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3. フィールド調査質問紙

**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF THE ISLAMIC REPUBLIC OF PAKISTAN
ON THE JAPANESE TECHNICAL COOPERATION PROJECT ON
THE PROMOTION OF
SOCIAL PARTICIPATION OF PERSONS WITH DISABILITIES**

The JICA Preparatory Study Team (to be referred as "the Team" in the following text) organized by Japan International Cooperation Agency (JICA) headed by Mr. Takao Kaibara, conducted Preparatory Study in Islamic Republic of Pakistan (to be referred as "Pakistan" in following text) from May 7, 2008 to September 6, 2008. The purpose of the Study was to develop the implementation plan and framework for the Project aiming at the promotion of social participation of Persons with Disabilities (PWDs).

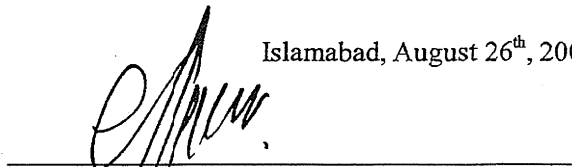
The Team exchanged views, had series of discussions and consultations with authorities concerned of Government of Pakistan (GOP).

As a result of the discussions, both sides agreed to report to their respective Governments the matters discussed in the attached documents.

Islamabad, August 26th, 2008



Mr. Takao Kaibara
Resident Representative,
Pakistan Office,
Japan International Cooperation Agency



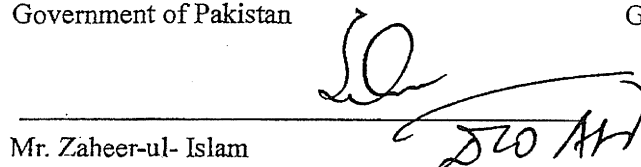
Mr. Ghulam Muhammad Mahar
Deputy Secretary (ADB/Japan)
Ministry of Economic Affairs & Statistics
Economic Affairs Division
Government of Pakistan



Mr. Khalid Naeem
Director General,
Directorate General of Special Education,
Ministry of Social Welfare and Special Education,
Government of Pakistan



Mr. Shah Sahib
Secretary,
Zakat, Ushar, Social Welfare & Women
Development Department,
Government of NWFP



Mr. Zaheer-ul-Islam
District Coordination Officer
District Government, Abbottabad

ATTACHED DOCUMENTS

1 Introduction

1.1 Background

The National Plan of Action (NPA), 2006 was developed for the implementation of approved National Policy for Persons with Disabilities (PWDs). The overall vision of the National Policy for PWDs is to provide an enabling environment that would allow full realization of the potentials of PWDs through their integration into mainstream society. However, most of PWDs don't have access, lack inclusion and equal opportunities of participation in social activities.

Federal Government of Pakistan requested JICA for its Technical Cooperation Project assistance for the implementation of NPA in August 2006. In response to this official request, JICA constituted and dispatched a Project Formulation Study Team, from May 2007 to June 2007, to Pakistan. The Team was mandated to: a) identify possible areas of support in line with the GOP priorities, national policies, and international commitments; and b) propose a strategic framework for JICA's long term potential support for PWDs in Pakistan. For this purpose a series of meetings and discussions took place between Federal, Provincial (NWFP), District (Abbottabad) Government and concerned NGOs with visible participation from PWDs. The results of the study and discussions clearly indicated and brought in the spot light the importance of promotion of social participation of PWDs; and District Abbottabad¹ was identified as the Project target area. Since the focus of the project was shifted to District Abbottabad, therefore, it necessitated the submission of official request from District Abbottabad, which was received by JICA through Economic Affairs Division on 22nd November 2007.

This process also indicated that the non-participation/lack of participation of PWDs in social activities also hinders the implementation of other key areas of NPA, such as provision of medical treatment, education, vocational training, and employment opportunities to PWDs. Clearly, there is need for such approaches that not only focus on providing more quality services, but should also aim at promoting social participation of PWDs, which would eventually improve their overall situation.

With this background and process in place, JICA Pakistan office invited an expert, Mr. Naoto Ikeda from May 2008 to Sep 2008, to undertake preparatory study in District Abbottabad. The study focused on understanding three aspects relating to the project, i.e., 1) situation analysis of PWDs; 2) social inclusion of PWDs in society; and 3) status of female PWDs in District Abbotabad. This was followed by series of discussions between Federal, Provincial, District Governments and JICA on the planning, activities, formulation of Project Design Matrix in line with the results of the preparatory study including pilot survey.

1.2 Objective of the study

The objectives of the preparatory study are summarized below:

- To confirm the needs of PWDs and relevance of the project
- To confirm the objective / goal of the project
- To agree with the Pakistani side on the framework of the project
- To agree on Project Design Matrix (PDM) and Plan of Operation (PO)
- To confirm the necessary procedure to be followed by both Japanese and Pakistani sides before the launching of the Project

¹ JICA has selected Abbottabad District, NWFP as Project target area, after due consideration of JICA's policy, security situation in Pakistan, availability of local resources & availability of counterpart necessary for implementation of the Project.

1.3 Schedule

The schedule of the Team is attached as ANNEX 1.

1.4 Members of the Team

No	Name	Team Composition	Designation
1	Mr. KAIBARA Takao	Leader	Resident Representative, Pakistan Office, JICA
2	Mr. IKEDA Naoto	Expert on Support for PWDs	Social Security Team, Human Development Department, JICA
3	Ms. TANAKA Yumiko	Gender Advisor	Project Formulation Adviser, Thailand Office, JICA
4	Ms. MAEKAWA Masaharu	Cooperation Planning	Project Formulation Adviser, Pakistan Office, JICA
5	Ms. NAZIA Seher	Cooperation Planning	Program Officer, Pakistan Office, JICA

2 Framework of the project

2.1 Project Title

Both parties agreed that the project title shall be changed and referred to as "Promotion of Social Participation of Persons with Disabilities".

2.2 Implementing Organization

The implementing organization of the Project is Department of Social Welfare and Community Development, District Abbottabad.

