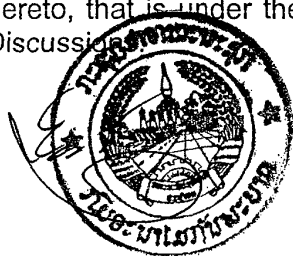


MINUTES OF MEETING
AMONG
THE HIV/AIDS REGIONAL COORDINATION CENTER PROJECT,
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF
THE GOVERNMENT OF THE LAO PDR
ON
REGIONAL COOPERATION IN THE LAO PDR

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.

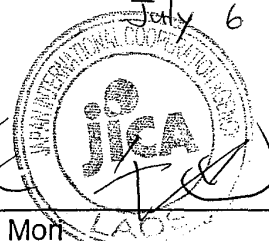
Since the signing of the Record of Discussions, the team of the RCC Project and Lao authorities concerned had a series of discussions on the framework of the cooperation undertaken in the Lao PDR under the RCC Project. As a result of the discussions, Lao and Thai authorities and JICA agreed to recommend 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.



Dr. Douangchanh Keoasa
Director General
Department of Hygiene & Prevention
Ministry of Health
The Lao PDR

A handwritten signature in black ink, appearing to read "Sirikul Isaranurug".

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



Mr. Senya Mori
Resident Representative
Japan International Cooperation Agency
Laos Office

A handwritten signature in black ink, appearing to read "M. Sato".

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 THE LAO PDR

The RCC Project will implement a series of Training of the Trainers (TOT) in Thailand for participants from the Lao PDR 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 the Lao PDR by sending Thai nationals, will be jointly considered by the RCC Project and concerned Lao authorities, based on requests from the Lao side.

III. MEASURES TO BE TAKEN BY JAPANESE AND THAI SIDE

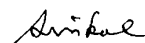
In accordance with the articles stipulated in the Record of Discussions signed between the Government of Japan and Thailand, the Government of Japan and Thailand will take the following measures as their own expense.

1. Training of Lao nationals in Thailand

The RCC Project will implement a series of TOT in Thailand for participants from the Lao PDR.

2. Sending of Japanese experts and Thai nationals

The RCC Project will send Japanese experts and Thai nationals to the Lao



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PDR 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 the Lao PDR as well as in Cambodia, Myanmar, Vietnam, and Thailand will be compiled and disseminated in the Lao PDR through the RCC Project in collaboration with concerned Lao authorities.

4. Support to other activities for Lao nationals in the Lao PDR and Thailand


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

IV. MEASURES TO BE TAKEN BY LAO SIDE

1. The Government of the Lao PDR will take necessary measures to support the selection and sending of appropriate trainees to the TOT conducted in Thailand.
2. The Government of the Lao PDR will take necessary measures to ensure that the skills and knowledge acquired by Lao nationals as a result of the RCC Project will be utilized to contribute to the economic and social development of the Lao PDR.
3. The Government of the Lao PDR will take necessary measures to ensure that the skills and knowledge acquired by Lao nationals from the TOT in Thailand will be utilized effectively for human capacity building in HIV/AIDS programs.
4. The Government of the Lao PDR 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 the Lao PDR, focal points for information and support, and JICA Laos 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 the Lao PDR 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 AIDS Center (NAC) is expected to be responsible for the following coordination roles as the National Coordinator of the RCC Project in the Lao PDR.
 - Organizing Annual Monitoring Workshop in the Lao PDR in cooperation with other ICC members.
 - 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 the Lao PDR.

VI. MONITORING AND EVALUATION

Performance of TOT participants will be monitored by NAC with the support of the RCC Project. The Annual Monitoring Workshop will be held in the Lao PDR to share the result of the monitoring. 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

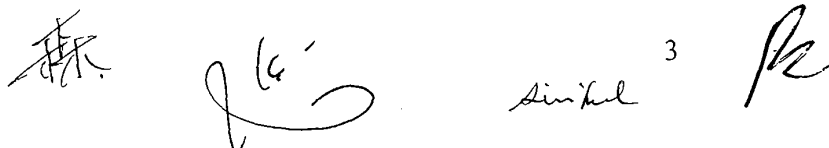
There will be mutual consultation among the Governments of the Lao PDR, Japan and Thailand on any major issues arising from, or in connection with, this Attached Document.

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 the Lao PDR, the Government of the Lao PDR will take appropriate measures to make the RCC widely known to the people of the Lao PDR.

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.

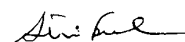


ANNEX A: RECORD OF DISCUSSIONS

- ANNEX I PROJECT DESIGN MATRIX (PDM)
- ANNEXII 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 THE LAO PDR
- ANNEX C: MECHANISM OF TOT FOR PARTICIPANTS FROM THE LAO PDR
- ANNEX D: SCHEDULE OF TOT IN THAILAND
- ANNEX E: ROLES TO BE TAKEN BY THE AUTHORITIES IN THE LAO PDR,
FOCAL POINTS FOR INFORMATION AND SUPPORT, AND JICA
LAOS OFFICE
- ANNEX F: LIST OF INTERNATIONAL CONSULTATIVE COMMITTEE
MEMBERS OF THE RCC PROJECT
- ANNEX G: MONITORING STRUCTURE FOR THE PERFORMANCE OF TOT
PARTICIPANTS

The block contains four handwritten signatures or initials. From left to right: a stylized signature, a signature that appears to be 'K. J.', a signature that appears to be 'Stihel' with a superscript '4', and a signature that appears to be 'Kc'.

ANNEX A



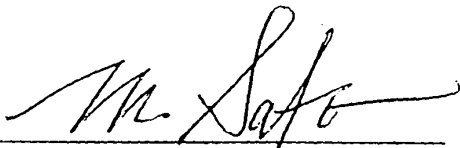
RECORD OF DISCUSSIONS
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY
AND AUTHORITIES CONCERNED OF THE KINGDOM OF THAILAND
ON HIV/AIDS REGIONAL COORDINATION CENTER PROJECT

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

155



THE ATTACHED DOCUMENT

I. COOPERATION FRAMEWORK

I. -1. Cooperation between JICA and AIHD

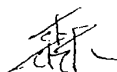
1. AIHD, in close collaboration with TICA and authorities concerned in the Kingdom of Thailand, will implement the Project in cooperation with JICA.
2. The Project will be implemented according to the Project Design Matrix (PDM) and Plan of Operation (PO) provided in ANNEX I and II, respectively.
3. 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

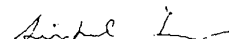
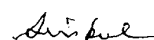
1. JICA, TICA, and AIHD will jointly implement the Country Specific and Multi National Training of Trainers (hereinafter referred to as "TOT") in the form of the Third Country Training Program (hereinafter referred to as "TCTP") which are described in ANNEX XIII and XIV respectively and monitor the Project 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.



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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.

