

## 2.2 Minutes of Meeting by Study Team

### 2.2.1 Minutes of Meeting, July 7th, 2007

MINUTES OF MEETINGS  
ON  
THE INCEPTION REPORT  
OF  
STUDY  
ON  
SUPPORTING SYSTEM FOR LOCAL ADMINISTRATIONS  
ON  
NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT  
IN  
THE KINGDOM OF THAILAND

AGREED UPON BETWEEN

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY

Bangkok, 7 July 2007



Mr. Kasemsun CHINNAVASO  
Secretary-General  
Office of Natural Resources and Environmental  
Policy and Planning  
Ministry of Natural Resources and Environment  
The Kingdom of Thailand



Mr. Susumu SHIMURA  
Leader of the JICA Study Team

**MINUTES OF MEETINGS ON THE INCEPTION REPORT OF  
STUDY ON SUPPORTING SYSTEM FOR LOCAL ADMINISTRATIONS  
ON NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT  
IN THE KINGDOM OF THAILAND**

**1. INTRODUCTION**

The JICA Study Team (the Team) has submitted the following number of copies of the Inception Report (IC/R) to the Office of Natural Resources and Environmental Policy and Planning (ONEP), Ministry of Natural Resources and Environment (MNRE).

Kind of Report	Items	Language	Number of Copies
1. Inception Report		English	20
2. Inception Report		Thai	20

Consequently a series of meetings was held from 7th to 14th June 2007 in Thailand to discuss the report submitted. A list of officials attending the above meetings is given in Appendix 1.

**2. ISSUES AND DECISIONS**

**2.1** Various issues were discussed and clarifications on the IC/R were made as shown in Appendix 2. Subsequently appropriate consensus on the major items of the IC/R including the objectives, the study organization and others was reached during the meetings. These issues, clarifications and consensus are outlined as follows.

**2.2 Objectives of the Study**

In order to reflect the Scope of Work agreed upon between MNRE and JICA on 15<sup>th</sup> May 2007, the MNRE requested to change the term "Local EQMP" into "Provincial EQMP (PEQMP)" and modify the objectives of the Study as follows:

"The study aims to strengthen capacities of central government and local administrations responsible for natural resources and environmental management as well as the linkage between the twos through the formulation of the Provincial Environmental Quality Management Plan (PEQMP) taken into account National Environmental Quality Management Plan 2007 – 2011".

The Team accepted the request.

**2.3 Schedule of the Study**

1. Since the new fiscal year budget preparation work will start from April, the PEQMP to be drafted in December 2007 will be able to be revised reflecting what learnt by training in Japan in order to incorporate some actions or projects in the drafted PEQMP into the budget formulation of the new fiscal year.
2. The key issues of the PEQMP shall be integrated into the Provincial Strategic Development Plan (PSDP) to be formulated after the new government be established, most probably in January 2008. Therefore the reflection of PEQMP in PSDP will be reported in the P/R.

The Team accepted the request.

### **2.3 Members of Counterpart Team (C/P)**

The MNRE informed that the following members were appointed as the counterpart personnel to the Team:

No	Name	Position and Organization
1.	Mr. Kasemsun Chinnavaso	Secretary-General, ONEP, MNRE
2.	Ms. Nisanart Satirakul	Deputy Secretary-General, ONEP, MNRE
3.	Ms. Prasertsuk Chamornmarn	Director of Office of National Environment Board, ONEP, MNRE
4.	Ms. Raweewan Bhuridej	Director of Policy and Planning Section, ONEP, MNRE
5.	Mr. Tawat Paosuwan	Environmental Officer, ONEP, MNRE
6.	Mr. Chatchai Intatha	Environmental Officer, ONEP, MNRE
7.	Ms. Yingprattana Keoplung	Environmental Officer, ONEP, MNRE
8.	Mr. Teerapong Laopongpich	Environmental Officer, ONEP, MNRE
9.	Ms. Waraporn Sanviset	Environmental Officer, REO 6 (Nonthaburi)
10.	Ms. Yaowanart Plaimart	Environmental Officer, REO 8 (Rachaburi)
11.	Mr. Wittaya Hadnil	Environmental Section Chief, PEO, Ayutthaya Province
12.	Mr. Manop Yarnpisitkul	Environmental Section Chief, PEO, Samut Songkhram Province

The Team acknowledged the appointment.

### **2.4 Member of Steering Committee (S/C)**

The Team explained the functions and tasks of the S/C, and requested the Thai side to appoint the member of the committee.

