

4-2 Memos of Project Team Meeting

1) First Project Team Meeting

Minute of the First Project Meeting between JICA Expert Team and DCC Counterpart Personnel

Meeting Name	Comment and Discussion on the Project for Strengthening of Solid Waste Management in Dhaka City
Date and Time	April 12, 2007 14.00-16.00
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Mr. Maksud Chowdhury, CCO, DCC 2. Dr. Tariq Bin Yousuf, Project Director, LIP, DCC 3. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 4. Mr. Mahmoud Riad, Deputy Chief Advisor, JICA Expert Team 5. Mr. Horoshi Abe, JICA Expert Team 6. Mr. Masahiro Saito, JICA Expert Team 7. Ms. Junko Okamoto, JICA Expert Team 8. Other respective staffs of the JICA Expert Team 9. Other Counterpart Personnel from DCC
Agenda	1. Things to be done by the end of May. 1) Approval of the Waste Management Department (WMD) and designation of the staff. 2) Development of Project Design by holding workshop 3) Development of plan of operation (Plans of Annual Activity) 4) Establishing Group/ Sub-group Organization. 5) Establishing Monitoring/Feedback System 6) Finalizing Inception Report (Checking methods for each Activity and Sub Activities) 2. Selection of Focal Areas 3. Others
Material	1. Agenda 2. Handout of the Presentation on the Project for Strengthening of Solid Waste Management in Dhaka City

Discussion and Decision:

Mr. Naoki Hara, Chief Advisor of the JICA Expert Team discussed about the things to be done by the End of May before the departure of the JICA Expert Team Members. During his briefing following discussions were made:

1) Approval of the Waste Management Department (WMD) and designation of the staff

- Regarding the formation of the Waste Management Department (WMD), Dr. Tariq told that they are now formulating the detailed organogram of the Department in the prescribed format of the Ministry of Establishment. The documentation will be ready by April 15, 2007. Mr. Maksud Chowdhury also emphasized the earliest preparation of the document for submission.
- Mr. Hara insisted that the WMD approval should be completed by the end of June.

2) Development of Project Design by holding workshop:

- Mr. Hara told that by holding workshops among the members of different component of the Project, the Project Design Matrix should be finalized by late April 2007.

3) Development of Plan of Operation (Plans Annual Activity):

- Counterpart members should develop the Plan of Operation for annual activities by each group.

4) Establishing Group/ Sub-group Organization:

- Mr. Hara told that, different groups and sub-groups shall be established comprising the members of particular components of the Project to patronize the overall activities. He also insisted to complete this establishment process by the Middle of May.

5) Establishing Monitoring/Feedback System:

- Mr. Hara told that an effective Monitoring and Feedback system shall be established by the Middle of May to increase the efficiency of the project activities.
- Regarding establishing monitoring/Feedback system Dr. Tariq Bin Yousuf, PD asked that who will be monitoring and how the evaluation will be done. In reply Mr. Hara told that monitoring will be done primarily by each of the respective groups.

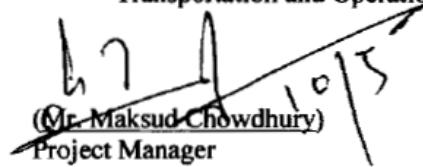
Third party evaluation consultant will be engaged to evaluate the project activity two times in the total project period.

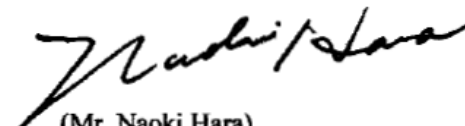
6) Finalizing Inception Report (Checking methods for each Activity and Sub Activities):

- After getting the feedback of the workshops and the development of Plan of Operations checking the methods for each activity and sub-activities, Project Team shall finalized the Inception Report by the end of May.

After the discussion about the things to be done by the end of May, Mr. Hara gave a presentation on the Project for Strengthening of Solid Waste Management in Dhaka City. He discussed about basic policies and the methods of implementation of the Project. During his presentation the following discussions were made:

- Mr. Maksud Chowdhury, CCO told that overall primary collection system and landfill improvement component is satisfactorily improving but the main difficulty is with the transportation and operation of the solid waste. Hence this particular component has to be focused with more importance and there should be more input from the JICA experts.
- Dr. Tariq told that they feel that Mr. Masahiro Takasugi should give more input to this project in for the improvement of the Transportation and Operation component. In reply Mr. Mahmoud Riad, Deputy Chief Advisor told that Mr. Takasugi has already given many assignments to the counterpart members and next time he will be staying for longer period. Besides Mr. Hara told that, in the absence of Mr. Takasugi, Mr. Riad, as Deputy Team Leader, will help the activity. Mr. Ishii is in charge of Optimization of Collection and Transport and Mr. Takasugi is in charge of Vehicle and Equipment Maintenance and Repair.
- Mr. Hasnat told that, for transportation and operation JICA Study team prepared a document for DCC during the Master Plan formulation which was accepted by the authority. Now he proposed for same type of documentation from the JICA Expert Team regarding the requirements for transportation and operation. In this regard, to discuss in more details, Mr. Maksud Chowdhury asked to arrange a meeting for Transportation and Operation.


(Mr. Maksud Chowdhury)
Project Manager
Chief Conservancy Officer
Dhaka City Corporation


(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

2) Second Project Team Meeting

**Minutes of the meeting on Draft Inception Report between JICA Expert Team
and DCC Counterparts Personnel**

Meeting Name	Discussion on Draft Inception Report and Evaluation of Clean Dhaka Action Plan.
Date and Time	April 17, 2007 3.15-5.00 PM
Venue	Meeting room of WMD (Waste Management Division), DCC
Attendant	1. Mr. Maksud Chowdhury, CCO, DCC 2. Dr. Tariq Bin Yousuf, Project Director, LIP, DCC 3. Mitsuo YOSHIDA, JICA Advisory Committee 4. Hiroyuki MYYAKE, JICA Advisory Committee 5. Ms. Akiko Bushimata, Resident Representative, JICA Bangladesh office 6. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 7. Mr. Mahmoud Riad, Deputy Chief Advisor, JICA Expert Team 8. Mr. Horoshi Abe, JICA Expert Team 9. Mr. Masahiro Saito, JICA Expert Team 10. Ms. Junko Okamoto, JICA Expert Team 11. Other respective members of the JICA Expert Team 12. Other Counterpart Personnel from DCC
Agenda	1. Comments on Draft Inception Report (IC/R) 2. Road Map to Finalize IC/R 3. Evaluation of Clean Dhaka Action Plan (from April 2007 to February 2007): 4. Others
Material	1. Draft Inception Report

Discussions and Decisions:

At the commencement of meeting Chief Advisor of JICA Expert Team, Mr. Naoki Hara discussed the background and purpose of the meeting. During open conversation among the counterparts and experts following discussions were made;

1. Comments on Draft Inception Report (IC/R)

(i) Comments on Public Relation (PR) Activities:

- Mr. Hasnat (Assistant Engineer, DCC) mentioned his opinions on mechanisms of information delivery on PR activities which are Bill board, Small video, cartoon, Arrangement of campaign, Sport events for school children together with environmental message. He also mentioned Video recording (page 9) does not clearly represent the purpose.
- Mr. Maksud Chowdhury (CCO, DCC) said about SWM program screening in National Television
- Dr. Yousuf (PD, LIP) addressed that some NGO those who are already working on PR activities, DCC can involve them to work together (ex. making DVD animation) and NGOs have funding sources.

(ii) Comments on Landfill Operation and Management:

- Mr. Hasnat mentioned the requirement to overcome prequalifying exams to become a landfill operation and management personnel.
- Dr. Yousuf said about to get ISO14000 certification for landfill management, project staff should be updated, experienced and to have management capabilities.
- Mr. Hasnat mentioned that the necessity of outsourcing for landfill operation and management. Standard Tender Document preparation is pre requisite for out sourcing and expected support from expert.

(iii) Comments on Management Information System (MIS):

- Mr. Hasnat mentioned that to maintain the information on transportation, collection and container there should have an inventory management system. IT training for MIS aiming to have an inventory is needed.
- Mr. Hasnat also mentioned that Analyzed data from Acquired data should be increased (page 23).
- Dr. Yousuf pointed out about standardization of vehicle, location data is needed from garage also. Truck number will be signed at left end (front) of the vehicle so that at a glance it can be easily visualized from the control building.
- The chief advisor said that for MIS, information can be collected from store, transport, landfill etc.
- Deputy Chief Advisor of JICA expert team mentioned that after entering truck number in the data logger, zone and location will automatically come.

(iv) Comments on Project Purpose and Overall goal

- Dr. Yousuf proposed that the theme of over all goal and project purpose (page 2) can be interchanged.
- Chief Advisor of JICA expert team, Mr. Naoki Hara mentioned the two indicators of over all goal of page 76 of ICR will be discussed in the PDM work shop.

(v) Comments on Documentation of Draft IC/R, made by Dr. Yousuf :

- Page 1 of ICR which mentions about basic capacity of DCC and experience for planning and implementation which can be revised.
- Draft ICR represents some direct comments at page 7 chapter 3 which can be rewrite.
- Emphasized was given to external resourcing (Page 4 of ICR) to reach in a sustainable solid waste management system is an impediment.
- Reassessment of revenue is a political decision; need to find other revenue source.
- For dissemination of Clean Dhaka Master Plan it needs to be posted on DCC website.
- In reference to the page 29 on the issue of “delaying” of Matuail Improvement project, which can be revised.
- In regard to the occupational health it is necessary to consider following things
- Health risk of workers of Landfill site
 - As per EIA report heavy equipment operators are suffering from Back pain
 - Medical insurance or medical checkup of Landfill worker
 - Cleaners’ masks and gloves etc.
 - Livelihood and health issues of the waste pickers.

h. Road Map To Finalize IC/R (Issues were discussed in the previous meeting)

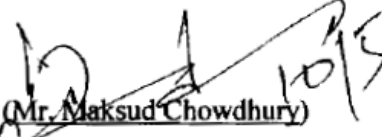
Chief Advisor of JICA Expert Team, Mr. Naoki Hara explained the step by step activities to finalize the IC/R. Discussion outputs are mentioned below;

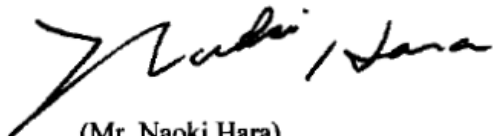
- a. Approval of Waste Management Department and Designation of Staff (By The End of June 2007)
- b. Development of Project Design by Holding Workshop (Late April)
- c. Development of Plan of Operation (Plan Of Annual Activities) by Each Group
- d. Evaluation of Activities During the Period From April 2006 To February 2007
- e. Establishing Group/Sub-Group Organization (Middle Of May) by Each Group
- f. Establishing Monitoring/Feedback System (Middle of May) M/C group
- g. Finalizing inception report (by end of May) (checking method for each Activity and Sub activities by Each Group

- Dr. Yousuf proposed to prepare an executive summary of IC/R for the policy makers comprising one or two page. Mr. Hasnat mentioned executive summary should be the 5% to main report.
 - It was discussed that there are needs of steering committee meetings two times. First meeting can be organized by next week for discussion, explanation and comments and another one meeting will be required for finalization and approval of IC/R. By the middle of May approval of revised IC/R can be made.
3. **Evaluation of Clean Dhaka Action Plan (from April 2007 to February 2007):**
- Chief Advisor of JICA expert team, Mr. Hara explained the procedure of evaluation and issued formats for different components group wise. He requested to the counterpart that by the next one or two weeks, counterpart will submit it to the CCO group wise.
 - There are five evaluation criteria which are termed as, Relevance, Effectiveness, Efficiency, Impact, and Sustainability, explained by Chief Advisor. Dr. Yousuf mentioned to include “Replication potentiality” with these evaluation criteria. Chief Advisor addressed that replication potentiality is included in the broader theme of Sustainability.
 - Dr. Yousuf proposed to conduct SWOT (Strength, Weakness, Opportunity and Threat) analysis. Mr. Hara replied that another workshop can be made for SWOT analysis.
4. **Others:**
- (i) Transport Provision of Counterparts:**
- Counterparts (C/P) of Landfill Improvement expected transport facilities for day and night time working. Community SWM C/P also demanded to have transportation facilities and Mr. CCO agreed to look after this issue.
- (ii) Bangladesh Solid Waste Management Conference (BSWMC):**
- An Urban Cities Network was supposed to be developed comprising all City Corporations of Bangladesh as follow up activities of BSWMC 2006. In 2007 Chittagong City Corporation is supposed to be the organizer and venue as well. Dr. Yousuf mentioned that Khulna City Corporation (KCC) can be selected this year for BSWMC and Khulna Engineering University is carrying out SWM research project with KCC.
- (iii) Clean Dhaka Ward Contest (CDWC):**
- Clean Dhaka Ward Contest (CDWC) was postponed for the time being. The reason was identified that existing situation is not suitable to carryout CDWC because of unavailability of many of ward commissioners.
- (iv) Information Education and Communication (IEC)**
- It was discussed that publication and dissemination of SWM News Letter will be continued.

Closing:

- Mr. Yoshida (JICA Advisory Committee Member) requested to DCC to take initiative at first. Mr. Yoishida referred that this (Project Cycle Management Implementation) PCMI approach is quite new and this ICR is just a Planning document but spending more time in preparing Planning can minimize effort and time and cost.
- Mr. CCO of DCC mentioned that DCC has strong intention to improve SWM and also understand that DCC should find funding source for its improvement. By giving thanks to JICA experts, JICA officials and DCC officials Mr. CCO ended the meeting.


(Mr. Maksud Chowdhury)
Project Manager,
Chief Conservancy Officer
Dhaka City Corporation


(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

3) Third Project Team Meeting

**Minute of the Third Project Meeting between JICA Expert Team and DCC
Counterpart Personnel**

Meeting Name	Third Project Meeting
Date and Time	May 15, 2007 (12:30 - 2:30 PM); May 16, 2007 (12:30 - 2:30 PM)
Venue	Meeting room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksud R. Chowdhury, CCO, DCC 2. Dr. Tariq Bin Yousuf, PD, LIP, DCC 3. Mr. Dewan Md. Shah Alam, DCCO, DCC 4. Mr. Abul Hasnat Md. Ashraful Alam, Assistant Enngineer, DCC 5. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 6. Mr. Mahbub Alam, Assistant Engineer, DCC 7. Md. Rajib Khadem, Assistant Engineer, DCC 8. Md. Ali Monsur, Accounts Officer, DCC 9. Mr. Shafiqul Islam, CI ward 36, DCC 10. Mr. Abdul Motalib, CI ward 33, DCC 11. Mr. Mizanur Rahman, Auditor, DCC 12. Mr. Aminur Rahman Biswash, ward CI, DCC
Agenda	1. Review of Evaluation of Clean Dhaka Action Plan 2. Review of Plan of Operation and Annual Plans of Activities 3. Discussion on Indicators of PDM 4. Discussion on Inception Report (IC/R)
Material	1. N/A

Discussions and Decisions:

With the permission of Commander Maksud R. Chowdhury, CCO, DCC Mr. Naoki Hara, Chief Advisor, JICA Expert Team started the discussions of the meeting. After the mentioning the agenda of the meeting, Mr. Hara presented the evaluation of Clean Dhaka Action Plan prepared by the members of the respective groups and then also he presented the Plan of Operation and Annual Plans of Activities of the each groups prepared by the members concerned. The overall discussions were as follows:

1. Review of Evaluation of Clean Dhaka Action Plan:

To review the evaluation of Clean Dhaka Action Plan Mr. Hara presented the evaluations prepared by each group and discussions were made accordingly:

a. Review of Evaluation of Group A:

Objectives of this group were to introduce Ward Solid Waste Management in 7 different wards but it was not achieved fully. Mr. Shafiq told that during the piloting of the activities of this component, counterpart persons were not involved, they learnt everything by themselves. Another thing he mentioned that Ward Solid Waste Management Committee has to be authorized by Mayor Order.

Mr. Hara told that evaluation made by this group is satisfactory. He also emphasized that when any group plan some activities, they need to have capability to implement all activities. In case, if some activities cannot be implemented then those should be omitted or postponed.

Mr. Hara questioned about the reason for failing to disbursement of budget. In reply Mr. Shafiq informed that although the approved budget for conservancy division was 7 crore Taka but there were confusions among the Accounts Department Officials about the community activities. To their concerns it was assumed to be funded by JDCF. At this point Dr. Tariq told that, initially there were some misunderstandings in the Accounts Department, later they were made understood and finally towards the end of fiscal year they sanctioned 25,000 Taka in this regard. He also informed that in the next year budget fund will be kept for community activities.

b. Review of Evaluation of Group B:

This group targeted five (5) wards to conduct their activities but they could not conduct in a single ward. Mr. Hara questioned about the kinds of activities and process of selecting locations for waste bins or containers. In reply Mr. Biswas, CI

told that container locations are normally a wider place and at distant from community. He also mentioned that the containers are designed in such way that wastes can easily be mounted in the container from the hand pulled trolley. But due to lack of monitoring, container operations are not conducted properly; that is why waste scattering and less efficient functioning is common. At this point Mr. Maksud, CCO inquired about the reason for not monitoring the operations of container. He also emphasized the need of close monitoring of container operations, locations and primary disposals. Mr. Hara repeatedly asked about the procedure of selecting the locations of container. In reply Dr. Tariq told that locations of the container are pre-decided and present practice is to replace the broken/defected container.

Mr. Hara also inquired about the kind coordination proposed by the group members. In reply Mr. Hasnat informed that in fact they require unification of the concerned department for smooth functioning of the activities.

It was also informed that in practical the capacity of the JICA design containers have been reduced (one container can contain only 2 ton) and seem less efficient hence it will be required to be re-designed. Answering a question from Mr. Hara, Dr. Tariq told that the containers should be redesigned considering the comments from primary collectors so that they can be made user friendly and as well as the capacity will have to be increased.

c. Review of Evaluation of Group C:

During the evaluation of the group C activities Dr. Tariq informed that location of the leachate pond has been shifted to avoid the bad smell in the facility area.

d. Review of Evaluation of Group D:

In the discussions of the activities of this group it was informed that data collection is a large problem and hence strategies for good data collection system need to be ensured.

2. Review of Plan of Operation and Annual Plans of Activities:

Discussions about the Plan of Operation and Annual Plans of Activities were made as follows:

a. Collection and Transport Group:

Mr. Hasnat informed that they have planned to conduct time-motion survey in all the waste carrying routes to evaluate and design more efficient system for the operations

of collection and transportation. He informed that first one ward will be targeted then consequently whole Dhaka City will be in consideration.

Mr. Hasnat informed that for the time being coordination is required for the procurements of current requirements but in future procurements can be done by the Waste Management Department.

After the above discussions, Mr. Maksud Chowdhury, CCO proposed to declare the end of the meeting for the day and ensured to hold a continued meeting next day (16.05.2007). Then thanking all the members present, he declared the end of the meeting for the day.

May 16, 2007

Mr. Naoki Hara, Chief Advisor, JICA Expert Team, started the continued Third Project meeting with the review of the Annual Plans of Activities of remaining groups that have not been discussed on May 15, 2007. Then discussions were also carried out on the Inception Report and monitoring report of the counterpart personnel. The overall discussions were as follows:

2. Review of Plan of Operation and Annual Plans of Activities : (continued)

b. Community Solid Waste Management Group

To change the current practice of engaging Primary Collection Service Providers (PCSP) with political back up, Mr. Abul Hasnat, Assistant Engineer, Waste Management Division, emphasized about the requirements of Standard Plan of Operation including terms and conditions to be enforced during registering any PCSP to ensure quality service.

Mr. Shafiq Islam, CI ward 36, DCC told that at present there is no coordination between PCSPs and service receivers but this is important. Hence he proposed that PCSPs to be initially nominated by the community then to be approved by DCC authority through the commissioner. To this point, Mr. Hasnat told that conflicts arise as commissioner as well as ownership changes periodically.

Mr. Hara mentioned that although commissioners are political but their support is necessary and hence it is contradictory to make PCSPs free from political biases. But he agreed to the idea of nomination proposals for PCSPs from the Community Unit Group, Ward SWM Committee. He also said that situation may become complicated not only by the influence of commissioners but also Panchayet.

4) Fourth Project Team Meeting

Minute of the Fourth Project Team Meeting between JICA Expert Team and DCC Counterpart Personnel

Meeting Name	Fourth Project Team Meeting
Date and Time	July 26, 2007 15.20-17.00
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksud Chowdhury, CCO, DCC 2. Dr. Tariq Bin Yousuf, Project Director, LDP, DCC 3. Mr. Dewan Md. Shah Alam, DCCO, DCC 4. Md. Maruf Hasan, Manager, Transport, DCC 5. Md. Mizanur Rahman, Auditor, DCC 6. Mr. Abul Hasnat Md. Ashraful Alam, Assistant Engineer, DCC 7. Mr. Maksud Alam, Assistant Manager (Terminal), DCC 8. Md. Sharifullah Siddik Bhuiyan, Assistant Engineer, DCC 9. Mr. Mahbubul Alam, Assistant Engineer, DCC 10. Md. Ekramul Hoque Khondoker, CPU, DCC 11. Md. Asaduzzaman, Evaluation Officer, DCC 12. Mr. Shafiqul Islam, A. I. O., DCC 13. Mr. Mofizur Rahman Bhuiyan, Dept. Social Officer, DCC 14. Mr. Sheikh Aminul Bashar, CI, DCC 15. Mr. Abdul Motalib, CI, DCC 16. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 17. Mr. Hiroshi Abe, JICA Expert 18. Mr. Akio Ishi, JICA Expert 19. Ms. Junko Okamoto, JICA Expert 20. Mr. Ko Takeuchi, JICA Expert 21. Md. Mostafizur Rahman, JICA Expert Team
Agenda	1. Schedule of stay of JICA Experts for Second JFY 2. Capacity Development Program for Individual DCC C/P • Principle: Train-the trainers by JICA Experts and training of workers by DCC C/P • Process of Capacity Development 3. Kick-off Workshops • For the drivers to get understanding on operation of weighbridge • For the cleaners to keep the containers and dustbins clean 4. Monthly Monitoring and Bi-weekly Group Meetings
Material	1. Agenda

Discussion and Decision:

With the permission from Commander Maksud Chowdhury, CCO, DCC, Mr. Naoki Hara, Chief Advisor of the JICA Expert Team started the meeting with the discussions about different agenda of the meeting. During the meeting following discussions were made:

1) Schedule of stay of JICA Experts for Second JFY

- Mr. Hara described the schedule of the experts for second JFY. Dr. Tariq, PD, LDP regretted that they could not get support from the experts while they really need which were not fruitful for the positive outcome of the project. In this regard Mr. Hara apologized that the experts are to be assigned in other projects in abroad during their absence in this project.
- To this point Mr. Hiroshi Abe told that the experts have limitations about the schedule as the man month input for the projects are fixed through the discussion with JICA and then the time schedule is done. He also added that, as the time schedule for this fiscal year has already been fixed hence this year it may not be possible to ensure experts input as DCC's demand. Mr. Abe proposed that during scheduling next year input of the experts it should be discussed with DCC to ensure their availability during DCC's demand period. All the participants agreed to the proposal of Mr. Abe.
- Mr. Hara explained that during the absence of the relevant expert, other experts can get contact with DCC C/P as well as relevant experts. Expert team can support effectively in this way.

2) Capacity Development Program for Individual DCC C/P

- Mr. Hara explained the capacity development program for individual DCC counterpart personnel. He introduced the "Form of Capacity Development" and described the methodologies to collect information and formulation of data acquired and asses the capacity development on a periodical basis.
- Dr. Tariq inquired that whether Mr. Hara had tested the proposed methodologies for the capacity development before or not. In reply Mr. Hara assured that he had already applied similar methodology in similar project in ElSal-Vador and his

proposed methodology for DCC is refined and easily workable version prepared from the experience gathered from the project in ElSal-Vador.

- Dr. Tariq also inquired about the expert's aspiration for the level of improvement of solid waste management that DCC may attain in next 5 years. He explained that in Master Plan there may be some forecasts for the achievements theoretically but DCC has already been deviating from the theoretical plans to expedite the over all functioning of the solid waste management through different schemes or thoughts like mini transfer station. Privatization, waste reduction, recycling which were not considered in the Master Plan. Mr. Abe supported Dr. Tariq's idea about deviation from M/P and mentioned that review of the M/P conclusions of M/P is included in the project. Commander Maksud Chowdhury emphasized that at present for primary collection system of DCC has substantial capacity and they are running smoothly through the participation of a number of vendors, more than 200 NGOs etc. But according to Commander Chowdhury, the main gray area is transportation sector. He emphasized that being stick to MP may not increase the name and fame of the Expert Team as well as DCC.
- At this point, referring to last week's meeting with the advisor of LGRD and representatives from the ministries, Dr. Tariq informed that the authority as well as citizens is very much concerned about the improvement of solid waste management within the city. To this point Mr. Akio Ishi, JICA Expert proposed that he will have meeting with the DCC counterpart personnel to discuss about different aspects to improve the collection and transport system.
- Mr. Hara emphasized that Master Plan is not a Bible and hence it should be modified as required to make it justifiable with present conditions. Therefore he proposed to revise the MP time to time to conform the present situation. Then he said that he will be supplying the "Form of Capacity Development" to the group leaders of different groups so that they can give him feed back to finalize the Form. At this point Dr. Tariq told that before finalizing the "Form of Capacity Development", the members of different groups may want to know about the supports like training, foreign tour etc from the JICA expert team. In reply Mr. Hara assured that the expert team has planned the following training schemes in this fiscal year:
 1. Training in Nepal (10 participants)
 2. PCM/ Local training (5 participants)
 3. GIS training (4 participants)
 4. E-learning at JICA Bangladesh Office (not as project budget)

- Commander Maksud Chowdhury emphasized to give attention to the drivers of DCC as they do the hardest job for the betterment of the solid waste management. He asked to provide them some motivations through incentives. Mr. Hara also supported Commander Chowdhury's idea and proposed to think about managing incentives for the drivers.
- Mr. Ishi told that the expert team has prepared a manual through which the drivers will come to know about the esteem of their work that may help them to think better about their profession and thus make them motivated to change their vision. Dr. Tariq opposed the idea of providing manual as a tool of motivation and Mr. Chowdhury also supported that providing only manual will not ensure any motivation for the illiterate drivers. Mr. Ishi emphasized that we should give motivation to the drivers by letting them to have self-esteem that they are doing important jobs.

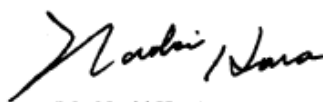
3) Kick-off Workshops

Mr. Hara informed the attendants that he will be leaving Dhaka by August 12, 2007 hence he proposed to organize a kickoff workshop possibly on August 8 or 9, 2007. The participants agreed to his proposal. Later, the workshop was scheduled on August 15, 2007. The workshop was cancelled because the day might be holiday (actually it was not holiday).

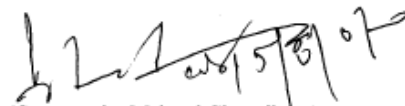
4) Monthly Monitoring and Bi-weekly Group Meetings

Mr. Hara explained the methodologies for monthly monitoring and bi-weekly group meeting. He informed that as per the inception report each group should submit monthly report to the Project Manager and then all the reports shall be received and analyzed by the management group. He also told to organize bi-weekly group meeting to review the progress of works and formulate new works for group activities.

Then thanking everybody Commander Maksud Chowdhury, CCO, DCC declared the end of the meeting.



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team



(Commander Maksud Chowdhury)
Chief Conservancy Officer
Dhaka City Corporation

5) Fifth Project Team Meeting

**Minute of the Fifth Project Team Meeting between JICA Expert Team
and DCC Counterpart Personnel**

Meeting Name	Fifth Project Team Meeting
Date and Time	August 14, 2007 15.30-17.40
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Dr. Tariq Bin Yousuf, Project Director, LIP, DCC 2. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 3. Mr. Akio Ishii, JICA Expert 4. Mr. Masaharu Takasugi, JICA Expert 5. Ms. Junko Okamoto, JICA Expert 6. Md. Mizanur Rahman, Auditor, DCC 7. Mr. Shafikul Islam, Conservancy Inspector, DCC 8. Mr. Abdul Motalib, Conservancy Inspector, DCC 9. Mr. Shoriful Alam Mondal, JICA Expert Team 10. Md. Mostafizur Rahman, JICA Expert Team
Agenda	1. Discussion on the Improvement of Waste Collection & Transportation in DCC, prepared by DCC WMD Collection & Transportation Group and JICA Expert Team
Material	1. Proposal for the improvement of waste Collection & Transportation in DCC (Draft)

Discussion and Decision:

Mr. Naoki Hara, Chief Advisor of JICA Expert Team, started the meeting with discussion on different aspects of the draft of "Improvement of Waste Collection & Transportation in DCC" prepared by DCC WMD Collection & Transportation Group and JICA Expert Team. During the meeting, following points were discussed:

- Dr. Tariq Bin Yousuf, PD, LIP, DCC questioned the absence of collection and transport group. Mr. Hara explained that this document compiled the results of discussions of collection and transportation group as well as JICA Expert Team. Mr. Hara also informed that this document not only includes activities of collection and transportation group, but also activities of solid waste management as a whole from the view of collection and transport. Mr. Hara explained that the purpose of this meeting is to discuss this document as a Project Team. Dr. Tariq mentioned that required interactions are also to be discussed.
- Mr. Akio Ishii, JICA Expert, said that the purpose of this paper is to clarify DCC's solid waste management activities together with JICA Expert Team. Mr. Ishii also informed that this Paper describes not only collection and transportation, but also landfill site activities and community activities. He hoped that DCC will authorize this Paper as official document and activities can be performed officially based on this Paper. Mr. Ishii also hoped that in near future committee shall discuss the "DCC SWM strategy" and shall create documents like this.

1) Efficient linkage among the activities of public participation, primary collection, and secondary collection

- Dr. Tariq informed that waste collection timing has been changed from what was proposed in the Master Plan, and that at present all waste collection and transportation activities are carried out in night time. Hence there are a large number of waste carrying vehicles coming to the landfill site during early morning, which makes it difficult to manage the vehicles at the weigh bridge. He also expressed his deep concern about introduction of weigh bridge operation due to the current waste collection timing and he proposed for alternative solution/ proposal to mitigate the problem.
- Dr. Tariq also said that from the very beginning the landfill group and the community group have been working effectively but collection & transportation group has not been working or participating in the project activities. Hence he proposed to ensure its active participation and thus to expedite attaining the goal of Clean Dhaka.

- Mr. Ishii said that this document describes that harmonization of secondary collection, primary collection and community level is necessary in order to prevent dirty conditions around the containers. Citizen hate the dirty condition created by garbage
- Then Mr. Naoki Hara, Chief Advisor of JICA E expert Team, inquired Dr. Tariq regarding what kind of cooperation DCC needs at present. In reply Dr. Tariq said that General Manager, Manager of the transport department, participated only during Mr. Mashahiro Satio's workshop on "Quantity Survey of Waste Carrying Vehicles to Existing Matuail Landfill Site" in April' 2007, and there has been no such participation of transport department thereafter. Hence he emphasized appropriate participation of appropriate department to improve the efficiency of waste collection & transportation.
- Mr. Masaharu Takasugi, JICA Expert, informed that proposals written in the document describe how to improve different activities related to the collection & transportation of WMD, DCC. He also said that these proposals were not prepared through field level DCC staffs' discussion or public participation etc. Hence Mr. Takasugi proposed to transfer these ideas to the field level staffs of DCC to make it more practical and executable.
- At this point Dr. Tariq exclaimed that Mr. Shafiullah Bhuiyan, Assistant Manager, DCC, a senior member of the collection & transportation group, visited the landfill site for the first time only a few days earlier. Then he explained that if containers are designed without knowing the practical situation at landfill site or at field level, then the designs shall become unsuccessful. In this regard Mr. Hara agreed that necessary interaction between the groups and personals is necessary.
- Regarding the location and number of containers, Dr. Tariq told that it is impractical to take decision on this issue theoretically. Mr. Takasugi replied that GIS maps will be used in this regard. Then Dr. Tariq told that policy makers do not allow us to locate containers on the street. Dr. Tariq added the problem of NIMBY. He also informed that there is still deficiency of data on waste generation rate of some areas of Dhaka city; hence it is difficult to determine exactly how many containers are required.
- Mr. Ishii said that most serious problem is the dirty condition of containers' surroundings. Because primary collectors dump the garbage on the road and waste pickers pick up the garbage, garbage is scattered on the roads. Some improvement is

necessary, such as instruction to primary collectors or waste pickers, or to issue a rule to prevent scattering of garbage.

- Then Mr. Hara asked about methodology for getting complains from the community people regarding containers location. Dr. Tariq replied to his inquiry, asking whether JICA Expert Team is going to do piloting in some wards regarding this issue. He also informed that policy makers do not agree with the idea of piloting. But rather they want the city as a whole to be cleaned and want to see practical evidences of improvement. In reply, emphasizing the piloting idea, Mr. Takasugi told that it is better to practice any idea in small scale before implementing in a larger scale to see if what has been experienced at the smaller scale can be adopted at a larger scale. He also said that efficient linkage among the activities of public participation, primary collection and secondary collection is very important. Then Mr. Ishii asked whether some instruction to prevent the garbage on the road can be suggested.

2) Training for cleansing workers:

- At the beginning of this discussion, Mr. Takasugi told that as DCC has changed collection time to the mid night, off times should be utilized properly. Dr. Tariq told that planning for any activity comes from top level administration and policy makers. Dr. Tariq also informed that top level administration or policy makers plan from experiences of many country visits and not from practical interpretation of real situation in field level. Hence Dr. Tariq informed the experts that delivering idea to his level may not serve ultimate purposes of improving the waste collection and transportation of DCC. Then Mr. Takasugi told that everything should be explained clearly to the top level administration people for the purpose of the program.
- Dr. Tariq told that drivers do not follow instructions, which is the biggest problem for smooth planned operation of the landfill site. In this regard Mr. Takasugi insisted that drivers need to understand that overall goals of "Clean Dhaka" are not possible without their cooperation. In this regard, Mr. Takasugi added that higher authority of transport department should understand that in special cases conservancy inspectors should be able to demand drivers to follow their order as well. Dr. Tariq told that theoretically many things are said but practically most of them are not implemented. Hence he proposed to make all the concerned staffs or workers responsible for their jobs through appropriate measures. Mr. Takasugi replied that this is the reason why establishment of one department, Waste Management Department, has been planned. Mr. Takasugi also wished that after establishment of this department, all such problems will be resolved.