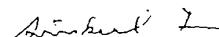
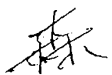
2. JICA will bear the part of expenses for Multi National TOT. Expenses for Country Specific TOT and monitoring activities will be also borne by JICA. The detail of expenses covered by JICA will be decided by the annual consultation with TICA based on the framework of the TCTP for each targeted country.

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

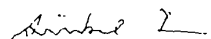
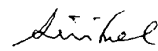


expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided through JICA under II-3 above.

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

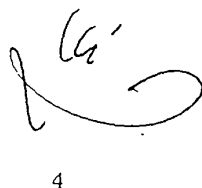
In accordance with the provision of article-VII of the Agreement, the Royal Government of the Kingdom of Thailand undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected 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.

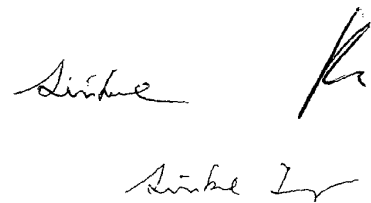
IX. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

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.


4

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
ANNEX XI	INTERNATIONAL CONSULTATIVE COMMITTEE
ANNEX XII	COOPERATION MECHANISM
ANNEX XIII	MULTI NATIONAL TRAINIG OF TRAINERS (TOT) AND ESTIMATE OF EXPENSES (TENTATIVE)
ANNEX XIV	SCHEDULE FOR THE COURSE IMPLEMENTATION (TENTATIVE)
ANNEX XV	ACRONYM





ANNEX I

PROJECT DESIGN MATRIX (PDM₀)

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

Overall Goal	Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
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.	<ol style="list-style-type: none"> 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 Satisfaction, understanding, and application level of trainees of the training conducted by RCC ex-trainees 	Evaluation study Ex-post evaluation study	<ul style="list-style-type: none"> Health technology, such as the development of a vaccine, on HIV/AIDS does not significantly change in the near future
Project Purpose 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)	<ol style="list-style-type: none"> 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 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) Readers of newsletters (by e-journal and print-outs) are satisfied with the provided information. 	Project report Record of web-site Feedback from readers	<ul style="list-style-type: none"> 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

Output	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
<p>1. Organization and management systems of the RCC are established and strengthened</p> <p>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</p> <p>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</p> <p>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</p>	<p>2. Trainees are satisfied with the training program, in terms of management, curricula, and materials</p> <p>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</p> <p>3-2 Web-site is developed and regularly maintained</p> <p>3-3 500 copies of newsletters (by e journal and prints-outs) are distributed quarterly</p> <p>4-1 Utilization of focal points in Cambodia, the Lao PDR, Myanmar, and Vietnam (to be specified based on the clarification of their role)</p> <p>4-2 At least 2 AIHD alumni are served as focal points and lecturers in each four countries</p> <p>4-3 A variety of experts in training course (to be reviewed)</p> <p>4-4 Number of experts coordinated by RCC to support other programs (to be reviewed)</p>	<p>Record of the Training Section, AIHD</p> <p>Project report</p> <p>Project report</p> <p>Project report</p> <p>Project report</p> <p>Project report</p> <p>Project report</p> <p>Project report</p>	<p>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</p>

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>From the Thai-side: AIHD, TICA</p> <p>1) Personnel (AIHD)</p> <ul style="list-style-type: none"> Six Thai staff (i.e. Head, Manager, Information Systems Coordinator, Educational Materials Coordinator, Assistant Coordinator, Assistant Administrator) One additional staff (0.5 years x 1 person, from Oct 2007) <p>2) Facilities</p> <ul style="list-style-type: none"> Training facilities (AIHD) Project office space and facilities (AIHD) <p>3) Local Expenditures</p> <ul style="list-style-type: none"> Administrative and operational expenses for the RCC (AIHD) Training expenses for multi-national TOT (partially funded by TICA) <p>From the Japanese-side: JICA</p> <p>1) Personnel</p> <ul style="list-style-type: none"> Long-term Japanese experts (3 years x 2 persons) <p>2) Equipment</p> <ul style="list-style-type: none"> Computer, Video Camera, Digital Camera, LCD, Visualizer, Scanner Machine, Color Printer, Computer Server, Mini Bus <p>3) Local Expenditures</p> <ul style="list-style-type: none"> Expenses for Project employees Long-term local consultant (3 year x 1 person) Long-term local consultant (2.5 years x 1 person, the staff will be transferred to AIHD as of Oct 2007) Project secretary (3 years x 1 person) Short-term local consultant (2MM/year x 3 years) 	<p>• Turnover rate of AIHD staff involved in RCC activities remains low during the project period</p>

<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"> • Training expenses for multi-national TOT (partially) • Training expenses for country-specific TOT • Other expenses for project activities 	
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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. 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			▲					▲				
		Actual												
	1-5. To develop an annual project work plan and budget	Plan												
		Actual												
	1-6. To develop a human capacity building plan for staff involved in RCC activities in cooperation with other divisions of AIHD	Plan												
		Actual												
	1-7. To enhance the technical and administrative capacity of staff involved in RCC activities based upon the human capacity building plan	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					▲	MOPH TICA				▲	MOPH TICA	
		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
								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

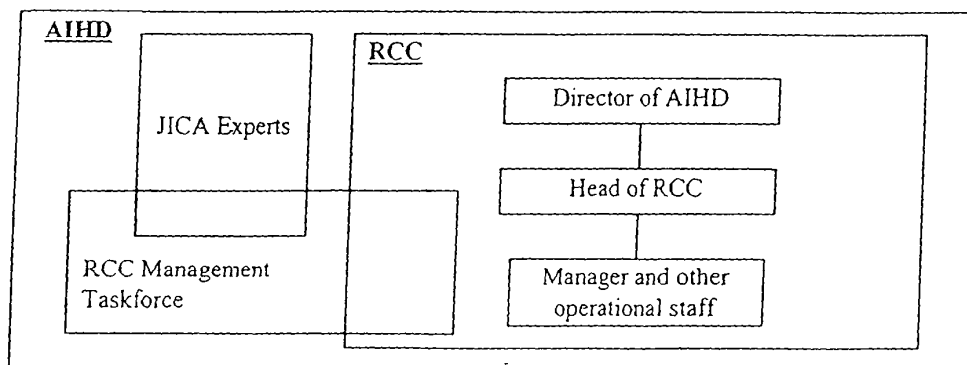
(One of them will be transferred to the AIHD as a full-time staff for the RCC in October 2007)

