

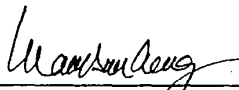
3. 周辺 4 カ国とのミニッツ (Minutes of Meeting)

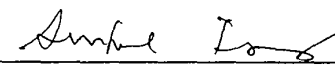
MINUTES OF MEETING  
AMONG  
THE HIV/AIDS REGIONAL COORDINATION CENTER PROJECT,  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE KINGDOM OF CAMBODIA  
ON  
REGIONAL COOPERATION IN THE KINGDOM OF CAMBODIA


The Government of Japan and the Government of the Kingdom of Thailand agreed to implement the Japan-Thailand Technical Cooperation Project on HIV/AIDS Regional Coordination Center (hereinafter referred to as "the RCC Project") executed by the ASEAN Institute for Health Development, Mahidol University of Thailand, in cooperation with Thai authorities concerned and the Japan International Cooperation Agency (hereinafter referred to as "JICA"). The Record of Discussions on the RCC Project was signed between the Japanese and Thai sides on March 31, 2005.

Since the signing of the Record of Discussions, the team of the RCC Project and Cambodian authorities concerned had a series of discussions on the framework of the cooperation undertaken in the Kingdom of Cambodia under the RCC Project. As a result of the discussions, Cambodian and Thai authorities and JICA agreed to recommend to their respective governments the matters referred to in the document attached hereto, that is under the scope of the RCC Project designed in the Record of Discussions.

October 11, 2005

  
Dr. Mam Bun Heng  
Secretary of State  
Ministry of Health  
Government of Cambodia

  
Dr. Sirikul Isaranurug  
Director  
ASEAN Institute for Health Development  
Mahidol University  
Kingdom of Thailand

  
Mr. Juro Chikaraishi  
Resident Representative  
Japan International Cooperation Agency  
Cambodia Office

  
Mr. Mikiharu Sato  
Resident Representative  
Japan International Cooperation Agency  
Thailand Office

## **THE ATTACHED DOCUMENT**

### **I. OVERVIEW OF THE HIV/AIDS REGIONAL COORDINATION CENTER PROJECT**

The HIV/AIDS Regional Coordination Center Project (the RCC Project) is implemented for the period of three years from April 1, 2005 to March 31, 2008 as a Japan-Thailand Technical Cooperation Project by the ASEAN Institute for Health Development (AIHD), Mahidol University, Thailand, with the support of concerned authorities and Japan International Cooperation Agency (JICA). The objective of the RCC Project is to have the RCC functioning and recognized by concerned organizations as a coordination center to provide training, information, and the human resources needed to support human capacity building for HIV/AIDS programs in the neighboring countries of Thailand. The framework of the RCC Project is shown in the Project Design Matrix (ANNEX I of ANNEX A).

Cooperation activities will be conducted by the RCC Project in Cambodia, the Lao PDR, Myanmar, and Vietnam, with the cooperation of their respective Governments and the Governments of Japan and Thailand.

### **II. TERMS OF COOPERATION TO CAMBODIA**

The RCC Project will implement a series of Training of the Trainers (TOT) in Thailand for participants from Cambodia under the scope of RCC Project outlined in the Record of Discussions (ANNEX A). The outline of the country specific TOT, mechanism of TOT, and schedule of TOT are respectively summarized in ANNEX B, ANNEX C, and ANNEX D.

Expansion of the scope of cooperation, such as cooperation to the training programs in Cambodia by sending Thai nationals, will be jointly considered by the RCC Project and concerned Cambodian authorities, based on requests from the Cambodian side.

### **III. MEASURES TO BE TAKEN BY JAPANESE AND THAI SIDE**

In accordance with the articles stipulated in the Record of Discussions signed between the Government of Japan and Thailand, the Government of Japan and Thailand will take the following measures at their own expense.

#### **1. Training of Cambodian nationals in Thailand**

The RCC Project will implement a series of TOT in Thailand for participants from Cambodia.

#### **2. Sending of Japanese experts and Thai nationals**

The RCC Project will send Japanese experts and Thai nationals to

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Cambodia to monitor the performance of participants of TOT and to conduct various studies, including needs identification studies for TOT.

3. Collection and distribution of information

Information regarding human resources, research, and experiences on HIV/AIDS in Cambodia as well as in the Lao PDR, Myanmar, Vietnam, and Thailand will be compiled and disseminated in Cambodia through the RCC Project in collaboration with concerned Cambodian authorities.

4. Support to other activities for Cambodian nationals in Cambodia and Thailand

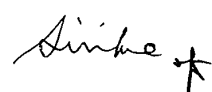

The RCC Project will consider supporting training programs in Cambodia, sending Thai nationals to Cambodia, and providing other support based on requests from the concerned Cambodian authorities.

#### **IV. MEASURES TO BE TAKEN BY CAMBODIAN SIDE**

1. The Government of Cambodia will take necessary measures to support the selection and sending of appropriate trainees to the TOT conducted in Thailand.
2. The Government of Cambodia will take necessary measures to ensure that the skills and knowledge acquired by Cambodian nationals as a result of the RCC Project will be utilized to contribute to the economic and social development of Cambodia.
3. The Government of Cambodia will take necessary measures to ensure that the skills and knowledge acquired by Cambodia nationals from the TOT in Thailand will be utilized effectively for human capacity building in HIV/AIDS programs.
4. The Government of Cambodia will take necessary measures to provide support for the activities of the RCC Project by concerned authorities. The roles to be taken by authorities in Cambodia, focal points for information and support, and JICA Cambodia Office are described in ANNEX E.

#### **V. ADMINISTRATION OF THE RCC PROJECT**

1. International Consultative Committees (ICC) of the RCC Project will be formed to facilitate communication among the representatives of JICA, RCC Project, and concerned authorities in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand. The detail of the ICC and ICC members are respectively presented in ANNEX XI of ANNEX A, and ANNEX F. ICC members in Cambodia will be officially nominated by the request letter from the RCC Project after the signing of this Minutes of Meeting.

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2. The Representative of National Center for HIV/AIDS, Dermatology, and STD, Ministry of Health (NCHADS) is expected to be responsible for the following coordination roles as the National Coordinator of the RCC Project in Cambodia.
  - Coordination for the preparation meeting of ICC meeting among ICC members in Cambodia
  - Other coordination for the activities of the RCC Project
3. The Japanese experts of the RCC Project will provide necessary recommendations and advice to the National Coordinator for monitoring performance of TOT participants and other matters concerning the cooperation activities in Cambodia.
4. The RCC Project and JICA's Technical Cooperation Projects in the field of tuberculosis and maternal-and-child health in Cambodia will cooperate in implementing their respective project activities to promote a synergistic effect for enhancing human capacity building in Cambodia.

## **VI. MONITORING AND EVALUATION**

Performance of TOT participants will be monitored by the Cambodian authorities which sent the participants with the support of the RCC Project. The structure for monitoring performance of TOT participants is provided in ANNEX G.

A series of project evaluations will be conducted by external evaluation teams. A mid-term evaluation will be conducted during the second year of project implementation, while a final evaluation will take place at the end of the RCC Project.

## **VII. MUTUAL CONSULTATION**

There will be mutual consultation among the Governments of Cambodia, Japan and Thailand on any major issues arising from, or in connection with, this Attached Document.

## **VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE COOPERATION**

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

## **IX. TERMS OF COOPERATION**

The cooperation for the RCC Project under this Attached Document will

commence from the signing date and terminate on March 31, 2008.

ANNEX A: RECORD OF DISCUSSIONS

- ANNEX I PROJECT DESIGN MATRIX (PDM)
- ANNEX II PLAN OF OPERATION (PO)
- ANNEX III THE RCC PROFILE
- ANNEX IV TERMS OF REFERENCE OF JAPANESE  
LONG-TERM EXPERTS
- ANNEX V LIST OF MACHINERY AND EQUIPMENT
- ANNEX VI LIST OF THAI PROJECT COUNTERPART
- ANNEX VII OFFICE SPACE AND LIST OF FACILITIES
- ANNEX VIII IMPLEMENTATION STRUCTURE
- ANNEX IX JOINT COORDINATING COMMITTEE (JCC)
- ANNEX X RCC MANAGEMENT TASKFORCE
- ANNEX XI INTERNATIONAL CONSULTATIVE COMMITTEE
- ANNEX XII COOPERATION MECHANISM
- ANNEX XIII MULTI NATIONAL TRAINING OF TRAINERS (TOT)  
AND ESTIMATE OF EXPENSES (TENTATIVE)
- ANNEX XIV SCHEDULE FOR THE COURSE IMPLEMENTATION  
(TENTATIVE)
- ANNEX XV ACRONYM

ANNEX B: OUTLINE OF COUNTRY SPECIFIC TOT FOR PARTICIPANTS  
FROM CAMBODIA

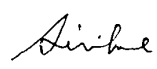

ANNEX C: MECHANISM OF TOT FOR PARTICIPANTS FROM CAMBODIA

ANNEX D: SCHEDULE OF TOT IN THAILAND

ANNEX E: ROLES TO BE TAKEN BY AUTHORITIES IN CAMBODIA, FOCAL  
POINTS FOR INFORMATION AND SUPPORT, AND JICA  
CAMBODIA OFFICE

ANNEX F: LIST OF INTERNATIONAL CONSULTATIVE COMMITTEE  
MEMBERS OF THE RCC PROJECT

ANNEX G: MONITORING STRUCTURE FOR TOT PARTICIPANTS

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## ANNEX A

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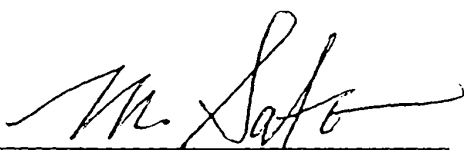
RECORD OF DISCUSSIONS  
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY  
AND AUTHORITIES CONCERNED OF THE KINGDOM OF THAILAND  
ON HIV/AIDS REGIONAL COORDINATION CENTER PROJECT

In response to the request of the Royal Government of the Kingdom of Thailand, the Government of Japan has decided to launch the HIV/AIDS Regional Coordination Center Project (hereinafter referred to as "the Project") in Thailand and neighboring countries, namely Cambodia, the Lao PDR, Myanmar, and Vietnam in accordance with the Agreement on Technical Cooperation between the Government of Japan and the Government of Thailand signed on November 5, 1981 (hereinafter referred to as "the Agreement") and the Embassy of Japan's Note No.127/16 dated 22 April, 2004 and the Ministry of Foreign Affairs Note No. 0607/4882 dated 3 May, 2004.

Accordingly, Japan International Cooperation Agency (hereinafter referred to as "JICA"), the executing agency responsible for the implementation of the technical cooperation programs of the Government of Japan, will cooperate with the authorities concerned of the Royal Government of the Kingdom of Thailand for the Project.

As a result of the discussions between JICA and Thai authorities concerned on the framework of the project, JICA, Thailand International Development Cooperation Agency (hereinafter referred to as "TICA"), Ministry of Foreign Affairs, and the ASEAN Institute for Health Development, Mahidol University (i.e. the Project "implementing agency" and hereinafter referred to as "AIHD") agreed on the matters referred to in the document attached hereto.

