

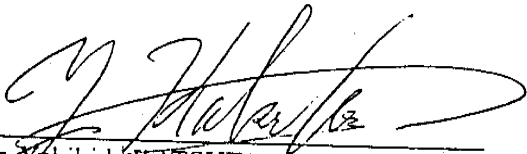
MINUTES OF MEETINGS
BETWEEN THE JAPANESE PREPARATORY STUDY TEAM
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT
OF THE KINGDOM OF CAMBODIA
ON JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT ON THE CAPACITY BUILDING FOR THE FORESTRY SECTOR PHASE II

The Japanese Preparatory Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Yukihide KATSUTA, visited the Kingdom of Cambodia for the purpose of conducting preparatory study on the Project on the Capacity Building for the Forestry Sector in the Kingdom of Cambodia Phase II (hereinafter referred to as "the Project").

During its stay, both the Team and authorities concerned of the Kingdom of Cambodia had a series of discussions and exchanged views on the Project. The both sides also held a workshop to prepare the draft of the Project Design Matrix (PDM) and the Plan of Operation (PO) of the Project.

As a result of the discussions and the workshop, the both sides agreed to the matters referred to in the documents attached hereto.

Phnom Penh, October 8, 2004



Mr. Yukihide KATSUTA
Leader
Japanese Preparatory Study Team,
Japan International Cooperation Agency



H.E. Ty SOKHUN
Head
Forestry Administration,
Ministry of Agriculture, Forestry and Fisheries

ATTACHED DOCUMENT

1. Outline of the Project

Through collaborative project preparation work, the both sides confirmed cooperation between the Japanese government and the Cambodian government for the future implementation of the Project as follows.

- (1)Project Title : The Project on the Capacity Building for the Forestry Sector Phase II
- (2)Project Duration : 5 years (Starts from February 2005)
- (3)Project Area : Forestry and Wildlife Training Center (FWTC), field training sites and field project sites
- (4)Overall Goal : At the local offices where trainees belong to, appropriate forest management plans are formulated, and natural/artificial re/afforestation and community forestry activities are implemented based on the plans.
- (5)Project Purpose : At the local offices where trainees belong to, local Forestry Administration(FA) officer's capability to implement forest management plan, natural/artificial re/afforestation and community forestry activities is improved.
- (6)Outputs : 1.Local officers obtain practical knowledge and skills on forest management planning, natural/artificial re/afforestation, and community forestry through the FWTC's training.
2.Local officers at the field project site(s) acquire practical skills and knowledge on the following 3 areas through the field project activities, and the experiences are summarized to feedback to the training design at FWTC:
- forest management planning,
- natural/artificial re/afforestation, and
- community forestry.
3.FA headquarters' counter measures and policy are formulated, in order for trainees to utilize the learnt skills and knowledge at their job.
- (7)Field training sites: Kampong Thmar Division, Kampong Thom Province
Kampong Tralach Division, Kampong Chhnang Province
Svay Rieng Division, Svay Rieng Province
Prek Prasab Division, Kratie Province
- (8)Field project sites : Main site Kampong Thmar Division, Kampong Thom Province
Sub-site Kampong Tralach Division, Kampong Chhnang Province

2. Draft of the PDM and the PO

The draft of the PDM and the PO of the Project were prepared in a participatory workshop as attached in ANNEX 1 and 2.

The PDM and the PO will be used as a management tool of the Project, and can be revised as needed by

mutual consent of the both sides.

3. Preparation of the Project Document

For clarifying the importance of the project implementation, the both sides will jointly prepare the Project Document which elaborates basic information, concept, and strategies of the Project. Japanese side will draft the Project Document and send to FA, through JICA Cambodia Office for receiving comments and confirmation of the Cambodian side. Contents of the Project Document is attached in ANNEX 3

4. Record of discussions (R/D)

The both sides continue to have discussions to confirm the contents of the PDM, the PO and the Project Document. With mutual agreement of the both sides, the Record of Discussions (R/D), it is the official document which defines contents of technical cooperation project, will be prepared and signed by the both sides.

5. Construction of the dormitory at FWTC

The Cambodian side requested construction of the dormitory at FWTC. The Japanese side will construct the dormitory, once it considers that sustainability of the Project is ensured with the evidence that the Cambodian side (RGC) shares 60% of total local expenditure for the project implementation.

6. Administration of the Project

The framework for the project implementation will be as follows:

<Cambodian side>

- (1) Project Director (Head of Forestry Administration, Ministry of Agriculture, Forestry and Fisheries) will bear overall responsibility for the administration and implementation of the Project.
- (2) Project Manager (Deputy Head of Forestry Administration) will be responsible for the managerial and technical matter of the Project.
- (3) Deputy Project Manager (Chief of FWTC) will be responsible for the coordination and implementation of the project activities of FWTC.
- (4) Field Project Managers (Chiefs of Kampong Thom and Kampong Chhnang Cantonment) will supervise the field project, and be responsible for the administration and implementation of the field project. The Field Project Managers will also assist the field training implementation.

<Japanese side>

- (1) Chief Advisor will provide necessary recommendations and advice to the Project Director, the Project Manager and the Deputy Project Manager on any matters relate to the project implementation.
- (2) Japanese experts will give necessary technical guidance and advices to the Cambodian counterpart personnel.

As

The chart of the project administration is attached in ANNEX 4.

7. The evaluation results of the phase I Project

The PDM was prepared by reflecting recommendations and lessons learnt of the final evaluation of the phase I Project. In implementation of the phase II Project, the both sides agreed to pay due attention to the result of the final evaluation.

8. Schedule until the project commencement

(1) Middle of November 2004

Submission of draft R/D, draft Project Document (including PDM and PO) from JICA to FA

(2) End of November 2004

Submission of comments on above documents from FA to JICA

(3) Middle of December 2004

Signing the R/D and the Project Document

(4) Middle of February 2005

Commencement of the Project

9. JICA's support to the Overall Capacity Building Program (OCBP)

Japanese side continues its support on human resource development of FA. JICA will conduct the Project and Country-focused training as a part of the OCBP implementation. And JICA expert(s) dispatched to Forestry Administration will support FA to implement, monitor and evaluate the OCBP. The framework of the JICA's support to the OCBP is attached in ANNEX 5

10. Training for FA central officers

Even though the Project focuses on capacity building of FA local officers, the both sides acknowledge the importance of continuous training on FA central officers. The Cambodian side requested to provide them training on management skills, facilitation skills to coordinate various stakeholders and the Project Cycle Management. JICA will seek its possibility to provide them training not through the Project but other cooperation schemes.

