

**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF  
THE REPUBLIC OF THE MARSHALL ISLANDS  
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 25 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”).

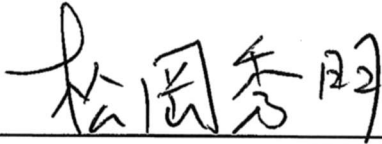
During the survey, the Team exchanged its views and opinions and had a series of discussions with authorities concerned of the Republic of the Marshall Islands (hereinafter referred to as “RMI side”) for the purpose of designing the Project.

As a result of the discussion, both the Team and the RMI 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.

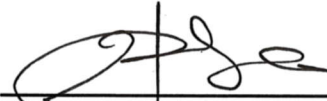
Majuro, 25 October 2022





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



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Ms. Moriana PHILLIP  
General Manager  
Environmental Protection Authority  
Republic of the Marshall Islands



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Mr. Halston DEBRUM  
General Manager  
Majuro Atoll Waste Company  
Republic of the Marshall Islands

## 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 RMI 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 Marshall Islands Office and the RMI side after the approval of implementation of the Project by JICA Headquarters.

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

Both sides agreed on the tentative Project Design Matrix for the RMI (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 RMI 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 RMI 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")**

The Project has a Project Director at the national level, and two Project Managers at the atoll level, in Majuro Atoll and Kwajalein Atoll.

- Project Director  
General Manager, EPA, will be responsible for the overall supervision of the Project as Project Director.
- Project Managers  
General Manager, Majuro Atoll Waste Company (hereinafter referred to as "MAWC"), and  
City Manager, Kwajalein Atoll Local Government (hereinafter referred to as "KALGOV")  
will be responsible for the implementation of the Project at the atoll level as Project Managers.
- Other C/P Personnel  
C/P personnel from EPA, MAWC and KALGOV are assigned to each Output described in the PDM and will work closely with JICA experts.
- Other Stakeholders  
Other government agencies, such as Ministry of Works, Infrastructure and Utilities (hereinafter referred to as "MWIU") and Majuro Atoll Local Government (hereinafter referred to as "MALGOV") are included as other stakeholders.

### **(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 RMI side is the General Manager, EPA.

#### **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 RMI side**

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

#### **10. Other points discussed**

Both parties also agreed that the Implementing Agency has changed from the MWIU to the EPA of the Ministry of Environment, since all operational concerns and policy matters with respect to MAWC have been transferred from MWIU to the Ministry of Environment.

(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 REPUBLIC OF THE MARSHALL ISLANDS**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**

*EP*  
*hse*

*Jm*

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 25 of October 2022 between the authorities concerned of the Republic of the Marshall Islands (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 Note Verbale exchanged on 20 May, 2022 between the Government of Japan and the Government of the Republic of the Marshall Islands.

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 Republic of the Marshall Islands.

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 Majuro, the Republic of the Marshall Islands, 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.



For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
ENVIRONMENTAL PROTECTION AUTHORITY

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Mr. Hikoyuki UKAI  
Chief Representative  
JICA Marshall Islands Office

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Ms. Moriana PHILLIP  
General Manager  
Environmental Protection Authority  
The Republic of the Marshall Islands

- 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

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## 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: Environmental Protection Authority (hereinafter referred to as "EPA")

(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

### Republic of the Marshall Islands 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

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

(2) Personnel costs of the Republic of the Marshall Islands side

(3) Domestic travel expenses of the Republic of the Marshall Islands 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)')

DRAFT



**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.



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**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(s): Environmental Protection Authority (EPA), Majuro Atoll Waste Company (MAWC), Kwajalein Atoll Local Government (KALGOV) (Supporting) Ministry of Works, Infrastructure and Utilities (MIWI), Majuro Atoll Local Government (MALGOV)

Target Group: Government officials and waste management/recycling personnel  
Project Site: Majuro and Ebeye

Version 0  
Date: 25 October 2022

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

Narrative Summary		Means of Verification	Important Assumptions
Objectively Verifiable Indicators			
<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.		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, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (EPA, MAWC and KALGOV)		Policy/legal documents describing segregated collection of recyclable items.	
Indicator 2. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (EPA, MAWC and KALGOV)		Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).	TBD
Indicator 3. By the end of the project period, revenues from financially viable 3R+Return mechanisms cover XX% of the operational costs of the SWM operations of MAWC and KALGOV.		Financial report.	
Note: The target %, and number will be determined upon baseline, and will be different between Majuro and Ebeye.			
Narrative Summary			
Objectively Verifiable Indicators			
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>			
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>			
<b>Output 3. "3R+Return" System is promoted.</b>			
3.1. EPA National / regional approach is explored to optimize the recycling and return of collected recyclable waste.		Annual reports. Meeting minutes of the working group.	
3.1.1. At least 1 national-wide or regional collective shipping option is pilot-tested, generating lessons learned.			
3.2. EPA, Majuro and Ebeye Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.		Annual reports. A guiding document to roll-out the identified measures. Policy recommendation documents summarizing rational and implementation mechanism A report on financial viability	
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. Financial viability of the identified measures are tested and demonstrated.			
3.2.4. Policy recommendations and guiding documents are developed for identified measures and presented to joint EPA, MAWC and KALGOV Board of Directors.			
<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.		New strategy (post CP2025) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025) Published materials	
4.2. Good practices and lessons learnt become accessible to each country.			
Activities			
			Important Assumptions

