

**MINUTES OF MEETING**  
**BETWEEN THE JAPAN INTERNATIONAL COOPERATION AGENCY AND**  
**THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF**  
**THE SOCIALIST REPUBLIC OF VIET NAM**  
**ON JAPANESE TECHNICAL COOPERATION FOR**  
**THE PROJECT FOR CAPACITY BUILDING FOR NATIONAL**  
**GREENHOUSE GAS INVENTORY IN VIET NAM**

The Japan International Cooperation Agency (hereinafter referred to as “JICA”) had a series of discussions on implementation of “the Project for Capacity Building for National Greenhouse Gas Inventory in Viet Nam” (hereinafter referred to as “the Project”) with Ministry of Natural Resources and Environment (hereinafter referred to as “MONRE”) and other related institutions of the Vietnamese side.

As a result of discussions, MONRE and JICA agreed to summarize the matters referred to in the document attached hereto as a supplement to the Record of Discussions (hereinafter referred to as “R/D”).

Hanoi, [Date], 2010

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Mr. TSUNO Motonori  
Chief Representative  
Vietnam Office  
Japan International Cooperation Agency  
Japan

Witnessed by

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Mr. Nguyen Khac Hieu  
Deputy Director General  
Department of Meteorology, Hydrology  
and Climate Change  
Ministry of Natural Resources and Environment  
Socialist Republic of Viet Nam

Witnessed by

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Mr. Nguyen Xuan Tien  
Deputy Director General  
Foreign Economic Relations Department  
Ministry of Planning and Investment  
Socialist Republic of Viet Nam

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Ms. Tran Thi Minh Ha  
Director General  
Department of International Cooperation  
Ministry of Natural Resources and Environment  
Socialist Republic of Viet Nam

## THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Vietnamese side and JICA on the date of signing. The main items that had been discussed and agreed upon by both sides are summarized as follows.

### I. Project Design Matrix and Plan of Operation

JICA explained that the Project Design Matrix (hereinafter referred to as "the PDM") is to be introduced for the efficient and effective management and evaluation of the Project. Both sides agreed the PDM to the Project as shown in ANNEX I. Plan of Operation (hereinafter referred to as "the PO") based on the PDM is shown in ANNEX II. The PDM and the PO will be reviewed and revised if necessity arises.

### II. Others

1. National GHG inventories in 2005 and 2010 will be prepared through the Project activities.
2. Both the Vietnamese side and the Team agreed that the relevant items to be negotiated and decided on post-2012 international framework on climate change would be reflected into the Project during the course of implementation, if deemed to be necessary.
3. Department of Meteorology, Hydrology and Climate Change under Ministry of Natural Resources and Environment will be responsible for coordinating with relevant ministries/agencies for the Project.

In view of the Project purpose, both sides agreed the Project to follow the laws and regulations in force in the Socialist Republic of Viet Nam and the JICA guidelines.

ANNEX I      PROJECT DESIGN MATRIX (PDM) (omitted)  
ANNEX II      PLAN OF OPERATION (PO) (omitted)

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<p>Output: Quality assurance/quality control (QA/QC) to assure that the data are accurate and reliable. This includes the development of a data management plan, the implementation of a data management system, and the implementation of a data quality assurance/quality control (QA/QC) system. The QA/QC system should be designed to ensure that the data are accurate and reliable, and that the data are consistent with the data management plan. The QA/QC system should be implemented and maintained throughout the project. The QA/QC system should be documented and reported to the project manager and the data management team.</p>	<p>Study methods for providing activity data and emission factors and for implementing data completion and QA/QC for each sector of the national GIS inventories.</p>	<p>To be decided</p>	<p>Long term expert consultant experts (general issues) Local consultant experts Long term expert consultant experts (general issues) Local consultant experts Long term expert consultant experts (general issues) Local consultant experts Long term expert consultant experts (general issues) Local consultant experts Long term expert consultant experts (general issues) Local consultant experts</p>
3-1	Study methods for providing activity data and emission factors and for implementing data completion and QA/QC for each sector of the national GIS inventories.	To be decided	Long term expert consultant experts (general issues) Local consultant experts
3-2	Conduct key category analysis and identify categories which should be given priority in improving the accuracy and reliability of data.	To be decided	Long term expert consultant experts (general issues) Local consultant experts
3-3	Investigate measures for reducing uncertainties in order to improve accuracy and reliability of emission/removal estimates for prioritized key categories.	To be decided	Long term expert consultant experts (general issues) Local consultant experts
3-4	Collect and compile information and identify, collect, factors and other relevant parameters that better reflect national or regional circumstances (in prioritized key categories).	To be decided	Long term expert consultant experts (general issues) Local consultant experts
3-5	Prepare time series of activity data for each sector.	To be decided	Long term expert consultant experts (general issues) Local consultant experts

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## PROJECT DESIGN MATRIX (Draft)

