

**RECORD OF DISCUSSIONS**  
**ON**  
**PROJECT FOR AGRICULTURE MASTER PLAN AND**  
**IRRIGATION DEVELOPMENT PLAN**  
**IN**  
**THE DEMOCRATIC REPUBLIC OF TIMOR-LESTE**  
**AGREED UPON BETWEEN**  
**MINISTRY OF AGRICULTURE AND FISHERIES**  
**AND**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**

Dili, October 19, 2012



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Based on the minutes of meetings on the Detailed Planning Survey of the Project for Agriculture Master Plan and Irrigation Development Plan (hereinafter referred to as “the Project”) signed on May 16, 2012 between the Ministry of Agriculture and Fisheries (hereinafter referred to as “MAF”) and the Japan International Cooperation Agency (hereinafter referred to as “JICA”), MAF and JICA held a series of discussions to develop a detailed plan of the Project.

Both parties agreed on the details of the Project and the main points discussed as described in Appendix 1 and Appendix 2 respectively.

Both parties also agreed that MAF, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Democratic Republic of Timor-Leste.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on January 25, 2005 and the Note Verbales to be exchanged between the Government of Japan and the Government of Timor-Leste.

Appendix 1: Project Description

Appendix 2: Main Points Discussed



## PROJECT DESCRIPTION

### I. BACKGROUND

The agriculture sector plays an important role in the Timorese economy, accounting for more than 90% of non-oil exports and more than 30% of non-oil GDP. Also approximately 80% of the national labor force is engaged in agriculture and /or related activities. Timor-Leste, however, faces several constraints for prosperous agriculture and food security such as unstable climate, insufficient facilities, limited financial resources, low capacity of farmers, the lack of human resources in both the private and public sector, as well as respective technical difficulties in each agriculture sub-sector.

These constraints cause low agricultural production and productivity, low income for farmers and critical food and nutrition insecurity.

The Government of Timor-Leste has formulated the Strategic Development Plan 2011-2030 (hereinafter referred to as "SDP") in which the agriculture sector has been assessed as one of the important sectors in economic development.

The SDP has articulated strategies and targets by 2015, 2020, and 2030; however, concrete plans to achieve those targets are not clearly shown in the SDP.

It is, therefore, necessary for MAF to develop a master plan which presents concrete ways to materialize the SDP targets and will be basis of MAF's budget and human resource development plan in the future.

### II. OUTLINE OF THE PROJECT

1. Title of the Project  
Project for Agriculture Master Plan and Irrigation Development Plan
2. Expected Goals which will be attained after the Project Completion
  - (1) Goal of the Proposed Plan
    - i. The Agriculture Master Plan functions as a primary policy and programs which are proposed in the Master Plan are authorized.
    - ii. The Irrigation Development Plan is implemented.
  - (2) Goal which will be attained by utilizing the Proposed Plan  
Development of agriculture and irrigation is promoted as well as the capacity of planning and implementation of MAF is strengthened.
3. Outputs
  - (1) The Agriculture Master Plan is developed.
  - (2) The Irrigation Development Plan is developed.
  - (3) Capacity of planning and implementation of MAF is strengthened.

4. Activities

(1) Development of Agriculture Master Plan

(1)-1 Analysis of current conditions in agriculture field

Information about the items below is collected and consolidated, and the current condition in agriculture field is analyzed.

- (a) National policy and development plan
- (b) Socio-economic condition
- (c) Natural condition
- (d) Land use
- (e) Overview of agriculture field
- (f) Agricultural economy, postharvest and distribution
- (g) Irrigation and rural infrastructure
- (h) Support system for agriculture
- (i) Human resource development
- (j) Environmental and social considerations

(1)-2 Development of Agriculture Master Plan

Based on the analysis of the current conditions, and information sharing and coordination with related administrative agencies/other organizations, the Agriculture Master Plan is prepared. The components of the Agriculture Master Plan are shown in (a) –(c).

- (a) To analyze development potential and needs in the agriculture field
- (b) To analyze problem structure in the agriculture field
- (c) To indicate development policy/program

(2) Development of Irrigation Development Plan

(2)-1 Comprehensive irrigation scheme inventory

The following survey is conducted for all national irrigation schemes.

- (a) To select the items necessary for the irrigation scheme inventory which is useful for preparation of the irrigation development plan
- (b) To collect existing data which is selected in a)
- (c) To conduct a survey for collecting missing information
- (d) To prepare comprehensive irrigation scheme inventory
- (e) To collect relevant information of new development area

(2)-2 Development of Irrigation Development Plan

Based on the analysis of the current situation and the comprehensive irrigation scheme inventory, Irrigation Development Plan is prepared. Components of Irrigation Development Plan are shown in (a) –(c).

