


**MINUTES OF MEETING
BETWEEN
JAPANESE PREPARATORY STUDY TEAM
AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE REPUBLIC OF THE PHILIPPINES
ON
JAPANESE TECHNICAL COOPERATION PROJECT
ON
STRENGTHENING OF FLOOD FORECASTING
AND WARNING SYSTEM FOR DAM OPERATION**

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. Satoru Mimura, visited the Republic of the Philippines from November 4th to November 24th, 2007 for the purpose of conducting preparatory study of the technical cooperation project on Strengthening of Flood Forecasting and Warning System for Dam Operation (hereinafter referred to as "the Project").


During its stay in the Republic of the Philippines, the Team exchanged views and had a series of discussions for the purpose of working out the details of the Project with the Philippine authorities concerned.

As a result of discussions, the Team and the Philippine authorities concerned agreed on the matters referred to in the document attached hereto.

November 16, 2007
Quezon City, Philippines



Mr. Satoru Mimura
Leader
Preparatory Study Team
Japan International Cooperation Agency



Dr. Prisco D. Nilo
Director
Philippine Atmospheric, Geophysical and
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ATTACHED DOCUMENT

For the formulation of the Project, the Team and the Philippine authorities concerned tentatively confirmed the following as the basic framework. This framework was examined based on the request from the Philippine side.

I. PROJECT TITLE

The title of the Project is “Strengthening of Flood Forecasting and Warning System for Dam Operation”.

II. PROJECT IMPLEMENTING AGENCY

Philippine Atmospheric, Geophysical and Astronomical Services Administration (hereinafter referred to as “PAGASA”) would be the implementing agency of the project.

III. TARGET GROUP

The target group of the project will be the staff of PAGASA, National Irrigation Administration (hereinafter referred to as “NIA”) and National Power Corporation (hereinafter referred to as “NPC”).

IV. TARGET SITES

The Project target sites will be six (6) dams and their surroundings namely Angat, Pantabangan, Ambuklao, Binga, San Roque and Magat.

V. DURATION OF THE PROJECT

The duration of the Project is three (3) years from March 2008 tentatively.

VI. MASTERPLAN

(1) Overall Goal

Loss and damage caused by floods within the Pampanga, Agno, and Cagayan River Basins are reduced.

(2) Project Purpose

Capability in flood forecasting and warning for proper dam operation in the dam target areas along Pampanga, Agno, Angat and Magat/Cagayan Rivers is improved.

(3) Tentative Outputs of the Project

- Collect, accumulate, process and analyze meteorological and hydrological data for inflow analysis and basic data at downstream of Pampanga, Agno, Angat and Magat/Cagayan Rivers
- Strengthen information and knowledge sharing among JOMC members and stakeholders
- Strengthen capability in operation and maintenance of meteorological and hydrological equipment of Pampanga, Agno, Angat and Magat/Cagayan Rivers

(4) Project Design Matrix (PDM)

Both sides agreed to use the tentative Project Design Matrix (hereinafter referred to as “PDM”) Version-0 shown in Annex I as a tool for monitoring, evaluation and management of the activities of the Project. The PDM will be modified as needed during the project implementation stage after mutual consultations between JICA and the Philippine side.

(5) Plan of Operation (PO)

The tentative Plan of Operation (hereinafter referred to as “PO”) Version-0 for the whole project period is shown in Annex II. The Activities of the Project are subject to change within the scope of the Record of Discussions (hereinafter referred to as “R/D”) when necessity arises in the course of the Project’s implementation.

VII. ADMINISTRATION OF THE PROJECT

- (1) PAGASA will bear the overall responsibility in the administration and implementation of the Project as a leading counterpart organization.
- (2) NIA and NPC will be responsible for the managerial and technical matters and will accept technical transfers.
- (3) The following organizations will be members of the Joint Coordination Committee (hereinafter referred to as “JCC”).

- PAGASA
- NIA
- NPC
- Office of Civil Defense
- Department of Public Works and Highways

- National Water Resources Board
- Flood Control and Sabo Engineering Center
- National Economic Development Authority
- Department of Science and Technology
- National Telecommunication Commission

JICA expert on Integrated River Administration assigned to DPWH will be a member of the JCC for providing technical guidance. Other eligible organizations/persons can be nominated when necessary.

VIII. JOINT COORDINATING COMMITTEE

For the effective and successful implementation of the Project, a JCC will be established in order to fulfill the following function:

- (1) To review the progress of the Project;
- (2) To exchange views and ideas on major issues which will arise during the implementation period of the Project;
- (3) To evaluate the PDM during the course of the Project and suggest revision, if necessary; and
- (4) Any other related issues.

The chairperson will be the Director of PAGASA and will bear overall responsibility in the administration and implementation of the Project.

IX. INPUTS FROM JICA

- (1) Dispatch of Japanese expert

JICA will provide the services of Japanese experts in the following fields of expertise:

- Organization and System
- Flood Modeling
- Meteorology and Hydrology
- Equipment Plan and Maintenance

Taking account of the plan of operation, both sides concluded that all experts should be dispatched on short term base (less than one year for each dispatch).

- (2) Training of counterpart personnel

The Philippine counterparts will be provided with technical training on Flood Forecasting and Warning System in Japan. The participants and contents of the training will be decided based upon the project purpose. Participants of the training shall be selected among the counterparts directly engage with the Project activities. The trainees are expected to give feedback on their experience and knowledge for better implementation of the Project.

(3) Provision of equipment

The equipment necessary for the effective implementation of the Project and achievement of the project purpose will be considered to be provided within the budget allocated for the Project.

