

ANNEX III LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

No.	Project Position	Organization	Related Output
1	Project Director	Secretary, Ministry of Environment and Natural Resources (MENR)	1, 2, 3, 4, 5
2	Project Manager	Director, Climate Change Division, MENR,	1, 2, 3, 4, 5
3	Deputy Project Manager	Deputy Director, Climate Change Division, MENR, Mr Sugath Dharmakeerthi	1, 2, 3, 4, 5
4	Counterpart	Assitant Director, Climate Change Division, MENR, Ms. Anoja Herath	1, 2, 3, 4, 5
5	Counterpart	Environmental Management Officer, Climate Change Division, MENR(DNA staff), Ms. Thiris Inoka	1, 2
6	Counterpart	Program Assistant(Environment), Climate Change Division, MENR(DNA staff), Ms. Chamika Nilmini	1, 3
7	Counterpart	Environmental Management Officer, Climate Change Division, MENR, Ms Deepani Rathnasiri	1, 5
8	Counterpart	Environmental Management Officer, Climate Change Division, MENR, Ms B R L Perera	1, 4
9	Counterpart	Dr. S.P.Nissanka, Senior Lecturer, Dept. of Crop Science, Faculty of Agriculture, University of Peradeniya (National CDM Centre)	1, 2, 4
10	Counterpart	Dr. Suren Wijekoon, Senior Lecturer, Dept. of Chemical, Process Engineering, University of Moratuwa (National CDM Centre)	1, 2, 4
11	Counterpart	Dr. Lalani Samarappuli, Head, Soil and Land Nutrition Department, Rubber Research Institute (PoA on waste management) (CDM Advisor for CCD)	1, 3
12	Counterpart	Mr. P.G. Joseph, Director, Alternative Energy Division, Ministry of Science and Technology (CDM Advisor for CCD)	1, 3
13	Counterpart	Project Assistant, Climate Change Division, MENR, Mr. L.H. Aourasha	1, 5 (for website)

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ANNEX IV LIST OF BUILDINGS AND FACILITIES

1. The building and facilities necessary for the performance of duties by the Japanese Experts and local consultant(s) including office space in CCD.
2. Facilities such as electricity, gas, water, sewerage system, telephones, internet and furniture necessary for the Project activities and operational expenses for utilities.
3. Other facilities mutually agree upon as necessary.

[Handwritten signatures]

ANNEX V JOINT COORDINATING COMMITTEE

1. Functions

A Joint Coordinating Committee will be organized. The committee meeting will be held at least four (4) times during the Project period and whenever need arises.

The functions of the Committee are as follow.

- (1) To supervise the annual work plan of the Project in line with the Plan of Operations.
- (2) To review the annual and overall progress of the Project and to evaluate the accomplishment of the annual targets and achievement of the objectives.
- (3) To find out proper ways and means for solution of the major issues arising from or in connection with the Project.

2. Composition of the Committee

(1) Chairperson

Secretary will be the chairperson.

(2) Members

a) Sri Lankan Side

- Director, Climate Change Division, MENR
- Deputy Director, Climate Change Division, MENR
- Assistant Director, Climate Change Division, MENR
- Director General, Department of National Budget, Ministry of Finance and Planning
- Director General, Department of National Planning, Ministry of Finance and Planning
- Director General, Department of External Resources, Ministry of Finance and Planning
- Representatives from Two(2) National CDM Centres (University of Peradeniya and University of Moratuwa)
- Representative from Ministry of Science and Technology
- Representative from Ministry of Power and Energy
- Other officials of nominated by the Project Director may attend the committee meetings as observer(s).

b) Japanese Side

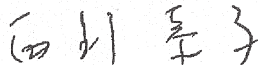
- Representative(s) from JICA Sri Lanka Office
- Project Leader/CDM management
- Other Japanese experts
- Member(s) of missions dispatched by JICA
- Official(s) of the Embassy of Japan may attend the Committee meetings as observer(s).
- Other officials of nominated by the Project Leader may attend the committee meetings as observer(s).

MINUTES OF MEETING
BETWEEN THE JAPAN INTERNATIONAL COOPERATION AGENCY AND
MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES
ON JAPANESE TECHNICAL COOPERATION FOR
THE PROJECT FOR CAPACITY DEVELOPMENT OF CDM
PROMOTION IN SRI LANKA

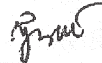
The Japan International Cooperation Agency (hereinafter referred to as "JICA") had a series of discussions on implementation of "The Project for Capacity Development of CDM Promotion in Sri Lanka (hereinafter referred to as "the Project")" with Ministry of Environment and Natural Resources (hereinafter referred to as "MENR") and other related ministries of the government of Sri Lanka.