<p>3.1.1. Create a working group/platform with the relevant authorities and actors from the regional, national and atoll levels for sharing information on measures to optimize recycling and re-use.</p> <p>3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify regional or nation-wide collective shipping options (and/or domestic reuse/recycling options that involve regional/national collaboration).</p> <p>3.1.3. Facilitate decision-making among the relevant authorities and actors from the regional, national and atoll levels to identify one option for collective shipping and/or domestic reuse/recycling that involves regional/national collaboration.</p> <p>3.1.4. Facilitate regular discussions on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment).</p> <p>3.1.5. Plan and implement a pilot testing of the identified option.</p> <p>3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts...).</p> <p>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.</p> <p>3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors.</p> <p>3.2.4. Plan and implement a pilot project to assess the feasibility and financial viability of at least one waste stream.</p> <p>3.2.5. Develop policy recommendations including rational and the implementation mechanism.</p> <p>3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams.</p> <p>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>Note: Treatment of waste streams includes dismantling, segregating and treatment of hazardous substances, and necessary treatment for export.</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>	<p>Japan Side</p> <ol style="list-style-type: none"> <li>1. Dispatch of Experts</li> <li>2. Trainings in Japan and/or other countries</li> <li>3. Equipment and materials</li> <li>(1) Necessary office equipment</li> <li>(2) Other necessary equipment for Project activities</li> <li>4. Local cost</li> </ol> <p>Necessary costs for the project activities</p>	<p>RMI Side</p> <ol style="list-style-type: none"> <li>1. Counterparts and administrative personnel             <ol style="list-style-type: none"> <li>(1) Project Director</li> <li>(2) Project Manager</li> <li>(3) Project counterparts</li> </ol> </li> <li>2. Facilities, equipment and materials             <ol style="list-style-type: none"> <li>Office space with necessary equipment</li> </ol> </li> <li>3. Local costs             <ol style="list-style-type: none"> <li>(1) Apart of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.)</li> <li>(2) Personnel costs of RMI side</li> <li>(3) Domestic travel expenses of RMI side</li> </ol> </li> <li>4. Necessary data and information for the Project implementation</li> </ol>	<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 CP.</p> <p>Pre-Conditions</p>
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RP  
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Appendix 1  
Annex 4

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(s): SPREP and 9 target countries  
 Period of Project(s): XXX 2023 – XXX 2028 (5 years) / RMI  
 Target Group: Government officials and wasterecycle workers in 9 countries  
 Project Site: Palau, FSM, RMI, PNG, Solomon, Vanuatu, Fiji, Tonga and Samoa  
 Version 0  
 25 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.									
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, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (EPA, MAWC and KALGOV) Indicator 2. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (EPA, MAWC and KALGOV) Indicator 3. By the end of the project period, revenues from financially viable 3R+Return mechanisms cover XX% of the operational costs of the SWM operations of MAWC and KALGOV. (MAWC and KALGOV) Note: The target % and number will be determined upon baseline, and will be different between Mejuro and Ebeye.									
Narrative Summary									
Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa	
Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/Improved.									
Output 2. Capacity of providing public services on waste management is enhanced.									
Output 3. "3R+Return" System is promoted.									
3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. 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. Financial viability of the identified measures are tested and demonstrated. 3.2.4. Policy recommendations and guiding documents are developed for identified measures and presented to joint EPA, MAWC and KALGOV Board of Directors.									
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) Adept acquired knowledge and lessons learned in the country's context.

