添　付　資　料

１．協議議事録（M/M）

２．署名済み R/D

３．R/D 添付 M/M

４．主要面談者リスト

1．協議議事録（M/M）

MINUTES OF MEETING
BETWEEN
MINISTRY OF LOCAL ADMINISTRATION AND ENVIRONMENT OF THE SYRIAN ARAB REPUBLIC
AND
JAPANESE PREPARATORY STUDY TEAM
ON
JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT FOR "CAPACITY DEVELOPMENT OF ENVIRONMENTAL MONITORING AT DIRECTORATES FOR ENVIRONMENTAL AFFAIRS IN GOVERNORATES PHASE II" IN THE SYRIAN ARAB REPUBLIC

The Japanese Preparatory Study Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") headed by Mr. Hidenori Kumagai, visited the Syrian Arab Republic (hereinafter referred to as "Syria") from May 27, 2008 to June 16, 2008 for the purpose of clarifying the framework of the "Project for Capacity Development of Environmental Monitoring at Directorates for Environmental Affairs in Governorates Phase II" (hereinafter referred to as "the Project") in Syria.

During its stay in Syria, the Team exchanged views and had series of discussions with General Commission for Environmental Affairs (hereinafter referred to as "GCEA"), Ministry of Local Administration and Environment (hereinafter referred to as "MOLAE") and other authorities concerned of the Government of Syria.

As a result of the discussions, Syrian side and the Team agreed to the matters referred to in the documents attached hereto.

Damascus, June 12, 2008

Dr. Akram Al-Khouri General Director, General Commission for Environmental Affairs, Ministry of Local Administration and Environment	Representative of State Planning Commission (SPC)	Mr. Hidenori Kumagai Leader Preparatory Study Team Japan International Cooperation Agency (JICA)

THE ATTACHED DOCUMENT

I. TITLE OF PROJECT

The both sides agreed that the title of the project is "Capacity Development on Environmental Monitoring at Directorates for Environmental Affairs in Governorates Phase II" (hereinafter referred to as "the Project").

II. PROJECT FRAMEWORK

The both sides agreed that the framework of the Project is as follows.

1. Overall Goal
Environmental management capabilities are strengthened in each Governorate by enhancement of the capabilities for implementing inspection and pollution sources management of DFEAs.

2. Project Purpose
Capabilities of the DFEAs for implementing inspection and environmental monitoring concerning the water and air pollution sources are strengthened under the management by GCEA.

3. Outputs
(1) Capabilities for preparing pollution sources inventory are strengthened.
(2) Capabilities for implementing inspection are strengthened.
(3) Necessary sampling skills for inspection for water effluent are strengthened.
(4) Capabilities concerning water quality analysis for water effluent and surface water are improved.
(5) Capabilities concerning measurement of stack emissions (gases and particulate matter) are strengthened.
(6) Capabilities concerning formulation of environmental monitoring plan are strengthened.
(7) Capabilities concerning evaluation of present conditions of water and air quality are strengthened.

III. RECORD OF DISCUSSIONS AND MINUTES OF MEETING

The Record of Discussions (hereinafter referred to as "R/D") will be signed before the beginning of the Project. The R/D is the official document to define the contents of the Project and the draft of R/D is attached as Annex 8.

IV. SECURING HUMAN & LOGISTIC RESOURCES NEEDED FOR THE PROJECT

To secure the human and logistic resources needed for implementation of the Project is an essential responsibility of the Government of Syria. The Project particularly aims enhancing capacities of the members of GCEA and Directorates for Environmental Affairs (hereinafter referred to as "DFEA") who are working for environmental monitoring on water and air quality. Therefore, allocation of necessary human and logistic resources to GCEA/DFEA is

crucial for the Project. It is also indispensable for ensuring the sustainability to continue monitoring of required parameters for water and air quality according to the monitoring plans formulated by each DFEAs after the termination of the technical cooperation period.
In the course of discussions between Syrian side and the Team, the GCEA expressed a firm commitment to allocate enough human and logistic resources including recruitment of technical staff to GCEA/DFEAs.
To ensure the smooth initiation of the Project, the Syrian side will secure the Project's materials, equipment, transportation, and other resources necessary for the Project, which are described in Annex 6.

V. COORDINATION AMONG INSTITUTIONS CONCERNED

Well coordination among institutions concerned is one of the most important factors to realize effective monitoring of water and air quality on a regular basis. In this regard, the GCEA expressed a firm commitment to enhance the coordination among institutions concerned and to hold meetings among members of Steering Committee and Technical Committee on regular bases. The functions and members of both committees are proposed on Annex 7.

