

**MINUTES OF MEETING
BETWEEN THE JAPANESE PREPARATORY STUDY TEAM AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE ISLAMIC REPUBLIC OF PAKISTAN
ON TECHNICAL COOPERATION FOR
CAPACITY BUILDING FOR SOLID WASTE MANAGEMENT**

The Japanese Preparatory Study Team (hereinafter referred to as “the Team”), organized by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and headed by Mr. Takao Kaibara, Resident Representative of JICA Pakistan Office visited the Islamic Republic of Pakistan (hereinafter referred to as “Pakistan”) from August 6 to 20, 2006, in order to formulate the framework of Technical Cooperation for Capacity Building for Solid Waste Management (hereinafter referred to as “the Project”).

During the visit in Pakistan, the Team had a series of discussions with the authorities concerned of the Government of Pakistan (hereinafter referred to as “the Pakistani Authorities”). As a result of the discussions, both the Team and the Pakistani authorities have reached common understanding regarding the matters mentioned in the attached document. Both parties agreed to recommend them to their respective Governments.

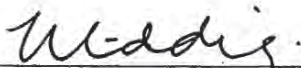
Islamabad, August 18, 2006



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Khyzer Hayat
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Ministry of Environment
Islamic Republic of Pakistan



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Islamic Republic of Pakistan



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Director General
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ATTACHED DOCUMENT

1. Cooperation between JICA and the Government of Pakistan

1-1 The Government of Pakistan will implement the Project in consultation with JICA.

1-2 The title of the Project will be referred to as "Capacity Building for Solid Waste Management".

1-3 The duration of technical cooperation for the Project will be Thirty (30) months starting from the Mid of September, 2006 after confirmation of the project framework by a signed document, i.e., Minutes of Meeting.

2. Scope of the Project

2.1 Overall Goal

Cleaner Environment through improved solid waste management in District of Pakistan.

2.2. Purpose of the Project

Strengthen the capacities of Local Government (hereinafter referred to as "LGs") in formulation of community based solid waste management action plans; their implementation and evaluation according to the Guideline.

2.3. Outputs in terms of the Project

- (1) Enhanced efficiency in collection and transportation of solid waste.
- (2) Sanitary landfill based on Semi-aerobic landfill technology (Fukuoka Method) is introduced.
- (3) Appropriate maintenance and operation of machines for Solid Waste Management.
- (4) Public participation has been recognized in Solid Waste Management.

2-4. Project Activities

- (1)-1 Impart training in Japan on effective collection and transportation of solid waste.
- (1)-2 Impart time and motion study knowledge to city district government Lahore through dispatch of short-term experts from Japan.
- (1)-3 Provide on-site training on time and motion study in Lahore city through dispatch of short-term experts from Japan.

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(1)-4 Monitor the progress made in terms of collection and transportation of solid waste in each city by third party on biannual basis,

(1)-5 Dissemination and sharing of report with stakeholders including Pakistan Environmental Protection Agency (hereinafter referred to as "Pak-EPA").

(2)-1 Impart training in Japan on designing of sanitary landfill site and methods of improving existing landfill sites.

(2)-2 Provide technical advice on construction of sanitary landfill site to Capital Development Authority through dispatch of short-term experts.

(2)-3 Provide on-site training on sanitary landfill in Islamabad city through dispatch of short-term experts.

(2)-4 Monitor the progress of construction of sanitary landfill site in each city by third party.

(2)-5 Dissemination and sharing of report with stakeholders including Pak EPA.

(3)-1 Impart training in Japan on operation and maintenance of machines of solid waste management.

(3)-2 Provide technical advice on how to operate and do the maintenance of machines of solid waste management through dispatch of short-term experts.

(3)-3 Provide on-site training on operation and maintenance of machines for solid waste management in Rawalpindi city through dispatch of short-term experts.

(3)-4 Dissemination and sharing of report with stakeholders including Pak EPA.

(4)-1 Impart training in Japan on planning of effective public awareness campaigns in the field of solid waste management.

(4)-2 Implementation of public awareness campaigns by the ex-participants of the training.

