

## 添 付 資 料



## 1. 署名ミニッツ



MINUTES OF DISCUSSIONS  
PRELIMINARY STUDY  
OF THE PROJECT FOR URGENT IMPROVEMENT OF RAW WATER MAIN IN DILI  
THE DEMOCRATIC REPUBLIC OF TIMOR-LESTE

In response to a request from the Government of the Democratic Republic of Timor-Leste (hereinafter referred to as "Timor-Leste" ), the Government of Japan decided to conduct a Preliminary Study of the Project for Urgent Improvement of Raw Water Main in Dili, in Timor-Leste ( hereinafter referred to as "the Project" ) and entrusted the Study to the Japan International Cooperation Agency (hereinafter referred to as "JICA") .

JICA sent to Timor-Leste the Preliminary Study Team ( hereinafter referred to as "the Team" ), which is headed by Mr. Yoshiki Omura, Senior Advisor, Institute for International Cooperation, JICA, and is scheduled to stay in the country from 16<sup>th</sup> January 2008 to 9<sup>th</sup> February 2008.

The Team held a series of discussions with the officials concerned of the Government of Timor-Leste and conducted a field survey in the Project area.

In the course of discussions and field survey, both parties have confirmed the main items described in the attached sheets. Subject to the decision by the Government of Japan, JICA will conduct a Basic Design Study of the Project.

Dili, 22 January 2008



---

Mr. Yoshiki OMURA  
Leader  
Preliminary Study Team  
Japan International Cooperation Agency



---

Mr. Pedro Lay da Silva  
Minister  
Ministry of Infrastructure  
Democratic Republic of Timor-Leste

Witnessed by



---

Ms. Emília Pires  
Minister  
Ministry of Finance  
Democratic Republic of Timor-Leste

## ATTACHMENT

### 1. Objective of the Project

The objective of the Project is to secure safe and stable water supply in Dili by improvement of the raw water main from the Bemós river.

### 2. Project site (s)

The site of the Project is as shown in Annex-1.

### 3. Responsible and Implementing Organization

The Responsible and Implementing Organization is the National Directorate of Water and Sanitation Services, the Ministry of Infrastructure.

### 4. Items requested by the Government of Timor-Leste

After discussions with the Team, the items described in Annex-2 were finally requested by Timor-Leste side. JICA will assess the appropriateness of the request and will report the findings to the Government of Japan.

### 5. Japan's Grant Aid Scheme

5-1 Timor-Leste side understood the Japan's Grant Aid Scheme explained by the Team, as described in Annex-3.

5-2 Timor-Leste side will take the necessary measures, as described in Annex-4, for smooth implementation of the Project, as a condition for the Japanese Grant Aid to be implemented.

### 6. Schedule of the Study

If the Project is found feasible as a result of the Preliminary Study, JICA will send the Basic Design Study Team around May 2008.

### 7. Other relevant issues

#### (1) Arrangements for the Preliminary Study

As a response to the request by the Team, Timor-Leste side agreed to arrange counterpart personnel for the Study and to provide all the data and information relevant to the Project for the smooth implementation of the study.

#### (2) Operation and Maintenance of facilities and equipment

Timor-Leste side assured to take any necessary measures such as allocation of necessary budget and assignment of sufficient staff in order to properly operate and maintain the

facilities of the Project, if implemented.

(3) Safety and Security

Timor-Leste side agreed to take any measures deemed necessary to secure the safety of the members of the Team, members of the Basic Design Study if conducted, and personnel to be engaged in the Project, if implemented.

(4) Overlapping with other project

Timor-Leste side explained that the project would not be overlapped with any other project supported by other donor agencies, NGO and Timor-Leste official organization(s).

