

**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE INDEPENDENT  
STATE OF PAPUA NEW GUINEA  
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. Yutaka FUKASE and conducted the survey from 2 to 15 September 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 Government of the Independent State of Papua New Guinea for the purpose of designing the Project.

As a result of the discussions, both the Team and the Papua New Guinea (hereinafter referred to as "PNG") side agreed on the matters referred to in the document attached hereto.

Port Moresby, 15<sup>th</sup> September, 2022

Mr. Yutaka FUKASE  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency

Mr. Reichert THANDA  
Acting First Assistant Secretary  
Department of National Planning and  
Monitoring  
Independent State of Papua New Guinea

Mr. Gunther JOKU  
Acting Managing Director  
Conservation and Environment Protection  
Authority  
Independent State of Papua New Guinea

Mr. Ravu FRANK  
City Manager  
National Capital District Commission  
Independent State of Papua New Guinea

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## 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 PNG side that the nine (9) bi-lateral requests from Pacific island countries (Palau, Federated States of Micronesia, Marshall Islands, Papua New Guinea, Vanuatu, Solomon Islands, 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 PNG Office and the PNG side after the approval of implementation of the Project by JICA Headquarters.

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

Both sides agreed on the tentative Project Design Matrix for PNG (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 PNG 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 some countries 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 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 5 of the draft R/D.

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

- Project Director  
Managing Director, Conservation and Environment Protection Authority (hereinafter referred to as "CEPA"), will be responsible for the overall supervision of the Project as Project Director
- Project Manager  
Manager, Infrastructure Utilities and Conventions Branch, CEPA, and Manager, Waste Management Division, National Capital District Commission (hereinafter referred to as "NCDC"), will be responsible for the implementation of the Project as Project Manager.
- Other C/P Personnel  
C/P personnel from CEPA, NCDC, Urban Local Level Governments of Kokopo, Alotau, Lae and Goroka are assigned to each Output 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 it is deemed 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:

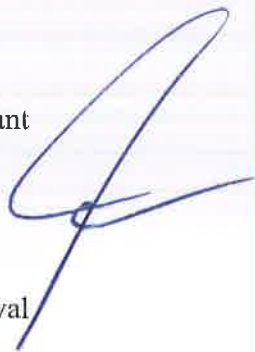
- To approve the annual work plan,
- To review the progress of the Project,
- To assess the appropriateness of the PDM and suggest modification of the framework (including PDM and PO) in the course of the Project, if necessary,
- To conduct the evaluation of the Project,
- To exchange views and opinions 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 PNG side is the First Assistant Secretary, DNPM, the Managing Director, CEPA, and the City Manager, NCDC.

## 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 PNG side**

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

(End of document)

**Appendix 1 Draft Record of Discussion**

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**DRAFT 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 INDEPENDENT STATE OF PAPUA NEW GUINEA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated 15 September, 2022**



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In response to the official request of the Government of Papua New Guinea to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") held a series of discussions with the Conservation and Environment Protection Authority (hereinafter referred to as "CEPA") and the National Capital District Commission (hereinafter referred to as "NCDC") of the Independent State of Papua New Guinea (hereinafter referred to as "the Counterpart") and relevant organizations to develop a detailed plan of the project, "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 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 Annex1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 14 October, 2015 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 20 June 2022 between the Government of Japan and the Government of Papua New Guinea.

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 Independent State of Papua New Guinea.

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 in Port Moresby, Papua New Guinea 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.

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Mr. Yutaka FUKASE  
Team Leader  
Detailed Planning Survey Team  
Japan International Cooperation Agency

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Mr. Reichert THANDA  
Acting First Assistant Secretary  
Department of National Planning and  
Monitoring  
Independent State of Papua New Guinea

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Acting Managing Director  
Conservation and Environment  
Protection Authority  
Independent State of Papua New Guinea

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Mr. Ravu FRANK  
City Manager  
National Capital District Commission  
Independent State of Papua New Guinea

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

(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: Conservation and Environment Protection Authority (CEPA), National Capital District Commission (NCDC), Urban Local Level Governments: Kokopo, Alotau, Lae and Goroka.

(6) Project Inputs

### 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 the Project activities
4. Local cost
  - (1) Necessary costs for the Project activities

### Papua New Guinea Side

1. Counterparts and administrative personnel
  - (1) Project Director
  - (2) Project Manager
  - (3) Project counterparts
2. Facilities, equipment and materials
  - (1) 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 Papua New Guinea side
- (3) Necessary domestic travel expenses of Papua New Guinea 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 7

Both parties agreed on the contents of Annex 3 to 7, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 3 to 7 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 (P-PRISM3)  
 Implementing Agency: Conservation and Environment Protection Authority (CEPA)  
 National Capital District Commission (NCDC)  
 Period of Project: XXX 2023 – XX 2028 (5 years)  
 Target Group: Government officials and waste management/recycling personnel  
 Project Site: National Capital District (NCD), Kokopo, Aloia, Lae and Goroka

Ver. 0  
Dated 8 September 2022

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 recycled waste is converted into resources or returned through a functional 3R+Return model.</p>	<p><b>Project Purpose:</b> The mechanisms for self-sustaining solid waste management and 3R+Return is strengthened.</p> <p>Indicator 1: By the end of the project period, XX percent of waste is adequately disposed of at approved facilities in NCD and target ULGs.</p> <p>Indicator 2: By the end of the project period, XX percent of ULG's operational expenses for waste management are covered through solid waste management operations.</p> <p>Note: a baseline survey will be conducted at the beginning of the project to determine the target percentage of ULG's operational expenses to be covered through solid waste management operations.</p> <p>Indicator 3: Waste Management Recycling Association Strategic Plan is sustainably implemented.</p>	<p>Recycling facilities on beverage containers at the entry point. Tax data on other products at the entry point. Database on recyclable containers at the custom office.</p> <p>Report on waste collection and landfill improvement through the Endline survey Financial report</p>	
<p><b>Output 1:</b> Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</p>	<p>1.1 The National Waste Management Policy including its development of a national legislation on waste management is implemented.</p> <p>1.2 Solid Waste Management plan is developed and implemented in the targeted ULGs.</p>	<p>Analysis report to be produced by the Project; Act formulated or amended</p> <p>Survey report to be produced by the Project; Revenue analysis report</p>	<p>Important Assumptions</p>
<p><b>Output 2:</b> Capacity of providing public services on waste management is enhanced</p>	<p>2.1 By 202X, at least XX public open dumpsites are improved with measures to prevent environmental pollution and health hazard in the target ULGs.</p> <p>2.1.1 By the end of the Project, XX percent of the key targets in the National Waste Management Policy are achieved.</p> <p>2.1.2 By the end of the Project, the Waste Management Act is formulated or the Environmental Act is amended.</p> <p>2.2 By 202X, main SWM targets of the SWM Plan are achieved in all target ULGs.</p> <p>2.2.1 At least XX ULGs have revenue sources other than the budget allocated, through the measures such as the collection of waste fees, CCL and tipping fees.</p>	<p>Publications or documents regarding the improvement work of dumpsite Documents regarding lessons learned from pilot projects Report on training by NCDC (including the achievements)</p>	
<p><b>Output 3:</b> "3R+Return" System is introduced</p>	<p>3.1 Formulation of a national-level Waste Management Recycling Association Strategic Plan is supported by CEPA and NCDC.</p> <p>3.1.1 A guideline on source segregation is developed by 20X and disseminated to commercial waste generators.</p> <p>3.1.2 The volume of recycled waste is increased by XX percent in NCD and the target ULGs.</p>	<p>Waste Management Recycling Association Strategic Plan A guideline on source segregation Recycling records</p>	
<p><b>Output 4:</b> The knowledge and experiences in the region are shared and outreach</p>	<p>4.1 The ongoing strategy (e.g. post CP2025) is prepared through collaboration between each country and SPREP.</p> <p>4.2 Lessons learned and best practices by each country are used for outreach activities.</p> <p>Note: Outreach will be focused through collaboration with other countries.</p>	<p>New strategy (e.g. post CP2025) Annual Reports Presentations and proceedings used in seminars and trainings in organizations of the participating countries (e.g. post CP2025) Published materials Presentations and proceedings used in joint seminars and trainings</p>	

