

## 添付資料

- 添付資料―1 署名ミニッツ
- 添付資料―2 相手国関係者リスト
- 添付資料―3 テレビ普及率試算に要する資料
- 添付資料―4 インド/ITU 支援衛星回線無料使用期間終了後の対応に関するブータン政府のレター
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- 添付資料―7 政府組織構成図
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- 添付資料―12 収集資料リスト

署名ミニッツ

**Minutes of Discussions  
on the Preliminary Study  
on The Project for Strengthening of Bhutan Broadcasting Service(BBS) Program Production  
and Improving Local Contents and Participation from the Rural Area  
in The Kingdom of Bhutan**

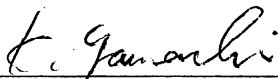
In response to a request from the Royal Government of Bhutan (hereinafter referred to as “RGOB”), the Government of Japan (hereinafter referred to as “GOJ”) decided to conduct a Preliminary Study on the Project for Strengthening of Bhutan Broadcasting Service(BBS) Program Production and Improving Local Contents and Participation from the Rural Area in the Kingdom of Bhutan (hereinafter referred to as “the Project”) and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as “JICA”).

JICA sent to RGOB the Preliminary Study Team (hereinafter referred to as “the Team”), which is headed by Kunihiro YAMAUCHI, Group Director, Project Management Group 1, Grant Aid Management Department, JICA and is scheduled to stay in the country from January 29 to February 27, 2007.

The Team held discussions with the officials concerned of the RGOB.

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

Thimphu, February 6, 2007



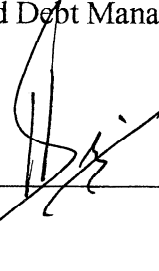
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Kunihiro YAMAUCHI  
Leader  
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Ministry of Finance  
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## ATTACHMENT

### 1. The Objective and Status of the Study

The objective of the Study is to examine the contents, range, necessity, financial/technical viability, sustainability and cost-effectiveness of the components of the request to meet the conditions of Japan's Grant Aid by collecting and analyzing the information on objectives, contents, and actual operation and maintenance situation of the BBS and to report the result to GOJ for the purpose of the decision on the further steps. Therefore, no commitment to implement the Project under the scheme of Japan's grant aid and/or technical cooperation shall be made by the Japanese side at this preliminary study stage.

### 2. Objective of the Project

The objective of the Project is to strengthen:

- (1) Contribution from all corners of the country using satellite and/or microwave and/or fibre optic network,
- (2) Master control room to receive all the field reports and route them accordingly,
- (3) Radio studio to provide diverse program according to people's needs,
- (4) Regional centers to produce and/or regional programs,
- (5) Program production and TV News studios capacity,
- (6) Electronic Field Production System for inaccessible area by vehicle, and
- (7) Measuring equipment.

### 3. Responsible and Implementing Agency

The responsible and implementing organization is BBS. The organization chart is shown in **Annex-1**

### 4. Project sites

The Project sites are Thimphu, Kanglung, Jakar, Gelephu, Mongar, Wangdue-Phodrang and Phuentsholing, shown in **Annex-2a**.

### 5. Items requested by RGOB

After discussions with the Team, the items described in **Annex-3** were finally requested by RGOB side. JICA will assess the appropriateness of the request and will report the findings to GOJ. RGOB side understands that Japan's Grant Aid Project may not be able to cover all the requested items and also understands the need to optimize the components of the requested items from the viewpoint of necessity, technical and financial viability, sustainability and cost-effectiveness.

### 6. Japan's Grant Aid Scheme

6-1. RGOB side understands the Japan's Grant Aid Scheme explained by the Team, as described in **Annex-4**.

6-2. RGOB side will take the 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.

## 7. Other Relevant Issue

### 7-1. Roles of BBS in the new environment

RGOB explained BBS's roles in the new environment as follows.

