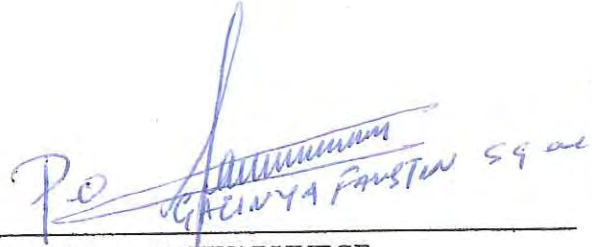


MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) STUDY TEAM
AND
RWANDAN AUTHORITIES CONCERNED
ON
INCEPTION REPORT
FOR
THE STUDY ON IMPROVEMENT OF RURAL WATER SUPPLY
IN THE EASTERN PROVINCE

RWAMAGANA, 10 November 2008



Mr. Shoji FUJII
Team Leader/Water Supply Plan
JICA Study Team



Mr. Vincent GATWABUYEGE
Permanent Secretary
Ministry of Infrastructure (MININFRA),
Republic of Rwanda

Witness



Dr. Katsuhito YOSHIDA
Leader of Advisory Mission
Visiting Senior Advisor
JICA



Mr. Charles GASANA
Executive Secretary
Eastern Province
Republic of Rwanda



Mr. Hiroshi MURAKAMI
Resident Representative
JICA Rwanda Office

Introduction: A meeting for the Study on Improvement of Rural Water Supply in the Eastern Province of the Republic of Rwanda (hereinafter referred to as “the Project”) was held on 7 November 2008, at the conference room of AVEGA in Rwamagana. Issues below were confirmed and agreed upon in the meeting.

Issues:

1. Inception Report

The Study Team presented the Inception Report, which describes the outline, study concepts and conditions of the Study. The Inception Report was generally accepted by the Rwandan side.

2. Project Objectives

Both sides confirmed and agreed to the following main objectives for this study.

- (1) Formulation of a water supply plan to raise the water coverage rate of the Eastern Province to 100% by year 2020.
- (2) Preparation of preliminary designs targeted for year 2015 for priority projects selected from the water supply plan

3. Study Area

Both sides confirmed and agreed that the study area will be the 7 districts (Nyagatare, Gatsibo, Kayonza, Rwamagana, Kirehe, Ngoma and Bugesera) of the Eastern Province as shown on the map of Annex-1.

4. Counterpart Agencies for the Study

Both sides confirmed and agreed that the counterpart agencies for this study are the following, to provide necessary assistance to the Study Team and coordinate all activities of the study.

- MININFRA
- Eastern Province
- 7 Districts of the Eastern Province

5. Study Counterparts

The Study Team requested the following water and sanitation related staffs to be allocated as counterpart personnel for this study. The allocated counterparts are expected to be involved in the study through such activities as collecting required information, assisting in site surveys and participating in seminars. The Rwandan side agreed to allocate these engineers as provided in the Minutes of Meeting on the Scope of Work for this study, signed on 18 December 2007 in Kigali.

- | | |
|------------------------------|---|
| • From MININFRA and MINIRENA | 1 or 2 water and sanitation engineer(s) |
| • From Eastern Province | 1 staff in charge of water and sanitation |
| • From the 7 Districts | 1 or 2 staff(s) from each District in charge of water and sanitation (from Infrastructure Unit) |



6. Water Sources for the Study

Both sides agreed that water sources to be considered mainly for this study will be springs, surface waters and groundwater. Rainwater harvesters, which contain dust and debris, will be considered as alternative water resources or water used for sanitation activities, because they may present problems as drinking water sources.

7. Steering Committee

Both sides agreed on forming a steering committee by the Rwandan side to mutually share study results and provide feedbacks on the progress of the study in conformity with the Minutes of Meeting on the Scope of Work for this study, signed on 18 December 2007 in Kigali. The Rwandan side explained that tentatively the committee would be formed by the following members.

Co-chairpersons:	Permanent Secretary of MININFRA Executive Secretary of Eastern Province
Rwandan Members:	Representative from MINIRENA Mayors of Districts of Nyagatare, Gatsibo, Kayonza, Rwamagana, Ngoma, Kirehe and Bugesera Representatives from MINALOC, MINEDUC, MINISANTE, PNEAR, etc.
Japanese Members:	Study Team Resident Representative of JICA Rwanda Office

9. Office Space for Study Team

The Rwandan side agreed to promptly prepare appropriate office spaces as follows for the Study Team at Kigali and Rwamagana to be used throughout the study period, in accordance with the Minutes of Meeting on the Scope of Work for this study, signed on 18 December 2007 in Kigali.

