

**THE MINUTES OF MEETINGS BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE REPUBLIC OF INDONESIA
ON THE JAPANESE TECHNICAL COOPERATION FOR THE PROJECT
ON IMPROVEMENT OF COLLECTION MANAGEMENT AND BIODIVERSITY
RESEARCH CAPACITY OF THE RESEARCH CENTER FOR BIOLOGY,
INDONESIAN INSTITUTE OF SCIENCES (LIPI)
IN THE REPUBLIC OF INDONESIA**

The Management Consultation Team, organized by the Japan International Cooperation Agency and headed by Prof. Dr. Kunio Iwatsuki, visited the Republic of Indonesia for the purpose of the management consultation for the Japanese Technical Cooperation Project on Improvement of Collection Management and Biodiversity Research Capacity of the Research Center for Biology, LIPI in the Republic of Indonesia.

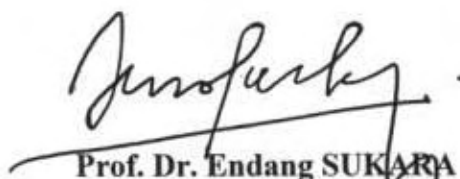
During its stay in the Republic of Indonesia, a series of meetings with the Indonesian authorities concerned were carried out.

As a result of the meetings, Indonesian and Japanese parties concerned have agreed to authorize the Plan of Operations and forward it to their respective government, which is the document attached hereto.

Cibinong, March 26, 2008



Prof. Dr. Kunio IWATSUKI
Team Leader,
Management Consultation Team
Japan International Cooperation Agency



Prof. Dr. Endang SUKARA
Deputy Chairman for Life Sciences,
Indonesian Institute of Sciences
The Republic of Indonesia

	2.1 To assist procurement of instruments and materials for the purpose of rehabilitation, restoration and arrangement of the specimen collections	2.1.1 CALL TO RE-EVALUATE To make basic design of processing and storage rooms of microbial culture collection with international standard	Basic design of culture collection		SITE on microbial collection preservation & management of culture collection
		2.1.2 CALL TO RE-EVALUATE To support facility microbial culture collection with international standard	Facility equipment		SITE on microbial collection preservation & management of culture collection
		2.1.3 REPAIR, MAINTENANCE, RESTORATION, ARRANGEMENT To assist procurement of instruments and materials for specimen culture rehabilitation, restoration and arrangement	Facility equipment		
	2.2 To develop the research collaboration or joint research programs among institutes, and produce a model activities for the collaboration	2.2.1 NETWORKING To create team to look for research collaboration and to expand network with other institutions	Networking system		
		2.2.2 RESEARCH FUNDING SEMINAR To carry out seminar concerning on strategy to develop international collaboration and to achieve research grants from abroad	Seminar		
	2.3 To develop and/or improve specimen database (ex. linkage with other databases and access from outside)	2.3.1 TRAINING OF IT & DATABASE To carry out training program concerning on IT and database management	Training		SITE on IT & database development
		2.3.2 INTEGRATED DATABASE SYSTEM To improve integrated database of animal/plant specimen and microbial culture collection	Improved database		
		2.3.3 ONLINE DATABASE To improve database of animal/plant specimen or microbial culture which can be accessed online	Online database		
	3.1 To develop educational and awareness programs and activities related to PCB	3.1.1 EDUCATION AND PUBLIC AWARENESS PROGRAM To coordinate the education and public awareness programs (display room, etc museum goods)	Program & material display room, etc		
		3.1.2 SEMINAR AND WORKSHOP To coordinate the making of materials/media for promotion researcher facilities	Promotion materials		
		3.1.3 PCB WEBSITE To develop bilingual and informative PCB website	Improved PCB website		

Recommendation to the Project on Improvement of Collection Management and Biodiversity Research Capacity of RCB

Management Consultation Team JICA

Kunio IWATSUKI

Masami KANEKO

Noriaki SAKAGUCHI

We, Management Consultation Team JICA, have investigated and reviewed the implementation of the activities in accordance with the PDM of Project on Improvement of Collection Management and Biodiversity Research Capacity of RCB (CM&BRC Project) from March 23 to 26, 2008.