As a result of discussions, MENR and JICA agreed to summarize the matters referred to in the document attached hereto as a supplement to the Record of Discussions (hereinafter referred to as "R/D").

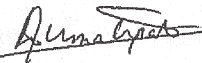
Colombo, January 15, 2010



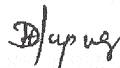
Mr. Akira Shimura
Chief Representative
Sri Lanka Office
Japan International Cooperation
Agency



Mr. M.A.R.D. Jayatillaka
Secretary
Ministry of Environment and
Natural Resources
Democratic Socialist Republic of
Sri Lanka



Dr. W.L. Sumathipala
Director
Climate Change Division
Ministry of Environment and
Natural Resources
Democratic Socialist Republic
of Sri Lanka



Ms. D. Chrishanthi W. Hapugoda
Director
Department of External
Resources,
Ministry of Finance and
Planning
Democratic Socialist Republic of
Sri Lanka

THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Sri Lankan side and JICA on the date of signing. The main items that had been discussed and agreed upon by both sides are summarized as follows.

I. Project Design Matrix and Plan of Operation

JICA explained that the Project Design Matrix (hereinafter referred to as "the PDM") is to be introduced for the efficient and effective management and evaluation of the Project.

Both sides agreed the PDM to the Project as shown in ANNEX I.

Plan of Operation (hereinafter referred to as "the PO") based on the PDM is shown in ANNEX II.

The PDM and the PO will be reviewed and revised if necessity arises.

ANNEX I	PROJECT DESIGN MATRIX (PDM)
ANNEX II	PLAN OF OPERATION (PO)



PROJECT DESIGN MATRIX (PDM)

Project Name : The Project for capacity development of CDM promotion in Sri Lanka

Duration of Project : 1.5 year

Target Group : Climate Change Division(CCD), Ministry of Natural Resources and Environment (MENR), Designated National Authority(DNA)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal Sustainable development of Sri Lanka will be promoted through CDM projects.</p>	<p>No. of CDM projects approved by CDM-Executive Board</p>	<p>UNFCCC website</p>	
<p>Project Purpose CDM projects will be promoted in Sri Lanka.</p>	<p>1 No. of potential projects for CDM 2 No. of CDM projects submitted to DNA</p>	<p>1 CDM portfolio 2 CCD website</p>	<p>Necessary functions of SLCF to be transferred from CCD once SLCF starts operation.</p>
<p>Outputs</p> <ol style="list-style-type: none"> 1) CCD staff will obtain fundamental capacities related to climate change mitigation and CDM. 2) National policy, strategy and action plan*[] on CDM will be updated. 3) A capacity of DNA staff to appraise proposed CDM activities for national approval will be enhanced. 4) Guidebook on CDM will be developed. 5) Knowledge on CDM will be promoted among CDM stakeholders. 	<ol style="list-style-type: none"> 1 Level of knowledge and capacity on CDM of CCD staff 2-1 National policy, strategy and action plan on CDM to be submitted for approval by Sri Lanka government 2-2 Business Plan of SLCF to be submitted to the Board for approval 2-3 National CDM portfolio to be updated on the website 3-1 Level of knowledge and capacity on CDM appraisal of DNA staff 3-2 Appraisal manual of CDM to be accepted and utilized by DNA 4 Development and distribution of CDM guidebook by MENR 5-1 No. of access to CCD website 5-2 No. of workshops/seminars and participants 5-3 No. of news articles 5-4 No. of promotion materials to be distributed/broadcasted 	<ol style="list-style-type: none"> 1. capacity assessment survey (1. self evaluation of CCD staff, and 2 by Japanese experts.) at the initial, mid-term and final stage of the project 2-1 national policy, strategy and action plan on CDM 2-2 business plan of Sri Lanka Carbon Fund Ltd. 2-3 national CDM portfolio 3-1. capacity assessment survey (1. self evaluation of DNA staff, and 2 by Japanese experts.) at the initial, mid-term and final stage of the project 3-2 appraisal manual 4-1 guidebook on CDM 4-2 reports of workshops/seminars 5-1 CCD website 5-2 reports of workshops/seminars 	

