

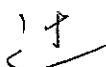
**MINUTES OF MEETINGS
BETWEEN
DETAILED PLANNING SURVEY TEAM AND
AUTHORITIES CONCERNED OF
THE ROYAL GOVERNMENT OF CAMBODIA
ON
THE PROJECT ON IMPROVING OFFICIAL STATISTICS IN CAMBODIA PHASE 3**

The Detailed Planning Survey Team (hereinafter referred to as “the Team”) for the Project on Improving Official Statistics in Cambodia Phase 3 (hereinafter referred to as “the Project”) organized by Japan International Cooperation Agency (hereinafter referred to as “JICA”) and headed by Mr. Kazuto Tsuji, visited the Kingdom of Cambodia from 29th Mar, 2010 to 5th Apr, 2010 and had a series of meetings with the National Institute of Statistics (hereinafter referred to as “NIS”) and authorities concerned of the Royal Government of Cambodia for the purpose of working out the details of the Project.

The Team exchanged views and had a series of discussions with the Cambodian authorities concerned in respect of the desirable measures to be taken by both sides for the successful implementation of the Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Royal Government of Cambodia, signed in Phnom Penh on June 17th, 2003, the Team and the Cambodian authorities concerned reached a common understanding to recommend to their respective Governments the matters referred to in the documents attached hereto.

Phnom Penh, 5 April, 2010



Mr. Kazuto Tsuji
Leader,
Detailed Planning Survey Team
Japan International Cooperation Agency
Japan



H.E. Mr. San Sy Than
Director General,
National Institute of Statistics
Ministry of Planning
Kingdom of Cambodia

ATTACHED DOCUMENT

I. BACKGROUND OF THE PROJECT

The official statistics in Cambodia were greatly delayed in development due to the civil war. Since 1990s, the official statistics have been gradually developed by the support of the United Nations and other donors. However, the official statistics still need to be improved in Cambodia.

Under these circumstances, the Royal Government of Cambodia requested the technical cooperation project to improve statistical capacity of National Institute of Statistics (NIS) and provincial planning departments. Responding to this request, JICA started the technical cooperation of improving official statistics in Cambodia. Phase 1 which focused on providing trainings to NIS staff started in August 2005, and phase 2 which focused on enhancing capacity of NIS and provincial planning departments mainly through the implementation of the 2008 Population Census started in April 2007 and is scheduled to terminate at the end of September 2010.

Under this situation, NIS applied for the Project as the phase 3 to further improve capacity of statistical staff in NIS and provincial planning departments and to assist smooth implementation of the 2011 Economic Census and other activities. With regard to the 2011 Economic Census, the Sub-decree was enacted by the Royal Government of Cambodia in August 2009, and NIS began the preparation of the Economic Census.

Accordingly, the Team was thus dispatched to discuss with the Cambodian authorities to detail out the Project framework.

II. SPECIFIC ISSUES CONFIRMED ON THE PROJECT

1. Both sides have agreed that the baseline data of indicators for the Project Purpose will be measured by the end of December 2010. The same methodology will be applied at the terminal evaluation.

2. The Cambodian side has agreed that the Royal Government of Cambodia will bear a portion of expenses (USD 697,000) up to December 2012 for the 2011 Economic Census and other activities.

3. Both sides have confirmed that trainings for provincial planning departments will be conducted as follows:

2011 (Japanese fiscal year: JFY) 6 provinces (Phnom Penh, Kampong Cham, Kandal, Preah Sihanouk, Battambang, and Siem Reap)

2012 (JFY) another 9 provinces (to be decided)

2013 (JFY) another 9 provinces (to be decided)

In order to prepare for installation of equipment necessary for conducting trainings, the Cambodian side will inquire situations of buildings and facilities of provincial planning departments and submit the results of inquiry to the Chief Advisor by December of the year before the particular provincial planning department receives trainings.

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III. BASIC FRAMEWORK OF THE PROJECT

Both sides discussed and agreed with the summary of the Project as follows:

1. Project Title

The Project on Improving Official Statistics in Cambodia Phase 3

2. Project Duration

Four and half (4.5) years from October 1, 2010 to March 31, 2015

3. Project Purpose

NIS and provincial planning departments will be able to implement the Economic Census, inter-censal population survey, economic statistics survey, and other statistical activities.

4. Target Group

Statistical staff in the NIS, provincial planning departments

5. Details of the Project

See Tentative Project Design Matrix in ANNEX II

6. Tentative Schedule of Project Implementation

See Tentative Plan of Operations in ANNEX III

IV. RESULTS OF DETAILED PLANNING SURVEY BASED ON FIVE BASIC EVALUATION CRITERIA

The team has reported the results of detailed planning survey based on the Five Basic Evaluation Criteria of the proposed Project and has confirmed the Project is feasible. The summary is submitted to NIS and attached in ANNEX IV.

V. TENTATIVE SCHEDULE UNTIL THE COMMENCEMENT OF THE PROJECT

Both sides have agreed with the tentative schedule until the commencement of the Project as follows:

1. End of April 2010: Authorization of the results of Detailed Planning Survey by JICA
2. End of May 2010: Signing of the Record of Discussions (hereinafter referred to as "R/D") between NIS and JICA
3. Beginning of October 2010: Expected commencement of the Project by dispatching the Japanese experts

VI SIGNING OF RECORD OF DISCUSSIONS

Both sides prepared the draft version of the R/D as attached in ANNEX VI. The R/D would be signed between JICA and the authorities concerned of the Kingdom of Cambodia.