In order to ensure the implementation, the project set up sub-activities under each activity in the PDM and the draft Plan of Operation (PO) through several times of consultations between RCB and JICA team. The project has been implementing its activities in accordance with those sub-activities and the draft PO.

For more effective and efficient implementation of the project activities, we recommend the followings,

Regarding the development of the RCB management policy (Activities 1-1, 1-2), the regulations of specimens/culture and MTA (Activities 2-1)

1. Those regulations should be developed to promote research activities of RCB. Therefore, the regulation for management of specimens and facilities should put priority not only to their strict preservation or management but also to the convenience of their practical use.

Regarding the development of collection database in RCB

2. Data on the RCB collection should be steadily input to the collection database correcting the errors. Data on type specimens and any other specimens of some particular groups, which have been completely input into database, should be published

on the website with their image picture, and be registered to Global Biodiversity Information Facility (GBIF) as soon as possible. Closer connection and collaboration between IT team and researchers in RCB should be strengthened to develop the collection database, for example organizing working group.

Regarding research collaboration among institutes and its model activities

3. In order to promote research collaboration among RCB, other national or foreign institutes and organizations, the development of Red Data Book of fauna and flora in Indonesia, which could directly contribute to the biodiversity conservation, is recommended as an example for collaboration.

Regarding the development of website of RCB

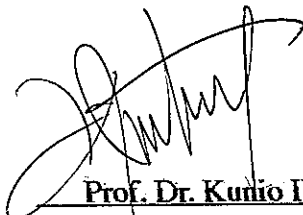
4. Bilingual and informative RCB website including database of the collection should be developed and published through the internet as soon as possible to disseminate research activities and information of RCB.

Regarding the draft Plan of Operation

5. The draft Plan of Operation has already been developed through adequate consultations between RCB and JICA Team (See attached papers). The time schedule for the implementation of the activities is appropriately made out in order to complete the project. We confirmed a part of activities have been carried out in accordance with the draft PO. The draft PO should be endorsed by the JCC as soon as possible.

March 26, 2008

Team Leader of Manage Consultation Team, JICA



Prof. Dr. Kunio IWATSUKI

Project Title: THE PROJECT ON IMPROVEMENT OF COLLECTION MANAGEMENT AND BIODIVERSITY RESEARCH CAPACITY OF RCB, LIPI		Period of Cooperation: 2.5 years (March 2007- Sep 2009)	
Implementing Agency in Beneficiary Country: Research Center for Biology (RCB), Indonesian Institute of Sciences (LIPI)		Target Group: Research Center for Biology (RCB), Indonesian Institute of Sciences (LIPI)	

NARRATIVE SUMMARY	OBJECTIVELY VERIFIABLE INDICATORS	MEANS OF VERIFICATION	IMPORTANT ASSUMPTIONS
<p>Overall Goals RCB becomes the nationally and internationally recognized center for tropical biodiversity research, conservation and sustainable utilization</p>	<ol style="list-style-type: none"> 1. Number of national and international symposium, seminar and workshop is increased 2. Number of validated specimens is increased 3. Draft MTA is authorized by LIPI 	<ul style="list-style-type: none"> - Annual report of RCB - Record of validated specimens - MTA of LIPI 	<ul style="list-style-type: none"> - The government policy about biodiversity conservation does not change very much.
<p>Project Purpose Management capacity of the biodiversity research and collection in RCB is improved and strengthened through its own effort and networking with other institutes</p>	<ol style="list-style-type: none"> 1. Number of collaborative research program is increased 2. Number of scientific publication is increased. 3. Number of access to the biological specimens at RCB is increased 	<ul style="list-style-type: none"> - Annual report of RCB - Record of publication - Specimen loan record 	<ul style="list-style-type: none"> - Budget of RCB is not largely reduced.
<p>Outputs</p> <ol style="list-style-type: none"> 1. The facility and equipment of RCB are fully utilized for RCB to perform its mandate and responsibility 2. Valuable specimen collections are preserved and utilized for the benefit of Indonesian and international researchers through the network among institutes and researchers 3. Educational and public awareness program on RCB research activities is strengthened. 	<ol style="list-style-type: none"> 1-1 Number of new research activities is increased 1-2 Number of visiting scientists to RCB is increased 1-3 Intensity of equipment usage is increased. 2-1 Draft of comprehensive MTA is prepared. 2-2 Number of specimens managed adequately is increased 2-3 Number of access to the specimen database from the outside is increased 3-1 Number of visitors to RCB is increased 3-2 Educational, training and public awareness programs and materials are prepared/published. 3-3 English web site of RCB is improved 	<ul style="list-style-type: none"> - Annual report of RCB - Annual report of RCB - Log book - Draft MTA - Specimen database - Computer access records - Annual report/guest book - Materials and publications. - Web site of RCB 	<ul style="list-style-type: none"> - Positive participation of researchers is maintained.

