

## 事業事前評価表

国際協力機構 地球環境部 環境管理グループ

### 1. 案件名 (国名)

国名：大洋州地域 9 カ国 (パラオ、ミクロネシア連邦(FSM)、マーシャル諸島(RMI)、パプアニューギニア(PNG)、ソロモン、バヌアツ、フィジー、トンガ、サモア)

案件名：(和名) 大洋州地域廃棄物管理改善支援プロジェクト フェーズ 3

(英名) Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)

### 2. 事業の背景と必要性

(1) 当該国及び大洋州地域における廃棄物管理分野の現状・課題及び本事業の位置付け  
太平洋島嶼国における廃棄物管理は、その国土の遠隔性・隔絶性・狭小性といった地理的条件や伝統的な土地所有制度等の社会的背景から適切な廃棄物処理が困難な上、急速な生活様式の近代化等に起因する廃棄物の多種・大量化が顕著となっており、太平洋島嶼国に共通する大きな課題のひとつとなっている。

これに対して、地域国際機関である太平洋地域環境計画事務局 (以下、SPREP) は、効率的な廃棄物管理の支援には大洋州地域横断的なアプローチが必要との認識から、SPREP 加盟国間の協議のもと、2005 年に大洋州地域の廃棄物管理戦略 (2005-2015) を策定、さらに 2009 年にはこれを改訂し、9 つの優先課題を掲げた大洋州地域廃棄物管理戦略 (2010-2015) を策定した。その後、これをさらに更新した大洋州地域廃棄物・汚染管理戦略 (以下、Cleaner Pacific 2025) を策定し、加盟国の廃棄物管理の取り組みを支援している。

JICA は、2000 年の SPREP への個別専門家派遣を皮切りに、サモアを拠点とした広域協力やパラオ・バヌアツ・フィジーにおける二国間技術協力プロジェクト等を通じて、大洋州地域における固形廃棄物管理を支援してきた。2011 年～2016 年まで、大洋州 11 カ国を対象とした広域案件である「大洋州地域廃棄物管理改善支援プロジェクト」(以下、「J-PRISM」) を実施し、SPREP とパートナーを組み、大洋州地域廃棄物管理戦略 (2010～2015) のもと、地域内 (相互) 協力を重視したアプローチにより、対象国の固形廃棄物管理にかかる人材と制度の基盤強化を目的とした事業を実施した。加えて、JICA の支援を通じ、大洋州地域における廃棄物管理に関する課題解決のプラットフォームとして「地域廃棄物管理円卓会議 (Clean Pacific Roundtable: CPRT)」が 2016 年 9 月に開催された。CPRT は各国政府代表者、ドナー、国際機関、NGO、民間事業者ら廃棄物管理・汚染対策に携わる関係者が 2 年に一度集まり、廃棄物管理・汚染対策に関する情報や知見の共有を行うものであり、こうした活動により、J-PRISM の根幹理念である地域協働のコンセプトを元に、大洋州地域での持続的な廃棄物管理支援体制構築の実現を目指している。また、各国レベルにおいては、各国の課題や支援ニーズに応じた支援を通じて、収集・運搬、最終処分など廃棄物管理の特定分野の能力向上やローカル専門家の育成等の成果が見られた。

その後、2017年～2023年まで、大洋州9カ国を対象とし「大洋州地域廃棄物管理改善支援プロジェクトフェーズ2（以下、J-PRISM2）」を実施し、J-PRISMに引き続き廃棄物管理分野での支援を継続した。J-PRISM2では、Cleaner Pacific 2025に沿って、大洋州地域の持続可能な廃棄物管理に係る人材・組織・制度的な基礎やモニタリング体制が整備されるよう支援を行った。具体的には、「3R+リターン」のコンセプトのもと島内の最終処分量を最小化するために、飲料容器デポジット制度（CDL）の導入やマーケットコンポスト等による資源回収・リサイクルを促進した他、ごみ袋有料化などの経済的手法の導入による財政面の強化を図った。人材育成面では、各国の廃棄物管理行政の担当者や民間のリサイクル業者等を対象に、ごみ処理の制度や地域での3Rの取り組みを学ぶ研修を大洋州地域内で実施した。このほか、頻発するサイクロンや津波、洪水などの自然災害時に発生する災害ごみの適正な処理のため、日本の知見を用いた災害廃棄物対策ガイドラインの策定や、ごみ撤去作業のための資機材の供与等を通じて、迅速な復旧復興のための支援も行われた。

以上のように、J-PRISMでは、地域の対象国11か国に対し廃棄物収集・運搬に携わる組織・人材育成や各国処分場改善の支援を実施し、その後のJ-PRISM2では、対象国9か国に廃棄物管理計画の策定や各国廃棄物管理体制の強化の支援を行うとともに、3Rの推進に向け各国での資源回収・リサイクルの促進支援等を行った。「大洋州地域廃棄物管理改善支援プロジェクトフェーズ3（以下、J-PRISM3）」では、これまでの国ごとの支援に加え、大洋州域内廃棄物管理能力の構築を目指し、廃棄物管理能力が脆弱な国へのさらなる支援と、大洋州地域内での将来的な循環型社会の構築を目指し、各国の事情に応じてリサイクルの促進、3R+リターン導入に向けた戦略の策定及びリサイクル協会の設立促進と能力強化を行う。

## （2） 廃棄物管理分野における我が国及び JICA の協力方針等と本事業の位置づけ

太平洋・島サミット（PALM）は1997年より日本と大洋州諸国との関係強化のために3年に一度開催されているが、2015年5月の第7回太平洋・島サミット（PALM7）の「福島・いわき宣言ー共に創る豊かな未来ー」、続く2018年のPALM8における首脳宣言においては、環境の持続可能な開発、管理、保全の重要性が再確認されており、各国首脳は、環境に配慮した廃棄物管理や3R政策の推進など、環境問題への包括的かつ統合的な取り組みへのコミットメントを表明した。また、J-PRISMに代表される廃棄物管理に関する日本の技術協力プロジェクトを通じて、大洋州島嶼国における固形廃棄物管理に関する地域イニシアティブの推進に貢献していることにも言及した。2021年に遠隔で実施されたPALM9においては、特に海洋環境という切り口から、海洋プラスチックごみによる汚染の削減を目指す「大阪ブルー・オーシャン・ビジョン」を達成するために、技術協力プロジェクトや機材供与を通じて、廃棄物・海洋プラスチックの処理能力を強化することや、アジア太平洋3R・循環経済推進フォーラム等を通じた、日本の廃棄物管理処理及びリサイクルに関する技術・ノウハウの展開を支援することが掲げられている。

また、日本の大洋州島嶼国各国に対する国別開発協力方針が2019年に更新され（PNG

を除く)、より統一された内容となった。支援の基本方針(大目標)は、「経済・社会分野への支援を通じた持続可能な経済発展及び生活水準の向上のための支援」もしくは「包括的な経済・社会開発とバランスの取れた国造り支援」であり、重点分野の1つは「環境」や「気候変動」に関連した内容となっている。

加えて本事業は、環境管理分野における課題別事業戦略(JICA グローバルアジェンダ)である「JICA クリーン・シティ・イニシアティブ」のクラスター「廃棄物管理の改善と循環型社会の実現」に沿っている。また、本事業は適正な廃棄物管理の推進を通じて、大洋州地域における衛生環境向上に資するものであり、SDGs ゴール 11「包摂的、安全、強靱で、持続可能な都市と人間住居の構築」、12「持続可能な消費と生産パターンの確保」及び 14「持続可能な開発のための、海洋と海洋資源の保全と持続可能な使用」に貢献すると考えられる。

### (3) 他の援助機関の対応

他ドナーによる主なプロジェクト/プログラムは下記の通り。

- ・ EU 支援による「廃棄物管理プログラム PacWastePlus (PWP)」
- ・ フランス開発庁 (AFD) の資金提供による「大洋州地域における持続可能な廃棄物対策 (SWAP)」
- ・ 地球環境ファシリティ (GEF) & 国連環境計画 (UNEP) が資金提供する「小島嶼開発途上国における持続可能な低・非化学物質開発の実施 (ISLANDS)」
- ・ 豪州政府の資金提供による「太平洋海洋投棄防止プロジェクト (POLP)」
- ・ 米国国際開発庁 (USAID) による Clean Cities, Blue Ocean (CCBO) プログラム

## 3. 事業概要

### (1) 事業目的

本事業は、大洋州地域において、J-PRISM2 までに実施された地域協力の取り組み等を踏まえ、各国の廃棄物管理に関する能力強化や地域内協力の体制の構築等を行うことにより、大洋州地域の自立的な廃棄物管理と「3R+リターン」メカニズムの強化を図り、もって循環型社会の構築に寄与するもの。

### (2) プロジェクトサイト/対象地域名 :

大洋州 9 カ国 (パラオ、ミクロネシア連邦(FSM)、マーシャル諸島(RMI)、パプアニューギニア(PNG)、ソロモン、バヌアツ、フィジー、トンガ、サモア)

### (3) 本事業の受益者 (ターゲットグループ)

直接受益者 : 大洋州 9 カ国の廃棄物管理所轄機関の職員/カウンターパート、その他廃棄物管理に係る関係機関/民間企業/NGO 等の職員

最終受益者 : 大洋州 9 カ国の住民

### (4) 総事業費 (日本側) : 約 12.5 億円

### (5) 事業実施期間

2023 年 6 月~2028 年 6 月を予定 (計 60 か月)

(6) 事業実施体制

太平洋地域環境計画事務局 (SPREP) 及び大洋州 9 カ国 (Pacific Island Countries, 以下、PICs) の廃棄物管理所轄機関

(7) 投入 (インプット)

1) 日本側

① 専門家派遣

- ・長期専門家 (総括 1 名、業務調整/広報 1 名) (プロジェクトオフィス)
- ・短期専門家 (廃棄物管理、3R+リターン他)

② 各種研修にかかる費用

③ 機材供与

2) SPREP 側

① コーディネーターの配置

② プロジェクト活動の実施に必要な予算の一部

3) 大洋州 9 カ国側

① カウンターパートの配置

② 専門家の執務環境の配備

③ プロジェクト活動の実施に必要な予算の一部

(8) 他事業、他援助機関等との連携・役割分担

1) 我が国の援助活動

廃棄物管理分野への日本の協力としては、2000 年の SPREP への個別専門家派遣を皮切りに、サモアを拠点とした広域協力やパラオ・バヌアツ・フィジーにおける二国間協力等を通じて、大洋州地域における固形廃棄物管理を支援してきた。2011 年以降は、本事業の前身である J-PRISM/J-PRISM2 による支援はもとより、日本の地方自治体や NGO による草の根技術協力、ボランティア事業、課題別研修、日本大使館の草の根・人間の安全保障無償資金協力等と有機的に連携し、相乗効果が見られたため、本事業においても、他スキームとの効果的な連携を行う。例えば、無償資金協力による処分場・リサイクルセンターの建設、廃棄物管理関連の機材供与 (リサイクル機材、ブルドーザー、コンパクター他) 等のハード面の支援との連携が挙げられる。

2) 他援助機関等の援助活動

JICA と SPREP の推進努力により、廃棄物管理はこの地域で主流化が進み、現在では多くの開発パートナーがこの分野で支援を開始している。多くのプログラムや活動は地域や国ごとに行われているが、SPREP 下のプロジェクト/プログラムとして、EU 支援による PacWastePlus (PWP)、AFD の資金提供による「大洋州地域における持続可能な廃棄物対策 (SWAP)」、GEF・UNEP が資金提供する「小島嶼開発途上国における持続可能な低・非化学物質開発の実施 (ISLANDS)」、豪州政府の資金提供による「太平



洋海洋投棄防止プロジェクト（POLP）」がある。

プロジェクトのインパクトや費用対効果の面で運営上他ドナーとの連携は必要不可欠であるが、本事業のプロジェクトオフィスはSPREP内にあり、他ドナーとの情報交換及び協調を行う予定。JICAは大洋州地域における廃棄物管理支援の先駆者であることから、地域における豊富な経験をもとに、他ドナーとの連携強化を行う。

(9) 環境社会配慮・横断的事項・ジェンダー分類

1) 環境社会配慮

① カテゴリ分類：C

② カテゴリ分類の根拠：本事業は「国際協力機構環境社会配慮ガイドライン」（2010年4月）上、環境への望ましくない影響は最小限であると判断されるため。

2) 横断的事項

① 気候変動対策：本事業は、最終処分場へのごみの減量化及び準好気性埋立構造の処分場の適切な運用管理等が促進されることにより気候変動対策（緩和）に資する可能性がある。

② 貧困削減：貧困層が処分場においてウェストピッカーとして生計を立てているケースがあるため、処分場管理の改善等の活動にあたっては、ウェストピッカーとの協議の機会を設ける等、貧困層にネガティブな影響が及ばないように配慮する。

3) ジェンダー分類：【対象外】 ■GI（ジェンダー主流化ニーズ調査・分析案件）

<分類理由> 詳細計画策定調査にてジェンダー主流化ニーズが調査されたものの、ジェンダー平等や女性のエンパワメントに資する具体的な取組について指標等を設定するに至らなかったため。

(10) その他特記事項：特になし

#### 4. 事業の枠組み

本事業は9カ国を対象とした広域プロジェクトであり、上位目標・プロジェクト目標については9カ国共通で1つ設定し、その指標は各国の活動内容に合わせてそれぞれ設定した。

(1) 上位目標（9カ国共通）

上位目標：3R+リターンを通じた循環型社会構築に向けた基本的な枠組みと必要な対策が大洋州地域に導入される。

国名	各国指標 <sup>1</sup> （プロジェクト終了3年後までの達成を目指した指標）
パラオ	1. 対象となるリサイクル可能な廃棄物のXX%が、機能的な3R+リターンモデルを通じて資源化される、または返還される。

<sup>1</sup> 「XX」としている数値指標は、プロジェクト終了時まで設定する。

FSM	1. 対象となるリサイクル可能な廃棄物の XX%が、機能的な 3R+リターンモデルを通じて資源化される、または返還される。
RMI	1. 対象となるリサイクル可能な廃棄物の XX%が、機能的な 3R+リターンモデルを通じて資源化される、または返還される。
PNG	1. 対象となるリサイクル可能な廃棄物の XX%が、機能的な 3R+リターンモデルを通じて資源化される、または返還される。
ソロモン	1. 2031 年までに、国家廃棄物管理戦略(NWMS)中の 11 目標のうち、5 目標以上が計画通りに達成されている。 2. 2031 年にホニアラ市が適切な埋立地、機能しているごみ収集システムを有している。 3. 2031 年には、アウキ、ツラギ、ギゾにおいて廃棄物処分場が運営マニュアルやガイドラインに沿って運営されている。
バヌアツ	1. 2031 年までに、最終処分率（ごみ発生量に対する最終的に処分された割合）が 85% に達する。 2. 2031 年までに、プファ処分場が準好気性埋立地として機能している。
フィジー	1. 2031 年までに、XX 自治体で、地方自治体廃棄物管理マスタープラン(Municipal waste management Master Plan: MMP)の指標のうち XX%が達成される。
トンガ	1. 2031 年までに、トンガの 3R+リターンモデルを通じて、対象となるリサイクル可能な廃棄物の XX%が、廃棄物処理施設から取り除かれる。
サモア	1. 2031 年までに、総合国家廃棄物管理戦略(Integrated National Waste Management Strategy: INWMS)の XX%が計画通りに実施される。 2. 2031 年までに、廃棄物管理に関する支出の XX%がユーザーペイシステムからの収入でカバーされる。

## (2) プロジェクト目標 (9 カ国共通)

プロジェクト目標：固形廃棄物管理及び 3R+リターンに関する自立的なメカニズムが強化される。
地域共通指標：少なくとも XX 件のピア・ラーニング（協働学習）を通じた教訓が各国の固定廃棄物管理及び 3R+リターンの運用に役立てられる。

国名	各国指標 <sup>2</sup> （プロジェクト終了時までの達成を目指した指標）
パラオ	1.循環型社会に向けた資金メカニズム(ARFD) を拡大するための包括的な法律が立法機関に提出される。 2.公共事業局の運営費の XX%が、CDL やゲート料金などの固形廃棄物管理業務を通じて賄われる。
FSM	1.廃棄物管理の運営費用の XX% が、CDL やゲート料金などの実行可能な財政メカニズムを通じて自己資金で賄われる(ヤップ)。

<sup>2</sup> 「XX」としている数値指標は、プロジェクト開始後の JCC で決定する。

	<p>2.少なくとも XX 種類のリサイクル可能な廃棄物品目が、3R+リターンの仕組みを通じて分別収集される(ヤップ、チューク、ポンペイ、コスラエ)。</p> <p>3.収集されたリサイクル可能な品目の輸出量が、プロジェクト開始時と比較して XX% 増加する(連邦政府、ヤップ、チューク、ポンペイ、コスラエ)。</p>
RMI	<p>1.少なくとも XX 種類のリサイクル可能な廃棄物品目が、3R+リターンの仕組みを通じて分別収集される。(環境保護局(EPA)、マジュロ環礁廃棄物公社(MAWC)、クワジェリン環礁地方政府(KALGOV))</p> <p>2.収集されたリサイクル可能な品目の輸出量が、プロジェクト開始時と比較して XX% 増加する。(EPA、MAWC、KALGOV)</p> <p>3.3R+リターンに係る実行可能な財政メカニズムからの収益が、MAWC と KALGOV の廃棄物管理業務の運営費の XX%を賄う。(MAWC 及び KALGOV)</p>
PNG	<p>1.首都区(NCD)と対象都市部自治体(ULLGs)において、廃棄物の XX%が改善された処分場で適切に処理される。</p> <p>2.ULLGs の廃棄物管理運営費の XX%が CDL や処理費 (tipping fee) などの固形廃棄物管理事業で賄われる。</p> <p>3.廃棄物管理リサイクル協会の戦略計画に沿った活動が継続的に実施される。</p>
ソロモン	<p>1.NWMS が正確なデータ、研究及び最新情報をもとに更新される。</p> <p>2.ホニアラ市役所(HCC)の次期固形廃棄物管理計画(2018-2027)が計画通りに開始されており、進捗状況が年次モニタリングされる。</p> <p>3.モニタリングの結果が予算計画に盛り込まれるように、アウキ、ツラギ、ギゾ町議会の固形廃棄物管理計画が、一度以上モニタリングされる。</p> <p>4.ホニアラのリサイクル率 (回収) が 10%以上に増加する。</p>
バヌアツ	<p>1.少なくとも XX 種類のリサイクル可能な廃棄物品目が分別収集される。</p> <p>2.ブファ処分場の総容量が約 310,000m<sup>3</sup>に達する。(ポートビラ市・シェファ州固形廃棄物管理計画目標値より)</p> <p>3.ルーガンビル処分場がルーガンビル市役所固形廃棄物管理計画に沿って運営される。</p> <p>4.災害が起こった場合、災害廃棄物管理計画に沿った対応がとられる。</p>
フィジー	<p>1.MMP のアクションプラン項目の XX%が少なくとも XX 自治体において実施される。</p> <p>2.MMP の指標の XX%が少なくとも XX 自治体において達成される。</p> <p>3.災害管理対応計画が、少なくとも XX 自治体の MMP に反映される。</p>
トンガ	<p>1.廃棄物会社の経営計画における戦略行動の XX%が達成される。</p> <p>2.トンガの固形廃棄物処理サービスカバー率が人口比で XX%まで拡大される。</p>
サモア	<p>1.新規 INWMS がモニタリングされ年次報告がなされる。</p> <p>2.新しい INWMS の指標の XX%が達成される。</p> <p>3.ユーザーペイシステムが採用される。</p> <p>4.災害が起こった場合、災害廃棄物管理対応計画に沿った対応がとられる。</p>

(3) 成果・活動

①各国における重点課題

9カ国共通で4つの成果を設定し、その中で各国の事情に応じて重み付け・優先順位付けを行い、国・地域毎にPDMを作成した。各国における重点課題の概念図は以下の通り。

	パラオ	FSM	RMI	PNG	カモソ	バヌアツ	フィジー	トンガ	サモア
<b>成果1: 固形廃棄物管理に関する組織的、制度的、財務的能力が強化/改善される。</b>									
(1) 組織的能力の強化/改善					○			○	○
(2) 制度的能力の強化/改善				○		○			○
(3) 財務的能力の強化/改善	○	○		○			○		○
(4) 廃棄物管理計画の策定・実施				○		○	○	○	○
(5) 災害廃棄物管理の主流化						○	○		○
<b>成果2: 廃棄物管理に関する公共サービス提供能力が強化される。</b>									
(1) 収集・運搬サービスの向上		○		○	○	○	○	○	
(2) 最終処分場の適正な管理	○	○		◎	◎	◎	○	◎	○
(3) 主要都市による他都市への支援					○	○			
<b>成果3: 3Rリターンシステムが促進される。</b>									
(1) リサイクル協会の設立と強化				○	○				○
(2) 3Rリターン制度(CDL含む)の導入・実施	○	○	○					○	
(3) 3Rリターン活動の実践	◎	◎	◎	○		○	○		○
<b>成果4(広域): 域内における知見や経験が共有される。(共通)</b>									
(1) 各国・SPREP連携による新戦略の作成									
(2) グッドプラクティスや教訓へのアクセス・活用									