ANNEX I Organizational Chart of the Project

ANNEX II Tentative Project Design Matrix (PDM)

ANNEX III Tentative Plan of Operations (PO)

ANNEX IV Summary of Detailed Planning Survey

ANNEX V-1 List of Counterparts (Economic Census and Economic Statistics Survey)

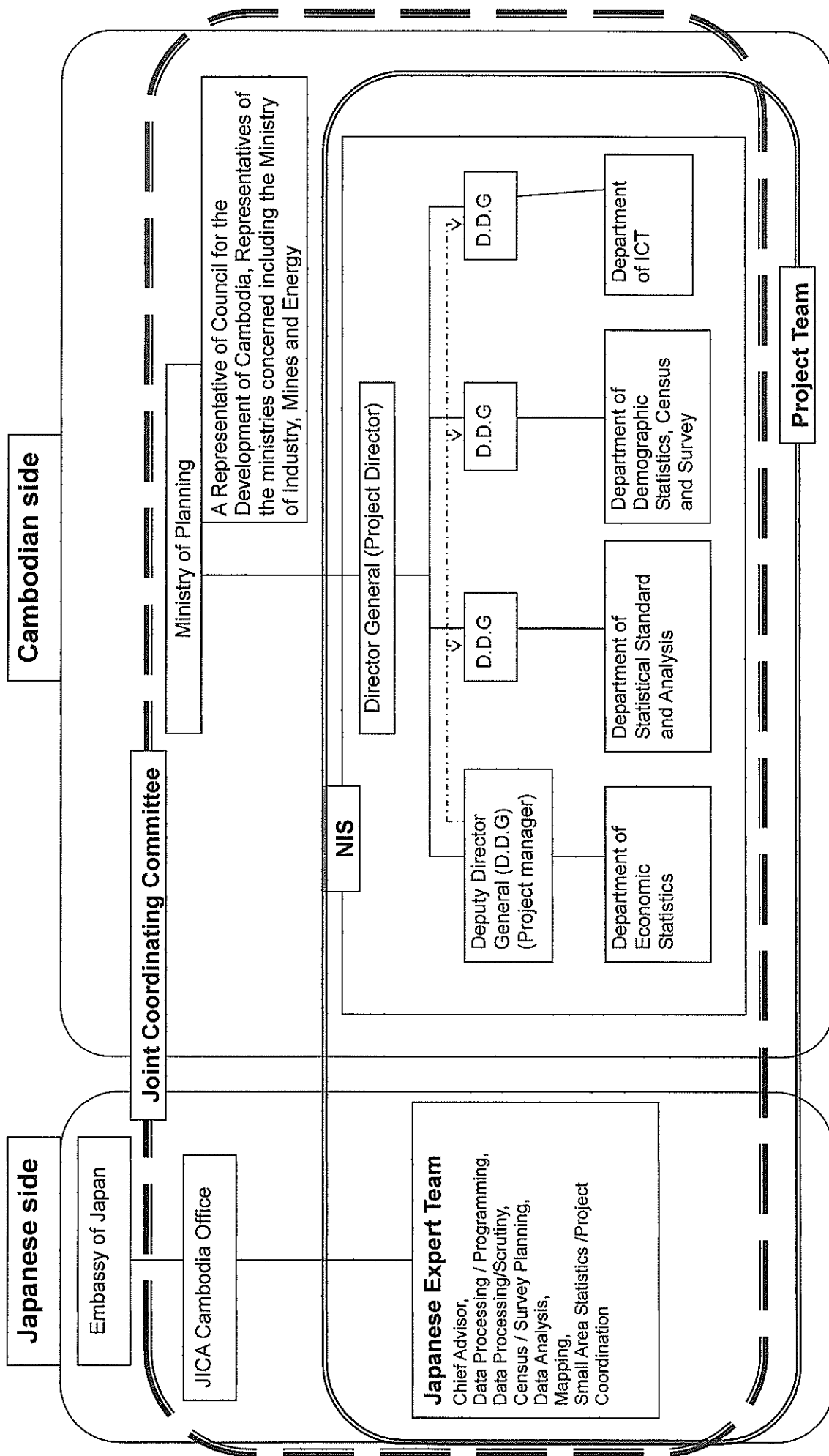
ANNEX V-2 List of Counterparts (Inter-censal Population Survey)

ANNEX V-3 List of Counterparts (Capacity Development of Provincial Planning Departments)

ANNEX VI Draft Record of Discussions (Draft R/D)

