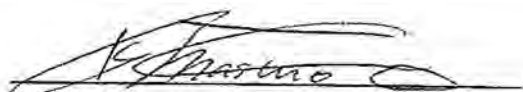
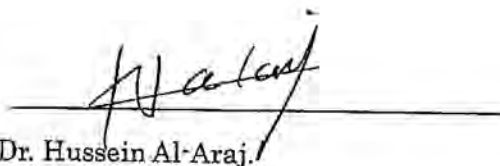


MINUTES OF MEETING
BETWEEN
JAPANESE IMPLEMENTATION STUDY TEAM
AND
AUTHORITIES CONCERNED OF PALESTINIAN NATIONAL AUTHORITY ON
JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT FOR CAPACITY DEVELOPMENT ON
SOLID WASTE MANAGEMENT IN JERICHO AND JORDAN RIVER RIFT VALLEY

Ramallah, July 2, 2005

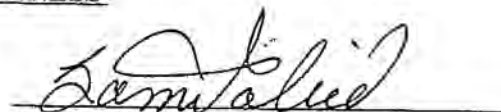


Mr. Kiyoshi Masumoto
Leader,
Japanese Implementation Study Team,
Japan International Cooperation Agency



Dr. Hussein Al-Araj,
Deputy Minister,
Ministry of Local Government,
Palestinian National Authority

WITNESS:



Dr. Samih Al-Abed
Deputy Minister,
Ministry of Planning,
Palestinian National Authority

In response to the request from Palestinian National Authority, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Implementation Study Team, headed by Mr. Kiyoshi Masumoto (hereinafter referred to as "the Team"), to Palestinian National Authority from June 27 to July 3, 2005, to discuss and agree on the Record of Discussions (hereinafter referred to as "R/D") for "the Project for Capacity Development on Solid Waste Management in Jericho and Jordan River Rift Valley"(hereinafter referred to as "the Project").

During its stay in Palestinian National Authority, the Team carried out field surveys in the target area, and had a series of discussions with Ministry of Local Government, Ministry of Planning and other authorities concerned.

The Minutes of Meeting has been prepared for the better understanding of the R/D agreed upon between the Palestinian side and the Team on July 2, 2005.

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

1. PROJECT DESIGN MATRIX

Both sides agreed the Project Design Matrix (PDM) which is a basic framework of the Project for monitoring and evaluation as shown in Annex II. The PDM will be reviewed and revised if necessity arises.

2. PLAN OF OPERATION

Both sides agreed the Tentative Plan of Operation for the Project based on the above-mentioned PDM as shown in Annex III. The Plan of Operation (PO) will be reviewed annually by the Joint Coordinating Committee.

3. COUNTERPARTS

Both sides agreed that the primary counterpart of this project will be the Joint Councils for Services, Planning and Development for solid waste management in Jericho and Jordan River Rift Valley (hereinafter referred to as "the JCSPD") that is to be established. After the establishment of the JCSPD, Project Director will be changed from Deputy Minister, Ministry of Local Government to Chairperson of the JCSPD, and Project Manager will be changed from Director General of Ministry of Local Government to Head of Engineering Department of the JCSPD.

The Palestinian side will establish the JCSPD and inform the names of technical counterparts as well as administrative counterparts to the Japanese side by the end of August, 2005.

Regarding training of Palestinian personnel concerned with the Project, in Japan and/or third countries, Ministry of Local Government will be responsible for the nomination of participants and other matters necessary for its smooth implementation as well as coordination with parties concerned.



4. COORDINATION WITH THE RELATED PARTIES

Ministry of Local Government will be responsible for the correspondence and coordination with other parities related to the Project such as Ministry of Planning, Ministry of Health, Environmental Quality Authority (EQA) and local governments that are members of the JCSPD.

5. ENVIRONMENTAL AND SOCIAL CONSIDERATIONS

The Japanese side explained to the Palestinian Side that JICA environmental and social consideration guidelines will be applied to the Project. The Palestinian side understood the said policy guidelines, and agreed in principle to the following responsibilities and requirements.

- (1) The information disclosure such as survey reports shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (2) In the course of implementation of the Project, public consultation with stakeholders shall be included if necessary.

6. SEMINARS/ WORKSHOPS

Both sides recognized the importance of technology transfer to local governments in Palestinian National Authority through workshops and seminars during the Project period. The Palestinian side would make necessary arrangements for the workshops and seminars such as preparation of training program, invitation of the local governments, selection of participants, and payment of expenses for their participation. JICA would bear the cost of holding workshops and seminars.

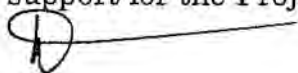


7. COOPERATION BY THE PARTIES CONCERNED

Both sides agreed that the Palestinian side will arrange the following cooperation by the parties concerned for the smooth implementation of the Project.