◎特に重視している内容、○PDMの成果として選択している内容

②各国の実施内容（成果の詳細）と活動

国名	実施内容
パラオ	1.公共（国および州政府）および商業廃棄物に対するゲート料金の導入に向けた規制草案が作成される。 2.環境汚染防止のため、公共の廃棄物処分場の改善または適切な閉鎖に係る少なくとも2つの試行プロジェクトが実施され、将来のスケールアップに向けた教訓が得られる。 3-1.循環型社会構築に向けた包括的法規制と対策実施の優先度（緊急性）の高い廃棄物品目に対する法的枠組みが草稿される。 3-2.法的枠組みが提案された優先度（緊急性）の高い廃棄物品目に関し、付加価値のあるリサイクルバリューチェーンを含む、経済的に実効・持続性のある資源循環モデルの実現可能性が評価される。
FSM	1.FSM 廃棄物管理の持続可能な財政のための適切な手段が特定される（ヤップ州）。 2-1.ヤップ島でゴミ収集が拡大される（ヤップ州）。 2-2.新しい廃棄物処分場において環境に配慮し効率的で安全な最終処分にかかる措置が考慮される（チューク州）。 2-3.廃棄物処分場が環境に配慮した安全な方法で管理される（コスラエ州）。

	<p>3-1.収集されたリサイクル品のリサイクルとリターンを最適化するため、国または地域のアプローチが検討される（連邦政府）。</p> <p>3-2.対象廃棄物品目の 3R+リターンの持続的かつ効果的な推進に向けた方策が抽出される（全州）。</p>
RMI	<p>3-1.収集されたリサイクル品のリサイクルとリターンを最適化するため、国または地域のアプローチが検討される（EPA）。</p> <p>3-2.対象廃棄物品目の 3R+リターンの持続的かつ効果的な推進に向けた方策が抽出される（EPA、MAWC、KALGOV）。</p>
PNG	<p>1-1.廃棄物管理に関する国内法の策定を含む国家廃棄物管理政策が実施される。</p> <p>1-2.固体廃棄物管理計画が策定され、対象 ULLGs で実施される。</p> <p>2.インフラ管理を含む固形廃棄物管理の能力が向上する。</p> <p>3.3R+リターンシステムが官民連携を通じて推進される。</p>
ソロモン	<p>1.環境保全・気候変動・防災・気象省の廃棄物に関するデータ／情報管理能力が強化される。</p> <p>2-1.廃棄物収集および最終処分場運営、他の地方都市を支援する HCC の能力が強化される</p> <p>2-2.アウキ、ツラギおよびギゾにおける廃棄物収集運搬サービスが改善される。</p> <p>2-3.アウキ、ツラギおよびギゾにおける最終処分場サイト管理が改善される。</p> <p>3.プラスチック（例：PET）の実践的なリサイクル及びリターンモデルがパイロットプロジェクトを通して検証される。</p>
バヌアツ	<p>1-1.国家廃棄物管理汚染防止戦略(NWMPCS)、国家固形廃棄物最小化計画 (NSWMP) および国家プラスチック戦略(NPS) が最終化される。</p> <p>1-2.災害廃棄物管理(DWMP)が国家災害管理計画(NDMP)に統合される。</p> <p>2-1.ポートビラ市役所(PVCC)の廃棄物収集能力が改善される。</p> <p>2-2.ブファ最終処分場およびルーガンビル最終処分場の運営・管理が強化される。</p> <p>2-3. PVCC の（廃棄物管理に関する）他州の州都を支援する能力が強化される。</p> <p>3.廃棄物リテラシーの啓発プログラムが廃棄物分別を含めたパイロットプロジェクトを通して開発される。</p>
フィジー	<p>1-1.プロジェクト期間中、年に 2 回、MMP が継続してモニタリング・報告される。</p> <p>1-2.市役所の財政的能力が強化される。</p> <p>1-3.災害廃棄物管理能力が強化される。</p> <p>2-1.優先地域における廃棄物収集・運搬が強化される。</p> <p>2-2.処分場管理能力が強化される。</p> <p>3.地方自治体とリサイクルパートナーとの連携を通してリサイクル活動が促進される。</p>
トンガ	<p>1-1.廃棄物公社の中期経営計画が適切に策定される。</p> <p>1-2.ニウア島への固形廃棄物処理サービスの実施可能性が検討される。</p> <p>2.廃棄物公社の離島における持続可能な廃棄物処理施設の運営能力が強化される。</p> <p>3.トンガにおける 3R+リターンモデルが特定される。</p>

サモア	<p>1-1.新規 INWMS が策定される。</p> <p>1-2.ユーザーペイシステムに関する規制案が内閣承認を得るために提出される。</p> <p>1-3.災害廃棄物管理対策計画を基本とした準備対策がなされる。</p> <p>2.処分場のデータ管理が強化される。</p> <p>3-1.天然資源環境省の調整能力が強化される。</p> <p>3-2.プラスチックの実践的なリサイクルおよびリターンモデルがリサイクル協会とのパイロットプロジェクトを通じて検討される。</p>
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## 5. 前提条件・外部条件

### (1) 前提条件

特になし。

### (2) 外部条件

各国で外部条件を設定しているが、主なものは以下の通り。

- ・ 必要な法規、政策、規則が当該政府により承認される。
- ・ プロジェクト期間内に非常に大きな災害が発生しない。
- ・ 世界的な感染症等の感染拡大により極端な国境閉鎖が実施されない。
- ・ 廃棄物管理が当該政府の最優先分野の一つであることに変わりがない。
- ・ 他のパートナーのコミットメントに変更がない。
- ・ サービス提供のために十分な予算が配分されている。

## 6. 過去の類似案件の教訓と本事業への適用

J-PRISM（評価年度 2015 年度）及び J-PRISM2（評価年度 2022 年度）において、廃棄物管理の現状・取り組み状況は参加国間で大きく異なり、またそうした状況に対してそれぞれの国、地域の状況に応じた柔軟な対応が求められた。具体的な要素としては、面積や他国との距離・アクセスのしやすさといった地理的な要素に加え、政策面での位置づけ、経済状況、通信事情、市民の意識、さらには同セクターに参加している民間企業や他ドナーの活動等があげられる。他方で、各国のカウンターパートが参加したワークショップや研修においては、料金徴収制度等の他国の優良事例に他の参加国も感化され自国内に導入する活動がみられる等の域内における学び合いや連携が見られた。このように、本事業においても、各国それぞれの状況に合わせた活動を柔軟に設定しつつも、地域内での定例会議やセミナーを通して相互に高め合う関係をさらに強化していく設計とした。

J-PRISM2 の終了時評価（評価年度 2022 年度）では、一部の国において、各国活動と広域活動を結びつけるコンポーネントが PDM に含まれていなかったため、各国 PDM のみに集中し広域案件の強みを十分生かせなかったことが阻害要因として指摘された。本事業では、9 カ国共通で成果 4「域内における知見や経験が共有される」を設定し、域内の学び合いの活動を明記すると共に、プロジェクト目標にも地域共通指標「少なくとも XX 件のピア・ラーニング（協働学習）を通じた教訓が各国の固定廃棄物管理及び 3R+リターンの運用に役立つ

てられる」を設定することで、地域内協力の体制の構築ができるようプロジェクト計画に反映させた。

## 7. 評価結果

本事業は、大洋州地域の開発課題・開発政策並びに我が国及び JICA の協力方針・分析に合致し、各国の廃棄物管理に関する能力強化や地域内協力の体制の構築等を行うことにより、大洋州地域の自立的な廃棄物管理と「3R+リターン」メカニズムの強化を図り、もって循環型社会の構築に寄与するもの。SDGs ゴール 11「包摂的、安全、強靱で、持続可能な都市と人間住居の構築」、12「持続可能な消費と生産パターンの確保」及び 14「持続可能な開発のための、海洋と海洋資源の保全と持続可能な使用」にも貢献すると考えられることから、事業の実施を支援する必要性は高い。

## 8. 今後の評価計画

(1) 今後の評価に用いる主な指標

「4.」のとおり。詳細は各国 PDM 参照。

(2) 今後の評価スケジュール

事業開始 6 か月以内	ベースライン調査（事業内で実施）
事業完了時点	エンドライン調査（事業内で実施）
事業完了 3 年度	事後評価

以 上

**MINUTES OF MEETINGS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**  
**AND**  
**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME**  
**ON**  
**PROJECT**  
**FOR**  
**PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT**  
**IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

In response to the request made by nine(9) Pacific Island Countries (Palau, Federated State of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Solomon, Vanuatu, Fiji, Tonga and Samoa) for the Japanese Technical Cooperation, “Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3) (hereinafter referred to as “the Project”), the Japan International Cooperation Agency (hereinafter referred to as “JICA”) held a series of discussions with the Secretariat of the Pacific Regional Environment Programme (hereinafter referred to as “SPREP”).

As a result of the discussions, both sides agreed on the matters referred to in the documents attached hereto. The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. “Electronic signature” includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Apia, Samoa, 17 October, 2022



Mr. Hideaki MATSUOKA  
Director  
Global Environment Department  
Japan International Cooperation Agency  
(JICA)



Mr. Sefanaia NAWADRA  
Director General,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)



## THE ATTACHED DOCUMENT

### 1. Integration of Requests for Technical Cooperation

As is the case with previous phases of J-PRISM , both sides agreed that the nine (9) bi-lateral requests from Pacific Island Countries (Palau, Federated State of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Solomon, Vanuatu, Fiji, Tonga and Samoa) (hereinafter referred to as “Project Member Countries”) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### 2. Region-wide integrated PDM

Both sides agreed on the tentative Region-wide integrated Project Design Matrix (hereinafter referred to as “PDM”) shown in Appendix 1 that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The Region-wide integrated PDM will be finalized once consultation with all Project Member Countries is completed.

### 3. Implementation Structure of the Project

The Project is composed of a Steering Committee at the regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Appendix 2.

#### (1) Steering Committee

The Steering Committee Meeting will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, JICA experts, a representative of the government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Directors of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate


an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The functions of the Steering Committee are as follows:

- To formulate policies for the operation of the Project
- To periodically review and evaluate on-going activities
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- To perform other relevant functions that may be necessary to achieve the objectives of the Project
- To approve an annual work plan of the Project based on the Plan of Operation

#### (2) Joint Coordinating Committee (hereinafter referred to as "JCC")

A JCC meeting will be held at least once a year and whenever deems it necessary in each country. JCC will be composed of the counterpart organization members at the national level (National Project Director and National Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,
- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### (3) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project Office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The functions of Project Office are as follows:

- To prepare and submit an Annual Report of the Project to the Steering Committee,



- To coordinate, monitor and evaluate programs and activities of the Project,
- To assess and report on the accomplishments of the Project,
- To perform other functions as assigned by the Steering Committee from time to time.

#### 4. Duration of the Project

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### 5. Undertaking of JICA

##### (1) Dispatch of JICA Experts

JICA will provide the services of the JICA experts required to implement project activities.

##### (2) Provision of Machinery and Equipment

JICA will, either directly or through other cooperation schemes, provide and/or assist in obtaining machinery, equipment and other materials necessary for the implementation of J-PRISM 3.

##### (3) Training of Personnel of the Project Member Countries

JICA will hold regional, sub-regional and in-country workshops/training.

##### (4) Implementation of pilot projects

JICA will implement pilot projects in the Project Member Countries to enhance capability of the respective countries and the counterpart organizations as well as individual personnel.

##### (5) Promotion and collaboration of other scheme

JICA will promote/arrange and collaborate with other Japanese development assistance schemes, including such programs as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grassroots Human Security Projects.

##### (6) Information sharing

JICA will share with SPREP as much information relating to the Project as possible, subject to the JICA's information security policy, for better coordination of assistance of various donor agencies in the Pacific region. JICA will share data and deliverables obtained from activities with SPREP and Project Member Countries through the Pacific Environment Data Portal.





## 6. Undertaking of SPREP

### (1) Assignment of a SWM Advisor as a Focal Point

SPREP will assign a SWM advisor of the Waste Management and Pollution Control Programme as a focal point (Project Coordinator) to collaborate with JICA in implementing the project activities and the SWM Advisor is considered as a member of the Project Office.

### (2) Implementation of activities

SPREP will carry out activities identified as SPREP's responsibility in the Region-wide integrated Project Design Matrix as attached in Appendix 1. SPREP will take responsibility for achieving Output4 'The knowledge and experiences in the region are shared', through collaboration with Project Member Countries.

### (3) Provision of expertise and Facilitation of workshops and training

SPREP will facilitate workshops and training to be carried out in collaboration with the Project based on JICA's invitation. This includes regional, sub-regional and in-country workshops and training. In cases where JICA invites SPREP in relation to the Project, these will be considered under JICA's responsibility, JICA will reimburse the travel expenses incurred for such mission according to JICA's travel policy and regulations.

### (4) Logistical support

SPREP will provide JICA experts with appropriate office space and associated logistical support such as IT facility/access and administration assistance at the SPREP headquarters similar to J-PRISM II.

### (5) Facilitation of project meetings

SPREP will make every effort to attend and assist JICA in facilitating project meetings. Such meetings include the Steering Committee Meeting at the regional level and the Joint Coordinating Committee (JCC) Meeting at the national level.

### (6) Facilitation of Clean Pacific Roundtable Meeting

SPREP will hold Clean Pacific Roundtable Meetings under support of JICA and other donors, at least biennially to have better coordination of assistance of stakeholders such as Pacific Island Countries, key donor agencies, academics, NGOs and private business in the region. The next Clean Pacific Roundtable will be held in Papua New Guinea in 2024.

### (7) Monitoring of the implementation of Regional Strategy, Cleaner Pacific 2025 and upcoming strategy (e.g. post CP2025)

SPREP forms a task force team to monitor the progress of implementation of the regional



strategy, Cleaner Pacific 2025 and upcoming strategy (e.g. post CP2025). Monitoring is conducted every year by the cooperation of J-PRISM 3 and other donor, and Monitoring Report will be made by SPREP.

**Appendix 1 : Tentative Region-wide integrated Project Design Matrix**

**Appendix 2 : Structure of the Project**


**Appendix 1 : Tentative Region-wide integrated Project Design Matrix**

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# Region-wide Integrated Project Design Matrix (PDM)

Version 0  
Dated: 17 October, 2022

**Project Title:** Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)  
**Implementing Agency(s):** SPREP and 9 target countries  
**Target Group:** Government officials and waste/recycle workers in 9 countries  
**Period of Project(s):** XXX 2023 – XXX 2028 (5 years)  
**Project Site:** Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

<b>Overall Goal:</b> Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.									
<b>Project Purpose:</b> The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.									
At least XX lessons learned from the peer learning are utilized by each country's SWM*									
<b>Narrative Summary</b>									
	Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa
<b>Output 1.</b> Organizational, institutional and financial capacities on solid waste management are enhanced/improved.									
<b>Output 2.</b> Capacity of providing public services on waste management is enhanced.									
<b>Output 3.</b> "3R+Return" System is promoted.									
<b>Output 4.</b> The knowledge and experiences in the region are shared.									
4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.									
4-2 Good practices and lessons learnt become accessible to each country.									

\*NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

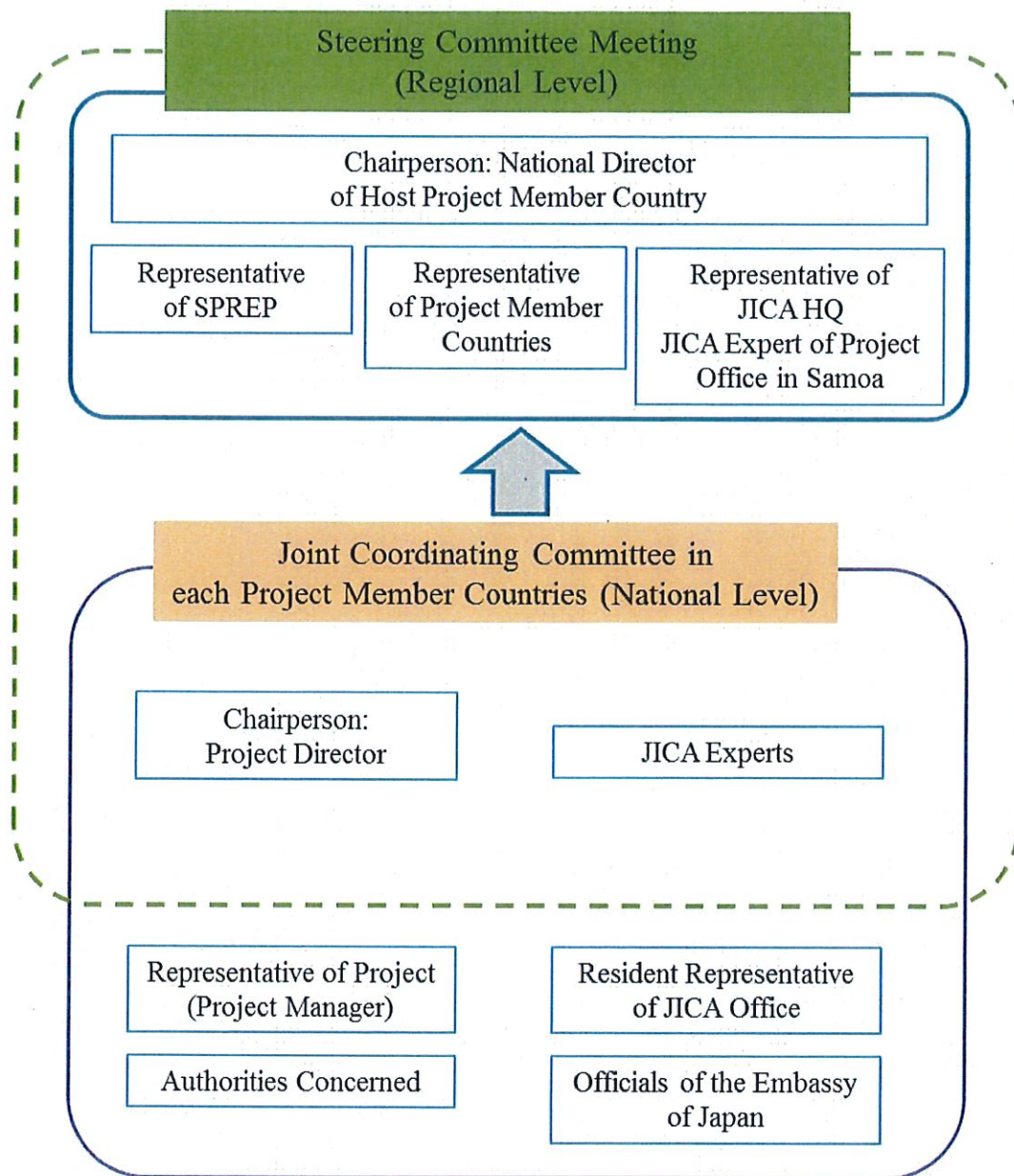
- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.

Output 4. The knowledge and experiences in the region are shared.

Output	Objectively Verifiable Indicators	Activities
<p>4. The knowledge and experiences in the region are shared.</p>	<p>4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.</p> <p>4-2 Good practices and lessons learnt become accessible to each country.</p>	<p>4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings)</p> <p>4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025).</p> <p>4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>



## Appendix 2 : Structure of the Project



### Implementation Structure

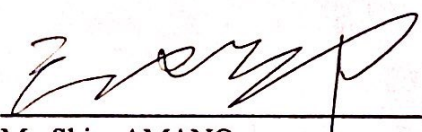
**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
BUREAU OF PUBLIC WORKS, MINISTRY OF PUBLIC INFRASTRUCTURE  
AND INDUSTRIES  
OF THE GOVERNMENT OF REPUBLIC OF PALAU  
ON  
PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT  
IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

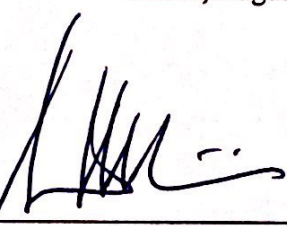
Japan International Cooperation Agency (hereinafter referred to as "JICA") has formed the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Shiro AMANO and conducted the survey from 4 to 30 August 2022 for the purpose of formulation of technical cooperation, "Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)" (hereinafter referred to as "the Project").