Appendix 1

Activities	Input	Important Assumptions
<p>1.1.1. Assess and review the current local authority bins on waste management.</p> <p>1.1.2. Identify the key issues and important drivers for the preparation of Waste Management Act or amendment of Environmental Act</p> <p>1.2.1. Examine the organizational and financial conditions on waste management in the target ULGs</p> <p>1.2.2. Formulate a waste management plan for the target ULGs</p> <p>1.2.3. Update the Waste Management Plan for the target ULGs based on the results of monitoring</p> <p>2.1.1. Assess the status of the waste collection and disposal environment in the landfill and public open dumps in the target ULGs</p> <p>2.1.2. Formulate an improvement plan in consultation with the relevant stakeholders and authorities</p> <p>2.1.3. Implement the improvement plan through training by using mobility</p> <p>2.1.4. Monitor and evaluate the process and results to generate lessons learned</p> <p>2.1.5. Formulate an action plan for waste collection and disposal in consultation with the relevant stakeholders and authorities</p> <p>2.1.6. Implement an training for waste collection and landfill operation by WCCO in the target ULGs</p> <p>3.1.1. Assess the status of formulation of a national-level Waste Management Recycling Accreditation Strategic Plan</p> <p>3.1.2. Create an inventory of responsible and identify stakeholders</p> <p>3.1.3. Conduct a survey for identifying necessary resources including detailing, segregating hazardous substances, and identifying necessary treatment process for recyclable waste</p> <p>3.1.4. Prepare guiding documents/overseer/oversight stakeholders to be capable of developing legal framework for other waste streams</p> <p>3.1.5. Assess the current situation and identify the issues and challenges on source segregation</p> <p>3.1.6. Develop a guideline and training materials for source segregation</p> <p>4.1.1. Identify areas of work in which the country is capable of providing support to other PIC countries (topc for the 1st year annual report)</p> <p>4.1.2. Initiate a bilateral/trilateral dialogue with the member PICs through the support of SPCREP if necessary</p> <p>4.1.3. Share knowledge and lessons learned in the country's context</p> <p>4.1.4. Provide annual report on activities implemented, good practices, lessons learnt, issues and/or challenges in the country and report to SPCREP (even if the coordination is still ongoing)</p> <p>4.1.5. Provide necessary information for the development of the operating strategy to G. and SPCREP</p>	<p><b>Japan Side</b></p> <p>1. Dispatch of Experts</p> <p>2. Training in Japan and/or other countries</p> <p>3. Equipment and materials</p> <p>(1) Necessary office equipment for Project activities</p> <p>4. Local cost</p> <p>Necessary costs for the project activities</p>	<p><b>PHG Side</b></p> <p>1. Consultants and administrative personnel</p> <p>(1) Project Director</p> <p>(2) Project Manager</p> <p>(3) Project counterparts</p> <p>2. Facilities, equipment and materials</p> <p>Office space with necessary equipment</p> <p>3. Local costs</p> <p>(1) A part of operational expenses necessary for implementation of the project activities (utility costs such as water and electricity, etc.)</p> <p>(2) Personnel costs of PHG side</p> <p>(3) Necessary domestic level expenses of PHG side</p> <p>4. Necessary data and information for the Project implementation</p>
<p>1.2.1. Prepare outreach materials based on the information provided by each country</p>		<p>Pre-Conditions</p>

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<DRAFT> Region-wide Integrated Project Design Matrix (PDM)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase III (J-PRISM3)  
 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, Vanuatu, Solomon, Fiji, Tonga and Samoa

Narrative Summary Verifiable Indicators	Papua New Guinea									Samoa
	FSM	RMI	Palau	Vanuatu	Solomon Is.	Fiji	Tonga			
<p><b>Overall Goal: A system of Circular Economy is properly operated in the Pacific region.</b></p> <p>Indicator 1. XX percent of targeted recyclable waste is converted into resources or returned through a functional 3R + Return model.</p> <p><b>Project Purpose: Basic solid waste management activities became self sustained in the target countries and realistic 3R+Return system suitable for each country is established.</b></p> <p>Indicator 1. By the end of the project period, XX percent of waste is adequately disposed of at improved landfills in NGD and target ULLGs.</p> <p>Indicator 2. By the end of the project period, XX percent of ULLG's operational expenses for waste management are covered through solid waste management operations such as CDL and tipping fee</p> <p>Note: a baseline survey will be conducted at the beginning of the project to determine the target percentage of ULLG's operational expenses to be covered through solid waste management operations</p> <p>Indicator 3. Waste Management Recycling Association Strategic Plan is sustainably implemented.</p>										
<p><b>Narrative Summary Activities<sup>1)</sup></b></p> <p><b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b></p> <p>1.1.1. By the end of the Project, XX percent of the key targets in the National Waste Management Policy are achieved.</p> <p>1.1.2. By the end of the Project, the Waste Management Act is formulated or the Environmental Act is amended</p> <p>1.2.1. By 202X, main SWM targets of the SWM Plan are achieved in all target ULLGs.</p> <p>1.2.2. At least XX ULLGs have revenue sources other than the budget allocated, through the measures such as the collection of waste fees, CDL and tipping fees.</p> <p><b>Output 2. Capacity of providing public services on waste management is enhanced.</b></p> <p>2.1.1. By 202X, at least XX public open dumpsites are improved with measures to prevent environmental pollution and health hazard in the target ULLGs.</p> <p>2.1.2. By 20XX, lessons learned are generated through the above improvement/closure of public open dumpsite</p> <p>2.4.3. By 20XX, at least XX training courses on waste collection and transport are conducted by NCDC in each of the target ULLGs.</p> <p>2.1.4. By 202X, the expansion plan of Baruni Landfill is developed and its implementation is commenced.</p>										

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<p><b>Output 3. "3R+Return" System is promoted</b></p> <p>3.1.1 Formulation of a national-level Waste Management Recycling Association Strategic Plan is supported by CEPF and NDCG.</p> <p>3.1.2 A guideline on source segregation is developed by 202X and disseminated to commercial waste generators</p> <p>3.1.3 The volume of recycled wastes is increased by XX percent in NCD and the target LULUs.</p>						
<p><b>Output 4. The knowledge and experiences in the region are shared and outreach.</b></p> <p>4.1.1 At least one lesson learned from each country's experiences on SWM and 3R+Return Operations is shared with SPREP.</p> <p>4.1.2 Annual reports are prepared and shared with SPREP.</p> <p>4.1.3 At least one regional consultation meeting is concluded in support of the upcoming strategy. (e.g. post CP2025)</p> <p>4.2.1 Information from each country is used in publications prepared jointly by SPREP and other development partners</p> <p>4.2.2 Joint seminars are conducted with SPREP or other development partners</p> <p>4.2.3 Best practices are compiled and shared with other countries.</p>						

\*1 Does not necessarily be applicable to all countries.  
 \*2 Advance Recovery Fee & Deposit  
 \*3 Implementation through collaboration with other programmes under SPREP in accordance to 21 Step Pathway approved AGA of SPREP in 2021 and other outcomes of SPREP and J-PRISM.  
 \*4 Planned to be held in April 2024.

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# PLAN OF OPERATION (PO)

## Tentative Plan of Operation

Version 0

Dated 15 September 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
		I	E	W	IV	I	E	W	IV	I	E	W	IV	I	E	W	IV	I	E	W	IV			
Expert	Plan Actual	To be assigned by JICA																						
Equipment	Plan Actual																							
Training in Japan	Plan Actual																							
In-country/Third country Training	Plan Actual																							
Output 1: Organizational, institutional and financial capacities on solid waste management are enhanced/improved.																						Responsibility Organization	Achievements	Issue & Countermeasures
1.1 The National Waste Management Policy (including the development of a national legislation on waste management) is implemented.																						Japan	OPMO	
1.1.1 Assess and review the current policy/regulation/practice on waste management.																								
1.1.2 Identify the key issues and important elements for the preparation of Waste Management Act or amendment of Environmental Act.																								
1.2 Solid Waste Management Plan is developed and implemented in the target SLLCs.																								
1.2.1 Examine the organizational and financial conditions on waste management in the target SLLCs.																								
1.2.2 Formulate and/or revise (prior to a Waste Management Plan) by the target SLLCs.																								
1.2.3 Update the Waste Management Plan in the target SLLCs based on the results of monitoring.																								
Output 2: Capacity of providing public services on waste management is enhanced.																								
2.1 Capacities and infrastructure on solid waste management are improved.																								
2.1.1 Assess the status of the waste collection and current environment in the landfill and public open spaces in the target SLLCs.																								
2.1.2 Formulate an improvement/upgrade plan in consultation with the relevant stakeholders and authorities.																								
2.1.2.1 Implement the improvement/upgrade plan through learning by doing model.																								
2.1.4 Monitor and evaluate the process and results to generate lessons learned.																								
2.1.5 Formulate an training plan for waste collection and landfill operation in consultation with the relevant stakeholders and authorities.																								
2.1.6 Implement an training for waste collection and/or landfill operation by NGOs in the target SLLCs.																								
Output 3: "SR-Return" System is promoted.																								
3.1 "SR-Return" system is promoted through public-private partnership.																								
3.1.1 Assess the status of formulation of a nationwide Waste Management Recycling Association (WMRA) Plan.																								
3.1.2 Create an inventory of recyclables and identify relevant stakeholders.																								
3.1.3 Conduct a survey for identifying necessary measures including identifying, engaging in-house industries, and identifying necessary treatment process for recyclable waste.																								
3.1.4 Prepare guiding documents/conditions for relevant stakeholders to be capable of developing legal framework for other island nations.																								
3.1.5 Assess the current situation and identified the issues and challenges of social segregation.																								
3.1.6 Develop a guideline and training materials for source segregation.																								
Output 4: The knowledge and experiences in the region are shared and outreached.																								
4.1 The upcoming strategy (e.g., post CP2025) is prepared through collaboration between each country and SPREP.																								
4.1.1 Identify areas of work in which the country is capable of providing support to other PIC countries (up to the 1st year actual report).																								
4.1.2 Initiate a bilateral/multilateral dialogue with the major PIC(s) through the support of SPREP if necessary.																								
4.1.3 Share knowledge and lessons learned in the country's context.																								
4.1.4 Provide annual report on activities implemented, good practices, lessons learned, issues and/or challenges in the country and report to SPREP (even if the consultation is still ongoing).																								
4.1.5 Provide necessary information for the development of the upcoming strategy (e.g., post CP2025).																								
4.2 Lessons learned and best practices by each country are used for outreach activities.																								
4.2.1 Prepare outreach materials based on information provided by each country.																								
Duration / Phasing																								
Monitoring Plan																								
Monitoring																								
Joint Coordinating Committee																								
Set-up the Detailed Plan of Operation																								
Submission of Monitoring Sheet																								
Monitoring Mission from Japan																								
Joint Monitoring																								
Peer Monitoring																								
Reports/Documents																								
Progress Report																								
Project Completion Report																								
Public Relations																								

