

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GOVERNMENT OF CANADA
AND
THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN)
ON THE
ASEAN-CANADA FOREST TREE SEED CENTRE

WHEREAS the Government of Canada (hereinafter called Canada), wishing to assist the Association of Southeast Asian Nations (hereinafter called ASEAN) in the establishment and organization of the ASEAN-Canada Forest Tree Seed Centre (hereinafter called the Centre) as described in Annex "A" attached hereto;

WHEREAS ASEAN countries (Indonesia, Malaysia, Philippines, Singapore and Thailand) have through a collective agreement decided that the Centre be located in Thailand and designated the Government of the Kingdom of Thailand (hereinafter called Thailand) as their representative for the purposes of this Memorandum;

AND WHEREAS Thailand agreed to act as the representative of ASEAN and to be party to this Memorandum in its own right as the host country for this project;

NOW, THEREFORE, Canada, ASEAN and Thailand agree as follows:

ARTICLE I

Responsible Authorities

1. Canada designates the Canadian International Development Agency (hereinafter called CIDA) as the agency responsible for the implementation of its obligations under this Memorandum.
2. ASEAN countries collectively designate Thailand as their representative for the purposes of this Memorandum.
3. Thailand designates the Royal Forest Department as the agency responsible for the implementation of its obligations under this Memorandum.

ARTICLE II

Project Objective

The objective of the Project is to assist in the establishment of an ASEAN-Canada Forest Tree Seed Centre and develop its capability to provide technical assistance to ASEAN countries in their afforestation programmes.

ARTICLE III

Executing Agency

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The Project Steering Committee (hereinafter referred to as the "Committee") will be the executing agency for the Centre. The role and functions of this Committee, its organization and its responsibilities concerning the Centre is described in detail in Annex A of this Memorandum.

ARTICLE IV

Description of the Project

All details of the project including a description of activities, components, implementation schedule, budget, funding arrangement and the financial and general reporting system are described in detail in Annex A of this Memorandum. This document will constitute an annex to and an integral part of this agreement.

ARTICLE V

Responsibilities of the Government of Canada

Canada will contribute an amount not exceeding Canadian dollars one million five hundred thousand (Cdn \$1,500,000) in grant funds for the provision of:

- (a) technical assistance in the form of Canadian experts, post graduate and short-term training awards for citizens of ASEAN countries, in Canadian universities, colleges and other Canadian public and private institutions;

- (b) funds to organize short-term practical training within ASEAN countries and for committee meetings to review the progress of the Centre;
- (c) equipment for the Centre and for forestry agencies of ASEAN countries to implement the activities related to the Centre. Unless otherwise agreed to by CIDA all equipment should satisfy Canadian content regulations;
- (d) funds for a comprehensive evaluation of the Centre at the end of the project.

ARTICLE VI

Responsibilities of the Government of Thailand

Thailand will:

1. Take all necessary steps to establish the Centre.
2. Receive in trust for and on behalf of ASEAN countries, all Canadian assistance to be provided for the Centre, and ensure that the proper accounts are maintained by the Centre.
3. Ensure that the Centre quarterly expenditure statements, progress reports and general reports are duly submitted to CIDA by the Centre.
4. Ensure that all activities undertaken by the Centre are diligently carried out.
5. Provide necessary buildings and facilities as a grant for the Centre, and also an annual grant adequate to cover the cost of necessary staff and the operational costs of the Centre including the cost of maintenance and utilities.

6. Provide exemption from customs duties and taxes on all equipment and material imported into Thailand for the use of the Centre.
7. Exempt Canadian personnel entering Thailand to work on the Centre from the payment of:
 - (a) resident and local taxes for the duration of the project;
 - (b) import customs and other taxes on all professional and technical equipment required for use in assignments in the Centre and on personal and household effects;
8. Provide, at a reasonable rent, all temporary and furnished accommodation as required near the Centre for all Canadian personnel assigned to the Centre.
9. Bear the cost of any claims against the Government of Canada or Canadian experts, or both, resulting from, occurring in the course of, or otherwise connected with their functions covered by this Memorandum except those claims arising from willful misconduct or gross negligence of the Canadian experts.

ARTICLE VII

Management and Organization of the Centre

The Centre as the Executing Agency for the project and its Director will be primarily responsible for managing the Centre activities. A detailed description of the roles and responsibilities of the parties involved in the project is provided in Annex A.

ARTICLE VIII

Evaluation

At the completion of the project, CIDA and the Committee shall arrange for an in-depth evaluation of the project to assess the extent to which the Centre objectives have been achieved and the planned activities have been carried out.

ARTICLE IX

Information

Parties to this Memorandum shall ensure that this Memorandum of Understanding is carried out with diligence and efficiency, and each shall furnish the other such information as shall reasonably be requested.

ARTICLE X

Communication

1. Any communication or documents given, made or sent by either Thailand or Canada pursuant to this Memorandum of Understanding or annexes hereto shall be in writing and shall be deemed to have been duly given, made or sent to the party to which it is addressed at the time of its delivery by hand, mail, telegram, cable or radiogram at its respective address, namely,

For Thailand:

Mail address: Director General, ASEAN-THAILAND
Ministry of Foreign Affairs
Bangkok, Thailand.

