

添 付 資 料

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1.	調査団員・氏名	A-1-1
2.	調査行程	A-2-1
3.	関係者（面会者）リスト.....	A-3-1
4.	討議議事録（M/D）	
4-1	討議議事録（2017年7月）	A-4-1
4-2	討議議事録（2017年12月）	A-4-33
5.	テクニカル・ノート.....	A-5-1
6.	ソフトコンポーネント計画書.....	A-6-1
7.	収集資料リスト	A-7-1
8.	その他の資料	
8-1	敷地測量図.....	A-8-1
8-2	地盤調査結果.....	A-8-2
8-3	試掘調査状況.....	A-8-9
8-4	建築許可証.....	A-8-10
8-5	消防法における許可書.....	A-8-12
8-6	植栽伐採における許可書.....	A-8-19
8-7	VCC 運営において連携可能な組織.....	A-8-22
8-8	民間委託における政府／民間企業の役割分担	A-8-24
8-9	コンベンションセンター運営におけるオーナー／オペレーターの 役割分担.....	A-8-28
8-10	類似施設事例.....	A-8-31
8-11	環境影響評価レポート（環境マネジメントプラン）	A-8-36
8-12	GRIHA 設計評価レポート	A-8-49
8-13	GRIHA Pre-Certification.....	A-8-98
8-14	進捗報告書(Project Monitoring Report).....	A-8-99
8-15	免税情報シート	A-8-116

添付資料 1:調査団員リスト

(1) 第一次現地調査 (2017/7/03~2017/08/10)

	名前	担当	所属
1.	岩間 敏之	総括	JICA 社会基盤・平和構築部 専任参事
2.	江上 雅彦	無償計画	JICA 社会基盤・平和構築部 都市・地域開発グループ 第二チーム 課長補佐
3.	大河原 誠也	無償計画	JICA 南アジア部 南アジア第一課 (インド・ブータン)
4.	佐々 優子	業務主任・施設計画 1	株式会社 オリエンタルコンサルタンツグローバル
5.	ラホティ アシシ	副業務主任・施設計画 2	株式会社 日建設計
6.	大泉 道郎	建築設計 1	株式会社 日建設計
7.	重里 輝夫	施工計画・積算 1	株式会社 オリエンタルコンサルタンツグローバル
8.	藤井 匡輔	設備設計 (電気) 1	株式会社 日建設計
9.	谷川 敬祐	構造設計 1	株式会社 日建設計
10.	福岡 裕一	財務・運営管理計画 1	株式会社 オリエンタルコンサルタンツグローバル
11.	加藤 夕佳	財務・運営管理計画 2	株式会社 オリエンタルコンサルタンツグローバル
12.	レン ジョンストン	交通計画	株式会社 オリエンタルコンサルタンツグローバル
13.	青木 洋一	建築設計 2	株式会社 日建設計
14.	横山 早太郎	建築設計 4	株式会社 日建設計
15.	吉田 亨	設備設計 (機械) 1	株式会社 日建設計
16.	河野 絢香	業務調整/ジェンダー配慮/施設計画 3	株式会社 オリエンタルコンサルタンツグローバル

(2) 第二次現地調査 (2017/09/15~2017/09/28)

	名前	担当	所属
1.	江上 雅彦	無償計画	JICA 社会基盤・平和構築部 都市・地域開発グループ 第二チーム 課長補佐
2.	佐々 優子	業務主任/施設計画 1	株式会社 オリエンタルコンサルタンツグローバル
3.	ラホティ アシシ	副業務主任/施設計画 2	株式会社 日建設計
4.	大泉 道郎	建築設計 1	株式会社 日建設計
5.	重里 輝夫	施工計画/積算 1	株式会社 オリエンタルコンサルタンツグローバル
6.	藤井 匡輔	設備設計 (電気) 1	株式会社 日建設計
7.	谷川 敬祐	構造設計 1	株式会社 日建設計
8.	加藤 夕佳	財務・運営管理計画 2	株式会社 オリエンタルコンサルタンツグローバル
9.	青木 洋一	建築設計 2	株式会社 日建設計
10.	吉田 亨	設備設計 (機械) 1	株式会社 日建設計

(3) 第三次調査：準備調査報告書（案）説明（2017/11/26～2017/12/05）

	名前	担当	所属
1.	江上 雅彦	無償計画	JICA 社会基盤・平和構築部 都市・地域開発グループ 第二チーム 課長補佐
2.	市川 建作	計画管理	JICA 資金協力業務部 実施監理第二課
3.	佐々 優子	業務主任・施設計画 1	株式会社 オリエンタルコンサルタンツグローバル
4.	ラホティ アシシ	副業務主任・施設計画 2	株式会社 日建設計
5.	大泉 道郎	建築設計 1	株式会社 日建設計
6.	藤井 匡輔	設備設計（電気） 1	株式会社 日建設計
7.	谷川 敬祐	構造設計 1	株式会社 日建設計
8.	福岡 裕一	財務・運営管理計画 1	株式会社 オリエンタルコンサルタンツグローバル
9.	藤本 雅彦	環境社会配慮	株式会社 オリエンタルコンサルタンツグローバル
10.	横山 早太郎	建築設計 4	株式会社 日建設計
11.	吉田 亨	設備設計（機械） 1	株式会社 日建設計
12.	河野 絢香	業務調整／ジェンダー配慮／施設計画 3	株式会社 オリエンタルコンサルタンツグローバル

(4) 第四次調査：入札図書説明（2018/2/13～2018/2/21）

	名前	担当	所属
1.	佐々 優子	業務主任・施設計画 1	株式会社 オリエンタルコンサルタンツグローバル
2.	ラホティ アシシ	副業務主任・施設計画 2	株式会社 日建設計
3.	大泉 道郎	建築設計 1	株式会社 日建設計
4.	福岡 裕一	財務・運営管理計画 1	株式会社 オリエンタルコンサルタンツグローバル
5.	加藤 夕佳	財務・運営管理計画 2	株式会社 オリエンタルコンサルタンツグローバル
6.	青木 洋一	建築設計 2	株式会社 日建設計
7.	河野 絢香	業務調整／ジェンダー配慮／施設計画 3	株式会社 オリエンタルコンサルタンツグローバル

(5) 第五次調査：試験杭実施監理（2018/3/15～2018/3/28, 2018/4/16～2018/4/29）

	名前	担当	所属
1.	富田 奉	試験杭監理	株式会社 オリエンタルコンサルタンツグローバル

添付資料 2 : 調査日程

1) 第一次現地調査 : 2017/07/03~2017/08/10

月日	官ベース印員 総括 計画管理	総括/施設計画1	副総括/施設計画2	建築設計1	建築設計2	設備設計(電気)1	設備設計(機械)1	財務・運営管理計画 1	財務・運営管理計画 2	交通計画	業務調整/ジェンダー /施設計画3	
		佐々 優子	ラホテイ アシシ	大泉 運郎	横山 早太郎	藤井	吉田 亨	福岡 裕一	加藤 夕佳	レンジョンストン	河野	
1	7月3日	JICA	OCG	NIKKEN	NIKKEN	NIKKEN	NIKKEN	OCG	OCG	OCG	OCG	
	7月3日			NRT ⇒ DEL					NRT ⇒ DEL			
2	7月4日	火	NRT ⇒ DEL	NRT ⇒ DEL	類似施設見学				類似施設見学			
3	7月5日	水	午前: 在インド日本国大使館及びJICA事務所表敬、JCR説明・協議、DEL 19:05 ⇒ VNS 20:45 by SG2538		類似施設見学 DEL 19:05 ⇒ VNS 20:45 by SG2538				類似施設見学 DEL 19:05 ⇒ VNS 20:45 by SG2538			
4	7月6日	木	午前: バラナン市長表敬、PMU協議 午後: VNS ⇒ DEL (飛行機)	午前: バラナン市長表敬、PMU協議 午後: 現地個人面談					業務主任に同じ			
5	7月7日	金	午前: DEL ⇒ LKO (飛行機) UP州知事表敬 午後: LKO ⇒ DEL (飛行機)	午前: VNS ⇒ DEL (車) 午後: UP州知事表敬					業務主任に同じ			
6	7月8日	土	DEL	類似施設訪問 LKO 15:40 ⇒ VNS 16:45 by 9W856					業務主任に同じ		NRT ⇒ DEL	
7	7月9日	日	DEL						業務主任に同じ		業務主任に同じ	
8	7月10日	月	ミニッツ協議						業務主任に同じ		業務主任に同じ	
9	7月11日	火	ミニッツ協議						業務主任に同じ		業務主任に同じ	
10	7月12日	水	ミニッツ協議・調印、 大使館及びJICA事務所報告						業務主任に同じ	NRT ⇒ DEL	業務主任に同じ	
	7月13日	木	⇒ NRT	午後: DEL ⇒ VNS (飛行機移動)	夜移動 DEL ⇒	夜移動 DEL ⇒	夜移動 DEL ⇒		業務主任に同じ	業務主任に同じ	業務主任に同じ	
12	7月14日	金		サイト調査	⇒ NRT	⇒ NRT	⇒ NRT		財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
13	7月15日	土		サイト調査					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
14	7月16日	日		サイト調査					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
15	7月17日	月		ガラナシ市協議、自然 条件調査(再委託) 見積依頼					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
16	7月18日	火		サイト調査					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
17	7月19日	水		サイト調査					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
18	7月20日	木		サイト調査					財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
19	7月21日	金		午後: VNS ⇒ DEL (飛行機移動)				NRT ⇒ DEL	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
20	7月22日	土		関係機関協議および 調査				午後: DEL ⇒ VNS (飛行機移動)	財務・運営管理計画 調査	交通計画調査	サイト調査	
21	7月23日	日		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
22	7月24日	月		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
23	7月25日	火		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
24	7月26日	水		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
25	7月27日	木		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
26	7月28日	金		関係機関協議および 調査				財務・運営管理計画 調査	財務・運営管理計画 調査	交通計画調査	業務主任に同じ	
27	7月29日	土		関係機関協議および 調査				AM: VNS ⇒ DEL	AM: VNS ⇒ DEL	交通計画調査	業務主任に同じ	
28	7月30日	日		関係機関協議および 調査			NRT ⇒ DEL	関係機関協議および 調査	関係機関協議および 調査	交通計画調査	業務主任に同じ	
29	7月31日	月		関係機関協議および 調査	NRT ⇒ DEL		業務主任に同じ	NRT ⇒ DEL	夜移動 DEL ⇒	夜移動 DEL ⇒	交通計画調査	業務主任に同じ
30	8月1日	火		Del ⇒ Mumbai (飛行機移動)				⇒ NRT	⇒ NRT	交通計画調査	業務主任に同じ	
31	8月2日	水		Mumbai ⇒ Del (飛行機移動)						交通計画調査	業務主任に同じ	
32	8月3日	木		関係機関協議および 調査						交通計画調査	業務主任に同じ	
33	8月4日	金		午後: DEL ⇒ VNS (飛行機移動)						交通計画調査	業務主任に同じ	
34	8月5日	土		バラナン市協議および 調査						交通計画調査	業務主任に同じ	
35	8月6日	日		午後: VNS ⇒ DEL (飛行機移動)						交通計画調査	業務主任に同じ	
36	8月7日	月		関係機関協議、テクニカル ノート協議						交通計画調査	業務主任に同じ	
37	8月8日	火		関係機関協議、テクニカル ノート協議						VNS ⇒ DEL DEL ⇒	業務主任に同じ	
38	8月9日	水		テクニカルノート協議・署名、 大使館及びJICA報告 夜移動 DEL ⇒						⇒ NRT	業務主任に同じ 夜移動 DEL ⇒	
39	8月10日	木		⇒ NRT							⇒ NRT	
40	8月11日	金										

【凡例】

NRT: 成田、DEL: デリー、VNS: バラナン、LKO: ラクノウ




滞在場所:

	バラナン
	デリー
	ムンバイ
	ラクノウ
	移動日

2) 第二次現地調査：2017/09/15～2017/09/28

	日程	行程
1.	9/18 (月)	成田～デリー (佐々・重里・加藤)
2.	9/19 (火)	JICA 表敬、NSD, JETRO 等へのヒアリング 成田～デリー (アシシ・大泉・青木・谷川・吉田・藤井)
3.	9/20 (水)	現地コンサルタント、現地コントラクターとの協議
4.	9/21 (木)	MoHUA との協議
5.	9/22 (金)	PMU との協議
6.	9/23 (土)	VDA, MC との協議
7.	9/24 (日)	地盤調査会社との打ち合わせ
8.	9/25 (月)	PMU、CFO、電力局との協議、Smart City へのヒアリング調査
9.	9/26 (火)	現地コンサルタント、現地ゼネコン、インド駐在本邦ゼネコン、建材メーカー等との協議
10.	9/27 (水)	舞台機構に関する会議、MoHUA および JICA への報告
11.	9/28 (木)	帰国：デリー～成田

		Chief Consultant / Facility Planning 1	Vice Chief Consultant / Facility Planning 2	Construction Planning / Cost Estimation 1	Architectural Design 1	Architectural Design 2	Facility Design (Electricity) 1	Facility Design (Machinery) 1	Structure Design 1	Financial, Operational and Management Planning 2	Project Coordinator
		Yuko SASA	Ashish LAHOTI	Teruo JURU	Michio OIZUMI	Yoichi AOKI	Kyosuke FUJII	Toru YOSHIDA	Keisuke TANIKAWA	Yuka KATO	Rahul CHAUDHARY
15-Sep	Fri									AMD1510 >> DEL1655 by 6E555	AMD1510 >> DEL1655 by 6E555
16-Sep	Sat									Delhi	Delhi
17-Sep	Sun									Delhi	Delhi
18-Sep	Mon	NRT1810 >> DEL2350 by NH827		NRT1810 >> DEL2350 by NH827						Delhi	Delhi
19-Sep	Tue	Delhi	NRT1810 >> DEL2350 by NH827	Delhi	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	Delhi	Delhi
20-Sep	Wed	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi
21-Sep	Thu	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538
22-Sep	Fri	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS
23-Sep	Sat	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS
24-Sep	Sun	VNS	VNS	VNS1830 >> DEL2005 by 6E635	VNS	VNS	VNS	VNS	VNS1830 >> DEL2005 by 6E635	VNS	VNS
25-Sep	Mon	VNS VNS >> DEL	VNS VNS >> DEL	DEL	VNS VNS >> DEL	VNS VNS >> DEL	VNS VNS >> DEL	VNS VNS >> DEL	DEL	VNS VNS >> DEL	VNS VNS >> DEL
26-Sep	Tue	LKO LKO >> DEL	DEL	DEL	DEL	DEL	DEL	DEL	DEL DEL1935 >>	DEL	DEL
27-Sep	Wed	DEL	DEL	DEL0115 >> NRT1300 by NH828	DEL DEL1935 >>	DEL DEL1935 >>	DEL DEL1935 >>	DEL DEL1935 >>	NRT0725 by JL740	DEL	DEL
28-Sep	Thu	DEL0115 >> NRT1300 by NH828	DEL0115 >> NRT1300 by NH828		NRT0725 by JL740	NRT0725 by JL740	NRT0725 by JL740	NRT0725 by JL740		DEL0900 >> SIN1725 SIN2250 >> HND0645	

Delhi	
Varanasi	
Lucknow	

3) 第三次現地調査（準備調査報告書（案）説明）：2017/11/26～2017/12/05

	日程	全体行程
1.	11月26日（日）	・出国日：成田発～デリー着
2.	11月27日（月）	・PSとの免税・還付措置に関する協議（ラクノウ） ・現地設計事務所（Rajcev Agrawal Architects 社）と設計内容・技術打合せ（デリー）
3.	11月28日（火）	・MoHUAとの協議 ・現地備人：劇場設計コンサルタント（T2社）との協議
4.	11月29日（水）	・移動：デリー～ヴァラナシ ・サイト視察 ・MC、DCとの協議 ・PMUとの協議 ・オペレーションについて ICCR、SPV と協議 ・移動：ヴァラナシ～デリー
5.	11月30日（木）	・現地コンサルタントとのワークショップ ・MoHUAとMD協議 ・O&Mコンサルタントとの協議
6.	12月1日（金）	・劇場視察（ビギャン・バワン） ・環境コンサルタントと協議 ・MoHUAとMD協議
7.	12月2日（土）	・試掘調査 段取り ・現地調査結果まとめ、団内協議
8.	12月3日（日）	・移動：デリー～ヴァラナシ ・試掘調査 立会い（ヴァラナシ） ・移動：ヴァラナシ～デリー
9.	12月4日（月）	・調査結果まとめ ・帰国：成田～デリー
10.	12月5日（火）	・帰国日：成田着

03rd Field Survey (26th NOV - 4th DEC)			JICA	JICA	OCG	OCG	OCG	Nikken	Nikken	Nikken	Nikken	Nikken	Nikken	OCG			
			社会基盤・ 平和構築部	資金協力業務部	業務主任/ 施設計画1	財務・運営 監視計画	環境社会配慮	副総括/ 施設計画2	建築設計1	構造設計1	建築設計4	設備設計(電気)	設備設計(機械)	設備設計(配管)	設備設計(配管)	業務主任/ 施設計画3	
			江上 雅彦	市川 建作	佐々 優子	福原 裕一	藤本 雅彦	ラホティ アシシ	大泉 進郎	谷川 敬祐	横山 早太郎	藤井 匠輔	吉田 亨	河野 尚香			
25-Nov	Sun	Pride Plaza Hotel	AM	11:30 NARITA OUT	11:45 NARITA OUT	11:45 NARITA OUT			11:45 NARITA OUT	11:45 NARITA OUT		11:45 NARITA OUT	11:45 NARITA OUT	11:45 NARITA OUT			
			PM	18:00 DELHI IN	18:20 DELHI IN	18:20 DELHI IN			18:20 DELHI IN	18:20 DELHI IN		18:20 DELHI IN	18:20 DELHI IN	18:20 DELHI IN			
27-Nov	Mon	Pride Plaza Hotel	AM	9:00 JICA Indian Office	9:30 Meeting w/TAX Exp	9:30 Meeting w/TAX Exp			Meeting w/ Rajeev Agarwal & Associates	Meeting w/ Rajeev Agarwal & Associates	OCI		Meeting w/ THINK BIM	Meeting w/ THINK BIM	9:30 Meeting w/TAX Exp		
			9:30 - 10:30 Meeting w/JICA														
			DEL - LKO (6E-943/13.35 - 14.40)	DEL - LKO (6E-943/13.35 - 14.40)	DEL - LKO (6E-943/13.35 - 14.40)	11:45 NARITA OUT	DEL - LKO (6E-943/13.35 - 14.40)	11:45 NARITA OUT					11:45 NARITA OUT				
			PM	16:00 - 17:00 Meeting w/UP state PS	16:00 - 17:00 Meeting w/Principal Secretary	16:00 - 17:00 Meeting w/Principal Secretary	18:20 DELHI IN	18:00 - 17:00 Meeting w/Principal Secretary	18:20 DELHI IN					18:20 DELHI IN			OCI
28-Nov	Tue	Radisson/Pride Plaza Hotel	AM	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/MoHUA			Meeting w/MoHUA	Meeting with Local Consultants	Work Shop W/TZ		Meeting with Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants		
			PM	Meeting w/DEA	Meeting w/DEA	Meeting w/DEA	Meeting w/DEA	10:30 WS W/TZ	Work Shop W/TZ					14:00 Meeting w/YAMAHA			
29-Nov	Wed	Pride Plaza Hotel	AM	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)	Meeting w/VNN (Municipal Commissioner)			Meeting with Local Consultants	Meeting with Local Consultants	Meeting w/VNN (Municipal Commissioner)		
			PM	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting w/VNN (Divisional Commissioner)	Meeting with Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants	Meeting w/VNN (Divisional Commissioner)	
30-Nov	Thu	Pride Plaza Hotel	AM	Meeting w/MoHUA on M/D	9:30 Meeting w/O&M Exp.	9:30 Meeting w/O&M Exp.			9:30 WS w/Think BIM, Rajeev	9:30 WS w/Think BIM, Rajeev	9:30 WS w/Think BIM, Rajeev	10:30 Meeting with Panasonic	9:30 WS w/Think BIM, Rajeev	9:30 WS w/Think BIM, Rajeev			
			PM	Workshop on Grand Aid Scheme	Meeting w/MoHUA on M/D	Meeting w/MoHUA on M/D	Meeting w/Environment Exp	Meeting w/Vendors	Meeting w/Vendors								
1-Dec	Fri	Pride Plaza Hotel	AM	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/MoHUA	Meeting w/Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants	Meeting with Local Consultants	Report to EOJ		
			PM	Report to EOJ	Report to EOJ	Report to EOJ	Meeting w/Environment Exp ?	Report to EOJ	Report to EOJ	Report to JICA	Report to JICA					Report to JICA	
2-Dec	Sat	Pride Plaza Hotel	AM	DEL > NRT (AI306/21.15 - 08:00)	OCI	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	01:25 DELHI OUT	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	DEL > NRT (JL740/20.20 - 07:10)	OCI		
			PM														
3-Dec	Sun	Pride Plaza Hotel	AM		DEL-VNS	Excavate									DEL-VNS		
			PM		VNS-DEL											VNS-DEL	
4-Dec	Mon	Pride Plaza Hotel	AM		OCI										OCI		
			PM														
5-Dec	Tue		AM		DEL > NRT (JL740/20.20 - 07:10)									DEL > NRT (JL740/20.20 - 07:10)			

4) 第四次調査 (入札図書説明) : 2018/2/13~2018/2/21

	日程	全体行程
1.	2月19日(月)	デリー着(加藤)、運営関連打合せ
2.	2月20日(火)	出国日:成田~デリー
3.	2月21日(水)	MoHUA との協議、試験杭実施 打合せ、GRIHA 申請について打合せ
4.	2月22日(木)	JICA インド事務所との協議、移動:デリー~ヴァラナシ
5.	2月23日(金)	ヴァラナシ市役所、PMU との協議
6.	2月24日(土)	敷地(再)測量調査実施、帰国:ヴァラナシ~デリー~成田(日建設計)
7.	2月25日(日)	ヴァラナシ~デリー(佐々・河野)
8.	2月26日(月)	MoHUA との協議、JICA との協議
9.	2月27日(火)	MoHUA との協議、JICA との協議
10.	2月28日(水)	試験杭実施の契約締結
11.	3月1日(木)	調査結果まとめ、帰国:デリー~成田
12.	3月2日(金)	帰国日:成田着

04th Field Survey				1	2	3	4	5	6
				OCG 業務主任/ 施設計画1 Yuko SASA	Nikken 建築設計1 Michio OZUMI	Nikken 副総持/ 施設計画2 Ashish LAHOTI	Nikken 建築設計2 Yoichi AOKI	OCG 業務調整/エンジニア配属/ 施設計画3 Ayaka KAWANO	OCG 財務・運営管理計画2 Yuka KATO
				佐々 優子	大泉 道郎	ラホティ アシシ	青木 洋一	河野 純香	加藤 夕佳
1	19-Feb	Mon	AM						09:05 Vijayawada 11:20 Delh (AH60)
			PM						14:00 MTG O&M @Office
2	20-Feb	Tue	AM	11:30 NARITA OUT	11:30 NARITA OUT		11:30 NARITA OUT	11:30 NARITA OUT	Meeting w/OWH PM.
			PM	18:20 DEL IN (JL749)	18:20 DEL IN (JL749)	NRT->DEL (NH0827) 17:15 - 06:15	18:20 DEL IN (JL749)	18:20 DEL IN (JL749)	
3	21-Feb	Wed	AM	11:00-15:00 MoHUA	11:00-15:00 MoHUA	11:00-15:00 MoHUA	11:00-15:00 MoHUA		11:00 Habitat Centre
			PM	15:30 Meeting 16:00 Pinnacle Piling	17:00 Rajeeve	17:00 Rajeeve	17:00 Rajeeve	15:30 Meeting 16:00 Pinnacle Piling	
4	22-Feb	Thu	AM	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	Meeting
			PM	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)
5	23-Feb	Fri	AM	11:00 PMU. VMC				11:00 PMU. VMC	
			PM						
6	24-Feb	Sat	AM	7:30 Site survey Discussion on O&M	textile Museum	textile Museum	textile Museum	7:30 Site survey Discussion on O&M	12:00 Meeting w/SPV @Nagar Nigam
			PM		13:35 - 14:55 (UK 817) VNS - DEL 20:20 DEL OUT	12:30 - 14:00 VNS to Mumbai (9W-2530)	13:35 - 14:55 (UK 817) VNS - DEL 20:20 DEL OUT		
7	25-Feb	Sun	AM	13:35 VNS - 14:55 DEL (UK817)	07:20 NRT IN (JL740)		07:20 NRT IN (JL740)	13:35 VNS - 14:55 DEL (UK817)	8:40 - 10:45 VNS- HYD
			PM						13:05 - 14:00 HYD - VNS
8	26-Feb	Mon	AM	MOHUA and PMU				OCI	
			PM	14:00 JICA				14:00 JICA	
9	27-Feb	Tue	AM					OCI	
			PM	13:00 MoHUA 17:00 JICA				13:00 MoHUA 17:00 JICA	
10	28-Feb	Wed	AM	10:00 Contract Agreement w/ Pinnacle Piling				10:00 Contract Agreement w/ Pinnacle Piling	
			PM						
11	1-Mar	Thu	AM	Delhi				OCI	
			PM	DEL OUT to COLOMBO				20:20 DELHI OUT	
12	2-Mar	Fri	AM					07:20 NRT IN (JL740)	
			PM						

