

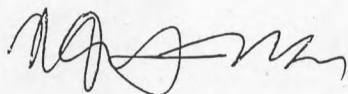
MINUTES OF DISCUSSIONS
PRELIMINARY SURVEY ON
THE NEEDS OF JAPANESE LANGUAGE LEARNING EQUIPMENT
OF THE INDONESIA UNIVERSITY OF EDUCATION
IN INDONESIA

On Instruction by the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") decided to conduct a preliminary survey to confirm the needs of Japanese Language Learning Equipment of the Indonesia University of Education and entrusted the survey to Japan International Cooperation System (hereinafter referred to as "JICS").

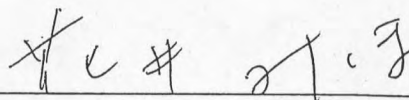
JICA sent to the Republic of Indonesia (hereinafter referred to as "Indonesia") the Preliminary Survey Team (hereinafter referred to as "the Team"), which is scheduled to stay in the country from February 11 to March 5, 2010.

The Team explained Japan's Grant Aid scheme, discussed with the officials and confirmed the request of Japanese Language Learning Equipment. The main points discussed are described as attached herewith.

Bandung, February 27, 2010



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Vice Rector for Academic and Student Affairs
Indonesia University of Education



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Team Leader
JICA Preliminary Survey Team

Attachment

I. Items requested by Indonesia

1. Procurement of Equipment

The details of the requested items are listed in Annex-1.

The Site where the Equipment be installed is the Indonesia University of Education.

2. Installation work(s) of LL System and Shooting System.

3. Consultant Services

Tender Documentation, Supporting works for Tender in Japan, and Supervision of the Project.

II. Title and Objective(s) of the Project

The both side tentatively agreed the title of the Project shall be 'The improvement of Japanese Language Learning Equipment of the Indonesia University of Education' and confirmed the objective(s) of the Project is to modernize and expand the repertoire of equipment.

III. Executing Agencies of the Project

Executing Agency: Indonesia University of Education

Responsible Agency: Ministry of National Education

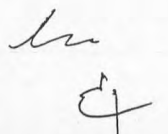
IV. Japan's Grant Aid Scheme

1. The Indonesian side understands the Japan's Grant Aid Scheme, as described in Annex-2.

In addition, the Team explained and the Indonesian side confirmed

- 1) The consultant of the Project will be recommended by JICA,
- 2) The consultant services are limited to supporting and supervisory works in Japan, due to the budget limitation of the Grant,
- 3) The tender of the Project will be held in Japan in the presence of the representative(s) of Indonesia (the representative(s) of the Embassy of Indonesia in Japan). When there is no representative(s) of Indonesia in Japan, the Government of Indonesia or its designated authority shall entrust the consultant to hold the tender of the Project.
- 4) The Indonesian side shall take the necessary measures described in Annex-3, for smooth implementation of the Project, as a condition for the Japanese Grant Aid to be implemented.

2. It should be noted that the implementation of the Preliminary Survey does not imply any decision or commitment to extend the Grant for the Project at this stage. When the Project is approved by the Government of Japan, the notification will be made through the Embassy of Japan in Indonesia.



V. Other relevant issues

1. Responsibilities of the Recipient Country

The both parties confirmed that the Indonesia University of Education shall make preparations for the following in the case that the Government of Japan approves the Project.

- (1) To remove existing equipment and make power supply and room setting ready for the equipment to be procured before its arrival to Indonesia.
- (2) To purchase chairs for LL Equipment.
- (3) To secure necessary budget for above.
- (4) To secure the budget necessary for the purchase of spare parts, repair and maintenance of equipment to be procured, and to use/maintain the equipment effectively and properly.

2. Publicity on the Cultural Grant Aid

The following activities will be carried out in recognition of the valuable contribution made by the people and the Government of Japan to the cultural development of the Indonesian people:

- (1) To place a Japanese ODA insignia on the donated equipment
- (2) To place a commemorative plate at the entrance of LL room
- (3) To hold a handover ceremony
- (4) To conduct a public recognition through the mass media in the country
- (5) To conduct a public appreciation through the web site of the University
- (6) To conduct a public appreciation through the brochure or pamphlet of the University

END



The List of Equipment Requested

The priorities "A, B, C" are given for each equipment as below.