Cable address: KANTANGDES BANGKOK

For Canada:

Mail address: The President
Canadian International Development
Agency,
200, Promenade du Portage
Hull, Quebec, Canada
K1A 0G4

Cable address: CIDA HULL

2. Any one of the parties hereto may, by written notice to the other party hereto, change the address to which any notice or request intended for the party so giving such notice shall be addressed.

ARTICLE XI

Differences which may arise in the application of the provisions of this Memorandum of Understanding shall be settled by means of negotiations between ASEAN and Canada, with prior consultation with other ASEAN countries.

ARTICLE XII

This Memorandum may be extended or amended by mutual agreement by an exchange of notes between ASEAN and Canada.

ARTICLE XIII

This document and annex hereto represent an administrative arrangement between ASEAN and Canada. It is intended only to set out the responsibilities of the two parties concerning the project herein described.

ARTICLE XIV

This Memorandum of Understanding shall become effective on the date of signature and shall last until the completion of the project, unless otherwise mutually agreed upon by the parties. It cancels any previous agreement concerning this project, whether verbal or written, made between ASEAN and Canada.

In witness thereof, the undersigned, on behalf of their respective parties, have signed this Memorandum of Understanding.

Signed at Ottawa in duplicate this 1st day of
May, 1981.

ANNEX "A"

PROJECT DOCUMENT

ASEAN-CANADA FOREST TREE SEED CENTRE PROJECT

PROJECT DOCUMENT

ASEAN-CANADA FOREST TREE SEED CENTRE PROJECT

I BACKGROUND

This project is a component of a programme of Development Cooperation between Canada and the Association of Southeast Asian Nations (ASEAN).

The Third Meeting of ASEAN Forestry Experts in Manila on 13-14 October, 1977 accepted the proposal for the establishment of an ASEAN-Canada Forest Tree Seed Centre Project to be located in Thailand. Canada accepted the project for consideration at the Second ASEAN-Canada Dialogue in Ottawa on 31 October - 1 November, 1977. The Fifth meeting of the Committee on Food, Agriculture and Forestry in Manila on 8-9 July, 1979 agreed to create a Project Steering Committee. At the Meeting of the Project Steering Committee in Bangkok on 7-8 November 1979, draft project details and requirements were finalised. The First ASEAN Coordinative Meeting on Forestry Programmes in Manila on 27-29 November, 1979 accepted the project proposal after appropriate amendments. The approved project document was endorsed by the Sixth Meeting of the Committee on Food, Agriculture and Forestry in Medan on 23-26 January, 1980.

II THE ASEAN-CANADA FOREST TREE SEED CENTRE PROJECT

The ASEAN-Canada Forest Tree Seed Centre Project will be implemented through an institutional arrangement and will be hereinafter referred to as the Centre.

The purpose of the Centre is to establish and operate a Seed Centre to assist member countries in their reforestation programmes.

1. Functions

In order to fulfill its purpose, the Centre would undertake the following functions:

- (a) To establish a well-equipped regional forest tree seed centre in Thailand which will serve as a training centre on seed research for ASEAN countries;
- (b) To assist in the development of forest tree seed orchards in ASEAN countries in order to provide adequate supply of quality seeds of selected species used in afforestation and reforestation work; and
- (c) To strengthen ASEAN technical competence in nursery and forest plantation research and development through fellowships leading to graduate degrees.

2. Organization

The ASEAN Committee on Food, Agriculture and Forestry (COFAF) will function as the overall policy body. The ASEAN Coordinative Meeting on Forestry Programmes will function as coordinator of all ASEAN forestry activities including this project. The Project Steering Committee (hereinafter referred to as the Committee) will be responsible for the operations and management of the Centre (see Chart 1).

3. Financial Arrangements

The arrangements for financing the Centre will be as follows:

3.1 Secretariat Cost

The cost of normal operation of the secretariat will be borne by the host country.