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PROPOSED ORGANIZATIONAL CHART OF THE PROJECT

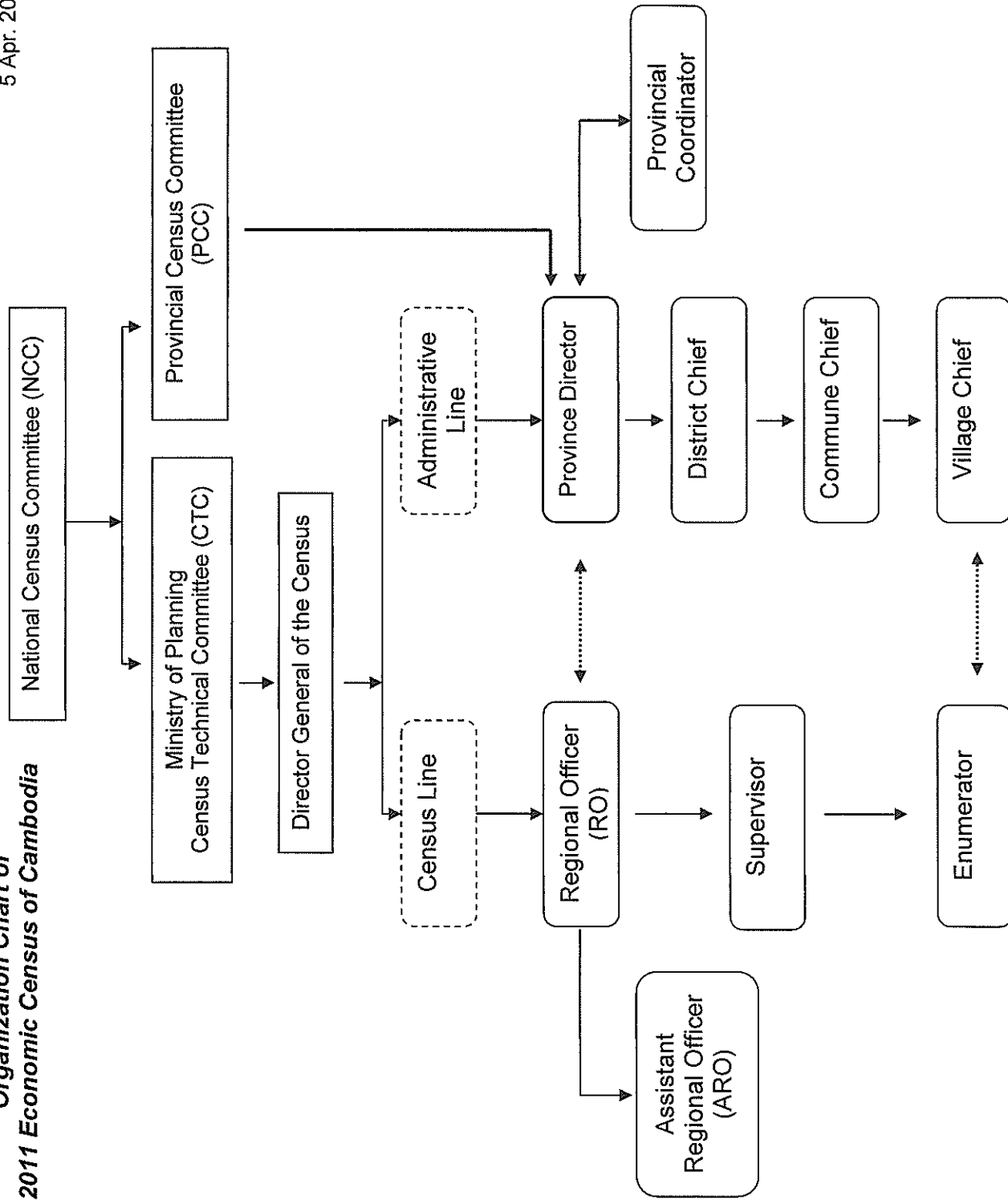


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Organization Chart of 2011 Economic Census of Cambodia

5 Apr. 2010



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<p>7 NIS and provincial planning departments will be able to keep Institutional memory as a consequence of : Detailed Procedures (e.g. Important processes, important examples, manuals) of statistical surveys are prepared and compiled.</p> <p>8 NIS and provincial planning departments will be able to conduct coordination as a consequence of : Necessary coordination among the related organizations for statistical surveys are properly made.</p>	<p>7-1 Number of detailed records of procedures prepared.</p> <p>8-1 Record of meetings with the related organizations</p> <p>8-2 Number of meetings with the related organizations (CTC, PCC, etc)</p>	<p>NIS</p> <p>NIS</p>	
<p>1 [Planning and Implementation of statistical surveys]</p> <p>1-1 Plan and implement statistical surveys</p> <p>1-2 Delineate EAs for statistical surveys</p> <p>1-3 Maintain and manage the EAs for statistical surveys</p> <p>2 [Data processing]</p> <p>2-1 Develop the data processing systems of statistical surveys in NIS</p> <p>2-2 Conduct the data processing of statistical surveys</p> <p>2-3 Scrutinize the micro-data of statistical surveys</p> <p>2-4 Tabulate and scrutinize the statistical tables of statistical surveys</p> <p>3 [Analysis]</p> <p>3-1 Analyze the results of statistical surveys</p> <p>4 [Dissemination]</p> <p>4-1 Compile the publications of results of statistical surveys</p> <p>4-2 Prepare the CDs of results of statistical surveys</p> <p>4-3 Prepare the web-contents of results of statistical surveys</p> <p>4-4 Prepare the statistical maps of results of statistical surveys</p> <p>4-5 Compile the census aliases of results of statistical surveys</p> <p>4-6 Conduct training for using results of statistical surveys to line ministries concerned and provincial governments (including planning departments)</p> <p>4-7 Hold the workshops to disseminate the result of the 2011 Economic Census</p> <p>4-8 Hold the workshops to disseminate the result of the 2013 inter-censal population survey</p> <p>4-9 Hold the workshops to disseminate the result of the 2014 economic statistics survey</p> <p>4-10 Hold the seminar to make the Project widely known to the public</p> <p>5 [Small area statistics]</p> <p>5-1 Develop the village-level data processing systems of the Economic Census in NIS</p> <p>5-2 Conduct training for using the village-level results of the Economic Census to line ministries concerned and provincial governments (including planning departments)</p> <p>6 [Trainings of provincial planning departments]</p> <p>6-1 Conduct training for regional officers of NIS to become instructors of training for provincial planning departments</p> <p>6-2 Conduct training on tabulation and scrutiny of data for the 2008 Population Census and the 2011 Economic Census (including the 2009 Establishment Listing)</p> <p>6-3 Conduct training on dissemination of results for the 2008 Population Census and the 2011 Economic Census (including the 2009 Establishment Listing)</p> <p>7 [Institutional memory]</p> <p>7-1 Develop and maintain documents on detailed procedures for statistical surveys</p> <p>8 [Coordination]</p> <p>8-1 Take part in the necessary meetings for statistical surveys</p>	<p>INPUTS</p> <p>Cambodia Side</p> <p>Counterpart personnel</p> <ul style="list-style-type: none"> Project Director Project Manager Other members <p>Office space and necessary equipments for Japanese experts</p> <p>Running cost for the Project activities</p> <p>Approval for the free access to the statistical data necessary for the Project activities (Economic census data, economic statistics data etc.)</p> <p>Japanese Side</p> <ul style="list-style-type: none"> Experts: Chief Advisor, Data Processing/Scrutiny, Programming, Census/Survey Planning, Data Analysis, Mapping, Small Area Statistics / Project Coordination Training in Japan (and third country) 2010FY: Population survey planning, 2011FY: Population survey data processing and analysis, 2012FY: Economic statistics survey planning, 2013FY: Economic statistics survey data processing and analysis Equipment: Personal computers, printers, projectors, photo copiers, etc. 	<p>Important Assumption</p> <ul style="list-style-type: none"> Necessary funds for the Economic Census including Counterpart Funds of Non-Project Grant Aid will be secured. The Cambodian Government will not cancel nor postpone the Economic Census, inter-censal population survey, and economic statistics survey. 	

