

**RECORD OF DISCUSSIONS
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY
AND THE OFFICE OF AGRICULTURAL ECONOMICS
ON JAPAN-THAILAND TECHNICAL COOPERATION PROJECT
ON AGRICULTURAL STATISTICS
AND ECONOMIC ANALYSIS DEVELOPMENT
IN THE KINGDOM OF THAILAND**

In response to the request of the Government of the Kingdom of Thailand, the Government of Japan has decided to cooperate Japan-Thailand Technical Cooperation Project on Agricultural Statistics and Economic Analysis Development (hereinafter referred to as “the Project”) in accordance with the Agreement on Technical Cooperation between the Government of Japan and the Government of the Kingdom of Thailand signed on November 5, 1981 (hereinafter referred to as “the Agreement”) and Embassy of Japan’s Note No. 063/03 dated 23 May 2003, and Ministry of Foreign Affairs’ Note No. 0605/9121 dated 26 June 2003.

Accordingly, Japan International Cooperation Agency (hereinafter referred to as “JICA”), the executing agency responsible for implementation of the technical cooperation program of the Government of Japan, will cooperate with the authorities concerned of the Government of the Kingdom of Thailand in implementation of the Project.

JICA and the Thai authorities concerned had a series of discussions on the framework of the Project. As a result of the discussions, JICA and the Office of Agricultural Economics (hereinafter referred to as “OAE”), Ministry of Agriculture and Cooperatives, agreed on the matters referred to in the document attached hereto.

Bangkok, Kingdom of Thailand, 1 July, 2003

Shinya Nakai
Resident Representative
Thailand Office
Japan International Cooperation Agency
Japan

Suthiporn Chirapanda
Secretary-General
Office of Agricultural Economics
Ministry of Agriculture and Cooperatives
Kingdom of Thailand

The Attached Document

I. Cooperation between Thailand and Japan

1. OAE will implement the Japan–Thailand Technical Cooperation Project on Agricultural Statistics and Economic Analysis Development (hereinafter referred to as “the Project”) in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan described in ANNEX I.
3. JICA will support OAE in strengthening the capacity of Thai personnel in the field of agricultural statistics and economic analysis.

II. Measures to be taken by Japanese side

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, at its own expense, will undertake the following measures under the technical cooperation scheme of Japan. Such privileges and benefits will be provided for the actual implementation in Thailand.

1. Dispatch of Japanese Experts
JICA will provide the services of the Japanese experts listed in ANNEX II. The provisions of Article IV 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 provisions of Article VIII-1 of the Agreement will be applied to the Equipment.
3. Training of Thai personnel in Japan
JICA will receive Thai personnel connected with the Project for technical training in Japan. For Japanese Fiscal Year 2003, JICA will accept two (2) Thai counterpart personnel in the field of agricultural statistics.

III. Measures to be taken by Thai side

1. OAE will undertake the measures necessary to ensure that the self-reliant operation

of the Project will be sustained during and after the period of Japanese technical cooperation through the full and active involvement in the Project of all related authorities, beneficiary groups and institutions.

2. OAE will ensure that the technologies and knowledge acquired by the Thai nationals as a result of Japanese technical cooperation will contribute to the economic and social development of the Kingdom of Thailand.
3. Specific privileges and other benefit necessary for the conduct of the Project will be provided in accordance with the Agreement.
4. OAE will take the measures necessary to ensure that the knowledge and experience acquired by Thai personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
5. In accordance with the provisions of IV- (b) of the Agreement, OAE will provide the services of Thai counterpart personnel and administrative personnel as listed in ANNEX IV.
6. In accordance with the provisions of Article IV- (a) of the Agreement, OAE will provide the buildings and facilities listed in ANNEX V.
7. In accordance with the laws and regulations in force in the Kingdom of Thailand, OAE will take measures necessary to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for implementation of the Project other than the equipment provided through JICA under II-2 above.
8. In accordance with the laws and regulations in force in the Kingdom of Thailand, OAE will take measures necessary to meet the running expenses necessary for the implementation of the Project.

IV. Administration of the Project

1. Project Advisor: Secretary-General of OAE
The Project is managed with other projects by OAE under the responsibility of the Secretary-General.
2. Project Director: The Deputy Secretary-General of OAE will bear overall responsibility for the Project.
3. Project Manager: The Director of Center for Agricultural Information (CAI) will bear

responsibility for implementation of the Project.