No.	Description	Specification	Q'ty	Priority
A. LL System for 44 Students				
A.1	LL System for 44 Students	Computer for Teacher x1, Student Unit (USB Memory available) x44, Headset x45, AV Selector x1 UPS x1 Desk for teacher x1, Desk for two student x22	1 Set	A
B. Audio Visual Equipment for LL System				
B.1	Data Projector	Brightness: 4000lm Video system: PAL with Spare lamp	1	B
B.2	Screen	Type: manual spring roll Screen size: 100inch Aspect ratio: 4:3	1	C
B.3	Speaker	Out put power: 50W	2	B
B.4	DVD Player	TV System: PAL, NTSC Playable format: DVD +R/-R,+RW/-RW	1	B
B.5	CD/Casette Deck	Playable CD format:CD-DA,MP3 Cassette: auto reverse playback and recording	1	B
B.8	Visual Presenter	Image sensor: 1/3" CMOS Optical zoom: 16x (powered)	1	A
C. Shooting System				
C.1	Network Camera	Function: pan, tilt and zoom	2	A
C.2	Microphone	for recording teacher's and students' voice	2	
C.3	Monitoring and Recording System	Consist of PC, software and joy-stick controller	1set	
C.4	UPS	Output voltage: 220V Runtime: 5min or more	1	C
D. Japanese Teaching Materials				
D.1	Japanese Teaching Materials		1 Set	B

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List of D.-1 Japanese Teaching Materials

No.	Name of Material	Q'ty
1	構文の研究	1
2	現代日本語におけるヴォイスの諸相	1
3	わかる!日本語教師のための応用認知言語学	1
4	多文化教育事典	1
5	日本語クラスの異文化理解	1
6	異文化コミュニケーション教育	1
7	異文化理解とコミュニケーション ことばと文化	1
8	異文化理解とコミュニケーション 人間と組織	1
9	語彙の意味と文法	1
10	構造から見る日本語文法	1
11	教師と学習者のための日本語文型事典	1
12	毎日の聞き取り50日 初級編 上	1
13	毎日の聞き取り50日 初級編 上 テープ	1
14	毎日の聞き取り50日 初級編 下	1
15	毎日の聞き取り50日 初級編 下 テープ	1
16	新・毎日の聞き取り50日 上	1
17	新・毎日の聞き取り50日 下	1
18	日本語文法セルフマスターシリーズ 1.はとが	1
19	日本語文法セルフマスターシリーズ 2.する・した・している	1
20	日本語文法セルフマスターシリーズ 4.指示詞	1
21	日本語文法セルフマスターシリーズ 5.「も」「だけ」「さえ」など	1
22	日本語文法セルフマスターシリーズ 6.文の述べ方	1
23	日本語文法セルフマスターシリーズ 7.条件表現	1
24	自然な日本語 表現編	1
25	自然な日本語 溝通編	1
26	ストーリーで覚える漢字 300 (インドネシア語版)	1
27	会話のための日本語表現 1800	1
28	日本語を聴く力	1
29	上級の力をつける 聴解ストラテジー [第2版] 上	1
30	上級の力をつける 聴解ストラテジー [第3版] 下	1
31	日本～その姿と心～Vol.1	1
32	日本～その姿と心～Vol.2	1
33	日本～その姿と心～Vol.3	1
34	日本～その姿と心～ (日英対象)	1
35	CDかなカード	1
36	CD漢字カード	1
37	日本語を教えたい人のためのはじめての授業キット	1
38	日本語を教えたい人のためのはじめての授業絵カードデータ集	1
39	日本語教師のための「活動型」授業の手引き	1
40	日本語作文のポイント190	1
41	音声を教える	1
42	第一、第二語における日本語名詞修飾節の習得過程	1
43	小論文への12のステップ	1
44	聞く、考える、話す 留学生のための初級にほんご会話	1
45	聞く、考える、話す 留学生のための初級にほんご会話 教師用	1
46	ようこそ!さくら小学校へ ～みんな なかまだ～	1
47	竹取物語 DVD	1
48	枕草子 DVD	1
49	平家物語 DVD	1
50	日本語教師のためのテスト作成マニュアル	1
51	はじめて日本語を教える人のためのなっとく知っとく初級文型50	1
52	直接法で教える日本語	1
53	ゼロからスタートにほんご会話	1
54	留学生のための日本事情	1
55	日本の地理と社会	1
56	トピックによる日本語総合演習 上級	1
57	トピックによる日本語総合演習 上級用資料集 第3版	1
58	日本語の作文技術 中・上級	1

JAPAN'S GRANT AID

The Government of Japan (hereinafter referred to as “the GOJ”) is implementing the organizational reforms to improve the quality of ODA operations, and as a part of this realignment, a new JICA law was entered into effect on October 1, 2008. Based on the law and the decision of the GOJ, JICA has become the executing agency of the Grant Aid for General Projects, for Fisheries and for Cultural Cooperation, etc.