- Space adequate for 5 or 6 persons and office equipments (Copy machine, printer, etc)
- Desks and chairs for the Team
- Wireless network or internet connection
- Other furniture necessary, etc

10. Measures to be Taken by the Rwandan Government

Undertakings of the Rwandan government agreed previously in the Scope of Work for the study signed on 18 December 2007 in Kigali between former MINITERE and JICA were confirmed by the Rwandan side as listed in Annex-2.

ANNEXES

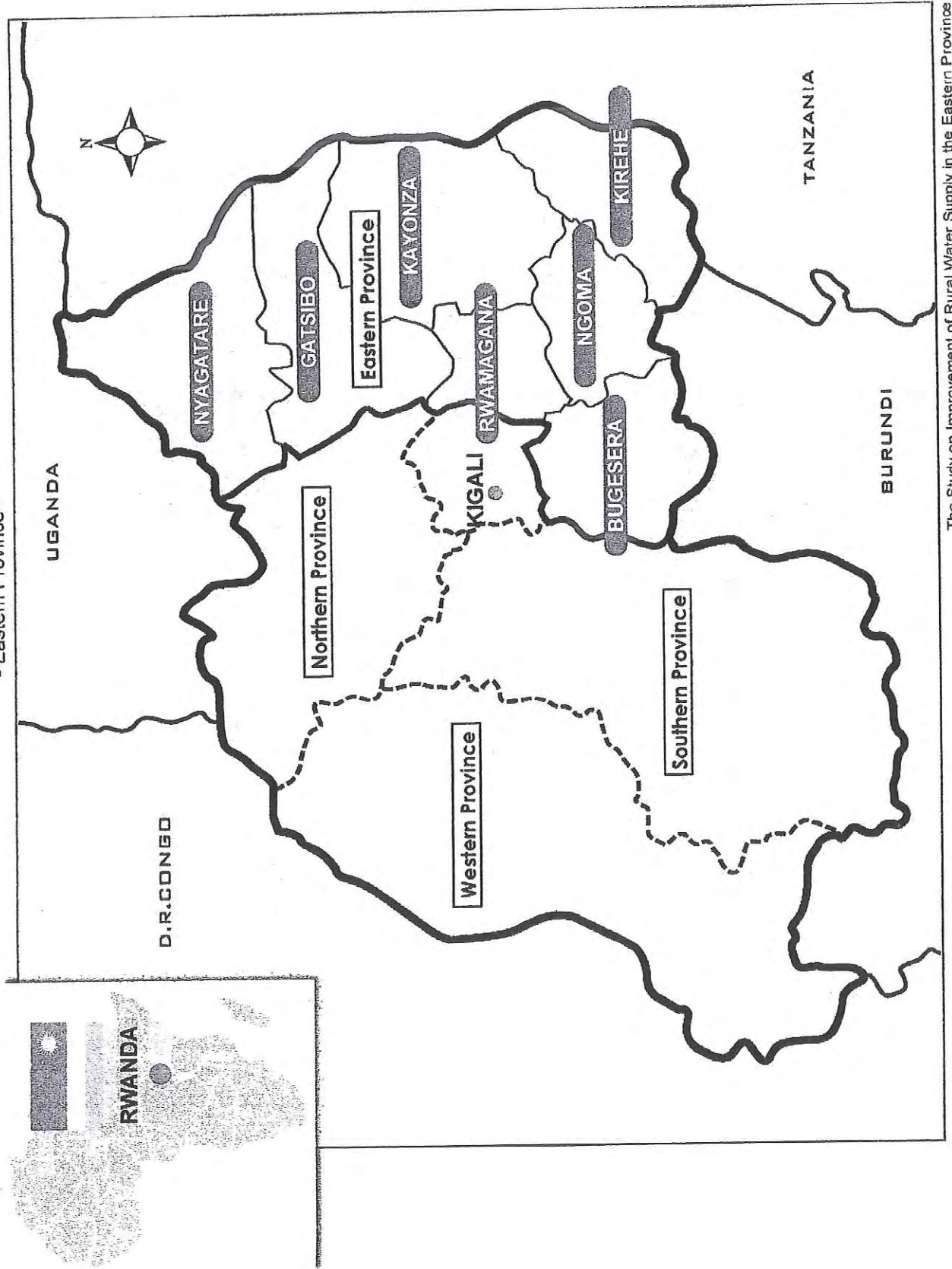
Annex-1 Map of target area

Annex-2 Undertakings of the Rwandan Government



ANNEX-1 MAP OF TARGET AREA

Project Target Area Map
- Eastern Province -



ANNEX-2 UNDERTAKINGS OF THE RWANDAN GOVERNMENT

1. The Rwandan Government shall accord privileges, exemptions and other benefits to the Japanese study team in accordance with the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Rwanda, signed on January 14, 2005.
2. The Rwandan Government shall bear claims, if any arises, against the members of the Japanese study team resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the Japanese study team.
3. MININFRA, the Eastern Province and the 7 target Districts (Nyagatare, Gatsibo, Kayonza, Rwamagana, Ngoma, Kirehe, Bugesera) shall act as counterpart agencies to the Japanese study team and also as coordinating body in relation with other governmental and non-governmental organizations concerned for the smooth implementation of the Study.
4. MININFRA, the Eastern Province and the 7 target Districts (Nyagatare, Gatsibo, Kayonza, Rwamagana, Ngoma, Kirehe, Bugesera) shall, at its own expense, provide the Japanese study team with the following, in cooperation with other organizations concerned:
 - (1) security-related information on as well as measures to ensure the safety of the Japanese study team,
 - (2) information on as well as support in obtaining medical service,
 - (3) available data, information and studies related to the Study,
 - (4) counterpart personnel,
 - (5) suitable office space with necessary office equipment and furniture, and
 - (6) credentials or identification cards.



MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) STUDY TEAM
AND
RWANDAN AUTHORITIES CONCERNED
ON
PROGRESS REPORT
FOR
THE STUDY ON IMPROVEMENT OF RURAL WATER SUPPLY
IN THE EASTERN PROVINCE

RWAMAGANA, 18 March 2009

for 平直貴
Mr. FUJII Shoji
Team Leader/Water Supply Plan
JICA Study Team



Ms. MUKASINE Marie Claire
Permanent Secretary
Ministry of Infrastructure (MININFRA),
Republic of Rwanda

Witness

Mr. GASANA Charles
Executive Secretary
Eastern Province
Republic of Rwanda

村 上 博
Mr. Hiroshi MURAKAMI
Resident Representative
JICA Rwanda Office



