

付 属 資 料

1. 事前調査ミニッツ (Minutes of Meeting : M/M)
2. 討議議事録 (Record of Discussions : R/D)

**MINUTES OF MEETING
BETWEEN
THE JAPANESE PRELIMINARY STUDY TEAM
AND
THE CONCERNED AUTHORITIES OF THE GOVERNMENT OF
THE ARAB REPUBLIC OF EGYPT
ON JAPANESE TECHNICAL COOPERATION
FOR
WATER MANAGEMENT IMPROVEMENT PROJECT II**

In response to the request made by the Government of the Arab Republic of Egypt (hereinafter referred to as “The Arab Republic of Egypt”) for Water Management Improvement Project II (hereinafter referred to as “the Project”), the Japan International Cooperation Agency (hereinafter referred to as “JICA”) has sent a preliminary study team (hereinafter referred to as “the Team”) headed by Mr. Nobuyuki KOBAYASHI from December 1st to December 10th, 2007. During its stay in The Arab Republic of Egypt, the Team exchanged views and ideas with the concerned authorities of Government of The Arab Republic of Egypt through a series of meetings and field surveys in relation to the Project.

As a result of the study, both parties have reached common understandings concerned with the matters in the documents attached hereto. This Minutes reflects discussions and initial agreements made between the concerned authorities of the Government of Egypt and the Team.

Cairo, December 6th, 2007

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Mr. Nobuyuki KOBAYASHI
Team Leader
Preliminary Study Team
Japan International Cooperation Agency



Dr. Hussein I. El-Atfy
Ministry of Water Resources and Irrigation
Senior Undersecretary and Chairman of
Irrigation Department

ATTACHED DOCUMENTS

I. Background of the Project

Egypt faces many challenges in managing water resources because of drastic increase of population and expansion of farmland to increase agricultural production and of job opportunities. Because available water from the River Nile is limited to 55.5 billion ton by an international agreement between Sudan (Nile Water Treaty), it is difficult to obtain new water provision.

To face these challenges, the government of the Egypt enacted the National Water Resources Plan (NWRP) aiming to increase water resources, to improve the available water efficiently, and to conserve environment and public health. NWRP refers to developing necessary water resource by improvement of the efficient use of Agricultural water which dominates more than 80% of water use through irrigation improvement projects, reuse of the agricultural water, rehabilitation of the irrigation facilities, etc. The government of Egypt has implemented those irrigation improvement projects with donor agencies including participatory irrigation management alongside facility rehabilitation from 1980s.

According to these facts and the effect of the Japanese Technical Cooperation, Water Management Improvement Project implemented from 2000 to 2007, the government of Egypt decided to submit the Proposal to JICA to support enhancing the capacity of the staff of Central Department of Irrigation Advisory Service (CD-IAS) which supervise and manage Water Users Organizations (WUOs).

II. Outcomes of Discussion

The Team has undertaken the following activities: i) a series of discussions with Ministry of Water Resources and Irrigation (MWRI) ii) field survey, and iii) participatory workshop with representatives of MWRI sectors, Ministry of Land Reclamation and relevant Projects to share important information and prepare the Project Design Matrix (PDM).

As a result, a tentative framework of the Project that includes Project Design Matrix (See Annex I) and tentative Plan of Operation (hereinafter referred to as "PO") (See Annex II) has been agreed and formulated . In addition, the Team has conducted an evaluation in terms of relevance, effectiveness, efficiency, impact and sustainability to justify the Project.

Furthermore, the governments of The Arab Republic of Egypt and JICA have clarified measures to be taken by both sides for effective implementation of the Project.

III. Tentative Framework of the Project

The both parties have agreed on the following Tentative Framework of the Project. The Framework describes the contents of the Project as its mission and logical order to reach the purpose. However, it may be modified and finalized over the course of discussions prior to the official signing of the document titled Record of Discussions (hereinafter referred to as "R/D").

The detailed content of Tentative Framework of the Project is shown in the PDM as Annex I and PO as Annex II.

1. Project Title

Water Management Improvement Project II

2. Overall Goal

WUOs at the district, branch and mesqa levels are technically, organizationally and financially self-operational nationwide to meet the national agenda of efficient water resource management.

3. Project Purpose

The capacity of CDIAS staff is enhanced to be able to establish and strengthen WUOs nationwide.

4. Outputs

1. Ideal forms and functions of WUOs at the different levels are identified for the realization of proper district-based integrated water resource management.
2. Methods of strengthening WUOs are developed for the realization of proper district-based integrated water resource management.
3. Institutions are built nationwide among the government agencies for strengthening WUOs in the country.