The MNRE replied that the following members were appointed as the member of the S/C:

Assignment	Name	Position and Organization
Chairman	Mr. Kasemsun Chinnavaso	Secretary-General, ONEP, MNRE
Vice Chairman	Ms. Nisanart Satirakul	Deputy Secretary-General, ONEP, MNRE
Member and Secretariat	Ms. Prasertsuk Chamornmarn	Director of Office of National Environment Board, ONEP, MNRE
Member and Assist. Secretariat	Ms. Raweewan Bhuridej	Director of Policy and Planning Section, ONEP, MNRE
Member and Assist. Secretariat	To be nominated	Officer of Policy and Planning Section, ONEP, MNRE
Member	Prof. Dr. Mingsarn Khaosa-ard	Professor of Chiangmai University
Member	Mr. Toyomu NAKANO	First Secretary, Embassy of Japan
Member	Mr. Masazumi OGAWA	Deputy Resident Representative, JICA Thailand Office
Member	To be nominated	Director of Bureau of Provincial Administration Development and Promotion, Ministry of Interior
Member	Ms. On-anong Songkitti	Scientist, Department of Industrial Work, Ministry of Industry
Member	Ms. Jiranun Hempoonsert	Environmental Officer, Pollution Control Department, MNRE
Member	Mr. Somchai Vinitnuntarut	Environmental Scientist, Department of Environmental Quality Promotion, MNRE
Member	To be nominated	Representative of TICA
Member	Ms. Kanda Chookaew	Environmental Officer, Office of Monitoring and Evaluation
Member	Ms. Kanokwan Pibansuk	Environmental Officer, Permanent Secretary Office, MNRE
Member	Ms. Pranom Chumnan	Representative of Regional Environmental Office 6
Member	Ms. Kritsana Choeipun	Representative of Regional Environmental Office 8
Member	Mr. Wittaya Hadnil	Representative of Ayutthaya Province
Member	Mr. Charin Chakapark	Representative of Samut Songkhram Province

The Team appreciated the appointment.

## 2.5 Members of CPEQMPF

The Team requests the MNRE to set up a Committee of Provincial Environmental Quality Management Plan Formulation (CPEQMPF) in each model province as a technical working committee under the authority of the Governor of the model province.

The MNRE informed that there is a committee like CPEQMPF in each model province and the members of it are listed in the table below.

**Committee for Formulation, Monitoring and Evaluation of the Ayutthaya Provincial Action Plan for the Environmental Quality Management:**

No	Assignment	Position and Organization
1.	Chairperson	Governor of Ayutthaya Province
2.	Member	Chief of Provincial Health Office
3.	Member	Chief of Public Works and Town and Country Planning
4.	Member	Deputy Governor of Ayutthaya Province
5.	Member	Chief of Governor's Office
6.	Members	Chiefs of Every District Office
7.	Member	Chief of Local Administration
8.	Member	Chief Executive of the Ayutthaya Provincial Administrative Organization
9.	Member	Mayor of Sri Ayutthaya City Municipality
10.	Member	Mayor of Sena Town Municipality
11.	Member	Mayor of Nakorn Luang Sub-district
12.	Member	Chairperson of Ayutthaya Industrial Council
13.	Member	Chairperson of Ayutthaya's Natural Resources and Environmental Protection Group
14.	Member	Admiral Preecha Teecharat
15.	Member	Assistant Professor Doctor Noppawan Teerapun
16.	Member	Chairperson of Ayutthaya Civil Society Group
17.	Member	Chairperson of Ayutthaya NGOs cooperation Center
18.	Member/Secretariat	Director of Provincial Environmental Office
19.	Member/Assistance Secretariat	Director of Regional Environmental Office 6 (Nonthaburi)
20.	Member/Assistance Secretariat	Chief of Environmental Section, PEO

**Natural Resources and Environmental Management Cooperation Committee of Samut Songkhram Province:**

No	Assignment	Position and Organization
1.	Chairperson	Vice governor (Mr.Somsak Lertbunnapong)
2.	Member	Chief of Governor's Office
3.	Member	Chief of Muang District Office
4.	Member	Chief of Ampawa District Office
5.	Member	Chief of Bangkontee District Office
6.	Member	Chief of Provincial Health Office
7.	Member	Chief of Provincial Industry Office
8.	Member	Chief of Provincial Livestock Office
9.	Member	Chief of Provincial Agricultural and Co-operatives Office
10.	Member	Chief of Local Administration Office
11.	Member	Director of Regional Environmental Office 8 (Rachaburi)
12.	Member	Director of Mangrove Resources Development Station 7
13.	Member	Chief of Marine Office 3 <sup>rd</sup> Samut Songkram Branch
14.	Member	Head of Provincial Statistical Office

15.	Member	Director of Educational Service Area Office
16.	Member	Chairperson of Samut Songkhram Chamber of Commerce
17.	Member	Chief of Samut Songkhram Marine Fisheries Center
18.	Member	Chief of Samut Songkhram Marine Fisheries Co-operatives
19.	Member	Chairperson of WE LOVE MAE KLONG group
20.	Member	Chairperson of Samut Songkhram Industrial Council
21.	Member/Secretariat	Director of Provincial Environmental Office
22.	Member/Assistance Secretariat	Chief of Environmental Section, PEO
23.	Member/Assistance Secretariat	Officer of Environmental Section, PEO

The Team acknowledged the information.