During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of the Republic of Palau (hereinafter referred to as "Palauan side") for the purpose of designing the Project.

As a result of the discussion, both the Team and the Palauan side agreed on the matters referred to in the document attached hereto.

Koror, August 30, 2022

  
\_\_\_\_\_  
Mr. Shiro AMANO  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency

  
\_\_\_\_\_  
Mr. Brian Melairei  
Director, Bureau of Public Works,  
Ministry of Public Infrastructure and  
Industries



## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### 1. Integration of Requests for Technical Cooperation

As is the case with J-PRISM phases I and II, it is agreed by the Palauan side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated State of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### 2. Draft Record of Discussions (R/D)

Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Palau Office and the Palauan side after the approval of implementation of the Project by JICA Headquarters.

### 3. Project Design Matrix for Palau (PDM)

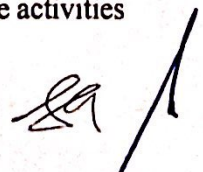
Both sides agreed on the tentative Project Design Matrix for Palau (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM will be modified as needed at the project implementation stage after mutual consultations between JICA and the Palauan side.

### 4. Region-wide integrated PDM

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM contains only information from Palau and will be finalized once consultation with all Project Member Countries is completed.

### 5. Plan of Operation (PO)

Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 4 of the draft R/D. The activities





of the Project are subject to change within the scope of the draft R/D as necessary in the course of the project implementation.

## **6. Implementation Structure of the Project**

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 5 of the draft R/D.

### **(1) Counterpart to JICA Experts (hereinafter referred to as "C/P")**

- **Project Director**  
Director, Bureau of Public Works (hereinafter referred to as "BPW") under the Ministry of Public Infrastructure and Industries (hereinafter referred to as "MPII") will be responsible for the overall supervision of the Project as Project Director.
- **Project Manager**  
Chief, Division of Solid Waste Management (DSWM), BPW-MPII will be responsible for the implementation of the Project as Project Manager.
- **Other C/P Personnel**  
C/P personnel from BPW-MPII, Koror State Solid Waste Management Office and all States governments are assigned to each Output described in the PDM and will work closely with JICA experts. The provisional list of the C/P is shown as Annex 8.

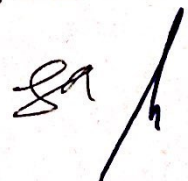
### **(2) Joint Coordinating Committee (hereinafter referred to as "JCC")**

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

## **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the Palauan side is the Minister, MPII.



### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

### **9. Measures to be Undertaken by the Palauan side**

The Team explained the measures to be taken by the Palauan side as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the Palauan side agreed on it.

### **10. Provisional list of the C/P**

Mr. Brian Melairei, Director, BPW-MPII

Mr. Calvin Ikesiil, Chief, SWMO BPW-MPII

Ms. Jessica Shizuko Emesiochel, SWM Coordinator, SWMO BPW-MPII

Ms. Joseline Skebong, Educator, SWMO BPW-MPII

Mr. Selby P. Etibek, Manager, Koror State Government-Solid Waste Management Office

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Appendix 1 Draft Record of Discussion





**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF  
THE FEDERATED STATES OF MICRONESIA  
ON  
PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT  
IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) has formed the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Hideaki MATSUOKA and conducted the survey from 10 August to 24 October 2022 for the purpose of formulation of technical cooperation, “Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)” (hereinafter referred to as “the Project”).

During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of the Federated States of Micronesia (hereinafter referred to as “FSM side”) for the purpose of designing the Project.

As a result of the discussion, both the Team and the FSM side agreed on the matters referred to in the document attached hereto.

The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. “Electronic signature” includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Palikir, 24 October 2022





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Mr. Hideaki MATSUOKA  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency



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Mr. Andrew R. YATILMAN  
Secretary  
Department of Environment, Climate Change  
and Emergency Management  
Federated States of Micronesia



---

Ms. Cindy EHMES  
Assistant Secretary  
Department of Environment, Climate Change  
and Emergency Management  
Federated States of Micronesia

## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### **1. Integration of Requests for Technical Cooperation**

As is the case with J-PRISM phases I and II, it is agreed by the FSM side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### **2. Draft Record of Discussions (R/D)**

Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Micronesia Office and the FSM side after the approval of implementation of the Project by JICA Headquarters.

### **3. Project Design Matrix for FSM (PDM)**

Both sides agreed on the tentative Project Design Matrix for FSM (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM contains overall goal, project purpose, outputs and activities of the Government of the FSM and of the four states of the FSM, namely, States of Yap, Chuuk, Pohnpei and Kosrae. Corresponding part of the PDM to the FSM side will be modified as needed at the project implementation stage after mutual consultations between JICA and the FSM side.

### **4. Region-wide integrated PDM**

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM Version 0 shown in Annex 4 of the draft R/D contains only information from the FSM and will be finalized once consultation with all Project Member Countries is completed.

### **5. Plan of Operation (PO)**





Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 5 of the draft R/D. The activities of the Project are subject to change within the scope of the draft R/D as necessary during the project implementation.

## **6. Implementation Structure of the Project**

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 6 of the draft R/D.

### **(1) Counterpart to JICA Experts (hereinafter referred to as "C/P")**

There are Project Director, Project Manager, and C/P personnel at the national level and in each state. At the national level, the C/P to JICA experts are the following.

- Project Director  
Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.
- Project Manager  
Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.
- Other C/P Personnel  
Deputy Assistant Secretary, DECEM will be assigned to corresponding Output described in the PDM and will work closely with JICA experts.

Project Director, Project Manager, and C/P personnel of each state will work to implement the corresponding Outputs of the Project at the state level. The implementation structure of the Project as a whole (national and state levels) is described in the Annex 6 of the draft R/D.

### **(2) Joint Coordinating Committee (hereinafter referred to as "JCC")**

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,
- To conduct the evaluation of the Project,

- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the FSM side is the Secretary, DECEM, with the Project Directors of the four states as witness.

#### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### **9. Measures to be Undertaken by the FSM side**

The Team explained the measures to be taken by the FSM side as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the FSM side agreed on it.

(End of document)

Appendix 1 Draft Record of Discussion



**RECORD OF DISCUSSIONS**

**FOR**

**PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID  
WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3  
(J-PRISM 3)**

**AGREED UPON BETWEEN**

**THE AUTHORITIES CONCERNED**

**OF**

**THE FEDERATED STATES OF MICRONESIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**



Based on the minutes of meetings on the Detailed Planning Survey for the project, "Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)" (hereinafter referred to as "the Project") signed on the 24 of October 2022 between the authorities concerned of the Federated States of Micronesia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annex 1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 19 August, 2005 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 12 May, 2022 between the Government of Japan and the Government of the Federated States of Micronesia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Federated States of Micronesia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Palikir, the Federated States of Micronesia, as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

The parties acknowledge and agree that this R/D may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher but appears to be a personal name or initials.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
DEPARTMENT OF ENVIRONMENT, CLIMATE  
CHANGE AND EMERGENCY MANAGEMENT

---

Mr. Keiichi MURAOKA  
Chief Representative  
JICA Micronesia Office

---

Mr. Andrew R. YATILMAN  
Secretary, Department of Environment, Climate  
Change and Emergency Management  
Federated States of Micronesia

As Witness

---

Hon. Kandhi ELIEISAR  
Secretary, Department of Foreign Affairs  
Federated States of Micronesia

---

Mr. Theophilus THINNIFEL  
Director, Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia

---

Mr. Bradford MORI  
Executive Director, Environmental Protection  
Agency, Chuuk State  
Federated States of Micronesia



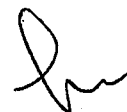
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Mr. Francisco CELESTINE  
Executive Director, Environmental Protection  
Agency, Pohnpei State  
Federated States of Micronesia

---

Mr. Steven PALIK  
Director, Kosrae Island Resources  
Management Authority, Kosrae State  
Federated States of Micronesia

- Annex 1 Project Description
- Annex 2 Main Points Discussed
- Annex 3 Project Design Matrix (PDM)
- Annex 4 Region-wide integrated PDM
- Annex 5 Plan of Operation (PO)
- Annex 6 Implementation Structure
- Annex 7 List of Proposed Members of Joint Coordinating Committee
- Annex 8 Monitoring Sheet



## PROJECT DESCRIPTION

(1) Title of the Project: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

(2) Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

(3) Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

(4) Duration of the Project: 5 years

(5) Implementing Agency: Department of Environment, Climate Change and Emergency Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and/or other countries
3. Equipment and materials
  - (1) Necessary office equipment
  - (2) Other necessary equipment for Project activities
4. Local cost  
Necessary costs for the project activities

### Federated States of Micronesia Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials  
Office space with necessary equipment
3. Local costs
  - (1) A part of operational expenses necessary for implementation of the project activities



(utility costs such as water and electricity, etc.)

(2) Personnel costs of the Federated States of Micronesia side

(3) Domestic travel expenses of the Federated States of Micronesia side

4. Necessary data and information for the Project implementation

(7) Environmental and Social Considerations (C)

(under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)')

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of a few loops and a horizontal stroke.



## MAIN POINTS DISCUSSED

1. Annex 3 to 8

Both parties agreed on the contents of Annex 3 to 8, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 8 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

2. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

3. Gender Equality and Women's Empowerment

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation.

In particular, both parties agreed that the project will contribute to gender equality and women's empowerment by providing opportunity for training in country and overseas.

4. Climate Change

Both parties confirmed that this project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



PROJECT DESIGN MATRIX (PDM)

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

Implementing Agency:

Federal government: Department of Environment, Climate Change and Emergency Management (DECEM)

Yap: Department of Public Works and Transportation (DPW&T); Environmental Protection Agency (EPA)

Chuuk: Department of Transportation and Public Works (DTPW); Environmental Protection Agency (EPA)

Pohnpei: Pohnpei Environmental Protection Agency (EPA); Office of Transportation and Infrastructure (T&I)

Kosrae: Kosrae Island Resource Management Authority (KIRMA); Department of Transportation and Infrastructure (DT&I)

Target Group: Government officials and waste management/recycling personnel

Period of Project: XXX 2023 – XXX 2028 (5 years)

Project Site: Yap, Chuuk, Pohnpei, Kosrae

Ver. 0

Dated: 24 October 2022

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b>				
	Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)	Tax data on target items at the entry point. Database on target items at the custom office. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).		
<b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b>				
	Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap) Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae) Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)  Note: The target % and number will be determined upon baseline, and will be different from one state to another.	Legal documents describing segregated collection of recyclable items. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...). Financial report.	TBD	
Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>				
<b>1.1. Yap</b> Suitable measures for sustainable financing of SWM are identified.	<b>Yap</b> 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.	Annual reports. A policy recommendation document.	Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures (Yap, Chuuk, Pohnpei, Kosrae).	
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>				
<b>2.1 Yap</b> Waste collection is expanded in Yap island	<b>Yap</b> 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval.	Annual reports. Policy recommendation document. Guiding documents		
<b>2.2. Chuuk</b> The new waste disposal site takes into account measures for environmentally sound, efficient and safe disposal.	<b>Chuuk</b> 2.2.1. By 20XX, the conceptual design of the new disposal site is completed with measures for environmentally sound, efficient and safe disposal.	Annual reports. Conceptual design document		
<b>2.3. Kosrae</b> Waste disposal sites are managed in an environmentally sound and safe manner.	<b>Kosrae</b> 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format.  Note: Enhanced measures refer to: the access road that is safe and suitable for access by waste generators; extended ventilation gas pipe; and improved leachate.	Annual reports Documents confirming the completion and handover of the physical works with the contractors		
<b>Output 3. "3R+Return" System is promoted.</b>				

<p><b>3.1. Federal government</b> National / regional approach is explored to optimize the recycling and return of collected recyclable waste.</p>	<p><b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p>	<p>Annual reports. Meeting minutes of the working group.</p>	
<p><b>3.2. Yap, Chuuk, Pohnpei, Kosrae</b> Viable measure to improve the sustainability of 3R+Return of target waste streams are identified.</p>	<p><b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX. 3.2.2. Feasibility of measures to export (or domestically reuse/recycle) collected target recyclable items is demonstrated for at least one waste stream by 20XX. 3.2.3. Policy recommendations and guiding documents are developed for identified measures.  Note: Target items may include bulky wastes mainly generated from household (Kosrae).</p>	<p>Annual reports. A guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism</p>	
<p><b>Output 4. The knowledge and experiences in the region are shared.</b></p>			
	<p>4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP. 4-2 Good practices and lessons learnt become accessible to each country.</p>	<p>New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials</p>	
<p><b>Activities</b></p>			
<p>1.1.1. Undertake baseline studies to analyze the current financing of SWM. 1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation). 1.1.3. Identify suitable mechanisms of sustainable financing of SWM. 1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanisms. 1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanisms incorporating lessons learned from the pilot test.  2.1.1. Undertake a supplementary/updated survey to understand the pros and cons to introduce a user paying fee system for state waste collection. 2.1.2. Assess feasibility through pilot testing. 2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the remaining areas. 2.1.4. Form a working group with relevant authorities and stakeholders as a decision-making and coordination body. 2.1.5. Formulate a plan to expand the collection (with a user fee) to the remaining areas of Yap island, exploring incentive mechanisms for waste reduction in consultation with the working group. 2.1.6. Implement the expansion plan. 2.1.7. Monitor the waste collection and user fee payment.  2.2.1. Assess the status of the environment of the new disposal site (Nepukos). 2.2.2. Develop the conceptual design of the new landfill with measures for environmentally sound, efficient and safe disposal, in consultation with the relevant stakeholders and authorities.  2.3.1. Develop and implement a targeted improvement plan for the current landfill site, in coordination with relevant actors and stakeholders. 2.3.2. Update the regular monitoring system of the leachate. 2.3.3. Provide training on data collection and digital data entry of the incoming waste to the landfill. Note: Targeted improvement may include the improvement of the access road to the landfill, extension of the ventilation gas pipe, and improvement of the leachate  3.1.1. Create a working group/platform with the states and relevant actors for sharing information on measures to optimize recycling and return. 3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify nation-wide or regional collective shipping options (and/or domestic reuse/recycling options that involve inter-state collaboration). 3.1.3. Facilitate decision-making among the states to identify one option for collective shipping (and/or domestic reuse/recycling that involves inter-state collaboration). 3.1.4. Facilitate regular discussions with the states and relevant stakeholders on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment). <b>3.1.5. Plan and implement a pilot testing of the identified option.</b> 3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...) 3.2.2. Collect and analyze best practices and case studies on viable measures of 3R+Return, from other countries as well as information on market of recyclable items. 3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors. 3.2.4. Plan and implement a pilot project to assess the feasibility of at least one waste stream. 3.2.5. Develop policy recommendations including rational and the implementation mechanism. 3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams. 3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal. 4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings). 4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025). 4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>	<p><b>Japan Side</b>  1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p>	<p><b>FSM Side</b>  1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation</p>	<p><b>Important Assumptions</b>  Border restriction is not severely tightened due to pandemic diseases.  Counterpart personnel keep working in the field of SWM.  Budget for the project activities are allocated and disbursed in a timely manner from the CP.  The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).  <b>Pre-Conditions</b></p>

## REGION-WIDE INTEGRATED PDM

Appendix 1  
Annex 4

**Project Title:** Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)

**Implementing Agency(\*):** SPREP and 9 target countries

**Target Group:** Government officials and waste/recycle workers in 9 countries

**Period of Project(\*):** XXX 2023 – XXX 2028 (5 years)

**Project Site:** Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

Version 0  
24 October 2022

**Overall Goal:** Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)

**Project Purpose:** The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations\*.

	<p>Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap)</p> <p>Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae)</p> <p>Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)</p>							
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**Narrative Summary**

	Indicators							
	Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga

**Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.**

	<p><u>Yap</u></p> <p>1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned.</p> <p>1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.</p>							
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**Output 2. Capacity of providing public services on waste management is enhanced.**

	<p><u>Yap</u></p> <p>2.1.1. Improved collection is piloted in at least one community.</p> <p>2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval.</p> <p><u>Chuuk</u></p> <p>2.2.1. By 20XX, the conceptual design of the new dumpsite is completed with measures for environmentally sound, efficient and safe disposal.</p> <p><u>Kosrae</u></p> <p>2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard.</p> <p>2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors.</p> <p>2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format.</p> <p>Note: Enhanced measures refer to: the access road that is</p>							
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	<p><u>Federal government</u></p> <p>3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p> <p><u>Yap, Chuuk, Pohnpei, Kosrae</u></p> <p>3.2.1. Viable measures to collect target recyclable items separately is identified for at least one waste stream by 20XX.</p> <p>3.2.2. Viable measures to export (or domestically reuse/recycle) collected target recyclable items are identified for at least one waste stream by 20XX.</p> <p><u>Chuuk</u></p> <p>3.2.3. Policy recommendations with data are prepared in</p>							
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**Output 4. The knowledge and experiences in the region are shared.**

4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.

4-2 Good practices and lessons learnt become accessible to each country.

(NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.









## IMPLEMENTATION STRUCTURE

### (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

#### a) National level

- Project Director  
Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.
- Project Manager  
Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.
- Other C/P Personnel  
C/P personnel from DECEM are assigned to corresponding Output described in the PDM and will work closely with JICA experts.

#### b) State level

- Project Directors  
Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"),  
Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"),  
Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), and  
Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA")  
will be responsible for the supervision of the Project at the state level.
- Project Managers  
Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"),  
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"),  
Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), and  
Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I")  
will be responsible for the implementation of the Project at the state level.
- Other C/P Personnel



C/P Personnel from Yap DPW&T, Yap EPA, Chuuk DTPW, Chuuk EPA, Pohnpei T&I, Pohnpei EPA, Kosrae DT&I and KIRMA, are assigned to corresponding Outputs described in the PDM and will work closely with JICA experts

(2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 7 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan;
- To review the progress of the Project;
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project;
- To exchange views and opinions on major issues which would arise during the implementation period of the Project; and
- To discuss any other related issues.

(3) Steering Committee

The Steering Committee Meetings will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

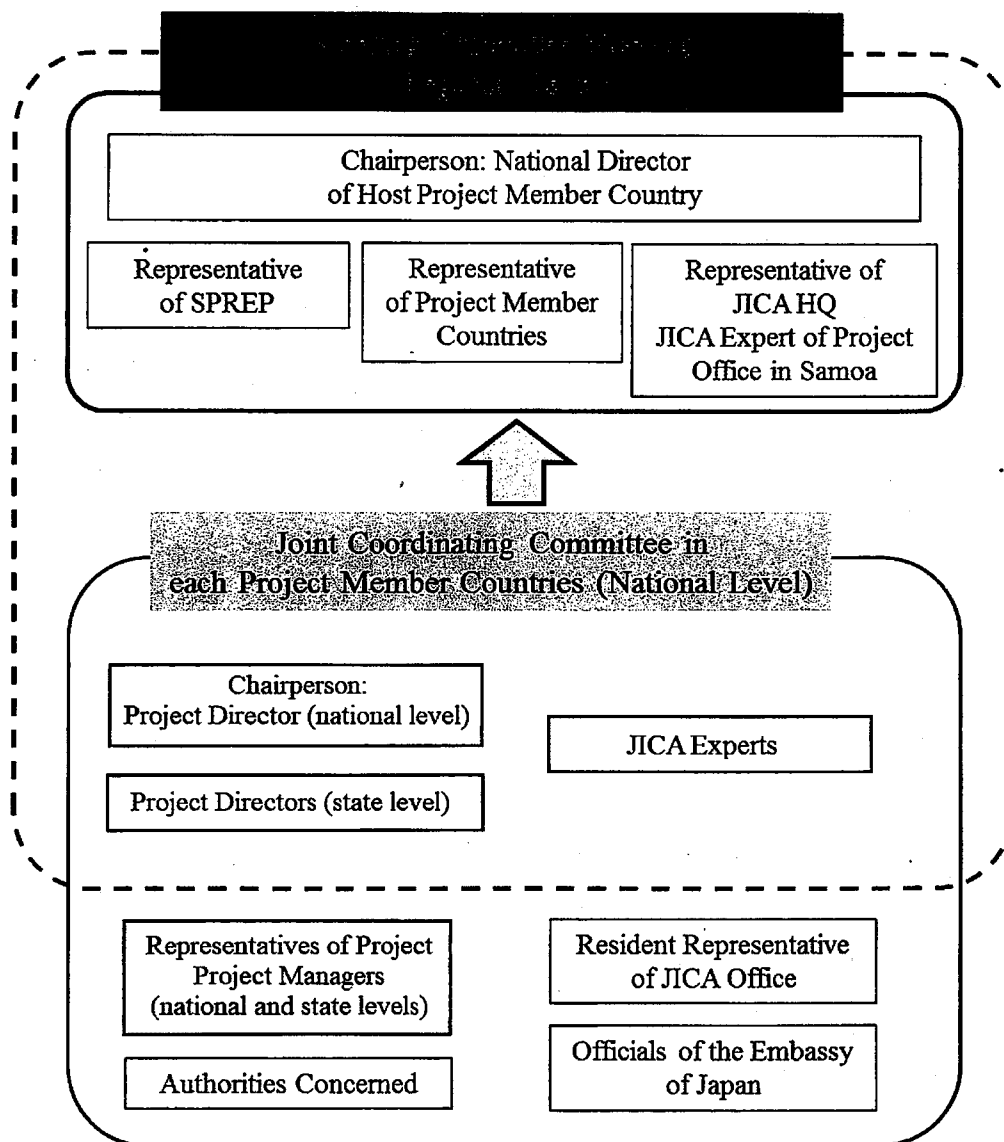
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The Steering Committee has the following functions:

- To formulate policies for the operation of the Project;



- To review the and approve the progress of the Region-wide Integrated PDM;
- To periodically review and evaluate on-going activities;
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network; and
- To perform other relevant functions that may be necessary to achieve the objectives of the Project.