5. Activities

Common Activities

- 0-1. To have a kick-off meeting
- 0-2. To review and revise PDM-0 and PO-0
- 0-3. To have Joint Steering Committees (JSCs)
- 0-4. To have Joint Coordinating Working Group (JCWGs) meetings
- 0-5. To make a PR plan
- 0-6. To conduct final evaluation
- 0-7. To prepare a master plan and an implementation plan for establishing and strengthening WUOs
- 0-8. To prepare a long-term capacity development plan for CDIAS staff
- 0-9. To have a dissemination seminar

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Output 1 (at the Project Sites 1 and 2)

- 1-1. To review existing guidelines and manuals, which describe the roles and mandates of WUOs at the different canal levels and at the different development stages
- 1-2. To conduct PRA or group discussions with WUOs at the Project Sites 1

- 1-3. To review the WUOs' performances at the Project Sites 1 through the internal regulations, records of the regular meetings and their group activities, water management practice, etc.
- 1-4. To identify the WUOs' problems, issues to be considered for each of the Project Sites 1
- 1-5. To make PO (Plan of Operations) for each of the Project Sites 1 (including agreement with JSC)
- 1-6. To make PDM-1 for the Project by indicating expected Outputs at each of the Project Sites 1
- 1-7. To prepare a tentative operation manual for WUOs, that indicates their ideal forms and functions, to be applied nationwide
- 1-8. To make a training plan for WUOs members (e.g. O&M planning, water management planning, organizational management planning, etc.)
- 1-9. To prepare training materials
- 1-10. To conduct trainings to WUOs in the Project Sites 1 (Outputs shall be O&M plan, water management plan, organizational management plan, etc.)
- 1-11. To combine and analyze the results of Outputs 1 and 2
- 1-12. To prepare an operation manual for WUOs
- 1-13. To provide advice to CDIAS for making an activity plan for each of the Project Sites 2
- 1-14. To conduct trainings to WUOs in the Project Sites 2 by applying the operation manual

Output 2 (at the Project Sites 1 and 2)

- 2-1. To review existing M&E systems and methods for strengthening WUOs
- 2-2. To draft a tentative M&E system and method to be applied for existing WUOs at the Project Sites 1
- 2-3. To set up an implementation structure, including an implementation team, for applying the tentative M&E system
- 2-4. To apply the tentative M&E system to existing WUOs at the Project Sites 1
- 2-5. To extract lessons learnt necessary to strengthen WUOs for enabling them to realize proper district-based integrated water resource management
- 2-6. To prepare a M&E manual that indicates M&E system and method for strengthening WUOs, to be applied nationwide
- 2-7. To conduct training needs assessment for the IAS staff
- 2-8. To make a training plan for the IAS staff
- 2-9. To prepare training materials for the IAS staff
- 2-10. To conduct trainings
- 2-11. To apply a M&E manual for strengthening WUOs at the Project Sites 2

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Output 3 (nationwide)

- 3-1. To provide advice to CDIAS for making a national database related to the strengthening

WUOs

- 3-2. To make a plan to set up DIAS nationwide
- 3-3. To make an action plan with GDIAS for strengthening DIAS staff as well as WUOs nationwide
- 3-4. To conduct follow-up meetings with GDIAS for DIAS set up and strengthening
- 3-5. To provide advice to Regional Management Committees (RMCs) for enabling them to coordinate the related agencies for strengthening WUOs

V. Site of the Project, Target group, and duration for the Project

1. Site of the Project

7 pilot project sites shown in Annex III are selected.

2. Target groups of the Project

Main target group of the project is staff of CD-IAS.

Members of WUO, MALR and other related organizations are also included in the target group.

3. Duration of the Project

The duration of the Project is expected for three years and 10 months, from June 2008 to March 2012.

VI. Measures to be taken by Japanese side

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Technical Cooperation Scheme in Japan.

1. Dispatch of Japanese Experts

JICA will provide the services of the Japanese experts as listed in ANNEX V

2. Provision of Machinery and Equipment

JICA will provide such machinery, equipment and other materials (hereinafter referred as "the Equipment") necessary for the implementation of the project as listed in ANNEX VI within the budget allocated for the project. The Equipment will become the property of the Government of Egypt on being delivered C.I.F. (cost, insurance and freight) to the Egyptian authorities concerned at the ports and/or airports of disembarkation.

3. Training of Egyptian Personnel in Japan

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JICA will receive the Egyptian Personnel connected with the Project for technical training in Japan.

4. Budget for trainings participants in the project sites.

JICA will bear the training cost which will not be covered by Egyptian side.

This cost includes fees for trainers outside the Project.

VII. Measures to be taken by the Government of the Arab Republic of Egypt

1. In accordance with the laws and regulations in force in Egypt, the Government of Egypt will take the following measures at its own expense.

(1) Assignment of Personnel

The Arab Republic of Egypt will provide the services of the of Egyptian Counterpart Personnel and Related personnel as listed in ANNEX VII

(2) Preparation of facilities, Supply or Replacement of Machinery and Equipment

Office space and facilities for the Project will be prepared and secured by MWRI. Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA (ANNEX V) will be prepared by Egypt.

(3) Budget allocation

Egyptian side will prepare itemized budget allocation of the Project and secure it.

(4) Budget for trainings participants in the project sites.

Egyptian side will bear following items of the cost of trainings in the project sites; Per Diem and Lodging. Since this is for the preparation toward capacity development of staff concerned nationwide, Egyptian side will make efforts to secure budget for training expenses.

(5) Coordination with other donor project

Egyptian side will coordinate and share the information with other donor projects related to Water Management for the smooth implementation of the Project.