5) 第五次調査（試験杭実施監理）：2018/3/15～2018/3/28, 2018/4/16～2018/4/29

	日程	全体行程
試験杭実施 1		
1.	3月15日(木)	成田～デリー
2.	3月16日(金)	国内移動：デリー～ヴァラナシ
3.	3月17日(土)	杭業者打合せ、コンクリート業者打合せ
4.	3月18日(日)	施工における仕様確認
5.	3月19日(月)	試験杭1 杭打ち施工
6.	3月20日(火)	試験杭1 杭打ち施工
7.	3月21日(水)	試験杭2 杭打ち施工
8.	3月22日(木)	試験杭2 杭打ち施工
9.	3月23日(金)	PMU 打合せ
10.	3月24日(土)	現地施工事例 調査
11.	3月25日(日)	施工における仕様確認
12.	3月26日(月)	現地施工事例 調査
13.	3月27日(火)	コンクリート試供体1 1週強度破壊試験
14.	3月28日(水)	コンクリート試供体2 1週強度破壊試験 移動：ヴァラナシ～デリー、帰国：デリー～成田
15.	3月29日(木)	帰国日：成田着
試験杭実施 2		
16.	4月16日(月)	出国：成田～デリー
17.	4月17日(火)	施工業者打合せ
18.	4月18日(水)	移動：デリー～ヴァラナシ
19.	4月19日(木)	コンクリート試供体1/2 4週強度破壊試験 試験杭1 載荷試験 実施
20.	4月20日(金)	試験杭1 載荷試験 実施
21.	4月21日(土)	試験杭1 載荷試験 実施
22.	4月22日(日)	試験結果レポート作成
23.	4月23日(月)	試験杭2 載荷試験 実施、施工条件調査（現地警察との協議）
24.	4月24日(火)	試験杭2 載荷試験 実施
25.	4月25日(水)	試験杭2 載荷試験 実施
26.	4月26日(木)	試験結果レポート作成、PMU 打合せ
27.	4月27日(金)	移動：ヴァラナシ～デリー
28.	4月28日(土)	調査結果まとめ、帰国：デリー～成田
29.	4月29日(日)	帰国日：成田着

添付資料 3 : 関係者 (面会者) リスト

1. Embassy of Japan in India (在インド日本国大使館)
 - Mr.Kenko SONE 曾根 健考 : Minister
 - Ms. Yasuko NISHIMURA 西村 泰子 : First Secretary
 - Mr. Kiyoshi FURUHASHI 古橋 季良 : Counsellor
2. JICA (独立行政法人 国際協力機構)
 - Mr. Takema SAKAMOTO 坂本 威午 : Chief Representative
 - Mr. Takayoshi TANGE 丹下 能嘉 : Senior Representative
 - Mr. Akamine, Kengo 赤嶺 剣悟 : Deputy Director
 - Mr.Yoshiki EHARA 江原 由樹 : Representative
 - Ms. Momoko Furuhashi 古橋 桃子 : Representative
 - Mr. M.P.Singh : Chief Dev.Specialist
 - Ms. Aditi Puri : Lead Development Specialist
3. Ministry of Housing and Urban Affairs (住宅都市省)
 - Mr. Durga Shanker MISHRA : Secretary
 - Dr. Sameer SHARMA : Additional Secretary
 - Mr. Prakash : J.S
 - Mr. Sumit Gaumar : Under Secretary
 - Mr. V.K. Chaurasia : Joint Advisor
 - Mr. Avanish Kumar Mishra : Director
4. Project Management Unit
 - Mr. R.P.Singh : Project Director,
(Superintending Engineer/CPWD)
 - Mr. A.K.Singh : (Executive Engineer/CPWD)
 - Mr. Pamesh Singh : Operation Manager (VMC)
 - Mr. Abhishek VERMA : (Assistant Executive Engineer/CPWD)
5. UP State (ウッタール・プラデッシュ州)
 - Mr. RamaKant Pandy : Special
 - Mr. Vishal Bhardwaj : Additional Director
 - Mr. Peeyurh paukag : General manager
6. Varanasi Divisional Commissioner
 - Mr. Nitin R. Gokarn : Commissione
7. CPWD
 - Mr. Adhay Sinha : Director General
8. Varanasi Municipal Corporation (ヴァラナシ市役所)
 - Dr. Nitin BANSAL : Municipal Commissioner
 - Mr. Y. K. Divedi : Deputy Director

Mr. Rakesh Rai	: Chief Fire Officer
Dr. B.M.Patel	: Fire Officer
Mr. Shreyansh Jain	: Architect
Mr. Arvind Kumar Srivastava	: Executive Engineer
Mr. Anoop Kumar Verma	: IT Expert
Mr. Lalit Mohau	: Electric Engineer/Lighting
Mr. Sandeep Srirasdary	: Coordinator, Computer Cell
9. Varanasi Development Authority	
Mr. Vinod Kumar Saxsena	: Town Planner/Architect
Mr. Prabhakar Pardey	: D/M
Mr. Niteesh PATDL	: Architect
Mr. Manoj Kumar	: Asst. Town Planner
10. National Building Construction Corporate	
Mr. Sohan LAI	: General Manager
Mr. Anil Yadav	: DGM
11. Smart City SPV Varanasi (スマートシティ SPV)	
Ms. Hemalatha M C	: Team Leader
Ms. Anamika CHAUDHARY	: Associate Engineer
Mr. Ruchi MISHRA	: DGM-Architecture
12. National School of Drama	
Mr. Ashok Sagar Bhagat	: Professor, Teatre Archutecture
13. Indian Council for Cultural Relations	
Mr. Anurag Singh	: Regional Officer
14. Kamani Hall (カマニホール)	
Mr. Puneet Agarwal	: Manager
Mr. J.P.Gupta	: Booking Manager
Mr. S.B.Kharb	: Assistant Manager
15. Narari Natak Mandali (ナラニ・ナタク・マンダリ)	
Mr. Smi Enandoan Misma	: Manager
Mr. Arbit Shidhore	: Diretor/Actor
16. Siri Fort Auditorium Field Strip	
Mr. Sharma	: Chief Civil Engineer
Mr. Tyagi	: Chief Electrical Engineer
17. National Agricultural Science Complex Convention Center	
Mr. Shri PK Pawan	: Senior Deputy General Manager
18. Godrej & Boyce Mfg.	

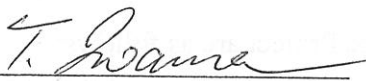
Mr.Chetan Bhoj	: Manager /GRIHA Specialist
19. JAIN & ASSOCIATES	
Mr. Rishabh Chandre Jain	: Managing Director
Mr. Harsh Kumar Hain	: Civil Engg & Director
20. Rajeev Agarwal Architects	
Mr. Rajeev AGARWAL	: Director/Architects
Mr. Lakhan Rastogi	: Architects
Mr. Rachit Puri	: Architects
Mr. Surendra Yadav	: Architects
Mr. Rajeev Agarwal	
Mr. Lakhan Rastogi	
Mr. Rachit Puri	
21. T2 Consulting Group	
Mr. Kelvin Ashby-King	:Managing Director
22. Think BIM	
Mr. Sharma	: Manager
Mr. Khan Mold Hasan	: DGM Mechanical
Mr. Taneja	: Plumbing Fire Engineer
Mr. Ashish Tiwari	: Sr.GM Electrical
Mr. Sohan Lal	: Dy.Manager
Mr. Anil Rawat	: Manager Plumbing & FF
23. VinTech Consultants	
Dr. Vinod Jain	Managing Director
Mr. Ataur Rehman	Sr Str Engineer


添付資料 4 1 : 討議議事録 (2017年7月)


Minutes of Discussions
on the Preparatory Survey for the Project for
Construction of Varanasi International Cooperation and Training Centre


New Delhi, 12th July, 2017

In response to the request from the Government of India (hereinafter referred to as "GoI"), Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Preparatory Survey Team, headed by Mr. Toshiyuki Iwama, Senior Assistant Director, JICA, from 5th July to 12th July, 2017, for the Outline Design (hereinafter referred to as "the Team") of the Project for Construction of Varanasi International Cooperation and Training Centre (hereinafter referred to as "the Project") to India. The Team held series of discussions with officials of the Government of India, Government of Uttar Pradesh, other agencies concerned and conducted a field survey. In the course of the discussions, both sides confirmed the main items described attached hereto:

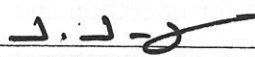

Toshiyuki Iwama
Leader
Preparatory Survey Team
Japan International Cooperation Agency
Japan



R.P. Singh
Project Director
Project Management Unit for the Project


Nitin Bansal
Municipal Commissioner, Varanasi Nagar Nigam
CEO of SPV for Smart City


Nitin R. Gokarn
Divisional Commissioner, Varanasi
Chairman, Advisory Committee for the Project

Witness


(S. Selva Kumar)
Joint Secretary (BC)
Department of Economic Affairs
Ministry of Finance
Government of India


Praveen Prakash
Joint Secretary
Ministry of Housing and Urban Affairs
Government of India

ATTACHMENT

1. Objective of the Project

The objective of the Project is to construct a convention centre which will provide opportunities for social and cultural interactions of the people and exchange of the knowledge, thereby contributing to the socio-economic development of Varanasi.

2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as “the Preparatory Survey for the Project for Construction of Varanasi International Cooperation and Training Centre”.

3. Project site

Both sides confirmed the site of the Project inside the premises of Varanasi Nagar Nigam, Uttar Pradesh State, which is shown in Annex 1.

4. Responsible authority for the Project

Both sides confirmed the authorities responsible for the Project are as follows:

- 4-1. The Project Management Unit (PMU) for the Project, which was established by the Ministry of Housing and Urban Affairs (MoHUA) on 20th June, 2017, is the executing agency for the Project (hereinafter referred to as “the Executing Agency”). The Executing Agency shall coordinate with all the relevant authorities to ensure smooth implementation of the Project and ensure that the undertakings for the Project shall be managed by relevant authorities properly and on time. The organization chart at planning and implementation stage, and required power delegation of the PMU are shown in Annex 2-1.
- 4-2. The line ministry of the Executing Agency (PMU) is MoHUA, which shall be responsible for supervising the Executing Agency, as well as coordinating with all the relevant authorities on behalf of the Government of India. MoHUA shall delegate sufficient power and allocate necessary budget to the PMU for smooth implementation of the Project.
- 4-3. Varanasi Nagar Nigam (VNN) will be owner of the facilities constructed under the Project. The Special Purpose Vehicle (SPV) of the Smart City will look after the operations and maintenance of the facility after completion of the Project. MoHUA will supervise the SPV and allocate necessary budget for operation and maintenance. The operation management plan, which designs an operational structure and financial scheme, will be developed by the PMU supported by the Team. The organization chart at operation and maintenance stage are shown in Annex 2-2.

(4/3)

5. Items requested by the Government of India

5-1. As a result of discussions, the items requested by the Government of India as follows:

- 1) Convention Centre (a main hall with a full flying tower, which has a capacity of 1,200 seats with a total floor area above ground level of approximately 4,000m²).
 - 2) Parking facilities with a capacity of 120 cars in accordance with the local building bye-laws.
 - 3) Equipment for the convention centre, which would be identified through this survey.
 - 4) Technical assistance (the details would be elaborated by November 2017) to develop capacity for operation and maintenance of the facility.
- 5-2. JICA will assess feasibility of the above requested items through the survey and will report findings to the Government of Japan. The final scope of the Project will be decided by the Government of Japan.
- 5-3. The understanding reached with the Preparatory Survey shall be subject to approval of the higher authorities on both sides.

6. Procedures and Basic Principles of Japanese Grant

- 6-1. Indian side agreed that the procedures, basic principles and principles of Japanese Grant as described in Annex 3 shall be applied to the Project. In addition, at the request by the Indian side, descriptions about the consultant service as referred to the Procurement Guidelines for the Japanese Grants (January 2016) and the Form of Consultant Agreement under JICA's Grants (January 2016) are on the Annex 7. As for the monitoring of the implementation of the Project, JICA requires that Indian side would be submitting the Project Monitoring Report (PMR), the form of which is attached as Annex 4. The timing of submission of the PMR is described in Annex 5.
- 6-2. Indian side agreed to take the necessary measures, as described in Annex 5, for smooth implementation of the Project. The contents of the Annex 5 will be finalized before the signing of the Grant Agreement and eventually, will be used as an attachment to the Grant Agreement.
- 6-3. Both sides agreed that the detailed design and draft tender document are prepared during the Preparatory Survey in order to shorten the project schedule. Indian side agreed to take the full responsibility as the client of the Project for finalizing and approving the detailed design and tender document during the implementation stage of the Japanese grant project.

7. Schedule of the Survey

7-1. The Team will proceed with survey in India until 9th August 2017.

- 7-2. JICA will prepare reports in English and dispatch missions to India to explain their contents as follows;
- Schematic Design Overview Report: around September 2017,
 - Draft Preparatory Survey Report : around November 2017, and
 - Draft Tender Document: around January 2018.
- 7-3. If the contents of the draft Preparatory Survey Report and draft Tender Document are accepted and the undertakings for the Project are fully agreed by the Indian side, JICA will finalize the Preparatory Survey Report and send it to the Government of India by March 2018.
- 7-4. The above schedule is tentative and subject to change.

8. Environmental and Social Considerations

- 8-1. The Indian side confirmed to give due environmental and social considerations before, during implementation and after completion of the Project, in accordance with the JICA Guidelines for Environmental and Social Considerations (April, 2010).
- 8-2. The Project is categorized as “C” from the following considerations:
Not located in a sensitive area, nor has it sensitive characteristics, nor falls it into sensitive sectors under the Guidelines, and its potential adverse impacts on the environment are not likely to be significant.
- 8-3. The Indian side confirmed to conduct the necessary procedures concerning the environmental and social considerations in compliance with the Environmental Impact Assessment Notification-2006. The Team will support preparation of the necessary documents and the PMU shall finalize them and submit to the State Environment Management Office Form 1A, an Environmental Management Plan with Mitigation Measures and an Environmental Monitoring Plan, and a Self-Declaration Form to comply with the environmental conditions along with specified fees for the environmental clearance.

9. Other Relevant Issues

9-1. Development of Schematic Design

Both sides agreed to finalize Schematic Design by September and move on to the detailed design stage as indicated under the Inception Report. MoHUA established the Advisory Committee (AC) on 7th July, 2017, to provide advice and directions to the PMU for project design and operational plan, etc. MoHUA is to confirm member's name of the AC by 14th July, 2017, so that the Team can communicate and immediately start consultation on the design policy and major functions of the Project.

9-2. Operation and maintenance of the facility

The Team explained that the facility would not be financially sustainable to cover

the running cost and it may need financial support for operation and maintenance, according to the projection by the Data Collection Survey. Taking into account this matter, both sides confirmed that the SPV of the Smart City, the responsible agency for the operation and maintenance, shall formulate its business plan and ensure sufficient budget to fill the financial gap to ensure financial sustainability.

9-3. Strengthening of the PMU

The PMU is currently composed of the three personnel, as the Operation Manager of the PMU was newly assigned by the MoHUA on 7th July 2017.

Both sides agreed on the necessity of the strengthening of the PMU further and the Indian side shall appoint additional personnel to the PMU as follows;

- Government official(s) under the Operation Manager as soon as possible, and
- Personnel for the PMU (sufficient number of personnel and their qualifications will be proposed by the Team)

9-4. Parking space

Both sides agreed that the Project will cover the construction of parking lot with a capacity of regulatory 120 cars and that the additional parking facilities, if any, shall be separated from the Project and considered by the Indian side.

9-5. Taxes and duties

With regard to taxes and duties for the Project as stipulated in No. 5, (2) during the Project Implementation of Annex 5, Indian side shall either exempt the taxes and duties or it shall be borne from their side. Indian side shall clarify the items of custom duties, internal taxes and other fiscal levies, including VAT, commercial tax, income tax and corporate tax in accordance with the new tax system introduced in July 2017, and inform to JICA by the end of July 2017.

9-6. Clearance of relevant bye-laws, guidelines and building codes

Both sides confirmed the necessary permissions for implementation of the Project in compliance with relevant bye-laws, guidelines and building codes as described in Annex 6. The list of the necessary permissions for the Project will be revised and finalized through the Preparatory Survey.

The PMU agreed to prepare necessary documents in a timely manner based on the information to be provided by the Team, and to submit them to relevant authorities for permissions.

9-7. Further development of the Project area

Indian side stated that it would explore the opportunity for further development at the sites next to the Project site on their own budget, aiming at complementing the main hall building to be constructed by the Project. The future expansion plan was preliminarily studied by the Data Collection Survey and proposed to construct a Sub-hall for small size concerts, Art Gallery, Museum for Varanasi, Tourism Information Centre, Canteen, Meeting Rooms and Offices.

9-8. Expected outcomes and indicators

Both sides agreed that draft key indicators for expected outcomes are as follows.

[Quantitative indicators]

Indicator	Item	Number
Operation Indicator	Number of visitors at the facility	62,400 visitors/year Estimation: by applying the occupancy rate of 40%, the hall will be filled for events 146 days each year. The average duration of one event is 1.4 days, and 104 events will be organized per year. Approximately 50% of the hall is estimated to be filled by participants; therefore, 62,400 visitors are expected.
	Number of events at the facility	104 events/year Estimation: same as above
	Number of international events at the facility	12 events/year Estimation: 1 international event per month
Effect Indicator	Number of tourists	18,720 tourists/year Estimation: out of 62,400 visitors, 30% of visitors are estimated to be coming from outside Varanasi.

[Qualitative indicators]

- Improve international reputation of Varanasi
- Economic spill-over effects in local industries such as tourism, services, commerce, transportation, agriculture and finance
- Enhance social/ cultural/ academic level in Varanasi
- Strengthen local cultural activities
- Enhance relationship of Varanasi and Kyoto to promote mutual cooperation
- Support the capacity building of government staff through training programs

The Team will examine and adjust, if necessary, these draft indicators to correlate to the result of the Schematic Design. The Indian side will be responsible for the achievement of the key indicators targeted in year 2024 and shall monitor the progress based on those indicators.

9-9. Expected schedule of implementation of the Project

Both sides confirmed the expected schedule as follows;

- 1) Inviting bid: around February 2018
- 2) Award and Commencement of work: around June 2018.

The above schedule is tentative and subject to change.

10. Items Requested to the Indian Side to conduct the Preparatory Survey

MoHUA and the PMU shall, at its own expenses, provide the Team with the following items in cooperation with relevant authorities.

- 1) Provide the Team with available relevant data, information, and materials

necessary for the execution of the Survey.

- 2) Assign a full-time counterpart to the Team during their stay in India, to play the following roles as the coordinator for the Team:
 - Make the appointments and set up the meetings with the relevant authorities, departments, and other universities the Team intends to visit.
 - Attend the site survey and any other visiting place with the Team and arrange for convenient accommodations and work space, adequate transportation, permissions, etc. if required.
 - Assist and advise the Team for their collection of data and information as much as possible
- 3) Secure the permission to photograph and enter private property and restricted areas for the Team for proper execution of the Survey, if necessary.
- 4) Take any measures deemed necessary to secure the safety of the members of the Team.
- 5) Appoint an architect, structural engineer, GRIHA (Green Building Rating) consultant, and other necessary professionals to carry out the necessary formalities for approvals (including preparing documents, drawings and signing) and their follow-up until the completion of the Project as required and necessary.