VI. OTHER REMARKS

1. Environmental Policy

- GCEA expressed that their environmental policies such as Environmental Inspection, Public awareness, EIA system, and so on to have appropriate procedures on how to reflect the monitoring activities in the environmental administration at the national and local level.

2. Continuous disbursement of necessary budget for the operation of the DFEAs labs.

- Syrian side expressed that budget plan for operational expenses of DFEAs' laboratories will be submitted to the MOLAE and the State Planning Commission (SPC) for smooth and timely disbursement necessary for project activities each year.

3. Role of GCEA

GCEA explained that the important roles of GCEA are to manage all of DFEAs and to coordinate all project activities, and to provide technical supports. It is recognized that GCEA is to manage the followings to implement the project:

- monitoring and controlling DFEAs' activities,
- designing specification of the pollution sources inventory,
- revising of Industrial Facilities Inspection Guideline,
- preparing training plan, and
- managing the project implementations.

4. Equipments

- GCEA confirmed that they will repair hazardous/toxic waste water treatment equipment which has been established in the Damascus DFEA for normal operation as soon as possible.
- GCEA agreed that continuous and appropriate preventive maintenance of the equipment in the DFEAs' laboratories will be essential for the project implementation.
- Tentative list of equipment is shown in Annex 4. Both sides confirm that the equipment should be utilized to achieve the Project purpose.

5. Human resources

- Syrian side recognized that it is essential to secure appropriate number of permanent staff, who work especially for the analysis in the lab and data management in the aspect of the technical capacity development of the DFEAs' laboratory.

6. Regional Trainings

- Both Syrian and the Team sides have agreed that regional trainings will be held in DFEAs which are selected from each region, North (Aleppo, Idleb), North-East (Dier Ezzor, Hassakeh, Raqqa), Coastal Area (Lattakia, Tartous), Mid-land (Homs, Hama), and South (Damascus, Rural Damascus, Dara'a, Sweida, Quneitra).
- GCEA expressed that necessary expenses for regional trainings such as daily allowance, accommodation and transportation cost for participants will be secured for each DFEA.

7. Close Communication

- Both Syrian and Japanese sides recognized that it is required to keep continuous contact between Syrian side (GCEA and DFEAs) and Japanese side (Japanese Expert Team and JICA Syria Office) throughout the Project implementation period.

Annex 1: Tentative Project Design Matrix (PDM)
Annex 2: Tentative Plan of Operation (PO)
Annex 3: Tentative List of Japanese Experts
Annex 4: List of Equipment
Annex 5: List of Counterpart Personnel and Administrative Personnel
Annex 6: List of Logistic Resources
Annex 7: Steering Committee
Annex 8: Record of Discussions (draft)
Annex 9: List of Attendants of the Meeting

Annex 1: Tentative Project Design Matrix (PDM)

June 11, 2008

Project Name : Capacity Development Project on Environmental Monitoring of Directorates for Environmental Affairs in Governorates in Syrian Arab Republic - Phase 2
Target Area : 14 Governorates in Syria

Project Duration : 4 years

Target Group : Relevant staff of the DFEAs and MOLAE, Approximately 20 million inhabitants of Syria.

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
Overall Goal Environmental management capabilities are strengthened in each Governorate by enhancement of the capabilities for implementing inspection and pollution sources management of DFEA.	1. The number of enforcement based on the inspection in Governorates is increased.	1. The enforcement record based on the inspection.	The Syrian Government keeps its policy support for environmental protection.
Project Purpose Capabilities of the DFEAs for implementing inspection and environmental monitoring concerning the water and air pollution sources are strengthened under the management by GCEA.	1. The number of the qualified inspector of the laboratory staff is increased. 2. The number of the inspection case is increased. 3. The number of the monitoring item is increased.	1. Certification of the inspector. 2. Inspection record 3. Monitoring activity report	The Syrian Government keeps it's policy support to provide staff, and budget to the Directorates.
Outputs 1. Capabilities for preparing pollution sources inventory are strengthened.	1-1 The proper Pollution Sources Inventory is prepared.	1-1 Specification of the Pollution Sources Inventory. 1-2 Pollution Sources Inventory.	Execution instructions are promulgated.
2. Capabilities for implementing inspection are strengthened.	2-1 A revision of "Industrial Facilities Inspection Guideline" is prepared.	2-1 A revision of "Industrial Facilities Inspection Guideline"	
3. Necessary sampling skills for inspection for water effluent are strengthened.	3-1 SOP for water effluent sampling is prepared in more than 11 DFEAs. 3-2 More than 60% of the staff, who got the training, are able to conduct the water effluent sampling based on the SOP.	3-1 SOP for water effluent 3-2 Training record of the water effluent sampling.	
4. Capabilities concerning water quality analysis for water effluent and surface water are improved.	4-1 SOP for water quality analysis is prepared in more than 7 DFEAs of the 9 DFEAs, except Damascus DFEA, which possess AAS. 4-2 A (Acceptable) grade of the AEC Program is obtained for at least 6 parameters in each DFEA. 4-3 The number of possible analytical parameter is increased by 8 different parameters more on average in 9 DFEAs, which possess AAS. 4-4 Water quality analyses with preparation of reagent are able to conduct for at least 1 parameter in more than 11 DFEAs.	4-1 SOP for water quality analysis 4-2 Participant Record of the AEC Program 4-3 Analyses record 4-4 Analyses record	

