

ANNEX

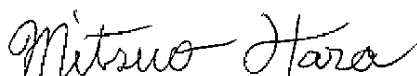
ANNEX-1 MINUTES OF THE JCC HELD ON 7TH MARCH 2006

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
AUTHORITES CONCERNED OF THE GOVERNMENT OF
THE DEMOCRATIC REPUBLIC OF TIMOR-LESTE
ON THE PROJECT FOR CAPACITY DEVELOPMENT
BY TRAINING, AND PREPARATION OF GUIDELINES AND
MANUALS FOR ROADS

With reference to the technical cooperation project concerning capacity development of Division of Roads, Bridges and Flood Control (hereinafter referred to as "DRBFC") and Division of Research and Development (hereinafter referred to as "DRD"), Ministry of Public Works (hereinafter referred to as "MPW"), Japan International Cooperation Agency (hereinafter referred to as "JICA") exchanged views and had an earnest discussions with the Democratic Republic of Timor-Leste (hereinafter referred to as "Timor-Leste") authorities concerned with respect to desirable measures to be taken by JICA and the Government of Timor-Leste for the successful implementation of the Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of Timor-Leste, signed in Dili on January 25, 2005 (hereinafter referred to as "the Agreement"), JICA and the Timor-Leste authorities concerned agree to recommend to their respective Government the matters referred to in the document attached hereto.

Dili March 7, 2006



Mr. Mitsuo HARA
Technical Advisor
Japan Engineering Consultants Co.,Ltd
(Team Leader, The Project for Capacity Development by
Training, and Preparation of Guidelines and Manuals for
Roads, JICA)



Mr. José Gaspar R. C. PIEDADE
Permanent Secretary for MPW
Timor-Leste

Attached Documents

I. Project Design Matrix (PDM) and Plan of Operation (PO)

Both sides had earnest discussions and have agreed with the tentative Project Design Matrix (PDM) and Plan of Operation (PO) for the Project as shown in Annex-1 and Annex-2.

The PDM and PO are to be flexibly revised through the discussion and agreement between MPW and JICA, which is confirmed in the form of Minutes of Meeting, reference to the Record of Discussions.

II. Term of cooperation

The duration of technical cooperation for the Project is two years starting from January 16, 2006

III. Organization of Project Implementation.

Both sides have agreed that the periodical evaluation of the Project would be conducted by the Joint Coordination Committee (JCC)

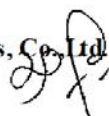
IV. Input to the Project by the Timor-Leste side

The Timor-Leste side understands that Counterparts Personal, Administrative Personal and Staff members of MPW who are assigned to and are trained in the Project should be given priority to participate in activities of the Project.

Annex-1: PDM

Annex-2: PO

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Plan of Operation (PO)