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## IMPLEMENTATION STRUCTURE

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

- Project Director  
Managing Director, CEPA will be responsible for the overall supervision of the Project as Project Director.
- Project Manager  
Manager, Infrastructure Utilities and Conventions Branch, CEPA, and Manager, Waste Management Division, NCDC, will be responsible for the implementation of the Project as Project Manager.
- Other C/P Personnel  
C/P personnel from CEPA, NCDC, Urban Local Level Governments of Kokopo, Alotau, Lae and Goroka are assigned to each Output 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 deemed 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 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.

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 shall be rotated among Project Member

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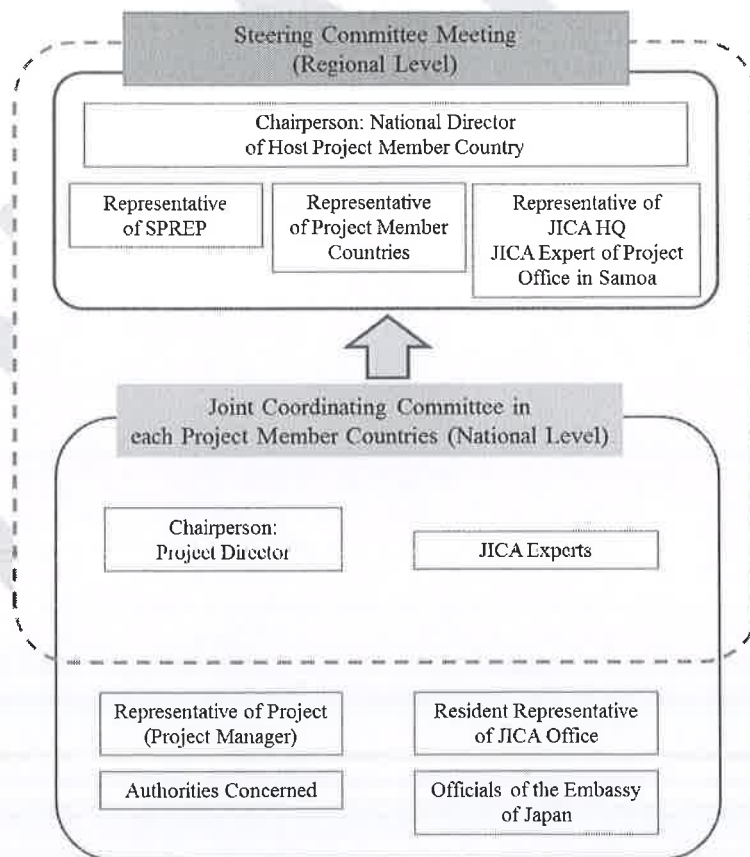
Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

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**

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(4) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Apia, 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.

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

1. Chairperson

Project Director: Managing Director, CEPA

2. Project Management

Project Manager: Manager, Infrastructure Utilities and Conventions Branch, CEPA, and  
Manager, Waste Management Division, NCDC

3. Members

<Papua New Guinea Side>

(1) CEPA

Managing Director

Director, Environment Protection Division

Manager, Infrastructure Utilities and Conventions Branch

Senior Assessment Officer, Environment Protection Division

National Ozone Unit Project Officer, IUC Branch

MIA Project Officer, Infrastructure Utilities and Conventions Branch

Senior Policy Officer, Policy Division

(2) NCDC

Manager, Waste Management Division

Director, Community and Social Services

Waste Management Engineer

Senior Waste Management Officer (Industrial and Hazardous Waste)

Waste Management Officer (Disposal & illegal dumping)

Senior Waste Management Officer (Hazardous Waste, Public Places, Sanitary Pan)

Waste Management Officer (Hazardous Medical Waste)

Waste Management Officer (Domestic, Commercial)

Waste Management Officer (Settlements, Villages)

Supervisor (Landfill)

Senior Waste Management Officer (Technical advisor)

(3) Urban Local Level Governments

1) Kokopo

Senior Environment Health Officer

Environment Health Officer

Civil Engineer

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- 2) Alotau  
Senior Environment Health Officer
- 3) Lae  
Manager, Public Health & Sanitation  
Environment Health Officer
- 4) Goroka  
Town Engineer and Sewage / Landfill Project Engineer

(4) Other members from the Papua New Guinea side

- Representative(s) from the Department of National Planning and Monitoring
- Representative(s) from the National Department of Health
- Other persons that Papua New Guinea side considers necessary

<Japanese Side>

(1) Project Team

- JICA Experts

(2) Other members from Japanese side

- Chief Representative, representative and staff of JICA Papua New Guinea Office
- Staff from JICA Headquarters, other domestic and overseas offices
- Staff from the Embassy of Japan as an observer
- Other persons that Japanese side considers necessary

Partner organizations will be asked to join the meetings whenever it is necessary upon discussion between CEPA, NCDC and JICA.



## MONITORING SHEET

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



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**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

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**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
MINISTRY OF ENVIRONMENT, CLIMATE CHANGE, DISASTER  
MANAGEMENT AND METEOROLOGY  
OF THE SOLOMON 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 remote survey from 1 August to 5<sup>th</sup> December 2022 for the purpose of formulation of 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”).

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

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

Honiara, 5<sup>th</sup> December, 2022



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



Mr. Chanel IROI  
Deputy Secretary Technical  
Ministry of Environment, Climate Change,  
Disaster Management and Meteorology  
The Solomon Islands



Mr. Justus DENNI  
City Clerk  
Honiara City Council  
The Solomon 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 Solomon side that the nine (9) bi-lateral requests from Pacific Island Countries (the Solomon Islands, Palau, Federated State of Micronesia, Republic of the Marshall Islands, Papua New Guinea, 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 the draft R/D shall be finalized and signed by the representing officials of the JICA Solomon Islands Office and the Solomon side after the approval of implementation of the Project by JICA Headquarters.

### **3. Project Design Matrix for Solomon Islands (PDM)**

Both sides agreed on the tentative Project Design Matrix for Solomon Islands (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 Solomon 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. It contains the information from Solomon Islands only 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”)**

- Project Director  
Deputy Secretary Technical, Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), will be responsible for the overall supervision of the Project as Project Director.
- Project Manager  
Deputy Director Environment , Environment & Conservation Division (ECD), MECDM  
Co-Project Manager  
City Clerk, Honiara City Council (HCC)
- Other C/P Personnel  
Members from the following organisations are assigned to each Output described in the PDM and will work closely with JICA experts;  
MECDM;  
HCC;  
Ministry of Health and Medical Services (MHMS);  
Gizo Town Council (GTC) and Western Provincial Government (WPG);  
Tulagi Town Council (TTC) and Central Islands Provincial Government (CIPG);  
Auki Town Council (ATC) and Malaita Provincial Government (MPG); and,  
Solomon Islands Recycling and Waste Management Association (SIRWMA).
- Other stakeholders  
Other government agencies, such as Ministry of Provincial Government and Institutional Strengthening (MPGIS), Ministry of Home Affairs (MHA), Ministry of Finance and Treasury (MOFT) and Ministry of Justice and Legal Affairs (MJLA), schools, communities, private companies and other NGOs, etc. will be included as necessary.

### **(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 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 Solomon side is Permanent Secretary of Ministry of Environment, Climate Change, Disaster Management and Meteorology and City Clerk, Honiara City Council.

#### **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 Solomon side**

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

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

Solomon side emphasised the necessity of the presence of long term experts (regional coordinator) or local project officer. This position will secure some level of continuity of activities, even if the situation like pandemic happens during the project period.

Solomon side assured that there is no overlap with the assistance from other Development Partners.

