

添付資料 2 M/M (Minutes of Meeting)

**MINUTES OF MEETING BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE KINGDOM OF THAILAND
ON JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT FOR
CAPACITY DEVELOPMENT IN DISASTER MANAGEMENT IN THAILAND (PHASE-2)**


The Japanese Detailed Planning Survey Team (hereinafter referred to as “the Team”) organized by the Japan International Cooperation Agency (hereinafter referred to as “JICA”), headed by Mr. Hidenori KUMAGAI, visited the Kingdom of Thailand from September 21 to October 16, 2009, for the purpose of working out the details of the technical cooperation for the Project for Capacity Development in Disaster Management in Thailand (Phase-2) (hereinafter referred to as “the Project”).

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

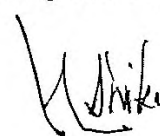
Bangkok, October 8, 2009

熊谷 英策

Mr. Hidenori KUMAGAI
Leader,
Japanese Detailed Planning Survey Team,
Japan International Cooperation Agency (JICA)
Japan



Mr. Anucha MOKKHAVESA
Director General,
Department of Disaster Prevention and Mitigation,
Ministry of Interior
The Kingdom of Thailand



Mrs. Sivika MEKTAVATCHA KUL
Deputy Permanent Secretary,
Ministry of Education,
The Kingdom of Thailand

ATTACHED DOCUMENT

I. Basic Framework of the Project

Both the Team and the Thai authorities concerned tentatively agreed the followings as the basic framework of the plan. This plan was examined based on the request from Thai side.

1. Title of the Project

The Project on Capacity Development in Disaster Management in Thailand (Phase-2)

2. Implementing Organization and Co-Implementing Organization

Implementing Organization: Department of Disaster Prevention and Mitigation (DDPM)

Co-Implementing Organization: Ministry of Education (MOE)

3. Master Plan of the Project

The tentative Master Plan of the Project is shown in ANNEX 1: DRAFT RECORD OF DISCUSSIONS (R/D) (APPENDIX 1).

4. Tentative Project Design Matrix (hereinafter referred to as "PDM")

The tentative PDM for the Project is shown in ANNEX 2.

5. Cooperation Period of the Project

The cooperation period of the Project will be four years. The date of the Project's commencement is to be defined in the Record of Discussions (hereinafter referred to as "R/D").

The detailed schedule of the Project is referred in the tentative Plan of Operation (hereinafter referred to as "P/O") attached as ANNEX 3.

6. Target Areas

Thai and Japanese sides agree that two target provinces (Demonstration, Replication 2 in the same Province, and Replication 1 in the another province) would be selected by both sides according to criteria of selecting target areas by 20 December 2009 are shown in ANNEX 4.

7. Target Groups

The target groups of the Project are as follows,

(1) DDPM staff at the central, regional, provincial levels

(2) Staff of the related authorities of the Project at the central, provincial and local levels

(3) Communities including schools in the target areas.

8. Target disasters

The target disasters in the Project are flood, flash flood and mud flow.

Thai side requested a half day seminar on basic knowledge and initial response to earthquake, and Japanese side accepted the request.

9. Specific matters to be considered

(1) For the successful implementation of the Project, both sides agreed to avoid the duplication of the activities and well coordinate with other projects implemented/planned by all organizations including government organizations, donors, and NGOs.

(2) DDPM will take initiative of the Project for the successful implementation and ensure coordination with other related authorities at all levels from the central to community levels.

II. Administration of the Project

1. Project Director

Director-General of DDPM will bear overall responsibility for the administration and implementation of the Project as the Project Director.

2. Project Manager

Deputy Director-General of DDPM will be responsible for the managerial and technical matters in the implementation of the Project as the Project Manager.

3. Task Forces

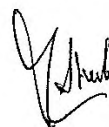
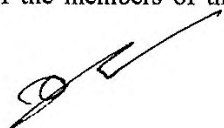
Task Forces will be established to facilitate the effective implementation of the activities in the Project.

4. Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC meeting will be held at least once a year and whenever the necessary arises in order to fulfil the following functions.

- (1) To formulate 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

The draft list of the members of the JCC is shown in DRAFT RECORD OF DISCUSSIONS (R/D)



(ANNEX 1).

III. Measures to be taken by both sides

For the implementation of the Project, both sides will take the following necessary measures.

1. Japanese side

(1) Dispatch of experts

- a. Chief Advisor/Disaster Management Plan
- b. Disaster Management Institution
- c. Sediment Disaster Management
- d. Flood Management
- e. CBDRM
- f. Disaster Education
- g. Others if necessary

(2) Supply of equipment

The necessary equipment for the effective implementation of the Project will be provided within the budget allocated for the Project.

(3) Provision of trainings in Japan

JICA will provide counterpart personnel with technical trainings in Japan.

2. Thai side

(1) Preparation of facilities

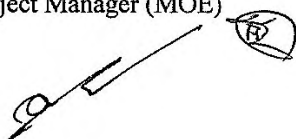
The followings shall be prepared by Thai side for implementation of the Project.

- a. Project office (Japanese experts' room) in DDPM and work space in MOE.
- b. Furniture, consumable materials, basic tools, electricity, water supply and air conditioning facilities for the Project office.
- c. The place or space for training, seminar, forum, workshop, study tour etc.

(2) Assignment of counterpart personnel

Thai side shall assign suitable number of capable counterpart personnel as follows;

- a. Project Director (DDPM)
- b. Project Manager (DDPM)
- c. Co-Project Manager (MOE)



- d. Members of Task Forces
- e. Administrative officials

(3) Allocation of budget

The followings shall be allocated by Thai side to ensure effective implementation of the Project.

- a. Salaries and other allowances for the Thai counterpart personnel
- b. Expenses such as electricity, water supply, gas, fuel, and etc.
- c. Expenses for maintenance of the Project office
- d. Expenses for travel and daily allowances for the Thai participants in case of domestic training, seminar, forum, workshop, study tour etc. in Thailand
- e. Operation costs (Part of the cost could be shared by Japanese side, if necessary)
- f. Others if necessary

The following shall be allocated by Thai side to ensure effective upscale continuously after the Project.