- To inform, educate and entertain the Bhutanese audience.
- To promote and preserve unique Bhutanese culture and tradition
- To constitute backbone of any successful democracy as strong and independent mass media
- To educate people in the electoral process.
- To improve the broadcasting transmitting and gathering network in the nationwide of the Kingdom of Bhutan.

### 7-2. Installation of eight new transmitting stations

RGOB side explained that BBS plans for the installation of eight transmitting stations in Bidung, Namgaygang, Yongla, Takti, Trashiling, Samtse, Tsirang and Panbang by 2008, before electoral campaign starts. RGOB side also explained that the budget for three transmitting stations is already in the budget for 2007 and BBS is proceeding to the tendering process. The budget for other 5 transmitting stations is proposed in the budget request for 2008. The tentative installation site is shown in **Annex-2b**.

### 7-3. BBS TV service coverage

RGOB side will submit the population coverage by three existing transmitting stations, Cable Network TV and eight proposed transmitting stations during the Team's stay in the Kingdom of Bhutan.

### 7-4. Continuous utilization of the satellite

RGOB side expressed the intention to allocate necessary budget for continuous utilization of the satellite after termination of present arrangement. RGOB will submit the letter to confirm it during the Team's stay in the Kingdom of Bhutan.

### 7-5. Collaboration with Bhutan Telecom (hereinafter referred to as "BT")

RGOB side explained that BBS collaborates with Bhutan Telecom in terms of distribution and contribution by using microwave and/or fibre optic network. In case of any misunderstanding between BBS and BT, the matter can be referred to Bhutan Information Communication Media Authority or any other appropriate authorities.

7-6. Criteria for selecting strengthening regional centers

RGOB side explained that four regional centers are selected by population density, geographical coverage and the capacity of the centers.

7-7. Land for construction of Regional Center in Kanglung

BBS has obtained all the necessary authorizations for the land acquisition. Once the fund for the construction is confirmed, it will be legally registered with BBS.

7-8. Staff and budget allocation

RGOB side will allocate sufficient budget and qualified staff to properly and effectively operate and maintain the requested items.

7-9. Facility utilization layout

RGOB side explained that the new TV center currently under construction would be completed within 2007. RGOB side will submit the final facility utilization layout of the new building and the existing studio building during the Team's stay in the Kingdom of Bhutan.

7-10. Possibility of change of the Project sites.

RGOB side suggested that the Project sites may change according to the infrastructural condition such as microwave, fibre optic network, power supply etc. RGOB side will inform by letter to JICA Bhutan Office in case of change.

7-11. Urgently necessary items

RGOB side understands that Japan's Grant Aid will not be able to be completed within 2007 in respecting the procedure even if it would be implemented. However, RGOB side strongly requested the following items to be acquired within 2007 for the electoral process and understands that a separate official request to the Japanese side through the Embassy of Japan in India may be necessary. The Team will convey the importance of those requests to the relevant authorities in Japan.

- TVRO Equipments for 206 Gewog centers to access free BBS TV in Gewog centers where there is no cable network.
- Production Vans with portable satellite-up-linking equipment for reporting in the field.