3.2 Capital and Operational Costs of the Centre

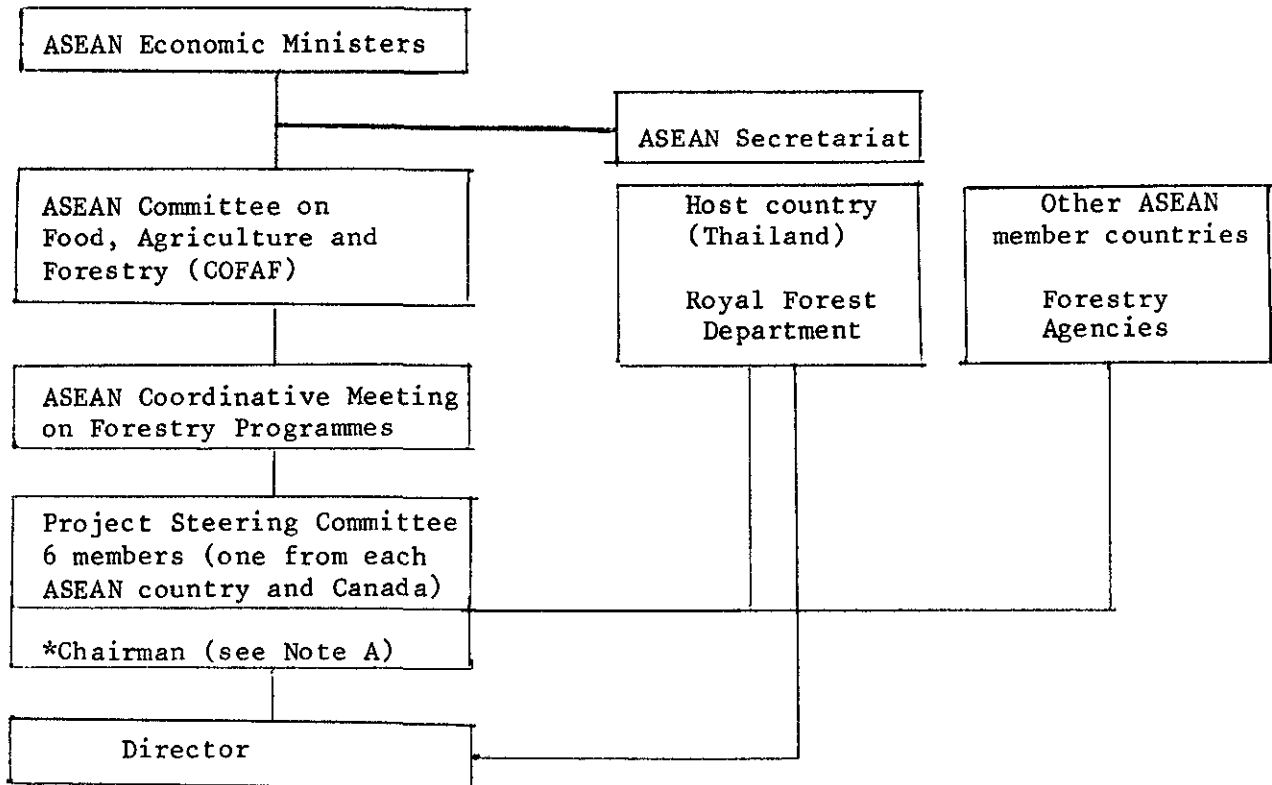
The primary responsibility of financing the capital and the operational costs of the Centre located in the host country shall rest with the host country. Capital costs in this instance will include the land and buildings required for the Centre.

3.3 Special Supplementary Funds

Special supplementary funds will include special programme and project grants and assistance in kind from Canada and assistance in kind from ASEAN countries. The Centre may also receive special supplementary funds from other sources subject to approval from appropriate authorities. These funds will be used for:

- (1) Training and research scholarships
- (2) Seminars and conferences
- (3) Personnel exchanges
- (4) Preparation of publications and information material
- (5) International experts for special research programmes
- (6) Research equipment

Chart 1



Note A Member representing the Host Country (Thailand) will be ex-officio chairman of the Steering Committee.

Note B Director to be appointed by the Steering Committee of the ASEAN-Canada Forest Tree Seed Centre.

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The representatives of the host government (i.e. the government of the country wherein the Centre is located) will be ex-officio chairman of the Committee. The Committee shall be the principal governing body of the Centre and all powers of the Centre shall be vested in this Committee.

III JUSTIFICATION OF THE PROJECT

The ASEAN region has one of the world's most valuable tropical hardwood forest reserves (more specifically the area has the largest concentration of certain very expensive species of such tropical hardwoods as teak, mahogany, etc.) and these forest reserves are presently being depleted on a large scale and these reserves will be lost forever. Although forests are considered a renewable resource, the current high rate of exploitation has upset the ecological balance, and the renewability of the resource is endangered. Recent World Bank studies also indicate that world prices of tropical hardwoods will increase quite considerably within fifteen years because of dwindling supplies.

There are many problems limiting the expansion of plantation establishment and programmes within ASEAN countries, but the uncertainty of quality seed supplies is one of the major problems common to all ASEAN countries. Improved forest management through training a cadre of forest managers is also an important element in ensuring that forest areas in all ASEAN countries are utilized in an effective manner and exploited on a rational basis.

Tropical conditions differ from conditions in Canada. Canadian experts would require an adaptation period to learn about local and regional conditions before becoming effective; Canadian technology is, however, adaptable to tropical conditions and Canada is already internationally recognized for its capability in the forestry sector.

IV CANADIAN AND ASEAN CONTRIBUTIONS TO THE CENTRE

The project would consist of a physical facility, furnishings and equipment and counterpart staff to be provided from ASEAN countries, particularly by Thailand which is the host country. In addition Thailand will bear the cost of annual administrative and operational expenses. The Canadian contribution will include long and short term experts, practical and academic training within Canada and the region and some limited equipment. Details of Canadian and ASEAN contributions to the project are outlined below:

1. Canadian Contributions

- 1.1 Canadian Experts: Canada will provide five man-years of experts. The specialized fields of expertise, their qualifications and their terms of reference will be determined by the Committee in consultation with CIDA.

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- 1.2 Post Graduate Training: Post graduate training is primarily for professional counterparts in the Centre who will be responsible for continuing the program of work initiated by experts, and to train professionals working in forestry agencies in ASEAN countries who will, in their own countries, be responsible for activities in the areas that the post graduate training will cover. The project provides for 20 academic years of post graduate training in various fields of study related to the Centre. All post graduate studies will be at Canadian Universities, and the actual number of trainees to be trained will depend on the length of academic training required. The largest number of trainees that could be trained is 20 (i.e. all trainees follow a one year programme) and the least will be 7 (i.e. all trainees follow a 3 year programme). Total number of trainees is, however, estimated to be about 10.