Project Name : Project for Capacity Building for National Greenhouse Gas Inventory in Viet Nam  
 Duration of Project : ( ), 2010 – ( ), 2013 (3 years)  
 Project Target Area : Hanoi  
 Target Group : Department of Meteorology, Hydrology and Climate Change (DMHCC), Ministry of Natural Resources and Environment (MONRE) and relevant parties

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>Super Goal</b> Measurable, reportable and verifiable mitigation actions are promoted through periodical/preparation of national GHG inventories.</p>			
<p><b>Overall Goal</b> Accurate and reliable national GHG inventories are prepared periodically.</p>	<p>A national GHG inventory is prepared every 4 years.</p>	<p>Reports of national GHG inventory</p>	
<p><b>Project Purpose</b> Capacity to prepare accurate, reliable and periodical national GHG inventories is strengthened.</p>	<p>1) Manuals for national GHG inventories stipulating institutional arrangement and procedures are endorsed by MONRE.            2) A national GHG inventory report is produced for 2005 and 2010.            3) Estimation methods for XX categories are improved (from lower tier to higher tier).            4) XX individuals of DMHCC pass examinations in GHG inventory reviewer training programme under the UNFCCC and acquire a certification as a reviewer for Annex-I countries' GHG inventories</p>	<p>1) Official documents by MONRE            2) Reports of national GHG Inventory (2005 and 2010)            3) Reports of national GHG inventory            4) Reviewer qualification</p>	<p>Vietnamese government secures sufficient budget to prepare GHG inventory on a periodical basis.             Relevant ministries and agencies continue to cooperate with DMHCC.</p>
<p><b>Outputs</b> 1) Capacity to periodically and systematically collect and compile necessary data for national GHG inventories is enhanced.</p>	<p>1-1) Procedure for inventory compilation is documented.            1-2) Procedure for quality assurance/ quality control is documented.            1-3) Data for national GHG inventories are properly collected, archived and maintained.            1-4) Institutional arrangement for preparation of national GHG inventories is documented.</p>	<p>1-1) Manual for procedure of inventory compilation            1-2) Manual for procedure of QA/QC activities            1-3) Data file system for national GHG inventories            1-4) Manual for institutional arrangement for preparation of national GHG inventories            1-5) Reports of national</p>	<p>MONRE considers the manuals produced for official endorsement.             Majority of the counter- part personnel trained by the project is retained in their respective position.             Relevant ministries</p>

<p>2) Capacity to promote understanding of national GHG inventories is enhanced.</p> <p>3) Capacity to manage quality assurance/quality control (QA/QC) of GHG inventories is enhanced for each sector (energy, industrial processes; agriculture; land use, land-use change and forestry [LULUCF]; and waste).</p>	<p>2-1) At least XX workshops are held.</p> <p>3-1) Emissions from and removals by XX categories that have not been considered are calculated with available dataset.</p> <p>3-2) Emission factors and other parameters are improved for at least XX categories by exploring available dataset.</p>	<p>GHG inventories and data collected for 2005 and 2010</p> <p>2-1) Project reports</p> <p>3-1) Reports of national GHG inventory</p> <p>3-2) Project reports</p>	<p>and agencies continue to cooperate with DMHCC.</p>
<p><b>Activities</b></p> <p>1) Capacity to periodically and systematically collect and compile necessary data for national GHG inventories is enhanced.</p> <p>1-1 Examine the existing system for preparing national GHG inventories and assess current capacity of DMHCC and other relevant parties involved in the preparation.</p> <p>1-2 Study methods for QA/QC of national GHG inventories.</p> <p>1-3 Prepare a roadmap for improving the national system for GHG inventory preparation.</p> <p>1-4 Draft and improve a manual for institutional arrangement for preparing national GHG inventories.</p> <p>1-5 Collect data necessary for national GHG inventories from relevant parties.</p> <p>1-6 Develop a database, consisting of file systems, of national GHG inventories.</p> <p>1-7 Compile national GHG inventories with time-series consistency.</p> <p>1-8 Plan and implement QA/QC activities for national GHG inventories.</p> <p>1-9 Draft and improve manuals for procedures of inventory compilation and QA/QC activities (e.g. a national greenhouse gas inventory report [NIR]).</p> <p>1-10 Draft and improve a national GHG inventory improvement plan.</p> <p>2) Capacity to promote understanding of national GHG inventories is</p>	<p><b>Inputs</b></p> <p><b>Japanese side</b></p> <p>1) Long term expert</p> <ul style="list-style-type: none"> <li>- Chief advisor/GHG Inventory Planning</li> </ul> <p>2) Short term expert (s)</p> <ul style="list-style-type: none"> <li>- Institutional arrangement</li> <li>- Inventory compilation</li> <li>- Key category analysis</li> <li>- QA/QC</li> </ul> <p>3) Consultant expert team(s)</p> <ul style="list-style-type: none"> <li>- GHG Inventory (General)</li> <li>- GHG Inventory (Energy: fuel combustion, transportation, fugitive emission)</li> <li>- GHG Inventory (Industrial Processes)</li> <li>- GHG Inventory (Agriculture)</li> <li>- GHG Inventory (LULUCF)</li> <li>- GHG Inventory (Waste)</li> </ul> <p>4) workshop (XX times)</p> <p>5) Training in Japan</p> <p>6) Equipment: PCs for data management</p> <p>7) Local experts / consultants</p> <ul style="list-style-type: none"> <li>- Data Collection and Compilation on GHG Inventory (General)</li> </ul>	<p>Majority of the counterpart personnel is retained in their respective position.</p> <p>Relevant ministries and agencies cooperate with DMHCC.</p> <p><b>Pre-conditions</b></p> <p>DMHCC assigns sufficient counterpart personnel.</p>	<p>and agencies continue to cooperate with DMHCC.</p>

