MINUTES OF MEETINGS
BETWEEN
JAPANESE PREPARATORY STUDY TEAM
AND
AUTHORITIES CONCERNED OF THE PEOPLE'S REPUBLIC OF BANGLADESH AND DHAKA CITY CORPORATION
ON THE PROJECT FOR STRENGTHENING OF SOLID WASTE MANAGEMENT IN DHAKA CITY OF BANGLADESH

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. Eiichiro Cho, visited the Republic of Bangladesh on October 4, 2006. The Team is scheduled to stay until October 19, 2006, for the purpose of conducting a preparatory study on the Project for Strengthening of Solid Waste Management in Dhaka City of Bangladesh (hereinafter referred to as "the Project").

Both the Team and authorities concerned of the People's Republic of Bangladesh and Dhaka City Corporation had a series of discussions and exchanged views on the Project with respect to the preferable measures to be taken by both sides for smooth implementation of the Project. As a result of the discussions, both sides agreed to the matters referred to in the documents attached hereto.

Dhaka City, October 19, 2006

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Witnessed by:

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ATTACHED DOCUMENT

I. Purposes of the Preparatory Study

The study was conducted with a view to achieve the following purposes;

- To collect information on the strategy of Dhaka City Corporation (DCC) in solid waste management as well as other donors' projects in relevant sector,
- To share the concept on strengthening of solid waste management and discuss project framework with the authorities concerned through meetings and Project Cycle Management (PCM) workshop,
- To agree on a basic framework of the Project including project purpose, organizational set-up for project implementation and necessary measures to be taken by both Japanese and Bangladesh sides, and
- To assess the validity and feasibility of the project framework.

II. Framework of the Project

1. The Bangladesh side and the Team agreed upon the draft Project Design Matrix (PDM) and the draft Plan of Operation (PO) as a basic framework of the Project as shown in Annexes I and II. If the Project is found appropriately defined and officially approved by due process of the JICA's examinations on the outcome of this Preparatory Study, the "Record of Discussions" (R/D) will be prepared for signing between the Government of Bangladesh and the JICA. R/D is the official document, which defines the contents of a technical cooperation project. R/D will contain the PDM and the PO.

2. The Team explained to the Bangladesh side about the basic concept of the JICA's Technical Cooperation project and the difference of schemes between the Development Study and the Technical Cooperation project. The Bangladesh side understood them. Both sides agreed that the Bangladesh side take ownership in executing the Project.

Both sides agreed to the project framework as follows.

PROJECT TITLE: The Project for Strengthening of Solid Waste Management in Dhaka City of Bangladesh

TARGET GROUP: Proposed Waste Management Department (present Conservancy Department and Waste Management Division), other concerned

departments of DCC, and city residents.

TARGET AREA: The area under the jurisdiction of Dhaka City Corporation.

1. Overall goal

The solid waste management services of Dhaka City Corporation are sustained.

2. Project purpose

The solid waste management services of Dhaka City Corporation are improved.

3. Outputs

1. Project management and coordination are in place.
2. Participatory solid waste management program is promoted.
3. Capacity for solid waste collection and transportation is improved.
4. Final disposal sites are operated and managed appropriately.
5. Accounting system necessary for solid waste management is improved.

4. Activities

1-1 Hold monthly meetings among counterpart personnel of Waste Management Department (WMD), Japanese experts and concerned personnel in other departments
1-2 Compile annual Action Plans from Output 2, 3, 4 and 5
1-3 Advocate necessary actions related to Solid Waste Management (SWM) issues
1-4 Compile good practices and lessons learned from the project activities
1-5 Promote public relations activities such as publication of newsletters and establishment of the website
1-6 Disseminate DCC's SWM activities to other cities through Urban City Network
1-7 Review and modify Clean Dhaka Mater Plan

2-1 Review and analyze the previous interventions
2-2 Review and finalize the existing draft Ward SWM Guideline
2-3 Develop strategies for strengthening of community SWM in the previously and newly selected wards
2-4 Develop strategies for supporting program for primary collection service providers
2-5 Develop strategies for public participation and awareness raising of SWM activities
2-6 Make an annual Action Plan
2-7 Conduct training on relevant community-based SWM issues for WMD counterpart personnel
2-8 Conduct attitude survey among local people in selected wards
2-9 Implement and monitor participatory SWM activities
2-10 Assess the participatory SWM activities

3-1 Make an annual Action Plan
3-2 Operate weighbridge at Matuail and Amin Bazar sites by DCC
3-3 Identify every secondary collection route and its efficiency by route monitoring and

employing weighbridge data
3-4 Identify problematic and/or inefficient routes
3-5 Optimize and reorganize routes to embrace a problematic and/or inefficient route
3-6 Establish route optimization practices (to be repeated periodically by DCC according to the speed of city expansion)
3-7 Conduct detailed analysis of equipment maintenance and repair management
3-8 Set up the indicators for equipment maintenance and repair management
3-9 Take necessary measures for improvement