Bangkok, March 31, 2005




Mr. Mikiharu Sato  
Resident Representative  
Japan International Cooperation Agency  
Thailand Office  
Japan



Mr. Piamsak Milintachinda  
Director-General  
Thailand International Development  
Cooperation Agency  
Ministry of Foreign Affairs  
Kingdom of Thailand



Prof. Pomchai Matangkasombut  
President  
Mahidol University  
Kingdom of Thailand



## THE ATTACHED DOCUMENT

### I. COOPERATION FRAMEWORK

#### I. -1. Cooperation between JICA and AIHD


1. AIHD, in close collaboration with TICA and authorities concerned in the Kingdom of Thailand, will implement the Project in cooperation with JICA.
2. The Project will be implemented according to the Project Design Matrix (PDM) and Plan of Operation (PO) provided in ANNEX I and II, respectively.
3. HIV/AIDS Regional Coordination Center (hereinafter referred to as "RCC") has been set up as an integral part of AIHD. The future status of RCC will be further considered at the termination of the Project. The outline of RCC is shown in ANNEX III.
4. JICA will support AIHD to establish and develop RCC and to strengthen human capacity building in HIV/AIDS related programs in Cambodia, the Lao PDR, Myanmar, and Vietnam through the Project.

#### I. -2. Regional Cooperation to Cambodia, the Lao PDR, Myanmar, and Vietnam

1. JICA, TICA, and AIHD will jointly implement the Country Specific and Multi National Training of Trainers (hereinafter referred to as "TOT") in the form of the Third Country Training Program (hereinafter referred to as "TCTP") which are described in ANNEX XIII and XIV respectively and monitor the Project activities for Cambodia, the Lao PDR, Myanmar, and Vietnam.
2. Expansion of cooperation activities in addition to the original plan will be jointly considered by JICA, TICA, and AIHD in consultation with other related organizations, such as counterpart organizations in targeted countries, and donor agencies, based on the request.

#### I. -3. Regional Cooperation to Other Countries

1. Expansion of cooperation activities for countries in addition to Cambodia, the Lao PDR, Myanmar, and Vietnam will be jointly considered by JICA, TICA, and AIHD in consultation with other related organizations, such as counterpart organizations in recipient countries, and donor agencies, based on the request.





## II. MEASURES TO BE TAKEN BY JICA SIDE

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA will take, at its own expense, the following measures under the technical cooperation scheme of Japan. Such privileges and benefits will be provided for the actual implementation in Thailand.

### 1. Dispatch of Japanese Experts

JICA will provide the services of the Japanese experts listed in ANNEX IV. The provisions of Article IV of the Agreement will be applied to the above-mentioned experts.

### 2. JICA will bear the part of expenses for Multi National TOT. Expenses for Country Specific TOT and monitoring activities will be also borne by JICA. The detail of expenses covered by JICA will be decided by the annual consultation with TICA based on the framework of the TCTP for each targeted country.

### 3. Provision of machinery, equipment and other materials

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 V. The provisions of Article VIII-1 of the Agreement will be applied to the Equipment.

## III. MEASURES TO BE TAKEN BY THAI SIDE

1. AIHD will take necessary measures to ensure the operation of RCC during and after the Project period.
2. AIHD will ascertain that the technologies and knowledge acquired by Thai nationals as a result of Japanese technical cooperation in the Project will contribute to the economic and social development of the Kingdom of Thailand and targeted countries.
3. Specific privileges and other benefit necessary to conduct the Project will be provided in accordance with the Agreement.
4. In accordance with the provisions of Article IV- (b) of the Agreement, AIHD will provide the services of Thai counterpart and administrative personnel as listed in ANNEX VI.
5. In accordance with the provisions of Article IV- (a) of the Agreement, AIHD will provide the office space and facilities listed in ANNEX VII.
6. In accordance with the laws and regulations in force in the Kingdom of Thailand, AIHD 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 through JICA under II-3 above.

7. In accordance with the laws and regulations in force in the Kingdom of Thailand, AIHD will take necessary measures to meet the running expenses necessary for the implementation of the Project.
8. TICA will bear the part of expenses for Multi National TOT. The detail of expenses covered by TICA will be decided by the annual consultation with JICA based on the framework of the TCTP for each targeted country.

#### IV. ADMINISTRATION OF THE PROJECT

1. The Director of AIHD, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. The Head of RCC, as the Project Manager, will be responsible for the management and technical matters of the Project.
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 guidance and advice to Thai counterparts 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 (hereinafter referred to as "JCC") will be established. The functions and members of JCC are described in ANNEX IX.
6. RCC Management Taskforce will be established within AIHD to intensively support planning and implementation of the Project. Functions and members of the taskforce are described in ANNEX X.
7. International Consultative Committee will be formed in Thailand between RCC and each targeted country to facilitate the Project activities. Functions and members of the committee are presented in ANNEX XI.
8. The implementation structure of the Project is illustrated in ANNEX VIII.

## V. TERMS OF COOPERATION

The duration of technical cooperation for the Project under this Attached Document will be three (3) years starting from April 1, 2005.

## VI. JOINT EVALUATION

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

## VII. CLAIMS AGAINST JAPANESE EXPERTS

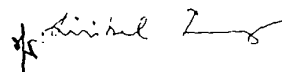
In accordance with the provision of article-VII of the Agreement, the Royal Government of the Kingdom of Thailand undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Kingdom of Thailand except for those arising from the willful misconduct or gross negligence of the Japanese experts.

## VIII. MUTUAL CONSULTATION

There will be mutual consultation among JICA, TICA, and AIHD on any major issues arising from, or in connection with, this agreement and Attached Document.

## IX. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Kingdom of Thailand, AIHD will take appropriate measures to make the Project widely publicized throughout the Kingdom of Thailand and targeted countries.



ANNEX I	PROJECT DESIGN MATRIX (PDM)
ANNEX II	PLAN OF OPERATOIN (PO)
ANNEX III	THE RCC PROFILE
ANNEX IV	TERMS OF REFERENCE OF JAPANESE LONG-TERM EXPERTS
ANNEX V	LIST OF MACHINERY AND EQUIPMENT
ANNEX VI	LIST OF THAI PROJECT COUNTERPART
ANNEX VII	LIST OF BUILDING AND FACILITIES
ANNEX VIII	IMPLEMENTATION STRUCTURE
ANNEX IX	JOINT COORDINATING COMMITTEE (JCC)
ANNEX X	RCC MANAGEMENT TASKFORCE
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ANNEX XIV	SCHEDULE FOR THE COURSE IMPLEMENTATION (TENTATIVE)
ANNEX XV	ACRONYM

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# ANNEX I

## PROJECT DESIGN MATRIX (PDM<sub>0</sub>)

Project Name: HIV/AIDS Regional Coordination Center Project (RCC)

Executing Agency: ASEAN Institute for Health Development (AIHD), Mahidol University, Thailand

Targeted Countries: Thailand, Cambodia, Lao PDR, Myanmar, and Vietnam (and other countries based upon request)

Targeted Groups: AIHD staff working for the RCC and people working for HIV/AIDS programs in Cambodia, the Lao PDR, Myanmar, and Vietnam; particularly trainers involved in human capacity building on HIV/AIDS

Duration: April 2005 - March 2008 (3 years)

Date of Preparation: 07 March 2005

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b> Human capacity for HIV/AIDS programs in Cambodia, the Lao PDR, Myanmar, and Vietnam is developed based upon each country's specific needs and situation with the proper utilization of resources from the RCC and the result is applied for HIV/AIDS programs.		1. 70% of RCC ex-trainees in Cambodia, the Lao PDR, Myanmar, and Vietnam conduct at least one training course upon returning to their home countries  2. Satisfaction, understanding, and application level of trainees of the training conducted by RCC ex-trainees	Evaluation study  Ex-post evaluation study	• Health technology, such as the development of a vaccine, on HIV/AIDS does not significantly change in the near future
<b>Project Purpose</b> The RCC functions and is recognized by concerned organizations as a coordination center to provide training, information, and the human resources needed to support human capacity building for HIV/AIDS programs in Cambodia, the Lao PDR, Myanmar, and Vietnam (and other targeted countries)		1. At least 4 training programs using other sources of fund, targeting participants mainly from Cambodia, the Lao PDR, Myanmar, and Vietnam, are conducted during the project period  2. The RCC web-site attains 1500 hits per year and 150 subscribers (100, 120 and 150 subscriber at the end of FY1, FY2, and FY3, respectively)  3. Readers of newsletters (by e-journal and print-outs) are satisfied with the provided information.	Project report  Record of web-site  Feedback from readers	• Trainees from Cambodia, the Lao PDR, Myanmar and Vietnam are appropriately selected by counterpart organizations  • The majority of ex-trainees in Cambodia, the Lao PDR, Myanmar, and Vietnam remain in a position to provide training on HIV/AIDS  • National policies of Cambodia, the Lao PDR, Myanmar, and Vietnam for human capacity building for HIV/AIDS are not significantly changed in the near future

ANNEX I - 1

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<u>Output</u>	1. Degree of strengthening of the management system	Indicators developed by the project	Policy and structure of the cooperation to the RCC by project partners, such as TICA, Ministry of Public Health (MOPH), counterpart organizations and JICA country offices in Cambodia, the Lao PDR, Myanmar, and Vietnam do not change significantly
1. Organization and management systems of the RCC are established and strengthened	2. Trainees are satisfied with the training program, in terms of management, curricula, and materials	Record of the Training Section, AIHD	Project partners, such as TICA and MOPH and, counterpart organizations, and JICA country offices in Cambodia, the Lao PDR, Myanmar, and Vietnam continue to cooperate with the project during the project period
2. Management system, curricula, and materials used in training programs are developed and improved in response to the specific country needs of Cambodia, the Lao PDR, Myanmar, and Vietnam	3-1 Database is developed and up-dated quarterly based on the information collected through networks and focal points in Cambodia, the Lao PDR, Myanmar, and Vietnam	Project report	
3. Information concerning human resources, research, and relevant experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand is collected, properly maintained, and disseminated to counterpart organizations, donor agencies, AIHD alumni, and other stakeholders	3-2 Web-site is developed and regularly maintained	Project report	
4. Human resources, information, and financial resources in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand for HIV/AIDS programs are mobilized for more effective utilization through networking	3-3 500 copies of newsletters (by e journal and prints-outs) are distributed quarterly	Project report	
	4-1 Utilization of focal points in Cambodia, the Lao PDR, Myanmar, and Vietnam (to be specified based on the clarification of their role)	Project report	
	4-2 At least 2 AIHD alumni are served as focal points and lecturers in each four countries	Project report	
	4-3 A variety of experts in training course (to be reviewed)	Project report	
	4-4 Number of experts coordinated by RCC to support other programs (to be reviewed)	Project report	