- (a) To select and formulate priority projects
- (b) To formulate an action plan with the target year at 2020
- (c) To prepare a guideline of planning and designing



(3) Technical transfer

Through the activities during the course of the Project, technical transfer for planning and implementation is done with counterpart personnel.

5. Input

(1) Input by JICA

(a) Dispatch of Mission

- Agriculture and rural development planning
- Water resource planning/Irrigation and drainage planning
- Management and operation and maintenance of irrigation facilities
- Economic analysis/ Agricultural economy
- Land use/ Agricultural society
- Soil/ Crop cultivation
- Postharvest
- Environment and social consideration

Inputs other than those indicated above will be determined through mutual consultations between JICA and MAF during the implementation of the Project, as necessary.

(2) Input by MAF

MAF will take necessary measures to provide at its own expense:

- (a) Services of MAF's counterpart personnel and administrative personnel;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment prepared by JICA;
- (d) Information as well as support in obtaining medical service;
- (e) Credentials or identification cards;
- (f) Available data (including maps and photographs) and information related to the Project; and
- (g) Running expenses necessary for the implementation of the Project.

6. Implementation Structure

The Project implementation structure is given in Annex1. The roles and assignments of relevant organizations are as follows:

(1) MAF

(a) Project Director

Director General, MAF will be responsible for overall administration and implementation of the Project

(b) Project Manager

National Director for Policy and Planning, National Director for Irrigation and Water Management, and National Director for Agriculture and Horticulture will be responsible for managerial and technical matters of the Project, including coordination among Timor-Leste counterpart organizations.

(2) JICA mission

The JICA mission members will give necessary technical guidance, advice and recommendations to MAF on any matters pertaining to the implementation of the Project.

(3) Steering Committee

Steering Committee (hereinafter referred to as "SC") will be established in order to facilitate inter-organizational coordination. SC will be held whenever it is deemed necessary. A list of proposed members of SC is shown in Annex 2.

7. Project Site(s) and Beneficiaries

Projects sites: The Project will cover the whole country.

8. Duration

20 months after the first assignment of the mission of the Project.

The Project will be carried out in accordance with the attached tentative schedule (Annex 3).

9. Reports

JICA will prepare and submit the following reports to the MAF in English.

- (1) 30 copies of Inception Report at the commencement of the first work period in Timor-Leste
- (2) 30 copies of Interim Report at the time of about 10 months after the commencement of the first work period in Timor-Leste
- (3) 30 copies of Draft Final Report at the end of the last work period in Timor-Leste
- (4) 40 copies of Final Report within one (1) month after the receipt of the comments on the Draft Final Report

10. Environmental and Social Considerations

- (1) MAF agreed to abide by 'JICA Guidelines for Environmental and Social Considerations (April 2010)' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

**III. UNDERTAKINGS OF MAF**

1. MAF will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Timor-Leste nationals as

a result of Japanese technical cooperation contributes to the economic and social development of Timor-Leste, and that the knowledge and experience acquired by the personnel of Timor-Leste from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and

- (2) grant privileges, exemptions and benefits to members of the JICA missions referred to in II-5 (1) above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Timor-Leste.
2. MAF will take necessary measures to:
    - (1) provide security-related information as well as measures to ensure the safety of members of the JICA missions;
    - (2) permit members of the JICA missions to enter, leave and sojourn in Timor-Leste for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees;
    - (3) exempt members of the JICA missions from taxes and any other charges on the equipment, machinery and other material necessary for the implementation of the Project;
    - (4) exempt members of the JICA missions from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to them and/or remitted to them from abroad for their services in connection with the implementation of the Project; and
    - (5) meet taxes and any other charges on the equipment, machinery and other material, referred to in II-5 above, necessary for the implementation of the Project.
  3. MAF will bear claims, if any arise, against members of the JICA missions resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Project, except when such claims arise from gross negligence or willful misconduct on the part of members of the JICA missions.

#### IV. EVALUATION

JICA will conduct the following evaluations and surveys to mainly verify sustainability and impact of the Project and draw lessons. MAF is required to provide necessary support for them.

- (1) Ex-post evaluation three (3) years after the project completion, in principle
- (2) Follow-up surveys on necessity basis

#### V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, MAF will take appropriate measures to make the Project widely known to the people of Timor-Leste.

**VI. MUTUAL CONSULTATION**

JICA and MAF will consult each other whenever any major issues arise in the course of the Project implementation.