4-1 Make an annual Action Plan
4-2 Assess the changes/improvements of disposal sites by regulatory bodies
4-3 Conduct on-the-job training on operation and maintenance of existing Matuail Landfill for WMD counterpart personnel
4-4 Conduct environmental monitoring for operation and maintenance in existing Matuail landfill
4-5 Formulate and submit Environmental Management Plan for Matuail landfill expansion to the Ministry of Environment and Forest (by DCC)
4-6 Construct Matuail landfill expansion (by DCC)
4-7 Conduct on-the-job training on operation and maintenance of Matuail landfill expansion for WMD counterpart personnel
4-8 Conduct environmental monitoring for operation and maintenance in Matuail landfill expansion
4-9 Formulate and submit Environmental Impact Assessment for Amin Bazar new landfill to the Ministry of Environment and Forest (by DCC)
4-10 Secure necessary budget and construct Amin Bazar new landfill (by the Bangladesh side)
4-11 Conduct on-the-job training on operation and maintenance of Amin Bazar new landfill for WMD counterpart personnel
4-12 Conduct environmental monitoring for operation and maintenance in Amin Bazar new landfill
4-13 Examine operation and maintenance modality including direct operation by DCC or contract/concession to private entity

5-1 Make an annual Action Plan
5-2 Conduct orientation program of accounting system for concerned staff members
5-3 Collect actual cost data and actual revenue data periodically in every month
5-4 Input data and output annual budget and monthly actual cost
5-5 Develop a financial report
5-6 Make a financial plan
5-7 Develop a strategy for increasing revenue for SWM

5. Duration of the Project

The duration of the technical cooperation for the Project under this Attached Document will be four (4) years from the date when the first Japanese expert(s) is (are) dispatched.

III Organizational Set-up of Project Implementation

1. The Bangladesh side explained that in accordance with the development study recommendation DCC took an initiative to propose its organizational reform related with solid waste management. The organizational reform is now in the process of approval by the Government of Bangladesh and is estimated to be approved by the end of year 2006. This organizational reform basically is the creation of Waste Management Department by ameliorating the Conservancy Department with the Waste Management Division. Both sides agreed that current members of the Waste Management Division should inevitably be assigned as the members of the Waste Management Department subject to required qualifications. Both sides agreed that the activities of this Project are going to be incorporated as principal activities of the Waste Management Department. DCC stated to assign sufficient number of qualified staff to the Waste Management Department for assuring the sustainability of the solid waste management activities. DCC confirmed that coordination among the Waste Management Department and other departments is certainly important for improving the solid waste management services.

2. Both sides agreed that the Bangladesh side assigns the appropriate number of counterpart personnel to respective fields of the experts dispatched by JICA. Names and positions of these counterparts will be confirmed before the commencement of the Project. The tentative list of counterpart personnel at present moment is listed in the Annex III. In order to secure the continuity of solid waste management improvement by DCC, former counterpart members of the development study will certainly be assigned as the counterpart of the Project.

3. Both sides agreed that the Project Manager should have strong leadership, sufficient management and coordination capacity, and technical background because the Project Manager should play the most important role in promoting the Project. The qualification of the Project Manager needs to preferably be that of a department head.

4. Both sides agreed to establish a Steering Committee during the Project period to monitor the progress jointly by Bangladesh and Japanese sides, provide necessary guidance, and coordinate activities among concerned stakeholders. A draft member list and other details are mentioned in Annex IV.

5. The chart of the Project Implementation is shown in Annex V.

IV PCM Workshop

For the purpose of discussing the framework of the Project with the stakeholders in Dhaka City, the Bangladesh side, in cooperation with the Team, held a PCM workshop on October 10 and 11, 2006.

V Measures to be taken by the both sides

For the implementation of the Project, both sides agreed to take necessary measures mentioned below.

1. Japanese side

The Japanese side shall take the following measures within the budget allocated for the Project.

1) Experts

The JICA will provide the service of experts as follows.

- Chief Advisor
- Solid Waste Management
- Community Mobilization/Communication
- Optimization of Secondary Collection
- Landfill Management
- Waste Collection Vehicle and Equipment Maintenance Management
- Financial Management

Other short-term experts will be assigned if and when necessary for smooth and effective implementation of the Project.

2) Overseas training for Bangladesh personnel connected with the Project

3) Provision of machinery and equipment

Tentative list of machinery and equipment is attached in Annex VI.

2. Bangladesh side

The Bangladesh side shall take the following measures at its expense.

