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Record of Meeting/Discussion

Date:	May 27, 2010	Time:	from	14:00	to	15:30
Venue:	ANDA 1 st floor meeting room.					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
■ NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Ing. Frederick Benítez		Central Region Manager		ANDA		
Ing. Ángel Valdés		Western Region Manager		ANDA		
Ing. José Hercules		CR Action Team second leader.		ANDA		
Arq. Luis Díaz		CR Technical Assistant		ANDA		
Tec. Neftali Batres		CR Technical Operator		ANDA		
Arq. Douglas Orellana		WR Action Team second Leader		ANDA		
Ing. José Humberto Gumán		WR Action Team		ANDA		
Lic. Luis Caballero		WR Billing Department		ANDA		
Ing. Marlón Guzmán		WR Action Team Member		ANDA		
Lic. Íris Arévalo		WR Communications Department		ANDA		
Attendants JICA (Name)						
Takemasa Mamiya		JET		JICA		
Yasuhiro Aoki		JET		JICA		
Lic. Orlando Hidalgo		JICA Office		JICA		
Emilio Sura		Interpreter		JICA		
Mr. Manuel Rivera		Project Assistant		JICA		
Main Subject:						
1. Sharing information of NRW reduction in model blocks and discussing about pilot area and workplan.						
Topic	Contents of Discussion			Conclusion		
1	Mr. Mamiya thank both teams of all the activities for NRW reduction. And he explains that all this is in order to Reduce Leakage and to control better all the Quantity of Charged Water.					
2	Action Teams also were explained that after this is necessary to calculate and make the budget of cost of all this activities to make Analysis of Cost-Benefit.					

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3	Next ANDA will have to analyze which activities are more efficient according to their necessities in order to make a new Methodology to conduct Pilot Area by ANDA. This will also be useful for NRW Management Team. All this will be completed in June.	
4	Action Teams asked about the deadlines they have to provide to JET the budget of cost and monthly micro and macro consumption.	JET explain that they are working of MNF analysis, Aoki San will work with this information. For next Friday (June 4) it will be Ok to send it to JET office.
5	Mr. Manuel asked the action team to comment about Public Relations in model block.	Both teams agreed that it was complicated because of New ANDA Water Rate. They also agreed that Communication house by house it is better for them.
6	Mr. Manuel asked action teams that we would like to improve this communications and that it is necessary to have somebody in Action Team in charge only about this topic.	CR will assign Nataly Colocho in charge communications. WR already has Iris Arévalo in charge.
7	Mr. Douglas (WR) commented that it was difficult to work in JICA work plan and ANDA regular work plan.	Mamiya asks to prepare a work plan according to the project schedule.
Actions to be taken		by Whom
JET will receive following information before 4 of June:		Action Teams
<ul style="list-style-type: none"> • Budget of Cost • Micro and Macro meter consumption 		until When June 4

Record of Meeting/Discussion

Date:	May 28, 2010	Time:	from	12:30am	to	4:00am
Venue:	Bósques de La Paz					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arq. Aquiles Montoya		MR Action team		ANDA		
Other ANDA plumbers						
Attendants JICA (Name)						
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. MNF survey						
Topic						
	Contents of Discussion			Conclusion		
1	Mr. Aquiles arrange all the staff in order to be ready with all the equipments and material.					
2	JET and Mr. Aquiles agreed which areas will be measured and at what time.			1 st area of model block was measured.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jun 1 st , 2010	Time:	from	12:30am	to	4:00am
Venue:	Bósques de La Paz					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arg. Aquiles Montoya		MR Action team		ANDA		
Other ANDA plumbers						
Attendants JICA (Name)						
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. MNF survey						
Topic						
	Contents of Discussion			Conclusion		
1	JET and Mr. Aquiles agreed to measure areas 2 and 3 in model block.					
2	There were some problems of water supply, we were only able to measure area number 3			Tomorrow we will measure area number 4		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jun 2 nd , 2010	Time:	from	12:30am	to	4:00am
Venue:	Bósques de La Paz, San Salvador					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arq. Aquiles Montoya		MR Action team		ANDA		
Other ANDA plumbers						
Attendants JICA (Name)						
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. MNF survey						
Topic						
	Contents of Discussion			Conclusion		
1	JET and Mr. Aquiles agreed to measure areas 4 in model block.					
2	There were some problems of water supply that affect results. We will have to measure again area 4			We will coordinate a second survey for area number 4		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jun 15 , 2010	Time:	from	12:30am	to	4:00am
Venue:	Bósques de La Paz, San Salvador					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arq. Aquiles Montoya		MR Action team		ANDA		
Other ANDA plumbers						
Attendants JICA (Name)						
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. MNF survey						
Topic						
	Contents of Discussion			Conclusion		
1	JET and Mr. Aquiles agreed to measure areas 4 in model block.					
2	Area number 4 was measured.			Successfull activity		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	June 29, 2010	Time:	from	15:00	to	16:30
Venue:	ANDA 1 st floor meeting room.					
Meeting/Discussion among						
	NRW Reduction Management Team					NRW Reduction Action Team (Metropolitan)
	NRW Reduction Action Team (Central)					NRW Reduction Action Plan (Western)
	Power-Saving Management Team					Sewerage Planning Team
	Others					
Attendants El Salvador side						
	Name		Position		Department/Organization	
	Ing. José Hercules		CR Action Team second leader.		ANDA	
	Arq. Luis Díaz		CR Technical Assistant		ANDA	
	Arq. Douglas Orellana		WR Action Team second Leader		ANDA	
	Ing. Marlón Guzmán		WR Action Team Member		ANDA	
	Arq. Aquiles Montoya		MR Action Team second leader		ANDA	
Attendants JICA (Name)						
	Takemasa Mamiya		JET		JICA	
	Yasuhiro Aoki		JET		JICA	
	Mr. Manuel Rivera		Project Assistant		JICA	
Main Subject:						
1. Explicación de costo de actividades y unificación de modificaciones y estimaciones por parte de las 3 regiones para elaborar dichos costos de actividades.						
Topic	Contents of Discussion				Conclusion	
1	Los equipos de acción despejan dudas acerca de como se han hecho las estimaciones en cada región. El Señor mamiya explica como deben ser los parametros de estimación en cuanto costo unitario. Las 3 regiones exponen diferencias de metodología cada región. Action teams ask about their doubts of the estimations made on their regions. Mamiya San explain the correct parameters to make estimations regarding unit costs. The 3 regions explains the differences between 3 regions to make estimations.				Ambas partes despejan dudas y comprenden mejor la situación. Both sides understand better about the situation.	
2	El Sr. Mamiya les entrega lo cuadros de comparación en donde se refleja las grandes diferencias de montos en varias actividades. Se revisaron los cuadros y entre las 3 regiones identifican se identifican los posibles errores de estimación. Mamiya San provide sheets with drawings to check the differences of prices and costo between 3 regions wich reflects that the difference in to big comparing the 3 regions. Files were checked and the regions identify possible mistakes.				Se acuerda que región Central y Metropolitana harán modificaciones a sus estimaciones de costo en base al presentado por Región Occidental que solo agregará, adicionalmente, el porcentaje de Costo de Administración. We all agree that Central and Metropolitan regions will review and correct their estimations of costs based on WR cost estimation that will have to include only in addition the	

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		administrative cost in percentage.
3	Se acuerda entre proyecto y ANDA que el costo de Administración será de 20-25% y se refiere a los salarios del personal administrativo relaciones al proyecto. We all agree that cost of administration will be between 20-25% and it is assign to the salary of administrative staff related with this project.	Las 3 regiones enviarán esta semana a mas tardar las modificaciones de parte de las 3 regiones. Pues es necesario culminar esta actividad y comenzar con las áreas piloto. 3 regions will send to the lastest on Friday morning their cost estimations. We need to finish this in order to start Pilot Area activities.
4	Se revisaron tambien los listados de las personas que han tenido mayor participacion en todas las actividades en los 3 equipos de acción. Se reconoció que de parte de Región Metropolitana hay una gran deficiencia y dificultad por que solo el Arq. Montoya ha mostrado interés y participación en todas las actividades y reuniones. Also we checked the list of members of 3 regions. Mr. Aquiles comments that he doesnt have the support form his team and because of this difficult he delays to provide information.	Arq. Montoya hablará con el gerente de la región para tratar este tema y si es necesario se le hará saber nuevamente a la Unidad de Cooperación para que si es necesario, se modifique el equipo de acción. Mr. Aquiles will have a conversation about this with his manager and if they consider some changes they will inform Cooperation Unit.
Actions to be taken		by Whom
A mas tardar esta semana el proyecto recibirá: To the project will receive at the end of this week:		Equipos de acción Action Teams
<ul style="list-style-type: none"> Costos de actividades Cost Activities 		Viernes 30 Friday 30