- Mr. Ishii said that a system to cooperate the Engineering Department, Transport Department and Conservancy Department together needs to be formulated before establishment of WMD.
- Then Mr. Hara said that in this year conservancy inspectors and supervisors will be given appropriate training and will be acting as teachers or instructors for all workers in the following year, as mentioned by Mr. Hara during the workshop on August 13, 2007.
- Mr. Ishii said that the purpose of this training by using sanitary workers' manual is to make cleaning works more effective, safe & sanitary; and to encourage the cleaners, drivers and landfill operators.
- Mr. Ishii proposed that if cleaners are organized into small groups and one person is appointed as watchman, then efficiency of cleaning activity may increase. At this point, answering a question from Dr. Tariq, Mr. Abdul Motalib, CI, DCC informed that watchman of the cleaners named "Shordar" are currently looking after the cleaning activities and do not participate in cleaning work in most cases. Then Dr. Tariq questioned that the number of inactive workers may increased if the cleaners are divided into small group. At this point Mr. Ishii informed that small group concept consisting 4 cleaners including 1 watchman have already been piloted and had positive outcome. Then Dr. Tariq asked to discuss with CCO, DCCO, ACCO regarding this concept. Mr. Ishii said that this manual is formulated by CCO, DCCO and all C/P in 2006, phase III period. However Mr. Ishii proposed to discuss continuously together.
- Dr. Tariq informed that there is no reporting system in the conservancy department and insisted to introduce such arrangements for them to increase the efficiency. Mr. Ishii affirmed that this issue has already been included in the Paper and he also said that based on this Paper every cleaners, drivers and inspectors should report.
- Regarding labor safety and sanitation, Dr. Tariq inquired about how to provide shoe, glove, safety gears etc. and who will provide. At this point Mr. Ishii proposed to decide first aid place at ward level for the cleaners and hence emphasized the importance of an office room at ward level for conservancy staff. Dr. Tariq told that availability of space is a big problem and that sponsors can be managed if space is obtained.
- To organize a labor safety and sanitation committee, Mr. Hara inquired about the members of such committee. Mr. Takasugi asked whether the Commissioner can be

included in this committee or not. Dr. Tariq replied that the ward commissioners should not be the member of such committee but can be appointed as the advisor. Besides Dr. Tariq proposed to include members from health department of DCC. Mr. Hara proposed that some volunteer doctors can also be included in such committee who can provide treatment service to the workers at ward level. To this point Dr. Tariq added that at present some NGOs and health clinic is providing such facilities at different wards. Then Dr. Tariq proposed to make such committees more formal and make regular health check mandatory for the workers through appropriate authority.

- Mr. Ishii said that the committee should be formal and the members should be consist of CCO, DCCO, representatives of inspectors, representatives of cleaners and drivers also.

3) Strengthening of Zone Office for waste Collection and Transportation:

- Mr. Hara said that each ward can be / should be responsible for major function and carrying out waste management operation in ward level. Hence he proposed for functional authority at ward level. Emphasizing the idea Mr. Takasugi told that decentralization of cleaning works is main target and assured that efficiency will be increased by doing that. In reply Dr. Tariq told that at zone offices conservancy officers are responsible for the activities of all cleaners but as drivers are not under their control, efficiency can not be increased. Dr. Tariq also said that without establishing the waste management department overall success can not be achieved. Mr. Takasugi also supported that present situation is very difficult and proposed to have discussion with concerned departments and carry out piloting in ward 36 and ward 76. Depending on the success of piloting, expansion of such scheme will be considered.
- Mr. Ishii said that the purpose of this office is to be responsible for managing every kind of cleaning works in this area and also managing the cleaners, drivers. Mr. Ishii also said that branch office is needed to carry out the solid waste management activities, although it is difficult at present condition.
- At this point Dr. Tariq told that improvement of conservancy department should also be considered along with the improvement of transport department. He also mentioned that during establishment of waste management department many new staffs will be required to recruit because of DCC's different administrative obligations like, problem of promoting 2nd class officer straight to 1st class officer as many of them may not have appropriate educational background, promotion scheme of DCC depend upon the seniority not efficiency etc. And Mr. Tariq said that Mr.

Takasugi's proposal to train and promote existing personnel may not work due to above reasons.

4) Improvement of dispatch of collection & transportation vehicles and operation system:

- This issue has already been discussed.

5) Waste discharge hour and collection hour:

- Dr. Tariq feels that present timing of waste collection is very troublesome for landfill operation and hence inquired whether JICA Experts agree with the present timing or not. Mr. Hara doubted the possibility to change collection time or to submit counter proposal to the government.
- Dr. Tariq informed that at landfill site long trailers (22 tons) as well as demountable truck are creating problems and hindering smooth operation. He also said that in spite of such problems at landfill site, the ward level authorities do not feel in same way rather they think longer vehicle is better. In this regard Mr. Hara told that coordination is required first, and that improvement can be made after that.
- Then Mr. Ishii asked the possibility to shorten the collection time and landfill receiving time

6) Improvement for effective maintenance system of collection & transportation vehicles:

- Mr. Hara told that discussion with the transport group is required for this issue. Dr. Tariq also agreed and told also to discuss with chief store officer, CCO etc.

7) Guidance for receiving carry-in waster for landfill:

- Mr. Hara explained the necessity to establish some controls at the entrance of the landfill site such as identifying unsuitable wastes and not allowing dumping of such wastes. Replying to Dr. Tariq's inquiry regarding identification of the unsuitable waste, Mr. Hara told that person at Weigh Bridge shall check for unsuitable wastes and interview the drivers carrying such waste to register the source, type, amount of waste and to prohibit dumping such wastes. Dr. Tariq told that as there is no regulation in the country to stop such wastes, it is not practical to think in that way. Dr. Tariq also questioned the approach for conducting extensive level of operation at landfill site and instead he proposed to incorporate different strategies step by step not at once. Mr. Takasugi replied that as there is no such regulation at present; hence drivers should be informed and requested not to carry such wastes and at the same

time the source, type and amount these wastes should be registered. Mr. Hara told that in MP it has already been discussed and suggested to impose such regulation. Mr. Hara also told that as it is a lengthy process to establish regulation, initiatives should be taken now. He also said that even if there is no regulation, we should control the landfill site more safely and more sanitarily as a first step. Mr. Ishii said that even if there is no treatment system, waste generator and drivers should recognize that waste is dangerous and we should alarm bell.

- At this point Mr. Takasugi asked Dr. Tariq regarding his idea about types of waste to be dealt with at landfill site. In reply Dr. Tariq told that without providing appropriate facilities to deal with special wastes it is not possible to categorized waste to be dumped. He also mentioned that after constructing medical waste treatment facility, it became possible to stop dumping of medical waste at landfill site. Mr. Takasugi acknowledged the problem and insisted that although it may not be possible to impose embargo it is important to prepare for registration for such wastes.
- Answering a question from Mr., Takasugi regarding budget allocation for soil cover at landfill site, Dr. Tariq told that unless heavy equipment operators come into Landfill Management Unit's control, it will be difficult to operate landfill site according to the plan. Dr. Tariq also added that as purchasing soil cover is very expensive and insufficient amount of construction debris are available old wastes will be used as covering soil.

Then Mr. Hara briefly discussed others issues considered in the draft proposal for improvement of waste collection & transportation in DCC and requested to discuss among different groups to finalize the proposal. Then thanking everybody Mr. Hara declared the end of the meeting.

(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

(Dr. Tariq Bin Yousuf)
Project Director
Landfill Improvement Project at Matuail
Dhaka City Corporation

6) Sixth Project Team Meeting

**Minute of the Sixth Project Team Meeting between JICA Expert
Team and DCC Counterpart Personnel**

Meeting Name	Sixth Project Team Meeting
Date and Time	September 16, 2007 14.10-15.45
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksudur Rahman Chowdhury, CCO, DCC 2. Dr. Tariq Bin Yousuf, Project Director, LDP, DCC 3. Mr. Dewan Md. Shah Alam, DCCO, DCC 4. Akiko Bushimata, JICA Office 5. Mr. Mahmoud Riad, JICA Expert 6. Noboru OSAKABE, JICA Expert 7. Akio Ishii, JICA Expert 8. M. Saito, JICA Expert 9. Mr. Abul Hasnat Md. Ashraful Alam, Assistant Engineer, DCC 10. Mr. Mahbub Alam, Assistant Engineer, DCC 11. Mr. Rajib Khadem, Assistant Engineer, DCC 12. Md. Mizanur Rahman, Auditor, DCC 13. Md. Sufi Ullah siddik Bhuiyan, AE 14. Md. Afzalul Azam Reza, Assistant Social W. Off. 15. Md. Benozir Ahmed, CI-W-62 16. Radha Gobinda Biswas, CI-W-12 17. Md. Rokib Hasan, CI-W-44 18. Md. A.R. Biswas, C/P 19. Abdul Aziz, Computer Oper. 20. Abdul Motalib, CI-36 21. Md. Asaduzzaman, E-O-WMD 22. Md. Shafikul Islam, A.I.O, WMD 23. Zali Md. Ziaul Islam, JICA Office 24. Md. Mostafizur Rahman, JICA Expert Team 25. Rifat Ahmad, JICA Expert Team, P.C. 26. Md. Shoriful Alam Mondal, JICA Expert Team 27. Md. Hamidullah Sarkar(Hridoy), Assit. Admin.

Agenda	1. Progress of the Project to date (1) Group 2 – Community SWM Group (CSWMG) (2) Group 3 – Collection and Transportation Group (CTG) (3) Group 4 – Landfill Management Group (LFG) (4) Group 5 – Financial Management Group (FMG) (5) Group 1 – Management and Coordination Group (MCG) 2. "Improvement of Solid Waste Collection & Transportation of Dhaka City", Draft, August 2007. Presentation and Discussion 3. Progress Report Preparation and Presentation 4. Brief Explanation on the Project Progress to be made to the Project Chief, CEO 5. Miscellaneous
Material	1. Handout of the Progress Report of all groups 2. Agenda

Discussion and Decision:

Thanking all the members present, Mr. Mahmoud Riad, Deputy Chief Advisor, JICA Expert Team, started the meeting with brief explanation on the agenda of the Sixth Project Team Meeting. During the meeting, following points were discussed according to the agenda:

1. Progress of the Project to date:

To discuss about the progress of the project, Mr. Riad informed that representative from each group, shall be presenting progress of respective group according to the Plan of Operation prepared by them during April '2007. Then Mr. Riad invited Mr. Dewan Md. Shah Alam, Group Leader, Community SWM Group to inform the progress of his group.

(1) Group 2 – Community SWM Group (CSWMG): Mr. Shah Alam informed the following progress updates of CSWMG:

- Draft ward solid waste management guideline has already been prepared and the finalization work is under process to get final approval.
- Registration for the Primary Collection Service Provider is under process. Present system for the registration of PCSPs' is as follows:

- i. Vendors/ community service providers/ NGOs apply for the permission from CCO, DCC for their enlistment.
 - ii. CCO sends the file to zone level for detail check of the eligibility of applied organizations to provide primary collection services
 - iii. Upon getting positive feedback from zone level, CCO approves the concerned organization.
- Monitoring of PCSPs is done conventionally by the conservancy inspectors, and conservancy officers through regular reporting. Later, when pilot projects of the wards 36 & 76 will be started, then community working group will monitor PCSP.
- Awareness program: Following awareness programs are under process-
 - i. Clean Dhaka Contest: DCC is going to hold the Clean Dhaka Contest very soon. This time instead of ward commissioners, Shordars of the cleaners and Conservancy Inspectors shall be considered for awarding.
 - ii. Sticker Program: It has been designed to run Sticker Program four times in a year and 1st sticker program for this year had been done on September 04, 2007. This time stickers were pasted on the body of various vehicles. DCC has the plan to supply stickers to the households through the CBOs, cleaners etc. More frequent sticker program is necessary to expedite the public awareness of solid waste management.
 - iii. Bill Board: Application for 7 different locations for installing bill boards in Dhaka city has been submitted by JICA Expert Team, out of which 5 locations shall be approved.
 - iv. Leaflet: Printing of leaflet for public awareness is under process and very soon leaflets shall be delivered to house level.
- Capacity building programs: Capacity building is very important for the success of any activity related to the solid waste management. Following capacity development program is ongoing:
 - i. PRA Training: In this regard 15 personnel from the community group of DCC have participated in a successful PRA Training program conducted during September 01 to 07, 2007. PRA training shall be conducted every year to train all the concerned personnel in course of time.
 - ii. Basic Computer Training: There is no need of out sourcing for computer training; rather staffs lacking of computer knowledge can take lessons from the staffs having computer knowledge. Cooperation and willingness to support in this regards is necessary.

Comments:

- Thanking Mr. Shah Alam, Mr. Riad inquired about comments from other participants and also he proposed to include CI, CO in proposed community working group. Commander Maksudur Rahman Chowdhury, CCO, DCC welcomed the idea to include CI, CO in community working group. He told that PRA Training is a very good tool to develop the capacity of community workers and hence he wished for more PRA Trainings in future. Besides Commander Chowdhury insisted that, to develop the basic computer knowledge of DCC staffs, all other staffs having sufficient computer knowledge shall support and cooperate. In this regard, he proposed to prepare an outline for basic computer knowledge program. Regarding PCSP, Commander Chowdhury informed that he had meeting with a number of NGOs, organizations interested for PCSP. He also informed that DCC has received a number of applications for PCSP and very soon the total number of applicant will reach 300.
- At this point emphasizing the importance of evaluation report, Dr. Tariq Bin Yousuf, PD, LIP, DCC inquired Mr. Shah Alam about the sustainability of piloting project at ward 6 and 65. In reply Mr. Shah Alam confirmed the sustainability of piloting project and assured smooth functioning of solid waste management in those wards. Then Commander Chowdhury insisted to transfer Mr. Benozir Ahmed, CI, DCC (ex CI of ward 6) from ward 62 to ward 6 for ensuring the success of piloting sustained.
- Mr. Abul Hasnat, Assistant Engineer, DCC proposed that before sending any staff of DCC to participate in capacity development programs at home or abroad, DCC should justify eligibility and continuity of respective personnel. Referring to Mr. Towhid Siraj, Assistant Engineer, DCC, who left waste management department just after obtaining training at Japan; Mr. Hasnat insisted that, without ensuring basic eligibility criteria of the participants, DCC cannot enjoy the ultimate benefit of such capacity development programs.

Then Mr. Riad invited Mr. Hasnat, Group Leader, Collection and Transportation Group to inform their group's progress.

(2) Group 3 – Collection and Transportation Group (CTG): Mr. Hasnat informed the following progress updates of CTG:

- Mr. Hasnat, informed that CTG had planned 10 activities for this year during formulation of their Plan of Operation, but as truck scale at Matuail Landfill Site has

not started operation yet, hence some of the related activities couldn't be performed so far.

- Mr. Hasnat informed that from the study carried out earlier, it has been confirmed that open truck is not effective. Hence he emphasized about the container carriers and compactor trucks and hoped for getting more of such vehicles in future after grant aid is received.
- Regarding improvement of collection and transportation system of DCC, Mr. Hasnat regretfully informed that average open truck repairing time is about 270 days. One of the main reasons for this delay is unavailability of spare parts. Hence Mr. Hasnat proposed to investigate extensively the problems of collection and transportation system of DCC and to ensure fruitful improvement of the system through organizing fact finding meetings with key personnels of DCC such as CCO, CEO etc.
- Mr. Hasnat also informed that DCC is going to do piloting of compactor trucks; and he proposed to get the higher capacity truck instead of low capacity compactor trucks to check highest efficiency. He also informed that DCC has already decided to purchase 2 compactor trucks having 7 ton capacity each.
- Mr. Hasnat also informed that the CTG has already organized 3 workshops successfully and is going to organize first ever driver's workshop on September 17, 2007.

Comments:

- Dr. Tariq proposed that, as Chittagong City Corporation has already been using compactor trucks for carrying waste; hence it is better to organize a field visit to Chittagong City Corporation for getting some practical idea about using compactors truck in local condition. Then, to procure two new compactor trucks by DCC, Dr. Tariq emphasized the inclusion of JICA Experts throughout the process of procurement. In reply, Commander Chowdhury ensured the incorporation of JICA Experts in the procurement process for providing necessary supports.
- Replying to a question from Mr. Riad, Mr. Hasnat replied that after formation of WMD, smooth functioning of collection and transportation system of DCC can be confirmed.
- Mr. Riad emphasized to carry out planning and careful study discussions regarding operating compactor trucks before purchasing them. Mr Hasnat informed that DCC

will introduce trailer bins for the compactor trucks. At this point Commander Chowdhury insisted about the experience gathered from the visit to Cambodia and Vietnam.

- At this point, Ms. Akiko Bushimata, Assistant Resident Representative, JICA Bangladesh inquired about the owner of the new compactor trucks and person in charge for regulating them. In reply Commander Chowdhury informed that DCC will be the owner of those trucks and he by himself will decide the plan of operation of new compactor trucks.
- Dr. Tariq told that Mr. Mashahiro Saito, Expert, JICA Expert Team conducted a vehicular survey at Matuail Landfill Site entrance during April '2007. He also told that at that time 24 hour waste disposal activities had been carried out but as at present timing of waste collection and disposal has been changed; it is necessary to carry out similar survey before starting weigh bridge operation. To this point, Mr. Riad proposed that the truck scale operation be gradual, with only a portion of the trucks being weighed at the start. After the operators have gained experience then gradually the number of trucks to be weighed will be increased.

Then Mr. Riad invited Mr. Mahub Alam, Deputy Group Leader, Landfill Management Group (LMG) to inform their group's progress.

(3) Group 4 – Landfill Management Group (LFG): Mr. Alam informed the following progress updates of LMG:

- Major portion of the construction works have been completed so far.
- Electricity connection to the landfill site will be given by next Tuesday (18.09.2007).
- Problems to start truck scale operation:
 - Transport Department had been requested to write down the truck number on the body of each vehicle to facilitate data collection at Weigh Bridge but they have not completed the job yet.
 - To avoid big queue of vehicles at truck scale, another person is needed to help the computer operator to make the weighing and ticket issuing process faster.
- Dr. Tariq informed that, as the construction works at Matuail have almost been finished and now the major concern is operation, hence he requested Mr. Saito for extensive support to conduct operation smoothly. He also insisted to organize

workshop for the heavy equipment operators at Matuail landfill site. Then Dr. Tariq informed the following progress updates of the LMG:

- Functional setup of LMU: It is a matter of deep concern and at present, instead of using previously recruited Landfill Inspectors, Dr. Tariq will be deploying newly assigned cleaners to the landfill site by CCO, as landfill instructors. Dr. Tariq assured the educational qualification of those cleaners to work as the Landfill Instructors.
- Budget for O&M of Matuail landfill in 2007/08: DCC has sanctioned 2 crore taka in this regard and as, in this year operation cost will be taken from development budget; hence in next year the allocated budget will be utilized. Besides Dr. Tariq requested Ms. Bushimata for helping to get 15 crore taka from the GOB for extended period of construction works.
- On job training on operation and maintenance: Mr. Saito has already conducted on job training in May '2007 and it will be continued in future.
- Health insurances: From the experiences of 3 workshops participated by the conservancy workers during August '2007, it is evident that providing health insurance is everybody's demand.
- Improvement of working condition of waste pickers: Recruitment of NGO for this purpose is under process but it is dependent on the unsanctioned budget of 15 crore taka for construction work.
- Sensitize DCC policy makers: As a part of sensitization of DCC Policy makers, a country visit program has been carried out to Cambodia and Vietnam during August, 2007. The country visit program was participated by the Joint Secretary, Deputy Secretary, Chief Executive Officer, and Chief Conservancy Officer of DCC etc.
- Operation Manual: Operation Manual has been submitted to BUET for necessary review. Dr. Tariq insisted that instead of supplying Operation Manual to the landfill workers, it will be better to install a big bill board at landfill site presenting all the necessary activities in pictorial format.
- Environmental Monitoring: BUET will perform environmental monitoring as a part of their assignment as per the contract.
- Landfill Standard: After starting the landfill operation, initiatives for fixing the landfill standard for Bangladesh will be taken with the help of DOE.

Then Mr. Riad invited Mr. Mizanur Rahman, Deputy Group Leader, Financial Management Group (FMG) to inform their group's progress.

(4) Group 5 – Financial Management Group (FMG): Mr. Rahman informed the following progress updates of FMG:

- Organizational set up and deployment of human resource: Organizational set up of financial working group has been completed and one full time suitable staff has been deployed.
- Financial Management Software: Various financial management software have been studied and by December, 2007 operation of financial management software can be started.
- Orientation program of accounting system for concerned staff members: During September key persons of FMG and related JICA expert visited all the zone offices and related offices to orient the accounting system for concerned staff members.
- Collection of actual costs and actual revenue data: Actual cost and actual revenue related to the waste management of DCC has been collected analyzed to determine the budget of solid waste management of DCC. The total calculated cost of solid waste management of DCC is 84,64,00,000 (Eighty crore sixty four lac) Taka only.

Comments:

- To reply to the inquiry of Commander Chowdhury, Mr. Noboru Osakabe, Expert, JICA Expert Team informed that total waste management cost for 2006/07 is 80,64,17,079 (Eighty crore sixty four lac seventeen thousand seventy nine) Taka which is 3.3 times of the conservancy tax of 24,20,00,000 (twenty four crore twenty lac) Taka only received in same year. Where as in 2002/03 waste management cost was 47,60,00,000 (Forty seven crore sixty lac) Taka only which was 2.7 times of the conservancy tax of 17,60,00,000 (Seventeen crore sixty lac) Taka.
- Replying to inquires of Commander Chowdhury and Dr. Tariq, Mr. Osakabe informed that total fuel cost in 2006/07 financial year was 24,59,57,203 (Twenty four crore fifty nine lac fifty seven thousand two hundred three) Taka only whereas total repairing cost was 3,37,16,965 (Three crore thirty seven thousand sixteen thousand nine hundred sixty five) Taka and total waste management staffs' salary was 39,01,26,408 (Thirty nine crore one lac twenty six thousand four hundred eight) Taka only.
- Mr. Osakabe informed that in the calculation depreciation was not considered due to insufficiency of some data. He also assured that in next step he will consider the

depreciation to visualize the actual financial scenario of solid waste management in Dhaka city.

- At this point Mr. Riad proposed to hold meeting with individual groups for detailed discussions.

Then addressing the respective group members of MCG, Mr. Riad started discussion on the progress of the Management and Coordination Group (MCG).

Group 1 – Management and Coordination Group (MCG): Mr. Riad initiated discussion on the progress of the Management and Coordination Groups, highlighting the importance of MCG to organize and coordinate the overall progresses of other groups. Then he mentioned the following issues:

- Establishment of Waste Management Department (WMD): File for the establishment of Waste Management Department (WMD) has been submitted to the Ministry of Establishment, GOB. Mr. Riad insisted about the continuous support from the key personnel of DCC to expedite the process and smoothen the transition period, because over all progress of the project is dependent on earliest establishment of WMD.
- Mr. Riad emphasized about the necessity of coordination of MCG with other groups and proposed to design and formulate such coordination effectively.

2. “Improvement of Solid Waste Collection & Transportation of Dhaka City”, Draft, August 2007. Presentation and Discussion:

Mr. Riad invited Mr. Hasnat to describe briefly the document on “Improvement of Solid Waste Collection & Transportation of Dhaka City”, Draft, August 2007.

- Mr. Hasnat briefly described the document emphasizing different important aspect that may require immediate addressing, such as: public participation, labor safety and sanitation etc.
- To discuss about the strengthening of Zone Office for waste collection and transportation, Mr. Hasnat insisted the urgency of decentralization of power to the zone level to expedite and smoothening the overall functioning of solid waste management in Dhaka city. He proposed to make the zonal offices responsible and accountable for all the activities related to solid waste management through the delegation of power to the ward level. Replying Mr. Hasnat’s proposal, Commander Chowdhury proposed to sit with responsible personnel to discuss about the matter in depth and to finalize some solution in future.

- Then Mr. Hasnat informed that waste collection and disposal timing has been changed to new schedule. At present primary waste collection is scheduled to be done between 6 pm to 10 pm and the secondary waste collection is scheduled to be done between 10 pm to 7 am.
- To clarify the plan to abolish all the dustbins, Commander Chowdhury proposed to replace the dustbins step by step with the containers. Commander Chowdhury also informed that Khulna Ship Yard authority has shown interest to make containers for DCC at the lowest possible rate.
- Then mentioning current flat tax rate, Mr. Hasnat insisted about introducing increased conservancy tax for the industrial/ business stake holders to increase the revenue generation.
- At the end Mr. Riad concluded that the document on "Improvement of Solid Waste Collection & Transportation of Dhaka City" is a charter for waste collection and transportation which shall be followed by all.

3. Progress Report Preparation and Presentation: No discussions were made on this agenda.

4. Brief Explanation on the Project Progress to be made to the Project Chief, CEO

- Mentioning Chief Executive Officer as the Project Chief of the Clean Dhaka Project, Mr. Riad proposed for more frequent meeting with CEO to explain the progress of the project and thus to make him acknowledge about various activities of the project.
- Welcoming the idea of Mr. Riad to sit with CEO regularly, Commander Chowdhury informed that he visits CEO regularly and informs him about the progress and various activities of the Clean Dhaka project.

5. Miscellaneous:

- Dr. Tariq informed that earlier Mr. Naoki Hara, Chief Advisor, JICA Expert Team had circulated a form of capacity development to be filled up by the members of different groups but those forms have not been submitted/ collected. Hence, he proposed to submit the forms immediately and requested for further necessary actions. Commander Chowdhury also supported the proposal and requested the same.

Then thanking everybody Commander Maksudur Rahman Chowdhury, CCO, DCC declared the end of the meeting.

(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team

(Commander M. R. Chowdhury)
Chief Conservancy Officer
Dhaka City Corporation

7) Seventh Project Team Meeting

**Minute of the Seventh Project Team Meeting between JICA Expert
Team and DCC Counterpart Personnel**

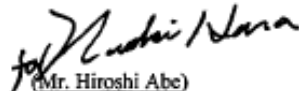
Meeting Name	Seventh Project Team Meeting
Date and Time	November 15, 2007 12.00-13.00
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Mr. Dewan Md. Shah Alam, DCCO, DCC 2. Mr. Hiroshi Abe, JICA Expert 3. Ms. Junko Okamoto, JICA Expert 4. Mr. Abul Hasnat Md. Ashraful Alam, Assistant Engineer, DCC 5. Mr. Rajib Khadem, Assistant Engineer, DCC 6. Md. Mizanur Rahman, Auditor, DCC 7. Mr. A. H. M. Abdullah Harun, Sub Assistant Engineer, DCC 8. Mr. Faridul Islam, Sub Assistant Engineer, DCC 9. Md. Rokib Hasan, CI-W-44 10. Radha Gobinda Biswas, CI-W-12 11. Ms. Airi Toguchi, JOCV 12. Mr. Ryoshke Hayashi, JOCV 13. Md. Mostafizur Rahman, JICA Expert Team 14. Rifat Ahmad, JICA Expert Team 15. Md. Shoriful Alam Mondal, JICA Expert Team 16. Mr. Pallab, Debnath, JICA Expert Team
Agenda	1. Progress of the Project to date (1) Group 3 – Collection and Transportation Group (CTG) (2) Group 2 – Community SWM Group (CSWMG) (3) Group 4 – Landfill Management Group (LFG) (4) Group 5 – Financial Management Group (FMG) 2. Miscellaneous
Material	1. Not applicable

- Preparation of training materials for the CBO/ NGO's for the training is ongoing.
 - This group is also working along with the CTG for the improvement of both the primary and secondary collection system at some part of ward 76.
 - Clean Dhaka Ward, contest has been delayed due to political reason.
 - Messages for the billboard display are under preparation. Locations for the billboards are selected and approval will be given within a very short time.
 - Preparation for the calendar is under process.
 - For the environmental education, mobile school program has been completed at 7 schools and on November 20, 2007 mobile school program will be held at another school.
 - Model School program at two schools has been completed.
- At this point Mr. Abe informed the following pilot projects for the community groups to be implemented during this fiscal year.
 - Pilot project 1- Safety gears for the cleaners: It will be implemented during January, 2008.
 - Pilot Project 2- Office furniture and computer for the ward 36 office: It will also be implemented during January, 2008. Mr. Abe emphasized that PP2 will be a model for all wards of DCC. Mr. Abe also insisted that everybody should utilize the ward office effectively and from that experience future ward offices shall be designed.
- (3) Group 4 – Landfill Management Group (LFG):** Mr. A.H.M. Abdullah Harun, Sub-Assistant Engineer, DCC informed the following progress updates of the Matuail Sanitary Landfill site:
- Weigh bridge operation has already been started and is ongoing.
 - Car wash facility is functioning. There are some problems in the jet pumps which shall be fixed shortly.
 - At present DCC is not using soil cover to cover the daily waste due to insufficient facility arrangements.
 - Final design for the leachate treatment pond has been submitted to DCC by BUET.
 - Cost estimation for the temporary road construction, facility arrangements for landfill operation have been prepared by LMU and Operation Budget for this fiscal year will be utilized in this regard.
- Then Mr. Mostafiz informed the the following updates of the landfill management group activities:
 - Among the construction works in the Matuail landfill site, part of the surface drain construction work at eastern periphery and western periphery and construction work of the leachate treatment pond in pending.

2. Miscellaneous:

- Mr. Abe informed that during the Third Steering Committee meeting held on October 24, 2007 Resident Representative of JICA Bangladesh Office strongly insisted about the establishment of the WMD and clearly mentioned that if there will be no specific indication for the establishment of WMD by February, 2008 then JICA will suspend the project.
- Then Mr. Abe requested everybody to give their best effort to show JICA some convincing output by the individual groups and thus try to convince JICA for not to suspend the project even if there is no WMD.

Then thanking everybody Mr. Dewan Md. Shah Alam declared the end of the meeting.


(Mr. Hiroshi Abe)
JICA Expert Team


(Mr. Dewan Md. Shah Alam)
Deputy Chief Conservancy Officer
Dhaka City Corporation

8) Eighth Project Team Meeting

Minute of the Eighth Project Team Meeting between JICA Expert Team and DCC Counterpart Personnel

Meeting Name	Eighth Project Team Meeting
Date and Time	December 18, 2007 11.30-13.45
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksudur Rahman Chowdhury, CCO, DCC 2. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 3. Mr. Noboru Osakabe, JICA Expert 4. Mr. Dewan Md. Shah Alam, DCCO, DCC 5. Mr. Abul Hasnat Md. Ashraful Alam, Assistant Engineer, DCC 6. Mr. Mahbub Alam, Assistant Engineer, DCC 7. Md. Mizanur Rahman, Auditor, DCC 8. Mr. A. H. M. Abdullah Harun, Sub-assistant Engineer, DCC 9. Mr. Faridul Islam, Sub-assistant Engineer, DCC 10. Md. Mofizur Rahman Bhuiyan, CO, Zone 6, DCC 11. Md. Rokib Hasan, CI-W-44 12. Aminur Rahman Biswas, CI, Zone-6 13. Md. Mostafizur Rahman, JICA Expert Team 14. Rifat Ahmad, JICA Expert Team 15. Md. Shoriful Alam Mondal, JICA Expert Team 16. Mr. Pallab Debnath, JICA Expert Team
Agenda	1. Progress of the Project to date (1) Group 4 – Landfill Management Group (LFG) (2) Group 2 – Community SWM Group (CSWMG) (3) Group 3 – Collection and Transportation Group (CTG) (4) Group 5 – Financial Management Group (FMG) 2. Miscellaneous
Material	1. Monitoring sheet of the project progress

Discussion and Decision:

Welcoming all the participants Mr. Naoki Hara, Chief Advisor, JICA Expert Team started the meeting with brief explanation on the agenda of the eighth project team meeting. During the meeting following points were discussed:

1. Progress of the Project to date:

At the beginning Mr. Hara invited Mr. Mahbub Alam, Assistant Engineer, DCC to inform the progress of the group.

(1) Group 4 – Landfill Management Group (LFG): Mr. Mahbub Alam informed the following progress updates of LFG:

- There is a delay in continuing the facilities construction (i.e., gas vent pipe extension, surface drain, working road etc.) at the existing Matuail landfill due to fund crisis.
- Answering a query from Mr. Hara, Mr. Abul Hasnat, Assistant Engineer, DCC informed that a letter had been issued to the planning commission regarding the fund release and extension of project period. Mr. Hasnat also informed that fund would be released after consideration of extension of the project in the revised Annual Development Plan (ADP), which may take till February or March, 2007.
- For the landfill operation only one fulltime landfill inspector is available and some more inspectors are in the process of deployment. Besides landfill operation is on going with the present staffs.
- For landfill operation DCC has allocated 2 crore taka.
- LMU has taken initiatives to introduce medical check up for health check facility of the landfill staffs.
- Covering soil has not been provided due to shortage of required number heavy equipments. Mr. Hasnat informed that excavator procurement process is ongoing.
- Draft sanitary landfill operation manual had been submitted to BUET and at present BUET is finalizing the manual.
- Legal proceedings for the clearance of Amin Bazar landfill site is ongoing and further activities of the Amin Bazar landfill shall start soon after the settlement of legal issues; which is expected to be resolved soon.

Then emphasizing the importance of separating the budget for landfill operation, Mr. Noboru Osakabe, JICA Expert inquired about the responsible department for allocating required budget for landfill operation. Mr. Hasnat informed that transport department is

pilot project of ward 76). During next fiscal year new design primary collection equipment will be considered. Besides, performances evaluation of the previously designed and deployed primary collection equipments in ward 6 and 65 shall be done in this fiscal year.

- Data base format has not been developed yet for maintaining information on primary collection service providers. But, preliminary information on the primary collection service providers has been collected from the wards 36 & 76.
- Due to some unavoidable circumstances it has not been possible to organize the Clean Dhaka Ward Contest till now and as per the present schedule the Clean Dhaka Ward Contest will be organized during March, 2008. At this point Mr. Hara informed that the expert team will be very busy at the end of March as that is the end of current fiscal year, and hence he proposed to re-schedule the program on an earlier suitable date.
- 2nd Sticker campaign program will be carried out after the Eid-ul-Adha vacation.
- DCC has already approved seven locations for bill board. Structure construction has already been started in different locations and the design of the billboards shall be finalized by the following week.
- 2000 calendars for the year 2008 have been printed and are in the process of distribution.
- Computer Training of the counterpart has been carried at the JICA Expert Team office and will be completed after Eid.

(3) Group 3 – Collection and Transportation Group (CTG): Mr. Hasnat informed the following progress updates of CTG:

- CTG has collected some data from Matuail landfill site and analyzed them. At present more emphasis has been given to the data of ward 36 & 76 as in those wards pilot project shall be implemented.
- There are some problems with the data collected at weighbridge as few truck drivers do not follow the instruction and go directly to the dumping area without weighing. At this point Mr. Osakabe mentioned that during the weighing the workers remain inside the vehicle which may have been giving extra 20 ton waste count everyday. Commander Maksudur Rahman Chowdhury, CCO, DCC emphasized to instruct the operators to take necessary measures to mitigate the problems.
- There is a plan to closely monitor 24 hour weigh bridge operation for one week and then to concentrate on the pilot project wards.
- To correct and improve the secondary collection route DCC will concentrate on the piloting project first.