- a. Ordinary operation costs
- b. Budget for conducting CBDRM activities beyond the target communities

3. Both sides

(1) Cost sharing for small scale structural measures as CBDRM activities

At the demonstration community: Cost will be borne by Japanese side

At the replication community 1: Cost will be shared by both sides

At the replication community 2: Cost will be borne by Thai side

IV. Schedule before the commencement of the Project

1. When the Project is found viable, JICA and the Thai authorities concerned will finalize the contents of the Project and record it in the form of the R/D (ANNEX 1) before the commencement of the Project.
2. DDPM will select two sets of candidate provinces (Demonstration and Replication) according to the criteria which are indicated as ANNEX 4 by 20 Dec, 2009. DDPM will inform JICA of basic information of the candidate provinces and justification of the selection. The target provinces will be selected by DDPM in consultation with the Japanese Experts immediately after the commencement of the Project.

(B)

- ANNEX 1: DRAFT RECORD OF DISCUSSIONS (R/D)
- ANNEX 2: DRAFT PROJECT DESIGN MATRIX (PDM)
- ANNEX 3: DRAFT PLAN OF OPERATION (P/O)
- ANNEX 4: CRITERIA OF SELECTING TARGET AREAS
- ANNEX 5: ATTENDANT LIST

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**RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THAILAND
FOR
THE PROJECT ON CAPACITY DEVELOPMENT IN DISASTER¹ MANAGEMENT
IN THAILAND (PHASE-2)**

In response to the proposals of the Government of the Kingdom of Thailand, the Government of Japan has decided to cooperate on the Japan-Thailand Technical Cooperation Project on Capacity Development in Disaster Management in Thailand (hereinafter referred to as "the Project") in accordance with the Agreement on Technical Cooperation between the Government of Japan and the Government of the Kingdom of Thailand signed on November 5, 1981 (hereinafter referred to as "the Agreement") and the Note Verbal on the Project by Embassy of Japan No.XXX dated on X, XXX, XXXX and by Thailand International Development Cooperation Agency (hereinafter referred to as "TICA") of Ministry of Foreign Affairs No.XXX dated on X, XXX, XXXX.

Accordingly, based on the decision above, Japan International Cooperation Agency (hereinafter referred to as "JICA"), the executing agency responsible for the implementation of the technical cooperation program of the Government of Japan, will cooperate with the authorities concerned of the Government of the Kingdom of Thailand for the Project.

JICA and the Thai authorities concerned had a series of discussions on the framework of the Project. As a result of discussions, JICA and Department of Disaster Prevention and Mitigation (hereinafter referred to as "DDPM") and the Ministry of Education (hereinafter referred to as "MOE"), the Thai implementing agencies of the Project, agreed on the matters referred to in the document attached hereto.

Bangkok, XX January, 2010

Mr. Yasunori ONISHI
Chief Representative
Japan International Cooperation Agency
Thailand Office

Mr. Anucha MOKKHAVESA
Director General,
Department of Disaster Prevention and Mitigation,
Ministry of Interior
The Kingdom of Thailand

Mrs. Sivika MEKTAVATCHA KUL
Deputy Permanent Secretary,
Ministry of Education,
The Kingdom of Thailand

¹ "Disaster" means "natural disaster" in this document and the attachments, not including man-made disasters such as fire and chemical disasters.

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ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH COUNTRIES

1. DDPM will implement “the Project for Capacity Development in Disaster Management in Thailand (Phase-2)” (hereinafter referred to as “the Project”) in cooperation with the related authorities concerned of the Government of Thailand and JICA.
2. The Project will be implemented in accordance with the Master Plan (APPENDIX 1) and the list of candidates for the target areas is shown as CANDIDATES LIST FOR TARGET AREAS (APPENDIX 2).

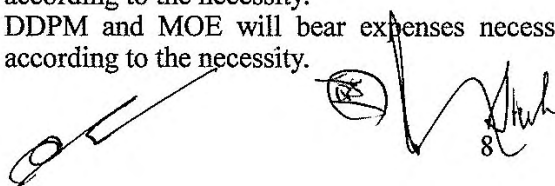
II. MEASURES TO BE TAKEN BY JAPANESE SIDE

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA will take, at its own expense, the following measures under the technical cooperation scheme of Japan.

1. DISPATCH OF JAPANESE EXPERTS
JICA will provide the services of the Japanese experts listed in APPENDIX 3. The provisions of Article IV of the Agreement will be applied to the above-mentioned experts.
2. PROVISION OF MACHINERY AND EQUIPMENT
The necessary equipment for the effective implementation of the Project will be provided within the budget allocated for the Project (APPENDIX 4). The provisions of Article VIII-1 of the Agreement will be applied to the Equipment. The official proposals for equipment may be submitted by DDPM.
3. TRAINING OF THAI PERSONNEL IN JAPAN
JICA will provide counterpart personnel with technical trainings in Japan, if necessity arises. The official proposals for training in Japan (Application form) may be submitted by DDPM.

III. MEASURES TO BE TAKEN BY THAI SIDE

1. DDPM and MOE will take necessary measures to ensure self-reliant operation for the Project during and after the period of Japanese technical cooperation, through full and active involvement in the Project of all related authorities, beneficiary groups and institutions.
2. DDPM and MOE will ensure that the technologies and knowledge acquired by Thai nationals as a result of Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Thailand.
3. Specific privileges and other benefits necessary for the conduct of the Project will be provided in accordance with the Agreement.
In accordance with the provisions of Article IV, V and VI of the Agreement, the Government of Thailand will grant in Thailand privileges, exemptions and benefits to the Japanese experts referred to II-1 above and their family.
4. In accordance with the provisions of article IV- (b) of the Agreement, DDPM, MOE will provide the services of the Thai counterpart personnel as follows.
 - (1) Project Director (DDPM)
 - (2) Project Manager (DDPM)
 - (3) Co-Project Manager (MOE)
 - (3) Members of Task Forces
 - (4) Administrative officials
5. In accordance with the provisions of article IV- (a) of the Agreement, DDPM shall provide the buildings and facilities following its own expenses as listed in APPENDIX 5
6. DDPM and MOE will promote participation of authorities concerned with the Project according to the necessity.
7. DDPM and MOE will bear expenses necessary for the implementation of the Project according to the necessity.



