

Minutes of Meetings
Between
The Japan International Cooperation Agency
And
The Authorities Concerned of the Government of the Republic of Rwanda
On
Japanese Technical Cooperation for the Project for the Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province

Japanese Preparatory Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") visited the Republic of Rwanda from October 18th to November 8th, 2006 for the purpose of preparatory study of technical cooperation project concerning Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project"). During its stay in Rwanda, the Team exchanged its views and had a series of discussions for the purpose of working out the details of the Project with Ministry of Land, Environment, Forestry, Water and Mines, the Eastern Province and other concerned organizations.

As a result of those discussions and surveys, both sides came to understanding concerning the matters referred to in the attached documents hereto.

November 6th, 2006.

坂田 章 吉

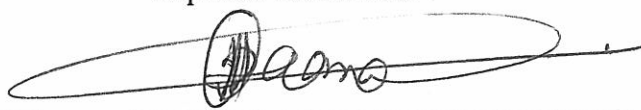
Mr. Shokichi SAKATA
 Leader, Preparatory Study Team,
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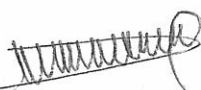
Mr. Emmanuel NSANZUMUGANWA
 Secretary General,
 Ministry of Land, Environment,
 Forestry, Water and Mines,
 Republic of Rwanda



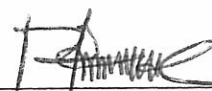
Mr. John RWANGOMBWA
 Secretary General,
 Ministry of Finance and Economic Planning,
 Republic of Rwanda



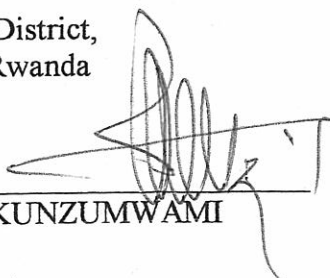
Mr. Charles GASANA
 Executive Secretary,
 Eastern Province,
 Republic of Rwanda



Mr. Valens NTEZIREMBO
 Mayor,
 Rwamagana District,
 Republic of Rwanda



Mr. Damas R. MUHORORO
 Mayor,
 Kayonza District,
 Republic of Rwanda



Mr. Patrick NKUNZUMWAMI
 Mayor,
 Kirehe District,
 Republic of Rwanda



Mr. François NIYOTWAGIRA
 Mayor,
 Ngoma District,
 Republic of Rwanda

Attached Documents

1. Purpose of the Study

The purpose of the study is as follows:

- (1) To identify the purpose, background, necessity and justification of the Project,
- (2) To discuss the outline, content, implementation system of the Project, and to confirm the commitment from the Rwandan side for the Project,
- (3) To collect data and information related to the Project from various stakeholders, and
- (4) To evaluate the Project achievement with the above-mentioned data and information.

2. Draft of Record of Discussions

Both sides agreed on the draft of Record of Discussions (hereinafter referred to as "R/D") shown in Appendix I. After the approval of JICA headquarters, implementation of the Project will be determined by signing R/D.

3. Title of the Project

Both sides agreed on the title of the Project to be "the Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province."

4. Counterpart Organizations

Both sides agreed that The Ministry of Land, Environment, Forestry, Water and Mines should be the administrative agency and the Eastern Province and four Districts (Rwamagana, Kayonza, Kirehe, Ngoma) the implementing agencies of the Project.

5. Implementation Schedule

The duration of the Project shall be three and a half years and the implementation schedule (draft) is shown in Appendix III. Its content is subject to revisions, depending on the discussions among concerned organizations.

6. Project Design Matrix (PDM) and Plan of Operation (PO)

Both sides agreed to use the PDM and the PO shown in Appendix II and III respectively as a tool for management, monitoring and evaluation of the Project. PDM and PO will be modified as needed during the project after mutual consultations between JICA and the Rwandan side.

7. Joint Coordinating Committee

The joint coordinating committee (JCC) will be organized as ANNEX VI of Appendix I, whenever necessity arises.

8. Coordination between the Project and other Projects

The concerned organizations recognized the importance of coordination between the Project and other projects including PNEAR, National Program on Improvement of Water Supply and Sanitation in Rural Area.

9. Coordination between the Project and Japanese Grant Aid Project for Rural Water Supply in former Kibungo

Both sides confirmed that an effective coordination mechanism should be established so as to develop reinforcing effects of the Projects.

10. Sustainability of the activities strengthened by the Project

Both sides confirmed that the Rwandan side should take necessary measures in order to secure sustainability of the strengthened capacity.

11. Criteria for Joint Evaluation

Both sides agreed that the following five criteria should be used for the joint evaluation of the Project in accordance with JICA guidelines:

- (i) Relevance, (ii) Effectiveness, (iii) Efficiency, (iv) Impact and (v) Sustainability.

12. Undertaking of the Government of the Republic of Rwanda

(1) Allocation of Budget

Both sides confirmed that the following (a.- f) should be allocated by the Rwandan side to ensure effective implementation of the Project in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Rwanda signed in Kigali on January 14, 2005 .