Annex 1 Organization Chart

Annex 2a Project Site

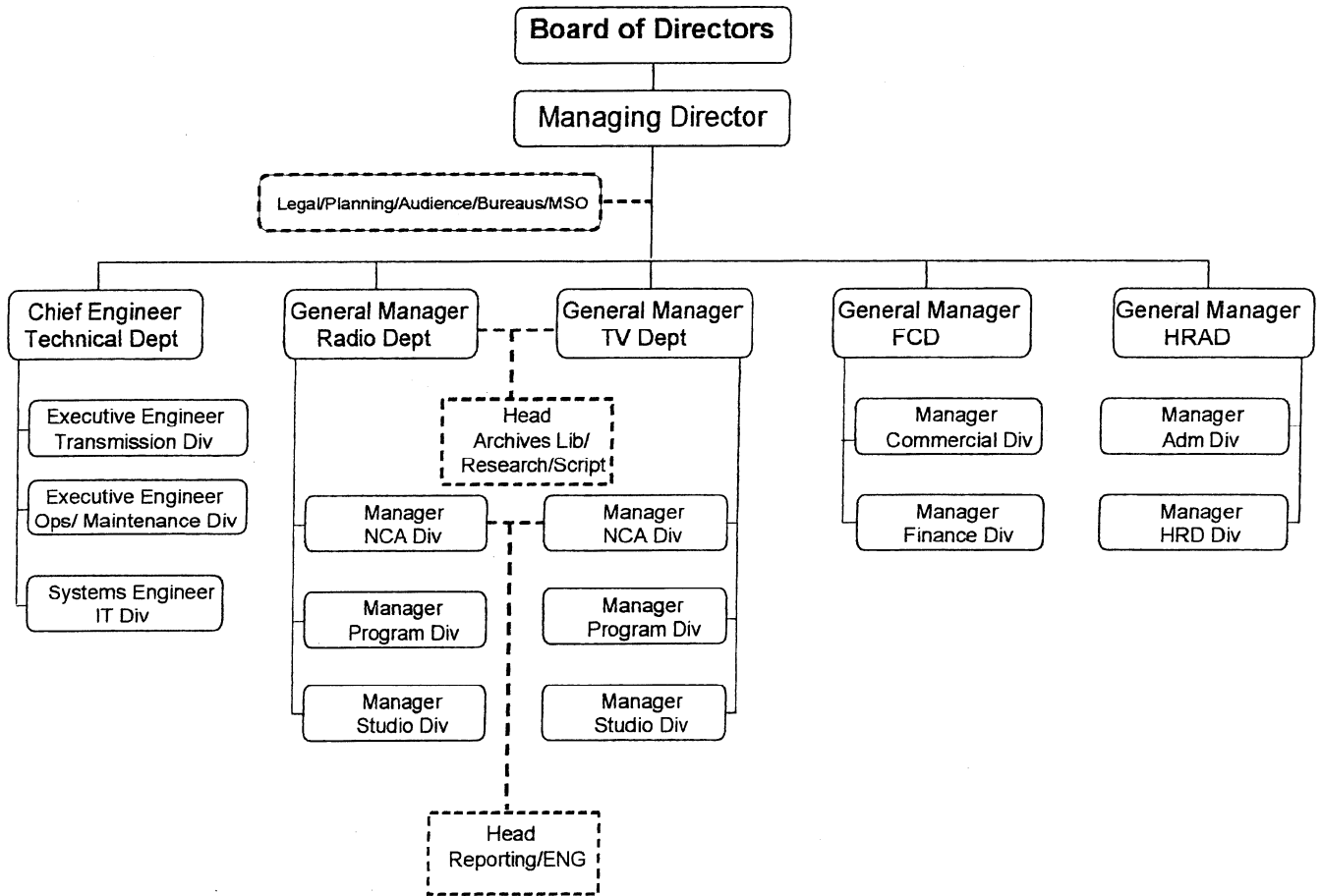
Annex 2b Site of Transmitting Stations

Annex 3 Items Requested by RGOB

Annex 4 Japan's Grant Aid Scheme

Annex 5 Major undertakings to be taken by each Government

**BBS ORGANIZATIONAL CHART**



**EXISTING BBS BUREAUS**

1. Jakar
2. Kanglung
3. Phuentsholing
4. Samtse
5. Mongar
6. Gelephu
7. Wangdue-Phodrang
8. Trongsa
9. Damphu, Tsirang
10. Samdrup-Jongkhar
11. Paro
12. Zhemgang
13. Nganglam

