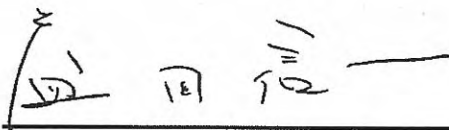


**MINUTES OF MEETINGS
ON
DETAILED PLANNING SURVEY
FOR
SCHOOL-BASED DISASTER EDUCATION PROJECT
IN THE REPUBLIC OF TURKEY
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY
AND
MINISTRY OF NATIONAL EDUCATION**

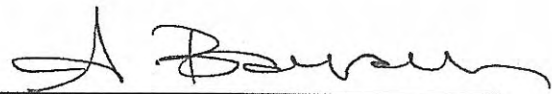
The Japan International Cooperation Agency (hereinafter referred to as “JICA”) has dispatched the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Shinichi Masuda to the Republic of Turkey from May 10 to May 14, 2010, and the Team had a series of discussions on school-based 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, May 14, 2010



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. 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.

Based on the request from Turkey, JICA had dispatched other two missions in July 2009 and February 2010 to collect information and discuss contents of "school-based disaster education project" (hereinafter referred to as "the Project").

2. Procedure for the commencement of the Project

After the approval of the implementation of the Project by JICA Headquarters, JICA Turkey Office and MoNE will prepare the Record of Discussions (hereinafter referred to as "R/D") for signing by both sides before the commencement of the Project.

3. Basic Framework of the Project

The Team and the Turkish respective authorities confirmed the following as the basic framework.

(1) Project Implementing Agency

1) Responsible Implementing Agency

In-service Training Department, Ministry of National Education (MoNE)

2) Joint Coordination Committee

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The Joint Coordination Committee (hereinafter referred to as "JCC") will be established for following objectives;

- i)To approve the plan of operation and the annual plan of operation of the Project
- ii)To review the overall progress of the project activities as well as the achievements of the above mentioned annual plan
- iii)To examine and exchange views on major issues arising from or in connection with the Project and recommend appropriate measures

Members of JCC are Steering Committee members mentioned in 3-(1)-3) and JICA expert team. JCC meeting will be held at least once every six months or whenever necessity arises.

3) Committees and Working Groups

For effective implementation of the Project, following committees and Working Groups will be established. Members of each committee and group are shown in Annex-1.

i)Steering Committee

This committee has responsibility to manage the Project in close cooperation with relevant organizations including JICA expert team. This committee also works in order to make the project activities well-organized taking into account of the disaster management policy of the country.

ii)Advisory Committee

This committee, which consists of Disaster Management specialists, provides advice, and gathers on the topic basis based on request of the Steering Committee or Working Group.

iii)Working Group

Working Groups are established by Steering Committee in order to implement project activities at practical level. Members of these groups are identified after commencement of the Project through mutual discussion for selecting appropriate members including school teachers.

(2) Cooperation Period of the Project

The cooperation period will be approximately three (3) years. The date of the Project's commencement will be the arrival date of the first JICA expert for the Project.

(3) Outline of the Project

Outline of the Project is shown in the tentative Project Design Matrix (hereinafter referred to as “PDM”) of Annex-2. And the role of players in the Project is explained in Annex-5. The PDM is to be flexibly revised according to the progress and achievements of the Project, upon approval by the Joint Coordination Committee.

(4) Target Group

Target groups of the Project are school administrators and school teachers of primary education, school administrators of secondary education from the following pilot areas listed in alphabetical order.

- 1) Balikesir
- 2) Bolu
- 3) Bursa
- 4) Canakkale
- 5) Duzce
- 6) Istanbul
- 7) Kocaeli
- 8) Sakarya
- 9) Tekirdag
- 10) Yalova

(5) Selection criteria of pilot schools

Pilot schools shall be determined by the Steering Committee according to the below mentioned criteria.

