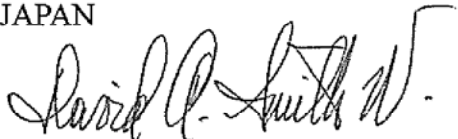


**MINUTES OF MEETINGS
BETWEEN
JAPANESE PREPARATORY STUDY TEAM
AND
CENTRE OF COORDINATION FOR THE PREVENTION OF NATURAL DISASTER
IN CENTRAL AMERICA
ON
THE JAPANESE TECHNICAL COOPERTAION
FOR
THE PROJECT ON CAPACITY DEVELOPMENT FOR DISASTER RISK
MANAGEMENT IN CENTRAL AMERICA "BOSAI"**

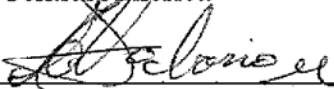
Panama City, 20 October 2006

榎下信徹

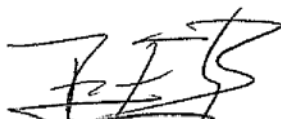
Mr. ENOSHITA Nobutetsu
Leader, Japanese Preparatory Study Team,
Japan International Cooperation Agency
JAPAN



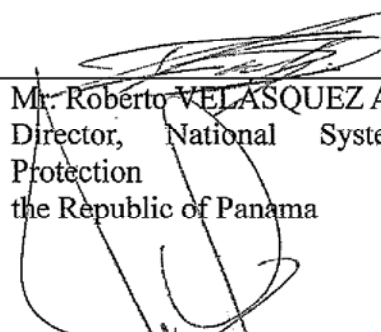
Mr. David A. SMITH Wiltshire
Executive Secretary,
Executive Secretariat, Centre of Coordination
for the Prevention of Natural Disaster in
Central America



Mr. Marco SABORIO
National Commission for Risk Prevention
and Emergency Response
the Republic of Costa Rica



Mr. Rafael ANLEU
National Coordinator for the Reduction of
Disaster
the Republic of Guatemala

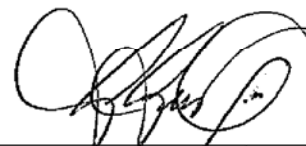


Mr. Roberto VELASQUEZ ABOOD
Director, National System of Civil
Protection
the Republic of Panama

Mr. Juan Carlos ELVIR
National Commissioner,
Committee of Permanent Contingency
the Republic of Honduras

Mr. Rutil MURILLO
Sub-General Director
General Direction of Civil Protection,
Ministry of Governace
the Republic of El Salvador

Witnessed by



Mr. Gerónimo Giusto – Robelo
Excutive Secretary
Excutive Secretariat, National System for
Prevention and Mitigation on Disasters
the Republic of Nicaragua

The Japanese Preparatory Study Team (hereinafter referred to as “the Team”) organized by the Japan International Cooperation Agency (hereinafter referred to as “JICA”), headed by Mr. ENOSHITA Nobutetsu, visited Central America (Costa Rica, Honduras, El Salvador, Guatemala, Nicaragua, Panama) from 17 September to 22 October 2006, for the purpose of clarifying the framework of the technical cooperation project concerning Integral Plan for Risk Management to Disasters in Central America (hereinafter referred to as “the Project”).

During its stay in Central America, the Team exchanged its views and had a series of discussions with Centre of Coordination for the Prevention of Natural Disaster in Central America (hereinafter referred to as “CEPREDENAC”) and the Central American country authorities concerned.

As a result of the discussions, both the Team, Executive Secretariat CEPREDENAC (hereinafter referred to as “SE-CEPREDENAC”) and CEPREDENAC member countries (hereinafter referred to as “Both side”) agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

I. Basic Framework of the Project

In Central America, JICA has already cooperated with SE-CEPREDENAC by dispatching the region-wide expert on capacity development for coordination of organizations and disaster management from 2003 to 2006. As we confirmed on the Minutes of Meetings signed on 1 February 2006 in Panama, JICA cooperation for Central America has been needed.