(5) Environmental and Social considerations

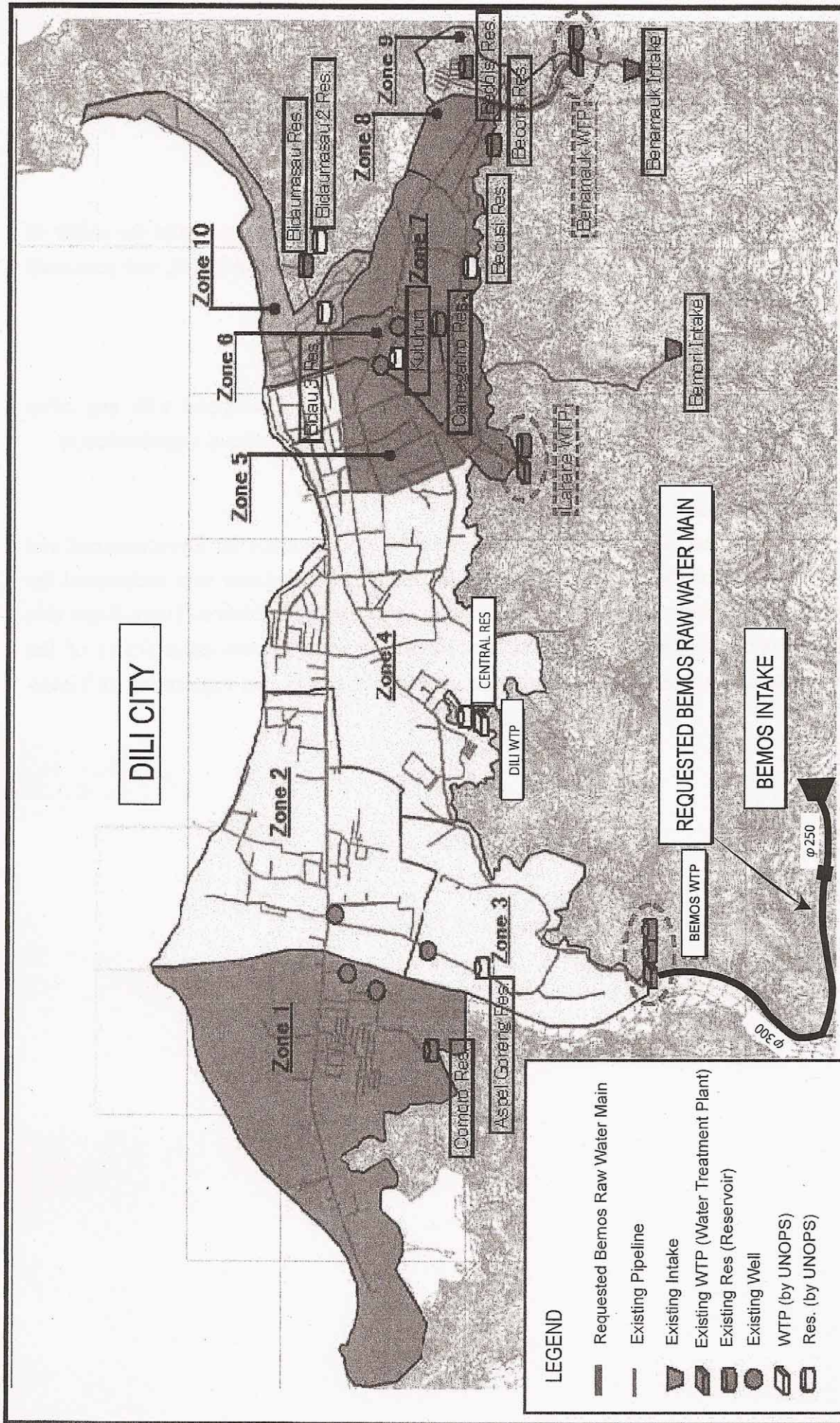
The Team explained Timor-Leste side about the JICA Guidelines for Environmental and Social Considerations (hereinafter referred to as "ESC"). Timor-Leste side understood the contents of ESC, and that the Project should comply with ESC. In addition, Timor-Leste side assured to take necessary measures for environmental impact assessment (EIA) of the Project and to obtain the formal approval according to the laws and regulations of Timor-Leste.