- Disaster-prone districts; previous disaster experience, disaster risk situation, population, industrial premises, defense premises, distance to fault lines, city planning and city infrastructure, distance to transit highways, river condition, geology of settlement etc.
- Interest of local administrators; Interest and support of governor, district governor, province and district education directors, and school principles
- Interest of citizens; interest of citizens to disaster mitigation subject, and accepting to the Project
- Interest of local press; sensitivity of local press to disaster-related subject and accepting to the Project
- Number of school and teachers; Number of administrators and teachers in province

and district

- Distance to training center; Since the training of the master teachers is planning to be held in Yalova.

4. Responsibilities of both sides

(1) Responsibilities of Turkish Side

- 1) Provision of necessary space and facilities for the Project office for JICA experts
- 2) Assignment of necessary number of counterparts with relevant background for the Project at central level and local level, especially in pilot area.
- 3) Budget allocation for the implementation of the Project
 - a. Salaries and other allowances for the Turkish counterpart personnel
 - b. Running expenses such as electricity, water supply, gas, fuel etc.
 - c. Operational expenses for customs clearance (including its tax exemption), storage and domestic transportation for the equipment provided by JICA
 - d. Expenses for maintenance of equipment provided by JICA
 - e. Expenses for elaborating disaster education materials
 - f. Covering necessary expenses according to MoNE's rules and regulations

(2) Responsibilities of Japanese Side

- 1) Dispatch of Japanese experts
- 2) Implementation of Training in Japan
- 3) Necessary equipments and materials for the project activities
- 4) Expenses for consumable goods
- 5) Expenses for seminars or workshops
- 6) Covering necessary expenses according to the JICA's rules and regulations

5. Summary of Discussions

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

- (1) This project is expected to be implemented on the strong initiative of Turkish side. JICA Expert Team will facilitate the project activities of the Working Groups and the Core Trainers and introduce good practices and lessons of disaster education in Japan. Mainly the Project plays a role as an occasion for the development of

community dialogue and solidarity between Turkish and Japanese people through disaster education issues.

- (2) MoNE requested to extend the pilot provinces from 8 to 10 provinces. The additional provinces, which are Bolu and Duzce neighbouring on Marmara region, are especially vulnerable regarding to disaster management because of the damages affected by the recent earthquakes. The JICA study team accepted to include the 2 provinces as pilot provinces as long as there is no substantial change in logistics to implement the Project.
- (3) In the Project, 3 modules of ToT programs, as explained in Annex-3, shall be developed by the Working Group. In each activity of the module development, teaching material for Core Trainers, learning material for school administrators/teachers shall be prepared.
- (4) After the commencement of the Project, about 80 primary schools shall be selected as pilot schools. From each pilot school, a school administrator, a class teacher and a subject teacher shall be assigned by In-service Training Department as Master Teachers, who will attend the training course of module 1 to 3 respectively at Yalova training center.
- (5) About 10 demonstration schools would be selected out of the pilot schools. At the demonstration school, JICA experts shall support the schools to seek good practices, such as evacuation drills, attractive events or model classes etc.
- (6) JICA Team proposed the project activities of the secondary education should be included into Module-1 shown in Annex-3, as the secondary education curriculum for disaster education is still under consideration.
- (7) Ministry of National Education will provide an office room with furniture at Ankara and a liaison office at Yalova for the Project.
- (8) MoNE underlined that General Directorate of Special Education Guidance and Counseling Services and General Directorate of Pre-school Education should be an integral part of the Project, and JICA Team stated this will be taken into consideration.

6. Tentative Schedule

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

Date	Event	Major issues to be treated
July, 2010	Signing of Record of	R/D, which is the official document of the

	Discussion (R/D)	Project between JICA and MoNE, will be signed. After this event, JICA will start to take procedure for dispatching experts.
November, 2010	Starting the Project	

Annex-1: Members of Committees and Working Groups

Annex-2: Project Design Matrix (Draft)

Annex-3: Training Curriculum formulated (module 1-3) and target group of training in the Project

Annex-4: Tentative Plan of Operation

Annex-5: Concept of the ToT mechanism

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Members of Committees and Working Groups

For effective implementation of the Project, following committees and groups will be established.

