

RECORD OF DISCUSSIONS
BETWEEN

THE RESIDENT REPRESENTATIVE OF JICA GUATEMALA OFFICE AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE REPUBLIC
OF GUATEMALA ON JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT ON CAPACITY DEVELOPMENT FOR DISASTER RISK
MANAGEMENT IN CENTRAL AMERICA "BOSAI"

The Resident Representative of the Japan International Cooperation Agency (hereinafter referred to as "JICA") in Guatemala exchanged views and had a series of discussions with the Guatemalan authorities concerned with respect to desirable measures to be taken by JICA and Guatemalan Government for the successful implementation of the Project on Capacity Development for Disaster Risk Management in Central America "BOSAI".

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 Government of the Republic of Guatemala, signed in Tokyo on 28 March 1977 (hereinafter referred to as "the Agreement"), the Resident Representative of JICA and Guatemalan authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

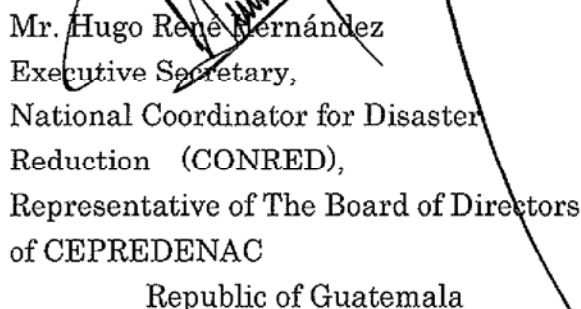
Done in duplicate in the English and Spanish languages, each text shall be equally authentic. In case of any divergence of interpretation, the English text shall prevail.

Guatemala City, April 30, 2007



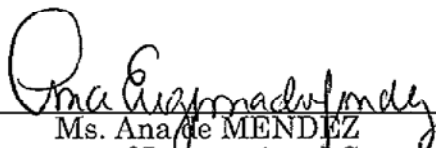
Mr. Yoshitaka MISAWA

Resident Representative in Guatemala,
Japan International Cooperation Agency
(JICA)
Japan



Mr. Hugo René Hernández
Executive Secretary,
National Coordinator for Disaster
Reduction (CONRED),
Representative of The Board of Directors
of CEPREDENAC
Republic of Guatemala

Witnessed by:



Ms. Ana de MENDEZ
Sub-secretary of International Cooperation
Secretary of Planning and Programming of the Presidency
(SEGEPLAN)
The Republic of Guatemala

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF THE REPUBLIC OF GUATEMALA

1. The Government of the Republic of Guatemala will implement the Project on Capacity Development for Disaster Risk Management in Central America "BOSAI" (hereinafter referred to as "the Project") in cooperation with JICA and the Executive Secretariat of the Center of Coordination for the Prevention of Natural Disaster in Central America (hereinafter referred to as "SE-CEPREDENAC").
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

In accordance with the laws and regulations in force in Japan and the provisions of Article II of the Agreement, JICA, as the executing agency for technical cooperation by the Government of JAPAN, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article V, VI, VII and VIII of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article IX of the Agreement will be applied to the Equipment.

3. TRAINING OF Guatemalan PERSONNEL IN JAPAN

JICA will receive the Guatemalan personnel connected with the Project for technical training in Japan and third countries.



III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF GUATEMALA

1. The Government of the Republic of Guatemala 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 Government of the Republic of Guatemala will ensure that the technologies and knowledge acquired by the Guatemalan nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Republic of Guatemala .
3. In accordance with the provisions of Article V ,VI and VII of the Agreement, the Government of the Republic of Guatemala will grant in the Republic of Guatemala privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article IX of the Agreement, the Government of the Republic of Guatemala will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of the Republic of Guatemala will take necessary measures to ensure that the knowledge and experience acquired by their personnel from technical training in Japan and third countries will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article V -1(b) of the Agreement, the Government of the Republic of Guatemala will provide the services of Guatemalan counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article V -1(a) of the Agreement, the Government of the Republic of Guatemala will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in the Republic of Guatemala , the Government of the Republic of Guatemala will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, 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.

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9. In accordance with the laws and regulations in force in the Republic of Guatemala , the Government of the Republic of Guatemala will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Executive Secretary of SE-CEPREDENAC, as the Project Director, will bear overall responsibility for the coordination and administration of the Project.
2. Executive Secretary, National Coordinator for Disaster Reduction (CONRED) , as a Project Manager, will be responsible for the managerial and technical matters of implementation of the Project within the Republic of Guatemala .
3. 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.
4. The Japanese experts will give necessary technical guidance and advice to Guatemalan and SE-CEPREDENAC's counterpart personnel on technical matters pertaining to the implementation of the Project.
5. 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, Guatemalan authorities concerned, and SE-CEPREDENAC at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of the Agreement, the Government of the Republic of Guatemala 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 the Republic of Guatemala except for those arising from the willful misconduct or gross negligence of the Japanese experts.

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VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA, the Government of the Republic of Guatemala and SE-CEPREDENAC on any major issues arising from, or in connection with this Attached Document.