2.3 Key Project Partners

2.3.1 GOP

Since the project aims at facilitating the implementation of NPA, therefore, it is pertinent to have a coordinated arrangement, linkages, and participation from all four key project partners, i.e.,

- Directorate General of Special Education, Ministry of Social Welfare and Special Education
- Secretary, Zakat, Ushar, Social Welfare & Women Development Department, NWFP
- District Coordination Office, District Abbottabad
- Department of Social Welfare and Community Development, District Abbottabad

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2.3.2 NGOs

The NGOs working in the fields of disabilities including visually impaired, hearing impaired, physically handicapped, mentally retarded and multiple disabled will be taken on board as project partners. The actual project partners from among the NGOs will be identified through mutual consultation and agreement between JICA and GOP project partners.

2.3.3 PWDs

The PWDs and their family members who have already participated in the preparatory study including pilot survey will be encouraged to represent PWDs as project partners. In addition to this, the Project will be open to provide membership to other PWDs and their family members.

2.4 Project location

2.4.1 Targeted District

The Project location is District Abbottabad, NWFP. However, the project activities will not be limited to District Abbottabad.

2.4.2 Targeted Union Councils

Population including disabled and non-disabled people living in twelve selected Union Councils² (UCs) in District Abbottabad as follows;

Abbottabad city	Banda Pir Khan	Dhamtour	Jhangi	Kathwal
Kehal	Kakul	Malikpura	Mirpur	Nawanshaher
Salhad	Shekhrbandi			

2.5 Duration

The duration of the Project will be Three (3) years, which will start with the placement of long-term experts in District Abbottabad.

2.6 Concept of the Project

The basic concept of the Project is to promote social participation of PWDs through their empowerment and inclusion in all walks of life. For this purpose, the Project will focus on following key areas:

Empowerment: This will include training of PWDs, so as to equip them with leadership skills and

² These twelve UCs were identified in consultation and support from Social welfare department, District Abbottabad. One of the key considerations was to include such UCs, which are relatively accessible for surveyors with disabilities of the pilot survey.

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facilitate them in formation of Disabled Peoples Organizations (DPO), Self Help Organizations (SHO) and Family Association of PWDs

Inclusion: This will aim at building an interface between disabled and non-disabled people through awareness raising, information dissemination and experience sharing.

Network: This will consist of Federal Government, Provincial Government (NWFP), District Government (Abbottabad); select number of NGOs; and PWDs & their families with a mandate to manage, coordinate and monitor the implementation of the Project. In addition to this, the Federal and Provincial government partners of the network will have the responsibilities of sharing the Project experience with other districts, provincial and federal relevant ministries, departments and NGOs. It is also anticipated that, after the Project, the network members will make efforts to replicate the Project experience in other districts and provinces.

2.7 Project Design

The project design consists of: a) project concept illustration, b) Project Design Matrix (PDM), c) Plan of Operation (PO); attached as ANNEX 2, 3 and 4.

2.8 Project Organization

2.8.1 Implementation and management [Counterpart, Experts and PST]

The implementation of project including PDM and PO will be primarily the responsibility of counterpart to be assigned by the Social Welfare Department (SWD) of District Abbottabad with technical advice and corporation of JICA long-term experts. In order to ensure a coordinated and well represented frame work for the management of project, the counterpart and JICA experts will constitute a Project Steering Team (PST) having members from district based and disability-related government institutions, NGOs, PWDs and their families. Please also refer to ANNEX 5.

2.8.2 Coordination and Networking [JCC]

For this purpose, Joint Coordinating Committee (JCC) will bear the responsibility for the coordination and networking between project partners around the Project objectives and activities. The specific mandate of JCC is as follows;

- To endorse annual work plans to be developed and submitted by PST as per the details specified in Record of Discussions (R/D).
- To review and discuss the major issues and agree on their solutions aiming at smooth implementation of the Project.
- To share the Project experience with other related organizations in other districts and provinces.

Please refer to ANNEX 6.

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2.8.3 Internal Monitoring and Evaluation [NPA-WG]

The internal monitoring and evaluation of the Project will be carried out by NPA Working Group (NPA-WG) on quarterly basis. For details on members, please refer to ANNEX 7.

2.9 Inputs

The Project inputs have been broadly categorized as Human resources, Physical resources, financial resources including description of other related expense. Please refer to ANNEX 8 for specific details.

3. Others

3.1 Record of Discussions

The details of the undertakings by both parties have been discussed and agreed in "Record of Discussions", shown in ANNEX 9

3.2 Gender Mainstreaming

Department of Social Welfare, Special Education and Women Development, District Abbottabad will make efforts for gender mainstreaming such as more participation of female PWDs in line with PDM and PO.

END

Attached documents

ANNEX 1	Schedule of the preparatory study
ANNEX 2	Project Concept Illustration
ANNEX 3	Project Design Matrix (PDM)
ANNEX 4	Plan of Operation (PO)
ANNEX 5	Project Steering Team (PST) Members
ANNEX 6	Joint Coordinating Committee (JCC) Composition
ANNEX 7	NPA Working Group (NPA-WG) Members
ANNEX 8	Inputs to the Project
ANNEX 9	Record of Discussion (R/D)

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Schedule for the Preparatory Study on PWDs Project

