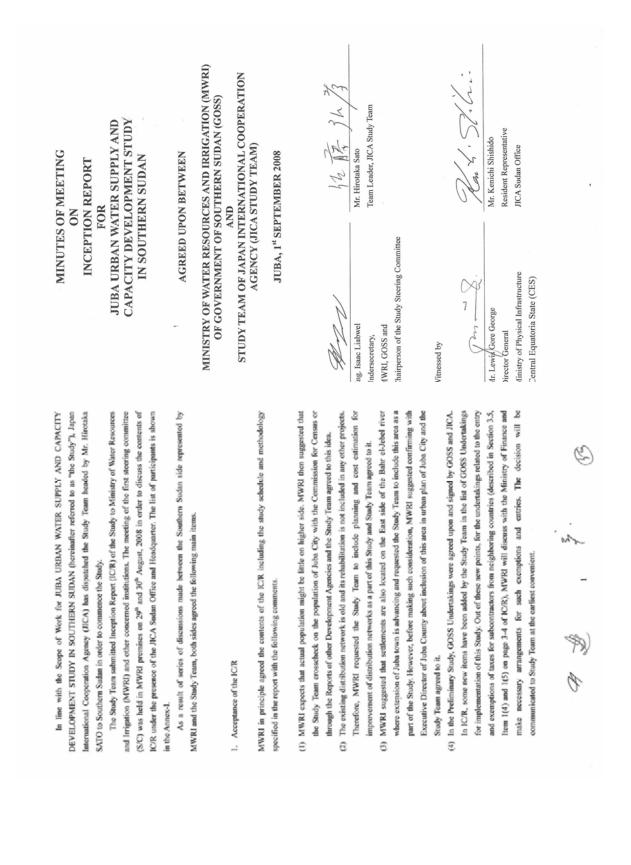
APPENDIX – O

MINUTES AND MEMORANDUMS OF MEETINGS

APPENDIX - O MINUTES AND MEMORANDUMS OF MEETINGS

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0.1 Minutes of Meeting of the First Steering Committee Meeting

O-1

MWRI agreed to take responsibility for the following undertakings of the Government of Southern Sodan prescribed in IC/R on the condition of Item 1(4) mentioned above.

- In order to facilitate a smooth and efficient execution of the Study, GOSS shall take the following necessary measures:
- To secure the safety of the member of the Study Team;
- 2) To permit the members of the Study Team to enter, leave and sojourn in Southern Sudan for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees;
- 3) To exempt the members of the Study Team from taxes, duties and any other charges on equipment, machinery and other material brought into Southern Sudan for the implementation of the Study;
- 4) To exempt the subcontractors of the Study Team from taxes, duties and any other charges on equipment, machinery and other material brought into Southern Sudan for the implementation of the Study;
- 5) To permit the subcontractors of the Study Team that has established office in the neighboring country, to enter, leave and sojourn in Southern Sudan for the duration of their work and allow them to return to their country with their equipment and other accessories that were brought from their country;
- 6) To exempt the members of the Study Team from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to them for their services in connection with the implementation of the Study.
- 7) To provide necessary facilities to the Study Team for the remittance as well as utilization of the funds introduced into Southern Sudan from Japan in connection with the implementation of the Study.
- 8) To secure permission for the Study Team to take all data and documents including hopographic maps and original manuscripts related to the Study out of Sudan to Japan;
- 9) To provide security related information on land mines and unexploded bombs in the study sites including preposed water intake and underground water exploration to the Study Team; and
- 10) When JICA Study Team supports lectures' workshops in the assistance for implementing the capacity development plan, the non-monetary expenses (working space, permits, etc.) will be provided by GOSS.
- (2) GOSS shall bear claims, if any arises, against the members of the Study Team resulting from,

this direction, MWRI along with Study Team shall confirm about this information with the related for organization as soon as possible.

of this pipeline but has information that other organization might have plan to install this pipeline. In

pipeline from the reservoir (being constructed near Parliament) to the existing pipelines in Munuki area (constructed under JICA pilot project in 2007). Therefore, the Study Team asked about the progress of installation of the abovementioned pipeline. MWRI has no ready plan for the installation

As a part of this Study, capacity development activities are to be carried out for community based water management committee in Munuki area. To implement these activities, it is essential to install a

2. Confirmation of Pipelines from Reservoir near Parliament to Munuki Area

3. Steering Committee

Both sides confirmed the membership of S/C chaired by the Undersecretary of MWRI for smooth implementation of the Study. The list of member of the steering committee is shown in Annex-II. The meeting of steering committee will be held at the submission of Interim Report (1), Interim Report (2), Draft Final Report, and whenever needed, and the functions of S/C are as follows.