ANNEX III

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Annex IV

Summary of Detailed Planning Survey

After discussions with the Cambodian authorities concerned, the team has concluded the evaluation results as follows.

1. Relevance

The importance of official statistics at the national and provincial level is essential for evidence-based policy making and monitoring by the Royal Government of Cambodia. NIS and provincial planning departments play an indispensable role in planning and implementing official statistics activities including the 2011 Economic Census. Therefore, the relevance of enhancing their capacity, so that they could conduct those activities by themselves in future, is very high.

2. Effectiveness

With the outputs of the Project, covering planning, data processing, analysis, dissemination, small area statistics and others, it is quite conceivable that NIS and provincial planning departments will be able to implement the 2011 Economic Census, the 2013 inter-censal population survey, the 2014 economic statistics survey, and other provincial statistical activities.

3. Efficiency

Based upon the knowledge/experiences and successful achievements of the 2008 Population Census and the 2009 Establishment Listing by NIS/provincial planning departments and their personnel, the inputs and management of the Project will efficiently lead to the outputs for the 2013 inter-censal population survey, the 2011 Economic Census and the 2014 economic statistics survey, and other provincial statistical activities.

4. Impact

It is conceivable that the achievement of the Project purpose will lead to the accomplishment of the overall goal, so that statistical results will be utilized for planning and implementation of policies, plans, and strategies of the Royal Government of Cambodia, because the importance and usefulness of statistical information have been and will be well recognized.

5. Sustainability

It is expected that the technical and professional capacity of NIS and provincial planning departments will be maintained after the Project on the basis of experiencing the previous two phases. With the results of both the 2008 Population Census and the 2011 Economic Census, including follow-up activities at the national and provincial level, to be disseminated and utilized, the recognition of the importance of official statistics will make further resource allocation available to NIS and provincial planning departments in terms of budgeting, personnel and organizations.

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Annex V -1

List of Counterparts (Economic Census and Economic Statistics Survey)

1. Director General of Economic Census (DGEC)

H.E. San Sy Than, DG, NIS (Secretary NCC, General matters, Finance and Assignment of staff)

2. Directors of Admin., Finance and logistics

1. Mr. Vy Heang, DD, Stat. policies and cooperation, (Dir. of Admin.)

2. Mr. Lim Penh, DD, Stat. Stand. & Analysis and Chief DG's Office (Director of Finance and logistics)

3. Deputy Director Generals of Economic Census (DDGEC) and Director of Economic Statistics Department

1. Mr. Hor Darith, DDG (Budget Planning, Mapping and Implementation sector)

2. Mr. Seng Soeurn, DDG (Publicity Campaign sector)

3. Mr. Khin Sovorlak, DDG (Planning, Sampling, Tabulation sector and Analysis & releasing sector)

4. Mr. Mich Kanthul, DD, Economic Statistics (Secretary CTC, Planning and Implementation sector)

4. Planning and Implementation Sector senior staff

1. Mr. Mich Kanthul, DD, Economic Statistics, Chief

2. Mr. So Tonere, DDD, Economic Statistics, Vice Chief

5. Census Mapping Sector

1. Mr. Sin Serey Vuth, DDD, Demog. Stat., Census, Chief

2. Mr. Nan Sothara, DDD, Demog. Stat., Census, VChief

6. Sampling

1. Mr. Nith Sarun, BC, Sampling, Demog. Stat., Census

2. Mr. Som Bony, DDD, Stat. Standards & Analysis

7. Analysis and Releasing Sector

1. Mr. So Tonere, DDD, Economic Statistics

2. Mr. Teav Rongsa, DDD, Stat. Stand. & Analysis

8. Tabulation Sector

8.1. Receipt and Manual Editing /Coding

1. Mr. So Tonere, DDD, Economic Statistics

2. Mr. Teav Rongsa, DDD, Stat. Stand. & Analysis

8.2. Data Entry, Computer Editing and Tabulation

1. Mr. Saint Lundy, DD, ICT

2. Mr. Chhun Bonarith, DDD, ICT

3. Mr. Sam Sok Sotheavuth, DDD, ICT

Annex V-2

List of counterparts (the 2013 Inter-censal Population Survey)

No.	Name	Government Position
Management (Planning & Monitoring)		
1	HE Sam Sy Than	Director General, NIS
2	HE. Mrs. Hang Lina	Deputy Director General, NIS
3	HE. Seng Soeurn	Deputy Director General, NIS
4	Mr. Meng Kimhour	Deputy Director General, NIS
Computer editing, programming, tabulation		
1	Mr. Meng Kimhour	Deputy Director General, NIS
2	Mr. Sin Sereivuth	Deputy Director of Demographic Statistics, Census and Survey Dept.
3	Mr. Bou Somethear	Deputy Director of Demographic Statistics, Census and Survey Dept.
4	Ms. Vat Nearyrothana	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.
5	Mr. Meas Rothmony	Deputy Director of Demographic Statistics, Census and Survey Dept.
6	Mr. Chhun Bonarith	Deputy Director of Department of ICT Dept.
Report analysis and tabulation		
1	Mr. Yem Suong	Advisor to Ministry of Planning
2	Mr. They Kheam	Director of Demographic Statistics, Census and Survey Dept.
3	Mr. Sok Kosal	Deputy Director of Demographic Statistics, Census and Survey Dept.
4	Mr. Sok Borith	Deputy Director of Statistical Standard and Analysis Dept.
5	Mr. Chan Nipol	Deputy Director of Demographic Statistics, Census and Survey Dept.
6	Mr. Pen Socheat	Bureau Chief of Demographic Statistics, Census and Survey Dept.
7	Mr. Nou Chanara	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.
8	Ms. Som Somain	Bureau Chief of Demographic Statistics, Census and Survey Dept.
Dissemination		
1	Mr. Seng Soeurn	Deputy Director General, NIS
2	HE. Mrs. Hang Lina	Deputy Director General, NIS
3	Mr. Long Chintha	Deputy Director General, NIS
4	Mr. Sok Kosal	Deputy Director of Demographic Statistics, Census and Survey Dept.
5	Mr. Sok Borith	Deputy Director of Demographic Statistics, Census and Survey Dept.
Financial officer/administration		
1	Mr. Chhuon Sothy	Deputy Director of Demographic Statistics, Census and Survey Dept.
2	Mr. Try Meng Seang	Deputy Director of Demographic Statistics, Census and Survey Dept.
3	Mr. Chea Kong	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.
Data entry		
1	Mr. Sin Sereivuth	Supervisor
2	Mr. Bou Somethear	Supervisor
3	Ms. Vat Nearyrothana	Supervisor
4	Mr. Nou Chanara	Supervisor
Coding and editing		
1	Mr. Sok Borith	Supervisor
2	Mr. Long Chintha	Supervisor
Census checking & census store		
1	Mr. Mao Saron	Supervisor