- 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



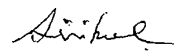
ANNEX III - 1

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

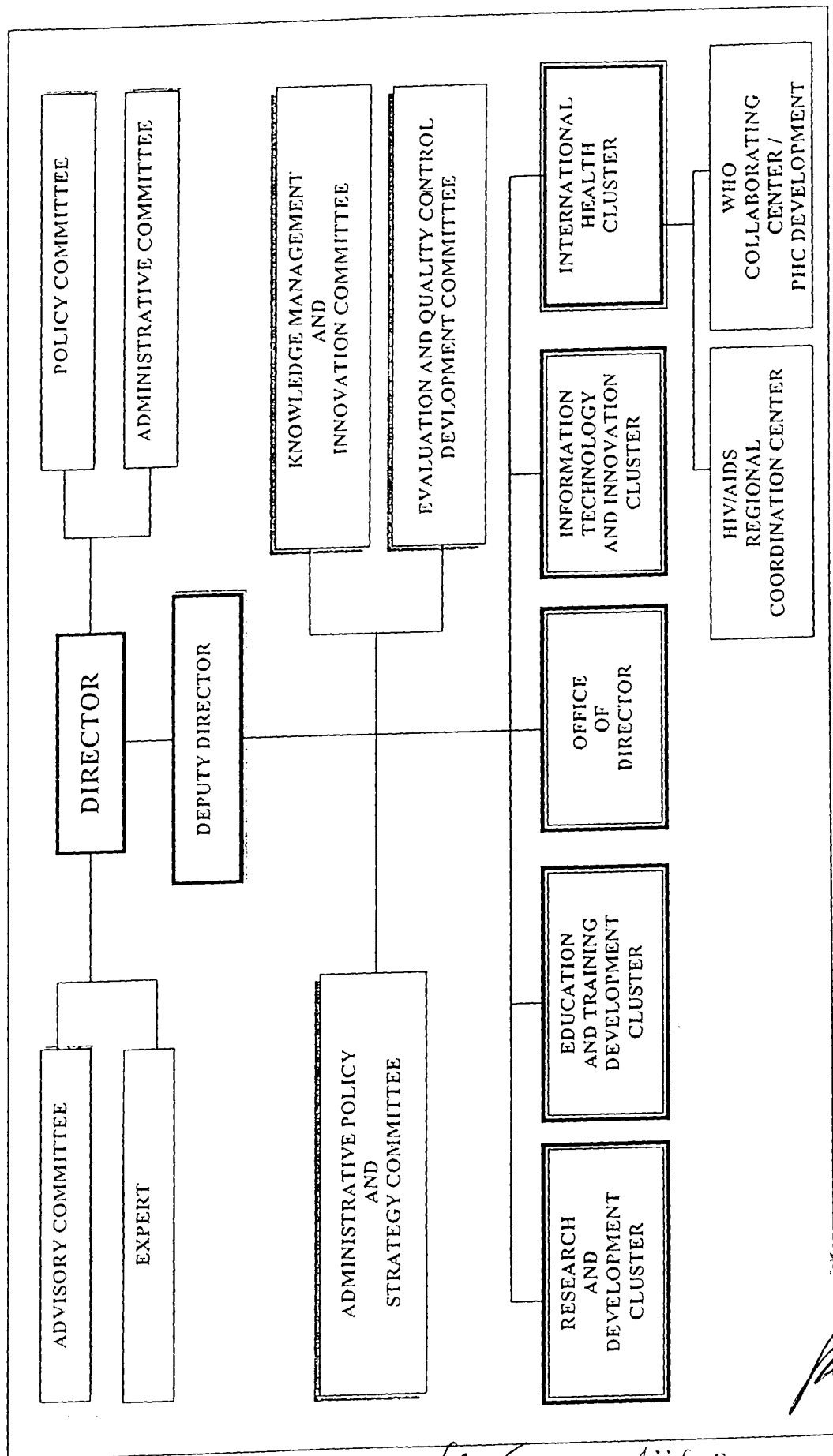
RCC will promote effective linkage with other internal and international organizations whose interests and activities are related to those of RCC. It will also establish and maintain the close relationship with counterpart government organizations in Cambodia, the Lao PDR, Myanmar, and Vietnam.



ANNEX III - 2



Organization Chart of AIHD



ANNEX 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)
1. Proposed Title: Chief Advisor / Regional Cooperation
<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

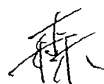
ANNEX IV-1

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

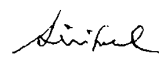
3. Proposed Title: Cooperation Management Advisor	
Qualifications	<p><u>Professional field:</u> Development Cooperation Management</p> <p><u>Academic background:</u> Under graduate degree</p> <p><u>Experience:</u> At least 5 years of working experience in development field</p> <p><u>Language:</u> English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



Strickland



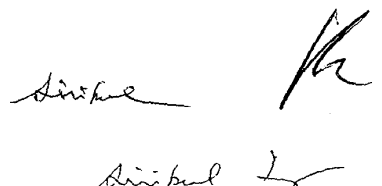
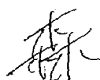
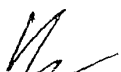
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ANNEX VI LIST OF THAI PROJECT COUNTERPART

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



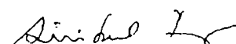
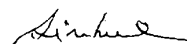
ANNEX VII LIST OF BUILDING AND FACILITIES