Record of Meeting/Discussion

Date:	July 06, 2010	Time:	from	9:00	to	11:30
Venue:	ANDA 1 st floor meeting room.					
Meeting/Discussion among						
NRW Reduction Management Team ■ NRW Reduction Action Team (Metropolitan) ■ NRW Reduction Action Team (Central) ■ NRW Reduction Action Plan (Western) Power-Saving Management Team Sewerage Planning Team Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Ing. Armando Ramirez		MR Manager				
Arq. Aquiles Montoya		MR Action Team second leader		ANDA		
Dina Leiva		MR Technical assistant		ANDA		
Mauricio Iraheta		MR Billing department boss		ANDA		
Camilo Marroquín		MR Billing department assistant		ANDA		
Ana Ruth Polanco		MR Communications collaborator		ANDA		
Carlos Munguía		MR Social Projection		ANDA		
Ing. José Hercules		CR Action Team second leader.		ANDA		
Arq. Luis Díaz		CR Technical Assistant		ANDA		
Mario Arévalo		CR New services		ANDA		
Arq. Douglas Orellana		WR Action Team second Leader		ANDA		
Humberto Guzmán		WR Operations		ANDA		
Ing. Marlón Guzmán		WR Action Team Member		ANDA		
Luis Caballero		WR Billing		ANDA		
Iris Arévalo		WR Communications		ANDA		
Attendants JICA (Name)						
Takemasa Mamiya		JET		JICA		
Yasuhiro Aoki		JET		JICA		
Manuel Rivera		Project Assistant		JICA		
Emilio Sura		Interpreter		JICA		
Main Subject:						
1. Cost-Benefit analysis, Methodology of model block, Selection of Pilot Area and field investigation of pilot area.						
Topic	Contents of Discussion			Conclusion		

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1	<p>Mamiya San explains about analysis of cost-benefit that reflects the cost of each activity between JICA and ANDA. All this in order to eliminate any unnecessary activity. El Señor mamiya explica sobre los analisis de costo-beneficio el cual refleja lo que cuesta cada actividad realizada. Dichos costos entre JICA y ANDA. Esto con el fin de depurar actividades que no son de beneficio a la institución.</p> <p>Región Metro asegura que el aspecto de coordinación de seguridad refleja mayor dificultad. Región Occidental afirma que el reemplazo de válvulas y Región Central no tiene inconvenientes. MR says that security arrangements are difficult for them. WR consider valve replacement was complicated for them. And CR doesn't have any comment.</p>	<p>Al final de las discusión se acuerda que se deben aplicar al área piloto las mismas metodologías utilizadas en las áreas modelo, EXCEPTO Region Metro que no implementar el STE TEST. Región Occidental intentará realizarlo todo con mayor intensidad. At the end of discussion all regions agree to use in pilot area the same methodology used in model block, except MR will not use STEP TEST. WR will also execute activities with more intensity.</p>	
2	<p>Las 3 regiones explican que debería de analizarse sobre los criterios de construcción de los sistemas de ANDA puesto que estos no están diseñados para tener un mejor control de aislamiento. 3 regions suggest that there should be an análisis or survey that control the construction of hydraulic system in order to have better control of isolation.</p>	<p>El Sr. Mamiya explica que este estudio lo realizará el equipo de Manejo de Agua No Facturada dentro de su plan. Mamiya san explains that this kind of survey will be added in NRW Management team plan.</p>	
3	<p>Las 3 regiones ya tiene seleccionadas las opciones para elegir el área modelo. Para lo cual se visitarán la próxima semana entre en proyecto y el equipo de acción. 3 regions already select candidate for pilot area. Next week we will have first visit field between JICA project and Action Teams.</p> <p>Metro: Ciudad Corinto Central: San Rafael Cedros Occidental: Centro de Santa Ana.</p>	<p>Manuel Rivera preparará la agenda y coordinará las visitas. Manuel Rivera will prepare and coordinate visit fields.</p>	
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Date:	Jul 13, 2010	Time:	from	9:30am	to	11:30am
Venue:	San Rafael Cedros, Cuscatlan					
Meeting/Discussion among						
<input type="checkbox"/> NRW Reduction Management Team <input checked="" type="checkbox"/> NRW Reduction Action Team (Central) Power-Saving Management Team Others		NRW Reduction Action Team (Metropolitan) NRW Reduction Action Plan (Western) Sewerage Planning Team				
Attendants El Salvador side						
Name		Position		Department/Organization		
Jose Luis Hércules		CR Action Team		ANDA		
José Luís Díaz		CR Action Team		ANDA		
Attendants JICA (Name)						
T.Mamiya				JET		
Y.Aoki				JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Model Block Results and Candidates Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	We discussed about all the requirements of the area.					
2	They feel that this is the best candidate because has a bigger size and they want to develop all the abilities learned in Tonacatepeque Model Block			JET and JICA office will have the last dessionion about it.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jul 14, 2010	Time:	from	9:30am	to	12:30am
Venue:	Central area of Santa Ana, Santa Ana					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Douglas Orellana		WR Action Team		ANDA		
Marlon Guzmán		WR Action Team		ANDA		
Attendants JICA (Name)						
T.Mamiya				JET		
Y.Aoki				JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Candidates Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	We discussed about all the requirements of the area.					
2	They are trying to expand the center of Santa Ana regarding these activities. Pilot block will be next to the Model Block with a bigger area.			JET and JICA office will have the last decision about it.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jul 15, 2010	Time:	from	9:30am	to	12:30am
Venue:	Ciudad Corinto, San Salvador					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Aguiles Montoya		MR Action Team		ANDA		
Attendants JICA (Name)						
T.Mamiya				JET		
Y.Aoki				JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Candidates Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	We discussed about all the requirements of the area.					
2	Mr. Aquiles says that this time will work on smaller area in order to have all the equipment and staff directly working on the project (they don't have to much personnel)			JET and JICA office will decide if this is a good option.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jul 22, 2010	Time:	from	9:30am	to	12:30am
Venue:	Ciudad Corinto , San Salvador and San Rafael Cedros, Cuscatlán					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Aquiles Montoya		MR Action Team		ANDA		
José Luis Hércules		CR Action Team		ANDA		
Attendants JICA (Name)						
Augusto Guzmán		JICA Security officer		JICA		
T.Mamiya				JET		
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Candidates Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	Today it was programmed the security visit check in candidate pilot block.			Mr. Guzmán will be in charge of security evaluation in order to approve if the area will be safe for expert team.		
2	Mr. Guzmán says that both areas are in good conditions in order to execute the activities of this project.			Mr. Guzman will send to ANDA furthert recommendations.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jul 23 , 2010	Time:	from	9:00am	to	10:30am
Venue:	Santa Ana, Santa Ana					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Douglas Orellana		WR Action Team		ANDA		
Marlón Guzmán		WR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		Expert		JET		
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Candidates Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	WR was proposing to work on a bigger area in order to learn more about all the experience received in Model Block activities.					
2	Okazaki San recommends to work on a smaller area in order to have more control of all the activities.			WR agrees and they will expand this area when Pilot block activities finishes.		
Actions to be taken						
				by Whom		until When

Record of Meeting/Discussion

Date:	Jul 26, 2010	Time:	from	9:00am	to	11:30am
Venue:	San Rafael Cedros, Cuscatlán					
Meeting/Discussion among						
<ul style="list-style-type: none"> ■ NRW Reduction Management Team ■ NRW Reduction Action Team (Central) Power-Saving Management Team Others 	<ul style="list-style-type: none"> NRW Reduction Action Team (Metropolitan) NRW Reduction Action Plan (Western) Sewerage Planning Team 					
Attendants El Salvador side						
Name		Position		Department/Organization		
José Luís Hércules		CR Action Team		ANDA		
José Luis Díaz		CR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		Expert		JET		
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Check of Pilot blocks						
Topic						
	Contents of Discussion			Conclusion		
1	Mr. Hercules explains to Okazaki San how all the system works. We checked the water tank and main valves in San Rafael Cedros system with the map.					
2	The map is not updated, and CR action team will work to update all this information and will excavate to determine the diameters and conditions of pipe lines. in order to have accurate information of the system.					
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	July 27, 2010	Time:	from	9:00am	to	12:30am
Venue:	ANDA MR Office					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arg. Douglas Orellana		WR Action Team		ANDA		
Ing. José Humberto Gumán		WR Action Team		ANDA		
Lic. Luis Caballero		WR Billing Department		ANDA		
Ing. Marlón Guzmán		WR Action Team Member		ANDA		
Lic. Íris Arévalo		WR Communications Department		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		Project assistant		JICA		
Main Subject:						
1. Selection of Pilot Block						
Topic	Contents of Discussion				Conclusion	
1	Mr. Douglas asked Okazaki san that they are proposing the new pilot block next to the model block area. Also he ask if the boundary valves between model block and pilot area can be used without affecting all the system.				Okazaki san that there is no problem.	
2	After checking all the pilot area Okazaki San said that they need to make sure that is not big enough in order to control all the surveys that will be made there. (staff and material)				They will consider if include the market area or not.	
3	They will send the latest map updated.					
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Aug 2 nd , 2010	Time:	from	9:00am	to	12:30am
Venue:	ANDA MR Office					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■ NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position			Department/Organization	
Arq. Douglas Orellana		WR Action Team			ANDA	
Ing. Marlón Guzmán		WR Action Team Member			ANDA	
Attendants JICA (Name)						
Akihiko Okazaki		JET			JICA	
Emilio Sura		Interpreter			JICA	
Main Subject:						
1. Data logger training						
Topic	Contents of Discussion				Conclusion	
1	Douglas San said that pilot block area will be smaller, they will not include the market area.					
2	Okazaki San explain how to use data logger to Action Team.					
3	The data logger and accessories were installed in macro meter just to test and make sure that they will install this correctly.				They will do this activity after and they will send results.	
4						
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Aug 8, 2010	Time:	from	10:00am	to	12:30pm
Venue:	Central Rregion office					
Meeting/Discussion among						
■ NRW Reduction Management Team ■ NRW Reduction Action Team (Central) Power-Saving Management Team Others			NRW Reduction Action Team (Metropolitan) NRW Reduction Action Plan (Western) Sewerage Planning Team			
Attendants El Salvador side						
Name		Position		Department/Organization		
José Luís Hércules		CR Action Team		ANDA		
Luís Díaz		CR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		Expert		JET		
Emilio Sura		Interpreter		JET		
Manuel Rivera		Project assitant		JET		
Main Subject:						
1. Data logger						
Topic						
	Contents of Discussion				Conclusion	
1	JET explain to Mr. Herecules and Mr. Luis that how to set the data logging and connect to the Macro meter in the office.					
2	JET install the software which is downloaded from data logger to PC.					
3	JET and Action team go to site and install the data logger for the training. Action team can manage the data collection after training. CR					
4	JET explain to Mr Aquiles that how to set the data logging and connect to the Macro meter at the site.					
5	JET install the software which is downloaded from data logger to PC after comeback from site. Mr Aquiles can manage the data collection after training. MR					
Actions to be taken			by Whom		until When	