2. In accordance with the laws and regulations in force in Egypt, the Government of Egypt will take the following measures to meet :

- (1) Expenses necessary for transportation within Egypt of the Equipment referred to in VI-2 (ANNEX V) as well as for the installation, operation and maintenance thereof;
- (2) Custom duties, internal taxes and any other charges, imposed in the Egypt on the Equipment referred to in VI-2 (ANNEX V); and
- (3) Running expenses necessary for the implementation of the Project.

VIII. Management of the Project

1. Joint Steering Committee

The Joint Steering Committee (hereinafter referred to as “JSC”) which supervises the project at national level will be established before starting the Project, and be held at least twice a year or whenever necessity arises. Its members and main roles are shown in the Annex VII.

2. Joint Coordinating Working Group

The Joint Coordinating Working Group (hereinafter referred to as “JCWG”) which shares the information related to the Project at national level will be established before starting the Project, and be held at least four times a year or whenever necessity arises. Its members and main roles are shown in the Annex VIII.

3. Regional Management Committee

Regional Management Committee (hereinafter referred to as “RMC”) which is existing Committee that handles the matters about regional water resource, will support the activities and share the information.

4. Project Monitoring and Evaluation

Progress reports are made every six months by the Project and submitted to MWRI and JICA for appropriate monitoring of the Project. Annual reports are made by the Project and submitted to JSC. Mid-term and terminal evaluation will be conducted jointly by JICA and The Arab Republic of Egypt authorities concerned at the middle of the cooperation and six months prior to the termination of the Project in order to examine the achievements and to recommend a direction of the Project activities.

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IX. Justification of the Project

The Project is basically justified for its implementation on the basis of the five evaluation criteria as mentioned below. The justification shall however be finalized in due course based on

the information to be additionally furnished by the Egyptian side as indicated.

1. Relevance: The Project is considered as highly relevant mainly with the following reasons:

- (1) The Project has been planned and will be implemented in accordance with the NWRP.
- (2) In particular, the Project is closely related to the “Vision and Strategy for MWRI Institutional Reform” prepared in May 2005, and the “Development of Monitoring and Evaluation Program for Institutional Reform” prepared in July 2007. This institutional reform has been undertaken from institutional as well as social view points for supporting various technical measures set out in the NWRP.
- (3) JICA implemented the Water Management Improvement Project for 7 years, which provides necessary and useful lessons for the implementation of the Project.
- (4) One of the Priority Areas in JICA’s Cooperation Strategy to Egypt is poverty alleviation and improvement of people’s living standards. The Project is explicitly mentioned as necessary to meet the above objectives.

2. Effectiveness: The Project is considered as effective mainly with the following reasons:

- (1) The project purpose is clearly indicated as the effect to be brought by the Project. The project purpose and its indicators are closely related to the goals indicated in the NWRP and the related reform program.
- (2) The outputs of the Project are planned appropriately. They are considered as necessary and essential for the Project to achieve its purpose.

Remarks:

- ✓ The goals of the project purpose and the outputs shall be discussed and finalized after the implementation of the Project is commenced. For the finalization, the situations of the project sites shall be surveyed and analyzed.
- ✓ The external conditions are further to be considered after the Project is commenced. In particular, as the current institutional reform is on-going and its progress and results are yet to be known, it might influence considerably on the performances of the Project.

3. Efficiency: The Project is considered as efficient mainly with the following reasons:

- (1) The indicators of the outputs are appropriate as they are closely related to the goals indicated in the NWRP and the related reform program. 小林
- (2) The main activities are indicated for the Project to produce the expected outputs. H

Remarks:

- ✓ The details of the project activities shall be finalized after the Project is commenced.
- ✓ The justification of the project purpose and outputs with the expected costs shall be made later. For this purpose, the documents of the related projects by other donors implemented in Egypt, such as Fayoum Water Users Organization Project, Life Project,

IIIMP, etc. shall be furnished by Egyptian side to JICA. The documents shall include the project activities and the relevant costs.

4. Impact: The Project is considered to bring positive, but not seriously negative, impacts mainly with the following reasons:
 - (1) The Project's overall goal and its indicators are clearly indicated as the direction which the Project should take. They are closely linked with the goals indicated in the NWRP and the related reform program.
 - (2) The Project will, by its nature, pay close attention to, and consider the following factors during the implementation, so that the negative impacts would be minimized:
 - Current policies and regulations
 - Socio-cultural aspects such as poverty, gender, ethnicity, etc.
 - Environment
 - Suitable technologies
5. Sustainability: The Project is considered to be sustainable politically as well as technically mainly with the following reasons:
 - (1) The broad water sector policy objectives envisaged in NWRP, such as optimal use of available water resources and protection of water quality, are also one of the national priorities. The political commitments and supports can be further expected.
 - (2) The project is to enhance the capacity of the IAS staff for continuing and extending the intended activities nationwide.

Remarks:

- ✓ However, the financial as well as institutional sustainability shall further be considered carefully. For this purpose, the plan of the staff allocation of IAS as well as the recent budget allocation to CDIAS shall be furnished to JICA.
- ✓ The progress of the current institutional reform needs to be updated to JICA. For this purpose, JICA representatives shall at least be able to participate in the task force or an equivalent committee.