(End of document)



**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 SOLOMON ISLANDS**

**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 XX between the Ministry of Environment, Climate Change, Disaster Management and Meteorology of the Solomon 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 Annex1, 2, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 10<sup>th</sup> September 2008 (hereinafter referred to as "the Agreement") and the Note Verbale exchanged on 16<sup>th</sup> June 2022 between the Government of Japan and the Government of Solomon.

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 Solomon 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 Port Vila, Solomon 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.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
Ministry of Environment, Climate Change,  
Disaster Management and Meteorology

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Mr. Takeshi WATANABE  
Resident Representative, JICA Solomon  
Islands Office

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Dr. Melchior MATAKI  
Permanent Secretary of Ministry of  
Environment, Climate Change, Disaster  
Management and Meteorology

For  
Honiara City Council

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Mr. Justus DENNI  
City Clerk  
Honiara City Council

- 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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*[Handwritten signatures]*

Annex 1

**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 Agencies

- Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM)
- Honiara City Council (HCC)

(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

Solomon 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 Solomon side
  - (3) Domestic travel expenses of Solomon 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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*[Handwritten signatures]*

**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 the Project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.



PROJECT DESIGN MATRIX (PDM) 1/2

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

Ver. 0

Implementing Agencies: Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and Honiara City Council (HCC)

Target Group: Counterparts of MECDM, MHMS<sup>1</sup>, HCC, GTC<sup>2</sup>, ATC<sup>3</sup>, TTC<sup>4</sup>, respective provincial governments<sup>5</sup> and SIRWMA<sup>6</sup>

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

Project Site: Honiara, Auki, Tulagi and Gizo

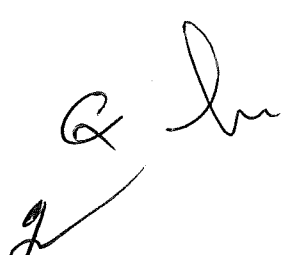
Dated: 20 October 2022

Narrative Summary	Means of Verification	Important Assumptions
<p><b>Objectively Verifiable Indicators</b></p> <p><b>Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.</b></p> <p>Indicator 1. By 2031, more than 5 out of 11 objectives of the National Waste Management Strategy are achieved as planned.</p> <p>Indicator 2. By 2031, HCC has a proper landfill and a functioning waste collection system.<sup>7</sup></p> <p>Indicator 3. By 2031, waste disposal sites of ATC, TTC and GTC are operated in accordance with operation manuals and/or guidelines.</p>	<p>Annual Report of MECDM and respective city/town councils.</p>	<p>Asian Development Bank implement to construct new landfill in Honiara as it is planned.</p> <p>Landfill operators have full time access to the heavy equipment in Honiara.</p> <p>Waste management budget is allocated in ATC, TTC</p>
<p><b>Project Purpose: The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</b></p> <p>Indicator 1. By the end of the project, the NWMS is updated based on accurate data and research, and updated information.</p> <p>Indicator 2. By the end of the project, actions under the HCC SWM Plan (2018-2027) are initiated as planned and annually monitored their progress.</p> <p>Indicator 3. By the end of the project, the SWM Plans of ATC, TTC and GTC are monitored at least once to incorporate the results to the budget plan.</p> <p>Indicator 4. By the end of the project, the recycling rate (recovery) is increased to more than 10% in Honiara.<sup>7</sup></p>	<p>Annual Progress Report of MECDM</p> <p>New NWMS</p> <p>Project Reports</p> <p>Annual Reports of respective city/town councils.</p>	<p><b>Important Assumptions</b></p> <p>No major disaster happened during the project period.</p>
<p><b>Narrative Summary</b></p> <p><b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b></p> <p>1-1 Capacity on data / information management focusing on waste of MECDM is enhanced.</p>	<p><b>Means of Verification</b></p> <p>Project Reports</p> <p>Data / information in the annual report of MECDM</p>	
<p><b>Output 2. Capacity of providing public services on waste management is enhanced.</b></p> <p>2-1 HCC's capacity on waste collection and landfill operation, and supporting other semi-urban areas is strengthened. **</p> <p>2-2 Waste collection and transport services in Auki, Tulagi and Gizo are improved.</p> <p>2-3 Management of landfill sites in Tulagi, Auki and Gizo are improved.</p> <p>**Note: Examine the details after confirming the plan of other partners.</p>	<p>Project Reports</p> <p>Monitoring report of waste collection and transport of SWM plan</p> <p>Gizo SWM plan</p> <p>Guidelines and/or manuals for landfill sites in Tulagi, Auki and Gizo.</p> <p>Training record of Tulagi, Auki, Gizo and Honiara.</p> <p>Record of landfill management.</p>	
<p><b>Output 3. "3R+Return" System is promoted.</b></p> <p>3-1 Practical "Recycle" and "Return" model of plastic (i.e. PET) is examined through the pilot project.</p>	<p>Project Reports</p>	
<p><b>Output 4. The knowledge and experiences in the region are shared.</b></p>	<p>New strategy (post CP2025)</p> <p>Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post CP2025)</p> <p>Published materials</p>	

PROJECT DESIGN MATRIX (PDM) 2/2

Activities	Input	Important Assumptions
<p>1-1-1 Review the current process and system of data collection on waste management.</p> <p>1-1-2 Identify the issues, challenges and necessary information on waste management.</p> <p>1-1-3 Design the data management system in consultation with MECOM.</p> <p>1-1-4 Operate a trial of data management system.</p> <p>1-1-5 Evaluate the trial with MECOM.</p> <p>2-1-1 Assess the condition and capacity of the waste collection and landfill operation in Honiara.</p> <p>2-1-2 Identify the good practices, lessons learnt, issues and/or challenges regarding waste collection and landfill operation in Honiara.</p> <p>2-1-3 Based on the issues and challenges identified, conduct training(s) including OJT to improve waste collection and/or landfill operation in Honiara.</p> <p>2-1-4 Develop a guideline and training materials for waste collection and/or landfill operation with HCC.</p> <p>2-1-5 Implement the training(s) for waste collection and/or landfill operation to Auki, Tulagi and Gizo by HCC.</p> <p>2-2-1 Assess the condition and capacity of the waste collection and transport in Auki, Tulagi and Gizo.</p> <p>2-2-2 Identify the waste collection coverage at the beginning of the project, and the issues and challenges regarding waste collection and transport in Auki, Tulagi and Gizo.</p> <p>2-2-3 Draft Solid Waste Management Plan in Gizo, and update Solid Waste Management Plans in Auki Tulagi based on the collected information as needed.</p> <p>2-2-4 Implement the waste collection and transport in Auki, Tulagi and Gizo based on the Solid Waste Management Plan.</p> <p>2-2-5 Monitor and evaluate the waste collection and transport in Auki, Tulagi and Gizo.</p> <p>2-3-1 Assess the condition and capacity of the landfill operation in Auki, Tulagi and Gizo.</p> <p>2-3-2 Identify the issues and challenges regarding waste collection and landfill operation in Auki, Tulagi and Gizo.</p> <p>2-3-3 Based on the issues and challenges identified, conduct training(s) to improve landfill operation in Auki, Tulagi and Gizo.</p> <p>2-3-4 Draft guidelines and/or manuals for landfill operation in Auki, Tulagi and Gizo based on the collected information and the guideline and/or manual in Honiara.</p> <p>2-3-5 Operate the landfill sites in Auki, Tulagi and Gizo based on the guidelines and/or manuals.</p> <p>2-3-6 Monitor and evaluate the landfill operation in Auki, Tulagi and Gizo.</p> <p>3-1-1 Investigate the current situation of recycling plastic.</p> <p>3-1-2 Identify the stakeholders for recycling plastic.</p> <p>3-1-3 Based on the collected information, develop a plan of the pilot project for recycling plastic.</p> <p>3-1-4 Implement the pilot project.</p> <p>3-1-5 Evaluate the result of the pilot project and summarize it as the report.</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 cooperation 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-CP2023).</p> <p>4-3 SPREP and Project Office accumulate and publish the good practices and lessons learnt.</p>	<p><b>Japanese Side</b></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> </ol> <p>(1) Necessary office equipment (2) Other necessary equipment for Project activities (3) Local cost Necessary costs for the project activities</p> <p><b>Solomon Side</b></p> <ol style="list-style-type: none"> <li>1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts</li> <li>2. Facilities, equipment and materials Office space with necessary equipment</li> <li>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 Solomon side (3) Domestic travel expenses of Solomon side</li> <li>4. Necessary data and information for the Project implementation</li> </ol>	<p>Waste Management remains SPREP's priority.</p> <p>Border restriction is not severely lightened due to pandemic diseases.</p> <p>Counterpart personnel does not change radically.</p> <p>Budget for the project activities are allocated and disbursed timely from CIP.</p> <p><b>Pre-Conditions</b></p>

\*1. MHMS, Ministry of Health and Medical Services  
 \*2. ATC: Auki Town Council  
 \*3. TTC: Tulagi Town Council  
 \*4. GTC: Gizo Town Council  
 \*5. respective provincial governments: Malaita Provincial Government, Central Islands Government and Western Provincial Government  
 \*6. SIRWMA: Solomon Islands Recycling and Waste Management Association  
 \*7. This indicator is from HCC SWM Plan.