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IV. ADMINISTRATION OF THE PROJECT

Thai counterpart and administrative personnel as listed in APPENDIX 6.

1. Project Director
Director-General of DDPM will bear overall responsibility for the administration and implementation of the Project as the Project Director.
2. Project Manager
Deputy Director-General of DDPM will be responsible for the managerial and technical matters in the implementation of the Project as the Project Manager.
3. Co-Project Manager
Deputy Permanent Secretary of MOE will be responsible for the managerial and technical matters in the implementation of the Project as the Co-Project Manager.
4. Task Forces
Task Forces necessary for the Project will be established and facilitate the effective implementation of the activities in the Project.
5. Joint Coordinating Committee (hereinafter referred to as "JCC")
Thai side and Japanese side will meet at least twice a year and whenever the necessity arises, in order to fulfill the following functions.
 - (1) To formulate 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

The draft list of the members of the JCC is attached as APPENDIX 7.

6. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
7. The Japanese experts will give necessary technical guidance and advice to Thai counterpart personnel on technical matters pertaining to the implementation of the Project.
8. The Project Office will be set up in DDPM will act as the center for Project coordination of administrative and technical matters.

V. JOINT EVALUATION

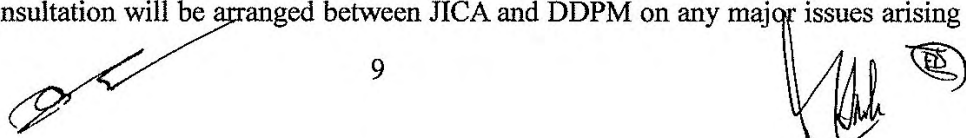
Evaluation of the Project will be conducted jointly by the two Governments through JICA, and Thai authorities concerned at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of the Agreement, the Government of the Kingdom of Thailand 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 Kingdom of Thailand except for those arising from the willful misconduct or gross negligence of the Japanese experts

VII. MUTUAL CONSULTATION

Mutual consultation will be arranged between JICA and DDPM on any major issues arising

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from, or in connection with the 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 Kingdom of Thailand, the Government of the Kingdom of Thailand will take appropriate measures to make the Project widely known to the people of the Kingdom of Thailand.

IX. TERM OF COOPERATION

The duration of technical cooperation for the Project under this Attached Document will be four years starting from the date when Japanese Expert(s) would be dispatched.

LIST OF APPENDIX

APPENDIX 1 MASTER PLAN

APPENDIX 2 CANDIDATES LIST FOR TARGET AREAS

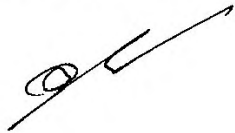
APPENDIX 3 TERMS OF REFERENCE OF JAPANESE EXPERTS

APPENDIX 4 LIST OF MACHINERY AND EQUIPMENT

APPENDIX 5 LIST OF BUILDINGS AND FACILITIES

APPENDIX 6 LIST OF THAI COUNTERPART AND ADMINISTRATIVE PERSONNEL

APPENDIX 7 JOINT COORDINATING COMMITTEE



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APPENDIX 1 MASTER PLAN

(1) Overall goal

Implementation of disaster risk management activities is improved and scaled up.

(2) Project Purpose

Capacity of DDPM is enhanced to scale up Disaster Prevention and Mitigation Action Plans, CBDRM and disaster education, collaborating with concerned agencies, provincial and local levels.

(3) Outputs

<Task force: Disaster Management Planning >

Disaster Prevention and Mitigation Action Plans with considerations for vulnerable people are formulated for national, provincial and local authorities (in the target provinces).

<Task force: Community Based Disaster Risk Management (CBDRM) >

Capacity of DDPM staff and facilitators on implementation of CBDRM is enhanced.

<Task force: Disaster Management Training >

Training curriculum at DPMA is improved.

<Task force: Disaster Education >

Based on the Natural disaster preparedness educational curriculum, schools have improved preparedness for disaster.

(4) Activities

0-0 DDPM, in consultation with the Japanese experts, selects target areas:

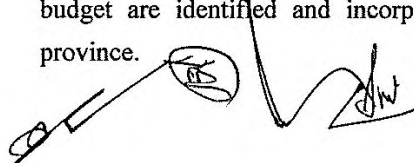
- One demonstration province, one demonstration community (MOOBAN) and one replication community in the demonstration province,
- One replication province and one replication community in the replication province.

1-1 TF Disaster Management Planning designs capacity development plan on their activities and monitoring/evaluation.

1-2 TF conduct training for DDPM staff at central, regional and provincial levels how to formulate disaster prevention and mitigation plans and action plans focusing on priority items.

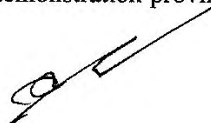
1-3 DDPM staff at central and provincial levels review and/or develop provincial disaster prevention and mitigation plans, focusing on priority items, in consideration of vulnerable people for disasters, for the demonstration province, followed by the replication province.

1-4 DDPM staff at central and provincial levels prepares national and provincial disaster prevention and mitigation action plans, and target local authorities in target provinces prepare local disaster prevention and mitigation action plans, focusing on priority items, in which method of up-scaling, staffing and budget are identified and incorporated in the demonstration province, followed by the replication province.