Introduction:

A meeting on the Progress Report for the Study on Improvement of Rural Water Supply in the Eastern Province of the Republic of Rwanda (hereinafter referred to as “the Study”) was held on 18 March 2009, at the conference room of AVEGA in Rwamagana. Issues below were confirmed and agreed upon in the meeting.

Issues:

1. Progress Report

The Study Team presented the Progress Report, which describes the present conditions in socio-economic aspects, environmental aspects, water resources and water supply facilities as well as water resources potential. The Progress Report was generally accepted by the Rwandan side.

2. Design Criteria for Study

Both sides confirmed and agreed on the design criteria to be used for the Study as follows.

Parameter	Criteria	
	This Study	Out of Scope
Water Supply Target	Domestic water for rural residents (drinking, cooking, bathing, washing clothes, garden watering, etc.)	Industrial use, livestock watering*, agricultural use and other larger consumers
Target Water Sources	Spring, groundwater from borehole, surface water (lakes and rivers)	Rainwater and valley dams
Unit Water Supply Rate for Rural Area	20 liters/capita/day (l/c/d)**	
Distance to Fetch Water for Rural Area	Maximum 500m**	
Water Quality	WHO Guidelines for Drinking Water Quality (adopted by Rwandan government)	

N.B.: * Water demand for livestock will be calculated only if the Rwandan side provides all data necessary for the calculation (refer to 3. below).

**These are conditions used in EDPRS for determining accessibility to rural water supply.

3. Information to be Provided from the Rwandan Side to the Study Team

During the Second Seminar held on 18 March 2009, the Rwandan side promised to provide the following information:

- Officially authorized population growth rate for each district (Nyagatare, Gatsibo, Kayonza, Rwamagana, Ngoma, Kirehe, Bugesera) of the Eastern Province to be used for future population projections,



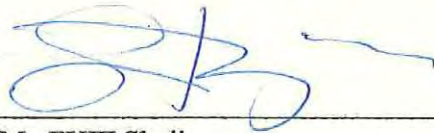
- Latest official rate of accessibility to sanitation (sanitation coverage rate) in rural areas for each district (Nyagatare, Gatsibo, Kayonza, Rwamagana, Ngoma, Kirehe, Bugesera) of the Eastern Province and definition of sanitary toilet used to determine these accessibility rates
- Official present total number of livestock (by type) in Eastern Province; Official present growth rate of livestock (for each type) in Eastern Province; Official unit water supply rate (or water consumption rate) of livestock (for each type) in the Eastern Province
- Latest official data on amount of each principal produce distributed in the market of the Eastern Province.