3. Project Targets

3-1 Capacity Building in general

(1) Pak-EPA

(2) Capital Development Authority Islamabad

(3) City District Government Lahore

(4) City District Government Karachi

(5) City District Government Quetta



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(7) Input from the Pakistan side (Arrangement done by Pakistani side as its responsibility)

- 1) Counterpart personnel and support staff attached to the project (Number and Position)
 1. National counterpart: Mr. Zia Ul Islam, Director of Pak-EPA
 2. Exclusive counterpart for SWM: To be nominated from Pak-EPA
 3. Participant of the training course:
 - 10 participants for each year from local governments
 - Middle class officers/engineers dealing with the SWM for at least 3 years
 - Age 35-45years
 - All the training course participant are expected to be a core member of this project
- 2) Available office space, vehicles, equipment and etc.
Office space and office equipment for JICA expert to be provided
- 3) Running expenses (allocation in PSDP or ADP)
Running expenses and domestic transportation vehicle to be provided
- 4) Available data, information, documents, maps, etc
To be provided
- 5) (If this project is "Grant Aid") Cost of equipment purchase or facility construction with its breakdown
Not applicable

(8) Input from the Japanese side (Request to Japanese side from Pakistani side)

- 1) Experts (Number, Field and qualification)
Please check box.
☐ NOT NECESSARY
☒ YES
- | Field | Number | Qualification |
|------------------|------------------|--------------------------|
| Waste Management | 2 Man/Month/Year | Over 10 years experience |

5-1 Project Director

Director General, Pak-EPA, as the Project Director, will bear overall responsibility for administration, coordination and implementation of the Project.

5-2 Technical counterpart

- (1) Mr. Zia-ul-Islam, Director, Pak-EPA
- (2) Mr. Ahsan Rafi Kiani, Deputy Director, Pak-EPA
- (3) Counterparts of Capital Development Authority Islamabad, City District Government Lahore and District Government Rawalpindi will be appointed before the project commencement.

5-3 Role of Japanese Experts

The Experts will provide necessary technical advice to Project Director and Pakistani counterpart personnel on matters relating to the field of Solid Waste Management as well as project implementation.

6. Plan of Operation

The Tentative Plan of Operation for the project is given in Annex II. The Project will be implemented in accordance with the Plan of Operation,

7. Joint Evaluation

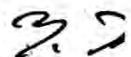
In order to examine the level of project achievements Evaluation of the Project will be undertaken jointly by Pakistani Authorities including Economic Affairs Division, Pak EPA, Ministry of Environment and JICA, during the last six months of the Project.

8. Measures to be taken by the Government of Pakistan

- (1) The Government of Pakistan will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project



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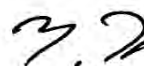


by all related authorities, beneficiary groups and institutions.

- (2) The Government of Pakistan will ensure that the technologies and knowledge acquired by the Pakistani nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Pakistan.
- (3) In accordance with the provisions of Article V of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Islamic Republic of Pakistan, signed in Islamabad on April 30, 2005 (hereinafter referred to as "the Agreement"), the Government of Pakistan will grant in Pakistan privileges, exemptions and benefits to the Japanese experts to be dispatched to the Project and their families.
- (4) In accordance with the provisions of Article VII of the Agreement, the Government of Pakistan will take the measures necessary to receive and use the equipment provided by JICA and equipment, machinery and materials carried in by the Japanese experts.
- (5) The Government of Pakistan will take necessary measures to ensure that the knowledge and experience acquired by the Pakistani personnel from training in Japan will be utilized effectively in the implementation of the Project.
- (6) In accordance with the provision of Article V 2 (b) of the Agreement, the Government of Pakistan will provide the services of Pakistani counterpart personnel and administrative personnel.
- (7) In accordance with the provisions of Article V 2 (a) of the Agreement, the Government of Pakistan will provide suitable office and other facilities necessary for the performance of the duties by the Japanese experts.
- (8) In accordance with the laws and regulations in force in Pakistan, the Government of Pakistan will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project.
- (9) In accordance with the laws and regulations in force in Pakistan, the Government of Pakistan will take necessary measures to meet the running expenses necessary



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for the implementation of the Project.

9. Schedule for Project Implementation FY2006

- (1) Mid of September; Signing of MM for project commencement
- (2) Mid of October; Deadline for submission of A2A3 Forms (application for training in Japan) to JICA Pakistan office
- (3) Mid of November; Training in Japan Starts

10. Measures to be taken by JICA

In accordance with the laws and regulations in force in Japan, JICA as the implementation agency for Technical Cooperation by the Government of Japan, will take, at its own expense, the following measures according to the standard procedures of its Technical Cooperation Scheme.

10-1 Dispatch of Japanese Experts

JICA will provide the services of Japanese Experts as per Annex II.

10-2 Training in Japan

- (1) JICA will receive Pakistani personnel (10 persons each year, i.e. 30 in thirty months). The details of training is provided in Annex-III.
- (2) JICA will receive Executive Officers (2~3 persons during whole project period)

11. Training in Pakistan

11-1 Subjects

Time and Motion Study, Landfill Operation and Comprehensive solid waste management

11-2 Expense

JICA bear the expenses of on-site training in Pakistan except participant's travel cost.

12. Others

JICA Pakistan Office will hire third party for monitoring of the project.