X. Schedule before the commencement of the Project

1. Egyptian side will submit an Official Document to JICA Egypt office which specifies a plan for staff allocation and budget allocation on CD-IAS.
2. Egyptian side will inform officially when the above plan is implemented and the staff and budget of CD-IAS is allocated.
3. When the project is found viable, JICA and MWRI will finalize the content of the Project and record it in the form of the Record of Discussion (R/D) before the commencement of the Project. The draft of the R/D is attached as ANNEX IX.

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4. Before the conclusion of R/D, MWRI shall determine and submit to the JICA of following:
- (1) The list of The Arab Republic of Egyptian counterpart personnel
 - (2) The list of members of JSC and RMC

- ANNEX I TENTATIVE PROJECT DESIGN MATRIX (PDM)
ANNEX II TENTATIVE PLAN OF OPERATION (PO)
ANNEX III PROJECT SITES MAP
ANNEX IV JAPANESE EXPERTS LIST
ANNEX V LIST OF MACHNERY AND EQUIPMENT
ANNEX VI THE ARAB REPUBLIC OF EGYPTIAN COUNTERPART AND RELATED
PERSONNEL LIST
ANNEX VII JOINT STEERING COMMITTEE
ANNEX VIII JOINT COORINATING WORKING GROUP
ANNEX IX DRAFT RECORD OF DISCUSSION (RD)
ANNEX X ORGANIZATION CHART

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Project Design Matrix 0 (PDM-0)

Project Name: The Water Management Improvement Project 2
 Project area: Project Sites 1 (4 sites = Pilot Sites) and Project Sites 2 (3 sites), the Whole Egypt
 Target group: CDIAS Staff (direct target), WUOs (indirect target)