**Implementation Structure**

(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters

in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The Project Office has the following functions:

- To prepare and submit an Annual Report of the Project to the Steering Committee;
- To coordinate, monitor and evaluate programs and activities of the Project;
- To assess and report on the accomplishments of the Project;
- To perform other functions as assigned by the Steering Committee from time to time.



*[Handwritten signature]*

**LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE**

1. Chairperson

Project Director: Secretary, DECEM

2. Project Management

Project Manager: Assistant Secretary, DECEM

3. Members

< Federated States of Micronesia Side >

(1) DECEM

Deputy Assistant Secretary, DECEM

(2) State authorities

Director, Yap DPW&T

Deputy Director, DPW&T

Executive Director, Yap EPA

Director, Chuuk DTPW

Executive Director, Chuuk EPA

Manager of Solid and Hazardous Waste Management, Chuuk EPA

Administrator, Pohnpei T&I

Construction and Inspection Officer, Pohnpei T&I

Executive Director, Pohnpei EPA

Pollution Control Officer, Pohnpei EPA

Director, Kosrae DT&I

Project Inspector, Kosrae DT&I

Administrative Officer, Kosrae DT&I

Director, KIRMA

(3) Other members from the Federated States of Micronesia side

- Other persons that the Federated States of Micronesia side considers necessary

<Japanese Side >

- JICA Expert(s) of the Project
- Representative(s) of JICA Micronesia Office
- Representative(s) of JICA Headquarters



- Official(s) of the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked for meeting whenever it is necessary upon discussion by both sides.

A handwritten signature in black ink, consisting of a stylized, cursive script.

TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :

Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)

Name:

Title: Project Director

Name:

Title: Chief Advisor

Submission Date:

### I. Summary

#### 1 Progress

1-1 Progress of Inputs

1-2 Progress of Activities

1-3 Achievement of Output

1-4 Achievement of the Project Purpose

1-5 Changes of Risks and Actions for Mitigation

1-6 Progress of Actions undertaken by JICA

1-7 Progress of Actions undertaken by Gov. of ●●

1-8 Progress of Environmental and Social Considerations (if applicable)

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction, disability, disease infection, social system, human wellbeing, human right, and gender equality (if applicable)

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

#### 2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

2-2 Cause

2-3 Action to be taken

2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

*(Remarks: The amendment of R/D, Project Description, and PDM (title of the project,*



*duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, input , and change of Environmental category) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D,Project Description, and PDM, the team may propose the draft.)*

**4 Current Activities of Gov. of xx to Secure Project Sustainability after its Completion**

**II. Project Monitoring Sheet I & II as Attached**



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF YAP STATE GOVERNMENT  
IN THE FEDERATED STATES OF MICRONESIA  
ON  
PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT  
IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

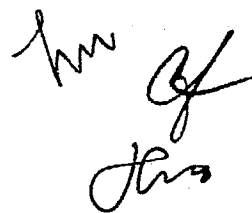
Japan International Cooperation Agency (hereinafter referred to as "JICA") has formed the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Hideaki MATSUOKA and conducted the survey from 10 August to 24 October 2022 for the purpose of formulation of technical cooperation, "Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)" (hereinafter referred to as "the Project").

During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of Yap State Government (hereinafter referred to as "Yap State (FSM) side") in the Federated States of Micronesia (hereinafter referred to as "FSM") for the purpose of designing the Project.

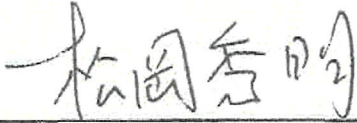
As a result of the discussion, both the Team and the Yap State (FSM) side agreed on the matters referred to in the document attached hereto.

The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Palikir, 24 October 2022







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Mr. Hideaki MATSUOKA  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency



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Mr. Theophilus THINNIFEL  
Director  
Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia



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Ms. Christina FILLMED  
Executive Director  
Environmental Protection Agency, Yap State  
Federated States of Micronesia

## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### **1. Integration of Requests for Technical Cooperation**

As is the case with J-PRISM phases I and II, it is agreed by the Yap State (FSM) side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### **2. Draft Record of Discussions (R/D)**

Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Micronesia Office and Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") of the Government of the FSM after the approval of implementation of the Project by JICA Headquarters.

### **3. Project Design Matrix for FSM (PDM)**

Both sides agreed on the tentative Project Design Matrix for FSM (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM contains overall goal, project purpose, outputs and activities of the Government of the FSM and of the four states of the FSM, namely, States of Yap, Chuuk, Pohnpei and Kosrae. Corresponding part of the PDM to the Yap State (FSM) side will be modified as needed at the project implementation stage after mutual consultations between JICA and the Yap State (FSM) side.

### **4. Region-wide integrated PDM**

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM Version 0 shown in Annex 4 of the draft R/D contains only information from the FSM and will be finalized once consultation with all Project Member Countries is completed.



## **5. Plan of Operation (PO)**

Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 5 of the draft R/D. The activities of the Project are subject to change within the scope of the draft R/D as necessary during the project implementation.

## **6. Implementation Structure of the Project**

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 6 of the draft R/D.

### **(1) Counterpart to JICA Experts (hereinafter referred to as "C/P")**

Each state has Project Director, Project Manager, and C/P personnel who will work to implement the corresponding Outputs of the Project at the state level. In Yap State, the C/P to the JICA Experts are the following.

- Project Director  
Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"), will be responsible for the supervision of the Project at the state level as Project Director.
- Project Manager  
Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"), will be responsible for the implementation of the Project at the state level as Project Manager.
- Other C/P Personnel  
C/P personnel from Yap DPW&T and Yap EPA are assigned to corresponding Outputs of Yap State described in the PDM and will work closely with JICA experts.

The implementation structure of the Project as a whole (national and state levels) is described in the Annex 6 of the draft R/D.

### **(2) Joint Coordinating Committee (hereinafter referred to as "JCC")**

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,

- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the FSM side is the Secretary, DECEM, with the Project Directors of the four states as witness.

#### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### **9. Measures to be Undertaken by the Yap State (FSM) side and the Government of FSM**

The Team explained the measures to be taken by the Yap State (FSM) side and the Government of FSM as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the Yap State (FSM) side and the Government of FSM agreed on it.

(End of document)

Appendix 1 Draft Record of Discussion



**RECORD OF DISCUSSIONS**

**FOR**

**PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID  
WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3  
(J-PRISM 3)**

**AGREED UPON BETWEEN**

**THE AUTHORITIES CONCERNED**

**OF**

**THE FEDERATED STATES OF MICRONESIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**



Based on the minutes of meetings on the Detailed Planning Survey for the project, "Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)" (hereinafter referred to as "the Project") signed on the 24 of October 2022 between the authorities concerned of the Federated States of Micronesia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annex 1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 19 August, 2005 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 12 May, 2022 between the Government of Japan and the Government of the Federated States of Micronesia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Federated States of Micronesia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Palikir, the Federated States of Micronesia, as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

The parties acknowledge and agree that this R/D may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the initials 'J' and 'M'.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
DEPARTMENT OF ENVIRONMENT, CLIMATE  
CHANGE AND EMERGENCY MANAGEMENT

---

Mr. Keiichi MURAOKA  
Chief Representative  
JICA Micronesia Office

---

Mr. Andrew R. YATILMAN  
Secretary, Department of Environment, Climate  
Change and Emergency Management  
Federated States of Micronesia

As Witness

---

Hon. Kandhi ELIEISAR  
Secretary, Department of Foreign Affairs  
Federated States of Micronesia

---

Mr. Theophilus THINNIFEL  
Director, Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia

---

Mr. Bradford MORI  
Executive Director, Environmental Protection  
Agency, Chuuk State  
Federated States of Micronesia





---

Mr. Francisco CELESTINE  
Executive Director, Environmental Protection  
Agency, Pohnpei State  
Federated States of Micronesia

---

Mr. Steven PALIK  
Director, Kosrae Island Resources  
Management Authority, Kosrae State  
Federated States of Micronesia

- Annex 1 Project Description
- Annex 2 Main Points Discussed
- Annex 3 Project Design Matrix (PDM)
- Annex 4 Region-wide integrated PDM
- Annex 5 Plan of Operation (PO)
- Annex 6 Implementation Structure
- Annex 7 List of Proposed Members of Joint Coordinating Committee
- Annex 8 Monitoring Sheet



## PROJECT DESCRIPTION

(1) Title of the Project: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

(2) Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

(3) Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

(4) Duration of the Project: 5 years

(5) Implementing Agency: Department of Environment, Climate Change and Emergency Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and/or other countries
3. Equipment and materials
  - (1) Necessary office equipment
  - (2) Other necessary equipment for Project activities
4. Local cost  
Necessary costs for the project activities

### Federated States of Micronesia Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials  
Office space with necessary equipment
3. Local costs
  - (1) A part of operational expenses necessary for implementation of the project activities



(utility costs such as water and electricity, etc.)

(2) Personnel costs of the Federated States of Micronesia side

(3) Domestic travel expenses of the Federated States of Micronesia side

4. Necessary data and information for the Project implementation

(7) Environmental and Social Considerations (C)

(under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of a few loops and a horizontal stroke.

**MAIN POINTS DISCUSSED**

**1. Annex 3 to 8**

Both parties agreed on the contents of Annex 3 to 8, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 8 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

**2. Environmental and Social Considerations**

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

**3. Gender Equality and Women's Empowerment**

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation.

In particular, both parties agreed that the project will contribute to gender equality and women's empowerment by providing opportunity for training in country and overseas.

**4. Climate Change**

Both parties confirmed that this project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



**PROJECT DESIGN MATRIX (PDM)**

**Project Title:** Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

**Implementing Agency:**

**Federal government:** Department of Environment, Climate Change and Emergency Management (DECCEM)

**Yap:** Department of Public Works and Transportation (DPW&T); Environmental Protection Agency (EPA)

**Chuuk:** Department of Transportation and Public Works (DTPW); Environmental Protection Agency (EPA)

**Pohnpei:** Pohnpei Environmental Protection Agency (EPA); Office of Transportation and Infrastructure (T&I)

**Kosrae:** Kosrae Island Resource Management Authority (KIRMA); Department of Transportation and Infrastructure (DT&I)

**Target Group:** Government officials and waste management/recycling personnel

**Period of Project:** XXX 2023 – XXX 2028 (5 years)

**Project Site:** Yap, Chuuk, Pohnpei, Kosrae

Ver. 0

Dated: 24 October 2022

Narrative Summary		Means of Verification	Important Assumptions
<b>Objectively Verifiable Indicators</b>			
<b>Overall Goal:</b> Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.			
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)		Tax data on target items at the entry point. Database on target items at the custom office. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).	
<b>Project Purpose:</b> The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.			
Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap) Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae) Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)  Note: The target % and number will be determined upon baseline, and will be different from one state to another.		Legal documents describing segregated collection of recyclable items. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...). Financial report.	TED
<b>Narrative Summary</b>		<b>Objectively Verifiable Indicators</b>	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>		<b>Means of Verification</b>	
1.1. Yap Suitable measures for sustainable financing of SWM are identified.		Annual reports. A policy recommendation document.	
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>		<b>Important Assumptions</b>	
2.1. Yap Waste collection is expanded in Yap island		Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures (Yap, Chuuk, Pohnpei, Kosrae).	
2.2. Chuuk The new waste disposal site takes into account measures for environmentally sound, efficient and safe disposal.		Annual reports. Conceptual design document	
2.3. Kosrae Waste disposal sites are managed in an environmentally sound and safe manner.		Annual reports Documents confirming the completion and handover of the physical works with the contractors	
Output 3. "3R+Return" System is promoted.			

<b>3.1. Federal government</b> National / regional approach is explored to optimize the recycling and return of collected recyclable waste.	<b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.	Annual reports. Meeting minutes of the working group.					
<b>3.2. Yap, Chuuk, Pohnpei, Kosrae</b> Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.	<b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX. 3.2.2. Feasibility of measures to export (or domestically reuse/recycle) collected target recyclable items is demonstrated for at least one waste stream by 20XX. 3.2.3. Policy recommendations and guiding documents are developed for identified measures.  Note: Target items may include bulky wastes mainly generated from household (Kosrae).	Annual reports. Guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism					
<b>Output 4. The knowledge and experiences in the region are shared.</b>							
	4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP. 4-2 Good practices and lessons learnt become accessible to each country.	New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials					
<b>Activities</b>							
1.1.1. Undertake baseline studies to analyze the current financing of SWM. 1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation). 1.1.3. Identify suitable mechanisms of sustainable financing of SWM. 1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanisms. 1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanisms incorporating lessons learned from the pilot test. 2.1.1. Undertake a supplementary/updating survey to understand the pros and cons to introduce a user paying fee system for state waste collection. 2.1.2. Assess feasibility through pilot testing. 2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the remaining areas. 2.1.4. Form a working group with relevant authorities and stakeholders as a decision-making and coordination body. 2.1.5. Formulate a plan to expand the collection (with a user fee) to the remaining areas of Yap island, exploring incentive mechanisms for waste reduction in consultation with the working group. 2.1.6. Implement the expansion plan. 2.1.7. Monitor the waste collection and user fee payment. 2.2.1. Assess the status of the environment of the new disposal site (Nepukos). 2.2.2. Develop the conceptual design of the new landfill with measures for environmentally sound, efficient and safe disposal, in consultation with the relevant stakeholders and authorities. 2.3.1. Develop and implement a targeted improvement plan for the current landfill site, in coordination with relevant actors and stakeholders. 2.3.2. Update the regular monitoring system of the leachate. 2.3.3. Provide training on data collection and digital data entry of the incoming waste to the landfill. Note: Targeted improvement may include the improvement of the access road to the landfill, extension of the ventilation gas pipe, and improvement of the leachate. 3.1.1. Create a working group/platform with the states and relevant actors for sharing information on measures to optimize recycling and return. 3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify nation-wide or regional collective shipping options (and/or domestic reuse/recycling options that involve inter-state collaboration). 3.1.3. Facilitate decision-making among the states to identify one option for collective shipping (and/or domestic reuse/recycling that involves inter-state collaboration). 3.1.4. Facilitate regular discussions with the states and relevant stakeholders on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment). 3.1.5. Plan and implement a pilot testing of the identified option. 3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...) 3.2.2. Collect and analyze best practices and case studies on viable measures of 3R+Return, from other countries as well as information on market of recyclable items. 3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors. 3.2.4. Plan and implement a pilot project to assess the feasibility of at least one waste stream. 3.2.5. Develop policy recommendations including rational and the implementation mechanism. 3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams. 3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal. 4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings). 4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025). 4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.	<table border="1"> <thead> <tr> <th data-bbox="1093 512 1317 539">Input</th> <th data-bbox="1317 512 1749 539">Important Assumptions</th> </tr> </thead> <tbody> <tr> <td data-bbox="1093 539 1317 911"> <b>Japan Side</b>             1. Dispatch of Experts            2. Trainings in Japan and/or other countries            3. Equipment and materials            (1) Necessary office equipment            (2) Other necessary equipment for Project activities            4. Local cost            Necessary costs for the project activities         </td> <td data-bbox="1317 539 1749 911"> <b>FSM Side</b>             1. Counterparts and administrative personnel            (1) Project Director            (2) Project Manager            (3) Project counterparts             2. Facilities, equipment and materials            Office space with necessary equipment             3. Local costs            (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.)            (2) Personnel costs of FSM side            (3) Domestic travel expenses of FSM side             4. Necessary data and information for the Project implementation         </td> </tr> <tr> <td colspan="2" data-bbox="1093 911 1749 1278"> <b>Pre-Conditions</b>             Border restriction is not severely tightened due to pandemic diseases.             Counterpart personnel keep working in the field of SWM.             Budget for the project activities are allocated and disbursed in a timely manner from the C/P.             The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).         </td> </tr> </tbody> </table>	Input	Important Assumptions	<b>Japan Side</b>  1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities	<b>FSM Side</b>  1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation	<b>Pre-Conditions</b>  Border restriction is not severely tightened due to pandemic diseases.  Counterpart personnel keep working in the field of SWM.  Budget for the project activities are allocated and disbursed in a timely manner from the C/P.  The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).	
Input	Important Assumptions						
<b>Japan Side</b>  1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities	<b>FSM Side</b>  1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation						
<b>Pre-Conditions</b>  Border restriction is not severely tightened due to pandemic diseases.  Counterpart personnel keep working in the field of SWM.  Budget for the project activities are allocated and disbursed in a timely manner from the C/P.  The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).							

## REGION-WIDE INTEGRATED PDM

Appendix 1  
Annex 4

**Project Title:** Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)  
**Implementing Agency(\*):** SPREP and 9 target countries  
**Target Group:** Government officials and waste/recycle workers in 9 countries  
**Period of Project(\*):** XXX 2023 – XXX 2028 (5 years)  
**Project Site:** Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

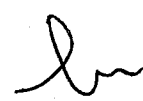
Version 0  
24 October 2022

<b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b>									
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return modal. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)									
<b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b>									
At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations*.									
	Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap) Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae) Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)								
<b>Narrative Summary</b>									
<b>Indicators</b>									
Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>									
	Yap 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.								
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>									
	Yap 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval. Chuuk 2.2.1. By 20XX, the conceptual design of the new dumpsite is completed with measures for environmentally sound, efficient and safe disposal. Kosrae 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format. Note: Enhanced measures refer to: the access road that is								
	Federal government 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. Yap, Chuuk, Pohnpei, Kosrae 3.2.1. Viable measures to collect target recyclable items separately is identified for at least one waste stream by 20XX. 3.2.2. Viable measures to export (or domestically reuse/recycle) collected target recyclable items are identified for at least one waste stream by 20XX. Chuuk 3.2.2. Policy recommendations with data are prepared in								
<b>Output 4. The knowledge and experiences in the region are shared.</b>									
4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.									
4-2 Good practices and lessons learnt become accessible to each country.									

(NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.





# PLAN OF OPERATION (PO)

Plan of Operation

Appendix 1  
Annex 5

Version 0

24 October 2022

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries 3 (J-PRISM 3)													Monitoring												
Inputs	Plan	2023				2024				2025				2026				2027				Remarks	Issue	Solution	
	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
<b>Expert</b>																									
Expert A, Waste management	Plan																								
	Actual																								
Expert B, 3R+R, Legal, Institutionalization, Financial management	Plan																								
	Actual																								
Expert C, 3R+R, Technology Application	Plan																								
	Actual																								
Expert D, Public relation, social outreach	Plan																								
	Actual																								
<b>Equipment</b>																									
NONE	Plan																								
	Actual																								
<b>Training in Japan</b>																									
	Plan																								
	Actual																								
<b>In-country/Third country Training</b>																									
	Plan																								
	Actual																								
<b>Activities</b>																									
Sub-Activities	Plan	2023				2024				2025				2026				2027				Responsible Organization		Achievements	Issue & Countermeasures
	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	FSM		
<b>Output 1: Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>																									
1.1.1. Undertake baseline studies to analyze the current financing of SWM.	Plan																								
	Actual																								
1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation).	Plan																								
	Actual																								
1.1.3. Identify suitable mechanisms of sustainable financing of SWM.	Plan																								
	Actual																								
1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanism.	Plan																								
	Actual																								
1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanism incorporating lessons learned from the pilot test.	Plan																								
	Actual																								
<b>Output 2: Capacity of providing public services on waste management is enhanced</b>																									
2.1.1. Undertake a supplementary/updating survey to understand the pros and cons to introduce a user paying fee system for state waste collection.	Plan																								
	Actual																								
2.1.2. Assess feasibility through pilot testing.	Plan																								
	Actual																								
2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the	Plan																								





## IMPLEMENTATION STRUCTURE

### (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

#### a) National level

- Project Director  
Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.
- Project Manager  
Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.
- Other C/P Personnel  
C/P personnel from DECEM are assigned to corresponding Output described in the PDM and will work closely with JICA experts.

