted tabletop height)	5	Gallery 2	
	Display shelves/stands (floor mounted tabletop height)	4	Gallery 3	
	Display shelves/stands (floor mounted tabletop height)	4	Gallery 4	
	Display shelves/stands (floor mounted tabletop height)	4	Gallery 5	
	<b>TOTAL</b>	<b>20</b>		
1-3	Artifact display kits	24	Gallery 1	A
	Artifact display kits	30	Gallery 2	
	Artifact display kits	30	Gallery 3	
	Artifact display kits	30	Gallery 4	
	Artifact display kits	20	Gallery 5	
	<b>TOTAL</b>	<b>134</b>		
<b>2. Information equipment</b>				
2-1	Museum information/directory board	1	Lobby	A
	Museum information/directory board	1	Gallery 1	
	Museum information/directory board	1	Gallery 2	
	Museum information/directory board	1	Gallery 3	
	Museum information/directory board	1	Gallery 4	
	Museum information/directory board	1	Gallery 5	
	Museum information/directory board	1	Fresco pocket	
	<b>TOTAL</b>	<b>7</b>		
2-2	Curved graphic panel (floor to ceiling height)	1	Auditorium	A
	Flat graphic panel (floor to ceiling height)	3	Auditorium	
	Flat graphic panel (floor to ceiling height)	6	Gallery 1	
	Flat graphic panel (floor to ceiling height)	6	Gallery 2	
	Flat graphic panel (floor to ceiling height)	6	Gallery 3	
	Flat graphic panel (floor to ceiling height)	6	Gallery 4	
	Flat graphic panel (floor to ceiling height)	6	Gallery 5	
	Flat graphic panel (floor to ceiling height)	3	Seminar room	
	Flat information panel (floor to ceiling height)	1	Fresco pocket	
	<b>TOTAL</b>	<b>38</b>		
2-3	Caption boards	30	Auditorium	B
	Caption boards	1	Lobby	
	Caption boards	90	Gallery 1	
	Caption boards	90	Gallery 2	
	Caption boards	90	Gallery 3	
	Caption boards	90	Gallery 4	
	Caption boards	90	Gallery 5	
	Caption boards	10	Seminar room	
	Caption boards	10	Fresco pocket	
	Caption boards	25	BISC	
	<b>TOTAL</b>	<b>526</b>		
2-4	Flat embossed glass panel (floor to ceiling height)	1	Lobby	A
2-5	Replica of Ibbunkatuwa Megalithic tomb	1	Gallery 1	A
2-6	Replica of Potana Man skeleton	1	Gallery 1	A
2-7	Replica of Alakolawewa iron smelting furnace	1	Gallery 1	A
2-8	Detail architectural model of Sigiriva complex	1	Gallery 3	A
2-9	Glass floor to cover architectural model	1	Gallery 3	A
2-10	Replica of Mirror Wall full size scale	1	Gallery 4	A

BISC: Books and information Publication Display Sales Center

Annex-3, 1



<b>Requested Equipment</b>				
	Requested item	Quantity	Location	Priority
2-11	Working model of water garden	1	Undecided	A
2-12	Replica of Fresco Pocket	1	Fresco pocket	A
2-13	Flat panel LCD display mounted overhead	6	Auditorium	A
2-14	Large image display, high resolution LCD projector set	1	Gallery 3	A
2-15	Audio presentation equipment	1	Gallery 3	A
2-16	Audio presentation equipment	1	Gallery 4	A
2-17	Electronic interactive touch system/information panel	1	Gallery 1	A
	Electronic interactive touch system/information panel	1	Gallery 2	
	Electronic interactive touch system/information panel	1	Gallery 3	
	Electronic interactive touch system/information panel	1	Gallery 4	
	Electronic interactive touch system/information panel	1	Gallery 5	
	<b>TOTAL</b>	<b>5</b>		
<b>3. Lighting fixtures</b>				
3-1	Graphic panel spotlights (ceiling mounted)	9	Auditorium	A
	Caption board illumination lights	10	Auditorium	
	Spotlights for centrepiece display (ceiling mounted)	4	Lobby	
	Caption board illumination lights	2	Lobby	
	Information/directory board illumination lights	2	Lobby	
	Graphic panel spotlights (ceiling mounted)	20	Gallery 1	
	Caption board illumination lights	30	Gallery 1	
	Graphic panel spotlights (ceiling mounted)	25	Gallery 2	
	Caption board illumination lights	30	Gallery 2	
	Graphic panel spotlights (ceiling mounted)	20	Gallery 3	
	Caption board illumination lights	30	Gallery 3	
	Graphic panel spotlights (ceiling mounted)	20	Gallery 4	
	Caption board illumination lights	30	Gallery 4	
	Graphic panel spotlights (ceiling mounted)	30	Gallery 5	
	Caption board illumination lights	30	Gallery 5	
	Graphic panel spotlights (ceiling mounted)	9	Seminar room	
	Caption board illumination lights	10	Seminar room	
	Information panel spotlights (ceiling mounted)	2	Fresco pocket	
	Caption board illumination lights	10	Fresco pocket	
	Fresco gallery special effects illumination lights	10	Fresco pocket	
Caption board illumination lights	30	BISC		
	<b>TOTAL</b>	<b>363</b>		
<b>4. Educational equipment</b>				
4-1	Computer set	4	Seminar room	A
4-2	Server and network system	1	Seminar room	
4-3	Projector	1	Seminar room	
4-4	Screen	1	Seminar room	
<b>5. Management equipment</b>				
5-1	Security monitoring facilities (cameras/alarm system)	1	Entry lobby	B
	Security monitoring facilities (cameras/alarm system)	1	Auditorium	
	Security monitoring facilities (cameras/alarm system)	1	Lobby	
	Security monitoring facilities (cameras/alarm system)	1	Gallery 1	
	Security monitoring facilities (cameras/alarm system)	1	Gallery 2	
	Security monitoring facilities (cameras/alarm system)	1	Gallery 3	
	Security monitoring facilities (cameras/alarm system)	1	Gallery 4	
	Security monitoring facilities (cameras/alarm system)	1	Gallery 5	
	Security monitoring facilities (cameras/alarm system)	1	Seminar room	
	Security monitoring facilities (cameras/alarm system)	1	Fresco pocket	
	Security monitoring facilities (cameras/alarm system)	1	BISC	
	<b>TOTAL</b>	<b>11</b>		
5-2	Ticket sales counter	2	Entry lobby	A
5-3	Ticket collecting/counting unit	2	Entry lobby	