(1) Steering Committee

- 1- Undersecretary (Project Director)
- 2- In-service Training Department, Department Head (Project Manager)
- 3- In-service Training Department, Section Director (Project Coordinator)
- 4- Board of Education
- 5- General Directorate of Primary Education
- 6- General Directorate of Secondary Education
- 7- General Directorate of Special Education Guidance and Counseling Services
- 8- General Directorate of Pre-school Education
- 9- Undersecretariat of State Planning Organization, Disaster Sector (observer)
- 10- Presidency for Disaster and Emergency Management (observer)
- 11- JICA Expert Team
- 12- JICA Turkey Office

(2) Advisory Committee

- 1- MoNE In-service Training Department
- 2- ITU Disaster Management Center
- 3- METU Disaster Management Center
- 4- Kocaeli University Disaster Management Center
- 5- Bosphorus University Kandilli Observatory and Earthquake Research Institute
- 6- Governorship of Istanbul, ISMEP Project Implementation Unit
- 7- Turkish Red Crescent
- 8- Neighborhood Disaster Volunteers Foundation (MAG)
- 9- JICA Expert Team
- 10- JICA Turkey Office

(3) Working Groups

Working Groups shall include some members of Steering Committee and representatives of governorship, district governorship, municipality, provincial education directorate, district education directorate and administrators, teachers and experts whom proposed by education directorates based



on the needs and demands from the pilot provinces. In addition, based on the needs and the result of discussion with JICA Expert Team, three below proposed working groups shall be integrated and/or new working groups may be established.

1) Curriculum Development Group

The members of this Working Group shall be determined by Steering Committee, and shall consist of experts from relevant departments of MoNE and academicians. The principal duty of this Working Group is to examine the curriculum being executed in primary and secondary schools in Japan, to compare it with the curriculum being executed in Turkey, and to make necessary preparations for additional attainments and lectures when necessity arises; besides, in harmony with those, to determine the title of lecture/subject and main contents to be taught to the master teachers.

2) Training Development Group

This Working Group, consist of experts from relevant departments and academicians, shall be determined by Steering Committee. This Working Group shall work on the arrangement of training subjects proposed by the Curriculum Development Group. This Working Group shall work on the following issues: standardization of lecture contents, selection and development of trainers, monitoring of quality and content of training, evaluation on the effectiveness of the training program and evaluation of the level of trainees before and after training.

3) Drill Development Group

This Working Group consist of experts from relevant departments and academicians, shall be determined by Steering Committee. The supports for preparation of manuals and giving exercise to support Curriculum Development Working Group and Training Development Working Group with enrichment of content of training for "Preparation of School Disaster Plans" and "Disaster Drills in Schools" to be given in standard format. In addition, the Working Group shall also work on the in-situ evaluation of School Disaster Plans at schools and execution and evaluation of local and regional School Disaster Plans. During the implementation of these activities, the Working Group shall closely collaborate with Governorship, Municipality and NGOs; additionally, it shall paid attention that representatives of those agencies shall be taken place as members into this Working Group.



1/2

PDM (Draft)

Project title : School-based Disaster Education Project
 Project period : Nov. 2010 - Oct. 2013 (Tenative)
 Target area (Pilot area) : 10 provinces (8 provinces in Marmara region + 2 provinces (Bolu and Duzce))
 Direct target group : School administrators and teachers of primary education, and school administrators of secondary education in pilot
 Indirect target group : Students and parents in pilot areas