Record of Meeting/Discussion

Date:	Ago 18, 2010	Time:	from	9:30am	to	10:40am
Venue:	ANDA CR Office					
Meeting/Discussion among						
NRW Reduction Management Team ■ NRW Reduction Action Team (Central) Power-Saving Management Team Others			NRW Reduction Action Team (Metropolitan) NRW Reduction Action Plan (Western) Sewerage Planning Team			
Attendants El Salvador side						
Name		Position		Department/Organization		
Ing. José Luis Hércules		CR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		Project Assistant		JICA		
Main Subject:						
1. Consult about procurement of materiales in pilot areas						
Topic	Contents of Discussion			Conclusion		
1	Okazaki San checked the data logger and he realize that the information of 3 days was erased. Hercules san said that probably there was a mistake at the time of uninstalling all devices. Okazaki san explained him again how to do it.			Action Team will go back to the site and try to do all the process of installation of data logger.		
2	Hercules san says that he is having trouble to make the map of San Rafael Cedros (Pilot Area) because the person in charge cannot support this activity.			They will hire an external drawer. They have around 50% of advance.		
3	Okazaki san explain Hercules san that the map should be ready at least at the end of November.			Mr. Hercules says that they will finish map drawings before that date.		
4	Also Okazaki san explains that on next workshop he will instruct them the best points of valve installation.			Hercules san says that they will also start with the construction of pits to avoid delays in the future.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Ago 18, 2010	Time:	from	11:00am	to	11:50am
Venue:	ANDA MR Office					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Ing. Aquiles Montoya		MR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		Project Assistant		JICA		
Main Subject:						
1. Consult about procurement of materiales in pilot areas						
Topic	Contents of Discussion			Conclusion		
1	Mr. Aquiles had problems to install the software in the computer. After he called the techniccal support from MR and it was fixed. The information was correct downloaded.			The software were installes in 2 computers.		
2	The 6 metallic hoses are in Mr. Aquiles office. I suggest him to bring these hoses to the next workshop. I will notify the other regions so they can pick it up that day.					
3	Mr Aquiles provide Ciudad Corinto map to Okazaki San.			Okazaki San will send the information fixed to Aquiles san.		
4						
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Nov 12, 2010	Time:	from	9:00am	to	11:00am
Venue:	ANDA 5 th floor					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arq. Aquiles Montoya		MR		ANDA		
Ing. José Luis Hércules		CR		ANDA		
Luis Díaz		CR		ANDA		
Arq. Douglas Orellana		WR		ANDA		
Lic. Iris Arévalo		WR		ANDA		
Ing. José Guzmán		WR		ANDA		
Marlon Guzmán		WR		ANDA		
Lic. Luis Caballero		WR		ANDA		
Roberto Raúl Rodríguez		WR		ANDA		
Attendants JICA (Name)						
Takemasa Mamiya		JET		JICA		
Manuel Rivera		JET		JICA		
Main Subject:						
1. Discussion of Model Block results document, Model Block readings and Work Plans.						
Topic						
	Contents of Discussion			Conclusion		
1	Mr. Douglas wants to have more clear the table about Error Meter survey. He would like to have a recommendation on what to do according to this numbers. Douglas pide aclaración de la tabla de Error de Medidor. Le gustaría que se brindaran recomendaciones con respecto a lso resultados.			Mr. Mamiya explains that table and result it is not to identify wich meter should be replace. The purpose is to have an average to know the condition of the area based on the sample. El Señor Mamiya explica que la tabla y resultados no permite ser específico con los medidores que deben ser reemplazados. El propósito es tener un promedio para saber la condiccion de error de medidor conforme a la muestra tomada.		
2	3 Action Teams agreed to try to replace micro meters in pilot block. They will change broken, direct connection, old and doubtful micro meters. Los 3 equipos de acción estuvieron de acuerdo en reemplazar la mayoría de micro medidores en Areas Piloto. Se reemplazará medidores averiados, conexiones directas, antiguos y dudosos de buen					

Form RMD

Project for Capacity Development of ANDA for Operational Improvement

	funcionamiento.		
3	3 action teams also agreed to read macro and micro meter in model block, from december and continuously. Los 3 equipos de acción acordaron hacer mediciones micro y macro en las áreas modelo a partir de diciembre 2010.		
4	About Work Plans, MR and WR will re consider all the activities in order to see what other advances can they do. Con respecto a los planes de trabajo, región Metro y región Occidental considerarán que otras actividades se pueden programar para avanzar y evitar retrasos.	CR will send new file in project format. Región Central esta pendiente de mandar el plan de trabajo en el formato enviado de parte del proyecto.	
5	Mr. Mamiya explained Action Teams that this time we will have brochure with general information of project but we will still need direct public relations beetween Action Teams and Pilot Block customers. El Sr. Mamiya explica a los equipos de acción que se contará con un brochure con información geneal del proyecto, por lo tanto la interacción con comunicados y notificaciones deberá ser igual a la de las área modelo.		
6	Action Teams will also update the Material in Stock information. Los equipos de acción actualizarán y verificarán el listado de materiales en stock.		
7			
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	14 January, 2011	Time:	from 10:30	to 16:00												
Venue:	ANDA Central Regional Office Warehouse															
Meeting/Discussion among																
<input type="checkbox"/> NRW Reduction Management Team <input type="checkbox"/> NRW Reduction Action Team (Metropolitan) <input type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western) <input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team <input checked="" type="checkbox"/> Others																
Attendants - El Salvador side																
<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Department/Organization</th> </tr> </thead> <tbody> <tr> <td colspan="3">NRW Reduction Action Team</td> </tr> <tr> <td>Ing. Oscar Alfonso Torres</td> <td>Gerente General</td> <td>HIDRAULICA</td> </tr> <tr> <td>Mr. Will Avila</td> <td>Gerente de Ventas</td> <td>HIDRAULICA</td> </tr> </tbody> </table>					Name	Position	Department/Organization	NRW Reduction Action Team			Ing. Oscar Alfonso Torres	Gerente General	HIDRAULICA	Mr. Will Avila	Gerente de Ventas	HIDRAULICA
Name	Position	Department/Organization														
NRW Reduction Action Team																
Ing. Oscar Alfonso Torres	Gerente General	HIDRAULICA														
Mr. Will Avila	Gerente de Ventas	HIDRAULICA														
JICA エルサルバドル事務所																
小林所員、オランダ所員																
Attendants - JICA Experts (Name)																
小原																
Mr. Manuel																
Main Subject:																
第3回目 JICA 機材調達立会検査－数量検査																
Topic	Contents of Discussion			Conclusion												
1	11日予定していた納入が延期となり、さらに12日午後納入予定も延期になった。13日に Mr. マニユエルに JICA Mr. オランダから連絡が入り、14日 AM10:00 より、残りのすべての調達機材の納入検収をするとの連絡があった。															
2	14日、午前と午後2回搬入が ANDA Central Regional Office 倉庫に行われた。午前中に JICA 小林氏とオランダ氏が立会いに参加された。本日納入された機材の数量は、発注された数量通りであったことを ANDA、HIDRAULICA、JICA 専門家で確認した。従って、1回目、2回目、3回目の納入と合わせて、すべての調達機材が納入されたことを確認した。															
3	しかしながら、本日納入された片フランジ短管の塗装状態が良いことを ANDA、HIDRAULICA、JICA 専門家で確認した。															
4	また、本日納入されたバルブ本体のボルト長さが不足しており、かつ、長さが均一でないことも ANDA、HIDRAULICA、JICA 専門家で確認した。さらに、バルブ本体のボルトに錆が発生しており、そして、バルブ開閉用ハンドルボックス取り付けボルトの欠落が1台あることを ANDA、HIDRAULICA、JICA 専門家で確認した。															
5	このような状況であったため、本日の納入検査は数量確認検査のみとし、来週月曜日(17日)午前9時より、すべての納入機材の品質検査を行うことを ANDA、HIDRAULICA、JICA 専門家は同意した。															
6	数量検査立会検査記録に契約相手責任者および小原専門家は自署をした。															
Actions to be taken			by Whom	until When												