PLAN OF OPERATION (PO)

Plan of Operation

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

Inputs	2023		2024				2025				2026				2027				Monitoring	
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Issue	Solution		
	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Remarks	Responsible Organization		
<b>Expert</b>																				
Expert A, Waste management																				
Expert B, 3R+R, Legal, Institutionalization, Financial management																				
Expert C, 3R+R, Technology Application																				
Expert D, Public relation, social outreach																				
<b>Equipment</b>																				
NONE																				
<b>Training in Japan</b>																				
<b>In-country/Third country Training</b>																				
<b>Activities</b>																				
<b>Sub-Activities</b>																				
Output 1: Organizational, institutional and financial capacities on solid waste management are enhanced/improved.																				
Output 2: Capacity of providing public services on waste management is enhanced																				
Output 3: "3R+Return" System is promoted																				
3-1 National / regional approach is explored to optimize the recycling and return of collected recyclable waste.																				
3.1.1. Create a working group/platform with the relevant authorities and actors from the regional, national and atoll levels 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 regional or nation-wide collective shipping options (and/or domestic reuse/recycling options that involve regional/national																				
3.1.3. Facilitate decision-making among the relevant authorities and actors from the regional, national and atoll levels to identify one option for collective shipping and/or domestic reuse/recycling that involves regional/national collaboration.																				

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Activity	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
3.1.4. Facilitate regular discussions on how to better coordinate to implement the identified option (such as scheduling, requirements and rules for pre-sorting and pre-treatment).	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.1.5. Plan and implement a pilot testing of the identified option.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3-2 Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.1. Undertake baseline studies to analyze the current situations of recyclable waste, existing laws and measures (types of waste, environmental impacts,...).	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.3. Identify necessary measures to treat one waste stream in an environmentally sound and safe manner, including training for relevant actors.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.4. Plan and implement a pilot project to assess the feasibility and financial viability of at least one waste stream.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.5. Develop policy recommendations including rational and the implementation mechanism.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.6. Prepare guiding documents to roll-out the identified measures and replicate the process in other waste streams.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.2.7. Raise public awareness on how the recyclable materials are utilized to promote cooperation on segregation and avoidance of inappropriate disposal	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>Output 4: The knowledge and experiences in the region are shared and outreached.</b>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4.2. Each country provides necessary information requested by SPREP for the development of the upcoming strategy (post CP2025).	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4.3. SPREP and Project Office accumulate and publish the good practices and lessons learnt.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>Duration / Phasing</b>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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Monitoring Plan	Plan Actual	2023				2024				2025				2026				2027				Remarks	Issue	Solution																	
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV																				
<b>Monitoring</b>																																									
Joint Coordinating Committee	Plan Actual																																								
Set-up the Detailed Plan of Operation	Plan Actual																																								
Submission of Monitoring Sheet	Plan Actual																																								
Monitoring Mission from Japan	Plan Actual																																								
Joint Monitoring	Plan Actual																																								
Post Monitoring	Plan Actual																																								
<b>Reports/Documents</b>																																									
Progress Report	Plan Actual																																								
Project Completion Report	Plan Actual																																								
<b>Public Relations</b>																																									
	Plan Actual																																								
	Plan Actual																																								

## IMPLEMENTATION STRUCTURE

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

- Project Director  
General Manager, EPA, will be responsible for the overall supervision of the Project as Project Director.
- Project Managers  
General Manager, Majuro Atoll Waste Company (hereinafter referred to as "MAWC"), and  
City Manager, Kwajalein Atoll Local Government (hereinafter referred to as "KALGOV")  
will be responsible for the implementation of the Project at the atoll level as Project Managers.
- Other C/P Personnel  
C/P personnel from EPA, MAWC and KALGOV are assigned to each Output described in the PDM and will work closely with JICA experts.
- Other Stakeholders  
Other government agencies, such as Ministry of Works, Infrastructure and Utilities (hereinafter referred to as "MWIU") and Majuro Atoll Local Government (hereinafter referred to as "MALGOV") are included as other stakeholders.