- ANNEX 1 Draft of the PDM
- ANNEX 2 Draft of the PO
- ANNEX 3 Contents of the Project Document
- ANNEX 4 The chart of the Project administration
- ANNEX 5 The framework of the JICA's support to the OCBP

Project Design Matrix (draft)

Project Name: Project on the Capacity Building for the Forestry Sector Phase II Duration: 5 years (Starts from Feb. 2005) Date: 8/10/2004
 Project Area: FWTC, field training sites and field project sites Direct Beneficiaries: Local forestry officers
 Version: PDM0

Overall Goal	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>At the local offices where trainees belong to, appropriate forest management plans are formulated, and natural/artificial re/afforestation and community forestry activities are implemented based on the plans.</p>	<ul style="list-style-type: none"> - Forest management plans, that are authorized by Forestry Management Office at FA Headquarters, are equipped and revised in every 5 years at the Divisions, where trainees belong to. - Based on the forest management plan, natural/artificial re/afforestation and community forestry activities (even a partial part of the forest management plan) are conducted at the Divisions, where trainees belong to. 	<p>Report of Forest Management Office at FA Headquarters</p> <p>Report of questionnaire survey for Divisions</p>	<p>Training for local FA officers on forest management plan, natural/artificial re/afforestation and community forestry is continued.</p> <p>The counter measures/policy, made by the Output 3 of this Project, is implemented by the FA Headquarters.</p>
<p>Project Purpose</p> <p>At the local offices where trainees belong to, local FA officer's capability to implement forest management plan, natural/artificial re/afforestation and community forestry activities is improved.</p>	<ul style="list-style-type: none"> - Ratio of trainees who utilize the learnt skills and knowledge in the course at their job is increased from x% at the end of phase I project to 80% at the end of the phase II Project. - Among the local FA offices where trainees belong to, the ratio of Divisions which utilize the learnt skills and knowledge in the course properly on their activities becomes 80% by the end of the Project. - Among the local FA offices where trainees belong to, the ratio of officers who utilize the learnt skills and knowledge in the course at their job, against the officers in charge of forest management planning natural/artificial re/afforestation and community forestry, becomes 80% by the end of the Project. - Training needs at the local FA offices on forest management plan, natural/artificial re/afforestation and community forestry in Overall Capacity Building Program is decreased from X to Y by the end of the Project. 	<p>Report of questionnaire survey for trainees</p> <p>Report of questionnaire survey for trainees' co-workers and boss</p> <p>Report of follow-up study for trainees</p> <p>Report of questionnaire survey for the local FA offices</p> <p>Database information on trainees at FWTC courses</p>	<p>Training for local FA officers on forest management plan, natural/artificial re/afforestation and community forestry is continued.</p> <p>The counter measures/policy, made by the Output 3 of this Project, is implemented by the FA Headquarters.</p>
<p>Outputs</p> <p>1. Local officers obtain practical knowledge and skills on</p>	<p>< Output 1 ></p> <p>Throughout the Project duration, difference in</p>	<p>< Output 1 ></p> <p>Report of Pre-test/Post-test</p>	<p>Trainees do not leave FA drastically.</p>

90

<p>forest management planning, natural/artificial re/afforestation, and community forestry through the FWTC's training.</p> <p>2. Local officers at the field project site(s) acquire practical skills and knowledge on the following 3 areas through the field project activities, and the experiences are summarized to feedback to the training design at FWTC:</p> <ul style="list-style-type: none"> - forest management planning, - natural/artificial re/afforestation, and - community forestry. <p>3. FA headquarters' counter measures and policy are formulated, in order for trainees to utilize the learnt skills and knowledge at their job.</p>	<p>scores of pre-test and post test of each course is increased more than 20 points in average.</p> <p><Output 2 ></p> <ul style="list-style-type: none"> - Forest management plan is established at the Division(s) of the field project site by August 2006 and revised as needed. - Throughout the Project duration, natural/artificial re/afforestation and community forestry are conducted at the Division(s) of the field project site, and their detailed monitoring results are recorded. - Training curriculum and teaching materials on forest management plan, natural/artificial re/afforestation and community forestry are equipped and revised every year, based on the analysis of the field project activities. <p><Output 3 ></p> <ul style="list-style-type: none"> - By June 2006, FA Headquarters' feasible plan for promoting trainees to utilize their learnt skills on the job is formulated. 	<p>result</p> <p><Output 2 ></p> <p>Report of questionnaire survey for Divisions</p> <p>Monitoring report of the Project</p> <p><Output 3 ></p> <p>Monitoring report of the Project</p>	
<p>Activities</p> <p>1-1 Research on current training activities and training needs.</p> <p>1-2 Prepare annual training plan.</p> <p>1-3 Prepare training curriculum.</p> <p>1-4 Select and train lecturers of class and instructors of field training.</p> <p>1-5 Prepare training materials.</p> <p>1-6 Prepare tests (both paper writing and skill tests), and implement them at the beginning and the end of each course.</p> <p>1-7 Implement training at FWTC.</p> <p>1-8 Prepare a training facility for field training.</p> <p>1-9 Conduct field training.</p> <p>1-10 Evaluate training effects and feedback the results to annual training plan, and course contents etc.</p> <p>1-11 Review training subject.</p> <p>2-1-1 Establish working group(s).</p> <p>2-1-2 Review the preceding examples of forest management planning.</p>	<p><u>Inputs from Cambodian Side</u></p> <p>Project director</p> <p>Project manager</p> <p>Counterpart (Training coordinators and personnel in charge of field project)</p> <p>Lectures of class</p> <p>Instructors of field training</p> <p>Administrative staff</p> <p>Supporting staff</p> <p><Building and Facilities ></p> <p>Project office at FWTC and at the main field project site</p> <p>Land for the training facility at the main field project site</p> <p>Meeting rooms to be used for workshops and seminars</p>	<p><u>Inputs from Japanese Side</u></p> <p>4 long-term experts and necessary short-term experts (based on the Plan of Operation) with the expertise in following fields:</p> <ul style="list-style-type: none"> • Chief advisor • Project coordinator • Training • Forest management plan • Natural/artificial re/afforestation • Community forestry <p>Counterpart training (either in Japan or third country)</p> <p>Preparation of training facility at the main field</p>	<p>Majority of counterpart remain working for the Project.</p> <p>Necessary laws and regulations which instruct Project activities (ex. forest management planning, natural/artificial re/afforestation and community forestry activities) are available.</p> <p>Organizational structure of FWTC is established.</p> <p>Precondition Security of field project site is secured.</p>