ANNEX I - 2

Activities	Input	Turnover rate of AIHD staff involved in RCC activities remains low during the project period
<p>1-1. To develop an appropriate organization and management system for the RCC</p> <p>1-2. To convene RCC Management Taskforce meetings at least once a month to share the progress of the project</p> <p>1-3. To convene Joint Coordination Committee meetings twice a year to share the progress of the project</p> <p>1-4. To convene International Consultative Committee meeting once a year to share the progress of the project</p> <p>1-5. To develop an annual project work plan and budget</p> <p>1-6. To develop a human capacity building plan for staff involved in RCC activities in cooperation with other divisions of AIHD</p> <p>1-7. To enhance the technical and administrative capacity of staff involved in RCC activities based upon the human capacity building plan</p> <p>2-1. To conduct a needs assessment survey in Cambodia, the Lao PDR, Myanmar, and Vietnam to establish training courses</p> <p>2-2. To develop operational guidelines, including needs identification, preparation, and monitoring and evaluation components for each training course</p> <p>2-3. To develop training curricula and materials</p> <p>2-4. To conduct at least 2 multi-national Training of Trainers (TOT) for participants from Cambodia, the Lao PDR, Myanmar, and Vietnam</p> <p>2-5. To conduct at least 12 country-specific TOT (i.e. 3 programs each for Cambodia, Lao PDR, Myanmar, and Vietnam)</p> <p>2-6. To annually review and revise existing training operational guidelines</p> <p>2-7. To annually review and revise existing training curricula and materials</p> <p>3-1. To develop strategies for establishing an appropriate management information system</p> <p>3-2. To collect information regarding human resources, research, and experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand</p> <p>3-3. To develop a database for the promotion of the RCC, and for the dissemination of relevant information on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand</p> <p>3-4. To up-date the database on a quarterly basis</p> <p>3-5. To develop a home-page web-site for the promotion of the RCC, and for the dissemination of relevant information concerning HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand</p>	<p><b>From the Thai-side: AIHD, TICA</b></p> <p>1) Personnel (AIHD)</p> <ul style="list-style-type: none"> <li>Six Thai staff (i.e. Head, Manager, Information Systems Coordinator, Educational Materials Coordinator, Assistant Coordinator, Assistant Administrator)</li> <li>One additional staff (0.5 years x 1 person, from Oct 2007)</li> </ul> <p>2) Facilities</p> <ul style="list-style-type: none"> <li>Training facilities (AIHD)</li> <li>Project office space and facilities (AIHD)</li> </ul> <p>3) Local Expenditures</p> <ul style="list-style-type: none"> <li>Administrative and operational expenses for the RCC (AIHD)</li> <li>Training expenses for multi-national TOT (partially funded by TICA)</li> </ul> <p><b>From the Japanese-side: JICA</b></p> <p>1) Personnel</p> <ul style="list-style-type: none"> <li>Long-term Japanese experts (3 years x 2 persons)</li> </ul> <p>2) Equipment</p> <ul style="list-style-type: none"> <li>Computer, Video Camera, Digital Camera, LCD, Visualizer, Scanner Machine, Color Printer, Computer Server, Mini Bus</li> </ul> <p>3) Local Expenditures</p> <ul style="list-style-type: none"> <li>Expenses for Project employees</li> <li>Long-term local consultant (3 year x 1 person)</li> <li>Long-term local consultant (2.5 years x 1 person, the staff will be transferred to AIHD as of Oct 2007)</li> <li>Project secretary (3 years x 1 person)</li> <li>Short-term local consultant (2MM/ year x 3 years)</li> </ul>	<ul style="list-style-type: none"> <li>Turnover rate of AIHD staff involved in RCC activities remains low during the project period</li> </ul>

ANNEX I - 3

<p>3-6. To establish an e-mail listing for the distribution of an HIV/AIDS e-journal</p> <p>3-7. To publish and distribute quarterly newsletters and annual reports of the RCC, by an e-journal and/or print-outs, for the promotion of the RCC and for the dissemination of relevant information concerning HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand</p> <p>3-8. To disseminate useful experiences and information about the RCC in journals and other media</p> <p>4-1. To collect and analyze information, strategies, and plans of donor agencies and the governments of Cambodia, the Lao PDR, Myanmar, and Vietnam with respect to human capacity building on HIV/AIDS</p> <p>4-2. To develop focal points, including the use of AIHD alumni, in Cambodia, the Lao PDR, Myanmar, and Vietnam</p> <p>4-3. To conduct an annual review workshop to strengthen the regional network on HIV/AIDS, and to share project outcomes and progress with representatives from Cambodia, the Lao PDR, Myanmar, Vietnam, Thailand, donor agencies, AIHD alumni, JICA projects, and other concerned individuals</p> <p>4-4. To study and utilize existing networks, including ex-trainees in Cambodia, Lao PDR, Myanmar, and Vietnam trained in Thailand working in HIV/AIDS programs</p> <p>4-5. To convene an official meeting with Department of Disease Control / MOPH and TICA at least twice a year before the scheduled JCC meeting</p> <p>4-6. To attend meetings, conferences, and seminars organized by donor agencies</p> <p>4-7. To promote AIHD alumni networking, by RCC staff, during on-site visits to Cambodia, the Lao PDR, Myanmar, and Vietnam</p> <p>4-8. To utilize ex-trainees trained in Thailand, including AIHD alumni, as future trainers for HIV/AIDS training courses</p> <p>4-9. To support HIV/AIDS programs in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand through consultation and the use of short-term local experts (i.e. for externally coordinated and funded programs)</p>	<ul style="list-style-type: none"> <li>• Training expenses for multi-national TOT (partially )</li> <li>• Training expenses for country-specific TOT</li> <li>• Other expenses for project activities</li> </ul>	
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\*1 Indicators must be reviewed and quantified by the second JCC scheduled in July 2005.



Output	Activities		2005-6 (1st year)											
			4	5	6	7	8	9	10	11	12	1	2	3
1. Organization and management systems of the RCC are established and strengthened	1-1. To develop an appropriate organization and management system for the RCC	Plan												
		Actual												
	1-2. To convene RCC Management Taskforce meetings at least once a month to share the progress of the project	Plan	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
		Actual												
	1-3. To convene Joint Coordination Committee meetings twice a year to share the progress of the project	Plan		▲		▲						▲		
		Actual												
	1-4. To convene International Consultative Committee meeting once a year to share the progress of the project	Plan			Kick off					▲				
		Actual												
	1-5. To develop an annual project work plan and budget	Plan												
		Actual												
2. Management system, curricula, and materials used in training programs are developed and improved in response to the specific country needs of Cambodia, the Lao PDR, Myanmar, and Vietnam	2-1. To conduct a needs assessment survey in Cambodia, the Lao PDR, Myanmar, and Vietnam to establish training courses	Plan												
		Actual												
	2-2. To develop operational guidelines, including needs identification, preparation, and monitoring and evaluation components for each training course	Plan												
		Actual												
	2-3. To develop training curricula and materials	Plan												
		Actual												
	2-4. To conduct at least 2 multi-national Training of Trainers (TOT) for participants from Cambodia, the Lao PDR, Myanmar, and Vietnam	Plan												
		Actual												
	2-5. To conduct at least 12 country-specific TOT (i.e. 3 programs each for Cambodia, the Lao PDR, Myanmar, and Vietnam)	Plan								▲	▲	▲	▲	
		Actual												
3. Information concerning human resources, research, and relevant experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand is collected, properly maintained, and disseminated to counterpart organizations, donor agencies, AIHD alumni, and other stakeholders	3-1. To develop strategies for establishing an appropriate management information system	Plan												
		Actual												
	3-2. To collect information regarding human resources, research, and experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand	Plan												
		Actual												
	3-3. To develop a database for the promotion of the RCC, and for the dissemination of relevant information on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand	Plan												
		Actual												
	3-4. To up-date the database on a quarterly basis	Plan												
		Actual												
	3-5. To develop a home-page web-site for the promotion of the RCC, and for the dissemination of relevant information concerning HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand	Plan												
		Actual												
4. Human resources, information, and financial resources in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand for HIV/AIDS programs are mobilized for more effective utilization through networking	4-1. To collect and analyze information, strategies, and plans of donor agencies and the governments of Cambodia, the Lao PDR, Myanmar, and Vietnam with respect to human capacity building on HIV/AIDS	Plan												
		Actual												
	4-2. To develop focal points, including the use of AIHD alumni, in Cambodia, the Lao PDR, Myanmar, and Vietnam	Plan												
		Actual												
	4-3. To conduct an annual review workshop to strengthen the regional network on HIV/AIDS, and to share project outcomes and progress with representatives from Cambodia, the Lao PDR, Myanmar, Vietnam, Thailand, donor agencies, AIHD alumni, JICA projects, and other concerned individuals	Plan							▲					
		Actual												
	4-4. To study and utilize existing networks, including ex-trainees in Cambodia, the Lao PDR, Myanmar, and Vietnam trained in Thailand working in HIV/AIDS programs	Plan												
		Actual												
	4-5. To convene an official meeting with Department of Disease Control / MOPH and TICA at least twice a year before the scheduled JCC meeting	Plan				AMOPH ATICA						AMOPH ATICA		
		Actual												

Continuous activity  
Periodical Activity

06-07 (2nd Year)				07-08 (3rd Year)				Responsible offices/ persons
1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
								Head and manager of RCC, Long-term Japanese experts
								RCC Management Taskforce members (coordinated by RCC staff)
	▲ (Jul)		▲ (Jan)		▲ (Jul)		▲ (Jan)	Joint Coordination Committee members (coordinated by RCC staff)
		▲ (Nov)				▲ (Nov)		Joint Coordination Committee members (coordinated by RCC staff)
								Head and manager of RCC, Long-term Japanese Experts AIHD: RCC Management Taskforce of RCC
								Head and manager of RCC, Long-term Japanese Experts, AIHD: Quality Control Committee
								Head and manager of RCC, Long-term Japanese Experts, AIHD: Quality Control Committee
								AIHD staff involved in RCC activities, Long-term Local Consultants, Long-term Japanese Experts
								Training Section of AIHD, Short-term Local Consultant (total 2MM), Long-term Japanese Experts
								Training Section of AIHD, RCC staff in charge of Educational Material, Long-term Japanese Experts, Short-term LC (included in 2-2)
▲				▲				Training Section of AIHD, Long-term Japanese experts
								Training Section of AIHD, Long-term Japanese experts
								Training Section of AIHD, Long-term Japanese Experts
								Training Section of AIHD, RCC staff in charge of Educational Material, Long-term Japanese Experts
								Head and manager of RCC, RCC Management Taskforce member, RCC staff in charge of Information System, Long-term Japanese experts
								RCC Management Taskforce member, RCC staff in charge of Information System, Long-term Local Consultants, Long-term Japanese Experts
								RCC Management Taskforce member, RCC staff in charge of Information System
								RCC Management Taskforce member, RCC staff in charge of Information System
								RCC Management Taskforce member, RCC staff in charge of Information System
▲	▲	▲ Annual Report	▲	▲	▲	▲ Annual Report	▲	Head and manager of RCC, RCC Management Taskforce member, RCC staff in charge of Information System, Long-term Japanese experts
								RCC Management Taskforce members, RCC staff
								Long-term Local Consultants, Long-term Japanese Experts
								Head and Manager of RCC, Long-term Japanese Experts, Long-term Local Consultants
		▲ (Oct)				▲ (Oct)		RCC Management Taskforce members (coordinated by RCC staff)
								Long-term Local Consultants, Long-term Japanese Experts
▲	▲	▲	▲	▲	▲	▲	▲	Head and Manager of RCC, Long-term Japanese Experts
								RCC Management Taskforce members, RCC staff
								RCC Management Taskforce members, RCC staff
								Head and manager of RCC, Long-term Japanese Experts
								Head and manager of RCC, Long-term Japanese Experts
1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
06-07 (2nd Year)				07-08 (3rd Year)				

## ANNEX III THE RCC PROFILE

### 1. Mission

As an integral part of the AIHD, the RCC will contribute to reducing and preventing new HIV infections as well as improve the quality of life for people living with HIV/AIDS in Cambodia, the Lao PDR, Myanmar and Vietnam by facilitating human capacity building in HIV/AIDS programs.