Activities	Inputs	Pre-conditions
<p>1-1. To improve the RCB management policy in terms of research activities, facility and equipment operation, maintenance and utilization, and securing financial sources.</p> <p>1-2. To develop the maintenance protocol of the facilities and equipment including repair, replace and supplement of equipment, its parts, chemicals and consumables.</p> <p>1-3. To manage toxic and hazardous wastes from laboratories.</p> <p>1-4. To conduct the training programs for the newly installed facility and equipment (cryopreservation research, ways and means for specimen collections and storage of microbial collections, extracts and <i>simplysia</i> etc)</p> <p>2-1. To develop and/or improve specimen collection management regulations and technical guidelines including MTA</p> <p>2-2. To assist procurement of instruments and materials for the purpose of rehabilitation, restoration, and arrangement of the specimen collections</p> <p>2-3. To develop the research collaboration or joint programs among institutes, and produce model activities for the collaboration</p> <p>2-4. To develop and/or improve specimen databases (ex. linkage with other databases and access from outside).</p> <p>3-1. To develop educational and awareness programs and materials related to RCB activities including exhibits at the RCB information center.</p>	<p>Japan:</p> <ul style="list-style-type: none"> - Long-term experts (1) Chief adviser (2) Expert on coordination of research activities/programs (3) Expert on public awareness and education <p>- Short-term experts</p> <ul style="list-style-type: none"> (1) Expert on microbial collection preservation, and management of culture collection (2) Expert on molecular analysis to strengthen taxonomic research (3) Expert on IT and database development, etc <ul style="list-style-type: none"> - Training of counterpart personnel in Japan (6 persons) - Provision of equipment for the project activities <p>Indonesia:</p> <ul style="list-style-type: none"> - Government staff as counterpart personnel - Administrative and operational costs - Provision of office for the JICA team 	

	2-2-1. CULTURE COLLECTION: To make basic design of processing and storage rooms of microbial culture collection with international standard.	Basic design of Culture Collection																STE on microbial collection, preservation & management of culture collection
	2-2-2. CULTURE COLLECTION FACILITY: To support facility microbial culture collection with international standard.	Facility/Equipment																STE on microbial collection, preservation & management of culture collection
	2-2-3. REHABILITATION/RESTORATION ARRANGEMENT: To assist procurement of instruments and materials for specimen/culture rehabilitation, restoration, and arrangement.	Facility/Equipment																
	2-3-1. NETWORKING: To create team to look for research collaboration and to expand network with other institutions.	Networking System																
	2-3-2. RESEARCH FUNDING SEMINAR: To carry out seminar concerning on strategy to develop international collaboration and to achieve research grants from abroad.	Seminar																
	2-4-1. TRAINING OF IT & DATABASE: To carry out training program concerning on IT and database management.	Training																STE on IT & database development
	2-4. To develop and/or improve specimen database (ex. linkage with other databases and access from outside).	Improved database																
	2-4-2. INTEGRATED DATABASE SYSTEM: To improve integrated database of animal/plant specimen and microbial culture collection.	Online database																
	2-4-3. ONLINE DATABASE: To improve database of animal/plant specimen or microbial culture which can be accessed online.	Online database																
	3-1-1. EDUCATION AND PUBLIC AWARENESS PROGRAM: To coordinate the education and public awareness programs (display room, clip, museum goods).	Program & materials (Display room, clip, etc.)																
	3-1-2. SCIENCE PROMOTION: To coordinate the making of materials/media for promotion (researcher, research facilities)	Promotion materials																
	3-1-3. RCB WEBSITE: To develop bilingual and informative RCB website.	Improved RCB website																