Activities	Expected Results	Schedule												Person in Charge	Equipment	Cost	Remarks		
		2009						2010											
		1	2	3	4	5	6	7	8	9	10	11	12						
1. Preparation of Manual (Sub-activities)																Director of DRDC			
1.1. Manual Contents Material Selection																Director of DRDC			
(1) Selection of proper standards which are applicable to that timer	Selection of proper standard for each timer															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(2) Preparation of the manual writing manual based on existing technical standards	Manual writing manual / Outline															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara	Spec. for Manual (JIS, ASTM, SFTCO, Indonesia)	Indonesia Consultants fee Necessary Documents	
(3) Preparation of a task support plan	Task support plan															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara, Mr. S. Gama, Mr. D. Hara, Mr. A. Hara		Necessary Documents	
(4) Sorting up of standard reading book	Procedure to collect order from clients															Mr. S. Gama, Mr. D. Hara, Mr. A. Hara		Necessary Documents	
1.2. Preparation of Manual (Sub-activities)																Director of DRDC			
(1) Preparation of manual contents which are applicable to that timer	Selection of proper standard for each timer															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara	Standard/Guide line (JIS, ASTM, SFTCO, JIS, Indonesia)	Necessary Documents for Necessary Documents	
(2) Preparation of the manual writing manual based on existing technical standards for pavement design	Pavement design manual															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(3) Publishity of the contents of the prepared pavement design manual through workshops and seminars	Transfer of prepared standards															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(4) Preparation of user support plan	Transfer of prepared standards															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
1.3. Slope Protection Guidelines																Director of DRDC			
(1) Selection of slope protection works with low right loads in East Timor by field investigation	Selection of proper standard for each timer															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(2) Selection of technical standards which are applicable to East Timor	Selection of proper standard for each timer															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(3) Preparation of the manual writing manual based on existing technical standards for slope protection	Slope protection manual															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara	Standard/Guide line (Japan/Indonesia)	Indonesia Consultants fee Necessary Documents	
(4) Field investigation based on the guidelines	Confirmation of the contents of the guidelines															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(5) Publishity of the contents of the prepared slope protection guidelines through workshops and seminars	Transfer of prepared standards															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
(6) Preparation of user support plan	Transfer of prepared standards															Mr. M. Hara, Mr. O. Gawa, Mr. T. Hara		Necessary Documents	
2. Training of the DRDC and DRECSA staff																Director of DRDC			
(1) Judgment on the necessity of training and judgment of the capacity of staff members	Confirmation of capacity of staff members															Director of DRDC and DRECSA		Necessary Documents	
(2) Training in the DRDC and DRECSA	Enhance technical level of DRDC and DRECSA engineers															Director of DRDC and DRECSA		Necessary Documents	
(3) Overseas training (Palau)	Enhance technical level of DRDC and DRECSA engineers															Director of DRDC and DRECSA		Necessary Documents	
Arrangement of the Experts																Director of DRDC and DRECSA			
Mr. Masao HARA	Leader/Asphalt pavement expert/Asphalt laying															JICA Experts		Necessary Documents	
Mr. Masao NITO	Slope Protection expert/Asphalt laying															Mr. C. Gonzalez (DRDC), Mr. J. Aguiar, Mr. S. Gama (DRDC), Mr. A. Hara (DRDC)	Projector	Necessary Documents	
Mr. Takashi HARA	Soil Test'g expert															Mr. S. Gama (DRDC), Mr. A. Hara (DRDC)		Necessary Documents	
Mr. Masao ODAWA	Concrete laying expert															Mr. S. Gama (DRDC), Mr. A. Hara (DRDC)		Necessary Documents	
Mr. Masao KAWASUMI	Project Co-ordinator															Mr. S. Gama (DRDC), Mr. A. Hara (DRDC)		Necessary Documents	
Mr. Tetsuo EZAWA	Management of sub-projects															Mr. S. Gama (DRDC), Mr. A. Hara (DRDC)		Necessary Documents	

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Table 3-1 PDM for the Project for Capacity Development by Training and Preparations of Guidelines and Manuals for Roads (PDM₀)


Period: Jan., 2006 – Jan., 2008

Target Group: DRD and DRBFC Staff concern to Material (Asphalt, Concrete, Soil) testing, Pavement design and Slope Protection