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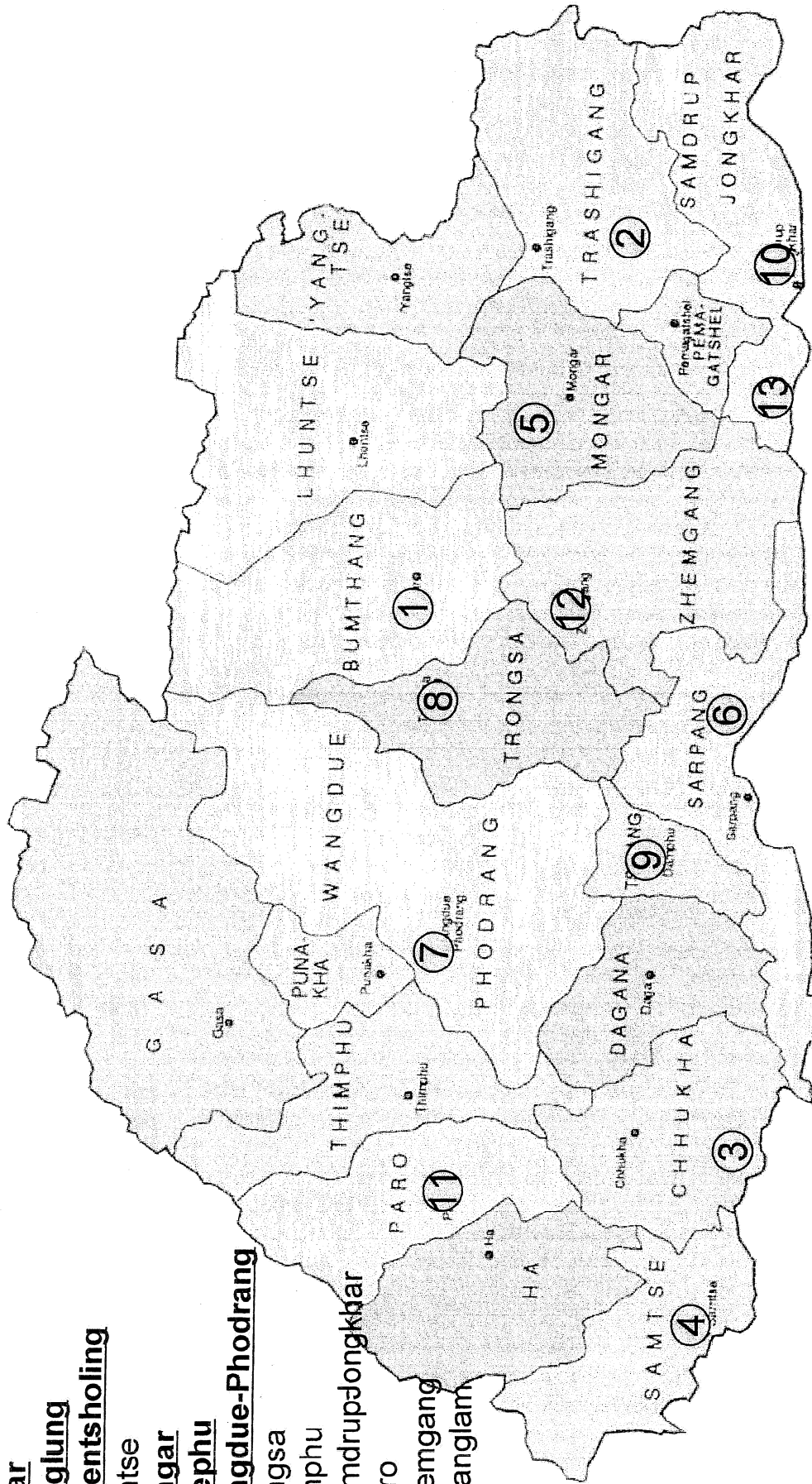
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# Regional bureau locations

Bureaus to be strengthened as regional centers is underlined.