- (1) The ministries and local governments concerned will provide necessary data and information on the existing solid waste management and environmental management to the Japanese expert team.
- (2) The local governments that are members of the JCSPD will adopt organizational and institutional changes and the action plan necessary for the improvement of solid waste management brought about by the Project.

8. PUBLIC RELATIONS OF THE PROJECT

Both sides agreed that the Project would be open to public by means of publications, mass media and website in order to promote understanding and support for the Project among Palestinian people.

9. LOCAL COST FOR THE PROJECT

The Japanese side requested the Palestinian side to provide sufficient budget for the Project to cover staff salary, office expenses and any other running expenses.

10. CRITERIA FOR JOINT EVALUATION

Both sides agreed that the following five (5) criteria are used for joint evaluation of the Project:

(i) Relevance (ii) Effectiveness (iii) Efficiency (iv) Impact (v) Sustainability

11. SUSTAINABILITY OF THE PROJECT

Both sides agreed that the strengthened capacity of the JCSPD through the Project will be sustained and utilized for the social and economic development.

ANNEX I PROJECT DESIGN MATRIX

ANNEX II TENTATIVE PLAN OF OPERATION



Annex I

PROJECT DESIGN MATRIX (PDM)

Project Title : The Project for Capacity Development on Solid Waste Management in Jericho and Jordan River Rift Valley

Target Group: Those who are in charge of solid waste management in Jericho and Jordan River Rift Valley (The members of JCSPD)

Target Area: Jericho and Jordan River Rift Valley

Duration: 3 Years (From September 1, 2005 to August 31, 2008)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal:</p> <p>1. In Palestinian National Authority, a basic policy and a concrete action plan on integrated solid waste management are formulated.</p> <p>2. Effective system of solid waste management modeling Jericho and Jordan River Rift Valley is diffused in Palestinian National Authority.</p>	<p>1.1 Policy paper on solid waste management of the JCSPD. 1.2 Concrete action plans (such as medium term plan) based on policy above</p> <p>2.1 Holding seminars and workshops regularly in Jericho and Jordan River Rift Valley. 2.2 Realization of solid waste management modeling Jericho and Jordan River Rift Valley among local governments in Palestinian National Authority.</p>	<p>1.1 & 1.2 Policy paper and concrete action plan made by Palestinian National Authority.</p> <p>2.1 Information on seminars and workshops in Jericho and Jordan River Rift Valley. 2.2 Information provided by Palestinian National Authority</p>	<p>The system on solid waste management in Jericho and Jordan River Rift Valley will be authorized by Palestinian National Authority as a model among local governments and its diffusion will be encouraged by the Authority.</p>
<p>Project Purpose:</p> <p>1. Sustainable and sanitary system of solid waste management is introduced in Jericho and Jordan River Rift Valley.</p> <p>2. Experiences of improvement on solid waste management in Jericho and Jordan River Rift Valley are shared as a model for other areas in Palestinian National Authority.</p>	<p>1. Waste collection and transportation system is improved so that illegal dumping is reduced. Segregated collection and proper treatment of medical waste is put into practice. Controlled dumping site which is suited to the situation of Jericho and Jordan River Rift Valley is realized.</p> <p>2. Experiences in Jericho and Jordan River Rift Valley for improvement on solid waste management are well shared among other local governments in Palestinian National Authority.</p>	<p>1. Interview to those who are in charge of solid waste management and the Project records</p> <p>2. Inquiry to the other areas except Jericho and Jordan River Rift Valley</p>	
<p>Project Outputs:</p> <p>1. Organization for Project operation is established.</p>	<p>1.1 The Joint Coordinating Committee(JCC) is established and held regularly. 1.2 Project implementation schedule and monitoring and feedback system are established.</p>	<p>1.1 Minutes of the JCC meetings 1.2 Plan of Operation, Minutes of the JCC meetings</p>	