BISC: Books and information Publication Display Sales Center



## Japan's Grant Aid

The Grant Aid scheme provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. The Grant Aid is not supplied through the donation of materials as such.

### 1. Grant Aid Procedures

Japan's Grant Aid Scheme is executed through the following procedures.

Application	Request made by a recipient country
Study	Basic Design Study conducted by JICA
Appraisal & Approval Cabinet	Appraisal by the Government of Japan and Approval by Cabinet
Determination of Implementation	The Notes exchanged between the Governments of Japan and the recipient country

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

Secondly, JICA conducts the Study (Basic Design Study), using a Japanese consulting firm(s).

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

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes (E/N) signed by the Governments of Japan and the recipient country.

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

## 2. Basic Design Study

### 1) Contents of the Study

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

- Confirmation of the background, objectives, and benefits of the requested Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.
- Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economic point of view.
- Confirmation of items agreed upon by both parties concerning the basic concept of the Project.
- Preparation of a Basic Design of the Project
- Estimation of cost of the Project

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid Scheme.

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

### 2) Selection of Consultants

For smooth implementation of the Study, JICA uses a registered consulting firm(s). JICA selects a firm(s) based on proposals submitted by interested firms. The firm(s) selected carry out a Basic Design Study and writes a report, based upon terms of reference set by JICA.



Annex-4. 2

The consulting firm(s) used for the Study is recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency.

### 3. Japan's Grant Aid Scheme

1) Exchange of Notes (E/N)

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

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

However, in case of delays in delivery, installation or construction due to unforeseen factors such as natural disaster, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

- 3) Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

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

However, the prime contractors, namely, consulting constructing and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

4) Necessity of "Verification"

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

Annex-4. 3



5) Undertakings required to the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- (1) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the construction,
- (2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites,
- (3) To secure buildings prior to the procurement in case the installation of the equipment,
- (4) 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,
- (5) 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,
- (6) 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.

6) "Proper Use"

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

7) "Re-export"

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

8) Banking Arrangements (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.

Annex-4. 4



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

9) Authorization to Pay (A/P)

The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commissions to the Bank.

Annex-4. 5

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## Major undertakings to be taken by each Government

No.	Items	To be covered by Grant Aid	To be covered by Recipient Side
1	To construct the building		●
2	To provide facilities for the distribution of electricity and other incidental facilities		
	1) Electricity		
	a. The main transformer and circuit breakers		●
	b. The internal wiring and outlets within the building		●
	2) Furniture and Equipment		
	a. General furniture and equipment (i.e. any equipment other than equipment included in Annex-3)		●
	b. Project equipment	(●)*	(●)*
	3) Interior finishing work		●
3	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		●
4	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	●	
	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	●	
5	To exempt the products, materials and services purchased within the recipient country under the Grant Aid, from internal taxes such as value-add tax and other fiscal levies which may be imposed in the recipient country.		●
6	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.		●
7	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.		●
8	To maintain and use properly and effectively the facilities contracted and equipment provided under the Grant.		●
9	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.		●

\* See Attachment, clause 7.(2)