1) Assignment of counterpart personnel

The Bangladesh side shall provide services of the counterpart personnel for the Project.

2) Work space to be used by JICA Experts

The Bangladesh side shall provide sufficient office space and office furniture for Experts as well as other facilities in DCC mutually agreed upon as necessary for the implementation of the Project.

3) Allocation of necessary budget

3-1) Salary and other allowances for the counterpart personnel and hired support staff

3-2) Bearing running expenses for the office space, including equipment, such as electricity, water and telephone

3-3) Custom Duties and Value Added Tax (CD-VAT), cost for custom clearance, storage and domestic transportation for the equipment provided by the Japanese side

VI. Others

1. The Bangladesh side expressed its appreciation on JICA's assistance during year 2003 to 2006 in providing the development study of the Clean Dhaka Master Plan (M/P). They stated that some activities recommended by the M/P are implemented by their own efforts and meanwhile some tasks recommended are not well instrumented due to several reasons such as still lack of technical capacity or administration skills. The Bangladesh side requested JICA to provide technical cooperation project in assisting their capacity development of implementing the M/P. While both sides confirmed that solid waste management issues remain as the high priority task of the DCC.

2. The Team inquired the progress regarding Primary Collection and Public Involvement to the Bangladesh side. The Bangladesh side replied that they have strong intension to amplify it and have already allocated some additional budget for it in the present fiscal year of 2006/07. The Bangladesh side explained that it is necessary to improve activities of involving community people by enhancing facilitation and communication skills in order to promote community participation and social commitment. In this respect, the Team and the Bangladesh side identified the necessity of assistance and advice by Japanese expert and agreed the time schedule of related activities for the issue as shown in the draft PO.

3. The Team inquired the progress of Secondary Collection to the Bangladesh side. The Bangladesh side replied that they have strong intension to improve waste collection efficiency but facing difficulties in planning and implementing collection route optimization works. Since it is now prepared to install weighbridge at Matuail site, utilization of the GIS product elaborated by the JICA development study is expected for the route optimization works. In this respect, the Team and the Bangladesh side identified the necessity of assistance and advice by Japanese expert(s) in planning and implementing collection route optimization works, and agreed the time schedule of

related activities for the issue as shown in the draft PO.

4. With regard to collection and transport activities, the Bangladesh side requested the Japanese technical assistance in improving vehicles and equipment maintenance system since they face problems of long time consuming repair works for vehicles and equipment. The Team replied that the area for improvement will be identified and advice on the issue will be provided by the Project.

5. The Team inquired the progress of landfill management to the Bangladesh side. The Bangladesh side replied that they have already started preparation for Matuail Landfill Expansion and Amin Bazar New Landfill Construction. They confirmed that they are now elaborating necessary documents to comply the Bangladesh environmental regulations, namely Environmental Management Plan and Environmental Impact Assessment for both Matuail Landfill Expansion and Amin Bazar New Landfill Construction by their initiatives. The Bangladesh side requested technical advice on operation and maintenance of those landfills by Japanese experts after they cleared the necessary procedure stipulated in the Bangladesh environmental regulations. In this respect, the Team and the Bangladesh side agreed the time schedule of related activities for landfill management as shown in the draft PO. The Bangladesh side assured that they secure all the expenses for constructing the landfill, including the EIA.

6. It was confirmed by both sides that the existing Matuail site is continued to be utilized as landfill until fulfilling its total waste disposal capacity in order to ensure the disposal program stated in the M/P. Both sides confirmed the possibility of landfill gas utilization in the existing Matuail site could be examined when it does not shorten the service life of the site and does not hamper daily operation and maintenance of disposal works at the site.

7. Both sides confirmed that under the Waste Management Department the Landfill Management Unit will be responsible for daily operation and maintenance of the Matuail and the Amin Bazar sites. The Bangladesh side confirmed that landfill operation and maintenance budget are secured for those two sites to be controlled by the Department.

8. The Team explained the contents of the JICA's Guidelines for Environmental and Social Consideration and mentioned that the JICA will monitor the Project activities

according to the procedure stated in the guidelines. The Bangladesh side understood the issue and assured their support to meet the JICA's consideration stated in the guidelines.

9. Both sides confirmed that, in order to attain the cost recovery of solid waste management services, it is indispensable to effect: 1) periodic reassessment of property value, 2) taxation rate revision of Conservancy Rate, and 3) tax collection improvement, as proposed in the Master Plan.

Annex I	Draft Project Design Matrix (PDM)
Annex II	Draft Plan of Operation (PO)
Annex III	Tentative List of Bangladesh Counterpart Personnel
Annex IV	Steering Committee
Annex V	Chart of the Project Implementation
Annex VI	Tentative List of machinery and equipment