Duration: June 2008 - () years

Prepared on: 1st December, 2007

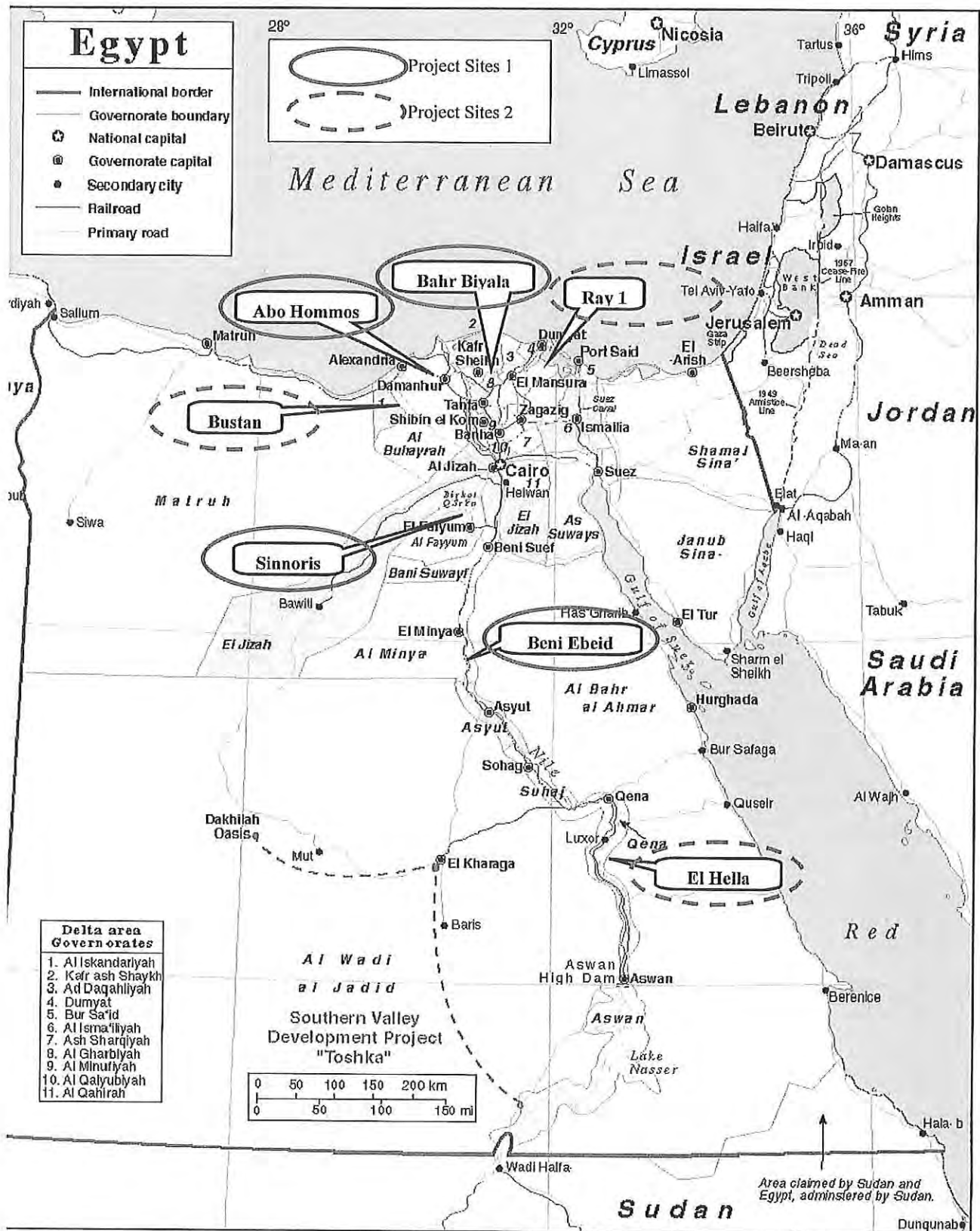
Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal</p> <p>WUOs at the district, branch and mesqa levels are technically, organizationally and financially self-operational nationwide to meet the national agenda of efficient water resource management.</p>	<p>After 3-5 years of the completion of the project</p> <ul style="list-style-type: none"> - Water management plan is prepared by WUOs nationwide, and implemented at X % satisfactory level. - Water quality is maintained or improved by WUOs nationwide at Y % satisfactory level. 	<p>Reports from GDIASs</p>	
<p>Project Purpose</p> <p>The capacity of CDIAS staff is enhanced to be able to establish and strengthen WUOs nationwide.</p>	<p>By the end of the project period,</p> <ul style="list-style-type: none"> - A master plan and an implementation plan for establishing and strengthening WUOs are prepared by CDIAS and GDIAS - A long-term capacity development plan for CDIAS staff is prepared 	<ul style="list-style-type: none"> - A master plan and an implementation plan for establishing and strengthening WUOs - A long-term capacity development plan for CDIAS staff 	<p>The government does not change its policy to designate CDIAS as a catalyst for strengthen WUOs.</p> <p>The IAS staff, who have trained by the project, remain at IAS.</p>
<p>Output</p> <p>Output 1</p> <p>Ideal forms and functions of WUOs at the different levels are identified for the realization of proper district-based integrated water resource management.</p>	<p>By the end of the project period,</p> <ul style="list-style-type: none"> - An Operation Manual for WUOs, including the ways of organizational management and water management, is prepared. <p>(The followings are the indicators at the Project Sites 1)</p> <ul style="list-style-type: none"> - Water management plan is prepared, and implemented at A % satisfactory level. - The member and water fees are collected from B% of the members of WUO, and recorded properly into accounting books. - C % of the WUO members always participate to their group activities. - Special Committees for xxx (e.g. environment, gender, etc.) are organized, and their meetings are held regularly. - Claims from farmers is decreased D% 	<ul style="list-style-type: none"> - An Operation Manual for WUOs - Field Survey 	
<p>Output 2</p> <p>Methods of strengthening WUOs are developed for the realization of proper district-based integrated water resource management.</p>	<ul style="list-style-type: none"> - A M&F Manual for strengthening WUOs is prepared. - The capacity of the IAS staff reaches to L % satisfactory level. 	<ul style="list-style-type: none"> - A M&E Manual - Examination or other means of qualification 	
<p>Output 3</p> <p>Institutions are built nationwide among the government agencies for strengthening WUOs in the country.</p>	<ul style="list-style-type: none"> - All DIASs are set up as planned. - RMC is held monthly and submit annual work plan. - A training plan for all DIASs' staff is prepared. 	<ul style="list-style-type: none"> - Reports from GDIASs - RMC's meeting records - A Training Plan - RMC annual Plan 	<p>The government allocates necessary budget for continuing the activities nationwide.</p>