- a. Salaries and other allowances for the Rwandan counterpart personnel.
- b. Allowances of the participants for the training provided in the Project.
- c. Running expenses such as electricity, water supply, gas, fuel etc.
- d. Operational expenses for customs clearance, storage and domestic transportation for the equipment in case provided by JICA.
- e. Expenses for maintenance of equipment provided by JICA.
- f. Other contingency expenses related to the Project.

(2) Allocation of Personnel

Both sides confirmed that the Rwandan side should assign an appropriate number of capable counterpart personnel by the commencement of the Project, in order to ensure the effective implementation of the Project. The list of counterpart personnel is attached as ANNEX IV of Appendix I.

(3) Office space and facilities

Both sides confirmed that the principal facilities for the implementation of the Project should be prepared by the Rwandan side. Upon the implementation, the Rwandan side shall provide the Project with appropriate office spaces and necessary facilities in each of the four districts.

13. Other Issues

In view of privatization policy on water supply system management, the duration and activities of the Project are subject to be modified after mutual consultation.

Appendix I	Draft of Record of Discussions
Appendix II	Draft of Project Design Matrix
Appendix III	Draft of Plan of Operation

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(Draft)

Record of Discussions between
The Japan International Cooperation Agency
and

The Authorities Concerned of the Government of the Republic of Rwanda
on Japanese Technical Cooperation
for the Project for the Improvement of Water Supply and Sanitation
in the Southern Part of the Eastern Province

The Japan International Cooperation Agency(hereinafter referred to as "JICA") represented by JICA Rwanda Office exchanged views and had a series of discussions with the authorities concerned of the Republic of Rwanda for the purpose of working out the details of the technical cooperation program concerning the Project for the Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project") with respect to desirable measures to be taken by JICA and the Government of Rwanda for the successful implementation of the above-mentioned Project.

As a result of the discussions and in accordance with the provision of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Rwanda signed in Kigali, Rwanda on January 14th, 2005 (hereinafter referred to as "the Agreement"), JICA and the Rwandan authorities concerned agreed on the matters referred to in the documents attached hereto.

Kigali,

2006

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Resident Representative,
JICA Rwanda Office

Mr. Emmanuel NSANZUMUGANWA
Secretary General,
Ministry of Land, Environment, Forestry,
Water and Mines, Republic of Rwanda

Mr. John RWANGOMBWA
Secretary General,
Ministry of Finance and Economic Planning,
Republic of Rwanda

Mr. Charles GASANA
Executive Secretary,
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Mr. Valens NTEZIREMBO
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Kirehe District,
Republic of Rwanda

Mr. François NIYOTWAGIRA
Mayor,
Ngoma District,
Republic of Rwanda

THE ATTACHED DOCUMENT

I COOPERATION BETWEEN JICA AND THE GOVERNMENT OF THE REPUBLIC OF RWANDA

1. The Government of the Republic of Rwanda will implement the Project in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article 3 of the Agreement, JICA, as the executing agency for technical cooperation by the Government of Japan, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article 5 of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article 7 of the Agreement will be applied to the Equipment.

3. TRAINING OF RWANDAN PERSONNEL IN JAPAN OR THIRD COUNTRIES

JICA will receive the Rwandan personnel connected with the Project for technical training in Japan or other third countries.

III MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF RWANDA

1. The Government of the Republic of Rwanda 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 by all related authorities, beneficiary groups and institutions.
2. In accordance with the provisions of Article 4 of the Agreement, the Government of Rwanda will ensure that the technologies and knowledge acquired by the Rwandan nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Rwanda.
3. In accordance with the provisions of Article 5 of the Agreement, the Government of the Republic of Rwanda will grant in Rwanda privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article 7 of the Agreement, the Government of the Republic of Rwanda will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.

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5. The Government of the Republic of Rwanda will take necessary measures to ensure that the knowledge and experience acquired by the Rwandan personnel from technical training in Japan or other countries will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article 5 of the Agreement, the Government of the Republic of Rwanda will provide the services of Rwandan counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article 5 of the Agreement, the Government of the Republic of Rwanda will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in Rwanda, the Government of the Republic of Rwanda 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 other than the Equipment provided by JICA under II-2 above.
9. In accordance with the laws and regulations in force in Rwanda, the Government of the Republic of Rwanda will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Secretary General of Ministry of Land, Environment, Forestry, Water and Mines and Executive Secretary of the Eastern Province, as the Project Directors, will bear overall responsibility for the administration and implementation of the Project.
2. Coordinator for the Development Projects of the Eastern Province, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Directors and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to Rwandan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee will be established. Its functions and composition are described in Annex VI.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Rwandan authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

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In accordance with the provision of Article 6 of the Agreement, the Government of the Republic of Rwanda undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of Rwanda except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of the Republic of Rwanda on any major issues arising from, or in connection with this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among Rwandan people, the Government of the Republic of Rwanda will take appropriate measures to make the Project widely known to Rwandan people.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three and a half years from March, 2007.

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF LAND, BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE

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