Information should be submitted to the Study team from the Rwandan side through E-mail or other means (since the Study team is not in Rwanda to collect the information) by the end of April 2009, but if the needed information is not received by the deadline, the Study team will proceed with the Study using information already collected by the Study team.



MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) STUDY TEAM
AND
RWANDAN AUTHORITIES CONCERNED
ON
INTERIM REPORT
FOR
THE STUDY ON IMPROVEMENT OF RURAL WATER SUPPLY
IN THE EASTERN PROVINCE

RWAMAGANA, 15 July 2009



Mr. FUJII Shoji
Team Leader/Water Supply Plan
JICA Study Team



Ms. MUKASINE Marie Claire
Permanent Secretary
Ministry of Infrastructure (MININFRA),
Republic of Rwanda

Witness



Ms. MUKANTABANA Aline
Acting Executive Secretary
Eastern Province
Republic of Rwanda



Mr. Hiroshi MURAKAMI
Resident Representative
JICA Rwanda Office



Introduction:

A meeting on the Interim Report for the Study on Improvement of Rural Water Supply in the Eastern Province of the Republic of Rwanda (hereinafter referred to as “the Study”) was held on 15 June 2009, at the conference room of AVEGA in Rwamagana. Issues below were confirmed and agreed upon in the meeting.

Issues:

1. Interim Report

The Study Team presented the Interim Report, which describes the master plan for water supply of Eastern Province and selection of priority projects. The Team explained that preliminary designing for the priority projects would be carried out in the next stage of the study to be presented in the Draft Final Report scheduled for November 2009. The Interim Report was generally accepted by the Rwandan side with some corrections on data such as number of cells and imidugudu.

2. Master Plan for Water Supply of Eastern Province

The Study Team explained that water resources in Eastern Province are available to meet the demands. However, since the locations of sources are not evenly distributed through the province, transporting bulk amounts from water rich areas to water poor areas is the most important issue in the future for Eastern Province. To satisfy the demands in water supply of the residents of the Eastern Province for 2020, the Study Team explained that 81 piped schemes and 11 handpump schemes for a total of 92 schemes are needed to be implemented. Both sides confirmed and agreed on the contents of the master plan for each of the target districts.

3. Selection of Priority Projects for Preliminary Designing

From the master plan, 10 projects were selected as having highest priority for early implementation. The Study Team explained the procedure to select the prioritized secteurs and then choose the most appropriate projects having possibility for earliest implementation. Both sides confirmed and agreed on the selection procedure and the following 10 priority projects.

Project No.	District	Prioritized Secteur	Water Source		Scheme Type
			Name	Type	
1	Nyagatare	Katabagemu	Rwobe-Gashure	Spring	Gravity
2	Gatsibo	Kageyo	Nyakagezi 1, 2	Spring	Gravity
3	Gatsibo	Remera	Kibira-Mpasha	Spring	Pumped
4	Gatsibo	Rwimbogo	—	Groundwater	Handpump
5	Kayonza	Mukarange	Kazabanaza	Groundwater	Pumped
6	Ngoma	Gashanda	Cyerwa	Spring	Pumped
7	Ngoma	Rukira	Gisuma	Spring	Gravity + Pumped
8	Kirehe	Kigina	Rwakiriba	Spring	Pumped
9	Kirehe	Mahama	Mayizi	Spring	Gravity
10	Kirehe	Mushikiri	(New Source)	Spring	Pumped

4. Provision of Information having Consistency

The JICA Study Team has requested the Rwandan side many times to submit information such as accessibility rates of clean water for each secteur, but data from the province, districts and secteurs do not have consistency. During the seminar, the Rwandan agreed to provide information having consistency between the province, districts and secteurs.