<p>2-1-3 Study natural environment and forest resources at the field project site.</p> <p>2-1-4 Assess villagers' needs at the field project site.</p> <p>2-1-5 Formulate forest management plan.</p> <p>2-1-6 Evaluate the field project activities and feedback the results to FWTC's training plan and course contents.</p> <p>2-2-1 Based on the forest management plan, prepare its annual implementation plan.</p> <p>2-2-2 Prepare for implementing the field project activities for respective sites.</p> <p>2-2-3 Based on the annual implementation plan, conduct artificial re/afforestation activities.</p> <p>2-2-4 Based on the annual implementation plan, conduct natural re/afforestation activities.</p> <p>2-2-5 Monitor the project activities regularly.</p> <p>2-2-6 Evaluate the field project activities and feedback the results to the following year's annual implementation plan, and FWTC's training plan and course contents.</p> <p>2-3-1 Collect information about community forestry activities in the jurisdiction of the target Division.</p> <p>2-3-2 Select target community.</p> <p>2-3-3 Hold a kick-off workshop and decide role sharing among stakeholders.</p> <p>2-3-4 Conduct Forestry Law extension activities to the stakeholders at the field project site.</p> <p>2-3-5 Prepare community forestry management plan and its annual plan with villagers at the field project site.</p> <p>2-3-6 Conduct community forestry activities.</p> <p>2-3-7 Monitor the project activities regularly.</p> <p>2-3-8 Evaluate the project activities and feedback the results to the following year's annual plan, and FWTC's training plan and course contents.</p> <p>2-3-9 Disseminate the experiences to the neighboring Commune(s), based on the evaluation results.</p> <p>3-1 Conduct survey for FWTC's trainees at all local FA offices in order to understand how they utilize their learnt skills and knowledge at their job.</p>	<p>Materials and equipment which were provided by JICA in the phase I Project</p> <p><Financial Inputs ></p> <p>Necessary maintenance cost of project facilities</p> <p>Salary of counterpart, administrative staff and supporting staff</p> <p>Necessary cost for conducting training at FWTC and field project sites</p>	<p>project site</p> <p>Necessary materials and equipment for field training and field project implementation</p>	<p>There are no major changes in FA's policy on personnel and human resource development.</p>
---	--	--	---

96

3-2 Based on the survey results, conduct factor analysis on effective and ineffective use of learnt skills and knowledge at their job.

3-3 Based on the analysis, formulate a feasible counter measure/policy and propose to FA headquarters to undertake.

3-4 Monitor how FA headquarters take actions based on the formulated counter measure/policy.

96

Output 1. Local officers obtain practical knowledge and skills on forest management planning, natural/artificial re/afforestation, and community forestry through the FWTC's training.

Activities	Place	Person in charge	Duration and timing	2005				2006				2007				2008				2009				2010			
				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1-1 Research on current training activities and training needs.	FWTC	Main: Training Coordinators (Supporter: local FA staff)	3 months (Feb. - Apr. 2005)	-																							
1-2 Prepare annual training plan.	FWTC	Main: Training coordinators (Supporter: Local FA staff)	Feb. and Nov. 2005 and Nov.2006-2008	-				-																			
1-3 Prepare training curriculum.	FWTC	Main: Training coordinators (Supporter: Local FA Staff)	Feb. and Nov. 2005 and Nov.2006-2008	-				-																			
1-4 Select and train lecturers of class and instructors of field training	FA Headquarters	Main: Head of FA (Supporter: Japanese experts)	Feb. and Nov. 2005 and Nov.2006-2008	-				-																			
1-5 Prepare training materials	FWTC	Main: Trainers (Supporter: Training coordinators)	March and Dec.2005 and Dec. 2006-8	-																							
1-6 Prepare tests (both paper writing and skill tests), and implement them at the beginning and the end of each course	FWTC	Main: Training coordinators (Supporter: Trainers)	March 2005 and 2 weeks in Dec. 2006-2008	-																							
1-7 Implement training at FWTC.	FWTC	Main: Training coordinators (Supporter: Trainers and Japanese experts)	April 2005- Oct. 2009	-				-				-				-				-				-			

82

2-2-1 Local officers at the field project site(s) acquire practical skills and knowledge on natural and artificial re/afforestation through the field project activities, and the experiences are summarized to feedback to the training design at FWTC.

Activities	Place	Person in charge	Duration and timing	2005			2006			2007			2008			2009			2010	
				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I
2-2-1 Based on the forest management plan, prepare its annual implementation plan.	Kampong Thmar and Kampong Tralach	Main: Divisions (Supporter: FMO, REO and Japanese experts)	4 months from Sep-Dec.					1st plan												
2-2-2 Prepare for implementing the field project activities for respective experimental sites.	K. Thmar and K. Tralach for seedling production	Main: Chief of Divisions (Supporter: W/G and FWTC)	1.5 year for K. Thmar and 0.5 year for K. Tralach																	
2-2-3 Based on the annual implementation plan, conduct artificial re/afforestation activities.	Kampong Tralach	Main: Divisions (Supporter: REO)	Planting for 3 months in rainy season																	
2-2-4 Based on the annual implementation plan, conduct natural re/afforestation activities.	Kampong Thmar	Main: Divisions (Supporter: REO)	Planting for 3 months in rainy season																	

26

2-2-5 Monitor the project activities regularly.	Kampong Thmar and Kampong Tralach	Main: Division and FA headquarters (Supporter: CBFS/FWT C and Japanese experts)	3 months at both sites											
2-2-6 Evaluate the field project activities and feedback the results to the following year's annual implementation plan, and FWTC's training plan and course contents.	Kampong Thmar and Kampong Tralach	Main: Division (Supporter: FA headquarters C, and Japanese experts)	3 months at both sites											

Condition: forest management plan for Kampong Tralach shall be formulated by August 2006.