END

Annex 1 Project Site

Annex 2 Organization Chart and Required Power of the PMU

Annex 3 Japanese Grant

Annex 4 Project Monitoring Report (template)

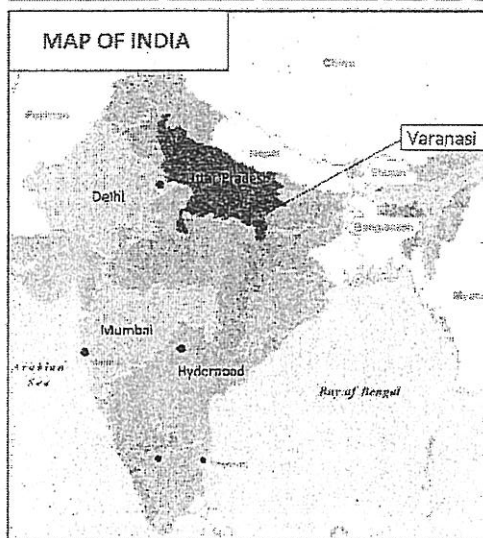
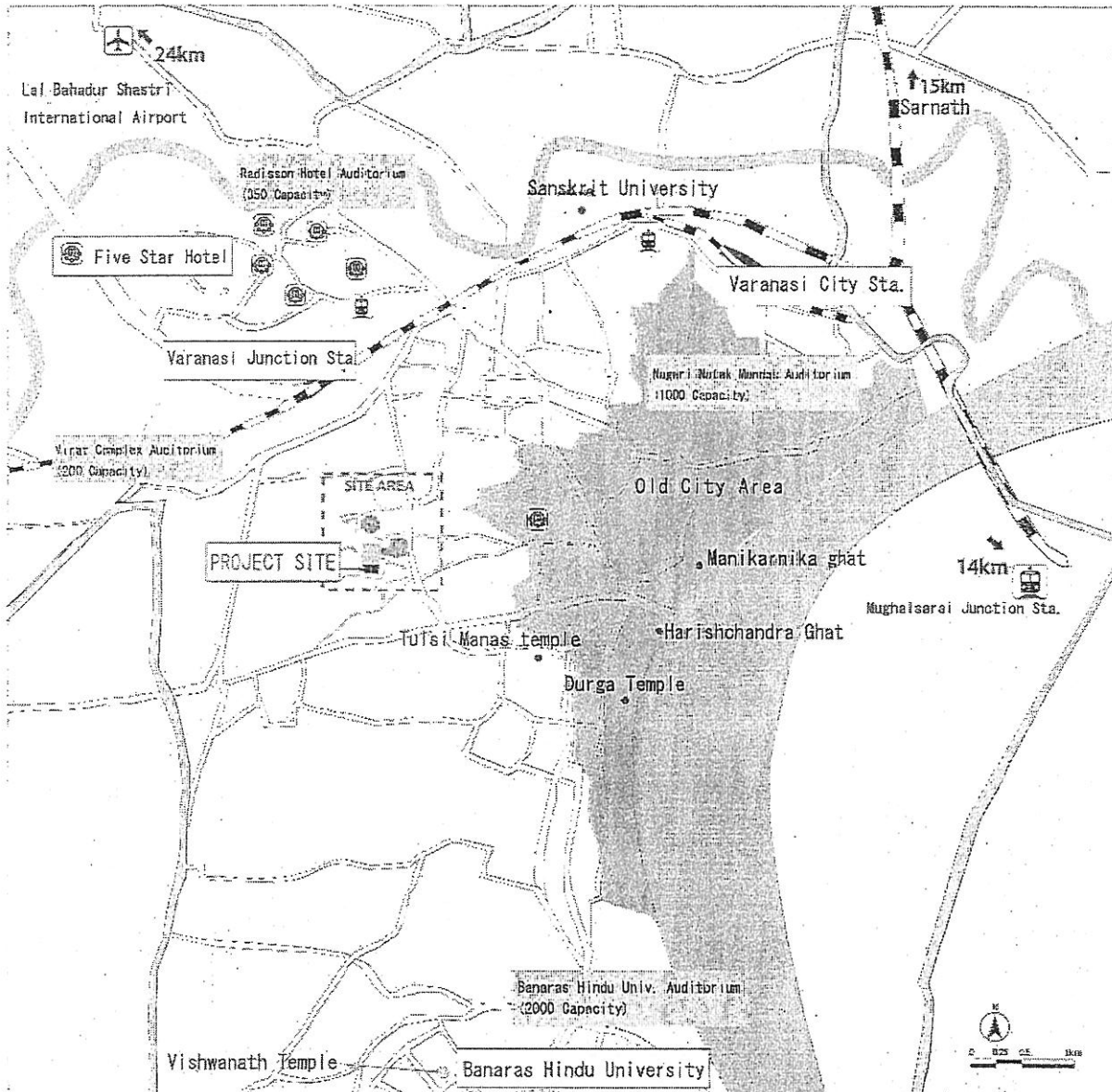
Annex 5 Major Undertakings to be taken by the Government of India

Annex 6 List of the necessary permissions for the Project

Annex 7 Extracts of descriptions about the consultant service under the Japanese Grants



Project Site

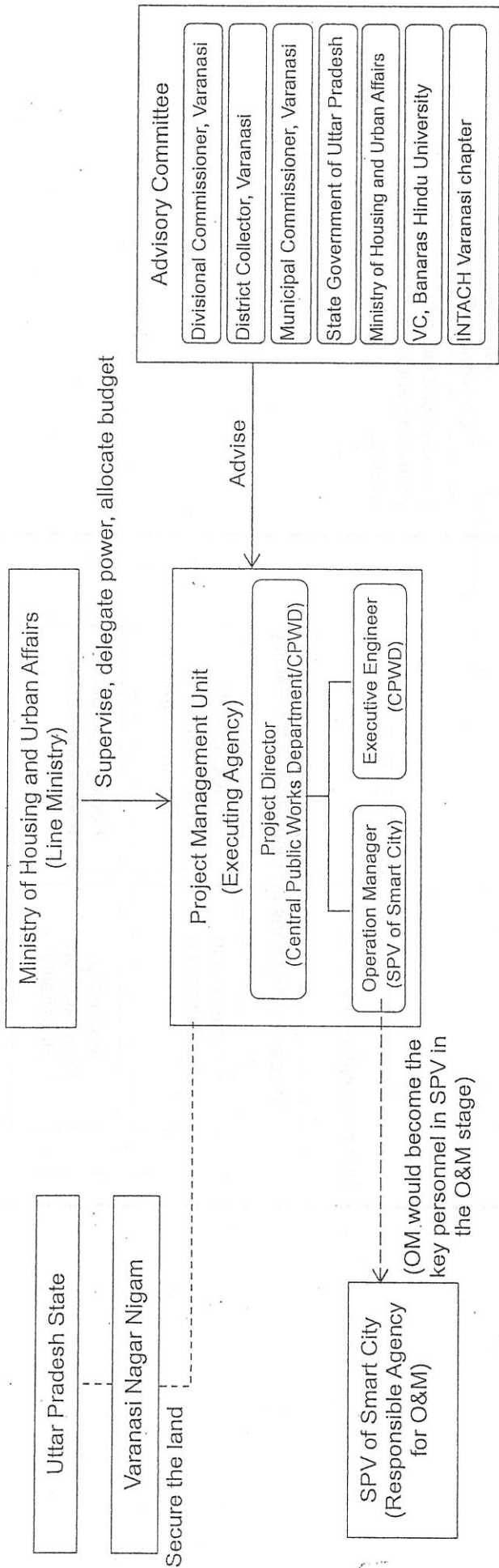


LOCATION MAP OF THE PROJECT SITE

(4)

Organization Chart

<Preparation and Implementation Stage>



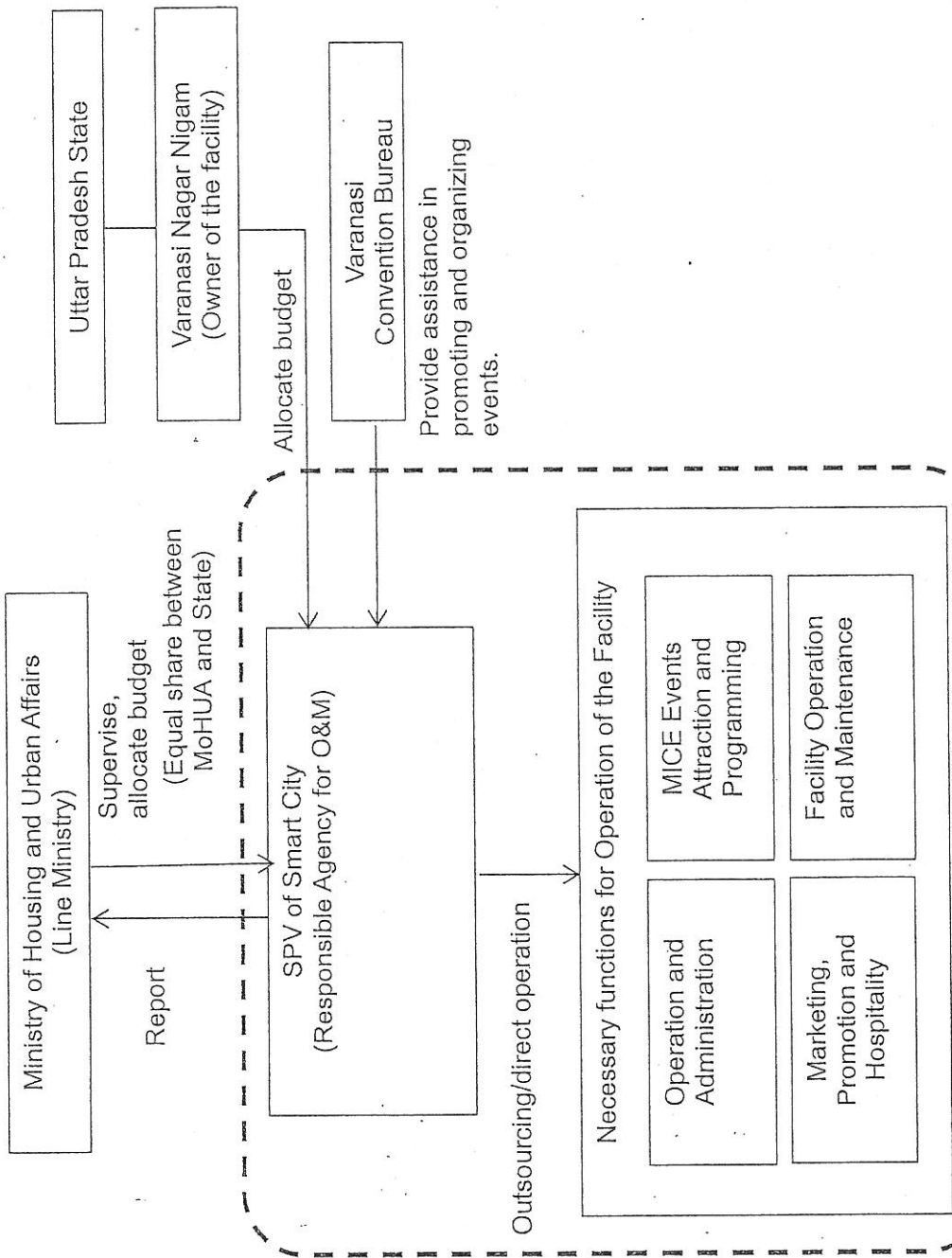
Required power of the Project Management Unit

- Overall project management for the Project.
- PMU should have ability to directly and quickly coordinate with multi-stakeholders such as MoHUA, CPWD and VNN for smooth implementation of the Project.
- Direct coordination with MoHUA for important policy, function and design decisions.
- Coordinating with the relevant government agencies and authorities with assigned consultants for developing designs and tender documentation.
- Monitoring and approving design works of the assigned consultants.
- Preparing tender documents for the contractors with the assigned consultants.
- Coordinating with the relevant government agencies and authorities with the assigned consultants for construction works.
- Approving and administrating contracts, requests and invoices of the consultants and the contractor.
- Managing environmental and social considerations.
- Coordinating with VNN for land clearance including the dismantling of existing structures.
- Coordinating with financial institutions for the necessary arrangement of disbursements for the consultants and the contractor.
- Coordinating for exempting customs duties, internal taxes and other fiscal levies imposed on the consultants and the contractor.

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Organization Chart

<Operation and Maintenance Stage>



O&M implementation structure will be planned through the Preparatory Survey

(3)

JAPANESE GRANT

The Japanese Grant is non-reimbursable fund provided to a recipient country (hereinafter referred to as “the Recipient”) to purchase the products and/or services (engineering services and transportation of the products, etc.) for its economic and social development in accordance with the relevant laws and regulations of Japan. Followings are the basic features of the project grants operated by JICA (hereinafter referred to as “Project Grants”).

1. Procedures of Project Grants

Project Grants are conducted through following procedures (See “PROCEDURES OF JAPANESE GRANT” for details):

(1) Preparation

- The Preparatory Survey (hereinafter referred to as “the Survey”) conducted by JICA

(2) Appraisal

- Appraisal by the government of Japan (hereinafter referred to as “GOJ”) and JICA, and Approval by the Japanese Cabinet

(3) Implementation

Exchange of Notes

- The Notes exchanged between the GOJ and the government of the Recipient

Grant Agreement (hereinafter referred to as “the G/A”)

- Agreement concluded between JICA and the Recipient

Banking Arrangement (hereinafter referred to as “the B/A”)

- Opening of bank account by the Recipient in a bank in Japan (hereinafter referred to as “the Bank”) to receive the grant

Construction works/procurement

- Implementation of the project (hereinafter referred to as “the Project”) on the basis of the G/A

(4) Ex-post Monitoring and Evaluation

- Monitoring and evaluation at post-implementation stage

2. Preparatory Survey

(1) Contents of the Survey

The aim of the Survey is to provide basic documents necessary for the appraisal of the the Project made by the GOJ and JICA. The contents of the Survey are as follows:

- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of relevant agencies of the Recipient necessary for the implementation of the Project.

- Evaluation of the feasibility of the Project to be implemented under the Japanese Grant from a technical, financial, social and economic point of view.
- Confirmation of items agreed between both parties concerning the basic concept of the Project.
- Preparation of an outline design of the Project.
- Estimation of costs of the Project.
- Confirmation of Environmental and Social Considerations

The contents of the original request by the Recipient are not necessarily approved in their initial form. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant.

JICA requests the Recipient to take measures necessary to achieve 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 executing agency of the Project. Therefore, the contents of the Project are confirmed by all relevant organizations of the Recipient based on the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Survey, JICA contracts with (a) consulting firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms.

(3) Result of the Survey

JICA reviews the report on the results of the Survey and recommends the GOJ to appraise the implementation of the Project after confirming the feasibility of the Project.

3. Basic Principles of Project Grants

(1) Implementation Stage

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 to make a pledge for assistance, which is followed by the conclusion of the G/A between JICA and the Recipient to define the necessary articles, in accordance with the E/N, to implement the Project, such as conditions of disbursement, responsibilities of the Recipient, and procurement conditions. The terms and conditions generally applicable to the Japanese Grant are stipulated in the “General Terms and Conditions for Japanese Grant (January 2016).”

2) Banking Arrangements (B/A) (See “Financial Flow of Japanese Grant (A/P Type)” for details)

- a) The Recipient shall open an account or shall cause its designated authority to open an account under the name of

the Recipient in the Bank, in principle. JICA will disburse the Japanese Grant in Japanese yen for the Recipient to cover the obligations incurred by the Recipient under the verified contracts.

b) The Japanese Grant will be disbursed when payment requests are submitted by the Bank to JICA under an Authorization to Pay (A/P) issued by the Recipient.

3) Procurement Procedure

The products and/or services necessary for the implementation of the Project shall be procured in accordance with JICA's procurement guidelines as stipulated in the G/A.

4) Selection of Consultants

In order to maintain technical consistency, the consulting firm(s) which conducted the Survey will be recommended by JICA to the Recipient to continue to work on the Project's implementation after the E/N and G/A.

5) Eligible source country

In using the Japanese Grant disbursed by JICA for the purchase of products and/or services, the eligible source countries of such products and/or services shall be Japan and/or the Recipient. The Japanese Grant may be used for the purchase of the products and/or services of a third country as eligible, if necessary, taking into account the quality, competitiveness and economic rationality of products and/or services necessary for achieving the objective of the Project. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm, which enter into contracts with the Recipient, are limited to "Japanese nationals", in principle.

6) Contracts and Concurrence by JICA

The Recipient will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be concurred by JICA in order to be verified as eligible for using the Japanese Grant.

7) Monitoring

The Recipient is required to take their initiative to carefully monitor the progress of the Project in order to ensure its smooth implementation as part of their responsibility in the G/A, and to regularly report to JICA about its status by using the Project Monitoring Report (PMR).

8) Safety Measures

The Recipient must ensure that the safety is highly observed during the implementation of the Project.

9) Construction Quality Control Meeting

Construction Quality Control Meeting (hereinafter referred to as the "Meeting") will be held for quality assurance and smooth implementation of the Works at each stage of the Works. The member of the Meeting will be composed by the Recipient (or executing agency), the Consultant, the Contractor and JICA. The functions of the Meeting are as followings:

a) Sharing information on the objective, concept and conditions of design from the Contractor, before start of

construction.

- b) Discussing the issues affecting the Works such as modification of the design, test, inspection, safety control and the Client's obligation, during of construction.

(2) Ex-post Monitoring and Evaluation Stage

- 1) After the project completion, JICA will continue to keep in close contact with the Recipient in order to monitor that the outputs of the Project is used and maintained properly to attain its expected outcomes.
- 2) In principle, JICA will conduct ex-post evaluation of the Project after three years from the completion. It is required for the Recipient to furnish any necessary information as JICA may reasonably request.

(3) Others

1) Environmental and Social Considerations

The Recipient shall carefully consider environmental and social impacts by the Project and must comply with the environmental regulations of the Recipient and JICA Guidelines for Environmental and Social Considerations (April, 2010).

2) Major undertakings to be taken by the Government of the Recipient

For the smooth and proper implementation of the Project, the Recipient is required to undertake necessary measures including land acquisition, and bear an advising commission of the A/P and payment commissions paid to the Bank as agreed with the GOJ and/or JICA. The Government of the Recipient shall ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the Recipient with respect to the purchase of the Products and/or the Services be exempted or be borne by its designated authority without using the Grant and its accrued interest, since the grant fund comes from the Japanese taxpayers.

3) Proper Use

The Recipient is required to maintain and use properly and effectively the products and/or services under the Project (including the facilities constructed and the equipment purchased), to assign staff necessary for this operation and maintenance and to bear all the expenses other than those covered by the Japanese Grant.

4) Export and Re-export

The products purchased under the Japanese Grant should not be exported or re-exported from the Recipient.

④

Attachment 1

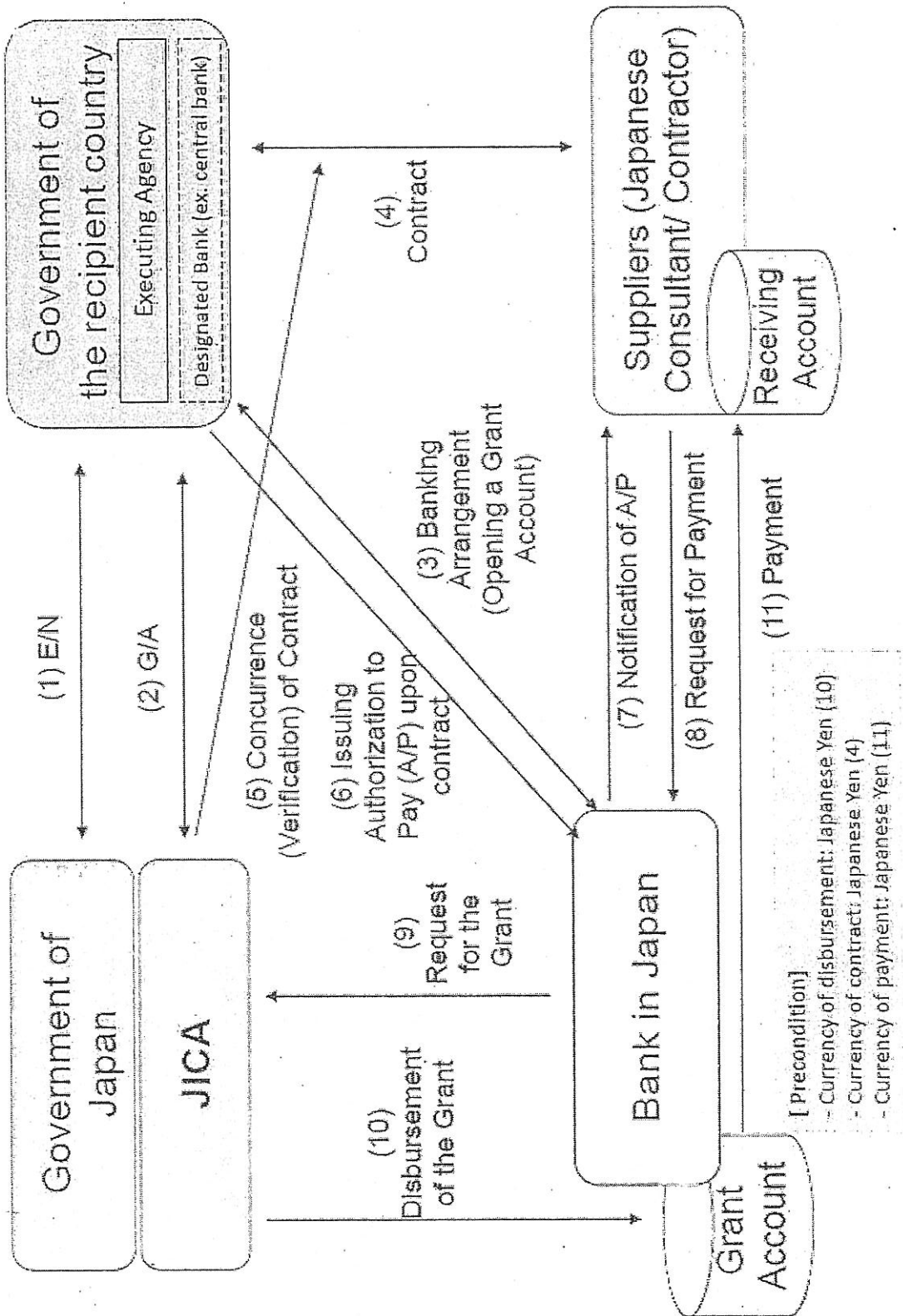
PROCEDURES OF JAPANESE GRANT

Stage	Procedures	Remarks	Recipient Government	Japanese Government	JICA	Consultants	Contractors	Agent Bank
Official Request	Request for grants through diplomatic channel	Request shall be submitted before appraisal stage.	x	x				
1. Preparation	(1) Preparatory Survey Preparation of outline design and cost estimate		x		x	x		
2. Appraisal	(2) Preparatory Survey Explanation of draft outline design, including cost estimate, undertakings, etc.		x		x	x		
	(3) Agreement on conditions for implementation	Conditions will be explained with the draft notes (E/N) and Grant Agreement (G/A) which will be signed before approval by Japanese government.	x	x (E/N)	x (G/A)			
	(4) Approval by the Japanese cabinet			x				
3. Implementation	(5) Exchange of Notes (E/N)		x	x				
	(6) Signing of Grant Agreement (G/A)		x		x			
	(7) Banking Arrangement (B/A)	Need to be informed to JICA	x					x
	(8) Contracting with consultant and issuance of Authorization to Pay (A/P)	Concurrence by JICA is required	x			x		x
	(9) Detail design (D/D)		x			x		
	(10) Preparation of bidding documents	Concurrence by JICA is required	x			x		
	(11) Bidding	Concurrence by JICA is required	x			x	x	
	(12) Contracting with contractor/supplier and issuance of A/P	Concurrence by JICA is required	x				x	x
4. Ex-post monitoring & evaluation	(13) Construction works/procurement	Concurrence by JICA is required for major modification of design and amendment of contracts.	x			x	x	
	(14) Completion certificate		x			x	x	
	(15) Ex-post monitoring	To be implemented generally after 1, 3, 10 years of completion, subject to change	x		x			
	(16) Ex-post evaluation	To be implemented basically after 3 years of completion	x		x			

notes:

1. Project Monitoring Report and Report for Project Completion shall be submitted to JICA as agreed in the G/A.
2. Concurrence by JICA is required for allocation of grant for remaining amount and/or contingencies as agreed in the G/A.

Financial Flow of Japanese Grant (A/P Type)



(3)

Project Monitoring Report
on
Project Name
Grant Agreement No. XXXXXXXX
 20XX, Month

Organizational Information

Signer of the G/A (Recipient)	_____ Person in Charge (Designation) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Executing Agency	_____ Person in Charge (Designation) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Line Ministry	_____ Person in Charge (Designation) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____

General Information:

Project Title	
E/N	Signed date: Duration:
G/A	Signed date: Duration:
Source of Finance	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____

③

1: Project Description

1-1 Project Objective

--

1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

--

1-3 Indicators for measurement of "Effectiveness"

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr)	Target (Yr)
Qualitative indicators to measure the attainment of project objectives		

2: Details of the Project

2-1 Location

Components	Original <i>(proposed in the outline design)</i>	Actual
1.		

2-2 Scope of the work

Components	Original* <i>(proposed in the outline design)</i>	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)



2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	(at the time of signing the Grant Agreement)	

Reasons for any changes of the schedule, and their effects on the project (if any)

--

2-4 Obligations by the Recipient

2-4-1 Progress of Specific Obligations

See Attachment 2.

2-4-2 Activities

See Attachment 3.

2-4-3 Report on RD

See Attachment 11.

2-5 Project Cost

2-5-1 Cost borne by the Grant(Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original ^{1),2)} (proposed in the outline design)	Actual
1.				
Total				

Note: 1) Date of estimation:
 2) Exchange rate: 1 US Dollar = Yen

2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original ^{1),2)} (proposed in the outline design)	Actual
1.				

- Note: 1) Date of estimation:
 2) Exchange rate: 1 US Dollar =

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

2-6 Executing Agency

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

Original (at the time of outline design)
 name:
 role:
 financial situation:
 institutional and organizational arrangement (organogram):
 human resources (number and ability of staff):

Actual (PMR)

2-7 Environmental and Social Impacts

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

3: Operation and Maintenance (O&M)

3-1 Physical Arrangement

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

Original (at the time of outline design)

Actual (PMR)

3-2 Budgetary Arrangement

- Required O&M cost and actual budget allocation for O&M

Original (at the time of outline design)



Actual (PMR)

4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

Assessment of Potential Risks (at the time of outline design)

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
3. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:

	Contingency Plan (if applicable):
Actual Situation and Countermeasures (PMR)	

5: Evaluation and Monitoring Plan (after the work completion)

5-1 Overall evaluation

Please describe your overall evaluation on the project.

