

# Annex-1

## Minutes of Meetings

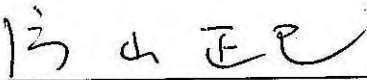
1. The 1 <sup>st</sup> JCC Meeting (March 29, 2006) .....	A-1-1
2. The 2 <sup>nd</sup> JCC Meeting (July 4, 2006) .....	A-1-9
3. The 3 <sup>rd</sup> JCC Meeting (November 2, 2006) .....	A-1-22
4. The 4 <sup>th</sup> JCC Meeting (January 23, 2007) .....	A-1-32
5. The 5 <sup>th</sup> JCC Meeting (March 12, 2007) .....	A-1-52
6. Meetings on Nomination of MSPAS as the 2 <sup>nd</sup> Counterpart (April 30, 2007) .....	A-1-62
7. The 6 <sup>th</sup> JCC Meeting (May 29, 2007) .....	A-1-66
8. The 7 <sup>th</sup> JCC Meeting (September 28, 2007) .....	A-1-76
9. The 8 <sup>th</sup> JCC Meeting (March 5, 2008) .....	A-1-95
10. The 9 <sup>th</sup> JCC Meeting (June 10, 2008) .....	A-1-109
11. The 10 <sup>th</sup> JCC Meeting (December 3, 2008) .....	A-1-116
12. The 11 <sup>th</sup> Meeting (March 9, 2009) .....	A-1-151
13. The 12 <sup>th</sup> Meeting (August 6, 2009) .....	A-1-160
14. The 13 <sup>th</sup> Meeting (December 3, 2009) .....	A-1-178

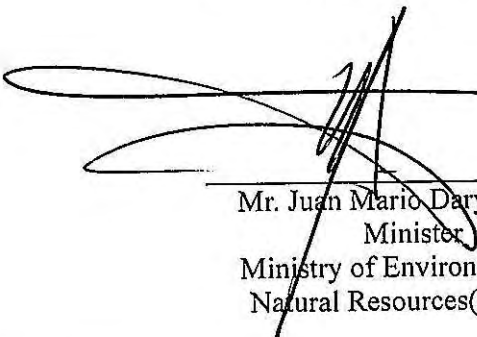


MINUTES OF MEETINGS  
 BETWEEN  
 JICA PROJECT TEAM  
 AND  
 MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES  
 THE REPUBLIC OF GUATEMALA  
 ON  
 THE FISRT JOINT COORDINATING COMMITTEE MEETING  
 FOR  
 THE PROJECT FOR CAPACITY DEVELOPMENT FOR WATER ENVIRONMENT  
 CONSERVATION IN THE METROPOLITAN AREA

Guatemala City, March 29<sup>th</sup>, 2006


Guatemala City, March 29<sup>th</sup>, 2006

  
 Mr. Masami Katayama  
 Leader  
 JICA Project Team

  
 Mr. Juan Mario Dary Fuentes  
 Minister  
 Ministry of Environment and  
 Natural Resources(MARN)



Witnessed by

  
 Mr. Yoshitaka Misawa  
 Resident Representative  
 JICA Guatemala Office

Done in duplicate in Spanish and English languages, each text being equally authentic. In case of any divergence of interpretation, the English text shall prevail.

## 1. Introduction

The 1<sup>st</sup> Joint Coordinating Committee (hereinafter referred to as "JCC") meeting was held on March 29<sup>th</sup>, 2006 at the meeting room (Los Bosques) of the Ministry of Environment and Natural Resources (hereinafter referred to as "MARN") with thirty four (34) participants including MARN officials, representatives from related governmental organizations, municipalities and donors as listed in the Annex-1.

Main issues confirmed in the JCC meeting are summarized as below:

## 2. Main Issues

### **1) Opening by the Project Director (Minister of MARN)**

The Minister of MARN, Mr. Juan Mario Dary Fuentes, opened the meeting, firstly giving thanks to the cooperation of the Government of Japan for the implementation of the Project. He mentioned that the Project would contribute to the better management of water resources in collaboration with all related organizations. On the other hand, he mentioned that MARN would make every necessary effort for the smooth implementation of the project, delegating the main responsibility to the Watershed Management and Water Resources Unit of MARN.