5. Population Growth Rate

The JICA Study Team requested the Rwandan side to submit population growth rate predictions for Eastern Province to be used for this study, and as a result, information from NISR (National Institute of Statistics of Rwanda) was submitted to the Study Team. According to this information, the population growth rate prediction from the present to 2020 is 2.16%. This figure was approved by the representative of MININFRA during the seminar. Also the person in charge of demography of NISR confirmed that this figure is the only one available at this time and that the director general of NISR is ready to approve this data.

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MINUTES OF MEETING
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
FIRST DRAFT FINAL REPORT
FOR
THE STUDY ON IMPROVEMENT OF RURAL WATER SUPPLY
IN THE EASTERN PROVINCE

RWAMAGANA, 24 November 2009



Mr. FUJII Shoji
Team Leader/Water Supply Plan
JICA Study Team



Ms. MUKASINE Marie Claire
Permanent Secretary
Ministry of Infrastructure (MININFRA),
Republic of Rwanda



Dr. YOSHIDA Katsuhito
Team Leader
JICA Monitoring Team



Mr. MUGIRANEZA Yussuf
Executive Secretary
Eastern Province
Republic of Rwanda



Witness:



Mr. Hiroshi MURAKAMI
Resident Representative
JICA Rwanda Office



Introduction:

The 4th steering committee meeting on the Study on Improvement of Rural Water Supply in the Eastern Province of the Republic of Rwanda (hereinafter referred to as “the Study”) was held on 24 November 2009, at the conference room of AVEGA in Rwamagana. Both sides confirmed that the following issues were discussed in the meeting.

Issues:

1. First Draft Final Report

The Study Team (hereinafter referred to as “the Team”) presented the First Draft Final Report (hereinafter referred to as “the Report”), which describes the master plan (hereinafter referred to as “M/P”) for water supply of the Eastern Province and preliminary designing of 10 priority projects to be urgently commenced.

The Team added that, even though the M/P intends to achieve the goal for 100% coverage in year 2020, many difficulties are expected in its implementation, such as human resources for planning; coordination and supervision of the construction works; and sustainable operation and maintenance of the facilities after completion. Therefore, the Team expressed its intension to continue to refine the Report and add further recommendations on implementation of the plan, such as necessary actions to be taken by the Rwandan side and concerns to which the Rwandan side should pay attention, and requested the Rwandan side to examine the Report and raise comments, if any, so that the Team can make the revisions.

The Rwandan side generally understood the Report and requirements for counterpart budget allocation. Also, the Rwandan side understood the above-mentioned intentions, and confirmed that the Ministry of Infrastructure (MININFRA) is responsible for collecting the comments from the authorities concerned in Rwanda and forwarding them to JICA Rwanda office in writing by 7th December 2009.

Both sides also confirmed that the revised Report will be submitted to the Rwandan side before the Team finalizes the report in order to confirm the Rwandan side accepts the contents of the Report.

2. Implementation of Projects in the M/P

The Rwandan side expressed its desire to request the Japanese government to support the 10 priority projects and to seek funds from donors to implement the other projects mentioned in the study to achieve the coverage of 100% by 2020.



3. Legal Procedures and Land Acquisition

For the 10 priority projects, the Study intends that facilities mentioned in the M/P might be constructed on private property. JICA monitoring team headed by Dr. Katsuhito Yoshida asked if there are any concerns on land acquisitions and requested the Rwandan side to inform the team on the recognition of the Rwandan government on its legal procedures and the necessity of compensations in writing by 7th December 2009. The Rwandan side agreed to reply as requested.

4. Consideration on Target Year of Priority Projects

The Rwandan side commented on why the design target year for the priority projects is set at 2015, and how the goals of the master plan which sets 2020 as the target year can be achieved. The Team explained that the target year of 2015 for the priority projects was agreed by both sides through the Minutes of Meetings on the Scope of Work for the Study signed on 18 December 2007 between the Preparatory Study Team and the Rwandan side consisting of MINITERE and Eastern Province, then again in the Minutes of Meetings on the Inception Report for the Study signed on 10 November 2008 between the Study Team and the Rwandan side consisting of MININFRA and Eastern Province. However, both sides agreed on the importance of additional information to be included to cover the demands until 2020.