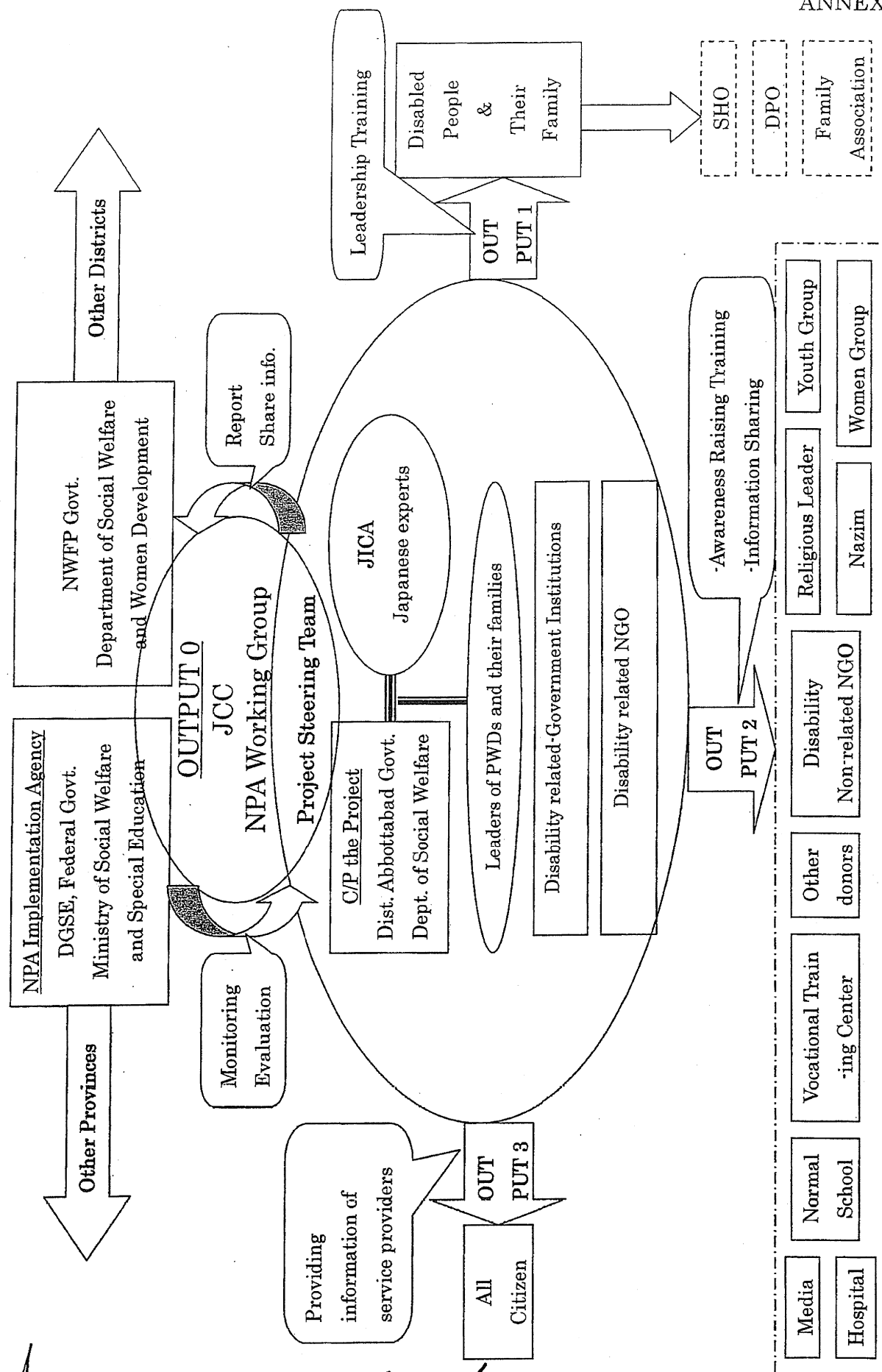
Day	Date	Time	Mr. Ikeda	JICA Staff
7-May	Wed	22:50	TG5C9 BKK → ISB	
8-May	Thu	9:00	Courtesy Call to Mr. Kaibara (JICA PK Office)	Courtesy Call to Mr. Kaibara (JICA PK Office)
		14:00	Internal meeting	Internal meeting
9-May	Fri	16:00	Security Briefing	Security Briefing (Mr. Koyanagi)
10-May	Sat	16:00	Internal meeting	Internal meeting
11-May	Sun			
12-May	Mon	14:00	Internal meeting	Internal meeting
13-May	Tue			
14-May	Wed	16:00	Milestone (NGO), ISB Address: NISE building, Opp. Ball-ul-Maj, St. 7, H-8/4, Islamabad Contact: Mr. Shafiq-ul-Rehman, Phone: 0321-9480665	
15-May	Thu	11:00	Courtesy Call to DCO Office, ABB Address: Jalal Baba Auditorium, Abbottabad Contact: Mr. S.M. Javed, Phone: 0992-9310432	Courtesy Call to DCO Office in ABB
		14:00-15:30	Light House Society for the Blind (NGO), ABB Address: Havelian Rd., Near General Bus Stand, Abbottabad Contact: Mr. Khurshid, President, Phone: 0992-336380	
16-May	Fri	9:00-11:00	Visitation to RCPD(NGO), Rehabilitation Center for the Physically Disabled Address: Umeeabad No.2, Svati Gate Peshawar Contact: Ms. Ghulam Qadir, President, Phone: 091-5252618; 5277663	
17-May	Sat	-14:00	Transfer for ISB	
18-May	Sun			
19-May	Mon	11:00	Federal Govt. Special Education Centre, ABB Address: Noor Ellahi Road, Abbottabad Contact: Mr. Munir Akhtar Gureshi, Deputy Director Tel: 0992-9310105; Cell: 0304-5013941	
		14:00	DO, Social welfare and community dev., ABB Address: Jalal Baba Auditorium, Abbottabad Contact: Mr. Shafique or Ms. Razia Mobile: 0333-5062863 or 0301-8880979	
20-May	Tue	10:00	Mis Sadaf Yaqoob, Medical Social Welfare Officer Room No. 25, National Institute for Rehabilitation Medicine, ISB Address: St. No. 9, G-8/2 IBD Contact: Tel: 2851397 Cell: 03334-5011790 [0300-5187343]	
		14:00	DGSE, Islamabad Address: Hanna Rd., Opp. Nuri Hospital, G-8/4, ISB Contact: Mr. Manzagar Gardeez Mobile: 0333-5362550	
		10:00	Dr. Jahangir Aurakzai, Director National Institute for Rehabilitation Medicine, ISB Address: St. No. 9, G-8/2 IBD Contact: Tel: 2851397 Cell: 03334-5011790 [0300-5187343]	
21-May	Wed	15:00	Meeting with Pakistan Special Editor, ISB Address: Office No. 465, St. No. 74, G-8/1, IBD Contact: Mr. Farhat Abbas, Chief Editor Tel: 2260111, Cell: 0300-9562695	
		16:00	Meeting with Marboob ur Rehman, Provincial Coordinator @JICA PAK office Address: Rehabilitation Services for Physically Disabled, Health Dept., NWFP At Physiotherapy Dept. H.M.C, Peshawar Contact: 091-9217140-6, Mobile: 0300-8593184	