- Coordination with other relevant stakeholders and community
- Ensuring smooth implementation of the study
- Comments, Opinions, and Decision making as required
- 4. Counterpart Assignments

The Study Team requested MWRI to provide counterpart personnel to the Study Team. The Undersecretary assigned the counterparts as shown in Annex-III. Among the counterparts, a Costing Analyst will be assigned by MWRI as soon as possible and Boma(s) as counterpart for Munuki area community development committee will be identified by MWRI. The counterpart meeting will be held periodically (by-weekly or monthly) or when needed, and the functions of the counterpart are as follows.

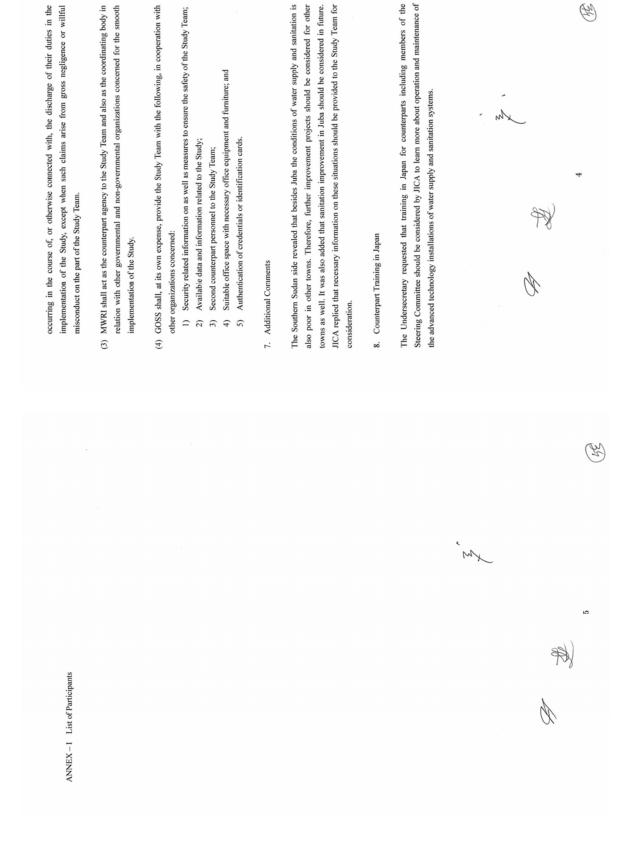
- Coordination of the Study with the Study Team
 - · Assisting the Study Team in data collection
- Work together with the Study Team in preparation of plans, so as to acquire technical capacity (Technology Transfer through O/T)

Data Collection

The Study Team requested MWRI to provide existing data as presented in the list included in IC/R. MWRI agreed to cooperate with the Study Team to obtain the same.

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No.	Name	Position	Organization	E-mail Address	Contact Number.
1	Peter Mahal Die	Act. DG. R. WSS	MWRI	Pehoolieyaha	6m 0477/23020
2	Santino Cahrona	Act D. Durector	MAPPE	machutdit@yas	po.com 0477166774
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5	SHISHLDO Konichi	R12	JIOD Sudan	shishido @ . benich	Bjiergovik 091-
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7	Naoto Tohda	Dep. Taun Jeacleir	JIA Study Team	haoto-Tohda@	0100-2101-
8	Shino Jimbo	W.T.P.	JICAStudy Team	ching juncha @	0497239422
9	Hironori KUROKI	Env. & Social Conside	JUGS.T.	kurokihi-w@ secc.co.jp	
10	ALOK KUMAR	ORM/GIS EXput	JICA S.T	alak_ kumur & takyoeng co. jp	0477236838

Juba Urban Water Supply and Capacity Development Study in the Southern Sudan

Juba Urban Water Supply and Capacity Development Study in the Southern Sudan

Attendees List of First Steering Committee Meeting

	Contact Number.	E-mail Address	Organization	Position	Name	No.
	0477 10 236 837	norio_tanaka® Tokyoengicon.co_jp	JICA Study Team	Fasility designing-	Norio TANAKA	11
	0129298074		MW(R)	D/G MWR)	JAMES ADAM BOY	12
2	0477154552 gun @ youhreccions.	Santunino Jon	IFRE/S.R.	/ /	SANTURINO TOP	13
1	0910916429	mulydyang la	MWRI	DIRECTOR URBAN WATER SUPPLY	MULVISTANG LAWRENCE	14
7/2	yahoscom 2477	isaac_liabuela	MWRI	Undersecretary	IS AAC LIABWEL	15
	0121983290	Feliciano	Dewd/CES	AAdm/Finance	FELICIANO LOGIE	16
			/			17
						18
						19
						20