## 2.6 Attendance to the Biweekly Meeting

The Team explained the policies of the study; i.e. formulation of a realistic local EQMP and contribution to the enhancement of central/local administrative capacity for the environmental quality management (conduct of the Capacity Development). Then, the Team requested the C/P personnel to participate in the study work as much as possible and to attend the biweekly meeting for smooth implementation and understanding of the study.

The MNRE acknowledged the request.

## 2.7 Number of Copies of Reports

The MNRE requested the Team to increase the following number of copies of each report in order to deliver the report to personnel concerned in the Study:

Report	Type	Original Number		Request Number	
		English	Thai	English	Thai
Inception Report (IC/R)	Main	20	20	20	20
Interim Report (IT/R)	Summary	20	20	30	30
	Main	20	-	30	-
Progress Report (P/R)	Summary	20	20	30	30
	Main	20	-	30	-
Draft Final Report (DF/R)	Summary	20	20	30	30
	Main	20	20	30	30
	Supporting	20	20	30	30
	Data book	20	20	30	30
Final Report (DF/R)	Summary	20	20	50	50
	Main	20	20	50	50
	Supporting	20	20	50	50
	Data book	20	20	50	50

The Team convey the request to the JICA headquarters.

## **2.8 Comments on the IC/R**

The MNRE requested the Team to modify the IC/R reflecting the comments to be made by June 29, 2007 and to submit the modified IC/R by July 6, 2007.

The Team accepted the request.

## **3. CONCLUSION**

- 3.1** Both sides agreed that technical discussions would be continued during the Study at the biweekly meetings, due to limited time and their technical nature.
- 3.2** Following the intensive and technical discussions among participants held, the IC/R was fully approved by the both sides.

Appendix 1

**ATTENDANT LIST**

<Thai Side>

Ministry of Natural Resources and Environment:

Mr. Kasemsun Chinnavaso	Secretary General, ONEP
Ms. Nisanart Satirakul	Deputy Secretary General, ONEP
Ms. Prasertsuk Chamornmarn	Head of Secretariat, Director of Office of National Environmental Board (ONEB), ONEP
Ms. Yingprattana Keoplung	Secretariat, Environmental Officer 6, Policy & Planning Section, ONEB, ONEP
Mr. Chatchai Intatha	Environmental Officer 7, Policy & Planning Section, ONEB, ONEP
Ms. Thanchanit Tansrisuroje	Environmental Officer 8, Acting Director of Environmental Policy & Planning Section, ONEB, ONEP
Ms. Asnee Kulpradit	Director of Analysis & Cooperation of Provincial Action Plan, ONEP
Ms. Somjai Simachaya	Director of Environmental Technology Transfer Section, DEQP, ERTC
Ms. Jiranun Hempoonsert	Environmental Officer 7, PCD
Ms. Chaba Geawpoung	Environmental Officer 5, REO 8
Mr. Manop Yannapisittakul	Environmental Officer 7, PEO Samut Songkhram
Mr. Wittaya Hadnil	Environmental Officer 7, PEO Ayutthaya
Mr. Pasura Limpisawasdi	Office of Permanent Secretary, Office of International Cooperation on Natural Resources and Environment
Mr. Teerapong Laopongpich	Environmental Officer, Policy & Planning Section, ONEP
Ms. Narudee Kanitjinda	Environmental Officer 8, ONEP
Mr. Tawat Phaosuwan	Environmental Officer 7, ONEP
Ms. Nareerat Panmanee	Environmental Officer 6, ONEP
Ms. Worapun Pookjaroon	Environmental Analyst, ONEP
Ms. Paramapon Bounkhuang	Environmental Analyst, ONEP
Ms. Rakchanok Thakeeree	Environmental Analyst, ONEP

Ministry of Industry

Ms. On-anong Songkitti	Scientist 9, DIW
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Ministry of Interior

Mr. Piyaphan Vikumphaj

Office of Permanent Secretary, Bureau of  
Provincial Administration Development &  
Promotion

<Japanese Side>

JICA Study Team

Mr. Susumu SHIMURA

Team Leader / Environmental Planning /  
Environmental Management (Noise & Vibration)

Mr. Ichiro KONO

Sub-Leader / Environmental Management (Solid  
Waste)

Mr. Hiroshi KATO

Environmental Management (Water Quality)

Mr. Shinya KAWADA

Local Environmental Administration

Mr. SUZUKI Tamotsu

Environmental Management (Air Quality)

Mr. Masahiro IDO

Remote Sensing / GIS

JICA Monitoring Team

Ms. Kyoko OKUBO

Leader

Mr. Masami MIZUGUCHI

Senior Advisor (Environmental Management)  
Institute for International Cooperation

Mr. Tomoyuki UDA

Environmental Management Team I, Group II,  
Global Environment Department

JICA Thai Office

Ms. Athaneeporn Boonrad

Program Officer

## Appendix 1

### **Issues and Clarifications**

1. MNRE pointed out that the sentence of "EQMP is formulated to preserve and improve the environment and there is overall general agreement with its implementation. However, most EQMPs have been hardly put into practice" is not proper in Thailand.

