

MINUTES OF DISCUSSIONS
OF THE FIRST MEETING OF THE JOINT COORDINATION COMMITTEE
(JCC) FOR THE
SPACE PROGRAM MANAGEMENT PROJECT APPLIED TO
SOCIOECONOMIC DEVELOPMENT.

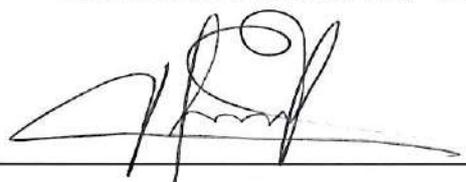
The Japan International Cooperation Agency (hereinafter referred to as JICA) and the Paraguayan Space Agency (hereinafter referred to as AEP), together with JICA's team of Japanese consultants, have held the First Meeting of the Joint Coordination Committee (hereinafter referred to as JCC) with relevant ministries and institutions of Paraguay regarding the planning of the activities of the technical cooperation project "Space Program Management Project Applied to Socioeconomic Development" (hereinafter referred to as "the Project").

As a result of the meeting, both parties have reached an agreement on the implementation structure, content of the activities to be carried out as part of this technical cooperation detailed in Annexes I, II, III, IV and V of this Minutes.

Asunción, December 5th, 2023



Mrs. TAKAHATAKE Chika
Chief Representative
JICA
Paraguay Office



Mr. Osvaldo Almirón
President
AEP

Annexes:

- I. General information on the implementation of the Project
- II. Project Design Matrix (PDM)
- III. Detailed Operational Plan
- IV. Format of Semi-Annual Project Monitoring Sheets
- V. Work Breakdown Sheet

Annex I – General Information on the Implementation of the Project

1. Project Implementation Structure

1.1 Composition of the members of the JCC of the Project which is originally stipulated in Annex-5 of Record of Discussion (hereinafter referred as R/D) signed on June 19, 2023, is revised as follows:

1) Project Team:

- a. Project Director/Chair by the President of AEP
- b. Project Manager by the General Director of Execution Aerospace Development AEP
- c. Other members of AEP team
- d. JICA Consultant Team Leader
- e. Other members of JICA Consultant Team

2) Other members on the Paraguayan side:

- a. Institutions appointed as part of the working groups for the Pilot Projects to be defined by the Project Team:

- Ministry of Agriculture and Livestock (MAG),
- National Emergency Secretary (SEN),
- Vice-Ministry of Economy and Planning (MEF),
- National Institute for Rural and Land Development (INDERT),
- Ministry of Public Works and Communications (MOPC),
- National Institute of Statistics (INE),
- Ministry of Environment and Sustainable Development (MADES),
- National Forestry Institute (INFONA),
- Catholic University (UCA),
- National University of Asuncion (UNA),
- National Plant, Seed Quality and Health Service (SENAVE) and
- National Meteorological and Hydrological Directorate (DMH).



- 3) Other members from the Japanese side
 - a. Representative(s) of the Embassy of Japan
 - b. Representatives of JICA Paraguay Office
 - c. Representative of JICA Headquarters

1.2 Recurrence of the JCC

The JCC will be held on a regular basis once a year, with the second meeting of the JCC scheduled for December 2024. An extraordinary JCC may be carried out at any time of the year, if there is a need to update or adjust Project Design Matrix (PDM) or the Plan of Operation (PO) of the Project. Arranging of an extraordinary JCC may be initiated by either of AEP or JICA.

2. Update of the Project Design Matrix and Plan of Operation

PDM is revised from ver. 1.0 approved on June 19, 2023 as detailed in Annex II of R/D.

Main amended contents are listed:

#	Item	Version 1.0	Version 1.5
1	Period of Project	September 2023 – August 2025 (2 years)	October 2023 – September 2025 (2 years)
2	Objectively Verifiable Indicators, Project Purpose	2. # of value-added satellite data products.	2. # of value-added satellite data products in and beside pilot projects by GEOLab, AEP.
3		-	3. # of Paraguayan staff attend training programs in Japan and Paraguay.
4	Activity 1-2	Develop enhancement plan based on a diagnosis of infrastructure in AEP.	Develop enhancement plan based on a diagnosis of GEOLab, AEP.

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5	Activity 1-3	Provide training in satellite development and operations.	Provide hands-on training in satellite development, especially testing Engineering Model (EM) of GuaraniSat-2 (Plan A: enhancing facility and having tests at SPACELab, or Plan B: sending 2-staff and having tests at Kyutech).
6	Activity 2-4	Develop plan and procure equipment (hardware and software) for satellite imagery and data processing.	Develop plan and procure equipment (hardware and software) for satellite imagery and data collecting/processing.
7	Activity 2-6	Implement pilot projects with existing agreements with academia and other governmental and non-governmental organizations	Implement pilot projects with Working Group and existing agreements with academia and other governmental and non-governmental organizations
8	Activity 3-4	Develop plan and procure equipment (hardware and software) for satellite imagery and data processing.	Develop plan and procure equipment (hardware and software) for satellite imagery and data collecting/processing.
9	Activity 3-6	Implement pilot projects with existing agreements with academia and other governmental and non-governmental organizations.	Implement pilot projects with Working Group and existing agreements with academia and other governmental and non-governmental organizations.