Date of Preparation: 6th March., 2006

	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal	<ul style="list-style-type: none"> Improve road construction and maintenance capacity in East Timor 	<ul style="list-style-type: none"> By applying the prepared manuals / guidelines properly, road construction, maintenance and quality control are systematically conducted, and contribute to quality / quantity improvement of roads. The knowledge and experience got through trainings and seminars are transferred to other road engineers to develop technology and skills of MPW 	<ul style="list-style-type: none"> The publication of the Government. The records of the MPW. 	<ul style="list-style-type: none"> The Policy of the MPW remains unchanged regarding application of technical standard.
Project Target	<ul style="list-style-type: none"> Improvement of the road construction and maintenance capacity of the DRD and DRBFC through training and the preparation of manual/guideline 	<ul style="list-style-type: none"> The implemented projects by the Timor-Leste government apply properly the prepared manuals and guidelines. 	<ul style="list-style-type: none"> The contract documents of the MPW. 	<ul style="list-style-type: none"> The required budget and human resources of the DRD and DRBFC are maintained.
Outputs	<ol style="list-style-type: none"> Preparation of manuals and guidelines (material testing manual and guideline; pavement design manual; slope protection guideline) Improved technical level of the DRD's and DRBFC's staff members in regard to material testing, pavement design and slope protection 	<ol style="list-style-type: none"> Preparation of material testing manual and guideline, pavement design manual slope protection guideline Training of the DRD's and DRBFC's staff members <ol style="list-style-type: none"> More than 80% of the DRD Staff member mark more than 70 points of the paper test* by the end of the Project conducted by the expert. (Material manual/Guideline) More than 80% of the DRBFC Staff member mark more than 70 points of the paper test* by the end of the Project conducted by the expert. (Asphalt pavement design manual / Slope protection guideline) 	<ol style="list-style-type: none"> Manuals and Guidelines Project Completion Report Capacity Assessment (Paper test) 	<ul style="list-style-type: none"> The prepared manuals and guidelines are adopt as standard of Timor-Leste..
Activities	<ol style="list-style-type: none"> <u>Preparation of Manuals/Guidelines</u> <ol style="list-style-type: none"> <u>1-1 Material Testing Manual/Guideline</u> <ol style="list-style-type: none"> Selection of technical standards which are applicable to East Timor Preparation of the material testing manual/guideline based on existing technical standards for material testing Preparation of a use support plan Setting up of standard testing fees <u>1-2 Pavement Design Manual</u> <ol style="list-style-type: none"> Selection of technical standards which are applicable to East Timor Preparation of draft pavement design manual based on the existing technical standards for pavement design Publicity of the contents of the prepared pavement design manual through workshops and seminars Preparation of a use support plan <u>1-3 Slope Protection Guidelines</u> <ol style="list-style-type: none"> Selection of slope protection works which are applicable to East Timor by field investigation. Selection of technical standards which are applicable to East Timor Preparation of the draft slope protection guidelines based on the existing technical standards for slope protection Field re-investigation based on the guidelines Publicity of the contents of the prepared slope protection guidelines through workshops and seminars Preparation of a use support plan <u>Training of the DRD's and DRBFC's staff members</u> <ol style="list-style-type: none"> Judgement on the necessity for training and checking of the capacity of staff members Training at the DRD and DRBFC Overseas training 	<p><u>Inputs</u></p> <p><u>Japanese Side</u> Experts: short-term expert x 4 (21 M/M) 1) Leader / Road (Pavement Design)/Material Testing (Pavement Test) 2) Road (Slope Protection) 3) Material Testing (Soil Test) 4) Concrete Testing / Publicity</p> <p><u>East Timorese Side</u> (1) Human resources: C/P personnel DRBFC Engineers, DRD Engineers (2) Funding: personnel cost for the C/P personnel and material testing cost required for project implementation (3) Land, buildings and facilities, etc.: training and seminar venues, etc.</p>	<ul style="list-style-type: none"> The trained C/P personnel continue to work at these divisions. <p>Pre-conditions</p> <ul style="list-style-type: none"> There is no involvement by other donors in the organizations and sectors to be assisted by the Japanese side. If there is, it is at an adjustable level. 	

The paper test conduct by the Experts follows the prepared manuals and guidelines and leveled at basic information to make good use of it.

Japan Engineering Consultants, Co., Ltd. 

ANNEX-2 HANDOVER CERTIFICATE OF THE EQUIPMENT AND DOCUMENT BY THE PROJECT



The Project for Capacity Development
by training and Preparation of
Guidelines and Manuals for Roads



JAPAN ENGINEERING
CONSULTANTS CO., LTD.