The Team clarified that the sentence was made based on the EQMPs in Japan and amend it as "EQMP is formulated to preserve and improve the environment and there is overall general agreement with its implementation. However, most EQMPs have been hardly put into practice in Japan"

2. MNRE requested the Team that the term of "Consensus Building" shall be replaced with "Involvement of Stakeholders". Because "Consensus Building" is apparently difficult in short period of the Study.

The Team acknowledged the request.

3. MNRE asked the Team whether "Weekly Meeting" will be held every week in each model province or not.

The Team clarified that it will be held every other week. So that it is replaced with "Biweekly Meeting"

4. MNRE requested the Team to make an utilization plan of the environmental GIS database as a tool for policy planning instead of operation manual for data input, etc.

The Team acknowledged the request.

5. MNRE pointed out that the names of organizations for local administration are confused and requested the Team to unify them in cooperation with staffs of the ONEP.

The Team appreciated the offer.

6. MNRE requested the Team to provide training in Japan in the last week of July 2007 or the second week in August 2007.

The Team replied that it is difficult due to the preparation of the training and the earliest possibility will be September.

## 2.2.2 Minutes of Meeting, January 25<sup>th</sup>, 2008

MINUTES OF MEETINGS  
OF  
THE SECOND STEERING COMMITTEE  
FOR  
THE STUDY ON SUPPORTING SYSTEM FOR LOCAL ADMINISTRATIONS  
ON  
NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT  
IN  
THAILAND

AGREED UPON BETWEEN

OFFICE  
OF  
NATURAL RESOURCES AND ENVIRONMENTAL POLICY AND PLANNING  
AND  
JICA STUDY TEAM

Bangkok, 25 January 2008



Dr. Kasemsun CHINNAVASO  
Secretary-General  
Office of Natural Resources and Environmental  
Policy and Planning  
Ministry of Natural Resources and Environment  
The Kingdom of Thailand



Mr. Susumu SHIMURA  
Leader of the JICA Study Team

## 1. INTRODUCTION

The JICA Study Team (hereinafter referred to as “the Team”) has submitted the following number of copies of the Progress Report (hereinafter referred to as “P/R”) to the Office of Natural Resources and Environmental Policy and Planning (hereinafter referred to as “ONEP”), Ministry of Natural Resources and Environment (hereinafter referred to as “MNRE”).

Items	Language	Number of Copies
1. P/R Summary	English	30
2. P/R Summary	Thai	30
3. P/R Main	English	30

Consequently a series of meetings were held from 18th to 21st January 2008 in Bangkok to discuss the report submitted. The Steering Committee (St/C) meeting was held on 22nd January 2008. A list of officials attending the St/C is given in Appendix 1.

Following the explanation of the P/R given by the JICA Study Team, various issues were discussed and clarifications on the P/R were made. Subsequently appropriate consensus was reached on the major items of the P/R including the progress of the study, coming study works, the first draft Provincial Environmental Quality Management Plan (hereinafter referred to as “PEQMP”) for Ayutthaya Province (hereinafter referred to as “AYP”) and Samut Songkhram Province (hereinafter referred to as “SKP”) and other items in the St/C meeting.

## 2. ISSUES AND DECISIONS

The issues, clarifications and consensus on the St/C are outlined as follows.

### 2.1 Dissemination of Outcomes of the Study

The Team explained the contents of the future study, the works to be done in the 2<sup>nd</sup> Study Work in Thailand (from mid-January to mid-March 2008) and the 3<sup>rd</sup> Study Work in Thailand (from end of April to end of June 2008).

The MNRE acknowledged the contents of the future study works and appreciated the dissemination of the Study outcomes.

The MNRE announced they had decided to ask all 75 Provinces in Thailand to review and resubmit their PEQMPs for KPI (Key Performance Indicator for evaluation of administrative performance) in this fiscal year (October 2007-September 2008). For the review of PEQMP for KPI, the MNRE has allocated a budget for all 75 Provinces and intends to distribute the manual for the formulation of PEQMP (Revision of PEQMP for KPI) to be prepared by the Study to all Provinces. To disseminate the contents of the manual, it is necessary to train more than 200 trainees, i.e. PEO staff of 75 Provinces, staff of 16 Regional Environmental Offices and other relevant personnel.

The MNRE will hold workshops inviting responsible personnel of PEQMP for KPI in all 75 Provinces of its own expense. Since it is necessary for MNRE to conduct a number of training workshops for more than 200 trainees, it is necessary to train lecturers (trainers) for the workshops. The MNRE requested the Team to provide a trainer’s training program in the

Study including their materials.