## 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 **Target Group:** Government officials and wasterecycle 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

Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.										
Indicator 1. By 2031, more than 5 out of 11 objectives of the National Waste Management Strategy are achieved as planned.										
Indicator 2. By 2031, HCC has a proper landfill and a functioning waste collection system.										
Indicator 3. By 2031, waste disposal sites of ATC, TTC and GTC are operated in accordance with operation manuals and/or guidelines.										
<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, the NWSM is updated based on accurate data and research, and updated information.										
Indicator 2. By the end of the project, actions under the HCC SWM Plan (2016-2027) are initiated as planned and annually monitored their progresses.										
Indicator 3. By the end of the project, the SWM Plans of ATC, TTC and GTC are monitored at least once to incorporate the results to the budget plan.										
Indicator 4. By the end of the project, the recycling rate (recovery) is increased to more than 10% in Honiara.										
<b>Narrative Summary</b>										
<b>Indicators</b>										
<b>Solomon</b>										
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>										
1-1 Capacity on data / information management focusing on waste of MECDM is enhanced.										
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>										
2-1-1 By 2027, Waste collection coverage in HCC is increased to 80%.										
2-1-2 By 2024, technical skills of Drivers and Workers in Waste Management and Control Division of HCC are enhanced through participating trainings including OJT on landfill management and/or waste collection.										
2-1-3 By 2024, Rahadi Landfill site is operated in accordance with the reviewed guidelines/operation manuals.										
2-1-4 By 2024, at least one training on waste collection and/or landfill operation is held by HCC.										
2-2-1 By 2025, waste collection coverage in Auki is increased by 80% compared with the beginning of the project.										
2-2-2 By 2024, waste collection coverage in Tulagi is increased by XX% compared with the beginning of the project.										
2-2-3 By 2024, waste collection coverage in Gizo is increased by XX% compared with the beginning of the project.										
2-2-4 By 2024, the Gizo SWM plan is formulated.										
2-3-1 Guidelines and/or manuals for landfills in Tulagi, Auki and Gizo are formulated.										
2-3-2 By 2024, suitable options/solutions for landfills in Tulagi, Auki and Gizo are identified.										
2-3-3 By 2024, technical skills of operators and workers of the landfills in Tulagi, Auki and Gizo are improved through participating at least one training.										
<b>Output 3. "3R+Return" System is promoted.</b>										
3-1-1 Target items (i.e. PET) on plastic recycling are proposed.										
3-1-2 Lessons are learnt through the implementation of a pilot project with SIKWIMA. (waste segregation, market access study, etc.)										
<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)

- 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) 1/3

Plan of Operation

Version 0  
Dated 20 Oct 2022  
(L-PRISM 3)

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries 3 (L-PRISM 3)	2023												2024												2025												2026												2027												Monitoring																	
	Plan		Actual		Plan		Actual		Plan		Actual		Plan		Actual		Plan		Actual		Plan		Actual		Plan		Actual		Plan		Actual		Issue	Solution																																												
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			Japan	MNRE																																										
<b>Inputs</b>	To be assigned by JICA																																																																								Remarks		Issue		Solution	
<b>Expert</b>	To be assigned by JICA																																																																								Remarks		Issue		Solution	
<b>Equipment</b>	To be assigned by JICA																																																																								Remarks		Issue		Solution	
TBD	To be assigned by JICA																																																																								Remarks		Issue		Solution	
<b>Training in Japan</b>	To be assigned by JICA																																																																								Remarks		Issue		Solution	
TBD	To be assigned by JICA																																																																								Remarks		Issue		Solution	
<b>In-country/Third country Training</b>	To be assigned by JICA																																																																								Remarks		Issue		Solution	
TBD	To be assigned by JICA																																																																								Remarks		Issue		Solution	
<b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b>																																																																										Responsible Organization		Issue & Countermeasures		
1-1 Capacity on data / information management focusing on waste of MECDM is enhanced.																																																																										Japan		MNRE		
1-1-1 Review the current process and system of data collection on waste management.																																																																										Japan		MNRE		
1-1-2 Identify the issues, challenges and necessary information on waste management.																																																																										Japan		MNRE		
1-1-3 Design the data management system in consultation with MECDM.																																																																										Japan		MNRE		
1-1-4 Operate a trial of data management system.																																																																										Japan		MNRE		
1-1-5 Evaluate the trial with MECDM.																																																																										Japan		MNRE		
<b>Output 2. Capacity of providing public services on waste management is enhanced.</b>																																																																										Responsible Organization		Issue & Countermeasures		
2-1 HCC's capacity on waste collection and landfill operation and supporting other semi-urban areas is strengthened.																																																																										Japan		MNRE		
2-1-1 Assess the condition and capacity of the waste collection and landfill operation in Honiara.																																																																										Japan		MNRE		
2-1-2 Identify the good practices, lessons learnt, issues and/or challenges regarding waste collection and landfill operation in Honiara.																																																																										Japan		MNRE		
2-1-3 Based on the issues and challenges identified, conduct training(s) including OJT to improve waste collection and/or landfill operation in Honiara.																																																																										Japan		MNRE		
2-1-4 Develop a guideline and training materials for waste collection and/or landfill operation with HCC.																																																																										Japan		MNRE		
2-1-5 Implement the training(s) for waste collection and/or landfill operation to Auki, Tulagi and Gizo by HCC.																																																																										Japan		MNRE		
<b>2-2 Waste collection and transport services in Auki, Tulagi and Gizo are improved.</b>																																																																										Responsible Organization		Issue & Countermeasures		
2-2-1 Assess the condition and capacity of the waste collection and transport in Auki, Tulagi and Gizo.																																																																										Japan		MNRE		
2-2-2 Identify the waste collection coverage at the beginning of the project, and the issues and challenges regarding waste collection and transport in Auki, Tulagi and Gizo.																																																																										Japan		MNRE		

*[Handwritten signatures]*



PLAN OF OPERATION (PO) 3/3

	2023		2024			2025			2026			2027			Remarks	Issue	Solution
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II			
<b>Monitoring Plan</b>	Plan	Actual															
<b>Monitoring</b>	Plan	Actual															
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>	Plan	Actual															
Progress Report	Plan	Actual															
Project Completion Report	Plan	Actual															
<b>Public Relations</b>	Plan	Actual															
	Plan	Actual															
	Plan	Actual															
	Plan	Actual															

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*[Handwritten signatures]*

## IMPLEMENTATION STRUCTURE

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

- Project Director  
Deputy Secretary Technical, Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) will be responsible for the overall supervision of the Project as Project Director.
- Project Managers  
Project Manager: Deputy Director Environment, Environmental Conservation Division (ECD), MECDM will be responsible for the implementation of the Project as Project Manager.  
Co- Project Manager: City Clerk, Honiara City Council (HCC)
- Other C/P Personnel  
Members from following organizations are assigned to each Output described in the PDM and will work closely with JICA experts;  
MECDM;  
Ministry of Health and Medical Services (MHMS);  
HCC;  
Auki Town Council (ATC) and Malaita Provincial Government (MPG);  
Tulagi Town Council (TTC) and Central Islands Provincial Government (CIPG);  
Gizo Town Council (GTC) and Western Provincial Government (WPG); and,  
Solomon Islands Recycling and Waste Management Association (SIRWMA)
- Other Stakeholders  
Other government agencies, such as Ministry of Provincial Government and Institutional Strengthening (MPGIS), Ministry of Home Affairs (MHA), Ministry of Finance and Treasury (MOFT) and Ministry of Justice and Legal Affairs (MJLA), schools, communities, private companies and other NGOs, etc. will be included as necessary.

### (4) 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.

(5) 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, 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 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.