The final decision concerning the assignment of these awards between member countries and the specialized areas within the general field that the trainees will be trained in, etc., will be determined by the Committee on the advice of the respective Canadian experts and the forestry agencies of member countries. It will be the responsibility of the Committee to ensure that the training awards are equitably distributed among nationals of ASEAN countries. The Committee will also ensure that the professionals (counterparts) who will work at the Centre are appropriately trained for their respective jobs. As indicated before, these awards are primarily meant to train a group of professionals who could continue to work in the selected fields of activity within the ASEAN region.

The Committee at its meeting on 7-9 November 1979 held in Bangkok has requested that the scholarships under Canadian assistance include Forest Ecology, Silviculture, Forest Pathology, Forest Entomology, Plant Physiology, Forest Management, Forest Economics and Forest Botany.

All trainees selected for these awards should have at least a basic bachelor degree and should be able to meet the entrance requirements for post graduate studies in Canadian Universities. Preference should be given to counterparts working at the Centre and forestry officials already working in the proposed fields of activity in member countries. All trainees receiving awards should sign an agreement with their respective governments undertaking to work at the Centre or at forestry agencies of member countries for at least three years after completion of their training. These awards may be used for either formal post graduate degrees or for special post graduate research and non-degree programmes.

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- 1.3 Short Term Practical Training in Canada: The project provides for short term practical training in Canada in the fields of project activity for technicians of the Centre and for technicians of forestry agencies in member countries. These training courses will be organized by CIDA and will be specifically designed to meet the requirements of the groups to be trained. The emphasis will be on practical training and an effort will be made to provide the trainees an opportunity to visit, study and observe how Canadian technicians in corresponding positions in Canadian federal and provincial government departments and in private institutions perform their respective functions, the technology and the systems they use, etc. The Committee will submit a proposal concerning the type of training to be provided, distribution of training awards between the fields of activity, etc. These proposals will be included in the annual plans of operation which will be submitted to CIDA for approval. There may be some merit in providing all the short term training in Canada within the first two years.
- 1.4 Short Term Practical Training within the ASEAN Region: Short term practical training within the ASEAN region will focus on seed centre technologies within ASEAN countries. The Director of the Centre will organize short term practical training within the ASEAN region in consultation with the Canadian experts in the respective fields. The duration of these courses is estimated to be about 6 to 10 weeks. Experts and professionals working in the Centre will function as resource personnel for these training programmes. Additional resource personnel may be provided by the member countries.
- 1.5 Workshops - Seminars: The workshops-seminars are primarily for senior government officials with responsibilities in directing national activities in fields under review at these seminars. It is anticipated that these seminars will provide an opportunity for senior officials of member countries to discuss their national programmes with corresponding officials in other countries and with experts provided by Canada and other donors. The Director of the Centre is responsible for organization of these seminars and experts working at the Centre and their counterparts will serve as resource personnel. The duration of these seminars is expected to be about five days. The project provides for 10 participants from member countries, i.e. two from each country at each of these seminars. Member countries, if they so wish, could send additional participants at their own expense.
- 1.6 Equipment: The project has an allocation of Canadian \$400,000 for equipment as listed in Appendix 1.

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If more funds are available after meeting the requirements of the Centre, these funds may also be used to provide scientific and other equipment for member countries to implement seed technology programmes initiated by the Centre. Unless otherwise agreed by CIDA, all equipment requested should be supplied by Canada. In instances of equipment that is absolutely necessary for the operation of the Centre but cannot be supplied from Canada the Director may arrange the procurement from ASEAN or other sources after having obtained CIDA's approval.

- 1.7 Committee Meetings: These meetings are to provide an opportunity for the Committee to review project activities, approve annual financial statements, and the budget and the plan of operation for the following year. The Committee shall meet at least twice a year for the purpose indicated above. The project provides up to Canadian \$25,000 for three years to defray the actual cost of travel and hotel expenses of members attending the meetings.
- 1.8 Project Evaluation: In the latter part of the third operational year of the project (i.e. around October - November 1983) CIDA and ASEAN will arrange to evaluate the project. The object of the evaluation is to determine and report on the extent to which the project activities have been implemented, and attempt to measure the extent to which the project activities have helped in realising the purpose of the project. The Director of the Centre will provide necessary local support for the evaluation.

2. ASEAN Contribution

The ASEAN contribution to the project will consist of inputs expected from the host country (Thailand) and other member countries.

- 2.1 Thailand has undertaken to provide the following inputs to the Centre:

- (1) Land and premises

- Land for construction, 8 hectares
- 1 office building
- 3 houses for experts and Centre Director with furniture and kitchen utensils.
- 1 dormitory with furniture and kitchen utensils.
- 1 water tower with artesian well
- 3 buildings for labourers (a building for 4 families)
- 1 nursery
- furniture for the Centre
- 1 electric transformer

(2) Personnel

5 Technical officers with 1 administrative office
1 technician
10 labourers
3 typists
3 clerks
4 drivers
2 guards
3 janitors

(3) Materials

Oil and gasoline
Chemicals
Miscellaneous items

(4) Maintenance

Maintenance for cars and other equipment

(5) Per diem and travel allowances

Per diem and transportation allowances for drivers,
labourers and technicians.