The Team will convey the request to JICA headquarters. The MNRE showed a tentative training program to disseminate the contents of the manual as follows:

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Draft Manuals in English.		■	■						
Draft Manuals in Thai				■					
Trainers' Training for PEOs of REO No.8 and Representative of 16 REOs.					■				
Revision and Finalization of Manuals in English and Thai.					■	■			
Distribution of Manuals to all PEOs by ONEP.						■			
Workshop to Disseminate Contents of Manuals to PEOs by REOs							■		
Revision of PEQMP for KPI based on the Manuals.							■	■	■

## 2.2 Objectives and Roles of a PEQMP

The Team requested the MNRE to clarify the objectives and roles of a PEQMP.

The MNRE will clarify the objectives and roles of it as follows:

- **Objectives**

1. To formulate a master plan (M/P) of natural resources and environmental management (NREM) of a Province, and
2. To tackle issues of NREM raised by the National EQMP.

- **Roles**

1. To explain the appropriateness of the NREM projects requested by the Provincial Action Plan for Environmental Quality Management,
2. To provide tools for a Governor for NREM in the Province, and
3. To provide tools for land use management.

The Team appreciated the clarification.

### **2.3 Suggestions for Future Work and Comments on the P/R**

The St/C members made suggestions for future study work as listed in Appendix 2: The Meeting Suggestions.

The Team replied it will consider the suggestions to perform future study work.

The chairman of the St/C requested the members of the Committee to cooperate with the Team in conducting coming study work through sharing their information and data, and to send their comments to the Secretary Section by January 25th, 2008 in order to cooperate with the Consultant to perform the task.

The member of St/C acknowledged the request.

## **3. CONCLUSION**

**3.1** Following the intensive and technical discussions held among participants, the P/R was fully approved by both sides.

**3.2** Steering Committee agreed with future work plan including “training of the trainer” programme

**ATTENDANT LIST**

**<Thai Side>**

**Member of the St/C**

**Others**

1. Ms. Somsuan How  
Program Officer, Office of International Cooperation and Development, Ministry of Foreign Affairs
2. Ms. Yaowanat Plaimat  
Environmental Official, REO 8, MNRE

**<Japanese Side>**

**JICA Study Team**

1. Mr. Susumu Shimura Team Leader  
Environmental Planning/Environmental Management (Noise and Vibration), JICA Study Team
2. Mr. Ichiro Kono Sub-Leader  
Environmental Management (Solid Waste), JICA Study Team
3. Mr. Shinya Kawada Member  
Local Environmental Administration, JICA Study Team

**JICA Monitoring Team**

1. Mr. Kazuya Suzuki Team Leader  
Director, Environmental Management Team I, Group II (Environmental Management), Global Environment Department, JICA
2. Mr. Masami Mizuguchi Member  
Environmental Management Planning; Senior Advisor (Environmental Management), Institute for International Cooperation, JICA
3. Prof. Masami Kaneko Member  
Geographical Information System; Professor, Faculty of Environment Systems, Rakuno Gakuen University
4. Mr. Uda Tomoyuki Member  
Study Planning; Environmental Management Team I, Group II, Global Environment Department, JICA

**JICA Thai Office**

1. Ms. Mariko KINOSHITA Assistant Resident Representative xd
2. Ms. Waraporn Termsricharoenporn Program Officer y

**The Meeting Suggestions:**

**1. To use GIS on information analysis.**

GIS Database will be an important part in planning the Provincial Natural Resources and Environmental Management, but it is a very expensive investment, and one must have personnel with knowledge and ability to operate the system. Moreover, the information must be up to date. The Committee suggested finding the main sector with potential (budget and personnel) to supervise and use the system, such as Orborjor or LAs which use GIS to collect tax, and then related sectors can connect to the system, especially, PEO and REO.

**2. To formulate the Provincial Natural Resources and Environmental Management Plan:**

The Committee suggestions are to:

2.1 Consider Area-based planning, including integrating the approach to solve problems in nearby provinces, such as water pollution which effects the provinces from upstream to downstream. (At present, there is a Watershed Committee for 25 watersheds in order to consider the case of water management)

2.2 Consider details of Provincial development plan and Local plan, because the Provincial development plan and Local plan reflected requirements and targets that the Province wants in the future (depends on timing of each plan) which is a benefit in order to determine appropriate measures, and cover the present and future. However, one should consider the timing of each plan because of differences such as Provincial plan: 4 years, Local plan: 3 years.

2.3 Consider selecting important Local Administrations and solving the problem. In addition, make projects that conform to problems and the area.

2.4 Consider issue of enforcing the law and pollution monitoring in the plan.

2.5 Consider giving advice on ways to control using the benefits from a water resource such as requiring water pollution tax, or using other economic instruments.

**3. Mechanism to Accelerate Provincial Natural Resources and Environment Plan into action.**

3.1 Management of the natural resources and environment requires many sectors to perform the task together. There are limitations on cooperation between each sector. The Committee suggested the Consultant to analyze main sectors, such as PEO, REO, ONEP and sectors in MNRE, and propose efficiency mechanism for management compare to Japanese experience.

3.2 The Committee asked the Consultant to suggest a method/mechanism to urge Local Administration to give importance and invest in environmental management, because the Local Administrations control their budget but don't use it for natural resources and environmental management in the area.