Overall Goal	Narrative summary	Indicators	Means of Verification	Important assumptions
<p>Project Purpose To enhance school-based disaster education in the 10 provinces.</p>	<p>To enhance school disaster management capacity for fostering awareness of risk management all over the country</p>	<p>1 All Teachers of primary schools take necessary training on disaster education 2 ** % of primary and secondary schools made their own school disaster plan.</p>	<p>• Report from MoNE</p>	<p>Turkish policies on education and disaster prevention are not changed.</p>
<p>Project Purpose To enhance school-based disaster education in the 10 provinces.</p>	<p>1. To increase the disaster training capacity of teachers 2. To build the interdisciplinary implementation/basement of disaster education in school 3. To improve disaster management of school</p>	<p>1 More than ** hours in total of disaster education are conducted in the pilot area. 2 ** % of schools in the pilot area own disaster prevention plans.</p>	<p>• Project report • Result of awareness survey</p>	<p>Turkish policies on education and disaster prevention are not changed.</p>
<p>Outputs 1-1. To increase the disaster training capacity of teachers 2. To build the interdisciplinary implementation/basement of disaster education in school 3. To improve disaster management of school</p>	<p>1-1 Curriculum of ToT regarding disaster education is prepared. 1-2 More than ** teachers for disaster education are trained. 2-1 More than ** students per year are educated with proper disaster education materials. 2-2 Teachers regularly have opportunities to exchange opinions among teachers for the improvement of disaster education. 3-1 Curriculum of training for school administrators is prepared. 3-2 More than ** school administrators are trained</p>	<p>1-1 Curriculum of ToT regarding disaster education is prepared. 1-2 More than ** teachers for disaster education are trained. 2-1 More than ** students per year are educated with proper disaster education materials. 2-2 Teachers regularly have opportunities to exchange opinions among teachers for the improvement of disaster education. 3-1 Curriculum of training for school administrators is prepared. 3-2 More than ** school administrators are trained</p>	<p>• Report from MoNE • Project report</p>	<p>Policies of pilot provinces on education and disaster prevention are not changed.</p>
<p>Activities 0-1. To implement a baseline survey on awareness of disaster prevention for teachers, parents and students 0-2. To exchange opinions among Japanese relevant parties and Turkish core members of the Working Groups (Core Trainers), which are composed of officials of MoNE, school administrators, school teachers, academicians and NGOs (implementation of training in Japan) 0-3. To consider the concept of "Disaster Education" in Turkey by the Working Groups, which consists of the officials of MoNE, school administrators and school teachers 0-4. To evaluate project achievements regarding awareness of disaster prevention for school teachers, parents and students etc</p>	<p>1-1. To formulate training program by Core Trainers on the initiative of In-service Training Department 1-2. To determine concrete ToT (Training of Trainers) mechanism (including the assignment of Master Teachers and Core Trainers, the outreach process and its monitoring methods) 1-3. To implement training for the Master Teachers by Core Trainers with the facilitation of JICA expert 1-4. To renew the training program for the Master Teachers based on the result and evaluation of the ToT mechanism</p>	<p>1-1. To formulate training program by Core Trainers on the initiative of In-service Training Department 1-2. To determine concrete ToT (Training of Trainers) mechanism (including the assignment of Master Teachers and Core Trainers, the outreach process and its monitoring methods) 1-3. To implement training for the Master Teachers by Core Trainers with the facilitation of JICA expert 1-4. To renew the training program for the Master Teachers based on the result and evaluation of the ToT mechanism</p>	<p>• Report from MoNE • Project report</p>	<p>The disaster subjects are present in the curriculum of primary education.</p>
<p>2-1. To review the content and the existing handbooks on disaster education of Turkey, through comparison with those of Japan, by the Working group 2-2. To determine, on the initiative of the Working Group, necessary contents and handbooks of disaster education in primary education based on the concept mentioned above in 0-3 2-3. To prepare, if necessary, handbooks of disaster education by the Working Group (including application of materials of disaster education of Japan) 2-4. To select pilot schools by the Steering Committee 2-5. To conduct classes of disaster education by demonstration schools 2-6. To improve the contents and the methods of disaster education by exchanging views among the Master Teachers on the classes conducted by the demonstration schools 2-7. To implement disaster education for parents of students of the pilot schools 2-8. To introduce the contents and the methods of disaster education done in the demonstration schools through seminars for school teachers in the pilot areas 2-9. To consider recommendations to introduce the nation-wide ToT mechanism of disaster education in formal education</p>	<p>3-1. To review plans of civil defense at pilot schools 3-2. To formulate training program for school administrators on the initiative of In-service Training Department 3-3. To implement training for school administrators of the pilot schools 3-4. To prepare disaster prevention plans of the pilot schools 3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.</p>	<p>3-1. To review plans of civil defense at pilot schools 3-2. To formulate training program for school administrators on the initiative of In-service Training Department 3-3. To implement training for school administrators of the pilot schools 3-4. To prepare disaster prevention plans of the pilot schools 3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.</p>	<p>• Report from MoNE • Project report</p>	<p>Policies of pilot provinces on education and disaster prevention are not changed.</p>
<p>3-1. To review plans of civil defense at pilot schools 3-2. To formulate training program for school administrators on the initiative of In-service Training Department 3-3. To implement training for school administrators of the pilot schools 3-4. To prepare disaster prevention plans of the pilot schools 3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.</p>	<p>3-1. To review plans of civil defense at pilot schools 3-2. To formulate training program for school administrators on the initiative of In-service Training Department 3-3. To implement training for school administrators of the pilot schools 3-4. To prepare disaster prevention plans of the pilot schools 3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.</p>	<p>3-1. To review plans of civil defense at pilot schools 3-2. To formulate training program for school administrators on the initiative of In-service Training Department 3-3. To implement training for school administrators of the pilot schools 3-4. To prepare disaster prevention plans of the pilot schools 3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.</p>	<p>• Report from MoNE • Project report</p>	<p>Policies of pilot provinces on education and disaster prevention are not changed.</p>
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Indicators and their specific target level will be decided within three (3) months after the commencement of the Project under the authorization of JCC.