13. Request from Pakistan side

Pakistan side requested that dispatch the short-time expert for the training about the



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treatment of hazardous / hospital waste and energy recovery from solid waste.

Training in Japan also should be included such subjects.

LIST OF ANNEXES

- ANNEX I TENTATIVE PROJECT DESIGN MATRIX (PDM)
- ANNEX II TENTATIVE PLAN OF OPERATION
- ANNEX III DRAFT OF GENERAL INFORMATION ON TRAINING IN JAPAN
- ANNEX IV ATTENDANCE LIST



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ANNEX I TENTATIVE PROJECT DESIGN MATRIX (PDM)

Project Title: Technical Cooperation for Capacity Building for Solid Waste Management

Project Areas: Islamabad, Lahore, Karachi, Quetta, Peshawar, Sukkur, Rawalpindi, Faisalabad and Multan

Duration: 30 months (From mid of September, 2006 to Mid March 2009)

Target Group: Pak-EPA, Relevant department of solid waste management in Capital Development Authority and 8 City District Governments

Narrative Summary		Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal Cleaner Environment through improved solid waste management in District of Pakistan				Overall Level to Super Goal Level None
Project Purpose Strengthen the capacities of Local Government (hereinafter referred to as "LGs") in formulation of community based solid waste management action plans; their implementation and evaluation according to the guideline		Implementation of Action Plans	Monitoring Report by Third Party	Project Purpose to Overall Level None
Outputs 1 Enhanced efficiency in collection and transportation of solid waste. 2 Sanitary landfill based on Semi-aerobic landfill technology (Fukuoka Method) is introduced. 3 Appropriate maintenance and operation of machines for Solid Waste Management 4 Public participation has been recognized in Solid Waste Management		1-1 data on generation and collection of solid waste maintained by LGs 1-2 Time and motion study plan is developed by LGs 1-3 Plan for efficient collection of solid waste based on waste generation and collection data. is developed by LGs 2-1 Improved existing landfill sites in terms of access road, cover soil and gas pipe 2-2 Enhanced capacities of LGs in planning of sanitary landfill site. 3-1 Number of available machines for solid waste management 3-2 Enhanced capacities in operation and maintenance methods of the machine for landfill site 4-1 Plans for public awareness campaign aiming at cleaning of environment developed and implemented by LGs 4-2 implementation of a minimum of one public awareness campaigns by each LGs at during the project duration	Monitoring Report by Third Party Monitoring by short-term experts Evaluation of the training in Japan	Output to Project Purpose Level None

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Activities 1-1 Impart training in Japan on effective collection and transportation of solid waste 1-2 Impart time and motion study knowledge to city district government Lahore through dispatch of short-term experts from Japan 1-3 Provide on-site training on time and motion study in Lahore city through dispatch of short-term experts from Japan 1-4 Monitor the progress made in terms of collection and transportation of solid waste in each city by third party on biannual basis 1-5 Dissemination and sharing of report with stakeholders including Pak EPA 2-1 Impart training in Japan on designing of sanitary landfill site and methods of improving existing landfill sites 2-2 Provide technical advice on construction of sanitary landfill site to Capital Development Authority through dispatch of short-term expert 2-3 Provide on-site training on sanitary landfill in Islamabad city through dispatch of short-term experts 2-4 Monitor the progress of construction of sanitary landfill site in each city by third party 2-5 Dissemination and sharing of report with stakeholders including Pak EPA 3-1 Impart training in Japan on operation and maintenance of machines of solid waste management. 3-2 Provide technical advice on how to operate and do the maintenance of machines of solid waste management through dispatch of short-term experts 3-3 Provide on-site training on operation and maintenance of machines for solid waste management in Rawalpindi city through dispatch of short-term experts 3-4 Dissemination and sharing of report with stakeholders including Pak EPA 4-1 Impart training in Japan on planning of effective public awareness campaigns in the field of solid waste management 4-2 Implementation of public awareness campaigns by the ex-participants of the training	Inputs From Pakistani side <Personnel for the Project> 1) Project Director to supervise the project 2) Counterpart for Japanese experts (Pak-EPA, Islamabad, Lahore, Rawalpindi) 3) Dispatch of ten participants for training in Japan each year <Building and Facilities> None <Administrative and Operational Costs> None From Japanese side <Personnel for the Project> 1) Dispatch of short-term experts who are specialized in solid waste management (9MM) 2) Employ the local consultant to monitor the project (18MM) <Training Course> 1) 1.5 month Country-Focused Training on solid waste management (10 persons per year) 2) 0.3 months Executives Training on solid waste management (2-3 persons during project period)		Activity to Output Level Participants for trainings are nominated from relevant section / department of Solid Waste Management on time as per the project Plan of Operation. Preconditions CDA starts to construct its newly designed landfill site.

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