専門家派遣実績

Name		Assignment	Period	Office affiliated
【Long-term】				
小林 浩	KOBAYASHI Hiroshi	Coordinator/Public Awareness & Education	31/03/07-30/09/09	NDC Corporation Co., Ltd
鍛冶 哲郎	KAJI Tetsuro	Chief Advisor	26/09/07-25/09/09	Ministry of Environment
【Short-term】				
福岡 誠行	FUKUOKA Nobuyuki	Coordination of Research Activities/Programs	20/06/07-15/12/07	Museum of Nature and Human Activities, Hyogo
福岡 誠行	FUKUOKA Nobuyuki	Coordination of Research Activities/Programs	03/02/08-30/07/08	Museum of Nature and Human Activities, Hyogo
鈴木 健一朗	SUZUKI Ken-Ichiro	Culture collection management 1	13/02/08-23/02/08	National Institute of Technology and Evaluation
中桐 昭	NAKAGIRI Akira	Culture collection management 2	13/02/08-23/02/08	National Institute of Technology and Evaluation
山田 幸代	YAMADA Yukiyo	IT and database	24/02/08-23/03/08	Japan Development Service Co., Ltd
福岡 誠行	FUKUOKA Nobuyuki	Coordination of Research Activities/Programs	07/09/08-04/03/09	Museum of Nature and Human Activities, Hyogo
鈴木 健一朗	SUZUKI Ken-Ichiro	Material Transfer Agreement (MTA)	05/11/08-15/11/08	National Institute of Technology and Evaluation
佐藤 博俊	SATO Hirotohi	Biodiversity research (plant Molecular systematic)	08/12/08-20/12/08	Kyoto University
新野 孝男	NIINO Takao	Cryopreservation for research and storage of biological materials	10/12/08-27/12/08	National Institute of Agrobiological Sciences
鈴木 健一朗	SUZUKI Ken-Ichiro	Molecular analyses for microbial systematic	07/02/09-17/02/09	National Institute of Technology and Evaluation
中桐 昭	NAKAGIRI Akira	Preservation of microbial cultures 1	03/03/09-13/03/09	National Institute of Technology and Evaluation
福岡 誠行	FUKUOKA Nobuyuki	Coordination of Research Activities/Programs	12/04/09-30/09/09	Museum of Nature and Human Activities, Hyogo
山田 幸代	YAMADA Yukiyo	Development and evaluation for Database of Biodiversity	28/04/09-06/06/09	Japan Development Service Co., Ltd
鈴木 正人	SUZUKI Masahito	Culture Collection Management	18/05/09-14/09/09	National Institute of Technology and Evaluation
岡田 博	OKADA Hiroshi	Plant Molecular Systematic	20/08/09-31/08/09	Osaka City University
	under preparation	Cell Culture Maintenance & Assay	xx/08/09-xx/08/09	under preparation

機材調達実績

JFY 2007

Origin	Date	Main items	Cost	
Japan		none	0	JPY
Indonesia	Apr-08	Automobile (4WD)	234,500,000	IDR
	Sep-07	Notebook PC	1,450	USD
	Sep-07	Software	240	USD
	Sep-07	Software	40	USD
	Sep-07	Desktop PC	1,295	USD
	Sep-07	Software	1,450	USD
	Sep-07	Software	40	USD
	Sep-07	Printer	610	USD
	Sep-07	A3 size Scanner	1,740	USD
	Sep-07	LCD Projector	965	USD
	Oct-07	Photocopy Machine	18,980,000	IDR
	Mar-08	Reagents and small equipment for research, PC and other equipment for data base, AV equipment etc. (procured by the project directly)		660,215,715
Total			0	JPY
			913,695,715	IDR
			7,830	USD