### (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.

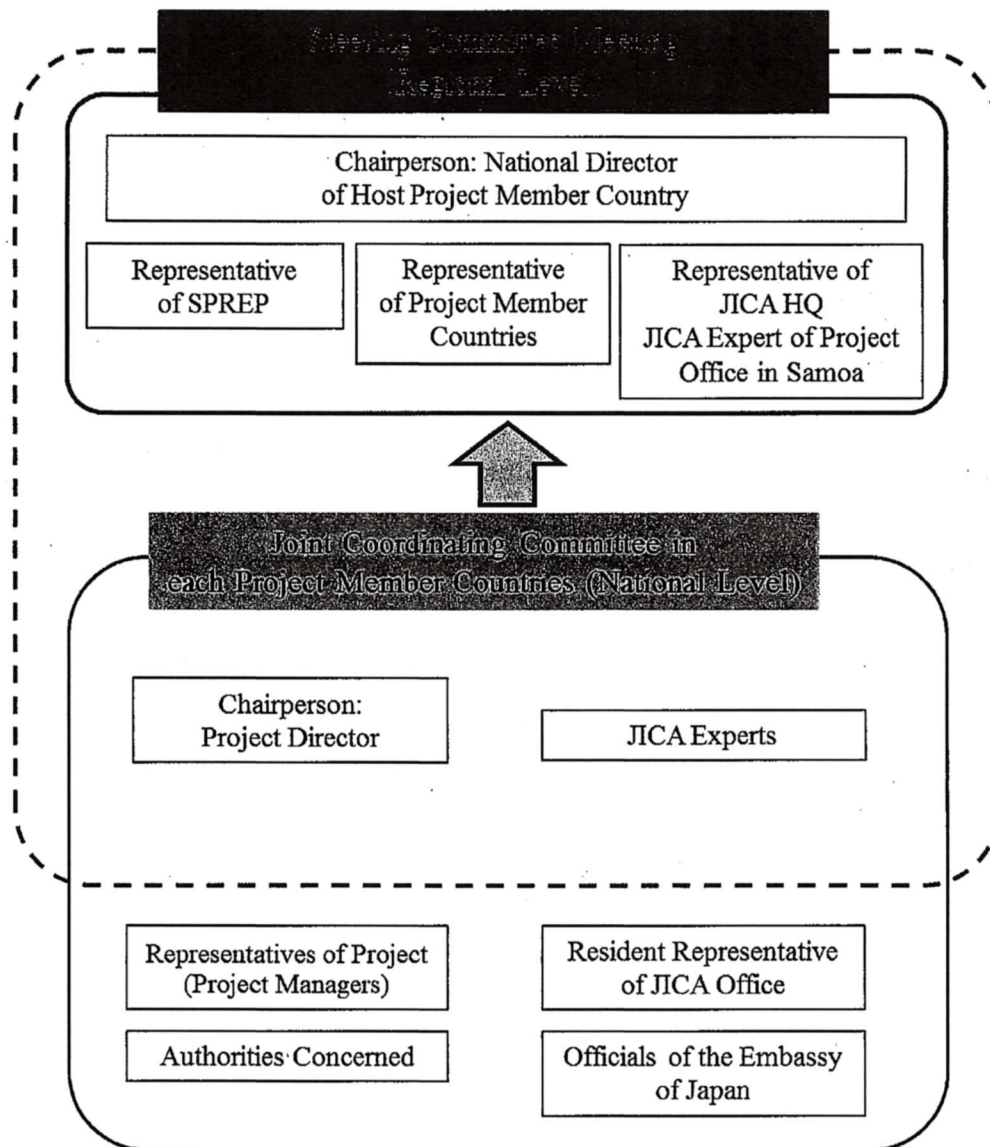
A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

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]*

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## LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE

### 1. Chairperson

Project Director: General Manager, EPA

### 2. Project Management

Project Managers: General Manager, MAWC and City Manager, KALGOV

### 3. Members

< Republic of the Marshall Islands Side >

Chief Solid Waste and Pollutants division, EPA

International Environment Policy Coordinator, EPA

Deputy General Manager, EPA

Deputy General Manager, MAWC

Public Works Director, KALGOV

Solid Waste Coordinator, KALGOV

Representative(s) of MWIU

Representative(s) of MALGOV

Other persons that the Republic of the Marshall Islands 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.



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  
THE REPUBLIC OF THE MARSHALL ISLANDS  
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 25 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 Republic of the Marshall Islands (hereinafter referred to as "RMI side"), including Kwajalein Atoll Local Government (hereinafter referred to as "KALGOV"), for the purpose of designing the Project.

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

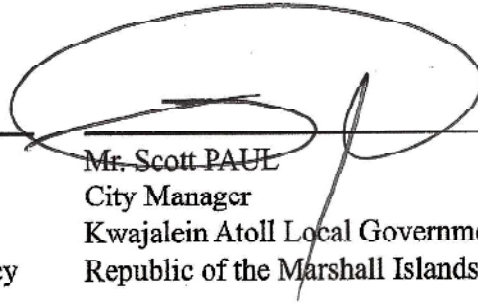
The parties acknowledge and agree that this Minutes of Meetings may be executed by electronic signature, which is considered as an original signature for all purposes and has the same force and effect as an original signature. "Electronic signature" includes faxed versions of an original signature or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

Majuro, 25 October 2022





松岡秀明



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

Mr. Scott PAUL  
City Manager  
Kwajalein Atoll Local Government  
Republic of the Marshall Islands

## 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 RMI 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 Marshall Islands Office and the RMI side after the approval of implementation of the Project by JICA Headquarters.