Annex V-3

List of counterparts (Capacity Development of Provincial Planning Departments)



**Assignment of Counterpart Staffs for Tabulating and Disseminating
Small Area Statistics in Provinces for JICA project Phase 3**

**Ministry of Planning
National Institute of Statistics**

[JFY 2011]

No.	Name	Position	Assignment
1. Phnom Penh			
1	Mr. Oukchay Panhara	Deputy Director of ICT Dept.	RO
2	Ms. Phang Vorleak	Deputy Director of Statistics Standard & Analysis Dept.	ARO
3	Mr. Mao Chhim	Deputy Director of ICT Dept.	ARO
2. Kompong Cham			
1	Mr. Chhun Bonarith	Deputy Director of ICT Dept.	RO
2	Mr. Khourn Sithana	Deputy Director of ICT Dept.	ARO
3	Mr. Noun Nissaykosol	Vice Bureau Chief of Social Statistics Dept.	ARO
3. Kandal			
1	Mr. Saint Lundy	Director of ICT Dept.	RO
2	Mr. Ouk Eam	Deputy Director of Social Statistics Dept.	ARO
3	Mr. Pen Soheat	Bureau Chief of Demographic Statistics, Census and Survey Dept.	ARO
4. Preahsihanouk			
1	Mr. Meng Kim Hor	Deputy Director General, NIS	RO
2	Mr. Try Soheat	Deputy Director of Economic Statistics Dept.	ARO
3	Mr. Mak Sovichea	Deputy Director of Economic Statistics Dept.	ARO
5. Battambang			
1	Mr. Yib Thavrin	Deputy Director of ICT Dept.	ARO
2	Mr. Uy Savorn	Vice Bureau Chief of National Accounts Dept.	ARO
6. Siemreap			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Chav Pheav	Deputy Director of ICT Dept.	ARO
3	Mr. Sim Seth	Vice Bureau Chief of Economic Statistics Dept.	ARO

Phnom Penh, 31 March, 2010

SAN SY THAN
Director General, NIS

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**Assignment of Counterpart Staffs for Tabulating and Disseminating
Small Area Statistics in Provinces for JICA project Phase 3**

**Ministry of Planning
National Institute of Statistics
[JFY 2012]**

No.	Name	Position	Assignment
1. Banteay Meanchey			
1	Mr. Saint Lundy	Director of ICT Dept.	RO
2	Mr. Moeung Tityarath	Bureau Chief of ICT Dept.	ARO
3	Mr. Sim Vanneth	Bureau Chief of Statistics Standard & Analysis Dept.	ARO
2. Kampong Chhnang			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Khieu Khemorin	Deputy Director of ICT Dept.	ARO
3	Mr. Douch Chamroeun	Deputy Director of Demographic Statistics, Census and Survey Dept.	ARO
3. Kampongseu			
1	Mr. Meng Kim Hor	Deputy Director General, NIS	RO
2	Mr. Sam Soksotheavuth	Deputy Director of ICT Dept.	ARO
3	Mr. Vong Sina	Deputy Director of Social Statistics Dept.	ARO
4. Kampong Thum			
1	Mr. Saint Lundy	Director of ICT Dept.	RO
2	Mr. Louk Samphis	Deputy Director of Statistics Policy & Cooperation Dept.	ARO
3	Mr. Chav Pheav	Bureau Chief of ICT Dept.	ARO
5. Kampot			
1	Mr. Sok Borith	Deputy Director of Statistics Standard & Analysis Dept.	RO
2	Mr. Pen Socheat	Deputy Director of ICT Dept.	ARO
3	Mr. Sam Sareoun	Deputy Director of Demographic Statistics, Census and Survey Dept.	ARO
6. Kohkong			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Cheak Pheakdey	Bureau Chief of Economic Statistics Dept.	ARO
3	Mr. Ouch Soeurn	Vice Bureau Chief of Statistics Policies & Cooperation Dept.	ARO
7. Kratie			
1	Ms. Phang Sokmean	Bureau Chief of ICT Dept.	RO
2	Mr. Moeung Kongkea	Bureau Chief of Economic Statistics Dept.	ARO
3	Mr. Im Nhen	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.	ARO
8. Monduliri			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Phach Chesda	Bureau Chief of Statistics Policy & Cooperation Dept.	ARO
3	Mr. Touch Minea	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.	ARO
9. Preah Vihear			
1	Mr. Sin Sereyvuth	Deputy Director of Demographic Statistics, Census and Survey Dept.	RO
2	Mr. Ros Vireythun	Deputy Director of ICT Dept.	ARO
3	Mr. Khieu Panha	Deputy Director of National Accounts Dept.	ARO

Phnom Penh, 31 March, 2010

SAN SY THAN
Director General, NIS



**Assignment of Counterpart Staffs for Tabulating and Disseminating
Small Area Statistics in Provinces for JICA project Phase 3**