- Regarding container procurement Mr. Hasnat mentioned that few days' earlier 50nos. 3 ton containers and 30nos 5 ton containers have been procured from Khulna Ship Yard and distributed among different zones. Commander Chowdhury also added that in last 6 month total 200nos. containers has been procured, which means at present almost 50 percent of the DCC containers are new.

To answer a query from Mr. Osakabe regarding life time of the containers, Mr. Hasnat highlighted that the newly procured containers are made of Belgium steel sheet, which are very good in quality and if properly maintained (painting every year, regular cleaning etc.) then the containers shall last minimum 3-5 years.

- Replying a proposal from Mr. Hara regarding re-design of the containers, Commander Chowdhury advised not to modify the container design now, as the recently designed new containers are quite effective. Rather Commander Chowdhury proposed to give emphasis on rickshaw van design instead by utilizing the same budget. Then Mr. Hara requested to discuss the matter with Mr. Akio Ishii, JICA Expert during his next visit in January, 2008.
- Regarding workshop facilities improvement Mr. Hasnat informed that vehicle repairing time has been shorten significantly in recent time. Recent data showed that 4 vehicles had been overhauled by 93 days on an average where as in previous time it used to take about 300 days for similar jobs. Mr. Hasnat also insisted that it will be possible to minimize the repairing time to 60 days.

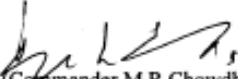
(4) Group 5 – Financial Management Group (FMG): Mr. Mizanur Rahman, Auditor, DCC informed the following progress updates of FMG:

- New financial management software's has already been studied and will be finalized in the meeting on December 18, 2007.
- Financial data from the affiliated departments have been collected and the required analysis is ongoing as a part of regular work.
- Cost of Solid Waste Management for 2007/08 has been calculated but depreciations could not be incorporated due to lack of data.
At this point, Mr. Osakabe insisted to get the actual costs of Matuail and Aminbazar landfill site (fixed assets, operation cost etc.) and as well as cleaners colony for the calculation of depreciation. Besides, Mr. Osakabe also requested for the financial data of the privatized wards also. Commander Chowdhury assured to issue letters to the concerning departments/authority for the required financial data.
- New financial management software will be introduced after finalizing and there will be a 5 days long training program on new software, which will be participated by the counterparts.

2. Miscellaneous:

- Mr. Hara requested all the participants of different groups to write down more specific activities and achievements of their respective groups more concretely with scales, (numbers and figures) and locations, etc., in the monitoring sheets (part of "Actual" in Annual Activity Plans of the five groups) and he also insisted to add more information in the monitoring sheets by December 23, 2007.

Then thanking everybody Commander Chowdhury declared the end of the meeting.


(Commander M R Chowdhury)
Project Manager
Chief Conservancy Officer
Dhaka City Corporation


(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

9) Ninth Project Team Meeting

Minute of the Sixth Project Team Meeting between JICA Expert Team and DCC Counterpart Personnel

Meeting Name	Ninth Project Team Meeting
Date and Time	June 18 th , 2008 15.30 - 16.30
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksudur Rahman Chowdhury, CWMO, DCC 2. Mr. Shehab Ullah, Superintending Engineer, WMD 3. Dr. Tariq Bin Yousuf, Project Director, LIP, DCC 4. Mr. Dewan Md. Shah Alam, AdSWMO, DCC 5. M A Kuddus , DCWMO, Conservancy Department 6. Mr. Abul Hasnat Md. Ashraful Alam, Executive Engineer, WMD, DCC 7. Maksud Alam, Asst. Engineer, WMD, DCC 8. Farid Islam, AE, WMD, DCC 9. Ms. Afsana, Asst. CWMO (community) 10. Md. Asaduzzman, Asst. CWMO (planning) 11. Md. Shafiqul Islam, CI, Coservancy Department. 12. Md. Mizanur Rahman, WMO (budget) 13. Ms. Akiko Bushimata, JICA Bangladesh Office 14. Mr. Zaki Md. Ziaul Islam, JICA Bangladesh Office 15. Mr. Mahmoud Riad, JICA Expert Team 16. Md. Mostafizur Rahman, JICA Expert Team 17. Rifat Ahmad, JICA Expert Team, P.C. 18. Md. Shoriful Alam Mondal, JICA Expert Team 19. Mr. Pallab Debnath, JICA Expert Team 20. Md. Hamidullah Sarkar (Hridoy), Assit. Admin
Agenda	1. DCC SWM and Our Project 2. Activities of our Project in 3 JFY 3. The WBA's
Material	1. Project Implementation Plan for 3rd JFY

Discussions and Decisions:

Thanking Ms. Akiko Bushimata and JICA Expert team for their continuous support to establish Waste Management Department, Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC started the meeting with his well wishing to start functions of waste management department in a well organized and cordial environment. Then Mr. CWMO requested Mr. Mahmoud Riad, Deputy Chief Advisor, JET to give his presentation on ninth project team meeting agenda. During the meeting, following points were discussed according to the agenda:

At the very beginning Mr. Riad highlighted the message from Mr. Naoki Hara, Chief Advisor, JET on successful advancement in the process of WMD establishment. Mr. Hara is very happy to work with the staffs of WMD with one mission SWM where the core members will develop mission, vision and policies of new WMD and proceed to the success with enthusiasm. Mr. Hara also conveyed his commitment to complete the works in 3rd JFY as scheduled.

1. Activities of our Project in 3 JFY

3rd JFY Implementation Plan report of Clean Dhaka Project was submitted and Mr. Riad explained the Project Design Matrix and confirmed the Project Goal, Purpose and Outputs. The activities for each of the five Project outputs planned to be implemented in this year were reviewed.

2. The WBA's :

Mr. Riad explained the major activities planned under the Project's Ward Based Approach in Dhaka city. He mentioned that in 3rd JFY JET has planned to carry out following activities to improve the WBAs:

1. WBA 1A – Develop the Ward SWM Offices, through construction of 3 new offices and renovation of 4 existing offices
2. WBA 1B – Strengthen ward office function in 6 ward offices
3. WBA 2A – Provide safety gears to cleaners in 13 wards
4. WBA 2B – Organize Safety & Sanitation Committees in 15 wards
5. WBA 2C – Introduce “workers' manual” and re-organize work methods
6. WBA 3 – Support community activities through organizing CUWG and WSWMC
7. WBA 4A – Introduce new collection system
8. WBA 4B – Improve the existing collection

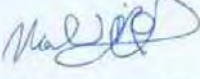
Mr. Riad also highlighted the progress of WBA activities achieved so far and requested for continuous intensive cooperation from WMD staffs.

After the presentation Commander Chowdhury welcomed everybody for open discussion. During the discussions the following issues were mentioned/ decided:

- To reply to a request from Mr. Riad, Commander Chowdhury declared that WBA Project Team will be formed for the smooth implementation of the WBA activities. The WBA Team would be headed by Mr. Dewan Mohammad Shah Alam, DCCO, DCC.
- Mr. Shah Alam proposed that for the four wards still unselected for the WBA activities, to consider some areas from new Dhaka. Mr. Riad welcomed this idea and asked that the WBA wards should be representative of the DCC wards.
- Mr. Abul Hasnat proposed to construct new ward offices with similar architectural views and color. Everybody welcomed the idea and Dr. Tariq proposed to involve DCC architects in this regard.
- Mr. Riad requested to prepare the architectural design & drawing quickly. Mr. Riad also insisted that sites for office renovation and new office construction are to be checked and their suitability in terms of DCC ownership should be reviewed and confirmed by the end of this month by DCC so that JET can start basic designs works by July 2008. Mr. Riad also wished to start ward WBA 4A and 4B activities just after Ramadan.
- Commander Chowdhury assured with the approval of appropriate authorities DCC will be constructing two (02) ward offices by October, 2008 before Dr. Yoshida's visit.
- Then Mr. Hasnat proposed to think about the improvement of the mini transfer station and their efficient uses. Mr. Riad welcomed this suggestion and proposed to continue the works that DCC and JET has already begun in this regard.
- Ms. Akiko Bushimata thanked Commander Chowdhury for his tireless efforts to establish WMD. Then thanking all other key staffs of DCC for joining WMD, Ms. Bushimata strongly wished that everybody will be working devotedly for the betterment of waste management of Dhaka city through carrying out their responsibilities at WMD in coming days.
- Then Commander Chowdhury requested Ms. Bushimata to assist to set up the offices for WMD staffs as soon as possible to start works. Dr. Tariq informed that office spaces has already been allocated for WMD by DCC and besides there is room for 5/6 staffs at his office; hence he highlighted that the requirements may not be too high. To reply a query from Ms. Bushimata, Commander Chowdhury informed that he will be discussing with Dr. Tariq and other DCC personnel to finalize the urgent requirements for office set up.

Then thanking all the members present Commander Chowdhury declared the end of the meeting.


(Commander M. R. Chowdhury)
Chief Solid Waste Management Officer
Dhaka City Corporation


(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team

10) Tenth Project Team Meeting

**Minute of the Tenth Project Team Meeting between JICA Expert
Team and DCC Counterpart Personnel**

Meeting Name	Tenth Project Team Meeting
Date and Time	July 22, 2008 14.45-16.15
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksudur Rahman Chowdhury, CWMO, DCC 2. Mr. Shehab Ullah, Superintending Engineer, WMD 3. Dr. Tariq Bin Yousuf, Project Director, LDP, DCC 4. Md. Mahabub Alam, Asst. Engineer, DCC 5. Ms. Afsana, ACWMO, DCC 6. Md. Shafiqul Islam, CI, Coservancy Department. 7. Md. Mizanur Rahman, Auditor, Auditing Department 8. Mr. Naoki Hara, Chief Advisor, JET 9. Akio Ishii, JICA Expert 10. Ms. Junko Okamoto, JICA Expert 11. Mr. Ko Takeuchi, JICA Expert 12. Md. Mostafizur Rahman, JICA Expert Team 13. Ms. Rifat Ahmad, JICA Expert Team, P.C. 14. Md. Shoriful Alam Mondal, JICA Expert Team 15. Mr. Pallab Debnath, JICA Expert Team 16. Md. Hamidullah Sarker (Hridoy), Assit. Admin 17. Mr. Raqebul Islam, JICA Expert Team
Agenda	1. WMD Directives 2. WMD Inauguration Ceremony 3. Progress Monitoring and Preparation of Progress Report (3) 4. Others
Material	1. Handout on the amendment of the WMD directive

Discussion and Decision:

With the permission of Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC Mr. Naoki Hara, Chief Advisor, JET started the meeting his presentation on tenth project team meeting agenda. During the meeting, following points were discussed according to the agenda:

1. WMD Directives

- > At the beginning of discussion Mr. Hara briefly explained the amendments made to the original directives including their purposes and objectives. Then emphasizing the time limitation due to upcoming launching event of WMD, Mr. Hara urged to finalize the directives with the participants' kind comments.
- > To reply a query from Mr. Akiko Ishii, JICA Expert Mr. Hara informed that the WMD Directive will originally be in Bengali. Mr. Hara also informed that Bengali translation team will be working till late evening (August 22, 2008) to complete the directive so that it can be placed before CEO for approval as quickly as possible.
- > Dr. Tariq Bin Yousuf, PD, LIP, DCC inquired about the reason for including industrial waste in the directive as DCC is not liable for dealing with industrial waste. In reply Mr. Hara explained that although the Ordinance has not mentioned specifically about the industrial and commercial waste, it is necessary to mention it in the directive. Because DCC may face difficulty dealing with situation like, industries within DCC territory disposing a large amount of waste in DCC container. Hence, directive needs mention about the industrial waste also. To this point, Mr. Ishii insisted that DCC role is to instruct only not deal with such waste.
- > Dr. Tariq emphasized that the directive should also include some words about medical waste, although by law each of the hospitals shall be responsible for their waste and disposal of that waste is not also DCC's responsibility. Supporting Dr. Tariq's comment, Mr. CWMO mentioned that Ministry of Health is the main authority to deal with medical waste and they are doing the job via DCC. PRISM Bangladesh, NGO is in charge to manage the medical waste in Dhaka but DCC is the authority who receives and coordinates all the facilities provided by Ministry of Health for medical waste treatment and disposal. Mr. CWMO also explained the administrative hierarchy for managing medical waste as, Ministry of Health > DCC > PRISM > Hospital.
- > After some discussion Mr. Hara finalized the sentences to be included to describe WMD's role for medical waste- *"Presently medical waste of Dhaka city is managed by a local NGO, namely PRISM Bangladesh under the supervision of DCC. WMD will enhance the management of medical waste under the direction of the medical waste management committee."*

- > Then Mr. Hara requested all the members present to go through the directive and give their kind comments as soon as possible. Mr. CWMO replied that revision will be completed within two days.

2. WMD Inauguration Ceremony

- > Mr. Hara informed that tentative date for inauguration ceremony of WMD has been scheduled to be held on August 3rd, 2008 at Hotel Sheraton. All the preparation is under process. To reply a query from Dr. Tariq regarding invitee for the ceremony, Mr. Hara informed that after discussion with CWMO and CEO, JET has prepared a draft guest list and requested the members present to check and finalize the list.
- > Regarding the media coverage Mr. CWMO proposed to manage the job by JICA as, if DCC's PRO invites then he will have to invite all media people and the number will become beyond limit.

3. Progress Monitoring and Preparation of Progress Report (3)

- > To discuss about this agenda, Mr. Hara requested that individual groups shall prepare the draft progress report for their respective groups then JET will check and group 1 (Management and Coordination Group) will compile Progress Report (3).
- > To make the preparation of progress report easier, Mr. Hara insisted that group leaders of each group shall prepare a report after each event of that group so that finally all reports can be compiled together to finalize the draft progress report by each group.
- > Mr. Hara also told that previously JET supplied 'Monitoring Form' for the project progress to each group. By using any type of Form, every group has to report the results of each activity on (1) quantity, quality and delivery (schedule compared with planned one), (2) good practices and (3) problems and constraints and countermeasures.

4. Others

With the consensus of all the members present Mr. Hara proposed to hold next Project Team Meeting during third week of August 2008, while Mr. Mahmoud Riad will be in Dhaka.

Finally thanking all the members present Mr. Commander Maksudur Rahman Chowdhury declared the end of the meeting.

for/ 
(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team


(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation

11) Eleventh Project Team Meeting

**Minute of the Eleventh Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Eleventh Project Team Meeting
Date and Time	August 28, 2008 14.45-16.15
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Com. Maksudur R. Chowdhury, Chief Waste Management Officer 2. Syed Qudratullah, Superintending Engineer, WMD 3. Dr. Tariq Bin Yousuf, Project Director, LIP. 4. Dewan Md. Shah Alam, AdCWMO (In charge) 5. Abul Hasnat Md. Ashraful Alam, Executive Engineer, Mechanical, Collection & Transport. (In charge) 6. Ms. Afsana Akther, ACWMO (Community) 7. Md. Mahabub Alam, Assistant Engineer (Mechanical) 8. Maksud Alam, Assistant Engineer (Mechanical) 9. A.H.M. Abdullah Harun, Assistant Engineer, Disposal-1 (In charge) 10. Md. Faridul Islam, Assistant Engineer, Disposal-2 (In charge) 11. Md. Asaduzzaman, ACWMO, Planning (In charge) 12. Md. Shafiqul Islam, WMO, Community, (In charge) 13. Md. Mizanur Rahman, WMO, Budget (In charge) 14. Ms. Akiko Bushimata, DRR, JICA Bangladesh Office 15. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 16. Mr. Mahmoud Riad, Deputy Chief Advisor, JET 17. Mr. Noboru Osakabe, JICA Expert 18. Mr. Masahiro Saito, JICA Expert 19. Mr. Ko Takeuchi, JICA Expert 20. Md. Mostafizur Rahman, JICA Expert Team, P.C. 21. Ms. Rifat Ahmad, JICA Expert Team, P.C. 22. Md. Shoriful Alam Mondal, JICA Expert Team, P.C. 23. Mr. Pallab Debnath, JICA Expert Team, P.C. 24. Mr. Raqebul Islam, JICA Expert Team, P.C. 25. Md. Hamidullah Sarkar (Hridoy), Assit. Admin.
Agenda	1. Welcome speech by Commander 2. Explanation of project outputs program a) Group 1, WBA 1A b) Group 2, WBA 1B, 2 & 3 c) Group 3 d) Group 4 e) Group 5
Material	1. Not applicable

Discussion and Decision:

Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC started the meeting with his welcome speech. Thanking all the members for attending the meeting, Mr. CWMO emphasized the importance of monthly meeting and requested everybody to join the meeting regularly to share the progress of project outputs. Then with the permission from Mr. CWMO, Mr. Mahmoud Riad, Deputy Chief Advisor, JET started explanation of project outputs program with the briefings about Group 1 activity:

a) Group 1, WBA 1A

- > Launching event of WMD was held on August 14, 2008 and the event was very successful
- > Three (3) Ward offices (Ward 33, 44 & 59) had been renovated with the assistance from JICA.
- > With the assistance from JICA, construction work of four (4) new ward offices at Wards 56, 63, 69 & 75 has been started from this week. It is expected to complete the construction works by the end of October, 2008.

Then Mr. Riad invited Ms. Afsana Akther, ACWMO (Community), DCC to explain the progress of group 3 activities.

b) Group 2, WBA 1B, 2 & 3

- > **Development of Ward SWM Guideline :** Completed and some modification will be done upon discussion with CWMO
- > **Organization of community people and support community level SWM activities**
 - 1) Ward 36: Action planning of two units have been completed
 - 2) Kickoff meetings have been organized in Wards 63, 69 & 75.
 - 3) Unit boundary demarcation was done in Wards 63, 69, 44 & 75
 - 4) Working units selection and formation of CUWG was done in Ward 69
 - 5) Organizing CUWG and working unit selection will be done in ward 75 by next week
 - 6) Working unit selection by next week and CUWG formation by next month in ward 63
- > **Support of primary collection service providers to improve their services:**
Training manual development started, TOR has been prepared and the manual is being developed which will be completed by 14th October, 2008.
- > **Organization of awareness raising programs and environmental education programs in target wards**
 - 1) Development of Leaflet, Sticker: Next week sticker campaign will be held
 - 2) Environmental Education Program: 2 mobile schools were done and 1 recycle bank project is running in ward 36.

- > **Training programs for the counterparts:** PRA training is implemented where 17 members (15 DCC officials and 2 JOCV) successfully participated. Advanced PRA training will be held in October, 2008.
- > Community group has organized 16 community meetings and 19 PCSP meetings.
- > *At this point, Ms. Akiko Bushimata, Deputy Resident Representative, JICA Bangladesh Office exclaimed with surprise about the number of meetings held and asked about the number of active counterparts of community group and their cooperation. In reply Mr. Dewan Md. Shah Alam, ACWMO, DCC informed that total number of counterpart is 33 and they are actively participating in different assigned activities.*
- > *Ms. Bushimata inquired about the utilization of budget allocated for community group activities. In reply Mr. CWMO informed that budget is available and can be dispatched any time as per the requirements submitted by the group.*
- > Then Mr. Shafiqul Islam, ACWMO, DCC briefly explained the overall progress of WBA as follows:
 - 1) WBA 1A (ward office renovation and construction): 3 ward offices renovated and 4 new offices construction is in progress.
 - 2) WBA 1B (strengthening of ward offices): Only running in Ward 36.
 - 3) WBA 2A (safety gears): Safety gears have been distributed among the cleaners of Wards 33, 58, 63 & 69.
 - 4) WBA 2B (organize SSC): Organization of Sanitation and Safety Committee (SSC) has been done in Wards 33, 58, 63 & 69.
 - 5) WBA 2C (Introduce workers manual): Workers manual has been introduced and distributed in Wards 33, 58, 63 & 69.
 - 6) WBA 3 (CUWG WSWMC): In total 9 Community unit working groups (CUWG) have been formed in Wards 36, 63, 69, 75 & 76.
 - 7) WBA 4A (New collection system) & WBA 4B (Improve collection system): Under planning.
- > *Then explaining the major functions of ward offices, Mr. Shafiq informed that internal relation among cleaners and CI has become improved as a result of strengthening ward office at Ward 36. Hence, it has been planned to disseminate the knowledge gained by Mr. Motalib, CI, Ward 36 among all the related CIs by next month.*
- > *After some discussion among the members it has been decided that hierarchy of reporting system of ward office activity will be as, CI>CO>CWMO*
- > *Mr. CWMO asked the CIs to inform all the cleaners about free health check facilities available to them by DCC.*

Then Mr. Riad invited Mr. Abul Hasnat, Executive Engineer (In-charge), DCC to explain the progress of group 3 activities.

c) Group 3

- > Low performing trucks have been identified through the analysis of Weigh Bridge data collected from Matuail landfill site. Main reasons for the low performance have been identified as
 - 1) Technical problem
 - 2) Same truck engaged for different purposes

3) Present truck allocation system is not well planned.

- > Five (5) wards have been selected where CTG is going to introduce better collection & transportation systems as follows:
 - 1) Bagged waste in Rikshaw Van and open truck/ dump truck
 - 2) Bagged waste in Rikshaw Van and container carrier
 - 3) Rikshaw Van with adjusted height & new container and container carrier
 - 4) Waste station (packed waste) and open truck/ dump truck
 - 5) Bell system (packed waste) and open truck/ dump truck
- > Mr. Hasnat also informed that through grant aid project DCC is going to receive 35 new compactor trucks, 20 arm-roll trucks, and 45 container carriers by which 1,100 ton waste can be collected and transported. It has been targeted to achieve 2000 ton waste collection and transportation capacity by 2012.
- > *Mr. CWMO asked to prepare instruction manual to operate the compactor trucks and promote local NGOs and CBOs so that the compactors can be used efficiently. In reply Mr. Hasnat informed that several pilot projects have been under taken in this regard. But Mr. CWMO insisted that by pilot projects it will not be possible cover whole DCC areas, hence it is better to think about other methods also.*
- > *Inquiring about the success of previously executed pilot project at Ward 76, Ms. Bushimata requested to share the monthly improvement of the pilot projects. Then Ms. Bushimata also requested to have further discussion within the group regarding measures to be adopted to introduce compactor trucks.*
- > *As good coordination is required between group 2 & group 3 for the success of WBA pilot projects, Mr. Ko Takeuchi, JICA Expert inquired about the responsible person from group 3 working with community group. In reply, Mr. Hasnat informed that there is no specific person in this regard.*

Then Mr. Riad invited Mr. Mizanur Rahman, WMO (in-charge), DCC to explain the progress of group 5 (financial management group)

d) Group 5

- > Total expenditure of DCC in 06/07 and 07/08 fiscal year has been calculated to be Tk. 806,417,079 & Tk. 852,225,899 where as the total revenue collected through conservancy tax for the same fiscal years were Tk. 242,235,290 & Tk.285, 911,548 respectively.
- > Total fixed asset of WMD has been calculated to be Tk.1,904,460,003 in 07/08 fiscal year
- > During next fiscal year 08/09JET is going to introduce budgeting system for WMD where budget committee comprising of CWMO, SE, ACWMO, EE-1, EE-2, DCWMO-1, DCWMO-2 & Budget Officer will prepare the policy plan; and budget officer will prepare budget using the budget form filled up by 22 sections of WMD.
- > *To reply a query from Mr. Hasnat, Mr. CWMO informed that although the fuel consumption is reduced, due to rise in fuel price overall expenditure for fuel is increased.*
- > *To reply another query from Mr. Hasnat regarding depreciation of grant aid to DCC, Mr. Noboru Osakabe, JICA Expert mentioned that grant aid will be considered as asset of DCC and hence it's depreciation will be calculated.*

- > Mr. Osakabe informed that during his next assignment from February, 2009, new budget system for WMD will be introduced for the FY 09-10 and hence he requested Mr. CWMO to form the budget committee as soon as possible. Mr. CWMO assured to form budget committee after final approval of WMD.
- > Appreciating the hard work of DCC officials, Ms. Bushimata insisted about increasing revenue collection to minimize the gap with expenditures. As Mr. CWMO informed that DCC is also thinking about increasing revenue generation, Ms. Bushimata requested to prepare some guideline before evaluation mission visit during November, 2008.

Then Mr. Riad invited Mr. Mahbub Alam, Assistant Engineer, DCC to explain the progress of group 4 activities.

e) Group 4

- > There are 4 activities for the Landfill group and under these there are 21 items. In the 1st and 2nd years 4 items had been completed. Remaining 17 items should be completed in the 3rd Year.
- > **Construction update of existing Matuail landfill site:**
 - 1) Construction work at Matuail Landfill Site had been completed by the end of June 2008.
 - 2) Sanitary landfill operation is a big challenge. So far weighbridge data collection, Car washing, Site cleaning, Dumping instruction, Waste compaction, Management of waste height, Environmental monitoring, Gas vent pipe extension, Platform and working road construction have successfully been completed. This year, considering the rainy season, concrete pavement, steel plate installed on the operation road and temporary drainage were also constructed or provided.
 - 3) Next challenges are Soil cover, Leachate treatment and Make a waste gentle slope. But, sometimes the operation is interrupted because of out of order of heavy equipments. Other is running well.
- > **Construct Mautail Landfill Expansion:**
 - 1) Among the construction works installation of re-circulation pump and conveyance pump is yet to be completed.
 - 2) Other construction works are completed. Re-circulation of treated leachate will be executed from next week.
- > **Update of Amin Bazar landfill site:**
 - 1) DPP is expected to be approved on 28 August. (ECNEC has already approved DPP of Amin Bazar landfill site)
 - 2) This year vehicles and heavy equipments will be bought and main construction work is scheduled to be started next year.
 - 3) Temporary repair work of the embankment was started last week. Repair work of the operation road is scheduled to be started next week.
- > **Prepare budget for O&M of Matuail Landfill (by DCC):**
 - 1) Same as last year, budget of Tk 2 Crore has been approved.
 - 2) Tender document for next dumping platform and operation road extension gas vent pipe, soil covering etc. are prepared and sent for approval.
- > Weekly meeting is being held in the presence of all worker group leaders where problems are discussed and solved. Besides considering the volume of waste and dumping place, required number of the heavy equipments is decided in the weekly meetings after consulting with the Mechanical division.
- > DVD of O&M of the landfill site and signboards are planned to be prepared.

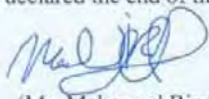
- > Meeting of the Safety and Sanitation Committee is held once a month.
- > A request has already been made to the CWMO to provide free health check facility to the landfill workers.
- > ID cards will be arranged for the waste pickers. Waste pickers below 14 years may be prohibited from waste picking.
- > Attendance record and working schedule has been prepared and maintained accordingly.
- > Examine Outsourcing of Landfill O&M Content of the Report is being prepared.
- > Landfill gas, leachate and surface water are being measured every month by using simple kits. But regular monitoring by expert laboratory has not been carried out yet. Cost estimate for monitoring will be submitted soon for approval. Regular monitoring will be started from next month.
- > As Bangladesh's environment and quality of soil is similar to India, it is planned to prepare technical guidelines for landfill for Bangladesh referring to the Indian Standards.

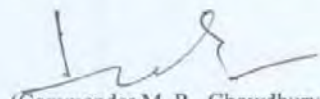
- > To reply to a query from Ms. Bushimata, Mr. Mahbub informed that machineries of leachate pond have already been installed but due to displacement of one underwater pipe, start of operation is delayed.
- > To reply to another query from Ms. Bushimata regarding Amin Bazar Sanitary Landfill project, Mr. Mahbub informed that during the first fiscal year DCC will mainly carry out heavy equipment procurement and embankment repair work using 29 crore taka. He also mentioned that within first fiscal year BELA issue will also be settled so that construction work can be started from next 2nd fiscal year.
- > To reply to a query from Mr. Riad about introducing waste pickers ID at Matuail landfill site, Mr. Mahbub informed that it will be done very soon. Instead of distributing individual ID cards, Mr. CWMO asked to prepare a display board at Matuail with the pictures of all waste pickers and their basic information.
- > Highlighting the continued shortage of heavy equipment at landfill site, Mr. Riad inquired about measures undertaken by DCC to solve the problem. Mr. Siddikur Rahman, Assistant Engineer, DCC informed that procurement of 3 new excavators by DCC is under process and also DCC is planning to procure 3 new bull dozers as well.
- > Then Mr. Riad requested all the group members to show the data on individual progress or activities during Project Team meetings so that idea can be shared easily and more clearly.

In the closing remark, Mr. CWMO expressed his appreciation on the progress of the project. Then he requested everybody to work hard to ensure the success of the project.

In closing remark thanking everybody Ms. Bushimata expressed her joy to see the improvement of C/Ps reflected in their motivated efforts for the project activities and wished for further improvement during the project period.

Finally thanking all the members present Mr. Commander Maksudur Rahman Chowdhury declared the end of the meeting.


(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team


(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation

12) Twelfth Project Team Meeting

**Minute of the Twelfth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Twelfth Project Team Meeting
Date and Time	September 25, 2008 11.30-13.40
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Com. Maksudur R. Chowdhury, Chief Waste Management Officer 2. Syed Quadratullah, Superintending Engineer, WMD 3. Dr. Tariq Bin Yousuf, Project Director, LIP 4. Dewan Md. Shah Alam, AdCWMO (In charge) 5. Mr. Abdus Sattar, Manager, Transport, DCC 6. Abul Hasnat Md. Ashraful Alam, Executive Engineer, Mechanical, Collection & Transport, (In charge) 7. Mr. Mojibur Rahman, Assistant Secretary, DCC 8. Mr. Siddiqur Rahman, Assistant Engineer, Mechanical Division 2 9. Ms. Afsana Akther, ACWMO (Community) 10. Mr. Mofizur Rahman Bhuiyan, Conservancy Officer, Zone 6 11. Md. Mizanur Rahman, WMO, Budget (In charge) 12. Md. Shafiqul Islam, WMO, Community, (In charge) 13. Mr. Shahidul Islam, CI, Ward 40 14. Mr. Benojir Ahmed, CI, Ward 52 15. Mr. Aminur Rahman Biswas, CI, Ward 45 16. Mr. Hirokawa, DRR, JICA Bangladesh Office 17. Mr. Mahmoud Riad, Deputy Chief Advisor, JET 18. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 19. Hirohisa MATSUYAMA, JOCV 20. Mayuko TAKAHASHI, JOCV 21. Md. Mostafizur Rahman, JICA Expert Team 22. Ms. Rifat Ahmad, JICA Expert Team, P.C. 23. Md. Shoriful Alam Mondal, JICA Expert Team 24. Mr. Pallab Debnath, JICA Expert Team 25. Mr. Raqebul Islam, JICA Expert Team 26. Md. Hamidullah Sarkar (Hridoy), Assit. Admin
Agenda	1. Welcome speech commanders 2. Explanation of Progress Report 3 a) Group 1 b) Group 2 c) Group 3 d) Group 4 e) Group 5
Material	1. Not applicable

Discussion and Decision:

Welcoming Mr. Hirose, Deputy Resident Representative, JICA Bangladesh office and replacement of Ms. Akiko Bushimata, Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC strongly insisted to continue DCC's successful cooperation with JICA. Then in his welcome speech Mr. Hirose expressed his determination to provide maximum support for the Clean Dhaka project. Besides he informed that as he joined in the middle of the project, he is trying to understand the state and content of the project and realized that everybody is working hard for the project. Then Mr. CWMO requested Mr. Mahmoud Riad, JET Member to start the discussion on agenda of the meeting.

Explanation of Progress Report 3:

- At the beginning Mr. Riad informed that, this time counterparts of respective groups have prepared the content of chapter 3 of the progress report by themselves. Then briefly explaining the outline of the Progress Report 3, Mr. Riad explained the progress of group 1 (Management and Coordination Group) activities. There was no discussion on the activities of Group 1.
- Then Mr. Dewan Shah Alam, AdCWMO (In charge), DCC explained the progress of Group 2 (Community Group) activities.
- To reply to a query from Dr. Tariq Bin Yousuf, PD, LIP Mr. Shah Alam informed that file for utilization of community activity budget is under process and very soon the budget will be dispatched for community activities. To answer a question from Mr. Riad, Mr. Shah Alam said that the items for the utilization of community budget have already been fixed.
- Emphasizing exchange of Eid greetings with the community as a good tool to strengthen community interaction, Dr. Tariq proposed Community Group to send some Eid greeting cards to leaders of community, PCSPs and other community level organizations and individuals.
- Regarding improvement of primary collection permission and monitoring system by community group, Mr. CWMO insisted not to directly deal with this issue by the group rather he confirmed to look after the PCSP for the time being by himself. Mr. CWMO also said that after final establishment of WMD it will be possible to deal with the PCSPs directly from the group. Mr. CWMO also mentioned that in many places PCSP is mainly run by the muscle man of community, hence it might be difficult to deal with them by the group members. The Group may in the mean time prepare the forms, etc. to improve the approval system.
- To reply to a query from Mr. Qudratullah, Superintending Engineer, WMD regarding problem with ward boundary, Mr. Shah Alam mentioned that PCSPs sometimes do not know the boundary of their service areas and conflicts among themselves. As a solution to this problem,

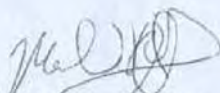
Mr. Riad informed that at present Group 2 (community group) and Group 3 (Transportation and collection group) are working together to identify PCSPs and their working areas on maps.

- Then Mr. Abul Hasnat briefly explained the progress of the Group 3 (Collection and Transportation Group)
- As Group 3 will be introducing newly designed container, Mr. Siddiquir Rahman, Assistant Engineer, DCC proposed his participation to design & finalize new container.
- To answer a query from Mr. Abdus Sattar, Transport Manager, DCC regarding disadvantage of using existing container, Mr. Hasnat informed that efficiency of waste filling into the present containers is not satisfactory. Hence new design of container through modification of existing container has been considered. As Mr. CWMO insisted to have detailed discussion taking sufficient time before finalizing design and introducing new containers in large number, Mr. Riad informed that, now only piloting of the new container shall be done starting with only one. Depending on the success of the pilot project, number of containers shall be finalized.
- At this point Mr. Shah Alam proposed to think about reducing requirement of second man handling of waste before loading onto the trucks.
- Then Dr. Tariq explained the progress of Group 4 (Landfill group). During the explanation Dr. Tariq insisted for more cooperation from the mechanical division and transport department for smooth operation of the landfill site. Besides he mentioned that RAJUK will be including the two landfill sites (Matuail and Amin Bazar) in their detailed area plans.
- Then Mr. Mizanur Rahman WMO, Budget (In charge), DCC explained the progress of Group 5 (Financial Management Group).
- Dr. Tariq proposed represent differentiation of budget utilization, revenue generation in a percentage format so that it can be easily understandable for all about overall picture of DCC's budget allocation, revenue generation and expenditures.
- As a process of increasing revenue generation, Mr. Hasnat proposed to revise the house hold taxes and re assess the houses.
- Dr. Tariq mentioned that in budget book, there is no reflection of the analysis and data produced by the financial management group but these could be a useful tool for the policy makers. To this end Mr. Riad emphasized the importance of establishing Budget Committee at

an earliest possible time in order to start preparation of the WMD's first budget. Supporting Mr. Riad Mr. CWMO confirmed to form the Budget Committee as soon as possible.