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Juba Urban Water Supply and Capacity Development Study in the Southern Sudan

No.	Name	Position	Organization	E·mail Address	Contact Number.
1		supply + DIG to unbounted	C MHE +PU	m. Lonodong Q. Stintemet. com	0497132938
2	LAISRENCE MULUSYAND				
3	Peter Mahal Mi	EU ACTODA RWSS	MWRI	Pichoolieya	horo. Com . 9477/23020
4		Watson Coedmarter	SE.C.FR.C	Sourhaning formation	0477-154552
5	Famos Adam Boy		/	3.	
6	santino Gran	1			
7	Feliciono Logina				
8	Naomichi Munoka				
9	Shoji Hasegawa				
10	SULSHIDO Kentchi	RR	Jich		

Attendees List of First Steering Committee Meeting

Juba Urban Water Supply and Capacity Development Study in the Southern Sudan

No.	Name	Position	Organization	E·mail Address	Contact Number.
11	Kensike OSHITMA	Asst. Rus. Pap.	JIG Sulan		
12	NOQUERTIN DENQ	Sire to - Por countinetar	MWRI-GOSS	nyasiaineoyaheran	+249129375703
13	SAAC LIABWEL	Directos Acconcilimetian Undersecretary	MWRI-GOS	"isaacliabud	Sychoolam \$77R
14					
15					
16					
17					
18					
19	1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4				
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	bers of S
	Mem
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	NNN

	Title/Organization	Name
Undersecre	1. Undersecretary, Ministry of Water Resources and Irrigation (Chair)	Eng. Issae Liabwel
Chairperson Corporation	 Chaitperson / General Manager, Southern Sudan Urban Water Corporation 	Eng. Chamjok Chung
3. JICA Sudan Office	n Office	Mr. Kenichi Shishido
Director Ge	Director General for Environment (MHPPE)	Mr. Victor Wurda
Director Ge	Director General for Physical Planning (MHPPE)	Eng. Rick Degoal
D. G. Urba	6. D. G. Urban Water and Sanitation Projects (MHPPE / MWRI)	Eng. Mcrris Lomodong
Director Ge	7. Director General for Rural Water Supply and Sanitation (MWRI)	Mr. Peter Mahal Dhicu
D.G. Physic	D.G. Physical Infrastructure, CES	Mr. Lewis Gore George
Director, U	9. Director, Urban Water Projects (MWRI)	Eng. Laurence Muludyang
0.Director Ge	10.Director General for Water and Sanitation, CES	Eng. Martin Andrew
I.Area Mana	11. Area Manager of Southern Sudan UWC for Juba	Eng. Joseph Ebere Amosa
2.Executive I	12. Executive Director. Juba County, CES	Mr. Peter Tongun Swaka

ANNEX - III Members of Counterpart

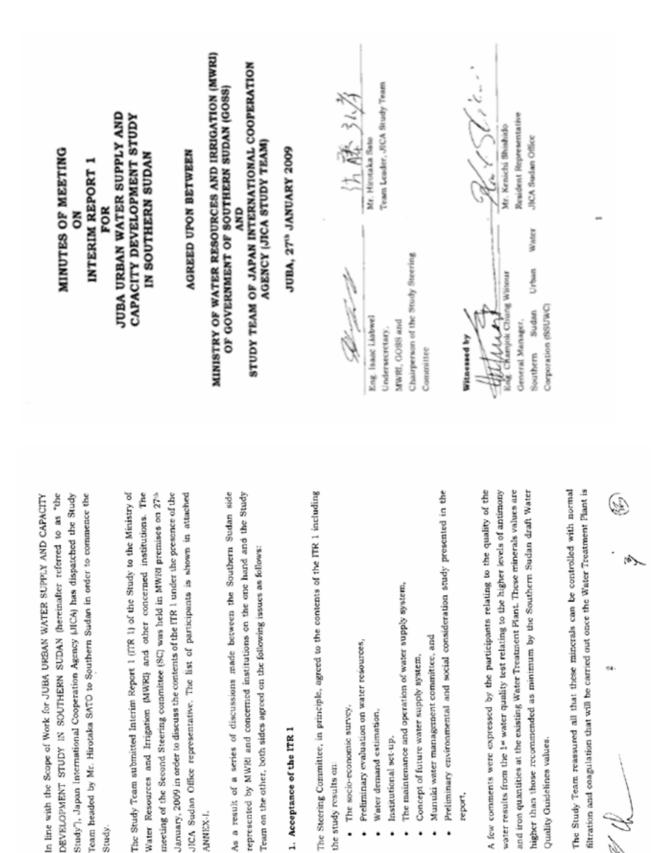
Member / Functions	Title/Organization	Name
1. Leader	Director, Urban Water Projects, MWRI	Eng. Laurence Muludyang
2. Overall coordination,	Dir. Coord. MWRI	Ms. Nyasigin Deng
Planning, operation and maintenance of distribution network & water treatment plant	UWC	Eng. Joseph Ebere Amosa
 Groundwater development specialist (Hydro-geologist) 	D. D. RWSS, CES	Eng. Eksama
5. Finance and customer services	Costing Analyst, UWC	To be nominated by MWRI and UWC
6. Environmental and social considerations	D. G. Environment, MHPPE	Mr. Victor Warda.
7. Munuki area community development committee	Boma(s)	To be identified
RWSS: Rural Water Supply and Sanitation		