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



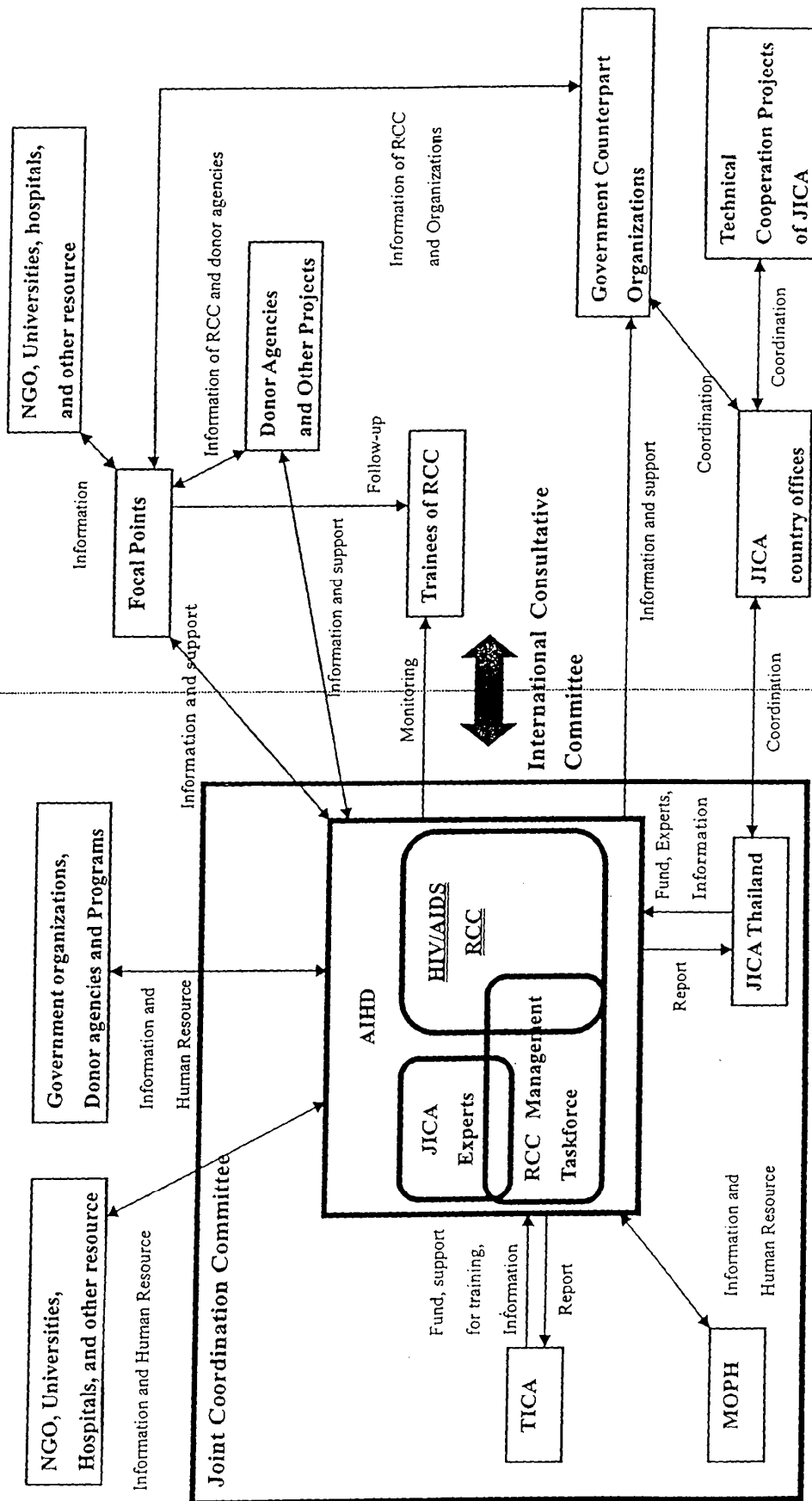
ANNEX VII - 1



ANNEX VIII IMPLEMENTATION STRUCTURE

Thailand

Cambodia, the Lao PDR, Myanmar, and Vietnam



ANNEX VIII

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 IX - 1

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:

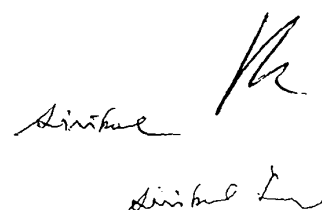
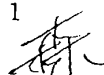
- 1) Support the implementation of project activities by providing recommendations and technical advices.
- 2) Support the development and approve the Annual Work Plan in accordance with the framework of the Record of Discussion.
- 3) Review the progress of the Project, in particular, activities carried 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 X - 1



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 :

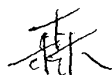
- (1) From Cambodia, the Lao PDR, Myanmar, and Vietnam
 - Representatives of counterpart organizations
 - Representative of JICA office
 - Japanese experts working for related projects
- (2) From Thailand
 - Representative of TICA
 - Representative of JICA Thailand Office

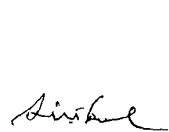

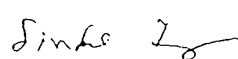
ANNEX XI - 1

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



ANNEX XI - 2




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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	- JICA Thailand Office - TICA - AIHD	- JICA local offices - AIHD - Governmental department in charge of technical cooperation - Counterpart organization of the Project
Purpose/ contents	To describe the overall framework of the Project	- To be signed separately when the Project starts activities in each of CLMV countries - To describe the framework of activities in each CLMV country under the Project

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

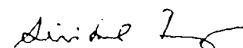
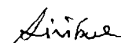
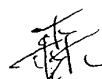
4. Guidelines for expanding cooperation and starting new activities in other countries

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



2



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

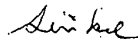
By the end of the course, participants will be able

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
I. Invitation Expenses		
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
Sub Total	972,000	
II. Training Expenses		
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
Sub Total	571,000	
Grand Total	1,543,000	

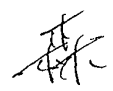
*The ratio of cost sharing expenditures between JICA and TICA will be 70:30 for the first year and the portion of the second year will increase based on the annual consultation.

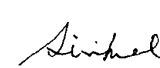

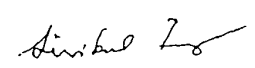
**The items and amount of expenses are subject to change based on the curriculum in each year.



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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Stine

A handwritten signature in black ink, consisting of a large, stylized 'H' or 'K'.

ANNEX B Outline of Country Specific TOT for Participants from the Lao PDR

1. Title and major contents of Training Course:

“HIV/AIDS Youth Education Trainers Course in Thailand”

- How to communicate with youth on Sexuality
- HIV/AIDS Communication for Attitude and Behavior Change

2. Training goal:

Skill-up and Capacity Building for the future trainers who will be implementing HIV/AIDS Youth Education Program in the Lao PDR

3. Training objectives:

By the end of TOT, participants are expected to be able to:

- 3.1 Obtain the basic knowledge and updated information on HIV, including Epidemiology, Basic Sciences on HIV/AIDS, Treatment and Care
- 3.2 Understand sex issue and enable participants to implement sexually education on HIV/AIDS
- 3.3 Understand the Counseling and acquire the Communication Skill
- 3.4 Understand the human behavioral and get the skill for behavioral change for IEC and Outreach
- 3.5 Learn designing and implementing
- 3.6 Plan and implement the training program.
- 3.7 Share experiences in managing HIV/AIDS intervention

4. Targets:

20-25 Lao participants from National AIDS Center (NAC), PCCA, Youth Union, Women Union, Trade Union, Universities and other concerned organizations (for each TOT course)

5. Timeframe (tentative):

Two weeks training course, including field trip, for three times (First TOT is scheduled in December 5-12, 2005)

6. Venue:

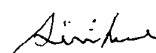
AIHD, Mahidol University, Thailand

7. Trainers:

Thai experts, foreign experts, and others



ANNEX B-1



8. Course contents:

<1st Week>

Day 1 Introduction

1. Introduction and orientation
2. HIV/AIDS in the Lao PDR, Thailand, and the world
3. Basic Knowledge on HIV/AIDS
4. Basic Knowledge on ARV and Management
5. Issues of HIV/AIDS (Care, Treatment, Social issues, etc.)

Day 2 Sex Education

1. Situation of sexual relationships among young people
2. Principles and methodologies of sex education
3. Experiential learning process about sexuality
4. Value and attitude to sexuality education

Day 3 Counseling and Communication Skill

1. Communication skills on sexuality and relationships
2. Visiting Thai Red Cross

Day 4 Behavioral Change

1. Theory of human behavior and Behavioral Change
2. IEC and evaluation
3. Outreach intervention models

Day 5 Design and Implementation

1. Principles and methodologies in designing and implementing
2. School based education model, Workplace based education
3. Field Study

<2nd Week>

Day 6 Workshop

1. Drafting the Education plan
2. Workshop (1)

Day 7 Workshop

1. Workshop (2)

Leaving Field Study to Chiang Mai

Day 8 and Day 9 Field Study

1. Visiting various sites and organizations, including Chiang Mai Youth Club

Day 10 Wrap-up session and Closing



ANNEX B-2



1. Wrap-up session
How to apply your experience in your community and targeted population
2. Closing ceremony

9. Monitoring:


After completing the TOT course, the RCC Project will support NAC to monitor the performance of TOT participants.