Narrative Summary	Objectively Verifiable Indicators	Input	Means of Verification	Important Assumptions
<p>Activities</p> <p>Common Activities</p> <p>0-1. To have a kick-off meeting</p> <p>0-2. To review and revise PDM-0 and FO-0</p> <p>0-3. To have Joint Steering Committees (JSCs)</p> <p>0-4. To have Joint Coordinating Working Group (JCWG/s)</p> <p>0-5. To make a PR plan</p> <p>0-6. To conduct final evaluation</p> <p>0-7. To prepare a master plan and an implementation plan for establishing and strengthening WUOs</p> <p>0-8. To prepare a long-term capacity development plan for CDIAS staff</p> <p>0-9. To have a dissemination seminar</p> <p>Output 1 (at the Project Sites 1 and 2)</p> <p>1-1. To review existing guidelines and manuals, which describe the roles and mandates of WUOs at the different canal levels and at the different development stages</p> <p>1-2. To conduct PRA or group discussions with WUOs at the Project Sites 1</p> <p>1-3. To review the WUOs' performances at the Project Sites 1 through the internal regulations, records of the regular meetings and their group activities, water management practice, etc.</p> <p>1-4. To identify the WUOs' problems, issues to be considered for each of the Project Sites 1</p> <p>1-5. To make PO (Plan of Operations) for each of the Project Sites 1 (including agreement with JSC)</p> <p>1-6. To make PDM-1 for the Project by indicating expected Outputs at each of the Project Sites 1</p> <p>1-7. To prepare a tentative operation manual for WUOs, that indicates their ideal forms and functions, to be applied nationwide</p> <p>1-8. To make a training plan for WUOs members (e.g. O&M planning, water management planning, organizational management planning, etc.)</p> <p>1-9. To prepare training materials</p> <p>1-10. To conduct trainings to WUOs in the Project Sites 1 (Outputs shall be O&M plan, water management plan, organizational management plan, etc.)</p> <p>1-11. To combine and analyze the results of Outputs 1 and 2</p> <p>1-12. To prepare an operation manual for WUOs</p> <p>1-13. To provide advice to CDIAS for making an activity plan for each of the Project Sites 2</p> <p>1-14. To conduct trainings to WUOs in the Project Sites 2 by applying the operation manual</p>	<p>Japanese side</p> <p>1. Dispatch of Japanese Experts</p> <p>1-1. Long-Term Experts (three experts)</p> <p>- Chief Advisor/Institutional Development</p> <p>- Water Resource Management</p> <p>- Water Users' Organization/Coordinator</p> <p>1-2. Short-Term Experts</p> <p>- As required</p> <p>2. Provision of machinery and Equipment</p> <p>- Vehicles</p> <p>- PCs</p> <p>3. Training of Egyptian counterpart personnel in Japan</p>	<p>Egyptian Side</p> <p>1. Assignment of counterpart personnel and administrative staff</p> <p>- Project Director</p> <p>- Project Site Managers at all GD/IASs</p> <p>- Counterpart personnel in the field of:</p> <p>1) Water Resource Management</p> <p>2) Water Users' Organization</p> <p>- Administration staff including secretaries, accountants</p> <p>- Drivers and other supporting staff</p> <p>2. Provision of land, buildings and facilities such as project offices and related facilities, expert's room and so on.</p> <p>3. The supply or replacement of equipment, machinery, vehicles, instruments, tools, spare parts and any other materials other than that provided through JICA.</p> <p>4. Allocation of operating expenses for the Project</p> <p>1) Construction, operation and maintenance of irrigation facilities in the project area</p> <p>2) Personnel expenses of counterpart personnel and administration staff of the Project (including their travel expenses)</p> <p>3) Operating expenses necessary for the implementation of the Project such as utilities</p>	<p>Equipment supplied from Japan for technical guidance and other activities is cleared at custom.</p> <p>Ministerial decrees are issued in which regional management committees (RMC) are mandated for strengthening WUOs.</p>	<p>Preconditions</p>

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Output 2 (at the Project Sites 1 and 2)</p> <p>2-1. To review existing M&E systems and methods for strengthening WUOs</p> <p>2-2. To draft a tentative M&E system and method to be applied for existing WUOs at the Project Sites 1</p> <p>2-3. To set up an implementation structure, including an implementation team, for applying the tentative M&E system</p> <p>2-4. To apply the tentative M&E system to existing WUOs at the Project Sites 1</p> <p>2-5. To extract lessons learnt necessary to strengthen WUOs for enabling them to realize proper district-based integrated water resource management</p> <p>2-6. To prepare a M&E manual that indicates M&E system and method for strengthening WUOs, to be applied nationwide</p> <p>2-7. To conduct training needs assessment for the IAS staff</p> <p>2-8. To make a training plan for the IAS staff</p> <p>2-9. To prepare training materials for the IAS staff</p> <p>2-10. To conduct trainings</p> <p>2-11. To apply a M&E manual for strengthening WUOs at the Project Sites 2</p>			
<p>Output 3 (nationwide)</p> <p>3-1. To provide advice to CDIAS for making a national database related to the strengthening WUOs</p> <p>3-2. To make a plan to set up DIAS nationwide</p> <p>3-3. To make an action plan with GDIAS for strengthening DIAS staff as well as WUOs nationwide</p> <p>3-4. To conduct follow-up meetings with GDIAS for DIAS set up and strengthening</p> <p>3-5. To provide advice to Regional Management Committees (RMCs) for enabling them to coordinate the related agencies for strengthening WUOs</p>			

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ANNEX III PROJECT SITES MAP



ANNEX IV Japanese Experts List

1. Three long term Experts in the following fields will be dispatched.

- (1) Chief Adviser/Institutional Development
- (2) Water Resource Management
- (3) Water Users' Organization/Coordinator

2. Short term Experts will be dispatched as necessary. Detail will be determined through mutual agreement

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ANNEX V List of Machinery and Equipment

Main items of machinery and equipment to be prepared for implementation the project are as follows:

- (1) Vehicles
- (2) Laptop Computer for Japanese Experts
- (3) Necessary equipment for project activities

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ANNEX VI Egyptian Counterparts and Related Personnel List

1. Counterpart Personnel

(1) Chairperson of JSC

The person who chair the JSC.

(2) Project Director

The person who will bear overall responsibility for the administration and implementation of the project.

The person who chair the JCWG

(3) Regional Director

The person who will supervise and manage the project activities within GD-IAS administration responsibilities.

(4) Other contact persons in each organizational levels

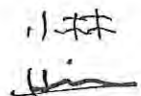
- Head of CD-IAS

- 4 GD-IAS Directors

- 7 D-IAS Directors

2. Related Personnel

(1) Administration staff in each Project Office.