22-May	Thu	10:00	DO, Social welfare and community dev., ABB Address: Jalal Baba Auditorium, Abbottabad Contact: Mr. Shafique or Ms. Razia Mobile: 0333-5062863or0301-8880979 UK Rehab Trust International, ABB Address: Sandhu House, Jhangri Khojan Nari Road Mandian Abbottabad Mr. Faisal Hassan, Administrator Mobile: 0345-9541838
23-May	Fri	13:00	Pak Irish Rehabilitation Centre, ABB Address: 42/A, Pine View Rd., Opp. FG Girls High School, ABB Contact: Mr. Babar Khaleil, Mobile: 0300-5613520
23-May	Fri	9:30	11 th MTG Central Management Unit/ERRA, MRDEA, Address: House No 262, St.5, F-10/3 Contact: Aishah Qureshi, 051-9267456-7
24-May	Sat	14:00	Internal Meeting (Maekawa, Nazia, Ikeda)
24-May	Sat	15:15	ERRA Social Security Dept., Mr. Saeed Siddiqi, 0333-4281616 Address: House No. 62, Margalla Rd., G-6/3, ISB
26-May	Mon	10:30	DO, Social welfare and community dev., ABB Address: Jalal Baba Auditorium, Abbottabad Contact: Mr. Shafique or Ms. Razia Mobile: 0333-5062863or0301-8880979
26-May	Mon	12:00	Fed Govt. Spe. Edu. Centre, Nodirahi Rd., ABB
26-May	Mon	13:00	UK Rehab Centre, Mr. Faisal Hassan, Addmini, 0345-9541838
26-May	Mon	14:00	Prof. Akram Abbassi, Main bazaar, 0300-5621187
26-May	Mon	19:00	Or Pak Irish Reha. Centre, Mr. Babar Khaleil, 0300-5613520 Mr. Ali Butt, 03015316335
27-May	Tue	AM	NIRD(National Institute for Rehabilitation Medicine)
27-May	Tue	15:00	Internal meeting Meeting with Pakistan Special Editor, ISB Address: Office No. 465, St. No. 74, G-8/1, IBD Contact: Mr. Farhat Abbas, Chief Editor Tel: 2260111, Cell: 0300-9562695
28-May	Wed	14:00	Courtesy Call to Embassy of Japan
28-May	Wed	15:00	Transfer for Abbottabad
28-May	Wed	19:00	Meeting on the Workshop with Milestone, ABB
29-May	Thu	9:00-17:00	Workshop on Survey for PWDs' Situation @ Horizon Guest House, ABB
30-May	Fri	AM	Workshop on Survey for PWDs' Situation @ Horizon Guest House, ABB DO, Social welfare and community dev., ABB Address: Jalal Baba Auditorium, Abbottabad Contact: Mr. Shafique or Ms. Razia Mobile: 0333-5062863or0301-8880979
31-May	Sat		
2-Jun	Mon		Pilot study for PWDs (~8-Aug), Office @Horizon Guest House, H.No.407, St. No. 3, Jinnahabad, ABB, TEL: 0992-381122/381449, 0300-8112323 Transfer for ISB
27-Jun	Fri	6:00	Mid-term Report (Internal) or TV conference
27-Jun	Fri	PM	Midterm Report for situational analysis (JOCV Meeting) Transfer for ABB
3-Jul	Thu	9:00 AM	Transfer for ISB
3-Jul	Thu	PM	Meeting with Dr. Qazi, DG(Northern area), DGSE
3-Jul	Thu	17:00	Meeting with Ms. Seema, Program manager, Milestone Transfer for ABB
15-Jul to 18-Jul	Tue		Field survey with Ms. Tanaka Gender Issue Expert
31-Jul	Thu	AM	Final Report @ Abbottabad (Joint Meeting)
1-Aug	Fri	PM	Joint Meeting (Federal/Provincial/District)
2-Aug	Sat	AM	Meeting with in-charge of Special Education Centre
2-Aug	Sat	PM	Meeting with mass media

Filed
Survey
&
Follow up

3-Aug	Sun				
4-Aug	Mon	AM	Meeting with Social Welfare Officer, ABB		
		PM	Meeting with resource persons		
5-Aug	Tue	AM	Meeting with NGO AH-Huda Institute for deaf, girls, Abbottabad		
		PM	Meeting with resource persons		
6-Aug	Wed	AM	Meeting with resource persons		
		PM	Disability related NGO Forum, ABB		
7-Aug	Thu	AM	TV conference @11:00, Islamabad		
		PM	Internal meeting		TV conference@11:00
8-Aug	Fri	AM	Meeting with Director (NR), DGSE		Internal meeting
9-Aug	Sat	AM	Meeting with Social Welfare Officer, ABB	Transfer for Abbottabad	
10-Aug	Sun				
		AM	Meeting with Govt. Institute for deaf, boys, Abbottabad		
11-Aug	Mon	PM	Meeting with NGO School for the blind boys, Abbottabad		
			Meeting with Govt. Institute for the blind girls, Abbottabad		
12-Aug	Tue		Meeting with resource persons		
13-Aug	Wed	AM	Meeting with resource persons		
		PM	Transfer for Islamabad		
14-Aug	Thu	AM	Internal Meeting		
		PM	Internal Meeting with JOCV Mission Team		Internal Meeting with JOCV Mission Team
15-Aug	Fri				
16-Aug	Sat				
17-Aug	Sun				
18-Aug	Mon	AM	11:00 Courtesy Call to Ministry of Social Welfare & Special Education, DGSE		Courtesy Call to EAD, PDM, R/D conference
		PM	14:00 Courtesy Call to EAD, PDM, R/D conference		Courtesy Call to Ministry of Social Welfare & Special Education, DGSE
19-Aug	Tue	AM			Courtesy Call to Social Welfare & Women Devt Div. NWFP & PDM, R/D Conf.
		PM			
20-Aug	Wed	AM	11:00 Meeting with Milestone, Islamabad		
21-Aug	Thu	AM	11:00 Courtesy Call to District Social Welfare Office, ABB & PDM Conf.		Courtesy Call to District Social Welfare Office, ABB & PDM Conf.
		PM	PDM conference with Social Welfare Office, ABB (With JOCV Mission)		PDM conference with Social Welfare Office, ABB (With JOCV Mission)
22-Aug	Fri	AM			
		PM	14:00 JOCV Mission Report		14:00 JOCV Mission Report
23-Aug	Sat				
24-Aug	Sun				
25-Aug	Mon		Joint Meeting (Fed, Pro, Dist Govt.), JICA Office		Joint Meeting (Fed, Pro, Dist Govt.), JICA Office
26-Aug	Tue		R/D Signing Ceremony, JICA Office, ISB		R/D Signing Ceremony, JICA Office, ISB
27-Aug	Wed				
28-Aug	Thu	AM	Transfer to Abbottabad		
		PM	Visitation to NGOs working in rural area (IDEAL), Abbottabad		
29-Aug	Fri	AM	Visitation to NGOs working in rural area (UNICEF), Abbottabad		
30-Aug	Sat				
31-Aug	Sun				
1-Sep	Mon	AM	Visitation to NGOs working in rural area (SRSP), Abbottabad		
		PM	Visitation to NGOs working in rural area (Sukoon), Abbottabad		
2-Sep	Tue	AM	Visitation to NGOs working in rural area (Limbless Trust Pakistan), Abbottabad		
		PM	Visitation to NGOs working in rural area (Skylan), Abbottabad		
3-Sep	Wed	AM	Visitation to NGOs working in rural area (CESSD), Abbottabad		
		PM	Transfer to Islamabad		
4-Sep	Thu				
5-Sep	Fri		Midnight: Islamabad -> Bangkok		
6-Sep	Sat				