9

Output 2-3: Local officers at the field project site(s) acquire practical skills and knowledge on community forestry through the field project activities, and the experiences are summarized to feedback to the training design at FWTC.

Activities	Place	Person in charge	Duration and timing	2005			2006			2007			2008			2009			2010
				I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
2-3-1 Collect information about community forestry activities in the jurisdiction of the target Division.	Kampong Thmar	Main: Chief of Division (Supporter: FWTC staff, CFO staff and Japanese Experts)	3 months (March-May, 2005)		—														
2-3-2 Select target community.	Kampong Thmar	Main: Chief of Division (Supporter: FWTC and CFO)	1 month (June 2005)		—														
2-3-3 Hold a kick-off workshop and decide role sharing among stakeholders.	Kampong Thmar	Main: Chief of Division (Supporter: CFO, Community Forest Representative, and Japanese Experts)	1 month (July 2005)		—														
2-3-4 Conduct Forestry Law extension activities to the stakeholders at the field project site.	Kampong Thmar	Main: Division & Triage Chief (Supporter: CFO and FEO)	2 months (Aug. - Sep. 2005)		2-3 days for 4 times														
2-3-5 Prepare community forestry management plan and its annual plan with villagers at the field project site.	Kampong Thmar	Main: Chief of Division (Supporter: CFO and Community Forest Representative)	14 months (Oct. 2005 - Dec. 2006)				—												

dt

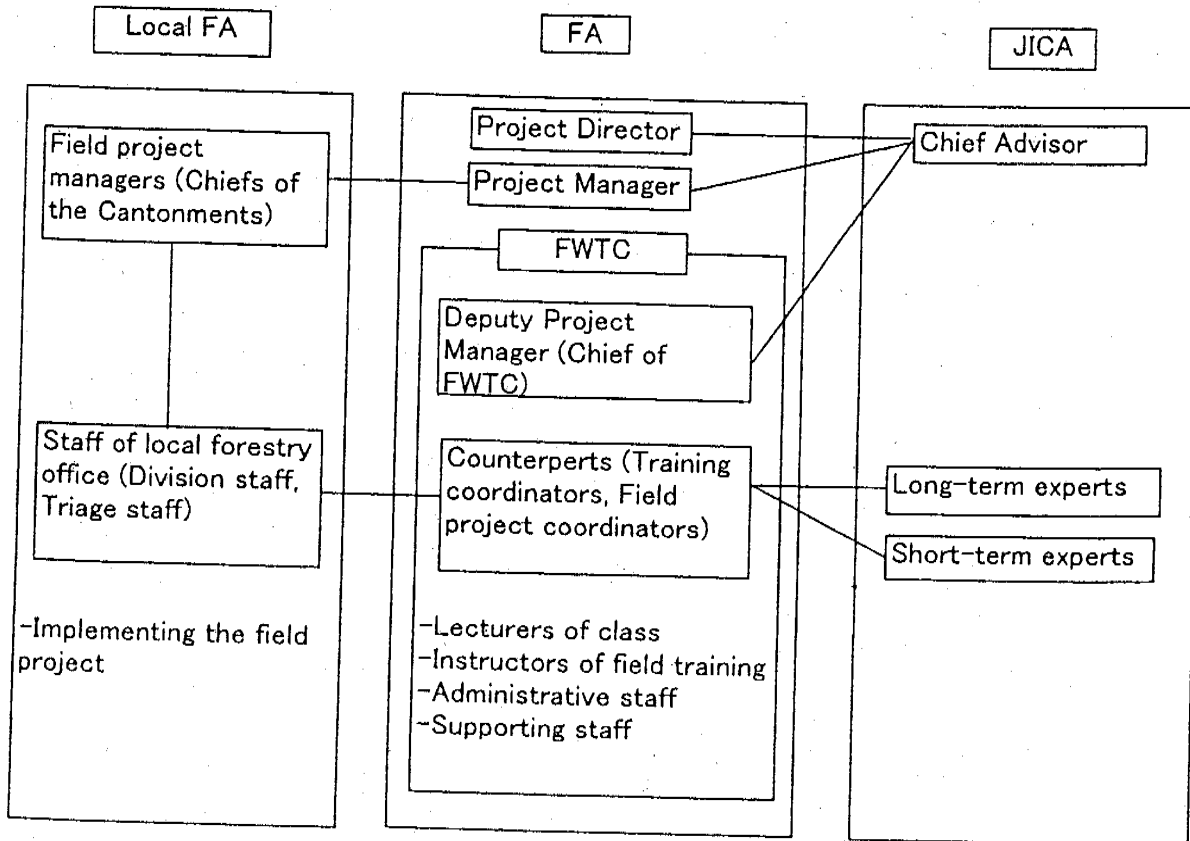
2-3-6 Conduct community forestry activities.	Kampong Thmar	Community Forest Management Committee (Supporter: Chief of Triage and Community Forest members)	3 years (after Jan. 2007)																	
2-3-7 Monitor the project activities regularly.	Kampong Thmar	Main: CFO (Supporter: Chief of Division and Community Forest Management Committee)	every 6 month																	
2-3-8 Evaluate the project activities and feedback the results to the following year's annual plan, and FWTC's training plan and course contents.	Kampong Thmar	Main: Training coordinator (Supporter: CFO)	2 times (Jun. 2007 and Jun. 2009)																	
2-3-9 Disseminate the experiences to the neighboring Commune(s), based on the evaluation results.	Division & Triages	Main: Division Chief (Supporter: FEO)	From Jan. 2007																	