Annex-1 Project Site

Annex-2 Items requested by the Government of Timor-Leste

Annex-3 Japan's Grant Aid Scheme

Annex-4 Undertakings by the Government of the Recipient Country



DILI CITY

**LEGEND**

- Requested Bemos Raw Water Main
- Existing Pipeline
- Existing Intake
- Existing WTP (Water Treatment Plant)
- Existing Res (Reservoir)
- Existing Well
- WTP (by UNOPS)
- Res. (by UNOPS)

5



## Items Requested by the Government of Timor-Leste

### I. Rehabilitation and Improvement of Bemos Raw Water Main

- Replacement of parts of the 250mm and 300mm diameter steal pipe to avoid and minimize possible damage thereto by the torrential runoff after heavy rain,
- Repair of pipe supports and bank protection damaged by the flood,
- Provision of additional concrete supports, protection walls, groyne, concrete blocks, foot protection and other measures to protect the raw water main, as required,
- Reinforcement of the pipe protection particularly at the river crossings, and construction of a pipe bridge(s) when considered cost-effective and appropriate,
- Provision of an additional wash-out(s) with necessary appurtenances as required,
- Installation of a flow controller on the raw water main to regulate water flow, when required, and
- other necessary work ,as required.

### II Rehabilitation and improvement of the intake

- Rehabilitation of weir to minimize leaks and infiltration through the concrete walls and the base, and
- Rehabilitation of the intake chamber by providing screens and any other devices to minimize entrance of foreign matters like sands, silts, and leaves into the chamber.

## ANNEX-3 : JAPAN'S GRANT AID SCHEME

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

### 1. Grant Aid Procedure

#### 1) Japan's Grant Aid Program is executed through the following procedures.

- Application (Request made by a recipient country)
- Study (Basic Design Study conducted by JICA)
- Appraisal & Approval (Appraisal by the Government of Japan and Approval by Cabinet)
- Determination of Implementation (The Notes exchanged between the Governments of Japan and the recipient country)

#### 2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA to conduct a study on the request. If necessary, JICA send a Preliminary Study Team to the recipient country to confirm the contents of the request.

Secondly, JICA conducts the study (Basic Design Study), using Japanese consulting firms.

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Programme, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and the recipient country.

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

### 2. Basic Design Study

#### 1) Contents of the Study

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

- a) confirmation of the background, objectives and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation;
- b) evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from the technical, social and economic points of view;
- c) confirmation of items agreed on by both parties concerning the basic concept of the Project;

- d) preparation of a basic design of the Project; and
- e) estimation of costs of the Project.

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

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even through they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For the smooth implementation of the Study, JICA uses a consulting firm selected through its own procedure (competitive proposal). The selected firm participates the Study and prepares a report based upon the terms of reference set by JICA.

At the beginning of implementation after the Exchange of Notes, for the services of the Detailed Design and Construction Supervision of the Project, JICA recommends the same consulting firm which participated in the Study to the recipient country, in order to maintain the technical consistency between the Basic Design and Detailed Design as well as to avoid any undue delay caused by the selection of a new consulting firm.

3. Japan's Grant Aid Scheme

1) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

- 2) "The period of the Grant" means the one fiscal year which the Cabinet approves the project for. Within the fiscal year, all procedure such as exchanging of the Notes, concluding contracts with consulting firms and contractors and final payment to them must be completed.