Project Concept Illustration



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Project Name: Project on the Promotion of Social Participation of Persons With Disabilities Duration: Nov. 2008 to Oct 2011(3years) Ver. 0
Target Area: District Abbottabad, NWFP. Target Group: People living in twelve selected Union Councils in District Abbottabad Date: August 25, 2008

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal Activities regarding social participation of Person With Disabilities (PWDs), both men and women, are extended to other Districts and contribute to the implementation of National Plan of Action for PWDs (NPA).	1. No. of SHO, DPO and Family Association for PWDs in other Districts are increased by 0% after the termination of the Project. 2. No. of the awareness campaigns / events are increased 0% after the termination of the Project.	1&2. Record of service providing organization	
Project Purpose Social participation of PWDs, both men and women, is promoted in Abbottabad District.	1. No. of access to service providers are increased 0%. 2. No. of PWDs joining workshops, campaigns, events, meetings and so on are increased by 0%. 3. No. of times PWDs going out in daily life are increased 0%. 4. No. of times women with disabilities joining the house work are increased 0%. 5. No. of PWDs having activities with purpose are increased 0%. 6. No. of times PWDs having communication with the others are increased 0%. 7. No. of PWDs with disability certification are increased 0%. 8. No. of PWDs who get the assistive device and/or financial assistance from service providers including governments are increased 0%.	1. Record and report of service organizations 2, 3, 4, 5&6. Results of questionnaire and interview for PWDs 7&8. Record and report of governments and service providers.	- NPA - conditions of the citizens' livelihood in Abbottabad are not worsen.
Outputs 0. The network between Federal, Provincial, District Govt., and NGOs is built.	0-1. No. of regular meetings of JCC and NPA Working Group are more than 0 and No. of participants joining the meetings are more than 80% of total members. 0-2. No. of workshops, campaigns, events, meetings and so on regarding social participation of PWDs held by plural governments or NGOs are more than 0	0-1&2. Project report 1-1, 2&3 Project report	- General conditions of the citizens' livelihood in Abbottabad are not worsen. - Restriction on PWDs and their family is not newly formed
1. SHOs, DPOs and Family Associations of PWDs are organized and strengthened, with a perspective of gender, ethnicity, age and other socio-cultural factors.	1-1 No. of SHOs, DPOs and Family Associations of PWDs are more than 0 1-2 No. of times SHOs, DPOs and Family Associations of PWDs held the meetings are more than 0 1-3 No. of participants joining the meetings are more than 0 1-4 No. of times SHOs, DPOs and Family Associations of PWDs organize workshops, events and campaigns are more than 0	2-1 Results of the check sheet before and after the training 2-2. Project report	
2. Discrimination and prejudice against PWDs and their family, both men and women, is reduced.	2-1. Public awareness about social participation of PWDs, both men and women are improved 0%, before and after the training 2-2. No. of activities addressed, planned and implemented to reduce the gender gaps and gender discriminations against PWDs are more than 0.		
3. Information accessibility for PWDs, both men and women, is improved.	3-1 Kinds of information materials about social services and resources are more than four, and the No. of distribution are a thousand 3-2 No. of published regarding disability issue are more than 0 3-3 No. of service providers, which PWDs and their family knows, are increased 0%	3-1, 2&3. Project report	

Note

All the activities, outputs and indicators refer to the ratio of gender/social balance, and inclusion of gender/social perspectives, as necessary.
All indicators of project purpose and outputs should be compared with beginning & ending of the Project.

ANNEX 3

Activities	Input from Japan [Personnel] -Long-term expert(s) from Japan -Short-term expert(s) as required	Input from Pakistan [Personnel] -Exclusive Staff -Trainers and lecturer as required -Driver or clerk as required	Related organizations allow to the campaign held in public space.
0-1. Setting up the Project Steering Team (PST) with gender and social balance, which is headed by the Abbottabad District Social Welfare Department. 0-2. PST reports periodically at the meeting to disability related organization of Federal, Provincial, District Govts. and NGOs, and discuss for further promotion of NPA implementations.			
1-1. PST supports to implements the field survey for PWDs by PWDs, both men and women, living in village with a gender and social perspective. 1-2. PST looks for the candidate of the leader of PWDs, both men and women. 1-3. PST plans the training for empowerment of PWDs, with gender and social balance. 1-4. PST prepares the training text for PWDs, including gender and social issues. 1-5. PST implements the training for PWDs, both men and women. 1-6. PST supports SHO, DPO to be organized 1-7. PST looks for the candidate of the leader of family members of PWDs 1-8. PST plans the training for empowerment of family member of PWDs, with a gender and social perspective. 1-9. PST prepares the training text for family members of PWDs 1-10. PST implements the training for family members of PWDs 1-11. PST supports Family Association of PWDs to be organized 1-12. PST supports SHO, DPO and Family Association of PWDs to hold the regular meetings	[Training] -In Japan -other countries -Pakistan *Acceptance of trainees to be Training room and the furniture [Financial] -Equipments for training, Local cost survey and campaign (in recurrent budget) (Computer, Projector, Daily expenditures Printer, Digital Camera, etc) -Allowance of its own personnel [Financial] -Running cost for the project [Vehicle] (Cost for survey etc) [Vehicle] -Social welfare vehicle	[Facilities & Equipments] -Office room and the furniture for expert(s) -Training room and the furniture [Financial] -Local cost (in recurrent budget) -Daily expenditures -Allowance of its own personnel -Bus for the Project related travels	Pre-conditions Town Municipal Administration s do not oppose the Project. Related personnel cooperate the Project. Security situation in Abbottabad is not worsen. - Economical situation is not worsen drastically.
2-1. PST implements the survey regarding discrimination and prejudice against PWDs with a gender and social perspective. 2-2. PST plans the training for reducing discrimination and prejudice against PWDs with a gender and social perspective. 2-3. PST prepares the training text for reducing discrimination and prejudice against PWDs 2-4. PST implements the training for reducing discrimination and prejudice against PWDs 2-5. PST promotes to make and distribute audio-visual materials to raise public awareness about disability issue with a gender and social perspective. 2-6. PST collects and classifies information about existing campaigns and events in and around target area 2-7. PST supports SHO, DPO and Family Association of PWDs to implement campaigns and events to raise public awareness 2-8. PST supports SHO, DPO and Family Association of PWDs to implement cultural/sports events.			
3-1. PST collects and analyses information about detection and intervention, and situations of information accessibility regarding disability 3-2. PST collects and analyses information about social services and resources in Abbottabad District. 3-3. PST promotes networking and sharing information in the District. 3-4. PST collects and analyses information about disability-related social services and resources in Islamabad and Peshawar. 3-5. PST promotes networking and sharing information about disability-related service providers in Islamabad and Peshawar. 3-6. PST organizes the training for disability-related service providers 3-7. PST develops the training text for disability-related service providers 3-8. PST organizes the training for disability-related service providers 3-9. PST promotes to make and distribute audio-visual materials about disability-related service providers. 3-10. PST builds networking and sharing information with mass media about disability-related service providers			

