

**MINUTES OF MEETINGS
BETWEEN
PREPARATORY STUDY TEAM AND
AUTHORITIES CONCERNED OF
THE ROYAL GOVERNMENT OF CAMBODIA
ON
THE PROJECT ON IMPROVING OFFICIAL STATISTICS IN CAMBODIA PHASE 2**

The Preparatory Study Team (hereinafter referred to as “the Team”) for the Project on Improving Official Statistics in Cambodia Phase 2 (hereinafter referred to as “the Project”) organized by Japan International Cooperation Agency (hereinafter referred to as “JICA”) and headed by Ms. Mitsuko Kumagai, visited the Kingdom of Cambodia from 19th Nov, 2006 to 27th Nov, 2006 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 Government the matters referred to in the documents attached hereto.

Phnom Penh, 27 November, 2006

ATTACHED DOCUMENT

I. BACKGROUND OF THE PROJECT

The official statistics in Cambodia was greatly delayed in development due to the civil war. Since 1990s, the official statistics has been gradually developed by the support of the United Nations and other donors. In 1998, the Population Census was conducted for the first time in 36 years with the assistance of the United Nations Population Fund(UNFPA). And it marked an important step to improve the official statistics system in Cambodia. However, the official statistics still needs to be improved in Cambodia. The donor countries and the international organizations regarded that the accuracy and reliability of statistical data of Cambodia are still low.

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 units, to improve economic statistics, and to assist the 2008 Population Census in August 2004. Responding to this request, JICA dispatched the preparatory study team in May 2005. However, during the study period, it was found that UNFPA could not decide to provide enough funds, and preparation of the consolidated plan of the 2008 Population Census was delayed. The study team and NIS agreed that technical assistance through the activities of the 2008 Population Census should be deleted from the project and also agreed that as soon as the implementation of the 2008 Population Census is confirmed, technical assistance through the activities of the 2008 Population Census will be considered. The first phase of the project, which was consisted of the training program of various levels of training courses, started in August 2005.

In January 2006, the 2008 Population Census Sub-decree was enacted by the Royal Government of Cambodia. NIS commended the preparation of Population Census from that time. UNFPA offered its intention to provide technical and financial assistance toward the 2008 Population Census. Under this situation, NIS applied for the phase two of the project. Improving official statistics and smooth implementation of the 2008 Population Census are crucial for the future development in Cambodia. Especially capacity building of NIS headquarters staff, the provincial statistical staff, and statistical staff of the main line ministries through the 2008 Population Census is very important.

II. SPECIFICS CONFIRMED FOR THE PROJECT

1. According to the Statistical Law, Population censuses shall be conducted at least once every ten years. The Census Sub-decree proclaims that the Population Census will be conducted in March 2008. NIS assured that the schedule of the Census would not be changed. And NIS confirmed the schedule of the project shown in ANNEX to be basically consistent with the schedule of the Population Census.
2. NIS explained that for utilizing the results of the Census effectively, data would be provided to line ministries. Both sides agreed that data would be used not only for specific policies, but also for monitoring the National Strategic Development Plan (relating to the Cambodian Millennium Development Goals, the National Poverty Reduction Paper, etc). Data will be used for confirming mortality rate or illiteracy rate in the field of health or education, and so on.

3. About implementation structure of the 2008 Population Census, the National Census Committee for the 2008 General Population Census of Cambodia chaired by Deputy Prime Minister, Minister of Interior, coordinates the related ministries, and the Census Technical Committee chaired by Senior Minister of the Ministry of Planning oversees the technical aspects of implementation of the Population Census, and the Provincial Census Committee has the chain of command in terms of administrative aspects between the Central Government and local governments.
4. NIS explained that the project manager would be Deputy Director General in charge of Department of Demographic Statistics Census and Survey, and take command of other departments through Director General or Deputy Director Generals of other departments such as Economic Statistics Department.
5. List of Counterparts of the project is attached as ANNEX . Both sides confirmed that NIS counterparts would mainly conduct the activities shown in ANNEX , and JICA would dispatch the Japanese experts properly and timely to give advices to the counterparts. NIS emphasized that counterparts of the project or participants to the training courses would be continuously assigned to the census or economic statistics related sections after completion of the project. As the incentives for the counterparts to remain in NIS, they will become the possible candidates of Priority Mission Group whose members are given higher salaries comparing to other government officials.
6. JICA explained that they could not bear the incentive payment. NIS agreed to make efforts getting such additional budget for the Population Census from Ministry of Economy and Finance. NIS has already requested the necessary budget to Ministry of Economy and Finance, but they have to wait the answer until the end of this year.
7. Both sides confirmed that disbursement from Counterpart Funds of Japanese Non-Project Grant Aids would be preconditions of implementation of the project. NIS agreed to take necessary measures to facilitate the procedure of application for Counterpart Funds. The team emphasized NIS should secure the necessary funds from donors like UNFPA or German Government, and the Counterpart Funds of Japanese Non-Project Grant Aids. Failure of securing those funds will seriously affect the implementation of the project.
8. NIS agreed that necessary infrastructure (e.g. the electrical power supply, air conditioners, outlets) for the equipments in the Statistical Center and other statistical facilities would be managed by the Cambodian side, and operational costs including electricity charges, etc. would be also borne by the Cambodian side. NIS assured that the Statistical Center, where data processing of the Census would be conducted, would be built by November 2007 as scheduled. NIS also agreed assigning proper staff who could handle the equipment.