<p>2. System for solid waste management in Jericho and Jordan Rift River Valley is studied.</p> <p>3. Present situation of solid waste management in Jericho and Jordan Rift River Valley is grasped.</p> <p>4. Action plan for improvement of solid waste management in Jericho and Jordan River Rift Valley is formulated.</p> <p>5. The action plan is put into practice and the improvement is made.</p> <p>6. Seminars/workshops are held and Project experiences in Jericho and Jordan River Rift Valley are diffused among Palestinian local governments.</p> <p>7. Those who are in charge of solid waste management in local governments and related ministries acquire basic knowledge on integrated solid waste management.</p>	<p>2.1 Duties in organization for solid waste management is clarified.</p> <p>2.2 Establishment of financing and accounting system on solid waste management</p> <p>2.3 Public awareness of the Project</p> <p>2.4 Collaboration with local governments</p> <p>3.1 Survey report on characteristics and volume of wastes</p> <p>3.2 Survey report on conditions of waste collection and transportation (including of illegal waste disposal)</p> <p>3.3 Survey report on conditions of final disposal site (including pollution of soil and underground water)</p> <p>3.4 Survey report on conditions of medical waste management</p> <p>3.5 Consolidation survey report</p> <p>3.6 Holding workshops on baseline survey</p> <p>4.1 Formulation of draft action plan based on the baseline survey.</p> <p>4.2 Based on the draft action plan, workshops are held.</p> <p>4.3 Action plan is finalized.</p> <p>5.1 Improvement of collection rate, reduction of illegal disposal.</p> <p>5.2 Improvement of final disposal site</p> <p>5.3 Consolidation improvement report (including recommendation to Palestinian National Authority)</p> <p>6.1 Holding seminars/workshops for those who are in charge of solid waste management in local governments (including site visit)</p> <p>7.1 Implementation of training courses in Japan for those who are in charge of solid waste management in local governments and Palestinian National Authority</p>	<p>2.1 Organization chart and personnel positioning paper of solid waste management</p> <p>2.2 Statement of budget and settlement</p> <p>2.3 Activity log of public awareness</p> <p>2.4 Memorandum of meetings and communications</p> <p>3.1-3.4 Each investigation reports</p> <p>3.5 Consolidation report</p> <p>3.6 Record of workshops</p> <p>4.1 Draft action plan</p> <p>4.2 Record of workshops</p> <p>4.3 Action plan report</p> <p>5.1 Survey of collection rate</p> <p>5.2 Monitoring the reduction of pollution by improvement of final disposal site</p> <p>5.3 Consolidation improvement report</p> <p>6.1 Record of seminars/workshops</p> <p>7.1 Record of training courses (including each participants' action plan reports)</p>
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<u>Project Activities:</u>	<u>Inputs from JICA:</u>	<u>Inputs from Palestinian side:</u>	<u>Pre-Condition</u>
<p>1. Project operation</p> <p>1.1 Joint Coordinating Committee (JCC) is established and committee meetings are held regularly.</p> <p>1.2 Project implementation schedule and monitoring and feedback system are established.</p> <p>2. System for Solid Waste Management</p> <p>2.1 Survey on present situation of organizational and institutional structure on solid waste management</p> <p>2.2 Capacity assessment and improvement needs analysis</p> <p>2.3 Organizational and institutional arrangement for solid waste management</p> <p>2.4 Introduction of financing and accounting on solid waste management</p> <p>2.5 Public awareness on the Project</p> <p>2.6 Consultative meeting with the local government, members of the JCSPD for solid waste management in Jericho and Jordan River Rift Valley.</p>	<p>(Dispatch of experts) The short-term experts in the following fields may be dispatched depending on needs as specified in the plan of operation.</p> <ol style="list-style-type: none"> 1) Team leader and capacity development 2) Solid waste management planning for urban area 3) Solid waste management planning for rural area 4) Medical waste management 5) Environmental and social impact mitigation 6) Dumping site management 7) Seminars/workshops <p>((Contract out with local NGOs, consultants and contractors)</p> <ul style="list-style-type: none"> • Baseline survey on solid waste management and pollution • Pilot project for improvement of solid waste management <p>(Provision of machinery and equipment)</p> <ul style="list-style-type: none"> • Equipment for dumping site improvement • Equipment for training <p>(Training in Japan)</p> <ul style="list-style-type: none"> • 5 persons for 2005 Japanese fiscal year(JFY) • Around 10 persons for 2006 and 2007 JFY 	<ul style="list-style-type: none"> • Assignment of counterparts and administrative personnel • Provision of office space with furniture for the Japanese experts and their supporting staff, room(s) for seminars/workshops and land necessary for the implementation of the project • Provision of information and documents • Acquisition of permission for making on-site survey in Jericho hospital • Operation and maintenance of provided equipment. 	<ul style="list-style-type: none"> • Political stability of Jericho and Jordan River Rift Valley is kept and the ownership of counterparts is unchanged. • The framework of the current system of solid waste management, which is based on a municipality, is not changed by Palestinian National Authority. • Condition of safety is not deteriorated, and the freedom of movement is kept. • Local resources for contracting out of survey and pilot project etc. are available. • The system of waste collection in the refugee camp is maintained.
<p>3. Investigation of present situation of Solid Waste Management</p> <p>3.1 Examination of existing reports, documents and planning for baseline survey</p> <p>3.2 Implementation of baseline survey (volume and composition of waste)</p> <p>3.3 Survey on conditions of waste collection and transportation (including illegal waste disposal)</p>			