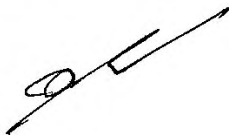
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- 1-5 TF conducts table-top exercises to revise disaster prevention and mitigation plans and action plans with concerned organizations.
- 1-6 TF and concerned provincial staff modify disaster prevention and mitigation plans and action plans, based on the experience of table top exercises.
- 1-7 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staff such as study tour, case study forum, seminars, and newsletters.
- 2-1 TF-CBDRM designs capacity development plan on TF-CBDRM activities and monitoring/evaluation.
- 2-2 TF reviews and revises CBDRM manuals and facilitator's guide seeking comments from 76 provinces and tests them at the demonstration community (MOOBAN) and finalizes them for publication.
- 2-3 TF conducts training for at least 80 DDPM staff at central, regional and provincial levels to facilitate CBDRM.
- 2-4 Trained DDPM provincial staff in the demonstration province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at demonstration community (MOOBAN) in collaboration with the local model school.
- 2-5 Trained DDPM provincial staff in the replication province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at replication community in collaboration with the local model school.
- 2-6 Trained DDPM provincial staff in the demonstration province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at replication community in the demonstration province in collaboration with the local model school.
- 2-7 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staff such as study tour, case study forum, seminars, and newsletters.
- 3-1 TF-Disaster Management Training designs a capacity development plan for its activities and monitoring/evaluation.
- 3-2 TF develops guidelines for evaluation and monitoring of training.
- 3-3 TF conducts needs assessment for training in collaboration with other task forces.
- 3-4 TF revises standard disaster management curriculum in DPMA training courses on flood, flash flood and mud flow.
- 3-5 TF, in collaboration with concerned organizations, develops training modules and materials to synchronize training curriculum on disaster management (flood, flash flood and mud flow), CBDRM.
- 3-6 TF, in collaboration with concerned organizations, train master trainers for DDPM staff.
- 3-7 Master trainers train 100 DDPM staff of disaster management on flood, flash flood and mud flow.
- 3-8 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staffs such as study tour, case study forum, seminars, and newsletters.
- 4-1 DDPM and Ministry of Education discuss and agree on the roles of each agency to implement TF-disaster education activities.
- 4-2 TF develops model curriculum of disaster education in schools on flood, flash flood and mudflow.
- 4-3 TF modifies textbooks and teachers' guide.
- 4-4 TF selects one model school in the demonstration community, one replication school in replication community in demonstration province and one replication school in replication community in replication



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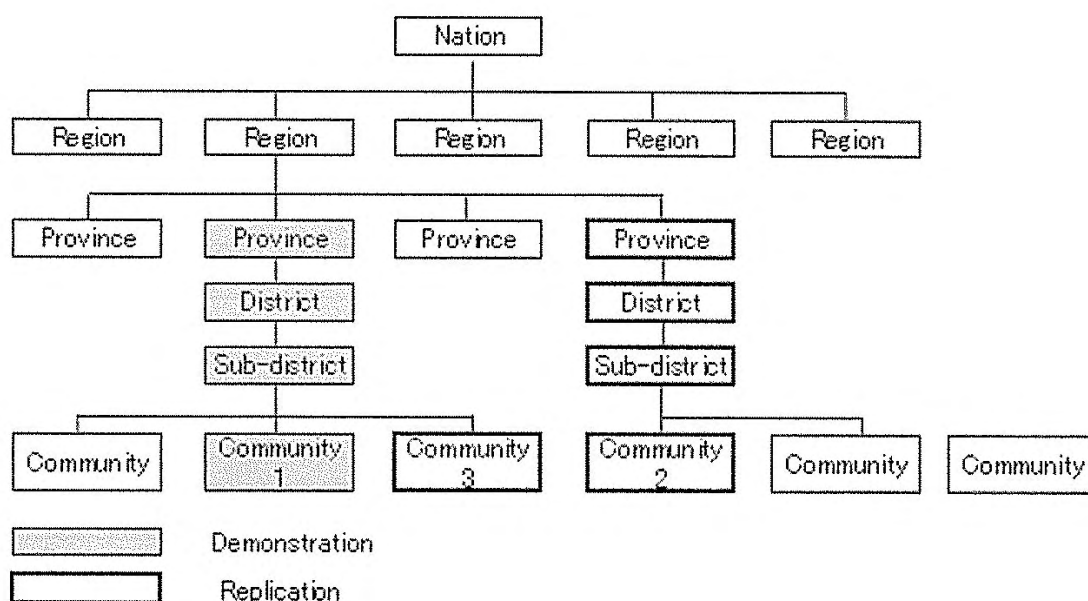
- province for planning curriculum of school disaster education and conducting model lessons.
- 4-5 TF trains 40 master teachers, coordinated with DDPM.
 - 4-6 Master teachers train 100 teachers how to teach disaster education at schools in cooperation with local communities.
 - 4-7 Master teachers conduct model classes for disaster education at the model school in the demonstration community (MOOBAN), followed by one replication school in replication community in replication province and one replication school in replication community in demonstration province.
 - 4-8 Trained teachers conduct disaster education at their own schools.
 - 4-9 TF develops one model school as information center of disaster education, followed by two replication schools in two provinces.
 - 4-10 TF reviews the process and revises curriculum.
 - 4-11 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staffs such as study tour, case study forum, seminars, and newsletters.



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APPENDIX 2 CANDIDATES LIST FOR TARGET AREAS ERTS

1. Demonstration province: XXX
 - (1) Community 1: XXX
 - (2) Community 2: XXX
2. Replication Province: XXX
 - (3) Community 3: XXX



notes

<English>	<Thai>
Region	: DDPM Regional Centers and MOE Regional Offices
Province	: Province
District	: AMPUR
Sub-district	: TAMBON
Community	: MOOBAN

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APPENDIX 3 TERMS OF REFERENCE OF JAPANESE EXPERTS

1. Chief Advisor/Disaster Management Plan

(1) Qualification

- Age: More than 35 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 10 years of working experience in disaster management

(2) Job description

(As Chief Advisor)

- To take responsibility for the implementation of the Project
- To supervise activities of experts
- To coordinate related organizations for smooth implementation of the Project
- To provide technical support to Thai counterparts

(As Expert of Disaster Management Plan)

- To review major disaster and their countermeasures in the past
- To list up and monitor all projects being implemented/planned by all organizations
- To review/revise existing policies/plans
- To coordinate with the related organizations
- To provide technical support to prepare the provincial and local disaster management plan
- To provide technical support to prepare the national, provincial and local disaster management action plan
- To provide technical support to prepare trainings for public administrators
- To conduct table-top exercise

2. Disaster Management Institution

(1) Qualification

- Age: More than 35 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 8 years of working experience in disaster management with focus on Capacity Development or Institutional Management