JFY 2008

Origin	Date	Main items	Cost	
Japan		none	0	JPY
Indonesia	Mar-09	Reagents and small equipment for research, PC and other equipment for data base, AV equipment etc. (procured by the project directly)	1,737,853,620	IDR
Total			0	JPY
			1,737,853,620	IDR
			0	USD

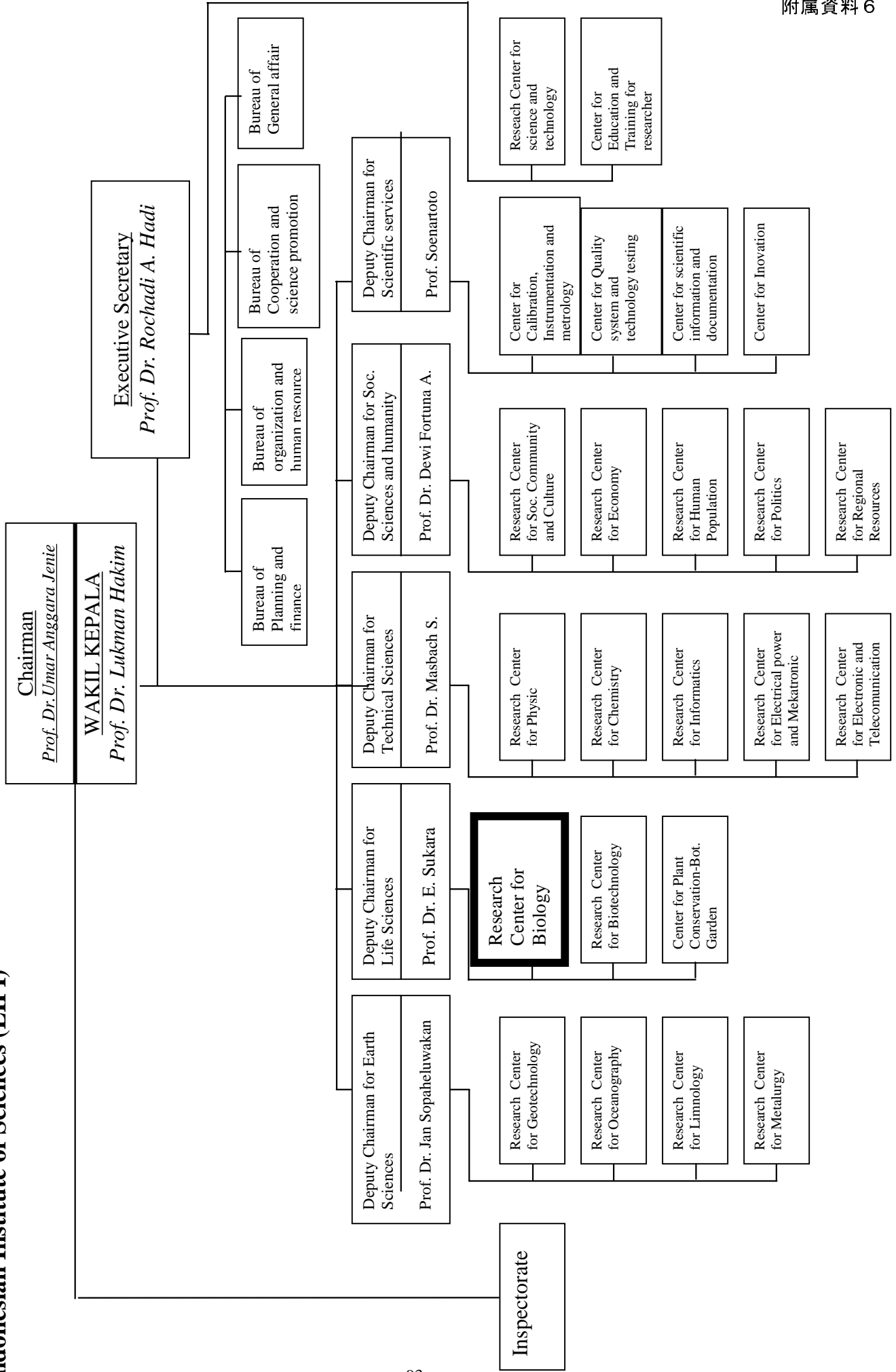
JFY 2009

Origin	Date	Main items	Cost	
Japan		none	0	JPY
Indonesia	plan	Refractive Index Detector for HPLC	163,020,000	IDR
	plan	Reagents and small equipment for research, etc. (procured by the project directly)		IDR
Total			0	JPY
			163,020,000	IDR
			0	USD

研修実績

Type	Name of C/P	Post when training	Present post	Period	Title	Responsible organization
C/P training	Mr. Arif Hidayat	Botany div., RCB	Botany div., RCB	23/02/08-25/03/08	specimen collection management	Museum of Nature and Human Activities, Hyogo
	Ms. Atit Kanti	Microbiology div., RCB	Microbiology div., RCB	23/02/08-20/03/08	Culture collection management	National Institute of Technology and Evaluation
	Mr. Rohmanah	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	16/09/08-08/11/08	Biodiversity information system	
	Mr. Achmad Dinoto	Microbiology div., RCB	Microbiology div., RCB	24/11/08-19/12/08	Culture collection management	National Institute of Technology and Evaluation
	Mr. Heddy Julistiono	Microbiology div., RCB	Microbiology div., RCB	24/11/08-05/12/08	Culture collection management policy	National Institute of Technology and Evaluation
	Mr. Muhammad Ilyas	Microbiology div., RCB	Microbiology div., RCB	24/11/08-19/12/08	Culture collection management technique	National Institute of Technology and Evaluation
	Mr. Heryanto	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	08/02/09-07/03/09	Public awareness & education	Museum of Nature and Human Activities, Hyogo