#### b) State level

- Project Directors  
Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"),  
Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"),  
Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), and  
Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA")  
will be responsible for the supervision of the Project at the state level.
- Project Managers  
Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"),  
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"),  
Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), and  
Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I")  
will be responsible for the implementation of the Project at the state level.
- Other C/P Personnel



C/P Personnel from Yap DPW&T, Yap EPA, Chuuk DTPW, Chuuk EPA, Pohnpei T&I, Pohnpei EPA, Kosrae DT&I and KIRMA, are assigned to corresponding Outputs described in the PDM and will work closely with JICA experts

(2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 7 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan;
- To review the progress of the Project;
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project;
- To exchange views and opinions on major issues which would arise during the implementation period of the Project; and
- To discuss any other related issues.

(3) Steering Committee

The Steering Committee Meetings will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

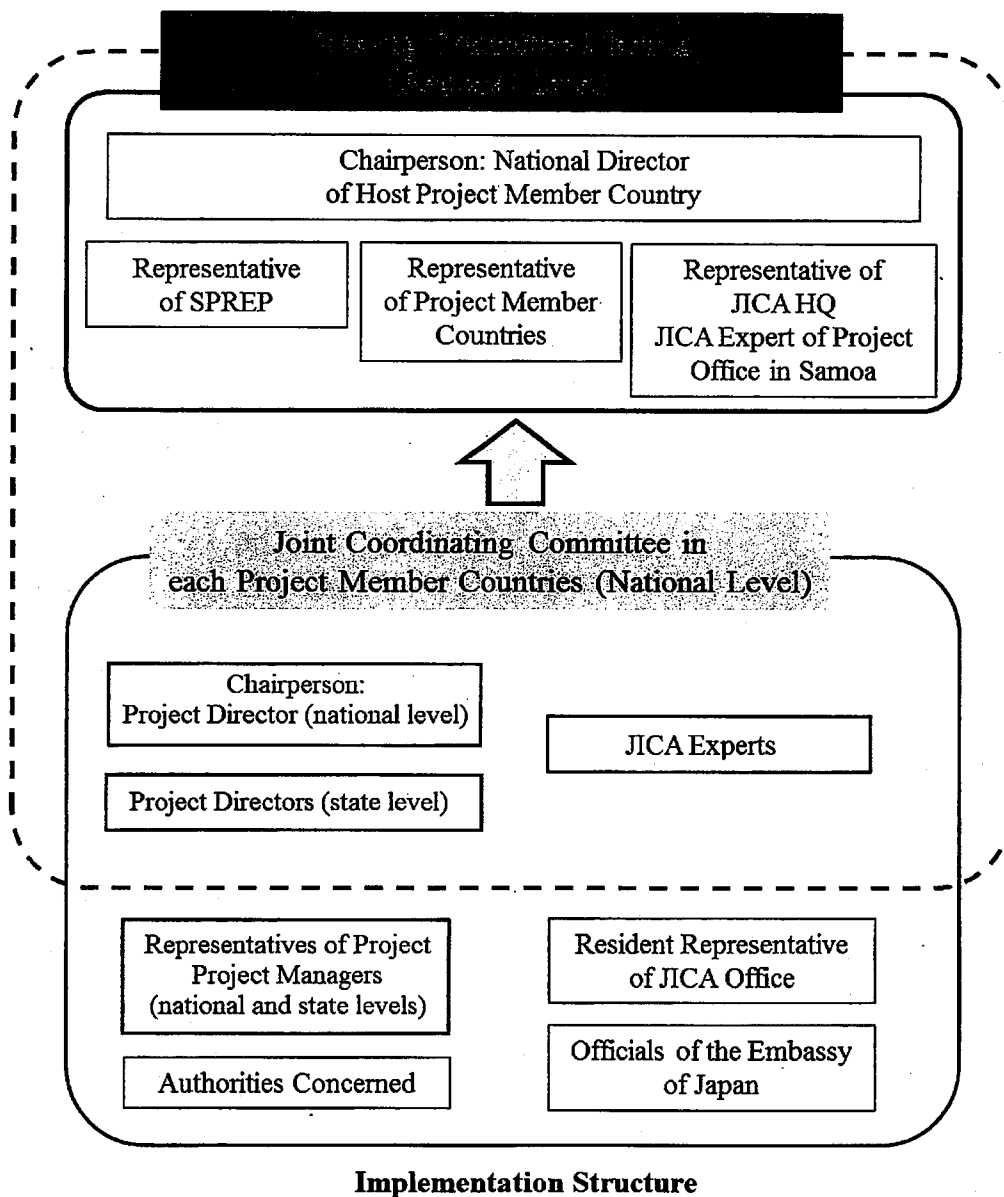
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The Steering Committee has the following functions:

- To formulate policies for the operation of the Project;



- To review the and approve the progress of the Region-wide Integrated PDM;
- To periodically review and evaluate on-going activities;
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network; and
- To perform other relevant functions that may be necessary to achieve the objectives of the Project.



**Implementation Structure**

(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters

in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The Project Office has the following functions:

- To prepare and submit an Annual Report of the Project to the Steering Committee;
- To coordinate, monitor and evaluate programs and activities of the Project;
- To assess and report on the accomplishments of the Project;
- To perform other functions as assigned by the Steering Committee from time to time.





**LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE**

1. Chairperson

Project Director: Secretary, DECEM

2. Project Management

Project Manager: Assistant Secretary, DECEM

3. Members

< Federated States of Micronesia Side >

(1) DECEM

Deputy Assistant Secretary, DECEM

(2) State authorities

Director, Yap DPW&T

Deputy Director, DPW&T

Executive Director, Yap EPA

Director, Chuuk DTPW

Executive Director, Chuuk EPA

Manager of Solid and Hazardous Waste Management, Chuuk EPA

Administrator, Pohnpei T&I

Construction and Inspection Officer, Pohnpei T&I

Executive Director, Pohnpei EPA

Pollution Control Officer, Pohnpei EPA

Director, Kosrae DT&I

Project Inspector, Kosrae DT&I

Administrative Officer, Kosrae DT&I

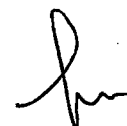
Director, KIRMA

(3) Other members from the Federated States of Micronesia side

- Other persons that the Federated States of Micronesia side considers necessary

<Japanese Side >

- JICA Expert(s) of the Project
- Representative(s) of JICA Micronesia Office
- Representative(s) of JICA Headquarters



- Official(s) of the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked for meeting whenever it is necessary upon discussion by both sides.

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TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :

Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)

Name:

Title: Project Director

Name:

Title: Chief Advisor

Submission Date:

### I. Summary

#### 1 Progress

1-1 Progress of Inputs

1-2 Progress of Activities

1-3 Achievement of Output

1-4 Achievement of the Project Purpose

1-5 Changes of Risks and Actions for Mitigation

1-6 Progress of Actions undertaken by JICA

1-7 Progress of Actions undertaken by Gov. of ●●

1-8 Progress of Environmental and Social Considerations (if applicable)

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction, disability, disease infection, social system, human wellbeing, human right, and gender equality (if applicable)

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

#### 2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

2-2 Cause

2-3 Action to be taken

2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

*(Remarks: The amendment of R/D, Project Description, and PDM (title of the project,*



*duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, input , and change of Environmental category) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D,Project Description, and PDM, the team may propose the draft.)*

**4 Current Activities of Gov. of xx to Secure Project Sustainability after its Completion**

**II. Project Monitoring Sheet I & II** as Attached



**MINUTES OF MEETINGS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**  
**AND**  
**THE AUTHORITIES CONCERNED OF CHUUK STATE GOVERNMENT**  
**IN THE FEDERATED STATES OF MICRONESIA**  
**ON**  
**PROJECT**  
**FOR**  
**PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT**  
**IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") has formed the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Hideaki MATSUOKA and conducted the survey from 10 August to 24 October 2022 for the purpose of formulation of technical cooperation, "Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)" (hereinafter referred to as "the Project").

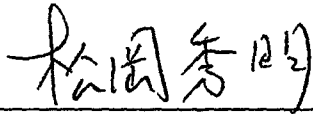
During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of Chuuk State Government (hereinafter referred to as "Chuuk State (FSM) side") in the Federated States of Micronesia (hereinafter referred to as "FSM") for the purpose of designing the Project.

As a result of the discussion, both the Team and the Chuuk State (FSM) side agreed on the matters referred to in the document attached hereto.

The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

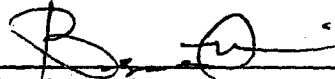
Palikir, 24 October 2022

  
  
Bm



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Mr. Hideaki MATSUOKA  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency



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Mr. Bradford MORI  
Executive Director  
Environmental Protection Agency, Chuuk  
State  
Federated States of Micronesia



---

Mr. Tos NAKAYAMA  
Director  
Department of Transportation and Public  
Works, Chuuk State  
Federated States of Micronesia

## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### 1. Integration of Requests for Technical Cooperation

As is the case with J-PRISM phases I and II, it is agreed by the Chuuk State (FSM) side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### 2. Draft Record of Discussions (R/D)

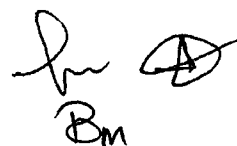
Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Micronesia Office and Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") of the Government of the FSM after the approval of implementation of the Project by JICA Headquarters.

### 3. Project Design Matrix for FSM (PDM)

Both sides agreed on the tentative Project Design Matrix for FSM (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM contains overall goal, project purpose, outputs and activities of the Government of the FSM and of the four states of the FSM, namely, States of Yap, Chuuk, Pohnpei and Kosrae. Corresponding part of the PDM to the Chuuk State (FSM) side will be modified as needed at the project implementation stage after mutual consultations between JICA and the Chuuk State (FSM) side.

### 4. Region-wide integrated PDM

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM Version 0 shown in Annex 4 of the draft R/D contains only information from the FSM and will be finalized once consultation with all Project Member Countries is completed.

  
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## 5. Plan of Operation (PO)

Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 5 of the draft R/D. The activities of the Project are subject to change within the scope of the draft R/D as necessary during the project implementation.

## 6. Implementation Structure of the Project

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 6 of the draft R/D.

### (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

Each state has Project Director, Project Manager, and C/P personnel who will work to implement the corresponding Outputs of the Project at the state level. In Chuuk State, the C/P to the JICA Experts are the following.


- Project Director  
Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"), will be responsible for the supervision of the Project at the state level as Project Director.
- Project Manager  
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"), will be responsible for the implementation of the Project at the state level as Project Manager.
- Other C/P Personnel  
C/P personnel from Chuuk DTPW and Chuuk EPA are assigned to corresponding Outputs of Chuuk State described in the PDM and will work closely with JICA experts.

The implementation structure of the Project as a whole (national and state levels) is described in the Annex 6 of the draft R/D.

### (2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,

  
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- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the FSM side is the Secretary, DECEM, with the Project Directors of the four states as witness.

#### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### **9. Measures to be Undertaken by the Chuuk State (FSM) side and the Government of FSM**

The Team explained the measures to be taken by the Chuuk State (FSM) side and the Government of FSM as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the Chuuk State (FSM) side and the Government of FSM agreed on it.

(End of document)

Appendix 1 Draft Record of Discussion



**RECORD OF DISCUSSIONS**

**FOR**

**PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID  
WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3  
(J-PRISM 3)**

**AGREED UPON BETWEEN**

**THE AUTHORITIES CONCERNED**

**OF**

**THE FEDERATED STATES OF MICRONESIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**



Based on the minutes of meetings on the Detailed Planning Survey for the project, "Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)" (hereinafter referred to as "the Project") signed on the 24 of October 2022 between the authorities concerned of the Federated States of Micronesia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annex 1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 19 August, 2005 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 12 May, 2022 between the Government of Japan and the Government of the Federated States of Micronesia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Federated States of Micronesia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Palikir, the Federated States of Micronesia, as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

The parties acknowledge and agree that this R/D may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

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For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
DEPARTMENT OF ENVIRONMENT, CLIMATE  
CHANGE AND EMERGENCY MANAGEMENT

---

Mr. Keiichi MURAOKA  
Chief Representative  
JICA Micronesia Office

---

Mr. Andrew R. YATILMAN  
Secretary, Department of Environment, Climate  
Change and Emergency Management  
Federated States of Micronesia

As Witness

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Hon. Kandhi ELIEISAR  
Secretary, Department of Foreign Affairs  
Federated States of Micronesia

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Mr. Theophilus THINNIFEL  
Director, Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia

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Mr. Bradford MORI  
Executive Director, Environmental Protection  
Agency, Chuuk State  
Federated States of Micronesia



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Mr. Francisco CELESTINE  
Executive Director, Environmental Protection  
Agency, Pohnpei State  
Federated States of Micronesia

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Mr. Steven PALIK  
Director, Kosrae Island Resources  
Management Authority, Kosrae State  
Federated States of Micronesia

- Annex 1 Project Description
- Annex 2 Main Points Discussed
- Annex 3 Project Design Matrix (PDM)
- Annex 4 Region-wide integrated PDM
- Annex 5 Plan of Operation (PO)
- Annex 6 Implementation Structure
- Annex 7 List of Proposed Members of Joint Coordinating Committee
- Annex 8 Monitoring Sheet



## PROJECT DESCRIPTION

(1) Title of the Project: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

(2) Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

(3) Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

(4) Duration of the Project: 5 years

(5) Implementing Agency: Department of Environment, Climate Change and Emergency Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and/or other countries
3. Equipment and materials
  - (1) Necessary office equipment
  - (2) Other necessary equipment for Project activities
4. Local cost  
Necessary costs for the project activities

### Federated States of Micronesia Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials  
Office space with necessary equipment
3. Local costs
  - (1) A part of operational expenses necessary for implementation of the project activities



(utility costs such as water and electricity, etc.)

(2) Personnel costs of the Federated States of Micronesia side

(3) Domestic travel expenses of the Federated States of Micronesia side

4. Necessary data and information for the Project implementation

(7) Environmental and Social Considerations (C)

(under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'

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## MAIN POINTS DISCUSSED

### 1. Annex 3 to 8

Both parties agreed on the contents of Annex 3 to 8, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 8 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

### 2. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

### 3. Gender Equality and Women's Empowerment

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation.

In particular, both parties agreed that the project will contribute to gender equality and women's empowerment by providing opportunity for training in country and overseas.

### 4. Climate Change

Both parties confirmed that this project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



**PROJECT DESIGN MATRIX (PDM)**

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

Implementing Agency:

Federal government: Department of Environment, Climate Change and Emergency Management (DECEM)

Yap: Department of Public Works and Transportation (DPW&T); Environmental Protection Agency (EPA)

Chuuk: Department of Transportation and Public Works (DTPW); Environmental Protection Agency (EPA)

Pohnpei: Pohnpei Environmental Protection Agency (EPA); Office of Transportation and Infrastructure (T&I)

Kosrae: Kosrae Island Resource Management Authority (KIRMA); Department of Transportation and Infrastructure (DT&I)

Target Group: Government officials and waste management/recycling personnel

Period of Project: XXX 2023 – XXX 2028 (5 years)

Project Site: Yap, Chuuk, Pohnpei, Kosrae

Ver. 0

Dated: 24 October 2022

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b>				
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)		Tax data on target items at the entry point. Database on target items at the custom office. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).		
<b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b>				
Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap) Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae) Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)  Note: The target % and number will be determined upon baseline, and will be different from one state to another.		Legal documents describing segregated collection of recyclable items. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...). Financial report.	TBD	
Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>				
1.1. Yap Suitable measures for sustainable financing of SWM are identified.	Yap 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.	Annual reports. A policy recommendation document.	Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures (Yap, Chuuk, Pohnpei, Kosrae).	
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>				
2.1 Yap Waste collection is expanded in Yap island	Yap 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval.	Annual reports. Policy recommendation document. Guiding documents		
2.2 Chuuk The new waste disposal site takes into account measures for environmentally sound, efficient and safe disposal.	Chuuk 2.2.1. By 20XX, the conceptual design of the new disposal site is completed with measures for environmentally sound, efficient and safe disposal.	Annual reports. Conceptual design document		
2.3 Kosrae Waste disposal sites are managed in an environmentally sound and safe manner.	Kosrae 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format.  Note: Enhanced measures refer to: the access road that is safe and suitable for access by waste generators; extended ventilation gas pipe; and improved leachate.	Annual reports Documents confirming the completion and handover of the physical works with the contractors		
<b>Output 3. "3R+Return" System is promoted.</b>				

<p><b>3.1. Federal government</b> National / regional approach is explored to optimize the recycling and return of collected recyclable waste.</p>	<p><b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p>	<p>Annual reports. Meeting minutes of the working group.</p>			
<p><b>3.2. Yap, Chuuk, Pohnpei, Kosrae</b> Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.</p>	<p><b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX. 3.2.2. Feasibility of measures to export (or domestically reuse/recycle) collected target recyclable items is demonstrated for at least one waste stream by 20XX. 3.2.3. Policy recommendations and guiding documents are developed for identified measures.  Note: Target items may include bulky wastes mainly generated from household (Kosrae).</p>	<p>Annual reports. A guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism</p>			
<p><b>Output 4. The knowledge and experiences in the region are shared.</b></p>					
	<p>4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP. 4-2 Good practices and lessons learnt become accessible to each country.</p>	<p>New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials</p>			
<p><b>Activities</b></p>					
<p>1.1.1. Undertake baseline studies to analyze the current financing of SWM. 1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation). 1.1.3. Identify suitable mechanisms of sustainable financing of SWM. 1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanisms. 1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanisms incorporating lessons learned from the pilot test.  2.1.1. Undertake a supplementary/updating survey to understand the pros and cons to introduce a user paying fee system for state waste collection. 2.1.2. Assess feasibility through pilot testing. 2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the remaining areas. 2.1.4. Form a working group with relevant authorities and stakeholders as a decision-making and coordination body. 2.1.5. Formulate a plan to expand the collection (with a user fee) to the remaining areas of Yap island, exploring incentive mechanisms for waste reduction in consultation with the working group. 2.1.6. Implement the expansion plan. 2.1.7. Monitor the waste collection and user fee payment.  2.2.1. Assess the status of the environment of the new disposal site (Nepukos). 2.2.2. Develop the conceptual design of the new landfill with measures for environmentally sound, efficient and safe disposal, in consultation with the relevant stakeholders and authorities.  2.3.1. Develop and implement a targeted improvement plan for the current landfill site, in coordination with relevant actors and stakeholders. 2.3.2. Update the regular monitoring system of the leachate. 2.3.3. Provide training on data collection and digital data entry of the incoming waste to the landfill. Note: Targeted improvement may include the improvement of the access road to the landfill, extension of the ventilation gas pipe, and improvement of the leachate</p>	<table border="1"> <thead> <tr> <th data-bbox="1099 515 1384 539">Japan Side</th> <th data-bbox="1384 515 1756 539">FSM Side</th> </tr> </thead> <tbody> <tr> <td data-bbox="1099 539 1384 687"> <p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p> </td> <td data-bbox="1384 539 1756 911"> <p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project Implementation</p> </td> </tr> </tbody> </table>	Japan Side	FSM Side	<p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p>	<p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project Implementation</p>
Japan Side	FSM Side				
<p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p>	<p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project Implementation</p>				
<p>3.1.1. Create a working group/platform with the states and relevant actors for sharing information on measures to optimize recycling and return. 3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify nation-wide or regional collective shipping options (and/or domestic reuse/recycling options that involve inter-state collaboration). 3.1.3. Facilitate decision-making among the states to identify one option for collective shipping (and/or domestic reuse/recycling that involves inter-state collaboration). 3.1.4. Facilitate regular discussions with the states and relevant stakeholders on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment). 3.1.5. Plan and implement a pilot testing of the identified option. 3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...) 3.2.2. Collect and analyze best practices and case studies on viable measures of 3R+Return, from other countries as well as information on market of recyclable items. 3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors. 3.2.4. Plan and implement a pilot project to assess the feasibility of at least one waste stream. 3.2.5. Develop policy recommendations including rational and the implementation mechanism. 3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams. 3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal. 4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings). 4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025). 4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>					
<p><b>Important Assumptions</b></p>					
<p>Border restriction is not severely tightened due to pandemic diseases.  Counterpart personnel keep working in the field of SWM.  Budget for the project activities are allocated and disbursed in a timely manner from the C/P.  The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).</p>					
<p><b>Pre-Conditions</b></p>					

**REGION-WIDE INTEGRATED PDM**

Appendix 1  
Annex 4

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)  
 Implementing Agency(\*): SPREP and 9 target countries Target Group: Government officials and waste/recycle workers in 9 countries  
 Period of Project(\*): XXX 2023 – XXX 2028 (5 years) Project Site: Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

Version 0  
24 October 2022

<b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b>								
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)								
<b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b>								
At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations*.								
	Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap)							
	Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae)							
	Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)							
<b>Narrative Summary</b>								
<b>Indicators</b>								
<b>Palau</b>	<b>FSM</b>	<b>RMI</b>	<b>PNG</b>	<b>Solomon</b>	<b>Vanuatu</b>	<b>Fiji</b>	<b>Tonga</b>	<b>Samoa</b>
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>								
	<b>Yap</b> 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.							
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>								
	<b>Yap</b> 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval. <b>Chuuk</b> 2.2.1. By 20XX, the conceptual design of the new dumpsite is completed with measures for environmentally sound, efficient and safe disposal. <b>Kosrae</b> 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format. Note: Enhanced measures refer to: the access road that is							
	<b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. <b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Viable measures to collect target recyclable items separately is identified for at least one waste stream by 20XX. 3.2.2. Viable measures to export (or domestically reuse/recycle) collected target recyclable items are identified for at least one waste stream by 20XX. <b>Chuuk</b> 3.2.3. Policy recommendations with data are prepared to							
<b>Output 4. The knowledge and experiences in the region are shared.</b>								
4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.								
4-2 Good practices and lessons learnt become accessible to each country.								