- Then on behalf of the participants of JICA Study Tour to Hanoi, Mr. Siddiquir Rahman gave presentation on the study visit in Hanoi city's Solid Waste Management.
- Then Mr. Aminur Rahman Biswas, CI-45 gave presentation on existing recycling practices in Dhaka city and his action plan for the improvement of recycling in the city. Appraising the depth of Mr. Biswas analysis and investigation regarding recycling practices in Dhaka city, Mr. CWMO asked to organize a program where Mr. Biswas will give the presentation before all of the conservancy officials of DCC. Appreciating the effort of Mr. Biswas Dr. Tariq proposed to include his presentation slides in Clean Dhaka web site.
- Then in closing remark Mr. Hiroseawa delightfully mentioned that he is impressed by the effort made by DCC counterpart to prepare the progress report. He also mentioned the report to be well prepared and meaningful.

Finally thanking all the members present Mr. Commander Maksudur Rahman Chowdhury declared the end of the meeting.


(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team


(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation

13) Thirteenth Project Team Meeting

**Minute of the Thirteenth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Thirteenth Project Team Meeting
Date and Time	December 18, 2008 11.00-14.0
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Com. Maksudur R. Chowdhury, Chief Waste Management Officer 2. Engr. Syed Qudratullah, SE, WMD, DCC 3. Dr. Tariq Bin Yousuf, Project Director, LIP 4. Abul Hasnat Md. Ashraful Alam, Executive Engineer, Collection & Transport.(In charge) 5. Mr. Mahbubul Alam, Assistant Engineer, DCC 6. Ms. Afsana Akther, ACWMO (Community) 7. Mr. Mofizur Rahman Bhuiyan, Conservancy Officer, Zone 6 8. Md. Shafiqul Islam, WMO, Community, (In charge) 9. Mr. Naoki Hara, Chief Advisor, JICA Expert Team 10. Mr. Masaharu Takasugi, JICA Expert Team 11. Mr. Ko Takeuchi, JICA Expert Team 12. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 13. Ms. Mayuko TAKAHASHI, JOCV 14. Md. Mostafizur Rahman, JICA Expert Team 15. Ms. Rifat Ahmad, JICA Expert Team, P.C. 16. Md. Shoriful Alam Mondal, JICA Expert Team 17. Mr. Pallab Debnath, JICA Expert Team 18. Mr. Raqebul Islam, JICA Expert Team 19. Md. Hamidullah Sarkar (Hridoy), Assit. Admin
Agenda	1. Current status of WMD 2. Activities in 3rd JFY 3. Activities for 4th JFY 4. DVD Program on the Project 5. Review of indicators for Project Purpose and Outputs
Material	1. Document on Clean Dhaka Campaign 2. Draft Script of DVD 3. Dhaka SWM 3rd FY Schedule

Discussion and Decision:

Welcoming all the members present, Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC requested Mr. Naoki Hara, Chief Advisor, JET to start discussion on the agenda. Then Mr. Hara started discussion on the agenda of the meeting.

1. Current status of WMD:

- Regarding staffing of WMD, highlighting the salary grade problem Mr. Hara inquired about the present condition. In reply Mr. CWMO informed that correction letter has been sent to LGRD, which will be sent to Ministry of Finance as soon as possible. Then Mr. Hara requested everybody to pursue the matter as he will not be coming back in this FY.
- Regarding transfer of the drivers to WMD, addition of new drivers and introduction of compactors, Mr. CWMO informed that the process will take long time. As Mr. Hara was emphasizing nomination of drivers for new vehicles to arrive, Mr. CWMO told that as still there is about 16 months left, everything will be done on time. At this point Mr. Hara inform that Environment Mission will come on January 06, 2008 at that time specific time frame for the arrival of new trucks can be ascertained.
- Mentioning that budget preparation for DCC will start during 4th week of February Mr. Hara proposed to try to introduce new budgeting system of WMD. In reply Dr. Tariq Bin Yousuf, PD, LIP informed that this year DCC may try to use the new budgeting system but cannot use it fully. Mr. CWMO proposed to discuss in detail regarding budget preparation during early February, 2008. Then Mr. Hara requested DCC counterpart to inform JET about the progress done in introducing the new budgeting system time to time.

2. Activities in 3rd JFY:

- At the beginning of the discussion about the activities left in 3rd JFY Mr. Hara invited Mr. Ko Takeuchi to discuss about the Clean Dhaka Campaign.
- Referring to the weak points of last year's Clean Dhaka Ward Contest procedure with a little involvement of COs and CSIs, Mr. CWMO insisted that to discuss about the Clean Dhaka Contest, another meeting has to be arranged inviting all COs to finalize the pattern of contest. Then with everybody's consent he proposed to organize the meeting at 11:00 pm on December 21, 2008 in this regard.
 - Then Mr. Takeuchi briefly explained the proposal for the Clean Dhaka Contest procedure highlighting that this year external monitors will be assigned to survey and fill up evaluation forms. He also mentioned that this time it has been planned to award the clean wards. The Mr. Takeuchi proposed everybody to add comments to the proposal later.

- At this point Mr. Masaharu Takasugi, JICA Expert emphasized about the continuing the activities even after completing the clean Dhaka campaign. He also insisted to highlight dustbins, waste carrying efficiency etc during clean Dhaka campaign.
- As Mr. Hara requested to discuss about the program schedule of 3rd Bangladesh Solid Waste Conference, Dr. Tariq mentioned that proposed topics are almost same as last year's, which shall not have any valuable implication and importance to the event. Hence he proposed to think about different types of discussion topics: policy guideline, technical guideline, methodologies to develop data base etc. Mr. Hara further explained his idea, saying that with participation of practitioners, we can start to prepare some technical guidelines in line with the agreement made in 1st and 2nd Conference. Dr. Tariq offered a proposal of guidelines of Waste Amount and Composition Survey. Mr. Hara agreed that Dr. Tariq's proposal for a good start of actual preparation.
- To answer a query from Mr. Ziaul Islam, Program Officer, JICA Bangladesh Office regarding the proceedings of 2nd Bangladesh SWM Conference Mr. Hara confirmed that proceeding of 2nd Bangladesh SWM Conference will be published before the issuance of invitation letter.
- Then regarding finalizing the date of conference, Dr. Tariq proposed to discuss with participating city corporations.
- As Mr. Hara proposed to hold a Progress Workshop at the middle of February, 2008 Mr. CWMO told that there is no need to organize a big event in this regard, rather inviting the steering committee members in some good venue providing with dinner or lunch should be okay. Mr. CWMO also discouraged about inviting the donors rather he agreed to invite some ministry people. Mr. Hara insisted to invite the donors, mentioning that it may depends on their interests whether they will participate or not and that ADB may have strong interest. Mr. Hara requested to the attendants for further discussion.
- Then to discuss about WBA 4 termination and evaluation, Mr. Hara informed that although at the beginning it was designed to engage monitors for two months at each ward, later additional one month has been considered so that the corresponding CIs can easily take over the responsibilities of WBAs from the monitors to continue the activities. He also mentioned that after evaluation during middle of January, 2008 it will be decided whether to continue or terminate the WBA 4 in particular ward or not. At this point, highlighting the un-succeeded pilot projects in ward 6 and 65, Dr. Tariq strongly insisted to continue the WBA.
- Mr. Hara requested all the counterpart members to prepare the draft of progress report by February 16, 2008.

3. Activities for 4th JFY:

- Mr. Hara started the discussion on activities for 4th JFY with the plan of vehicle deployment and operation. In this regard he mentioned that next year 7 wards will be considered for the WBA1,

WBA2, WBA3, WBA4B which shall be pretty similar to this years design. Besides WBA4A shall be implemented in about 70 community units to facilitate introduction of compactor trucks.

- About next year plan of activities, Dr. Tariq suggested to discuss within the groups to finalize the activities and also the request for inputs from JICA experts. Agreeing with the proposal Mr. Hara requested to discuss within the group by next week then draft plan of activities shall be prepared. Besides Mr. Hara also mentioned that detailed discussion on finalizing the activities can be carried out till the end of January, 2008. Dr. Tariq insisted that now on all the activities should be realistic and sustainable with the present situation.
- At this point Mr. Hara inquired about the additional survey/ investigation can be proposed to review M/P. In response Dr. Tariq mentioned to include 3R, Industrial waste, emphasizing collection and transpiration etc. Dr. Tariq also mentioned to consider e-waste in the survey but Mr. Takasugi insisted that basic criterion of the M/P was to focus on only domestic waste hence he mentioned to mainly on domestic waste only. Then it has been decided to have further discussion in this regard.

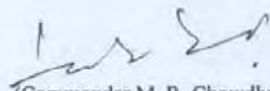
4. DVD Program on the Project

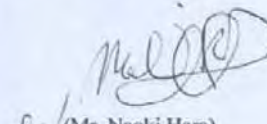
- At the very beginning of the discussion Dr. Tariq insisted that from DCC experience it is clear that if official interviews are considered for such DVD, it loses credibility to the following governing body and in some cases DVD becomes obsolete or of no use. Hence Dr. Tariq proposed not to consider any official interview for the DVD rather he requested to focus on activity and challenges of waste management in Dhaka city. Supporting the statement Mr. Abul Hasnat, Assistant Engineer, DCC proposed to include improvement targets and vision of solid waste management in Dhaka city in the video by referring some examples from other countries. Mr. Hara agreed overall review.

5. Review of indicators for Project Purpose and Outputs

- Mr. Hara pointed that Mid Term Evaluation Team suggested clarifying some of the indicators of PDM of the Project and then he proposed to discuss about those points group by group for further clarification. But as it was too late for that day, Dr. Tariq proposed to discuss this issue in another meeting.

Finally thanking all the members present Mr. Naoki Hara declared the end of the meeting.


(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation


for (Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

14) Fourteenth Project Team Meeting

**Minute of the Fourteenth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Fourteenth Project Team Meeting
Date and Time	January 28, 2009 10.30-12.30
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Dr. Tariq Bin Yousuf, Project Director, LIP 2. Mr. Dewan Md. Shah Alam, Add. CWMO, DCC 3. Abul Hasnat Md. Ashraf Alam, Executive Engineer, Collection & Transport.(In charge) 4. Mr. Mahbubul Alam, Assistant Engineer (in-charge), DCC 5. Mr. Maksud Alam, Assistant Engineer (in-charge), DCC 6. Ms. Afsana Akther, ACWMO (Community), DCC 7. Mr. Jin Hirosawa, Representative, JICA Bangladesh Office 8. Mr. Mahmoud Riad, JICA Expert Team 9. Ms. Junko Okamoto, JICA Expert Team 10. Mr. Ko Takeuchi, JICA Expert Team 11. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 12. Ms. Mayuko TAKAHASHI, JOCV 13. Md. Mostafizur Rahman, JICA Expert Team 14. Ms. Rifat Ahmad, JICA Expert Team, P.C. 15. Md. Shoriful Alam Mondal, JICA Expert Team 16. Mr. Pallab Debnath, JICA Expert Team 17. Mr. Raqebul Islam, JICA Expert Team 18. Mr. AHM Mojammal, JICA Expert Team 19. Ms. Sandana Alamgir, JICA Expert Team
Agenda	1. Current Status of WMD 2. Progress of the Project to date 3. WBA 4A Report Preliminary Results 4. Remaining Works for 3rd JFY 5. Development of Activities for 4th JFY
Material	1. Not applicable

Discussion and Decision:

Welcoming all the members present, Dr. Tariq Bin Yousuf, Project Director, Landfill Improvement Project, DCC emphasized the importance of having Project Team Meeting by highlighting that through the meeting progress of different activities of individual groups can be reviewed and thus smooth functioning of project activities can be ensured. Besides he also highlighted the introduction of new 127 waste carriers and to ensure necessary preparation. Then he requested Mr. Mahmoud Riad, Deputy Chief Advisor, JICA Expert Team to start discussion on the agenda of the meeting. Then thanking all the members present Mr. Riad started discussion as follows:

1. Current Status of WMD

- Mentioning the chronology of the different major initiatives and activities that have been carried out for the establishment of WMD, since July 2007, Mr. Mahmoud Riad explained that we have reached the stage where DCC reported that it has just submitted two letters to LGRD on January 25th, the first requesting some adjustments to GO Salary Scales and the second replying to certain queries that had been put by the Ministry of Finance.
- At this point considering the delay in the establishment of WMD due to official lingering and importance of increasing human resources to cope up with the landfill operation as well as the future activities of the project Dr. Tariq inquired about the possibility to depute some personal from other department of DCC. In response Mr. Dewan Md. Shah Alam, Additional Chief Waste Management Office, DCC informed that as there are some severe anomalies in the present structure of WMD regarding deployment of conservancy staffs from existing department and salary scale of the conservancy wing's staffs, hence it shall take considerable time to establish WMD. As new trucks will be introduced during next fiscal year and extent of project activities are expanding rapidly, the number of counterparts working has to be increased as well. In this regard Mr. Shah Alam declared that there was no problem from the conservancy side. Then to reply to a query from Mr. Hasnat. Dr. Tariq said that after finalizing the requirements a request can be made to the Chief Engineer. At this point welcoming the idea Mr. Riad emphasized the need to realistically deal with the insufficient human resources considering the necessity of present situation.
- Then referring to the request from Mr. CWMO to Mr. Cho for pursuing LGRD regarding establishment of WMD, Mr. Hasnat inquired about the agenda that Mr. Cho would discuss with LGRD. Then with everybody's concern Mr. Riad proposed to have further discussion with CWMO to prepare specific agenda for the requested meeting. At this point Dr. Tariq also mentioned that except for some directly concerned persons, the high officials at the ministry are not aware of the present status of establishment of the WMD. Then Mr. Ziaul Islam proposed for a coordination meeting among DCC official, LGRD and Finance Ministry high officials to acknowledge everybody about present status of WMD for kind information and necessary action.

2. Progress of the Project to date

At the beginning of discussion on the progress of the project to date Mr. Riad briefed about the major issues regarding the progress of output 1 activities as follows:

Output 1:

- Emphasizing the difficult situation to construct ward offices, Mr. Riad highlighted that the main agenda to provide ward offices is not only to construct but also to functionalize them as well. In this regard mentioning that many CIs are not clear about the functions of offices Mr. Riad

requested to have more discussion to sensitize CI regarding their responsibilities and purposes of having ward offices in each ward.

- Then Mr. Riad proposed each group to prepare their Annual Action Plan for next fiscal year in coordination with group 1. Dr. Tariq agreed to this approach.
- Then, referring to PDM Activity 1-2-1 "Develop by-laws, regulations, guidelines (if needed)", Mr. Riad inquired whether it was feasible to incorporate technical guideline and management guideline as group activity. He referred to the landfill operation guideline already prepared by under Output 4, and the collection and transport guideline under preparation by Group 3. In response Dr. Tariq informed that this is possible, and furthermore that one file has been initiated in this regard to employ one consultant to work on the waste management handling guidelines in DCC. Besides during the third solid waste management conference this issue will also be discussed.
- Then Mr. Riad emphasized that, with respect to activity 1-3 "To prepare Annual Activity Plans", every group shall prepare their respective plan of activities for the forthcoming 4th JFY and submit to Group 1 for discussions. In parallel JET will report to, and discuss with JICA.

Output 2:

At the beginning Mr. Shah Alam mentioned that due to Victory Day, Eid vacation, and national election progress some activities could not be completed yet, however many others were done as planned. Then Ms. Afsana Akther, ACWMO (Community), DCC briefed the progress of output 2 as follows:

- Kickoff meetings in all new target wards have been organized, field surveys were done, target and Community Units were identified. CAPs were prepared in Wards 69, 63 and 75.
- CUWG training materials have already been developed. Around 60 members of CUWG of ward 36 have been trained on 22nd January and preparation for the same training in other wards is in progress.
- Community group and Collection & Transportation group are working together to improve the collection and transportation and have participated in many activities. To introduce the new collection system in Wards 36, 44, 63, and 69, Community group has organized meetings, leaflet distribution, campaign and door to door visit; where community people and PCSPs participated actively. In ward 75 the collection system has been improved through the cooperation of PCSP to use new rickshaw vans and hand trolley.
- PRA Basic and PRA Advanced training program for CO, CSI and CI have been conducted. The participants gained knowledge of participatory planning, implementation, monitoring, evaluation and facilitation skills. In addition TOT was conducted and participants learned how to facilitate training program.
- To improve DCC's Primary Collection Service Provider's permission and monitoring system, forms have already been developed which were approved by CWMO and counterparts. Now planning is under way to conduct field test and training of CO, CSI, CI and PCSP.
- It has been decided to review and modify the WSWM guidelines based on the field experience and finalize the needful changes by next fiscal year.
- Mr. Riad inquired about the indicators to evaluate the success or effectiveness of the training program that had been held for CUWG. In reply Ms. Afsana mentioned that enthusiasm and interest of the participants revealed the success of the training program and the participants' eagerness to be involved in the SWM activities has significantly increased.

- Dr. Tariq mentioned that during the training for CUWG of ward 36, in his lecture on SWM he tried to incorporate the participants in different activities so that they become more interested.
- Mr. Riad reminded the meeting that in the past the Project publicized such events through press releases and invitations to the media, and asked whether such releases be continued or not. Dr. Tariq mentioned that it will be helpful to publicize such events through issuing the press releases.

Output 3:

Mr. Mahbubul Alam, Assistant Engineer (In-charge) briefed the major progress of output 3 activities as follows:

- Necessary rectification of the weigh bridge software as requested by Mr. Masaharu Takasugi, JICA Expert has been done except changing the truck number starting with the pre-fix of truck type. Dr. Tariq mentioned that it is quite difficult to change truck number starting with the pre-fix of truck type as in that case all trucks empty weight has to be re-entered. Then Mr. Riad requested to avoid such problems during installation of Weigh Bridge at Amin Bazar. Then Mr. Mahbub mentioned that for Amin Bazar extra budget will be kept for software preparation.
- At this point Mr. Hasnat emphasized that in spite of a number of requests to assign procurement of spare parts of transport department by Mechanical Workshop 1, spare parts are still managed by the store and purchase department of DCC. Due to lack of experienced person to prepare the specification of spare parts for the vehicles, poor quality materials are procured which damage pretty quickly. In this regard Mr. Hasnat proposed to prepare the specification with the help of some expert personal so that quality can be assured. Dr. Tariq proposed to discuss with chief engineer on behalf of WMD to resolve the problem.
- Then mentioning the introduction of 127 trucks by next year Mr. Riad highlighted the importance of proper management and requirements of working closely with the maintenance and repair expert that will be dispatched by the Environmental Grant Aid Project. He also inquired about the necessity for local resource person; in response Dr. Tariq proposed to hire an expert to prepare the maintenance standards and also requested to incorporate expert's support in the evaluation of tenders so that proper review can be done. To this end Mr. Riad proposed to have more coordinated discussions with the Environmental Grant Aid Project to review the importance of maintenance.

Output 4:

Mr. Mahbubul Alam, Assistant Engineer (In-charge) briefed the major progress of output 4 activities as follows:

- Frequent heavy equipment breakdowns are the major problem for the operation of Matuail Landfill Site. Mr. Mahbub mentioned that sometimes mechanical provides sufficient support and then again stops. To this point Dr. Tariq mentioned that mechanical doesn't understand the main process of landfill operation rather they like to pile up waste over the time and once it gets too high then manage the waste. Hence he emphasized the importance to improve their understanding. In this regard to reply a query from Mr. Riad on the continuation of the landfill weekly operation meetings started a couple of months ago, Dr. Tariq proposed to continue these coordination meetings with the mechanical workshop personnel.
- Then Mr. Hasnat informed that the heavy equipments and new trucks are equipped with electro-mechanical devices which are not familiar with DCC mechanics and hence it is

important to train the mechanics. Besides Mr. Hasnat insisted the importance of good and proper diagnosis of the problems to make the repairing more sustainable and economical as well.

- At this point Mr. Mahbub mentioned that it would be very much helpful to have support from JET to procure some specialized equipment/ tools to clean the leachate pipes because the discharge has noticeably decreased. He explained that the site workers said that due to the high temperature of the leachate there is some melting of polythene bags and this may be blocking the pipes. At this point Dr. Tariq informed that SE mechanical assured to provide some cleaning equipment to clean the pipes, and if those do not work then DCC may request to JICA for necessary support. Then Mr. Riad proposed to discuss regarding this issue when Mr. Masahiro Saito, JICA Expert arrives next week.
- Then Dr. Tariq strongly emphasized the absence of landfill instructors at dumping platform. Although stationed there, they are frequently away from their posts. At this point Mr Riad highlighting the utilization of weekly meetings to resolve such management problem, Mr. Riad asked about the status Amin Bazar Landfill Site. In reply Dr. Tariq informed that 29 crore taka budget has been allocated for heavy equipment and repair work of the embankment for this fiscal year. 12 crore taka has been allocated for procuring heavy equipment (3 bull dozers & 3 excavators) which will arrive by the end of March, 2009, 9 crore taka has been allocated for procuring 27 trucks which will arrive by June, 2009 and 8 crore taka has allocated for repair work of the embankment and other construction works.
- Besides Dr. Tariq informed that to conduct survey at Amin Bazar Landfill Site, BUET will be engaged to avoid lengthy tendering process following PPR. Dr. Tariq assured that BELA issue will be resolved soon.

Output 5:

- Ms. Rifat Ahmad informed that as Mr. Noboru Osakabe, JICA Expert will be coming during the middle of February, 2009, it is necessary to form the budget committee immediately so that work on new budgeting system can be started very soon. Proposing some key persons name Dr. Tariq requested to prepare TOR for the committee first and then to proceed officially to form the committee. Then Mr. Riad requested Mr. Hasnat to help in this regard.

3. WBA 4A Report Preliminary Results

- At the beginning of reporting preliminary results of WBA 4A, Mr. Riad briefed basic defining characteristics of the entire target wards' areas and the process flow chart for the implementation of WBA 4A in different wards.
- Mr. Riad informed the collection efficiency at different wards, based on monitoring data collected over 2 months was as follows:

Ward no.	Efficiency (Min/ton)
W 69	30
W 63	60
W 36	40
W 44	30

- Then Mr. Riad showed the approximate time requirement for the 2 ton and 5 ton compactor trucks to highlight the feasibility of introduction of compactor in those particular wards. For wards 63 and 36, where time required was high it operation of two trips by the 5-ton compactor would require 11 hour shifts which is too high. For the other two wards, the 5-ton may operate two trips within an 8 hour shift. To this end Dr. Tariq proposed to think about changing the collection time in ward 36 to avoid traffic congestion. In response Mr. Riad mentioned that traffic survey had been conducted in different times in that ward starting from noon to the evening and there was not much variation in the result. However collection may also be done during the morning hours so traffic conditions need to be checked there as well. In conclusion Mr. Hasnat proposed to have more discussion later in this regard.
- Then Mr. Hasnat briefed the following issues related to the introduction of compactor trucks in DCC. :
 - Container carrier is the most ideal transporter of waste in DCC as it requires no helpers
 - Open trucks require truck kully to load the waste
 - Main concern is how to introduce two trips for the compactor
 - Need to select area with justified travel time with efficient waste collection timing.
 - One of the possible areas of waste collection by the compactor can be mini transfer station.
- Then Mr. Riad emphasized that more staffs shall be required in coming days and Dr. Tariq insisted to think quickly and have more discussion to decide on the introduction plan for compactor trucks.

4. Remaining Works for 3rd JFY

- Then Mr. Riad briefly explained the remaining works for 3rd JFY as follows and requested everybody to support in this regard.
 1. Clean Dhaka Ward Contest: Scheduled to hold the award ceremony on March 10, 2009
 2. Project Team Meeting: To be held on February 19, 2009
 3. Project Progress Workshop: to be held on February 16, 2009
 4. Progress Report 4: Draft submission by February 12, 2009
 5. Steering Committee Meeting: To be held on February 26, 2009
 6. 3rd Bangladesh SWM Conference: To be held during March 8-9, 2009
 7. WBA 2 implementation in 4 wards: Based on the decision from WBA meeting, will continue
 8. CUWG Training (69, 75&76, 63, 44): To be organized on February 6, 14, 20 & 27, 2009
 9. Cultural Programs: to be held on February 6 & 13, 2009
- To reply to a query from Dr. Tariq, Mr. Riad informed that progress workshop will be arranged to increase and share the knowledge about the activities of different groups among the counterparts of individual group members so that everybody becomes aware of other group activities.
- Regarding progress report preparation Mr. Riad informed that this time Mr. Hasnat and Ms. Afsana will be in charge of the progress report and every group shall submit their individual draft report to them.
- At this point Mr. Jin Hirosawa, inquired whether the Progress Workshop was held last year or not. In reply Mr. Riad informed that as there had been no kickoff workshop for the clean Dhaka project, last year progress workshop was organized where all counterparts joined and discussed among them regarding the solid waste management shared their ideas. He also informed that like last year, besides the counterparts from DCC donor agencies and guests from other concerned government organization might be invited to participate. To this point Mr.

Hirosawa mentioned that ADB is working for Pouroshova Level SWM hence they might be interested to join such program. In this regard Dr. Tariq proposed to invite guest participants from the ministry, planning commission and ADB as well.

5. Development of Activities for 4th JFY

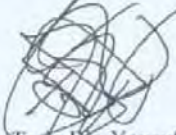
- To prepare the development of activities for 4th JFY, MR. Riad proposed that each Group considers their respective activities as described in the PDM, the activities generated by implementing the WBAs and activities related to introduction of the new compactors. To this end he also requested to incorporate the recommendations suggested by the Mid-Term evaluation mission.

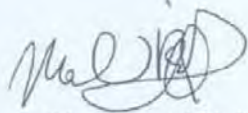
In the closing remark Mr. Hirosawa emphasized the assignment of counterpart personnel for Grant Aid mission. Then thanking all the counterpart personnel for arranging the visit of JICA Vice President on January 27th, Mr. Hirosawa informed that the Vice President was very pleased to observe the SWM activities in DCC.

Briefly mentioning JOCV activities, Ms. Mayoko Takahashi informed that her co-worker JOCV Mr. Hirohisa Matsuyama will go back Japan for a while due to knee injury. At this point Dr. Tariq mentioned that at present he is not aware of JOCV activities as they are not reporting or acknowledging them like previous JOCVs. To this end to reply a query from Mr. Riad it was informed that JOCVs are working with community group and regularly participating different community group activities as well. Then Mr. Riad requested JOCV to communicate more to acknowledge everybody about their contribution to DCC.

Finally Dr. Tariq mentioned that in the forthcoming seminar of February 7, 2009 organized by Khulna City Corporation two presentations shall be made by DCC official; one on community activities and another on Matuail Sanitary Landfill Site.

Finally thanking all the members present Dr. Tariq Bin Yusuf declared the end of the meeting.


(Dr. Tariq Bin Yusuf)
Project Director, LIP
Dhaka City Corporation


(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team

15) Fifteenth Project Team Meeting

**Minute of the Fifteenth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Fifteenth Project Team Meeting
Date and Time	February 19, 2009 11.30-13.30
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Commander Maksudur Rahman Chowdhury, CWMO, DCC 2. Syed Qudratullah, SE, WMD, DCC 3. Dr. Tariq Bin Yousuf, Project Director, LIP 4. Mr. Dewan Md. Shah Alam, Add. CWMO, DCC 5. Abul Hasnat Md. Ashraful Alam, Executive Engineer, Collection & Transport (In charge) 6. Mr. Mahbub Alam, Assistant Engineer (in-charge), DCC 7. Mr. Maksud Alam, Assistant Engineer (in-charge), DCC 8. Mr. AHM Abdulla Harun, Assistant Engineer (in-charge), WMD, DCC 9. Mr. Faridul Islam, Assistant Engineer (in-charge), WMD, DCC 10. Md. Mizanur Rahman, Budget Officer, WMD, DCC 11. Mr. Mofizur Rahman Bhuiyan, CO, Zone 9, DCC 12. Mr. Giasuddin Serneyabat, CO, Zone 6, DCC 13. Mr. Monwar Hossaind, CSI, Zone 1, DCC 14. Md. Shafiqul Islam, WMO, WMD, DCC 15. Mr. Bengir Ahmed, CI, Ward 52, DCC 16. Mr. Jin Hirosawa, Representative, JICA Bangladesh Office 17. Ms. Ayako Hara, JICA Headquarters Staff 18. Mr. Mahmoud Riad, JICA Expert Team 19. Mr. Noboru Osakabe, JICA Expert Team 20. Mr. Masahiro Saito, JICA Expert Team 21. Mr. Ko Takeuchi, JICA Expert Team 22. Md. Mostafizur Rahman, JICA Expert Team 23. Md. Shoriful Alam Mondal, JICA Expert Team 24. Mr. Pallab Debnath, JICA Expert Team 25. Mr. Raqebul Islam, JICA Expert Team 26. Ms. Sandana Alamgir, JICA Expert Team
Agenda	1. Progress Report 4 Explanation (1) Work implemented in 3rd JFY (2) Achievements/ Challenges (3) Planned activities for 4th JFY 2. Remaining Works for 3rd JFY
Material	1. Draft of Progress Report 4

Discussion and Decision:

Welcoming all the members present, Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC started the meeting with a request to Mr. Mahmoud Riad, JICA Expert Team member to start the discussion on different agenda of the meeting. Then briefly explaining agenda of the meeting Mr. Riad started the discussion on the Progress Report 4 (draft) as follows:

1. **Progress Report 4 Explanation:** Explanation of the Progress Report 4 was done in three different segments highlighting 1) work implemented in 3rd JFY, 2) Achievements/ Challenges and 3) Planned activities for 4th JFY of each output by the representative of each group.

(1) Work implemented in 3rd JFY:

Output 1: On behalf of Output 1, Mr. Riad briefed the works implemented in 3rd JFY as follows:

- To inform the latest progress regarding establishment of WMD, Mr. Riad informed that DCC has submitted a letter to LGRD on January 25th, 2009 requesting some adjustments to Salary Scales set by the Ministry of Finance and abolishment of some posts as requested by the Ministry.
- To strengthen human resources and institutions of Waste Management Department, study tour to Hanoi had been completed and beside that under WBA1 ward SWM offices have been setup and strengthening of office function is ongoing. However institutional setup of WMD for project implementation is still pending.
- Monthly progress reports based on the annual activity plans have been prepared and preparation of activity plans for 4th JFY is at the final stage.
- Within Output 1, different project activities are being co-coordinated through Project Team Meetings, Public Awareness Surveys were conducted and Steering Committee meetings held regularly. At this point Mr. Riad summarized the list of good practices and lessons learned from project activities as follows:
 1. Develop SWM at the Ward Level – WBA 1
 2. Develop and Implement Community Action Plan
 3. Introduce Waste Station Collection system
 4. Develop collection trucks operation monitoring system (using weighbridge)
 5. Introduce countermeasures during the wet season at Matuail LF
 6. Implement weekly meetings at Matuail LF
 7. Analyze SWM cost structure and unit costs
- To raise awareness and conduct public relations campaigns on SWM, the Clean Dhaka Ward Contest, Eco bag campaign, Billboards, DVD making of Project activities and other activities (newsletter, leaflet, etc.) have been done. Besides to develop SWM network among the city corporations the 3rd Bangladesh SWM Conference will be convened during March 7-8, 2009 at Chittagong.

Then Mr. Riad invited Mr. Shafiqul Islam, WMO (in-charge), WMD to inform the implemented activities under Output 2.

Output 2: Mr. Shafiqul Islam briefed the works implemented in 3rd JFY as follows:

- To review and modify Ward SWM Guideline process, implementation strategy etc of overall participatory solid waste management have been analyzed from time to time and issues have been identified which will be reflected in the SWM Guideline during next JFY.
- Surveys and Kickoff meetings in wards 44, 63, 69 & 75 were organized; 8 CUWGs in 6 wards (36, 44, 63, 69, 75, 76) were formed, 4 CAPs (36 U7, 63 U1, 69 U1&6, 75 U3) were prepared out of which 3 have been implemented. Training material for CUWG training was developed and used for CUWG training for several wards. Rallies, campaigns (miking, leaflet, sticker) for the improvement of existing collection system, practicing good discharges and introduction of new collection system were implemented.
- Forms and format to promote improved permission system of primary collection service have been formulated in discussion with JET, CWMO, counterparts and PCSPs. Beside that improved hand trolleys (for narrow streets in wards 63 & 75), new design of rikshaw van (ward 75), participation of PCSPs in CUWG trainings from 6 wards have been done to improve the services of PCSPs.
- For raising awareness in target wards rally, sticker campaigns, and miking, were organized 2-4 times in each. Beside that for environmental education 9 mobile school programs were conducted. Significant improvement of the skill and knowledge of counterparts had been achieved on PR activities and EE.
- Through the coordination among community people, primary collection service providers and DCC surrounding environment of containers has improved and about 6 dustbins have been closed in the target wards.
- Basic PRA (5 day course 15 participants), Advance PRA (6 days course, 17 Participants) and TOT (training methods, lesson planning, preparation and management of training program, workshop and facilitation) (2 days course 17 participants) have been conducted to train up the counterparts on participatory SWM. As a result knowledge and skill of the counterparts has increased in terms of community mobilization, training preparation and implementation, arrangement and facilitation of community meetings, skill on CAP preparation etc.

After the above description Dr. Tariq Bin Yousuf, PD, LIP proposed to represent the improvements by figures/ numbers so that everybody can easily understand. Supporting the proposal Mr. CWMO insisted to indicate the improvements achieved after reduction of dustbins etc.

Then Mr. Riad requested Mr. Abul Hasnat, Executive Engineer (in-charge), WMD to present the implemented activities through Output 3.