5-2 Lessons Learnt and Recommendations

Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

5-3 Monitoring Plan of the Indicators for Post-Evaluation

Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

Attachment

1. Project Location Map
 2. Specific obligations of the Recipient which will not be funded with the Grant
 3. Monthly Report submitted by the Consultant
- Appendix - Photocopy of Contractor's Progress Report (if any)
- Consultant Member List
 - Contractor's Main Staff List
4. Check list for the Contract (including Record of Amendment of the Contract/ Agreement and Schedule of Payment)
 5. Environmental Monitoring Form / Social Monitoring Form
 6. Monitoring sheet on price of specified materials (Quarterly)
 7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries) (PMR (final) only)
 8. Pictures (by JPEG style by CD-R) (PMR (final) only)
 9. Equipment List (PMR (final) only)
 10. Drawing (PMR (final) only)
 11. Report on RD (After project)

(4/7)

Monitoring sheet on price of specified materi

1. Initial Conditions (Confirmed)

Items of Specified Materials	Initial Volume A	Initial Unit Price (¥) B	Initial total Price C=A×B	1% of Contract Price D	Condition of payment Price (Decreased) E=C-D	Condition of payment Price (Increased) F=C+D
Item 1	●●t	●	●●	●●	●●	●●
Item 2	●●t	●	●●	●●		
Item 3						
Item 4						
Item 5						

2. Monitoring of the Unit Price of Specified Materials

(1) Method of Monitoring : ●●

(2) Result of the Monitoring Survey on Unit Price for each specified materials

Items of Specified Materials	1st month, 2015	2nd month, 2015	3rd month, 2015	4th	5th	6th
Item 1						
Item 2						
Item 3						
Item 4						
Item 5						

(3) Summary of Discussion with Contractor (if necessary)

④

Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)
 (Actual Expenditure by Construction and Equipment each)

	Domestic Procurement (Recipient Country) A	Foreign Procurement (Japan) B	Foreign Procurement (Third Countries) C	Total D
Construction Cost	(A/D%)	(B/D%)	(C/D%)	
Direct Construction Cost	(A/D%)	(B/D%)	(C/D%)	
others	(A/D%)	(B/D%)	(C/D%)	
Equipment Cost	(A/D%)	(B/D%)	(C/D%)	
Design and Supervision Cost	(A/D%)	(B/D%)	(C/D%)	
Total	(A/D%)	(B/D%)	(C/D%)	

3/4

Major Undertakings to be taken by the Government of India

Specific obligations of the Government of India which will not be funded with the Grant

(1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To open bank account (B/A)	within 1 month after the signing of the G/A	XXX		
2	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the consultant	within 1 month after the signing of the contract	PMU		
3	To secure and clear the following land 1) secure project site (10,020m2) 2) remove existing facilities and utilities (Mayor's Office, Sadan Building, Garbage Station)	before notice of the bidding document	VNN and UP State		
4	To obtain the planning, zoning, building permit	before notice of the bidding document	PMU		
5	To submit a Form-1A with environment mitigation and monitoring plan for the Project to the State Environment Management Office, and secure the necessary budget for its implementation.	before notice of the bidding document	PMU		
6	To submit Project Monitoring Report (with the result of Detail Design) to JICA	before preparation of bidding documents	PMU		

(B/A: Banking Arrangement, A/P: Authorization to pay, N/A: Not Applicable)

(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the Supplier(s)	within 1 month after the signing of the contract(s)	PMU		
2	To bear the following commissions to a bank in Japan for the banking services based upon the B/A 1) Advising commission of A/P 2) Payment commission for A/P	within 1 month after the signing of the contract(s) every payment	PMU PMU		
3	To ensure prompt unloading and customs clearance at ports of disembarkation in recipient country and to assist the Supplier(s) with internal transportation therein	during the Project	PMU		
4	To accord Japanese nationals and/or physical persons of third countries whose services may be required in connection with the supply of the products and the services such facilities as may be necessary for their entry into the country of the Recipient and stay therein for the performance of their work	during the Project	PMU		
5	To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the country of the Recipient with respect to the purchase of the products and/or the services [be exempted/be borne by its designated authority without using the Grant];	during the Project	PMU		

NO	Items	Deadline	In charge	Estimated Cost	Ref.
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	PMU		
7	1) To submit Project Monitoring Report to JICA	every month	PMU		
	2) To submit Project Monitoring Report (final) to JICA	within one month after signing of Certificate of Completion for the works under the contract(s)	PMU		
8	To submit a report concerning completion of the Project to JICA	within six months after completion of the Project	PMU		
9	To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities necessary for the implementation of the Project outside the site				
	1) Electricity The distributing line to the site	before start of the construction	PMU		
	2) Water Supply The city water distribution main to the site	6 months before completion of the construction	PMU		
	3) Drainage The city drainage main (for storm, sewer and others) to the site	6 months before completion of the construction	PMU		
	4) Furniture and Equipment General furniture	1 month before completion of the construction	PMU		
10	To take necessary measure for safety construction - traffic control	during the construction	PMU		
11	To establish organization for operation of the facility, and prepare for operation	during the construction	PMU		

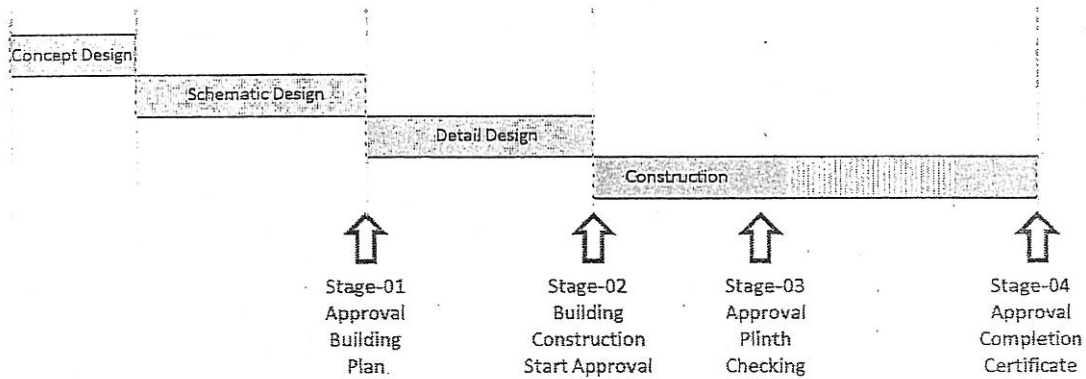
(3) After the Project

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid	After completion of the construction	SPV, VNN and UP State		
	1) Allocation of maintenance cost				
	2) Operation and maintenance structure				
	3) Routine check/Periodic inspection				



Annex 6

List of the necessary permissions for the Project



Stage	Approvals	Authority/ Organization
Stage 1 At Building Plan Approval Stage	<ol style="list-style-type: none"> 1) Approval from the local authority and local body under the provisions of the Local Building Bye-laws, Master plan and Local Body Acts. 2) A No Objection Certificate (NOC) from the National Monument Authority (NMA)/ Archaeological Survey of India (ASI), when the entire project site or part(s) of it are within a 300 meter radius from the declared boundary of monument protected under the Ancient Monument Act. 3) Approval from the Tree Authority Committee of the Municipal Corporation if proposing tree cutting/ felling and transplantation at the site & protection of the rare tree species. 4) An Approval/Fire Safety Certificate from the Chief Fire Officer (CFO) (municipal) for the proposals at layout plan stage as stipulated in the local building bye-laws and National Building Code (NBC). 5) Environmental clearance is required from the Ministry of Environment and Forests and Climate Change (MOEF)/ State level expert committee for all building / construction projects that have a built up area of more than 5,000 m². 6) Various NOCs from appropriate authorities: District Police Commissioner for auditorium/ theatre/ large hall with seating capacity of more than 50 persons to be used for public amusement, from the Power distributing/ supply agency, water supply agency, Storm Water & Drain Department/ Sewerage Department etc. for supply of necessary utilities both during and after construction. 	<p>VDA</p> <p>National Monument Authority (NMA)/ Archaeological Survey of India (ASI)</p> <p>VNN</p> <p>CFO</p> <p>MOEF</p> <p>Various Authorities</p>
Stage 2 Approval for Starting of Construction Stage	- The owner/ applicant who has been granted a building permit shall inform the local Authority in writing at least 7 days before starting of construction work at the site in the prescribed form. An acknowledgement needs to be obtained from the Authority of this notice.	VDA/VNN
Stage 3 Approval for Plinth Completion Stage	- Plinth Level Notice (information of completion of work up to plinth level in the prescribed format along with requisite documents, fee and charges mentioned therein) is required to be submitted by every owner/ lessee to the local authority (VDA/VNN).	VDA/VNN
Stage 4 Completion-cum-occupancy certificate stage	<ol style="list-style-type: none"> 1) An Approval/Fire Safety Certificate is required from the Chief Fire Officer (CFO) (municipal) for the proposals at completion stage to confirm adherence to the related local building bye-laws and National Building Code (NBC). 2) A Completion-cum-Occupancy Certificate is required from the local body/ authority before the occupation of a building or part of a building for any purpose. 3) Certain NOCs may be required with regards to utility services before granting Completion-cum-Occupancy Certificate when lifts are installed in a building. 	<p>CFO</p> <p>VDA/VNN</p>

(4)

Annex 7

Extracts of descriptions about the consultant service under the Japanese Grants

Procurement Guidelines for the Japanese Grants (January 2016)

Section 2.02 Responsibilities of Consultants

- (1) Consultants shall render services to the Recipient by exercising all reasonable skill, care, due diligence and sound technical judgment in the discharge of their duties. Consultants are responsible for the accuracy and completeness of its work.
- (2) In all professional matters a consultant is to act as a faithful adviser to the Recipient. The Recipient may, however, in the case of supervision of work and/or management aspects, delegate to a consultant a certain range of authority to act on its behalf. The nature of and the limits to such delegation of authority to the consultant, as well as the scope and the nature of the responsibilities which the consultant is to assume shall be clearly defined in the contract between the Recipient and the consultant.
- (3) In the case of a difference of opinion between the Recipient and the consultant on any important matters involving professional judgment that might affect the proper evaluation or execution of the project, the Recipient shall allow the consultant to submit promptly to the Recipient a written report and, simultaneously, to submit a copy to JICA. The Recipient shall forward the report to JICA with its comments in time to allow JICA to study it and communicate with the Recipient before any irreversible steps are taken in the matter. In cases of urgency, a consultant shall have the right to request the Recipient and/or JICA that the matter be discussed immediately between the Recipient and JICA. This provision shall be stated in the contract between the Recipient and the consultant.

Source: Procurement Guidelines for the Japanese Grants (January 2016)

https://www.jica.go.jp/activities/schemes/grant_aid/guideline/ku57pq00000sby3v-att/type01_en_1.pdf

Form of Consultant Agreement under JICA's Grants (January 2016)

Appendix 1: SCA-2.1 Scope of the Service [Example: the project including construction and procurement]

Note: The scope of service shall be specified in accordance with the contents of the Project and discussion on the terms of reference during the preparatory study.

1. Scope of the Service

The Service shall consist of the following services:

(1) All stages

1) Concurrence of and reporting to JICA

The Consultant shall assist the Client in obtaining the concurrence from and furnishing the progress and final report with JICA in accordance with the G/A and Applicable Guidelines. The assistance shall include the followings:

- (a) Preparing or reviewing the required documents and the progress reports in accordance with the G/A and Applicable Guidelines,
- (b) Submitting to JICA the required documents for review and concurrence or the progress reports,
- (c) Responding to the inquiry or clarification requested by JICA, and
- (d) The Consultant on behalf of the Client may coordinate with JICA.

2) Undertaking by the Client

The Consultant shall monitor the progress of the undertaking by the Client stipulated in the G/A and the Government of the Recipient Country and should take appropriate action to expedite progress if necessary for smooth implementation of the Project.

3) Reporting of event

Reporting to the Client and JICA promptly the occurrence of any accident in connection with the Project

4) Liaising with JICA

Liaising all the time with JICA on any issue which JICA may require under the relevant guidelines.

(2) Design stage

1) The Consultant shall:

- (a) Conduct the detailed research and design survey,
- (b) Carry out detailed design including design calculation and quantification of work volume of the works,
- (c) On behalf of the Client prepare bid documents including instruction to bidders, form of bid, conditions of contract, specifications, drawings, appendices and other relevant document (if any), and
- (d) Ensure that all the design is in accordance with the agreed standards or appropriate international standards.

2) The Consultant shall ensure that the bidding document shall clearly state the safety requirements in compliance with applicable Laws and relevant international standards, and in accordance with "the Guidance for the Management of Safety for Construction Works in Japanese ODA Projects of JICA".

(3) Bidding Stage

The Consultant shall :

- 1) Assist the Client in carrying out the pre-qualification of applicants for the bidding (if applicable),
- 2) Assist the Client in tendering procedures and in evaluation of the bids,
- 3) Assist the Client in awarding the Contract to the successful bidder and in negotiating on the Contract with the bidder, including further elaboration on the construction schedule and personnel dispatch schedule,
- 4) On behalf of the Client prepare the contract documents to be signed by the Client and the Contractor, and
- 5) Have the custody of the advance payment security and/or performance security submitted by the Contractor

(4) Construction, Procurement, Installation, and Operation training by the Contractor Stage

The Consultant shall provide supervisory services for the Project to ensure that the works executed by the

Contractor under the Project are in accordance with the contract between the Client and the Contractor.

The supervisory services shall include the followings:

- (a) Organizing a supervisory team and elaborating the supervision plan for the Project,
- (b) Carrying out of inspections and testing of the works, materials and equipment on and off the site including manufacturer's inspections,
- (c) Reviewing and giving approval, consent or comment as appropriate to the following documents;
 - construction schedule and revised construction schedule,
 - construction plan (method statement),
 - quality assurance and quality control documents,
 - health safety and environment management documents,
 - shop drawings, samples and catalogues,
 - other relevant document submitted by the Contractor,
- (d) Issuing notices, certificates and instructions as appropriate,
- (e) Carrying out research and investigations, if required, and issuing information and/or drawings, if necessary,
- (f) Interpreting and explaining ambiguities and/or discrepancies in the documents forming the Contract and issue necessary clarifications or instructions,
- (g) Supervising the Contractor to perform in efficient and appropriate manner,
- (h) Supervising the Contractor to perform his work all the time in safety and hygiene conditions,
- (i) Obtaining permissions, consent and/or approval from the Client, if required,
- (j) In coordination with the Client, obtaining permissions, consent and/or approval from the relevant authorities,
- (k) Reporting progress of the Project, As-built documents, and manuals as required in the contract to the Client and/or JICA,
- (l) Coordinating and organizing management meetings among the Client, Contractor and other relevant third parties,
- (m) Assisting the Client to modify or amend the Contract[and/or any other contract concerning the Project to which the Client is a party except for Consultant Agreement],
- (n) Assisting the Client to manage and settle difference or claims of the Contractor and to resolve disputes between the Client and Contractor,
- (o) Performing Test on Completion,
- (p) Conducting search over the defects before the expiry of Defect Notification Period and inspection and/or confirmation of remedial work done by the Contractor during the Defect Notification Period, and {for the project establishing the quality control meeting}
- (q) {Providing technical and secretarial services for conducting the construction quality control meeting among the Client, the Contractor and the relevant organizations.}

{For the project including procurement of equipment, insert the following clause in (4) 1 } .}

(*) Conducting a pre-shipment inspection of the equipment and materials procured which shall be carried out by an inspection agency assigned by the Consultant.

{For the project including operation training by the Contractor, insert the following clause in (4) 1 }
 (*) The Consultant shall supervise and confirm completion of the operation training by the Contractor.

(5) Assistance in the start-up or operation and maintenance stage
 The Consultant shall assist the Client to ensure the smooth (operation and maintenance of the (equipment)) (and/or) (operation, maintenance and management of the (name of target facilities)).

(a). The Consultant shall submit the implementation plan to the Client for approval.
 (b) The Consultant shall conduct the activities in accordance with the plan and report to the Client regularly on the progress of the activities.
 (c) The Consultant shall submit the final report to the Client.

2. The scope of the Service prescribed in Paragraph 1 above shall be limited to the following items for the Project.

(1) Construction works
 -
 (2) Procurement works of the Equipment
 -
 -
 (3) Installation works of the Equipment
 -
 -
 (4) Operation training by the Contractor
 -
 -
 (5) Assistance in the start-up or operation and maintenance
 -
 -

Note: Describe the scope of the Project which will be the scope of the Work under the Contract.

3. The scope of the Service prescribed in Paragraph 1 may not be modified without the written agreement of the Parties.

END

Source: Form of Consultant Agreement under JICA's Grants (January 2016)
https://www.jica.go.jp/activities/schemes/grant_aid/guideline/format/consultant/ku57pq00000yr8x6-att/consultant_form.pdf

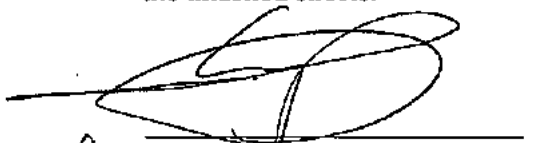
(4/3)

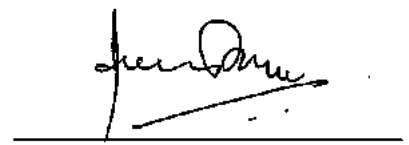
Minutes of Discussions
on the Preparatory Survey for the Project for Construction of the International
Cooperation and Convention Center in Varanasi
(Explanation on Draft Preparatory Survey Report)

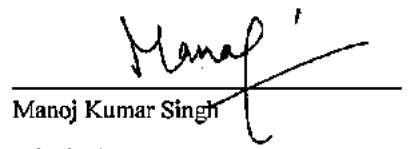
New Delhi, 1st December, 2017

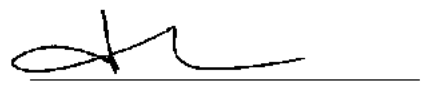
With reference to the minutes of discussions signed between the Indian side and the Japan International Cooperation Agency (hereinafter referred to as "JICA") on 12 July 2017 and in response to the request from the Government of India (hereinafter referred to as "GoI") dated 16 January 2017, JICA dispatched the Preparatory Survey Team (hereinafter referred to as "the Team") for the explanation of Draft Preparatory Survey Report (hereinafter referred to as "the Draft Report") for the Project for Construction of the International Cooperation and Convention Center in Varanasi (hereinafter referred to as "the Project"), headed by Mr. Masahiko Egami, Acting Director, Urban and Regional Development Group, Infrastructure and Peacebuilding Department, JICA from 27 November to 1 December, 2017.

As a result of the discussions, both sides agreed on the main items described in the attached sheets.



 Masahiko Egami
 Leader
 Preparatory Survey Team
 Japan International Cooperation Agency
 Japan

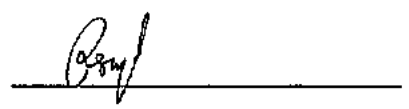

 Sumit Gakhar
 Under Secretary
 Ministry of Housing and Urban Affairs
 Government of India


 Manoj Kumar Singh
 Principal Secretary
 Urban Development, Urban Employment and
 Poverty Alleviation Department
 Government of Uttar Pradesh


 Nitin Bansal
 Municipal Commissioner, Varanasi Nagar Nigam
 CEO of SPV for Smart City
 Government of Uttar Pradesh

Witness


 S. Selvakumar
 Joint Secretary
 Department of Economic Affairs
 Ministry of Finance
 Government of India


 R.P. Singh
 Project Director
 Project Management Unit for the Project

ATTACHMENT

1. Project Name

Both sides confirmed the title of the Preparatory Survey has been changed to “the Preparatory Survey for the Project for Construction of the International Cooperation and Convention Center in Varanasi”, which is consistent with the Exchange of Notes signed between the GoI and the GoJ on 14 September, 2017.

2. Contents of the Draft Report

After the explanation of the contents of the Draft Report by the Team, the Indian side agreed to its contents. Ministry of Housing and Urban Affairs (MoHUA) shall report the contents of the Draft Report to the Prime Minister’s Office for confirmation.

3. Project Cost

Both sides confirmed that the amount of the grant for the Project has been fixed by the Grant Agreement (G/A) between the GoI and JICA signed on 15 September 2017 and that the contingency would cover the additional cost against natural disaster, unexpected natural conditions, etc.

The Team explained the detailed project cost will be estimated by the Preparatory Survey and reported to the Indian side.

4. Confidentiality of the technical specifications

Both sides confirmed that the technical specifications in the Draft Report should never be duplicated or disclosed to any third parties until all the contracts under the Project are concluded.

5. Timeline for the project implementation

The timelines will be as communicated earlier.

6. Obligations of the Indian side

Both sides confirmed the details of obligations of the Indian sides described in the Schedule 4 of the G/A for the Project.

6-1. Tax and duties exemption/refund

With regard to exemption of customs duties, internal taxes and other fiscal levies as stipulated in “No.5, 2) during Project Implementation” of Schedule 4 of the G/A, both sides confirmed that the necessary procedures for tax exemption or refund as attached in Annex 2 shall be finalized and clarified in the bid documents. The Indian side assured the Uttar Pradesh State Government will refund all of tax and duties except the items central government is able to exempt or refund. The Team

requested Indian side to confirm the items to be exempted by the central government and JICA will issue a clarification letter to the Department of Economic Affairs (DEA) of the Ministry of Finance and request to reply by the end of December 2017.

6-2. Securing and clearance of land

Both sides confirmed the project site shall be cleared by the end of December 2017. The Team requested Varanasi Nagar Nigam (VNN) and the Project Management Unit (PMU) to secure a temporary construction yard approximately 1,000m². The PMU shall find the suitable land and report the result to JICA by the end of December, 2017.

6-3. Clearance of relevant bye-laws, guidelines and building codes

Both sides confirmed the necessary permissions and its progress for implementation of the Project in compliance with relevant bye-laws, guidelines and building codes as described in Annex 3. The PMU agreed to prepare necessary documents in a timely manner based on the information to be provided by the Team, and to submit them to relevant authorities for permissions.

6-4. Required Environmental and Social Consideration Procedures

The Indian side confirmed to complete the necessary procedures in compliance with the Environmental Impact Assessment Notification-2006 before the bidding stage. The PMU shall finalize Form 1A, an Environmental Management Plan with Mitigation Measures and an Environmental Monitoring Plan, and a Self-Declaration Form, and submit to the State Environment Management Office along with specified fees for the environmental clearance by the end of December 2017.

6-5. Budget Provision by the GoI

The MoHUA/CPWD agreed to make budget provision for the capital expenditure and annual operation and maintenance cost for the Project. Urban Development, Urban Employment and Poverty Alleviation Department, Uttar Pradesh State Government agreed to make budget provision for the tax and duties refund and associated expenditure for the Project.

6-6. Opening bank account (B/A)

The PMU shall contact DEA to clarify whether a dedicated B/A for the Project is necessary or not. The PMU shall request DEA to conclude the banking arrangement and open a B/A for the Project by the end of December 2017, in case it is necessary.

7. Items and measures to be considered for the smooth implementation of the Project

Both sides confirmed the items and measures to be considered for the smooth implementation of the Project as follows:

7-1. Power delegation to the PMU

The PMU for the Project, which was established by MoHUA on 20th June, 2017, is the executing agency for the Project. Both sides confirmed that MoHUA has officially delegated sufficient power as listed below and allocate necessary

3/

budget to the PMU.

<Delegated Power of the PMU>

- Overall project management for the Project.
- Ability to directly and quickly coordinate with multi-stakeholders, such as MoHUA, Central Public Works Department (CPWD) and VNN, for smooth implementation of the Project.
- Direct coordination with MoHUA for important policy, function and design decisions.
- Coordinating with the relevant government agencies and authorities with assigned consultants for developing designs and tender documentation.
- Monitoring and approving design works of the assigned consultants.
- Preparing tender documents for the contractors with the assigned consultants.
- Coordinating with the relevant government agencies and authorities with the assigned consultants for construction works.
- Approving and administrating contracts, requests and invoices of the consultants and the contractor.
- Managing environmental and social considerations.
- Coordinating with VNN for land clearance including the dismantling of existing structures.
- Coordinating with financial institutions for the necessary arrangement of disbursements for the consultants and the contractor.
- Coordinating for exempting customs duties, internal taxes and other fiscal levies imposed on the consultants and the contractor.

7-2. Establishment of the organizational structure for operation and maintenance

The Indian side explained the organizational structure plan for management, operation and maintenance of the facility as attached in Annex 4. The MoHUA shall finalize the organizational structure (including the type of organization, such as corporation, society, trust, etc., and personnel assignment) by the end of December 2017, establish it and assign sufficient personnel, and then formulate business management plan to ensure sustainable operation and maintenance.

7-3. Technical assistance (“Soft Component” of the Project)

Considering the sustainable operation and maintenance of the products and services granted through the Project, technical assistance is planned under the Project as described in the Draft Report. The Indian side confirmed to deploy necessary number of counterparts who are appropriate and competent in terms of its purpose of the technical assistance.