**Ministry of Planning
National Institute of Statistics
[JFY 2013]**

No.	Name	Position	Assignment
1. Preyveng			
1	Mr. Bouy Somethea	Deputy Director of Demographic Statistics, Census and Survey Dept.	RO
2	Mr. Nith Sarun	Bureau Chief of Demographic Statistics, Census and Survey Dept.	ARO
3	Mr. Sam Soksotheavuth	Deputy Director of ICT Dept.	ARO
2. Pursat			
1	Mr. Chhun Bonarith	Deputy Director of ICT Dept.	RO
2	Mr. So Tonnere	Deputy Director of Economic Statistics Dept.	ARO
3	Mr. Bun Narith	Bureau Chief of Ministry of Planning	ARO
3. Ratanakiri			
1	Mr. Sam Bony	Deputy Director of Statistics Standard & Analysis Dept.	RO
2	Mr. Teav Rongsa	Deputy Director of Statistics Standard & Analysis Dept.	ARO
3	Mr. Try Socheat	Deputy Director of Economic Statistics Dept.	ARO
4. Stung Treng			
1	Mr. Sam Soksotheavuth	Deputy Director of ICT Dept.	RO
2	Mr. Oeur Sophal	Deputy Director of National Accounts Dept.	ARO
3	Mr. Moeung Kongkea	Bureau Chief of Economic Statistics Dept.	ARO
5. Svay Rieng			
1	Mr. Saing Lundy	Director of ICT Dept.	RO
2	Mr. Hang Veasna	Vice Bureau Chief of Demographic Statistics, Census and Survey Dept.	ARO
3	Mr. Chav Pheav	Bureau Chief of ICT Dept.	ARO
6. Takeo			
1	Mr. Meng Kimhor	Deputy Director General, NIS	RO
2	Mr. Sin Soreyvuth	Deputy Director of Demographic Statistics, Census and Survey Dept.	ARO
3	Mr. Khien Tharolin	Bureau Chief of Statistics Standard & Analysis Dept.	ARO
7. Otdarmeanchey			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Mao Chhem	Deputy Director of ICT Dept.	ARO
8. Kep			
1	Mr. Lay Sophat	Deputy Director of ICT Dept.	RO
2	Mr. Try Socheat	Deputy Director of Economic Statistics Dept.	ARO
3	Mr. Chea Eng	Vice Bureau Chief of Economic Statistics Dept.	ARO
9. Pailin			
1	Mr. Chhun Bonarith	Deputy Director of ICT Dept.	RO
2	Mr. So Sokhim	Vice Bureau Chief of Social Statistics Dept.	ARO
3	Mr. Yib Thavorin	Deputy Director of ICT Dept.	ARO

Phnom Penh, 31 March, 2010

SAN SY THAN
Director General, NIS

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**RECORD OF DISCUSSIONS BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY AND
AUTHORITIES CONCERNED OF
THE ROYAL GOVERNMENT OF CAMBODIA
ON JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT ON
IMPROVING OFFICIAL STATISTICS IN CAMBODIA PHASE 3**

In response to the request of the Royal Government of Cambodia, Japan International Cooperation Agency (hereinafter referred to as "JICA") has decided to implement Japanese Technical Cooperation on the Project on Improving Official Statistics in Cambodia Phase 3 (hereinafter referred to as "the Project"),

Accordingly, JICA, the independent administrative institution responsible for the operation of the technical cooperation program of the Government of Japan, will cooperate with the authorities concerned of the Royal Government of Cambodia.

JICA and the Cambodian authorities concerned exchanged views and had a series of discussions with respect to desirable measures to be taken by JICA and the Royal Government of Cambodia for the successful implementation of the Project. As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Royal Government of Cambodia, signed in Phnom Penh on June 17, 2003 (hereinafter referred to as "the Agreement"), JICA and the Cambodian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Phnom Penh, , 2010

Mr. Yasujiro Suzuki
Chief Representative,
Cambodia Office
Japan International Cooperation Agency

H.E. Mr. Chhay Than
Senior Minister,
Minister, Ministry of Planning
Kingdom of Cambodia

H.E. Mr. San Sy Than
Director General,
National Institute of Statistics
Ministry of Planning
Kingdom of Cambodia

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will implement the Project in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, as the executing agency for technical cooperation program by the Government of Japan, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article V of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article VII of the Agreement will be applied to the Equipment.

3. TRAINING OF CAMBODIAN PERSONNEL IN JAPAN

JICA will receive the Cambodian personnel connected with the Project for technical training and for conducting seminars or workshops in Japan and other countries.

III. MEASURES TO BE TAKEN BY THE ROYAL GOVERNMENT OF CAMBODIA

1. The Royal Government of Cambodia will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Royal Government of Cambodia will ensure that the technologies and knowledge

acquired by the Cambodian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Cambodia.

3. In accordance with the provisions of Article V of the Agreement, the Royal Government of Cambodia will grant in the Kingdom of Cambodia privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. The Royal Government of Cambodia will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment and materials carried in by the Japanese experts referred to in II-1 above.
5. The Royal Government of Cambodia will take necessary measures to ensure that the knowledge and experience acquired by the Cambodian personnel through technical training in Japan and other countries will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Royal Government of Cambodia will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
7. In accordance with the laws and regulations in force in the Kingdom of Cambodia, the Royal Government of Cambodia will take necessary measures to meet the running expenses necessary for the implementation of the Project.
8. The Royal Government of Cambodia will provide the service of the Cambodian counterpart personnel and administrative personnel as listed in Annex IV.
9. The Royal Government of Cambodia will provide the buildings and facilities as listed in Annex V.

IV. ADMINISTRATION OF THE PROJECT

1. Director General, the National Institute of Statistics (hereinafter referred to as "NIS"), as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Deputy Director General in charge of Department of Economic Statistics, as the Project Manager, will be responsible for the managerial and technical matters of the Project.

3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will provide necessary technical guidance and advice to the Cambodian counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established, of which functions and composition are described in Annex VI.