5. Capabilities concerning measurement of stack emissions (gases and particulate matter) are strengthened.	5-1 SOP for stack emissions is prepared in more than 5 DFEAs. 5-2 More than 60% of the staff, who got the training, is able to conduct the stack emissions measurement based on the SOP for stack emissions. 5-3 The number of possible analytical parameter for stack emissions is increased by 3 different parameters more.	5-1 SOP for stack emissions measurement 5-2 Training record of for stack emissions measurement 5-3 Analysis record for stack emissions	
6. Capabilities concerning formulation of environmental monitoring plan are strengthened.	6-1 The environmental monitoring plan is revised in 14DFEAs.	6-1 Each environmental monitoring plan	
7. Capabilities concerning evaluation of present conditions of water and air quality are strengthened.	7-1 A report, which includes water pollution situations and water pollution maps on the governorate level is prepared in more than 11 DFEAs. 7-2 A report, which includes air pollution situations and air pollution maps on the governorate level is prepared in more than 11 DFEAs. 7-3 Materials for public awareness based on the present situations for water and air quality is prepared in more than 11 DFEAs.	7-1 Report, which includes water pollution situations and their maps 7-2 Report, which includes air pollution situations and their maps 7-3 Materials for public awareness based on the present situations for water and air quality.	

Narrative Summary	Inputs	Important Assumption
Activities 1.1 GCEA reviews the results of "Pollution Sources Survey" done in the Phase1, and identifies the necessary information for preparing pollution sources inventory. 1.2 GCEA identifies the situations to prepare pollution sources inventory and its utilization purposes by each DFEA. 1.3 GCEA designs specification of the pollution sources inventory. 1.4 Each DFEA prepares the pollution sources inventory based on the activity 1.3.	Syrian Side Inputs 1. Preparation of equipment 2. Daily allowance and transportation/accommodation fees for the trainings. 3. Land, building, laboratories, office space and other necessary facilities for the Project. 4. Assignment of counterparts and administrative personnel. 5. Running expenses for the implementation of the Project.	Laboratory staff trained by the Project stay in laboratories and keep working on the environmental monitoring. Agents/manufactures timely provide spare parts for the equipment.
2.1 Each DFEA identifies technical and institutional issues of present inspection. 2.2 GCEA understands the issues of present inspections by DFEAs, and prepares a draft revision of "Industrial Facilities Inspection Guideline". 2.3 Each DFEA conducts inspection based on a draft revision of "Industrial Facilities Inspection Guideline". 2.4 Each DFEA identifies the issues of inspection based on a draft revision of "Industrial Facilities Inspection Guideline". 2.5 GCEA reflects the identified issues of inspections by DFEAs for a draft revision of "Industrial Facilities Inspection Guideline".	Japanese Side Inputs 1. Provision of equipment 2. Dispatch of experts team	Pre-conditions 1. Appropriate number of laboratory staff who have chemical background are assigned. 2. Laboratory spaces are prepared in DFEAs. 3. Adequate wastewater treatment plants shall be prepared before starting laboratory chemical analysis training in DFEAs.

3.1 GCEA prepares water effluent sampling training plan, and manages the implementations. 3.2 Water effluent sampling trainings for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEA for regional training. 3.3 A sample SOP of water effluent sampling for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, Coastal Area) selected DFEA for regional training. 3.4 Each DFEA prepares a SOP of water effluent sampling. 3.5 Each DFEA conducts sampling based on a SOP of water effluent sampling.		
4.1 GCEA prepares water quality analyses training plan, and manages the implementations. 4.2 Analyses trainings, including COD, NO_3 - N, Oil for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEAs for regional training. 4.3 Trainings concerning reliability of the analyses data for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEAs for regional training. 4.4 Heavy metals analyses trainings using AAS for the 13 DFEAs (except Damascus DFEA) are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEAs for regional training. 4.5 A sample SOP concerning the water quality analyses for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, and Coastal Area). 4.6 Each DFEA conducts necessary analyses based on the trainings. 4.7 Each DFEA prepares SOPs concerning necessary water quality analyses. 4.8 Each DFEA conducts necessary water quality analyses based on the SOPs.		