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	17 January, 2011	Time:	from 9:00	to 12:00
Venue:	ANDA Central Regional Office Warehouse			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team <input type="checkbox"/> NRW Reduction Action Team (Metropolitan) <input type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western) <input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team <input checked="" type="checkbox"/> Others				
Attendants - El Salvador side				
Name		Position		Department/Organization
NRW Reduction Action Team				ANDA Central Regional Office
Ing. Oscar Alfonso Torres		Gerente General		HIDRAULICA
Mr. Will Avila		Gerente de Ventas		HIDRAULICA
JICA エルサルバドル事務所 小林所員				
Attendants - JICA Experts (Name)				
岡崎				
小原				
Mr. Manuel				
Main Subject: 第3回目 JICA 機材調達立会検査 - 品質検査				
Topic	Contents of Discussion			Conclusion
1	先週の金曜日の数量検査に引き続き、本日(17日)午前9時より、JICAの小林氏も途中から参加いただき、品質検査を実施した。			
2	品質検査の結果は以下のとおりであった。 (1)仕切弁(片フランジ短管6インチ、4インチ、3インチ、2.5インチ、2インチ)はボルトのさび取り、不足長さのボルトの取り換え及びペイント補修を実施することが必要である。 (2)片フランジ短管3インチ 18個のうちの2個が、明らかに不良品で、取り換える必要がある。片フランジ短管すべてに対してペイント補修が必要である。 (3)その他の機材は問題なし。			
3	ボルトのさび取り、不足長さのボルトの取替えおよびペイント補修について、ANDA、HIDRAULICA、JICA 専門家は同意した。			
4	片フランジ短管3インチ2個については取り換いを要求したが、保留となった。			
Actions to be taken		by Whom	until When	
1. ボルトのさび取り、不足長さのボルトの取替えおよびペイント補修		HIDRAULICA	ASAP	

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	17 January, 2011	Time:	from 16:00	to 17:00
Venue:	JICA エルサルバドル事務所			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team		<input type="checkbox"/> NRW Reduction Action Team (Metropolitan)		
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input type="checkbox"/> NRW Reduction Action Plan (Western)		
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team		
<input checked="" type="checkbox"/> Others				
Attendants El Salvador side				
Name		Position		Department/Organization
JICA エルサルバドル事務所 小林所員、サンドラ所員				
Attendants JICA Exparts (Name)				
岡崎				
小原				
Mr. Manuel				
Main Subject: 第3回目 JICA 機材調達立会検査				
Topic	Contents of Discussion			Conclusion
1	<p>17日午後4時から、JICAにて小林氏とサンドラさんと本日午前中の品質検査の結果について打合せを行った。 その際、コントラクターとの契約書のコピーを小林氏からいただいた。 打合せの結果は以下のとおりです。 (1)仕切弁(片フランジ短管6インチ、4インチ、3インチ、2.5インチ、2インチ)はボルトのさび取り、不足長さのボルトの取り換え及びペイント補修を実施することが必要である。 (2)片フランジ短管3インチ 18個のうちの2個が、明らかに不良品で、取り換える必要がある。片フランジ短管すべてに対してペイント補修が必要である。 (3)その他の機材は問題なし。</p>			
2	<p>明日(18日)午前9時30分から、JICAにて、この打合せ結果について契約業者と打ち合わせを行うとの電話連絡を小林氏より受け、この打合せへの出席依頼があった。 あいにく、小原は明日(18日)浄水場へ行くことになっており、岡崎専門家とMr.マヌエルに出席してもらうことにした。</p>			
Actions to be taken		by Whom		until When

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	18 January, 2011	Time:	from 14:00	to 15:00
Venue:	ANDA Central Regional Office Warehouse			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team <input type="checkbox"/> NRW Reduction Action Team (Metropolitan) <input type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western) <input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team <input checked="" type="checkbox"/> Others				
Attendants El Salvador side				
Name		Position		Department/Organization
NRW Reduction Action Team				ANDA Central Regional Office
Ing. Oscar Alfonso Torres		Gerente General		HIDRAULICA
JICA エルサルバドル事務所				
Attendants JICA Exparts (Name)				
岡崎				
Mr. Manuel				
Main Subject: 第3回目 JICA 機材調達立会検査－不具合箇所確認				
Topic	Contents of Discussion			Conclusion
1	18日午後、納入業者、ANDAのストア担当者の立ち会いのもとで、再度チェックを行った結果、 ①バルブのボルト長さが不足している→数をチェックして交換する。 ②バルブのねじ部がさびている→ブラシで錆を落とし、錆止めの処置をする。 ③ショートフランジに付着している塗装の塊→取り除いてペイントで補修する。 ①のボルト交換は、4"が15本、6"が5本、8"が2本で合計22本、 ②と③はすべての品物を確認して、問題箇所を補修することになりました。 不良箇所が改善されたかどうかの見極めは、明日の午後、もしくは金曜日に小原専門家が確認することになった。			
Actions to be taken		by Whom		until When
1. ボルトのさび取り、不足長さのボルトの取替えおよびペイント補修		HIDRAULICA		ASAP

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	18 January, 2011	Time:	from 8:30	to 9:30
Venue:	JICA エルサルバドル事務所			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team <input type="checkbox"/> NRW Reduction Action Team (Metropolitan) <input type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western) <input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team <input checked="" type="checkbox"/> Others				
Attendants - El Salvador side				
Name		Position		Department/Organization
Ing. Oscal Alfonso Torres		Gerente General		HIDRAULICA
JICA エルサルバドル事務所 小林所員、サンドラ所員				
Attendants - JICA Expats (Name)				
岡崎				
Mr. Manuel				
Main Subject:				
JICA 機材調達				
Topic	Contents of Discussion			Conclusion
1	<p>昨日 17 日の検品時に問題になった資機材について、18 日午前、JICA 事務所で小林氏、サンドラ氏(オランダ氏の後任が来られるまでの担当)、HIDRULICA の代表、岡崎専門家と Mr. マニエールで、以下のことで話し合いを持ちました。</p> <p>①バルブのボルト長さが不足している→数をチェックして交換する。</p> <p>②バルブのねじ部がさびている→ブラシで錆を落とし、錆止めの処置をする。</p> <p>③ショートフランジに付着している塗装の塊→取り除いてペイントで補修する。</p> <p>④3"の管厚が異なる 2 本のフランジ→追加購入する。</p> <p>⑤支払い条件→不備な箇所を改善し、検査に合格した時。</p> <p>⑥ペナルティについて→年内に納入できなかった品物に対して、減額を検討する。</p> <p>④については、管の厚さ(モルタルライニングが不均一)と 1 本は塗装状態が良くない(仕上げ忘れ)ので交換を要求しましたが、仕様書にはライニング厚(内径)に関する仕様と塗装の条件が具体的に書かれていなので、納入業者としては問題がないという立場取っている。</p> <p>業者側は、交換になると品物が届くまで支払いを受けられないし、JICA も検収が終わらないと自由に品物を動かすことができない</p>			

Form RMD

Project for Organizational Strengthening and Operational Improvement for ANDA

	<p>め、追加という形になった。</p> <p>追加のフランジは空輸で2週間程度で届くと言っていたが、JICAとしては支払い後に確実に届けられるのか不安があるため、誓約書のようなものを提出させることを考えているようである。到着までに2週間掛ったとしても、予備品が使えること、工事量が多いWRで使用するため時間が稼げることから、工事そのものには影響がないことを小林氏に説明した。</p> <p>午後に、納入業者、ANANDAのストア担当者の立ち会いのもとで、再度チェックを行った結果、①のボルト交換は、4"が15本、6"が5本、8"が2本で合計22本、②と③はすべての品物を確認して、問題箇所を補修することになりました。</p> <p>不良箇所が改善されたかどうかの見極めは、明日の午後、もしくは金曜日に小原さんに確認して頂くことになりました。</p>	
2		
	by Whom	until When

Record of Meeting/Discussion

Date:	January 18 th , 2011	Time:	from	13:45hrs	to	15:10 hrs
Venue:	ANDA Head Office, Power Saving Office 5 th floor					
Meeting/Discussion among						
1. Quality Check of Materials						
Attendants El Salvador side						
Name		Position		Department/Organization		
Mr. Remberto		Warehouse Staff		Central Region Storage Area, ANDA		
Teófilo Quintanilla		Provider Representative		HIDRAULICA, SA de CV		
Attendants JICA Experts (Name)						
Akihiko Okazaki		JICA's Expert				
Carola Leiva		JICA's Expert Team Assistant				
Main Subject:						
1. Quality Check for Pilot Area Matirial Procurment						
Topic	Contents of Discussion			Conclusion		
1	<p align="center"><u>Bolt Replacement Count</u></p> <p>Bolts of 4":</p> <ul style="list-style-type: none"> • 15 <p>Bolts of 6":</p> <ul style="list-style-type: none"> • 5 <p>Bolts of 8":</p> <ul style="list-style-type: none"> • 2 <p><u>Total of 22 bolts to replace</u></p>					
2.	Mr. Okazaki also indicated to scratch out the rust in the bolts and grease them out to protect them					
3.	Mr. Okazaki ask to even out the paint lumps that the short flange pipes had					
Actions to be taken				by Whom		until When
Ms. Carola will call the provider to fix another meeting to check to good state of the valves and new bolts. Mr. Obara will go to that meeting				Ms. Carola		January 19 th , 2011