However, in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

- 3) Under the Grant, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However, the prime contractors, namely consulting, contracting and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

- 4) Necessity of "Verification"

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

- 5) Undertakings required to the Government of the recipient country
  - a) to secure a lot of land necessary for the construction of the Project and to clear the site;
  - b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities outside the site;
  - c) to ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and internal transportation therein of the products purchased under the Grant Aid;
  - d) to exempt Japanese nationals from customs duties, internal taxes and fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts;
  - e) to accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contracts such as facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work;
  - f) to ensure that the facilities constructed and products purchased under the Grant Aid be maintained and used properly and effectively for the Project; and
  - g) to bear all the expenses, other than those covered by the Grant Aid, necessary for the Project.
- 6) "Proper Use"

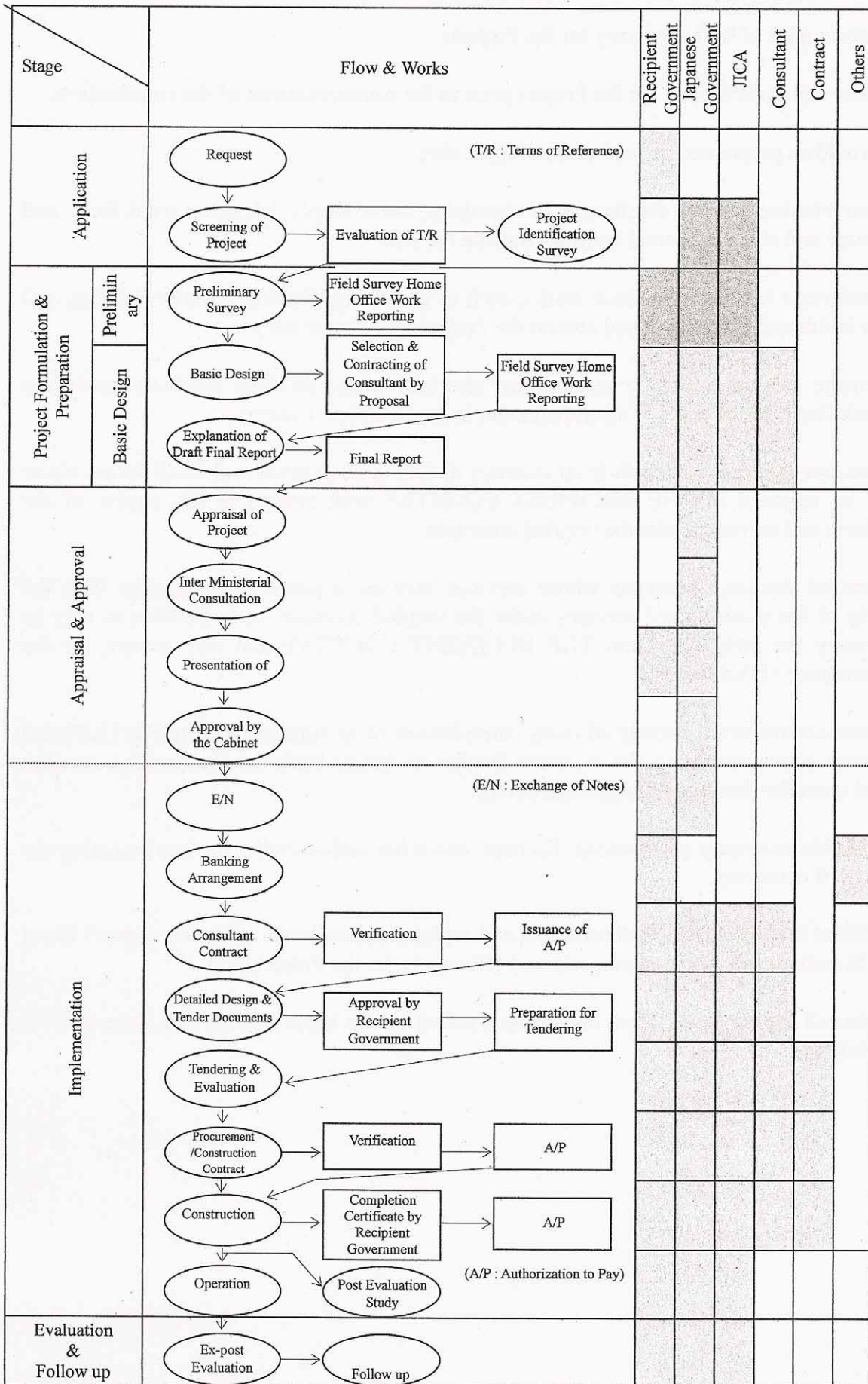
The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign the necessary staff for operation and maintenance of them as well as to bear all the expenses other than those covered by the Grant Aid.
- 7) "Re-export"