CONSULTANTS: JAPAN ENGINEERING CONSULTANTS CO., LTD.
5-33-11 HONCHO NAKANO-KU TOKYO, JAPAN PHONE: +81-3-5341-5157 FAX: +81-3-5385-8520 E-mail: overseas@jec.co.jp

Ref: wd1700
10th February 20

CERTIFICATE

It is our great pleasure to hand over the following equipment successfully to the Government of the Democratic Republic of East-Timor under the project for Capacity Development by training and Preparation of Guidelines and Manual for Roads.

1. AASHTO standard
 - (1) Quantity: One book version and one CD-ROM Version
 - (2) Items: Specifications (25th Edition of the Standard Specifications for Transportation Materials and Methods of Sampling and Testing AASHTO Provisional Standard, 2005 Edition),
 - (3) Publisher: AASHTO
 - (4) Procurement Cost: 1440USD (Inclusive of shipment cost)
2. Projector
 - (1) Quantity: one
 - (2) Model: VPL CS20
 - (3) Maker: SONY
 - (4) Procurement Cost: 145,000 JPY (Inclusive of VAT)

Mr. JOSÉ GRAC. PIEDADE
Democratic Republic of Timor Leste
Ministry of Public Works
Director of General

Mr. MITSUO HARA
Japan Engineering Consultants Co.,Ltd.
Team Leader

C.C

- (1) Japan International Cooperation Agency, Tokyo Head-Quarters
- (2) Japan International Cooperation Agency, Timor-Leste Office


ANNEX-3 MINUTES OF THE JCC HELD ON 6TH MARCH 2007

Minutes of the Meeting of the Joint Coordinating Committee
on
6th March 2007
for
The Project for Capacity Development by Training,
and Preparation of Guidelines and Manuals for Roads

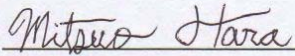
The JICA experts of the Project for Capacity Development by Training, and Preparation of Guidelines and Manuals for Roads (hereinafter referred to as "the Project") conducted Capacity Development through Workshops and On-the-Job Trainings to the counterparts and prepared the Progress Report (I), and also concluded its progress. Based on the progress, a meeting of the Joint Coordinating Committee (hereinafter referred to as "the JCC") of the Project was held with the opening made by Mr. Raul Mousaco, Vice Minister, Ministry of Public Works (hereinafter referred to as "MPW"), and chaired by Mr. Jose Gasper R.C. Piedade, the Permanent Secretary of MPW at the conference room in the Directorate of Roads, Bridges and Flood Control (hereinafter referred to as "DRBFC") on 6th of March, 2007, for the explanation and the discussion of the Progress and Findings on the Project with the attendance of the concerned persons of the Government of the Republic of Timor Leste and the JICA side.

Based on the results of the discussion as shown in the following attachment, the Timor side agreed that the main contents of the progress and findings are logical and the proposed schedule of the Project on the next year are acceptable. The Timor side expressed their thanks to JICA representative for the remarkable cooperation and efforts to the Project and also requested further cooperation by JICA to contribute to the development of Timor Leste.

March 7, 2007 Dili



Mr. Saturnino Gomes Brito de Caldas
Ag. Director, DRD
Ministry of Public Works



Mr. Mitsuo Hara
Team Leader of JICA Experts
The Project for Capacity Development
by Training, and Preparation of
Guideline and Manuals for Roads

Attachment

Contents of the Discussion in the meeting of the Joint Coordination Committee

The meeting on the Joint Coordination Committee (JCC) was chaired by Mr. J.G.R.C. Piedade, Permanent Secretary of Ministry of Public Works (MPW) on 6th of March, 2007, at the conference room in DRBFC and started with the presentation made by Team Leader of the JICA experts and the chief counterpart of the project and the details of discussion are as follows:

1. Reporting of Project Activities and Proposed Schedule

The reporting of the project activities done during 1st and 2nd years as well as the proposed works to be done during 3rd year was conducted by JICA experts which consists the progress of the Project reached approximately 50% of the whole program and the remaining works are : (1) Training in Indonesia regarding material test, and (2) Seminar for the Manuals and Guidelines prepared by the Project scheduled on late February, 2008.

