

**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 2**

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 2 (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, 19 December, 2006

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.

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 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 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 Demographic Statistics Census and Survey, 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 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 April 23, 2007 to September 30 , 2010.

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

Basic and useful statistics will be provided for planning and implementation of several policies, plans, and strategies of the Royal Government of Cambodia and its local governments.

2.PROJECT PURPOSE

The statistical staff in NIS, provinces, and main line ministries will be able to conduct planning, data processing, analysis, dissemination, and use of the Population Census or related surveys basically.

3.OUTPUTS

(1) Delineation of EA (Enumeration Areas) is completed. The results of the delineation of EA are used for the enumeration of the Population Census and prepared for other statistical surveys.

(2) As the output of the data processing and scrutiny of the Population Census, statistical tables as well as micro-data are prepared. And the statistical tables are released.

(3) The Population Census results are analyzed statistically. The results of the analysis are released.

(4) Database of the Population Census results is developed.

(5) The Population Census results are disseminated by means of publication, CD, web site, statistical map, and census atlas.

(6) Small area statistics are tabulated and released.

(7) List of establishments is developed and is used for economic statistical surveys as a sampling frame.

(8) Related Personnel share the common understanding in the matter of the Population Census (EA, the Census results, etc.)

(9) Detailed Procedures (e.g. important processes, important examples, manuals) of the Population Census activities are prepared and compiled.

(10) Necessary coordination among the related donors of the Population Census are properly made.

4.PROJECT ACTIVITIES

[Population census: Planning and implementation of the Census]

1-1 Plan and implement the Census, and coordinate with UNFPA and other donors

1-2 Delineate Enumeration Areas of the Census

1-3 Maintain and manage the EAs of the Census

[Population census: data processing]

2-1 Develop the data processing systems of the Census in NIS in cooperation with UNFPA advisors

2-2 Conduct the data processing of the Census

2-3 Scrutinize the micro-data of the Census

2-4 Tabulate and scrutinize the statistical tables of the Census

[Population Census: analysis]

3-1 Analyze of the Census results in cooperation with UNFPA advisors

[Population census: database]

4-1 Develop statistical database storing demographic statistics data mainly in NIS

4-2 Draft the procedures and guidelines on the statistical database systems

[Population Census: dissemination]

5-1 Compile the publications of the Census results

5-2 Prepare the CDs of the Census results

5-3 Prepare the web-contents of the Census results

5-4 Prepare the statistical maps of the Census results

5-5 Compile the census atlases of the Census results

5-6 Conduct training for using and analyzing the Census results to the statistical staff of the main line ministries, etc.

[Population Census: small area statistics]

6-1 Develop the village-level data processing systems of the Census in NIS in cooperation with UNFPA advisors

6-2 Conduct training for using and analyzing the village-level results of the Census to the statistical staff of provinces, etc

[Establishment listing]

7-1 Plan the implementation of the establishment listing

7-2 Conduct data processing, analysis, and dissemination of the establishment lists

7-3 Develop the sampling frame for economic statistical surveys in NIS

7-4 Conduct sample establishment surveys

[Workshops]

8-1 Hold the opening seminar of the Project

8-2 Hold the workshops on the result of EA delineation

8-3 Hold the workshops to disseminate the result of the Census

8-4 Hold the seminar to make the project widely known to the public

[Institutional Memory]

9-1 Develop and maintain the census related documents on detailed procedures

[Coordination]

10-1 Take part in the related coordination committee of the Population Census

10-2 Have meetings and coordinate with UNFPA etc. frequently

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)	Chief Advisor	1 – 2 months (10 - 14 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 population census, and to instruct NIS staff statistical methodologies for Population Census
(2)	Data Processing / Programming	1 – 5 months (6 - 12 times)	to instruct NIS staff how to develop applications for data processing and scrutinizing Population Census data and tables.
(3)	Enumeration Area /GIS	1 – 5 months (2 - 4 times)	to manage the delineation of Enumeration Area (EA), to monitor EA, and to instruct NIS staff GIS technology to digitize and utilize village maps, etc.
(4)	Data Scrutiny / Analysis	1 – 8 months (3 - 8 times)	to instruct NIS staff how to scrutinize Population Census data and tables. to instruct NIS staff statistical methodologies to analyze the results of Population Census and to conduct training for using the results of Population Census to the statistical staff of line ministries.
(5)	Database / Dissemination	1 – 6 months (4 - 6 times)	to instruct NIS staff how to develop and manage database storing the results of Population Census and how to disseminate the results of Population Census by means of publication, CD, website, statistical map, and census atlas.
(6)	Small Area Statistics	1 – 4 months (4 - 6 times)	to instruct the statistical staff of NIS and provinces how to process Population Census tables by small area, statistical methodologies to analyze small area statistics, and how to disseminate small area statistics.
(7)	Establishment Listing	1 – 6 months (4 - 8 times)	to instruct NIS staff how to plan and implement Establishment Listing and how to process, analyze, and disseminate the results of Establishment Listing.
(8)	Management of Population Census Implementation / Project Coordinator	2 – 8 months (4 - 8 times)	to coordinate project activities, to manage the project budget and equipment, to manage the implementation of Population Census, and to give guidance and advice to the counterparts of NIS

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)	Color Multifunctional Printer
(2)	Laser Printer
(3)	Server with monitor, UPS and rack
(4)	HDD
(5)	Firewall and Router
(6)	Network installation
(7)	Electricity installation
(8)	Projector
(9)	Software
(10)	DVD Recorder

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 Demographic Statistics Census and Survey

3. Counterpart Personnel

(1) Deputy Director General in charge of Department of General Statistics Department

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

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

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

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

(6) Director, Deputy Directors, staff members of Social Statistics Department

(7) Director, Deputy Directors, staff members 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 departments of NIS

Deputy Directors of departments 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).