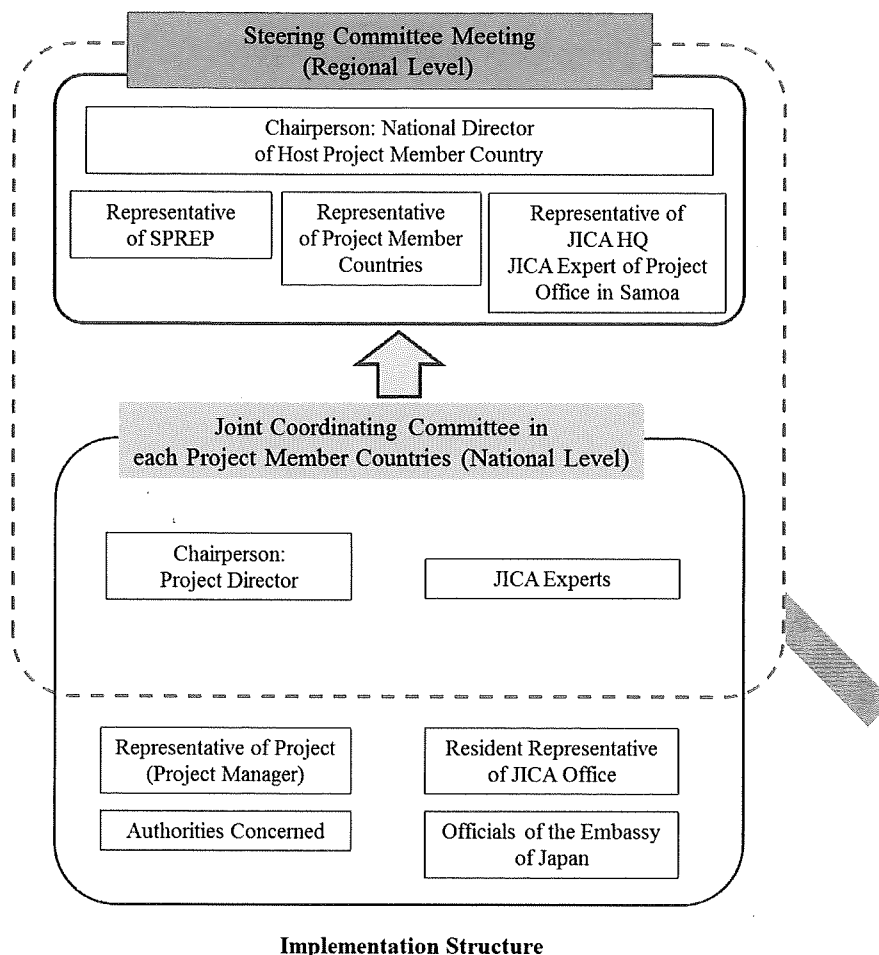
All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

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

## (6) Project Office

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, the 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 signatures]*

## LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE

### 1. Chairperson

Project Director: Deputy Secretary Technical, Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM)

### 2. Project Management

Project Manager: Deputy Director Environment, Environmental Conservation Division (ECD), MECDM

Co-Project Manager: City Clerk, Honiara City Council (HCC)

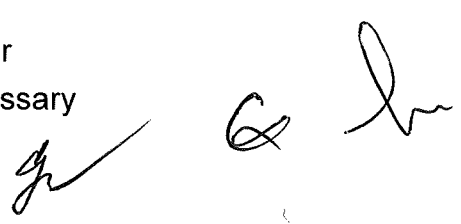
### 3. Members

#### <Solomon Side>

- (1) Representatives from MECDM
- (2) Representatives from Ministry of Health and Medical Services (MHMS)
- (3) Representatives from HCC
- (4) Representatives from Gizo Town Council (GTC) and Western Provincial Government (WPG)
- (5) Representatives from Auki Town Council (ATC) and Malaita Provincial Government (MPG)
- (6) Representatives from Tulagi Town Council (TTC) and Central Islands Provincial Government (CIPG)
- (7) Representatives from Solomon Islands Recycling and Waste Management Association (SIRWMA)
- (8) Other government agencies, such as Ministry of Provincial Government and Institutional Strengthening (MPGIS), Ministry of Home Affairs (MHA), Ministry of Finance and Treasury (MOFT) and Ministry of Justice and Legal Affairs (MJLA), schools, communities, private companies and other NGOs, etc. will be included as necessary.

#### <Japanese Side>

- JICA Expert(s) of the Project
- Representative(s) of JICA Solomon 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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## MONITORING SHEET

TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)Name:Title: Project DirectorName:Title: Chief AdvisorSubmission 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**

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**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
MINISTRY OF CLIMATE CHANGE ADAPTATION, METEOROLOGY AND  
GEO-HAZARDS, ENERGY, ENVIRONMENT AND NATIONAL DISASTER  
MANAGEMENT  
OF THE REPUBLIC OF VANUATU  
ON  
PROJECT FOR PROMOTION OF REGIONAL INITIATIVE ON SOLID WASTE  
MANAGEMENT IN PACIFIC ISLAND COUNTRIES PHASE 3 (J-PRISM 3)**

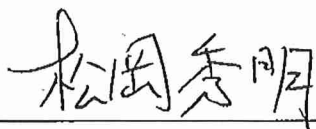
Japan International Cooperation Agency (hereinafter referred to as “JICA”) has formed the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Hideaki Matsuoka and conducted the remote survey from 1 August to 11th November 2022 for the purpose of formulation of technical 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”).

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

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

Port Vila, 11<sup>th</sup> November, 2022



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



Ms. Touasi TIWOK  
Director  
Department of Environmental Protection and  
Conservation  
Ministry of Climate Change Adaption,  
Meteorology & Geo-Hazards, Environment,  
Energy and Disaster Management  
Republic of Vanuatu



## 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 Vanuatu side that the nine (9) bi-lateral requests from Pacific Island Countries (the Republic of Vanuatu, Palau, Federated State of Micronesia, Republic of the Marshall Islands, Papua New Guinea, 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 the draft R/D shall be finalized and signed by the representing officials of the JICA Vanuatu Office and the Vanuatu side after the approval of implementation of the Project by JICA Headquarters.

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

Both sides agreed on the tentative Project Design Matrix for Vanuatu (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 Vanuatu 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. It contains the information from Vanuatu only 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”)**

- **Project Director**  
Director, Department of Environmental Protection and Conservation (DEPC), Ministry of Climate Change Adaption, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management, will be responsible for the overall supervision of the Project as Project Director.
- **Project Manager**  
Town Clerk, Port Vila City Council will be responsible for the implementation of the Project as Project Management.
- **Other C/P Personnel**  
Members from DEPC, Ministry of Internal Affairs, PVCC, LMC and SHEFA Province are assigned to each Output described in the PDM and will work closely with JICA experts.
- **Other stakeholders**  
Other government agencies, Vanuatu Recyclers & Waste Management Association (VRWMA), Private companies and other NGOs, etc. will be included as necessary.

### **(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 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 Vanuatu side is Director of Department of Environmental Protection and Conservation, Ministry of Climate Change Adaption, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management.

## **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 Vanuatu side**

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

## **10. Other points discussed**

Vanuatu side requested to have a local project officer, who will potentially be a waste management officer once the budget is allocated to the DEPC. This position will secure some level of continuity of activities, even if the situation like pandemic happens during the project period.

Vanuatu side requested JICA to consider reviewing details of project activities in regards to Bouffa landfill site, after examining the project(s) funded by other partners.

Vanuatu side assured to coordinate assistance of Development Partners to prevent any duplication of the project activities.

(End of document)


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 VANUATU

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Dated Month Day, Year

*hm*  
*Seeth*

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 XX between the Ministry of Climate Change Adaption, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management of the Republic of Vanuatu (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 Annex1, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 28<sup>th</sup> February 2006 (hereinafter referred to as "the Agreement") and the Note Verbal exchanged on 6<sup>th</sup> May 2022 between the Government of Japan and the Government of Vanuatu.

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 Vanuatu.

Both parties also agree 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 Port Vila, Vanuatu 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.

For  
JAPAN INTERNATIONAL  
COOPERATION AGENCY

For  
Department of Environmental Protection and  
Conservation

Ms. Rika UEMURA  
Resident Representative, JICA Vanuatu  
Office

Ms. Touasi TIWOK  
Director, Department of Environmental  
Protection and Conservation  
Ministry of Climate Change Adaption,  
Meteorology & Geo-Hazards, Environment,  
Energy and Disaster Management



- 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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*For [Signature]*

## 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 Environmental Protection and Conservation, Ministry of Climate Change Adaption, Meteorology & Geo-Hazard, Environment, Energy and Disaster Management

(6) Project Inputs

### Japanese Side

1. Dispatch of Experts
2. Trainings in Japan and 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

### Vanuatu 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 Vanuatu side

(3) Domestic travel expenses of Vanuatu 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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*Jim Gulep*

### 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 NICA Guidelines for Environmental and Social Considerations (April 2010)'.  
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3. Gender Equality and Women's Empowerment

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly prepared 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 the Project may contribute to climate change mitigation through the reduction of solid waste disposed to the landfill.