V. MONITORING AND JOINT EVALUATION

The progress of the Project will be monitored properly through various measures such as mutual consultations or dispatch of monitoring missions. Evaluation of the Project will be conducted jointly by JICA and the Cambodian authorities concerned, at the middle and during the last six (6) months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VI of the Agreement, the Royal Government of Cambodia undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Kingdom of Cambodia except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Royal Government of Cambodia on any major issues arising from, or in connection with this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Kingdom of Cambodia, the Royal Government of Cambodia will take appropriate measures to make the Project widely known to the people of the Kingdom of Cambodia.

IX. TERM OF COOPERATION

The Term of the technical cooperation for the Project under this Attached Document will be from October 1, 2010 to March 31 , 2015.

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF LAND, BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE

ANNEX I MASTER PLAN

1.OVERALL GOAL

Statistical results provided by NIS and provincial planning departments will be utilized for planning and implementation of policies, plans, and strategies of line ministries and provincial governments.

2.PROJECT PURPOSE

NIS and provincial planning departments will be able to implement the Economic Census, inter-censal population survey, economic statistics survey, and other statistical activities.

3.OUTPUTS

(1) NIS and provincial planning departments will be able to conduct planning and implementation of statistical surveys as a consequence of :

Delineation of EA (Enumeration Areas) is completed. The results of the delineation of EA are used for other statistical surveys.

(2) NIS will be able to conduct data processing as a consequence of :

As the output of the data processing and scrutiny of statistical surveys, statistical tables as well as micro-data are prepared. And the statistical tables are released.

(3) NIS will be able to conduct analysis as a consequence of :

The results of statistical surveys are analyzed. The results of the analysis are released.

(4) NIS will be able to conduct dissemination as a consequence of :

The results of statistical surveys are disseminated by means of publication, CD, web site, statistical map, and census atlas. Related personnel share the common understanding in the matter of the statistical surveys (EA, the Census results, etc.).

(5) NIS will be able to conduct small area statistics as a consequence of :

Small area statistics of the Economic Census are tabulated and released. The use of small area statistics is recognized by line ministries concerned and provincial governments.

(6) Provincial planning departments will be able to tabulate and scrutinize data as a consequence of :

Trainings of tabulation and scrutiny of data, and disseminating results of statistical surveys for statistical staff in provincial planning departments are conducted.

(7) NIS and provincial planning departments will be able to keep institutional memory as a consequence of :

Detailed Procedures (e.g. important processes, important examples, manuals) of statistical surveys are prepared and compiled.

(8) NIS and provincial planning departments will be able to conduct coordination as a consequence of :

Necessary coordination among the related organizations for statistical surveys are properly made.

4.PROJECT ACTIVITIES

[Planning and implementation of statistical surveys]

- 1-1 Plan and implement statistical surveys
- 1-2 Delineate EAs of statistical surveys
- 1-3 Maintain and manage the EAs of statistical surveys

[Data processing]

- 2-1 Develop the data processing systems of statistical surveys in the NIS
- 2-2 Conduct the data processing of statistical surveys
- 2-3 Scrutinize the micro-data of statistical surveys
- 2-4 Tabulate and scrutinize the statistical tables of statistical surveys

[Analysis]

- 3-1 Analyze the results of statistical surveys

[Dissemination]

- 4-1 Compile the publications of results of statistical surveys
- 4-2 Prepare the CDs of results of statistical surveys
- 4-3 Prepare the web-contents of results of statistical surveys
- 4-4 Prepare the statistical maps of results of statistical surveys
- 4-5 Compile the census atlases of results of statistical surveys
- 4-6 Conduct training for using results of statistical surveys to line ministries concerned and provincial governments (including planning departments)
- 4-7 Hold the workshops to disseminate the result of the 2011 Economic Census
- 4-8 Hold the workshops to disseminate the result of the 2013 inter-censal population survey
- 4-9 Hold the workshops to disseminate the result of the 2014 economic statistics survey
- 4-10 Hold the seminar to make the Project widely known to the public

[Small area statistics]

- 5-1 Develop the village-level data processing systems of the Economic Census in NIS
- 5-2 Conduct training for using the village-level results of the Economic Census to line ministries concerned and provincial governments (including planning departments)

[Trainings of provincial planning departments]

- 6-1 Conduct training for regional officers of NIS to become instructors of training for provincial planning departments
- 6-2 Conduct training on tabulation and scrutiny of data for the 2008 Population Census and the 2011 Economic Census (including the 2009 Establishment Listing)
- 6-3 Conduct training on dissemination of results for the 2008 Population Census and the 2011 Economic Census (including the 2009 Establishment Listing)

[Institutional Memory]

- 7-1 Develop and maintain documents on detailed procedures for statistical surveys

[Coordination]

- 8-1 Take part in the necessary meetings for statistical surveys

ANNEX II LIST OF JAPANESE EXPERTS

The following short-term experts will be dispatched.

	Assignment Title	Period	Duties and Job Description
(1)	Chief Advisor	4 months/year (18 times)	to give guidance and advice to Director General of NIS, to lead and coordinate overall activities of experts dispatched by JICA for implementing the Project, to advise NIS staff how to coordinate with donors and related line ministries to implement the Economic Census and statistical activities, and to instruct NIS staff statistical methodologies for the Economic Census and statistical activities.
(2)	Data Processing / Programming	2-4 months/year (18 times)	to instruct NIS staff how to make a plan of data processing and how to develop applications for data processing of the Economic Census and statistical surveys.
(3)	Data Processing /Scrutiny	6-8 months/year (8-16 times)	to instruct NIS staff how to scrutinize the data and tables of the Economic Census and statistical surveys.
(4)	Census / Survey Planning	6-10 months/year (8-16 times)	to instruct NIS staff how to make a plan and conduct the Economic Census and statistical surveys.
(5)	Data Analysis	10-20months/year (8-16 times)	to instruct NIS staff statistical methodologies to analyze the results of the Economic Census and statistical surveys.
(6)	Mapping	2-4 months/year (1-2 times)	to instruct NIS staff statistical methodologies to make statistical maps of the Economic Census and statistical surveys.
(7)	Small Area Statistics/ Project Coordination	10-11 months/year (11-15 times)	to instruct the statistical staff of provinces how to tabulate the data of the 2008 Population Census, the 2011 Economic Census and statistical surveys and how to analyze and disseminate small area statistics, to coordinate project activities, to manage the project budget and equipment, and to manage the implementation of the 2011 Economic Census and statistical activities.