(\*NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.







**IMPLEMENTATION STRUCTURE**

## (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

a) National level

## • Project Director

Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.

## • Project Manager

Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.

## • Other C/P Personnel

C/P personnel from DECEM are assigned to corresponding Output described in the PDM and will work closely with JICA experts.

b) State level

## • Project Directors

Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"),

Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"),

Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), and

Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA")

will be responsible for the supervision of the Project at the state level.

## • Project Managers

Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"),

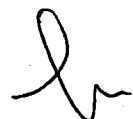
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"),

Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), and

Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I")

will be responsible for the implementation of the Project at the state level.

## • Other C/P Personnel





C/P Personnel from Yap DPW&T, Yap EPA, Chuuk DTPW, Chuuk EPA, Pohnpei T&I, Pohnpei EPA, Kosrae DT&I and KIRMA, are assigned to corresponding Outputs described in the PDM and will work closely with JICA experts

(2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 7 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan;
- To review the progress of the Project;
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project;
- To exchange views and opinions on major issues which would arise during the implementation period of the Project; and
- To discuss any other related issues.

(3) Steering Committee

The Steering Committee Meetings will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

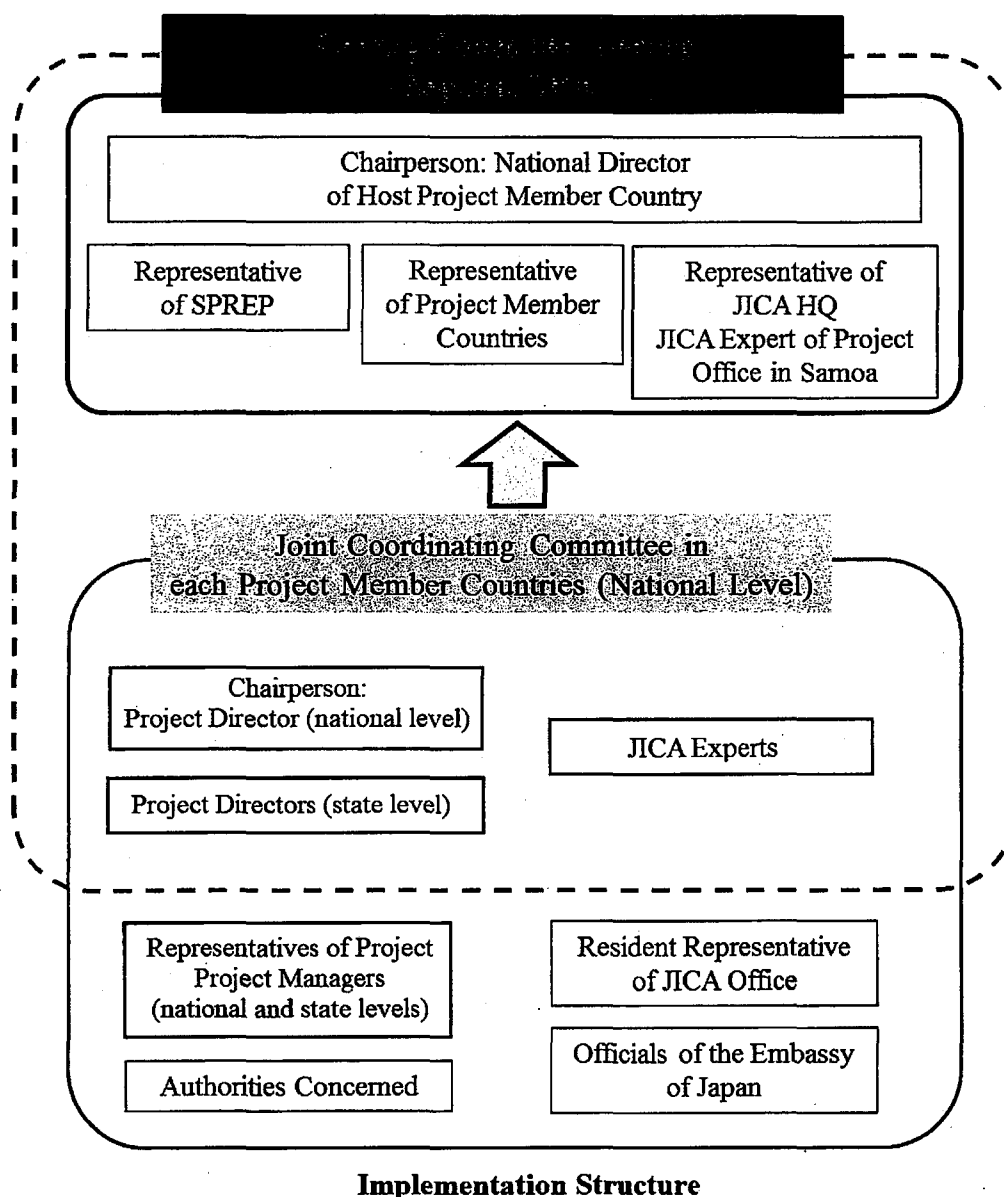
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The Steering Committee has the following functions:

- To formulate policies for the operation of the Project;



- To review the and approve the progress of the Region-wide Integrated PDM;
- To periodically review and evaluate on-going activities;
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network; and
- To perform other relevant functions that may be necessary to achieve the objectives of the Project.



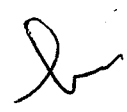
(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters

in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The Project Office has the following functions:

- To prepare and submit an Annual Report of the Project to the Steering Committee;
- To coordinate, monitor and evaluate programs and activities of the Project;
- To assess and report on the accomplishments of the Project;
- To perform other functions as assigned by the Steering Committee from time to time.



## LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE

### 1. Chairperson

Project Director: Secretary, DECEM

### 2. Project Management

Project Manager: Assistant Secretary, DECEM

### 3. Members

< Federated States of Micronesia Side >

#### (1) DECEM

Deputy Assistant Secretary, DECEM

#### (2) State authorities

Director, Yap DPW&T

Deputy Director, DPW&T

Executive Director, Yap EPA

Director, Chuuk DTPW

Executive Director, Chuuk EPA

Manager of Solid and Hazardous Waste Management, Chuuk EPA

Administrator, Pohnpei T&I

Construction and Inspection Officer, Pohnpei T&I

Executive Director, Pohnpei EPA

Pollution Control Officer, Pohnpei EPA

Director, Kosrae DT&I

Project Inspector, Kosrae DT&I

Administrative Officer, Kosrae DT&I

Director, KIRMA

#### (3) Other members from the Federated States of Micronesia side

- Other persons that the Federated States of Micronesia side considers necessary

<Japanese Side >

- JICA Expert(s) of the Project
- Representative(s) of JICA Micronesia Office
- Representative(s) of JICA Headquarters



- Official(s) of the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked for meeting whenever it is necessary upon discussion by both sides.

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TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

**Project Title :** \_\_\_\_\_

**Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title: Project Director** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title: Chief Advisor** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

### I. Summary

#### 1 Progress

1-1 Progress of Inputs

1-2 Progress of Activities

1-3 Achievement of Output

1-4 Achievement of the Project Purpose

1-5 Changes of Risks and Actions for Mitigation

1-6 Progress of Actions undertaken by JICA

1-7 Progress of Actions undertaken by Gov. of ●●

1-8 Progress of Environmental and Social Considerations (if applicable)

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction, disability, disease infection, social system, human wellbeing, human right, and gender equality (if applicable)

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

#### 2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

2-2 Cause

2-3 Action to be taken

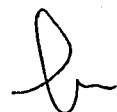
2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

*(Remarks: The amendment of R/D, Project Description, and PDM (title of the project,*



*duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, input , and change of Environmental category) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D,Project Description, and PDM, the team may propose the draft.)*

**4 Current Activities of Gov. of xx to Secure Project Sustainability after its Completion**

**II. Project Monitoring Sheet I & II as Attached**



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF POHNPEI STATE GOVERNMENT  
IN THE FEDERATED STATES OF MICRONESIA  
ON  
PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT  
IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

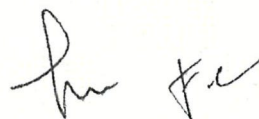
Japan International Cooperation Agency (hereinafter referred to as “JICA”) has formed the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Hideaki MATSUOKA and conducted the survey from 10 August to 24 October 2022 for the purpose of formulation of technical cooperation, “Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)” (hereinafter referred to as “the Project”).

During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of Pohnpei State Government (hereinafter referred to as “Pohnpei State (FSM) side”) in the Federated States of Micronesia (hereinafter referred to as “FSM”) for the purpose of designing the Project.

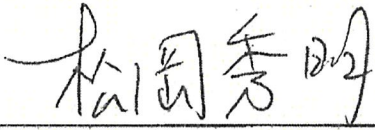
As a result of the discussion, both the Team and the Pohnpei State (FSM) side agreed on the matters referred to in the document attached hereto.

The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. “Electronic signature” includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Palikir, 24 October 2022

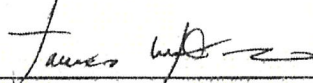






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Mr. Hideaki MATSUOKA  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency



---

Mr. Francisco CELESTINE  
Executive Director  
Environmental Protection Agency, Pohnpei  
State  
Federated States of Micronesia



---

Mr. John ADOLPH  
Administrator  
Office of Transportation and Infrastructure,  
Pohnpei State  
Federated States of Micronesia

## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### **1. Integration of Requests for Technical Cooperation**

As is the case with J-PRISM phases I and II, it is agreed by the Pohnpei State (FSM) side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### **2. Draft Record of Discussions (R/D)**

Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Micronesia Office and Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECCEM") of the Government of the FSM after the approval of implementation of the Project by JICA Headquarters.

### **3. Project Design Matrix for FSM (PDM)**

Both sides agreed on the tentative Project Design Matrix for FSM (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM contains overall goal, project purpose, outputs and activities of the Government of the FSM and of the four states of the FSM, namely, States of Yap, Chuuk, Pohnpei and Kosrae. Corresponding part of the PDM to the Pohnpei State (FSM) side will be modified as needed at the project implementation stage after mutual consultations between JICA and the Pohnpei State (FSM) side.

### **4. Region-wide integrated PDM**

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM Version 0 shown in Annex 4 of the draft R/D contains only information from the FSM and will be finalized once consultation with all Project Member Countries is completed.



## **5. Plan of Operation (PO)**

Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 5 of the draft R/D. The activities of the Project are subject to change within the scope of the draft R/D as necessary during the project implementation.

## **6. Implementation Structure of the Project**

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 6 of the draft R/D.

### **(1) Counterpart to JICA Experts (hereinafter referred to as "C/P")**

Each state has Project Director, Project Manager, and C/P personnel who will work to implement the corresponding Outputs of the Project at the state level. In Pohnpei State, the C/P to the JICA Experts are the following.

- Project Director  
Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), will be responsible for the supervision of the Project at the state level as Project Director.
- Project Manager  
Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), will be responsible for the implementation of the Project at the state level as Project Manager.
- Other C/P Personnel  
C/P personnel from Pohnpei T&I and Pohnpei EPA are assigned to corresponding Outputs of Pohnpei State described in the PDM and will work closely with JICA experts.

The implementation structure of the Project as a whole (national and state levels) is described in the Annex 6 of the draft R/D.

### **(2) Joint Coordinating Committee (hereinafter referred to as "JCC")**

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,

- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the FSM side is the Secretary, DECEM, with the Project Directors of the four states as witness.

#### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### **9. Measures to be Undertaken by the Pohnpei State (FSM) side and the Government of FSM**

The Team explained the measures to be taken by the Pohnpei State (FSM) side and the Government of FSM as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the Pohnpei State (FSM) side and the Government of FSM agreed on it.

(End of document)

Appendix 1 Draft Record of Discussion



**RECORD OF DISCUSSIONS**

**FOR**

**PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID  
WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3  
(J-PRISM 3)**

**AGREED UPON BETWEEN**

**THE AUTHORITIES CONCERNED**

**OF**

**THE FEDERATED STATES OF MICRONESIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**

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Based on the minutes of meetings on the Detailed Planning Survey for the project, "Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)" (hereinafter referred to as "the Project") signed on the 24 of October 2022 between the authorities concerned of the Federated States of Micronesia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annex 1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 19 August, 2005 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 12 May, 2022 between the Government of Japan and the Government of the Federated States of Micronesia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Federated States of Micronesia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Palikir, the Federated States of Micronesia, as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

The parties acknowledge and agree that this R/D may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher but appears to be a personal name or initials.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
DEPARTMENT OF ENVIRONMENT, CLIMATE  
CHANGE AND EMERGENCY MANAGEMENT

---

Mr. Keiichi MURAOKA  
Chief Representative  
JICA Micronesia Office

---

Mr. Andrew R. YATILMAN  
Secretary, Department of Environment, Climate  
Change and Emergency Management  
Federated States of Micronesia

As Witness

---

Hon. Kandhi ELIEISAR  
Secretary, Department of Foreign Affairs  
Federated States of Micronesia

---

Mr. Theophilus THINNIFEL  
Director, Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia

---

Mr. Bradford MORI  
Executive Director, Environmental Protection  
Agency, Chuuk State  
Federated States of Micronesia



---

Mr. Francisco CELESTINE  
Executive Director, Environmental Protection  
Agency, Pohnpei State  
Federated States of Micronesia

---

Mr. Steven PALIK  
Director, Kosrae Island Resources  
Management Authority, Kosrae State  
Federated States of Micronesia

- Annex 1 Project Description
- Annex 2 Main Points Discussed
- Annex 3 Project Design Matrix (PDM)
- Annex 4 Region-wide integrated PDM
- Annex 5 Plan of Operation (PO)
- Annex 6 Implementation Structure
- Annex 7 List of Proposed Members of Joint Coordinating Committee
- Annex 8 Monitoring Sheet





## PROJECT DESCRIPTION

(1) Title of the Project: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

(2) Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

(3) Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

(4) Duration of the Project: 5 years

(5) Implementing Agency: Department of Environment, Climate Change and Emergency Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and/or other countries
3. Equipments and materials
  - (1) Necessary office equipment
  - (2) Other necessary equipment for Project activities
4. Local cost  
Necessary costs for the project activities

### Federated States of Micronesia Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials  
Office space with necessary equipment
3. Local costs
  - (1) A part of operational expenses necessary for implementation of the project activities



(utility costs such as water and electricity, etc.)

(2) Personnel costs of the Federated States of Micronesia side

(3) Domestic travel expenses of the Federated States of Micronesia side

4. Necessary data and information for the Project implementation

(7) Environmental and Social Considerations (C)

(under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)')

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a few cursive letters.

## MAIN POINTS DISCUSSED

1. Annex 3 to 8

Both parties agreed on the contents of Annex 3 to 8, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 8 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

2. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

3. Gender Equality and Women's Empowerment

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation.

In particular, both parties agreed that the project will contribute to gender equality and women's empowerment by providing opportunity for training in country and overseas.

4. Climate Change

Both parties confirmed that this project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



**PROJECT DESIGN MATRIX (PDM)**

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

Implementing Agency:

Federal government: Department of Environment, Climate Change and Emergency Management (DECEM)

Yap: Department of Public Works and Transportation (DPW&T); Environmental Protection Agency (EPA)

Chuuk: Department of Transportation and Public Works (DTPW); Environmental Protection Agency (EPA)

Pohnpei: Pohnpei Environmental Protection Agency (EPA); Office of Transportation and Infrastructure (T&I)

Kosrae: Kosrae Island Resource Management Authority (KIRMA); Department of Transportation and Infrastructure (DT&I)

Target Group: Government officials and waste management/recycling personnel

Period of Project: XXX 2023 – XXX 2028 (5 years)

Project Site: Yap, Chuuk, Pohnpei, Kosrae

Ver. 0

Dated: 24 October 2022

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b>				
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)		Tax data on target items at the entry point. Database on target items at the custom office. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).		
<b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b>				
Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap) Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae) Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)  Note: The target % and number will be determined upon baseline, and will be different from one state to another.		Legal documents describing segregated collection of recyclable items. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...). Financial report.	TBD	
Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>				
<b>1.1. Yap</b> Suitable measures for sustainable financing of SWM are identified.	<b>Yap</b> 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.	Annual reports. A policy recommendation document.	Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures (Yap, Chuuk, Pohnpei, Kosrae).	
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>				
<b>2.1 Yap</b> Waste collection is expanded in Yap island	<b>Yap</b> 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval.	Annual reports. Policy recommendation document. Guiding documents		
<b>2.2. Chuuk</b> The new waste disposal site takes into account measures for environmentally sound, efficient and safe disposal.	<b>Chuuk</b> 2.2.1. By 20XX, the conceptual design of the new disposal site is completed with measures for environmentally sound, efficient and safe disposal.	Annual reports. Conceptual design document		
<b>2.3. Kosrae</b> Waste disposal sites are managed in an environmentally sound and safe manner.	<b>Kosrae</b> 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format.  Note: Enhanced measures refer to: the access road that is safe and suitable for access by waste generators; extended ventilation gas pipe; and improved leachate.	Annual reports Documents confirming the completion and handover of the physical works with the contractors		
<b>Output 3. "3R+Return" System is promoted.</b>				

<p><b>3.1. Federal government</b> National / regional approach is explored to optimize the recycling and return of collected recyclable waste.</p>	<p><b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p>	<p>Annual reports. Meeting minutes of the working group.</p>				
<p><b>3.2. Yap, Chuuk, Pohnpei, Kosrae</b> Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.</p>	<p><b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX. 3.2.2. Feasibility of measures to export (or domestically reuse/recycle) collected target recyclable items is demonstrated for at least one waste stream by 20XX. 3.2.3. Policy recommendations and guiding documents are developed for identified measures.  Note: Target items may include bulky wastes mainly generated from household (Kosrae).</p>	<p>Annual reports. Guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism</p>				
<p><b>Output 4. The knowledge and experiences in the region are shared.</b></p>						
	<p>4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP. 4-2 Good practices and lessons learnt become accessible to each country.</p>	<p>New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials</p>				
<p><b>Activities</b></p> <p>1.1.1. Undertake baseline studies to analyze the current financing of SWM. 1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation). 1.1.3. Identify suitable mechanisms of sustainable financing of SWM. 1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanisms. 1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanisms incorporating lessons learned from the pilot test.</p> <p>2.1.1. Undertake a supplementary/updating survey to understand the pros and cons to introduce a user paying fee system for state waste collection. 2.1.2. Assess feasibility through pilot testing. 2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the remaining areas. 2.1.4. Form a working group with relevant authorities and stakeholders as a decision-making and coordination body. 2.1.5. Formulate a plan to expand the collection (with a user fee) to the remaining areas of Yap Island, exploring incentive mechanisms for waste reduction in consultation with the working group. 2.1.6. Implement the expansion plan. 2.1.7. Monitor the waste collection and user fee payment.</p> <p>2.2.1. Assess the status of the environment of the new disposal site (Nepukos). 2.2.2. Develop the conceptual design of the new landfill with measures for environmentally sound, efficient and safe disposal, in consultation with the relevant stakeholders and authorities.</p> <p>2.3.1. Develop and implement a targeted improvement plan for the current landfill site, in coordination with relevant actors and stakeholders. 2.3.2. Update the regular monitoring system of the leachate. 2.3.3. Provide training on data collection and digital data entry of the incoming waste to the landfill. Note: Targeted improvement may include the improvement of the access road to the landfill, extension of the ventilation gas pipe, and improvement of the leachate</p> <p>3.1.1. Create a working group/platform with the states and relevant actors for sharing information on measures to optimize recycling and return. 3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify nation-wide or regional collective shipping options (and/or domestic reuse/recycling options that involve inter-state collaboration). 3.1.3. Facilitate decision-making among the states to identify one option for collective shipping (and/or domestic reuse/recycling that involves inter-state collaboration). 3.1.4. Facilitate regular discussions with the states and relevant stakeholders on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment). 3.1.5. Plan and implement a pilot testing of the identified option. 3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...) 3.2.2. Collect and analyze best practices and case studies on viable measures of 3R+Return, from other countries as well as information on market of recyclable items. 3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors. 3.2.4. Plan and implement a pilot project to assess the feasibility of at least one waste stream. 3.2.5. Develop policy recommendations including rational and the implementation mechanism. 3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams. 3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal.</p> <p>4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings). 4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025). 4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>	<table border="1"> <thead> <tr> <th data-bbox="1093 486 1310 510">Japan Side</th> <th data-bbox="1310 486 1747 510">FSM Side</th> </tr> </thead> <tbody> <tr> <td data-bbox="1093 510 1310 678"> <p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p> </td> <td data-bbox="1310 510 1747 829"> <p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side. (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation</p> </td> </tr> </tbody> </table>	Japan Side	FSM Side	<p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p>	<p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side. (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation</p>	<p><b>Important Assumptions</b></p> <p>Border restriction is not severely tightened due to pandemic diseases.</p> <p>Counterpart personnel keep working in the field of SWM.</p> <p>Budget for the project activities are allocated and disbursed in a timely manner from the C/P.</p> <p>The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).</p> <p><b>Pre-Conditions</b></p>
Japan Side	FSM Side					
<p>1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p>	<p>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts  2. Facilities, equipment and materials Office space with necessary equipment  3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side. (3) Domestic travel expenses of FSM side  4. Necessary data and information for the Project implementation</p>					

REGION-WIDE INTEGRATED PDM

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)  
 Implementing Agency(\*): SPREP and 9 target countries  
 Period of Project(\*): XXX 2023 – XXX 2028 (5 years)

Target Group: Government officials and waste/recycle workers in 9 countries  
 Project Site: Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

Version 0  
24 October 2022

**Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.**

Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)

**Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.**

At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations\*.

Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap)								
Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae)								
Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)								

**Narrative Summary**

	Indicators								
	Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa

**Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.**

Yap 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.									
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**Output 2. Capacity of providing public services on waste management is enhanced.**

Yap 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval. Chuuk 2.2.1. By 20XX, the conceptual design of the new dumpsite is completed with measures for environmentally sound, efficient and safe disposal. Kosrae 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format. Note: Enhanced measures refer to: the access road that is								
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Federal government 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. Yap, Chuuk, Pohnpei, Kosrae 3.2.1. Viable measures to collect target recyclable items separately is identified for at least one waste stream by 20XX. 3.2.2. Viable measures to export (or domestically reuse/recycle) collected target recyclable items are identified for at least one waste stream by 20XX. Chuuk 3.2.3. Policy recommendation with data are prepared in								
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**Output 4. The knowledge and experiences in the region are shared.**

4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.

4-2 Good practices and lessons learnt become accessible to each country.

(\*NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.









**IMPLEMENTATION STRUCTURE**

## (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

a) National level

- Project Director  
Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.
- Project Manager  
Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.
- Other C/P Personnel  
C/P personnel from DECEM are assigned to corresponding Output described in the PDM and will work closely with JICA experts.

b) State level

- Project Directors  
Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"),  
Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"),  
Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), and  
Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA")  
will be responsible for the supervision of the Project at the state level.
- Project Managers  
Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"),  
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"),  
Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), and  
Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I")  
will be responsible for the implementation of the Project at the state level.
- Other C/P Personnel



C/P Personnel from Yap DPW&T, Yap EPA, Chuuk DTPW, Chuuk EPA, Pohnpei T&I, Pohnpei EPA, Kosrae DT&I and KIRMA, are assigned to corresponding Outputs described in the PDM and will work closely with JICA experts

(2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 7 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan;
- To review the progress of the Project;
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project;
- To exchange views and opinions on major issues which would arise during the implementation period of the Project; and
- To discuss any other related issues.

(3) Steering Committee

The Steering Committee Meetings will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

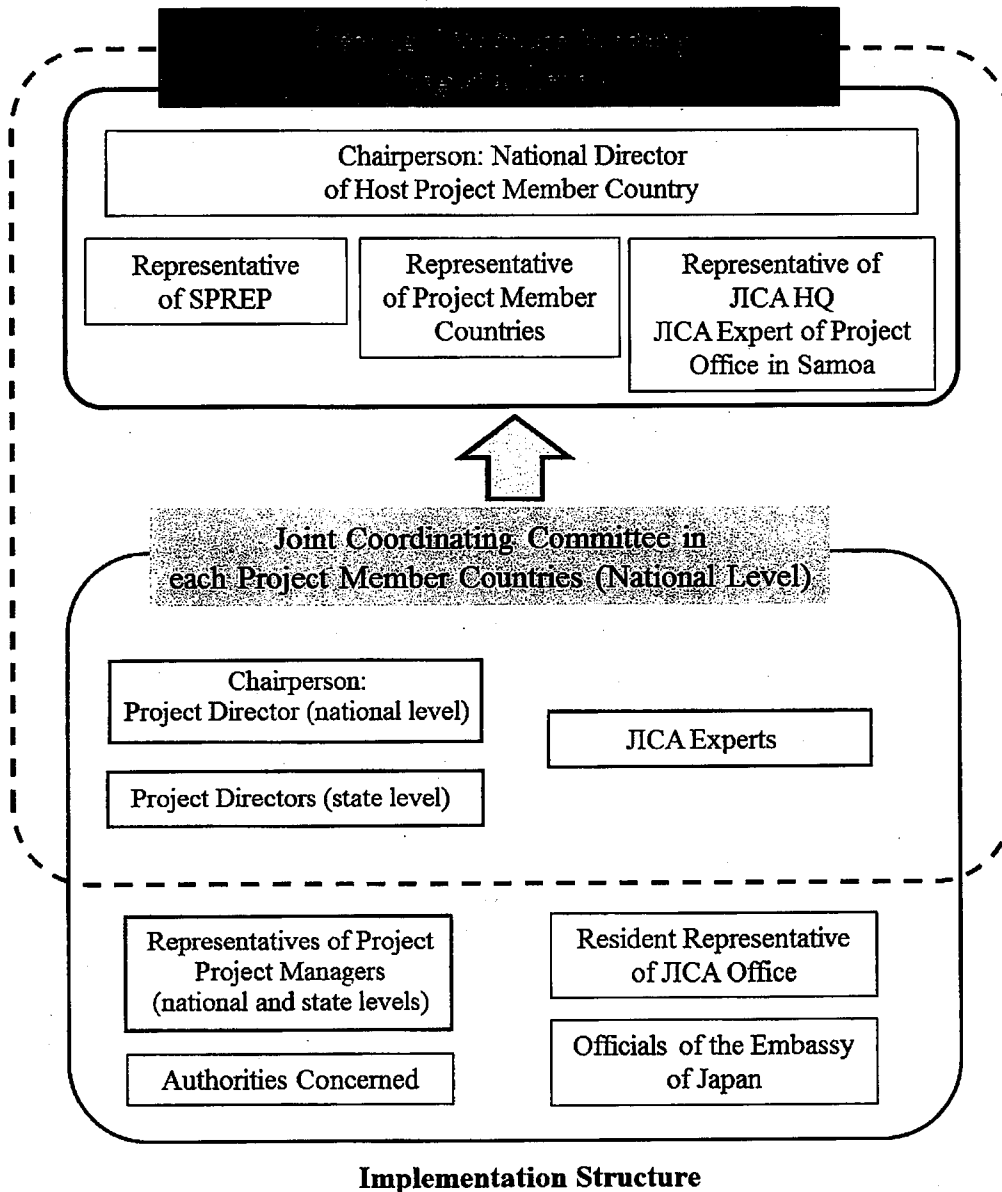
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The Steering Committee has the following functions:

- To formulate policies for the operation of the Project;



- To review the and approve the progress of the Region-wide Integrated PDM;
- To periodically review and evaluate on-going activities;
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network; and
- To perform other relevant functions that may be necessary to achieve the objectives of the Project.



(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters

in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The Project Office has the following functions:

- To prepare and submit an Annual Report of the Project to the Steering Committee;
- To coordinate, monitor and evaluate programs and activities of the Project;
- To assess and report on the accomplishments of the Project;
- To perform other functions as assigned by the Steering Committee from time to time.



**LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE**

1. Chairperson

Project Director: Secretary, DECEM

2. Project Management

Project Manager: Assistant Secretary, DECEM

3. Members

< Federated States of Micronesia Side >

(1) DECEM

Deputy Assistant Secretary, DECEM

(2) State authorities

Director, Yap DPW&T

Deputy Director, DPW&T

Executive Director, Yap EPA

Director, Chuuk DTPW

Executive Director, Chuuk EPA

Manager of Solid and Hazardous Waste Management, Chuuk EPA

Administrator, Pohnpei T&I

Construction and Inspection Officer, Pohnpei T&I

Executive Director, Pohnpei EPA

Pollution Control Officer, Pohnpei EPA

Director, Kosrae DT&I

Project Inspector, Kosrae DT&I

Administrative Officer, Kosrae DT&I

Director, KIRMA

(3) Other members from the Federated States of Micronesia side

- Other persons that the Federated States of Micronesia side considers necessary


<Japanese Side >

- JICA Expert(s) of the Project
- Representative(s) of JICA Micronesia Office
- Representative(s) of JICA Headquarters



- Official(s) of the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked for meeting whenever it is necessary upon discussion by both sides.

A handwritten signature in black ink, consisting of a stylized, cursive script.

TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :

Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)

Name:

Title: Project Director

Name:

Title: Chief Advisor

Submission Date:

### I. Summary

#### 1 Progress

1-1 Progress of Inputs

1-2 Progress of Activities

1-3 Achievement of Output

1-4 Achievement of the Project Purpose

1-5 Changes of Risks and Actions for Mitigation

1-6 Progress of Actions undertaken by JICA

1-7 Progress of Actions undertaken by Gov. of ●●

1-8 Progress of Environmental and Social Considerations (if applicable)

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction, disability, disease infection, social system, human wellbeing, human right, and gender equality (if applicable)

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

#### 2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

2-2 Cause

2-3 Action to be taken

2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

*(Remarks: The amendment of R/D, Project Description, and PDM (title of the project,*





*duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, input , and change of Environmental category) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D,Project Description, and PDM, the team may propose the draft.)*

**4 Current Activities of Gov. of xx to Secure Project Sustainability after its Completion**

**II. Project Monitoring Sheet I & II** as Attached



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF KOSRAE STATE GOVERNMENT  
IN THE FEDERATED STATES OF MICRONESIA  
ON  
PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE MANAGEMENT  
IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

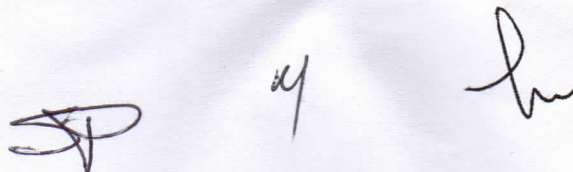
Japan International Cooperation Agency (hereinafter referred to as “JICA”) has formed the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Hideaki MATSUOKA and conducted the survey from 10 August to 24 October 2022 for the purpose of formulation of technical cooperation, “Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)” (hereinafter referred to as “the Project”).

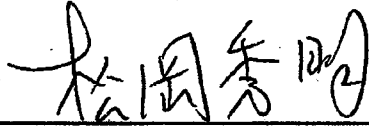
During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of Kosrae State Government (hereinafter referred to as “Kosrae State (FSM) side”) in the Federated States of Micronesia (hereinafter referred to as “FSM”) for the purpose of designing the Project.

As a result of the discussion, both the Team and the Kosrae State (FSM) side agreed on the matters referred to in the document attached hereto.

The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. “Electronic signature” includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Palikir, 24 October 2022





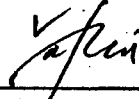
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Mr. Hideaki MATSUOKA  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency



---

Mr. Steven PALIK  
Director  
Kosrae Island Resources Management  
Authority, Kosrae State  
Federated States of Micronesia



---

Mr. Hairom LIVAIE  
Director  
Department of Transportation and  
Infrastructure, Kosrae State  
Federated States of Micronesia

## ATTACHED DOCUMENT

The main points that had been discussed and agreed upon by both sides are summarized as follows:

### **1. Integration of Requests for Technical Cooperation**

As is the case with J-PRISM phases I and II, it is agreed by the Kosrae State (FSM) side that the nine (9) bi-lateral requests from Pacific island countries (Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands, Papua New Guinea, Vanuatu, Solomon, Fiji, Tonga and Samoa) for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.

### **2. Draft Record of Discussions (R/D)**

Both sides agreed on the draft Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I which stipulates the framework of the Project. Both sides also agreed that draft R/D shall be finalized and signed by the representing officials of the JICA Micronesia Office and Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") of the Government of the FSM after the approval of implementation of the Project by JICA Headquarters.

### **3. Project Design Matrix for FSM (PDM)**

Both sides agreed on the tentative Project Design Matrix for FSM (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM contains overall goal, project purpose, outputs and activities of the Government of the FSM and of the four states of the FSM, namely, States of Yap, Chuuk, Pohnpei and Kosrae. Corresponding part of the PDM to the Kosrae State (FSM) side will be modified as needed at the project implementation stage after mutual consultations between JICA and the Kosrae State (FSM) side.

### **4. Region-wide integrated PDM**

Both sides agreed on the tentative Region-wide integrated PDM that describes how all nine Project Member Countries contribute to the achievement of the outputs, project purpose and overall goal as a Region. The current Region-wide integrated PDM Version 0 shown in Annex 4 of the draft R/D contains only information from the FSM and will be finalized once consultation with all Project Member Countries is completed.



## **5. Plan of Operation (PO)**

Both sides agreed on a tentative Plan of Operation (hereinafter referred to as "PO") Version 0 for the whole project period as shown in Annex 5 of the draft R/D. The activities of the Project are subject to change within the scope of the draft R/D as necessary during the project implementation.

## **6. Implementation Structure of the Project**

Both sides agreed on the following points for the Implementation Structure of the Project shown in Annex 6 of the draft R/D.

### **(1) Counterpart to JICA Experts (hereinafter referred to as "C/P")**

Each state has Project Director, Project Manager, and C/P personnel who will work to implement the corresponding Outputs of the Project at the state level. In Kosrae State, the C/P to the JICA Experts are the following.

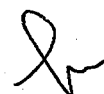
- Project Director  
Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA"), will be responsible for the supervision of the Project at the state level as Project Director.
- Project Manager  
Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I"), will be responsible for the implementation of the Project at the state level as Project Manager.
- Other C/P Personnel  
C/P personnel from Kosrae DT&I and KIRMA are assigned to corresponding Outputs of Kosrae State described in the PDM and will work closely with JICA experts.

The implementation structure of the Project as a whole (national and state levels) is described in the Annex 6 of the draft R/D.

### **(2) Joint Coordinating Committee (hereinafter referred to as "JCC")**

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 6 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,



- To conduct the evaluation of the Project,
- To exchange views and opinions on major issues which would arise during the implementation period of the Project, and
- To discuss any other related issues.

#### **7. Signers of the R/D**

Both sides agreed that the signatory of the R/D of the FSM side is the Secretary, DECEM, with the Project Directors of the four states as witness.

#### **8. Duration of the Project**

Both sides agreed that the duration of the Project is five (5) years from the date of arrival of the first Japanese expert(s) in one of the Project Member Countries or after the online kick-off meeting is held, whichever comes first unless otherwise agreed between both sides.

#### **9. Measures to be Undertaken by the Kosrae State (FSM) side and the Government of FSM**

The Team explained the measures to be taken by the Kosrae State (FSM) side and the Government of FSM as stipulated in “IV. Undertakings of the Counterpart” in “Basic Principle of Technical Cooperation 2016” stated in the draft R/D, and the Kosrae State (FSM) side and the Government of FSM agreed on it.

(End of document)

Appendix 1 Draft Record of Discussion



**RECORD OF DISCUSSIONS**

**FOR**

**PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID  
WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3  
(J-PRISM 3)**

**AGREED UPON BETWEEN**

**THE AUTHORITIES CONCERNED**

**OF**

**THE FEDERATED STATES OF MICRONESIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**



Based on the minutes of meetings on the Detailed Planning Survey for the project, "Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)" (hereinafter referred to as "the Project") signed on the 24 of October 2022 between the authorities concerned of the Federated States of Micronesia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annex 1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 19 August, 2005 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 12 May, 2022 between the Government of Japan and the Government of the Federated States of Micronesia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Federated States of Micronesia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Palikir, the Federated States of Micronesia, as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

The parties acknowledge and agree that this R/D may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a cursive flourish.



For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
DEPARTMENT OF ENVIRONMENT, CLIMATE  
CHANGE AND EMERGENCY MANAGEMENT

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Mr. Keiichi MURAOKA  
Chief Representative  
JICA Micronesia Office

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Mr. Andrew R. YATILMAN  
Secretary, Department of Environment, Climate  
Change and Emergency Management  
Federated States of Micronesia

As Witness

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Hon. Kandhi ELIEISAR  
Secretary, Department of Foreign Affairs  
Federated States of Micronesia

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Mr. Theophilus THINNIFEL  
Director, Department of Public Works and  
Transportation, Yap State  
Federated States of Micronesia

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Mr. Bradford MORI  
Executive Director, Environmental Protection  
Agency, Chuuk State  
Federated States of Micronesia



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Mr. Francisco CELESTINE  
Executive Director, Environmental Protection  
Agency, Pohnpei State  
Federated States of Micronesia

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Mr. Steven PALIK  
Director, Kosrae Island Resources  
Management Authority, Kosrae State  
Federated States of Micronesia

- Annex 1 Project Description
- Annex 2 Main Points Discussed
- Annex 3 Project Design Matrix (PDM)
- Annex 4 Region-wide integrated PDM
- Annex 5 Plan of Operation (PO)
- Annex 6 Implementation Structure
- Annex 7 List of Proposed Members of Joint Coordinating Committee
- Annex 8 Monitoring Sheet



## PROJECT DESCRIPTION

(1) Title of the Project: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

(2) Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.

(3) Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.

(4) Duration of the Project: 5 years

(5) Implementing Agency: Department of Environment, Climate Change and Emergency Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and/or other countries
3. Equipment and materials
  - (1) Necessary office equipment
  - (2) Other necessary equipment for Project activities
4. Local cost  
Necessary costs for the project activities

### Federated States of Micronesia Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials  
Office space with necessary equipment
3. Local costs
  - (1) A part of operational expenses necessary for implementation of the project activities



(utility costs such as water and electricity, etc.)

(2) Personnel costs of the Federated States of Micronesia side

(3) Domestic travel expenses of the Federated States of Micronesia side

4. Necessary data and information for the Project implementation

(7) Environmental and Social Considerations (C)

(under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the initials 'JW'.

**MAIN POINTS DISCUSSED**

**1. Annex 3 to 8**

Both parties agreed on the contents of Annex 3 to 8, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 8 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

**2. Environmental and Social Considerations**

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

**3. Gender Equality and Women's Empowerment**

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation.

In particular, both parties agreed that the project will contribute to gender equality and women's empowerment by providing opportunity for training in country and overseas.