4. Deputy Project Manager: Three staff of CAI will be assigned as Deputy Project Managers, and their responsibility will be to implement the Project as a head of each activity.
5. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and Project Manager on all matters pertaining to implementation of the Project.
6. The Japanese experts will provide technical guidance and advice as required to Thai counterpart personnel.
7. To ensure effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee (ANNEX VI) and a Steering Committee (ANNEX VII) will be established.
8. OAE staff assigned to the Project will assume a role in the ASEAN Food Security Information and Training Center (hereinafter referred to as "AFSIT Center") simultaneously. Japanese experts will support human resources development of OAE staff engaged in activities at the AFSIT Center.

V. Terms of cooperation

The duration of technical cooperation for the Project under this Attached Document will be five (5) years from the date of arrival in the Kingdom of Thailand of the first Japanese experts.

VI. Joint Evaluation

Evaluation of the Project will be conducted jointly by JICA, OAE and the authorities concerned at the middle and before the termination of the Project in order to examine the degree of achievement.

VII. Mutual consultation

There will be mutual consultations between JICA and OAE on any major issues arising from, or in connection with, this Attached Document. Modification or addition of experts, training and equipment shall be mutually agreed upon between JICA and OAE in the form of Minutes of Meeting, referring to this Record of Discussion.

VIII. Measures to promote understanding and support for the Project

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

ANNEXES

- I MASTER PLAN
- II LIST OF JAPANESE EXPERTS
- III LIST OF MACHINERY AND EQUIPMENT
- IV LIST OF THAI COUNTERPART AND ADMINISTRATIVE PERSONNEL
- V LIST OF BUILDINGS AND FACILITIES
- VI JOINT COORDINATING COMMITTEE
- VII STEERING COMMITTEE

Attachment

1. Draft Project Design Matrix (PDM)
2. Tentative Schedule of Implementation (TSI)

ANNEX I MASTER PLAN

1. Super Goal

Food Security in ASEAN+3 region is strengthened.

2. Overall Goal

- 1) Statistic information and methodology of economic analysis developed by AFSIT Center are utilized in ASEAN Member countries.
- 2) Policies and programs for the agricultural sector are formulated and implemented by MOAC in more effective and efficient manners through accurate statistic information and economic analysis provided by OAE.

3. Project Purpose

OAE is strengthened as a central institution for statistic information and economic analysis in terms of agricultural policy in Thailand and AFSIS.

4. Output of the Project

<AFSIT Center>

- 1) Human resources of OAE are developed for Information Network System and agricultural economic analysis, mainly demand-supply forecasting, for ASEAN member countries.

<OAE>

- 2) Data collection methodology (mainly for paddy) in 9 Agricultural Economic Zone Offices (AEZO) is improved.
- 3) Information Network System between OAE and 9 AEZOs is established.
- 4) Methodology of agricultural economic analysis is developed.
- 5) Training capacity of OAE staff is developed.

5. Activities of the Project

- 1) Development of human resources of OAE for Information Network System and agricultural economic analysis, mainly demand–supply forecasting, for ASEAN member countries
 - (1) Build capability of OAE staff in order to establish, operate and maintain Information Network System (INS) for AFSIS.
 - (2) Build capability of OAE staff in order to modify Economic Analysis (EA) models for ASEAN countries.
 - (3) Develop OAE personnel's training capability in EA & INS.
- 2) Improvement of data collection methodology
 - (1) Introduce new data survey methodologies and improve current data collection methodologies.
 - (2) Conduct training of 9 AEZOs staff for new and improved methodologies at OAE.
 - (3) Conduct field technical guidance to 9 AEZOs staff on the data survey.
- 3) Establishment of Information Network System (INS)
 - (1) Design and establish INS connection between OAE and 9 AEZOs.
 - (2) Develop database system for INS.
 - (3) Conduct training for network management, database management, maintenance and utilization of INS.
- 4) Development of agricultural economic analysis methodology
 - (1) Identify appropriate methodologies for OAE and develop particular models
 - (2) Conduct users' training for the models
- 5) Development of training capacity of OAE staff
 - (1) Plan and implement training courses

(2) Evaluate training courses and develop manuals

6) *<General Activities>*

Following items are not directly connected to the outputs above, but rather to basic activities for implementation of the Project.

(1) Establish required management and execution.