The Grant Aid is non-reimbursable fund to a recipient country to procure facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. The Grant Aid is not supplied through the donation of materials as such.

1. Grant Aid Procedures

The Japanese Grant Aid is conducted as follows-

- Preparatory (Preliminary) Survey (hereinafter referred to as “the Survey”)
 - The Survey conducted by JICA
- Submission of an Application Form
 - Submission by an applicant organization to GOJ/JICA
- Appraisal & Approval
 - Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet
- Determination of Implementation
 - The Notes exchanged between the GOJ and the recipient country
- Grant Agreement (hereinafter referred to as “the G/A”)
 - Agreement concluded between JICA and the recipient country
- Implementation
 - Implementation of the Project on the basis of the G/A

2. Preliminary Survey

(1) Contents of the Survey

The aim of the Survey is to confirm the needs and request for the Grant Aid and to confirm the viability of the request. The contents of the Survey are as follows:

- Confirmation of the needs of equipment, its benefits and beneficiaries
- Formulate a candidate project for the Grant Aid

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- Evaluation of the appropriateness of the project to be implemented under the Grant Aid Scheme from a technical, financial, social and economic point of view.
- Estimation of project cost.

When the candidate project is approved by GOJ, JICA requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country.

(2) Selection of Consultants

For smooth implementation of the Survey, JICA uses (a) consulting firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms.

(3) Result of the Survey

The Report on the Survey is reviewed by JICA, and after the appropriateness of the Project is confirmed, JICA recommends the GOJ to appraise the implementation of the Project.

3. Japan's Grant Aid Scheme

(1) The E/N and the G/A

After the Project is approved by the Cabinet of Japan, the Exchange of Notes (hereinafter referred to as "the E/N") will be signed between the GOJ and the Government of the recipient country to make a pledge for assistance, which is followed by the conclusion of the G/A between JICA and the Government of the recipient country to define the necessary articles to implement the Project, such as payment conditions, responsibilities of the Government of the recipient country, and procurement conditions.

(2) Selection of Consultants

The consultant firm(s) used for the Survey will be recommended by JICA to the recipient country to also work on the Project's implementation after the E/N and the G/A, in order to maintain technical consistency.

(3) Eligible source country

Under the Japanese Grant Aid, in principle, Japanese products and services, including transportation, or those of the recipient country are to be purchased. When JICA and the

Government of the recipient country or its designated authority deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm are limited to "Japanese nationals".

(4) Necessity of "Verification"

The Government of the recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by JICA. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

(5) Major undertakings to be taken by the Government of the Recipient Country

In the implementation of the Grant Aid Project, the recipient country is required to undertake such necessary measures as Annex-3.

(6) "Proper Use"

The Government of the recipient country is required to maintain and use the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

(7) "Export and Re-export"

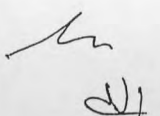
The products purchased under the Grant Aid should not be exported or re-exported from the recipient country.

(8) Banking Arrangements (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). JICA will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.
- b) The payments will be made when payment requests are presented by the Bank to JICA under the Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

(9) Authorization to Pay (A/P)

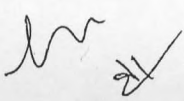
The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commissions to the Bank.