10. Linkage with the Global Fund:

The TOT participants, who are expected to engage in HIV/AIDS campaign for the youth, would implement peer education programs and TOT programs for volunteers and other stakeholders supported by the Global Fund in the Lao PDR within a year after the TOT in Thailand. It is expected that the TOT participants will make use of the skill and materials obtained during the TOT program. The RCC Project will support the NAC to monitor the performance of the TOT participants in these programs supported by the Global Fund.



ANNEX B-3



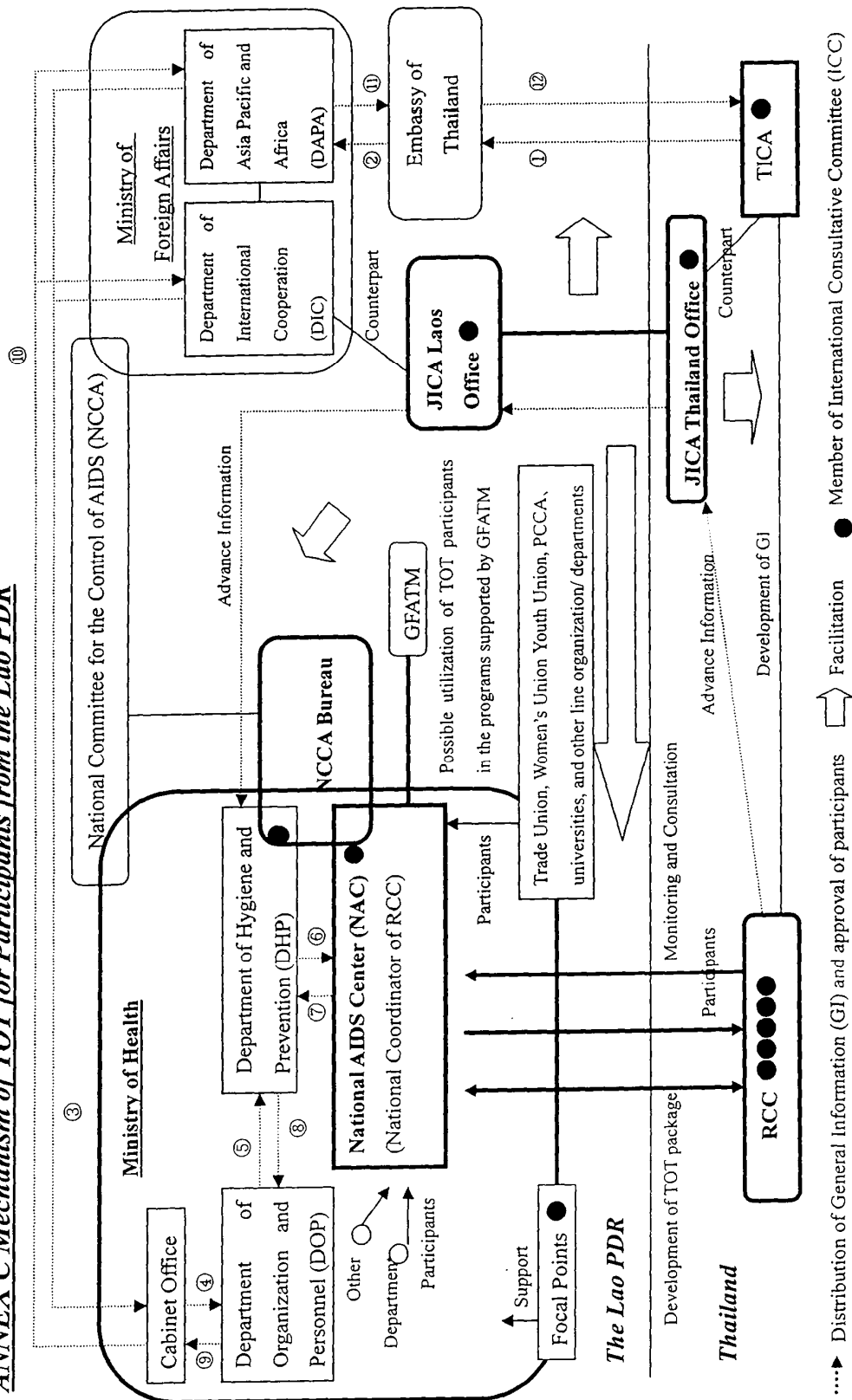
ANNEX C

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Simbel

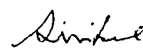
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ANNEX C Mechanism of TOT for Participants from the Lao PDR



* Progress of GI and approval of participants are reported to JICA Thailand and Laos Offices by concerned organizations

ANNEX D

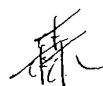
A stylized handwritten signature in black ink, featuring a large, sweeping loop at the end.A handwritten signature in black ink, appearing to be a name with a surname and a first name.A handwritten signature in black ink, written in a cursive style.A handwritten signature in black ink, consisting of a few sharp, angular strokes.

ANNEX D Schedule of TOT in Thailand (tentative)

Activities	2005-6 (1st year)												06-07 (2nd Japanese Fiscal Year)				07-08 (3rd Japanese Fiscal Year)			
	4	5	6	7	8	9	10	11	12	1	2	3	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
International Consultative Committee (ICC) Meeting in Bangkok			▲ Kick-off					▲							▲ Nov				▲ Nov	
Multi-National TOT												Preparation Training 1 (2 weeks)								
Country Specific TOT for Cambodia																				
TB and HIV Co-infection																				
PMTCT																				
Country Specific TOT for Lao PDR																				
Youth Education																				
Country Specific TOT for Myanmar																				
Project Management																				
Country Specific TOT for Vietnam																				

ANNEX D 1

ANNEX E

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ANNEX E Roles to be taken by the authorities in the Lao PDR, focal points, and JICA Laos Office

Name	Roles	ICC Member	Approval of GI
NAC (National Coordinator)	<ul style="list-style-type: none"> • Development of TOT package in collaboration with the RCC Project • Selection of training participants based on GI • Necessary arrangements for sending training participants • Monitoring performance of trained participants with the support of the RCC Project • Organizing Annual Monitoring Workshop among ICC members in the Lao PDR • Other coordination for the activities of the RCC Project • Reporting the progress and information related to the RCC Project to the RCC Project and JICA Laos Office • Sharing information with the RCC Project and JICA Laos Office regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors • Distribution of information of the RCC Project including news letter • Participation in the Annual ICC Meeting in Bangkok 	O	O
NCCAB	<ul style="list-style-type: none"> • Sharing information with the RCC Project and JICA Laos Office regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors • Participation in the Annual Monitoring Workshop and Annual ICC meeting 	O	
Embassy of Thailand	<ul style="list-style-type: none"> • Approval of GI and participants • Necessary arrangements for sending training participants 		O
DAPA/DIC, MoFA	<ul style="list-style-type: none"> • Reporting the progress to JICA Laos Office • Approval of GI and participants 		O
Cabinet Office	<ul style="list-style-type: none"> • Necessary arrangements for sending training participants 		O
DOP, MoH	<ul style="list-style-type: none"> • Reporting the progress to JICA Laos Office 		O
DHP, MoH			O
Focal Points (AIHD Alumni and others)	<ul style="list-style-type: none"> • Sharing information with the RCC Project regarding HIV/AIDS, such as epidemic situation, necessary interventions, and trends of other donors • Involvement as a lecturer, interpreter, short-term consultant for 	O	