### 2. Institutional setting at the AIHD

The RCC will be institutionally positioned as a unit under the International Health Cluster in the AIHD as can be seen in the AIHD organization chart below. The administration and the activities of the RCC will be coordinated with other sections of the AIHD. The human resource of the AIHD will be fully utilized to implement RCC activities.

### 3. Management Structure of the RCC

#### 1) Director of the AIHD

The director of the AIHD will bear overall responsibility for the supervision of the Project.

#### 2) Head of the RCC

The head of the RCC will bear overall responsibility for the administration and implementation of RCC activities.

#### 3) Management Taskforce

Management Taskforce will be convened for monthly meetings to support the project planning and implementation, as well as to monitor the Project. The details of the Management Taskforce are presented in ANNEX X.

#### 4) Manager and Operational Staff

The following eight staff will be in charge of daily activities of the Project under the supervision of the Head of the RCC and the JICA Experts

- Five AIHD staff, including the Manager of the RCC
- Two long-term consultants

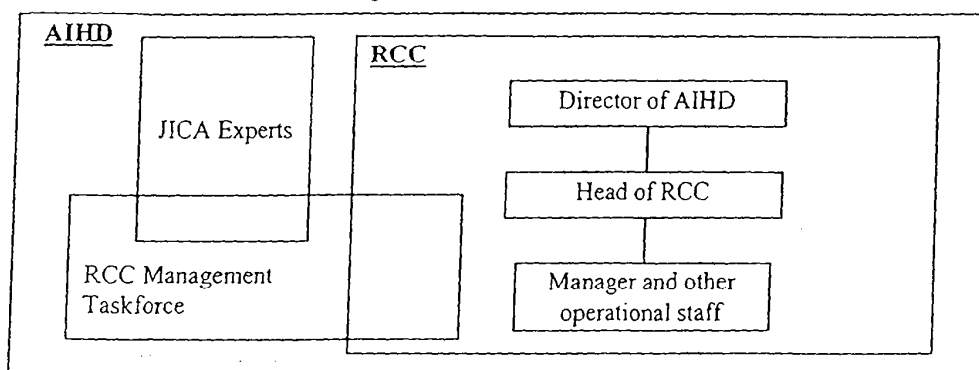
(One of them will be transferred to the AIHD as a full-time staff for the RCC in October 2007)

- One project secretary

#### \* JICA Experts

Three Japanese long-term experts will be deputed to provide necessary technical guidance and advice to the Project and the AIHD. The terms of references of Japanese experts are presented in ANNEX IV.

Organization chart of RCC



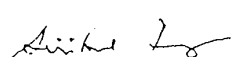
ANNEX III - 1

4. Relations with concerned organizations in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand

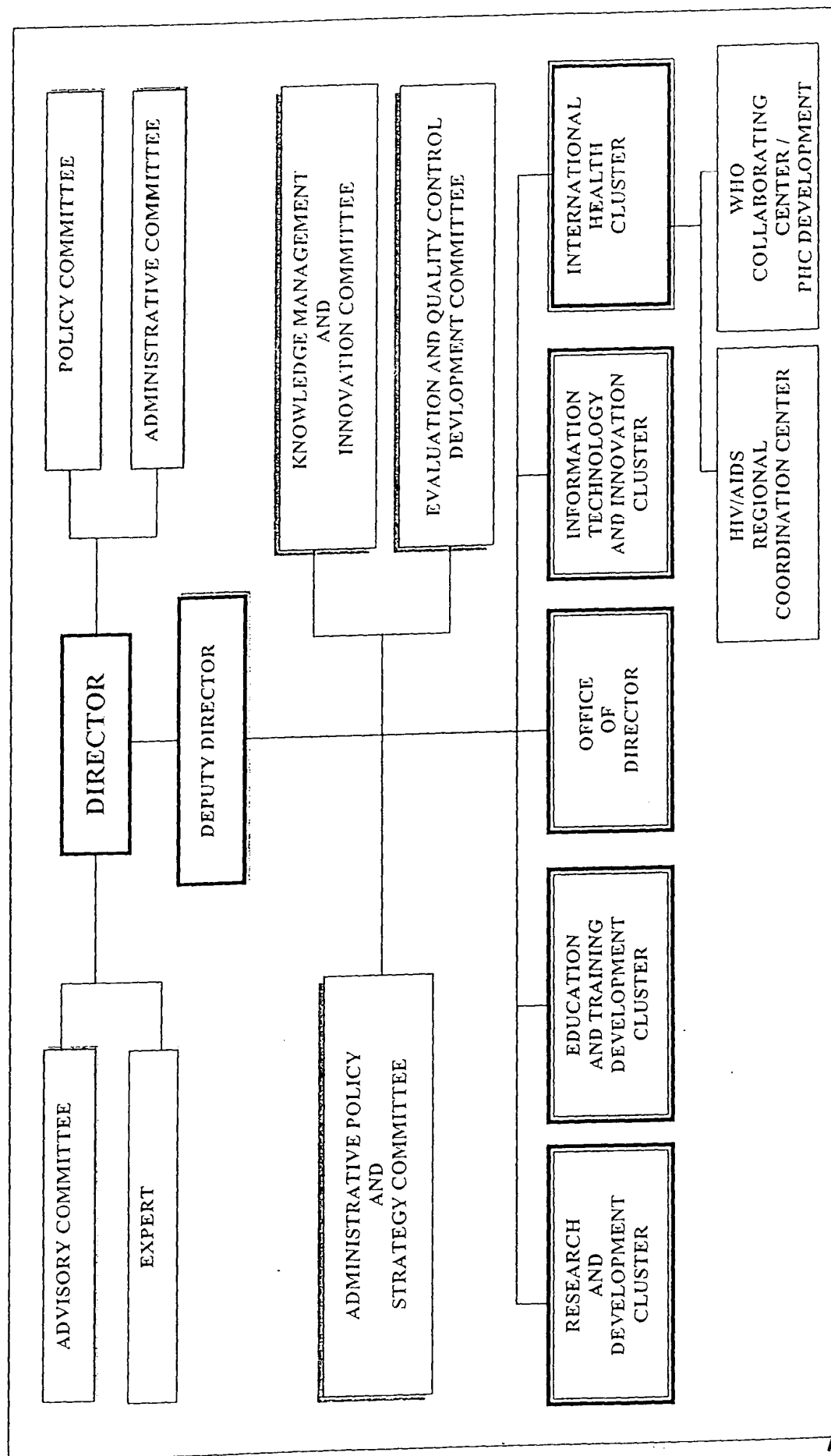
RCC will promote effective linkage with other internal and international organizations whose interests and activities are related to those of RCC. It will also establish and maintain the close relationship with counterpart government organizations in Cambodia, the Lao PDR, Myanmar, and Vietnam.



ANNEX III - 2



Organization Chart of AIHD



ANNEX III - 3

## ANNEX IV TERMS OF REFERENCE OF JAPANESE LONG-TERM EXPERTS

Duration: 3 years (April 2005 March 2008)
Organizations to be assigned: ASEAN Institute for Health Development (AIHD)
<b>1. Proposed Title: Chief Advisor / Regional Cooperation</b>
<u>Professional field:</u> Development cooperation management and HIV/AIDS or Health-related subject <u>Academic background:</u> Under graduate degree <u>Experience:</u> At least 10 years of working experience in development field (especially health-related subject) <u>Language:</u> English (TOEIC 800 or equivalent skill) <u>Other:</u> Project management and coordination skills (especially donor coordination) and working experience on JICA technical cooperation projects are required.
<u>Purpose</u> To manage the overall project implementation To establish management and operation system of RCC To establish networks with relevant agencies in CLMVT including donor agencies  <u>Job description</u> To develop strategies and plans on overall project management To develop schedules for implementation of project activities and monitor it with counterpart staff To support establishing and strengthening organization and management of RCC To support human resource development of counterpart staff To discuss the project management, progress of technical/knowledge transfer, and future directions through meetings including JCC To advice for counterpart staff on project management and implementation To establish networks with relevant agencies in CLMVT including donor agencies through PR of RCC, joint implementation of some activities, and utilization of fund resource of donor agencies To support to develop focal points of RCC in targeted countries To coordinate and strengthen with the relation between RCC and JICA country offices concerned To manage the activities of other JICA experts

ANNEX IV-1

2. Proposed Title: HIV/AIDS Human Resource Development Advisor	
Qualifications	<p><u>Professional field:</u> HIV/AIDS and Health-related subject</p> <p><u>Academic background:</u> Post graduate degree in health related field desirable</p> <p><u>Experience:</u> At least 5 years of working experience in development field</p> <p><u>Language:</u> English (TOEIC 800 or equivalent skill)</p> <p><u>Other:</u> skills for needs survey and identification are required</p>
Responsibilities	<p><u>Purpose</u> To study and identify needs on HIV/AIDS related human resource development To transfer HIV/AIDS related knowledge to counterpart staff</p> <p><u>Job description</u> To study the HIV/AIDS related situation in CLMVT and other target countries, such as national policy, activities of government, NGOs, and donor agencies, and needs for technical cooperation To collect information on technical cooperation programs, training curricula, and training materials and share the information To identify the level and needs of counterpart staff to transfer knowledge on HIV/AIDS and develop the human resource development plan for them jointly with RCC To support of planning, implementation and evaluation of the human resource development programs (including TCTP and dispatch of resource persons) on HIV/AIDS To advise and support the information collection and dissemination of human resources , research and relevant experiences on HIV/AIDS in targeted countries To attend the meeting, Conferences and seminars on HIV/AIDS for the purpose of update and coordination of RCC</p>

ANNEX IV-2

3. Proposed Title: Cooperation Management Advisor	
Qualifications	<p><u>Professional field:</u> Development Cooperation Management</p> <p><u>Academic background:</u> Under graduate degree</p> <p><u>Experience:</u> At least 5 years of working experience in development field</p> <p><u>Language:</u> English (TOEIC 800 or equivalent skill)</p> <p><u>Other:</u> Project management and coordination skills and working experience on JICA technical cooperation projects are required.</p>
Responsibilities	<p><u>Purpose</u> To contribute the smooth implementation of the project To contribute to strengthening operational and administrative structure and capacity of RCC To contribute to human resource development in the field of HIV/AIDS for target countries</p> <p><u>Job description</u> To support of overall project management To support identification of needs and development of capacity building; including training module development and training material production To support of information collection and discussion with Thai and international organizations to coordinate for capacity building and dissemination of information To support to develop focal points of RCC in targeted countries To support the development information network and PR materials To advice for counterpart staff on project management and implementation To support of RCC management</p>

ANNEX IV-3



## ANNEX V LIST OF MACHINERY AND EQUIPMENT

The following equipments are scheduled to be provided to the Project.