Output 3: On behalf of Output 3, Mr. Hasnat briefed the works implemented in 3rd JFY as follows:

- Weighbridge data of Mayuail Landfill Site has been analyzed. However utilization of Matuail Landfill weighbridge needs to be further improved as many trucks are not passing over the weighbridge due to lack of motivation on the part of the drivers, unavailability of weighbridge operators especially during the shift change and frequent power failure causing improper data generation. However following steps have been undertaken for the weighbridge:
 - ✓ Correction of the database concerning the truck types, capacities, license numbers and empty weights,
 - ✓ Check and debugging of the weighbridge software,

- ✓ ensuring the presence of the weighbridge operators at all time,
 - ✓ output reports formatting,
 - ✓ Most important instructions to all drivers to pass over the weighbridge.
- Development of the Ward SWM GIS data base has almost been completed. Beside that at present survey on mini transfer station is underway to collect data regarding structure, capacity of the containers, areas from where the rickshaw vans are collecting and loading time into the containers.
- With a view to improve the efficiency of collection system, potentiality to improve uses of existing trucks was studied using the weighbridge data collected from Matuail. 21 low performing trucks (LPTs) were identified. Besides that new collection systems under WBA 4A were introduced in wards 36, 44, 63, 69 and 75 with different approaches as follows:
- Under WBA 4B improvements to the existing collection systems were introduced in the same five wards (above mentioned) through providing three types of trolleys; 1) two wheeler type 1 trolley to collect the waste from narrow alleys where rickshaw vans cannot be operated, 2) two wheeler type 2 trolley to collect the sludge waste from the drain cleaning and 3) four wheeler trolley to collect the street sweeping wastes from VIP roads
- An important recommendation towards improved management of present repair and maintenance system at the workshop was that all the equipments regarding the repair and maintenance should be computerized to get quick response from the mechanics.
- New Workshop infrastructure design and list of tools and equipments that are required for collection trucks repair management have been finalized. These will be procured through Japan Environmental grant aid.
- WBA 2 has been implemented in 15 wards (6, 33, 36, 40, 44, 45, 49, 53, 56, 58, 63, 69, 75, 76, 84) which is composed of three components; WBA 2A: Provide safety gears and first aid box to the cleaners of DCC in the form of gloves, masks and boots (to the truck cleaners), WBA 2B: Organize the Sanitation and Safety Committee at the ward level for the DCC cleaners in order to improve cleaners' working environment better and WBA 2C: Improve the cleaners working methods and working environment through instructions prepared in a manual and distributed to all the cleaners.
- The Project Team has developed the Collection and Transport Guideline (Draft) which sets out the planning, operational and monitoring aspects related to this SWM sector to be used by the technical staff of the WMD, be they engineers, CIs or drivers.

After the above description emphasizing the weighbridge data collection efficiency Mr. CWMO strongly mentioned that if trucks do not come to the weighbridge then action can be taken through the union leaders but he questioned about getting information from JET but not from LMU. To this point Mr. Akio Ishii, JICA Expert highlighted that there are many other problems regarding data collection such as, power failure, insufficiency of operators etc. Acknowledging the facts Mr. CWMO affirmed that manpower power problem will be resolved soon.

Then Mr. Riad requested Mr. Mahbub Alam, Assistant Engineer (in-charge), WMD to present the implemented activities through Output 4.

Output 4: On behalf of Output 4, Mr. Mahbub briefed the works implemented in 3rd JFY as follows:

MR

- Construction of Matuail LF Expansion has been completed. Necessary budget landfill operation has been secured. Procurement of new heavy equipment and 27 new container carriers are under processing as well as the civil work contract to repair the embankment at Amin Bazar landfill site.
- Last rainy season landfill was successfully operated without major interruption and it was mostly possible due to the introduction of steel plates supplied by JICA. Beside that construction works utilizing the operation and maintenance budget were started at Matuail. At present contractor is constructing the working road and dumping platform for the dry season, then very soon they will start work of constructing working road and platform for the rainy season. The contractor will apply final soil cover on the periphery and extend the gas vent pipes.
- Construction works of the leachate treatment pond were completed but as some minor repairing works is pending, full scale operation is not started yet.
- To operate and manage sanitary landfill site on job training on WMD counterpart personnel are conducted, operation manual has been prepared and administrative and functional control of the concerned staffs are done.
- Regular weekly meeting participated by the LMU staffs, representative from mechanical workshop and transport department and periodical coordination meeting participated by the higher official are held to expedite the smooth landfill operation and flawless management.
- To evaluate landfill operation improvement sensitization of DCC policy makers and assess the improvement of disposal sites by internal survey have been conducted.

At this point Mr. CWMO inquired about the real problem of Matuail Landfill Operation, why daily operation records are not submitted regularly, why the problems are not addressed properly to the higher authority. Then he assigned Mr. Mahbub to be responsible of Matuail LF Operation as Dr. Tariq will become very busy with Amin Bazar LF improvement project very soon.

Then mentioning the good performance of the steel plates Mr. Hasnat proposed to think about using steel plates instead of making RCC road. Mr. CWMO proposed to discuss JET members regarding this issue later.

Then Mr. Riad requested Mr. Mizanur Rahman, Budget Officer, WMD to present the implemented activities through Output 5.

Output 5: On behalf of Output 5, Mr. Mizanur briefed the works implemented in 3rd JFY as follows:

- Regular monitoring for smooth data collection is done, collection of actual cost data and actual revenue data (periodically/ monthly) were collected smoothly from 15 related departments and zones and immediately input to ensure that the monthly actual SWM cost is outputted regularly.
- FMG proposed to establish WMD budget committee for which SE (WMD) had been nominated earlier to head the committee. Besides preparation work of new budgeting system just commenced and was to be completed in mid March.
- Discussion is ongoing with Store & Purchase Department to improve the procurement system.

MR

Dr. Tariq proposed to prepare the TOR for the Budget Committee first then to precede officially for the approval of that committee as otherwise this committee will not be officially recognized.

At this point Mr. Hasnat emphasized that in addition to regular activity of the Financial Group, they can concentrate on the methodologies to reduce the cost and suggest accordingly through highlighting the inventory management, financial management etc. in reply Mr. Osakabe, JET explained that if DCC raises the issues then JET can provide the financial tools accordingly.

As Mr. Riad highlighted the efficiency of waste management system Mr. Osakabe informed that their objective is to reduce cost/ton gradually but to do this well functioning of Ward Based activities is very important. Mr. Riad emphasized that overall costs for SWM may increase with the new trucks and proper operation of the landfills and for that purpose cost efficient was very important.

To this end mentioning that DCC will have to continue many of the expenditures that JICA is doing now in future, Dr. Tariq inquired whether JICA expenditure will be represented in the budget or not. Mr. Riad referred to the Mid Term Evaluation Team report which outlines the Project costs.

(2) Achievements/ Challenges:

Mr. Riad summarized the evaluation of the Project Achievements and Challenges (Progress Report 4 (draft), Chapter 4) by each output as follows:

- Output 1: Strengthening of ward SWM office, compilation of 7 good practices and intensified PR activities
- Output 2: Linking CAP with WBA 4A, linking Community, PCSP and DCC and CUWG training by C/Ps
- Output 3: Data collection/ Operation monitor, new collection system in WBA 4A and extend WBA2 to 15 wards
- Output 4: Smooth LF operation in wet season, weekly operation meetings and starting of improvement of Amin Bazar LF
- Output 5: Arrangement of WMD fixed assets, Incorporation of FY 2007/08 SWM expenditure with revenue and initiation of the preparation of Budget Committee for WMD.

Dr. Tariq referred to the preparation of SWM GIS maps as another significant achievement of the project.

- Then Mr. Riad highlighted the issues still pending as follows:
 1. Delay in WMD official approval delays the WMD final staffing.
 2. Formal authorization of the Directives by DCC would strengthen the position of WMD within DCC and its personnel.
 3. Authorization of Ward SWM Guideline
 4. Systemization of PCSP approval and monitoring
 5. Necessity to allocate the trucks based on a comprehensive plan for efficient operation and also collection service expansion.

6. Monitoring, evaluation and improvement of collection trucks operations needs to be done based on sufficient and reliable data
7. The speedy filling up of the Landfill Management Unit or the posts allocated to disposal
8. The landfill operation requires suitable and permanent staff stationed at the landfill site and working within one structure and chain of command.
9. Set up the necessary organization to plan, manage and dispense the WMD budget.
10. Increase SWM revenue to meet increased operation costs

Referring to the unavailability of land for ward office construction, Dr. Tariq proposed to think about constructing ward offices at the top of the mini transfer stations. Mr. Riad mentioned that community may object and feel unwilling to visit such offices due to bad smell. He also mentioned that the costs would be too high. Mr. Dewan Mohammad Shah Alam, Ad.CWMO, DCC also raised the same problem. In conclusion it was decided to have further discussion regarding this matter later.

(3) Planned activities for 4th JFY:

Output 1: Mr. Riad briefed the planned activities of output 1 for the 4th JFY as follows:

- Establishing Waste Management Department (by DCC)
- Strengthening human resources and institution of Waste Management Department arranging the Jakarta Study Tour, implementing WBA 1 in 5 - 7 wards and strengthening of Ward SWM Office functions in already established Ward SWM offices
- Preparing Annual Activity Plans
- Coordinating Project activities convening the monthly Progress Team Meetings, two Steering Committee Meetings in October 2009 and February 2010 and following the progress of the four other Output activities through review of the Activity Plans
- Developing SWM network among city corporations through holding the 4th Bangladesh SWM Conference and support the establishment of the BSWMC Secretariat & hold the Secretariat meeting
- Reviewing and modifying Clean Dhaka Master Plan conducting the Recycling Market and Waste Pickers survey, socio-economic survey and developing the framework for revising the Master Plan in 5th JFY
- Raising awareness and conducting public relations campaigns on SWM to support introduction of compactors. At this point Mr. Riad requested Mr. Ko Takeuchi, JICA Expert to explain the PR activities planned to raise the awareness for the introduction of compactors. Mr. Takeuchi explained to conduct PR activities in five steps as follows:
 - Step 1: Stakeholder meeting where meetings shall be arranged with the PCSPs, drivers
 - Step 2: General awareness raising using mass media
 - Step 3: Message on new collection to all compactor introduction areas through distribution of leaflet (in newspaper), posters and community meetings.
 - Step 4: Detailed message on new collection system for each area through community meetings, door-to-door campaigns, PCSPs meeting and drivers meetings. Up to step 4 shall be conducted to introduce first 10 compactors.

- Step 5: Detailed message on new collection system for each area through community meetings, door-to-door campaigns, PCSPs meeting and drivers meetings for rest of the 25 compactors.

At this point Dr. Tariq insisted to make everything colorful so that it can have big impact to audiences. In addition Mr. Qudratullah, SE, WMD proposed to think about installing large bill board at public gathering places like market, railway station, bus terminals etc to pass the information to the citizens. To this end Mr. Riad emphasized that introduction of compactors will be a big shift for SWM in Dhaka city, hence it is very urgent to function the WMD as soon as possible in order to carry out this campaign.

Then mentioning the 4th JFY to be the most challenging year Dr. Tariq emphasized that through Amin Bazar project he will be receiving 6 new heavy equipments but it still was not clear to whom those will be handed over and how they will be operated etc. Hence he strongly insisted for comprehensive planning with specific system including administrative and managerial proceedings to introduce the new compactors. To this point Mr. Riad stressed that DCC had to decide the system and in this regard he requested DCC counterpart to give the feedback during the start of 4th JFY.

Then Mr. Qudratullah proposed the project team to prepare a SWM guideline for national level. Supporting the proposal Dr. Tariq mentioned that as this is all city corporations' demand, it would be good to contribute national level. Responding to the proposal Mr. Riad mentioned that through the project several guidelines and operation manual for landfill site had already been prepared which can be utilized to start work on national level guidelines. Dr. Tariq emphasized that DCC should take lead in such initiatives. Mr. Qudratullah mentioned that as JICA has already been working in this sector of Bangladesh, hence JICA may support in this regard.

Output 2: Mr. Shafiq briefed the planned activities of output 2 for the 4th JFY as follows:

- To review and modify Ward SWM Guideline overall participatory SWM activities will assessed based on the lessons learned from 1-3 JFY activities, the success and failure factors, and appropriate approaches and processes. Then after revising the guidelines, getting approval from DCC's officially and disseminating to C/P, Key CUWG members.
- Organizing community people and supporting community level SWM activities through conducting survey, kickoff meeting, selection of Units and forming CUWG, CUWG training for existing wards (36, 44, 63, 69, 75, 76) 6 new units and 7 new wards, preparation of action plans (CAP) and implementation in total 13 Community units. Improvement of collection and transportation system (CAP based activities and campaigns) together with CTG. And also to mobilize communities of target wards for introducing compactor trucks.
- Applying the improved permission and monitoring system with new forms and formats to improve primary collection permission and monitoring system. Also carrying out field test (3rd FY's 6 wards), conducting training of CIs and COs, Training of PCSPs Zone wise and execution of improved permission system and monitoring in whole Dhaka City
- Development of PCSP training manual and provide training of PCSP (13 wards PCSP), and a one day PCSP conference (90 wards PCSP)

- For raising public awareness preparation of 50 thousand sticker printed and 50 thousand leaflets, carrying out rally, sticker campaign, miking, leaflet distribution in as per plan of 13 CUWG (6+7) and environmental education (school & community based)
- Organizing monthly coordination meeting with CI, CSI, CO and CUWG members, PCSP, (unit level or ward level) with the agenda: demolishing dustbins, container situation, open dumping, special cleaning
- Conducting training programs on basic computer education (MS word, PP, Printing), basic PRA (community participation, social mobilization, effective communication and facilitation, PRA Tools) TOT (training methods, lesson planning, preparation and management of training program, workshop and facilitation) for the counterparts (COs, CSIs and CIs) on participatory SWM

Then to reply to a query from Dr. Tariq regarding target wards to introduce the compactors Mr. Shafiq informed that tentatively some wards had been selected but final selection will be done through field tests. Then Dr. Tariq insisted to complete the selection before arrival of new commission of grant aid project during 4th JFY.

Then to strengthen the environmental education program, Mr. Hasnat proposed to engage one renowned novelist to write stories on SWM awareness so that those stories can be used at school level to make the students aware of SWM. Mr. Riad welcomed the idea and proposed that DCC think about the matter further.

Output 3: Mr. Hasnat briefed the planned activities of output 3 for the 4th JFY as follows:

- Analysis of Matuail LF weighbridge data, improve monitoring and data collection, surveys for planned allocated routes for new collection trucks and surveys of markets wastes
- To improve efficiency of collection system conducting WBA 4A - Allocation of 35 compactor routes and detailed planning for 10 compactor trucks and WBA 4B - Improvement of collection in 7 wards and preparation of improvement plan for Mini Transfer Stations
- Besides supporting expansion of new collection systems introduced in 3rd JFY and preparing procurement for containers and other equipments (trolleys, etc.)
- Following up on management improvement recommendations for present repair and maintenance system and preparing management plan for new workshop to be constructed under Japan's Environmental Grant Aid.
- To train DCC WMD staff implementing WBA 2 in 20 wards and arranging a training workshop and trial runs (using open trucks on allocated routes) for nominated compactor crews and capacity development of workshop staff, through training to prepare technical specifications for workshop related procurement.

Output 4: Mr. Mahub briefed the planned activities of output 4 for the 4th JFY as follows:

- Carry out EIA for Amin Bazar new landfill and submit to DOE (by DCC)
- Carry out detail design and construction for Amin Bazar new landfill
- Placement of permanent staff for Matuail LF
- Prepare budget for Matuail LF O&M
- Arrange health insurance for DCC landfill staff (by DCC)
- Study on the waste pickers conditions
- Continue operation and development of the Matuail LF

MR

- Continue Matuail LF monitoring as per EPM
- Continue preparation of landfill standards
- Establish evaluation committee and prepare evaluation report

At this point Dr. Tariq proposed to include taking charge of Amin Bazar landfill operation as an activity for next JFY. Then Dr. Tariq proposed to think about expanding the laboratory facilities at Matuail during next JFY. In response Mr. Riad said that it is necessary first to report on use of existing laboratory before proposing further developments.

Output 5: Mr. Mizanur briefed the planned activities of output 5 for the 4th JFY as follows:

- Continue monthly monitoring
- Continue smooth data collection
- Continue regular and correct input and output operation
- Analyze SWM cost and hold frequent discussions on revenue enhancement with Revenue Department
- Revise or improve the budgeting system
- Propose revenue enhancement measures in 5th JFY
- Identify problems through collected data and discussions with related departments
- Hold frequent discussions with related departments for solutions
- Propose improvements in 5th JFY

Dr. Tariq proposed financial group to use term Waste management assets instead of WMD assets

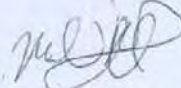
2. Remaining Works for 3rd JFY

Then Mr. Riad briefly explained the remaining works for 3rd JFY as follows and requested everybody to support in this regard.

- Clean Dhaka Ward Contest: Scheduled to hold the award ceremony on March 10, 2009
- Progress Report 4: Draft submission by February 12, 2009
- Steering Committee Meeting: To be held on February 26, 2009
- 3rd Bangladesh SWM Conference: To be held during March 8-9, 2009
- WBA 2 Implementation in 4 wards: Based on the decision from WBA meeting, will continue
- CUWG Training (69, 75&76, 63, 44): To be organized on February 6, 14, 20 & 27, 2009
- Cultural Programs: To be held on February 6 & 13, 2009

Finally thanking all the members present Dr. Tariq Bin Yousuf (on behalf of Commander M R Chowdhury, who left the meeting earlier) declared the end of the meeting.


(Commander M R Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation


(Mr. Mahmoud Riad)
JICA Expert Team

16) Sixteenth Project Team Meeting

Minute of the Sixteenth Project Team Meeting between JICA Expert Team and DCC Counterpart Personnel	
Meeting Name	Sixteenth Project Team Meeting
Date and Time	June 9, 2009 15.00-16.30
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Com. Maksudur R. Chowdhury, Chief Waste Management Officer 2. Dr. Tariq Bin Yousuf, Project Director, LIP 3. Dewan Md. Shah Alam, AdCWMO (In charge) 4. Abul Hasnat Md. Ashrafal Alam, Executive Engineer, Mechanical, Collection & Transport. (In charge) 5. Md. Mahbub Alam, Assistant Engineer, WMD 6. Md. Asaduzzaman, ACWMO (Planning), WMD 7. Md. Mizanur Rahman, WMO, Budget (In charge) 8. Md. Shafiqul Islam, WMO, Community, (In charge) 9. Md. Anisul Haque, CO Zone 8, DCC 10. Md. Shab Uddin, CO, Zone 7, DCC 11. A K Fazlur Rahman, CO Zone 5, DCC 12. Abdul Motaleb, CI Zone 36, DCC 13. MD. Monwar Hossain, CSI Zone 1, DCC 14. Mr. Hirose, DRR, JICA Bangladesh Office 15. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 16. Hirohisa MATSUYAMA, JOCV 17. Mayuko TAKAHASHI, JOCV 18. Mr. Naoki Hara, JET 19. Ms. Junko Okamoto, JET 20. Mr. Masahiro Saito, JET 21. Mr. Ko Takeuchi, JET 22. Md. Mostafizur Rahman, JICA Expert Team 23. Ms. Rifat Ahmad, JICA Expert Team, P.C. 24. Md. Shoriful Alam Mondal, JICA Expert Team 25. Mr. Pallab Debnath, JICA Expert Team
Agenda	1. Project Implementation Plan for 4th FY 2. Office arrangement for WMD 3. Revision of Objective Verifiable Indicator
Material	Project Implementation Plan

Discussion and Decision:

Welcoming everybody to the sixteenth project team meeting Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC requested Mr. Naoki Hara, Chief Advisor, JET to start discussion on the agenda of the meeting. Then briefly explaining the agenda of the meeting, Mr. Hara started discussion on the project implementation plan for 4th JFY.

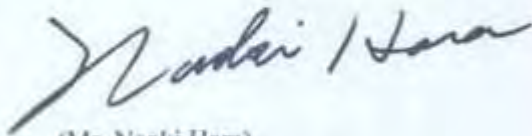
Explanation of Project Implementation Plan

- At the beginning Mr. Hara informed that after negotiation with JICA at Tokyo activities in AAP have been revised and some activities have been decided to omit from the list. Then he informed that computer training for the counterpart has been removed as this is very fundamental type of training which does not correlate to objective of the project.
- Regarding Bangladesh Solid Waste Management Conference, Mr. Hara informed that this year JET will not support for the conference, rather JET will support to secretariat meeting and secretariat may arrange the 4th SWM conference. In addition JET can help to prepare the proceedings of the conference.
- At this point replying to Mr. Hiroshawa's question on DCC's contribution for this implementation plans, Mr. Hara explained that the Implementation plan is prepared after discussion with DCC and negotiation with JICA he also mentioned that DCC can give their comment on it.
- Mr. Hara said that, this fiscal year no 3rd country training will be given to the counterpart, rather emphasize will be given on new vehicle, and ward based approaches. CWMO placed his opposition to the decision of cancellation of third country training. He requested to Mr. Hiroshawa to consider this matter as it is necessary for the counterparts to be trained up. He added, by reducing some other expenditure for counterpart training can be managed.
- Then highlighting the Terminal evaluation to be held during September, 2010 Mr. Hara emphasized the importance of the 4th FY's activities. He insisted that by the end of 4th FY some perspectives have to be attained through which it can be ascertained that continuing activities will confirm the achievement of all project purposes.
- Staffing for WMD is very important for smooth functioning, said by Mr. Hara; Full stuffing will take much long time. Capacity development may start with existing staff of WMD. Necessity of Capacity development committee will be decided on Group 1 meeting.

- Mr. Hara explained that Ward Based Approaches will be given emphasize. Five ward offices will be constructed and two ward offices will be renovated in this fiscal year under WBA1.WBA3 in previous six wards will be taken care by DCC. Compactor will be introduced under WBA 4.
- PR activities will remain almost same as last year but concentration will be given to the wards, where compactors shall be deployed.
- Mr. Hara said that, Midterm Evaluation team recommended to review the Objectively Variable Indicators. Dr. Tariq asked about the plan of reviewing OVIs, CWMO suggested sitting with all group members in different day and reviewing OVIs. Mr. Hara added, if this can be finished by 25th of June, findings could be presented at steering committee meeting.
- At this point Dr. Tariq informed that almost 80% members of the steering committee have been changed now, hence it is important to brief them about the project before the next steering committee meeting through courtesy visit to them. Mr. Hara acknowledged the proposal and proposed to prepare one presentation describing the project brief, which can be presented to the new members of steering committee during courtesy visit.
- Then informing no change in the WBA activities in 4th FY, Mr. Hara insisted that role of CI is very important for successful implementation of WBAs. In this regard DCC highlighted that CI of Ward 7 is sick but this ward had been selected to conduct WBA. In response assuring resolving the problem through replacing the CI or changing the Ward selection, CWMO asked the concerned CO to take necessary action. (Later ,it was decided to do WBA in another ward)
- Regarding ward office construction, Mr. Hara asked whether land ownership document of Ward 5,7,49, 50, 53 has been collected or not, and permission of the construction by the Honorable Mayor has been issued or not. In reply, CWMO asked Mr. Kuddus, DCWMO, to have a meeting with COs and settle this matter. Regarding utility connection for these ward offices Dr. Tariq suggested to include the budget for utility connection in the contract, as last time zone office was not willing to do it.
- For the revision of master plan three types of study will be conducted. Regarding the study, CWMO questioned that the study might be huge scale. Mr. Hara explained that the study will be conducted mainly by collecting existing document. Dr. Tariq and Mr. Hasnat supported the necessity. Mr. Hara explained that the socio economic study and study on industrial hazardous waste will be conducted by hiring local consultant, while the study on recycling will be contracted out.

- Referring to the handing over of conservancy works in Gulshan area to DCC from private company, Mr. Hara inquired whether it will remain under DCC so that compactor can be introduced in that area. CWMO replied that it depends on Mayor's decision.
- Dr. Tariq and Mr. Hasnat requested to shift Mr. Riad's schedule to later to consist with grant aid vehicle. Mr. Hara insisted the correct schedule by explaining that trail test by open truck will be started in November or December. He also suggested further discussion with Mr. Riad and Mr. Ishii.
- In the closing remark appreciating the successful approval of WMD Mr. Hirose mentioned about the Terminal Evaluation Mission during next year and insisted that JICA expects more success from the project. Then he highlighted the requirements of harmonization of Clean Dhaka Project, Environmental Grant Aid Project and JOCV activities.

Finally thanking all the members present Mr. Commander Maksudur Rahman Chowdhury declared the end of the meeting.



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team



(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation

17) Seventeenth Project Team Meeting

**Minute of the Seventeenth Project Team Meeting between JICA Expert Team and DCC
Counterpart Personnel**

Meeting Name	Seventeenth Project Team Meeting
Date and Time	August 26, 2009 12.00-14.30
Venue	Conference room of WMD (Waste Management Department), DCC
Attendant	1. Com. Maksudur R. Chowdhury, Chief Waste Management Officer 2. Dr. Tariq Bin Yousuf, Project Director, LIP 3. Mr. Dewan Md. Shah Alam, AdCWMO (In charge) 4. Md. Mizanur Rahman, WMO, Budget (In charge) 5. Mr. Maksud Alam, Assistant Engineer, WMD 6. Md. Mahaboob Alam, Assistant Engineer, WMD 7. Mr. Hirose, Representative, JICA Bangladesh 8. Mr. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 9. Mr. Naoki Hara, JET 10. Mr. Takatoshi Arai, JET 11. Mr. Mostafizur Rahman, JICA Expert Team 12. Ms. Rifat Ahmad, JICA Expert Team, P.C. 13. Md. Shoriful Alam Mondal, JICA Expert Team 14. Mr. Pallab Debnath, JICA Expert Team 15. Mr. Mohammad Ali, JICA Expert Team 16. Ms. Nandita Das, JICA Expert Team 17. Md. Shahinur Rahman, JICA Expert Team
Agenda	1. Monitoring of Project Activities until July 2009 2. Compactor Allocation Plan 3. Comments on Modification of Indicators of PDM by JICA HQ and Advisory Committee 4. Table of contents 5. Others
Material	1. Presentation on Compactor Truck Allocation 2. Presentation on Workshop Held in Mechanical 1 Workshop 3. Presentation on Financial groups activities 4. Presentation on Modification of indicators of PDM materials used on eighth steering committee 5. Draft table of contents of Progress report 5

Welcoming everybody to the seventeenth project team meeting Mr. Commander Maksudur Rahman Chowdhury, CWMO, DCC requested Mr. Naoki Hara, Chief Advisor, JET to start discussion on the agenda of the meeting.

During the meeting leader of each group briefed their group's activities as follows:

Agenda 1 Monitoring of Project Activities until July 2009

Group 1 activity

Mr. Naoki Hara Chief Advisor, JET described group 1 activities.

- Main activity of group 1 is to support WBA1, Identifying locations for ward office construction. Insisting to speed up land clearance process from estate department Mr. Hara informed that he will be making a brief explanation to the head of the estate department soon.
- As Mr. Hara inquired about staffing of WMD, Commander M R Chowdhury, CWMO informed that staffing of WMD is under process and he also informed that regarding fresh recruitment, Mayor has verbally consented to appoint BUET to carry out the selection process.
- Then Mr. Hara Inquired how to identify the posts for recruitment and posts for promotion. In response Commander M R Chowdhury mentioned that in principle DCC has decided to do recruitment for the post of Assistant Engineer and Conservancy Inspectors, other positions to be filled up through promotion of existing staffs.

Group 2 activities

- Then Mr. Dewan Md. Shah Alam, DCWMO, explained Group 2 activities as follows:
 - Out of total 7 kick off meetings, 6 kick off meetings have already been held.
 - On 29th of August kick off meeting at Ward 42 will be Held.
 - CUWG meeting was held at Ward 45.
 - Sticker campaign was implemented at Ward 49.
 - Community unit has already been identified at Ward 84.
 - Community based SWM baseline survey has already finished.
 - Training for 15 CI for 5 days was already been conducted from 16th to 20th of August.
- Then to answer a question from Mr. Hara regarding necessity of getting support from Collection & Transportation Group, Mr. Shah Alam mentioned that to ease quicker decisions representative from the CTG in the community meetings would be very much helpful.

Group 3 activities:

- Mr. Maksud Alam, Assistant Engineer gave a brief explanation regarding workshop as follows:
- To Improve maintenance procedure already three workshop has been held on 11th, 17th and 25th of August guided by Mr. Takasugi and local staff of JET. They will submit a draft report to DCC on 27th August 2009.
 - For the Capacity Development of drivers and mechanics, total five training workshop has been held under Environmental Grant Aid Project by Mr. Uzawa, also working manuals was distributed to them and the progress report was submitted to DCC.
 - Under Environmental Grant Aid Project, DCC will get 100 waste collection vehicles in April and July 2010. DCC will also get spareparts with these vehicle for uses of minimum two years that are also procured by direct guidelines of Mr. Uzawa. Moreover Mr. Uzawa has been working for procurement of repair tools and equipment of DCC workshop.
 - Mechanical Workshop-1 already introduced software by themselves in order to keep record for repair and maintenance of incoming and outgoing vehicles in their workshop, spare parts inventory, etc.
 - Workshop people needs training for MIS. At this point Dr. Tariq informed Amin Bazaar project has some budget to provide MIS training, so depending on training design he may support for MIS training.

Group 4 Activities

- Dr. Tariq Bin Yousuf, PD, LIP, WMD explained activities of the Group 4, landfill group as follows:

Matuail landfill site:

- Construction work of two dumping platform have been completed with a size of 30m by 30m.
- Final soil cover has been applied on the slope about 300 m at northern and western periphery.
- One conveyance pump has been procured to shift treated leachate from the 1st pond to the 2nd.
- One diesel pump has been procured to dewater the pond within the site and also facilitate pit cleaning works.
- 75 steel plates have been provided through Technical Cooperation Project for smoothen landfill operation specially during the rainy season. Now there are all together 125 plates at Matuail.
- Plates are used on the platform and working roads as required. At present it is planned to place the plates on the dry season platform and weld together before starting operation.
- At present blowers of the leachate pond are operated two hours everyday. After getting main cable connection from DPDC, aeration pond can be operated as required for proper treatment.

- Car wash pool is running smoothly with regular maintenance of the washing machines.
- Weighbridge computers are running in a proper way. One company has been engaged for the servicing of weighbridge and they are working now to keep the weighbridge free from problem.
- In recent time, number of vehicles coming to the weighbridge has reduced to 30%. This situation has to be improved.
- Dumping operation is ongoing at rainy season platform. Sometimes faces problem due to shortage of required heavy equipments.
- Before procurement of heavy equipments from Amin Bazar Project, it was promised to JICA to start daily soil cover application at Matuail. Official request letter to Mechanical Division has been sent to provide heavy equipment, operators and fuel for the daily soil cover. This matter has not been settled yet by the Mechanical Division.
- Maintenance of the drainage network, site cleaning and other maintenance works are regularly done. Two pits near the leachate pond has been broken due to long trailer dumping operation there. These pits will be repaired using the budget allocated for this fiscal year.
- Two crore taka budgets have been allocated for the landfill operation and maintenance for this fiscal year.
- Two platforms for next rainy season and following dry season will be constructed
- Working roads, paved with brick and RCC will be constructed
- Final soil cover will be applied
- One low cost office room for the heavy equipment operators and landfill instructors will be constructed
- Rain water harvesting (to wash weighbridge), pilot methane collection plant (to be used by the fuel for cooking) is under consideration for implementation in this fiscal year.

Amin Bazar landfill site:

- Four contractors have been appointed to carry out the construction works at Amin Bazar.
- Daily operation has been facing difficulties due to shortage of proper heavy equipment. Mechanical Division has confirmed to allocate the required heavy equipment shortly.
- Wastes from the Gabtoli cattle market mainly cow dung is creating problem in dumping at Amin Bazar.
- Operation condition at Amin Bazaar landfill site are different from Matuail, It will face problem to arrange old waste from soil covering. Operation will be costly.

- Transport facility is required for the engineers to go and supervise construction works at Amin Bazar. It would be very helpful if project team support in this regard.

Group 5 activities:

- Mr. Mizannur Rahman, Budget Officer WMD described activities of Group 5, Financial Management group.
 - Reports of actual waste management cost department and operation wise including depreciation cost have been prepared.
 - Three fiscal years cost data was presented in comparison.
 - After that he mentioned fixed asset of WMD was shown.
 - Methodologies of budgeting were explained.
- Then CWMO wondered that the total cost calculated is smaller than the actual cost presented in the meeting. Hence he requested to investigate further considering the cost of repair works at mechanical workshop 1 & 2, heavy equipment repair cost, containers and hand trolley costs.
- As Dr. Tariq inquired about main cost of WMD, Mr. Mizanur informed it to be salary of the staffs i.e. Mr. Mizanur mentioned that straight line method has been applied to calculate the depreciation of the WMD assets.
- At this point Mr. Hara emphasized the importance of successful operation of the weighbridges to calculate the cost per ton waste, which is one of the main indicator of the SWM efficiency.

Agenda 2 Compactor Allocation Plan

As DCC is getting 35 new type of collection vehicles (compactors) by March 2009, Collection and Transportation Group started some planning to prepare vehicle deployment and operation plan for compactor. At this process Mr. Hasnat executive engineer of WMD worked very hard along with JET members. But due to his illness Mr. Arai, JICA Expert explained activities of Group 3. During the explanation Mr. Arai mentioned the following:

- Ten out of 35 compactors will be arrived by April 2010.
- Rest 25 compactors will arrive with in July 2010.
- Each compactor should make two trips for efficient use.
- Operation plan of total 35 compactor will be formulated in two phases.
- First phase, 7 trips of 2 ton capacity compactors will make at seven different WBA Wards, 5, 36, 63, 42, 44, 45 and 49.
- To prepare the operation plan at first a long list was prepared and then a field study was conducted to make a short list.

- Detail study will start from August.
- Analysis of field survey will be completed by middle of September. From those analysis 20 collection area will be selected and shown at next project team meeting.
- Preparation of a long list for Phase 2 will start from October.
- Trial operation will be conducted on December by using open trucks.
- Long list of 35 areas for Phase 1 will be evaluated from different technical point, such as road condition, road width, waste amount etc.

- At this time Mr. Arai requested opinions from the participants regarding the long lists of areas for compactor introduction, which was supplied to them at the beginning of meeting. Any suggestion can be welcome and will be used for better survey and well prepared introduction.
- Dr. Tariq asked how the waste would be loaded in to the compactor, Mr. Hara, replied that to determine a sustainable system, it needs to consider existing system of that particular area, that is why a detail survey is needed, which will start from August 29, from the findings, where, when and how will be loaded.
- Dr. Tariq also suggested adding a column for the existing practice of that particular area at the long list.
- Then Mr. Arai informed some specific issues regarding the compactor allocation, such as;
 - Changes in collection system
 - Driver and crew allocation
 - Start weighbridge operation at Amin Bazar Landfill
 - Parking for the compactor trucks working in Zone 7 and 8.
 - Control over PCSP by DCC
 - Waste Separation by PCSP, DCC cleaner and TOKAI
 - Situation of until recently privatized ward now served by DCC
- Mr. Jin Hirosawa, inquired about driver's recruitment. In response to his inquiry Commander M R Chowdhury said it is necessary to send a proposal to the ministry.
- Dr. Tariq informed that weighbridge operation will start from April or May 2010 in Amin Bazar.
- In response to Mr. Arai's query regarding garage at Mirpur for compactor, Commander M R Chowdhury replied Zone 7 office space has already been leased; as a result it might be difficult to provide space for garage.