**4. Training**

The Committee agreed with the Consultant to make Training of Trainers.



**5. Making the Provincial Natural Resources and Environment Plan Instruction Book**

The Committee asked the Consultant to specify important methods and activities in detail in the Instruction Book (Manual) on making the Plan, such as what kind of information is necessary when compiling information.

**6. Details in the Progress Report**

The Committee asked the consultant to revise the language in the English version of the Progress Report. The Chairman asked the Committee to consider details in the Progress Report, if there are any comments or further editing, send them to the Secretary Section by January 25<sup>th</sup>, 2008.

**The Meeting Resolution:**

The Meeting was resolved with the intention to perform the Committee's suggestions. If the Committee member have any further comments on the Progress Report, they are asked to send their comments to the Secretary Section by January 25<sup>th</sup>, 2008 in order to cooperate with the Consultant to perform the task.

**2.2.3 Minutes of Meeting, March 14<sup>th</sup>, 2008**

**MINUTES OF MEETINGS  
OF  
THE INTERIM REPORT  
FOR  
THE STUDY ON SUPPORTING SYSTEM FOR LOCAL ADMINISTRATIONS  
ON  
NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT  
IN  
THAILAND**

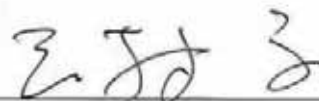
**AGREED UPON BETWEEN**

**OFFICE  
OF  
NATURAL RESOURCES AND ENVIRONMENTAL POLICY AND PLANNING  
AND  
JICA STUDY TEAM**

Bangkok, 14<sup>th</sup> March 2008



Dr. Raweewan Bhuridej  
Director of Policy and Planning Sector  
Office of Natural Resources and Environmental  
Policy and Planning  
Ministry of Natural Resources and Environment  
The Kingdom of Thailand



Mr. Susumu SHIMURA  
Leader of the JICA Study Team

## 1. INTRODUCTION

The JICA Study Team (hereinafter referred to as “the Team”) has submitted the following number of copies of the Interim Report (hereinafter referred to as “IT/R”) to the Office of Natural Resources and Environmental Policy and Planning (hereinafter referred to as “ONEP”), Ministry of Natural Resources and Environment (hereinafter referred to as “MNRE”).

Items	Language	Number of Copies
1. IT/R Summary	English	30
2. IT/R Summary	Thai	30
3. IT/R Main	English	30

Consequently a series of meetings were held from 10th to 13th March 2008 in Bangkok to discuss the report submitted.

Following the explanation of the IT/R given by the JICA Study Team, various issues were discussed and clarifications on the IT/R were made. Subsequently appropriate consensus was reached on the major items of the IT/R including the progress of the study, coming study works, the second draft Provincial Environmental Quality Management Plan (hereinafter referred to as “PEQMP”) for Ayutthaya Province (hereinafter referred to as “AYP”) and Samut Songkhram Province (hereinafter referred to as “SKP”).

## 2. ISSUES AND DECISIONS

The issues, clarifications and consensus are outlined as follows.

### 2.1 Suggestions for Future Works and Comments of the IT/R

The Counterpart (C/P) of the Study requested the Team to prepare more details of the Priority Projects (hereinafter referred to as “PP”) which proposed in the second draft PEQMP in phase 2 of the study.

The Team replied that, in order to prepare the details of the PP, necessary information from relevant organizations such as Provincial Fishery Office, Provincial Water Authority, Provincial Office of Flood Prevention and Mitigation, and so forth, will be required. If such cooperation will be obtained, the Team will prepare the details in collaboration with the C/P.

The C/P appreciated the reply and they will cooperate the work for the successful Study.

## 3. CONCLUSION

Following the intensive and technical discussions held among participants, the IT/R was fully approved by both sides.

Appendix 1

**ATTENDANT LIST**

**<Thai Side> : ONEP**

- |    |  |   |
|----|--|---|
| 1. | Dr. Raweewan Bhuridej<br>Director of Policy and Planning Sector, Office of National<br>Environmental Board, ONEP, MNRE | Member and<br>Asst Secretary of<br>Steering Committee |
| 2. | Ms. Nareerat Planmanee<br>Policy and Planning Sector, Office of National<br>Environmental Board, ONEP, MNRE            | Counter Part  |
| 3. | Mr. Theerapong Laolongpiych<br>Policy and Planning Sector, Office of National<br>Environmental Board, ONEP, MNRE       | Counter Part  |

**Others**

- |    |   |              |
|----|---|--------------|
| 1. | Mr. Manop Yanpitsukul<br>Environmental Official, PEO, Samut Songkhram | Counter Part |
| 2. | Ms. Yaowanat Plaimat<br>Environmental Official, REO 8, MNRE           | Counter Part |
| 3. | Mr. Witthaya Hadnin<br>Environmental Official, PEO, Ayutthaya.        | Counter Part |