PROJECT DESIGN MATRIX (PDM) 1/2

Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase 3 (J-PRISM3) Implementing Agency: Department of Environmental Protection and Conservation (DEPC) Period of Project: XXX 2023 – XXX 2028 (5 years)		Ver. 0 Dated: 26 October 2022	
Target Group: DEPC, Port Vila City Council (PVCC), SHEFA Provincial Government and Luganville Municipal Council (LMC) Project Site: Port Vila, SHEFA province and Luganville			
Narrative Summary	Means of Verification	Important Assumptions	
<p><b>Objectively Verifiable Indicators</b></p> <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. By 2031, the final disposal rate (proportion of final disposal amount) is become 85% in Boufa Landfill *1.</p> <p>Indicator 2. By 2031, Boufa Landfill is rehabilitated and operated as semi-aerobic landfill.</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, at least XX types of recyclable waste streams are collected separately.</p> <p>Indicator 2. By the end of the project, accumulated capacity of Boufa Landfill is reached to approx. 310,000m<sup>3</sup> *1.</p> <p>Indicator 3. By the end of the project, the landfill in Luganville is operated in accordance with the LMC SWM Plan.</p> <p>Indicator 4. In case of disasters, response actions are taken in accordance with the Disaster Waste Management Plan (DWMP).</p>	<p>Annual Report of DEPC, PVCC and LMC</p> <p>Annual Report of PVCC</p> <p>Annual Report of LMC</p>		
Narrative Summary	Objectively Verifiable Indicators	Important Assumptions	
<p><b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b></p> <p>1-1 By 2025, the National Waste Management and Pollution Control Strategy (NWMPCS), the National Solid Waste Minimization Plan (NSWMP) and the National Plastic Strategy (NPS) are finalized.</p> <p>1-2 By 2025, the DWMP is incorporated with National Disaster Management Plan (NDMP).</p> <p><b>Output 2. Capacity of providing public services on waste management is enhanced</b></p> <p>2-1 PVCC's capacity on waste collection is improved.</p> <p>2-2 Operation and management of Boufa Landfill* and Luganville Landfill are strengthened.</p> <p>2-3 PVCC's capacity of supporting other provincial centres is strengthened.</p> <p>*Note: review details of project activities in regards to Boufa landfill site, after examining the project(s) funded by other partners.</p>	<p>Finalized NWMPCS and NSWMP</p> <p>NDMP included DWMP</p> <p>Monitoring Reports of PVCC and SHEFA SWM Plan</p> <p>Project reports</p> <p>Monitoring Reports of LMC SWM Plan</p> <p>Training reports</p> <p>Operation manuals/guidelines</p>	<p>No major disaster happened during the project period.</p> <p>Waste management stays one of the top priorities in Vanuatu.</p> <p>Other partners' commitment in Boufa landfill does not change.</p>	
Narrative Summary	Objectively Verifiable Indicators	Important Assumptions	
<p><b>Output 3. "3R+Return" System is promoted.</b></p> <p>3-1 Awareness programme on waste literacy is developed through a pilot project on waste segregation.</p> <p>3-1-1 By 2025, a pilot project on waste segregation is identified.</p> <p>3-1-2 By 2025, effective ways to implement waste segregation is examined in the pilot project.</p> <p>3-1-3 By 2025, for waste literacy in community and schools are trained through this project.</p> <p>3-1-4 By 2025, at least XX workshops/seminars are held by trainees of this project with own findings.</p>	<p>Project reports</p> <p>Workshops/Seminar reports</p>		
Output 4. The knowledge and experiences in the region are shared.	<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>New strategy (post-CP2025)</p> <p>Presentations and proceedings used in seminars and trainings in preparation of the upcoming strategy (post-CP2025)</p>	



PROJECT DESIGN MATRIX (PDM) 2/2

Activities	Japanese Side	Input	Important Assumptions
1-1-1 Assess the current NWMPCS, NSWMP and NFS, and identify the key issues and important elements for updating the documents.	1. Dispatch of Expertise for other countries	Vanuatu Side 1. Counterparts and administrative personnel (1) Project Director (2) Project Manager (3) Project counterparts	Border restriction is not severely tightened due to pandemic diseases. Counterpart personnel does not change radically. Budget for the project activities are allocated and disbursed timely from CP.
1-1-2 Review and update NWMPCS, NSWMP and NFS based on the findings of 1-1-1.	2. Trainings in Japan		
1-2-1 Assess the current DWMIP and NDMP, and identify the key issues and important elements for updating NDMP.	3. Equipment and materials (1) Necessary office equipment (2) Other necessary equipment for Project activities		
1-2-2 Review and update NDMP based on the findings of 1-2-1.	3. Logistics Necessary costs for the project activities		
2-1-1 Gather and analyze the information regarding current waste collection including municipal solid waste capture rates in PVCC and peri-urban area of SHEFA.	3. Logistics Necessary costs for the project activities		
2-1-2 Based on 2-1-1, conduct consultation meetings to determine target areas of priority.			
2-1-3 Prepare implementation plan regarding waste collection for PVCC and target peri-urban area of SHEFA.			
2-1-4 Implement the activities in the implementation plan.			
2-1-5 Evaluate the results of the implementation.			
2-2-1 Gather and analyze the information regarding landfill operation (including incoming waste recording system) in Boula Landfill and Luganville Landfill and identify the issues.			
2-2-2 Prepare and/or update the operation manual and/or guideline for the target landfill based on 2-2-1.			
2-2-3 Implement the landfill operation based on the prepared/updated operation manual and guideline.			
2-2-4 Plan and conduct at least one training regarding the landfill operation based on the result of 2-2-3.			
2-3-1 Identify and analyze the lessons learnt, good practices, issues, challenges on waste management of PVCC based on the results of 2-2-1 and 2-2-4.			
2-3-2 Prepare training materials and plan trainings based on 2-3-1 by PVCC.			
2-3-3 Conduct at least one training by PVCC.			
3-1-1 Gather and analyze the information and activities related waste segregation.			
3-1-2 Based on 3-1-1, conduct consultation meetings to determine candidate trainers and target communities and/or schools for developing the plan.			
3-1-3 Prepare and propose a plan of pilot project on waste segregation.			
3-1-4 Prepare the materials for training the trainers, and for workshop and/or seminar based on the existing materials.			
3-1-5 Plan and implement at least XX trainings for the trainers.			
3-1-6 Plan and implement at least XX workshop and/or seminars in the target communities and/or schools for the trainers.			
3-1-7 Summarize lessons learnt of the workshop and for seminar.			
4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the upcoming strategy (post-CP2025), 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.			

\*1. From Port Vila City Council And Shefa Province Solid Waste Management Plan (2021-2025)  
 \*2. The target area of the SWM Plan is inside the jurisdiction of Port Vila City Council and Shefa Province.  
 \*3. Capture Rate (%) = (Waste Collection by public services + Waste Collection by private services) / (Waste Generation from other than household (Industry and Business)) x 100

### 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  
**Target Group:** Government officials and wasterecycle 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

Overall Goal: Basic framework and necessary measures towards sound material cycle society through 3R+Return are in place in the Pacific region.		Palau	FSM	RMI	PNG	Solomon	Vanuatu	Fiji	Tonga	Samoa
<p><b>Indicator 1:</b> By 2031, the final disposal rate (in million of tonnes) of total amount generated amount) is become 85% in Boufifa Landfill *1.</p> <p><b>Indicator 2:</b> By 2031, Boufifa Landfill is rehabilitated and operated as aerobic landfill.</p>										
<p><b>Indicator 1:</b> By the end of the project at least XX types of recyclable waste streams are managed separately.</p> <p><b>Indicator 2:</b> By the end of the project, accumulated capacity of Boufifa Landfill is reached to approx 310,000m<sup>3</sup>. *1.</p> <p><b>Indicator 3:</b> By the end of the project, LMC in Luganville is operated in accordance with the LMC SWM and the Disaster Waste Management Plan (NSWMP).</p>										
<p><b>Project Purpose:</b> The mechanism for self-sustaining solid waste management and 3R+Return is strengthened.</p> <p><b>At least XX lessons learned from the peer learning are utilized by each country's SWM and 3R+Return operations.</b></p>										
<p><b>Narrative Summary</b></p>										
<p><b>Output 1. Organizational, institutional and financial capacities on solid waste management are enhanced/improved.</b></p> <p>1-1 By 202X, the NSWMP and the NPS are finalized.</p> <p>1-2 By 202X, the DMP is included in the NDMP.</p>										
<p><b>Output 2. Capacity of providing public services on waste management is enhanced.</b></p> <p>2-2-1 By 202X, Municipal Solid Waste Capture Rate in target area*2 is increased to 83%. *3</p> <p>2-2-1-1 By 202X, workers and workers in Boufifa Landfill and Luganville landfill in waste management participate at least XX training (OJT by third country experts, etc.).</p> <p>2-2-2 By 202X, the operation manual and guideline for the landfill sites are updated/prepared in accordance with the IJCCLMC.</p> <p>2-2-3 By 202X, the data of incoming waste is recorded as stated in the updated manuals/guidelines.</p> <p>2-2-4 By 202X, at least one training (staff-exchange, on-site training) on waste management is held by PV.</p>										
<p><b>Output 3. "3R+Return" System is promoted.</b></p> <p>3-1-1 By 202X, a pilot project on waste segregation is identified.</p> <p>3-1-2 By 202X, effective ways to implement waste segregation is examined in the pilot project.</p> <p>3-1-3 XX trainers for waste literacy in community and schools are trained through this project.</p> <p>3-1-4 By 202X, at least XX workshops/seminars are held by trainers of this project with own fundings.</p>										
<p><b>Output 4. The knowledge and experiences in the region are shared and outreach.</b></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>										