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

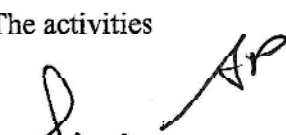
Both sides agreed on the tentative Project Design Matrix for the RMI (hereinafter referred to as "PDM") Version 0 shown in Annex 3 of the draft R/D and also agreed to use the PDM as a tool for monitoring, evaluation, and management of the Project. The PDM will be modified as needed at the project implementation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

The Project has a Project Director at the national level, and two Project Managers at the atoll level, in Majuro Atoll and Kwajalein Atoll.

- Project Director  
General Manager, EPA, will be responsible for the overall supervision of the Project as Project Director.
- Project Managers  
General Manager, Majuro Atoll Waste Company (hereinafter referred to as "MAWC"), and  
City Manager, KALGOV  
will be responsible for the implementation of the Project at the atoll level as Project Managers.
- Other C/P Personnel  
C/P personnel from EPA, MAWC and KALGOV are assigned to each Output described in the PDM and will work closely with JICA experts.
- Other Stakeholders  
Other government agencies, such as Ministry of Works, Infrastructure and Utilities (hereinafter referred to as "MWIU") and Majuro Atoll Local Government (hereinafter referred to as "MALGOV") are included as other stakeholders.

### **(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 RMI side is the General Manager, EPA.

#### **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 RMI side**

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

#### **10. Other points discussed**

Both parties also agreed that the Implementing Agency has changed from the MWIU to the EPA of the Ministry of Environment, since all operational concerns and policy matters with respect to MAWC have been transferred from MWIU to the Ministry of Environment.

(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 REPUBLIC OF THE MARSHALL ISLANDS**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated Month Day, Year**

A handwritten signature in black ink, consisting of a stylized first name followed by a surname, located in the bottom right corner of the page.

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 25 of October 2022 between the authorities concerned of the Republic of the Marshall Islands (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 Note Verbale exchanged on 20 May, 2022 between the Government of Japan and the Government of the Republic of the Marshall Islands.

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 Republic of the Marshall Islands.

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 Majuro, the Republic of the Marshall Islands, 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.

The image shows two handwritten signatures in black ink. The signature on the left is a cursive, stylized name. The signature on the right is a more angular, blocky name, possibly 'AP' or similar, with a long horizontal stroke extending to the right.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
ENVIRONMENTAL PROTECTION AUTHORITY

---

Mr. Hikoyuki UKAI  
Chief Representative  
JICA Marshall Islands Office

---

Ms. Moriana PHILLIP  
General Manager  
Environmental Protection Authority  
The Republic of the Marshall Islands

- 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: Environmental Protection Authority (hereinafter referred to as "EPA")

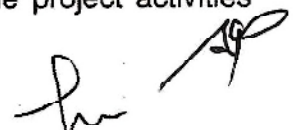
(6) Project Inputs

### 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

### Republic of the Marshall Islands 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 Republic of the Marshall Islands side

(3) Domestic travel expenses of the Republic of the Marshall Islands 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)')

DRAFT



## 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)'.

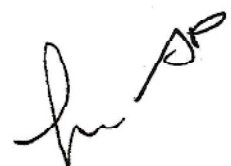
3. Gender Equality and Women's Empowerment

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(s): Environmental Protection Authority (EPA), Majuro Atoll Waste Company (MAWC), Kwajalein Atoll Local Government (KALGOV) (Supporting) Ministry of Works, Infrastructure and Utilities (MWIU), Majuro Atoll Local Government (MALGOV)

Target Group: Government officials and waste management/recycling personnel  
Project Site: Majuro and Ebeye

Version 0  
Dated: 25 October 2022

Period of Project(s): XXX 2023 - XXX 2028 (5 years)