ANNEX E - 1

	monitoring, and others • Distribution of information of RCC including news letter • Participation in the Annual Monitoring Workshop and Annual ICC Meeting by a representative (National Focal Point)		
JICA Laos Office	• Facilitation of the overall progress of the project implementation • Participation in the Annual Monitoring Workshop and Annual ICC Meeting	O	

ICC: International Consultative Committee of the RCC Project

GI: General Information

NAC: National AIDS Center

NCCAB: National Committee for the Control of AIDS Bureau

DAPA: Department of Asia-Pacific of Africa, Ministry of Foreign Affairs

DIC: Department of International Economic Cooperation, Ministry of Foreign Affairs

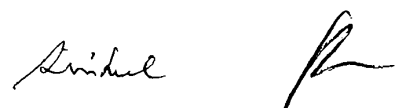
DOP: Department of Organization and Personnel, Ministry of Health

DHP: Department of Hygiene and prevention, Ministry of Health

Focal Points: Focal Points for information and support

 ANNEX E - 2   

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)

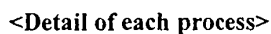
ANNEX F



ANNEX G

<Cycle of Monitoring>



- 18

~~1~~

President



2. Monitoring performance of TOT participants by NAC

- Time: Continuously
- Responsible Organization: NAC
- Supporting Organization: RCC
- Method
 - ✓ Supervision of the performance of TOT participants
 - ✓ Monitoring of the quality of training conducted by TOT participants
 - ✓ Other monitoring methods
- Support by the RCC
 - ✓ Support for monitoring, such as the development of questionnaires, criteria for monitoring, and others
 - ✓ Consultation with participants and NAC during the visit to the Lao PDR and through communication tools, particularly through e-mail.
 - ✓ Sharing of information, such as record of performance during the TOT in Thailand, with NAC

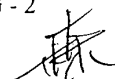
3. Annual Monitoring Workshop in the Lao PDR

Annual Monitoring Workshops will be held to share the result of the monitoring organized by NAC in the Lao PDR as below. The progress and problem of TOT will be discussed among ICC members to provide the feedback form the Lao side in the Annual ICC Meeting in Bangkok.

- Time: Before the ICC Meeting in Bangkok every November
- Frequency: Once a year
- Place: The Lao PDR
- Participants: ICC members in the Lao PDR, RCC Project
- Organizer: NAC
- Supporter: RCC Project
- Method
 - ✓ Sharing the progress and problems of TOT and other activities of RCC by ICC members to prepare for the presentation and discussion in the Annual ICC Meeting.
- Support by the RCC
 - ✓ Sharing of information regarding TOT conducted or supported by the RCC Project.
 - ✓ Budget for the Workshop



ANNEX G - 2



4. Annual International Consultative Committee (ICC) Meeting

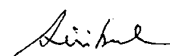
- Time: Every November
- Frequency: Once in a year
- Place: Bangkok
- Participants: ICC members
- Organizer: RCC
- Supporter: Concerned organizations in Cambodia, the Lao PDR, Myanmar, Vietnam and Thailand
- Method
 - ✓ Presentation and discussion by the Committee members to share the experience in each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

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

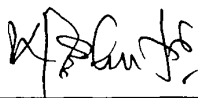


MINUTES OF MEETING
AMONG
THE HIV/AIDS REGIONAL COORDINATION CENTER PROJECT,
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF
THE GOVERNMENT OF THE UNION OF MYANMAR
ON
REGIONAL COOPERATION IN THE UNION OF MYANMAR

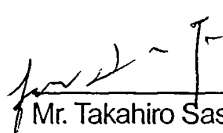
The Government of Japan and the Government of the Kingdom of Thailand agreed to implement the Japan-Thailand Technical Cooperation Project on HIV/AIDS Regional Coordination Center (hereinafter referred to as "the RCC Project") executed by the ASEAN Institute for Health Development, Mahidol University 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 29, 2005.

Since the signing of the Record of Discussions, the team of the RCC Project and concerned authorities of the Union of Myanmar had a series of discussions on the framework of the cooperation undertaken in the Union of Myanmar under the RCC Project. As a result of the discussions, authorities of the Union of Myanmar and the Kingdom of Thailand 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.

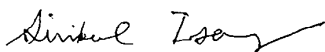
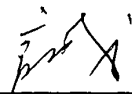
June 23, 2005



Dr. Tin Win Maung
Director General
Department of Health
Ministry of Health
Government of the Union of Myanmar



Mr. Takahiro Sasaki
Resident Representative
Japan International Cooperation Agency
Myanmar Office



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



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 MYANMAR

The RCC Project will implement a series of Training of the Trainers (TOT) in Thailand for participants from Myanmar 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 Myanmar by sending Thai nationals, will be jointly considered by the RCC Project and concerned authorities in Myanmar, based on requests from the Myanmar 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 Myanmar nationals in Thailand

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

2. Sending of Japanese experts and Thai nationals

The RCC Project will send Japanese experts and Thai nationals to

Myanmar 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 Myanmar as well as in Cambodia, the Lao PDR, Vietnam, and Thailand will be compiled and disseminated in Myanmar through the RCC Project in collaboration with concerned authorities of Myanmar.

4. Support to other activities for Myanmar nationals in Myanmar and Thailand

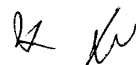

The RCC Project will consider supporting training programs in Myanmar, sending Thai nationals to Myanmar, and providing other support based on requests from the concerned authorities of Myanmar.

IV. MEASURES TO BE TAKEN BY MYANMAR SIDE

1. The Government of Myanmar will take necessary measures to support the selection and sending of appropriate trainees to the TOT conducted in Thailand.
2. The Government of Myanmar will take necessary measures to ensure that the skills and knowledge acquired by Myanmar nationals as a result of the RCC Project will be utilized to contribute to the economic and social development of Myanmar.
3. The Government of Myanmar will take necessary measures to ensure that the skills and knowledge acquired by Myanmar nationals from the TOT in Thailand will be utilized effectively for human capacity building in HIV/AIDS programs.
4. The Government of Myanmar 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 Myanmar, focal points for information and support, Major Infectious Diseases Control Project (MIDC), and JICA Myanmar 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 Myanmar will be officially nominated by the request letter from the RCC Project after the signing of this Minutes of Meeting.