(2) Set quantitative targets for indicators, and conduct baseline surveys as necessary.

6. Project site

* Center for Agricultural Information (CAI), OAE, MOAC (Bangkok)

* 9 Agricultural Economic Zone Offices (AEZOs)

Note: In cases where the Master Plan is to be modified due to changes in the Project conditions, both sides should confirm the modifications in the form of the Minutes of Meeting.

ANNEX II LIST OF JAPANESE EXPERTS

<Long-term Experts>

*Long-term Expert 1: Chief Advisor

1. Qualification:

- 1) Age: over 40 years old
- 2) Academic degree: Bachelor degree or its equivalent
- 3) Experience: More than 15 years experience in relevant field
- 4) Language level required: Good command of spoken and written English

2. Job Description:

- 1) Location / office: Bangkok / OAE under the Ministry of Agriculture and Cooperatives
- 2) Duration: Five (5) years
- 3) Activity details:
 - 3)-1 To supervise Japanese experts as a responsible person
 - 3)-2 To provide recommendations and advice to the Project Advisor, the Project Director, the Project Manager and relevant authorities on all matters pertaining to the Project
 - 3)-3 To assist planning of strategy / institutional framework / relevant activities comprehensively
 - 3)-4 To coordinate Japanese experts and related organizations from managerial and technical aspects
 - 3)-5 To monitor project progress and present progress reports both in English and Japanese to the responsible authorities

*Long-term Expert 2 Project Coordinator/Training

1. Qualification:

- 1) Age: over 30 years old
- 2) Academic degree: Bachelor degree or its equivalent
- 3) Experience: More than 7 years experience in relevant field

- 4) Language level required: Good command of spoken and written English

2. Job Description:

- 1) Location / office: Bangkok / OAE under the Ministry of Agriculture and Cooperatives
- 2) Duration: Five (5) years
- 3) Activity details:
 - 3)-1 To coordinate on administrative and managerial matters of the Project activities assisting the Chief Advisor to ensure smooth operations
 - 3)-2 To promote the solution of the problems, to manage the Japanese budget, to make necessary contacts and coordination for implementing the Project
 - 3)-3 To Coordinate among Japanese experts and related organizations from administrative aspects
 - 3)-4 To provide technical advice for conducting training in the field of agricultural statistical survey, data collection, information network system and agricultural economic analysis

*Long-term Expert 3: Agricultural Statistical Survey

1. Qualification:

- 1) Age: over 35 years old
- 2) Academic degree: Bachelor degree or its equivalent
- 3) Experience: More than 10 years experience in relevant field
- 4) Language level required: Good command of spoken and written English

2. Job Description:

- 1) Location / office: Bangkok / OAE and related organization under the Ministry of Agriculture and Cooperatives
- 2) Duration: Five (5) years

3) Activity details:

To provide technical advice and transfer techniques in the field of agricultural statistical survey

*Long-term Expert 4: Data Collection/Information Network System

1. Qualification:

- 1) Age: over 35 years old
- 2) Academic degree: Bachelor degree or its equivalent
- 3) Experience: More than 10 years experience in relevant field
- 4) Language level required: Good command of spoken and written English

2. Job Description:

- 1) Location / office: Bangkok / OAE under the Ministry of Agriculture and Cooperatives
- 2) Duration: Five (5) years
- 3) Activity details:
To provide technical advice and transfer techniques in the field of data collection and information network system

<Short-term Expert(s)>

Short-term experts will be dispatched as and when necessary within the framework of the Master Plan.

The Terms of Reference of short-term experts for Japanese Fiscal Year 2003 will be decided based on discussion between OAE and long-term experts.

One (1) short-term expert in the following field, will be dispatched in Japanese Fiscal Year 2003.

* Short-term Expert 1:

Input-Output Analysis and Macro-Economic Modeling for Agricultural Sector

1. Qualification:

- 1) Age: over 40 years old
- 2) Academic degree: Bachelor degree or its equivalent
- 3) Experience: More than 10 years experience in relevant field
- 4) Language level required: Good command of spoken and written English

2. Job Description:

- 1) Location / office: Bangkok / OAE and related organization under the Ministry of Agriculture and Cooperatives
- 2) Duration: Duration: Four (4) months separated into 2 visits
- 3) Activity details:
To transfer and monitor technology related to agricultural economic analysis

Note: The fields, number and terms of assignment of experts after JFY 2004 will be decided in consideration of the progress of the Project through mutual consultations attended by the Joint Coordinating Committee for each Japanese Fiscal Year.