In the reporting, "Progress Report (1)" was handed out for each participants to make understandings of the Project easier.

The progress of the activities in the second year and the proposed schedule of next fiscal year have already been discussed with the counterpart and reported to the Directorate of Research and Development (DRD) and DRBFC before the explanation in the JCC. Therefore Timor side understood and agreed basically with the progress and the proposed schedule.

2. Material Test Manual and Guideline

It was reported by JICA expert that making of Material Test Manual and Guideline has just started and will need deep discussion with DRD material test members in regard to contents from the point of necessity. And it was discussed and accepted that the contents of Manual and Guideline may change in some aspects and items due to the necessity and practical situation of DRD.

The chief counterpart strongly commented that language to be used in Material Manual and Guideline should also be fully considered for the purpose of easier understanding and usage for engineers and technicians in DRD.

3. Training in Indonesia

It was informed by JICA expert that Material Test Training will be held in Indonesia in October or November, 2007, with the duration of approximately two weeks. Training organization is the Research and Development Center for Roads and

Bridges (RDCRB), Agency for Research and Development, Ministry of Public Works, Bandung, Indonesia.

4. Closing

The chairman confirmed that the progress and the proposed work schedule of the project are logical and acceptable. He also expressed his sincere thanks to the JICA representative of Timor Leste for the remarkable cooperation and efforts through several projects. Thus he expected further cooperation by JICA to contribute to the capacity development of Timor Leste.

List of Participants

1.1 Counterparts

Mr. Raul Mousaco	Vice Minister, MPW
Mr. Jose G. R. C. Piedade	Permanent Secretary, MPW
Mr. Rui H.F. Guterres	Director, DRBFC, MPW
Mr. S.G. Brito de Caldas	Acing Director, DRD, MPW
Mr. Januario da Costa	Director, NDAF, MPW

1.2 JICA (Japan International Cooperation Agency)

Mr. J. Perreira	JICA-TL Program Officer
Mr. N. Koyama	JICA Monitoring Team Leader
Mr. T. Suzuki	JICA Monitoring Team
Mr. H. Uemura	JICA Monitoring Team

1.3 JICA Experts Team

Mr. Mitsuo Hara	Team Leader
Mr. Nobuo Yoneda	Material Test Expert
Mr. Ichiro Tanaka	Material Test Expert

1.4 CBRM

Mr. K. Naito	Team Leader
Mr. N. Kurihara	Road Maintenance Expert



ANNEX-4 MINUTES OF THE JCC HELD ON 14TH DECEMBER 2007

Minutes of the Meeting of the Joint Coordinating Committee

On

14th December 2007

for

The Project for Capacity Development by Training and Preparation of Guidelines
and Manuals for Roads

The JICA Experts of the Project for Capacity Development by Training and Preparation of Guidelines and Manuals for Roads (hereinafter referred to as "the Project") conducted Capacity Development through Workshops and On-the-Job Trainings to the counterparts and started the preparation of the Draft Progress Report (II) and also concluded its progress. Based on the progress, a meeting of the Joint Coordinating Committee (hereinafter referred to as "the JCC") of the Project was held with the opening made by Mr. Domingos dos Santos CAEIRO, the Secretary State for Public Works of Ministry of Infrastructure (hereinafter referred to as "MOI"), and chaired by Mr. Jose Gasper R.C. PIEDADE, the Permanent Secretary of MOI at the conference room in Timor Hotel on December, 14th 2007 for the explanation and the discussion of the Progress and Findings on the Project with the attendance of the concerned persons of the Government of the Republic of Timor Leste and the JICA side.