Record of Meeting/Discussion

Prepared by 小原幸三
Date: 2011年2月6日

Date:	19 January, 2011	Time:	from 15:30	to 16:30
Venue:	ANDA Central Regional Office Warehouse			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team		<input type="checkbox"/> NRW Reduction Action Team (Metropolitan)		
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input type="checkbox"/> NRW Reduction Action Plan (Western)		
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team		
<input checked="" type="checkbox"/> Others				
Attendants El Salvador side				
Name		Position		Department/Organization
NRW Reduction Action Team				ANDA Central Regional Office
Ing. Oscar Alfonso Torres		Gerente General		HIDRAULICA
JICA エルサルバドル事務所				
Attendants JICA Exparts (Name)				
小原				
Mr. Victor				
Main Subject: 第3回目 JICA 機材調達立会検査－最終検査				
Topic	Contents of Discussion			Conclusion
1	<p>18日午後、納入業者、ANDAのストア担当者の立ち会いのもと、小原専門家が再度チェックを行った結果、問題ないことを確認した。</p> <p>①バルブのボルト長さが不足している→数をチェックして交換する。 ②バルブのねじ部がさびている→ブラシで錆を落とし、錆止めの処置をする。 ③ショートフランジに付着している塗装の塊→取り除いてペイントで補修する。 ④3"の管厚が異なる2本のフランジ→追加購入する。</p> <p>①のボルト交換は、合計33本取り替えられている。 ②と③はすべての品物を確認し、問題箇所が補修済みであることを確認した。 ④については、業者から空輸にて最短納期で手配したと口頭で連絡を受けた。</p>			
2	立会検査記録に契約相手責任者および小原専門家は自署をした。			
Actions to be taken		by Whom		until When
1. 3"の管厚が異なる2本のフランジ→追加購入		HIDRAULICA		ASAP

Record of Meeting/Discussion

Date:	Jan 19, 2010	Time:	from	10:00am	to	10:30pm
Venue:	ANDA 5 th floor, PRODEC-ANDA office					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		■NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Douglas Orellana		WR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		JET Assistant		JICA		
Main Subject:						
1. Discussion of Pilot Block						
Topic						
	Contents of Discussion			Conclusion		
1	Mr. Douglas said that they cannot advance in Work Plan because they need to install the valves. It is very difficult for them to build the Pits in the Pilot Block since that area is the downtown of Santa Ana and a lot of traffic can affect the city.			They will try to work ASAP when they receive the valves.		
2	Marlon will be in charge of the acoustic survey and he and other staff will conduct this activity.					
3	Okazaki San explained Mr. Douglas that also the Macro Meter will be delay. Because of this we will uninstall 2 ultrasonic devices from WR and MR in order to make the MNF survey according to work plan.			Mr. Douglas agreed.		
4	JET and action team discuss to start about leak survey in advance because valve delivery is delay. And acoustic survey will start from today to January 21 for 3days.			Action team prepare the survey map, customer list, survey device and workers.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jan 24, 2010	Time:	from	11:00am	to	12:00pm
Venue:	ANDA 5 th floor, PRODEC-ANDA office					
Meeting/Discussion among						
NRW Reduction Management Team			NRW Reduction Action Team (Metropolitan)			
NRW Reduction Action Team (Central)			NRW Reduction Action Plan (Western)			
Power-Saving Management Team			Sewerage Planning Team			
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Aquiles Montoya		MR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		JET Assistant		JICA		
Main Subject:						
1. Discussion of Pilot Block						
Topic						
	Contents of Discussion			Conclusion		
1	Okazaki San asks about the MNF and Macro Meter pits in Pilot Block			Aquiles San informs that they have finished the 3 MNF pits and they have planned to construct in differente location the Macro Meter as an instruction by Techniccal Director Saul Vasquez.		
2	Okazaki San suggested that its better to construction and "special" Pit in the highest part of the Pilot Block. There it will be installed the macro meter, the ball valves with pressure gages, and also an space to stick the ultrasonic flow meter device.			Both agreed to do that and MR will start according to these suggestions.		
3	Okazaki san and Mr Aquiles discuss to start leak survey in advance because valve delivery is delay. And acoustic survey will start from January 27.			Mr Aquiles will prepare map, customer list, survey device and workers.		
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	Jan 25, 2010	Time:	from	9:30am	to	10:30pm
Venue:	ANDA 5 th floor, PRODEC-ANDA office					
Meeting/Discussion among						
NRW Reduction Management Team			NRW Reduction Action Team (Metropolitan)			
■ NRW Reduction Action Team (Central)			NRW Reduction Action Plan (Western)			
Power-Saving Management Team			Sewerage Planning Team			
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
José Luís Hércules		CR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		JET Assistant		JICA		
Main Subject:						
1. Discussion of Pilot Block						
Topic						
	Contents of Discussion				Conclusion	
1	Mr. Hércules explained that they have a 50% of advance regarding the detailed map of San Rafael Cedros. They will have the General Department of Cadastre of ANDA. They will be in charge of update all the drawing of all ANDA systems and networks.					
2	Mr. Hercules explained that they have finished the construction of pits. They are only waiting for the valves to start all additional activities.					
3	Okazaki san and Mr Herecules discuss to start the leak survey in advance because valve delivery is delay. And acoustic survey will start from January 25.				Mr Herecules will prepare map, customer list, device and workers.	
Actions to be taken			by Whom		until When	

Record of Meeting/Discussion

Prepared by Akihiko Okazaki

Date: February 4, 2011

Date:	2/2/2011	Time:	from 15:00	to 15:40
Venue:	Salon de Usos Múltiples, 5to Piso, Sede ANDA			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team <input checked="" type="checkbox"/> NRW Reduction Action Team (Metropolitan)				
<input checked="" type="checkbox"/> NRW Reduction Action Team (Central) <input checked="" type="checkbox"/> NRW Reduction Action Plan (Western)				
<input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team				
<input type="checkbox"/> Others				
Attendants El Salvador side				
Name		Position		Department/Organization
Sr. Camilo Marroquín		Técnico Área Comercial		Región Metropolitana
Ing. José Luis Hércules Ávalos		Ingeniero Colaborador		Región Central
Arq. Luis Federico Díaz		Técnico en Ingeniería		Región Central
Sr. José Neftalí Batrez Serpad		Jefe de Operaciones		Región Central
Arq. Douglas Agustín Orellana		Unidad de Catastro		Región Occidental
Licda. Iris Arévalo		Encargada de Comunicaciones		Región Occidental
Ing. José Humberto Guzmán		Jefe de Operaciones		Región Occidental
Sr. Marlon Ernesto Guzmán		Técnico Colaborador		Región Occidental
JICA El Salvador office				
Attendants JICA Experts (Name)				
Akihiko Okazaki		Takemasa Maniwa		Yasuhiro Aoki
Manuel Rivera				
Main Subject:				
Work Plan in this month				
Topic	Contents of Discussion			Conclusion
1	Revised work plan is explained to C/P teams by JET.			Accepted
2	JET explained about making working-manual of NRW reduction which include purpose and contents.			Selected person responsible.
3				
4				
Actions to be taken			by Whom	until When

Record of Meeting/Discussion

Prepared by Akihiko Okazaki
Date: February 11, 2011

Date:	9 - 10/2/2011	Time:	from 22:00	to 27:00
Venue:	Residencial Corinto			
Meeting/Discussion among				
<input type="checkbox"/> NRW Reduction Management Team		<input checked="" type="checkbox"/> NRW Reduction Action Team (Metropolitan)		
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input type="checkbox"/> NRW Reduction Action Plan (Western)		
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team		
<input type="checkbox"/> Others				
Attendants El Salvador side				
Name		Position		Department/Organization
Sr. Camilo Marroquín		Técnico Área Comercial		Región Metropolitana
JICA エルサルバドル事務所				
Attendants JICA Exparts (Name)				
Akihiko Okazaki				
Manuel Rivera				
Main Subject:				
Training for pinpoint survey at night in Corinto.				
Topic	Contents of Discussion			Conclusion
1	How to use the water leak detector.			
2	How to distinguish the leak sound by water leak detector.			
3	How to identify the leak sound at valve or fittings using by the listening stick.			
4				
Actions to be taken			by Whom	until When

Record of Meeting/DiscussionPrepared by Akihiko Okazaki
Date: February 16, 2011

Date:	14 - 15/2/2011	Time:	from	22:00	to	27:00
Venue:	Distrito Centro Sur, municipio de Santa Ana					
Meeting/Discussion among						
<input type="checkbox"/> NRW Reduction Management Team		<input type="checkbox"/> NRW Reduction Action Team (Metropolitan)				
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input checked="" type="checkbox"/> NRW Reduction Action Plan (Western)				
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team				
<input type="checkbox"/> Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Arq. Douglas Agustín Orellana		Unidad de Catastro		Región Occidental		
Licda. Iris Arévalo		Encargada de Comunicaciones		Región Occidental		
Ing. José Humberto Guzmán		Jefe de Operaciones		Región Occidental		
Sr. Marlon Ernesto Guzmán		Técnico Colaborador		Región Occidental		
JICA エルサルバドル事務所						
Attendants JICA Expats (Name)						
Akihiko Okazaki						
Manuel Rivera						
Main Subject:						
Training for pinpoint survey at night in Santa Ana.						
Topic	Contents of Discussion				Conclusion	
1	How to use the water leak detector.					
2	How to distinguish the leak sound by water leak detector.					
3	How to identify the leak sound at valve or fittings using by the listening stick.					
4						
Actions to be taken			by Whom		until When	