PLAN OF OPERATION (PO) 1/3

Plan of Operation															
Version 1															
Dated: 26 October 2022															
Project Title: Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM 3)															
Inputs	2023			2024			2025			2027			Monitoring		
	Plan	I	II	III	IV	I	II	III	IV	I	II	III		IV	Issue
Expert	Actual														
	Plan														
	Actual														
	Plan														
	Actual														
	Plan														
	Actual														
Equipment	Plan														
NONE	Actual														
Training in Japan	Plan														
TBD	Actual														
In-country/Third country Training	Plan														
TBD	Actual														
To be assigned by JICA															
Output 1. Organizational, institutional and financial capacities in solid waste management are enhanced/improved.															
1-1 The National Waste Management and Pollution Control Strategy (NWMPCS), the National Solid Waste Management Plan (NSWMP) and the National Plastic Strategy (NPS) are finalized.															
1-1-1	Assess the current NWMPCS, NSWMP and NPS, and identify the key issues and important elements for updating the findings of 1-1-1.	Plan													
		Actual													
1-1-2	Review and update NWMPCS, NSWMP and NPS based on the findings of 1-1-1.	Plan													
		Actual													
1-2	Disaster Waste Management Plan (DWMP) incorporated into the National Disaster Management Plan (NDMP).	Plan													
1-2-1	Assess the current DWMP and NDMP, and identify the key issues and important elements for updating NDMP.	Plan													
		Actual													
1-2-2	Review and update NDMP based on the findings of 1-2-1.	Plan													
		Actual													
Output 2. Capacity of providing public services for waste management is enhanced.															
2-1 PVCC's capacity on waste collection is improved.															
2-1-1	Gather and analyze the information regarding current waste collection including municipal solid waste capture rates in PVCC and peri-urban area of SHEFA.	Plan													
		Actual													
2-1-2	Based on 2-1-1, conduct consultation meetings to determine target areas of priority.	Plan													
		Actual													
2-1-3	Prepare implementation plan regarding waste collection for PVCC and target peri-urban area of SHEFA.	Plan													
		Actual													

PLAN OF OPERATION (PO) 2/3

	Plan	Actual
2-1-4 Implement the activities in the implementation plan.		
2-1-5 Evaluate the results of the implementation.		
2-2 Operation and management of Bouffa Landfill* and Luganville Landfill are strengthened.		
2-2-1 Gather and analyze the information regarding landfill operation (including incurring waste recording system) in Bouffa Landfill and Luganville Landfill, and identify the issues.		
2-2-2 Prepare and/or update the operation manual and/or guideline for the target landfills based on 2-2-1.		
2-2-3 Implement the landfill operation based on the prepared/updated operation manual and guideline.		
2-2-4 Plan and conduct at least one training regarding the landfill operation based on the result of 2-2-3.		
2-3 PVCC's capacity of supporting other provincial centres is strengthened.		
2-3-1 Identify and analyze the lessons learnt, good practices, issues, challenges on waste management of PVCC based on the results of 2-1-1 and 2-2-1.		
2-3-2 Prepare training materials and plan trainings based on 2-3-1 by PVCC.		
2-3-3 Conduct at least one training by PVCC.		
Output 3. "3R+Return" System is promoted.		
3-1 Community programme on waste literacy is developed through a pilot project including waste segregation.		
3-1-1 Gather and analyze the information and activities related waste segregation.		
3-1-2 Based on 3-1-1, conduct consultation meetings to determine candidate trainers and target communities and/or schools for 3-1-3		
3-1-3 Prepare and propose a plan of pilot project on waste segregation.		
3-1-4 Prepare the materials for training the trainers, and for workshop and/or seminar based on the existing materials.		
3-1-5 Plan and implement at least XX trainings for the trainers.		
3-1-6 Plan and implement at least XX workshop and seminars in the target communities and/or schools by the trainers.		
3-1-7 Summarize lessons learnt of the workshop and seminar.		
Output 4. The knowledge and experiences in the region are shared through outreach.		
4-1 Each country presents annually on activities implemented, good practices and/or lessons learnt in the country and reports 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.		

PLAN OF OPERATION (PO) 3/3

Duration / Phasing	2023		2024				2025				2026				2027				Remarks	Issue	Solution
	Plan	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
<b>Monitoring Plan</b>	Plan	Actual																			
<b>Monitoring</b>	Plan	Actual																			
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>	Plan	Actual																			
Progress Report	Plan	Actual																			
Project Completion Report	Plan	Actual																			
<b>Public Relations</b>	Plan	Actual																			
	Plan	Actual																			
	Plan	Actual																			
	Actual																				

## Annex 6

## IMPLEMENTATION STRUCTURE

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

- Project Director  
Director, DEPC, Ministry of Climate Change Adaption, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management will be responsible for the overall supervision of the Project as Project Director.
- Project Manager  
Town Clerk, Port Vila City Council will be responsible for the implementation of the Project as Project Manager.
- Other C/P Personnel  
C/Ps Members from DEPC, Ministry of Internal Affairs, P. C, LMC and SHEFA Province are assigned to each output described in the PDM and will work closely with JICA experts.
- Other Stakeholders  
Other government agencies, Vanuatu Recyclers & Waste Management Association (VRWMA), Private companies and other NGOs, etc. will be included as necessary.


## (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, 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.

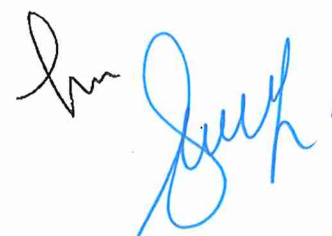
The Chairperson of the Steering Committee will be the Project Director of a host country. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

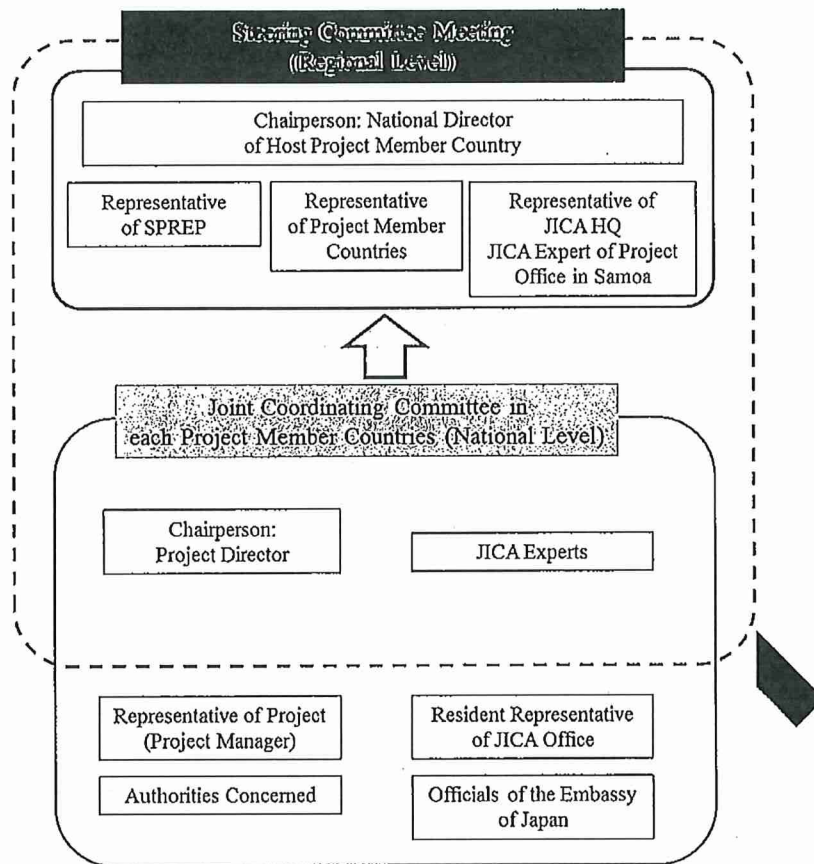
A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

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 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 has a coordinating body at the SPREP headquarters in Apia, 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.

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## LIST OF PROPOSED MEMBERS OF JOINT COORDINATING COMMITTEE

### 1. Chairperson

Project Director: Director, DEPC

### 2. Project Management

Project Manager: Town Clerk, Port Vila City Council

### 3. Members

#### <Vanuatu Side>

- (1) Representatives from DEPC, Ministry of Climate Change, Adaptation, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management
- (2) Representatives from Department of Urban Affairs and Planning, Ministry of Internal Affairs
- (3) Representatives from Department of Local Authorities, Ministry of Internal Affairs
- (4) Representatives from Waste Management & Environmental Health Division, Port Vila City Council
- (5) Representatives from SHEFA Provincial Government
- (6) Representatives from Port Vila Municipality Council
- (7) Representative from Vanuatu Recyclers and Waste Management Association (VRWMA)

#### <Japanese Side>

- JICA Expert(s) of the Project
- Representative(s) of JICA Vanuatu 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.



## MONITORING SHEET

TO CR of JICA ●● OFFICE

## Project Monitoring Sheet

Project Title :Version of the Sheet: Ver.●● (Term: Month, Year - Month, Year)Name:Title: Project DirectorName:Title: Chief AdvisorSubmission 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 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. ●●

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**

**DRAFT**

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*Quik*