(End)

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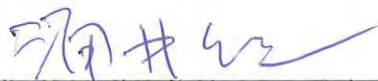
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MINUTES OF MEETING
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
RWANDAN AUTHORITIES CONCERNED
ON
SECOND DRAFT FINAL REPORT
FOR
THE STUDY ON IMPROVEMENT OF RURAL WATER SUPPLY
IN
THE EASTERN PROVINCE

RWAMAGANA, 15 September 2010



Mr. WAKUI Junji
Leader of the Monitoring Mission
JICA



Ms. MUKASINE Marie Claire
Permanent Secretary
Ministry of Infrastructure (MININFRA),
Republic of Rwanda



Mr. FUJII Shoji
Leader/Water Supply Planning
JICA Study Team



Mr. MUGIRANEZA Yussuf
Executive Secretary
Eastern Province
Republic of Rwanda

Introduction:

The 5th steering committee meeting on the Study on Improvement of Rural Water Supply in the Eastern Province (hereinafter referred to as “the Study”) of the Republic of Rwanda (hereinafter referred to as “Rwanda”) was held on 15th September 2010, at the conference room of AVEGA in Rwamagana. Both sides confirmed that the following issues were discussed in the meeting.

Issues:

1. Second Draft Final Report

The Study Team (hereinafter referred to as “the Team”) presented the Second Draft Final Report (hereinafter referred to as “the Report”), which describes the Master Plan (hereinafter referred to as “M/P”) for water supply of the Eastern Province and preliminary designing of 10 priority projects to be urgently commenced. The Rwandan side generally agreed with the Report. However, some parts of the report still need to be examined for the smoother management, operation and maintenance of the water supply facilities of the M/P, the Study team will prepare improved version of the Report by the end of September 2010.

Both sides confirmed that the Ministry of Infrastructure (hereinafter referred to as “MININFRA”) is responsible for collecting the comments on the improved version of the Report from the authorities concerned in Rwanda and forwarding them to JICA Rwanda office in writing by 15th October 2010. Executive Secretary of the Eastern Province will coordinate the collection process of comments from the districts. Then the Team will send Final Report by the end of October 2010, reflecting the comments from Rwandan side.

The Rwandan side promised to authorize the M/P as their own policy and make the best use of it autonomously. Furthermore, the Rwandan side will introduce it to other funding organizations or development partners for the successive implementation of the M/P.

2. Recommendations

The Team suggested some necessary or effective measures for the Rwandan side to achieve the goal for 100% coverage in year 2020 as stated below. The Rwandan side understood the recommendations and agreed to take them into consideration.

2-1 Successive Implementations of the Projects

Rwandan side must consider the timing of request for the project, design and construction of the water supply facilities for successive implementation of the M/P. In addition, capacity strengthening of the districts is necessary to supervise continuously the implementation of the Projects. Furthermore, it is recommended to recruit staff especially for water supply and sanitation in all districts and for secteurs in the future.

2-2 Improvement of Financial Sustainability of Pumped Schemes

Some of the pumped schemes including Priority Project in Remera (Gatsibo district) are not financially feasible enough due to the expensive fuel cost for pumping up. Rwandan side should think on fuel cost subsidy or promotion of power extensions. There is another idea to consider tender lots combining low paying schemes (pumped) with high paying schemes (gravity) when contracting to private operators.

2-3 Sustainable Usage of Water Supply Facilities

(1) Economical Empowerments of People

It is important that estimated amount of water is sold to ensure sustainable management, operation and maintenance of water supply facilities. Sanitation and hygiene educations to the people including Pura-Sani Project initiatives are effective to motivate people to buy necessary amount of water to be utilized. People should be economically empowered and social welfare support considered to assist vulnerable people in procuring safe water.

(2) Utilization of Pura-Sani Project

Pura-Sani Project which is being implemented in 4 districts of Rwamagana, Kayonza, Ngoma, Kirehe is highly recommended for the reinforcement of supervision, management and operation of the water supply facilities. Achievement and experiences of Pura-Sani Project should be utilized correctly for sustainable usage of the water supply facilities which would be constructed based on the M/P.

(3) Establishment of District Water Funds

It is recommended to establish water funds in each district to cope with urgent and large repairs of the water supply facilities.

2-4 Administrative Reforms and Capacity Development

For proper and effective implementation of this project, the establishment of proposed reforms in water supply and sanitation sector should be accelerated.

2-5 Others

Other recommendations are stated in the report.

3. Implementation of Projects in the M/P

The Rwandan side promised to take initiative to ensure the full implementation of M/P both by allocating its own budget as well as by seeking funds from development partners. Especially, the Rwandan side requested JICA to support high priority projects as grant aid project phase III.

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