- 1. Jakar
- 2. Kanglung
- 3. Phuentsholing
- 4. Samtse
- 5. Mongar
- 6. Gelephu
- 7. Wangdue-Phodrang

- 8. Trongsa
- 9. Dampfu
- 10. Samdrupdongkhar
- 11. Paro
- 12. Zhemgang
- 13. Nganglam





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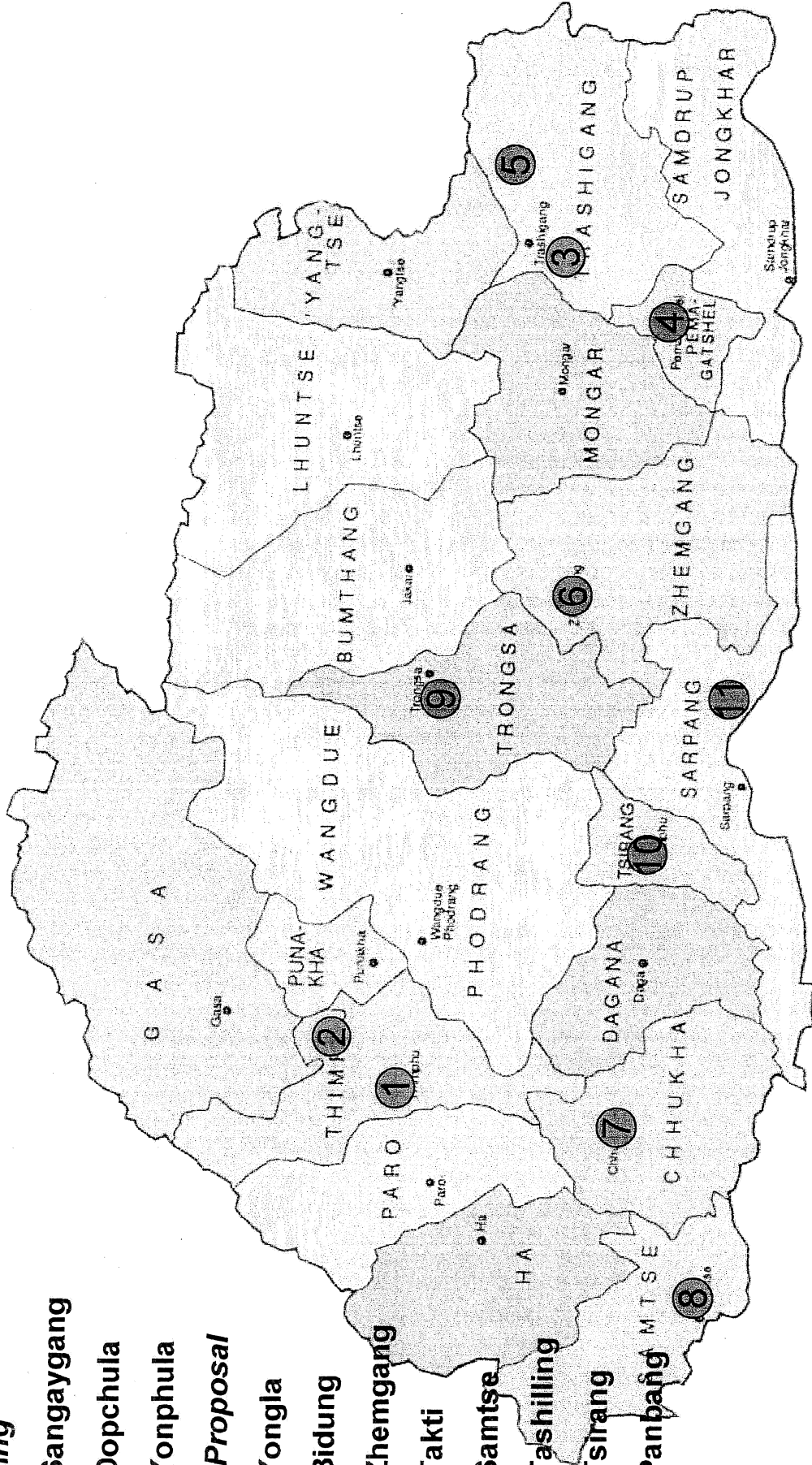
# Tentative Terrestrial TV Transmitter locations