7-4. Budget allocation for Management, Operation and Maintenance of the facility

The Team explained that the facility would not be financially sustainable to cover the running cost and it will need financial support for management, operation and maintenance, according to the projection described in the Draft Report. Taking into account this matter, both sides confirmed that the MoHUA shall bear the necessary cost for management, operation and maintenance of the facility.

4 







8. Expected outcomes and indicators

Both sides confirmed the facility where the target event to be held are Indian traditional music and dance performance as well as conferences and seminars is expected to play an important role to provide a variety of opportunities for social and cultural interactions of the people and exchange of the knowledge. Both sides agreed that key indicators for expected outcomes are as attached in Annex 4. The Indian side is responsible for the achievement of agreed key indicators targeted in year 2023 and the MoHUA shall monitor progress based on those indicators.

9. Schedule of the Study

9-1. JICA will finalize the Preparatory Survey Report based on the confirmed items.

9-2. JICA will prepare Draft Tender Document and dispatch a mission in January 2018.

If the contents of the draft Tender Document are accepted and the undertakings for the Project are fully agreed by the Indian side, JICA will finalize the Preparatory Survey Report and send it to the Government of India by March 2018.

10. Disclosure of Information

Both sides confirmed that the Preparatory Survey Report from which project cost is excluded will be disclosed to the public after completion of the Preparatory Survey. The comprehensive report including the project cost will be disclosed to the public after all the contracts under the Project are concluded.

11. Project completion

Both sides confirmed that the project completes when all the facilities constructed and equipment procured by the grant are in operation. The completion of the Project will be reported to JICA promptly, but in any event not later than six months after completion of the Project.

12. Ex-Post Evaluation

JICA will conduct ex-post evaluation after three (3) years from the project completion, in principle, with respect to five evaluation criteria (Relevance, Effectiveness, Efficiency, Impact, Sustainability). The result of the evaluation will be publicized. The Indian side is required to provide necessary support for the data collection. The MoHUA is responsible for provision of necessary support.

END

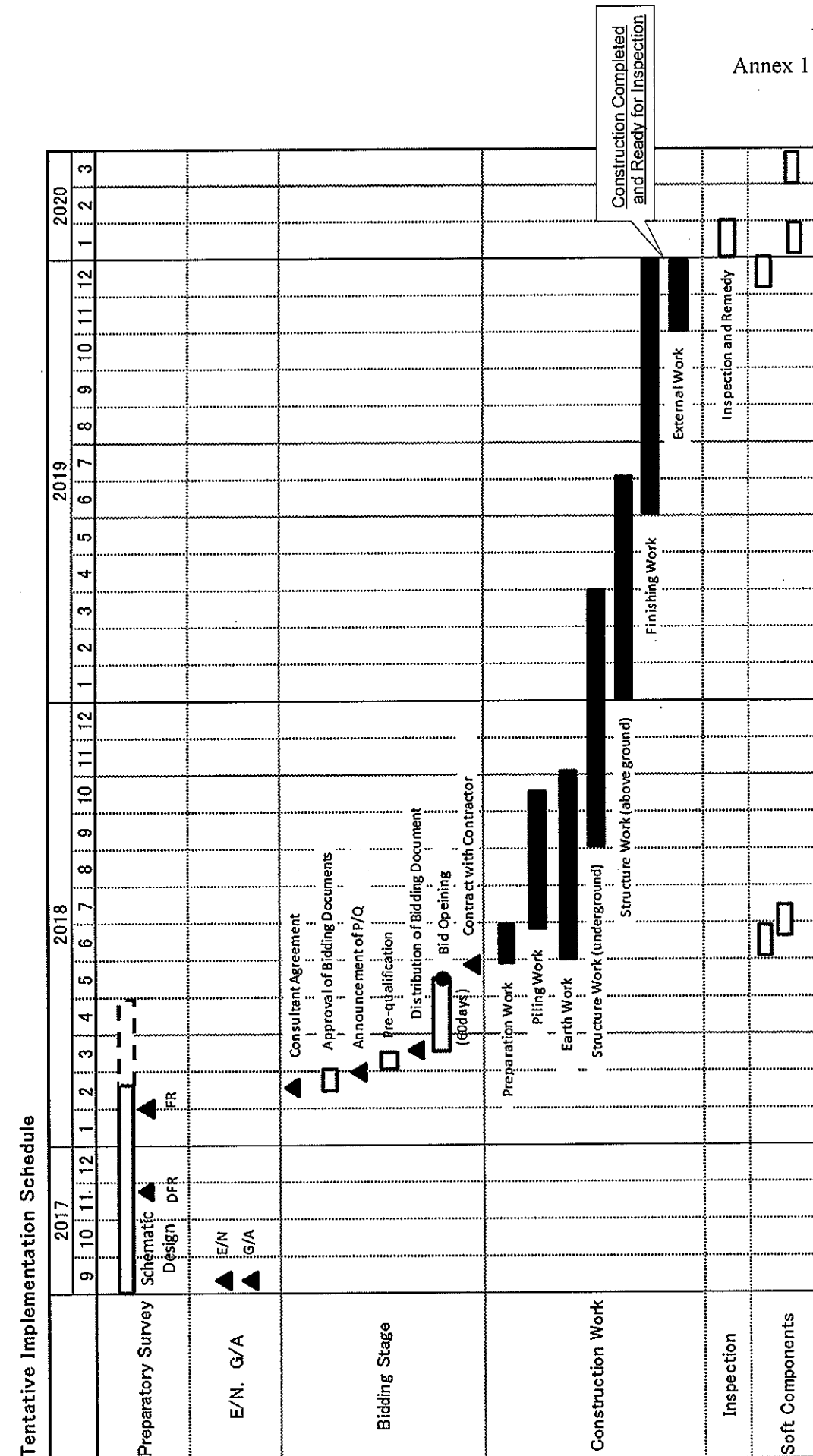
Annex 1 Tentative Implementation Schedule

Annex 2 Necessary procedures for tax exemption or refund (draft)

Annex 3 List of the necessary permissions and progress for the Project

Annex 4 Organization Charts of Management, Operation and Maintenance

Annex 5 Key Indicators for expected outcomes



6

Annex 2

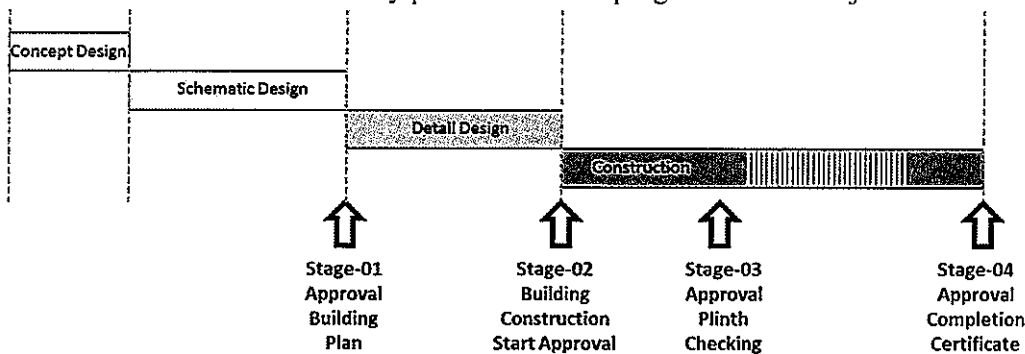
Necessary procedures for tax exemption or refund
(draft)

(1) Customs Duty	Exempted based on the circular F. No. 460/04/2014 --Cus-V
(2) Corporate Income Tax	(To be clarified)
(3) Personal Income Tax	(To be clarified)
(4) GST	<p>(To be clarified wheatear exemption by the central government is applicable or not)</p> <p>In the case of refund: Refunded by the Uttar Pradesh State Government [Necessary Procedures] The consultant shall submit a provisional list of goods to be purchased for the Project to the Uttar Pradesh State Government three months before commencement of construction work.</p>

Note: The Uttar Pradesh State Government has assured their responsibility of refunding all of tax and duties except the items central government is able to exempt or refund.

(Reference: The official letter issued by the Uttar Pradesh State Government to MoHUA on 12 September, 2017)

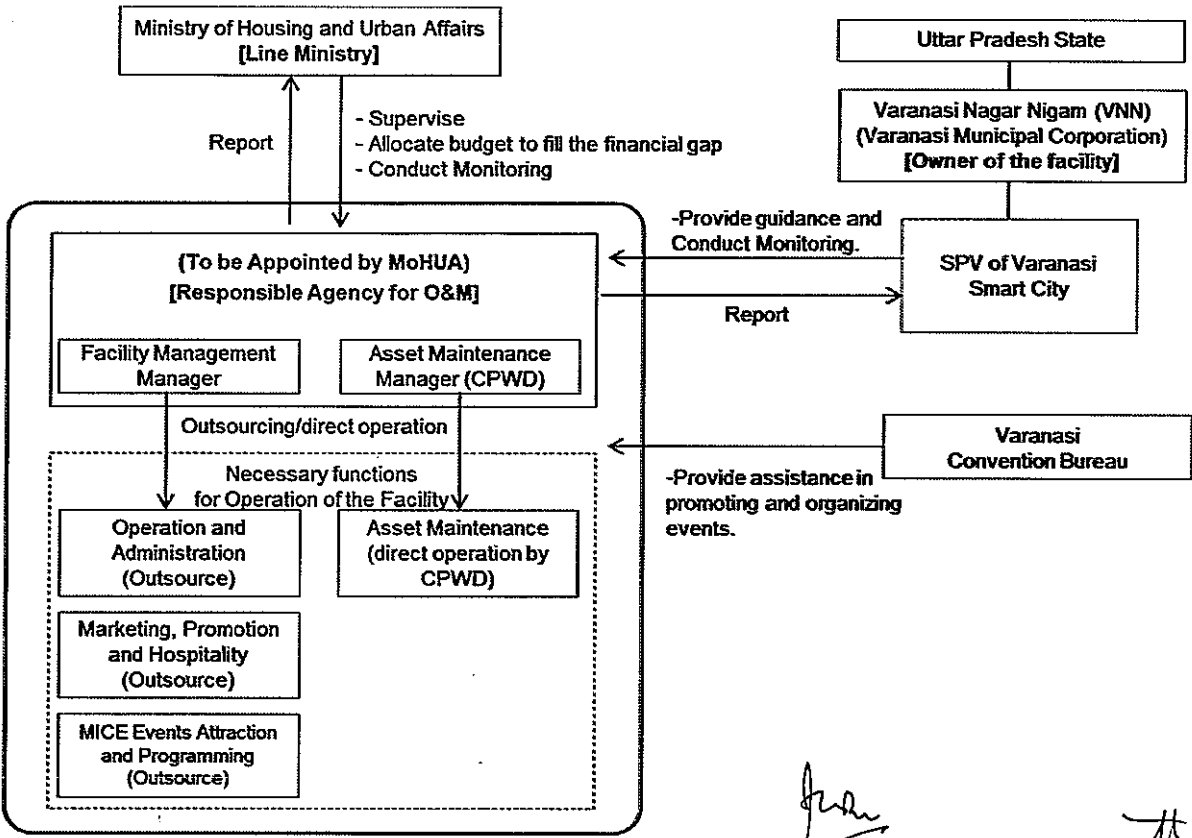
List of the necessary permissions and progress for the Project



Stage	Approvals	Authority/ Organization	Progress as of November 2017
Stage 1 At Building Plan Approval Stage	<ol style="list-style-type: none"> Approval from the local authority and local body under the provisions of the Local Building Bye-laws, Master plan and Local Body Acts. A No Objection Certificate (NOC) from the National Monument Authority (NMA)/ Archaeological Survey of India (ASI), when the entire project site or part(s) of it are within a 300 meter radius from the declared boundary of monument protected under the Ancient Monument Act. Approval from the Tree Authority Committee of the Municipal Corporation if proposing tree cutting/ felling and transplantation at the site & protection of the rare tree species. An Approval/Fire Safety Certificate from the Chief Fire Officer (CFO) (municipal) for the proposals at layout plan stage as stipulated in the local building bye-laws and National Building Code (NBC). Submission of Form 1A to the Ministry of Environment and Forests and Climate Change (MOEF)/ State level expert committee for all building / construction projects that have a built up area of more than 5,000 m². Various NOCs from appropriate authorities: District Police Commissioner for auditorium/ theatre/ large hall with seating capacity of more than 50 persons to be used for public amusement, from the Power distributing/ supply agency, water supply agency, Storm Water & Drain Department/ Sewerage Department etc. for supply of necessary utilities both during and after construction. 	<p>VDA</p> <p>National Monument Authority (NMA)/ Archaeological Survey of India (ASI)</p> <p>VNN</p> <p>CFO</p> <p>MOEF</p> <p>Various Authorities</p>	<p>To be Approved by early December 2017</p> <p>Not required</p> <p>Under document preparation</p> <p>Approved</p> <p>Under document preparation</p> <p>Not Required (only required intimation)</p>
Stage 2 Starting of Construction Stage	- The owner/ applicant who has been granted a building permit shall inform the local Authority in writing at least 7 days before starting of construction work at the site in the prescribed form. An acknowledgement needs to be obtained from the Authority of this notice.	VDA/VNN	(only required intimation)
Stage 3 Approval for Plinth Completion Stage	- Plinth Level Notice (information of completion of work up to plinth level in the prescribed format along with requisite documents, fee and charges mentioned therein) is required to be submitted by every owner/ lessee to the local authority (VDA/VNN).	VDA/VNN	
Stage 4 Completion-cum-occupancy certificate stage	<ol style="list-style-type: none"> An Approval/Fire Safety Certificate is required from the Chief Fire Officer (CFO) (municipal) for the proposals at completion stage to confirm adherence to the related local building bye-laws and National Building Code (NBC). A Completion-cum-Occupancy Certificate is required from the local body/ authority before the occupation of a building or part of a building for any purpose. Certain NOCs may be required with regards to utility services before granting Completion-cum-Occupancy Certificate when lifts are installed in a building. 	<p>CFO</p> <p>VDA/VNN</p>	

Annex 4

Organization Chart of Management, Operation and Maintenance



Handwritten signatures and initials:

Jan
 Jt.
 [Signature]
 [Signature]

Annex 5

Key Indicators for expected outcomes

[Quantitative indicators]

Indicator	Item	Number
Operation Indicator	Number of visitors at the facility	50,211 visitors/year Estimation: [1] Use of Hall Occupancy Rate:40% Operation Days:146days Average duration of one event: 1.4 days No. of events per year: 104 events (12 times with 1,200 seats, 92 times with 400 seats) Occupancy rate of the seats: 80% for events with 1,200 seats 85% for events with 400 seats No. of occupied seats: 960 seats for events with 1,200 seats 340 seats for events with 1,200 seats [2] Use of Meeting Room No. of Meetings per year: 156 times (1 room - 50 seats) 137 times (2 rooms - 100 seats) 19 times Occupancy rate : (1 room - 50 seats) 85% (2 rooms - 100 seats) 80% No. of occupied seats: (1 room - 50 seats) 43seats (2 rooms - 100 seats) 80seats
	Number of international events at the facility	6 events/year Estimation: 1 international event every two months

[Qualitative indicators]

- Create opportunities for social and cultural interactions of the people by a variety of event at the facility.
- Bring economic spill-over effects in local industries through tourism development.
- Promote events for strengthening international relations.
- Strengthen the bilateral relationship between India and Japan.

***Preparatory Survey on the Project for
Construction of Varanasi International Cooperation and Training Center***

Minutes of Meeting

(12:00-13:30, 4th August 2017 at Office of Varanasi Municipal Commissioner)

Based on the Minutes of Discussion signed on 12th July 2017 between JICA Study Team (JST) and Indian Side regarding the Varanasi Convention Centre (VCC) and the result of the field survey, Municipal Commissioner of Varanasi (VMC) & PMU and JST discussed the following matters.

1. Schedule of the Survey:

JST explained the schedule of the Survey, and both side confirmed that the reporting meeting for the outcome of this 1st field survey will be held at 16:00, 8th August in MoHUA.

2. Site Preparation Work

- JST proposed modification of the project site for construction work purpose. Both side agreed to keep the original project site for the building area, and to utilize the additional area on the South (red striped area of PPT Page05) for construction related activities during construction stage.
- JST requested for clearing the project site of all existing structures and objects at the project site before the tender process. VMC agreed to clear the project site including the underground structures before the tender process.
- VMC will consider the relocation of the existing onsite public toilet building built under JICA funding scheme if necessary.
- For the 2nd phase development, at a later date, VMC would look into relocation of existing Petrol Pump and Solid Waste Management Vehicle Workshop.
- Further for 3rd Phase VMC would try to relocate the elevated service reservoir and related facilities as well as CRPF Mess by requesting Ministry of Home Affairs.

3. Confirmation of the Project Outline.

- The project components agreed in the MD on July 12, 2017 were re-confirmed (Auditorium of 1,200 seat capacity with a flying tower and 120 car parks).
- Municipal Commissioner Varanasi enquired about the possibility of future vertical expansion. It was informed that vertical future extension above the proposed building would not be



possible in the existing design.

- JST explained that assistance for starting up the operation and management of VCC, including how to operate and maintain the stage setting is also planned as a part of the project.
- JST explained that the space below the sloped seating area will be utilized for developing a Conference hall having seating capacity around 80-100 people. This conference hall will have excess from the main lounge. It will be designed in such a way that it can be divided into 02 halls for better utilization.

4. Project site extent while applying for the building approvals.

- Both side agreed to utilize the Southern half of the VNN site (13,060 Sq.m) for the purpose of building approval. (PPT Page.07)
- While computing the area for Building Coverage Ratio, the existing structures in the Solid Waste Management Workshop area, Elevated Service Reservoir area and Petrol Pump areas would not be included.

5. Floor Plan of VCC

- JST explained the latest work done including the floor plans and major facility components of VCC.
- Meeting rooms: A large meeting room has been proposed besides entrance foyer on ground floor (under the auditorium seats) with a capacity of 100 seats. The meeting room can also be divided into two smaller meeting rooms by means of movable partitions.
- The main entrance will be used commonly for both the Auditorium as well as meeting rooms, even when the two are being rented to two different users and in use at the same time.
- Divisibility of Auditorium Hall: It was confirmed that the main hall to be divisible into two spaces, however the two spaces cannot be used simultaneously. JST explained the two options of dividers could be fabric screen/curtain or movable partition walls. Operation of the movable partition wall would be manual type (non-automated). VMC and PMU confirmed that they would study about other auditoriums to decide the type of dividers and inform JST.
- Car Parking: Both parties agreed that out of the 120 car parking space, approximately 100 would be in basement whereas 20 would be surface parking. VMC prefer to use the surface parking space for mainly VIPs.
- Stage Setting: Both side agreed to make KAMAN! HALL in Delhi as a benchmark of stage facility design. It was also confirmed that VCC will be prioritized for the Indian Cultural Performances (Music, Dance and Drama) and will not have an orchestra pit there by making it difficult to use for Opera and Ballet which require the orchestra pit.
- The first row of the seating would be around 3.0m from the stage which would also be used for the probable VIP seat for various functions.

- Overall Security:
 - There was a broad level discussion on the zoning of the security and it was agreed that the VCC site to have two guard houses on the main entrance and service entrance respectively.
 - VIP room: VMC asked to propose a different access gate for the VIP which is separate from the service entrance. Also have a separate VIP room with a space to accommodate 6-8 people and a WC.
 - It was agreed to have a see through partition wall / fence between the existing municipality building and VCC site. VMC agreed to plant trees between the wall and the municipality building by Indian side.
 - VMC commented that boundary wall/fence of the front side (East side) is better to be cast iron grille rather than glasses.
 - Guard houses: No. of guard houses were one for the East side and one for the West side.

6. MEP Works

- JST reported that they have been confirmed by respective local providers that there is enough electricity power supply as well as high speed telecommunication line.
- JST explained that the BSNL plans to provide free Wi-Fi system for the visitors of VCC. However VMC proposed to limit the free Wi-Fi system for 30 minutes.
- Based on the discussion held with respective city level service providers, JST confirmed on the plan the approximate locations where the VCC MEP services would be connected to the city level respective services. Demarcation of the MEP services are agreed as shown in the PPT Page.07
- JST explained that the AC system decided for the VCC is air cooled system which has relatively lesser maintenance and easier operation as compared to water based cooling system.
- JST explained that Photo Voltic (PV) system is planned to be installed. PMU&VMC proposed to connect the PV system to the main power grid system. JST agreed to study on the possibility to connect the grid system.

7. Transportation system

- JST reported the result of the study, and proposed the one way circulation system around the site and offsite parking for tourist bus in the area next to the stadium.
- VMC agreed & recommended to coordinate with Smart City Project about the transportation matter.
- VMC agreed to look into the possibility of moving the metro station closer to the VCC and look into possibility of extending the entry-exit gate of the metro as close as possible to the VCC.
- JST requested VMC to look into the possibility of having an entry-exit point close to the VCC




site from the proposed elevated road which would connect the hotel district of Varanasi to the main city area. VMC said that the proposal is still in initial draft stage and would be looked in to the same once the proposal enter a more refined stage.

8. Operation management

- The issue of operation and maintenance has been raised by the JST. It was informed by the PMU that the issue is being deliberated in MOHUA and it will be decided in due course. The MOHUA in consultation with State Government will take the final decision and it shall be communicated accordingly.

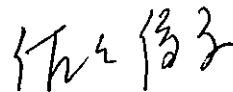
9. Future development plan

- JST explained the importance of the future development of the VCC complex as a more comprehensive facility including phase 2 & phase 3 as well as surrounding areas of stadium and park.
- JST further emphasized the fact that development of these additional areas would help in better operation and management of the VCC facility.

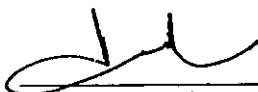
Attachment : Meeting Material, August 04, 2017



R.P. Singh
Project Director
Project Management Unit for the
Project



Yuko SASA
Chief Consultant of JICA Study Team
For the Project



Nitin Bansal
Municipal Commissioner,
Varanasi Nagar Nigam
CEO VSCL



**PREPARATORY SURVEY ON THE PROJECT FOR CONSTRUCTION
OF THE VARANASI CONVENTION CENTRE**

**MEETING ON
SCHEMATIC DESIGN OF VCC**

August 4, 2017

JICA (Japan International Cooperation Agency) Study Team
Preparatory Survey on the Project for Construction of
Varanasi International Cooperation and Training Centre
Oriental Consultants Global / Nikken Sekkei JV

TABLE OF CONTENTS

1. Survey Objectives and Schedule
2. Site Preparation Work
3. Schematic Design (Draft)
 - (1) Architectural Design
 - (2) Stage and Accoustic Design
 - (3) Structural Design
 - (4) MEP Works
4. Transportation Impact Study
5. Operations Management Plan
6. Proposed Area Development

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12

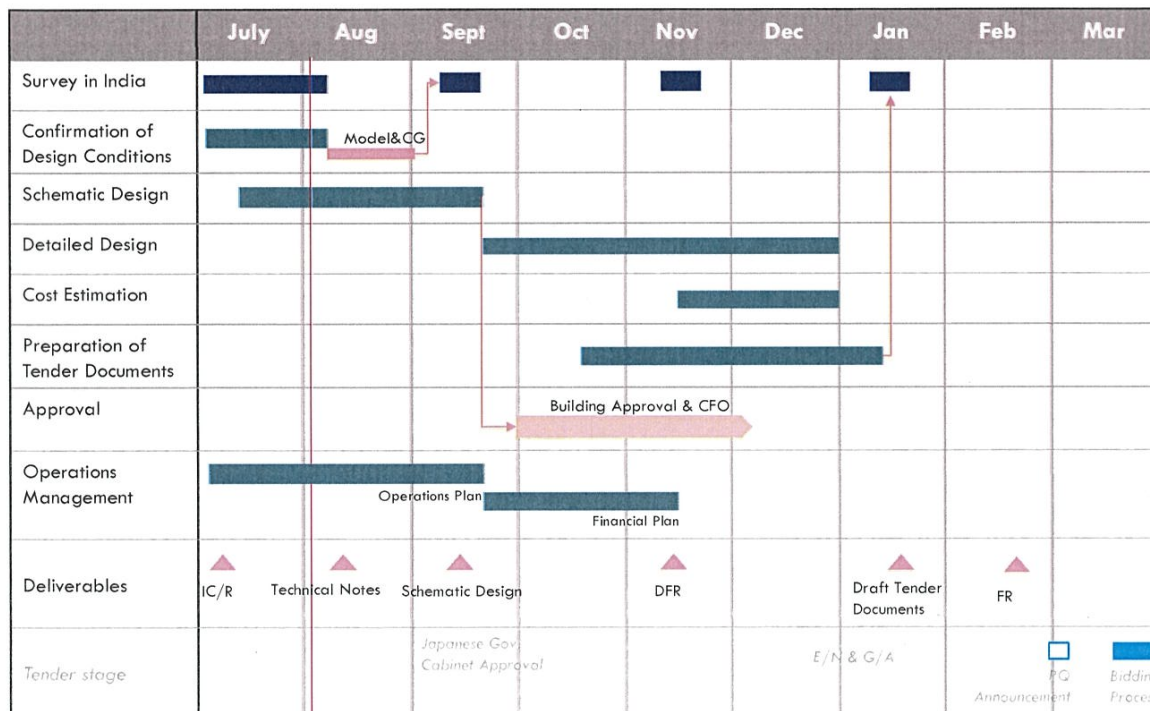
1-1. OBJECTIVE OF THE PROJECT

The objective of the Project is to construct a convention centre which will provide opportunities for social and cultural interactions of the people and exchange of the knowledge, thereby contributing to the socio-economic development of Varanasi (from MOD July 2017).