(6) Miscellaneous Expenses

(7) Contingency

The land and buildings to be provided by Thailand will have a minimum of 500 m2 of usable space for the following essential components:

a)	cone and seed shed	to be determined later
b)	a seed extraction plant	100 m2
c)	laboratory for testing and research	100 m2
d)	cold room for storage	25 m2
e)	subfreezing room for storage	12 m2
f)	blending and shipping room	20 m2
g)	library	40 m2
h)	vault	12 m2
i)	administrative office	12 m2
j)	director's office	20 m2
k)	other offices	75 m2

All personnel except foreign experts and those from ASEAN member countries working in the Centre will be provided by Thailand.

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All expenses that Thailand has undertaken to provide, i.e. other personnel, materials, maintenance, per diem and travel, etc. to the Centre should be provided as an annual contribution for these expenses and should constitute a part of Thailand's official contribution to the Centre.

The imputed value of land and premises to be provided by Thailand is estimated to be Canadian \$600,000. The total cost of personnel and all other inputs that Thailand has undertaken to provide is estimated to be \$400,000. Thus the total Thai contribution is estimated to be around \$1,000,000.

- 2.2 Other ASEAN Countries: Efforts should be made to encourage ASEAN professionals and technicians to work at the Centre. Positions in the Centre may be rotated among officers of forestry agencies in ASEAN countries to develop a spirit of cooperation among these agencies.

During the period of 3 years, other participating ASEAN countries may provide at least one professional to the Centre for a duration of not more than 9 months. This period may be reduced with the agreement of the Committee.

The governments of participating ASEAN countries will continue the payment of professional's and trainees' salaries during the time they are attached to the project.

The cost of seed collection, transportation, handling and local phenological study shall be borne by the countries concerned.

The imputed value of these contributions is estimated to be \$30,000 (Canadian) per year per country.

V PROJECT COST

The following is a detailed breakdown of the estimated cost of the Canadian and ASEAN contributions to the project:

A. Canadian Contribution (in Canadian \$)

	<u>1981/82</u>	<u>1982/83</u>	<u>1983/84</u>	<u>Total</u>
1. Experts (5 man-years)	70,000	140,000	140,000	350,000
2. Post Graduate Training				
a) academic training in				
Canada (20 academic years)	70,000	125,000	150,000	345,000

b) research fellowships at the centre		15,000	15,000	30,000
3. Short-term Practical training				
a) in Canada (15 trainees)	30,000	30,000	30,000	90,000
b) within ASEAN (30 trainees)	30,000	30,000	30,000	90,000
4. Workshop/Seminars	-	-	25,000	25,000
5. Equipment	250,000	100,000	50,000	400,000
6. Evaluation	-	-	25,000	25,000
7. Committee Meetings	5,000	10,000	10,000	25,000
8. Contingency (Inflation)	-	35,000	45,000	80,000
(Other)	10,000	10,000	20,000	40,000
TOTAL Canadian Contributions	465,000	495,000	540,000	1,500,000

B. ASEAN Contribution (in Canadian \$)

	<u>T O T A L</u> 1981-84
(1) imputed value of buildings and facilities to be provided by Thailand (including maintenance)	600,000
(2) imputed value of other inputs	
a) Thailand	400,000
b) Indonesia	100,000
c) Philippines	100,000
d) Malaysia	100,000
e) Singapore	<u>100,000</u>
TOTAL ASEAN Contribution	1,400,000
TOTAL PROJECT COST	2,900,000

VI SCHEDULE OF PROJECT ACTIVITIES

A provisional schedule of project activities is given in Appendix 2. This schedule is an integral part of the overall plan of operation of the project. All major project activities are described in this schedule and the respective entities responsible for implementing these activities are also indicated. A more detailed description of the responsibilities of

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various entities involved in the project are provided in Section VI of this report. The Director of the Centre will, however, draw up more detailed annual plans of operation within the framework of this general plan.

VII ORGANIZATION OF THE CENTRE

1. Organizational Chart: The principal agencies involved in the project and hierarchical lines of responsibility/authority and communications relating to them are depicted in Chart II.

