

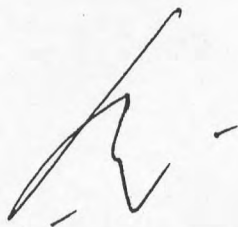
MINUTES OF DISCUSSIONS
PRELIMINARY SURVEY ON
THE NEEDS OF JAPANESE LANGUAGE LEARNING EQUIPMENT
OF THE STATE UNIVERSITY OF JAKARTA
IN INDONESIA


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 State University of Jakarta and entrusted the survey to Japan International Cooperation System (hereinafter referred to as "JICS").

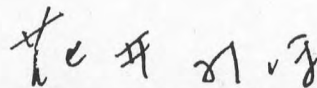
JICA sent to the Republic of Indonesia (hereinafter referred to as "Indonesia") the Preliminary Survey Team (hereinafter referred to as "the Team"), which is scheduled to stay in the country from February 11 to March 5, 2010.

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.

Jakarta, March 4, 2010



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Rector
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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 State University of Jakarta.

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 State University of Jakarta' 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: State University of Jakarta

Responsible Agency: Ministry of Education

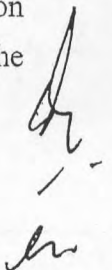
IV. Japan's Grant Aid Scheme

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

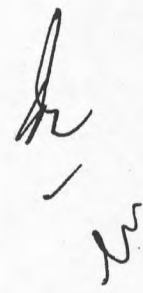
The both parties confirmed that the State University of Jakarta shall make preparations for the following in the case that the Government of Japan approves the Project.

- (1) To 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.
- (5) To secure necessary budget for the relocation of LL System and Shooting System.

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 and Shooting 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 newspaper 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 32 Students				
A.1	LL System for 32 Students	Computer for Teacher x1, Student Unit (USB Memory available) x32, Headset x33, AV Selector x1 UPS x1 Desk for teacher x1, Desk for two students x16	1 Set	A
B. Audio Visual Equipment for LL System				
B.1	Data Projector	Brightness: 3000lm Video system: PAL with Spare lamp	1	A
B.2	Screen	Type: manual spring roll Screen size: 100inch Aspect ratio: 4:3	1	C
B.3	Speaker	Output power: 50W	2	A
B.4	DVD Player	TV System: PAL, NTSC Playable format: DVD +R/-R,+RW/-RW	1	A
B.5	CD/Casette Decks	Playable CD format:CD-DA,MP3 Cassette: auto reverse playback and recording	1	A
B.6	Visual Presenter	Image sensor: 1/3" CMOS Optical zoom:16x (powered)	1	C
C. Shooting System				
C.1	Network Camera	Function: pan, tilt and zoom	2	B
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	B
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	日本語教授法ワークショップ テキスト	1
2	日本語教授法ワークショップ DVD	1
3	教師用日本語教育ハンドブック シリーズ4 文法II	1
4	聞くことを教える	1
5	初級者のための日本語の絵教材	1
6	子どもたちの言語環境	1
7	英語教育評価のための基礎知識	1
8	日本語教師のための「活動型」授業の手引き	1
9	EASY KANJI	1
10	KANJI STARTER	1
11	漢字はむずかしくない	1
12	漢字を勉強しましょう	1
13	Nine-House Kanji Quiz	1
14	現代日本語学入門	1
15	外国人の誤用から分かる日本語の問題	1
16	日本語の機能表現形式 - 「て形」のすべて-	1
17	日本語文末詞の研究	1
18	新しい日本語学入門	1
19	研究計画書デザイン	1
20	論文作成デザイン	1
21	AUDING 日本語教師のための実践七講	1
22	教師用日本語教育ハンドブックシリーズ5 語彙	1
23	教授法マニュアル70例 (上)	1
24	日本語教師のためアクション・リサーチ	1
25	絵で導入・絵で練習	1
26	コミュニケーション・ゲーム	1
27	日本語誤用分析	1
28	作文指導における言語連想法の効果	1
29	モダリティ	1
30	①言葉を豊かに 日本語の語彙 DVD	1
31	②言葉のきまり 文法の大切さ DVD	1
32	③言葉を選ぶ 場面に応じた言葉 DVD	1
33	④言葉を生かす 敬語の使い方 DVD	1
34	⑤言葉を磨く 洗練された日本語表現 DVD	1
35	日本～その姿と心～Vol.1	1
36	日本～その姿と心～Vol.2	1
37	日本～その姿と心～Vol.3	1
38	①竹取物語 DVD	1
39	おぼえちゃおう！ひらがな DVD	1
40	おぼえちゃおう！カタカナ DVD	1
41	おぼえちゃおう！かんじ入門編 DVD	1
42	おぼえちゃおう！かんじ部首編 DVD	1
43	おぼえちゃおう！にほんちず DVD	1
44	知ってる？日本の歴史 時代の流れ編 DVD	1
45	知ってる？日本の歴史 できごと編 DVD	1
46	知ってる？日本の歴史 人物編 DVD	1
47	知ってる？ことわざ DVD	1
48	知ってる？俳句 DVD	1
49	知ってる？四字熟語 DVD	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

- 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"

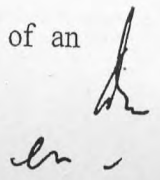
The products purchased under the Grant Aid should not be exported or re-exported from the recipient country.

