

**RECORD OF DISCUSSIONS 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**

Phnom Penh, 14 July, 2005

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 THE GOVERNMENT OF JAPAN

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.

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. 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 will be utilized effectively in the implementation of the Project.
4. 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.
5. 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.

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 General Statistics Department, 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 whose 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 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 duration of the technical cooperation for the Project under this Attached Document will be two (2) years from the arrival of the first expert. As soon as the implementation of the 2008 Population Census is confirmed, the term of the Project or the next phase will be considered.

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

Census and statistical surveys will be periodically and precisely implemented, and highly reliable statistical data will be provided timely to policy makers, administrators, researchers, NGO's and other relevant users.

2. PROJECT PURPOSES

Statistical capacity of the NIS staff, provincial statistical staff, and the statistical staff of main line ministries will be improved.

3. OUTPUTS

- (1) Knowledge and capacity on basic statistics of the NIS staff, the provincial statistical staff, and the statistical staff of the main line ministries are improved.
- (2) Capacity of the NIS staff for the planning of the statistical surveys is improved.
- (3) Data processing skill of the NIS staff on the statistical surveys is improved.
- (4) The NIS staff acquires the methods of the analysis of the statistical surveys.
- (5) Dissemination of survey results is increased and the results of statistical surveys are utilized by the main line ministries.
- (6) The results of the economic statistical surveys are evaluated properly and NIS' capacity on establishment surveys is improved.
- (7) Statistical capacities of the major provincial statistical staff are improved.

4. ACTIVITIES

- (1)-1 Trainings on basic statistics to the NIS staff, the provincial statistical staff, and statistical staff of the main line ministries*

- (2)-1 Trainings on the planning of statistical surveys to the NIS staff
- (2)-2 Trainings on the design of the questionnaires of statistical surveys to the NIS staff
- (2)-3 Coordination with the line ministries and the donors on the population census

- (3)-1 Trainings on the data processing for statistical surveys to the NIS staff

- (4)-1 Development of systems for the analysis of the results of statistical surveys in the NIS
- (4)-2 Trainings on the analysis of the results statistical surveys to the NIS staff

(5)-1 Trainings on the editing of publication, CD, and website, to the NIS staff

(5)-2 Trainings on the utilization of the results of the statistical surveys to the statistical staff of the main line ministries*

(6)-1 Trainings on the evaluation of the existing results of the economic statistical surveys to the NIS staff

(6)-2 Training on the establishment surveys to the NIS staff including on-the-job trainings of the establishment surveys.

(7)-1 Selection of model provinces

(7)-2 Trainings on the regional statistics for the staff of the model provincial statistical staff

* The main line ministries for the trainings will be selected after the commencement of the Project.

ANNEX II LIST OF JAPANESE EXPERTS

1. Short-term experts

The following short-term experts will be dispatched.

	Assignment Title	Period	Duties and Job Description
(1)	Statistics/Chief Advisor	1 – 3 months (6 - 8 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 prepare the population census, and to instruct NIS staff statistical methodologies for statistical surveys
(2)	Statistics/Training planning	1 – 2 months (6 - 8 times)	to instruct NIS staff how to plan the statistical trainings and how to prepare, implement and evaluate statistical training in the field of survey planning
(3)	Statistical training	4 – 11 months (3 times)	to instruct NIS staff how to prepare, implement and evaluate statistical trainings in general and in the field of basic statistics and local statistics
(4)	Data processing	1 – 3 months (3 - 5 times)	to instruct NIS staff how to prepare, implement and evaluate statistical training in the field of data processing and survey planning
(5)	Statistical Analysis	1 – 3 months (3 - 5 times)	to instruct NIS staff how to prepare, implement and evaluate statistical training in the field of statistical analysis and survey planning and to instruct NIS staff how to develop systems for the analysis of the results of statistical surveys
(6)	Dissemination of statistical data	1 – 3 months (3 - 5 times)	to instruct NIS staff how to prepare, implement and evaluate statistical training in the field of dissemination of statistical data
(7)	Economic statistics	1 – 3 months (3 - 5 times)	to instruct NIS staff how to prepare, implement and evaluate statistical training in the field of the evaluation of the existing results of the economic statistical surveys and of the establishment surveys
(8)	Project Coordinator	4 – 11 months (3 times)	to coordinate project activities, to manage the project budget and equipment and to give guidance and advice to the counterparts of NIS

Additional short-term experts will be determined 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	Quantity	Specification
(1)	Personal computers	46 sets	Laptop, CPU 2.6GHz and HDD 40GB or more
(2)	LAN server and peripherals	1 sets	CPU 3GHz and HDD 80GB or more, Windows Sever 2003 or higher (as necessary)
(3)	Software	46 sets	Windows XP or higher with Cambodian Customization, MS-Office (latest and full version), Analysis
	Software	1 set	Data processing
(4)	IT tables and chairs	46 sets	
(5)	CD recorder	1 set	USB
(6)	DVD recorder	1 set	USB
(7)	Printer	3 sets	Laser printer, 45ppm, A3 size, color
(8)	Audio-visual equipment for training	1 set	Liquid crystal display: USB, 1024*768 resolution, Video, video camera, and TV 32 inches or more, Screen
(9)	Photocopier	2 sets	65ppm or more, A3 size, monochrome
(10)	Vehicle	1 set	
(11)	Air conditioner	1 set	
(12)	Generator	1 set	

Additional machinery and equipment will be determined 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 General Statistics Department

3. Counterpart Personnel

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

(2) Deputy Director General in charge of Economics Statistics Department

(3) Deputy Director General in charge of Social Statistics Department

(4) Director, Deputy Directors, Chiefs and Vice Chiefs of General Statistics Department

(5) Director, Deputy Directors, Chiefs and Vice Chiefs of Economics Statistics Department

(6) Director, Deputy Directors, Chiefs and Vice Chiefs of Social Statistics Department

(7) Director, Deputy Directors, Chiefs and Vice Chiefs of Department of Demographic Statistics,
Census and Survey

4. Administrative Personnel

Secretaries and Typists for the Japanese Team

ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES

1. Land, building 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 Tentative Schedule of Implementation 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 NIS

Deputy Directors of NIS

A Representative of Ministry of Planning

A Representative of Council for the Development of Cambodia

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).