## Existing

- 1. Sangaygang
- 2. Dopchula
- 3. Yonphula

## New Proposal

- 4. Yongla
- 5. Bidung
- 6. Zhemgang
- 7. Takti
- 8. Samtse
- 9. Tashilling
- 10. Tsirang
- 11. Panbang



**Items Requested by GOB**

<b>Contents</b>		
	<b>Items</b>	<b>Priority</b>
1	Contribution	A
2	Master Control Room	A
3	Radio Studio	B
4	Regional Production Center and regional Centers	A
5	Program Production & TV News Studio	A
6	Electronic Field Production (EFP) System	B
7	Measuring Equipment	B



	DESCRIPTION	QTY	REMARKS
<b>1</b>	<b>Contribution</b>		
<b>A</b>	<b>Flyaway SNG</b>		
1	Portable one camera Ku-Band up-link	2	Portable for inaccessible areas such as Gasa, Laya, Lunana, Lingshe, Sakten, Louri, etc. To be situated at the regional bureaus Thimphu and Jakar or Kanglung
2	Satellite phone		
3	Audio system		
4	Non linear editing system – Laptop type		
5	Camera		
6	Portable A/V Production Unit		
<b>B</b>	<b>OB Van + Up-Link</b>		
1	Three cameras OB Van with Ku-Band up link	1	To be stationed at the Headquarter to cover major events Mainly used production and live broadcasting.
2	Satellite phone		
3	Audio system		
4	Communication system		
5	GHz link set		
6	Wireless camera		
7	Recording and playback system		
8	Non linear editing system		
<b>C</b>	<b>Driveaway SNG ( landcruiser type)</b>		
1	One camera SNG Van (4WD) with KU band up-link	3	To be located outside Thimphu i.e. east, central & southern regions to provide Reporting East : Kanglung Central : Jakar Southern : Phuntsholing
2	Satellite phone		
3	Audio system		
4	Communication system		
5	GHz link set		
6	Wireless camera		
7	Recording and playback system		
8	Non linear editing system		
<b>D</b>	<b>Encoders and Decoders with A/V Monitor</b>	6	For contribution of news and programs through Bhutan telecom network - 6 encoders and 6 decoders Jakar, Kanglung, Phuntsholing, Mongar, Wangdue-Phodrng, Thimphu To be situated at the regional centers.

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	DESCRIPTION	QTY	REMARKS
<b>2.</b>	<b>Master Control Room</b>		
1	Master transmission switcher	1	
2	Frame synchronizer	2	
3	Logo generator	1	
4	Field pick up unit with remote control system	1	
5	VITS Inserter	1	
6	Video monitors 21"	3	
7	Audio monitor	2	
8	Video patch panels 26 in/out	3	
9	Audio patch panels 32 in/out	3	
10	Equipment rack	1 lot	
11	Video Distribution Amplifier./Audio Distribution Amplifier. (10 channels)	1 lot	
12	DVCAM VTR	3	
13	DVCAM Cart System or Video server	1	
14	Hard disk recorder	1	
15	Video inserter	1	
16	Rasterizer Multi Monitor	1	
17	Multi display splitter	1	
18	Monitoring and On air tally System	1	
19	Slave clock	2	
20	Audio/Video router 32 x 32	1	
21	Inter communication system	1	
22	Sync generator (with stand-by)	1	
23	Hum canceller	10	
24	Audio processor	1	
25	Audio relay	2	
26	Installation materials	1 lot	