Based on the results of the discussion as shown in the following attachment, the Timor side agreed that the main contents of the progress and findings are logical and the proposed schedule of the Project on the next year are acceptable. The Timor side expressed their thanks to JICA representative the remarkable corporation and efforts to the Project and also requested further cooperation by JICA to contribute the development of Timor Leste.

December 18, 2007 Dili



Mr. Domingos dos Santos CAEIRO
Secretary State for Public Works
Ministry of Infrastructure



Mr. Hisashi MUTO
Team Leader of JICA Experts
The Project for Capacity Development
by Training and Preparation of Guideline
and Manuals for Roads

Attachment

Contents of the Discussion of the meeting of the Joint Coordination Committee

The meeting on the Joint Coordination Committee (JCC) was chaired by Mr. J.G.R.C. PIEDADE, Permanent Secretary of Ministry of Infrastructure (MOI) on December 14th, 2007 at the conference room in Timor Hotel and started with the presentation made by Team Leader of the JICA experts and the chief counterpart of the Project and the details of discussion are as follows:

1. Reporting of Project Activities and Proposed Schedule

The reporting of the project activities done during 1st, 2nd and 3rd years as well as the proposed works to be done during 3rd year was conducted by JICA experts which consists the progress of the Project reached almost 80% of the entire program and the remaining works being a few with main event of the Seminar for the Manuals and Guidelines prepared by the Project scheduled on late February 2008.

The chief counterpart of the project reported the Training in Indonesia, which was the Training of Material Testing of Soil, Concrete and Asphalt conducted by the Research and Development Center for Roads and Bridges (RDCRP), Agency for Research and Development, Ministry of Public Works, Indonesia. He explained that the Training was successful in general, however due to the short duration, it was difficult to master all the contents and he expected to have another opportunity of the training in Indonesia with at least three month in term.

The progress of the activities and the proposed schedule of next year (2008) have already been discussed with the counterpart and reported to the Direction of Roads and Bridge and Flood Control (DRBFC) and MOI before the explanation in the JCC. Therefore Timor side understood and agreed with the progress and the proposed schedule basically.

2. Issues raised by the JICA expert of the Project for Capacity Building of Road Maintenance in Timor-Leste (CBRM)

- 1) Question was made of the possibility of the collaboration with the Case study work of CBRM for the slop failure with the introduction of the manual of the slop protection using the check sheet of slope prepared by the Project.

The JICA expert of the Project replied that both the experts and the counterparts welcome CBRM team to collaborate and to participate in the field works of the slope failure using the slope protection guideline during December 2007.

- 2) Why the width of the typical cross section of the national road varied from 5.5m to



7.5m?

The MOI officer explained that the typical cross section of the national road was once proposed by the DRBFC and the proposal was forwarded to the ministry of Justice. But since MOI has no function of authorization of the law and regulation, MOI are in the condition of waiting for approval by the MOJ.

3) How to develop the Manuals and Guidelines to fulfill current issues of construction technology?

JICA expert replied that it is expected to correct comments and ideas through the seminar to stake holders and also mentioned that since there is no legal enforcement such as the road law, it is difficult to suppose the Manuals and the Guidelines to be used as national standards basing on road laws and technical regulations.

3. Authorization of National Standard

Some members of JICA headquarter made question to the government How the Manuals and Guidelines are going to be use as the authorized national standard in order to control the construction quality of road facilities.

The MOI officer replied that since there is no function of legal authorization for the Manuals and Guidelines in MOI, however, the Manuals and the guidelines are believed to be used as the authorized standard.

4. Authorization of Right of Way (ROW)

JICA expert of CBRM also asked the progress of the determination of the ROW with legal authorization.

The MOI officer replied that the ROW was also proposed by DRBFC in five years ago and the proposal was also forwarded to the Government for the authorization but no reaction was conducted. He however explained that the Government recently decided to review all laws and regulations including road law and related technical regulations. Therefore the ROW and the Manuals and Guidelines are expected to be regulated in near future.