Annex-3

Training Curriculum formulated (module 1-3) and target group of training in the Project

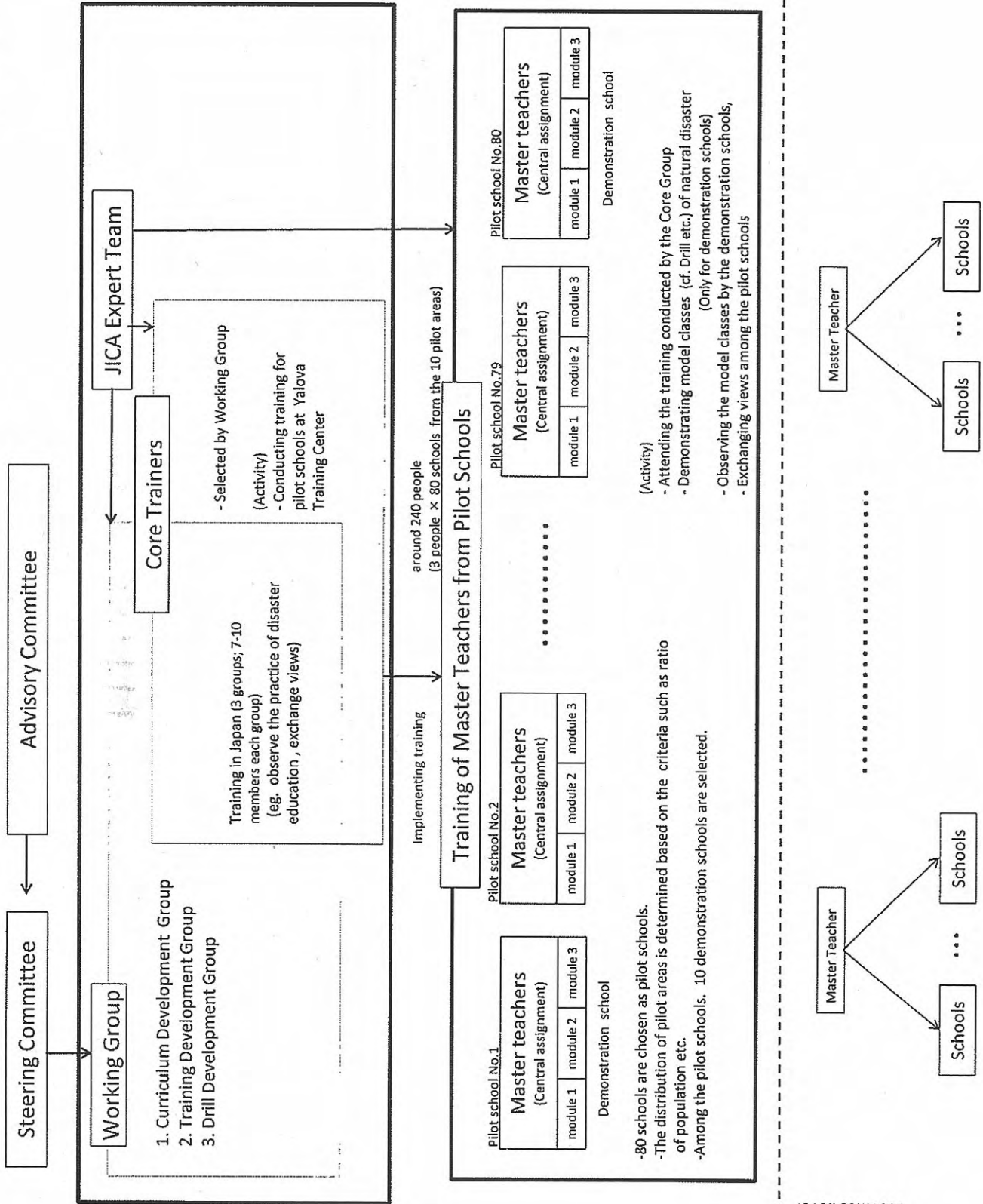
		Knowledge for disaster management of school	Normal class	Counseling/ Social Activities
Primary Education	1~5 grade	<u>module-1</u> school administrators	class teachers	<ul style="list-style-type: none"> class teachers counselors
	6~8 grade			
Secondary Education	9~12 grade	school administrators	class teachers	<ul style="list-style-type: none"> responsible teachers (teacher of specific subject/teacher) counselors
			<u>module-3</u> all teachers	social science teachers science/technology teachers physical education teachers Turkish language teachers
Note	<ul style="list-style-type: none"> To review and utilize "Civil defense plan" To elaborate "Disaster management plan" as a pilot activity → disaster management of school in terms of preparedness for disaster 	To share aims of disaster education at class	<ul style="list-style-type: none"> To share aims of disaster education in each subject To improve the pedagogy with a practical teaching manual and a handbook 	<ul style="list-style-type: none"> To share aims of disaster education in school To conduct special activities