Therefore, the Project has been requested from the Government of each country of Central America as a technical cooperation project, we discussed future direction of the Project in details, and formulated the basic framework of the Project below.

1. Title of the Project

The Project on Capacity Development for Disaster Risk Management in Central America, “BOSAI”

2. Responsible and Implementing Agency in Central American Side

Responsible Agency: SE-CEPREDENAC

Implementing Agency: Representative organization in each country

Collaboration Agency: AnnexI (Sample)

3. Overall Goal

Information, knowledge, and methodologies on disaster risk management in the Central America are commonly utilized in different areas in the region.

4. Project Purpose

Communities' and municipal authorities' capacity for disaster risk management is strengthened, and the knowledge is accumulated and exchanged in the target areas.

5. Output of the Project

- (1) The mechanism for disaster response and disaster risk reduction is strengthened in target communities in collaboration with inhabitants, community organizations, and municipal authorities.
- (2) Knowledge of disaster risk management is promoted in target communities.
- (3) Emergency response and disaster risk reduction goals, tools, and activities are included in the Municipal Development Plans among target areas.
- (4) Capacity for local disaster risk management is enhanced in national disaster management and research institutions in each country and SE-CEPREDENAC.
- (5) Mechanism for disseminating and replicating processes, outcomes, and lessons of projects to other areas in Central America is established.

6. Activities of the Project

- (1-1) Identify/establish community groups for the implementation of the project.
- (1-2) Conduct risk assessment in the project areas with community initiative, including monitoring of major hazards, disaster recurrence, vulnerability assessment, socio-economic characteristics, regulations on land utilization, etc.
- (1-3) Elaborate an emergency response plan and risk reduction plan in communities and municipalities.
- (1-4) Prepare risk maps in the project sites according to 1-3.
- (1-5) Establish an appropriate early-warning system in the selected project sites.
- (1-6) Involve ex-trainees and municipal and national disaster management staff as promoters of the activities as mentioned above.
- (1-7) Analyze and document the process of the project activities.
- (2-1) Prepare emergency response and disaster risk reduction manuals/ guidelines with community groups and promoters in the project site, in accordance with official national plans and risk management systems.
- (2-2) Conduct participatory workshops on emergency response and disaster risk reduction by utilizing manuals/guidelines prepared in activity 2-1.
- (2-3) Raise awareness of school teachers and pupils in schools of project sites by utilizing the manuals/guidelines prepared in activity 2-1.
- (2-4) Conduct emergency drills regularly.
- (2-5) Monitor the implementation of project activities every semester and report results to the Joint Coordination Committee (JCC).
- (2-6) Present the results of project activities to the target communities, their municipal authorities, and community organizations.

A series of handwritten signatures and initials are located at the bottom of the page. From left to right, there are several distinct marks, including what appears to be a signature starting with 'M.', another signature, a signature starting with 'JCC', a signature starting with '2', a signature starting with '3', a signature starting with 'L...', and a signature starting with 'P...'.

- (3-1) Conduct the “Disaster Control in Central America” training program in Japan in order to strengthen capacity for municipal authorities for emergency response and disaster risk reduction. (See Activity 4-1)
- (3-2) Hold seminars and workshops on planning of disaster risk management for management personnel in local government by utilizing the ex-trainees coming back from Japan as facilitators.
- (3-3) Draft and deliver action plans on municipal emergency response and disaster risk reduction under the leadership of national institutions in collaboration with ex-trainees and management personnel in local governments and conduct follow-up programs.
- (4-1) Conduct “Disaster Control in Central America” training program in Japan for CEPREDENAC members (one from the national level in each country and one from SE-CEPREDENAC). (See Activity 3-1)
- (4-2) Conduct third country training program.
- (4-3) Establish, revise, and modify the database that integrates the progresses, results, achievements, lessons, experiences, and resources of the project related to emergency response, disaster risk reduction, and research outcomes in each country.
- (4-4) Formulate the implementation plan on training program for data analysts.
- (4-5) Collect data and information in each project site and feed this information into the database.
- (4-6) Prepare white paper that includes events and achievements on emergency response, legal framework, risk management strategies, and project results in Central America under responsibility of the national institutions for disaster management in each country in coordination with SE-CEPREDENAC.
- (5-1) Strengthen alumni network on “Disaster Control in Central America” for ex-trainees coming back from Japan.
- (5-2) Conduct forums that allow exchanges of knowledge and lessons learned in project sites and other related areas in Central America.
- (5-3) Present the results of the project to the representatives of the national institutions for disaster management in Central America under the leadership of SE-CEPREDENAC.
- (5-4) Draft and distribute the above presentation reports including experiences, lessons, and processes as well as promote replicability in other areas.
- (5-5) CEPREDENAC distributes final version of manuals/guidelines prepared in activity 2-1 to neighboring communities and schools through their municipalities and community organizations as well as provides database information established in activity 4-3.