1. Scanner Machine	1
2. Printer	3
3. Computer	5
4. LCD	1
5. Visualizer	1
6. Digital Camera	2
7. Video Camera	1
8. Computer Server	1
9. Mini Bus	1

ANNEX V - 1

## ANNEX VI LIST OF THAI PROJECT COUNTERPART

1. Project Director  
Director of AIHD
2. Project Manager  
Head of RCC, AIHD
3. Project Staff
  - Coordinator of International Health Cluster/ Manager of RCC, AIHD
  - Information Systems Personnel, International Health Cluster, AIHD
  - Educational Materials Personnel, International Health Cluster, AIHD
  - Assistant Coordinator, International Health Cluster, AIHD
  - Assistant Administrator, International Health Cluster, AIHD

ANNEX VI -1

## ANNEX VII LIST OF BUILDING AND FACILITIES

Following office space and facilities will be provided by AIHD.

1. Training facilities
2. Project office and other facilities
3. Other necessary facilities mutually agreed upon as necessary

ANNEX VII - 1



## ANNEX IX JOINT COORDINATING COMMITTEE (JCC)

### 1. FUNCTION

The JCC, composed of members listed in the section below, will meet at least twice a year, and whenever the necessity arises, in order to:

- 1) Approve the Annual Work Plan formulated by the Project in accordance with the framework of the Record of Discussion
- 2) Review the progress of the Project, in particular, activities carried out based on the above Annual Work Plan
- 3) Examine the overall project performance to achieve the Project Purpose and Overall Goal stipulated in the Project Design Matrix in ANNEX I
- 4) Review and exchange views on major issues arising from or in connection with the Project
- 5) Review measures taken by JICA, such as the dispatch of Japanese experts.
- 6) Review measures taken by TICA and AIHD, such as the allocation of necessary counterpart personnel and necessary budget (including the expenditure for TCTP)

### 2. COMMITTEE MEMBERS

#### 1) Chairperson:

Director of AIHD

#### 2) Members:

##### (1) Thai side:

- a. Deputy Director of AIHD
- b. Head of RCC (secretary)
- c. Manager of RCC
- d. Representative of TICA
- e. Representative of MOPH
- f. Other persons invited by the Chairperson

##### (2) Japanese side:

- a. Experts assigned to the Projects
- b. Resident Representative of JICA Thailand Office
- c. Other persons invited by the Resident Representative of JICA
- d. Officials of the Embassy of Japan (observer)

## ANNEX X      RCC MANAGEMENT TASKFORCE

### 1. FUNCTION

The RCC Management Taskforce, composed of members listed in the section below, will meet at least monthly, and whenever the necessity arises, in order to:

- 1) Support the implementation of project activities by providing recommendations and technical advices.
- 2) Support the development and approve the Annual Work Plan in accordance with the framework of the Record of Discussion.
- 3) Review the progress of the Project, in particular, activities carried out based on the above Annual Work Plan
- 4) Examine the overall project performance against the targets stipulated as objectively verified indicators in the Project Design Matrix in ANNEX I.
- 5) Review the impact of the project on human capacity building in Cambodia, the Lao PDR, Myanmar, and Vietnam

### 2. TASKFORCE MEMBERS

- 1) Chairperson:  
Head of RCC
- 2) Members:
  - (1) Deputy Director, AIHD
  - (2) Chairperson of Administrative Policy and Strategy Committee, AIHD
  - (3) Chairperson of Knowledge Management and Innovation Committee, AIHD
  - (4) Chairperson of Evaluation and Quality Control Development Committee, AIHD
  - (5) Coordinator of International Health Cluster, AIHD
  - (6) Consultant, Academic staff, and other staff of AIHD nominated by the Director of AIHD
  - (7) Manager of RCC (secretary)
  - (8) JICA Experts
  - (9) Project staff of RCC

## ANNEX XI INTERNATIONAL CONSULTATIVE COMMITTEE

### 1. FUNCTION

International Consultative Committees of the Project will be formed to facilitate the communication between Thailand and each targeted country. The committee members, listed in the section below, will be convened for annual Meetings which aim to;

- 1) Review the progress and process of activities
- 2) Review and revise the activities for each country
- 3) Exchange information for the epidemic situation and HIV/AIDS programs
- 4) Exchange ideas for effective coordination between RCC and organizations in each targeted country for the project implementation
- 5) Examine the impact of the project for human capacity building in HIV/AIDS programs in each country

### 2. METHOD OF MEETING

- 1) The committee members, as listed below, will be assembled annually in Thailand by utilizing the opportunity of Annual Sharing Meeting of RCC. Before or after the Annual Sharing Meeting, an International Consultative Meeting for each country will be held
- 2) Committee members will utilize any occasions, both in Thailand and targeted countries, to share the progress of the Project and information concerning the project implementation during their international trips.

### 3. COMMITTEE MEMBERS (for each committee)

#### 1) Chairperson:

Head of RCC


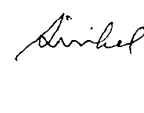
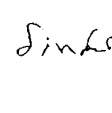
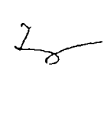
#### 2) Members for Committee :

- (1) From Cambodia, the Lao PDR, Myanmar, and Vietnam
  - Representatives of counterpart organizations
  - Representative of JICA office
  - Japanese experts working for related projects
- (2) From Thailand
  - Representative of TICA
  - Representative of JICA Thailand Office

- (3) From RCC
  - Manager of RCC (Secretary)
  - Japanese Experts
- (4) Other personnel and representative of concerned organizations invited by the chairperson.



ANNEX XI - 2

  
    
of



## ANNEX XII COOPERATION MECHANISM

### 1. Framework of cooperation

The framework of cooperation is described in the following agreements;

Agreement	Record of Discussions (R/D)	Minutes of Meetings (M/M)
Target country	Thailand	Neighboring countries (CLMV)
*Signatories	<ul style="list-style-type: none"> <li>- JICA Thailand Office</li> <li>- TICA</li> <li>- AIHD</li> </ul>	<ul style="list-style-type: none"> <li>- JICA local offices</li> <li>- AIHD</li> <li>- Governmental department in charge of technical cooperation</li> <li>- Counterpart organization of the Project</li> </ul>
Purpose/ contents	To describe the overall framework of the Project	<ul style="list-style-type: none"> <li>- To be signed separately when the Project starts activities in each of CLMV countries</li> <li>- To describe the framework of activities in each CLMV country under the Project</li> </ul>

Notes:

\*The Signatories and contents will be determined by the countries.

### 2. Policy to implement the Project

#### 1) The tentative target countries / areas of cooperation

The Project has the priority on the cooperation for neighboring countries. Social and cultural backgrounds, and sense of values in each country, are fully considered when designing and implementing activities.

The tentative target areas of the cooperation for neighboring countries are as follows:

#### (1) Multi-National TOT conducted as TCTP

The candidate of the topic based on the needs survey would be one of the areas of ARV for Trainers of Training from CLMV countries.

#### (2) Country-Specific TOT conducted as TCTP

##### a) Cambodia:

- To cooperate with JICA's bilateral technical cooperation project (National Tuberculosis Control Project / Maternal and Child Health Project)

##### b) The Lao-PDR:

- To cooperate with the program requested by National Committee for the Control of AIDS Bureau (NCCAB) and supported by GFATM for In-country Training Program (ICTP) (HIV/AIDS Youth Education)

##### c) Myanmar:

- To cooperate with JICA's bilateral technical cooperation project (Major Infectious Diseases Control Project)

##### d) Vietnam:

- To cooperate with the key person in charge of implementing official AIDS

Program in Vietnam and the program supported by GFATM for ICTP

2) Matters to be considered on implementation of the Project:

- (1) To strengthen cooperation with TICA, MOPH, NGOs and other donor agencies for sustainable management of the Project
- (2) To consider the advantage and experience of AIHD such as CBC, monitoring and evaluation, TOT, and study tour
- (3) To select the topics and participants whose ICTP fund is secured so that they can conduct ICTP after TOT programs in Thailand

3. Guidelines for expanding cooperation and starting new activities in neighboring countries

Expanding cooperation and starting new activities in neighboring countries is considered in the following manner, and decided in JCC.

1) Requisite

- (1) To be able to utilize experiences and resources of Thailand
- (2) To be placed as prioritized policy in National HIV/AIDS Policy in each country
- (3) To be recognized as cooperation needs to Thailand
- (4) To be consented by each JICA local Office
- (5) To have necessary budget to be used for implementing outputs obtained through technical cooperation by RCC

2) Priority

- (1) To contribute to the facilitation of programs of GFATM
- (2) To coordinate with existing and planned JICA's projects

3) Term of cooperation of each activity

To be terminated not later than the end of the Project

4. Guidelines for expanding cooperation and starting new activities in other countries

In addition to the above guidelines, the following condition is considered when the Project starts technical cooperation activities in other countries in other regions

- 1) To put priority on the activities to support technical cooperation activities by Thai organizations such as TICA and MOPH

### **ANNEX XIII MULTI NATIONAL TRAINING OF TRAINERS (TOT) AND ESTIMATE OF EXPENSES (TENTATIVE)**

To develop human capacity for HIV/AIDS programs in Cambodia, the Lao PDR, Myanmar, and Vietnam (CLMV), RCC plans two types of training programs. One is country specific Training of Trainers (TOT) program and another is this multi-national TOT program inviting several participants from CLMV for one common topic CLMV countries are facing together.

Since the introduction of ARV, it is well-known that many AIDS patients survived and eventually the number of AIDS death reduced. In CLMV countries, access to ARV has just begun last a few years, in particular, since WHO started “3 by 5” - “By the year of 2005, 3 million people access to ARV” campaign. However, many health professionals do not have enough experience and knowledge on ARV Care and Management. Therefore training for ARV Care and Management is in great demand from all the CLMV countries. RCC wishes to contribute to the great needs of ARV Care and Management.

#### **Training Course Title:**

Training program for “HIV/AIDS Care and Management for the ARV”

#### **Training Objectives:**

1. To strengthen the capacity of the ARV Care and Management of CLMV Countries
2. To share and exchange the knowledge and experiences on ARV Care and Management

#### **Goal**



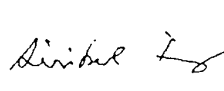
By the end of the course, participants will be able

1. To learn the basic knowledge of ARV and skill for ARV Care and Management.
2. To know and understand the issues such as Adherence, Compliance, Counseling, and Support & Care for ARV treat patients

**Term:** Two weeks (Two times during the implementation term of the Project)

**Target:** About 24 people (5 to 6 people from each CLMV country)

Health professionals who are supposed to be the leaders on ARV Care and Management from CLMV countries: Physicians, Nurses, Counselors, Pharmacists, Community Workers or NGO leaders etc.