(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.


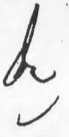
(9) Authorization to Pay (A/P)

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

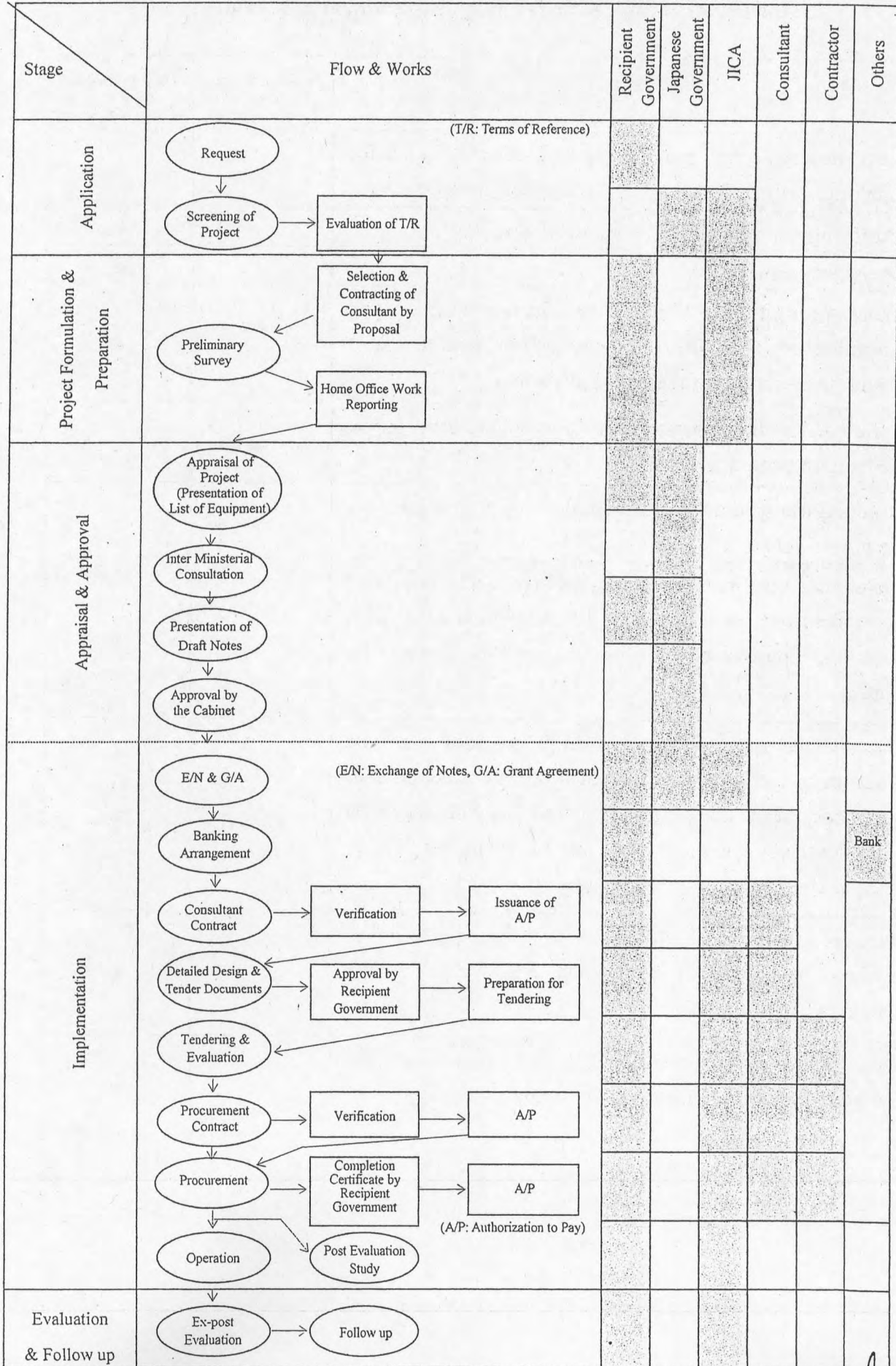


(10) Social and Environmental Considerations

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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