**VII. AMENDMENTS**

The Record of Discussions (hereinafter referred to as "R/D") may be amended by the minutes of meetings between JICA and MAF.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

Annex 1 Implementation Structure

Annex 2 A List of Proposed Members of Steering Committee


Annex 3 Tentative Schedule





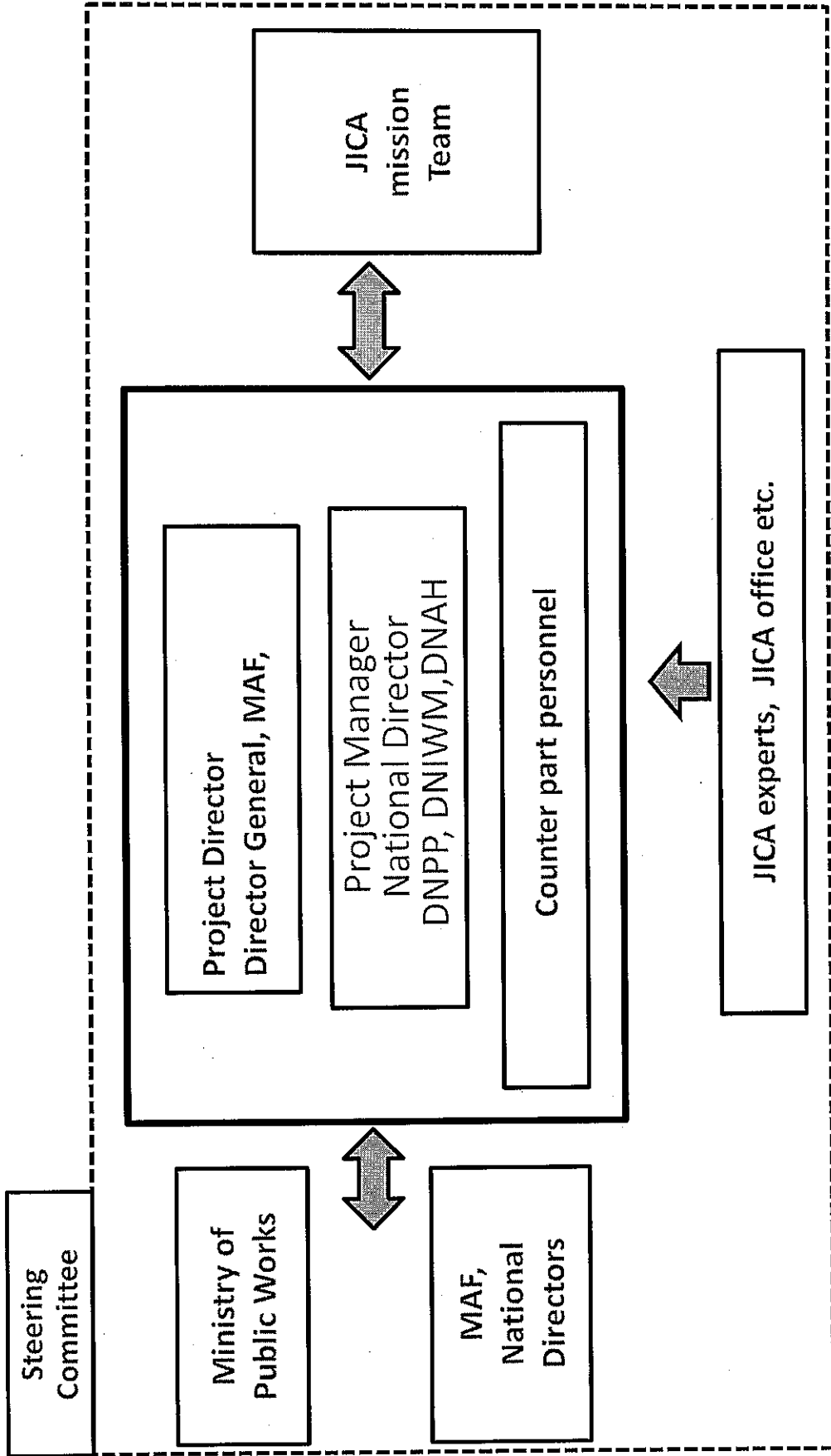
**MAIN POINTS DISCUSSED**

The Project is expected to contribute to mitigation of and/or adaptation to climate change.



# Implementation Structure

Annex-1



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**(1) Function**

The function of the SC is to share the information on the project and to guide the Project in the proper direction. MAF is required to organize SC meeting at the submission of every report as well as upon the request of members of the JICA experts.

**(2) SC members**

The SC members will be chaired by Director General, MAF, other members shall be comprised of the representatives of the following members.

- a) Project Manager
- b) Project Directors
- c) Other relevant National Directors of MAF
- d) Other relevant organizations (Ministry of Public Works)
- e) Other relative experts and personnel concerned dispatched by JICA
- f) JICA Timor-Leste Office



# Tentative Schedule

Year	2012			2013			2014		
month	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	
	R/D								
Analysis of current condition		↑							
Master Plan			↑		↑				
Irrigation Inventory			↑		↑				
Irrigation Development Plan								↑	
Report		ICR			IR		DF		FR

Notes R/D: Record of Discussions, ICR: Inception Report, IR: Interim Report, DF: Draft Final Report, FR: Final Report