5. Continuation of Relation with Indonesia

One relevant asked how to manage the continuation of Training in Indonesia?

The chief counterpart replied that DRD still hope to continue the training in Indonesia and he also requested JICA to consider next training in Indonesia.

JICA expert explained the difficulty of the conduction of further training in Indonesia within the Project.



6. Closing

The chairman confirmed that the progress and the proposed work schedule of the project are logical and acceptable and he also express many thanks to the JICA representative of Timor Leste the remarkable corporation and efforts through several projects. Thus he expected further cooperation by JICA to contribute the capacity development of Timor Leste.

List of Participants

1.1 Counterparts

Mr. D. CAEIRO,	State Secretary, MOI
Mr. J.PIEDADE	Permanent Secretary, MOI
Mr. S BRITO	Acting Director ,DRD
Mr. H. GUTERRES	Chief of Laboratory, DRD

1.2 JICA (Japan International Cooperation Agency)

Mr. H.KATSUTA	JICA Head Quarter
Mr. T. SUZUKI	JICA Head Quarter
Mr. T. KAMIJO	Resident Representative, JICA TL
Ms. T.UCHIKAWA	Assistant Representative, JICA TL

1.3 JICA Experts Team

Mr. H. MUTO	Team Leader
Mr. T. IZAWA	Pavement & Slope Protection Expert
Mr. T. HARA	Material Testing Expert

1.4 CBRM

Mr. K. NAITO	Team Leader
Mr. N. KURIHARA	Road Maintenance Expert

1.5 Relevant

Ms. E. KAMEYAMA	Project Formulation Adviser, INAP
Mr. A. LETENCIO	Director, INAP
Mr. A. MONTEIRO	Project Officer, NDPEAC
Ms. O. FREITAS	Chief of Human Resources MOI

*INAP: National Institute of Public Administration, Ministry of State Administration and Territorial Management

*NDPEAC: National Directorate for Planning External Assistance Coordination


ANNEX-5 MINUTES OF THE JCC HELD ON 25TH FEBRUARY 2007

Minutes of the Meeting of the Joint Coordinating Committee
On
25th February 2008
for
The Project for Capacity Development by Training and Preparation of Guidelines and
Manuals for Roads

The JICA Experts of the Project for Capacity Development by Training and Preparation of Guidelines and Manuals for Roads (hereinafter referred to as "the Project") conducted capacity development program through workshops and on-the-job trainings to the counterparts, and submitted the Draft Project Completion Report and the Pavement Design Manual and Slope Protection Guideline as well as the Testing Manuals and Guidelines for Soil, Concrete and Asphalt. Based on the Report, a meeting of the Joint Coordinating Committee (hereinafter referred to as "the JCC") of the Project was held with the opening made by Mr. Domingos dos Santos CAEIRO, the Secretary State for Public Works of Ministry of Infrastructure (hereinafter referred to as "MOI"), and chaired by Mr. S.G. Brito de Caldas, Acting Director of DRD (Direction of Research and Development, the MOI) chief counterpart of the Project at the conference room in Timor Hotel on February 25th 2008 for the explanation and the discussion of the findings and recommendations on the Project with the attendance of the concerned persons of the Government of the Democratic Republic of Timor Leste and the JICA side.

Based on the results of the discussion as shown in the following attachment, Mr. Jose Gasper R.C. PIEDADE, the Permanent Secretary, Public Works, MOI agreed and concluded that the main outputs and contents of the report are logical and the recommendations of the Project for the further strengthening on the function of MOI are acceptable. The Timor side expressed their thanks to JICA for the remarkable cooperation and efforts to the Project and also requested further cooperation by JICA to contribute to the capacity development of Timor Leste.