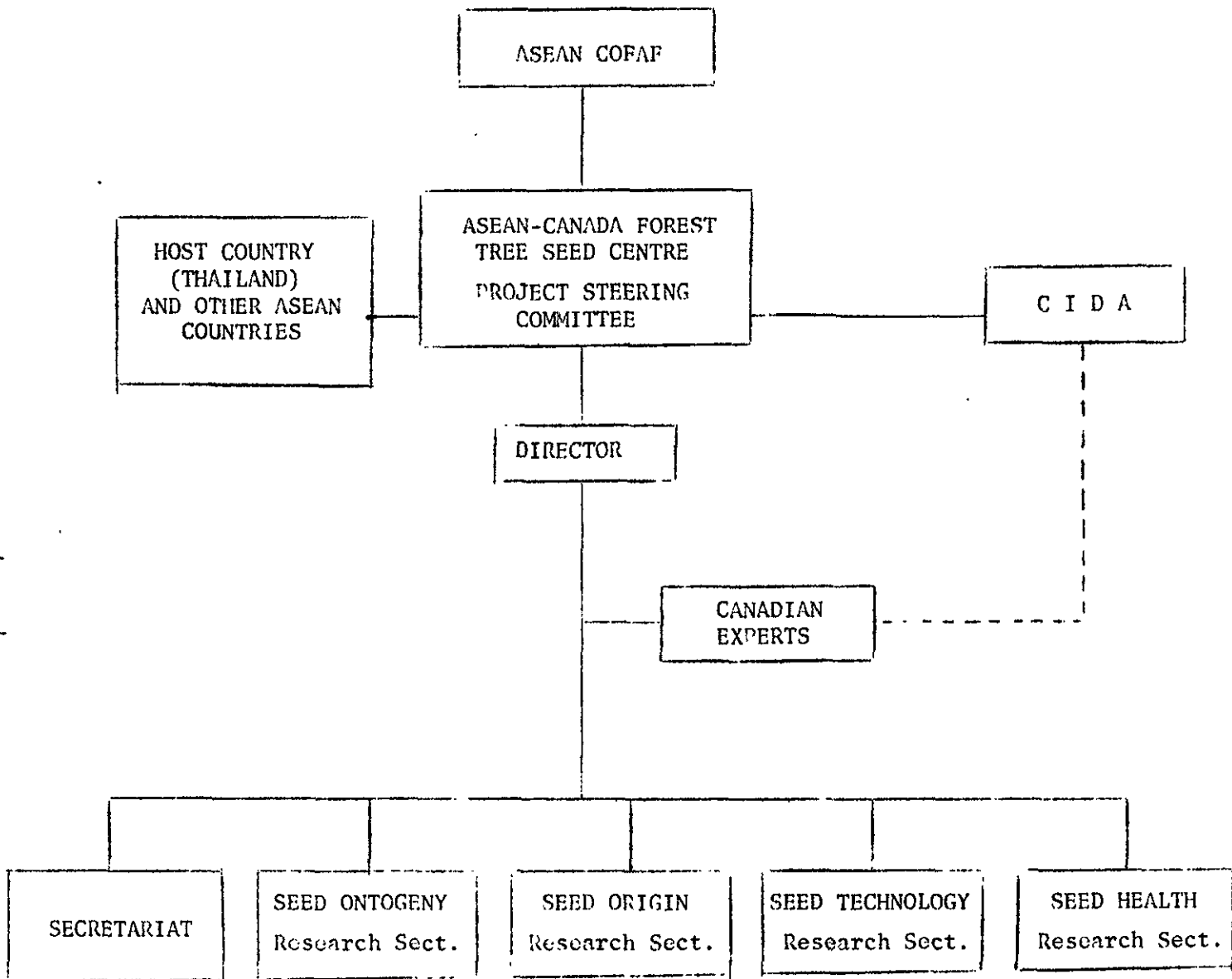
2. Roles and Responsibilities

2.1 CIDA. A statement of responsibilities of the Government of Canada is provided in the memorandum of understanding between Canada and ASEAN. As the designated agent of the Government of Canada, CIDA will fulfill the said responsibilities and shall be responsible for:

- a) Recruitment and hiring of Canadian Experts and short term consultants to work on the project; determine terms and conditions of their employment, provide briefing on their assignments and ensure that they perform the functions and activities they are expected to perform as described in their respective contracts. CIDA will also make every effort to ensure that all the functions and activities that the respective experts/consultants are expected to perform as described in this report are covered in the term of reference of the respective experts/consultants and that the experts/consultants are suitably qualified to undertake these functions and activities.
- b) Arrangement for suitable placements in Canadian Universities or other Canadian Training institutions for students who are selected for post graduate and short term training awards; provide their allowances and other benefits that they will be eligible for according to the terms of their awards (as described in more detail in CIDA Technical Assistance Regulations (TARS)) and provide guidance and advice to them while they are in Canada.
- c) Arrangement of special training programmes in Federal and Provincial government departments and in private institutions for some selected trainees requiring highly specialized practical training;
- d) Review progress reports submitted by the Director and take corrective or remedial action as required;

CHART II



- e) Arrangement for procurement and shipment of equipment and supplies provided by Canada as agreed to in the MOU between Canada and ASEAN;
- f) Verify quarterly and annual expenditure statements submitted by the Director for untied components of the project, approve payment of all legitimate expenditures and arrange for payment of approved expenses either in the form of accountable advances or reimbursement of actual project costs incurred by the Centre; and
- g) Verification and payment for project components directly provided by Canada and tied to Canadian source.

2.2 Canadian Embassy. The Canadian Embassy in the host country will function as the communication link between CIDA and ASEAN project authorities. Further it shall be responsible for:

- a) Assisting in resolving any difficulties which may arise in the field during implementation of the project;
- b) Monitoring progress as reported by ASEAN project authorities and Canadian experts working on the project and general monitoring of project performance; and
- c) Providing directions and guidance to Canadian experts concerning local customs laws and regulations etc., and generally help them to carry out their duties and responsibilities in a more effective manner.