Contents of the Project Documents

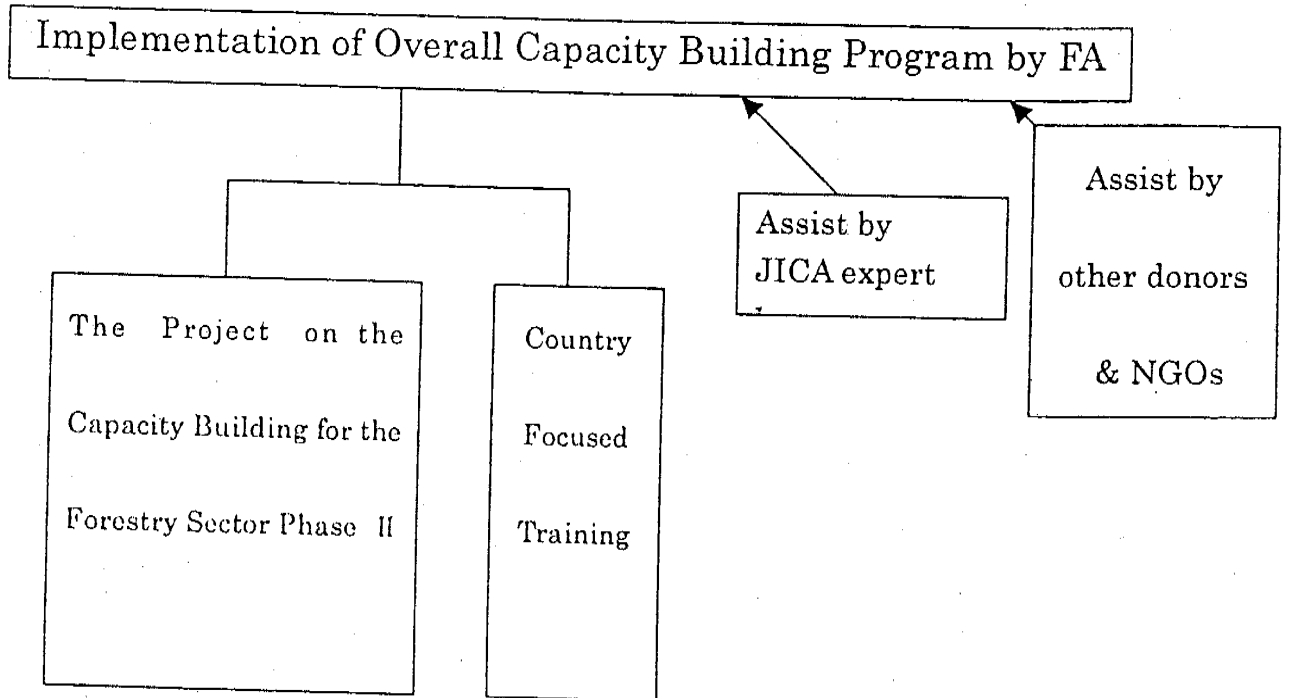
1. Introduction
2. Background information
 - 2.1 Socio-economic context
 - 2.2 Description of the sector
 - 2.3 National strategy
 - 2.4 Prior and on-going project/assistance
3. Problem to be addressed and the current situation
 - 3.1 Institutional framework for the sector
 - 3.2 Analysis of the current situation and problem
4. Project strategy
 - 4.1 Project strategy
 - 4.2 Implementation structure
5. Project design
 - 5.1 Project purpose
 - 5.2 Overall goal
 - 5.3 Outputs
 - 5.4 Activities
 - 5.5 Inputs
 - 5.6 Important assumptions and risk analysis
 - 5.7 Pre-conditions
6. Ex-ante evaluation
7. Monitoring and evaluation

Chart of the project administration

ANNEX 4



The framework of the JICA's support to the OCBP



3

96

2004/12/27

Five Year Training Plan
for
the Project on Capacity Building for the Forestry Sector Phase II
in
THE KINGDOM OF CAMBODIA
(Draft)

WATANABE Yoshihiko
The 2nd Preliminary Survey for CBFS Project Phase II

December 2004

Summary Report of Survey

1. Objective

Development of the training plan for local FA staff on the Forest Management Planning, Re/Afforestation and Community Forestry which are planned to carry out at the Capacity Building Project Phase II for the Forestry Sector.

2. Activities

Interview from the project counterparts. (30/11)

Interview from the officers of FA central offices; FMO, RO, CFO, FEO (1/12).

Interview from the officers of FA local offices as follows;

South Tonle Sap Inspectorate. (3/12)

Candal Cantonment (4/12)

Candal Division (4/12)

Kampong Thom Cantonment (6/12)

Kampong Thmar Division (7/12)

Baray Triage (7/12)

Krayea Triage (7/12)

Siem Reap Cantonment (8/12)

Kampong Chhnang Cantonment (9/12)

Kampong Tralach Division (10/12)

Smach Meanchey Triage (10/12)

3. Result of Survey

(Please refer to attached table "Training Schedule")

(1) Training Course is as follows;

- | | |
|----------------------------|-----------------------------|
| Forest Management Planning | - F.M.P Theory I |
| | - F.M.P Theory II |
| | - Practical F.M.P |
| Re/Afforestation | - Artificial Planting |
| | - Natural Forest Management |
| | - Nursery Management |
| Community Forestry | - CF Theory I |
| | - CF Theory II |
| | - Practical CF Management |

(2) During 5 Years (2005~2009), 60 training course shall be held and 1,683 trainees shall attend the training course.

(3) Basic idea for the Training Schedule is as follows;

- Forest management plan is a basis for forest management and through forest management planning it is possible to learn how to manage forest. Therefore in order to develop a forest management capacity of FA staff as soon as possible, the Forest Management Planning Course is planned in early stage.

- Seedling production activity is one of the most active works in the FA for the distribution of seedlings to local people. In order to distribute high quality seedlings, it is necessary to improve the seedling production capacity as soon as possible. Therefore Nursery Management Course is also planned in early stage.