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1-2. SURVEY SCHEDULE



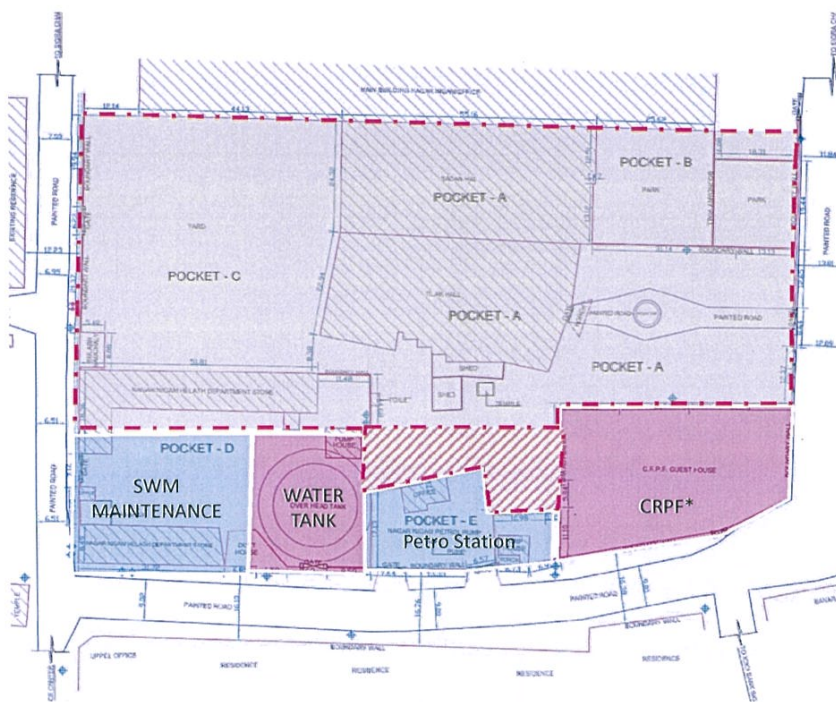
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1-3. SCHEDULE OF THIS SURVEY

Day	Activities
July 31 (Mon)	Meeting with MoHUA on O&M Matters Meeting with Local Engineers
Aug.1 (Tue)	Meeting with Transportation Department Meeting with Local Engineers
Aug.2 (Wed)	Meeting with Local Authorities (VDA, IIT-BHU, Elec, Water etc.)
Aug.3 (Thu)	Visiting NCPA in Mumbai
Aug.4 (Fri)	Meeting with PMU and AC for Building Plan
Aug.5 (Sat)	Internal Meeting, Meeting with Local Engineers
Aug.6 (Sun)	Internal Meeting
Aug.7 (Mon)	Internal Meeting, Meeting with Local Engineers
Aug.8 (Tue)	16:00 Meeting with MoHUA, PMU and Advisory Committee on Schematic Design
Aug.9 (Wed)	Meeting with PMU and signing on Technical Notes

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2. SITE PREPARATION WORK



1. Demolition of the existing buildings and removal of all structures underground within the Site for Phase 1.
2. Relocation of SWM Maintenance site and Petro Pump Station in few years before operation of VCC for Phse 2. starts.
3. Relocation of CRPF Mess and Water Tank necessary in future for holistic development of VCC complex.

* CRPF Area acquisition would require direct action from MoUD

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3. SCHEMATIC DESIGN

1) OUTLINE OF THE PROJECT

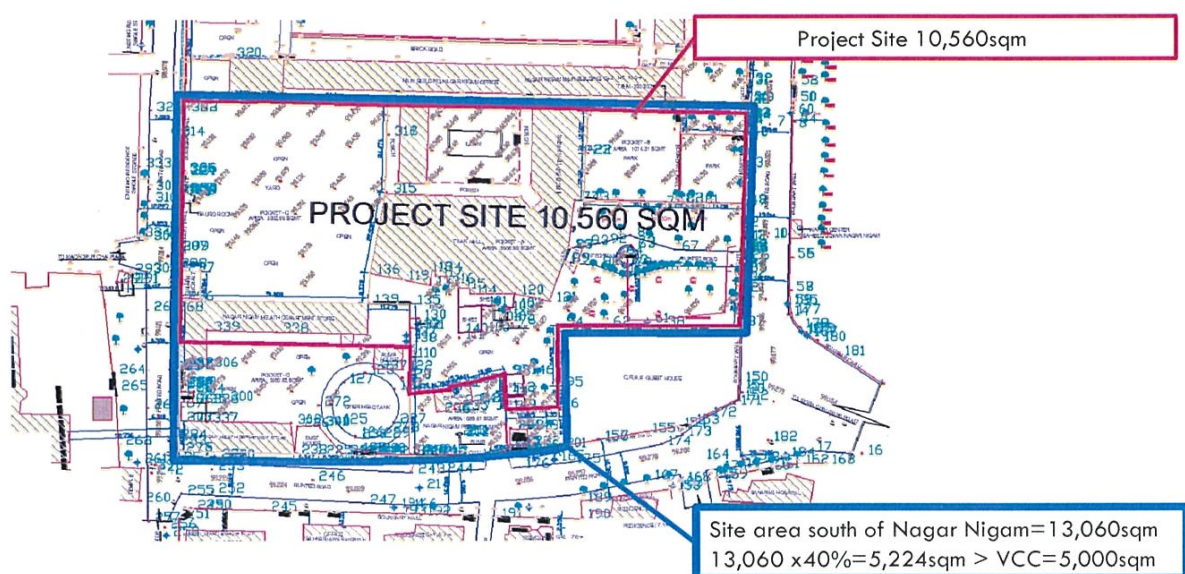
- 1) Convention Centre (a main hall with a full flying tower, which has a capacity of 1,200 seats with a total floor area above ground level of approximately 4,000m²).
- 2) Parking facilities with a capacity of 120 cars in accordance with the local building bye-laws.
- 3) Equipment for the convention centre, which would be identified through this survey.
- 4) Technical assistance (the details would be elaborated by November 2017) to develop capacity for operation and maintenance of the facility.

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3. SCHEMATIC DESIGN

1. Application for the Building Approval

With consideration of bye-laws of FAR=1.5 and Ground Coverage < 40%, both side agreed to apply building approval with the following



3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN

2. Facility components and floor plan: see attached floor plan

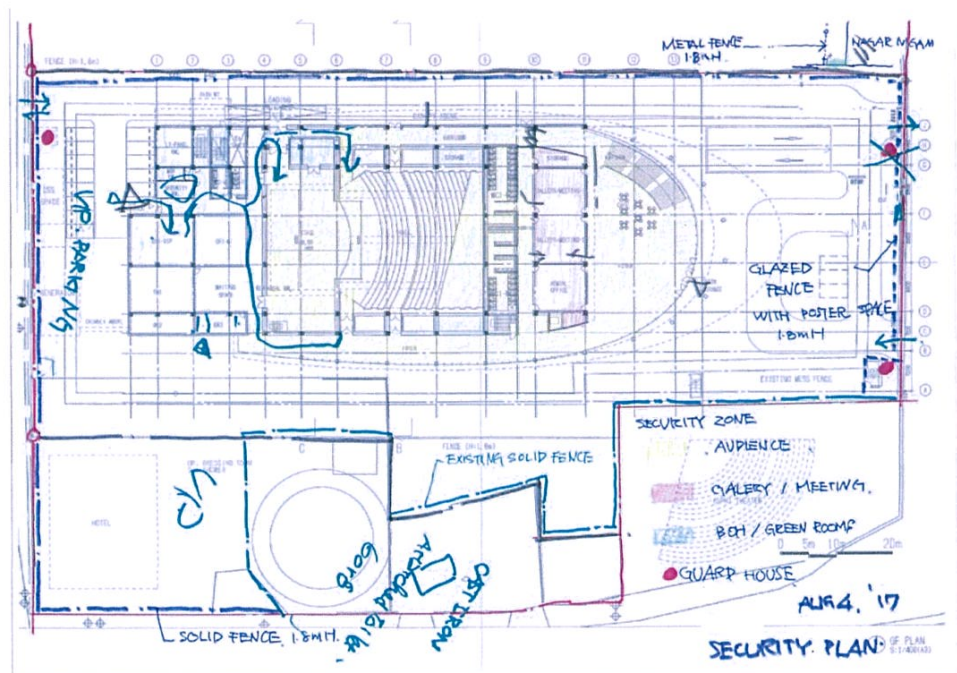
3. Green Building: GRIHA: targeting GRIHA 3 Star Level

4. Security & Safety Items

- Regular Entrances, Service Entrance & VIP Entrance
- Security system in Parking during Auditorium usage and non-usage days.
- Security system within main auditorium building
- Physical Separation / Fencing between Auditorium and Existing VNN building.

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3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN

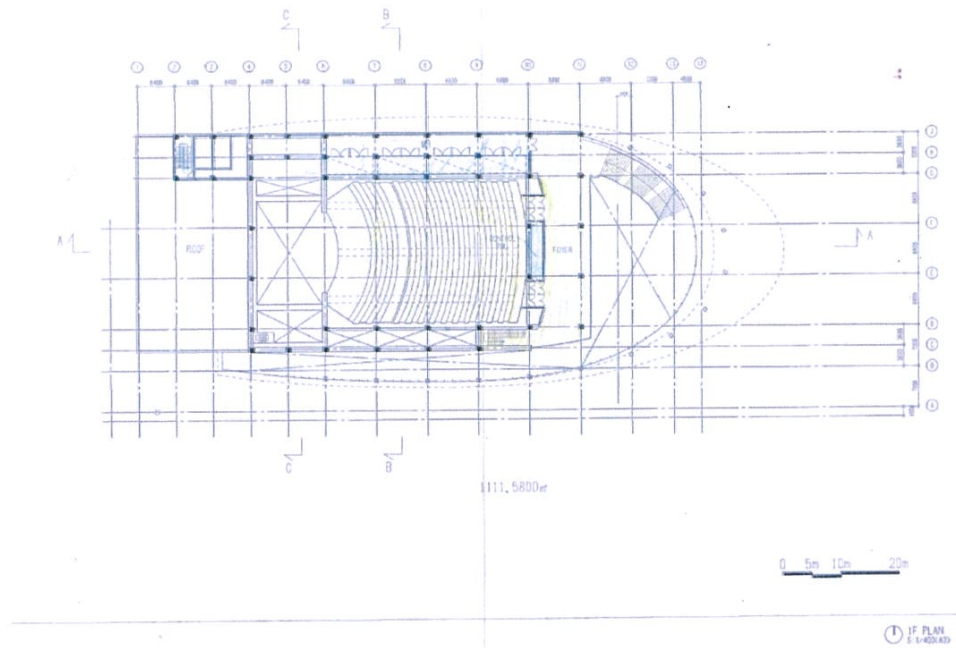


JULY 2017

Preparatory Survey on Varanasi Convention Centre
Oriental Consultants Global / Nikken Sekkei JV 9

32

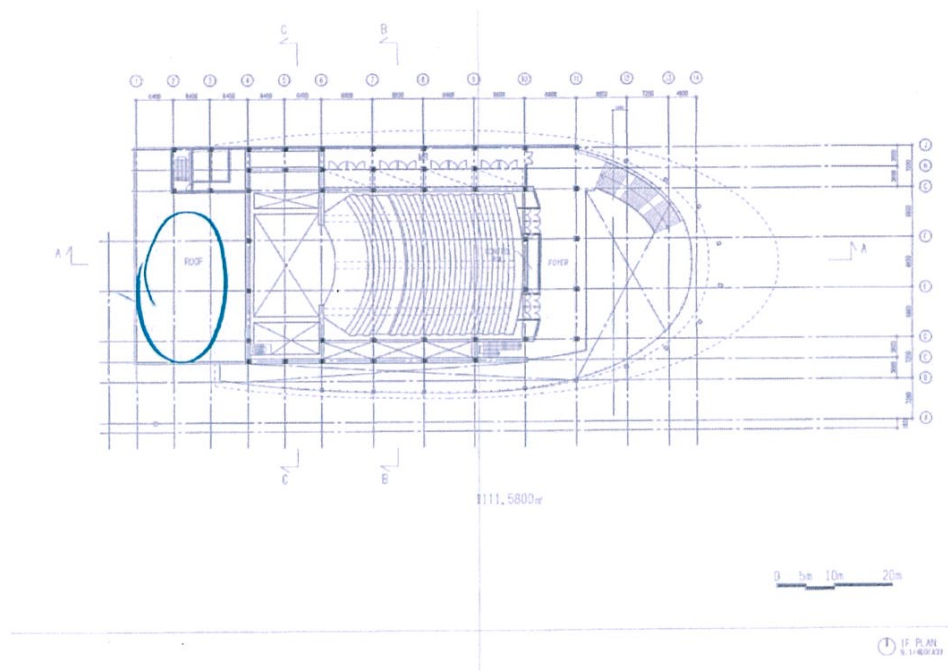
3. SCHEMATIC DESIGN – (1)ARCHITECTURAL DESIGN



JULY 2017

Preparatory Survey on Varanasi Convention Centre
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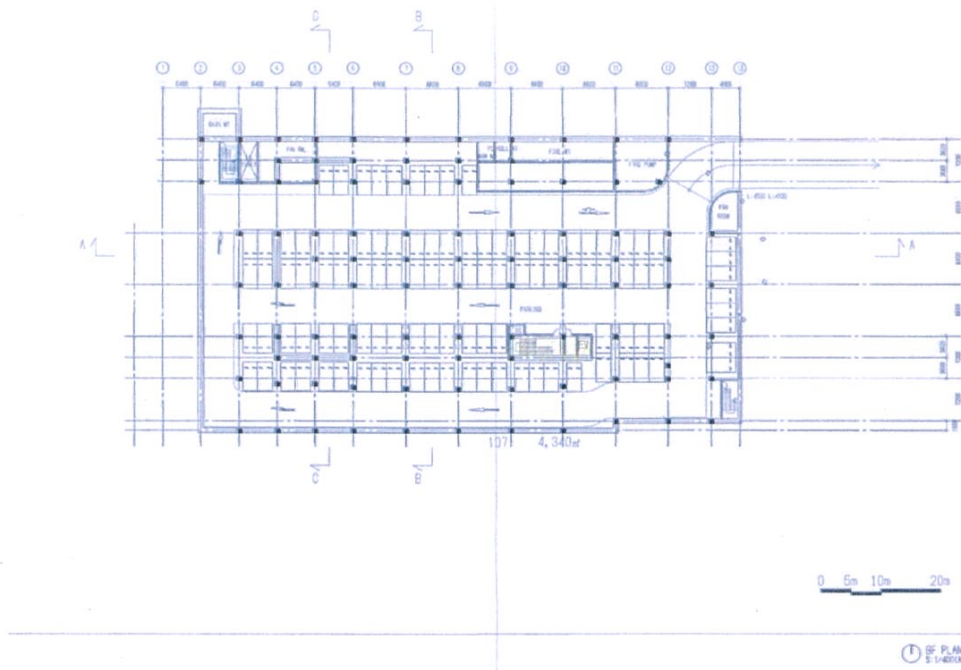
3. SCHEMATIC DESIGN – (1)ARCHITECTURAL DESIGN



JULY 2017

Preparatory Survey on Varanasi Convention Centre
Oriental Consultants Global / Nikken Sekkei JV 11

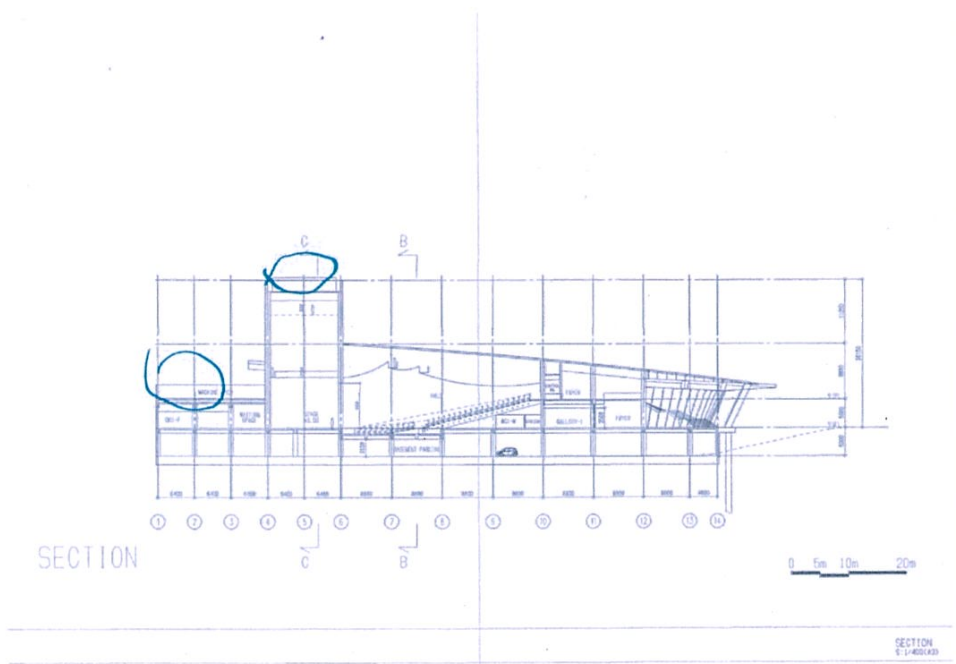
3. SCHEMATIC DESIGN



JULY 2017

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 12

3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN



JULY 2017

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 13

92

3. SCHEMATIC DESIGN – (2) STAGE AND ACOUSTIC DESIGN

Functional Priority

Type of Event	Short-Term	Long-Term
Conferences, Seminars, and Meetings	✓	✓
Indian Classical Music, Dance & Theatre	✓	✓
Music with PA (Rock, Pops and Jazz Concert)		✓
Theatrical Performance with Music (Drama, Musical-simple)		✓
Theatrical Performance with Music (Opera, Ballet)	N.A.	N.A.

Stage Settings

- Based on the site visit studies done so far as well as interviews with various artists, the stage settings along with the various equipment of the Kamani Auditorium of Delhi seems to be a descent bench mark. The design intents of the stage settings and its equipment for the proposed VCC would be a little better than those of Kamani Auditorium in its contemporary context

Acoustic Design Level

- Acoustic Design will targeting 40dB (noiz level of sounding area is 75dB)

3. SCHEMATIC DESIGN - (3) STRUCTURE DESIGN

For confirmation of the VCC building structural design stability approval it was confirmed that ETABS or other software based submission is not mandatory.

Following documentation is necessary for approvals purpose:

1. Requirement for calculation:

- Calculation report shall include, member numbers and critical forces (max/min envelope force).

2. Requirement for Drawing set & Documentation Confirming

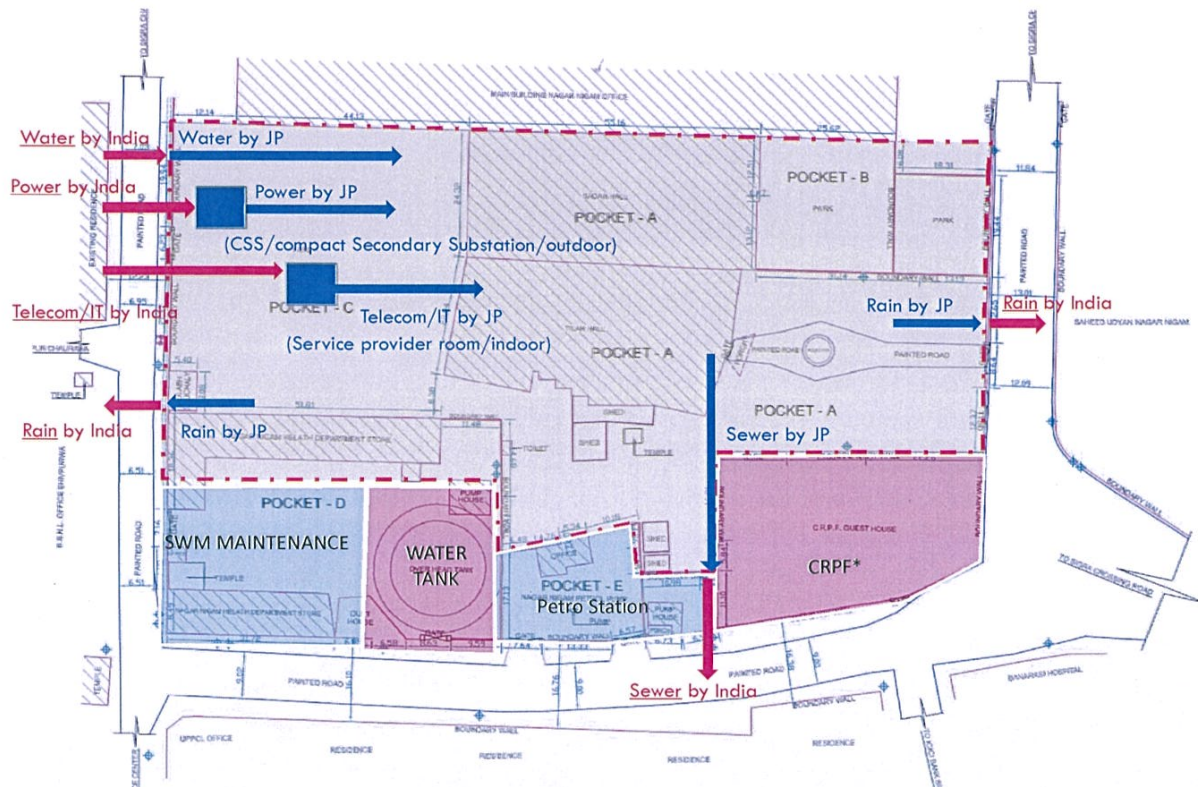
- Type of concrete
- Bearing capacity of footing
- Pile capacity
- Plan and section of framework
- Plan and section of foundation
- Beams
- Detail of frame
- Location of masonry
- Member marks (numbers) on plan/sections
- Suggestive Basement Construction details.

3. SCHEMATIC DESIGN – (4)MEP WORK

1. 33kv **Power** from UPERC can be received at north west of this site, as scheduled incoming point, with underground cable.
2. **Telecommunication** line can be provided through north west corner of this site to service provider room by BSNL
3. Free public **Wi-Fi** would be provided by BSNL (with Indian side budget). Just cabling route and service provider room shall be provided by VCC construction work.
4. **Fire** compartment, escape route, smoke control and fire alarm/fighting have been discussed with CFO. Details would be confirmed on Friday 04th August at 14:00
5. **Potable water** can be received directly from city water pipe (3 inch) in west side and needs no further treatment.
6. **Sewer** can be connected to city sewer pipe (300mm, 3600mm depth) in south side without any treatment.
7. **Rain water** connection to City Storm Water Drain needs to be confirmed with Ganga pollution department.
8. **Air conditioning system** decided is air cooled system for less maintenance and easy operation.