### **2) Inception Report**

The Japan International Cooperation Agency expert team (hereinafter referred to as "the JICA Project Team") presented the Inception Report, which describes the outline, implementation strategy, methodology and conditions of the Project. The Inception Report was generally accepted by JCC.

### **3) Responsibility of Watershed Management and Water Resources Unit of MARN for the implementation of the Project.**

MARN and the JICA Project Team confirmed that the Watershed Management and Water Resources Unit of MARN is responsible for the implementation and coordination of all process during the Project as previously agreed in the ANNEX IV of the Record of Discussions dated December 2<sup>nd</sup>, 2005.

### **4) Self-reliant Operation of the Project**

In accordance with the provision of Article III-1 of the Record of Discussions dated December 2<sup>nd</sup>, 2005, the JICA Project Team and MARN confirmed that the Project should be operated self-reliantly by MARN and related organizations.

### **5) Nomination of Counterparts**

In accordance with the provision of Article III-6 of the Record of Discussions dated December 2<sup>nd</sup>, 2005, fourteen (14) counterparts were officially nominated by the Deputy Project Director (Vice Minister of MARN) from the related general directions and units of MARN in the letter dated March 23<sup>rd</sup>, 2006 (Annex-2). The fourteen (14) counterparts in MARN and the six (6) members of the JICA Project Team were assigned to a coordinating group and four technical working groups for the Project, in order to coordinate and implement activities for the achievement of the following 5 outputs of the Project.

- Output-0: Elaboration of PDM and PO
- Output-1: Strategy Formation and Implementation Capacity
- Output-2: Wastewater control
- Output-3: Water Quality Information
- Output-4: Environmental Education

### **6) Project Area**

In accordance with the Article 3 of the Minutes of Meetings dated September 12<sup>th</sup>, 2005, the Project Area covers the following nine municipalities of the metropolitan area: Guatemala, Mixco, Villa Nueva, Villa Canales, Chinautla, San Miguel Petapa, San Pedro Ayampuc, Santa Catarina Pinula and Amafitlan (Annex-3). Activities, e.g., pilot projects, of the Project shall

be conducted selecting appropriate locations in the Project Area.

#### 7) Establishment of JCC

JCC was officially established on March 29<sup>th</sup>, 2006 with the meeting participants as the committee members. The composition of JCC is as follows:

- (A) Chairperson: Minister, MARN
- (B) Members of the Guatemala Side:
  - a. The Vice Minister of Environment, MARN
  - b. General Director of Environmental Management, MARN
  - c. General Director of Politics and Strategies, MARN
  - d. General Director of Social Participation, MARN
  - e. General Director of Data Processing, MARN
  - f. General Director of Environmental Information System, MARN
  - g. Manager of Watershed management and Water resources Unit, MARN
  - h. Representative from SEGEPLAN
  - i. Representative from AMSA
  - j. Representative from INSIVUMEH
  - k. Representative from INFOM
  - l. Representative from University of San Carlos
  - m. Representative from EMPAGUA
  - n. Representative from Municipality of Santa Catarina Pinula
  - o. Representatives from other related municipalities (MARN will make necessary arrangement to include the resting eight (8) municipalities that compose the project area)
  - p. Representative from other related organizations
- (C) Members of the Japanese Side:
  - a. Resident Representative of JICA Guatemala Office
  - b. The Project Team members
  - c. Other personnel concerned, to be assigned by JICA, if necessary.

Note: Official(s) of the Embassy of Japan in the Republic of Guatemala may attend as observer(s).

#### 8) Improvement of Working Environment for JICA Project Team

In accordance with the provision of Article III-7 of the Record of Discussions dated December 2<sup>nd</sup>, 2005, MARN will make necessary arrangement for provision of facilities to the JICA Project Team. In the Stage-1 the followings are urgently required:

- Provision of parking space at MARN for three cars
- Installation of an access point of wireless LAN on the 6<sup>th</sup> floor of MARN
- Provision of two desks and two chairs
- Provision of one Telephone extension for the Project Office

#### 9) Comments on Inception Report

The manager of Watershed Management and Water Resources Unit requested the JICA Project Team to develop the Project adapting the time and the priorities of the unit concerning the implementation of the wastewater regulation. A description of the activities and a schedule was presented to the JICA Project Team to discuss how to match the most important activities of MARN with the Project (Annex-4).