(2) Job description

- To conduct capacity assessment
- To review existing law, organizational structures, budgetary system of DDPM and the related authorities
- To provide technical support to prepare the capacity development and budgetary plan
- To provide technical support to improve institutionalization and budgetary system for up scaling
- To coordinate with the related organizations

3. Sediment Disaster Management

(1) Qualification

- Age: More than 30 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 5 years of working experience in Sediment Disaster Management

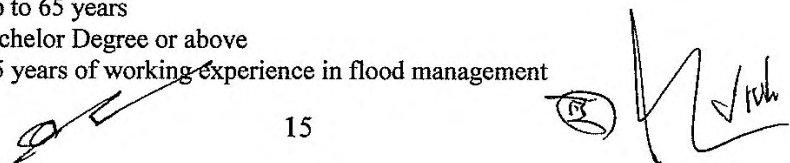
(2) Job description

- To review major disasters and their countermeasures in the past
- To provide technical support on site selection, risk area identification and countermeasures
- To provide technical support on small scale structural measures as CBDRM
- To provide technical support on training materials

4. Flood Management

(1) Qualification

- Age: More than 30 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 5 years of working experience in flood management



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(2) Job description

- To review major disasters and their countermeasures in the past
- To provide technical support on site selection, risk area identification and countermeasures
- To provide technical support on small scale structural measures as CBDRM
- To provide technical support on training materials

5. CBDRM (Community Based Disaster Risk Management)

(1) Qualification

- Age: More than 35 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 5 years of working experience in disaster management with focus on CBDRM

(2) Job description

- To review major disasters and their countermeasures in the past
- To provide technical support on training materials
- To provide assistance to conduct CBDRM activities
- To provide technical support on knowledge management and learning process facilitation
- To provide technical support for institutionalization on up scaling
- To provide assistance to review and improve CBDRM activities and guidelines

6. Disaster Education

(1) Qualification

- Age: More than 35 up to 65 years
- Academic degree: Bachelor Degree or above
- Experience: At least 5 years of working experience in disaster management with focus on disaster education

(2) Job description

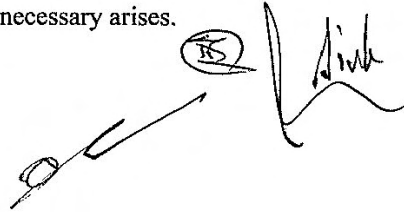
- To review present disaster education in schools
- To provide technical support to prepare curriculum and materials for schools
- To provide assistance to conduct model school activities
- To provide technical support for institutionalization on up scaling



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APPENDIX 4 LIST OF MACHINERY AND EQUIPMENT

Both will discuss when necessary arises.

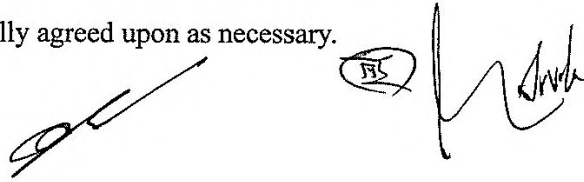
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APPENDIX 5 LIST OF BUILDINGS AND FACILITIES

The following will be prepared by the Government of Thailand for the implementation of the Project.

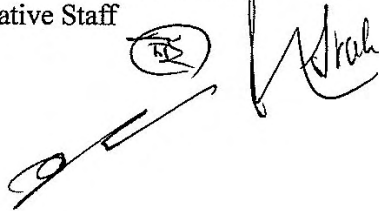
1. The land, buildings and facilities necessary for the implementation of the Project, including electricity, water supply and air conditioning facilities.
2. Office space and necessary facilities for the implementation of the Project.
3. Other facilities mutually agreed upon as necessary.

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(Draft)

APPENDIX 6 LIST OF THAI COUNTERPART AND ADMINISTRATIVE PERSONNEL

- (1) Project Director
Director-General of DDPM
- (2) Project Manager
Deputy Director-General of DDPM
- (3) Co-Project Management
Deputy Permanent Secretary of MOE
- (4) Member of Task Force
 - <Task Force: Disaster Management Planning>
 - <Task Force: Community Based Disaster Risk Management (CBDRM)>
 - <Task Force: Disaster Management Training>
 - <Task Force: Disaster Education>
- (5) Administrative Staff

Handwritten signatures and initials. On the left, there is a signature that appears to be 'S. S.' with a horizontal line underneath. To the right of this signature is a circular stamp containing the Thai characters 'กรม' (Gor-M). Further to the right is another signature that appears to be 'W. Chal'.

(Draft)

APPENDIX 7 JOINT COODINATING COMMITTEE

1. Function

The Joint Coordinating Committee meeting will be held at least twice a year and whenever the necessity arises in order to fulfill the following functions:

- (1) To formulate 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

2. Members of JCC

(1) Thai side

- (a) Director-General of Department of Disaster Prevention and Mitigation (Project Director)
- (b) Deputy Director-General of DDPM (Project Manager)
- (c) Deputy Permanent Secretary of MOE (Co-Project Manager)
- (d) Director of Research and International Cooperation Bureau, DDPM
- (e) Director of Prevention and Mitigation Policy Bureau, DDPM
- (f) Director of Prevention Promotion Bureau, DDPM
- (g) Director of Disaster Prevention and Mitigation Academy: DPMA
- (h) Representative of Ministry of Education: MOE
- (i) Specialist of the Bureau of International Cooperation: MOE
- (j) Representative(s) of Department of Mineral Resources: DMR
- (k) Representative(s) of Department of Local Administration: DOLA
- (l) Representative(s) of National Disaster Warning Center: NDWC
- (m) Representative(s) of Royal Irrigation Department: RID
- (n) Representative(s) of Thai Meteorological Department: TMD
- (o) Representative(s) of Water Resource Department: WRD
- (p) Representatives from the target provinces (Demonstration and Replication)
- (q) Representative of Thailand International Development Cooperation Agency; TICA
- (r) Personnel assigned by the Chairperson, if necessary

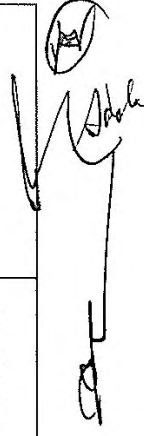
Note: The Project Director will be the Chairperson. The secretariat of JCC shall be the Director of Research and International Cooperation Bureau, DDPM.