	DESCRIPTION	QTY	REMARKS
3	Radio Studio of SW and FM For 4 languages(English, Dzongkha, Sharahagkha, Lhotsamkha)		
1	Audio Mixer	3	Live radio coverage from three different locations Two studios and one voice-over studio.
2	Commentary Mikes	6	
3	Laptop Editing sets	3	
4	Hybrid	3	
5	Miscellaneous(Patch Panel, Connectors, etc)	3	

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	DESCRIPTION	QTY	REMARKS
<b>4.</b>	<b>Regional Production Center and Regional Centers</b>		
<b>A</b>	<b>Kanglung Regional Production Center</b>		
1	Construction of building (Studio lighting, Acoustics, Power supply)	1	
2	12 input 1.5ME Switcher	1	
3	Camera with triax	3	
4	VTRs with controller	3	
5	Video Distribution Amplifier	2	
6	Video Router	1	
7	Audio mixer with VU Meter	1	
8	Mics (for Tie, desk ,Interview)	5	
9	Hybrid	1	
10	Audio router	1	
11	Communication set	1	
12	Audio Distribution Amplifier	2	
13	Audio player (CD, MD, Cassette)	2	
14	Sync Generator (with stand-by)	1	
15	Test signal generator	1	
16	Non Linear editing sets	2	
17	Portable Camera	2	
18	Picture Monitor	8	
19	Frame Synchronizer	1	
20	Wave and Vector Monitor	1	
21	Monitor Rack	1	
22	Equipment Rack	1	
23	Operation Table	1	
24	Video and Audio patch panel	1	
<b>B</b>	<b>Regional Centers Central &amp; South (Jakar, Gaylegphug, Phuntsholing)</b>		
1	Portable Camera	6	Strengthen the production capacity of the bureaus
2	Non Linear editing sets	3	
3	VTRs	3	

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	DESCRIPTION	QTY	REMARKS
<b>5.</b>	<b>Equipment for Program Production &amp; TV News STUDIO</b>		
<b>A</b>	<b>Equipment for TV Program Production Studio</b>		
1	DVCAM Hard disk recorder	1	
2	Audio Mixer 16 channel	1	
3	Sync Distribution Amplifier 1-10	1	
4	PDP Display 42 x 6	2	
5	Audio/Video Router 16 x 16	1	
6	Video Patch Panel	2	
7	Audio Patch Panel	2	
8	Pick up camera system	1	
9	Frame Synchronizer	1	
10	Hum Cancellor	5	
11	Audio Adjust Matrix 10 X 10	1	
<b>B</b>	<b>Equipment for TV News Studio (TNS)</b>		
1	Studio camera system with pedestal, shoot memory, lens	2	
2	Teleprompter	2	
3	Digital video switcher	1	
4	DVCAM Player	4	
5	DVCAM Hard Disk recorder	1	
6	Character generator	1	
7	Audio Mixer 16 channel	1	
8	Audio monitoring system for Studio and Sub-control room	2	
9	Assorted Microphones (tie, Table, wireless mic)	1 lot	
10	Inter communication system	1	
11	Waveform/Vector scope monitor	2	
12	Video and Audio Distribution Amplifier	1 lot	
13	Sync Distribution Amplifier 1-10	1	
14	Test signal generator	1	
15	Video monitor 21"	2	
16	PDP Display 42 x 6	2	
17	Rack and Control table	1 lot	
18	Pick up camera system	1	
19	Monitor tally and on air tally	1	
20	Frame Synchronizer	1	
21	Hum canceller	5	

	DESCRIPTION	QTY	REMARKS
<b>6.</b>	<b>Equipment for Electronic Field Production (EFP) System</b>		
1	EFP Camera system with Tripod, lens and accessories	4	Using for inaccessible area by vehicle
2	Portable Video switcher	2	To be placed in Thimphu and Kanglung or Jakar.
3	Portable Audio mixer with mics	2	
4	Portable type Video monitoring equipment with multi display unit	2	
5	Portable type Audio monitoring equipment	2	
6	Portable Video recorder	2	
7	Portable lighting kit	2	
8	Communication equipment	2	
9	Audio & Video cables with connectors	2 lots	
10	Power cable	2 lots	
11	Buttery and Buttery charger	2 lots	
12	Carrying containers	2 lots	