Plan of Operation (Draft, 29/7/2008)

Project on the Promotion of Social Participation of Persons With Disabilities

Year Month	1st year			2nd year			3rd year					
	1	3	5	7	9	11	1	3	5	7	9	11
0-1. Setting up the Project Steering Team (PST) with gender and social balance, which is head by the Abbottabad District Social Welfare Department.	↑											
0-2. PST reports periodically at the meeting to disability related organization of Federal, Provincial, District Govt. and NGO, and discuss for further promotion of NPA implementations.												
1-1. PST implement the field survey for Disabled People living in village considering about the gender issue												
1-2. PST look for the candidate of the leader of Disabled People						↑						
1-3. PST plan the training for empowerment of Disabled People						↑						
1-4. PST prepare the training text for Disabled People		↑										
1-5. PST implement the training for Disabled People						↑						
1-6. PST support SHO, DPO to be organized												
1-7. PST look for the candidate of the leader of family members of Disabled People						↑						
1-8. PST plan the training for empowerment of family member of Disabled People		↑										
1-9. PST prepare the training text for family members of Disabled People						↑						
1-10. PST implement the training for family members of Disabled People												
1-11. PST support Family Association of Disabled People to be organized												
1-12. PST support SHO, DPO and Family Association of Disabled People to hold the regular meetings												
2-1. PST implement the survey regarding to discrimination and prejudice of Disabled People considering the gender issue						↑						
2-2. PST plan the training for reducing												

ANNEX

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Project Steering Team (PST) Members

For Output 1 Empowerment Leadership training	For Output 2 Inclusion Awareness Raising	For Output 3 Inclusion Info. Dissemination
Leaders of PWDs and Their families	Leaders of PWDs and Their families	Leaders of PWDs and Their families
Disability-related Government Institutions	Disability-related Government Institutions	Disability-related Government Institutions
Disability-related NGOs	Disability-related NGOs	Disability-related NGOs

Note:

The number of members from each category will be determined through mutual consultation during the first quarter of the implementation of the Project.

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JOINT COORDINATING COMMITTEE COMPOSITION

Chairperson: [Project Chief Coordinator]

- Director (NR), DGSE, Ministry of Social Welfare and Special Education

- Members from Pakistani Side

(1) District Government

a. District Coordination Officer [Project Director]

(2) Department of Social Welfare and Community Development

a. District Officer [Project Manager]

(3) Directorate of Social Welfare, NWFP

a. Nominee from Secretary Social Welfare / Director, Directorate of Social Welfare

(4) Ministry of Social Welfare and Special Education, Federal Govt.

a. Director (NR), DGSE, Ministry of Social Welfare and Special Education

(5) Partner Associations

a. Representatives from three disability-related NGOs (Selected by PST)

- Members from Japanese Side

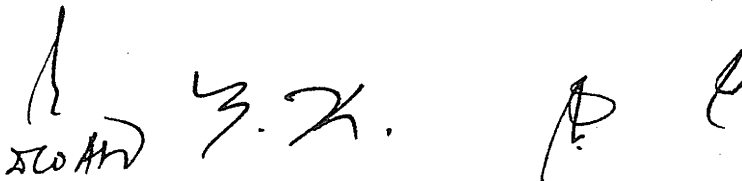
(1) JICA:

a. Resident Representative of JICA Pakistan Office

b. Japanese experts and other country's experts

c. Other personnel concerned, to be assigned by JICA, if necessary

Note: Official(s) of the Japanese Embassy in Pakistan and others may be invited at the Joint Coordinating Committee meeting as observer(s)



NPA Working Group (NPA-WP) Members

Org	Position	Organization
Federal Govt	Director (NR)	DGSE, Ministry of Social Welfare and Special Education
	In charge	Special Education Centre, Peshawar DGSE, Ministry of Social Welfare and Special Education
Province Govt	Director	Directorate Social Welfare & Women Development, NWFP
	-Director	Provincial Council of Rehabilitation for Disabled Persons
	-Rehab. Coordinator	Rehabilitation Services for Physically Disabled, Health Dept
District Govt	District Planning Officer	District Govt., Abbottabad
	Principal	School for the Deaf, Abbottabad
	Principal	Institute for the Blind, Abbottabad
Project	Project Chief Coordinator	Director (NR), DGSE, Islamabad
	Project Director	District Coordination Officer, District Govt. Abbottabad
	Project Manager	District Officer, Social Welfare and Community Devt. Dept.
	Project staff	Regular Staff Special Education Centre, Abbottabad DGSE, Ministry of Social Welfare and Special Education
	Project Experts	JICA
NGOs	Representative	Disability related NGO
	Representative	Disability related NGO
	Representative	Disability related NGO

Note: Japan Overseas Corporation Volunteer (JOCV) and others may be invited at the NPA Working Group meeting as observer(s)