Training Schedule (rev.3)

24.Dec.'04

Course	Total Number of Trainees	Total Number of Course	Year					
			2005	2006	2007	2008	2009	
Forest Management Planning	19	1 course	1 course 19 trainees					
	155	6 courses	3 courses 65 trainees	3 courses 90 trainees				
	380	13 courses	2 course 40 trainees	2 courses 60 trainees	4 courses 125 trainees	2 courses 65 trainees	3 courses 90 trainees	
	160	6 courses		1 courses 30 trainees	1 courses 30 trainees	2 courses 50 trainees	2 courses 50 trainees	
	160	5 courses			1 courses 30 trainees	2 courses 65 trainees	2 courses 65 trainees	
Re/Afforestation	255	9 courses	2 course 35 trainees	2 course 65 trainees	2 courses 65 trainees	3 courses 90 trainees		
	19	1 course	1 course 19 trainees					
	155	6 courses		3 courses 80 trainees	3 course 75 trainees			
Community Forestry	380	13 courses	1 courses 20 trainees	2 courses 60 trainees	2 courses 60 trainees	4 courses 120 trainees	4 courses 120 trainees	
	1,683	60 courses	10 courses 198 Trainees	13 courses 265 Trainees	13 courses 265 Trainees	13 courses 265 Trainees	11 courses 220 Trainees	
Total								

* : From 2006 number of trainees for one training course shall 30 persons, Japanese side pay for 20 persons and Cambodian side pay for 10 persons.

300人 25人 12人

Classification of Possible Trainees (rev.2)

24. Dec. 2004

organization	Number of Staff	Position	Breakdown of Number of Staff	Forest Management Planning		Re/Afforestation			Community Forestry				
				FMP Theory I	FMP Theory II	Practical FMP *2	Artificial Planting*3	Natural Forest Management *3	Nursery Management *4	CF Management Theory I	CF Management Theory II	Practical CF management *2	
Inspectorate	4	Chief	1x4= 4										
	36	Deputy	2x4= 8	0(4)						0(4)			
	(28)	Staff *1	6x4= 24										
Cantonment		Chief	1x15= 15	0(15)						0(15)			
	15	Deputy	3x15= 45	0(45)						0(45)			
	(11)	Staff *1	4x15= 60										
Division		Chief	1x55= 55	0(55)						0(55)			
	55	Deputy	3x55= 165	0(55)						0(55)			
	(182)	Staff *1	4x55= 220										
Triage		Chief	1x170=170	0(170)						0(170)			
	170	Deputy	1x170=170	0(170)						0(85)			
	(108)	Staff	8x170=1360 130	0(40)						0(45)			
Number of Trainees			1,683	19	155	380	160	160	255	19	155	380	
Number of Course			60	1	6	13	6	5	9	1	6	13	

*1 : Almost all staff of Inspectorate, Cantonment and Division are in charge of desk work, they are not technical staff.

*2 : All Triage Chief and Deputy Chief shall attend, and from 1/4 Triage which carry out big scale operation, one staff shall attend.

*3 : According to the natural condition, Artificial Planting and Natural Forest Management shall be implemented in the 1/2 Divisions.

Deputy Chief of these Division and Triage shall attend, and from 1/4 Triage which carry out big scale operation, one staff shall attend.

*4 : Nursery Management shall be implemented by Triage. and from 1/2 Triage which has big scale nursery, one Deputy Chief shall attend.

12 36 45 45 140 140 30

Training Course for Forest Management Plan (rev.2)

23.Dec.2004

Course	Target group	Trainee	object	subject
Forest Management Planning Theory I *1	Senior officer in charge of over all forest management	Inspectorate Cantonment	To learn a systematic structure and a administrative role of forest management plan	<ol style="list-style-type: none"> 1.Basic idea of a forest management plan 2.Relation between a national land use plan and a forest management plan 3.Importance and necessity of forest management plan 4.Classification of forest by forest function 5.Basic idea of Implementation of artificial planting and natural forest management 6.Wildlife Management 7.Discussion and Presentation 8.Field trip for observation of forest management activities
Forest Management Planning Theory II *2	Officer in charge of forest management planning	Cantonment Division	To learn a method of planning, a content of plan, a procedure of planning, technical method for development of plan	<ol style="list-style-type: none"> 1.Basic idea of forest management plan 2.Relation between national land use plan and forest management plan 3.Importance and necessity of forest management plan 4.Classification of forest by forest function 5.Forest management planning procedure and method 6.Content of forest management plan 7.Practical technique for developing a plan <ul style="list-style-type: none"> - Land surveying - Forest resource survey(forest mensuration) - Soil and soil survey - Mapping 8.Wildlife Management 9.Field practice - making a forest management plan -field survey(site classification, working arrangement)
Practical Forest Management Planning *3	Officer in charge of data collecting for forest management plan	Triage	To learn a content of plan, respective practical technique for data collection	<ol style="list-style-type: none"> 1.Outline of basic idea of forest management plan and planning procedure 2. Land surveying 3. Forest resource survey(forest mensuration) 4.Soil and soil survey 5. Mapping 6.Field practice(including GPS and computer usage) <ul style="list-style-type: none"> -land surveying -forest resource survey -soil survey -mapping -data processing

*1 : This course is held at FWTC and duration is 1 week.

*2 : Subject 1-7 is held at FWTC for 1 week, subject 8 Field practice is held at the Field Training Site for 1 week.

*3 : Subject 1-5 is held at FWTC for 1 week, subject 6 Field practice is held at the Field Training Site for 1 week.

Training Course for Re/Afforestation

Course	Target group	Trainee	Objective	Subject
Artificial Planting	Officer in charge of tree planting	Division Triage	To learn the management method of large scale artificial planting and practical technique for artificial planting	<ol style="list-style-type: none"> 1. Basic idea for implementing of artificial planting (adjustment of respective operation, examination of schedule of operation, employment of workers, allocation of budget) 2. Procedure and method of making a management plan 3. Method for implementing respective operations <ul style="list-style-type: none"> - selection of operation site - land preparation - planting - tending 4. Field practice <ul style="list-style-type: none"> - making a management plan - implementation of respective operations
Natural Forest Management	Officer in charge of tree planting	Division Triage	About natural forest, to understand the actual situation and basic idea of management and to learn the method of operation of natural regeneration and enrichment	<ol style="list-style-type: none"> 1. Basic idea of natural forest management (site classification, plant succession, vegetation classifying, stand structure) 2. Operation of natural regeneration (basic idea for introduction, regeneration by seeding and sprout, land preparation, tending) 3. Operation of enrichment (basic idea of introduction, line planting, block method, land preparation, tending) 4. Field Practice <ul style="list-style-type: none"> - making a management plan (site selection, decision of regeneration method etc.) - stand structure survey
Nursery Management	Officer in charge of nursery management	Triage	To learn the practical technique for seedling production and how to manage a nursery	<ol style="list-style-type: none"> 1. Treating method of seed (selection of mother tree, collection, selection and storage of seed, germination test, promoting germination) 2. seedling production (seed sowing, transplanting, root cutting, watering) 3. nursing standard 4. cutting and grafting technique 5. Field practice <ul style="list-style-type: none"> - treating of seed - seedling production - cutting and grafting

* : Lecture is held 1 week at FWTC, field practice is held 1 week at the Field Training Site.