ANNEX VII JOINT STEERING COMMITTEE (JSC)

1. Functions

The Joint steering committee (JSC) will meet at least twice a year and whenever the necessity arises, and its functions are as follows;

- (1) To approve the plan of operation and the annual plan of the Project under the framework of the Record of Discussion (R/D).
- (2) To review the overall progress of the project activities as well as the achievements of the above mentioned annual plan and the R/D.
- (3) To examine and exchange opinions on major issues arising from Rural Management Committee (RMC) or in connection with the Project and to recommend appropriate measures.
- (4) To discuss any other issues pertinent to the smooth implementation of the Project.

2. Composition

- (1) Chairperson

Chairman of Irrigation Department

- (2) Members

- 1) Egyptian Side

- Chairman of EPADP
- Head of Planning Sector
- Head of Irrigation Sector
- Head of Irrigation Improvement Sector
- Head of Central Directorate of Irrigation Advisory Service
- Representative of MALR (Agr. Extension)
- Director of IRU (Observer)

- 2) Japanese Side

- Chief Advisor of the Project
- Resident Representative of JICA Egypt Office
- JICA Expert in Ministry of Water Resources and Irrigation

Notes

- 1) Officials of the Embassy of Japan may attend the Committee meetings as observers.
- 2) Persons if designated by the Chairperson, such as representatives of relevant projects, may attend the Committee meetings.

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ANNEX VIII Joint Coordination Working Group (JCWG)

1. Functions

The Joint Coordinating Working Group (JCWG) will meet at least four times a year and whenever the necessity arises, and its functions are as follows;

- (1) To support and facilitate the project activities under the framework of the Record of Discussion (R/D).
- (2) To share the overall progress of the project activities as well as the achievements of the above mentioned annual plan and the R/D.
- (3) To exchange opinions on major issues arising from or in connection with the Project and to recommend appropriate measures.
- (4) To discuss any other issues pertinent to the smooth implementation of the Project.

2. Composition

(1) Chairperson

Head of Central Directorate of Irrigation Advisory Service

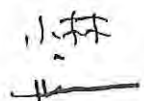
(2) Members

1) Egyptian Side

- Representatives of IS, IIS, EPADP
- Representative of MALR (Agr. Extension)
- Representative of IRU (Observer)

2) Japanese Side

- JICA Project Team
- Representative of JICA Egypt Office



Notes

Persons if designated by the Chairperson such as Representatives of IIIMP, IWRM, Fayoum Project, etc., may attend the JCWG meetings depending on issues to be discussed.

ANNEX IX

(DRAFT)
RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY AND
MINISTRY OF WATER RESOURCES AND IRRIGATION OF THE GOVERNMENT
OF ARAB REPUBLIC OF EGYPT
ON JAPANESE TECHNICAL COOPERATION
FOR
Water management improvement project II

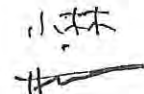
The Japan International Cooperation Agency (hereinafter referred to as "JICA") through its Resident Representative to Egypt, exchanged views and had a series of discussions with Ministry of Water Resources and Irrigation of the Government of Egypt (hereinafter referred to as "MWRI") concerned with respect to the desirable measures to be taken by JICA and Egypt for the successful implementation of the Project on **Water management improvement project II**

As a result of the discussions, JICA and the Egypt authorities concerned agreed on the matters referred to in the document attached hereto.

Cairo, _____, 2008

Resident Representative of JICA Egypt
Office
Japan International Cooperation Agency

Deputy Minister, Head of Irrigation Department,
Irrigation Department, Ministry of Water
Resources and Irrigation



THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF EGYPT

1. The Government of Egypt will implement the Project in cooperation with JICA
2. The Project will be implemented in accordance with the tentative Project Design Matrix (PDM) and the Project Outline which are given in Annex I and II , respectively.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article of the Agreement, JICA, as the executing agency for technical cooperation by the Government of Japan, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex III.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as “the Equipment”) necessary for the implementation of the Project as listed in Annex IV. The Equipment will become the property of the Government of Egypt upon being delivered C.I.F (cost, insurance and freight) to the Egyptian Authorities concerned at the ports and/or airports of disembarkation.

3. TRAINING OF EGYPT PERSONNEL IN JAPAN AND IN THE THIRD COUNTRIES

JICA will receive the Egypt personnel connected with the Project for technical training in Japan and in the third countries.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF EGYPT

1. The Government of Egypt will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

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2. The Government of Egypt will ensure that the technologies and knowledge acquired by the Egyptian nationals as a result of the Japanese technical cooperation will contribute to the promotion of empowerment of the people.
3. In Accordance with the provision of Article IV and V of the agreement, the Government of Egypt will grant in Egyptian privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. The Government of Egypt will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of Egypt will take necessary measures to ensure that the knowledge and experience acquired by the Egyptian personnel from technical training of the project will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in the Arab Republic of Egypt, the Government of Egypt will take necessary measures to provide the following at its own expense:
 - (1) Services of the Egyptian counterpart personnel and related personnel as listed in Annex IV
 - (2) Land, building and facilities as listed in Annex V
 - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project, other than the Equipment provided by JICA
7. In accordance with the laws and regulations in force in the Egypt, the Government of Egypt will take necessary measures to meet:
 - (1) Expenses necessary for transportation within Arab Republic of Egypt for the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;
 - (2) Customs duties, internal taxes and any other charges, imposed in the Arab republic of Egypt on the Equipment referred to in II-2 above; and

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(3) Running expenses necessary for the implementation of the project.