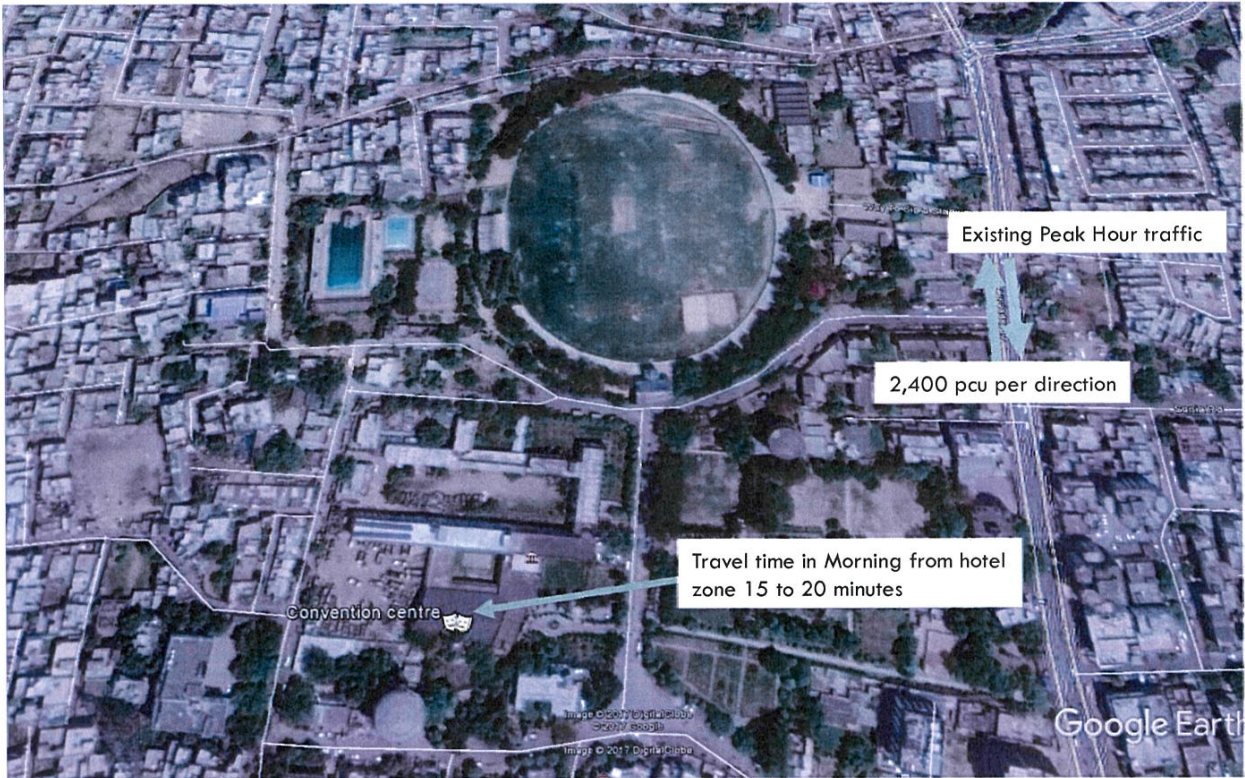
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3. DEMARCATION OF MEP WORK



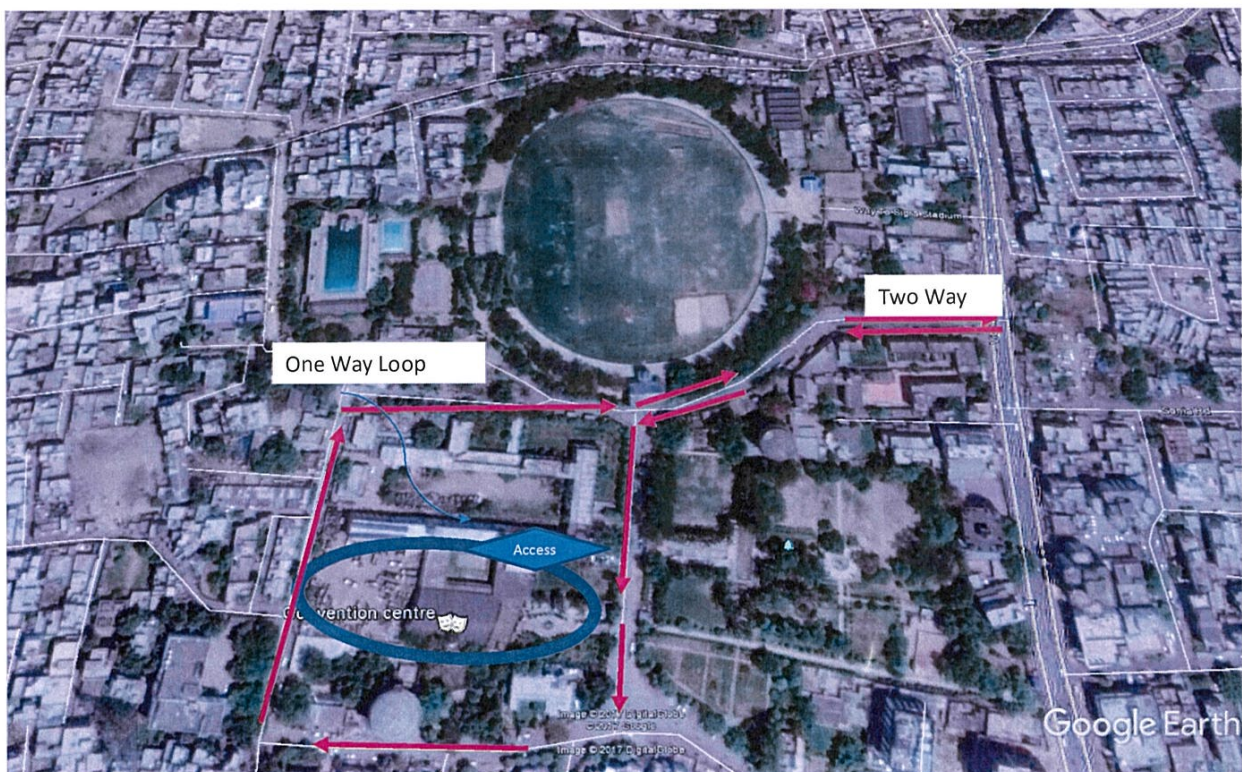
4. ACCESS PLAN

EXISTING SITUATION

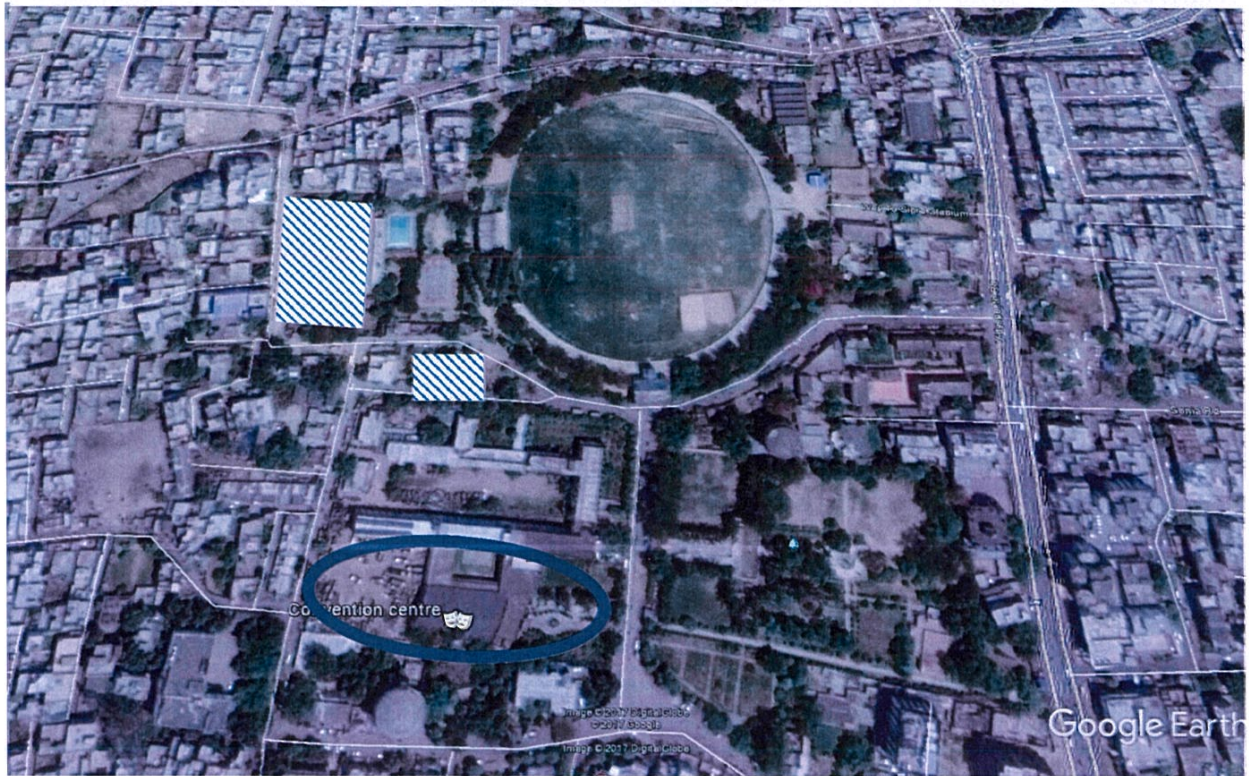


4. ACCESS PLAN

PROPOSED SITE ACCESS



4. ACCESS PLAN



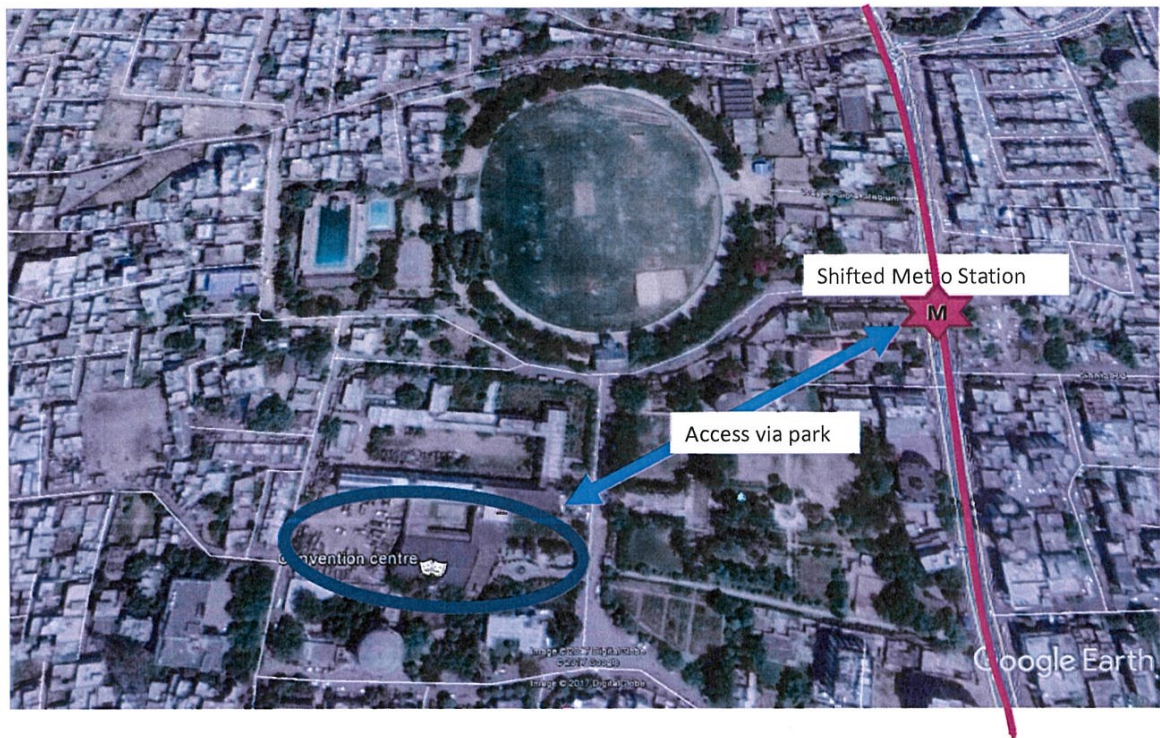
4. ACCESS PLAN PROPOSED METRO LINE



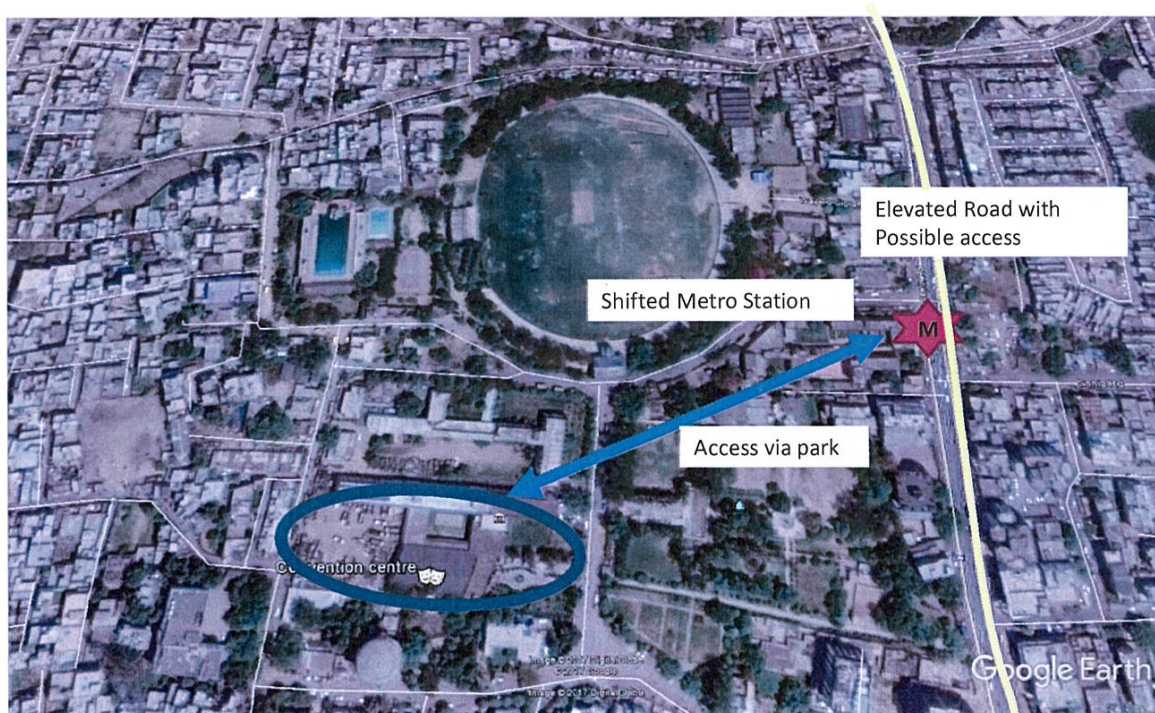
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4. ACCESS PLAN PROPOSED METRO LINE



1. ACCESS PLAN PROPOSED METRO PLUS ELEVATED ROAD



5. OPERATIONS MANAGEMENT

5.1 Operation Manager of PMU

Although Operation Manager of PMU was originally nominated a consultant of SPV of the Smart City of Varanasi (SPV), Mr. Puneet Aggarwal, in June 2017, Mr. Ramesh Singh, Joint Municipal Commissioner of Varanasi Municipality Corporation, was newly nominated on 24th July 2017 by MoHUA.

5.2 Roles and responsibilities of executing agency and other related organizations

Regarding operations management and financial planning issues, PMU as the executing agency will coordinate with related organizations and personnel such as members of Advisory Committee, MoHUA, UP State Government and SPV. While the Advisory Committee will make direction and decision on operational issues, a panel of experts comprising of various specialists and art performers such as vocalists, dancers, musicians, actors / actresses and university professors will assist the JICA Study Team (JST) in design and operational issues such as usage and specification of stage, green room and convention hall as well as operational matters such as arrangement, organization and logistics of events and conferences in coordination with PMU.

5. OPERATIONS MANAGEMENT

5.3 Facilitation of Collaborative Institutions

MoHUA, as the responsible and supervisory agency representing the Indian Government, will facilitate and coordinate for study and design works of JICA Consultants with relevant government organizations such as POM, UP State Government, Varanasi Municipality Corporation, CPWD and SPV of the Smart City. MoHUA will also support PMU to hold coordination meeting in Varanasi with collaborative institutions such as ICCR, SNA, NSD, BHU, various auditoriums, organizers, hotels, tour agents and hospitality institutions, while JICA will coordinate with Japan Foundation for exchange programmes.

5.4 Roles and Responsibilities of SPV of Smart City

Divisional Commissioner of Varanasi, Chair Person of SPV, and Municipal Commissioner of Varanasi Municipality Corporation, CEO of SPV, were confirmed that SPV will operate VCC after the completion of the building, however the budget and finance of VCC operations will be necessary for further discussions based on the detailed breakdown of operation and maintenance costs with relevant authorities of Indian Government such as MoHUA, CPWD, UP State, VMC, JICA and JST.

In case of outsourcing operations to the private sector, tender announcement, evaluation and contract agreement will be made by SPV.

52

5. OPERATIONS MANAGEMENT

5.5 Finance for VCC Operations and Maintenance Costs

VCC Operations and Maintenance Costs are not only for utility costs, E/M operation and maintenance cost and facility maintenance costs, but also manpower costs for various specialists such as stage setting-up specialists, sound and light organizers, drop-curtain operators as well as marketing and promotion costs, MICE attraction costs and saving depreciation costs.

Although VCC does not have profitable facility and services at the initial stage, requires initial subsidies to properly operate and hold various art and cultural events.

Therefore MoHUA suggested that there will be two alternative financial options as follows:

- 1) Utilizing function and fund of CPWD to cover necessary operations and maintenance costs for VCC. In case CPWD needed for specialists for convention operations, CPWD will outsource these specialists.
- 2) Setting up one time corpus fund (approximately INR 50 crores) kept in a fixed deposit to generate annual interest (INR 3.25 crores by 6.5% interest rate) financing for OM cost.

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5. FUTURE DEVELOPMENT

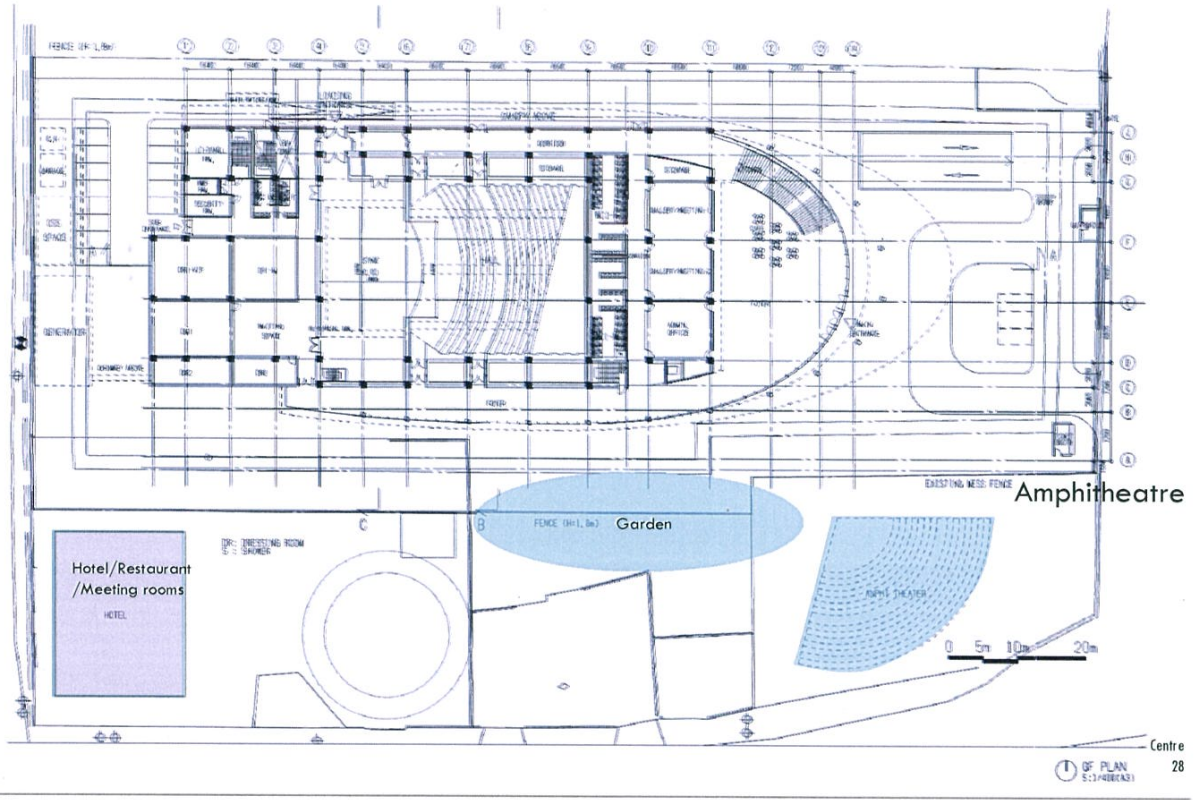
Functions and Evolvement of VCC

JST explained and it was no objection that limited land space and budget, prioritization of functions of VCC was necessary at the initial stage of operation, thus the auditorium with fixed chairs and full-flying stage setting for art and cultural performances as well as conferences, seminars and meetings will mainly be made and financed by the Japanese Government through JICA.

However, the Indian Government will construct remaining necessary facilities under the rehabilitation development of Varanasi Municipality Complex to fulfil and upgrade VCC which will be able to hold international conventions.