Training Course for Community Forestry

Course	target group	trainee	objective	subject
CF Management Theory I *1	Senior officer in charge of over all forest management	Inspectorate Cantonment	To learn the basic idea of CF, and the importance and necessity of CF at the forestry administration	<ol style="list-style-type: none"> 1. Basic idea of CF (Sub-Decree, Guideline, Concept, Process, Agreement) 2. Outline of method for implementing CF activities (CF management planning, PRA, Facilitation skill, Conflicts Resolution) 3. Discussion and presentation (role, current situation, issue resolved etc.) 4. Field trip for observation of CF activities
CF Management Theory II *2	Officer in charge of making a CF management plan and directing implementation of CF	Cantonment Division	To learn the basic idea of CF, and to get an ability for making a CF management plan and supervising CF activities	<ol style="list-style-type: none"> 1. CF management planning 2. Outline of basic idea of CF and Forestry Law (Sub-Decree, Guideline, Concept, Process, Agreement) 3. Measures for smooth implementation of CF (PRA, Facilitation Skill, Conflicts Resolution, M&E) 4. Outline of practical technique for CF activities (Agr-Forestry, Small Scale Nursery, Tree Planting Techniques, NTFP, Forestry Law Extension) 5. Field practice <ul style="list-style-type: none"> - CF management planning - PRA - site classification etc.
Practical CF Management *3	Officer in charge of implementation of CF	Triage	To learn the Practical knowledge and technique for implementation of CF activities	<ol style="list-style-type: none"> 1. Outline of basic idea of CF and Forestry Law (Sub-Decree, Guideline, Concept, Process, Agreement, CF management plan) 2. Measures for smooth implementation of CF (PRA, Facilitation Skill, Conflicts Resolution) 3. Practical technique for CF activities (Agr-Forestry, Small Scale Nursery, Tree Planting Techniques, NTFP, Forestry Law Extension) 4. Field practice <ul style="list-style-type: none"> - PRA - Practical technique - others

*1 : This course is held at FWTC and duration is 1 week.

*2 : Subject 1-4 is held at FWTC for 1 week, subject 5 Field practice is held at the Field Training Site for 1 week.

*3 : Subject 1-3 is held at FWTC for 2 days, subject 4 field practice is held at for 8 days.

Course	subject	Assingment of days
Forest Management Planning Theory I	1.Basic idea of a forest management plan 2.Relation between a national land use plan and a forest management plan 3.Importance and necessity of forest management plan 4.Classification of forest by forest function 5.Basic idea of Implementation of artificial planting and natural forest management 6.Wildlife Management 7.Discussion and Presentation 8.Field trip for observation of forest management activities	subject 1-6 : 1 days subject 7 : 1 day subject 8 : 3 days
Forest Management Planning Theory II	1.Basic idea of forest management plan 2.Relation between national land use plan and forest management plan 3.Importance and necessity of forest management plan 4.Classification of forest by forest function 5.Forest management planning procedure and method 6.Content of forest management plan 7.Practical technique for developing a plan - Land surveying - Forest resource survey(forest mensuration) Soil and soil survey - Mapping 8.Wildlife Management 9.Field practice	subject 1-4 : 1 day subject 5, 6, 8 : 2 days subject 7 : 2 days subject 9 : 5 days
Practical Forest Management Planning	1. Outline of basic idea of forest management plan and planning procedure 2. Land surveying 3. Forest resource survey(forest mensuration) 4. Soil and soil survey 5. Mapping 6. Field practice(including GPS and computer usage) -land surveying -forest resource survey -soil survey -mapping -data processing	subject 1-5 : respectively 1 day subject 6 : 5 days

Assingment days for Afforestation

Course	Subject	Assingment of days
Artificial Planting	<ol style="list-style-type: none"> 1. Basic idea for implementing of artificial planting (adjustment of respective operation, examination of schdule of operation, employment of workers, allocaton, of budget) 2. Procedure and method of making a management plan 3. Method for implementing respective operations <ul style="list-style-type: none"> - selection of operation site - land preparation - planting - tending 4. Field practice <ul style="list-style-type: none"> - making a management plan - implementation of respective operations 	subject 1, 2 : respectively 2 days subject 3 : 1 day subject 4 : 5 days - making a management plan(3 days) - implementation of respective operations(2 days)
Natural Forest Management	<ol style="list-style-type: none"> 1. Basic idea of natural forest management (site classification, plant succession, vegetation classifying, stand structure) 2. Operation of natural regeneration (basic idea for introduction, regeneration by seeding and sprout, land preparation, tending) 3. Operation of enrichment (basic idea of introduction, line planting, block method, land preparation, tending) 4. Field Practice <ul style="list-style-type: none"> - making a management plan (site selection, decision of regeneration method etc,) - stand structure survey 	subject 1 : 1 day subject 2, 3 : respectively 2 days subject 4 : 5 days - making a management plan(3 days) - stand structure survey(2days)
Nuesery Management	<ol style="list-style-type: none"> 1. Treating method of seed (sellection of mother tree, collection, selection and storage of seed, germination test, promoting germination) 2. seedling production (seed sowing, transplanting, root cutting, watering) 3. nursing standard 4. cutting and grafting technique 5. Field practice <ul style="list-style-type: none"> - treating of seed - seedling production - cutting and grafting 	subject 1 : 2 days subject 2-4 : respectively 1 day subject 5 : 5 days - treating of seed(2 days) - seedling production(2 days) - cutting and grafting(1 days)