2

2. The Representative of National AIDS Program (NAP) is expected to be responsible for the coordination of cooperation activities of the RCC Project as the National Coordinator of the RCC Project in Myanmar.
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 Myanmar.
4. MIDC and RCC Project will cooperate in implementing their respective project activities to promote a synergistic effect for enhancing human capacity building for HIV/AIDS programs in Myanmar.

VI. MONITORING AND EVALUATION

Performance of TOT participants will be monitored by NAP with the support of MIDC and 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

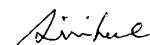
There will be mutual consultation among the Governments of Myanmar, Japan and Thailand on any major issues arising from, or in connection with, this Attached Document.

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 Myanmar, the Government of Myanmar will take appropriate measures to make the RCC widely known to the people of Myanmar.


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.



3

- 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
 - ANNEX XIV SCHEDULE FOR THE COURSE IMPLEMENTATION
(TENTATIVE)
 - ANNEX XV ACRONYM
- ANNEX B: OUTLINE OF COUNTRY SPECIFIC TOT FOR PARTICIPANTS
FROM MYANMAR
- ANNEX C: MECHANISM OF TOT FOR PARTICIPANTS FROM MYANMAR
- ANNEX D: SCHEDULE OF TOT IN THAILAND (TENTATIVE)
- ANNEX E: ROLES TO BE TAKEN BY AUTHORITIES IN MYANMAR, FOCAL
POINTS FOR INFORMATION AND SUPPORT, AND JICA
MYANMAR OFFICE
- ANNEX F: LIST OF INTERNATIONAL CONSULTATIVE COMMITTEE
MEMBERS OF THE RCC PROJECT
- ANNEX G: MONITORING STRUCTURE FOR TOT PARTICIPANTS



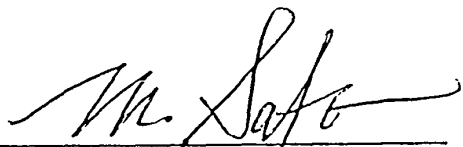
RECORD OF DISCUSSIONS
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY
AND AUTHORITIES CONCERNED OF THE KINGDOM OF THAILAND
ON HIV/AIDS REGIONAL COORDINATION CENTER PROJECT

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



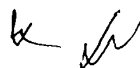
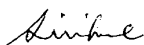
Mr. Mikiharu Sato
Resident Representative
Japan International Cooperation Agency
Thailand Office
Japan



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



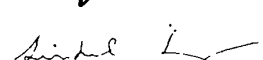
1. AIHD, in close collaboration with TICA and authorities concerned in the Kingdom of Thailand, will implement the Project in cooperation with JICA.
2. The Project will be implemented according to the Project Design Matrix (PDM) and Plan of Operation (PO) provided in ANNEX I and II, respectively.
3. 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.

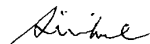
2. AIHD will ascertain that the technologies and knowledge acquired by Thai nationals as a result of Japanese technical cooperation in the Project will contribute to the economic and social development of the Kingdom of Thailand and targeted countries.

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



2






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.

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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

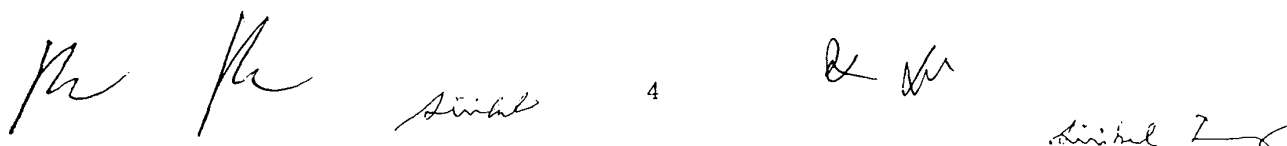
In accordance with the provision of article-VII of the Agreement, the Royal Government of the Kingdom of Thailand undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected 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.

Handwritten signatures of representatives from JICA, TICA, and AIHD, along with the number 4, indicating the end of the document.

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)
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ANNEX XIII	MULTI NATIONAL TRAINIG OF TRAINERS (TOT) AND ESTIMATE OF EXPENSES (TENTATIVE)
ANNEX XIV	SCHEDULE FOR THE COURSE IMPLEMENTATION (TENTATIVE)
ANNEX XV	ACRONYM

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ANNEX I

PROJECT DESIGN MATRIX (PDM₀)

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
<p>Overall Goal 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.</p>		<ol style="list-style-type: none"> 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 Satisfaction, understanding, and application level of trainees of the training conducted by RCC ex-trainees 	<p>Evaluation study Ex-post evaluation study</p>	<ul style="list-style-type: none"> Health technology, such as the development of a vaccine, on HIV/AIDS does not significantly change in the near future
		<p>Project Purpose 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)</p>	<ol style="list-style-type: none"> 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 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) Readers of newsletters (by e-journal and print-outs) are satisfied with the provided information. 	<p>Project report Record of web-site Feedback from readers</p> <ul style="list-style-type: none"> 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

Output	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	

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>From the Thai-side: AIHD, TICA</p> <p>1) Personnel (AIHD)</p> <ul style="list-style-type: none"> Six Thai staff (i.e. Head, Manager, Information Systems Coordinator, Educational Materials Coordinator, Assistant Coordinator, Assistant Administrator) One additional staff (0.5 years x 1 person, from Oct 2007) <p>2) Facilities</p> <ul style="list-style-type: none"> Training facilities (AIHD) Project office space and facilities (AIHD) <p>3) Local Expenditures</p> <ul style="list-style-type: none"> Administrative and operational expenses for the RCC (AIHD) Training expenses for multi-national TOT (partially funded by TICA) <p>From the Japanese-side: JICA</p> <p>1) Personnel</p> <ul style="list-style-type: none"> Long-term Japanese experts (3 years x 2 persons) <p>2) Equipment</p> <ul style="list-style-type: none"> Computer, Video Camera, Digital Camera, LCD, Visualizer, Scanner Machine, Color Printer, Computer Server, Mini Bus <p>3) Local Expenditures</p> <ul style="list-style-type: none"> Expenses for Project employees Long-term local consultant (3 year x 1 person) Long-term local consultant (2.5 years x 1 person, the staff will be transferred to AIHD as of Oct 2007) Project secretary (3 years x 1 person) Short-term local consultant (2MM/ year x 3 years) 	<ul style="list-style-type: none"> Turnover rate of AIHD staff involved in RCC activities remains low during the project period