(2) Japanese Side:

- (s) Experts
- (t) Chief Representative of JICA Thailand Office
- (u) Personnel assigned by JICA, if necessary. Official(s) of the Embassy of Japan may attend the Committee sessions as observer(s).

ANNEX 2


Project Design Matrix (PDM) Final draft 8 October 2009
Project Title: The Project on Capacity Development in Disaster Management (Phase-2) Period: 2010 - 2014 (4 years), Implementing Agency: DDPM
 Target Groups: (direct) DDPM staff at central and provincial levels. (indirect) community people in the target areas.
 Target Provinces: (to be selected. One demonstration province and one replication province)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal (in 3-5 years after the Project ends): Implementation of disaster risk management activities is improved and scaled up.</p>	<ol style="list-style-type: none"> 1. Provincial Disaster Prevention and Mitigation Plans and Action Plans are formulated in at least Y provinces other than the target provinces. 2. Evacuation plans are prepared by Y communities (other than the Project target communities) with support of DDPM Regional Centers and Provincial offices. 3. Disaster education is implemented by at least Y schools. 	<ol style="list-style-type: none"> 1. Provincial Disaster Prevention and Mitigation Plans and Action Plans 2. Evacuation plans 3. Record of schools 	
<p>Project Purpose (by the end of the Project) Capacity of DDPM is enhanced to scale up Disaster Prevention and Mitigation Action Plans, CBDRM and disaster education, collaborating with concerned agencies, provincial and local levels.</p>	<ol style="list-style-type: none"> 1. Plans for up-scaling are included in the National Disaster Prevention and Mitigation Action Plan. 2. Plans for up-scaling within the provinces are included in the Provincial Disaster Prevention and Mitigation Action Plans of the target provinces. 	Disaster Prevention and Mitigation Action Plans	Mission and responsibility of DDPM regarding disaster management is maintained by law.
<p>Outputs <Task force – Disaster Management Planning> 1. Disaster Prevention and Mitigation Action Plans with considerations for vulnerable people are formulated for national, provincial and local authorities (in the target provinces).</p>	<ol style="list-style-type: none"> 1 Disaster Prevention and Mitigation Action Plans are formulated at national, provincial (target provinces) and local levels (X local authorities). 	<ol style="list-style-type: none"> 1 Disaster Prevention and Mitigation Action Plans at national, provincial and local levels 	The activities of the task forces are inter-related and maintained.
<p><Task force - CBDRM> 2. Capacity of DDPM staff and facilitators on implementation of Community Based Disaster Risk Management (CBDRM) is enhanced.</p>	<ol style="list-style-type: none"> 2-1 CBDRM manuals and facilitator's guide developed by the JICA Project Phase I (for facilitators and for communities) are improved and are utilized in the target communities. 2-2 Disaster training and educational materials (for facilitators and for communities) are improved and are utilized in the target communities. 2-3 CBDRM action plan for implementation is developed by DDPM. 	<ol style="list-style-type: none"> 2-1-1 CBDRM manuals and activity reports 2-1-2 CBDRM Knowledge of facilitators and community people (confirmed by observation) 2-2-1 Educational materials 2-2-2 CBDRM Knowledge of facilitators and community people (confirmed by observation) 2-3 CBDRM implementation action plan and activity reports 	

ANNEX 2

<p><Task force – Disaster Management Training > 3. Training curriculum at DPMA is improved.</p> <p><Task force – Disaster Education> 4. Based on the Natural disaster preparedness educational curriculum, schools have improved preparedness for disaster.</p> <p>Activities : 0-0 DDPM, in consultation with the Japanese experts, selects target areas: <ul style="list-style-type: none"> ➢ One demonstration province, one demonstration community (Muban) and one replication community in the demonstration province, ➢ One replication province and one replication community in the replication province. <TF Disaster Management Planning> 1-1 TF Disaster Management Planning designs capacity development plan on their activities and monitoring/evaluation. 1-2 TF conduct training for DDPM staff at central, regional and provincial levels how to formulate disaster prevention and mitigation plans and action plans focusing on priority items. 1-3 DDPM staff at central and provincial levels review and/or develop provincial disaster prevention and mitigation plans, focusing on priority items, in consideration of vulnerable people for disasters, for the demonstration province, followed by the replication province. 1-4 DDPM staff at central and provincial levels prepares national and provincial disaster prevention and mitigation action plans, and target local authorities in target provinces prepare local disaster prevention and mitigation action plans, focusing on priority items, in which method of up-scaling, staffing and budget are identified and incorporated in the demonstration province, followed by the replication province. 1-5 TF conducts table-top exercises to revise disaster prevention and mitigation plans and action plans</p>	<p>3-1 At least one curriculum on disaster management on natural disaster (flood, flash flood and mud flow) for DDPM staff is improved.</p> <p>4-1 At least three schools in the target provinces implement disaster education on natural disasters as model schools supported by MOE headquarters and the first model schools from Phase I.</p> <p>4-2 100 teachers from disaster prone areas are trained on disaster education.</p> <p>Inputs : <Thai side> Counterparts Project Director Project Manager Task force members Administrative staff Project office and facilities at DDPM Working space at MOE Operational costs</p>	<p>3-1 Curriculum</p> <p>4-1 Record of model schools observation of classes</p> <p>4-2 Records of training, workshops and seminars (Number of participants, content of training, date, level of achievement, etc.)</p> <p><Japanese Side> Experts Disaster Management Plan Disaster Management Institution Sediment Disaster Management Flood Management CBDRM (Community Based Disaster Risk Management) Disaster Education Counterpart Training in Japan Operational costs</p>	<p>Preconditions Human resources and budget necessary for the implementation of the Project are provided by the Thai side.</p>
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ANNEX 2