## Curriculum Outline


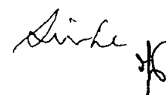
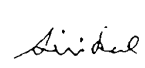
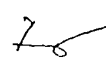
1. Basic knowledge on ARV  
ARV medicines, Combination, Regime
2. HIV/AIDS Treatment Management  
CD4, Viral load, Side effect
3. Monitoring and evaluation in ARV programs  
Compliance, Adherence, Data Management
4. Care and support  
Counseling, Follow-up, Community Care
5. Field Trip

## Estimate of Expenses for TCTP

Item of expenses	Total (Baht)	Breakdown
<b>I. Invitation Expenses</b>		
1. International Airfare	360,000	15,000 x 24 persons
2. Airport Tax	36,000	1,500 x 24 persons
3. Per diem	168,000	500 x 14 days x 24 persons
4. Accommodation	312,000	1,000 x 13 nights x 24 persons
5. Medical Insurance	24,000	1,000 x 24 persons
6. Visa Fee	48,000	2,000 x 24 persons
7. Pick up / Send off	24,000	1,000 x 24 persons
<b><u>Sub Total</u></b>	<b><u>972,000</u></b>	
<b>II. Training Expenses</b>		
1. Honorarium for Lecture	126,000	1,500 x 6 hours x 14 days
2. Domestic Airfare	150,000	5,000 x 30 persons
3. Per-diem / accommodation for staff	63,000	1,500 x 6 persons x 7 days
4. Transportation	70,000	Rent a car +gasoline 10,000 x 7 days
5. Expendable supplies	72,000	3,000 x 24 persons
6. Meeting Expenses	40,000	500 x 40 persons x 2 times
7. Printing	30,000	Certificate, Text
8. Other	20,000	Communications, Postage
<b><u>Sub Total</u></b>	<b><u>571,000</u></b>	
<b><u>Grand Total</u></b>	<b><u>1,543,000</u></b>	

\*The ratio of cost sharing expenditures between JICA and TICA will be 70:30 for the first year and the portion of the second year will increase based on the annual consultation.

\*\*The items and amount of expenses are subject to change based on the curriculum in each year.

ANNEX XIV SCHEDULE FOR THE COURSE IMPLEMENTATION OF MULTINATIONAL THIRD COUNTRY TRAINING PROGRAM  
(TENTATIVE)

	THAI SIDE	JAPANESE SIDE
March 2005	- Signing of Record of Discussions - Preparation of General Information (G.I.)	- Signing of Record of Discussions
December 2005	- Distribution of G.I. & Application Form	
April 2006	- Deadline of Application - Selection and Notification	- Remittance of Expenses
June 2006	- Implementation of the Course	
June 2006	- Submission of Expenditures Statement - Submission of Course Report	
July 2006	- Course Evaluation at JCC	- Course Evaluation at JCC

## ANNEX XV ACRONYM

AIDS	Acquired Immune Deficiency Syndrome
AIHD	ASEAN Institute for Health Development
ARV	Anti-Retro Viral
CLMVT	Cambodia, the Lao P.D.R., Myanmar, Vietnam and Thailand
GFATM	The Global Fund to fight AIDS, Tuberculosis and Malaria
GI	General Information
HIV	Human Immunodeficiency Virus
ICTP	In-Country Training Program
JCC	Joint Coordinating Committee
JICA	Japan International Cooperation Agency
MM	Minutes of Meetings
MOFA	Ministry of Foreign Affairs
MOPH	Ministry of Public Health
NCCAB	National Committee for the Control of AIDS Bureau
NGO	Non-Governmental Organization
PDM	Project Design Matrix
PO	Plan of Operation
RCC	Regional Coordination Center
RD	Record of Discussions
TCTP	Third Country Training Program
TICA	Thailand International Development Cooperation Agency
TOT	Training of Trainers
VCT	Voluntary Counseling and Testing

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## ANNEX B

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## **ANNEX B Outline of Country Specific TOT for Participants From Cambodia**

### **Country Specific TOT 1:**

#### **Training program on “TB and HIV Co-infection” in Cambodia**

##### **Background**

HIV/AIDS Regional Coordination Center Project (RCC Project) is a regional cooperation project supported by JICA based on ASEAN Institute for Health Development (AIHD), Mahidol University, Thailand. The concept of RCC Project is to share the Thai experiences on HIV/AIDS with neighboring countries, namely Cambodia, Laos, Myanmar and Vietnam. The goal of the RCC Project is to contribute to the development of human resource for HIV/AIDS programs based upon each country's specific needs and situation with the proper utilization of resources from the RCC.

In Cambodia, based on the request from JICA Cambodia office dated 24 November 2004, RCC plans to organized country specific training programs in cooperation with JICA's Technical Cooperation Projects in Cambodia. One of these programs is HIV/TB Training in Thailand for TB doctors from 28 referral hospitals in Cambodia under CENAT/JICA National Tuberculosis Control Project.

The number of TB and HIV co-infection cases has been increasing in Cambodia. Physicians in charge of TB do not have the enough knowledge to treat and care for HIV/AIDS because they have very few chances to participate in related training programs. Therefore, RCC would like to provide Cambodian TB doctors to learn and skill up the knowledge of treatment and care for HIV/AIDS patients so that they can engage in the care and treatment for TB/HIV co-infection cases more effectively and appropriately.

##### **1. Title of Training Course:**

HIV-related TB clinical training course in Thailand for Cambodian doctors

##### **2. Training goal:**

Capacity building for TB doctors at provincial level in Cambodia on clinical treatment of HIV-related TB by learning the knowledge of treatment and care for HIV/AIDS patients in Thailand

##### **3. Target:**

Around 10 TB doctors from referral hospitals at provincial level in Cambodia (for each TOT course)

##### **4. Training Objectives:**

- 4.1 To provide participants with an overview on HIV/AIDS, TB information in the world and developing countries as well as Thailand.
- 4.2 To share information related to TB and HIV Co-infection in Thailand as well as Cambodia





- 4.3 To exchange experiences on diagnosis, treatment, care and support for PLWHA, opportunistic infection and ARV Treatment focusing on HIV-related TB
- 4.4 To learn about Community based HIV/AIDS/TB prevention program
- 4.5 To observe and discuss HIV/AIDS and TB program in Thailand from field study in Thailand

**5. *Timeframe (tentative):***

3 weeks training course, including field trip, for three 3 times  
(first TOT is scheduled in October 31-November 18, 2005)

**6. *Venue:***

AIHD, hospitals, TB/HIV clinics and the places for field trip arranged by AIHD

**7. *Trainers:***

- AIHD and Mahidol University staff
- Dr. Charoen Chuchottaworn, Chief of Research and Development, Chest Disease Institute
- Dr. Yamada, TB/HIV RIT JATA Project
- Officers of Ministry of Public Health
- Other Thai experts

**8. *Language***

English with Khmer translation

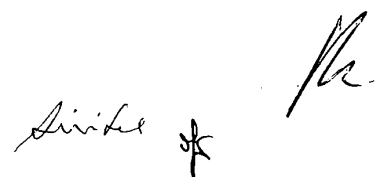
**9. *Contents:***

- 9.1. Background information on HIV/AIDS
- 9.2. HIV-related TB, Prevention of TB
- 9.3. Management of other HIV-related diseases in TB/HIV patients
- 9.4. Coordinated care in different settings
- 9.5. Clinical Procedure and CXR Practice
- 9.6. Diagnosis, treatment and care of HIV infection in children with tuberculosis
- 9.7. ARV treatment and Management
- 9.8. Application to your hospital

Note:

- More focus on clinical training, as well as basic knowledge on HIV/AIDS, opportunistic infection, and ARV treatment and management especially on HIV-TB co-infection.

ANNEX B - 2

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- Provision of a Khmer translator during TOT

## **11. Tentative Course Outline**

### First week

#### **Day 1: HIV and AIDS**

1. HIV
  - 1.1. Introduction of HIV and AIDS
  - 1.2. HIV/AIDS epidemiology
  - 1.3. HIV transmission
  - 1.4. Prevention of HIV transmission in health unit
  - 1.5. Immunopathologies of HIV infection
  - 1.6. Natural history of HIV infection
2. AIDS: WHO case definitions for AIDS surveillance

#### **Day 2: HIV-related TB**

1. Basic Information
2. Patterns of HIV-related TB
3. HIV-related TB in adult and children
4. Response of HIV-positive TB patients to anti-TB treatment
5. Role of BCG in preventing TB and HIV infected
6. DOTS

#### **Day 3: ARV treatment and management**

1. Basic knowledge on ARV drugs
2. Monitoring and management of ARV
3. Compliance, adherence and side effects

#### **Day 4: Management of other HIV-related diseases in TB/HIV patients**

1. Introduction
2. Sexually transmitted diseases
3. Skin and mouth problems
4. Gastrointestinal problems
5. Respiratory problems

ANNEX B - 3



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6. Neurological problems
7. Fever
8. Other HIV-related problems

**Day 5: Coordinate care in difference settings**

1. Introduction
2. Benefits of support from local HIV/AIDS care services
3. Integrated system of HIV/AIDS and TB care

Second week

**Day 6: Visiting Chest Disease Institute (1)**

1. Introduction
2. Protection against exposure to TB
3. Clinical Procedure and CXR Practice

**Day 7: Visiting Chest Disease Institute (2)**

1. Clinical Procedure and CXR Practice

**Day 8: Visiting Chest Disease Institute (3)**

1. Clinical Procedure and CXR Practice

**Day 9: Visiting Chest Disease Institute (4)**

1. Clinical Procedure and CXR Practice

**Day 10: Diagnosis of HIV infection with tuberculosis**

1. Clinical recognition of HIV infection in adult TB patients
2. Clinical recognition of HIV infection in children with TB
3. HIV testing
4. HIV counseling

Third week

**Day 11: Field Study (1)**

Leaving to Chiang Rai

ANNEX B - 4

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Visiting RIT-JATA TB/HIB Research Project

**Day 12: Field Study (2)**

Visiting Mae Chan Hospital

**Day 13: Field Study (3)**

Visiting Regional Areas

Returning to Bangkok

**Day 14: Application to your hospital: workshop for the action**

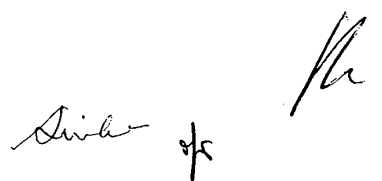
1. How to apply the experience to your hospital?
2. Workshop

**Day 15: Wrap up discussion and closing the training program**

1. Wrap up discussion
2. Closing

**12. Monitoring**

After completing TOT course, RCC will monitor the performance of TOT participants in collaboration with CENAT/JICA TB Project, which often implements the monitoring activities of provincial TB hospitals.