5.1 GCEA prepares stack emissions (gases and particulate matter) measurement training plan, and manages the implementations. 5.2 Stack emissions (gases and particulate matter) measurement trainings using portable stack emissions (gases and particulate matter) measurement equipment for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training. 5.3 A SOP concerning the stack emissions (gases and particulate matter) measurement for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, Coastal Area) for regional training. 5.4 Each DFEA conducts necessary stack emissions (gases and particulate matter) measurement based on the SOP.		
6.1 GCEA prepares training plan of data interpretation and revising environmental monitoring plan, and manages the implementations. 6.2 Each DFEA identifies the technical issues of the present monitoring plan. 6.3 Trainings of monitoring data interpretation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training. 6.4 Trainings for revising environmental monitoring plan based on the monitoring data interpretation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training. 6.5 Each DFEA revises the present environmental monitoring plan. 6.6 GCEA evaluates the revised environmental monitoring plans by DFEAs, and provides the technical suggestions. 6.7 Each DFEA conducts environmental monitoring based on the revised environmental monitoring plan.		

7.1 GCEA prepares a training plan of water quality interpretation/report preparation and interpretation of stationary emission sources of air pollution/report preparation, and manages the implementations. 7.2 Trainings for water quality interpretation/report preparation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training. 7.3 Each DFEA interprets present water quality situations based on the available water quality data concerning the water quality pollution sources and the public water bodies. 7.4 Each DFEA prepares a report, which includes water pollution situations and water pollution maps on the governorate level. 7.5 Trainings for interpretation of stationary emission sources of air pollution/report preparation are conducted for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training. 7.6 Each DFEA interprets each stationary emission sources of air pollution. 7.7 Each DFEA prepares a report using reference data, which includes air pollution situations and air pollution maps on the governorate level. 7.8 Materials for public awareness based on the present situations for water and air quality are developed.		

Annex 2: Tentative Plan of Operation (PO)

Activities	1st Year				2nd Year				3rd year				4th Year			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Output 1.Capabilities for preparing pollution sources inventory are strengthened.																
1.1 GCEA reviews the results of "Pollution Sources Survey" done in the Phase1, and identifies the necessary information for preparing pollution sources inventory.	■															
1.2 GCEA identifies the situations to prepare pollution sources inventory and its utilization purposes by each DFEA.	■															
1.3 GCEA designs specification of the pollution sources inventory.		■														
1.4 Each DFEA prepares the pollution sources inventory based on the activity 1.3.		■						■				■				■
Output 2. Capabilities for implementing inspection are strengthened.																
2.1 Each DFEA identifies technical and institutional issues of present inspection.		■														
2.2 GCEA understands the issues of present inspections by DFEAs, and prepares a draft revision of "Industrial Facilities Inspection Guideline".		■														
2.3 Each DFEA conducts inspection based on a draft revision of "Industrial Facilities Inspection Guideline".			■	—	—	—	—	—	—	—	—	—	—	—	—	—
2.4 Each DFEA identifies the issues of inspection based on a draft revision of "Industrial Facilities Inspection Guideline".				■									■			
2.5 GCEA reflects the identified issues of inspections by DFEAs for a draft revision of "Industrial Facilities Inspection Guideline".				■										■		
Output 3.Necessary sampling skills for inspection for water effluent are strengthened.																
3.1 GCEA prepares water effluent sampling training plan, and manages the implementations.		■	■													
3.2 Water effluent sampling trainings for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEA for regional training		■	■													
3.3 A sample SOP of water effluent sampling for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, Coastal Area) selected DFEA for regional training.		■	■													
3.4 Each DFEA prepares a SOP of water effluent sampling.		■	■													
3.5 Each DFEA conducts sampling based on a SOP of water effluent sampling.			—	—	—	—	—	—	—	—	—	—	—	—	—	—
Output 4. Capabilities concerning water quality analysis for water effluent and surface water are improved.																
4.1 GCEA prepares a water quality analyses training plan, and manages the implementations.	■		—	—	—	—	—	—	—	—	—	—	—	—		
4.2 Analyses trainings, including COD, NO3 - N, Oil for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEAs for regional training	■		■	■				■	■					■		
4.3 Trainings concerning reliability of the analyses data for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) selected DFEAs for regional training.	■		■	■	■	■		■	■				■	■		
4.4 Heavy metals analyses trainings using AAS for the 13 DFEAs, except Damascus DFEA are conducted in 4 (North, South, Central, Coastal Area) selected DFEAs for regional training.	■				■	■			■				■			
4.5 A sample SOP concerning the water quality analyses for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, Coastal Area)					■	■			■				■			
4.6 Each DFEA conducts necessary analyses based on the trainings.					■	■			■				■			
4.7 Each DFEA prepares SOPs concerning necessary water quality analyses.					■	■			■				■			
4.8 Each DFEA conducts necessary water quality analyses based on the SOPs.							—	—	—	—	—	—	—	—	—	—