<p>with concerned organizations.</p> <p>1-6 TF and concerned provincial staff modify disaster prevention and mitigation plans and action plans, based on the experience of table top exercises.</p> <p>1-7 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staff such as study tour, case study forum, seminars, and newsletters.</p> <p><TF CBDRM></p> <p>2-1 TF-CBDRM designs capacity development plan on TF-CBDRM activities and monitoring/evaluation.</p> <p>2-2 TF reviews and revises CBDRM manuals and facilitator's guide seeking comments from 76 provinces and tests them at the demonstration community (Muban) and finalizes them for publication.</p> <p>2-3 TF conducts training for at least 80 DDPM staff at central, regional and provincial levels to facilitate CBDRM.</p> <p>2-4 Trained DDPM provincial staff in the demonstration province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at demonstration community (Muban) in collaboration with the local model school.</p> <p>2-5 Trained DDPM provincial staff in the replication province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at replication community in collaboration with the local model school.</p> <p>2-6 Trained DDPM provincial staff in the demonstration province facilitates CBDRM activities, including Disaster Prevention and Mitigation Action Plans for local authorities at replication community in the demonstration province in collaboration with the local model school.</p> <p>2-7 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staff such as study tour, case study forum, seminars, and newsletters.</p> <p><TF Disaster Management Training></p> <p>3-1 TF-Disaster Management Training designs a capacity development plan for its activities and monitoring/evaluation.</p> <p>3-2 TF develops guidelines for evaluation and monitoring of training.</p> <p>3-3 TF conducts needs assessment for training in collaboration with other task forces.</p> <p>3-4 TF revises standard disaster management curriculum in DPMA training courses on flood, flash</p>	
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flood and mud flow.
3-5 TF, in collaboration with concerned organizations, develops training modules and materials to synchronize training curriculum on disaster management (flood, flash flood and mud flow), CBDRM.
3-6 TF, in collaboration with concerned organizations, train master trainers for DDPM staff.
3-7 Master trainers train 100 DDPM staff of disaster management on flood, flash flood and mud flow.
3-8 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staffs such as study tour, case study forum, seminars, and newsletters.

<TF Disaster Education>

- 4-1 DDPM and Ministry of Education discuss and agree on the roles of each agency to implement TF-disaster education activities.
- 4-2 TF develops model curriculum of disaster education in schools on flood, flash flood and mudflow.
- 4-3 TF modifies textbooks and teachers' guide.
- 4-4 TF selects one model school in the demonstration community, one replication school in replication community in demonstration province and one replication school in replication community in replication province for planning curriculum of school disaster education and conducting model lessons.
- 4-5 TF trains 40 master teachers, coordinated with DDPM.
- 4-6 Master teachers train 100 teachers how to teach disaster education at schools in cooperation with local communities.
- 4-7 Master teachers conduct model classes for disaster education at the model school in the demonstration community (Muban), followed by one replication school in replication community in replication province and one replication school in replication community in demonstration province.
- 4-8 Trained teachers conduct disaster education at their own schools.
- 4-9 TF develops one model school as information center of disaster education, followed by two replication schools in two provinces.
- 4-10 TF reviews the process and revises curriculum.
- 4-11 TF proposes and DDPM institutionalizes up-scaling mechanism and establishes networks of sharing knowledge for all province staffs such as study tour, case study forum, seminars, and newsletters.

Remarks: "Disaster" means "natural disaster" in this PDM. Man-made disasters such as fire and chemical disasters are not included.

ANNEX 3

Plan of Operation (Draft)

No.	Activities	Central	Regional	Province	Local Administration	Community	1st Year	2nd Year	3rd Year	4th Year
0-0	Select demonstration province and a community, 2 replication communities									
1TF Disaster Management Plan										
1-1	Capacity development plan									
1-2	Training DDPM staffs at central, region, and province how to prepare DM plan						Introductory	Table top		
1-3	Review/Develop provincial DM plan on priority items						Review	Develop		
1-4	Preparing national, provincial and local authorities DM Action Plans on priority items									
1-5	Conducting table-top exercises to revise the DM									
1-6	Modifying DM plans and action plans									
1-7	Institutionalization for unscaling									
2TF CBDRM										
2-1	Capacity development plan									
2-2	Reviewing and revising CBDRM manual and facilitator guide followed by testing at demonstration community						review	review		
2-3	Training 80 DDPM staffs at central, regional and provinces on CBDRM						training			
2-4	Conducting CBDRM at demonstration province						demo 1	monitoring		
2-5	Conducting CBDRM at the first replication community at replication province							rep 1	monitoring	
2-6	Conducting CBDRM at the second replication community at demonstration province								rep 2	monitoring
2-7	Institutionalization for upscaling						Implementation Plan	Upscaling		
3TF Training										
3-1	Capacity development plan									
3-2	Developing guidelines for training and evaluation and monitoring									
3-3	Need assessment									
3-4	Revising training curriculum									
3-5	Developing training modules and materials on									
3-6	Training master trainers									
3-7	Training 100 DDPM staffs on DM									
3-8	Institutionalization for upscaling									
4TF Disaster Education										
4-1	DDPM and MOE agrees on responsibilities on Dis Education									
4-2	Developing curriculum									
4-3	Developing textbooks and teacher's guide									
4-4	Selecting model school in demonstration									
4-5	40 master teacher training									
4-6	Training 100 teachers on disaster education									
4-7	Conducting model classes at 3 model schools						demo 1	rep 1	rep 2	
4-8	Conducting disaster education at schools of trained teachers									
4-9	Developing a model school as information center									
4-10	Reviewing process and revising curriculum									
4-11	Institutionalization for upscaling									

