

**MINUTES OF MEETINGS
ON
DETAILED PLANNING SURVEY
FOR
COMMUNITY-BASED DISASTER EDUCATION PROJECT
IN THE REPUBLIC OF TURKEY
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY
AND
MINISTRY OF NATIONAL EDUCATION**

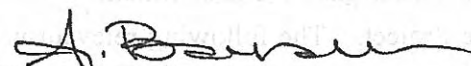
The Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Shinichi Masuda to the Republic of Turkey from July 8 to August 6, 2009, and the Team had a series of discussions on community-based and school-based disaster education with the responsible officials concerned of the Government of the Republic of Turkey, including Ministry of National Education (hereinafter referred to as "MoNE") and other relevant organizations.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Ankara, July 31, 2009



 Mr. Shinichi MASUDA
 Leader
 Detailed Planning Survey Team
 Japan International Cooperation Agency
 Japan



 Mr. Ahmet Fikret BAYRAKLI
 Head
 In-Service Training Department
 Ministry of National Education
 Republic of Turkey

ATTACHED DOCUMENT

1. Background

Republic of Turkey often faces natural disasters, mainly earthquake, because of its geographical conditions as well as Japan. In 1999, a big earthquake struck Marmara region and killed around 20,000 people.

After the event, in the field of disaster education, in 2004, MoNE revised the curriculum of primary education to include the points of view of disaster awareness. Therefore, teachers teach disaster issues in several subjects now. On the other hand, in-service training related to disaster education is not constantly conducted and effects of disaster education are not identified enough. To keep sustainability of disaster education for awareness-raising of people, especially training of teachers and students is expected.

Taking this background into consideration, MoNE has requested Japan's technical cooperation for introducing a culture of disaster prevention and preparedness through school education.

2. Implementing Agency

(1) Responsible Agency

Ministry of National Education (MoNE)

(2) Implementing Agency

MoNE assigned the Department of In-service training as an implementing agency of the Project. The following relevant units of MoNE should also play key roles and work together in technical cooperation activities of JICA.

- 1) Department of In-Service Training
- 2) Board of Education
- 3) General Directorate of Primary Education
- 4) General Directorate of Secondary Education

3. Project Title

Considering the main activities of the project, the Team proposed a modification of

the project title as follows. The both sides agreed on that. The Team will consult it with the Government of Japan for the final decision.

<Original> Community-based Disaster Education Project

<Revised> School-based Disaster Education Project

4. Project Concept

Both sides of MoNE and the Team tentatively agreed that the project purpose and the main ideas of outputs are as follows (refer to Annex-1).

(1) Overall goal

“To enhance school disaster management capacity for fostering awareness of risk management all over the country”

(2) Project purpose

“To enhance school disaster management capacity for fostering awareness of risk management in pilot provinces of the Marmara region”

(3) Main ideas of outputs

- 1) To build teachers' capacity of risk communication
- 2) To improve the interdisciplinary fields of disaster education
- 3) To improve safety of school

As for concrete activities to achieve outputs and the project purpose, the second Detailed Planning Survey Team (hereinafter referred to as “the Second Mission”) will discuss with Turkish side. Draft of activities is shown in Annex-1.

5. Summary of Discussions

During the meeting, both sides discussed the following issues. The results of discussions agreed are summarized as below.

(1) Implementing structure

In addition to the Implementing Agencies shown in 2-(2), both sides recognize that the following committees should be established.

- 1) A special advisory committee composed of relevant administrative organizations in order to make the project activities well-coordinated with the disaster management policy

- 2) Sub-committees composed of officials and experts in order to implement project activities

The Turkish side will identify the terms of reference and members of the Special Advisory Committee and sub-committees.

(2) Selection of pilot provinces

The Team proposed that following issues should be considered as criteria to select pilot provinces. Based on these criteria, the Turkish side will set priorities for the proposed eight provinces in Marmara region.

- 1) To have resources, for example, university and NGO etc. which can participate in the project to implement pilot activities.
- 2) To recognize the needs for disaster education
- 3) To have different types of disaster from other selected provinces (it is better for the project to have variety of disaster).
- 4) To identify a district which has positive attitude toward strengthening disaster management (potentiality of district governorship to work with schools).

(3) Target

1) Target Group

The target groups of the project will be school administrators, teachers, students and their parents as well as primary and secondary education institutions (As for target of training, refer to Annex-2).

Referring to Annex-2, the Turkish side has proposed the inclusion of school administrators, geography teachers, physical education teachers and counselors of secondary education in the training. The Team will consider the possibility.

2) Type of disaster

The Project will focus on the disasters, mainly natural disasters, which occur in pilot provinces.

(4) Expected input from JICA

For implementing the project activities drafted in Annex-1, JICA will dispatch short-term experts and organize training courses in Turkey and Japan.

6. Measures to be taken by the Turkish side

The following issues should be completed by Turkish side before arriving of the Second Mission.