X. INPUTS FROM THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES

(1) Allocation of Counterparts and Administrative personnel

The Philippine side will assign an appropriate number of capable counterpart personnel at the operational level by the commencement of the Project in order to ensure effective implementation of the Project activities, as follows:

- (1) Project Director from PAGASA*
- (2) Project Manager from NIA and NPC**
- (3) Counterpart staff

The list of counterpart personnel is shown in Annex IV.

- (4) Assistants/Supporting Staff
- (5) Other personnel mutually agreed upon, if necessary

*The Project Director will bear overall responsibility for the administration and coordination of the Project.

**The Project Managers will be responsible for the managerial and technical matters of the Project.

(2) Allocation of Budget

The Philippine side will allocate the following items to ensure effective implementation of the Project:

- 1) Salaries and other allowances for the Philippine counterpart personnel;
- 2) Allowance of the participants for the training provided in the Project;
- 3) Running expenses for utilities such as electricity, water supply, gas, fuel etc;
- 4) Operational expenses for custom clearance, storage and domestic transportation for

the provided equipment of the Project;

- 5) Expenses for maintenance of the equipment provided by JICA;
- 6) Other contingency expenses related to the Project; and
- 7) Expenses for seminars from the second year of project.

(3) Provision of office spaces and basic office equipment

The Philippine side will provide office space and necessary office equipment such as desk, chairs, computers, telephone line and air conditioner in PAGASA building and at each dam office.

(4) Transportation for Japanese experts

The Philippine side will provide and arrange transportation for Japanese experts within Philippines during project activities for visiting remote sites.

(5) Exemption from taxes and other charges for machinery, equipment and other materials supplied by JICA.

(6) Salaries of counterparts

All the salaries of Philippine counterpart and administrative personnel will be paid by Philippine side.

XI. SCHEDULE BEFORE PROJECT COMMENCEMENT

JICA and the Philippine authorities concerned shall finalize the content of the Project and document them in the form of a Record of Discussions (R/D) before the commencement of the Project. A draft of the R/D, which will be signed by both sides after the formal approval by the JICA Headquarters, is attached in Annex IV.

LIST OF ANNEX

Annex I	Tentative Project Design Matrix (PDM)
Annex II.	Tentative Plan of Operations (PO)
Annex III.	Record of Discussions (R/D) (Draft Version)
Annex IV.	List of counterpart personnel

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal Loss and damage caused by floods within Pampanga, Agno, and Cagayan River Basins are reduced</p>	<p>Number of victims and economic loss at the event of the floods</p>	<p>Report of National Disaster Coordinating Council</p>	<p>Disaster risk reduction remains high priority of the Government</p>
<p>Project Purpose Capability in flood forecasting and warning for proper dam operation in the dam target areas along Pampanga, Agno, Angat and Magat/Cagayan Rivers is improved</p>	<p>1 Dam discharge and flood warnings are issued timely and accurately. 2 Dam discharge and flood warning training</p>	<p>Reports of dam administrators Damage Report by DCC Reports of dam administrators</p>	<p>Environments in the target area will not be changed drastically. Mandate and basic policy of PAGASA, NPC, NIA and relevant organization will not be changed.</p>
<p>Outputs 1 Collect, accumulate, process and analyze meteorological and hydrological data for inflow analysis and basic data at downstream of Pampanga, Agno, Angat and Magat/Cagayan Rivers 2 Strengthen information and knowledge sharing among JOMC members and stakeholders 3 Strengthen capability in operation and maintenance of meteorological and hydrological equipment of Pampanga, Agno, Angat and Magat/Cagayan Rivers</p>	<p>1-1 Observation data and river flow data accumulated in database 1-2 Revised inflow model 1-3 Revised warning guideline 2-1 Revised information flow guideline 2-2 Number of participants in training 2-3 Number of workshops held 3-1 Compiled inventory of equipment with current condition 3-2 Formulated plan for maintenance and replacement of equipment 3-3 Equipment utilization rate</p>	<p>1-1 Reports of the project 1-2 Database of observation data 1-3 Minutes of JOMC 2-1 Minutes of JOMC 2-2 Reports of the project 2-2 Reports of the project 3-1 Minutes of JOMC 3-2 Inventory of equipment 3-3 Reports of the project</p>	<p>Budget for operation and maintenance of equipment will be allocated properly.</p>
<p>Activities 1-1 Collecting, accumulating, processing and analyzing observation data of rainfall and inflow 1-2 Reviewing inflow prediction model 1-3 Conducting basic survey on the downstream of the target dams and analyzing proportion of outflow to water level in downstream 2-1 Reviewing and improving information flow among JOMC members and stakeholders 2-2 Training of staff to strengthen communication and information sharing 2-3 Strengthening information and knowledge sharing among JOMC members and relevant organizations 3-1 Confirming current condition of observation and warning equipment and formulating maintenance and replacement plan 3-2 Conducting maintenance and replacement of observation and warning equipment 3-3 Training of staff for operation and maintenance system for observation and warning equipment</p>	<p>Inputs Philippines Side 1. Personnel (1) Project Director from PAGASA (2) Project Managers from NPC and NIA (3) (COUNTERPARTS) (4) (5) 2. Provision of office space with basic office equipment 3. Exemption from taxes and other charges for machinery, equipment and other materials supplied by JICA 4. Salaries of counterparts 5. Transportation for Japanese experts</p>	<p>Japanese Side 1. Experts (1) Organization and System (2) Flood Modeling (3) Meteorology and Hydrology (4) Equipment Plan and maintenance 2. Training for counterpart personnel 3. Provision of equipment</p>	<p>Trained personnel will be working for the organizations continuously. Pre-conditions Appropriate budget will be allocated and skilled personnel will be assigned by the organizations</p>