Narrative Summary Objectively Verifiable Indicators	(Means of Verification)	Important Assumptions
<p><b>Overall Goal:</b> Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</p> <p>Indicator 1: XX percent of tagged recyclable waste is converted into resources or reused through a functional 3R + Return model.</p> <p><b>Project Purpose:</b> The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</p> <p>Indicator 1: By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (EPA, MAWC and KALGOV)</p> <p>Indicator 2: By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (EPA, MAWC and KALGOV)</p> <p>Indicator 3: By the end of the project period, revenues from financially viable 3R+Return mechanisms cover XX% of the operational costs of the SWM operations of MAWC and KALGOV. (MAWC and KALGOV)</p> <p>Note: The target % and number will be determined upon baseline, and will be different between Majuro and Ebeye.</p>	<p>Ta, data on target items at the entry point. Database on target items at the customs office. Recycling companies' data on how the recyclables are used at downstream channels (export, domestic use, ...).</p> <p>Policy/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.</p>	<p>TBD</p>
<p><b>Narrative Summary</b> <b>Objective/Verifiable Indicator:</b> <b>Output 1:</b> Organizational, institutional and financial capacities on solid waste management are enhanced/improved</p>	<p><b>Means of Verification</b></p>	<p><b>Important Assumptions</b> Necessary laws and regulations are approved by relevant authorities to enable the implementation of the identified measures. Effective coordination is made with other developing partners to seek complementarity and synergy.</p>
<p><b>Output 2:</b> Capacity of providing public services on waste management is advanced.</p>		
<p><b>Output 3:</b> "3R+Return" System is promoted.</p> <p>3.1. EPA National regional approach is explored to optimize the recycling and return of collected recyclable waste.</p> <p>3.2. EPA, Majuro and Ebeye Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.</p>	<p>Annual reports Meeting minutes of the working group.</p> <p>Annual reports A judging document (roll-out) the identifier measures. Policy recommendation documents summarizing national and implementation mechanism Report on financial viability</p>	
<p>3.1.1. At least 1 nation-wide or regional collective shipping option is pilot-tested, generating lessons learned.</p> <p>3.2.1. Feasibility of measures to collect target recyclable items separately is demonstrated for at least one waste stream by 20XX.</p> <p>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.</p> <p>3.2.3. Financial viability of the identified measures are tested and demonstrated.</p> <p>3.2.4. Policy recommendations and guiding documents are developed for identified measures and presented to joint EPA, MAWC and KALGOV Board of Directors.</p>	<p>New strategy (post CP2024) Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2024) Pilot techniques</p>	
<p><b>Output 4:</b> The knowledge and experiences in the region are shared.</p>		
<p>Activities</p>		

<p>3.1.1. Create a working group/joint firm with the relevant authorities and actors from the regional, national and local levels for sharing information or measures to optimize recycling and reuse.</p> <p>3.1.2. Collect and analyze information (market demand, shipping cost for potential routes, calculation of volume) to identify regional or national-wide collective shipping options (including domestic reuse/recycling options that involve regional/national collaboration).</p> <p>3.1.3. Facilitate decision-making among the relevant authorities/actors from the regional, national and local levels to identify one option for collective shipping and/or domestic reuse/recycling that involves regional/national collaboration.</p> <p>3.1.4. Facilitate regular discussions on how to better coordinate to implement the identified option (such as scheduling, requirements and user-by pre-sorting and pre-treatment).</p> <p>3.1.5. Plan and implement a pilot testing of the identified option.</p> <p>3.2.1. Indicate baseline studies to analyze the circumstances of recyclable waste, existing laws and measures (types of waste, environmental impacts...).</p> <p>3.2.2. Collect and analyze best practices and case studies on viable measures of 3R-Reduce from other countries as well as information on market of recyclable items.</p> <p>3.3.1. Identify necessary measures to treat waste stream in an environmentally sound and safe manner, including training for relevant actors.</p> <p>3.3.2. Plan and implement a pilot project to assess the feasibility and financial viability of at least one waste stream.</p> <p>3.3.3. Develop policy recommendations including national and the implementation mechanism.</p> <p>3.3.4. Prepare public documents to roll-out the identified measures and replicate the process in other waste streams.</p> <p>3.3.5. Raise public awareness on how the recyclable materials are utilized to promote cooperation and avoidance of inappropriate disposal.</p> <p>3.3.6. Treatment of waste streams includes dismantling, segregating and treatment of hazardous substances, and necessary treatment for export.</p> <p>4.1. Each country presents annually on activities implemented, good practices and/or lessons learnt to the country and reports to SPRPEP. (e.g. in occasion of CPRT and SC meetings).</p> <p>4.2. Each country provides necessary information requested by SPRPEP for the development of the upcoming strategy (incl CP2/25).</p> <p>4.3. SPRPEP and Project Office accumulate and publish the good practices and lessons learnt.</p>	<p>Japan Side</p> <ol style="list-style-type: none"> <li>1. Dispatch of Experts</li> <li>2. Training in Japan and/or other countries</li> <li>3. Equipment and materials</li> <li>(1) Necessary office equipment</li> <li>(2) Other necessary equipment for Project activities</li> <li>4. Local cost</li> </ol> <p>Necessary costs for the project activities</p>	<p>RMI Side</p> <ol style="list-style-type: none"> <li>1. Consultants and administrative personnel <ul style="list-style-type: none"> <li>(1) Project Director</li> <li>(2) Project Manager</li> <li>(3) Project counterparts</li> </ul> </li> <li>2. Facility, equipment and materials <ul style="list-style-type: none"> <li>Office space with necessary equipment</li> </ul> </li> <li>3. Local costs <ul style="list-style-type: none"> <li>(1) A part of operational expenses necessary for implementation of the project activities (e.g. costs such as telephone electricity, etc.)</li> <li>(2) Personnel costs of RMI side</li> <li>(3) Domestic travel expenses of RMI side</li> </ul> </li> <li>4. Necessary data and information for the Project Implementation</li> </ol>	<p>Border restriction is not severely tightness 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 discussed in a timely manner from the CJF.</p> <p>Pre-Conflicts</p>
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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(s): SPREP and 9 target countries  
 Period of Project(s): XX 2023 - XX 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  
 25 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.										
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 operators*. Indicator 1. By the end of the project period, at least XX types of recyclable waste streams are collected separately through 3R+Return measures. (EPA, MAWC and KALGOV) Indicator 2. By the end of the project period, the export of the collected recyclable items has increased by XX% compared to the baseline. (EPA MAWC and KALGOV) Indicator 3. By the end of the project period, revenues from financially viable 3R+Return mechanisms cover XX% of the operational costs of the SWM operators of MAWC and KALGOV. (MAWC and KALGOV) Note: The target % and number will be determined upon baseline and will be different between Niue and Etavee.										
<b>Narrative Summary:</b>										
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>										
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>										
<b>Output 3. "3R+Return" System is promoted.</b>										
3.1.1. At least ' nation-wide or regional collective shipping option is pilot-tested, generating lessons learned. 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. Financial viability of the identified measures are tested and demonstrated. 3.2.4. Policy recommendations and guiding documents are developed for identified measures and presented to Joint EPA, MAWC and KALGOV Board of Directors										
<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 learned become accessible to each country. (NB) To count the number of lessons learned by each country's SWM and 3R+Return operators, 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/multilateral 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