Remark

Underlined parts in inputs and activities are related to the components of training programs in Japan and third countries as well as dispatch of a Japanese expert for CEPREDENAC. These components are invariable inputs and activities, and the project, per se, cannot control them. Therefore, the evaluation study of this project is going to be conducted except underlined parts.

7. Tentative Project Design Matrix(PDM)

The tentative PDM for the project is shown in ANNEX II.

[Handwritten signatures and initials are present at the bottom of the page, including a large signature on the right and several initials on the left and center.]

8. Duration of the Project

1 April 2007 ~ 31 March 2012 (5 years)

9. Target Groups

Inhabitants, community organizations, and their municipal authorities in selected sites

10. Target Areas

Communities and their corresponding municipalities selected by each country in Central America by utilizing project site selection criteria of each country as listed in ANNEX III. List of the selected project sites will be submitted to Japanese side by the commencement of BOSAI Project.

11. Ownership and Coordination of the CEPREDENAC

The Team and CEPREDENAC understood that the successful implementation of the Project would be ensured by the full ownership of CEPREDENAC under the coordination of SE-CEPREDENAC.

II. Measures to be taken by both sides

For the implementation of the Project, both sides will take the following necessary measures.

1. The Japanese Side

(1) Dispatch of experts(*)

JICA will dispatch the experts in the following fields. Japanese Experts shall be dispatched to Central America as a region-wide expert to work for each country.

- a. Long Term Expert
 - Chief Advisor/Community Based Disaster Management
 - Programme Coordinator(CEPREDENAC)

- b. Short Term Expert(**)
 - Integrated Watershed Management and Flood Control
 - Earthquake Risk
 - Land Slide Risk
 - Volcano Risk
 - Tsunami Risk, etc.
 - As required

Remarks;

*Both side agreed that experts would be dispatched and stay in Panama and El Salvador. based on a

series of meetings. The two experts work region-widely and equally for Panama, El Salvador, Costa Rica, Honduras, Guatemala, and Nicaragua. (According to Nicaragua, although an application form for Japanese Technical Cooperation has not been submitted, another on-going project is implemented until March 2009. Therefore, BOSAI Project will be conducted in collaboration with on-going Nicaraguan project by the end of the Nicaraguan Project.)

**One expert might be in charge of several fields, and the detailed works of the experts dispatched in the short term will be decided according to situation of activities of the Project.

(2) Provision of trainings

JICA will provide counterpart personnel with technical trainings in Japan including follow-up program, and in third countries.

(3) Supply of equipment etc.

Machinery, equipment, and other materials necessary for the effective implementation of the Project will be provided within the budget allocated to the Project.

2. The Central American Side

(1) Assignment of the counterpart personnel

The Central American side shall assign suitable numbers of capable counterpart personnel as follows;

- a. Project Director : Person belonged to SE-CEPREDENAC
- b. Project National Manager : Person defined by each country
- c. Counterpart personal (ANNEX I: attached as a sample)

(2) Preparation of facilities

The offices and facilities necessary for the effective implementation of the Project will be prepared by each country.

(3) Administration and operational costs

Running costs for electricity, water, etc. for the effective implementation of the Project will be allocated by each country.