Agenda 3 Comments on modification of indicators of PDM by JICA HQ and Advisory committee.

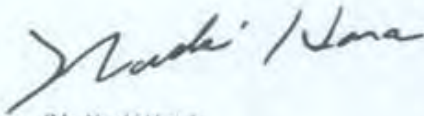
- Chief advisor Mr. Naoki Hara explained two comments from JICA HQ, one of which was; regarding the indicator 4.5 "Weighbridge is operated and data are provided regularly to WMD's HQ", we proposed in the 8th Steering Committee meeting to add an important assumption of

"Trucks pass the weighbridge at the landfill sites properly to operate and measure the waste amount". They opposed to the proposal saying that this might have to be controlled by the Project Team. Though I insisted to the assumption because of union problems they still recommended to include encouraging efforts for proper control.

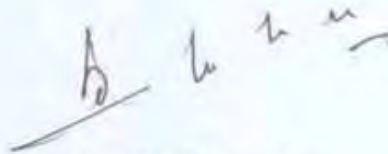
- The other comment was regarding the Indicator 3.2 "Conservancy Inspectors, Cleaners, Drivers and Workshop staff are trained and motivated to improve the efficiency of the collection and transportation, we proposed to eliminate the words "and motivated". They insisted to remain those words, saying that the motivation is important and the result of raised level of motivation should be shown even qualitatively.
- As for the indicator of the project purpose. More than 52% (or 2053ton/day) of waste is transported to landfill sites and disposed properly by the end of the Project, Commander M. R. Chowdhury and Dr. Tariq said that policy makers might oppose if we say only 52.5% garbage will be transported to landfill site rather not 100%. against their opposition Mr. Hara explained that with the limit of vehicle capacity, we cannot collect 100%. We need to explain the policy makers as well.

Agenda 4 Table of contents of Progress report 5

- At this point Mr. Hara distributed the table of contents of Progress report 5
- Mr. Hara Chief Advisor requested to submit reports to all group by monthly
- Dr. Tariq added, to develop capacity the counterpart they must prepare their reports by themselves without taking any help from JET local staffs.



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team



(Commander M. R. Chowdhury)
Chief Waste Management Officer
Dhaka City Corporation

18) Eighteenth Project Team Meeting

**Minute of the Eighteenth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Eighteenth Project Team Meeting
Date and Time	15 th September, 2009 03.00-04.30
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Syed Qudratullah, Superintending Engineer, WMD 3. Abul Hasnat Md. Asraful Alam, Executive Engineer, WMD 4. Mr. Maksud Alam, Assistant Engineer, WMD 5. Md. Mahaboob Alam, Assistant Engineer, WMD 6. Md. Asaduzzaman, Deputy leader of community SWM group (planning) 7. Md. Mizanur Rahman, WMO, Budget (In charge) 8. Md. Shafikul Alam, WMO (Community) 9. Md. Rokib Hasan, CI-39 10. Md. Aminur Rahman Biswas, CI-45 11. Md. Abu Jafar, CI-49 12. Mr. Hirose, Representative, JICA Bangladesh 13. Mr. Zaki Md. Ziaul Islam, Program Officer, JICA Bangladesh Office 14. Mr. Naoki Hara, JET 15. Mr. Takatoshi Arai, JET 16. Mr. Mostafizur Rahman, JICA Expert Team 17. Ms. Rifat Ahmad, JICA Expert Team, P.C. 18. Md. Shoriful Alam Mondal, JICA Expert Team 19. Mr. Pallab Debnath, JICA Expert Team 20. Mr. Mohammad Ali, JICA Expert Team 21. Ms. Nandita Das, JICA Expert Team 22. Md. Shahinur Rahman, JICA Expert Team
Agenda	1. Preparation of Progress Report 2. Operation Plan of Waste Collection Vehicles to be Provided by Environmental Grant Aid 3. Modification of Indicators of PDM by JICA HQ and Advisory Committee 4. Project Activities in the next few months 5. Others
Material	1. Agenda 2. Presentation on Progress of WBA4A (Introduction of New Collection System)

Introducing himself Captain Bipan Kumar Saha thanked Counterparts and all members of JICA side members to support the DCC; he asked to introduce one by one of attendant as he is attending for the first time and new person to join.

Welcoming everybody to the seventeenth project team meeting Captain Bipan Kumar Saha, CWMO, DCC requested Mr. Naoki Hara, Chief Advisor, JET, to start discussion on the agenda of the meeting.

After a brief explanation regarding four agenda Mr. Hara explained the first agenda in detail as follow.

Agenda 1: Preparation of Progress Report

In principle every year in March and October, JET is supposed to prepare and submit the progress report twice in a year. Also Steering Committee Meeting should be held twice in a year. A draft progress report should be presented in the Steering Committee Meeting for the member's comments and suggestion to finalize.

Mr. Hara said that due to delayed start of the project and not much prominent result have been attained, with consultation with JICA; I have decided that preparation and publication of Progress Report 5 will be postponed for one month, as the Steering Committee meeting is also postponed for one month. He added since last year DCC counterparts prepare the drafts of progress reports PR and JET check the drafts. Mr. Hara requested all group leader and deputy leader of each group to prepare the draft and submit by November 03, 2009 to Mr. Ishii and e-mail to Mr. Hara and Mr. Riad, according to the table of contest discussed on last Project Team Meeting and according to the form of Monitoring Report. The target period of the Progress Report 5 is from June to October 2009.

At this point Mr. Jin Hirose expressed the importance of Progress Report, he said JET will submit the report to JICA Bangladesh office and then it will be shared with JICA head office in Tokyo as well member of ministry of Japan.

Agenda 2: Operation Plan of Waste Collection Vehicles to be provided by Environmental Grant Aid

At this point Mr. Abul Hasnat Mohammad Ashraf Alam, Executive Engineer (in charge), WMD, described introduction of new collection system for 35 compactors. During his presentation, he focused on the existing collection system, especially in the target areas.

At first he explained ward base approach. He said that WBA has four components, the fourth component WBA4 is divided into two sub components A and B. WBA 4A is Introduction of new collection system. He explained four problems related to collection spot;

- Firstly, empty container with scattered waste in the surrounding area,
- Secondly, one, insufficient capacity of dustbin as a result open truck needs to give support,
- Thirdly, untimely discharge of city dwellers,
- Finally, he indicated problems occurred due to scattered waste surrounding the container for separate recyclable materials by waste pickers.

Improvement of MTS

Mr. Hasnat explained about the Mini Transfer Station (MTS). At present there are 10 or 11 MTS to follow the government order which prohibits container placement on road sides, DCC developed this practice with the help of some NGO for the last two or three years. But MTS needs to improve.

Waste Management Time Factor

Mr. Hasnat described the different time frame of waste generation and transportation and problems occurred for this as well. Mostly open trucks work at day time whereas at night Container carrier works, while Primary Collection Service Provider starts working in the early morning and finishes around 21:00. As a result some time after cleaning the dustbin, PCSP discharges the waste, the most important thing is to give a clear indication to the PCSP as well the community. At present DCC does not have any clear indication regarding PCSP service.

Compactor allocation

Mr. Hasnat mentioned that according to the agreement with JICA each compactor will give two trips per day, as a result 70 different area needs to locate before arrival of the compactor. For this purpose a list was prepared. From the list a detail survey were conducted.

He also informed that before discharging wastes on compactor, it needs source separation by either the household or PCSP as compactor is sensitive to hard particles. To check the feasibility, a trial operation by open trucks will be given in targeted areas.

For effective operation of compactor five types of area are selected;

- Compound area with boundary,
- Housing area without wall,
- Tall Apartment buildings,
- Route collection, where they have good and planned roads
- Others like Mini Transfer Stations where waste collection volume is high.

Field survey result

Mr. Arai, JICA Expert explained in detail field survey conducted on September. For the survey, target areas were 39 (mainly Compounds, Housing areas). Methodology used for the survey as follows;

- Interview with COs and CIs
- Interview with PCSPs
- Interview with Associations
- Site survey by surveyors employed by JET

Obtained information from the survey was as follows:

- Number of households and waste amounts
- Situation of primary collection and secondary collection
- Waste separation activities
- Open space for parking of compactor trucks and open stations, etc.

On phase1 eight areas are selected for 5 ton compactor and for 2 ton compactor eleven areas are selected. In October Operation Plan for compactor will be designed by Mr. Ishii after discussion with CI, PCSP to fix collection routes, collection points of compactors.

Issues over introduction of the compactors

Mr. Arai rose following issues:

- Changes for the current collection system.
- Regarding drivers and crews' allocation, Mr. Hasnat added that for new compactor, additional 35 drivers and at least 70 cleaners need to be recruited. CWMO gave his consent that he will look after this matter.
- Use of weighbridge by the truck drivers
- Parking places for the compactor trucks which will work in Zone 7 and 8. Mr. Arai added that previous CWMO said in the last Project Team Meeting, he will try to manage this issue, so Mr. Arai is requesting to current CWMO to continue that effort.
- Waste separation by PCSP, DCC cleaner and TOKAI.
- Collection time.
- Control over PCSP by DCC.
- Previously privatized wards are now served by DCC. From October JET is planning to make some survey for candidate area for Phase 2. Mr. Arai expressed his interest for those privatized wards. CWMO ensured by that time this issue will be settled.

- Back up vehicles will be necessary for proper operation. According to the basic design compactor will work six days per week. At this issue CWMO suggested to arrange compactor to work by rotation. Mr. Hasnat added the Engineering Department is going to purchase five units of 5 ton compactor and one unit of road sweeper within February 2010.
- DCC will receive another 65 vehicle, Container Carrier (5 ton and 3 ton) and Detachable Container Carrier (7 ton), from Japanese government through the Environmental Grand Aid Program. DCC will prepare the allocation plan in consideration of the replacement of existing dilapidated vehicles. At this point CWMO agreed to work out with Transport Department for a complete allocation plan to introduce compactor.
- Reply to Mr. Hara's question of 7 ton Container Carrier allocation Mr. Hasnat said, DCC will use those for mostly market areas replacing the trailers.

At this point Mr. Hirose informally said that, after procurement of Grant aid vehicles and construction of repair workshop some budget remain which can be used for additional procurement. DCC has been requested for additional requirements based on that they send a draft requirement to JICA. JICA Bangladesh Office has already sent it to JICA headquarters. JICA headquarters are discussing this matter with Ministry of Foreign Affairs of Japan at present. In coming October, Steering Committee meeting of grand aid program will finalize it. To avoid any miscommunication Mr. Hirose requested unofficially to prepare a plan shows how proposed vehicles will be operated.

Agenda 3 Modification of Indicators of PDM by JICA HQ and Advisory Committee

At first Mr. Hara explained current status of PDM indicators. On his discussion he mentioned, already modifications are explained and discussed with each five groups and presented to Steering Committee meeting, JICA headquarters and JICA advisory committee as well. He also mentioned that Superintendent Engineer Mr. Quadrat Ullah is currently collecting comments from Steering Committee members. Mr. Hara inquired how this discussion should continue as he is leaving for around one or two months. In response to his query, Mr. Quadrat Ullah said, it is better to continue collecting the comments from Steering committee members and share those through email with JICA experts.

Mr. Hirose added that modification of the indicators should be finalized in consultation with JICA Bangladesh Office and the Steering Committee of this Project since JICA Bangladesh office is supervising this project.

Agenda 4 Project Activities in the next few months

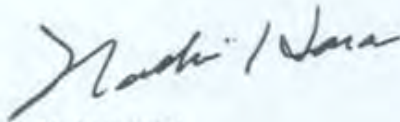
Staffing:

At this point Mr. Hara mentioned one most important issue for project activities Staffing of WMD. On his discussion he explained current condition and future plan to accelerate this issue.

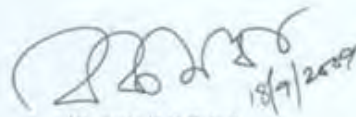
Mr. Hara said that, he talked with Secretary and was informed that after Eid-ul-fitre, in early October DCC will have selection committee meeting for promotion, he also mentioned DCC have a plan to assign BUET for fresh recruitment of WMD. Mr. Hara fears that this whole procedure might not finish by mid November as Honorable Mayor promises. At this point CWMO added, within two months it is not feasible to finish the procedure, but we should keep continuing the procedures. Agreeing with CWMO, Mr. Hara added CEO suggested discussing within Waste Management Department regarding this issue and afterwards CWMO will discuss with CEO. Mr. Hasnat commented at this point that main responsibility for recruitment goes to Secretary he has all records so at first they must find out the activities with the break down and time frame. In response to this Mr. Hara added soon he is willing to have discussion with CWMO, Mr. Hasnat, and the Assistant Secretary.

Secretariat Meeting for Bangladesh Solid Waste Management Conference

Mr. Hara informed that with the consultation with Dr. Tariq, secretariat meeting for Bangladesh Solid Waste Management Conference could be held on middle of November. After printing the proceedings of the previous conference, Dr. Tariq will prepare TOR for the secretariat in consultation with other City Corporations and JET through E-mail.



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team



(Captain B K Saha)
Chief Waste Management Officer
Dhaka City Corporation

19) Nineteenth Project Team Meeting

**Minute of the Nineteenth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Nineteenth Project Team Meeting
Date and Time	05 th November, 2009 01:00-03:30
Venue	Conference room of WMD (Waste Management Department), DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Dr. Tariq Bin Yousuf, PD, LIP 3. Abul Hasnat Md. Asraful Alam, Executive Engineer, WMD 4. Md. Asaduzzaman, Deputy Leader of Community SWM Group, Assistant Chief Waste Management Officer (Planning) 5. Md. Abdul Motalib, CI-36 6. Md. Bengir Ahmed, CI-52 7. Md. Shafikul Islam, WMO (Community) 8. Md. Kamrul Hasan, CI-69 9. Md. Hanif Uddin, CI-53 10. Md. Sajahan, CI-50 11. Mr. Jin Hirosawa, Representative, JICA Bangladesh 12. Ms. Saeda Makimoto, Representative, JICA Bangladesh 13. Mr. Akio Ishii, JET 14. Ms. Junko Okamoto, JET 15. Mr. Ko Takeuchi, JET 16. Ms. Mayoko Takahashi, JOCV 17. Mr. Mostafizur Rahman, JICA Expert Team 18. Ms. Rifat Ahmad, JICA Expert Team 19. Md. Shoriful Alam Mondal, JICA Expert Team 20. Mr. Pallab Debnath, JICA Expert Team 21. Mr. Mohammad Ali, JICA Expert Team 22. Ms. Nandita Das, JICA Expert Team 23. Md. Shahinur Rahman, JICA Expert Team 24. Md. Hamidullah Sarkar, JICA Expert Team
Agenda	1. Ward Based Approach 2. Progress and issues of each Output
Material	1. Agenda 2. Presentation on Progress of WBA4A (Introduction of New Collection System)

After introducing everyone, especially the newly appointed JICA representative, Ms. Saeda Makimoto, replacing Mr. Jin Hirose, Captain Bipan Kumar Saha thanked the counterparts and all members of JICA to support the DCC. He asked the participants to introduce him/herself one by one, as Ms. Saeda Makimoto is attending for the first time and is new to the Project.

Agenda 1: Ward Based Approach

1.1 WBA 1 - Strengthening of Ward Solid Waste Management (SWM) Offices

At the beginning, Dr. Tariq bin Yousuf explained the Ward Based Approach. In his presentation, he said that WBA decentralized the waste management activities to the ward level which helps the CI empower.

Ward SWM Office

- Ward 9 office opening ceremony was held on 1st Nov. CWMO was present in the opening session; There was a very good participation from community.
- Ward 50 office construction started
- Ward office 40, 84 constructed by DCC. These will be handed over soon. There is a problem with the Ward Office at Ward 74. As the concept of the Ward Office was not clear to the Commissioner, the Commissioner wants to use it as his office. CWMO suggested putting a signboard with detailed functions of the Ward SWM Office, signed by Dr. Tariq on the front of Ward Office.
- Ward Office at Ward 63, 69, 75 has already been constructed; Ward Offices in Ward 36, 33, 44, 45, 9, 42, and 58 were renovated by the Technical Cooperation Project. These offices are functioning properly.
- DCC have 50 lac taka as the budget for Ward SWM Office construction. The Technical Cooperation Project has some budget as well. Therefore, Dr. Tariq requested COs and CIs to inform if there is land for Ward Office in their area. Land ownership document for Ward 53, 49, 05, and 07 are not yet prepared. Dr. Tariq asked to follow up on the files and inform the Estate Officer, Mr. Shahab Uddin.

Ward Solid Waste Management Office functions:

- To manage cleaners attendance & assign duty and planning for deployment of containers and collection vehicles
- To communicate community & PCSPs.
- To receive and address complaints lodged
- To organize and manage safety and sanitation of the cleaners and workers
- To instruct and inspect the using "Safety Gears and First aid kits" for cleaners.
- To discuss and introduce "Cleaners Worker Manual".
- To plan and monitor waste collection and to collect waste collection data in the Ward
- To promote ward cleanliness campaign

1.2 WBA 2 - Improving DCC Cleaners Working Conditions

Some CIs presented their observation;

Mr. Biswas presented his observation regarding workers manual. He said that manuals has been distributed in thirty six wards in total so far. Cleaners are following the manuals mostly, but as there are not enough places in most wards for cleaners warming up, in most cases cleaners are not following it.

Mr. Benzir describes regarding safety gear. In total, safety gears have been distributed in thirty six wards. From his observation he said female cleaners need a different type and size of hand gloves than male cleaners. Masks and other safety gears are quite okay. He also added that the quality of safety gear has improved.

Mr. Motaleb described Safety and Sanitation programs. He said that Safety and Sanitation Committees has been formed in 20 different wards and that members are selected considering cleaners who can read and write. Committee held meeting once or twice per month, discussing improvement of working condition.

Some CIs presented the present condition of WBA of their responsible wards;

Mr. Bikash CI of Ward # 84 explained his observation of WBA works of his ward in detail. His ward was selected in August. After conducting survey, Kick off meeting was held at Malancha Community centre with 235 participants on 22nd August. In that meeting community was divided in to five units. Unit 3, the most densely populated unit with many industrial activities, was selected for WBA and 50 key people were selected for CUWG. On 21st September CUWG formulated. On 10th October training was given, CUWG made 30 activities under CAP (Community Action Plan) which will be applied from November to February. On 25th October, CUWG, CO, CIs of DCC, JET members participated in a rally and distributed leaflets. These activities made community people very much aware and conscious. Local people make phone calls very often to CI for their problems. Community participation has improved very much. Local resident are now monitoring their own areas. To keep people aware, CI is miking in his area regularly. Under WBA 4B for existing collection improvement, CI introduced cleaners to the local people. In his ward, PCSP does not have any support in few areas; two new Van are now working those areas since 2nd of November. For narrow road, JET is providing rickshaw vans. One 5 ton container has been located to the above area.

After Mr. Bikash's presentation, CI Mr. Asad in his presentation described activities at his ward. After selecting his ward he conducted a survey, Kickoff meeting was held on August 29th. 25 to 30 community unit members were selected on October 30. First meeting will be held on November 7th.

At this point Dr. Tariq asked whether CUWG have been given any training. Replying to his query, Mr. Shofik, CI ward 36, said that at least two meeting is needed for training and so far there has been only one meeting.

Mr. Biswas explained the Ward Based Approaches at Ward 45. After the selection of his ward, he conducted the survey. Kick off meeting was arranged on 4th of July. Mapping and situation analysis is already completed. But training for CUWG is not finished yet.

On behalf of CI Ward 49, Mr. Shofik explained the condition of Ward Based Approach. As he said, survey has finished. Kick off meeting has also completed on 18th July, and CUWG has been formed. Unit two has been selected. Today another meeting will be held. Mapping, and situation analysis is complete. Training to the CUWG has not given yet.

Mr. Shahjahan CI Ward 50 was the next presenter. He said, after selecting his Ward 50, he conducted a survey in two ways; one is about the working area like number and condition of dustbin, container, road etc; and the other survey was conducted regarding the community people. The survey report has been submitted to the JET office already. On August 8th, 2009, kick off meeting was held at Rupsha Community centre, Green Road, in presence of CWMO, JICA officials, JET members and many others along with around 300 local residences. The whole ward was divided in three units. Among these three, Unit 3 was selected for WBA, as local people of this area are comparatively more educated. Road condition of this area is quite good but narrow. Six cleaners work in this area, three of them are male and three are female. Two PCSPs work here; one is authorized, and another is unauthorized. Two vans are working for door-to-door collection by four cleaners. CUWU has been formed, but no meeting has been conducted yet. on 7th November, 2009 at 9:00 am, the first meeting will be conducted at Bhuter Galli. On that meeting, the date and time for the CUWG Training will be decided. Preparation for CAP (community action plan), implementation of campaign, and collection system will be decided during the CUWG training. Situation analysis mapping has been completed and submitted to JET.

CI of Ward 83, Mr. Hanif, described shortly. Kick off meeting was held on 11th July. Survey is complete and today he will submit it to JET. Date of CUWG meeting will be decided soon. Total area is divided into five units. Unit 2 is selected for the project because this is a populated area and many high rise buildings exists.

At this point, Mr. Shofiq explained the following matter;

Issues of WBA 3 of new WBA wards

- No community meetings have been organized yet in ward 50 and 53
- No CUWG trainings have been held yet except ward 84
- More supports to the WBA wards CIs are needed in terms of instruction and guidance from zone level and HQ.
- After 4 community meetings, we had to escape the selected community unit of ward 5. New community unit/s in ward 5 have to be select.

Issues of WBA 3 of old WBA wards

- Almost no community meetings were held in the wards
- No CUWG training could be organized yet
At this point Dr. Tariq mentioned that not much initiative has been taken for previous wards in this FY. He added, with help of CUWGs, work volume could be expanded to new units.
- It is necessary to coordinate, support, supervise and guide the WBA 3 activities from DCC HQ in order to ensure the sustainability of WBA 3 as a system of DCC. (Utilization of Budget for Community SWM, regular monitoring and support, etc.)
- All kickoff meetings have been held successfully with the big efforts of CIs.
- CUWGs are organized in 5 wards. Members of CUWG are listed in all wards.
- 35 CUWG members of Ward 84 participated in the day long training on participatory SWM
- Many open dumping points are closed in Ward 84 as a result of CUWG meetings and training, Rally and Campaigns (mosque announcement, monitoring cleaners works by the CUWG members every Friday morning)
- Strategies on how to improve the current waste collection have been identified in ward 84.
- In spite of internal conflicts among the different social groups of ward 49, community leaders were mobilized as a whole to promote new collection system and planning discussion is going well.
- Continuous improvement of work methodologies

1.3 WBA 3 – Developing Community Based SWM

- All kickoff meetings have been held successfully with the big efforts of CIs.
- CUWGs are organized in 5 wards. Members of CUWG are listed in all wards.
- 35 CUWG members of ward 84 participated in the day long training on participatory SWM
- Many open dumping points are closed in ward 84 as a result of CUWG meetings and training, rally and campaigns (mosque announcement, monitoring cleaners works by the CUWG members every Friday morning)
- Strategies on how to improve the current waste collection have been identified in ward 84
- In spite of internal conflicts among the different social groups of ward 49, community leaders were mobilized as a whole to promote new collection system and planning discussion is going well.

- Continuous improvement of work methodologies

1.4 WBA 4 – Improving Collection System

Mr. Hasnat presented WBA 4 collection improvement system. At first he described the existing collection system with its demerits. Then he explained the new system. Previously PCSP used to put the waste on the road first before discharging into the container. In new collection system PCSP will use bag and dispose the waste directly to compacter. Currently Ward 45 started new collection system. This new system will be a good practice for introducing compacters. He also said some new containers have been manufactured, which make the total number of DCC containers around 519. But some container needs to be replaced by 27 container carrier and 120 container purchased through Japan Debt Cancellation Fund. New containers are designed to increase the capacity. One major problem is these containers are not washed frequently. So that DCC is planning to install a washing plant. Also hand trolley design is being modified in terms of productivity, durability, and cost effectiveness. This will be applied only under pilot basis. Truck waste collection and transportation system will be modified through CAP (Community Action Plan).

At this point Dr. Tariq proposed that, Collection and transportation group has taken many experimental steps to improve the collection system with collection tools such as basket, container, van, trolley etc.; if it is well documented and published like a technical guideline then it would be help for other city corporation and municipal corporation.

2.4 Output 4 – Final Disposal

Mr. Mahboob gave his presentation regarding landfill as follow;

- 75 steel plates have been received from JICA for smooth operation during rainy season.
- 2 crore taka budgets have been allocated for the landfill operation and maintenance for Matuail Land fill
- From that budget, the plan is to construct 2 platforms; for next rainy season and following dry season
- Working roads; brick paved and RCC will be constructed
- Final soil cover will be applied
- One low cost office room for the heavy equipment operators and landfill instructors will be constructed
- Rain water harvesting (to wash weigh bridge), piloting of bio-methanation plant (to be used by the security ansars for cooking food) is under consideration to be implemented in this fiscal year.

- Solar pannel.
- Weigh bridge operation is running smoothly, number of truck is increasing day by day. Daily operation report is submitting regularly. At this point Dr. Tariq added, to increase the number of trucks, a meeting was held regarding this issue with the presence of CWMO, departmental head, Drivers union on 17th October. After that, the number of trucks passing the weighbridge increase gradually.
- Continuing the speech Mr. Mahboob said, from previous budget 3 bull dozers, 3 excavators, 27 container carriers has already procured.

Mr. Motaleb shared his experience that some time community people asked regarding the cleanliness of container. Reply to his queries, Dr. Tariq said at present at Matuail there is a washing facility for only open truck, but for container washing, Mechanical 1 is constructing a washing facility.

2.4 Output 1– Project Management and coordination

At first Dr. Tariq explained his observation regarding transferring Transport Department under Waste Management Department. Honorable Mayor agreed regarding the transfer of Transport Department. CEO and Chief Engineer discussed on Sunday that there will be a meeting with different department. Dr. Tariq said within this month it could be solved.

After that he discussed about remaining budget of grant aid project. He said now the problem is with the approval of DPP. Two days back, Mayor, CEO, CWMO met the Planning Minister, and the Minister assured that it will be approved again in ECNEC. In addition, ERD additional secretary was very keen; a letter is delivered to Local Government Minister today.

Last week a meeting was held regarding the remaining money of around 16 crore Taka saved from the Grant Aid Project. Representative from Japan Embassy and JICA both agreed with Dr. Tariq that this money could be used for covered dumping trucks for expanded areas of DCC. Also he wants to propose residences for cleaners, school for the children and hospitals especially for cleaners to the next Grand Aid Project. Also as he said, he has proposed for 2nd phase Grant Aid Project.

Since the Counterpart Training for the 4th FY is pending, he proposed to arrange it as quickly as possible. He also added, under Amin Bazar project soon 12 person will visit Kolkata, mostly workers, scavenger, heavy equipment operator, drivers of DCC. Also there is another provision for Amin Bazar project to visit at Hanoi. participants are from ministry, ERD and DCC officials.

Then he discussed the Bangladesh Solid Waste Management Conference. As the Technical Cooperation Project has provision for arranging the secretariat meeting in DCC and invite two people from each city corporation, he is proposing to invite Mayor and one representative from each city corporation to plan for funding of 4th Bangladesh Solid Waste Management Conference.

He informed that Technical Cooperation Project has started feasibility study for recycling.

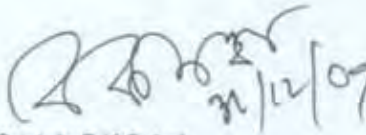
Then he discuss about the Cleaning Campaign. From 6th December DCC is planning to conduct a Cleaning Campaign. Already some discussions were made with some organization, club, universities, which have some experience regarding this. He also introduced Mr. Asad, as he is in charge of this event. During the week from DCC to zone level everyone will participate in cleaning works. Finally award will be given to the best community or organization or association. He informed that, on 11th November there is a meeting arranged by the newly formed association of PCSPs and CWMO will coordinate it.

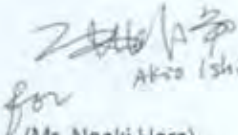
After Dr. Tariq's presentation, Mr. Jin Hirosawa gave his opinion regarding different issues discussed earlier.

- At first he thanked for the detail presentation. Regarding the remaining budget of Grant Aid Project, he said that JICA Bangladesh Office will strongly precede the idea.
- Due to implementation of the organization, appoint new CWMO this year counterpart training was delayed, but it will be conducted as soon as possible.
- Due to the budget constrain this year JICA has not arranged any 3rd country training abroad. Considering the effect of the training next year JICA will try to manage.
- Regarding BSWM conference, he appreciated the idea of inviting Mayors from other city corporation.
- Regarding the phase 2 of Grant aid project, Mr. Hirosawa suggested to work DCC people more intensively, so that it will be easier to get phase two.

2.4 Output 5- Financial Management

Dr. Tariq presented Financial Management Group as group member Mr. Mizanur is now at Japan for training. In his discussion mentioning the short coming of depreciation calculation he suggested to calculate depreciation more intensively. He said, next year new vehicles are coming under Grant Aid Project, which need budget for operational cost. He suggested to arrange a meeting to show actual operational cost of each waste management activities to get fund for the new vehicles. He suggested informing DCC in advance regarding the increasing cost. At the end he suggested Financial Management Group should work more in detail this year.


(Captain B K Saha)
Chief Waste Management Officer
Dhaka City Corporation


for
(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

20) Twentieth Project Team Meeting

**Minute of the Twentieth Project Team Meeting between JICA Expert Team and DCC
Counterpart Personnel**

Meeting Name	Twentieth Project Team Meeting
Date and Time	23 rd December, 2009 04.00-05.00
Venue	Conference room of WMD (Waste Management Division), DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Dewan Md. Shah Alam, Additional Chief Waste Management Officer, 3. Mr. Abul Hasan Chowdhury, Deputy Chief Waste Management Officer 4. Dr. Tariq Bin Yousuf, PD, LIP 5. Abul Hasnat Md.Asraful Alam,Executive Engineer, WMD 6. Mr. Maksud Alam, Assistant Engineer, WMD 7. Md. Mahaboob Alam, Assistant Engineer, WMD 8. Md. Mizanur Rahman, WMO, Budget (In charge) 9. Md. Shafikul Islam, WMO(Community) 10. Mr. Naoki Hara, JET 11. Mr. Mahmoud Riad, JET 12. Ms. Rifat Ahmad, JICA Expert Team, P.C. 13. Md. Shoriful Alam Mondal, JICA Expert Team 14. Mr. Pallab Debnath, JICA Expert Team 15. Md. Shahinur Rahman, JICA Expert Team
Agenda	1. Introduction of New Collection System 2. Good Practices of the Project 3. Others
Material	1. Agenda 4. Good Practices Proposed in Progress Report 5

Welcoming everybody Mr. Naoki Hara, Chief Advisor, JICA Expert Team asked Mr. Maksud Alam, Assistant Engineer, DCC, to discuss on agenda 1 on Introduction of new collection system by Compactor.

Agenda 1

On his presentation, Mr Maksud described mainly when, how, and what type of vehicles DCC are receiving from Environmental Grant Aid Program (EGAP) and how these vehicles will be used after the delivery.

DCC will get one hundred different types of vehicles (compactor truck, container carrier, and detachable container carrier) in two batches from the environmental grant aid program. On first batch, 30 units and on second batch remaining 70 units will be delivered by the Program. By August 2010 DCC is expected to receive all vehicles.

To achieve targeted waste amount to be collected and transported, each compactors should make two trips a day, each of the container carrier should make four trips a day, and each detachable container truck should make two trips a day.

The followings are considered for planning of the compactor operation:

- At first phase, compactor will be allocated to those areas of housing compounds and large apartments, etc., based on waste generation, size of the area. At second phase, compactor trucks can be introduced as replacements of container carriers where scattered waste, odor and traffic jams have been caused by installation of waste containers.
- Upon the request of CWMO to explain for each allocation area, a brief explanation of the compactor locations of the first batch was made by Mr. Pallab Debnath, Project Coordinator, JET. The following discussion was made by the participants after the explanation.
 - CWMO requested to allocate some compactors at Dhanmondi 12/A to reduce the number of container. At present 9 containers are placed over that area where hazards have occurred to the citizen. Replying to his findings, JET member explained that in first trip plan of compactors will deal with waste collection from other part of Dhanmondi which will create indirect impact by reducing waste amount at the above location. Also on the second batch allocation, JET have planned to allocate two compactor trips to the above area.
 - CWMO also asked to allocate compactor in the areas of Old Dhaka. JET replied that already some planning is done for the Ward 63 and Ward 69.
 - Mr. Abul Hossain Chowdhury, Deputy CWMO, asked to select the main roads container locations rather than to select the sub roads. JET replied that many containers both in main roads and sub roads will be replaced by compacter of the second batch.

For compactor truck some important issues were described:

- One driver and two truck cleaners need to be assigned with every compactor vehicle. Deputy CWMO asked to involve more than two cleaners for the compactor. But later he understood that the wastes will not be carried by the cleaners mainly the PCSP and the local residence will bring the wastes and cleaners will help them. The opinion of JET is that loading of waste to compactor vehicles should be carried out only by DCC truck cleaner for safety purpose of compactor operation.
 - DCC has to take strong initiative to control over PCSP. In this regard, CWMO said that DCC's control over PCSP is strong enough and they are bound to follow all the instructions ordered by DCC. JET commented that some CI's are not in proper positions to give appropriate instructions to respective PCSPs.
 - DCC has to explain and instruct the waste discharge manner to the residents with support of JET. Avoiding waste picking on road side, waste packing by PCSP, and direct discharging of wastes from rickshaw van to container are recommended.
 - Compactor trucks have to collect wastes at designated time and place. At this point, CWMO said that at the beginning we must follow the schedule but later on we could modify, and redesign the schedule based on the monitoring of actual operation and revision of the plans as necessary.
 - Purchase of bins and waste separation at collection points have to be spread. At this point, CWMO suggested more involvement of PCSPs and community people.
- For whole EGAP following issues were discussed
 - Regarding arrangement of the parking spaces at DCC's Garages, CWMO said that CEO is concerned regarding this and asked for one month to solve this issue as he has joined very recently.
 - DCC should plan whether 3ton and 5ton container carriers procured through the EGAP will replace existing ones or will be introduced into new un-covered areas.
 - JET asked DCC to plan for Arm roll allocation and function.

At this point Dr. Tariq asked for a time bound plan for DCC's responsibility. CWMO asked the Project Team to prepare a presentation to show new Chief Executive Officer to understand the situation and necessity of the Project at a glance.

Agenda 2

After few discussion following good practices were selected as candidates for preparation in this year.