2.3 ASEAN/COFAF

ASEAN/COFAF is the principal ASEAN authority for the Project. Its role and responsibilities include:

- a) Determination of contribution of member countries;
- b) Issuance of policy directives and guidelines;
- c) Periodic review of the Centre's progress.

2.4 Project Steering Committee

The Committee consisting of representatives from ASEAN member countries and CIDA, is the principal governing body of the Centre. Its authority will emanate from the agreement among ASEAN member countries. The representative of the host country will be ex-officio chairman of the Committee.

Subject to policy directives and guidelines set by COFAF, the Committee shall have the following responsibilities:

- a) Appoint a Director for the Centre on the recommendation of the host country;

- b) Set policy and operational guidelines to be followed by the Director with respect to the operational aspects of the Centre and the project in particular, including:
 - (1) guidelines to ensure that proper financial accounts are maintained, a reporting system established and an internal auditor appointed to verify expenditures incurred;
 - (2) guidelines concerning travel expenses that may be paid to Committee Members and Centre staff for attending Committee meetings and for other official travel; and
 - (3) guidelines concerning the appointment of professional, technical and support staff of the Centre;
- c) Appoint an external auditor to audit the accounts of the Centre.
- d) Review and approve:
 - (1) annual expenditure statements of the Centre;
 - (2) appointments of professional and technical staff of the Centre;
 - (3) annual plans of operations;
 - (4) annual budget; and
 - (5) progress and annual reports
- e) The Committee shall meet twice a year in March and September, and shall submit reports of its meeting to ASEAN/COFAF.

2.5 Director

The Director would be the designated executive officer of ASEAN and the host country for the Centre. He will be the person primarily responsible for implementing the project activities subject to authority delegated by the Committee and the host country. Further, he would be responsible for:

- a) Making recommendations to the Committee concerning:
 - (1) Total recurrent and administrative costs of the Centre;
 - (2) Policy and operational guidelines to be established by the Committee;
 - (3) Annual expenditure statements, budgets and plans of operation for the Centre for review and approval by the Committee; and

(4) Appointments of professional and technical staff for the Centre.

- b) Maintaining of proper accounts of funds advanced by CIDA for project components that will be directly implemented by the Centre, preparing and submitting to CIDA quarterly expenditure statements duly audited by the internal auditor appointed by the Committee and quarterly progress reports as described in more detail in Section IX of this document.
- c) Providing direction, guidance and the services of support staff to Canadian experts working in the Centre and ensure that satisfactory arrangements are made concerning housing and local travel while they are working for the Centre;
- d) Preparing lists of candidates, in consultation with forestry agencies of member countries and Canadian experts working in the respective fields, for all post-graduate and short term training awards in Canada as per schedule of activities of the Centre; helping the Committee in the selection process; advising the Committee on terms and conditions that should be attached to these awards; monitoring their progress while they are undergoing training in Canada; and, once they return, taking measures to ensure that their services are properly utilized in pursuance of the objectives of the Centre;
- e) Planning and carrying out all short term training programmes and seminars according to the schedule of activities proposed in this report, in consultation with Canadian experts and other professional staff of the Centre;
- f) Arranging all Committee meetings, preparing of all reports and other documents to be considered at these meetings, maintaining a record of all important decisions pertaining to the Centre and taking appropriate action to give effect to Committee's decisions;
- g) Ensuring that the Centre maintains a good relationship with the host country and adheres to overall directives and policy guidelines issued by the host country;
- h) Ensuring proper maintenance and care of all facilities and equipment belonging to the Centre;
- i) Administering and supervising all staff working at the Centre, and
- j) Ensuring that all reporting requirements as specified in Section VIII are carried out.

2.6 Canadian Experts

The responsibilities and term of reference of the Canadian experts will be determined by the Committee.

VIII PROJECT FUNDING AND FINANCIAL REPORTING SYSTEM

Chart IV indicates the schedule of quarterly accountable advances to be made by CIDA and the reporting requirements and date for the planned project evaluation.

1. Quarterly Advance

The project activities that are not tied to Canadian sources will be financed through quarterly accountable advances to be provided by CIDA to the Centre. The first of such advances will be paid in March, 1981, or shortly thereafter and will not exceed Canadian \$250,000. Thereafter CIDA will reimburse actual expenses incurred in the previous quarter. Advances from March, 1983 onwards will be made on the basis of projected quarterly expenses taking into account advances already made. All advances made should be fully accounted for by December 1984.

All expenses tied to Canadian sources will be paid directly by CIDA and CIDA will provide the Centre an account of expenses incurred on a bi-annual basis for information purposes only.

2. Quarterly Project Expenditure Statements and Programme Reports

The Director will prepare and submit to CIDA, through the Canadian Embassy, Quarterly Expenditure Statements of expenses incurred from project funds advanced by CIDA. The first statement should be submitted by June 15, 1981 and thereafter regular quarterly expenditure statements should be submitted before the 15th of September, December, March and June of each year for the duration of the project. Each of these statements will indicate the previous balance, itemized account of expenses incurred during that quarter, including a comparison of funds spent vs funds budgeted.

Along with the quarterly expenditure statements the Director shall submit quarterly progress reports which shall include but not be limited to:

- (a) a brief summary of progress achieved showing a comparison of work completed vs work scheduled in his document;
- (b) explanation of any significant deviation; and

- (c) identification of any problems (experienced or anticipated) which require attention or corrective action by the CIDA or by the Committee.