IV. ADMINISTRATION OF THE PROJECT

1. The Project Director as listed in Annex IV, will bear overall responsibility for the administration and implementation of the Project.
2. The Regional Directors as listed in Annex IV, will be supervise and manage the project activities within the administration responsibilities of General Directorate of Irrigation Advisory Service (GD-IAS) .
3. The Japanese Team Leader will provide necessary recommendations and advice to the Project Director and the Regional Directors on any matters pertaining to the implementation of the Project.
5. The Japanese experts will give necessary technical guidance and advice to the Egyptian counterpart personnel on technical matters pertaining to the implementation of the Project.
6. For the effective and successful implementation of technical cooperation for the Project, Joint Steering Committee will be established whose functions and composition are described in Annex VI.

V. JOINT EVALUATION

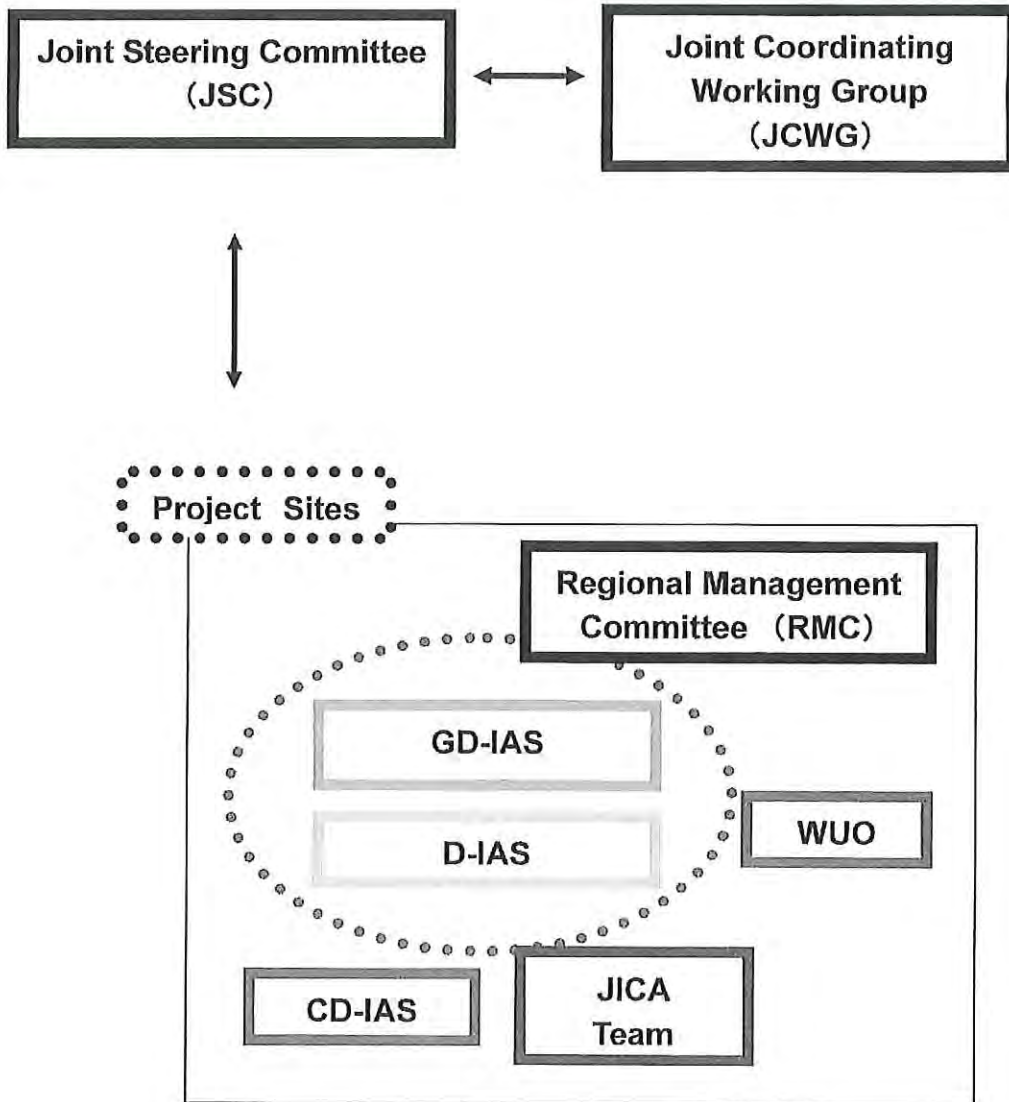
Evaluation of the Project will be conducted jointly by JICA and the MWRI, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

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VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of Egypt undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Egypt

ANNEX X Organization Chart of the Project



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