Form RMD

Project for Organizational Strengthening and Operational Improvement for ANDA

INCORPORATED STAFF IN NRW REDUCTION TEAM, WESTERN REGION

N°	Name	Position
1	Mr. Victor Hugo Zaldivar	Communications
2	Mr. Mauricio Reynaldo García	Operations
3	Mr. Jose Luis romero	Operations
4	Mr. Jaime Ernesto Escobar	Operations
5	Mr. Guillermo Antonio Cañas	Operations
6	Mr. Bernardo Antonio Contreras	Operations
7	Mr. Ilisian romeo Axume	Operations
8	Mr. Ricardo Aguilera	Operations
9	Mr. Hugo Escobar	Operations
10	Mr. Miguel Angel sosa	Operations
11	Mr. Jose Isidro cuellar	Operations
12	Ms. Alma Marinero	Cooperators (Internship Students)
13	Ms. Lourdes Guevara	Cooperators (Internship Students)
14	Ms. Jacqueline Nuñez	Cooperators (Internship Students)

Record of Meeting/Discussion

Prepared by Akihiko Okazaki
Date: February 23, 2011

Date:	21 - 22/2/2011	Time:	from 22:00	to 27:00
Venue:	Distrito Centro, municipio de San Rafael Cedros			
Meeting/Discussion among				
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)	
<input checked="" type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)	
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team	
<input type="checkbox"/>	Others			
Attendants El Salvador side				
	Name	Position	Department/Organization	
	Ing. José Luis Hércules Ávalos	Ingeniero Colaborador	Región Central	
	Arq. Luis Federico Díaz	Técnico en Ingeniería	Región Central	
	Sr. José Neftalí Batrez Serpad	Jefe de Operaciones	Región Central	
JICA エルサルバドル事務所				
Attendants JICA Expats (Name)				
	Akihiko Okazaki			
	Manuel Rivera			
Main Subject:				
Training for pinpoint-survey at night in San Rafael Sedros.				
Topic	Contents of Discussion		Conclusion	
1	How to use the water leak detector.			
2	How to distinguish the leak sound by water leak detector.			
3	How to identify the leak sound at valve or fittings using by the listening stick.			
4				
	Actions to be taken	by Whom	until When	

Form RMD

Project for Organizational Strengthening and Operational Improvement for ANDA

List of participants in all Central Region Activities:

1. José Luis Hércules Avalos, Operations Department, projects coordinator
2. Luis Federico Díaz, Operations Department, engineer
3. Mario Arévalo, Billing Department
4. Filadelfo Edgardo Lopez, Saravia, Cadastre Unit
5. Luis Guillermo Aparicio Navarrete, Cadastre Unit
6. José Roberto Miranda Henríquez, Cadastre Unit
7. José Neftaly Batres Serpas, Operation Department
8. Francisco Velasco, Operations Department
9. Hector José Argumedo, Operations Department
10. José Julio Sandoval, Operations Department
11. Perfecto Rocha, Operations Department
12. Berny Javier Alvarenga, Operations Department
13. Walter Omar Sandoval, Operations Department
14. José Ricardo Castillo, Operations Department
15. Juan Carlos Mejía, Operations Department
16. Edwin Saúl Castro, Operations Department
17. Jaime Roberto Gomez, Operations Department
18. Rosa Eveyyn Alvarenga, New Services Department
19. Elva Lidia Peña, New Services Department
20. Alicia del Carmen Martinez, New Services Department
21. Ruth Patricia Zuniga, New Services Department.

Record of Meeting/Discussion

Prepared by Akihiko Okazaki
Date: February 28, 2011

Date:	24/2/2011	Time:	from	10:00	to	15:00
Venue:	Residencial Corinto					
Meeting/Discussion among						
<input type="checkbox"/> NRW Reduction Management Team <input checked="" type="checkbox"/> NRW Reduction Action Team (Metropolitan)						
<input type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western)						
<input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team						
<input type="checkbox"/> Others						
Attendants - El Salvador side						
Name		Position		Department/Organization		
Sr. Camilo Marroquín		Técnico Área Comercial		Región Metropolitana		
JICA エルサルバドル事務所						
Attendants - JICA Exparts (Name)						
Akihiko Okazaki						
Manuel Rivera						
Main Subject:						
Training for Confirmation survey in Colint.						
Topic	Contents of Discussion				Conclusion	
1	How to use the correlator.					
2	How to use the drilling machine and boring bar for leak confirmation.					
3	How to identify the leak point by confirmation survey					
4						
Actions to be taken			by Whom		until When	

Record of Meeting/Discussion

Prepared by Akihiko Okazaki
Date: March 1, 2011

Date:	28/2/2011	Time:	from 10:00	to 15:00															
Venue:	Distrito Centro, municipio de San Rafael																		
Meeting/Discussion among																			
<input type="checkbox"/> NRW Reduction Management Team <input type="checkbox"/> NRW Reduction Action Team (Metropolitan)																			
<input checked="" type="checkbox"/> NRW Reduction Action Team (Central) <input type="checkbox"/> NRW Reduction Action Plan (Western)																			
<input type="checkbox"/> Power-Saving Management Team <input type="checkbox"/> Sewerage Planning Team																			
<input type="checkbox"/> Others																			
Attendants El Salvador side																			
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Name	Position	Department/Organization																	
Ing. José Luis Héroules Ávalos	Ingeniero Colaborador	Región Central																	
Arq. Luis Federico Díaz	Técnico en Ingeniería	Región Central																	
Sr. José Nefalí Batrez Serpad	Jefe de Operaciones	Región Central																	
JICA エルサルバドル事務所																			
Attendants JICA Experts (Name)																			
Akihiko Okazaki																			
Manuel Rivera																			
Main Subject:																			
Training for confirmation survey in San Rafael Sedros.																			
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Topic	Contents of Discussion	Conclusion																	
1	How to use the correlator.																		
2	How to use the drilling machine and boring bar for leak confirmation.																		
3	How to identify the leak point by confirmation survey.																		
4																			
<table border="1"> <thead> <tr> <th>Actions to be taken</th> <th>by Whom</th> <th>until When</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Actions to be taken	by Whom	until When												
Actions to be taken	by Whom	until When																	

Record of Meeting/Discussion

Prepared by Akihiko Okazaki
Date: March 2, 2011

Date:	1/3/2011		Time:	from	10:00	to	12:00
Venue:	Residencial Corinto						
Meeting/Discussion among							
<input type="checkbox"/> NRW Reduction Management Team		<input checked="" type="checkbox"/> NRW Reduction Action Team (Metropolitan)					
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input type="checkbox"/> NRW Reduction Action Plan (Western)					
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team					
<input type="checkbox"/> Others							
Attendants El Salvador side							
Name		Position		Department/Organization			
Sr. Camilo Marroquín		Técnico Área Comercial		Región Metropolitana			
JICA エルサルバドル事務所							
Attendants JICA Expats (Name)							
Akihiko Okazaki							
Main Subject:							
Training for confirmation survey in Colint							
Topic	Contents of Discussion					Conclusion	
1	How to use the correlator.						
2	How to use the drilling machine and boring bar for leak confirmation.						
3	How to identify the leak point by confirmation survey						
4							
Actions to be taken				by Whom		until When	

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Record of Meeting/Discussion

Date:	May 31, 2011	Time:	from	9:30am	to	10:30am
Venue:	Colint (Site)					
Meeting/Discussion among						
NRW Reduction Management Team ■ NRW Reduction Action Team (Metropolitan) NRW Reduction Action Team (Central) NRW Reduction Action Plan (Western) Power-Saving Management Team Sewerage Planning Team Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Ms. Dina Leiva		MR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		Project Assistant		JICA		
Main Subject:						
1. Assistance for data logger installation on Macro meter in Colint(pilot area) 2.						
Topic	Contents of Discussion			Conclusion		
1	Ms. Dina is a new member instead of Mr. Aquiles, and she has not experience for the data logger installation. JET demonstrated how to connect and collecting a data by the data logger.			MR team and JET make an appointment to meet at site on Thursday two days later, and JET show the how to collect the data by the communication base		
2	Ms Dina gave a Map which are pointed replacement of non working meter, illegal connection and leak point. However, leak pointed are incomplete			Mr Camilo came back from his vacation and will be arranged .		
3						
4						
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	June 2, 2011	Time:	from	13:30am	to	14:00am
Venue:	Colint					
Meeting/Discussion among						
NRW Reduction Management Team		NRW Reduction Action Team (Metropolitan)				
NRW Reduction Action Team (Central)		NRW Reduction Action Plan (Western)				
Power-Saving Management Team		Sewerage Planning Team				
Others						
Attendants El Salvador side						
Name		Position		Department/Organization		
Ms. Dina Leiva		MR Action Team		ANDA		
Attendants JICA (Name)						
Akihiko Okazaki		JET		JICA		
Manuel Rivera		Project Assistant		JICA		
Main Subject:						
1. Assistance for data logger collection from data logger						
2.						
Topic	Contents of Discussion			Conclusion		
1	JET could not show the transferring the data by communication base because Ms. Dina did not bring it.			ET bring back it to office and collect the data by another communication base. Then JET show the data transferring method to MR team later.		
2						
3						
4						
Actions to be taken				by Whom		until When