- (1) To establish a Special Advisory Committee
- (2) To start the studies toward the establishment of sub-committees
- (3) To set priorities in order to select pilot provinces

7. Way Forward

The Turkish side and the Team discussed tentative schedule for starting the Project and agreed as follows:

Date	Event	Major issues to be treated
November, 2009	Dispatch of Second Detailed Planning Survey Mission of JICA	Formulate Project Design Matrix (PDM)
February, 2010	Signing of Record of Discussion (R/D)	R/D which is the official document of the project between JICA and the Turkish authorities will be signed. After this, JICA will start to take procedures for dispatch experts.
May, 2010	Starting the project	

Annex-1: Project Concept (Draft)

Annex-2: Expected target for training disaster education at school (Draft)

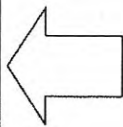
Annex-3: List of Attendance

Project Concept (DRAFT)

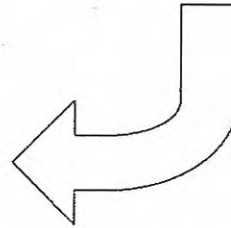
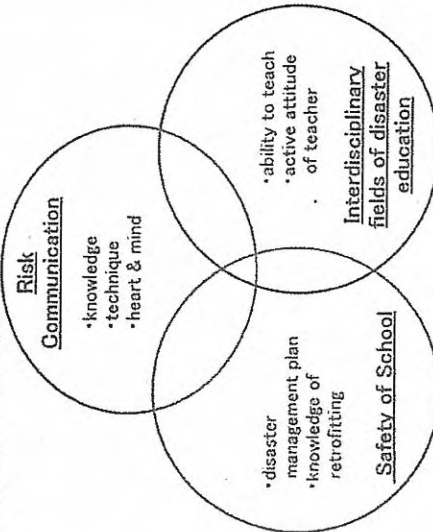
Annex-1

<Project purpose>

To enhance school disaster management capacity for fostering awareness of risk management in pilot provinces of the Marmara region



<Main ideas of outputs>



module	Objective	Activity
module 1 (all teachers of primary & secondary education)	To acquire general knowledge and skills which a teacher should understand as a member of a civil society	1-1 To review existing materials and resources
		1-2 To conduct teachers' training
module 2 (school administrators: 1~8th grade)	To acquire knowledgw for disaster management of school	2-1 To review existing "school disaster management plan" in Turkey
		2-2 To review existing "school disaster management plan" of primary school and junior high school in Japan
		2-3 To conduct the training for school administrators
module 3 (teachers:1~5th grade)	To improve teaching capacity related to disaster education for students (including acquisition of knowledgw for disaster management of school)	3-1 To review existing materials and resources of disaster education in Turkey
		3-2 To review existing materials and resources of disaster education in Japan
		3-3 To study good examples of teaching method (discussion about teaching plan, implementation of trial lesson etc.) in Turkey and Japan
		3-4 To develop monitoring and evaluation methodology of teachers' training and disaster education
		3-5 To revise/develop disaster education materials
module 4 (teachers:6~8th grade)	To improve teaching capacity related to disaster education for students (including acquisition of knowledgw for disaster management of school)	3-6 To conduct teachers' training with materials developed in 3-5
		3-7 To conduct disaster education in class and extra activities
		3-8 To monitor teachers' training and disaster education in class
Implementation of disaster educational school	To improve teaching capacity related to disaster education for students (including acquisition of knowledgw for disaster management of school)	4-1 To review existing materials and resources of disaster education in Turkey
		4-2 To review existing materials and resources of disaster education in Japan
		4-3 To study good examples of teaching method (discussion about teaching plan, implementation of trial lesson etc.) in Turkey and Japan
		4-4 To develop monitoring and evaluation methodology of teachers' training and disaster education
		4-5 To revise/develop disaster education materials
		4-6 To conduct teachers' training with materials developed in 4-5
		4-7 To conduct disaster education in class and extra activities
		4-8 To monitor teachers' training and disaster education in class

collaboration with community
 •civil defense
 •NGO
 •PTA etc.

collaboration with community and parents
 •class observation
 •athletic meeting
 •social activity of students in community

collaboration with community and parents
 •class observation
 •athletic meeting
 •social activity of students in community

Expected target for training of disaster education at school (DRAFT)

		general knowledge related to disaster management			school activities	
		knowledge as a member of a civil society	knowledge for disaster management of school	Normal class	Counseling/ Social Activities	
Primary Education	1~5 grade	<i>module-1</i> all teachers	<i>module-2</i> school administrators	<i>module-3</i> all teachers	class teachers	<ul style="list-style-type: none"> ▪ class teachers ▪ counselors
	6~8 grade	all teachers	school administrators	<i>module-4</i> all teachers	social science teachers science technology teachers physical education teachers Turkish teachers	<ul style="list-style-type: none"> ▪ responsible teachers (teacher of specific subject teacher) ▪ counselors
Secondary Education	9~12 grade	all teachers	school administrators	all teachers	geography teachers physical education teachers	counselors

List of Attendance

<The Turkish Side>

Ministry of National Education (MoNE)

Mr. Ahmet Fikret BAYRAKLI	Department Head, Department of In-service Training
Mr. Necati YURT	Section Director, Department of In-service Training
Mr. Mevlut OZDEMIR	Training Expert, Department of In-service Training
Ms. Serap Yalcin GULER	Programme Development Expert, Board of Education
Ms. Muammer UZUNCA	Project Expert, General Directorate Primary Education
Dr. Samettin BASOL	Teacher, General Directorate Primary Education
Mr. Kemal ARAC	Training Expert, General Directorate of Secondary Education
Mr. Abdurrahman ALBOSTAN	Teacher, General Directorate of Secondary Education

<The Japanese Side>

JICA Detailed Planning Survey Team

Mr. Shinishi MASUDA	Leader
Mr. Taisuke MATSUZAKI	Member
Ms. Aya OKADA	Member
Mr. Yoshitaka YAMAZAKI	Member
Mr. Shinsuke NOMURA	Member
Ms. Tomoko SHAW	Member

JICA Turkey Office

Mr. Emin OZDAMAR	Deputy Resident Representative
Mr. Ali BEKIN	Programme Manager