**<Japanese Side>**

**JICA Study Team**

- |    |  |             |
|----|--|-------------|
| 1. | Mr. Susumu Shimura<br>Environmental Planning/Environmental Management (Noise and Vibration), JICA Study Team | Team Leader |
| 2. | Mr. Ichiro Kono<br>Environmental Management (Solid Waste), JICA Study Team                                   | Sub-Leader  |
| 3. | Mr. Hiroshi Kato<br>Environmental Management (Water Quality), JICA Study Team                                | Member      |
| 4. | Ms. Yoshiko Abe<br>Remote Sensing/GIS, JICA Study Team   | Member      |

**2.2.4 Minutes of Meeting, July 14, 2008**

**MINUTES OF MEETING  
OF  
THE THIRD STEERING COMMITTEE  
FOR  
THE DRAFT FINAL REPORT  
OF  
THE STUDY ON SUPPORTING SYSTEM FOR LOCAL ADMINISTRATIONS  
ON  
NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT  
IN  
THAILAND**

**AGREED UPON BETWEEN**

**OFFICE  
OF  
NATURAL RESOURCES AND ENVIRONMENTAL POLICY AND PLANNING  
AND  
JICA STUDY TEAM**

Bangkok, 14th July 2008



Dr. Kasemsun CHINNAVASO  
Secretary-General  
Office of Natural Resources and Environmental  
Policy and Planning  
Ministry of Natural Resources and Environment  
The Kingdom of Thailand



Mr. Susumu SHIMURA  
Leader of the JICA Study Team

## 1. INTRODUCTION

The JICA Study Team (hereinafter referred to as “the Team”) has submitted the following number of copies of the Draft Final Report (hereinafter referred to as “DF/R”) to the Office of Natural Resources and Environmental Policy and Planning (hereinafter referred to as “ONEP”), Ministry of Natural Resources and Environment (hereinafter referred to as “MNRE”).

Kind of Report	Items	Language	Number of Copies
1. Summary Report		English	30
2. Summary Report		Thai	30
3. Main Report		English	30
4. Main Report		Thai	30
5. Supporting		English	30
6. Supporting		Thai	30
7. Data Book		English	30
8. Data Book		Thai	30

Consequently a series of meetings were held from 9th to 10th July 2008 in Bangkok to discuss the report submitted. The Steering Committee (hereinafter referred to as “St/C”) meeting was held on 14th July 2008. A list of officials attending the St/C is given in Appendix 1.

Following the explanation of the DF/R given by the JICA Study Team, various issues were discussed and clarifications on the DF/R were made. Subsequently appropriate consensus was reached on the major items of the DF/R including the conclusions and recommendations of the Study and other items in the St/C meeting.

## 2. ISSUES AND DECISIONS

The issues, clarifications and consensus on the St/C meeting are outlined as follows.

### 2.1 Issues on Administrative Capacities relating to NREM

The St/C acknowledged the following issues exist in administrative capacities of organizations and agencies relating to Natural Resources and Environmental Management (NREM) in Central Administration (CA), Provincial Administration (PA) and Local Administration (LA) :

- NREM in Thailand is well established within their central administration structure. However, it is insufficiently established at the Local Administration level, although it is the LAs that hold the jurisdiction over NREM aspects that directly affect the resident's daily lives, such as solid waste management and wastewater management.

- The LAs in Thailand are about a tenth, in both size and population, to comparative administrative organization in Japan. Many NREM issues that have been devolved as responsibilities of LAs, simply can not be properly managed by a single LA in Thailand or even a few LAs working together, in terms of area and budget that must be considered. Thus Provincial-level solutions must be considered for some NREM issues.
- At the provincial level in Thailand, however, exist three tiers of administration, consisting of agencies of central administration organizations, PA (Changwat) and LAs (Orborjor, Tessaban, Orbortor). The Orborjor which holds jurisdiction over provincial-wide NREM is the least qualified in terms of technical expertise or human resources. Currently, Orborjor plays a minimal part in NREM.
- Therefore, the strengthening the administrative capacity of Orborjor on NREM is the crucial in concordance with supporting plan proposed in the DF/R.

## **2.2 Recommendations made by the Study Team on improvement of administrative capacities relating to NREM**

The St/C acknowledged the following recommendations made by the Study Team:

- Further strengthening of LA support, through REO and PEO, is recommended for ONEP/MNRE. The regional support capacities of REO should be strengthened. The PA/LA Central Support Center for NREM (in ONEP/MNRE) will function as a window organization to direct inquiries and requests that cannot be dealt by REO. MNRE should also raise awareness among chiefs of relevant LAs, especially Orborjor, of the importance of proper NREM in areas such as solid waste management, hazardous waste management and wastewater treatment.
- The Provincial Office in the PA (Changwat) in cooperation with MNRE/REO/PEO should lead efforts to strengthen the NREM capacities of Orborjor by strongly working towards the establishment of an Environmental Division in Orborjor. Then, a NREM supporting team will be established within the PA (Changwat) to support the new Environmental Division of Orborjor.
- The REO should, with support from MNRE, strengthen its GIS Database Center's capacity to provide information and conduct public relations activities, and organize itself as a supporting agency that provides technical expertise and information for the improvement of NREM in PA (Changwat) and LA.
- The success of provincial-level NREM relies on the successful raising of awareness in each LA, especially the awareness of the chiefs of Orborjor and major Tessaban, about the necessity of improvement to the current situation of NREM in their local administration and the need to allocate sufficient staff and budget towards NREM. As most LAs in Thailand currently do not have an established NREM structure, an attempt at rapid and widespread establishment is probably unrealistic. Instead, a concerted supporting effort toward a few target provinces/ Orborjor, whose chiefs are open to the idea of improvement of NREM, is recommended. The improvement in Orborjor across Thailand should be attempted on the basis of established improvement records through such targeted efforts.