III. Administration of the Project

1. Project Director

The Executive Secretary of CEPREDENAC will bear overall responsibility for the administration and implementation of the Project as a Project Director.

2. Project National Manager

The Representative of each country will be responsible for the managerial and technical matters in the implementation of the Project in each country as a Project National Manager.

3. Joint Coordinating Committee (hereinafter referred to as "JCC")

The Central American side and the Japanese side will meet twice a year and whenever necessity arises, in order to fulfill the following functions;

- (1) To formulate the annual work plan of the Project
- (2) To review the progress of the annual work plan
- (3) To review and exchange opinions on major issues that may arise during the implementation of the Project
- (4) To discuss any other issue(s) pertinent to smooth implementation of the Project

The JCC members composed of the Project Director and Managers, and additional other members are as following;

- (1) Chairperson:
Representative of SE-CEPREDENAC
- (2) Members
 - (a) Central American side:
-2 Representative (focal point) of BOSAI Project
 - (b) Japanese side:
-Programme coordinator (Expert for SE-CEPREDENAC)
-Project Chief Advisor (Expert for the Project)
-Resident representative of JICA OFFICE in concerned each country
- (3) Observers
 - Representative(s) of the Embassy of Japan in each country may attend the Joint Coordinating Committee meetings.
 - Representative of PPP in Panama.
 - The Joint Coordinating Committee can invite any related person to discuss specific issues.

NOTE: JCC decisions will be made by consensus. Observers can provide the comments for JCC, but they do not have votes for making decisions.

4. Task Forces

Task Forces for the Project will be established as needed in the Project and will facilitate the effective implementation of the activities. In case of necessity, members and function of Task Forces will be determined in the Project.

IV. Schedule before the commencement of the Project

7

1. Prepare Record of Discussions

When the Project is found viable, JICA and CEPREDENAC will finalize Record of Discussions of the Project.

2. Documents to be submitted

CEPREDENAC shall determine and submit to the JICA offices the matters of following:

- (1) The tentative members list for the counterpart training in Japan and third countries
- (2) The list of counterpart personnel and collaboration agencies (ANNEX I attached as a sample)
- (3) The list of project sites, and
- (4) The list of members of JCC

V. Other Relevant Issues

1. Participants Selection Criteria for Training Courses

Central American side requested Japanese side to re-consider the participant selection criteria in the General Information of training courses in Japan and third countries for the effective management and implementation of the Project. Japanese side understood to convey the request to Hyogo International Centre where the training course has been implemented. Central American side explained that the list of participants of training courses in Japan and third countries would be submitted to Japanese side properly.

2. Langage

This Minutes of Meetings are prepared in both languages of English as official and Spanish as translation. In case of any discrepancy in interpretation, the English text shall prevail.

- ANNEX I COLLABORATION AGENCIES (Counterpart Personel)
- ANNEX II TENTATIVE PROJECT DESIGN MATRIX (PDM)
- ANNEX III PROJECT SITE SELECTION CRITERIA

ANNEX I COOPERATION AGENCIES

LIST OF CENTRAL AMERICAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

- 1. Project Director
Person belonged to SE-CEPREDENAC
- 2. Project Manager
Person defined by each country
- 3. Counterpart personnel for the Project:

Panama:

(1) National Level

- (a) Last Name First Name, Job title, Occupation
- (b)
- (c)
- (d)
- (e)

(2) Project sites

- (a)
- (b)
- (c)
- (d)
- (e) Other related fields mutually agreed upon as necessary

El Salvador

(1) National Level

- (a)
- (b)
- (c)
- (d)
- (e)

(2) Project sites

- (a)
- (b)
- (c)
- (d)
- (e) Other related fields mutually agreed upon as necessary



Guatemala

(1) National Level

- (a)
- (b)
- (c)



- (d)
- (e)

(2) Project sites

- (a)
- (b)
- (c)
- (d)

(e) Other related fields mutually agreed upon as necessary

Honduras

(1) National Level

- (a)
- (b)
- (c)
- (d)
- (e)