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<p>enhanced.</p> <p>2-1 Conduct workshops for acquiring general knowledge on preparation of national GHG inventories.</p> <p>2-2 Conduct workshops on preparation for the national GHG inventories and their improvement.</p> <p>2-3 Conduct workshops on methodological study on accuracy and reliability of national GHG inventories.</p> <p>3) Capacity to manage quality assurance/quality control (QA/QC) of GHG inventories is enhanced for each sector (energy; industrial processes; agriculture; land use, land-use change and forestry [LULUCF]; and waste)</p> <p>3-1 Study methods for preparing activity data and emission factors and for implementing data compilation and QA/QC for each sector of the national GHG inventories.</p> <p>3-2 Conduct key category analysis and identify categories which should be given priority in improving the accuracy and reliability of data.</p> <p>3-3 Investigate measures for reducing uncertainties in order to improve accuracy and reliability of emission/removal estimates for prioritized key categories.</p> <p>3-4 Collect and compile information and identify emission factors and other relevant parameters that better reflect national or regional circumstances (in prioritized key categories).</p> <p>3-5 Prepare time series of activity data for each sector.</p>	<p>- Data Collection and Compilation on GHG Inventory (Energy: fuel combustion, transportation, fugitive emission)</p> <p>- Data Collection and Compilation on GHG Inventory (Industrial Processes)</p> <p>- Data Collection and Compilation on GHG Inventory (Agriculture)</p> <p>- Data Collection and Compilation on GHG Inventory (LULUCF)</p> <p>- Data Collection and Compilation on GHG Inventory (Waste)</p> <p>Vietnamese side</p> <p>1) Counterpart DMHCC under MONRE</p> <p>2) Project Office Space</p> <p>3) Necessary operation costs</p>		
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## 2. 収集資料一覧

	タイトル
1	インベントリ管理チームのリスト Overview of Current Inventory Management Team under SNC
2	インベントリ作成チームの組織図
3	第2回国別報告書を作成するための技術専門家リスト
4	第2回国別報告書の GHG インベントリ部分の予算内訳
5	GHG Inventory in Vietnam prepared by Mr. Nguyen Mong Cuong, Research Centre for Climate Change and Sustainable Development (28 July, 2009)
6	Uncertainty Assessment in GHG Inventories in Vietnam, prepared by Mr. Nguyen Chi Quang, Ph.D. (16-18 July, 2008)
7	GHG Emission Key Source Category Analysis and Uncertainty Assessment, prepared by Mr. Nguyen Mong Cuong, Research Centre for Climate Change and Sustainable Development (28 July, 2009)
8	第1回国別報告書 (2003 年)
9	2000 年のベトナム国家 GHG インベントリ報告書のドラフト (2009 年 6 月) Viet Nam National GHG Inventory Report for 2000, June 2009
10	京都議定書の履行に関する活動計画 (2007-2010 年) (2007 年 4 月 6 日) Decision No.47/2007/QĐ-TTg: Approving the Plan on organization of the implementation of the Kyoto Protocol under the United Nations framework Convention on climate change in the 2007-2010 period
11	気候変動に対応するための国家目標プログラム (NTP) (2008 年 12 月 2 日) Decision No.158/2008/QĐ-TTg: Approval of the National Target Program to Respond to Climate Change
12	NTP 事務局設立にかかる決定 (2009 年 2 月 9 日) Decision No. 142QĐ-BTNMT, Establishment of Office on NTP
13	DMHCC の組織・分掌にかかる決定 (2008 年 5 月 12 日) Decision No. 997/QĐ-BTNMT: The assignment of functions, responsibilities and authorities, and organizational structure of the Department of Meteorology, Hydrology and Climate Change
14	天然資源環境データの収集・管理・活用にかかる政令 (2008 年 9 月 15 日) Decree No. 102/2008/ND-CP On collection, management, exploitation and use of natural resource and environmental data
15	“Vietnam Assessment Report on Climate Change”, Institute of Strategy and Policy on Natural Resources and Environment (November 2009)
16	“The Scenarios of Climate Change, Sea Level Rise”, Ministry of Natural Resources and Environment (June 2009)
17	ベトナム社会経済開発 5 カ年計画 (2006-2010 年) (2006 年 3 月)