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

For the purpose of promoting support for the Project among the people of the Republic of Guatemala, the Government of the Republic of Guatemala will take appropriate measures to make the Project widely known to the people of the Republic of Guatemala.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be 5 years starting from the date when the first Japanese expert arrives in any of the six member countries of the Center of Coordination for the Prevention of Natural Disaster in Central America (hereinafter referred to as "CEPREDENAC").

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERTS
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V LIST OF BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE

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ANNEX I MASTER PLAN

The project will be implemented in accordance with the Master Plan as follows.

1. Title of the Project

The Project on Capacity Development for Disaster Risk Management in Central America, "BOSAI" (The original name of the requested project was Implementation of early system for the volcano activities) .

2. Overall Goal

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

3. Project Purpose

Communities' and municipal authorities' capacity for disaster risk management is strengthened in the target areas, and the capacity of CEPREDENAC members for promoting local disaster risk management is strengthened..

4. Outputs

- (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 promoting 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 the Projects to other areas in Central America is established.

5. 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.

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- (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 Staff of the target municipal authorities participates in “Disaster Control in Central America” training program in Japan in order to strengthen capacity 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 Staff of CEPREDENAC members (one from the national level in each country and one from SE-CEPREDENAC) participates in “Disaster Control in Central America” training program in Japan. (See Activity (3)-1)
- (4)-2 Staff of CEPREDENAC members participates in the third country training program “Civil Protection and Disaster Prevention” in Mexico.
- (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 and implement a training program for data analysts.
- (4)-5 Collect data and information in each project site and feed this information into the database.

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- (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 Elaborate pamphlets on good practices of local disaster risk management developed in the Project, and distribute them to the personnel related to disaster risk management in local governments in other areas.
- (5)-5 Distribute the manuals/guidelines prepared in activity (2)-1 to neighboring municipalities and communities, and explain how to elaborate and utilize such manuals/guidelines in their respective localities.
- (5)-6 Provide the database information established in activity (4)-3 through Internet.

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.

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ANNEX II LIST OF JAPANESE EXPERTS

Fields to be covered by the Japanese experts are as follows. Both long-term and short-term experts will undertake their activities in some or all of CEPREDENAC member countries. A long-term expert will be based in Panama, and another in El Salvador.

a. Long-term experts

- Chief Advisor
- Community based Disaster Management

b. Short-term experts

- Integrated Watershed Management and Flood Control
- Earthquake Risk
- Land slide Risk
- Volcano Risk
- Tsunami Risk
- Other fields as required

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ANNEX III LIST OF MACHINERY AND EQUIPMENT

1. Equipment for the implementation of activities in target areas
2. Equipment for the accumulation and the dissemination of the information acquired through the project activities

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ANNEX IV LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Administrative Personnel

(1) Project Director

Mr. David A. Smith Wiltshire, - Executive Secretary, SE-CEPREDENAC

(2) Project Manager in the Republic of Guatemala

Mr. Hugo René Hernández, Executive Secretary, National Coordinator for Disaster Reduction (CONRED)

2. Counterparts

(1) National level

(1-1) Project Coordinator

Rafael Anleu, Leader of Territorial Department Manager, CONRED

(1-2) Project members

Hugo Rodríguez, Manager of Planning Department, CONRED

Andrés Casasola, Manager of Risk Management Section, CONRED

Eber García, Manager of Education Section, CONRED

Jorge Ramírez, Leader of OCIE, CONRED

Other persons assigned by the Project Manager

(2) Target areas

(2-1) Project Coordinator in target areas

Edgar Gomar, Delegate Region V, CONRED

(2-2) Project members in target areas

Daniel García Montes, Delegate Chimaltenango Department, CONRED

Irasema Magaña, Delegate Sacatepéquez Department, CONRED

Pedro Morales, Delegate Occidente Escuintla Department, CONRED

Moisés Cajas, Delegate Oriente Escuintla Department, CONRED

Other persons assigned by the Project Manager

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ANNEX V LIST OF BUILDINGS AND FACILITIES

1. Buildings and facilities necessary for the implementation of the Project
2. Office space, furniture and facilities necessary for the activities of Japanese experts and meetings
3. Other facilities mutually agreed upon as necessary

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ANNEX VI JOINT COORDINATING COMMITTEE

The Joint Coordinating Committee (JCC), whose functions and composition are indicated as follows, will be established for the smooth and effective implementation of the Project.

1. Functions

The JCC will meet at least twice a year and whenever the 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 and the overall progress of the Project
- (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

2. Composition

(1) Chairperson:

- Project Director

(2) Members:

a. Central American side:

- Project Managers in the CEPREDENAC member countries

b. Japanese side:

- Project Chief Advisor (Expert for the Project)
- Program Coordinator (Expert for SE-CEPREDENAC)
- Resident Representatives of JICA Offices in CEPREDENAC member countries

(3) Observers

The following person(s) may attend the JCC as observer(s)

- Representative(s) of the Embassy of Japan in CEPREDENAC member countries
- Representative(s) of Plan Puebla Panama (PPP) in Panama
- Representative(s) of the headquarters, national and overseas offices of JICA
- Other persons invited by the Chairperson of the JCC

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

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