Output 5. Capabilities concerning measurement of stack emissions (gases and particulate) are strengthened.	
5.1 GCEA prepares stack emissions (gases and particulate matter) measurement training plan, and manages the implementations..	
5.2 Stack emissions (gases and particulate matter) measurement trainings using portable stack emissions (gases and particulate matter) measurement equipment for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
5.3 A SOP concerning the stack emissions (gases and particulate matter) measurement for the 14 DFEAs is prepared in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
5.4 Each DFEA conducts necessary stack emissions (gases and particulate) measurement based on the SOP.	
Output 6. Capabilities concerning formulation of environmental monitoring plan are strengthened.	
6.1 GCEA prepares a training plan of data interpretation and revising environmental monitoring plan, and manages the implementations.	
6.2 Each DFEA identifies the technical issues of the present monitoring plan.	
6.3 Trainings of monitoring data interpretation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
6.4 rainings for revising environmental monitoring plan based on the monitoring data interpretation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
6.5 Each DFEA revises the present environmental monitoring plan.	
6.6 GCEA evaluates the revised environmental monitoring plans by DFEAs, and provides the technical suggestions.	
6.7 Each DFEA conducts environmental monitoring based on the revised environmental monitoring plan.	
Output 7. Capabilities concerning evaluation of present conditions of water and air quality are strengthened.	
7.1 GCEA prepares a training plan of water quality interpretation/report preparation and interpretation of stationary emission sources of air pollution/report preparation, and manages the implementations.	
7.2 Trainings for water quality interpretation/report preparation for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
7.3 Each DFEA interprets present water quality situations based on the available water quality data concerning the water quality pollution sources and the public water bodies.	
7.4 Each DFEA prepares a report, which includes water pollution situations and water pollution maps on the governorate level.	
7.5 Trainings for interpretation of stationary emission sources of air pollution/report preparation are conducted for the 14 DFEAs are conducted in 5 (North, North-East, South, Central, Coastal Area) for regional training.	
7.6 Each DFEA interprets each stationary emission sources of air pollution.	
7.7 Each DFEA prepares a report using reference data, which includes air pollution situations and air pollution maps on the governorate level.	
7.8 The materials for public awareness based on the present situations for water and air quality are developed.	

Annex 3: Tentative List of Japanese Experts

The experts, who will be in charge of the following fields, will be dispatched.

(1) Chief Advisor
(2) Pollution Inventory
(3) Water Analysis
(4) Atomic Absorption Spectrophotometer
(5) Air Quality Data Interpretation
(6) Stack Emission Measurement
(7) Environmental Management

Annex 4: List of Equipment

The following equipment will be provided.

(1) Isokinetick flue gas sampler
(2) Draft chamber
(3) Water purification equipment
(4) Soxhlet extractor (Oil and grease)
(5) COD measurement apparatus
(6) Cadmium reduction column (NO_3)
(7) Hollow cathode lamp（AAS）
(8) Flue gas meter
(9) Glassware
(10) Reagents

Annex 5: List of Counterpart Personnel and Administrative Personnel

1. Project Director
Dr. Akram Al-Khouri,
General Director, General Commission for Environmental Affairs (GCEA), Ministry of Local Administration and Environment (MOLAE)

2. Project Manager
Dr. Yasin Moalla, Director of Laboratory, GCEA, MOLAE

3. Counterparts
(1) GCEA

	Name	Position	Project Responsibility
1.	Ms. Samah RESLAN	EIA Department, GCEA, MOLAE	Chief counterpart for output 1
2.	Mr. Bashar AL-NABKI	EIA Department, GCEA, MOLAE	Chief counterpart for output 2
3.	Ms Samar AL-SHAMI	Water Quality Department, GCEA, MOLAE	Chief counterpart for output 3
4.	Ms. Warif YAZIGI	Laboratory Department, GCEA, MOLAE	Chief counterpart for output 4
5.	Mr. Samir HAMZA	Air Quality Department, GCEA, MOLAE	Chief counterpart for output 5
6.	Ms. Fathiya MOHAMMAD	Laboratory Department, GCEA, MOLAE	Chief counterpart for output 6
7.	Mr. Yasin MOALLA	Laboratory Department, GCEA, MOLAE	Chief counterpart for output 7