(2) Project sites

- (a)
- (b)
- (c)
- (d)

(e) Other related fields mutually agreed upon as necessary

Costa Rica

(1) National Level

- (a)
- (b)
- (c)
- (d)
- (e)

(2) Project sites

- (a)
- (b)
- (c)
- (d)

(e) Other related fields mutually agreed upon as necessary

Nicaragua

(1) National Level

- (a)
- (b)
- (c)
- (d)

(e)

(2) Project sites

(a)

(b)

(c)

(d)

(e) Other related fields mutually agreed upon as necessary

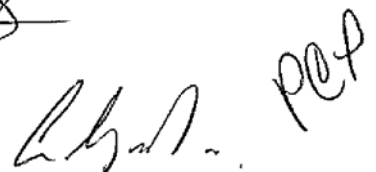

4. Administrative personnel

(1) Secretary

(2) Driver

(3) Other supporting staff

Note: The person who has the mark “* ” is a member of first core group and who has “** ” is a member of second core group



ANEEX II: PDM₀ (Tentative Version)

Project Name : The Project on Capacity Development for Disaster Risk Management in Central America, "BOSAI"

Target Area: Communities and their corresponding municipalities selected by each country in Central America

Target Group: Inhabitants, community organizations, and their municipal authorities in selected sites

Project Period (Tentative) : 1 April, 2007 ~ 31 March, 2012 (5 years)

Date : October 20, 2006

Version : No. 0

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal</p> <p>Information, knowledge, and methodologies on disaster risk management in the Central America are commonly utilized in different areas in the region.</p>	<p>Undecided</p>	<p>Undecided</p>	<ol style="list-style-type: none"> 1. Regional Vulnerability and Disaster Reduction Framework adopted in 1999 continues to be acknowledged guideline. 2. The national disaster prevention plans in the Central America and the PRRD are not changed drastically.
<p>Project Purpose</p> <p>Communities' and municipal authorities' capacity for disaster risk management is strengthened, and the knowledge is accumulated and exchanged in the target areas.</p>	<p>Undecided</p>	<p>Undecided</p>	<p>CEPREDENAC National Commissions and each local government in project sites continue their commitments to this project, in terms of budget, personnel assignment, etc.</p>
<p>Outputs</p> <ol style="list-style-type: none"> 1. The mechanism for disaster response and disaster risk reduction is strengthened in target communities in collaboration with inhabitants, community organizations, and municipal authorities. 2. Knowledge of disaster risk management is promoted in target communities. 3. Emergency response and disaster risk reduction goals, tools, and activities are included in the Municipal Development Plans among target areas. 4. Capacity for local disaster risk management is enhanced in national disaster management and research institutions in each country and SE-CEPREDENAC. 5. Mechanism for disseminating and replicating processes, outcomes, and lessons of projects to other areas in Central America is established. 	<p>Undecided</p>	<p>Undecided</p>	<ol style="list-style-type: none"> 1. Large-scale natural disasters limiting the implementation of project activities do not occur in Central America. 2. The persons trained in disaster management institutions through the training programs in Japan and third countries, complementary workshops, continue institutionally engaged and working.