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

Inputs	2023		2024				2025				2026				2027				Remarks	Monitoring Issue Solution
	Plan	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV		
	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual		
<b>Expert</b>																				
Expert A, Waste management																				
Expert B, 3R+R, Legal, Institutionalization, Financial management																				
Expert C, 3R+R, Technology Application																				
Expert D, Public relation, social outreach																				
<b>Equipment</b>																				
NONE																				
<b>Training in Japan</b>																				
<b>In-country/Third country Training</b>																				
<b>Activities</b>																				
Sub-Activities																				
Output 1: Organizational, institutional and financial capacities on solid waste management are enhanced/improved.																				
Output 2: Capacity of providing public services on waste management is enhanced																				
Output 3: "3R+Return" System is promoted																				
3-1 National / regional approach is explored to optimize the recycling and return of collected recyclable waste.																				
3.1.1. Create a working group/platform with the relevant authorities and actors from the regional, national and atoll levels 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 regional or nation-wide collective shipping options (and/or domestic reuse/recycling options that have regional/national return.																				
3.1.3. Facilitate decision-making among the relevant authorities and actors from the regional, national and atoll levels to identify one option for collective shipping and/or domestic reuse/recycling that involves regional/national collaboration.																				

Responsible Organization  
Japan RMI

Issue & Countermeasures

Activity	Plan		Actual	
	Plan	Actual	Plan	Actual
3.1.4. Facilitate regular discussions 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. Viable measures to improve the sustainability of 3R+Return of target waste streams are identified.				
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 and financial viability 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 replace 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				
<b>Output 4: The knowledge and experiences in the region are shared and outreach.</b>				
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.				
<b>Duration / Phasing</b>				
	Plan	Actual	Plan	Actual

Monitoring Plan	Plan Actual	2023			2024			2025			2026			2027			Remarks	Issue	Solution
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III			
Monitoring																			
Joint Coordinating Committee	Plan Actual																		
Set-up the Detailed Plan of Operation	Plan Actual																		
Submission of Monitoring Sheet	Plan Actual																		
Monitoring Mission from Japan	Plan Actual																		
Joint Monitoring	Plan Actual																		
Post Monitoring	Plan Actual																		
Reports/Documents																			
Progress Report	Plan Actual																		
Project Completion Report	Plan Actual																		
Public Relations	Plan Actual																		

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## IMPLEMENTATION STRUCTURE

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

- **Project Director**  
General Manager, EPA, will be responsible for the overall supervision of the Project as Project Director.
- **Project Managers**  
General Manager, Majuro Atoll Waste Company (hereinafter referred to as "MAWC"), and  
City Manager, Kwajalein Atoll Local Government (hereinafter referred to as "KALGOV")  
will be responsible for the implementation of the Project at the atoll level as Project Managers.
- **Other C/P Personnel**  
C/P personnel from EPA, MAWC and KALGOV are assigned to each Output described in the PDM and will work closely with JICA experts.
- **Other Stakeholders**  
Other government agencies, such as Ministry of Works, Infrastructure and Utilities (hereinafter referred to as "MWIU") and Majuro Atoll Local Government (hereinafter referred to as "MALGOV") are included as other stakeholders.