(2) DFEAs

	Name	Position	Project Responsibility
1.	Mr. Basaam KHEIR BEK	Director, Damascus Directorate for Environmental Affairs (DFEA)	Project Manager at Governorate Level
2.	Ms. Reem SADER	Laboratory Chief, Damascus DFEA	Chief Counterpart at Governorate Level
3.	Mr. Thaer AL-DEIF	Director, Rural Damascus DFEA	Project Manager at Governorate Level
4.	Ms. Mona AL-JOMAA	Laboratory Chief, Rural Damascus DFEA	Chief Counterpart at Governorate Level
5.	Mr. Ahmad Hossam MOKHALALATI	Director, Aleppo DFEA	Project Manager at Governorate Level
6.	Mr. Ahmad MOALLA AHMAD	Laboratory Chief, Aleppo DFEA	Chief Counterpart at Governorate Level
7.	Mr. Suleiman KALO	Director, Homs DFEA	Project Manager at Governorate Level
8.	Mr. Mohammad Ali AL-HUSSAIN	Laboratory Chief, Homs DFEA	Chief Counterpart at Governorate Level
9.	Mr. Ali AL-JWYED	Director, Hama DFEA	Project Manager at Governorate Level
10.	Ms. Rana WARDEH	Laboratory Chief, Hama DFEA	Chief Counterpart at Governorate Level
11.	Ms. Lama AHMAD	Director, Lattakia DFEA	Project Manager at Governorate Level
12.	Mr. Yamen SULEIMAN	Laboratory Chief, Lattakia DFEA	Chief Counterpart at Governorate Level
13.	Mr. Mohammad Amin RAMADAN	Director, Dier Ezzor DFEA	Project Manager at Governorate Level

14.	Mr. Saher ABDOLLAHA	Laboratory Chief, Dier Ezzor DFEA	Chief Counterpart at Governorate Level
15.	Mr. Jomanah HASSAN	Director, Idleb DFEA	Project Manager at Governorate Level
16.	Mr. Samir DA'BOOS	Laboratory Chief, Idleb DFEA	Chief Counterpart at Governorate Level
17.	Ms. Rae'ifah ESBER	Director, Hasakeh DFEA	Project Manager at Governorate Level
18.	Mr. Nawaf OTHMAN	Laboratory Chief, Hasakeh DFEA	Chief Counterpart at Governorate Level
19.	Ms. Shamseh AL-JASSEM	Director, Raqqa DFEA	Project Manager at Governorate Level
20.	Mr. Adeeb AMORI	Laboratory Chief, Raqqa DFEA	Chief Counterpart at Governorate Level
21.	Mr. Mo'tasem AL-ABED	Director, Sweida DFEA	Project Manager at Governorate Level
22.	Ms. Omayma AL-SHA'AR	Laboratory Chief, Sweida DFEA	Chief Counterpart at Governorate Level
23.	Mr. Ahmad KABLAWI	Director, Dara'a DFEA	Project Manager at Governorate Level
24.	Mr. Mohammad AL-HARIRI	Laboratory Chief, Dara'a DFEA	Chief Counterpart at Governorate Level
25.	Mr. Hassan MORJAN	Director, Tartous DFEA	Project Manager at Governorate Level
26.	Ms. Rodayna AL-ALI	Laboratory Chief, Tartous DFEA	Chief Counterpart at Governorate Level
27.	Mr. Hamza, SULEIMAN	Director, Quneitra DFEA	Project Manager at Governorate Level
28.	Mr. Majed ZAYTOUN	Laboratory Chief, Quneitra DFEA	Chief Counterpart at Governorate Level

In addition to the personnel above listed, all staff of DFEAs' laboratories, whose number is shown in the table below, will be assigned as counterparts for the Project.

Number of Laboratory Staff in DEFAs

	DFEA	No. of staff
1.	Damascus	15
2.	Rural Damascus	8
3.	Dara'a	6
4.	Quneitra	2
5.	Sweida	11
6.	Homs	15
7.	Hama	11
8.	Idleb	15
9.	Aleppo	15
10.	Lattakia	10
11.	Tartous	10
12.	Raqqa	4
13.	Der Azzour	6
14.	Hasakah	3

Annex 6: List of Logistic Resources

The logistic resources necessary for the implementation of the Project, including work space, electricity, water supply, air conditioning facilities and others will be supplied by the Government of Syria. The principal logistic resources required are as follows.