The products purchased under the Grant Aid shall not be re-exported from the recipient country.
- 8) Banking Arrangement (B/A)
  - a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the verified contracts.
  - b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an Authorization to Pay issued by the Government of recipient country or its designated authority.
- 9) Authorization to Pay (A/P)

The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commission to the Bank.

*in*

## FLOW CHART OF JAPAN'S GRANT AID PROCEDURES



ANNEX—4: UNDERTAKINGS BY THE GOVERNMENT OF THE RECIPIENT COUNTRY

1. To secure a lot of land necessary for the Project;
2. To clear and level the site for the Project prior to the commencement of the construction;
3. To provide a proper access road to the Project site;
4. To provide facilities for distribution of electricity, water supply, telephone trunk line and drainage and other incidental facilities outside the site;
5. To undertake incidental outdoor works, such as gardening, fencing, exterior lighting, and other incidental facilities in and around the Project site, if necessary;
6. To ensure prompt unloading and customs clearance of the products purchased under the Japan's Grant Aid at ports of disembarkation in the Recipient Country;
7. To exempt Japanese nationals from customs duties, internal taxes and fiscal levies which may be imposed in THE RECIPIENT COUNTRY with respect to the supply of the products and services under the verified contracts;
8. To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contracts such facilities as may be necessary for their entry into THE RECIPIENT COUNTRY and stay therein for the performance of their work;
9. To bear commissions, namely advising commissions of an Authorization to Pay (A/P) and payment commissions, to the Japanese foreign exchange bank for the banking services based upon the Banking Arrangement (B/A);
10. To provide necessary permissions, licenses, and other authorization for implementing the Project, if necessary;
11. To ensure that the facilities constructed and equipment purchased under the Japan's Grant Aid be maintained and used properly and effectively for the Project; and
12. To bear all the expenses, other than those covered by the Japan's Grant Aid, necessary for the Project.

### Major Undertakings to be taken by Each Government

NO	Items	To be covered by Grant Aid	To be covered by Recipient side
1	To secure land		•
2	To clear, level and reclaim the site when needed		•
3	To construct gates and fences in and around the site		•
4	To construct the parking lot	•	
5	To construct roads		
	1) Within the site	•	
	2) Outside the site		•
6	To construct the building	•	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities		
	1) Electricity		
	a. The distributing line to the site		•
	b. The drop wiring and internal wiring within the site	•	
	c. The main circuit breaker and transformer	•	
	2) Water Supply		
	a. The city water distribution main to the site		•
	b. The supply system within the site ( receiving and/or elevated tanks )	•	
	3) Drainage		
	a. The city drainage main ( for storm, sewer and others ) to the site		•
	b. The drainage system ( for toilet sewer, ordinary waste, storm drainage and others ) within the site	•	
	4) Gas Supply		
	a. The city gas main to the site		•
	b. The gas supply system within the site	•	
	5) Telephone System		
	a. The telephone trunk line to the main distribution frame / panel (MDF) of the building		•
	b. The MDF and the extension after the frame / panel	•	
	6) Furniture and Equipment		
	a. General furniture		•
	b. Project equipment	•	
8	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		•
	2) Payment commission		•
9	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine(Air) transportation of the products from Japan to the recipient	•	
	2) Tax exemption and customs clearance of the products at the port of disembarkation		•
	3) Internal transportation from the port of disembarkation to the project site	(•)	(•)

10	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		•
11	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract		•
12	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		•
13	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for construction of the facilities as well as for the transportation and installation of the equipment		•