3. Annual Audited Income and Expenditure Statements

The Director shall ensure that an annual Statement of all funds advanced by CIDA and all expenditures incurred from these funds is prepared, duly audited by the external auditors of the Centre and submitted to CIDA no later than the 15th of June each year.

IX GENERAL REPORTS

1. Annual Plan of Operation for the Centre

In consultation with the professional staff of the Centre and Canadian Experts working in the Centre, the Director shall, as specified in Schedule of Activities in Appendix 2, prepare detailed annual plans of operation of project activities. These plans of operation will include:

- (a) detailed terms of reference for activities to be performed by project staff (both local staff and experts);
- (b) details of local training courses and seminars to be organized during the year, the areas in which training is to be provided, a broad outline of course content, resource personnel to be used in the training programmes and their respective responsibilities etc;
- (c) subjects and areas in which post graduate training is to be provided, candidates selected for these awards, nationality of these candidates, their current or prospective occupation and the work they are expected to perform after completing their training in Canada;
- (d) subjects and areas in which short-term training in Canada is to be provided, candidates selected for these awards, nationality of these candidates, their current or prospective occupations and the work they are expected to perform after completing their training in Canada; and
- (e) estimated budget of project activities for the year.

Any changes of the proposed duration from the general plan of operation developed herein should be specifically dealt with. The Director shall ensure that these plans of operations, duly approved by the Project Steering Committee, are submitted to CIDA on a timely basis for endorsement by CIDA on a NO objection basis.



2. Annual Project Reports

While the annual plans of operation will spell out the planned project activities or focus on evaluating the activities of the previous year these annual reports will particularly focus on evaluation of financial performance in the year under review which would include a comparative analysis of sums disbursed during the period and the sums provided in the budget for each activity as well as for the project as a whole, and an evaluation of effectiveness which would attempt to analyse the extent to which the project activities in the previous year have helped in achieving the purposes and the goals of the project.

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APPENDIX 1

ASEAN-CANADA FOREST TREE SEED CENTRE

LIST OF EQUIPMENT

(To be provided by CIDA)

<u>Equipment</u>	<u>Quantity</u>	<u>Estimated Unit Cost Cdn \$</u>	<u>Estimated Total Cost Cdn \$</u>
Seed Shaker	1	800	800
Seed Sampler	1	800	800
Seed cleaner and aspirator	1	3,500	3,500
Macerator	1	1,100	1,100
Hand screens and sieves (set)	2	2,500	5,000
Climber equipment (set)	30	350	10,500
Ladders (set) up to 18 m	3	800	2,400
Pruners	10	50	500
Truck 6 Wheels 5-6T (Diesel)	1	35,000	35,000
Land Cruiser 4 x 4 (Diesel)	1	12,000	12,000
Sedan Car	1	10,000	10,000
Germination rooms (refrigeration unit)	2	20,000	40,000
Germinators	3	13,000	39,000
Vacuum counting plate	10	250	2,500
Air compressor	1	5,000	5,000
X-ray machine (Hewlett Packard)	1	10,000	10,000
X-ray film processing equipment	1	5,000	5,000

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<u>Equipment</u>	<u>Quantity</u>	<u>Estimated Unit Cost Cdn \$</u>	<u>Estimated Total Cost Cdn \$</u>
Top loading scale (Sartorius)	1	2,500	2,500
Still	2	2,000	4,000
Microscope (Olympus)	6	2,500	15,000
Refrigerators (lab)	4	1,000	4,000
Glassware			
Germination trays	400		
Plastic Sealer (large)	1	100	100
Growth Chamber 15-20 c.f.	1	18,000	18,000
Binoculars	6	250	1,500
Microtome and Acc.	1	4,000	4,000
pHmeter	2	600	1,200
Sharpener and accessories	1	2,000	2,000
Camera and lens (close up)	1	1,000	1,000
Slide projector	1	1,000	1,000
Overhead projector	1	1,000	1,000
Vacuum	1	5,000	5,000
Analytical scale (Sartorius)	1	2,500	2,500
Photocopy machine	1		
Ronion machine	1		
Electric typewriter (ball type IBM)	3		
Others to be identified or specified			
- books			
- Electric water pump (GPM, PSI)	1		
- Electric Generator (KVA)	1		

APPENDIX II

[illegible]

Activities

1981					1982					1983					1984								
J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Equipment (CDN) (First Group)

- initial list
- final list appr.
- specifications
- purchasing and del.

(CDN) (2nd Group)

- final list appr.
- specifications
- purchasing & del.

Equipment & Building (ASEAN)

- Building & Equipment

(deadline)

Canadian Expertise (identified)

- T.O.R. Approved
- Selection & Recruitment
- Assignment

1) Forest Mgt.

(1 man-year)

2) Seed Registration, Certification, Harvesting, handling, processing

(1 man-year)

3) Seed Testing, storage

(1 man-year)

4) Forest Botany

(6 man-month)

5) Forest Entomologist

(6 man-month)

Canadian Expertise (s)
(to be identified)

(1 man-year)

Project Evaluation

- Organization
- Implementation

Board of Director

Project Steering Committee