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## **Country Specific TOT 2-1:**

### **Training program on “PMTCT Program” in Cambodia**

#### **1. Background:**

In Cambodia, the RCC Project plans to cooperate with a JICA's Technical Cooperation Project in the field of Mother Child Health. According to the request document to the RCC Project, Mother Child Health Service officers do not have enough knowledge and have very few chances to access to the knowledge on HIV/AIDS treatment including ARV treatment, care and support for PLWHA. Therefore, capacity building for those Mother Child Health Service officers on HIV/AIDS is an urgent issue. Accordingly, the RCC Project is planning to provide the training programs on treatment, care and support by sharing Thai experiences for Cambodian health officers.

#### **2. Title of the training course:**

Training course for Cambodian Mother Child Health Service officers on HIV/AIDS treatment, care, and support for PLWHA in Thailand

#### **3. Training goal:**

Capacity building for Cambodian Mother Child Health Service workers on HIV/AIDS treatment, care, and support for PLWHA in Thailand

#### **4. Training objectives:**

1. To learn the basic knowledge on HIV/AIDS
2. To understand basic on ART and learn ART management program for PMTCT-PLUS
3. To learn the VCT and Counseling on HIV/AIDS
4. To care and support for PLWHA, women, and PMTCT
5. To learn the skill of program management
6. To know Thai experiences on HIV/AIDS prevention and care

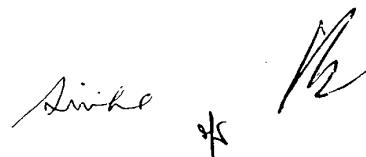
#### **5. Target:**

12 health workers for Mother Child Health Services in Cambodia, especially for provincial health staff

#### **6. Time frame:**

Six days TOT, consisting of lecture, workshop and field study, from September 5 to 10, 2005 and one more time within a three years

ANNEX B - 6

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**7. Venues:**

AIHD, Mahidol University, and others places arrangement by AIHD

**8. Trainers:**

Thai experts and foreign experts who work in the fields of HIV/AIDS

**9. Language**

English with Khmer translation

**10. Contents:**

1. Basic knowledge on HIV/AIDS and ARV, ARV medicines and combination
2. HIV/AIDS treatment management, monitoring and evaluation in ARV programs
3. PMTCT and PMTCT-PLUS Project
4. Counseling, VCT counseling service, PWA club (self help group)
5. Care and support, counseling, follow-up, and community care
6. Field study on PMTCT

**11. Training schedule (tentative):**

**Day 1:**

**AM Introduction, Fact on HIV/AIDS**

1. Introduction and attitude and behavioral change on HIV/AIDS
2. Basic knowledge on HIV/AIDS
3. Epidemiology of HIV/AIDS endemic in the world and Mekong region
4. Thailand experiences and responses to HIV/AIDS

**PM Basic knowledge on ARV**

1. Introduction to ARV
2. Pregnancy considerations
3. Monitoring and evaluation on ARV

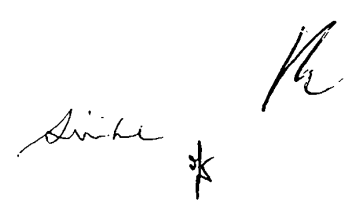
**Day 2: MTCT-PLUS Initiative (1)**

1. Orientation on MTCT-PLUS Initiative

**Visit MTCT-PLUS Hospital in Bangkok**

1. Briefing treatment and care for AIDS patients
2. Observing hospital management of PLWHA care

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**Day 3: MTCT-PLUS Initiative (2) VCT and HIV/AIDS counseling**

**Visit Thai Red Cross**

1. Basis knowledge on VCT and HIV/AIDS counseling
2. HIV/AIDS counseling for PMTCT
3. Briefing and discussion on function of anonymous clinic with focusing on Counseling
4. Discussion with members of "Wednesday Friends" Club on care and support for PLWHA

**Day 4: Care and support for PLWHA**

1. Community care and support for PLWHA
2. Family care and support for PLWHA

**Visit Wat Prabat Numphu, Lopburi Province (tentative)**

1. Care and support for PLWHA
2. Community involvement

**Day 5: Application to your hospital: workshop for the action**

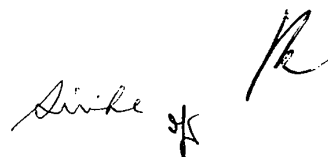
1. How to apply the experience to your hospital?
2. Workshop

**Day 6: Closing**

1. Presentation
2. Wrap up discussion
3. Closing

**12. Monitoring**

After completing TOT course, RCC will provide supports to monitor the performance of TOT participants for National Maternal and Child Health Center, which often implements the monitoring activities of provincial Mother Child Hospitals.

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**Country Specific TOT 2-2:**

**Training program on “PMTCT Program” in Cambodia**

**1. Title of the training course:**

Training course for Cambodian Mother Child Health Service officers on HIV/AIDS Program Management in Thailand

**2. Training goal:**

Capacity building for program management to implement PMTCT program in Cambodia, especially on monitoring and evaluation of the project

**3. Training objectives:**

Training program will provide participants opportunities to:

1. Learn the concept of program management
2. Learn the skill of needs assessment and analysis
3. Learn monitoring and evaluation method
4. Learn the assessment
5. Prepare the application of the learned skill to your provinces

**4. Target**

Up to 24 health workers working for Mother Child Health Services in Cambodia, especially for provincial health staff.

**5. Timeframe:**

6 days training program (one time in three years)

**6. Venues:**

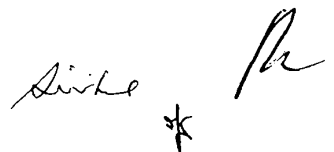
AIHD, Mahidol University, and others places arranged by AIHD

**7. Trainers:**

Program management expert in the Ministry of Health of Thailand, AIHD, and other organizations

**8. Language**

English with Khmer translation

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**9. Contents:**

1. Introduction of Program Management
2. Planning
3. Monitoring and Evaluation
4. Assessment, Cost Analysis, and Sustainability
5. Workshop
6. Proposal Writing, Action Plan
7. Field Study

**10. Tentative schedule (tentative):**

**Day 1: Introduction of Program Management**

Information and Management Fact on HIV/AIDS

Module 1, 2 Situation analyses, Needs Assessment

**Day 2: Planning**

Module 3, 4 Planning

**Day 3: Monitoring and Evaluation**

Module 5 Monitoring and Evaluation

Module 6 Assessing the quality service

**Day 4: Assessment, Cost Analysis, and Sustainability**

Module 7 Assessing the quality of management

Module 8 Cost analysis

Module 9 Sustainability analysis

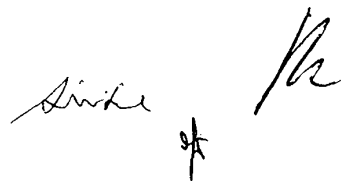
**Day 5: Workshop**

1. How to apply your program
2. Visit program sites Mother Child Hospital

**Day 6: Closing**

1. Presentation
2. Wrap up discussion, closing training program

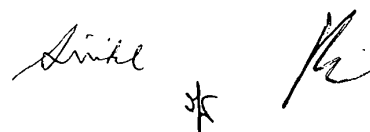
ANNEX B - 10

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## **11. Monitoring**

After completing TOT course, RCC will provide supports to monitor the performance of TOT participants for National Maternal and Child Health Center, which often implements the monitoring activities of provincial Mother Child Hospitals.

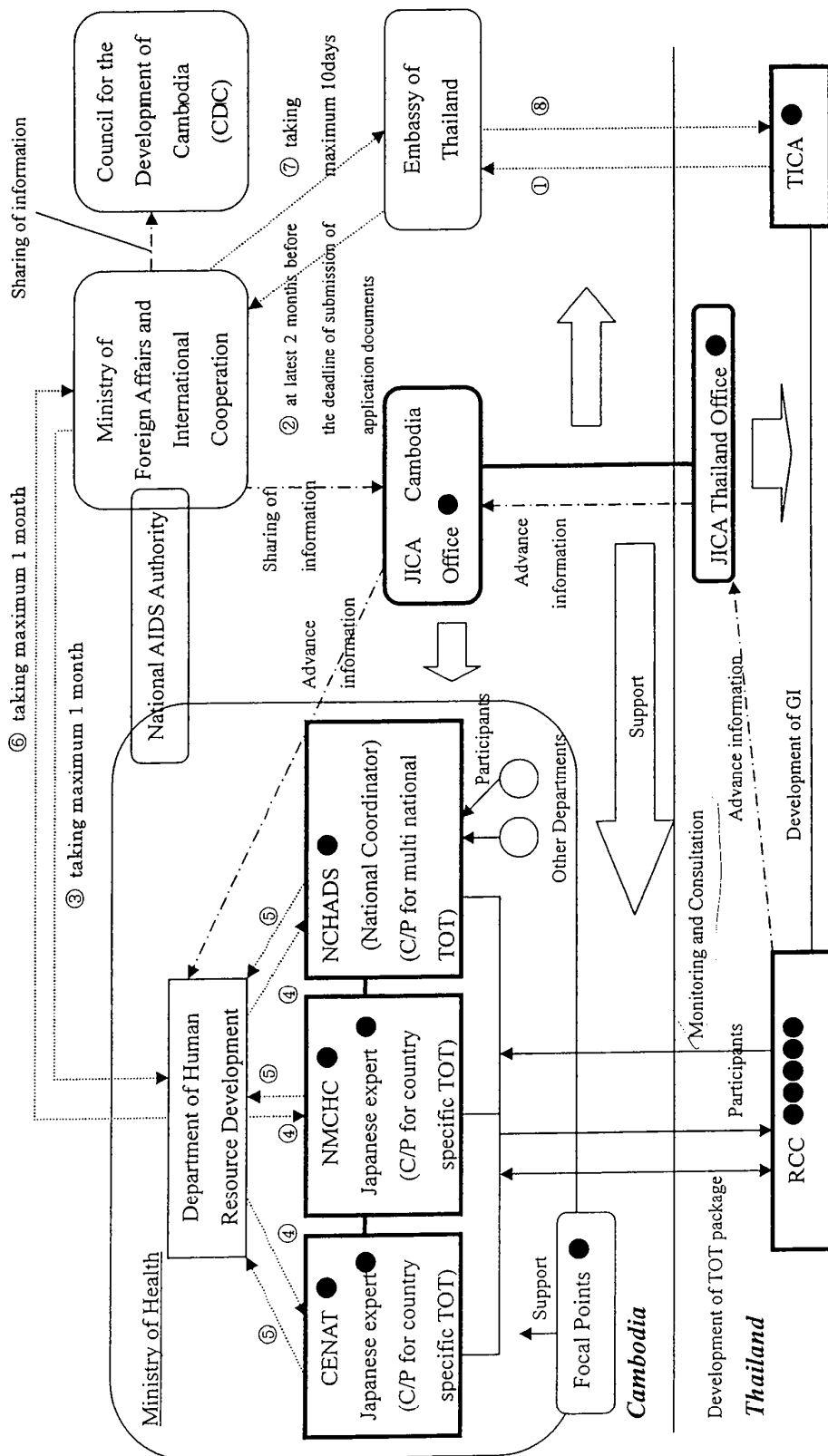
ANNEX B - 11

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## ANNEX C

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# **ANNEX C Mechanism of TOT for Participants from Cambodia**