Record of Meeting/Discussion

Date:	dd 07 mm 06 2011	Time:	From 14:00 to 15:20
Venue:	1st floor of ANDA building		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input checked="" type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Douglas Orellana	WR	ANDA
	Marlon Guzman	WR	ANDA
	Luis Díaz	CR	ANDA
	Dina Leiva	MR	ANDA
	Camilo Marroquín	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Yasuhiro Aoki	JET	JICA Expert Team
	Takemasa Mamiya	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject:			
Elaboration of NRW Manual. Cost benefit activities and WR advances.			
Topic	Contents of meeting	Conclusion	
1	Okazaki San explains that the manual has to be finish before Mamiya San departure, 30 of July. Also Okazaki San suggest to divide points of Manual by region.	3 regions agree and they suggest and agree to divide manual points in order to revise and/or provide information on next meeting next Tuesday at same hour. WR will work points: 1 to 4. CR will work point: 5 MR will work point: 6	
2	Okazaki San, also provide a manual to be used as refferece or sample to have a better guide how to work all the information.	-	
3	Douglas also, suggested that it is better to work methodology and theory only on first 4 points of manual. From point 5 all the explanation and description of activities has to be very technical and very specific.	- Okazaki San Agrees this point, and comments that will be more easy to understand for any other staff who join the activities.	

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Project for Organizational Strengthening and Operational Improvement for ANDA

4	Also Okazaki San, explain that the 3 regions need to start working the Cost-Benefit as we did for model block. Okazaki San provided a sample of the model block cost-benefit file and also provided to the 3 regions a CD with the format how to make the cost-benefit. (WR will take more time because they haven't start 2 nd stage of activities).	<ul style="list-style-type: none"> - The regions will contact Okazaki San for any questions or comments. After Okazaki San departure they can also have the support of Mamiya San. - Okazaki San will also provide to 3 regions all the format files and sheets used at site in order to include these in manual. 	
5	WR explains that they are still working with their own resources but they will try that Mr. Valdés can have a meeting with Mr. Fortín, president of ANDA in order to have the approval for additional personnel to finish the project activities.	<ul style="list-style-type: none"> - They will send advance of valve installation drawn in map. - Marlon Guzman will provide also report of leakage repairings made of last 2 months in Pilot Block. 	
6	Okazaki San asked MR about leakage point that are not showed in last updated map. Mr. Camilo says that they didn't add those leak points because they were repaired by Ciudad Corinto community.	<ul style="list-style-type: none"> - MR will send an updated map with all the information required by Okazaki San (additional leak repairings made by Ciudad Corinto Community). 	
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Date:	dd 14 mm 06 2011	Time:	From 14:00 to 15:40
Venue:	1st floor of ANDA building		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input checked="" type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Douglas Orellana	WR	ANDA
	Marlon Guzman	WR	ANDA
	José Luis Hércules	CR	ANDA
	Luis Díaz	CR	ANDA
	Dina Leiva	MR	ANDA
	Camilo Marroquín	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Takemasa Mamiya	JET	JICA Expert Team
	Mariana Taylor	Interpreter	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: Elaboration of NRW Manual. Cost benefit activities and WR advances.			
Topic	Contents of meeting	Conclusion	
1	We all checked the informations collected by action teams. Only CR has no much advance. The 3 action teams decide that for next Tuesday they will try to finish all the point and titles of the manual at least to have a brief idea of each point.	3 regions will divide the next 3 points WR will work points: 9 CR will work point: 8 MR will work point: 7	
2	The actions teams agree to have 3 meetings between them before the next Tuesday, in order to discuss all the point and present on next meeting the first complete erares in order to be translated and checked by Okazaki San.	-	
3	Okazaki San submit the results of MNF to MR and CR. He explained that it is good result for both regions.	-	
4	Okazaki San and Manuel San provide digital docuements to support the elaboration of manual. This files are samples of manuals, pictures, and others.	- Actios teams will include this informations and some images to the manual.	

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Project for Organizational Strengthening and Operational Improvement for ANDA

5	Okazaki San ask MR an CR to prepare Cost Benefit analysis.	-
6	We also agree to make video for manual in WR.	- Mr. Douglas agree to prepare all the equipment to elaborate and film all activities.
7	Mr. Hercules and Mr. Luiz Díaz provide the Data Logger and Communicator Base. Okazaki San will download the information to computer.	- On next visit we will return these equipment to CR.
Actions to be taken		by Whom
		until When

Record of Meeting/Discussion

Date:	dd 15 mm 06 2011	Time:	From 10:00 to 1:40
Venue:	Western Region Office		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input checked="" type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Douglas Orellana	WR	ANDA
	Marlon Guzman	WR	ANDA
	Iris Arévalo	WR	ANDA
			ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject:			
Visit to WR Pilot Block. We checked			
Topic	Contents of meeting	Conclusion	
1	We checked the valves installed by Action Team with their own resources.	The advance of valve installation is 50%. There is no pit build until now.	
2	After the verification of installed valves we had a meeting in WR office. Mr. Douglas explained again that they have the budget ready to be used for activities but they don't have the approval to hire additional personnel with that budget. WR Manager, Mr. Valdes, will have a meeting today regarding this with Mr. President of ANDA, Marco Fortín.	- Manuel and Okazaki San asked Douglas to send reply tomorrow to know about the resolution of this topic.	
3	Manuel and Okazaki San asked action team if they will be ready before Okazaki San departure. Mr. Douglas says that it almost impossible.	- Okazaki San will leave instructions to Manuel to conduct 1 st and 2 nd MNF in Santa Ana.	
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Date:	dd 21 mm 06 2011	Time:	From 14:00 to 15:40
Venue:	1st floor of ANDA building		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input checked="" type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Douglas Orellana	WR	ANDA
	Marlon Guzman	WR	ANDA
	Dina Leiva	MR	ANDA
	Camilo Marroquín	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Takemasa Mamiya	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: Elaboration of NRW Manual advances.			
Topic	Contents of meeting	Conclusion	
1	MR and WR provide information advanced until today. Douglas San changed the structure of contents with the purpose to understand better the order of contents according sequence of activities.	Mr. Douglas suggest to have another meeting to work with advances.	
2	Okazaki San suggest to add footer on pages to link the information between equipment description and activities description.	-	
3	Next Meeting between action team: Friday 24 of June. From 9:00 to 16:00. Venue: MR. After this meeting 3 action team will send advance to expert team in order to be revised. Monday 27 of June. From 9:00 to 16:00. Wednesday 29 of June. From 9:00 to 16:00.	-	
4	Meeting with expert team: Thursday 30 of June. From 9:00 to 16:00. JET Office. Tuesday 5 of July. From 9:00 to 16:00. JET Office. Here Okazaki San will provide corrections and suggestions.	-	
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Date:	dd 22 mm 06 2011	Time:	From 10:00 to 11:40
Venue:	MR REGION		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input checked="" type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Dina Leiva	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: DATA LOGGER explanation			
Topic	Contents of meeting	Conclusion	
1	Okazaki San instructs and explains to Dina Leiva about using data logger installation, download information and analysis of graphics.	Dina Leiva will use this informations for reports and analysis.	
2	Okazaki San wants to have meeting tomorrow to check leak point with map and lists.	Next meeting will be held tomorrow.	
3		-	
	Actions to be taken	by Whom	until When

Record of Meeting/Discussion

Date:	dd 23 mm 06 2011	Time:	From 10:00 to 11:40
Venue:	MR REGION		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input checked="" type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Dina Leiva	MR	ANDA
	Camilo Marroquín	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject:			
Leak points update			
Topic	Contents of meeting	Conclusion	
1	Okazaki San and Action Teams confirm leakage points one by one with map and list of Ciudad Corinto Pilot Block.	All the leak points where checked	
2	Dina also update this information to the auto cad file.	- Dina will send map with updated information.	
3	Okazaki San also asks action team to work in cost-benefit analysis and also the pendant readings.	-	
	Actions to be taken	by Whom	until When

Record of Meeting/Discussion

Date:	dd 29 mm 06 2011	Time:	From 10:00 to 11:40
Venue:	CENTRAL REGION OFFICE		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input checked="" type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Luis Díaz	CR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: MNF ultra sonic flow meter spare part instalation			
Topic	Contents of meeting		Conclusion
1	Okazaki San installed spare part of ultra sonic flor meter device.		
2	Also Okazaki San asked Mr. Luis Díaz to finish the micro meter readings and also the cost benefits.		Mr. Luis will send all required information tomorrow.
3			-
Actions to be taken		by Whom	until When