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Inputs to the Project

Org.	Human Resources	Physical Resources	Financial Resources
Fed. Govt	[DGSE, Islamabad] -Director (NR) as Project Chief Coordinator and chair person of JCC -Trainers, lecturers for the trainings -NPA Coordinator as a member of NPA-WG [DGSE, Abbottabad] -In-charge of Special Education Centre as a member of PST -One regular staff of Special Education Centre with disabilities as project staff -Bus driver of Special Education Centre for project related travel	[DGSE, Abbottabad] -Hall of Special Education Centre for district based training -Bus of Special Education Centre for project related travel	-TA/DA of the participants from DGSE for NPA Working Group meetings (Peshawar)
Prov. Govt	-Nominee from Secretary Social Welfare / Director, Directorate of Social Welfare as members of JCC and NPA-WG -Provincial Coordinator as a member of NPA-WG -Trainers, lecturers for the trainings	-Meeting room and facilities for NPA-WG meetings (Peshawar)	
Dist. Govt	-DCO as Project Director -DPO as member of NPA-WG -DO, Department Social Welfare as Project Manager -Driver for the social welfare vehicle -Trainers, lecturers for the training	-Office space equipped with necessary facilities for two experts and one project staff -Institute for the Blind -School for the Deaf	
JICA	<u>Two Long term experts</u> Chief Adviser Project Coordinator <u>Short term expert(s)</u> -Formulation of DPO, SHO & Family Association of PWDs -Awareness Raising *Others mutually agreed upon as necessary	<u>Others</u> -Equipments: Computer, Printer, Projector, Digital Camera etc -Vehicle: Social welfare vehicle for W/C user -Training: In country; Abbottabad, etc Overseas; Japan and/or third country	<u>Project running cost</u> -Expense for surveys, awareness raising activities and information dissemination activities (material development and printing cost, Travel cost, TA/DA for surveyors, trainers) -Hospitality, stationary for PST, NPA-GW and JCC meetings. -POL for social welfare vehicle and bus of Special Education Centre for project related travel -Expense for the Training in Japan and/or third country, Pakistan -TA/DA of the participants from NWFP and Dist. Abbottabad for JCC and NPW-WG meeting

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RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF THE ISLAMIC REPUBLIC OF PAKISTAN
ON THE JAPANESE TECHNICAL COOPERATION PROJECT ON
THE PROMOTION OF
SOCIAL PARTICIPATION OF PERSONS WITH DISABILITIES

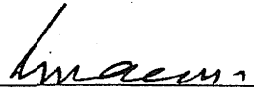
Japan International Cooperation Agency (to be referred as "JICA" in the following text) exchanged views and had a series of discussions with authorities concerned of Government of Pakistan, with respect to desirable measures to be taken by JICA and Department of Social Welfare and Community Development (to be referred as "DSW" in the following text), District Abbottabad, NWFP of the Islamic Republic of Pakistan for the successful implementation of the Project on the Promotion of Social Participation of Persons with Disabilities.

As a result of the discussions, JICA and authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.


Islamabad, 26th August 2008

Mr. Takao Kaibara
Resident Representative,
Pakistan Office,
Japan International Cooperation Agency




Mr. Ghulam Muhammad Mahar
Deputy Secretary (ADB/Japan)
Ministry of Economic Affairs & Statistics
Economic Affairs Division
Government of Pakistan


Mr. Khalid Naeem
Director General,
Directorate General of Special Education,
Ministry of Social Welfare and Special Education,
Government of Pakistan

Mr. Shah Sahib
Secretary
Zakat, Ushar, Social Welfare & Women
Development Department,
Government of NWFP



Mr. Zaheer-ul- Islam
District Coordination Officer
District Government, Abbottabad

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THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND DSW

1. GOP will implement the Project on Promotion of Social Participation of Persons With Disabilities (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the MASTER PLAN, which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

1. DISPATCH OF JAPANESE AND OTHER COUNTRY'S EXPERTS

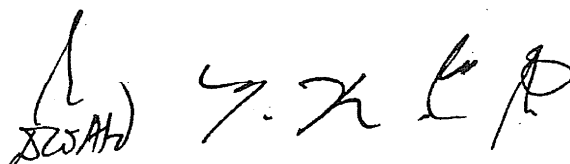
JICA will provide the services of the Japanese and other country's experts as listed in Annex II.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of GOP, upon being delivered C.I.F. (cost, insurance and freight) to the Pakistan authorities concerned at the ports and/or airports of disembarkation.

3. TRAINING OF PAKISTAN PERSONNEL IN OTHER COUNTRIES INCLUDING JAPAN

JICA will receive the Pakistan personnel connected with the Project for technical training in other countries including Japan.

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6. In accordance with the laws and regulations in force in the Islamic Republic of Pakistan, GOP will take necessary measures to meet:

- (1) Expenses necessary for transportation of the Equipment referred to in II-2 above within the Islamic Republic of Pakistan as well as for the installation, operation and maintenance thereof;
- (2) Customs duties, internal taxes and any other charges on the Equipment referred to in II-2 above, imposed in the Islamic Republic of Pakistan; and
- (3) Running local expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

0. Director (NR), DGSE, as the Project Chief Coordinator, will ensure smooth implementation of the Project and its replication after the successful completion of the Project in other provinces.
1. District Coordination Officer, District Abbottabad, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. District Officer, DSW as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese experts will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the Pakistan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

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V. JOINT EVALUATION

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

VI. CLAIMS AGAINST JAPANESE EXPERTS

GOP undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Islamic Republic of Pakistan except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

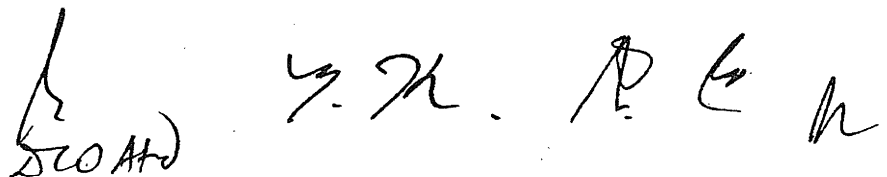
There will be mutual consultation between JICA and GOP on any major issues arising from, or in connection with this Attached Document.

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

For the purpose of promoting support for the Project among the people of the Islamic Republic of Pakistan, GOP will take appropriate measures to make the Project widely known to the people of the Islamic Republic of Pakistan.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three years from dispatching the Japanese expert.

The block contains several handwritten signatures and initials in black ink. From left to right, there is a signature that appears to be 'S. O. A. D.', followed by 'Y. H.', then a signature that looks like 'P. E.', and finally a signature that looks like 'H'.