	Mr. Mohammad Irham	Zoology div. RCB	Zoology div. RCB	08/02/09-07/03/09	Collection Management (Zoology)	Museum of Nature and Human Activities, Hyogo
	Mr. Alex Sumadjaya	Botany div., RCB	Botany div., RCB	08/02/09-07/03/09	Collection Management (Botany)	Museum of Nature and Human Activities, Hyogo
	Mr. Uway Warsita Mahyar	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	07/07/09-23/07/09	Waste management and processing	
	Mr. Dewi Susan	Botany div., RCB	Botany div., RCB	15/8/09-12/9/09	Collection Management (Botany)	
	Mr. Pesigrihastamadya Normakristagaluh	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	18/08/09-09/10/09	Biodiversity information system	
	Mr. Rifaie Farid	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	16/09/08-08/11/08	Biodiversity information system	
	Mr. Arwan Sugiharto	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	11/05/09-18/07/09	Advanced Bioindustry	
	Mr. Awal Riyanto	Zoology div. RCB	Zoology div. RCB	14/06/09-22/08/09	Wildlife issue solutions for Biodiversity Conservation	
	Mr. Muhamad Ruslan	Facility & Collection Management div. RCB	Facility & Collection Management div. RCB	18/08/09-09/10/09	Biodiversity information system	
Ms. Vera Budi Lestari	Botany div., RCB	Botany div., RCB	15/09/09-15/12/09	Intensive course of Museology		
Ms. Mohammad Fathi Royyani	Botany div., RCB	Botany div., RCB	15/09/09-15/12/09	Intensive course of Museology		
Mr. Arif Nurkanto	Microbiology div., RCB	Microbiology div., RCB	04/11/08-21/11/08	Environment Conservation		
Ms. Siti Sundari	Botany div., RCB	Botany div., RCB	04/11/08-21/11/08	Environment Conservation		
Youth training program						

Organization Structure of Indonesian Institute of Sciences (LIPI)



ORGANIZATION STRUCTURE RESEARCH CENTER FOR BIOLOGY