Activities

- 1-1 Identify/establish community groups for the implementation of the project.
- 1-2 Conduct risk assessment in the project areas with community initiative, including monitoring of major hazards, disaster recurrence, vulnerability assessment, socio-economic characteristics, regulations on land utilization, etc.
- 1-3 Elaborate an emergency response plan and risk reduction plan in communities and municipalities.
- 1-4 Prepare risk maps in the project sites according to 1-3.
- 1-5 Establish an appropriate early-warning system in the selected project sites.
- 1-6 Involve ex-trainees and municipal and national disaster management staff as promoters of the activities as mentioned above.
- 1-7 Analyze and document the process of the project activities.
- 2-1 Prepare emergency response and disaster risk reduction manuals/guidelines with community groups and promoters in the project site, in accordance with official national plans and risk management systems.
- 2-2 Conduct participatory workshops on emergency response and disaster risk reduction by utilizing manuals/guidelines prepared in activity 2-1.
- 2-3 Raise awareness of school teachers and pupils in schools of project sites by utilizing the manuals/guidelines prepared in activity 2-1.
- 2-4 Conduct emergency drills regularly.
- 2-5 Monitor the implementation of project activities every semester and report results to the Joint Coordination Committee (JCC).
- 2-6 Present the results of project activities to the target communities, their municipal authorities, and community organizations.
- 3-1 Conduct the "Disaster Control in Central America" training program in Japan in order to strengthen capacity for municipal authorities for emergency response and disaster risk reduction. (See Activity 4-1)
- 3-2 Hold seminars and workshops on planning of disaster risk management for management personnel in local government by utilizing the ex-trainees coming back from Japan as facilitators.
- 3-3 Draft and deliver action plans on municipal emergency response and disaster risk reduction under the leadership of national institutions in collaboration with ex-trainees and management personnel in local governments and conduct follow-up programs.
- 4-1 Conduct "Disaster Control in Central America" training program in Japan for CEPREDENAC members (one from the national level in each country and one from SE-CEPREDENAC). (See Activity 3-1)
- 4-2 Conduct third country training program.

Inputs

Japanese side

- 1. Personnel
 - Long-term experts:
 - Program coordinator (CEPREDENAC)
 - Chief advisor/Community-based disaster management
 - Short-term experts:
 - Integrated Watershed Management and Flood Control
 - Earthquake Risk Observation
 - Land Slide Risk
 - Volcano Risk Observation
 - Tsunami Risk, etc.
 - As required
- 2. Training of project personnel:
 - Training Program in Japan, including follow-up programs
 - Third Country Training Program
- 3. Provision of equipment and facilities
 - Communication and measurement equipment, etc.

Central American side

- 1. Personnel
 - Project Director (1)
 - Project Managers in each country (6)
 - Counterpart personnel
- 2. Provision of the project office and facilities necessary for the implementation of the project
- 3. Administrative and operational costs
 - Running costs for electricity, water, etc.

- 1. Training programs in Japan and third countries are carried out on schedule.
- 2. Coordination between this project and the above training programs is smoothly conducted by SE-CEPREDENAC in cooperation with the Program Coordinator.
- 3. The project-related persons in charge of disaster prevention assigned in each institution are not changed in a short period.

- M.
- 4-3 Establish, revise, and modify the database that integrates the progresses, results, achievements, lessons, experiences, and resources of the project related to emergency response, disaster risk reduction, and research outcomes in each country.
- 4-4 Formulate the implementation plan on training program for data analysts.
- 4-5 Collect data and information in each project site and feed this information into the database.
- 4-6 Prepare white paper that includes events and achievements on emergency response, legal framework, risk management strategies, and project results in Central America under responsibility of the national institutions for disaster management in each country in coordination with SE-CEPREDENAC.
- 5-1 Strengthen alumni network on "Disaster Control in Central America" for ex-trainees coming back from Japan.
- 5-2 Conduct forums that allow exchanges of knowledge and lessons learned in project sites and other related areas in Central America.
- 5-3 Present the results of the project to the representatives of the national institutions for disaster management in Central America under the leadership of SE-CEPREDENAC.
- 5-4 Draft and distribute the above presentation reports including experiences, lessons, and processes as well as promote replicability in other areas.
- 5-5 CEPREDENAC distributes final version of manuals/guidelines prepared in activity 2-1 to neighboring communities and schools through their municipalities and community organizations as well as provides database information established in activity 4-3.

Pre-conditions

1. Cooperation and agreement on the project implementation are obtained from the national disaster management institutions in Central America.
2. Project sites are selected in each country before the commencement of the project.

Note: Underlined parts in inputs and activities are related to the components of training programs in Japan and third countries as well as dispatch of a Japanese expert for CEPREDENAC. These components are invariable inputs and activities, and the project, *per se*, cannot control them. Therefore, the evaluation study of this project is going to be conducted except underlined parts.