.....► Flow of General Information (GI) and nomination/ approval of participants      ● Member of International Consultative Committee (ICC)  
 \* Progress of GI, approval of participants, and other arrangements are informed and reported to JICA Thailand and Cambodia Offices by concerned organizations

ANNEX C - 1

## ANNEX D

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## ANNEX D I

## ANNEX E

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**ANNEX E Roles to be taken by the authorities in Cambodia, focal points, and JICA Cambodia Office**

Name	Roles	ICC Member	Approval of GI
NCHADS	• Development of TOT package in collaboration with the RCC Project	O	O
CENAT	• Selection of training participants based on GI	O	O
NMCHC	<ul style="list-style-type: none"> <li>• Necessary arrangements for sending training participants</li> <li>• Monitoring performance of trained participants with the support of the RCC Project</li> <li>• Reporting the progress and information related to the RCC Project to the RCC Project and JICA Cambodia Office</li> <li>• Sharing information with the RCC Project and JICA Cambodia Office regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors</li> <li>• Distribution of information of RCC Project including news letter</li> <li>• Participation in the Annual ICC Meeting</li> </ul> <p><b><u>Additional role for NCHADS as the National Coordinator</u></b></p> <ul style="list-style-type: none"> <li>• Coordination for the preparation meeting of ICC Meeting among ICC members in Cambodia</li> <li>• Other coordination for the activities of the RCC Project</li> </ul>	O	O
Embassy of Thailand	<ul style="list-style-type: none"> <li>• Approval of GI and participants</li> <li>• Necessary arrangements for sending training participants</li> <li>• Reporting the progress to JICA Cambodia Office</li> </ul>		O
CDC	<ul style="list-style-type: none"> <li>• Approval of GI and participants</li> <li>• Necessary arrangements for sending training participants</li> <li>• Reporting the progress to JICA Cambodia Office</li> </ul>		O
Ministry of Foreign Affairs and International Cooperation	<ul style="list-style-type: none"> <li>• Approval of GI and participants</li> <li>• Necessary arrangements for sending training participants</li> <li>• Reporting the progress to JICA Cambodia Office</li> </ul>		O
HRD, MoH	<ul style="list-style-type: none"> <li>• Approval of GI and participants</li> <li>• Necessary arrangements for sending training participants</li> <li>• Reporting the progress to JICA Cambodia Office</li> </ul>		O

ANNEX E - 1



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National AIDS Authority	<ul style="list-style-type: none"> <li>Sharing information with the RCC Project and JICA Cambodia Office regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors</li> </ul>		
Focal Points (AIHD Alumni and others)	<ul style="list-style-type: none"> <li>Sharing information with the RCC Project and JICA Cambodia Office regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors</li> <li>Involvement as a lecturer, interpreter, short-term consultant for monitoring, and others</li> <li>Distribution of information of RCC including news letter</li> <li>Participation in the Annual Monitoring Workshop and Annual ICC Meeting by a representative (National Focal Point)</li> </ul>	O	
JICA Cambodia Office	<ul style="list-style-type: none"> <li>Facilitation of the overall progress of the project implementation</li> <li>Participation in the Annual ICC Meeting</li> </ul>	O	

ICC: International Consultative Committee of the RCC Project  
GI: General Information  
NCHADS: National Center for HIV/AIDS, Dermatology and STD, Ministry of Health  
CENAT: National Center for Tuberculosis and Leprosy Control, Ministry of Health  
NMCHC: National Maternal and Child Health Center, Ministry of Health  
CDC: Council for the Development of Cambodia  
HRD, MoH: Department of Human Resource Development, Ministry of Health  
Focal Points: Focal Points for information and support

ANNEX E - 2

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## ANNEX F

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## **ANNEX F List of International Consultative Committee Members of the RCC Project**

**Chairperson:** 1. Head of the RCC

**Secretary:** 2. Manager of the RCC

**Members:**

### **Cambodia (7)**

3. Representative of National Center for HIV/AIDS, Dermatology, and STD (NCHADS)
4. Representative of National Center for Tuberculosis and Leprosy Control (CENAT)
5. Representative of National Maternal and Child Health Center (NMCHC)
6. Chief Advisor of National Tuberculosis Control Project (CENAT/JICA)
7. JICA expert in maternal-and-child health (NMCHC/JICA)
8. Representative of Focal Points for information and support
9. Representative of JICA Cambodia Office

### **The Lao PDR (4)**

10. Representative of National Committee for the Control of AIDS Bureau (NCCAB)
11. Representative of National AIDS Center (NAC)
12. Representative of Focal Points for information and support
13. Representative of JICA Laos Office

### **Myanmar (4)**

14. Representative of National AIDS Program (NAP)
15. Japanese HIV/AIDS Control Program Expert of Major Infectious Diseases Control Project (MIDC)
16. Representative of Focal Points for information and support
17. Representative of JICA Myanmar Office

### **Vietnam (4)**

18. Representative of Department of HIV/AIDS Control
19. Representative of National Institute of Hygiene and Epidemiology
20. Representative of Focal Points for information and support
21. Representative of JICA Vietnam Office

### **Thailand (7)**

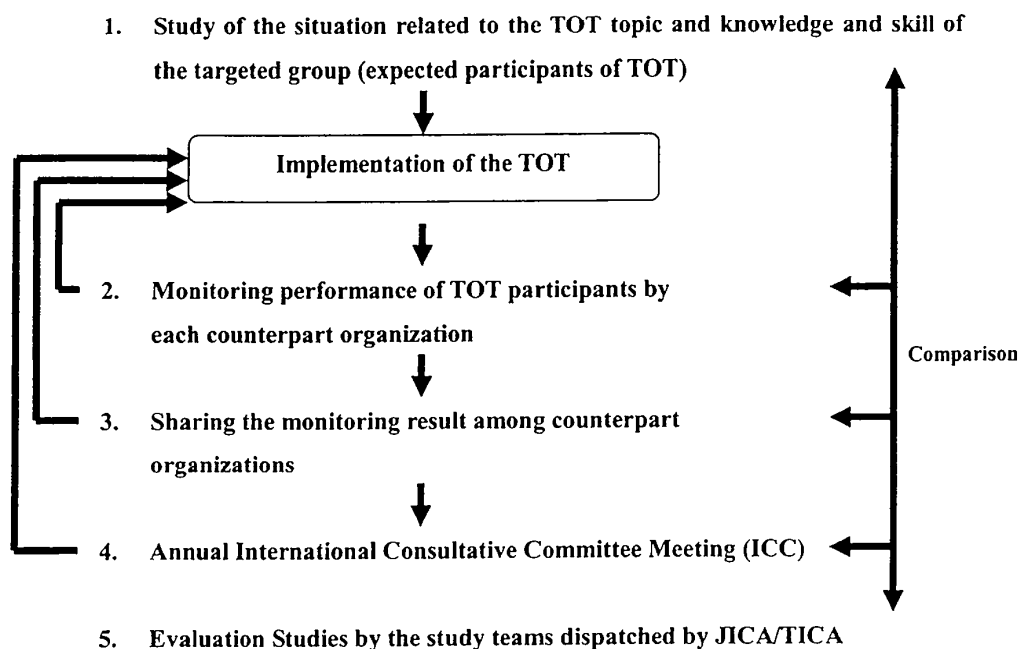
22. Representative of TICA
23. Representative of Ministry of Public Health
24. Representative of Training Section, AIHD
25. Representative of JICA Thailand Office
26. Japanese Experts of the RCC Project (3 experts)

## ANNEX G

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## ANNEX G Monitoring Structure for the Performance of TOT Participants

### <Cycle of Monitoring>



### <Detail of each process>

#### 1. Study of the situation related to the TOT topic and knowledge and skill of the targeted group (expected participants)

- Responsible Organization: RCC
- Supporting organizations: NCHADS, CENAT, NMCHC
- Method
  - ✓ Interview with JICA experts working with CENAT and NMCHC and staff of the NCHADS, CENAT, and NMCHC regarding the situation related to the TOT topic and knowledge and skill of the targeted group during the visit of Japanese experts and Thai nationals from the RCC
  - ✓ Utilization of information accumulated in NCHADS, CENAT, and NMCHC
  - ✓ Questionnaire survey to the participants before the TOT

## **2. Monitoring the performance of TOT participants by each counterpart organization**

- Time: Continuously
- Responsible Organizations: NCHADS, CENAT, NMCHC
- Supporting Organization: RCC
- Method
  - ✓ Supervision on the performance of TOT participants
  - ✓ Monitoring of the quality of training conducted by the participants
  - ✓ Periodic meetings or workshops for the performance of TOT participants (such as Biannual workshops of NMCHC in June/July and January)
  - ✓ Other monitoring methods
- Support by the RCC
  - ✓ Support for monitoring, such as the development of questionnaires, and criteria for monitoring, and others
  - ✓ Consultation with participants and responsible organizations during the visit to Cambodia and through communication tools, particularly through e-mail.
  - ✓ Sharing of information, such as record of performance during the TOT in Thailand, with responsible organizations

## **3. Sharing the monitoring result among counterpart organizations**

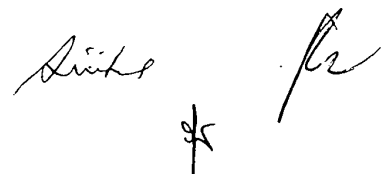
The result of the monitoring conducted by each counterpart organization will be shared among counterpart organizations by utilizing various occasions, such as participation in workshops/seminars on monitoring conducted by each counterpart organization. In addition, a preparation meeting for the Annual ICC Meeting will be held to share the progress and problems of TOT among ICC members in Cambodia as below.

- Time: Before the ICC Meeting in Bangkok every November
- Place: Phnom Penh or Bangkok
- Participants: ICC members in Cambodia, RCC staff (if possible)
- Coordinator: NCHADS
- Supporter: RCC Project
- Method
  - ✓ Sharing the progress and problems of TOT and other activities of RCC Project among ICC members to prepare for the presentation and discussion in the Annual ICC Meeting.

## **4. Annual International Consultative Committee Meeting**

- Time: Every November

ANNEX G - 2

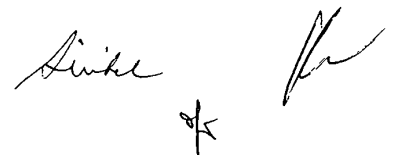
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- Frequency: Once in a year
- Place: Bangkok
- Participants: ICC members
- Organizer: RCC
- Supporter: Concerned organizations in Cambodia, the Lao PDR, Myanmar, Vietnam and Thailand
- Method
  - ✓ Presentation and discussion by the Committee members to share experiences in each country and to extract feedback for future training conducted or supported by the RCC Project

**5. Evaluation Studies by the study teams dispatched by JICA/TICA**

- Mid-term Evaluation Study : Middle of 2006
- Completion Evaluation Study: Middle of 2007

ANNEX G - 3



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