### **2.3 Request for the further assistance from Japanese Government**

The St/C requested further assistance from Japanese Government for implementing the recommendations described above in order to strengthen current weak local NREM capacities in Thailand. Including the study on the incentive measure for LAs to concern more about NREM is necessary. The St/C also emphasis on improving NREM GIS database at regional and local level as well as raising public awareness.

The Study Team replied that the Team would convey the request to JICA headquarters.

### **2.4 Comments on the DF/R**

According to the Study Team's Recommendation, the St/C request the Study Team to clarified the roles of each relevant organizations, for example the role of Provincial governor, LA (Orborjor, Tessaban, Orbortor), PEO and REO.

The Study Team requested the St/C that all comments by the Thai side to the DF/R should be given to ONEP by July 31, 2008 if they are to be considered by the Team for the preparation of the Final Report.

The St/C approved the request.

## **3. CONCLUSION**

- 3.1** Following the intensive and technical discussions held among participants, the DF/R was fully approved by the St/C.



Appendix 1

**ATTENDANT LIST**

**<Thai Side>**

**Member of the St/C**

1.	Dr. Kasemsun Chinnavaso Secretary-General of ONEP, MNRE	Chairman
2.	Ms. Mingsan Khaosa-ad Director of the Social Research Institute, Chiangmai University	Member
3.	Ms. Sunaree Dilaganon Scientist Level 8, Department of Industrial Works, Ministry of Industry	Member
4.	Ms. Rampeuy Patwichaipon Director of the International Cooperation and Development Section, Office of International Cooperation and Development, Ministry of Foreign Affairs	Member
5.	Ms. Yaowanart Plaimat Environmental Official 7, REO 8, MNRE	Member
6.	Ms. Pranom Chamnan Environmental Official 8, REO 6, MNRE	Member
7.	Ms. Jiranan Hempoonsert Environmental Official 7, PCD, MNRE	Member
8.	Ms. Somjai Simachaya Environmental Official 7, DEQP, MNRE	Member
9.	Mr. Piyapan Wikhampajit Policy and Planning Analyst 7, Provincial Administration Development and Promotion Bureau, Ministry of Interior	Member
10.	Mr. Manop Yanpisitkul Environmental Official 7, SKP PEO, MNRE	Member
11.	Mr. Wittaya Hadnil Environmental Official 7, AYP PEO, MNRE	Member
12.	Ms. Sutheera Pakwilai Policy and Planning Analyst 4, Bureau of Inspection and Evaluation, Office of the Permanent Secretary for MNRE	Member
13.	Dr. Raweewan Bhuridej Director of Policy and Planning Sector, Office of National Environmental Board, ONEP, MNRE	Member and Asst Secretary

**Others**

1. Ms. Panthira Sangjan  
Technical Cooperation Official, Office of International Cooperation and Development, Ministry of Foreign Affairs
2. Ms. Nareerat Panmanee  
Environmental Official 6, Office of National Environmental Board, ONEP, MNRE
3. Mr. Teerapong Loapongpith  
Environmental Official 4, Office of National Environmental Board, ONEP, MNRE

**<Japanese Side>**

**Embassy of Japan**

1. Mr. Koseku Takeda Member  
First Secretary, Embassy of Japan

**JICA Study Team**

1. Mr. Susumu Shimura Team Leader  
Environmental Planning/Environmental Management (Noise and Vibration), JICA Study Team
2. Mr. Ichiro Kono Sub-Leader  
Environmental Management (Solid Waste), JICA Study Team

**JICA Monitoring Team**

1. Mr. Masami Mizuguchi Member  
Environmental Management Planning; Senior Advisor (Environmental Management), Institute for International Cooperation, JICA
2. Prof. Masami Kaneko Member  
Geographical Information System; Professor, Faculty of Environment Systems, Rakuno Gakuen University
3. Mr. Uda Tomoyuki Member  
Study Planning; Environmental Management Team I, Group II, Global Environment Department, JICA

**JICA Thai Office**

1. Mr. Ogawa Masazumi  
Deputy Resident Representative
2. Ms. Mariko Kinoshita  
Assistant Resident Representative
3. Ms. Waraporn Termsricharoenporn  
Program Officer