- Lecture rooms according to needs
- Office space and necessary facilities for the Japanese experts in GCEA and DFEAs according to needs
- Meeting room
- Telephone line

Annex 7: Steering Committee and Technical Committee

Functions and members of Steering Committee and Technical Committee have been confirmed by both Syrian and Japanese sides, as follows. GCEA will discuss with JICA Syria office to reconsider the functions and members, if necessary, and modify their functions and members based on the discussions between the both sides. GCEA committed to take agreement with all proposed members for the both committees for better coordination among institutions concerned before the signing of R/D. GCEA will hold the fist sessions for the both committees at the begining of the Project

1. Steering Committee
(1) Functions
The steering committee shall be held at least once a year and whenever necessity arises in order to fulfill the following functions.

- To formulate the annual operational work plan of the Project according to the tentative Project Design Matrix (PDM) and the tentative Plan of Operation (PO) attached in Record of Discussions (R/D)
- To review the result of the annual operational work plan and progress of the Project
- To establish collaborations among relevant organizations
- To evaluate the progress and achievement of the Project

(2) Chairperson
Minister of MOLAE will be assigned.

(3) Members

Syrian side:

No.	Position
1.	Minister of MOLAE
2.	Deputy Minister, MOLAE
3.	General Director, GCEA, MOLAE
4.	Director of Scientific and Environmental Research Center (SERC)
5.	Governor of Damascus
6.	Person in charge, Department for Environment, Ministry of Irrigation
7.	Person in charge, Department for Environment, Ministry of Housing and Construction
8.	Person in charge, Department for Environment, Ministry of Industry
9.	Person in charge, Department for Environment, Ministry of Transport
10.	Person in charge, Department for Environment, Ministry of Health
11.	Representative from Chambers of Industry

Japanese side:

No.	Position
1.	Resident Representative, JICA Syria Office
2.	JICA Experts

* Official(s) of the Embassy of Japan may attend the Committee sessions as observer(s).

2. Technical Committee
(1) Functions

The Technical Committee shall be held at least quarterly and whenever necessity arises in order to fulfill the following functions.

- To formulate the monthly operational work plan and contents of activities of the Project in accordance with the annual operational work plan of the Project.
- To review the operational work plan and progress of the Project
- To evaluate the achievement of the objectives
- To exchange views on issues arising from the project for smooth and effective implementation of the Project

(2) Chairperson

Project Manager will be chairperson. The chairperson will invite appropriate members among the following members in accordance with the theme to be discussed at the committee.

(3) Members

Syrian side:

No.	Position
1.	General Director, GCEA, MOLAE
2.	Director of Laboratory, GCEA, MOLAE
3.	Director, Damascus DFEA
4.	Director, Rural Damascus DFEA
5.	Director, Aleppo DFEA
6.	Director, Homs DFEA
7.	Director, Hama DFEA
8.	Director, Lattakia DFEA
9.	Director, Dier Ezzor DFEA
10.	Director, Idleb DFEA
11.	Director, Hasakeh DFEA
12.	Director, Raqqa DFEA
13.	Director, Sweida DFEA
14.	Director, Dara'a DFEA
15.	Director, Tartous DFEA
16.	Director, Quneitra DFEA
17.	Director, Environmental Research Laboratory, HIAST (if necessary)
18.	Person in charge, Central Laboratory , Ministry of Irrigation (if necessary)
19.	Person in charge, Central Laboratory , Ministry of Economy and Trade (if necessary)

Japanese side:

No.	Position
1.	JICA Experts
2.	Resident Representative, JICA Syria Office

Annex 8: Record of Discussions (draft)

(DRAFT)
RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY AND
MINISTRY OF LOCAL ADMINISTRATION AND ENVIRONMENT OF
THE SYRIAN ARAB REPUBLIC ON
JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT FOR "CAPACITY DEVELOPMENT OF ENVIRONMENTAL MONITORING AT DIRECTORATES FOR ENVIRONMENTAL AFFAIRS IN GOVERNORATES PHASE II" IN THE SYRIAN ARAB REPUBLIC

Based on the Minutes of Meeting signed on June 12, 2008 between Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Syrian authorities concerned, Resident Representative of JICA Syrian Office and the Syrian authorities concerned had a series of discussions on desirable measures to be taken by JICA and Government of the Syrian Arab Republic (hereinafter referred to as "the Government of Syria") for the successful implementation of the "Project for Capacity Development of Environmental Monitoring at Directorates for Environmental Affairs in Governorates Phase II" (hereinafter referred to as "the Project").