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0.2 Minutes of Meeting of the Second Steering Committee Meeting

O-7

The Study Team informed the SC that Counterpart Training will be carried out as part of the CD plan. The Study Team requested the Southern Sudan government to nominate suitable, young and qualified personnel to participate in these trainings among members of the Steering Committee, Counterpart Team and Urban Water Corporation in consultation with the Study Team. For those selected to attend the high level water works management and administration training in Japan, they must fill an application form (JICA Format). MWRI will formally write a training request letter through the Ministry of Regional Cooperation (MRC) to the JICA Sudan Office for training in Japan. The undersecretary of MWRI requested JICA and the Study Team to help obtaining Japanese visa for this purpose.

7. Counterpart Training in Neighboring Country

The Southern Sudan Urban Water Corporation requested that trainees for Counterpart Training in a neighboring country shall be selected not only from Juba UWC but also from other city's UWCs, and that training opportunity shall be given to as many staff as possible.

The Study Team will convey this request to JICA and finally communicate on the possibility of this arrangement to the GOSS/MWRI

functional. The Study Team also informed the members of the SC that a 2rd Water Quality Test will be carried out in Pebruary 2009 to reconfirm the water quality in the dry season.

Confirmation of Responsibilities to be taken related to Capacity Development Plan

As a part of this Study, Capacity Development (CD) activities are to be carried out for the Urban Water Corporation. The Study Team explained that the CD implementation plan is still provisional and will be reviewed and finalized in consultation with JICA Head Office in Japan. The Study Team also requested to an agreement on the responsibilities to be taken by the both sides as described in ANNEX-II.

3. Technical Meeting

The Study Team requested the SC to form a Technical Committee (TC) to discuss and decide the design parameters in the Master Plan. The SC promised to nominate the members of a technical group and have meetings based on the agenda that will be submitted by the Study Team.

4. The 3rd Steering Committee

The Study Team proposed that the $3^{\rm d}$ SC meeting be held at the end of March 2009, when the Pre-Master Plan will be prepared by the Study Team, prior to formulation of the Master Plan to be presented in ITR 2 by mid April 2009.

5. Office Space

The Study Team explained that the office space currently provided by the Southern Sudan government is under the premises of Ministry of Housing, Physical Planning and Environment/CloSS [MHPPE]. The JICA Study team has been informed to vacate these premises by the end of February 2009 by MHPPE.

The JICA Study Team has requested MWRI to arrange for appropriate office space for the Study Team before the due date. The undersecretary of MWRI and the General Manager of SSUWC agreed to solve this office space issue or arrange for an appropriate office space. The arrangement will be office space issue or arrange for an appropriate before the end of February 2009.

communicated to the JICA study team leader before the end of February 2009. 3

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Annex-II

Capacity Development Implementation Plan Memorandum of Understandings ő

The Capacity Development (CD) implementation plan as presented in Chapter 7 of the rTR 1 was agreed in principle by the Southern Sudan side. In this regard, the Team

implementation plan is still provisional and will be reviewed and finalized in consultation with JICA. The Team also requested and the SC agreed to the following narrated the CD plan. The Members of the SC understood that the CD responsibilities to be taken by the both sides as shown in the tables blow.