1. Organizing CUWG and Supports for their activities linked with improvement of Secondary Collection by DCC

2. Introduction of fixed time station collection system for collection and transportation with compactor vehicles
3. Improvement in Operation and Maintenance of final disposal
4. Analysis of actual SWM Cost Structure
5. Awareness raising of the citizens and other stakeholders by PR activities

Based on the above mentioned good practices criteria were selected as follow:

1. Sustainable
2. Approach
3. Replicability (dissemination to others)
4. Challenges



Captain B K Saha
Chief Waste Management Officer
Dhaka City Corporation



for/ Mr. Naoki Hara
Chief Advisor
JICA Expert Team

21) Twenty-first Project Team Meeting

**Minute of the Twenty-first Project Team Meeting between JICA Expert Team and DCC
Counterpart Personnel**

Meeting Name	Twenty –first Project Team Meeting
Date and Time	25th th January, 2010 12.45-02.00
Venue	Conference Room, Level-13, Nagar Bhaabn
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Mr. Syed Qudratullah, Superintending Engineer, WMD 3. Dr. Tariq Bin Yousuf, PD, LIP, 4. Mr. Dewan Mohammad Shah Alam, Add. CWMO 5. Abul Hasnat Md. Ashrafal Alam, Executive Engineer 6. Mr. Masum Dastagir , CI 7. Md. Nurul Hossain Khan, CO 8. Mr. Maksud Alam, Asst. Engineer 9. Md. Asaduzzaman, ACWMO 10. Mr. Bikash Chandra das, CI 11. Mr. Kamrul Hasan, CI 12. Mr. Shah Kamal, CI 13. Mr. Radha Gobinda Biswas, CI 14. Md. Bengir Ahmed, CI 15. Mr. Akio Ishii, JET 16. Mr. Noburo Osakabe JET 17. Ms. Rifat Ahmad, JICA Expert Team 18. Md. Shoriful Alam Mondal, JICA Expert Team 19. Mr. Pallab Debnath, JICA Expert Team 20. Md. Shahinur Rahman 21. Mr. Tanmoy Hossain
Agenda	1. Forth coming activities 2. Clean Dhaka week
Material	Forth coming activities put line

At the beginning Chief Waste Management Officer (CWMO) DCC, welcomed everybody, along with the welcoming speech he mentioned few of his complain and misunderstanding with JICA expert team.

CWMO added, he expected DCC can use JICA dispatched transport more frequently in case of any emergency. He mentioned one incident happened at the Award Giving Ceremony of Clean Dhaka Week 2010, when CWMO asked for JICA micro bus to bring food for the ceremony he was not allowed to use it. He wondered as these vehicles are given by JICA for the emergency use he must be allowed to use that.

Then CWMO added another incident to give a written document regarding his verbal approval of making additional invitation cards for Award Giving Ceremony.

This time Dr. Tariq added, he did not know anything about recruitment advertisement for the post of Environmental Grant Aid Program but many times he was asked regarding this matter by DCC persons. He said that he should have been informed regarding this before starting the whole process.

Agenda 1: Forth coming activities

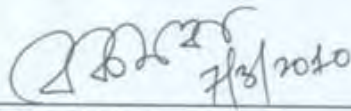
Mr. Akio Ishii, member JET started describing the forth coming activities. On his discussion he described mostly the following thing Clean Dhaka Week, Project Team Meeting, Project Progress Workshop, Progress Report-6, Steering Committee meeting, 4th Bangladesh SWM conference, Compactors Preparation planning, Explanatory meeting for CIS, Preparation of PR & PCSP, Community meetings, Manual and uniform for drivers & cleaners, WBA Activities, Landfill Environmental Improvement Survey & workshop, JICA Mission Visit, Workshop Landfill Improvement, News Letter, Social Survey, Recycling Survey, Public Awareness Survey, Cleaners Survey.

- CWMO asked to add one new column mentioning the responsible person of each task on the forth coming activity plan. JET agreed with the proposal.
- CWMO gave emphasize on Source separation, as the compactor is coming very soon it is essential to introduce source separation. CWMO also suggested DCC making a plan for construction debris.
- CWMO showed his interest to see newly designed Rickshaw van. JET informed him that design is final and tendering procedure has started to make these.
- Answer to CWMO's question regarding the Furniture for ward 84 and 40, Mr. Ishii said that furniture for ward 84 and ward 40 is proposed to JICA.
- CWMO also said that one office order regarding the WBA activities and ward office function will be issued very shortly and CI should follow the order.

Agenda 2: Clean Dhaka week

Regarding Clean Dhaka week following discussion were made;

- CWMO agreed to issue certificate to all participants of the Clean Dhaka Ward contents.
- At this point Mr. Qudrat Ullah asked to list out all those wards which did not participated on the event and find out the reason to motivate them in future.
- Regarding ward office renovation Dr. Tariq asked JET's plan for future; Mr. Ishii said that, next year JET will request JICA to construct 7 ward offices.
- Dr. Tariq asked community group to mobilize Community budget.



Captain B K Saha
Chief Waste Management Officer
Dhaka City Corporation



Mr. Akio Ishii
Chief Advisor (acting)
JICA Expert Team

22) Twenty-second Project Team Meeting

**Minute of the twenty-second Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Twenty second Project Team Meeting
Date and Time	22 nd February, 2010 12.30-02.30
Venue	Conference room of WMD,DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Mr. Sayed Qudrat Ullah, Superintendent Engineer, WMD 3. Dr. Tariq Bin Yousuf, PD, LIP 4. Mr. Dewan Mohammad Sahah Alam, Add CWMO, WMD 5. Abul Hasnat Md.Asraful Alam, Executive Engineer, WMD, (In charge) 6. A H M Abdullah Harun, Assistant Engineer, WMD, (In charge) 7. Mr. Mofizur Rahman Bhuiyan, CO- 7 8. Mr. Nurul Hosain Khan, CO- 4 9. Mr. Mizanur Rahman, Budget Officer, WMD, (In charge) 10. Md. Shofikul Islam, CI-33, WMO (Community), WMD, (In charge) 11. Md. Monowar Hassain, CSI, Zone-1 12. Md. Asgar, CSI, Zone- 4 13. Md. Aminur Rahman Biswas, CI-45 14. Md. Bengir Ahmed, CI-52 15. Md. Shahjahan, CI-50 16. Md. Masum Hossain, CI-05 17. Mr. Bikash Chandra Das, CI-84 18. Md. Mahizur Rahman Patwary, CI- 75 19. Mr. Radha Gobinda Biswas, CI- 16 20. Md. Shahidul Islam, CI- 40 21. Md. Ashadul Islam, CI- 42 22. Mr. Jahirul Islam, CI- 44 23. Mr. Ziaul Islam, JICA Bangladesh Office 24. Mr. Naoki Hara, Chief Advisor, JET 25. Mr. Akio Ishii, JET 26. Ms. Junko Okamoto, JET 27. Mr. Masahiro Saito, JET 28. Mr. Ko Takeuchi, JET 29. Ms. Mayoko Takahashi, JOCV 30. Mr. Mostafizur Rahman, JICA Expert Team 31. Ms. Rifat Ahmad, JICA Expert Team, P.C. 32. Md. Shoriful Alam Mondal, JICA Expert Team

	33. Mr. Pallab Debnath, JICA Expert Team
Agenda	1. DCC new order preparation 2. Preparation of Project Progress Workshop 3. Preparation of BSWM secretariat meeting 4. Next year activities 5. WBA activities
Material	1. Agenda 2. WBA wards

At the beginning Mr. Ishii, Expert of JET welcomed every one. And continued the discussion

Agenda 1: DCC new order preparation on WBA activities

At first Mr. Akio Ishii asked DCC regarding the status of new order. On February 17th Mr. Ishii, after the discussion with DCC counter parts send a letter to CEO regarding issuing office order to consider WBA activities of Clean Dhaka Project as official work of DCC. In reply to him, CWMO said that CEO instructed CWMO to initiate note which Mr. Hasnat is preparing

Agenda 2: Preparation of "Project progress workshop"

- Mr. Akio Ishii, JICA expert informed that, Project Progress Workshop will be held on 25th February. He explained in brief concerning preparation for the workshop. At this point, Dr. Tariq asked about the invitation letter distribution. In reply to his query JET member explained the steps already have taken on that regard. In addition, Dr. Tariq asked to take DCC support for distributing the invitation letter. He mentioned that JET may ask CWMO's Personal Secretary to distribute the letters.
- Later on after CWMO arrive he informed that he discussed with CEO regarding the Project Progress Workshop. CEO can attend the program from 10:00 am to 11:00 am, so that he requested to make schedule accordingly and also he asked to shift the tea break earlier.
- Also CWMO asked support from JET for preparing CEO's opening speech for the progress workshop.

Agenda 3: Preparation of BSWM Secretariat meeting

- Mr. Akio Ishii asked Dr. Tariq regarding the update of the BSWM secretariat meeting preparation. Dr. Tariq Said he handed over that file to CWMO while he went to Vietnam, afterwards CWMO informed that he has already discussed regarding this issue with CEO.

Agenda 4: Next year activities

- Mr. Akio Ishii explained JET plans regarding next year's activity. In addition to that, Ms. Okamoto JICA expert added that in next year JET will only support the activities of WMD, and DCC will be responsible to run all activities. Gradually JET will shift all responsibility to DCC on next year. In response to them Mr. Qudrat Ullah said only issuing an order will not be enough to sustain the existing system. Dr. Tariq asked CIs to share their opinion, findings, limitations, any sorts of experience. On this regard, he asked every group to submit their action plan by 3rd of March to Mr. Hasnat.

Agenda 5: Next year activities at present and future function

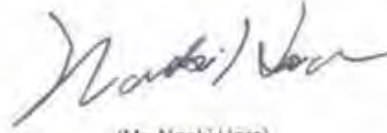
- Ms. Okamoto explained the wards under ward based approach. Also she mentioned prospective wards as ward 52, 57, 6, 15. She added CIs of those wards are very active and DCC can consider these wards for the next year's activities.
- Mr. Hasnat added that for DCC implementing Ward Based Approaches 2, 3, 4, is possible but WBA 1 will be quite difficult. To find land for ward office construction is difficult for DCC.
- After a short discussion among DCC personnel, Ward 6 and 29 was selected to renovate ward office for next year.
- During the discussion CIs mentioned budget limitation for logistics and other supports to conduct meeting with community. At this point, CWMO asked status of Community Budget. Mr. Shah alam explained Ms. Afsana took initiatives while she was appointed for WMD and prepared a file on this purpose, but after that no one took the initiative. Mr. Bikash Chandra Ray CI 84 added that Ward Based Approach needs logistic support. Response to him, CWMO gave assurance to manage money to procure logistics and at the same time asked them to prepare and submit their demand.
- Mr. Bikash CI- 84 pointed out positive impact of environmental education. He also added that at present this activity is not performing well. He requested to continue these activities more seriously.

Closing remarks:

At the end Chief Waste Management Officer gave a small speech to close the session. He asked all CO and CIs to work more intensively. Regarding the construction debris, CWMO said he is thinking to ask the REHAB (Real Estate and Housing Association of Bangladesh) to take necessary step to collect and dispose the debris. He also added that, he wants to remove all dustbins and container gradually, and make more mini transfer station.



(Captain B K Saha)
Chief Waste Management Officer
Dhaka City Corporation



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

23) Twenty-third Project Team Meeting

**Minute of the twenty-third Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Twenty third Project Team Meeting
Date and Time	30 th June, 2010 12.30-02.30
Venue	Conference room of WMD,DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Mr. Sayed Quadrat Ullah, Superintendent Engineer, WMD 3. Mr. Dewan Mohammad Shah Alam, Add CWMO, WMD 4. Dr. Tariq Bin Yousuf, PD, LIP 5. Abul Hasnat Md. Asrafal Alam, Executive Engineer, WMD, (In charge) 6. A H M Abdullah Harun, Assistant Engineer, WMD, (In charge) 7. Md. Mahaboob Alam, Assistant Engineer, WMD 8. Mr. Mizanur Rahman, Budget Officer, WMD, (In charge) 9. Md. Shofikul Islam, CI-33, WMO (Community), WMD, (In charge) 10. Mr. Golam Morshed, Transport Supervisor, Transport Department 11. Md. Aminur Rahman Biswas, CI-45 (WBA Core Group member) 12. Md. Bengir Ahmed, CI-52 (WBA Core Group member) 13. Mr. Abdul Motalib, CI-36 (WBA Core Group member) 14. Mr. Ziaul Islam, JICA Bangladesh Office 15. Mr. Mahmoud Riad, JET 16. Mr. Takatoshi Arai, JET 17. Ms. Naoko Kubota, JOCV 18. Mr. Mostafizur Rahman, JICA Expert Team 19. Ms. Rifat Ahmad, JICA Expert Team, P.C. 20. Md. Shoriful Alam Mondal, JICA Expert Team 21. Mr. Pallab Debnath, JICA Expert Team 22. Md. Shahinur Rahman, JICA Expert Team
Agenda	1. Compactor introduction- preparation and issues 2. Progress of Matuail and Amin Bazar Landfill operation and development 3. WBA activities 4. Master plan revision concept 5. Terminal evaluation preparation 6. Project activities schedule confirmation
Material	1. Agenda

Discussion and Decision:

Welcoming all the members present, Captain Bipan Kumar Saha, CWMO, DCC started the meeting and asked Mr. Mahmoud Riad, JICA Expert to start discussion on the agenda. Then thanking all the members present Mr. Riad started discussion as follows:

1. Compactors introduction - Preparation and issues

- Mr. Hasnat presented the preparations under way for introduction of the compactors, and the performance of the first compactor introduced in ward 45.
- At the beginning of discussion Mr. CWMO confirmed that long trailers are no longer in use for the waste collection. Then emphasizing the importance of KMPL test of new vehicles, he requested support from JICA in this regard. He mentioned that vehicle drivers are demanding 16 liter fuel instead of real requirement of 8.5 liter. To convince or force the drivers about fuel consumption, practical evidence is required.
- In response to CWMO's request, Mr. Riad mentioned that earlier JET conducted time & motion survey using GPS and this time JET can also assist DCC to conduct similar surveys for new vehicles.
- Mr. Golam Morshed, Transport Supervisor, DCC informed that fuel requirement for the long trailers was 130 liter per day and after replacement by arm-roller, present fuel requirement to carry same waste is 96 liter. Referring to this CWMO again insisted the importance of fuel calculation for better economy.
- Mr. Abul Hasnat Md. Ashraful Alam, Executive Engineer (in-charge), DCC informed the requirements of more drivers for new vehicles that shall start operation very soon. To this point CWMO acknowledged finalizing the tentative list of drivers by next week considering the justification of the proposal submitted by the drivers' union.
- Regarding allocation of helpers for the compactors, CWMO proposed to manage required number of helpers through the CBO/ PCSP and he also emphasized that CBOs should support CI in all respects.
- Mr. Hasnat emphasized that engineering department and transport department have to work closely to decide on the rejection of poor condition 3/5 ton trucks for the successful orientation of the CNG container carrier.
- Then to reply to a query from CWMO regarding feasibility of using bucket to load the compactors, Mr. Riad informed that convincing the community & PCSP is a slower process yet some PCSPs are already convinced about using bucket by themselves. In this regard CWMO strongly mentioned that all PCSPs are obliged to follow DCC's decision and he will enforce them to use buckets as required. Mr. Hasnat said that community association in Banasree Project has undertaken remarkable initiatives to introduce compactor in their territory.
- In order to share the experience of first introduction of compactor in Dhaka city (at Ward 45 on June 23rd), Mr. Hasnat mentioned about leachate overflow problem of the compactor. Mr. Riad informed that experts of EGAP are aware of this problem and are considering the immediate feasible solution. It is expected to get a possible solution within a short time.
- Concerning the 5 new compactors procured by Mechanical department, Mr. Riad requested that DCC prepare carefully their introduction into service. In reply CWMO strongly mentioned that at first the 35 compactors procured under EGAP will be introduced as per the plan, and then DCC will think about the five extra compactors. But he confirmed to introduce 2 road sweepers as soon as possible, which have also been procured by the mechanical department.

- As one of the most important issues to operate the compactor, Mr. Hasnat emphasized the regular cleaning and checking of the vehicles. To this end CWMO mentioned that the Assistant Engineer at new workshop should be in charge of periodical checking of the compactors. Mr. Hasnat added that before issuing fuel every day, transport supervisor can also check the vehicles through log book or physically. CWMO told that CIs can also check cleanliness of the vehicles while it enters the ward. At this point, Mr. Qudratullah, SE, WMD proposed to introduce maintenance book for each of the vehicles, where authorized persons shall sign against their maintenance condition and fuel can be issued after checking the signature.

2. Progress of Matuail LF and Amin Bazar LF operation and development

Mr. AHM Abdulla Harun, Assistant Engineer (in-charge), DCC briefed the progress of Matuail LF and Amin Bazar LF operation and development as follows:

Landfill operation at Matuail LF:

- As construction of Dumping Platform is late, DCC started waste disposal in the extension area alongside the leachate pond.
- Presently long trailers are not hauling waste to Matuail LF as arm roller has replaced them. This is a milestone achievement as it is now possible for dumping operation to be run from one platform at the top.
- Total aeration time in both leachate ponds is on average 6 hours daily and re-circulation is done round the clock with one pump. LMU's plan is to evacuate the second pond through re-circulation engaging additional pump so that aeration can be done adequately in the first pond.
- Weighbridge data has improved in recent time. Now average 370 trips are coming to weigh the waste.
- With the support of Expert Team & JICA, LMU will construct improvement facilities of leachate treatment on a pilot basis. The facility design is ongoing.
- The conceptual layout of pocket size landfill operation manual has been prepared with the help of JET.
- Environmental improvement survey is ongoing to understand the effect of sanitary landfill operation in and around Matuail landfill site.

Construction works at Matuail LF:

- Contractor has installed the final soil cover at the slope of the second layer at south and western sides at existing Matuail landfill site.
- Contractor is constructing the dumping platform at north and south sides of existing Matuail landfill site. Northern platform construction is almost completed.
- Height of Dumping platform at north side is 16m above ground level.
- Height of Dumping platform of the south side will be 20m above ground level, which will be the maximum height.
- Construction work of landfill staffs office room is at the final stage.

Landfill Operation at Amin Bazar LF:

- At present DCC is using One Bulldozer, One Wheel loader and One Excavator and performing waste filling work smoothly.

Construction works at Amin Bazar LF:

- Leachate treatment pond construction is in progress. Bottom slab of both ponds have been constructed.

- In the control facility area office building, garage, generator room and security barrack have been constructed and now finishing work is ongoing.
 - Civil construction of the weighbridge has been completed. Now waiting for the RCC access road construction to be completed. The weighbridge operation is expected to start from August.
 - Construction work of four platforms has been completed.
 - Embankment protection work has almost been completed.
 - Flood light tower installation is ongoing.
 - Deep tube well installation is completed.
 - Construction of car wash pool is ongoing.
- At this point CWMO strongly asked to prepare the defaulter list of the vehicles that are not weighing at weighbridge and submit first to the transport supervisor for necessary action. If no action is evident then the list should be submitted to CWMO.
- To reply to a query from Mr. Hasnat, Mr. Harun informed that staffs are required to carry out landfill operation at Aminbazar. Supporting this, Dr. Tariq told that some experienced staffs from Matuail can be deputed to Aminbazar to train up new staffs. At this point CWMO showed his interest to visit the Aminbazar landfill site as soon as possible along with the JICA expert and the responsible engineers.
- To answer a query from CWMO, Dr. Tariq mentioned that about 95% of the construction works at Amin Bazar had been completed and October' 2010 is the completion deadline for ongoing works.

3. WBA activities

Mr. Dewan MD. Shah Alam, AdCWMO, WMD, DCC briefed the progress of community group's activity as follows:

- Formation of core group to ensure smooth implementation of WBA activities
 - Preparation of format for the monthly reporting system of CIs and its' introduction
 - Holding weekly meeting for WBA activities
 - Initiation of disbursement of community budget
 - Finalization of PCSP permission system document which was in its final stage of approval
 - Two PRA trainings are scheduled to be held during July, 2010
 - Safety gear has been distributed in 46 wards
 - Distribution of leaflet for the introduction of compactor and bucket distribution in Ward 49
- At this point Dr. Tariq proposed to organize training program for the community and DCC staffs together, so that better interaction between them is possible. In response to this Mr. Riad mentioned that CUWG training can be such kind of platform. In addition Mr. Riad strongly appreciated the efforts by the CIs to make WBA successful and expressed his satisfaction over the capacity development of the CIs.

Then Mr. Abdul Motalib, CI, DCC briefed the progress of WBA1 as given below:

- 7 ward offices have been renovated and 6 ward offices have been constructed so far
- Design and cost estimation for construction of Ward 29 office & toilet at Ward 45 office and renovation of Ward 85 office has been done by JICA Expert Team. Official land approval for the Ward 29 office is under process. At present the file is at estate department.

Then Mr. Shafiqul Islam, CI, DCC briefed the progress of WBA 2 activities as follows:

- So far safety gears have been distribute in 46 wards and in this fiscal year already 10 wards have been covered. As there is no continuation of such distribution, achievement is just above half level of the total DCC 90 wards.
- At this point Mr. CWMO expressed concern that the cleaners are not utilizing the safety gears properly. Hence he insisted the CIs to ask the cleaners to utilize the safety gears properly and then to think of continuation.
- Then Mr. Shafiq informed that refilling of first aid box is necessary. CWMO asked to put the requirements through indent. For any requirements CWMO asked to justify the requirements and he ensured to allocate.

Then Mr. Benjir Ahmed, CI, DCC informed the progress of WBA3 as follows:

- WBA 3 has been implemented in 13 Wards
- CUWG training has been carried out in almost all wards except wards 49 and 50
- Action plan has been prepared and implemented in the previous year's wards
- Schedule of KOM has been prepared for this year's ward; Ward 40 on 3rd July, ward 52 on 10th July, ward 22 on 17th July to be done by JICA financial contribution and KOM of Ward 39 on 31st July and ward 33 on 7th August to be done by DCC contribution. At present preparation of budget for the KOM by DCC is ongoing.
- Leaflet for compactor introduction in Wards 45, 49, 33, 36, 22, 57, 5, and 53 has been printed
- Campaign and miking is being carried out in all first batch compactor deployment locations during every weekend
- 55 COs and CIs took 2 days WBA training in BUET
- Old 13 WBA wards unit expansion and CUWG training should be done as planned in WBA training workshop

Mr. Aminur Rahman Biswas, CI, DCC mentioned the issues related to compactor introduction at WBA4 as follows:

- Truck crew for the compactors is not sufficient
- Uniform provided is very hot to wear.
- Hose pipe is needed to discharge leachate easily. CWMO agreed to provide it from DCC fund.

4. Master Plan revision concept

- Mr. Riad explained the schedule for the master plan revision and requested CWMO's cooperation and coordination in this regard.
- CWMO directed that the task force for the M/P revision should sit together regularly to revise the master plan and he can check the progress when the task force reports to him.
- Mr. Riad confirmed that the task force would hold its first meeting on the following week.

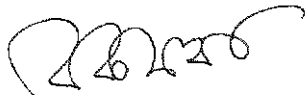
5. Terminal evaluation preparation

- Mr. Riad informed that terminal evaluation of the project will be done in august.
- Mr. Zia of JICA informed that JICA would shortly be sending DCC details of the Terminal Evaluation.
- To this end Mr. Zia requested to nominate Bangladesh side representative for the joint evaluation committee and he mentioned that representative from DCC, LGD, IMED should be there.
- At this point CWMO expressed his deep concern about handing over ceremony of new vehicles & inauguration ceremony of new workshop. After small discussion it was confirmed that tentative schedule for the event should be during the first week of September, 2010.

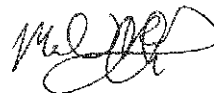
6. Project Activities Schedule confirmation

- CWMO confirmed that the clean Dhaka week and BSWMC schedule should be postponed to January 2011.

Finally thanking all the members present Captain B. K. Saha, CWMO declared the end of the meeting.



(Captain B.K Saha)
Chief Waste Management Officer
Dhaka City Corporation



(Mr. Mahmoud Riad)
Deputy Chief Advisor
JICA Expert Team

24) Twenty-fourth Project Team Meeting

**Minute of the twenty-fourth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Twenty fourth Project Team Meeting
Date and Time	29 th September, 2010 11.30-02.00
Venue	Conference room of WMD,DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Mr. Syed Quadrat Ullah, Superintendent Engineer, WMD 3. Dr. Tariq Bin Yousuf, PD, LIP 4. Mr. Khandekar Millatul Islam, Manager Transport, DCC 5. A H M Abdullah Harun, Assistant Engineer, WMD, (In charge) 6. Md. Mahaboob Alam, Assistant Engineer, WMD 7. Mr. Mizanur Rahman, Budget Officer, WMD, (In charge) 8. Md. Shofikul Islam, CI-33, WMO (Community), WMD, (In charge) 9. Md. Aminur Rahman Biswas, CI-45 (WBA Core Group member) 10. Md. Bengir Ahmed, CI-52 (WBA Core Group member) 11. Mr. Ziaul Islam, JICA Bangladesh Office 12. Mr. Mahmoud Riad, JET 13. Ms. Naoko Kubota, JOCV 14. Ms. Rifat Ahmad, JICA Expert Team, P.C. 15. Md. Shoriful Alam Mondal, JICA Expert Team 16. Mr. Pallab Debnath, JICA Expert Team 17. Ns. Nandita Das, JICA Expert Team
Agenda	1. CWMO's Japan SWM experience 2. Progress on Compactors Introduction 3. Amin Bazar Landfill progress 4. WBA Activities 5. Progress on M/P Revision 6. Decision on Good Practices 7. Project's Forthcoming Schedule 8. WMD Staffing, Others
Material	

Discussion and Decision:

Welcoming all the members present, Captain Bipan Kumar Saha, CWMO, DCC started the meeting.

1. CWMO's Japan SWM experience

CWMO briefed the meeting participants on the experience and knowledge gathered during the recent trip to Japan by the CEO, CWMO and TM. CWMO explained the importance of the policy oriented planning of solid waste management practiced in Japan. The delegation also visited different places and experienced at close hand the operations of the collection system, incineration, and sanitary landfill.

2. Progress on Compactors Introduction and Operation

Mr. Mahbub, Assistant Engineer, WMD outlined the progress of the compacter introduction.

At first he explained the following steps which had been followed while introducing the compacter

- Preliminary Survey of the Waste amount
- Plan for the compactors route and collection stations locations
- Operation commencement
- In field adjustment of timing and waste amount

He also described the importance of the coordination between DCC, PCSP and the community to obtain the most effective outcome from Compactor use. On his brief discussion he mentioned that the following items should be considered more carefully by DCC.

From DCC

- Drivers monitoring and control
- Timely arrival of the compactor
- Cleaners availability and work performance
- Vehicle cleanliness

From Community

- Proper discharge of the waste
- Timing discharge
- Any complaints

From PCSP

- Providing Mat and Bowl
- Timing of arrival to collection point
- Station Cleanliness

Schedule of 1st Batch

Seven compactors of the 1st batch have been successfully introduced and are operating as described in the following table.

Type	Trip 1 (around 1 PM)		Trip 2 (around 5 PM)		Collection Start
	Area	Ward	Area	Ward	
5 ton	WBA unit at Lalarnatia	45	WBA unit at Lalarnatia	45	23-Jun
2 ton	WBA Unit at paltan	36	AGB Colony Mothijheel	33	6-Jul
5 ton	WBA unit at Dhanmondi 7A+7	49	WBA unit at Dhanmondi 7A+7	49	10-Jul
5 ton	Bonosri Housing	22	Bonosri Housing	22	13-Jul
2 ton	University Students' Hall	57	New Baily Road Apartments & Food shops	53	15-Jul
2 ton	Gov. Housing & Baily Road Officers' Colony (2)	53	WBA unit at Shamibag	76	18-Jul
2 ton	WBA Unit at Mirpur	5	WBA Unit at Mirpur	5	25-Jul

Schedule of 2nd Batch

Two compactors of the 2nd Batch have been already successfully introduced and a total of 13 containers have been removed from roads 12A and 7.

Type	Trip 1 (around 1 PM)		Trip 2 (around 5 PM)		Collection Start
	Area	Ward	Area	Ward	
5 ton	Dhanmondi 12A	49	Dhanmondi 12A	49	21-Sep
5 ton	Dhanmondi 12A	49	Dhanmondi 12A	49	21-Sep

Schedule of 3rd Batch

Five compactors have been successfully introduced and a total of 7 containers have been removed from Darus Salam Road and Kalshi Road. Three containers are scheduled to be removed from Elephant Road and Ward 63.

Type	Trip 1 (around 1 PM)		Trip 2 (around 5 PM)		Collection Start
	Area	Ward	Area	Ward	
2 ton	WBA unit at Hossaini Dalan	63	WBA unit at Hossaini Dalan	63	28-Sep
2 ton	Elephant Road	52	Elephant Road	52	28-Sep
2 ton	Kalshi Road	02	Kalshi Road	02	28-Sep

Type	Trip 1 (around 1 PM)		Trip 2 (around 5 PM)		Collection Start
	Area	Ward	Area	Ward	
5 ton	Darus Salam	12	Darus Salam	12	28-Sep
5 ton	Darus Salam	12	Darus Salam	12	28-Sep

Concerning the compactor operations up to the present the following issues were identified and discussed;

Mr. Mahbub requested Manager Transport to ensure that the compactors arrive at the collection stations within the scheduled time.

Mr. Qudratullah made a query regarding the replaced containers, and proposed to put numbers on them and keep a record in case of future reallocation.

CWMO stressed that the waste amount of each trip should be checked and reported.

CWMO suggested keeping three 5 ton compactors and two 2 ton compactors for emergency.

Dr. Tariq, PD, LIP added a few new points; he asked to ensure washing facility as well as washing of all compacter after each day's use. At this point CWMO instructed to have the work shop operational for cleaning the vehicles. He also asked to set-up a system to inspect the vehicles every month after which the respective CIs will issue a clearance certificate. Based on the issued certificate fuel will be sanctioned.

Regarding the trip and quantity of waste Dr. Tariq suggested that until the weighbridge is operated in Amin Bazar, the Ansar on duty there can keep a record of how many waste carrying vehicles are arriving, as well as their arrival times.

Mr. Zia, Program Officer, JICA suggested, as containers are being replaced by compactors, illegal dumping may increase at the vacant spots. To avoid this, the community awareness and PCSP service must be taken care of more intensively and continuously.

Mr. Mahboub then explained the schedule for the introduction of the 4th batch of compactors as shown below;

4th batch of the compactor allocation						
SN	Collection Starting date	Trip 1 (about 1:00pm)			Trip 2 (about 5:00pm)	
		Cap-acity	Area	Ward	Area	Ward
1	6- Oct	5 ton	Green Road (Dhanmondi 7 Rd)	50	Green Road (Dhanmondi 7 Rd)	50
2	5 - Oct	5 ton	Ring Road Adabor	43 & 45	Ring Road Adabor	43 & 45

4th batch of the compactor allocation						
SN	Collection Starting date	Trip 1 (about 1:00pm)			Trip 2 (about 5:00pm)	
		Cap-acity	Area	Ward	Area	Ward
3		2 ton	Ring Road Adabor	43	Ring Road Adabor	43
4	7- Oct	2 ton	Poribag	57	Segunbagicha Apartments (beside Aftab)	56

CWMO requested to consider Wards # 59 and 72 for allocation of compactors in the future. He further instructed to have discussions with him before finalizing compacter allocation at Ring road.

Finally CWMO instructed that planning for the 5 Tata compactors should also be started.

Mr. Akio Ishii made a brief presentation on the necessary preparations that precede the compacter introduction as well as monitoring operation after introduction.

a) Preparation for Compacter Introduction

- To hold community meeting
- To hold PCSP coordination meeting
- To print and distribute collection area leaflets
- To assign drivers and cleaners
- To designate collection points and collection time
- To instruct the cleaners on safety operation
- To set-up a sign board at the stations
- To provide uniform and safety gears to cleaners

b) Operation Monitoring and Adjustment

- To check the load weights (Information from Landfill.)
- To check that two trips are being made.
- To observe cleaners' loading work.
- To check that uniforms and safety gear are properly worn.
- To monitor PCSP activities (loading system)

c) Emergency reporting

- In case of Compacter trouble: report to Mr. Mahbub, Mr. Faruque, and JET
- In case of having a traffic accident: report to Add. CWMO, JET
- In case of CI's facing troubles: report to DCC, JET

CWMO instructed to establish a system for reporting and the CO will be the main person responsible for any emergency.

Mr. Ishii explained the future plan for Compactor allocation as follows;

- Compactor:
 - Oct. 5th, Wards 43 & 45, Oct. 6th Ward 50, Oct. 7th Wards 56 & 57
 - Oct. 12th Ward 19 (Guishan and Baridhara)
 - Oct. 19th Wards 6, 7 & 16
- Arm roll: 20 locations
- Container carrier: to exchange old ones by EGAP vehicles
- Containers reallocation.

3. Amin Bazar Landfill progress

Dr. Tariq, PD LIP made a brief presentation on Landfill progress.

PD mentioned that the frequency of LMU engineers' visits to Amin Bazar was not satisfactory. To solve this problem Dr. Tariq suggested establishing a reporting system.

CWMO and SE suggested arranging transport for the engineers to insure engineers' visits to the landfill.

4. WBA Activities

Mr. Mofizur Rahman Bhuyan, CO 7, member of WBA core group made a presentation on the progress of WBA since July 2010 and to date. In his detailed presentation he mentioned the roles and management of WBA core group; and also explained the progress and issues of the four WBA activities.

WBA 1

Progress

- Inauguration of ward office (Ward 50).
- Land Ownership approved by DCC for ward 29 SWM office construction.
- DCC discussed with JICA about the renovation of Ward 85 Office.
- All information of ward office locations are sent through note to zone office.

Issues

- WBA Core Group developed a form for reporting system which has not yet been finalized.

WBA 2

Progress

- COs and CIs are trying to instruct cleaners to follow Workers Manual. For example, regarding some special cleaning activities the cleaners follow the workers manual.
- Some WBA wards had already established Safety and Sanitation Committee and arrange regular meeting once in a month.
- CI and CO instruct cleaners to use safety gears properly and to manage the first aid box.

- Cleaners are trained on daily works according to the Worker's Manual, (taking attendance, work reports from cleaners, hand washing, reports of leaves, group works, supports of other cleaners, cleaning regularly, etc.)

Issues

- Safety gears are not available in all wards.
- No Zones / Wards submitted notes/proposals for safety gears / first aid box materials
- The need for a conducting a workshop on "Workers Manual" for cleaner's at the zone level.

WBA 3

Progress

- Successful Kickoff meetings were organized in Wards 40, 52, 22 and for the first time during this Project the kickoff meeting of Ward 33 was organized by using WMD's own initiatives & Community Budget.
- PCSP training for 18 WBA wards has been completed (2 days)
- PCSP workshops have been arranged for two circles (2 days).
- The new PCSP permission system was developed and introduced
- CUWG training was arranged in Wards 75, 76 and 84.
- Wards 36 and 69 had each established a new community unit.