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of Syria signed on July 18, 1985 (hereinafter referred to as "the Agreement"), JICA and the undersigned Syrian authorities concerned agreed on the matters referred to in the document attached hereto.

Damascus, Month, Day, 2008

Minister,
Ministry of Local Administration
and Environment (MOLAE),
The Syrian Arab Republic

Representative of State Planning
Commission (SPC)

Ms. Akiko Tomita
Resident representative
JICA Syria Office
Japan International Cooperation
Agency (JICA)

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND GOVERNMENT OF SYRIA

1. The Government of Syria will implement the Project for Capacity Development of Environmental Monitoring at Directorates for Environmental Affairs in Governorates Phase II (hereinafter referred to as "the Project") in cooperation with JICA.

2. The Project will be implemented in accordance with the tentative Project Design Matrix (PDM) and the tentative Plan of Operation (PO) which are given in Annex I and II.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III 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 III. The provision of Article V and VI of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF EQUIPMENT
JICA will provide equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex IV. The provision of Article VIII of the Agreement will be applied to the Equipment.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF SYRIA

1. The Government of Syria 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. The Government of Syria will ensure that the technologies and knowledge acquired by the Syrian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Syria.

3. In accordance with the provisions of Article VII of the Agreement, the Government of Syria will grant in Syrian 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 VIII of the Agreement, the Government of Syria 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.

5. In accordance with the provision of Article V of the Agreement, the Government of Syria will provide the services of the Syrian counterpart personnel and administrative personnel as listed in Annex V.

6. In accordance with the provision of Article V of the Agreement, the Government of Syria will provide the buildings and facilities as listed in Annex VI.

7. In accordance with the laws and regulations in force in Syria the Government of Syria 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.

8. In accordance with the laws and regulations in force in Syria, the Government of Syria will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. General Director, General Commission for Environmental Affairs (GCEA), Ministry of Local Administration and Environment (MOLAE), as the Project Director, will bear overall responsibility for the administration and implementation of the Project.

2. Director of Laboratory, GCEA, MOLAE, as the Project Manager, will be responsible for the managerial and technical matters of the Project.

3. The Japanese Expert Team Leader will provide necessary recommendations and advice to the Project Director and the Project Managers on any matters pertaining to the implementation of the Project.

4. The Japanese experts will give necessary technical guidance and advice to the Syrian 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, a Steering Committee will be established whose functions and composition are described in Annex VII.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Syrian 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

In accordance with the provision of Article VI of the Agreement, the Government of Syria 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 Syrian 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 Government of Syria on any major issues arising from, or in connection with this Attached Document.

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

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

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project will be for four years from Month, Year.

X. OTHERS

This Record of Discussions and other official documents related to the project are prepared in English as common language between Japanese and Syrian sides.

ANNEX I	TENTATIVE PROJECT DESIGN MATRIX (PDM)
ANNEX II	TENTATIVE PLAN OF OPERATION (PO)
ANNEX III	LIST OF JAPANESE EXPERTS
ANNEX IV	LIST OF EQUIPMENT
ANNEX V	LIST OF COUNTERPART PERSONNEL AND ADMINISTRATIVE PERSONNEL
ANNEX VI	LIST OF BUILDINGS AND FACILITIES
ANNEX VII	STEERING COMMITTEE AND TECHNICAL COMMITTEE

Annex 9 List of Attendants of the Meeting

The Syrian Side

- Dr. Akram Al-Khouri, General Director, General Commission for Environmental Affairs (GCEA), Ministry of Local Administration and Environment (MOLAE)
- Dr. Yasin Moaalla, Director of Laboratory, GCEA, MOLAE
- Ms. Manal Al-Sakka, EIA Department, GCEA, MOLAE
- Dr. Marwan Dimashki, Consultant, GCEA, MOLAE

The Japanese Side

The JICA Preparatory Study Team:

- Mr. Hidenori Kumagai, Leader (Director, Environmental Management Division II, Global Environment Department, JICA)
- Mr. Kenichi Tanaka, Environmental Management (Senior Advisor, Institute for International Cooperation, JICA)
- Ms. Tomomi Kitajima, Cooperation and Planning (Associate Expert, Environmental Management Division II, Global Environment Department, JICA)
- Mr. Terumi Mizuno, Water and Air Quality Monitoring (Techno Chubu Co., Ltd.)
- Mr. Tsuyoshi Ito, Evaluation and Analysis (Assistant General Manager, Environment & Urban Planning Division, CTI Engineering International Co., Ltd.)

JICA Syria Office:

- Mr. Akiko Tomita, Resident Representative
- Ms. Mayumi Murakami
- Mr. Ousama Lazini