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	5-3 promotion materials	
<p>Activities</p> <p>Activity 1:</p> <p>1-1 to conduct capacity assessment of CCD staff.</p> <p>1-2 to conduct training for enhancing fundamental knowledge of climate change mitigation and CDM.</p> <p>Activity 2:</p> <p>2-1 to review and, if necessary, revise national policy, strategy and action plan on CDM.</p> <p>2-2 to review Corporate Business Strategy and develop a business plan for Sri Lanka Carbon Fund Ltd.(SLCF)</p> <p>2-3 to review national CDM portfolio.</p> <p>2-4 to consider problems/obstacles associated with CDM projects including CDM project of activities (PoA) under development.</p> <p>2-5 to revise national CDM portfolio.</p> <p>Activity 3:</p> <p>3-1 to assess capacities of DNA staff.</p> <p>3-2 to review and, if necessary, revise national approval criteria and procedure of CDM.</p> <p>3-3 to develop manual for appraisal of proposed CDM projects based on activity 3-2.</p> <p>3-4 to make necessary revisions of manual.</p> <p>Activity 4:</p> <p>4-1 to select at least fifteen (15) CDM projects* including at least two (2) PoA such as the projects related to grilicidia and CFL replacement.</p> <p>* Priority sectors to be covered for CDM projects include renewable energies such as hydro, biomass, energy efficiency and wastes management.</p> <p>4-2 to review PDDs where available, otherwise PINs, and other related issues of selected CDM projects including PoA from expert point of views.</p> <p>4-3 to make recommendations on the actions to be taken by project owners for realization of the selected CDM projects based on results of activity 4-2.</p> <p>4-4 to develop draft guidebook based on lessons and learned through activities from 4-1 to 4-3.</p> <p>4-5 to disseminate draft guidebook among related stakeholders and get feedback from participants.</p>	<p>Inputs</p> <p>Japanese side</p> <p>1) Team of short-term experts</p> <ul style="list-style-type: none"> - Project Leader/CDM management - CDM appraisal - CDM development - Carbon fund management - Validator or a person with expertise on validation - Marketing and promotion <p>2) Workshop (4 times/project)*</p> <p>3) Seminar (2 times/project)*</p> <p>* no. to be adjusted if necessary.</p> <p>4) Training in Japan : 1 time/project(5 persons)</p> <p>5) Equipment :PC for information management, Printer, Mobile Projector</p> <p>6) Local Consultant</p> <ul style="list-style-type: none"> - Formulation Advisor for SLCF (6 months) - CDM technical review/promotion (17 months) - CDM facilitator (17 months) <p>Sri Lanka side</p> <p>1) Counterpart</p> <ul style="list-style-type: none"> - CCD - DNA <p>2) Project office space</p> <p>3) Necessary operation costs</p>	<p>Pre-conditions</p> <p>MENR assign counterpart personnel and budget for the Project.</p> <p>The government of Sri Lanka keeps the significance of climate change within the governmental policies and strategies.</p> <p>Fundamental framework of CDM does not change.</p>

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<p>4-6 to revise and finalize guidebook on CDM.</p> <p>Activity 5: 5-1-1 to make initial design of website. 5-1-2 to make periodical update of website. 5-2-1 to conduct workshops on CDM to related ministries/organizations and other stakeholders. 5-3-1 to develop CDM promotion materials for CDM project developers and other stakeholders in Sri Lanka. 5-3-2 to revise materials for CDM project developers and other stakeholders in Sri Lanka. 5-3-3 to develop CDM promotion materials for potential CDM investors. 5-4-1 to conduct CDM promotion seminar in Sri Lanka to potential CDM investors. 5-4-2 to conduct CDM promotion seminar to potential CDM investors in Japan.</p>	
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4. 収集資料リスト

収集資料リスト

- (1) Staff list of Climate Change Division (CCD) and of 2nd National Communication Project
- (2) (i) Cabinet Memorandum, for establishing Climate Change Secretariat (CCS) and
(ii) Member list of CCS
- (3) (i) National Action Plan for Haritha Lanka Programme (Mission 3: “Meeting the Challenges of CC”)
(ii) Budget Allocation of National Action Plan (for Mission 3)
- (4) CDM project details as of 06.08.2009
- (5) CDM approval criteria and procedure in Sri Lanka(パンフレット「CDM opportunities in Sri Lanka」)
- (6) National Environmental Policy and Strategy (2003)
- (7) Draft National Policy on CDM (as of February 2009)
- (8) National Energy Policy and Strategies of Sri Lanka (2006)
- (9) Sri Lanka Energy Balance 2006(目次のみ PDF)
- (10) National Agricultural Policy
- (11) Lists for thematic working group members for the preparation of the 2nd National Communication Project
- (12) Information on activities of ADB
- (13) Carbon Trading: A New International Business Opportunity In Sri Lanka (Batagota, 2008)
- (14) Corporate Business Strategy: SL Carbon Fund Ltd. (Ernst & Young, 2008)
- (15) JBIC Study Report on Promoting CDM Projects in Sri Lanka (March 2006)
- (16) Cabinet Memorandum, for establishing Sri Lanka Carbon Fund
- (17) TOR of Climate Change Division (from MENR website)