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Plan of Operation is also revised as detailed in Annex III of R/D by following the amendments of PDM.

3. General progress of the Project

The main progresses made during consultant team's first travel to the Project site are as follows:

For Output 1:

Activity 1-1: JICA Consultant Team had the first interviewing survey and evaluated current situation of satellite data utilization at AEP. Members at GEOLab, AEP were trained, and they have talented techniques on satellite data analysis. They are also trainers to provide lectures and internship programs to college, high school students and institutions for expanding and applying satellite data analysis techniques for the future. However, they have lack experience about field survey for collecting ground truths and validation. JICA Consultant Team will consider the situation and draft training programs in Japan through discussions with members of GEOLab, AEP.

Activity 1-2: JICA Consultant Team visited AEP facilities of satellite development at National University of Asuncion. Four members of SPACELab completed, and one is in process of finishing post-graduate programs (Master/Ph.D.) at Kyushu Institute of Technology (hereinafter referred as Kyutech). SPACELab has plan to send members to Kyutech constantly, and also SPACELab has plan to enrich its facilities one by one equipment. Their plans of capacity development with Kyutech seem to take a right track for strengthening their abilities and for testing EM of GuaraniSat-2.

Activity 1-3: Through discussions, AEP and JICA Consultant Team proposed 2 plans: A) hands-on training through enhancing facilities and having tests for EM of GuaraniSat-2 at SPACELab in Paraguay, or B) sending 2-staff for hands-on training through testing for EM of GuaraniSat-2 at Kyutech.

Activity 1-4: JICA Consultant Team and GEOLab will have some discussions for designing the training programs based on the first interviewing and visiting survey after the first JCC meeting.

Activity 1-5: Networking among AEP and Japanese ministries/institutions, universities and companies will be operated with training programs in Japan.

For Output 2:

Activity 2-1: JICA Consultant Team visited following ministries and institutions with AEP staff and introduced the Project, explored possibilities of collaborations and requested to join the Working Group: SEN, MEF, INDERT, MOPC, INE, MADES, INFONA, DMH, UCA and UNA.

They agreed to join Working Group. JICA Consultant Team and AEP Team will prepare candidate list of Working Group members, and AEP will send invitation letters and the candidate list them after the first JCC meeting. Working Group will be established in the second trip in April 2024.

Activities 2-2, 2-3, 2-4, 2-5, 2-6 and 2-7: Discussions for making clear issues and topics will be operated when Working Group established.

For Output 3:

Activity 3-1: JICA Consultant Team visited following ministries and institutions with AEP staff, and introduced the Project, explored possibilities of collaborations and requested to join the Working Group: MAG, MEF, SENAIVE, INDERT, INE, MADES, DMH, INFONA, UCA and UNA.

They agreed to join Working Group. JICA Consultant Team and AEP Team will prepare candidate list of Working Group members, and AEP will send invitation letters and the candidate list them after the first JCC meeting. Working Group will be established in the second trip in April 2024.

Activities 3-2, 3-3, 3-4, 3-5, 3-6 and 3-7: Discussions for making clear issues and topics will be operated when Working Group established.

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4. Project Monitoring Mechanism

It is agreed that the monitoring sheets (Annex IV) will be updated and validated jointly by JICA's team of Japanese consultants and the AEP Team and will be submitted to JICA Headquarters in the first working week of the months of June and December of each year of implementation of the Project.

5. Next Steps

Following items will be operated as the next steps:

- Monthly Meeting

Both Japanese and Paraguayan sides: JICA Consultant Team and AEP will begin the monthly meeting in every second Tuesday night at 08:00 PM in summer time and 07:00 PM in winter time in Asuncion, and second Wednesday morning at 08:00 AM in Tokyo. The monthly meeting will be begun in January 2024. They will share and discuss about their progress, faced issues, action items and any other business at the meetings.

- Establishment of Working Groups

For Japanese side: JICA Consultant Team will prepare for the candidate list of members from AEP and relevant ministries and institutions of Paraguay.

For Paraguayan side: AEP will prepare and send the invitation letters with the candidate list which Japanese side prepare to relevant ministries, institutions and universities.

- Re-design of Work Plan

For Japanese side: JICA Consultant Team will have discussions for arrangements Work Plan based on the requests of Paraguayan side with JICA Headquarters.

For Paraguayan side: AEP will share their ideas and support JICA Consultant Team to re-design Work Plan.



- Extraordinary JCC Meeting

Both Japanese and Paraguayan sides will have Extraordinary JCC Meeting for confirming the re-designed Work Plan and Formal Establishment of Working Groups on April 23, 2024 (TBD).