<p>and report making</p> <p>3.4 Survey on conditions of final disposal site (including pollution of underground water) and report making</p> <p>3.5 Survey on conditions of medical waste management and report making</p> <p>3.6 Making consolidation report on baseline survey</p> <p>3.7 Seminars/Workshop on baseline survey</p> <p>4. Formulation of action plan</p> <p>4.1 Formulation of draft action plan for Improvement of solid waste management based on baseline survey result</p> <p>4.2 Workshop open to public is held to elaborate draft action plan and report making</p> <p>4.3 Finalization of action plan and report making</p> <p>5. Implementation of action plan</p> <p>5.1 Improvement of waste collection and transportation, and their manuals & report making</p> <p>5.2 Improvement of final disposal sites, and its operation manual & report making</p> <p>5.3 Making consolidation report on the implementation of action plan (including recommendations to Palestinian National Authority)</p>			
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<p>6. Holding of seminars 6.1 Holding seminars for personnel in charge of solid waste management in local governments 6.2 Making textbooks for seminars</p> <p>7. Implementation of training course in Japan 7.1 Preparation of training in Japan 7.2 Implementation of training course in Japan and/or third country 7.3 Monitoring and follow-up of the action plan of each training participant</p>			
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Annex II Tentative Plan of Operation

Project Title: The Project for Capacity Development on Solid Waste Management in Jericho and Jordan River Rift Valley
 Target Group: Those who are in charge of solid waste management in Jericho and Jordan River Rift Valley (The members of JCSPD)
 Target Area: Jericho and Jordan River Rift Valley
 Duration: 3 Years (From September 1, 2005 to August 31, 2008)

Outputs	Activities	JFY2005			JFY2006			JFY2007			JFY2008							
		Sep.	Oct.	Dec.	Jan.	Mar.	Apr.	Jun.	Jul.	Sep.	Oct.	Dec.	Jan.	Mar.	Apr.	Jun.	Jul.	Aug.
1. Organization for Project operation is established.	1.1 Joint Coordinating Committee(JCC) is established and committee meetings are held		■															■
	1.2 Project implementation schedule and monitoring and feedback system are established.		■															■
2. Solid waste management system in Jericho and Jordan River Rift Valley is studied.	2.1 Survey on present situation of organizational and institutional structure on solid waste management		■															
	2.2 Capacity assessment and improvement needs analysis			■														
	2.3 Organizational and institutional arrangement for solid waste management			■														
	2.4 Introduction of financing and accounting system on solid waste management			■														
	2.5 Public awareness of the Project			■														
	2.6 Consultative meeting with the local governments, members of the JCSPD for solid waste management in Jericho and Jordan River				■													
	2.7 Examination of existing reports, documents and planning for baseline survey			■														
3. Present situation of solid waste management in Jericho and Jordan River Rift Valley is grasped.	3.1 Examination of existing reports, documents and planning for baseline survey			■														
	3.2 Implementation of baseline survey (volume and composition of waste)						■											
	3.3 Survey on conditions of waste collection and transportation (including illegal waste disposal) and report making						■											
	3.4 Survey on conditions of final disposal site (including pollution of underground water) and report making																	
	3.5 Survey on conditions of medical waste management and report making																	
	3.6 Making consolidation report on baseline																	
	3.7 Seminars/Workshops on baseline survey																	

Outputs	Activities	JFY2005			JFY2006			JFY2007			JFY2008			
		Sep.	Oct.-Dec.	Jan.-Mar.	Apr.-Jun.	Jul.-Sep.	Oct.-Dec.	Jan.-Mar.	Apr.-Jun.	Jul.-Sep.	Oct.-Dec.	Jan.-Mar.	Apr.-Jun.	Jul.-Aug.
4. Action plan for improvement of solid waste management in Jericho and Jordan River Rift Valley is formulated.	4.1 Formulation of draft action plan for improvement of solid waste management based on baseline survey result													
	4.2 Workshop open to public is held to elaborate a draft action plan													
	4.3 Finalization of action plan and report making													
5. The action plan is put into practice and the improvement is made.	5.1 Improvement of waste collection and transportation, and their manuals & report													
	5.2 Improvement of final disposal site and its operation manual & report making													
	5.3 Making consolidation report on the implementation of action plan (including recommendation to Palestinian National Authority)													
6. Seminars/workshops are held and Project experiences in Jericho and Jordan River Rift Valley are diffused among Palestinian local governments.	6.1 Holding seminars/workshops for those who are in charge of solid waste management in local governments													
	6.2 Making textbooks for seminars													
7. Those who are in charge of solid waste management in local governments and Related ministries acquire basic knowledge on integrated solid waste management.	7.1 Preparation of training in Japan and/or the third country													
	7.2 Implementation of training course in Japan and/or the third country													
	7.3 Monitoring and follow-up of the action plan of each training participant													

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