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ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS AND OTHER COUNTRY'S EXPERT
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF PAKISTAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF LAND, BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE

20/11/15 Y. K. P. C. R

MASTER PLAN

OVERALL GOAL

Activities regarding social participation of Person With Disabilities (PWDs), both men and women, are extended to other Districts and contribute to the implementation of National Plan of Action for PWDs (NPA).

PROJECT PURPOSE

Social participation of PWDs, both men and women, is promoted in Abbottabad District.

OUTPUTS

0. The network between Federal, Provincial, District Govt., and NGO is built.
1. SHO, DPO and Family Associations of PWDs are organized and strengthened, with a perspective of gender, ethnicity, age and other socio-cultural factors.
2. Discrimination and prejudice against PWDs and their family, both men and women, are reduced.
3. Information accessibility for PWDs, both men and women, is improved.

ACTIVITIES

0-1. Setting up the Project Steering Team (PST) with gender and social balance, which is head by the Abbottabad District Social Welfare Department.

0-2. PST reports periodically at the meeting to disability related organization of Federal, Provincial, District Govt. and NGO, and discuss for further promotion of NPA implementations.

1-1. PST supports to implements the field survey for PWDs by PWDs, both men and women, living in village with a gender and social perspective.

1-2. PST looks for the candidate of the leader of PWDs, both men and women.

1-3. PST plans the training for empowerment of PWDs, with gender and social balance.

1-4. PST prepares the training text for PWDs, including gender and social issues.

1-5. PST implements the training for PWDs, both men and women.

1-6. PST supports SHO, DPO to be organized

1-7. PST looks for the candidate of the leader of family members of PWDs

1-8. PST plans the training for empowerment of family member of PWDs, with a gender and social perspective.

1-9. PST prepares the training text for family members of PWDs

1-10. PST implements the training for family members of PWDs

1-11. PST supports Family Association of PWDs to be organized

1-12. PST supports SHO, DPO and Family Association of PWDs to held the regular meetings

2-1. PST implements the survey regarding to discrimination and prejudice against PWDs with a gender and social perspective.

2-2. PST plans the training for reducing discrimination and prejudice against PWDs with a gender and social perspective.

2-3. PST prepares the training text for reducing discrimination and prejudice against PWDs

2-4. PST implements the training for reducing discrimination and prejudice against PWDs

2-5. PST promotes to make and distribute audio-visual materials to raise public awareness about disability issue with a gender and social perspective.

2-6. PST collects and classifies information about existing campaigns and events in and around target area

2-7. PST supports SHO, DPO and Family Association of PWDs to implement campaigns and events to raise public awareness

2-8. PST supports SHO, DPO and Family Association of PWDs to implement cultural/sports events.

3-1. PST collects and analyses information about detection and intervention, and situations of information accessibility regarding to disability

3-2. PST collects and analyses information about social services and resources in Abbottabad District.

3-3. PST promotes networking and sharing information in the District.

3-4. PST collects and analyses information about disability-related social services and resources in Islamabad and Peshawar.

3-5. PST promotes networking and sharing information about disability-related service providers in Islamabad and Peshawar.

3-6. PST organizes the training for disability-related service providers.

3-7. PST develops the training text for disability-related service providers

3-8. PST organizes the training for disability-related service providers

3-9. PST promotes to make and distribute audio-visual materials about disability-related service providers.

3-10. PST builds networking and sharing information with mass media about disability-related service providers

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LIST OF JAPANESE AND
OTHER COUNTRY'S EXPERTS

Long-term Experts

1. Chief Adviser
2. Project Coordinator / Training

Short-term Experts


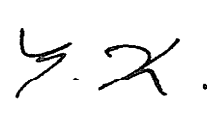



1. Formation of SHOs, DPOs and Family Associations of PWDs
2. Awareness Raising

*Others mutually agreed upon as necessary

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LIST OF MACHINERY AND EQUIPMENT

1. Equipment for Leadership Training for PWDs and their family in lecture
(Computers, Projectors, Printers, Digital Camera, etc)
2. Social Welfare Vehicle for Wheel Chair User
3. Other equipment mutually agreed upon as necessary

**LIST OF PAKISTAN COUNTERPART AND
ADMINISTRATIVE PERSONNEL**

0. Project Chief Coordinator:
Director (NR),
DGSE, Ministry of Social Welfare and Special Education
1. Project Director: District Coordination Officer
District Abbottabad
2. Project Manager: District Officer
Social Welfare Department, District Abbottabad
3. Project Staff: Regular staff
Special Education Centre, DGSE, Abbottabad,
4. Driver: Driver for social welfare vehicle, DCO, District Abbottabad
5. Other personnel as necessary

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LIST OF LAND, BUILDING AND FACILITIES

1. Land, building and facilities necessary for the Project
2. Office spaces and facilities necessary for the Japanese experts
3. Rooms and spaces necessary for installation and storage of the equipment
4. Other facilities mutually agreed upon as necessary

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JOINT COORDINATING COMMITTEE

1. Functions

The Joint Coordinating Committee meeting will be held at least once a year and whenever necessity arises. Its functions are as follows:

- (1) To endorse the annual work plan of the Project;
- (2) To review the progress of the annual work plan;
- (3) To review and exchange opinions on major issues that may arise during the implementation of the Project;
- (4) To discuss any other issue(s) pertinent to the smooth implementation of the Project.

2. Members

- Chairperson: [Project Chief Coordinator]

Director (NR), DGSE, Ministry of Social Welfare and Special Education

- Members from Pakistani Side

(1) District Government

a. District Coordination Officer [Project Director]

(2) Department of Social Welfare and Community Development

a. District Officer [Project Manager]

(3) Directorate of Social Welfare, NWFP

a. Nominee from Secretary Social Welfare/Director, Directorate of Social Welfare

(4) Ministry of Social Welfare and Special Education, Federal Govt.

a. Director (NR), DGSE, Ministry of Social Welfare and Special Education

(5) Partner Associations

a. Representatives from three disability-related NGOs (Selected by PST)

- Members from Japanese Side

(1) JICA:

a. Resident Representative of JICA Pakistan Office

b. Japanese experts and other country's experts

c. Other personnel concerned, to be assigned by JICA, if necessary

Note: Official(s) of the Japanese Embassy in Pakistan and others may be invited at the Joint Coordinating Committee meeting as observer(s)