ANNEX III LIST OF MACHINERY AND EQUIPMENT

For Japanese Fiscal Year 2003, the following equipment is to be provided to Thailand.

1. Desktop PCs for training center, 30 sets
2. Desktop PCs for 9 AEZOs, 27 sets (3 for each)
3. Client PCs for CAI, 5 sets
4. Notebook PCs for CAI, 3 sets
5. Notebook PCs for 9 AEZOs, 9 sets (1 for each)
6. VDO Projector and Screen for CAI, 1 set
7. VDO Projectors and Screens for 9 AEZOs, 9 sets (1 for each)
8. Printers for CAI, 1 set
9. Printers for training center, 2 sets
10. Servers for CAI and training center, 2 sets
11. Copy machine for CAI, 1 set
12. Facsimile for CAI, 1 set
13. Vehicles, 2 sets (Wagon, 20-seat Mini bus)
14. LAN Equipment and installation
 - 14.1 Training center, 1 set
 - 14.2 Nine (9) AEZOs, 9 sets
 - 14.3 CAI (Database), 1 set

Note:

- 1) The above-mentioned equipment is limited to that necessary for the transfer of technology by the Japanese experts.
- 2) Content, specifications, and quantity of the above-mentioned equipment and necessary equipment after Japanese Fiscal Year 2004 will be decided through mutual consultations and based on the allocated budget of each Japanese Fiscal Year.

ANNEX IV LIST OF THAI COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Advisor: Secretary-General of OAE
2. Project Director: Deputy Secretary-General of OAE
3. Project Manager: Director of CAI, OAE
4. Deputy Project Manager:
Three staff of CAI will be assigned as Deputy Project Managers, and their responsibility will be to implement the Project as a head of each activity.
5. Counterpart Personnel:
Suitably qualified personnel assigned continuously to work with Japanese experts as specified in ANNEX II.
6. Administrative Personnel
 - 1) Administrative staff
 - 2) Secretaries
 - 3) Drivers
 - 4) Other supporting staff mutually agreed upon as necessary
7. Other personnel mutually agreed upon as necessary

ANNEX V LIST OF BUILDINGS AND FACILITIES

1. Land, buildings and facilities necessary for implementation of the Project
2. Rooms and space necessary for installation and storage of equipment
3. Office space and necessary facilities for the Japanese experts and related staff members
4. Other facilities mutually agreed upon as necessary

ANNEX VI JOINT COORDINATING COMMITTEE

The Joint Coordinating Committee will meet once a year and whenever the necessity arises.

1. Functions

- 1) To formulate the Annual Work Plan of the Project
- 2) To review the overall progress and annual expenditure of the Project.
- 3) To review and exchange views on major issues arising from or in connection with the Project.
- 4) To coordinate with the activity of FAO

2. Chairperson: Secretary-General of OAE

3. Members

1) Thai side:

- (1) Deputy Secretary-General
- (2) Director of CAI
- (3) Representative of Department of Technical and Economic Cooperation
- (4) Personnel concerned to be decided by Thai side

2) Japanese side:

- (1) Chief Advisor
- (2) Coordinator
- (3) Other Japanese experts
- (4) Resident Representative of the JICA Thailand Office
- (5) Personnel concerned to be dispatched by JICA

3) Others: A representative of FAO Office for Asia and the Pacific

Notes:

- 1) Officials of the Embassy of Japan may attend the Joint Coordinating Committee meetings as observers.
- 2) Persons who are invited by the Chairperson may attend the Joint

Coordinating Committee meeting.

ANNEX VII STEERING COMMITTEE

The Steering Committee will meet as the necessity arises.

1. Functions

- 1) To develop and improve detailed plan of activities
- 2) To monitor, coordinate and evaluate activities
- 3) To summarize the proceedings of activities and report it to the Joint Coordinating Committee

2. Committee Advisor: Secretary-General of OAE

3. Chairperson: Deputy Secretary-General of OAE

4. Members of Thai side

- 1) Project Manager
- 2) Deputy Project Managers
- 3) Heads of each Working Group

5. Members of Japanese side

- 1) Chief Advisor
- 2) Coordinator
- 3) Other Japanese experts

Note: Persons who are invited by the Chairperson may attend the Steering Committee meetings.