Note: Training activities should be designed in such a way that all the master teacher candidates would be trained in the common subjects of each three modules.

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
0-1. To implement a baseline survey on awareness of disaster prevention for teachers, parents and students																																						
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0-4. To evaluate project achievements regarding awareness of disaster prevention for school teachers, parents and students etc.																																						
Output 3.1 To increase the disaster training capacity of teachers																																						
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1-2. To determine concrete ToT (Training of Trainers) mechanism (including the assignment of Master Teachers and Core Trainers, the outreach process and its monitoring methods)																																						
1-3. To implement training for the Master Teachers by Core Trainers with the facilitation of JICA expert																																						
1-4. To renew the training program for the Master Teachers based on the result and evaluation of the ToT mechanism																																						
Output 3.2 To build the interdisciplinary implementation/basement of disaster education in school																																						
2-1. To review the content and the existing handbooks on disaster education of Turkey, through comparison with those of Japan, by the Working group																																						
2-2. To determine, on the initiative of the Working Group, necessary contents and handbooks of disaster education in primary education based on the concept mentioned above in 0-3																																						
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2-9. To consider recommendations to introduce the nation-wide ToT mechanism of disaster education in formal education																																						
Output 3.3 To improve disaster management of school																																						
3-1. To review plans of civil defense at pilot schools																																						
3-2. To formulate training program for school administrators on the initiative of In-service Training Department																																						
3-3. To implement training for school administrators of the pilot schools																																						
3-4. To prepare disaster prevention plans of the pilot schools																																						
3-5. To improve the disaster prevention plans of the pilot schools through the implementation of evacuation drills etc.																																						

Concept of ToT mechanism

Annex-5



Province Level

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