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"> • Training expenses for multi-national TOT (partially) • Training expenses for country-specific TOT • Other expenses for project activities 	
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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. 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				▲				
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		Actual												
	1-5. To develop an annual project work plan and budget	Plan												
		Actual												
	1-6. To develop a human capacity building plan for staff involved in RCC activities in cooperation with other divisions of AIHD	Plan												
		Actual												
	1-7. To enhance the technical and administrative capacity of staff involved in RCC activities based upon the human capacity building plan	Plan												
		Actual												
3. Information concerning human resources, research, and relevant experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand	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												
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		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												
	2-6. To annually review and revise existing training operational guidelines	Plan												
		Actual												
	2-7. To annually review and revise existing training curricula and materials	Plan												
		Actual												
3. Information concerning human resources, research, and relevant experiences on HIV/AIDS in Cambodia, the Lao PDR, Myanmar, Vietnam, and Thailand	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												
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		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												
	3-6. To establish an e-mail listing for the distribution of an HIV/AIDS e-journal	Plan												
		Actual												
	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	Plan				▲			▲			▲ Annual Report		
		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	3-8. To disseminate useful experiences and information about the RCC in journals and other media	Plan												
		Actual												
	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							▲					
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		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					▲ MOPH					▲ MOPH		
		Actual					▲ TICA					▲ TICA		
	4-6. To attend meetings, conferences, and seminars organized by donor agencies	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	4-7. To promote AIHD alumni networking, by RCC staff, during on-site visits to Cambodia, the Lao PDR, Myanmar, and Vietnam	Plan												
		Actual												
	4-8. To utilize ex-trainees trained in Thailand, including AIHD alumni, as future trainers for HIV/AIDS training courses	Plan												
		Actual												
	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)	Plan												
		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

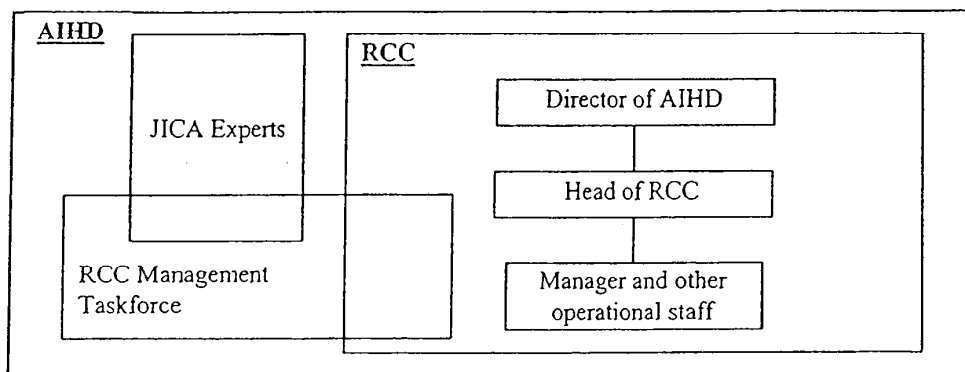
(One of them will be transferred to the AIHD as a full-time staff for the RCC in October 2007)

- 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



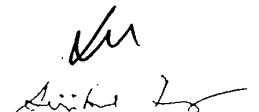
ANNEX III - 1

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

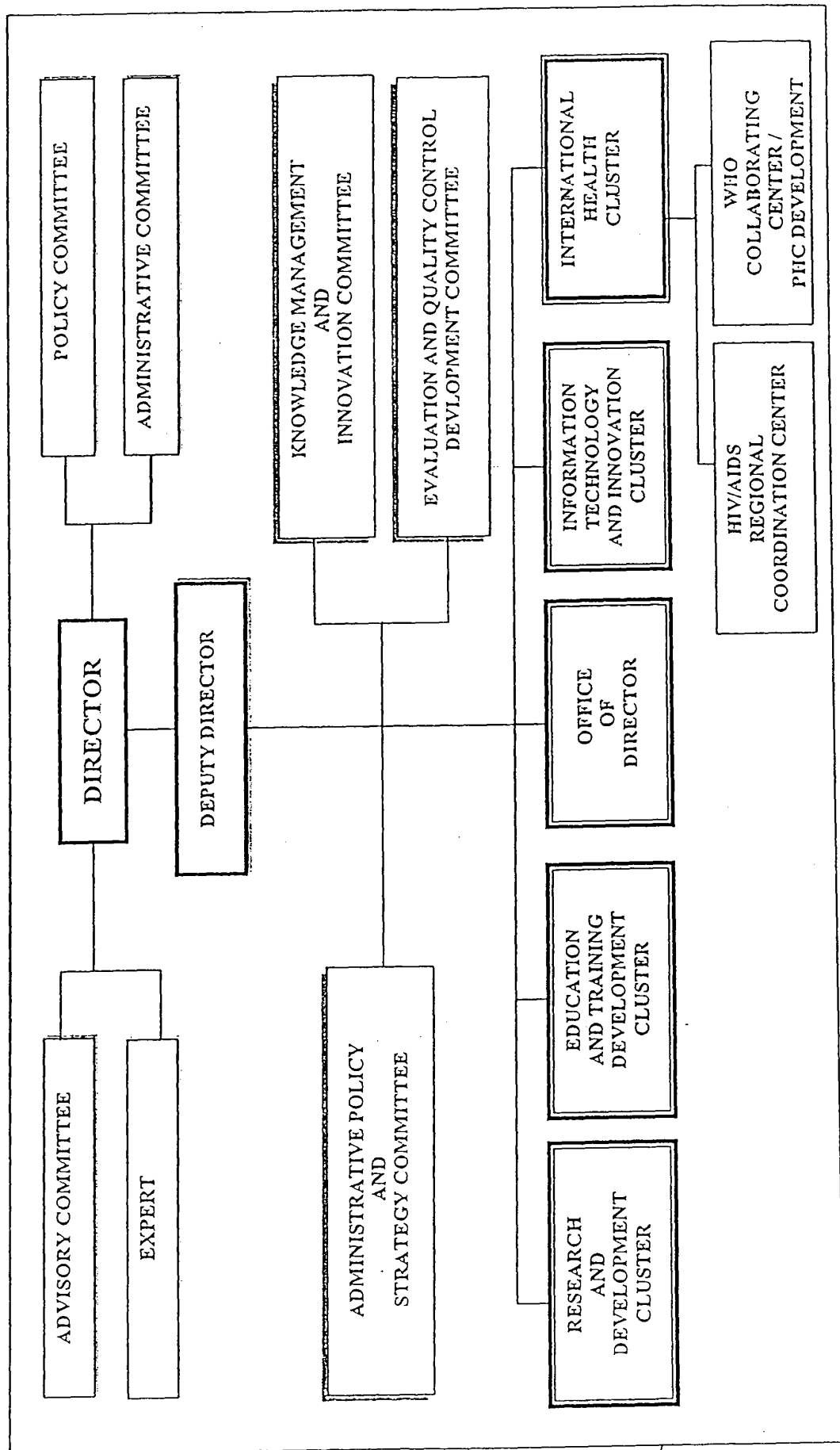
RCC will promote effective linkage with other internal and international organizations whose interests and activities are related to those of RCC. It will also establish and maintain the close relationship with counterpart government organizations in Cambodia, the Lao PDR, Myanmar, and Vietnam.



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)
1. Proposed Title: Chief Advisor / Regional Cooperation
<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

[Handwritten signatures]

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