9. JICA insisted names and logos of JICA and Japan's ODA along with NIS and UNFPA should be printed on the publications, CDs and so on. NIS answered that logo of German Government should be also printed. Both sides confirmed that names and logos of JICA, Japan's ODA, UNFPA, and the Government of Germany should be printed.
10. Both sides agreed that scope of the economical statistics cooperation would be the implementation of Establishment Listing as well as the development of the sampling frame and the implementation of sample establishment surveys.
11. As for the EA Boundary confirmation, NIS explained that they had already finished necessary coordination including that of political issues with Ministry of Interior and Department of Geography, Ministry of Land Management, Urban Planning and Construction.
12. Both sides shared the common view that keeping institutional memory for the Population Census would be very important. NIS explained that the personnel in charge of the 1998 Population Census almost remained in the same sections of both NIS and local governments. And the manuals of the 1998 Population Census were also kept and now under revising process. Both sides agreed that even though the counterparts might leave NIS, institutional memory would help other personnel in NIS to implement the Population Census ten years later. NIS assured that they would take necessary measures to keep institutional memory like taking notes of the process or important examples, making manuals, etc. Japanese experts will give necessary advices for those measures.

III. SUMMARY 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 2
2. Project Duration
Three and half (3.5) years from April 23, 2007 to September 30, 2010
3. Project Purpose
The statistical staff in the NIS headquarters, provinces, and line ministries will be able to conduct planning, data processing, analysis, dissemination, and use of the Population Census or related surveys basically.

4. Target Group
Statistical staff in the NIS, provinces, and main line ministries
5. Details of the project
See Project Design Matrix in ANNEX
6. Tentative Schedule of Project Implementation
See Plan of Operation in ANNEX

IV. RESULTS OF PRELIMINARY EVALUATION BASED ON FIVE BASIC EVALUATION COMPONENTS

The team has reported the results of preliminary evaluation based on the Five Basic Evaluation Components (ANNEX V) of the proposed project, and confirmed the project is feasible. However, to secure Counterpart Funds of Japanese Non-Project Grant Aids and other funds from donors by NIS is quite critical for implementation of the project. The summary is submitted to NIS and attached in ANNEX .

TENTATIVE SCHEDULE UNTIL THE COMMENCEMENT OF THE PROJECT

1. Both sides have agreed that present phase 1 project will be finished at the end of March 2007.
2. Both sides have agreed with the tentative schedule until the commencement of the phase 2 Project as follows:
 - 1) Early December 2006 : Authorization of the results of Preliminary Evaluation of the Project by JICA's governing board
 - 2) Mid December 2006: Signing on the Record of Discussions (hereinafter referred to as "R/D") between NIS and JICA
 - 3) Early April 2007: Expected commencement of the Project by dispatching the Japanese experts

SIGNING OF RECORD OF DISCUSSIONS

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

ANNEX Organizational Chart of the Project
ANNEX Project Design Matrix (Draft)

- ANNEX Plan of Operation (Draft)
- ANNEX Summary of Preliminary Evaluation
- ANNEX Evaluation Method – Five (5) Basic Evaluation Components
- ANNEX -1 List of Counterparts (Population Census activities)
- ANNEX -2 List of Counterparts (Establishment Listing)
- ANNEX Record of Discussions (Draft)