Course	subject	Assingment of days
<p>CF Management Theory I</p> <p>① ② ③ ④ ⑤</p>	<p>1. Basic idea of CF (Sub-Decree, Guideline, Concept, Process, Agreement)</p> <p>2. Outline of method for implementing CF activities (CF management planning, PRA, Facilitation skill, Conflicts Resolution)</p> <p>3. Discussion and presentation (role, current situation, issue resolved etc.)</p> <p>4. Field trip for observation of CF activities</p>	<p>subject 1, 2 : 1 days</p> <p>subject 3 : 1 day</p> <p>subject 4 : 3 days</p>
<p>CF Management Theory II</p>	<p>1. CF management planning</p> <p>2. Outline of basic idea of CF (Sub-Decree, Guideline, Concept, Process, Agreement)</p> <p>3. Mesuers for smooth implementation of CF (PRA, Facilitation Skill, Conflicts Resolution, M&E)</p> <p>4. Outline of practical technique for CF activities (Agr-Forestry, Small Scale Nursery, Tree Planting Techniques, NTFP)</p> <p>5. Field practice</p> <ul style="list-style-type: none"> - CF management planning - PRA - site classification etc, 	<p>subject 1 : 2 days</p> <p>subject 2-4 : respectively 1 day</p> <p>subject 5 : 5 days</p> <ul style="list-style-type: none"> - CF management planning (2 days) - PRA (2 days) - site classification etc, (1 day)
<p>Practical CF Management</p>	<p>1. Outline of basic idea of CF (Sub-Decree, Guideline, Concept, Process, Agreement, CF management plan)</p> <p>2. Mesuers for smooth implementation of CF (PRA, Facilitation Skill, Conflicts Resolution)</p> <p>3. Practical technique for CF activities (Agr-Forestry, Small Scale Nursery, Tree Planting Techniques, NTFP)</p> <p>4. Field practice</p> <ul style="list-style-type: none"> - PRA - Practical technique - others 	<p>subject 1, 2 : 1 day</p> <p>subject 3 : 1 days</p> <p>subject 4 : 8 days</p> <ul style="list-style-type: none"> - PRA (3 days) - Practical technique (4 days) - others (1 day)

49

Cost Estimation of One Training Course (Rev.1)

Operational cost for a course				Trainee invitation cost				unit:US\$			
Remuneration for trainer : \$180/day	Personal expense for training coordinator : \$12.5/day x 3persons	Stationary : \$0.5 / person	Training equipment : \$0.5 / person	Manuscript fee : \$12.5/page and 50pages / day	Communication cost : \$1 / hour, 0.3hours / person / day	Translation & Interpretation fee : not applied	Accommodation : \$5/person/day	Daily allowance : \$10/day/person	Transportation : \$8/person	sub-total	total
10 day x \$180 *1	10day x \$12.5 x 3 persons *1	\$0.5 x 30 persons	\$0.5 x 30 persons	\$12.5 x 50 page x5 days *2	\$1 x 0.3 hours x 30 persons x 10days *1		\$5 x 30 persons x 11day *3	\$10x30persons x12day *4	\$8x30persons		
1,800	375	15	15	3,125	90	0	1,650	3,600	240	5,490	10,910

Note.1 : Cost was estimated based on the FA Standard which is described in the Overall Capacity Building Program Report .

Note.2 : Number of trainee is 30 persons and duration is 2 weeks for one training course.

*1 : Saturday and Sunday are excluded.

*2 : Manuscript fee is not calculated for field practice.

*3 : Accommodation is calculated for 11 days from Monday of 1st week to Thursday of 2nd week.

*4 : Daily allowance is calculated for 12 days from Monday of 1st week to Friday of 2nd week.

Cost Estimation of Training by Year

Course	Total Number of Trainees	Total Number of Course	Year					
			2005	2006	2007	2008	2009	
Forest Management Planning	19	1 course	1 course \$9,640					
	135	6 courses	3 courses \$28,920	3 courses \$28,920				
	255	13 courses	3 courses \$28,920	4 courses \$38,560	4 courses \$38,560	2 courses \$19,280		
Re/Afforestation	120	6 courses			1 course \$9,640	2 courses \$19,280	3 courses \$28,920	
	110	5 courses			1 course \$9,640	2 courses \$19,280	2 courses \$19,280	2 courses \$19,280
	170	9 courses	2 courses \$19,280	2 courses \$19,280	2 courses \$19,280	3 courses \$28,920		
Community Forestry	19	1 course	1 course \$9,640					
	130	6 courses		3 courses \$28,920	3 courses \$28,920			
	255	13 courses		1 course \$9,640	2 courses \$19,280	4 courses \$38,560	6 courses \$57,840	
Total	1,213	60 courses \$578,400	10 courses \$96,400	13 courses \$125,320	13 courses \$125,320	13 courses \$125,320	11 courses \$106,040	

List of Teaching Materials

Course		Teaching Materials
Forest Management Planning	FMP Theory I	<ul style="list-style-type: none"> • Computer • GPS • Surveying Compass, Pole, Measuring Rope, Diameter tape, Diameter gauge, Height meter, Number tape, Marking tape, Tacker, Survey Stake • Shovel, Soil Sampling Trowel Set (Soil Trowel, Pruning shears, Root cutter), Soil color chart • Topographic map • Drafting tools and materials
	FMP Theory II	
	Practical FMP	
Afforestation	Artificial Planting	<ul style="list-style-type: none"> • Hoe, Bush Sickle, Mattock • Knife for cutting and grafting, Grafting tape, Pruning scissors • Seedling container, Watering pot, Seedling pot, Garden trowel, Nursery work tools and materials • Balance and weight set, Thermo-hygrostatic chamber, Germination test tools and materials, Reagent, Seed storage container
	Natural Forest Management	
	Nursery Management	
Community Forestry	CF Theory I	White board, Marker, Board paper, Postit, Magnet, Pin
	CF Theory II	
	Practical CF Management	