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	DESCRIPTION	QTY	REMARKS
7.	<b>Measuring Equipment</b>	1	
1	TV Demodulator	1	
2	Video signal generator	1	
3	Power meter	1	
4	Frequency counter	1	
5	TVRO alignment compass with inclinometer	2	
6	Spectrum analyzer	1	
7	RF and satellite field strength meter	2	
8	Audio test set ,Automatic audio tester, Audio multi speaker,	1	
9	Portable multi Tester	1	
10	Portable video monitor 9"	1	
11	Trans box, amplifier, attenuator, etc	5	
12	Tool kit	10	

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**JAPAN'S GRANT AID SCHEME**

The Grant Aid Scheme provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of 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**

1) 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 (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)
- Determination of Implementation (The Notes exchanged between the Governments of Japan and the recipient country)
- Implementation (Implementation of the Project)

2) Firstly, the application or a 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 Japan's Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) 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

signed by the Governments of Japan and the recipient country.

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

## (2) Basic Design Study

### Contents of the Study

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

- i) 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,
- ii) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economical point of view,
- iii) Confirmation of items agreed on by both parties concerning the basic concept of the Project,
- iv) Preparation of a basic design of the Project,
- v) Estimation of costs of the Project.

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

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even 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.

### Selection of Consultants

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

The consulting firm(s) used for the Basic Design Study is (are) recommended by JICA to the recipient country to also work in 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 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 Japanese 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) consultant 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 the “Verification”

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

5) Undertakings required of 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 followings:

- i) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the Project.
- ii) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- iii) To secure buildings prior to the procurement in case the installation of the equipment.
- iv) 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.
- v) 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.



vi) 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 maintain and use 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.

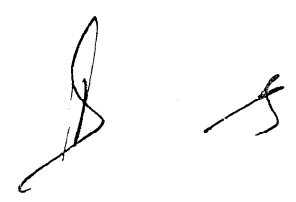
7) "Re-export"

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

8) Banking Arrangement (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.
- b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay (A/P) issued by the Government of the recipient country or its designated authority.

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# Grant Aid Procedures

Stage		Flow & Works	Recipient Government	Japanese Government	JICA	Consultant	Contractor	Others
Application		Request (TR: Terms of Reference)						
		Screening of Project → Evaluation of T/R → Project Identification Survey						
Project Formulation & Preparation	Preliminary	Preliminary Survey → Field Survey Home Office Work Reporting						
	Basic Design	Basic Design Study → Selection & Contracting of Consultant by Proposal → Field Survey Home Office Work Reporting						
		Explanation of Draft Final Report → Final Report						
Appraisal & Approval		Appraisal of Project → Inter-Ministerial Consultation → Presentation of Draft Notes → Approval by the Cabinet						
Implementation		E/N (E/N: Exchange of Notes) → Banking Arrangement → Consultant Contract → Verification → Issuance of A/P → Detailed Design & Tender Documents → Approval by Recipient Government → Preparation for Tender → Tendering & Evaluation → Procurement / Construction Contract → Verification → A/P → Construction → Completion Certificate by Recipient Government → A/P → Operation → Post Evaluation Study						
Evaluation & Follow up		Ex-Post Evaluation → Follow Up						

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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 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		●
2	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine and land transportation of the products from Japan to the recipient country	●	
	2) Tax exemption and custom clearance of the products at the port of disembarkation		●
	3) Internal transportation from the port of disembarkation to the project site	(●)	(●)
3	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contact, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.		●
4	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts		●
5	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		●
6	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for the transportation and installation of the equipment		●

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

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