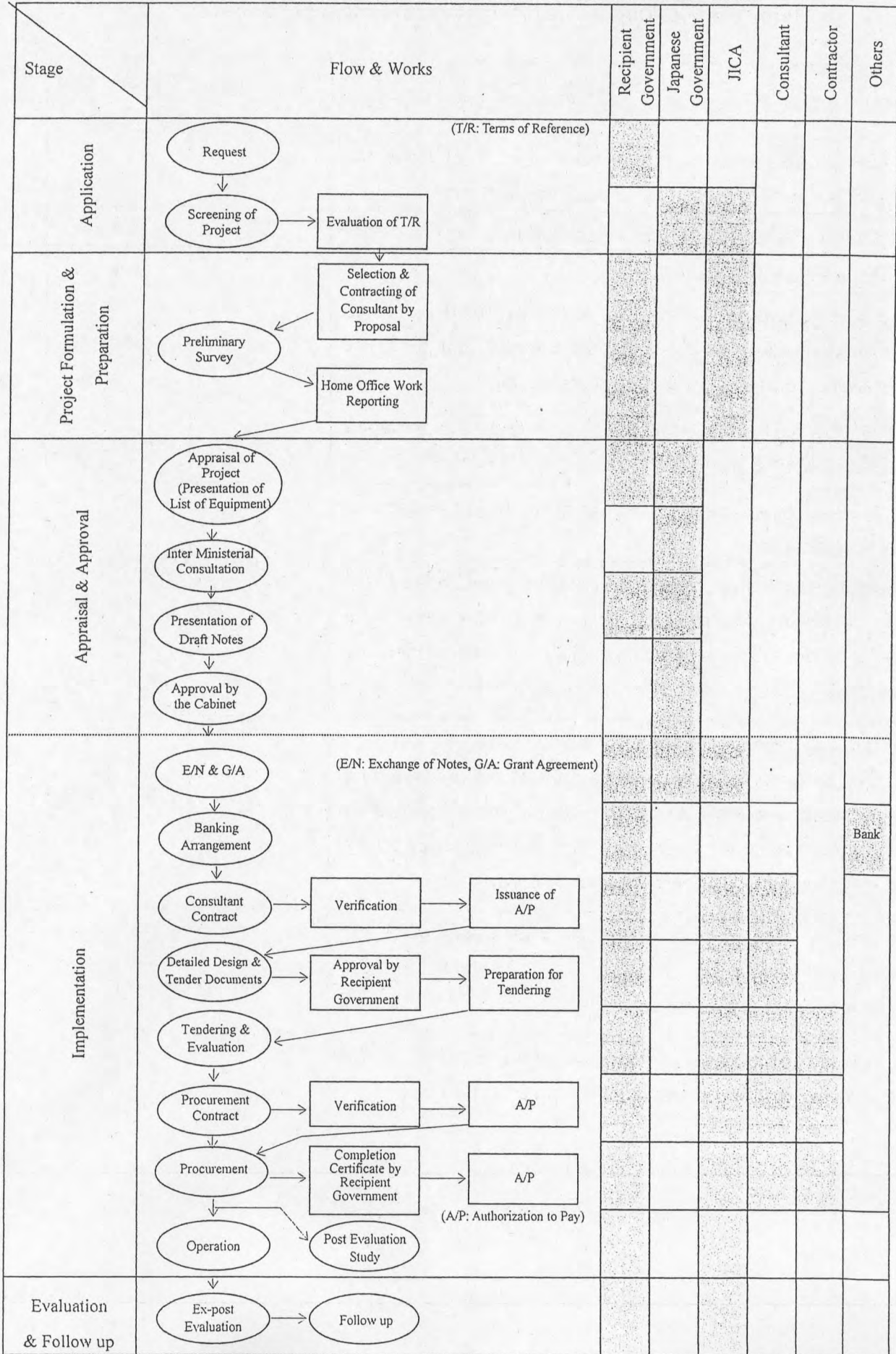
(10) Social and Environmental Considerations

A recipient country must ensure the social and environmental considerations for the Project and must follow the environmental regulation of the recipient country and JICA socio-environmental guideline.

(End)



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Major Undertakings to be taken by the recipient government

NO	Items	To be covered by the Grant	To be covered by the Recipient
1	To bear the following commissions to a bank of Japan for the banking services based upon the Banking Arrangement		•
	1) Advising commission of Authorization to Pay		•
	2) Payment commission		•
2	To ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and to assist internal transportation of the products therein		•
	1) Marine(Air) transportation of the products from Japan to the recipient country	•	
	2) Internal transportation from the ports of disembarkation to the project site	•	
3	To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the purchase of the products and the services be exempted		•
4	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		•
5	To ensure that the facilities and the equipment be maintained and used properly and effectively for the implementation of the Project		•
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project		•

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