Issues

- Kickoff meeting of Ward 39 was not arranged
- The Community Unit has not been expanded in most of the WBA wards.

WBA 4A

Progress

- Modern environment friendly waste collection vehicles (compactor) had been introduced in Wards 45, 33, 36, 22, 49, 05, 57, 53 and yesterday in Wards 63, 52, 12 and 02.
- Proper monitoring of compactor operation was ongoing by the concerned CI and CO.

Issues

- Compactor cannot arrive sometimes according to the scheduled time because of traffic jams.
- Station wise collection system had created some problems
- Loading of Arm roll is difficult due to its height, and after full loading the back door does not close properly.

5. Progress on M/P Revision

Mr. Syed Qudrat Ullah, SE, WMD explained in brief the progress of the Master Plan Revision. He informed that two task force meeting were held to date, and the M/P revision is progressing according to the task force suggestions. The Master Plan is being revised based on the Project experience, Ward Based Approach and WMD directives. The revisions to the original Master Plan programs include extension of the implementation time for some of them, modifications, as well as adding new programs.

- Regarding the source separation CWMO inquired on the end-use of the separated recyclable materials. After a brief discussion on this matter CWMO further added, that DCC would soon be having a meeting with the Vice Chancellor of Dhaka University to ask for a ward office space and applying source separation of recyclable materials. Experience that will be gathered from there could be applied to other areas of the city.
- Counterparts also added that if there were any new laws or rules relevant to SWM, these should be incorporated in the Revised Master Plan.
- A proposal was raised regarding recycling promotion through holding of Friday markets or Flea markets, where old goods are sold, and which are common in many countries.
- A new point was raised regarding Mini transfer stations, as the existing transfer stations are not properly planned which creates discomfort to the city dwellers. It was suggested that the designs should be improved. At present it was proposed that all mini transfer stations may be changed to ward offices, or two storied building could be constructed for mini transfer station and ward office.

6. Decision on Good Practices

Mr. Ko Takeuchi, JET, explained that a decision was required on the final selection of the Good Practices. He informed that eight Good Practices of Project Activities were to be selected for publication and dissemination to other cities. Five good practices had already been selected in the previous Project Team Meeting. Three more Good Practices were to be selected from the following five candidates;

- Developing tools and equipments for the improvement of the interface between primary and secondary collection by DCC
- Develop guidelines and permission procedure for PCSPs
- Develop cleaners manual and discussion through workshop
- Development of SWM at the Ward level as Ward-based Approaches
- Establishment of a Secretariat of members of the 6 city corporations to coordinate and implement SWM programs together

Candidate Good Practices were selected based on the following criteria:

- [Approach]: How much the approach of the practice is innovative compared to the situation before the Project started
- [Challenges]: How much the practice was challenging to introduce and implement
- [Sustainability]: How much the practice is sustainable in the long run after the Project terminates.

[Replicability]: How much the practice can be replicated in other cities of Bangladesh

The five good practices already selected were;

- Organizing CUWG and supports for their activities linked with improvement of secondary collection by DCC
- Introduction of fixed time station collection system for collection and transportation before introduction of compactors

- Improvement in operation and maintenance of final disposal
- Analysis of actual SWM cost structure
- Awareness raising of the citizens and other stakeholders by PR activities

CWMO instructed that the remaining three practices should be selected by circulating the long list to the WMD officers and obtaining their votes.

7. Project's Forthcoming Schedule

Mr. Riad, JET member showed the forthcoming schedule as follows.

	Major Activities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Compactors introduction								
2	Container carriers re-arrangement								
3	Kick off meetings (W40, 52, 22, 39, 33)								
4	CUWG training (13 wards)								
5	Culture events (●) and Commissioners WS (○)								
6	WBA Offices construction & renovation								
7	Matuail Leachate Treatment Improvement								
8	WBA 4B Implementation								
9	Clean Dhaka Week								
10	BSWMC (Secretariat, Conference)								
11	Project Finalization (DF/R, F/R, Seminar)								
12	Steering Committee Meetings								

8. WMD Staffing, Others

Regarding this point CWMO explained DCC is working on this matter, and will inform any update immediately.



(Captain B.K. Saha)
Chief Waste Management Officer
Dhaka City Corporation



(Mr. Mahmoud Riad)
Member
JICA Expert Team

25) Twenty-fifth Project Team Meeting

**Minute of the twenty-fifth Project Team Meeting between JICA Expert Team and
DCC Counterpart Personnel**

Meeting Name	Twenty fifth Project Team Meeting
Date and Time	29 th November, 2010 11.30-02.00
Venue	Conference room of WMD,DCC
Attendant	1. Captain B.K Saha, Chief Waste Management Officer 2. Mr. Syed Qudrat Ullah, Superintendent Engineer, WMD 3. Mr. Abul Hasnat Md. Ashraful Alam, Executive Engineer, WMD, (In charge) 4. A H M Abdullah Harun, Assistant Engineer, WMD, (In charge) 5. Md. Mahaboob Alam, Assistant Engineer, WMD 6. Mr. Monoranjan Saha, Assistant Engineer, WMD 7. Mr. Mizanur Rahman, Budget Officer, WMD, (In charge) 8. Mr. Mofizur Rahman Bhuiyan, CO - 7, DCC 9. Md. Monowar Hossain, CO 10, DCC 10. Md. Asgar, CO 1, DCC 11. Md. Nurul Hossain Khan, CO 4, DCC 12. Md. Shofikul Islam, CI-33, WMO (Community), WMD, (In charge) 13. Md. Aminur Rahman Biswas, CI-45 (WBA Core Group member) 14. Mr. Abdul Motalib, CI 36, DCC 15. Mr. Bikash Chandra Das, CI 84, DCC 16. Md. Shah Kamal, CI 63, DCC 17. Mr. Masanobu Kashimura, JICA Bangladesh Office 18. Mr. Ziaul Islam, JICA Bangladesh Office 19. Mr. Naoki Hara, JET 20. Mr. Mahmoud Riad, JET 21. Mr. Noboru Osakabe, JET 22. Mr. Masahiro Saito, JET 23. Mr. Ko Takeuchi, JET 24. Ms. Naoko Kubota, JQCV 25. Md. Mostafizur Rahman, JICA Expert Team 26. Ms. Rifat Ahmad, JICA Expert Team, P.C. 27. Md. Shoriful Alam Mondal, JICA Expert Team 28. Mr. Pallab Debnath, JICA Expert Team 29. Mr. Shahinur Rahman, JICA Expert Team
Agenda	1. Former PTM – Issues resolved 2. Compactors Introduction Progress 3. Sanitary Landfill Progress 4. WBA Activities Progress 5. Output 5 Progress 6. M/P Revision Progress 7. Project's Forthcoming Schedule 8. WMD Staffing, Others
Material	1. Agenda 2. Presentation material

Discussion and Decision:

Welcoming all the members present, Mr. Qudrat ullah, SE, WMD, DCC started the meeting on behalf of CWMO.

1. Former Project Team Meeting

- At the beginning discussion was made regarding issues raised in the previous project team meeting.

Compacter introduction related issues

- To ensure the efficient service of compacter, each trip's waste amount should be checked every day.
- On the previous PTM, washing facility of grant aid compactors has given emphasizes. On that regard Mr. Harun agrees that due to some lacking at present DCC is not providing the cleaning service properly. He mentioned in Matualli Landfill site up to 8:00pm washing facility is provided. But waste collection vehicles needs washing facility all over the night. He suggested that appoint cleaners for this job might solve the problem. He mentioned a temporary washing support has been established in Zone 7 and 8. He added though in Amin Bazar washing facility has been established due no electric connection service cannot provide. Mr. Hasnat asked to use generator for washing. He also ensured additional fuel will be given for this.
- On the previous PTM, SE asked to put a serial number on the removed container. In response to that, Mr. Hasnat said Mechanical department is keeping record of the removed containers. But Mr. Qudrat Ullah insisted to give a separate number and request to mechanical department.
- Compactors arrival at scheduled time at some location sometimes difficult due to heavy traffic jam. But CWMO asked all CO's, CI's to ensure compactor's first trip on time.
- So far no complains or serious problem were found in the places of removed container.
- Two 5 ton Tata compacter is also starting operation at ward 19 in two different stations.
- DCC confirmed that future compacter allocation in ward 52 is complete, and ward 72 is ongoing.

Amin Bazar landfill related issues

- On the last PTM, CWMO and SE suggested arranging transport for the engineers to increase engineers' visit at Amin Bazar Landfill. In response to that, DCC informed that due to lack of transport DCC will not arrange any transportation to visit Amin Bazar Landfill.

WBA related issues

- Draft of WBA reporting form is prepared but not finalized yet.
- All the DCC members agrees that safety gears are very useful for the cleaners, but it should be distributed at least twice in a year. SE suggested developing a mechanism to build awareness among all cleaner to use the safety gear.
- Regarding cleaner's manual workshop DCC suggested conducting workshop for two or three wards of each zone.

2. Compactors Introduction Progress

In the presentation upcoming plans for compactor and arm rolls were shown. Also following achievement were made.

- Oil and lubricants for the EGAP vehicles are already prepared.
- Regular servicing of vehicles is under operation by WMD.
- Compactors were checked by the NAVANA engineers.
- During Eid-ul-Adha seven arm rolls are used as a support for three days.
- Those wards with compactors were cleaned very quickly.

Issues of EGAP vehicles

- New truck cleaners have not been appointed yet; as a result ward cleaners load waste on the vehicle. But drivers are not satisfied by their service.
- To wash the vehicle drivers need assistance from cleaners.
- To drive through crowded area driver needs some assistance.

Upcoming challenges

- Introduction of the CNG vehicles.
- Parking of the vehicles with proper shed and security.
- Regular washing of the vehicles.

Issues

- At some places, bins or mat are not using only following the traditional system.
- To improve the environment it is very important to follow the system.

3. Sanitary Landfill progress

- Mr. Harun described following things regarding Landfill progress.

Construction work at Matuail.

- Two dumping platforms have been constructed utilizing the 2009/10 O&M budget. One platform is under use for last 4 months. Another platform will be used in the next rainy season.
- 110 meter RCC access road has been constructed.
- A total of 160 meter temporary road has been constructed to access the platforms.
- Additional office for the landfill staffs has been constructed with the facility of storage, prayer room and waiting rooms.
- Final soil cover has been installed in northern and southern part of landfill where dumping operation has been completed.
- Regular maintenance of gas vent pipe, leachate pipe is ongoing.

- Construction work of the Intermediate leachate treatment facility financed by JICA is ongoing. RCC work of the reed bed pond and trickling filter has been completed. Pipe network has almost been installed. Construction work will be completed by 10th December, 2010.

Landfill operation at Matuail LF:

- Landfill operation is ongoing smoothly.
- LMU has successfully managed the dumping of Eid-ul-Adha waste. About 12000ton waste came to the site during the festival.
- Car washing is done in two shifts, morning & afternoon. More manpower required to run the car washing facility during night time.
- There was huge fire hazard at the extension block last week. LMU staffs worked day and night for three days to extinguish the fire. Fire hazard is common during the winter season. Procurement process of six fire extinguisher from the revenue budget. Procurement of one mobile fire fighting equipment under the Amin Bazar LF project is at final stage. Facilities will be available at Matuail by next month.

Construction work at Amin Bazar LF:

- Out of total seven packages of the construction works 5 packages have been completed. Construction work of rest two packages is ongoing and expected to be finished by June 2011.
- Completed construction works are control building, garage, carwash pool, security barrack, sub-station building including installation of the generator and transformer, carwash pool, weighbridge, 4 dumping platforms.
- Flood light installation, electricity connection is required.
- Out of two leachate treatment ponds, one has been completed
- About 400 meter RCC road has been constructed.

Pending works:

- Electricity connection, installation of leachate collection pipes and gas vent pipes, construction of surface drains, about 400 meter RCC road is to be constructed.
- Weighbridge has been installed and test run has been done. At present waiting for the electricity connection to run the weighbridge. Temporarily 2 persons have been engaged to run the weighbridge on test basis. Immediate allocation of the manpower is required.

Landfill operation at Aminbazar LF:

- Landfill operation is ongoing smoothly.
- Eid-ul-Adha waste has successfully been managed.
- Manpower allocation is immediately required to start the sanitary landfill operation.
- ☐ Regarding the fire hazard at the extension block CWMO complained that he was not informed the situation on time. So that he asked, any occurrence happens in Landfill, LMU must inform CWMO immediately. He also mentioned another incident, a dead body found in the surround pond of the Matuail landfill, he came to know from the news paper.

4. WBA Activities

- Mr. Mofizur Rahman Bhuyan, CO 7, member of WBA core group made presentation on progress of WBA since September till the date. On his detail presentation he mentioned role and management of WBA core group. He explained progress and issues of four components of WBA activities.

WBA 1

Progress

- Twelve ward offices are functioning well
- Reporting format is under development and finalization. It will be finished on the next core group meeting at 12 PM, 2 Dec 2010

Issue

- Record keeping practice has not been found common.
- Ward 69 CI has been transferred. CO is also new should know more about the functions and record keeping

WBA 2

Progress

- Each zone is sending budget request for safety gear.

Issue

- All Zones did not submit WBA 2 cost budgets or demand as note.
- Apron shall be included in the WBA 2 items.

WBA 3

Progress

- All kickoff meetings have done.
- CUWG organized in ward 33, 22, 40, 39.

- CUWG training has done in ward 22 and 33.
- CUWG training have done in previous WBA wards 36, 75, 76, 84, in the expanded community units.
- CUWG training will be held on 18th of December for ward 39, 40, 45.
- CAP preparation has done and partly implemented in ward 33, 22, 36.

Issue

- CUWG have not organized in 52.
- 5, 45, 50 (old), 52, 53, 63 WBA wards CUWG training have scheduled yet.
- CAPs have not formulated in the above wards as well.

WBA 4A

Progress

- Monitoring of arm roll and compactor operation is well conducted.

Issue

- Timing of compactor arrivals fluctuates.
- Loading of arm roll is difficult due its height. After full loading back shutter/door cannot be closed properly.

5. Output 5 Progress

- Mr. Mizanur Rahman, Budget Officer WMD briefly described progress of Financial Management Group.
- On his discussion he explained the newly introduced bottom up budget approach of WMD. From his presentation JET noticed difference in the amount of WMD budget request and finally approved budget. Jet suggested a close cooperation among the zone offices and WMD Head quarters.
- Jet also suggested for annual action plan wise budget cost planning and executing.
- SE asked to arrange meeting regularly for proper allocation of community budget.

6. Progress on M/P Revision

Regarding M/P revision following points was discussed.

- JET recommended on the feasibility study for Echo Park at Matuail LF site.
- JET also proposed for Master Plan 2 since end of 2013

7. Project's Forthcoming Schedule

JET explained that BSWM secretariat conference, clean Dhaka week, Steering committee Meeting will be held on January. Also CUWG meeting will be held. CWMO asked to change the venue of TOT.

8. WMD Staffing, Others

- ☐ Regarding stuffing to WMD, CWMO informed around one thousand application received for the post offered for cleaner and drivers. On 2nd December 2010 a meeting will be held on this matter.
- ☐ CWMO added, a letter had sent to ministry of Establishment through Local Government ministry for the clearance of the vacant posts.
- ☐ CWMO asked JICA representative to send a letter to DCC regarding the remaining vehicles for functioning.



(Captain B.K Saha)
Chief Waste Management Officer
Dhaka City Corporation



(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

26) Twenty-sixth Project Team Meeting

**Minute of the Twenty sixth Project Team Meeting between JICA Expert Team and DCC
Counterpart Personnel**

Meeting Name	Twenty sixth Project Team Meeting
Date and Time	21 st December, 2010 12.00 pm
Venue	Conference room of WMD, DCC
Attendant	1. Mr. Dewan Mohammad Shah Alam, Add CWMO, WMD 2. Dr. Tariq Bin Yousuf, PD, LIP 3. Abul Hasnat Md. Asraful Alam, Executive Engineer, WMD, (In charge) 4. A H M Abdullah Harun, Assistant Engineer, WMD, (In charge) 5. Md. Mahaboob Alam, Assistant Engineer, WMD 6. Mr. Mizanur Rahman, Budget Officer, WMD, (In charge) 7. Md. Anisul Haque, CO 7 & 8, DCC 8. Mr. Naoki Hara, JET 9. Mr. Noburo Osakabe, JET 10. Mr. Ko Takeuchi, JET 11. Md. Mostafizur Rahman, JET 12. Ms. Rifat Ahmad, JET 13. Mr. Pallab Dabnath, JET
Agenda	1. Draft Project Completion Report
Material	Presentation material

Discussion and Decision:

Welcoming all the members present, Mr. Naoki Hara, JET started the meeting. On his brief discussion he presents the table of Contents of Draft Project Completion Report and recommendations for future Solid Waste Management to DCC, JICA, Central Government and other donor agencies, NGOs, and lessons learned from other projects mainly for other technical cooperation projects.

➤ At the beginning discussion was made regarding recommendations to DCC. JET presents twelve recommendations to DCC, which are;

- 1) WBA Activities
- 2) Development of WMD
- 3) Capacity Development of WMD Staff
- 4) Annual Activity Plan And Budget Proposal
- 5) Public Awareness Raising
- 6) Formulation of Clean Dhaka Master Plan II
- 7) Support to Primary Collection Service Providers
- 8) Improvement in Vehicle Deployment and Maintenance
- 9) Development of New Landfill
- 10) Operation of Sanitary Landfill
- 11) Enhance Cost Analysis
- 12) Bottom-up-budgeting

From the above points following discussion were made.

- Regarding weigh bridge operation Dr. Tariq noticed in near future due to fly over construction waste caring vehicle trips at Matuail might reduce.
- About staffing to WMD JET emphasizes on recruiting Budget Officer. Mr. Hasnat mentioned that responsibility of Budget Officer is mainly to compile the data and accumulate the cost. WMD budget will be prepared by the budget committee mainly. This position for Budget officer has option to apply for the position of ACWMO; recruitment for this position will not be so difficult.
- Concerning construction of garage Dr. Tariq suggested that DCC might expand area in future, as a result land for garage could be found easily.

- Concerning capacity development, DCC have budget for training program. Dr. Tariq suggested making some recommendations regarding few specific training that JET has given to the WMD staffs. He strongly recommends giving Health and Safety Training to all CO and CIs. Also he suggested having provision for internship to DCC. In this regard Dr. Tariq suggested ACWMO (planning) can organize all the training to the staffs.
- Regarding formulation of Clean Dhaka master Plan II, Dr. Tariq suggested justifying the necessity of Master Plan II on the revised Master Plan. Also he asked to consider Government's Vision 2021 while preparing Revised Master Plan.
- About operation of Sanitary Landfill, Dr. Tariq noticed two alarming thing in both the landfills. His strong recommendation is permanent staffing of Site Manager at Amin Bazar landfill to stop the illegal dumping. He also informed Court asked BUET to assess how much damage happened due to waste dumping in Amin Bazar Landfill site. He also asked to consider the water level at Matuail surround areas. Because incase heavy rain fall extension part of Matuail could be flooded.

➤ JET has proposed six recommendations to the central government, NGOs and other organization.

- 1) Decentralize Operational Functions to City Corporation and Municipals.
- Department of environment has Implemented different climate change projects in different city corporation and municipality
- 2) Enhancement of regulatory Capacity.
 - 3) Developing land fill guidelines
- On this regard Dr. Tariq informed that, DCC has submitted a plan for Waste Management Rules three months ago to DOE.
- 4) Institutional and Hazardous Waste
- At this point Mr. Hasnat commented Environmental Monitoring Policy must cover different types of hazardous waste.
- 5) Development of SWM Network among City Corporation in cooperation with DCC by LGD.
 - 6) Participation in Awareness Raising Activities.

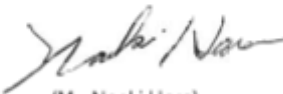
Also two recommendations is proposed to JICA and Other Donors

- 1) Extension of the project.
- 2) Assistance landfill development and vehicle provision

At the end JET presented lessons learned for planning and implementation of other projects.

- Effective implementation of Technical Cooperation Project with Parallel Physical Supports
- Learning by Doing with Provision of Facilities, Equipment and Materials
- Careful Preparatory Study and Flexible Budgeting and Materials
- Providing Opportunity of Presentation to Encourage Counterpart Participation at initial Stage
- Rising Prides of Counterpart Staff
- Difficulty of Project Implementation with Organizational Assumption
- Networking for Sharing Experiences among Municipalities


✓
(Captain B.K. Saha)
Chief Waste Management Officer
Dhaka City Corporation


(Mr. Naoki Hara)
Chief Advisor
JICA Expert Team

4-3) Others

1) Minutes of Meetings on Inception Report and the Annual Plans of Activities of the Project for Strengthening of Solid Waste Management in Dhaka City of Bangladesh

**MINUTES OF MEETINGS
ON
INCEPTION REPORT AND
THE ANNUAL PLANS OF ACTIVITIES FOR
THE NEXT FINANCIAL YEARS OF
THE PROJECT FOR STRENGTHENING OF SOLID WASTE
MANAGEMENT IN DHAKA CITY OF BANGLADESH**

Dhaka, June 4, 2007

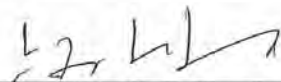


Mr. Saifuddin Ahmed
Chief Executive Officer
Dhaka City Corporation



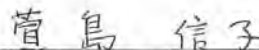
Mr. Naoki Hara
Chief Advisor for the Project

Witnessed by:



Commander M. R. Chowdhury
Chief Conservancy Officer,
Dhaka City Corporation

Witnessed by:



Ms. Nobuko Suzuki Kayashima
Resident Representative
JICA Bangladesh Office

Japan International Cooperation Agency (JICA) and Dhaka City Corporation (DCC) conducted a development study for formulation and preparation for implementation of the Master Plan on Solid Waste Management in Dhaka City (Clean Dhaka Master Plan) during the period from November 2003 to March 2006. For the implementation of Clean Dhaka Master Plan, DCC has requested another technical cooperation project through Local Government and Rural Development Division (LGRD) of the Ministry of Local Government, Rural Development Division and Cooperatives and Economic Relations Division (ERD) of the Ministry of Finance to the Government of Japan.

Upon the request, JICA conducted a preparatory study in October 2006, and a Minutes of Meetings (M/M) on the Project for Strengthening of Solid Waste Management in Dhaka City (Project) were signed by Bangladesh and Japanese sides. Record of Discussions (R/D) on the Project was concluded among the two sides in December 2006. Based upon the official agreement, JICA dispatched an Expert Team, headed by Mr. Naoki Hara, to Dhaka, Bangladesh to commence the Project for Strengthening of Solid Waste Management in Dhaka City on 24th February, 2007.

DCC counterpart and the JICA Expert Team have started the discussion on the draft Inception Report (IC/R) of the Project, which was prepared based upon the agreed R/D and M/M soon after the arrival of the Team. The discussions on Project Design Matrix were actively made among the Project Team, comprised of DCC Counterpart Team and JICA Expert Team in workshops held in middle of April.

In the First Steering Committee Meeting held on 3rd May 2007, Chief Advisor of JICA Expert Team explained on technical policies and activities modified and added through the PDM Workshop held in middle April 2007 and subsequent group meetings. In the Second Steering Committee Meeting held in 30th May 2007, Minutes of the First Steering Committee Meeting was confirmed. Then, Project Manager (Chief Conservancy Officer, DCC) made presentation on policies for Project implementation and Chief Advisor of JICA Expert Team explained outlines on the activities to be implemented in the Project as well as Project Design Matrix (PDM), Plan of Operation and Annual Plans of Activities.

Through the numbers of discussion among the concerned people including the First and Second Steering Committee meetings the followings were confirmed and/or agreed:

1. Establishment of the Waste Management Department

DCC expressed the intention to make utmost continuous efforts in order to get early approval of the central government on the establishment of the Waste Management Department. Japanese side appreciated that DCC made an internal arrangement to allocate some counterparts as fulltime staff of the Project, and again emphasized that the establishment of the Department is essentially important to conduct the solid waste management work of DCC and the one of premises of the Project implementation.

2. Approval of IC/R and Annual Activity Plan for the Next Financial Year

IC/R and Annual Plans of Activities for 2007/08 were prepared through the active participation and strong commitment by DCC counterpart and approved by the Steering Committee on 30th May. The Project Team would start the activities as described in IC/R and Annual Activity Plans after the approval.

3. DCC's Initiative for Implementation of Additional Activities

Through the participatory discussion the Project Design Matrix (PDM) had been discussed among the Project Team and some revisions were made. Japanese side appreciated the high motivation of DCC Counterparts for adding the activities. However, since inputs from Japanese side were planned based on the Project framework described in the R/D, it is expected that especially for the additional activities should be implemented with the strong initiative of DCC, including the allocation of man power and operation budget. Close consultation will be made between the both sides to decide inputs agreed upon on these points.

4. Possibility of Future Modification of PDM

The both sides shared the recognition that PDM may be modified when necessary, and confirmed that activities in the PDM can be revised, while outputs will have to be fixed and perused for the Project period.



Attendants List

1. Bangladeshi side:

Name	Designation
Mr. Saifuddin Ahmed	Chief Executive Officer, DCC
Dr. M. Jahirul Islam	Deputy Chief, Ministry of LGRD & C Bangladesh Secretariat, Dhaka
Dr. Ashraf Ali	Associate Professor, BUET
Col(Dr) Md. Azizul Hoque	Chief Health Officer, DCC
Commander M. R. Chowdhury	Chief Conservancy Officer, DCC
Md. Sharfuddin Khan Jilani	Chief Revenue Officer, DCC
B. M. Enamul Hoque	General Manager (Transport), DCC
Dr. Engr. Tariq Bin Yousuf	Project Director, Landfill Improvement Project, DCC

2. Japanese Side:

Name	Designation
Ms. Akiko Bushimata	Deputy Resident Representative
Mr. Naoki Hara	Chief Advisor
Ms. Tamachi Yamouchi	Team Member
Ms. Airi Toguchi	JOCV
Mr. Ryasuke Hayashi	JOCV



2) Minutes of Meetings

**MINUTES OF MEETINGS ON THE DISCUSSIONS BETWEEN
DHAKA CITY CORPORATION AND
JICA EXPERT TEAM FOR
THE PROJECT FOR STRENGTHENING OF SOLID WASTE MANAGEMENT
IN DHAKA CITY OF BANGLADESH**

Based upon the official agreement made between the Government of People's Republic of Bangladesh and Japan International Cooperation Agency (JICA) in Dhaka on 11th December, 2006, JICA dispatched the Expert Team, headed by Mr. Naoki Hara, to Dhaka City, Bangladesh to implement a technical cooperation project titled "the Project for Strengthening of Solid Waste Management in Dhaka City" (hereafter referred to as "the Project") on 24th February, 2007.

JICA Advisory Committee, headed by Dr. Mitsuo Yoshida, has visited Dhaka and observed various activities of the Project during the period since 10th February, which will be concluded on 23rd February, 2008. In the presence of the Advisory Committee, JICA Expert Team made a series of discussions with the officials concerned of Dhaka City Corporation (DCC); Mr. Md. Alauddin, Chief Executive Officer, Commander M. R. Chowdhury, Project Manager and Chief Conservancy Officer and other Counterparts of DCC.

Through these discussions, the following points were agreed to jointly follow:

1. Establishment of Waste Management Department (WMD)

DCC confirmed that the Ministry of Local Government, Rural Development and Co-operative had endorsed the proposal of establishment of WMD on February 12, 2008, which has been forwarded to the Ministry of Establishment for final approval. The proposal is expected to be approved by the Government of Bangladesh by end of March 2008. Within one week after the approval, relevant staff of DCC will be placed to WMD. DCC also assures that the functioning of WMD will be confirmed by accelerating preparation of its establishment, such as staff nomination, budget and asset transfer and orientation for the staff and workers assigned to WMD. Even before getting the formal approval, DCC may temporally allocate staff and supplementary budget for WMD until the start from the next financial year in July 2008.

The Japanese side strongly recommended that members of the DCC Counterpart Team be considered for positions of WMD in order to benefit from their experiences gained in the Project.

The Japanese side mentioned that the inputs of the Project to be provided by JICA in the third Japanese fiscal year 2008/09 will be further discussed according to the proposed time of approval of WMD by the Government of Bangladesh and progress of the preparation for the establishment by DCC.

2. Strengthening of Co-ordination among the Groups

The Japanese side pointed out the importance of coordination among the five Groups of the Project for smooth implementation of the Project. DCC explained that they will newly assign a coordinator to enhance the co-ordination among the five Groups. The Japanese side appreciated the assignment.

3. Strengthening of the Set-up of the Groups

Both Japanese and DCC sides agreed to strengthen the set-up of the Groups as follows:

- 1) Management and Co-ordination Group: The Japanese side pointed out that all of the members of the Management and Coordination Group are busy with their ordinary jobs in addition to activities of the Project. DCC proposed enhancement of co-ordination among the five Groups and increase the number of the members for the Group.
- 2) Community Solid Waste Management Group: Since most of the group members are participating Project activities on part-timed basis, it is essential for the supervisor of the Conservancy Inspectors to understand and make necessary arrangements for their active and regular participation to the Project activities.
- 3) Collection and Transportation Group: Full-time personnel should be assigned. Conservancy Inspectors, who are taking important role in pilot projects, should also be included in the Group.
- 4) Final Disposal Group: Additional assignment of dumping platform instructors and reception and control staff has to be made immediately for proper operation of Matuail landfill site.
- 5) Financial Management Group: For the moment, the personnel are appropriately assigned and implementing the activities. To develop strategies for revenue increase through the Project activities, involvement from Revenue Department will be required.

Both sides also agreed that grouping should be flexible during implementation of the Project.

4. Budget for Implementation of the Project

Upon the inquiry by the Japanese side on carried-over budget of Matuail Landfill Improvement Project, DCC explained that it is requesting the Government of Bangladesh for inclusion of Tk. 15 crore in revised Annual Development Plan (ADP) of 2007/08. For operation and maintenance of Matuail landfill, DCC has allocated Tk. 2 crore to the Waste Management Division in 2007/08.

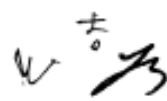
Japanese side also inquired about disbursement of the budget for promotion of community solid waste management (Tk. 50 lakh). DCC replied that DCC will identify budget requirement and assure its disbursement for smooth implementation of Project activities.

5. Pilot Project (PP)

Both DCC and Japanese sides appreciated the good start of the pilot projects in Ward 36 and Ward 76 (PP1: Provision of safety gears and workers' manual to improve working environment, PP2: Establishment of ward-level solid waste management offices and strengthening the function of ward offices, PP3: New collection and transportation system). Both sides agreed that PPs should be continued and expanded to other wards based on the results of the PPs.

6. Evaluation of Improvement of Matuail Landfill

The Advisory Committee found a remarkable progress of the final disposal at the Matuail landfill site. Based on the observation, the landfill facilities and their management are identified as closely approaching the level of "sanitary landfill", which has been improved significantly in comparison with previous disposal as open dumping. The Japanese side appreciates the efforts of DCC with regard to the improvement of the landfill site and expects continuous efforts for its



operation and management.

7. Enhancement of Public Relations (PR)

DCC emphasized the importance of awareness raising on solid waste management among the relevant stakeholders. DCC explained their activities on PR implemented in the Project so far, such as placing billboards, developing a project website and distributing newsletters. Both DCC and Japanese sides agreed the necessity for the wide publicity of Project activities.

8. Revision of the Clean Dhaka Master Plan

Due to the growing public awareness on the living environment of Dhaka, both DCC and Japanese sides recognized the necessity to review and revise the Clean Dhaka Master Plan formulated in 2005. Both sides agreed that during the review and revision, comprehensive consideration from social, economic, technical, institutional and other points of view should be taken as done in the formulation of the Master Plan.

Dhaka, February 20, 2008



Commander M. R. Chowdhury
Project Manager, Chief Conservancy Officer,
Dhaka City Corporation



Mr. Naoki Hara
Chief Advisor of JICA Expert Team
for the Project



Ms. Nasreen Akhter Chowdhury
Deputy Secretary,
Economic Relations Division (ERD)
Ministry of Finance



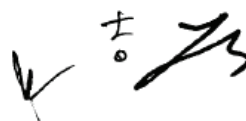
Dr. Mitsuo Yoshida
Chairman,
JICA Advisory Committee



Ms. Mahmuda Sharmila Benu
Deputy Secretary,
Local Government Division (LGD),
Ministry of Local Government, Rural
Development and Co-operatives



Mr. Md. Maududdin
Project Chief, Chief Executive Officer,
Dhaka City Corporation



Appendix 5 List of Products

Manuals, Reports and Programs of WBA	
1	Ward office opening program (WBA-1)
2	Cleaners workshop program outline(WBA-2)
3	Kickoff meeting program outline(WBA-3)
4	CUWG training(WBA-3)
5	WBA training(WBA1-4)
6	Program outline of Inaugural Ceremony of Compactor Collection(WBA4)
7	WBA Booklet (Bengali)
8	WBA Booklet (English)
9	Kickoff Meeting Booklet
10	CUWG Training Module
11	DVD on WBA Activities
12	Ward-based SWM Guideline
13	PCSP Training Module
14	Cleaners Working Manual
15	Leaflets for Compactor Introduction(20)
16	Selected Photos (Project Pictures)
Manuals, Reports and Programs of Output 1 Activities	
1	Directives of Waste Management Department
2	DVD on Project Activities
3	Revised Master Plan
4	2nd Bangladesh SWM Conference Proceedings
5	3rd Bangladesh SWM Conference Proceedings
6	Newsletters (1st to 14th)
7	Clean Dhaka Ward Contest Report (2nd JFY)
8	Clean Dhaka Ward Contest Report (3rd JFY)
9	Clean Dhaka Week 2010 Report
10	Newspaper Article Clips
11	Record of Media Coverage
12	Good Practices Booklet
13	Public Awareness Raising Guideline
Manuals, Reports and Programs of Output 2 Activities	
1	TOT Training program outline
2	PCSP Training program outline
3	PCSP workshop program outline
4	PRA training program outline
5	Commissioners Seminar program outline
6	PCSP Permission and Monitoring Forms
Manuals, Reports and Programs of Output 3 Activities	
1	Safety Operation Manual for Compactor
2	Municipal Waste Collection and Transport: Technical Guideline(Draft)
Manuals, Reports and Programs of Output 4 Activities	
1	Landfill Operation Manual
2	DVD on Fukuoka Method_Bangla
3	DVD on Fukuoka Method_English
4	Technical Guidelines for Sanitary Landfill(Draft)
5	DVD on Landfill Operation
6	Landfill Operation Manual (Pocket Size)
7	Refuse and Daily Life in Japan During 1960
8	Leaflet of Landfill Site Opening
9	DVD on Refuse and Daily Life in Japan During 1960