**THE PROJECT FOR CAPACITY DEVELOPMENT FOR WATER ENVIRONMENT  
CONSERVATION IN THE METROPOLITAN AREA**

**1st. JCC MEETING (ATTENDANCE)  
March 29, 2006**

**Place: Los Bosques I y II Rooms**

<b>No.</b>	<b>Name</b>	<b>Institution</b>	<b>Duty</b>
1	Juan Mario Dary Fuentes	MARN	Minister
2	José Luis Menéndez	MARN	General Director of Politics and Strategies
3	Ana Luisa De León	MARN	Represent of Milton Cabrera
4	Edgar Contreras	MARN	General Director of Management and Finances
5	Byron González	MARN	Represent of Mauricio Flores
6	Julio Escoto Rosales	Municipality of Guatemala/EMPAGUA	Represent of Alvaro Arzu/Ing. Hugo Vasquez
7	Juan Carlos Paz	Municipality of Santa Catarina Pinula	Represent of Jose Antonio Coro Garcia
8	Guillermo García Ovalle	University of San Carlos	Represent of Pedro Saravia
9	Rina Girón	AMSA	Represent of Edgar Rolando Zamora/Arq. Pablo Vidaurre
10	Edy Sánchez	INSIVUMEH	Director
11	Hideyuki Takaoka	Japan Embassy in Guatemala	Technical and Financial Cooperation Secretary
12	Manuel Urrutia	France Ex Scholarship Direction	Director
13	Yoshitaka Misawa	JICA Guatemala Office	Resident Represent
14	Dunia Recinos	Noti 7	Reporter
15	Leonel Aquino	SIA	Sub-Director
16	Luis Argueta	CONAGUA	Executive Coordinator
17	Nadia Mijangos López	MARN	Executive Coordinator
18	Edy Pérez	MARN	Consultant
19	Pedro Tax	INSIVUMEH	Water Resources Coordinator
20	Julia Flores	FOPAS/MARN	Technical Assistance
21	Alejandro Recinos	MARN	Consultant
22	Eyda Lorenzana	MARN	Consultant
23	Toshiko Hattori	JICA Guatemala Office	Officer in charge
24	Kattia Vargas	Prensa Libre	Reporter
25	Alberto Ramirez	Prensa Libre	Reporter
26	Guillermina Cortéz	MARN	Consultant
27	Jorge Vargas	SIA	
28	Takeuchi Tomonori	JICA Headquarter	Associate Expert, Officer in charge
29	Sebastián Jara	Jica Project Team	Organization and Institution Specialist
30	Katayama Masami	Jica Project Team	Team Leader
31	Mario Roberto Gándara	Jica Project Team	Translator/Interpreter
32	Ito Tsuyoshi	Jica Project Team	PCM and Environmental Education Specialist
33	Kageyama Kazuyoshi	Jica Project Team	Water quality management/Wastewater Control and Monitoring Specialist
34	Billy Alexander Roca García	INFOM	General Manager

17



*Vivo Ministerio de Ambiente*

**MINISTERIO DE AMBIENTE Y RECURSOS NATURALES  
GUATEMALA, C.A.**

Guatemala, 23 de marzo de 2006  
Of. VMA -078-2006/SEVR/mb

**Ingeniero  
Masami Katayama  
Jefe de Equipo Proyecto JICA  
Edificio**

**Ingeniero Katayama:**

De manera atenta me dirijo a usted, y de conformidad a lo acordado en la Reunión de Lanzamiento del Proyecto, le confirmo los nombres de los funcionarios que fungirán como de contra parte del Proyecto JICA, adjuntando así listado del Grupo de Trabajo Técnico.

Sin otro particular, aprovecho la oportunidad para enviarle un cordial saludo.