**4. Climate Change**

Both parties confirmed that this project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



PROJECT DESIGN MATRIX (PDM)

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3)

Implementing Agency:

Federal government: Department of Environment, Climate Change and Emergency Management (DECEM)

Yap: Department of Public Works and Transportation (DPW&T); Environmental Protection Agency (EPA)

Chuuk: Department of Transportation and Public Works (DTPW); Environmental Protection Agency (EPA)

Pohnpei: Pohnpei Environmental Protection Agency (EPA); Office of Transportation and Infrastructure (T&I)

Kosrae: Kosrae Island Resource Management Authority (KIRMA); Department of Transportation and Infrastructure (DT&I)

Target Group: Government officials and waste management/recycling personnel

Period of Project: XXX 2023 – XXX 2028 (5 years)

Project Site: Yap, Chuuk, Pohnpei, Kosrae

Ver. 0

Dated: 24 October 2022

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Overall Goal:</b> Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.				
Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)		<p>Tax data on target items at the entry point.</p> <p>Database on target items at the custom office.</p> <p>Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).</p>		
<b>Project Purpose:</b> The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.				
<p>Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap)</p> <p>Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae)</p> <p>Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)</p> <p>Note: The target % and number will be determined upon baseline, and will be different from one state to another.</p>		<p>Legal documents describing segregated collection of recyclable items.</p> <p>Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).</p> <p>Financial report.</p>	TBD	
Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>				
<b>1.1. Yap</b> Suitable measures for sustainable financing of SWM are identified.	<p><b>Yap</b></p> <p>1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned.</p> <p>1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.</p>	<p>Annual reports.</p> <p>A policy recommendation document.</p>	Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures (Yap, Chuuk, Pohnpei, Kosrae).	
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>				
<b>2.1 Yap</b> Waste collection is expanded in Yap Island	<p><b>Yap</b></p> <p>2.1.1. Improved collection is piloted in at least one community.</p> <p>2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval.</p>	<p>Annual reports.</p> <p>Policy recommendation document.</p> <p>Guiding documents.</p>		
<b>2.2. Chuuk</b> The new waste disposal site takes into account measures for environmentally sound, efficient and safe disposal.	<p><b>Chuuk</b></p> <p>2.2.1. By 20XX, the conceptual design of the new disposal site is completed with measures for environmentally sound, efficient and safe disposal.</p>	<p>Annual reports.</p> <p>Conceptual design document.</p>		
<b>2.3. Kosrae</b> Waste disposal sites are managed in an environmentally sound and safe manner.	<p><b>Kosrae</b></p> <p>2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard.</p> <p>2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors.</p> <p>2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format.</p> <p>Note: Enhanced measures refer to: the access road that is safe and suitable for access by waste generators; extended ventilation gas pipe; and improved leachate.</p>	<p>Annual reports.</p> <p>Documents confirming the completion and handover of the physical works with the contractors.</p>		
<b>Output 3. "3R+Return" System is promoted.</b>				

<p><b>3.1. Federal government</b> National / regional approach is explored to optimize the recycling and return of collected recyclable waste.</p>	<p><b>Federal government</b> 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p>	<p>Annual reports. Meeting minutes of the working group.</p>
<p><b>3.2. Yap, Chuuk, Pohnpei, Kosrae</b> Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.</p>	<p><b>Yap, Chuuk, Pohnpei, Kosrae</b> 3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX. 3.2.2. Feasibility of measures to export (or domestically reuse/recycle) collected target recyclable items is demonstrated for at least one waste stream by 20XX. 3.2.3. Policy recommendations and guiding documents are developed for identified measures.  Note: Target items may include bulky wastes mainly generated from household (Kosrae).</p>	<p>Annual reports. A guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism</p>
<p><b>Output 4. The knowledge and experiences in the region are shared.</b></p>		
	<p>4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP. 4-2 Good practices and lessons learnt become accessible to each country.</p>	<p>New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials</p>
<p><b>Activities</b></p>	<p><b>Input</b></p>	<p><b>Important Assumptions</b></p>
<p>1.1.1. Undertake baseline studies to analyze the current financing of SWM. 1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDI, expansion, or taxation). 1.1.3. Identify suitable mechanisms of sustainable financing of SWM. 1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanisms. 1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanisms incorporating lessons learned from the pilot test. 2.1.1. Undertake a supplementary/updating survey to understand the pros and cons to introduce a user paying fee system for state waste collection. 2.1.2. Assess feasibility through pilot testing. 2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the remaining areas. 2.1.4. Form a working group with relevant authorities and stakeholders as a decision-making and coordination body. 2.1.5. Formulate a plan to expand the collection (with a user fee) to the remaining areas of Yap Island, exploring incentive mechanisms for waste reduction in consultation with the working group. 2.1.6. Implement the expansion plan. 2.1.7. Monitor the waste collection and user fee payment. 2.2.1. Assess the status of the environment of the new disposal site (Nepukos). 2.2.2. Develop the conceptual design of the new landfill with measures for environmentally sound, efficient and safe disposal, in consultation with the relevant stakeholders and authorities. 2.3.1. Develop and implement a targeted improvement plan for the current landfill site, in coordination with relevant actors and stakeholders. 2.3.2. Update the regular monitoring system of the leachate. 2.3.3. Provide training on data collection and digital data entry of the incoming waste to the landfill. Note: Targeted improvement may include the improvement of the access road to the landfill, extension of the ventilation gas pipe, and improvement of the leachate 3.1.1. Create a working group/platform with the states and relevant actors for sharing information on measures to optimize recycling and return. 3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify nation-wide or regional collective shipping options (and/or domestic reuse/recycling options that involve inter-state collaboration). 3.1.3. Facilitate decision-making among the states to identify one option for collective shipping (and/or domestic reuse/recycling that involves inter-state collaboration). 3.1.4. Facilitate regular discussions with the states and relevant stakeholders on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment). 3.1.5. Plan and implement a pilot testing of the identified option. 3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...) 3.2.2. Collect and analyze best practices and case studies on viable measures of 3R+Return, from other countries as well as information on market of recyclable items. 3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors. 3.2.4. Plan and implement a pilot project to assess the feasibility of at least one waste stream. 3.2.5. Develop policy recommendations including rational and the implementation mechanism. 3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams. 3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal. 4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and report to SPREP. (e.g. in occasions of CPRT and SC meetings). 4-2 Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025). 4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>	<p>Japan Side 1. Dispatch of Experts 2. Trainings in Japan and/or other countries 3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities 4. Local cost Necessary costs for the project activities</p> <p>FSM Side 1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts 2. Facilities, equipment and materials Office space with necessary equipment 3. Local costs (1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.) (2) Personnel costs of FSM side (3) Domestic travel expenses of FSM side 4. Necessary data and information for the Project Implementation</p>	<p>Border restriction is not severely lightened due to pandemic diseases. Counterpart personnel keep working in the field of SWM. Budget for the project activities are allocated and disbursed in a timely manner from the C/P. The four states agree on one option for collective shipping or domestic reuse/recycling that involves inter-state collaboration (Federal government).  <b>Pre-Conditions</b></p>

REGION-WIDE INTEGRATED PDM

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM 3)  
 Implementing Agency(\*): SPREP and 9 target countries  
 Period of Project(\*): XXX 2023 – XXX 2028 (5 years)

Target Group: Government officials and waste/recycle workers in 9 countries  
 Project Site: Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa

Version 0  
 24 October 2022

**Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.**

Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)

**Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.**

At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations\*.

Indicator 1. By the end of the project period, XX% of the operating costs of the SWM is self-financed through viable financial mechanisms such as CDL or tipping fees. (Yap)									
Indicator 2. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (Yap, Chuuk, Pohnpei, Kosrae)									
Indicator 3. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (Federal government, Yap, Chuuk, Pohnpei, Kosrae)									

**Narrative Summary**

**Indicators**

Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa
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**Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.**

Yap 1.1.1. At least one sustainable financing mechanism is pilot tested, generating lessons learned. 1.1.2. A policy recommendation document and a guiding document for the roll-out of the identified financial mechanism are prepared.								
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**Output 2. Capacity of providing public services on waste management is enhanced.**

Yap 2.1.1. Improved collection is piloted in at least one community. 2.1.2. Supporting data and a recommendation document is developed in support of necessary legislation and budget approval. Chuuk 2.2.1. By 20XX, the conceptual design of the new dumpsite is completed with measures for environmentally sound, efficient and safe disposal. Kosrae 2.3.1. By 20XX, the current dumpsite is operating with enhanced measures to prevent environmental pollution and health hazard. 2.3.2. A regular monitoring system of the leachate pond is updated and disseminated to the relevant actors. 2.3.3. Data of incoming waste to the landfill is collected and managed in a digital format. Note: Enhanced measures refer to: the access road that is								
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Federal government 3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. Yap, Chuuk, Pohnpei, Kosrae 3.2.1. Viable measures to collect target recyclable items separately is identified for at least one waste stream by 20XX. 3.2.2. Viable measures to export (or domestically reuse/recycle) collected target recyclable items are identified for at least one waste stream by 20XX. Chuuk 3.2.2. Policy recommendations with data are prepared in								
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**Output 4. The knowledge and experiences in the region are shared.**

4-1 By 2025, the upcoming strategy (post CP2025) is drafted in collaboration between each country and SPREP.

4-2 Good practices and lessons learnt become accessible to each country.

(NB)

To count the number of lessons learnt by each country's SWM and 3R+Return operations, the following procedure needs to be considered.

- 1) Identify areas of work in which the country is capable of providing support to other PIC countries (topic for the 1st year annual report).
- 2) Identify areas of work in which the country seeks to learn from other PIC(s) (e.g. working with private sectors, establishing a recycling center, landfill closure, landfill improvement).
- 3) Identify a mentor PIC(s) for exchange and peer learning on identified areas of work through the support of SPREP if necessary.
- 4) Initiate a bilateral/multi-lateral dialogue with the mentor PIC(s) through the support of SPREP if necessary.
- 5) Adapt acquired knowledge and lessons learned in the country's context.



# PLAN OF OPERATION (PO)

Plan of Operation

Appendix 1  
Annex 5

Version 0

24 October 2022

<b>Project Title:</b> Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries 3 (J-PRISM 3)													Monitoring											
Inputs	Plan	2023				2024				2025				2026				2027				Remarks	Issue	Solution
	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
<b>Expert</b>																								
Expert A, Waste management	Plan																							
	Actual																							
Expert B, 3R+R, Legal, Institutionalization, Financial management	Plan																							
	Actual																							
Expert C, 3R+R, Technology Application	Plan																							
	Actual																							
Expert D, Public relation, social outreach	Plan																							
	Actual																							
<b>Equipment</b>																								
NONE	Plan																							
	Actual																							
<b>Training in Japan</b>																								
	Plan																							
	Actual																							
<b>In-country/Third country Training</b>																								
	Plan																							
	Actual																							
<b>Activities</b>													Responsible Organization		Achievements	Issue & Countermeasures								
Sub-Activities													Actual											
<b>Output 1: Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>																								
1.1.1. Undertake baseline studies to analyze the current financing of SWM.	Plan																							
	Actual																							
1.1.2. Collect and analyze best practices and case studies on viable financial mechanisms (such as user fees, CDL expansion, or taxation).	Plan																							
	Actual																							
1.1.3. Identify suitable mechanisms of sustainable financing of SWM.	Plan																							
	Actual																							
1.1.4. Plan and implement a pilot project to assess the feasibility of the identified mechanism.	Plan																							
	Actual																							
1.1.5. Prepare policy recommendations and a guiding document to roll-out the identified financial mechanism incorporating lessons learned from the pilot test.	Plan																							
	Actual																							
<b>Output 2: Capacity of providing public services on waste management is enhanced</b>																								
2.1.1. Undertake a supplementary/updated survey to understand the pros and cons to introduce a user paying fee system for state waste collection.	Plan																							
	Actual																							
2.1.2. Assess feasibility through pilot testing.	Plan																							
	Actual																							
2.1.3. Prepare data and policy recommendations in support of necessary legislation and budget for the expansion to the	Plan																							
	Actual																							





## IMPLEMENTATION STRUCTURE

### (1) Counterpart to JICA Experts (hereinafter referred to as "C/P")

#### a) National level

- Project Director  
Secretary, Department of Environment, Climate Change and Emergency Management (hereinafter referred to as "DECEM") will be responsible for the overall supervision of the Project of the Federated States of Micronesia as Project Director.
- Project Manager  
Assistant Secretary, DECEM will be responsible for the implementation of the Project of the Federated States of Micronesia as Project Manager.
- Other C/P Personnel  
C/P personnel from DECEM are assigned to corresponding Output described in the PDM and will work closely with JICA experts.

#### b) State level

- Project Directors  
Director of Department of Public Works and Transportation, Yap state (hereinafter referred to as "Yap DPW&T"),  
Executive Director of Environmental Protection Agency, Chuuk state (hereinafter referred to as "Chuuk EPA"),  
Executive Director of Environmental Protection Agency, Pohnpei state (hereinafter referred to as "Pohnpei EPA"), and  
Director of Kosrae Island Resources Management Authority, Kosrae state (hereinafter referred to as "KIRMA")  
will be responsible for the supervision of the Project at the state level.
- Project Managers  
Executive Director of Environmental Protection Agency, Yap state (hereinafter referred to as "Yap EPA"),  
Director of Department of Transportation and Public Works, Chuuk state (hereinafter referred to as "Chuuk DTPW"),  
Administrator of Office of Transportation and Infrastructure, Pohnpei state (hereinafter referred to as "Pohnpei T&I"), and  
Director of Department of Transportation and Infrastructure, Kosrae state (hereinafter referred to as "Kosrae DT&I")  
will be responsible for the implementation of the Project at the state level.
- Other C/P Personnel

C/P Personnel from Yap DPW&T, Yap EPA, Chuuk DTPW, Chuuk EPA, Pohnpei T&I, Pohnpei EPA, Kosrae DT&I and KIRMA, are assigned to corresponding Outputs described in the PDM and will work closely with JICA experts

(2) Joint Coordinating Committee (hereinafter referred to as "JCC")

JCC will be held at least once a year and whenever deems it necessary. A list of proposed members of JCC is shown in Annex 7 of the draft R/D. The functions of JCC are as follows:

- To approve the annual work plan;
- To review the progress of the Project;
- To suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary;
- To conduct the evaluation of the Project;
- To exchange views and opinions on major issues which would arise during the implementation period of the Project; and
- To discuss any other related issues.

(3) Steering Committee

The Steering Committee Meetings will be held once a year in person in host country. Remote meetings are also acceptable if it is difficult to hold the meeting in person.

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA. The Chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by Chairperson, JICA and SPREP, when necessary.

The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

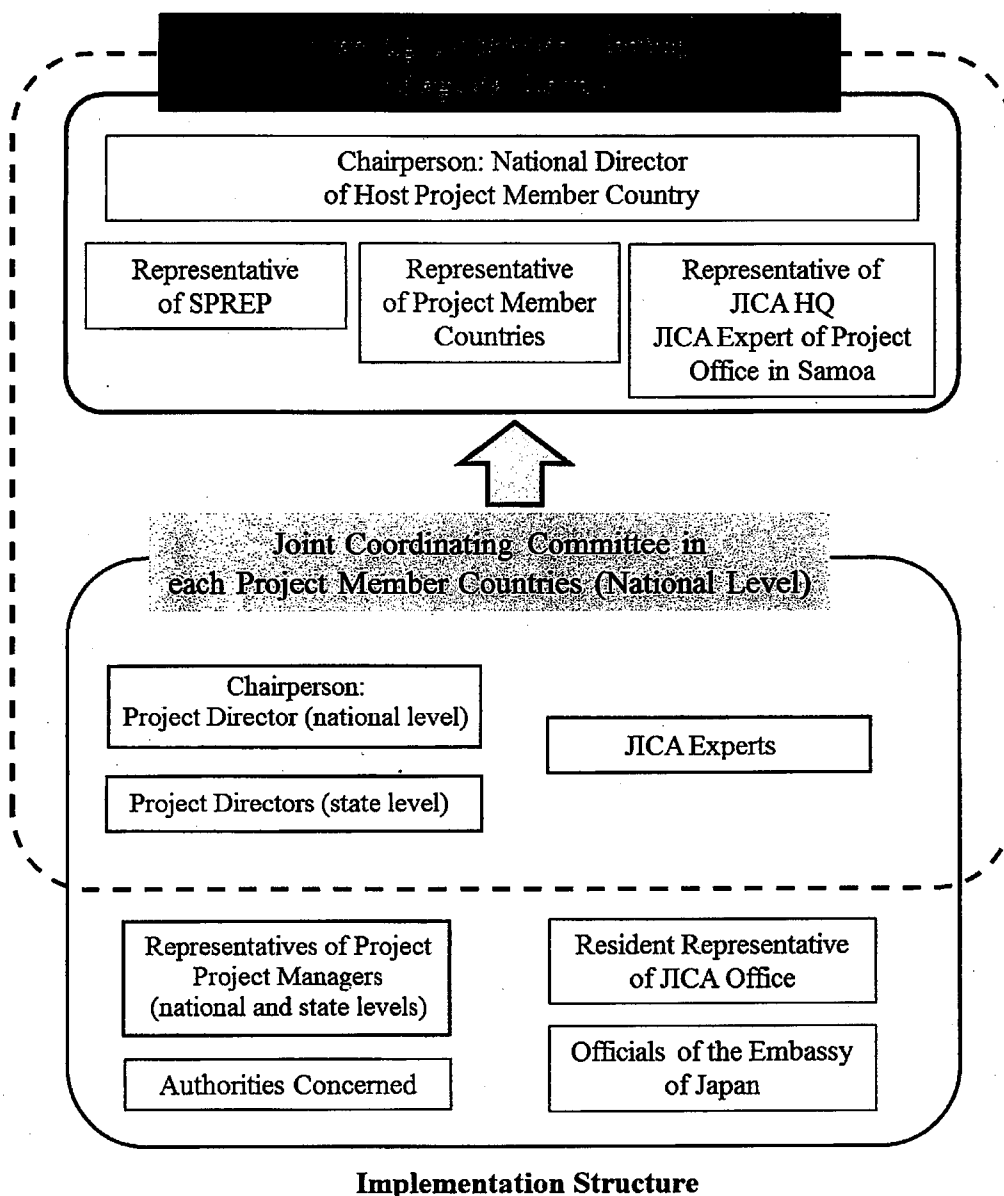
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

The Steering Committee has the following functions:

- To formulate policies for the operation of the Project;



- To review the and approve the progress of the Region-wide Integrated PDM;
- To periodically review and evaluate on-going activities;
- To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network; and
- To perform other relevant functions that may be necessary to achieve the objectives of the Project.



(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters

in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

The Project Office has the following functions:

- To prepare and submit an Annual Report of the Project to the Steering Committee;
- To coordinate, monitor and evaluate programs and activities of the Project;
- To assess and report on the accomplishments of the Project;
- To perform other functions as assigned by the Steering Committee from time to time.



## LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE

1. Chairperson

Project Director: Secretary, DECEM

2. Project Management

Project Manager: Assistant Secretary, DECEM

3. Members

< Federated States of Micronesia Side >

(1) DECEM

Deputy Assistant Secretary, DECEM

(2) State authorities

Director, Yap DPW&T

Deputy Director, DPW&T

Executive Director, Yap EPA

Director, Chuuk DTPW

Executive Director, Chuuk EPA

Manager of Solid and Hazardous Waste Management, Chuuk EPA

Administrator, Pohnpei T&I

Construction and Inspection Officer, Pohnpei T&I

Executive Director, Pohnpei EPA

Pollution Control Officer, Pohnpei EPA

Director, Kosrae DT&I

Project Inspector, Kosrae DT&I

Administrative Officer, Kosrae DT&I

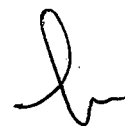
Director, KIRMA

(3) Other members from the Federated States of Micronesia side

- Other persons that the Federated States of Micronesia side considers necessary

<Japanese Side >

- JICA Expert(s) of the Project
- Representative(s) of JICA Micronesia Office
- Representative(s) of JICA Headquarters





- Official(s) of the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked for meeting whenever it is necessary upon discussion by both sides.

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TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :

Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)

Name:

Title: Project Director

Name:

Title: Chief Advisor

Submission Date:

### I. Summary

#### 1 Progress

1-1 Progress of Inputs

1-2 Progress of Activities

1-3 Achievement of Output

1-4 Achievement of the Project Purpose

1-5 Changes of Risks and Actions for Mitigation

1-6 Progress of Actions undertaken by JICA

1-7 Progress of Actions undertaken by Gov. of ●●

1-8 Progress of Environmental and Social Considerations (if applicable)

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction, disability, disease infection, social system, human wellbeing, human right, and gender equality (if applicable)

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

#### 2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

2-2 Cause

2-3 Action to be taken

2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

*(Remarks: The amendment of R/D, Project Description, and PDM (title of the project,*



*duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, input , and change of Environmental category) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D,Project Description, and PDM, the team may propose the draft.)*

**4 Current Activities of Gov. of xx to Secure Project Sustainability after its Completion**

**II. Project Monitoring Sheet I & II**     *as Attached*