ANNEX 4: CRITERIA Of SELECTING TARGET AREAS

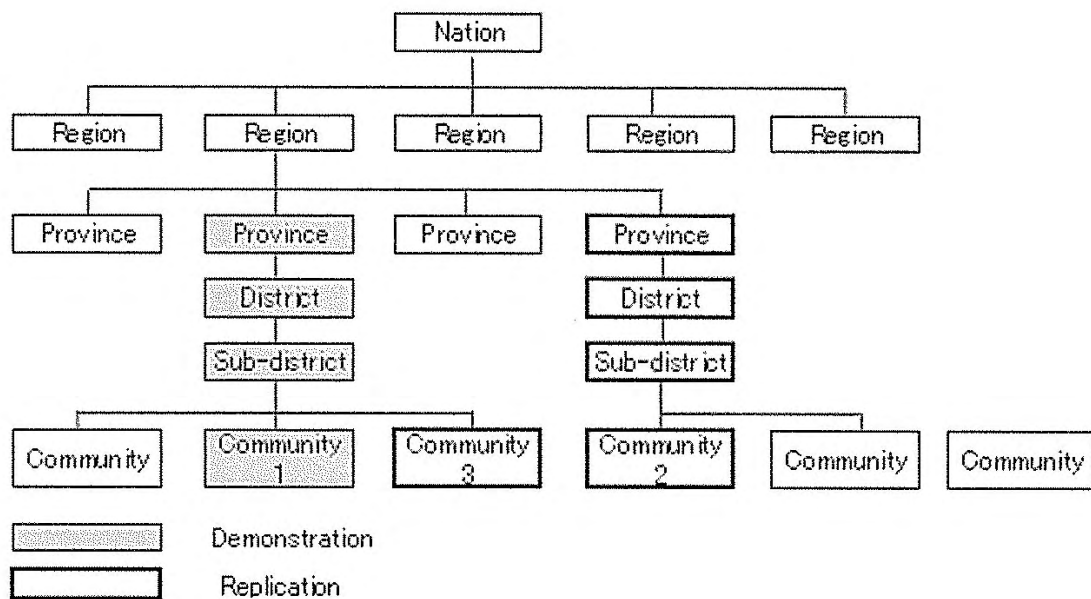
Both sides agreed to select two target provinces (Demonstration province and Replication Province) according to the criteria as follows,

(Controlling Factors)

1. Vulnerabilities of flood, flash flood and mudflow (Past disasters)
2. Accessibility from Bangkok and other provinces
3. Other factors aggravate disaster situations, such as deforestation, urbanization etc.

(Second Priority Social Factors)

1. Leadership, willingness, understanding and cooperation of leaders of province, district, and local administrations toward the Project
2. Good collaboration network among province, district, and local administrations
3. Human resources and budget allocation to implement the Project activities at province, district, and local administrations
4. Existing CBOs (Community Based Organizations)



notes

- | <English> | <Thai> |
|--------------|--|
| Region | : DDPM Regional Centers and MOE Regional Offices |
| Province | : Province |
| District | : AMPUR |
| Sub-district | : TAMBON |
| Community | : MOOBAN |

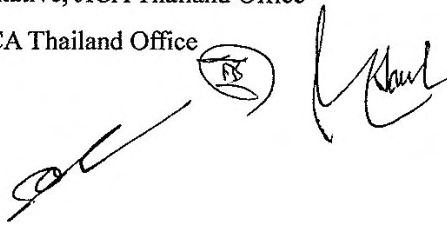
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ANNEX 5: ATTENDANT LIST

1. Mr.Chatpong Chatraputi Deputy Director-General, DDPM
2. Mr. Adthaporn Singhawichai Director of Research and International Cooperation, DDPM
3. Mrs.Saisanom Lakthong Chief of Research and Development, Research and International Cooperation Bureau, DDPM
4. Mr. Chainarong Vasanasomsithi Division Director of Natural Disaster, Disaster Prevention and Mitigation Policy Bureau, DDPM
5. Ms. Siriporn Vachirasuriya Plan and Policy Analyst, Disaster Prevention and Mitigation Policy Bureau, DDPM
6. Ms. Chatchadaporn Boonyavaha Chief of Foreign Relations Sub –Bureau, Research and International Cooperation Bureau, DDPM
7. Ms. Duangnanpa Uttamangkpong Plan and Policy Analyst, Research and International Cooperation Bureau, DDPM
8. Ms. Kornisnan Wilanwan Plan and Policy Analyst, Research and International Cooperation Bureau, DDPM
9. Mr. Taweep Limpakornwanich Research and International Cooperation Bureau, DDPM
10. Mr. Anusorn Rangsinpet Geo-Information and Space Technology Development Agency (GISTDA)
11. Ms. Somsong Ngamwong Bureau of International Cooperation, MOE
12. Ms. Rungkan Punpukdee Bureau of International Cooperation, MOE
13. Ms. Sararat Leepaiboon Bureau of Academic Affairs and Educational Standards, MOE
14. Mrs. Vipawan Waithanomsat Office of Non-formal and Informal Education, MOE
15. Mr. Pongsthakorn Suvanpimol: RID (Royal Irrigation Department)
16. Mr. Paitoon Naktae Civil Engineer, Disaster Prevention Criteria Bureau, DDPM
17. Ms. Angsumalin Angsusing Plan and Policy Analyst, Disaster Mitigation Directing Center, DDPM
18. Mr. Dusit Pongsapipat Plan and Policy Analyst, Disaster Mitigation Directing Center, DDPM
19. Ms. Luckana Manimmanakorn Deputy Director DPMA, Disaster Prevention Promotion Buresu, DDPM
20. Ms. Amorntip Paksuchon Human Resource Development Official, DDPM
21. Mr. Hidenori KUMAKAI Director, Disaster Manager Division 1, Water Resources and Disaster Management Group, Global Environment Department, JICA
22. Mr. Mikio ISHIWATARI Senior Advisor (Technical Advisor)
23. Ms. Mamiko TANAKA Cooperation Planning, Disaster Manager Division 1, Water

A handwritten signature in black ink is written over a circular stamp. The stamp contains a stylized logo or emblem. The signature is slanted and appears to be a name in Thai or Japanese characters.

- Resources and Disaster Management Group, Global Environment
Department, JICA
24. Ms. Akemi SERIZAWA Preliminary Evaluation, Global Link Management, Ltd.
25. Ms. Tomoko SHAW Disaster Prevention Organization Structure, OYO International
Corporation, Ltd.
26. Mr. Akihisa TANAKA Senior Representative, JICA Thailand Office
27. Ms. Kiyoka TAKEUCHI Representative, JICA Thailand Office
28. Ms. Suwanna Navachareon Staff, JICA Thailand Office



Handwritten signatures and a circular stamp. The stamp contains the letters 'RS' inside a circle. There are two distinct signatures: one on the left and one on the right.