Preparatory Survey on Varanasi Convention Centre
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5. FUTURE DEVELOPMENT



B

42

ヴァラナシ国際協力・コンベンションセンター建設計画
準備調査

ソフトコンポーネント計画書

2018年7月

株式会社オリエンタルコンサルタンツグローバル

株 式 会 社 日 建 設 計

目次

1. ソフトコンポーネントを計画する背景.....	1
(1) 案件概要.....	1
(2) 準備調査結果.....	1
(3) ソフトコンポーネントにおける対応方針.....	5
2. ソフトコンポーネントの目標.....	5
3. ソフトコンポーネントの成果.....	6
4. ソフトコンポーネントの成果達成度の確認方法.....	6
5. ソフトコンポーネントの投入計画.....	6
(1) 専門家派遣計画.....	6
(2) 活動内容（案）.....	7
6. ソフトコンポーネントの実施リソースの調達方法.....	11
7. ソフトコンポーネントの実施工程.....	11
8. ソフトコンポーネントの成果品.....	13
9. ソフトコンポーネントの概略事業費.....	13
10. 相手国実施機関の責務.....	13

1. ソフトコンポーネントを計画する背景

(1) 案件概要

インド国（以下「イ」国）「ヴァラナシ国際協力・コンベンションセンター建設計画」は、「イ」国の歴史及び文化の中心都市であるヴァラナシ市において、知的交流・人材交流・市民交流と人的資源開発の活性化、ヴァラナシの観光業における経済発展効果に資することを目的として、ヴァラナシ国際協力・コンベンションセンター（以下、VCC）を整備するものである。VCCは、国際会議や政府会合等の開催、また、ヴァラナシにおける伝統的な音楽や舞踊等の文化行事の開催など、幅広い用途に活用されることを目的として計画された施設である。メインホールは1,200席の観客席を有する劇場型のホールであり、舞台上部にはフライタワーを備え、基本的な舞台特殊設備が整備される。

本事業は、2015年12月の日印首脳会談において、モディ首相より「日印双方がヴァラナシ市でのコンベンションセンター開発の可能性を探究すること」への期待が表明されたことに端を発する案件であり、当初より運営・維持管理の母体となる組織の構築が課題であった。早期より運営体制の構築の必要性は議論されているものの、現状、決定にまで至っていない。

コンベンションセンターの運営においては、専門的な知識が要求されることから、本事業をより効果的・効率的に実施し、人々に活用される施設とするためにも、組織体制強化、運営責任者の能力強化は、意義のあるものである。

(2) 準備調査結果

当初より、「イ」国側では、運営組織体制については施設建設後に検討すればよいものと認識されていた。そのような状況の中、準備調査における協議を通じ、組織体制については、図1のように「イ」国側からの提案を得られた。以下に、現状で想定される組織体制と、今後の検討課題を述べる。

1) 組織体制（案）

a) 館長

館長については、VCCの運営組織形態次第（住宅都市省（MoHUA）の一部局とする、あるいはトラストやソサエティ形式として独立組織とする、等）で決定される予定である。

b) 運営管理マネージャーおよび運営・会計管理部門

運営管理マネージャーおよび運営・会計管理部門の人員は、SPV of the Smart City¹ (以下、SPV)、あるいはインド文化関係評議会 (Indian Council for Cultural Relations: ICCR) 等の別組織から配置されることが検討されている。

特に、運営管理マネージャーは、今後の運営計画に大きく関わるため、早急に任命してもらう必要があるが、運営管理マネージャーが任命されるまでは、ヴァラナシ市行政長官 (Municipal Commissioner : MC) が VCC の運営全般に関する責任者として、SPV のメンバーとともに対応することになっている。

c) 資産管理マネージャーおよび施設運営・維持管理部門

資産管理マネージャーおよび施設運営・維持管理部門は、中央公共事業局 (Central Public Works Department : CPWD) から配置される予定である。すでに 2 名の電気技術者が配置されることになっており、さらに建築系技術者 1 名の配置を提案している。これらの技術者が施設全体の維持管理を担うことになる。

上記の館長、運営管理マネージャー、および資産管理マネージャーの 3 名が VCC の全体のマネジメントを行うキーパーソンとなる。この 3 名が、事業運営計画の基本方針、体制構築の方針等の重要性を理解し、検討することが重要であるため、本ソフトコンポーネントでは、主に、館長、運営管理マネージャー、資産管理マネージャーを対象とする。

d) 舞台技術管理部門

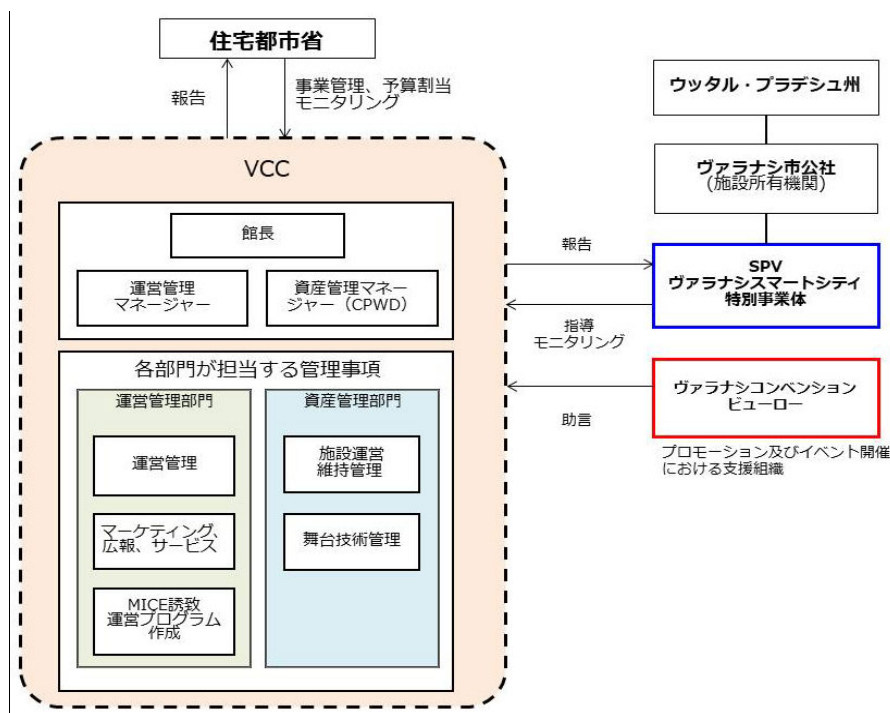
本施設は舞台特殊設備 (舞台機構、舞台照明、舞台音響、映像設備) を有するため、これらの特殊設備を運用・維持管理する体制を、上記の施設運営・維持管理部門内に構築する必要がある。「イ」国における類似施設調査より、多くの施設ではこれら専門性を有する技術者を施設ごとで雇用し、特殊設備の運営・維持管理に当たっていることが確認された。よって、VCC でも同様の体制を構築する必要があると考えられる。

これら技術者には、舞台特殊設備および舞台演出への知識・技術が必要であるため、既にある程度の経験がある人材、もしくは専門の教育を受けた人材を雇用することを検討している。施設利用の想定頻度と人員配置、部門内での人材育成の観点より、各専門分野においてそれぞれ 3 名の配置が理想だが、専門人材が限られてい

¹ MoHUA が掲げるスマートシティミッションの下、2013 年に設立され、セクション 8 会社として州政府と VMC の共同出資により設立された特別事業体。各スマートシティプロジェクトのプロジェクトマネジメントコンサルタンツ (PMC) が計画、承認、資金調達、実施、運営管理、評価を行う。

る現地状況を鑑み、2～3名の配置を促したい。

- ・ 舞台機構設備操作 : 2～3名
- ・ 舞台照明設備操作 : 2～3名
- ・ 舞台音響設備操作 : 2～3名
- ・ 映像設備操作 : 2～3名
- 合計 : 8名 (最低)



(出典: JST)

図 1 運営・維持管理体制

2) 今後の検討課題

i) 組織の形態、体制における課題

- ・ 運営母体について、政府組織下、ソサエティ、トラスト、SPVの傘下、等の形態は最終決定に至っていない。「イ」国側を中心として更なる議論、調整が必要である。
- ・ 組織体制については、運営に関しては一部民間委託を行う可能性もあり、委託形態および委託先の検討が必要である。
- ・ ヴァラナシには舞台芸能の演出ができる企業や専門家は存在しないため、舞台演出を対応することになる技術者の雇用に際しては、舞台演出の経験のある技術者をどのように雇用するか、調整が必要である。
- ・ VCC単独でイベントの誘致や開催、運営を担うようになるには、段階的に体制を構築していく必要がある。当面は運営主体へのアドバイスを行うコミッティ

一メンバー及び支援組織が必要であると考えられ、そのメンバー及び役割の明確化を検討する必要がある。

- ・ 施設運営・維持管理部門の中心となる CPWD には、舞台特殊設備を備えた施設の運営・維持管理の経験がないため、必要な技術の習得が必要である。

ii) 運営計画における課題

- ・ 予算に関しては、当面は大きな収益が見込めないことから、CPWD が VCC の年間維持管理費を拠出することとされているが、利用料金設定等 VCC 事業運営面の方針の検討を行う必要がある。
- ・ 開館後のイベントプログラムの検討と作成が必要である。
- ・ VCC の運営をさらに発展させるためには、VCC のみならず宿泊施設や公共交通、周辺地域の衛生状態の改善など、周辺環境の整備も検討する（具体的な予算措置、スケジュール）ことが有効である。現状、SPV が主体となり、Smart City の他のプロジェクトである周辺のスタジアムや公園の再開発プロジェクトと連携した運営が検討されている。
- ・ 「イ」国側が、一部民間委託の形態を要望していることは確認されているが、その導入方法については、決定には至っていない。また、民間委託に伴うリスクや費用分担等も検討する必要がある。
- ・ 民間委託を行うことを前提としても、当面は大きな収益が見込めないことから、政府の補助金によって賄っていく必要がある。

iii) 特殊舞台設備の運用・維持管理における課題

上記、「d) 舞台技術管理部門」で述べた通り、VCC では舞台特殊設備を有するため、これら設備を運営・維持管理できる体制を、構築することが求められる。

「イ」国においては、VCC と同レベルの舞台特殊設備を有する施設は非常に限られており、そうした専門家の母数が少ない。さらにヴァラナシにおいては、デリーやムンバイに比べ、類似施設が有する設備が非常に限定されており、対応出来る専門業者を探すのは困難である。

このような舞台関連の専門技術者の状況は日本でも同様で、東京などの都心部では専門業者（及び専門技術者の人材バンク）が存在しており、施設側がそうした人材を演目に合わせて短期雇用することも可能だが、地方都市においてはこのような専門業者・専門技術者が不在のため、施設側が自ら操作技術者を有することが多い。

以上より、今回は施設側で操作技術者を雇用することを想定せねばならないが、いかに確保するかが課題となる。

また、施設側でなく演者側が、その演目に応じた照明・音響・舞台機構などの操作を行う専属の技術者を有している場合も想定されるが、有名演奏家に限られるなど、珍し

いケースである。また、そうした場合においても、開催する施設毎に照明や音響、映像の機器の操作方法、機材の仕様、電源の配置位置、舞台機構関連機材の操作方法が異なることから、施設側は、舞台関連設備、機材等の仕様や操作方法、特徴を事前に専属技術者へ、詳しく説明する必要があるため、施設側に舞台設備を理解している技術者の配置は必須である。

今後、「イ」国側が、技術者の雇用を積極的に進めつつ、日本側も技術的な支援の必要性を検討していく必要がある。

(3) ソフトコンポーネントにおける対応方針

上記の通り、運営・維持管理にかかわる組織形態、体制については、議論を行ってきたものの現時点では未確定であり、必要な支援について具体の検討を行うことができない。そのため、ソフトコンポーネントの初期計画として、現時点において確実に効果、意義が有ると考えられる部分についてのみ投入を行うこととし、「イ」国側の体制構築状況のモニタリングと「イ」側との協議を通じ、さらに必要と判断されるコンポーネントが確認された場合には順次追加していくこととする。

- ① 組織体制及び人員配置計画（責任範囲、業務分掌も含む）、人材確保・育成計画、民間委託体制を含む事業運営の計画にかかわる方針策定部分への支援として、ソフコンの投入を行う。
- ② ①での方針策定以降に必要となる具体的な組織編制、人材雇用計画や、運営計画、それに基づく運営のための資料作成等は、「イ」国側の体制確定や、①の各方針に見通しが立った時点で、支援が必要である領域を再度整理し、ソフコンの追加投入を追って検討する。
- ③ 舞台技術管理部門に関連する技術指導についても②同様に、「イ」国側体制の確認とニーズの再整理を実施し、必要に応じて追加コンポーネントを検討する。

尚、②と③の追加投入を検討する際、デリーやムンバイでの類似施設運営状況や、インド独自の舞台芸術の歴史や蓄積、そこに対して日本が支援投入を行うことの必要性、意味について十分に検討する。可能な限り「イ」国側の主体性を引き出しつつ、持続的な運営がなされることを主眼に置きつつ検討を行う。

2. ソフトコンポーネントの目標

本ソフトコンポーネントの実施における背景と方針を踏まえ、本事業で行うソフトコンポーネントの目標は以下の通りとする。

- ▶ VCC の組織体制及び、事業運営計画の策定方針を立案できるようになる。

3. ソフトコンポーネントの成果

ソフトコンポーネントの目標を踏まえ、本事業で行うソフトコンポーネント実施により期待される直接的成果は、以下の通りである。

- (a) 施設運営のための事業運営計画の策定方針が作成され、事業運営計画策定における具体的検討項目(表 4 の各項目を含む)、対応する責任者、策定スケジュールが明確化される。
- (b) 施設運営のための組織体制の策定方針が作成され、組織編制における具体的な検討項目(表 4 の各項目を含む)、対応する責任者、スケジュールが明確化される。

4. ソフトコンポーネントの成果達成度の確認方法

ソフトコンポーネントの成果達成度については、以下の方法で確認することとする。

表 1 ソフトコンポーネントの成果項目と達成度の確認方法

目標	成果項目	期待される成果の確認方法	対象カウンターパート
VCC の組織体制及び、事業運営計画の策定方針を立案できるようにする。	(a)施設運営のための事業運営計画の策定方針等が作成される。	事業運営計画の策定方針の確認	<ul style="list-style-type: none"> ・館長 ・運営管理マネージャー ・資産管理マネージャー ・運営・会計管理部門
	(b)施設運営のための組織体制の策定方針が作成される。	組織・業務分掌、人材雇用、内部規定の策定方針の確認	

(出典：JST)

5. ソフトコンポーネントの投入計画

(1) 専門家派遣計画

上記を実施するために、劇場運営計画の専門家を 1 名、ソフトコンポーネント計画全体の取りまとめ及び初期投入以降の投入計画の必要性の検討のためにソフトコンポーネントマネジメント・ファシリテーションを 1 名、以上計 2 名の投入を提案する。各担当業務とカウンターパートは、以下の通り想定される。

投入時期は、「イ」国側で VCC の組織形態及びマネジメント体制が確立され、運営責任者が任命された後とする。(2018 年 9 月頃予定)

別途、施工監理として現地派遣されるコンサルタント日本人施工監理技術者（業務主任、舞台特殊設備、電気設備、機械設備）との連携を図り、ソフトコンポーネントの対象となる先方の運営維持管理体制構築（新規雇用含む）の進捗確認、および促進を適宜行うことで、技術指導等の活動をより効果的に実施できるように留意する。

表 2 専門家派遣計画

専門家	M/M	渡航	対象者	担当
劇場運営計画専門家	海外 0.6 M/M 国内 0.2 M/M 合計 0.8 M/M	1 回	館長 運営管理マネージャー 資産管理マネージャー 運営・会計管理部門	<p>下記、事前確認を経て組織体制、運営計画策定の前提条件を明確化する。</p> <ul style="list-style-type: none"> ▶ 組織体制の検討を早い段階に完了させ、その組織体の法規制に基づき、組織化を行う。関連する支援組織を明確にするとともに、各支援組織の責任者を明らかにし、VCC の組織化に取り込んでいく。 ▶ 想定されるスタッフの経験、能力を確認し、運営計画作成指導のベースとする。 ▶ 民間委託に関しては、収益性の高い施設が現地側で実施される周辺インフラ開発に含まれているかによって、その魅力度に大きく影響するため、計画に現実性を確認する。 <p>VCC の組織体制構築、運営計画策定の方針について、日本における事例も紹介しつつ、指導・助言を行う。</p> <p>策定方針の検討過程において、インド側の対応事項を明確化する。</p>
ソフトコンポーネントマネジメント・ファシリテーション	海外 0.3M/M	1 回	館長 運営管理マネージャー 資産管理マネージャー 運営・会計管理部門	<p>本ソフトコン計画全体のとりまとめ、及びカウンターパートや運営責任者と各種調整を行う。</p> <p>下記に留意し、本ソフトコン後の日本側の追加ソフトコン投入の必要性の検討を行う。</p> <ul style="list-style-type: none"> ・ 追加ソフトコン投入の必要性の検討 ・ 追加ソフトコンの内容の検討 ・ 指導リソースの調達方法の検討 <p>初期段階における組織の構築促進</p> <p>支援組織（アドバイザー・コミッティ等）の立ち上げや連携管理のサポートを行う。</p>

当該専門家は、ソフトコンポーネントを効率的に実施するために、技術指導の計画の策定、MoHUA、CPWD、SPV、VMC などの関係機関等と十分に協議を行う。なお、実施場所は、建設中は VMC 内の会議室、BHU の講堂などを想定し、竣工後は VCC 施設を利用する。

(2) 活動内容（案）

各講師の活動内容は、以下の通りである。それぞれの活動において、組織体制・人材雇用の方針検討、運営計画作成に向け検討する際には、表 4 の例を含む具体的な検討項目に対して、日本の事例の紹介を行いながら、各項目の責任者（「イ」国側の対応が原則、ソフトコン対応は必要性の確認実施）、アウトプットイメージ、作成時期について「イ」国側の主体性を引き出しながら業務に当たる。

表 3 各講師の活動案

I: 劇場運営計画策定指導の活動案

日数	週	活動内容	指導形態
国内			
4日		英文資料の作成	
1次派遣			
18日	1	移動（日本→インド）	
		1) インセプションレポートの協議と合意	協議
		2) 組織体制構築	講義／協議
		・協力準備調査の結果に基づき運営主体の決定を支援する。	
		・運営のアドバイスを行うコミティーメンバー（支援組織を含む）を検討、促進する。	
		・コミティーメンバー及び各支援機関の責任者を再確認する	
	・それぞれの役割配分を明確にする		
	2	3) 組織体制・人材雇用の方針検討	講義／協議
		・雇用する機関と専門性を明確にする	
		・組織における序列と役割分担を明確にする	
		・専門人材の技術レベルと雇用可能性を把握する	
		・人件費の負担を明確にする	
		4) 運営計画作成に向けた検討	講義／協議 ／共同作業
	・VCCの目的に合致するイベント誘致の方針を検討する		
	・利用料金の設定方針を検討する		
	・民間企業とのリスク分担、費用分担を検討する		
	3	5) 民間委託業務部分の検討	講義／協議
		・運営・維持管理に関わる業務、民間委託スキームを明確にする	
		・業務内容と対応できる組織・人材を明確にする	
		・民間に委託すべき業務内容を確認する	
・財務分析の実施		共同作業	
6) 発注形式などの方針検討		講義／協議	
・民間への発注条件を検討する			
・民間委託対象企業・組織を検討する			
・民間導入スケジュールを検討する		共同作業	
		移動（インド→日本）	

II: ソフトコンポーネントマネジメント・ファシリテーションの活動案

日数	週	活動内容	指導形態
1次派遣			
9日	1	移動（日本→インド）	
		1) 組織体制の確認	講義／協議 ／共同作業
		・運営主体、体制案の確認	
		・アドバイザー委員会、関係機関と協力体制の確認	
		・民間委託に関する方針の確認	
		・専門人材調達可能性の確認	
	2	2) 日本側追加ソフトコン支援の必要性の確認	講義／協議 ／共同作業
		・追加支援の必要な分野の確認	
		・追加投入を行う場合の対象となる人材雇用の方針、スケジュールの確認	
		・追加投入計画の策定（時期、内容）	
		・指導リソースの調達方法の検討（インド国内及び日本）	
	移動（インド→日本）		

表 4 組織体制・運営計画策定にかかわる具体的検討項目例

検討項目	具体的内容例
組織体制の検討	・独立組織の設立状況
	・委員会メンバーとしての支援機関、責任者の確認
	・組織図の作成
人材雇用・業務分掌等の作成	・人件費の設定
	・雇用契約の作成
	・業務分掌の作成
運営計画作成	・フレームワークの確認、項目出し
運営維持管理ガイドライン作成	
民間委託部分の業者選定業務	・民間委託先の能力、スタッフ数、経験の確認
	・民間委託発注内容の最終化
	・入札図書作成
	・民間委託先への発注書、条件書の作成
	・民間委託者の選定
マーケティング戦略の作成	・ターゲット層の確認
	・利用媒体の選定、コスト、明確化
	・マーケティングスケジュールの作成
マーケティング業務の実施	・マーケティング実施状況のモニタリング・評価
開館準備作業の検討	・年間プログラムの計画・作成
	・招聘者、演出者の検討
	・招聘者、演出者の決定・調整
内部統制文書の整備	・内規、細則等
会計処理システムと体制の構築	
広報活動	・メディア別の行動計画の作成
	・コンテンツの確認、印刷
	・配布、掲載、発信
運営開始時の立ち上げ	・安全管理、セキュリティ管理
	・ビジターマネジメント
	・避難訓練の実施
	・清掃、試運転
	・関連省庁との連携確認（交通、ゴミ処理等）

(出典：JST)

6. ソフトコンポーネントの実施リソースの調達方法

前述の通り、VCC と類似する劇場型の施設は「イ」国内では限られており、専門家自体の数も限られている。更に、それらの専門家は、所属する施設での年間プログラムが組まれており、長期に渡って、所属施設を離れ VCC での研修実施に協力する事が難しい。よって、「イ」国内での実施リソースの調達は難しく、また、本施設建設が、日印交流事業としての重要な取組であることを踏まえ、日本人専門家を派遣する計画とする。

本ソフトコンポーネントにおける内容は、「イ」国の舞台芸術の経験・思想を活かしつつ、日本の運営手法における良さを活かした運営方針を策定することが必要である。従って、劇場運営計画専門家には、当該専門分野にかかる知見が豊富であり、本事業内容や経緯を熟知している日本人専門家を選定したい。

担当者は、ソフトコンポーネント実施にあたっては先方機関関係者と十分協議の上、指導内容、全体スケジュール等を確認して進めることとする。また、インドにおける舞台公演、演奏会、演劇などに関する慣習等については、文化・芸能、観光関連等の専門家にコミッティーへの参画を仰ぎ、協力を促したい。

7. ソフトコンポーネントの実施工程

案件全体の進捗度に合わせ、現段階におけるソフトコンポーネントの専門家の投入時期は、以下、表 5 の通りと考えている。

表 5 ソフトコンポーネントの実施工程

国名：インド国 案件名：ヴァアラナン国際協力・コンベンションセンター建設計画協力準備調査

暦年	2017年												2018年												2019年												2020年												施工監理 M/M/M/M 回数	合計 M/M/M/M 回数
	平成29年度			平成30年度			平成31年度			平成32年度			平成33年度			平成34年度			平成35年度			平成36年度			平成37年度			平成38年度			平成39年度			平成40年度																
	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10												
会計年度 カレンダー月 通算月																																																		
契約 1																																																		
契約 2																																																		
実施設計																																																		
工事工程																																																		
検査・引渡し																																																		
3																																																		
2																																																		
合計																																																		

8. ソフトコンポーネントの成果品

「イ」国側及び日本側への完了報告書の他、ソフトコンポーネントの成果品として次を予定している。

- (a) 運営計画の策定方針（事業運営計画策定における具体的な検討項目(表 4 の各項目を含む)、対応する責任者、策定スケジュールの明確化)
- (b) 組織体制の策定方針（詳細な組織編制における検討項目(表 4 の各項目を含む)、対応する責任者、スケジュールの明確化)
- (c) 各種報告書

9. ソフトコンポーネントの概略事業費

本ソフトコンポーネントの概算事業費は 4,651 千円であり、内訳は以下の通りである。

表 6 ソフトコンポーネントにおける概略事業費

費用項目	金額			備考
	内貨（千円） ※INR→円換算額	外貨（千円）	合計（千円）	
1) 直接人件費	—	1,035	1,035	
2) 直接経費	295	1,168	1,463	
3) 間接費	—	2,153	2,153	
合計	295	4,356	4,651	

出典：JST （※換算レート：1INR=1.79JPY）

10. 相手国実施機関の責務

MoHUA、CPWD、SPV、VMC など、本計画の関係機関は、技術指導の日程調整及び会場の提供をおこなうとともに、対象となる研修員を選定・雇用し、技術指導に参加させることが求められる。特に重要な人材として、将来の VCC の運営を担う館長、運営管理及び資産管理マネージャーの雇用である。

また、運営主体へ助言を行うコミティーメンバー及びヴァラナシにおける劇場運営に経験豊富な支援組織との連携構築を進めておくことで、本ソフトコンポーネントをスムーズに進めることが可能になる。

また、並行して現地側負担工事となっている、周辺インフラの開発は、VCC の稼働率向上と民間委託を公募する場合の重要な要素となるため、その開発を速やかに進めることが求められている。

以上

番号	資料名称	発行機関	形態	種類				取扱区分	図書館 記入欄
				収集資料	専門家 作成資料	JICA 作成資料	テキスト		
1	Reference of the Sirifort Auditorium	Sirifort Auditorium	紙媒体	1				JR・CR)・SC	
2	Guide lines for considering request for exemption from payment of Customs Duty under Section 25(2) of Customs Act, 1962	Ministry of Finance	紙媒体	1				JR・CR)・SC	
3	ICH TAX FLOW CHART	Ministry of Finance	紙媒体	1				JR・CR)・SC	
4	Fee List	Narari Natak Mandali	紙媒体	1				JR・CR)・SC	
5	List. of Power for Nagar Nigam building	Varanasi Municipal Corporation	紙媒体	1				JR・CR)・SC	
6	Pamphlet THE MAKING OF TABLA AND SITAR -interactive sessions	Sangeet Natak Akademi	紙媒体	1				JR・CR)・SC	
7	Pamphlet JNANA-PRAVAHA 2015-2016	Centre for Cultural Studies & research, Varanasi	紙媒体	1				JR・CR)・SC	
8	Map of Varanasi	Office of the Varanasi Police Superintendent	紙媒体	1				JR・CR)・SC	
9	List. of Existing Vehicle Registration on Varanasi Region	Office of the Varanasi Police Superintendent	紙媒体	1				JR・CR)・SC	
10	Building Guideline	Varanasi Development Authority	紙媒体	1				JR・CR)・SC	