

【開発途上国の社会・経済開発のための民間技術普及促進事業】
ミニッツ（協議議事録＝M / M : Minutes of Meeting） サンプル

MINUTES OF MEETINGS
FOR
事業名

AGREED UPON AMONG

相手国側実施機関名
OF
相手国名,
日本側提案団体名
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Japan International Cooperation Agency (hereinafter referred to as "JICA") , 日本側提案団体名, (hereinafter referred to as “日本側提案団体略称”) and 相手国側実施機関 (hereinafter referred to as “相手国側実施機関略称”) had a series of discussions to confirm the details of activities of 事業名 (hereinafter referred to as the "Collaboration Program").

The Collaboration Program will be implemented under the framework of スキーム名 as a part of the JICA's public-private partnership programs to demonstrate Japanese enterprises' technologies that respond effectively to specific development challenges.

相手国側実施機関略称, 日本側提案団体略称 and JICA (hereinafter referred to as “all parties”) agreed to implement the Collaboration Program in accordance with Annex 1 “Collaboration Program Outline” and Annex 2 “Main Points Discussed” respectively.

Place, Month Day, Year

署名者
Chief Representative
JICA 相手国名 Office

署名者
役職名
相手国実施機関名

署名者
役職名
日本側提案団体名

COLLABORATION PROGRAM OUTLINE

I. Framework of the Collaboration Program

1. Activities of private companies and private-sector financing are becoming an increasingly critical part of economic growth, sustainable social development, and poverty reduction in partner countries.
2. In Japan, an increasing number of Japanese private enterprises are implementing social contribution programs and establishing businesses in partner countries, which call for new partnerships between official development assistance projects and private sector activities.
3. Therefore, with aim to fulfill societal needs and to have a positive impact on the social welfare of the partner countries, JICA collaborates with Japanese private enterprises to facilitate their technological and human resources in various fields.
4. Under such basic understandings, this collaboration program is implemented by 日本側提案団体略称 based on the contract with JICA.

II. Title of the Collaboration Program

III. Background

IV. Objectives

V. Target Site(s) and Beneficiaries

VI. Activities

VII. Information of Product/Technology to be provided

VIII. Implementation Schedule

X year(s) Y months from the day of the signing of the contract between 日本側提

案团体略称 and JICA.

IX. Other Details

MAIN POINTS DISCUSSED

I. Implementation Framework of the Collaboration Program

The Collaboration Program will be implemented in accordance with Annex 1. 日本側提案団体略称, entrusted by and in collaboration with JICA, will implement the Collaboration Program. JICA will supervise the overall activities. 相手国側実施機関略称, as a counterpart, will cooperate with 日本側提案団体略称 in assuring the successful implementation of the Collaboration Program throughout the implementation period.

II. Inputs by JICA

1. JICA will dispatch missions by its own expense.
2. JICA (or 日本側提案団体略称) will prepare the products necessary for the implementation of the Collaboration Program shown in the article VII of Annex 1 (hereinafter referred to as the “Product”) and reserve its ownership throughout the implementation period.

III. Measures taken by 相手国実施機関略称

1. 相手国実施機関略称 will take necessary measures to provide reasonable supports, including the following items as a counterpart:
 - (1) Appointment of 相手国側実施機関略称's personnel as counterparts
 - (2) Suitable office space
 - (3) Available data (including maps and photographs) and information related to the Collaboration Program
 - (4) Sufficient land or space for the installation of the Product
 - (5) Permission for implementation of the Collaboration Program (including permission for JICA missions to enter, leave and sojourn in 相手国, permission for construction and permission for installation of the Product)
 - (6) Exemption for mission members dispatched by JICA from customs duties, VAT, internal taxes and other fiscal levies which may be imposed in 相手国名 with respect to the import or re-export of the Product and local purchase of products and services necessary for the Collaboration Program
2. 相手国実施機関略称 shall ensure that the Product, techniques and knowledge acquired in the Collaboration Program are not used for military purposes.

IV. Environmental and Social Considerations

1. “JICA Guidelines for Environmental and Social Considerations (April 2010)”

(hereinafter referred to as “the JICA Guideline”) shall be applied in order to ensure that appropriate considerations for the environmental and social impacts in the Collaboration Program.

2. As the Collaboration Program is categorized as B under the JICA Guideline, the necessary procedures are taken in accordance with the JICA Guideline. Some activities such as below will be conducted by 日本側提案団体略称;
 - (1) Formulating and implementing the management plan and the monitoring plan
 - (2) Filling out the monitoring form
 - (3) Disclosure of the monitoring result on JICA’s Website

V. Miscellaneous

1. In case any damages arise in associate with the Collaboration Program, each party shall be liable for costs and damages caused by its own personnel. The other parties will be indemnified and held harmless for the costs and damages.
2. 日本側提案団体略称 reserves its intellectual property rights such as any patent, trademark, copyright, design, pattern, construction, etc. (hereinafter referred to as the “Intellectual Property Rights”), concerning the Product brought or made by 日本側提案団体略称 for the Collaboration Program, and no Intellectual Property Rights are granted by license or otherwise under this Minutes of Meetings. Any resale, reproduction, reuse and transfer of the Intellectual Property Rights which belong to 日本側提案団体略称 concerning the Product is strictly restricted without obtaining prior written permission by 日本側提案団体略称.
3. All parties shall observe the confidentiality and secrecy of documents, information and other data received or supplied by any of the other parties as confidential information for the implementation of the Collaboration Program. Such information must be kept confidential even after the completion or the termination of the Collaboration Program.

VI. Other relevant issues

1. The Product
 - (1) After the implementation of the Collaboration Program, the Product shall be handed over and transferred to 相手国側実施機関略称 on an “as is” basis from JICA. 相手国側実施機関略称 shall conduct proper and effective operation and maintenance of the Product by its own expenses if the Product is handed over.
 - (2) 相手国側実施機関略称 shall indemnify and hold harmless JICA and 日本側提案団体略称, from any costs, taxes, charges, damages or otherwise arising from or in connection with the Product (including, but not limited to, its transfer or use), after the Product is handed over, unless any product guarantee is provided by 日本側提案団体略称 in a separate arrangement.

VII.Mutual Consultation

Any major issues may arise from or in connection with this Minutes of Meetings will be resolved through mutual consultations by all parties.