This list is subject to change through the discussion between both sides whenever the necessity arises, and it will be reflected to the annual plan of the Project.

ANNEX III LIST OF MACHINERY AND EQUIPMENT

The following machinery and equipment, if necessary for the implementation of the Project, will be provided.

	Name
(1)	Printer 1 unit * 24 provinces + 5 units in NIS
(2)	Computer with Word, Excel, Access, PowerPoint, Outlook, Wireless/LAN Internet Access, and CD/DVD drive 2 sets * 24 provinces
(3)	Stabilizer 2 units * 24 provinces + 2 units in NIS
(4)	Flash disk 2 units * 24 provinces
(5)	External HDD 1 unit * 24 provinces
(6)	Photocopier 1 unit * 24 provinces + 2 units in NIS
(7)	Projector, Screen, white board, pointer 1 set * 24 provinces
(8)	Installation of AC, glass, partition, light as necessary
(9)	Table and chair 2 sets * 24 provinces
(10)	Anti-virus Software 1 set * 24 provinces

This list is subject to change through the discussion between both sides whenever the necessity arises, and it will be reflected to the annual plan of the Project.

ANNEX IV LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Director

Director General of the National Institute of Statistics (NIS)

2. Project Manager

Deputy Director General in charge of Department of Economic Statistics

3. Counterpart Personnel

(1) Deputy Director General in charge of Department of Statistical Standard and Analysis

(2) Deputy Director General in charge of Department of Demographic Statistics, Census and Survey

(3) Deputy Director General in charge of Department of ICT

(4) Director, Deputy Directors, staff members of Department of Economics Statistics

(5) Director, Deputy Directors, staff members of Department of Statistical Standard and Analysis

(6) Director, Deputy Directors, staff members of Department of Demographic Statistics, Census and Survey

(7) Director, Deputy Directors, staff members of Department of ICT

4. Administrative Personnel

Secretaries and Typists for the Japanese Team

ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES

1. Land, buildings and facilities necessary for the Project
2. Office space and facilities for the Japanese experts
3. Other facilities and equipment mutually agreed upon as necessary

ANNEX VI JOINT COORDINATING COMMITTEE

1. Function

A Joint Coordinating Committee will be created, which will meet at least once a year and whenever the need arises.

The functions of the Joint Coordinating Committee are as follows:

- (1) To approve the annual work plan of the Project based on the Plan of Operations within the framework of the R/D
- (2) To evaluate the result of the annual work plan and the progress of the technical cooperation
- (3) To review and exchange opinions on major issues that arises during the implementation of the Project

2. Members of the Committee

(1) Chairperson

Director General of NIS

(2) Members

a. Cambodian side

Deputy Director Generals of NIS

Directors of departments of NIS

Deputy Directors of departments of NIS

A Representative of Ministry of Planning

A Representative of Council for the Development of Cambodia

Representatives of the ministries concerned including the Ministry of Industry, Mines and Energy

Other Cambodian counterpart personnel

Other persons concerned appointed by Chairperson

b. Japanese side

Chief Advisor

Other Japanese experts

A Representative of the JICA Cambodia office

Other persons concerned appointed by Chief Advisor

Note:

Official(s) of the Embassy of Japan may attend the Joint Coordinating Committee meetings as observer(s).

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**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
AUTHORITIES CONCERNED OF THE ROYAL GOVERNMENT OF CAMBODIA
ON THE JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT ON
IMPROVING OFFICIAL STATISTICS IN CAMBODIA PHASE 3**

Japan International Cooperation Agency (hereinafter referred to as "JICA") and authorities concerned of the Royal Government of Cambodia had a series of meetings for the purpose of working out the details of the technical cooperation concerning the Project on Improving Official Statistics in Cambodia Phase 3 (hereinafter referred to as "the Project").

As a result of the discussions, JICA and the Cambodian authorities concerned agreed to recommend to their respective Governments the matters referred to in the Record of Discussions signed on May , 2010.

Both JICA and the Cambodian authorities concerned also agreed to make this Minutes of Meetings regarding the Project, in order to confirm the mutual understandings reached through the discussions as attached hereto.

Phnom Penh, , 2010

Mr. Yasujiro Suzuki
Chief Representative,
Cambodia Office,
Japan International Cooperation Agency
Japan

H.E. Mr. San Sy Than
Director General,
National Institute of Statistics
Ministry of Planning
Kingdom of Cambodia

ATTACHED DOCUMENT

I. PROJECT DESIGN MATRIX

The Project Design Matrix (hereinafter referred to as “PDM”) is commonly used in Japanese technical cooperation in order to manage and implement Projects efficiently and effectively. It will also be used as a reference for monitoring and evaluating the Project.

As a result of discussions, both sides agreed to apply the PDM as shown in ANNEX I to the Project with the following understanding.

1. The PDM is a logically designed matrix that defines the initial understanding of the framework of technical cooperation for the Project and indicates the logical steps toward the achievement of the Project purpose.
2. The PDM is to be revised according to the progress and achievements of the Project, upon agreement on a mid-term evaluation.

II. PLAN OF OPERATION

The Plan of Operation has been tentatively formulated according to the Record of Discussions. The Plan of Operation for the whole period is shown in ANNEX II.

The Annual Work Plan is to be drafted by the Cambodian counterparts and the Japanese experts and is to be submitted to the Joint Coordinating Committee. The activities are subject to change within the scope of the Record of Discussions, if the necessity arises during the course of the Project implementation.

III. STRUCTURE OF PROJECT IMPLEMENTATION

The organizational chart of the Project is given ANNEX III.

ANNEX I	PROJECT DESIGN MATRIX
ANNEX II	PLAN OF OPERATION
ANNEX III	ORGANIZATIONAL CHART OF THE PROJECT

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