Record of Meeting/Discussion

Date:	dd 29 mm 06 2011	Time:	From 14:00 to 15:00
Venue:	METROPOLITAN REGION OFFICE		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input checked="" type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants El Salvador side			
	Name	Position	Department/Organization
	Dina Leiva	MR	ANDA
	Camilo Marroquin	MR	ANDA
Attendants JICA			
	Akihiko Okazaki	JET	JICA Expert Team
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: MNF ultra sonic flow meter spare part installation			
Topic	Contents of meeting		Conclusion
1	Okazaki San installed spare part of ultra sonic flor meter device.		
2	Also Okazaki San asked Camilo Marroquin to finish the micro meter readings and Dina also the cost benefits.		Mr. Camilo says that he will try to push intranet department to upload the reading informationg in order to make report.
3	Ms. Dina says that she doesn't know how to do the cost-benefit analisis.		Okazaki San explained briefly how to start working on it. Also Okazaki San recommended to ask support of other 2 regions.
Actions to be taken		by Whom	until When

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Project for Organizational Strengthening and Operational Improvement for ANDA

Record of Meeting/Discussion

Date:	dd 14 mm 07 2011	Time:	From 10:30 to 11:40
Venue:	CENTRAL REGION OFFICE		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input checked="" type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants: El Salvador side			
	Name	Position	Department/Organization
	Jose Luis Hercules	CR	ANDA
	Luis Diaz	CR	ANDA
Attendants: JICA			
	Mamuel Rivera	Assistant	JICA Expert Team
Main Subject: Cost-Benefit analysis revision			
Topic	Contents of meeting	Conclusion	
1	Action team revise point by point just to make sure that all the items are correct.		
2	Action team is waiting report from Cadaster department just to know how much money they spend on the materiales for repairings. They will also revise once again before send it to JET.	Mr. Luis will send all required information between today or tomorrow.	
3			
Actions to be taken		by Whom	until When

Form RMD

Project for Organizational Strengthening and Operational Improvement for ANDA

Record of Meeting/Discussion

Date:	dd 14 mm 07 2011	Time:	From 9:30 to 10:30
Venue:	METROPOLITAN REGION OFFICE		
Meeting/Discussion among			
<input type="checkbox"/>	NRW Reduction Management Team	<input checked="" type="checkbox"/>	NRW Reduction Action Team (Metropolitan)
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team
<input type="checkbox"/>	Others		
Attendants: El Salvador side			
	Name	Position	Department/Organization
	Dina Leiva	MR	ANDA
	Camillo Marroquin	MR	ANDA
Attendants: JICA			
	Manuel Rivera	Assistant	JICA Expert Team
Main Subject: Cost-Benefit analysis revision			
Topic	Contents of meeting	Conclusion	
1	Dina says that Mr. Beltran was in charge of the repairs and she is waiting for his report.	Mr. Beltran will return from vacation next Monday.	
2	Dina Leiva it is not sure about the the NRW average BEFORE and AFTER of analysis	Manuel explained that she has to refer to the data in monthly report where she can found all that data already fixed with the formula.	
3	Ms. Dina has a doubt on the JICA MATERIAL COST.	JET explained that this item is already done by Okazaki San. So she doesn't need to fix or modify anything.	
4	She will send cost benefit analysis to JET as soon she finish.		
	Actions to be taken	by Whom	until When

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Project for Organizational Strengthening and Operational Improvement for ANDA

Record of Meeting/Discussion

Date:	dd/mm/yy	07/2011	Time:	From	11:30	to	2:30
Venue:	JET OFFICE						
Meeting/Discussion among							
<input type="checkbox"/> NRW Reduction Management Team		<input type="checkbox"/> NRW Reduction Action Team (Metropolitan)					
<input type="checkbox"/> NRW Reduction Action Team (Central)		<input type="checkbox"/> NRW Reduction Action Team (Western)					
<input type="checkbox"/> Power-Saving Management Team		<input type="checkbox"/> Sewerage Planning Team					
<input checked="" type="checkbox"/> Others							
Attendants: El Salvador side							
Name		Position		Department/Organization			
Dina Leiva		MR		ANDA			
Camilo Marroquin		MR		ANDA			
Douglas Ovalles		WR		ANDA			
Attendants: JICA							
Takeshisa Mamiya		JET		JICA Expert Team			
Manuel Rivera		Assistant		JICA Expert Team			
Main Subject: NRW Manual analysis revision							
Topic	Contents of meeting				Conclusion		
1	Action team check all the information collected by 3 regions				Still waiting for Central Region information. CR could not attend because they said they had to attend another emergency.		
2	<p>Mamiya San exposes comments about elaboration of NRW Manual:</p> <ul style="list-style-type: none"> - The Actions teams should explain that the District Meter Area (DMA) is just the beginning of this activities. They should be clear that at this point there is no selection of DMA, it is establishment of activities in order to keep working in all ANDA systems. - It is important that actions teams elaborate this manual having in mind that this should be friendly with new ANDA staff or any other person without experience with this activities. - There are several points that need more explanation such as: Isolation, purpose of MNF and others. 						
3	The actions teams also will add at the end of each chapter a topic of experiences in order to share complications or special cases they founded on field.						

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Project for Organizational Strengthening and Operational Improvement for ANIDA

+	Action teams will modify all the suggestions made by mamiya san.	
		Action teams will deliver next draft on August 9. They will also come all day to JET office to have meeting between them.
Actions to be taken		by Whom until When

Form RMD
Project for Organizational Strengthening and Operational Improvement for ANDA

Record of Meeting/Discussion

Date:	dd mm 10 2011	Time:	From 09:00	to 16:00
Venue:	Central Region meeting hall			
Meeting/Discussion among				
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)	
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)	
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team	
<input checked="" type="checkbox"/>	Others			
Attendants: El Salvador side				
	Name	Position	Department/Organization	
	Douglas Orellana	WR	ANDA	
	Camilo Muroquin	MR	ANDA	
	Dina Leiva	MR	ANDA	
	Jose Luis Hércules	CR	ANDA	
	Luis Diaz	CR	ANDA	
Attendants: JICA				
	Takemasa Mamiya	JET	JET	
	Manuel Rivera	Assistant	JICA Expert Team	
Main Subject: NRW Manual				
Topic	Contents of meeting		Conclusion	
1	Action Teams had doubt about Criteria for selection of model and pilot block.		Mamiya san explained that these actions teams or ANDA don't need to follow any criteria for selection. At this point ANDA should continue working all block from worked areas. If they want to move to another ANDA systems to apply NRW techniques they need to have only like basic characteristics of the area to work such as pressures, length and GIS activities.	
2	Also there was a discussion about the average tarif		Mamiya San explained that there was a confusion. The average tarif is NOT the result of dividing \$0.21 of \$0.78 as production cost. The correct answer is that that average becomes from dividing Total billed m3 between total commercial income. The result US \$0.48+	

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Project for Organizational Strengthening and Operational Improvement for ANDA

Record of Meeting/Discussion

Date:	Wed 31 Aug 10 2011	Time:	From 10:30	to 11:30
Venue:	Western Region Manager Office			
Meeting Discussion among				
<input type="checkbox"/>	NRW Reduction Management Team	<input type="checkbox"/>	NRW Reduction Action Team (Metropolitan)	
<input type="checkbox"/>	NRW Reduction Action Team (Central)	<input type="checkbox"/>	NRW Reduction Action Plan (Western)	
<input type="checkbox"/>	Power-Saving Management Team	<input type="checkbox"/>	Sewerage Planning Team	
<input checked="" type="checkbox"/>	Others			
Attendants: El Salvador side				
	Name	Position	Department/Organization	
	Angel Valdes	WR Manager	ANDA	
	Douglas Ovalano	WR	ANDA	
	Mauricio Garcia	WR	ANDA	
Attendants: JICA				
	Manuel Rivara	Assistant	JICA Expert Team	
Main Subject: NRW Manual				
Topic	Contents of meeting	Conclusion		
1	Manuel ask WR Action team about real situation. The work plan is changed every day and right now we don't have much time for delays before the end of the project.	Mr. Valdes says that on last meeting Mr. Technical Director promised 2 weeks for finishing the pendant activities. But WR Manager is worried now because he still doesn't have the budget to pay the additional staff. Anyhow, Mr. Valdes is pretty sure that they can finish on time with own resources.		
2	Mr Douglas explained that from now the Pilot Block is only 75% isolated. They still need to do some fixing such as bypass, connections, etc.	Mr Valdes ask Douglas to make new date for work plan, and we they arrange the following work schedule: 20111102 - Finalization of Isolation check and fixing 20111103 - Data Logger Installation - Micro and Macro Measurement from 3 to 5 of Nov / - 1 st MDNF (From 22:00) 20111107-10 - Leak Repair and Micro Meter substitution 20111111 - 2 nd MDNF		

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3	<p>Also, Luis Caballero, Billing department, will be in charge of micro reading</p> <p>Mr. Mauricio Garcia, will be in charge of micro meter replacement and leak repair in company with Douglas Orellana.</p>		
4	<p>About Manual, Douglas says he will try to finish everything in order, he has also some Presidency activities to work, also isolation and pilot block activities and also Manual.</p> <p>The other regions had finished their part. Douglas and Marlon are still trying to start.</p> <p>Also WR has NOT advanced in Pilot Block report. They will do it when Pilot block activities are finished.</p>		
	<p>NOTE: Mr. Douglas seems to be very frustrated and preoccupied. Mr. Valdes sent message to Mamrya San:</p> <p>"Please tell Mamrya San that we are very delayed but we will do our biggest effort these last days to finish on time."</p>		
Actions to be taken		by Whom	until When