  
  
**Arg. MSc. Sergio Enrique Valle Rosco**  
**VICEMINISTRO DE AMBIENTE**

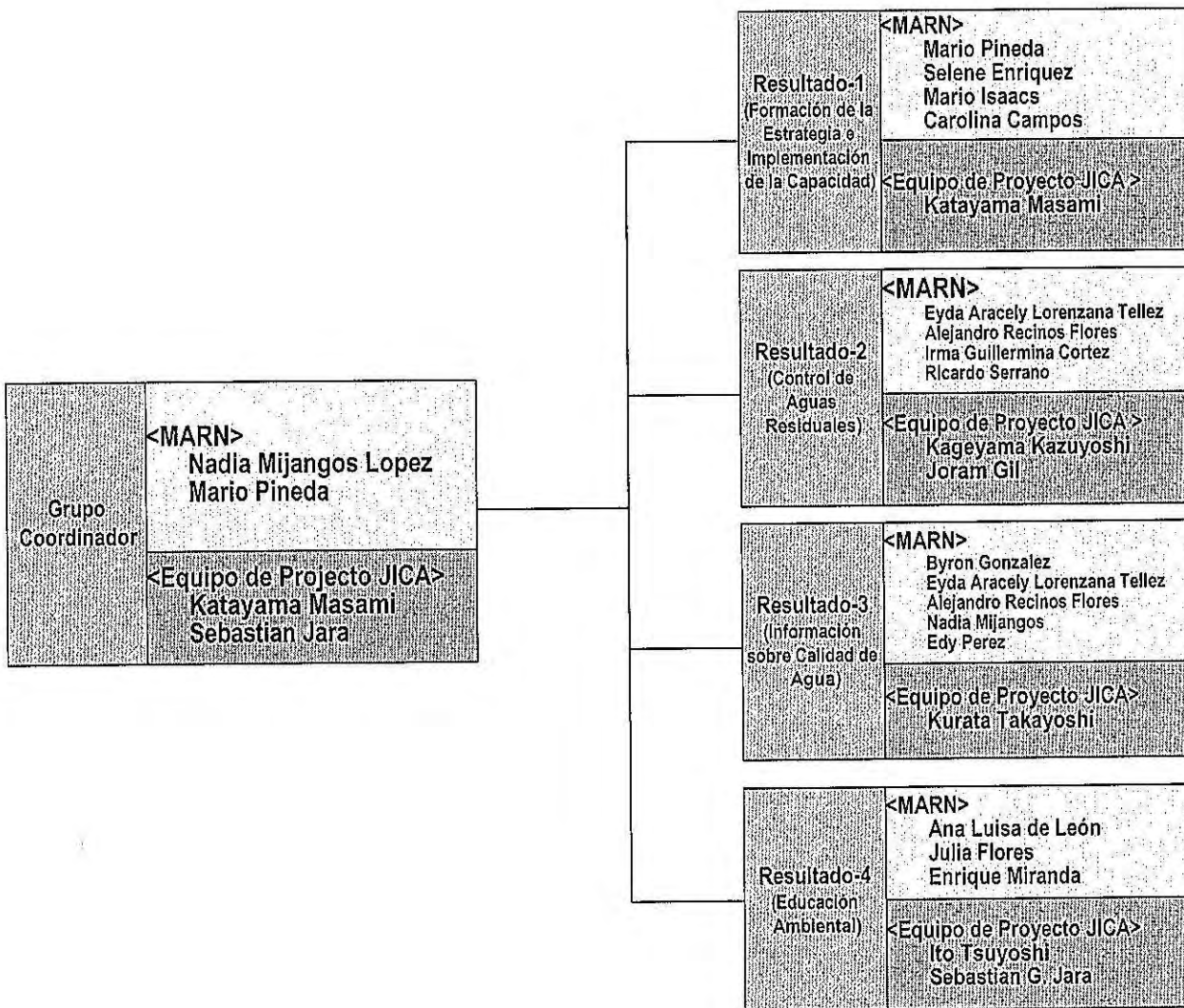
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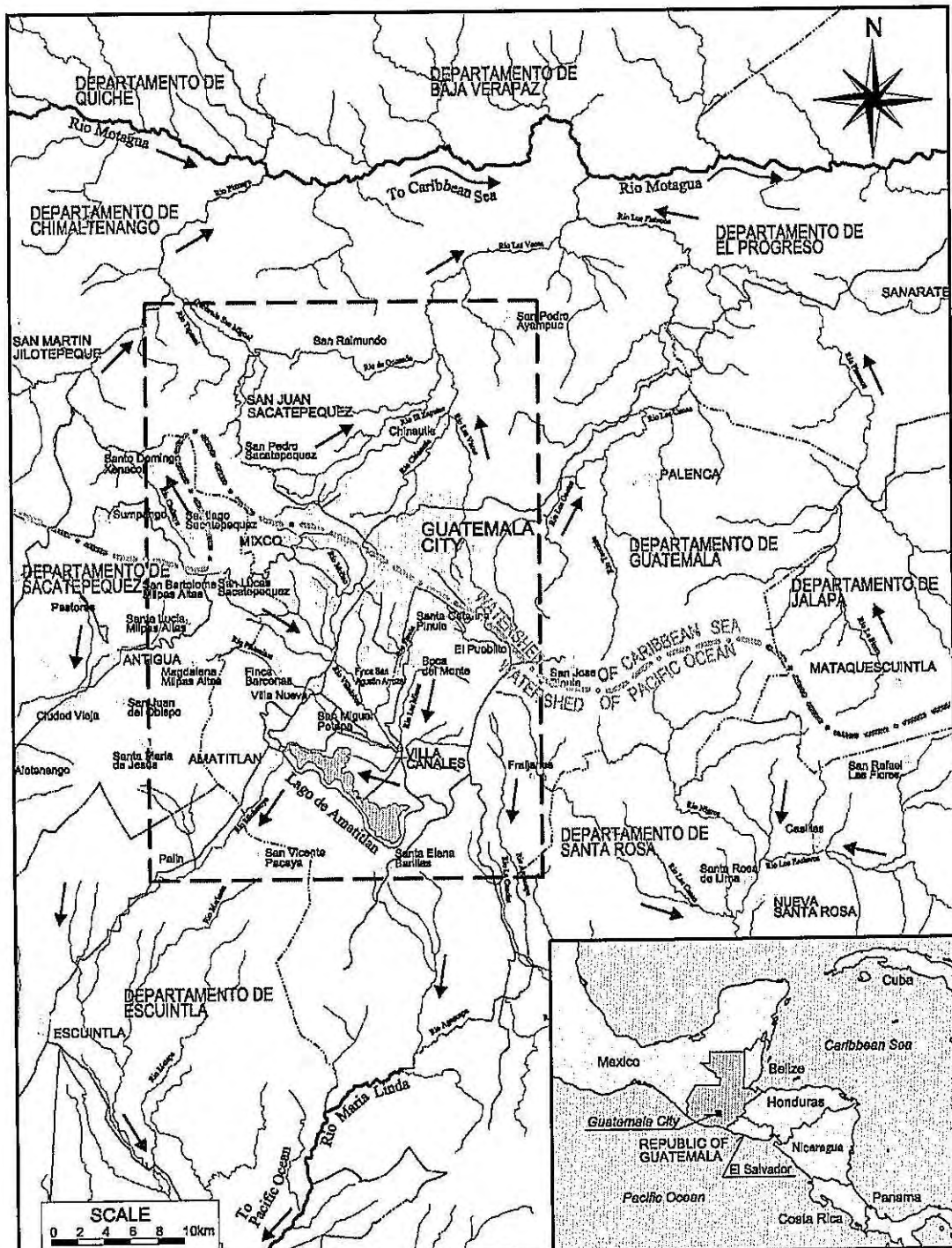
**Grupo de Trabajo Tecnico**



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<b>Legend</b>			
Main Road	—————	Municipality boundary	- - - - -
Urban Area	▨▨▨▨	River	—————
		Watershed boundary	~~~~~
		Project Area	- - - - -

**Project Area Location Map**

11