February 28th 2008, Dili



Mr. Domingos dos Santos CAEIRO
Secretary State for Public Works
Ministry of Infrastructure



Mr. Hisashi MUTO
Team Leader of JICA Experts
The Project for Capacity Development
by Training and Preparation of
Guideline and Manuals for Roads

Attachment

Contents of the Discussion of the meeting of the Joint Coordination Committee

The meeting of the JCC was chaired by Mr. S BRITO, Acting Director of DRD and chief counterpart of the Project on February 25th, 2008 at the conference room in Timor Hotel and started with the presentation by the Team Leader of the JICA Experts of the Project.

The details of discussion are as follows:

1. Reporting of Project Activities and Recommendations made in the Draft Project Completion Report

The reporting was made for the Project activities done during 1st, 2nd and 3rd phase as well as the outputs at 3rd phase supported by JICA experts, which consisted of the results of the capacity development of knowledge and skill on the material testing, the pavement design and the slope protection as well as the Pavement Design Manual, Slope Protection Guideline and Material (soil, concrete and asphalt) Testing Manual which were also prepared as the results of cooperation work by JICA Experts and the counterparts.

The results of the activity and the recommendations in the report have already been discussed with the counterpart and reported to head of the DRD and DRBFC (Direction of Roads and Bridge and Flood Control) before the JCC. Therefore, the Timor side understood and agreed with the contents of the report as well as the Guidelines and the Manuals, basically.

2. Issues raised by the JICA Representative

A Question was made on what actions will be taken by the Timor side after the Project so as the Guidelines and Manuals to be regulated as national standard in Timor Leste.

The MOI officer replied that since there is no function of giving legal authorization for the Guidelines in MOI, however the Manuals are believed to be used as the authorized standard in Timor Leste, and before the regulation of the Guidelines a series of deep discussions with DRBFC and other concerned organizations shall be made for preparation and evaluation of the use plan of the Guidelines. Moreover, the MOI mentioned that there would be a necessity of the translation of texts, which are written in English and Indonesian, to the official languages by the Timor side.

He also explained that the Government recently decided to review all laws and regulations including that of the road and related technical fields. Therefore the Guidelines are expected to be regulated in near future.

3. Maintenance and Calibration of the testing equipments of DRD

In terms of the recommendation on the necessity of the maintenance and the calibration of the testing equipments of the DRD, the DRD explained that some of the testing equipments are being maintained by an Indonesian supplier but the existing equipments are relatively low quality. Therefore, the DRD wishes the equipments to be replaced with better ones if the budget is available.

4. Closing

Mr. J.G.R.C. PIEDADE, Permanent Secretary for Public Works of Ministry of Infrastructure (MOI) confirmed that the findings, outputs and recommendations made in the Draft Completion Report prepared by the JICA Experts are logical and acceptable and he also express many thanks to the JICA representative of Timor Leste for the remarkable cooperation and efforts through the Project implementation. He also mentioned the expectation of further cooperation by JICA to contribute to the capacity development of Timor Leste in near future.

5. List of Participants

5.1 Counterparts

Mr. D. Caeiro dos S. Caeiro	State Secretary, MOI
Mr. Jose G. R. C. Piedade	Permanent Secretary, MOI
Mr. S.G. Brito de Caldas	Acting Director, DRD, MOI
Mr. Adylson H.M. da Costa	Chief, Dili Laboratory, DRD, MOI
Mr. Hermenegildo Gutierrez	Chief, Baucau Laboratory, DRD, MOI
Ms. Isabel M.F. Alves	Chief, Maliana Laboratory, DRD, MOI
Mr. Jorge Soares	Chief, Administration, INAP, MAED

5.2 JICA

Mr. T. Kamijo	Resident Representative, JICA-TL
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5.3 JICA Expert Team

Mr. H. Muto	Team Leader
Mr. T. Izawa	Pavement & Slope Protection Expert
Mr. T. Hara	Material Testing Expert
Mr. M. Hara	Material Testing Expert

*INAP: National Institute of Public Administration, Ministry of State and Territorial Management