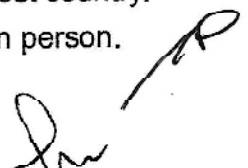
### (2) Joint Coordinating Committee (hereinafter referred to as "JCC")

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.

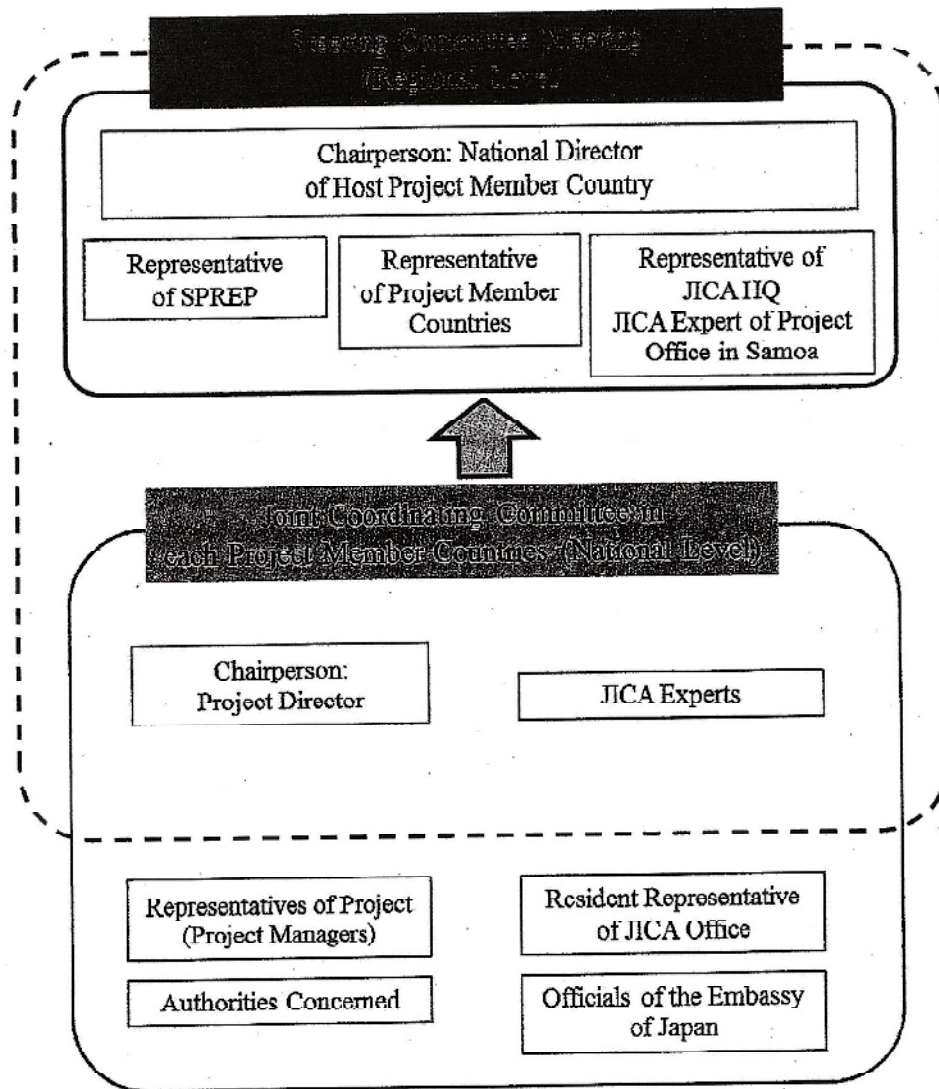
A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

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 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.

*hu*

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

1. Chairperson

Project Director: General Manager, EPA

2. Project Management

Project Managers: General Manager, MAWC and City Manager, KALGOV

3. Members

< Republic of the Marshall Islands Side >

Chief Solid Waste and Pollutants division, EPA

International Environment Policy Coordinator, EPA

Deputy General Manager, EPA

Deputy General Manager, MAWC

Public Works Director, KALGOV

Solid Waste Coordinator, KALGOV

Representative(s) of MWIU

Representative(s) of MALGOV

Other persons that the Republic of the Marshall Islands 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.



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

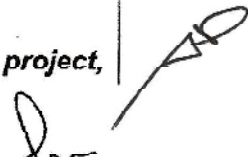
2-4 Roles of Responsible Persons/Organization (JICA, Gov. of●●,etc.)

#### 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*