1. Technical Transfer Seminar in Juba

-	Responsibility to be borne
Isnan	 The cost for the foreign lecturers (fee, travel, accommodation)
	 The cost for venue (venue, refreshment, lunch)
	 To invite the participants of related organizations
Southern	• The cost for participants' travel to and from semination
Sudan	insurance, allowances, etc.
	 Other costs not included in the above (if required)

0-9

1. Administrative officers related to urban water

- 2. General Manager and Area Managers of SSUWC
- 3. Head of department and core staff of UWC (CES) Juba

2. Study Tour in the Neighboring Country

ANNEX - I List of Participants

0N	NAME	ORGANIZATION	TITLE/POSITION	121
	Louisense Multidvang	MWRI (GOSS)	Director Urban Water	Gentel
	Contraction and the second sec		Supply Projects	0477243345
-	Michael Mavik	MHPPE (GOSS)	A/ Director General	Gem tel
-	and a second a second s		Physical Planning	0477124089
_			(MHPPE)	
_	Martha Biong Mijak	MHPPE (GOSS)	A/Inspector for Research	N.
-			and Planning	
	Chumbel Wittour	SSUWC (0083)	General Manager	Gemtel
				0477152193
-	Martin Andrew	DRWD (CES)	Director General for	Gentel
	and the second states of the s		Water and Sanitation	0477153478
1.0	and a second	LIMC ICESI	Area Manager of South	Gentel
8	anaga ngagon		Sudan Juba UWC	0477124337
	A LUM MARK Damin	MUPPE (COSS)	Inspector for	Sudani
6	GADDED MUGH FORM		Environment	0121693086
	with a state of the state	JICA	Projector Formulator and	Zaim
8	kryotaka taman		Advisor	0914636201
g	Koji Takohashi	JICA STUDY	Test drilling Supervisor	
	,	TEAM		
9	Naoto Tohda	JICA STUDY	Deputy Team Leader	_
		TEAM	Water Works	_
			Management	
1:	Birotaka Sato	JICA STUDY	Team Leader	_
		TEAM		
12	Ene lanc Linbwel	MWRI (GOSS)	Undersecretary	0477127435
12	Miho Nakano	JICA STUDY	Community Development	
	_	TPAM	Specialist	

S &

	Responsibility to be borne
Japan	 Cost for public information (e.g. advertisement in newspaper.
	radio announcement, etc.)
Southern	· To assign counterpart personnel to the Team for public
Sudan	information, who should work on contents and method of
	announcement.
	 Other costs not included in the above.

5. Document Management

				Responsibility to be borne	1	lity	to be	Eog				
Japan	•	f,	To provide personal computers with printers, including	person	à	duio	uters	with	pri	aters,	includ	ng
		sof	software		1				ĺ	1		
Southern	•	1°	To attach staff of UWC to the PC training course	aff of UW	C t	o the	PC tri	aining	court	2G		
Sudan	•	79	To procure consumables, such as, paper, ink cartridge, etc.	onsuma	blcs	, suc	h as,	paper,	ink	cartrid	lge, etc.	
	•	ĉ	To maintain the provided equipment properly	the prov	idec	i equ	ipmer	at prop	perly			
	•	ĉ,	To procure stationeries for maintaining filing system, such as	stationer	2	for m	aintai	ining f	iling.	syster	n, such	35
		file	files, bindings, etc.	gs, etc.								



The participants are requested to submit accomplishment reports, which may

include the following items:

- Among the activities observed in the tour, what can be taken into practice in What has been learnt through the tour? •
- Which fields of knowledge are necessary to learn more? UWC •
- What capacity development program should be considered next?

The reports will be submitted to the Team and knowledge shall be shared among staff of UWC.

3. Training Course in the Neighboring Country

-		Responsibility to be borne	to be borne
Japan	•	 To provide Air ticket. Trav Transportation between airy 	To provide Air ticket, Travel insurance, Accommodation, Transportation between airport and hotel, Excursion for
	•	training Expenses for training cour matcrials, etc.)	training Expenses for training course (venue, lecturers, training materials, etc.)
Southern Sudan		 Cost for acquiring passport and VISA Cost for trainers' salary, allowances (meals, laundry, etc.) Cother costs not included in the above (e.g. communical stationeries, photograph, etc.) 	Cost for acquiring passport and VISA Cost for trainers' salary, allowances (meals, laundry, etc.) Other costs not included in the above (e.g. communication, stationeries, photograph, etc.)

The trainces are requested to submit the accomplishment report, which may include

the followings:

- Among the activities that you have seen, what can be taken into practice in What has been learnt through the tour?
 - UWC?
- Which fields of knowledge do you learn more?
- What capacity development program should be considered next?

The reports will be submitted to the Team and knowledge shall be shared among staff



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