

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
SIXTH JOINT COORDINATION COMMITTEE MEETING
FOR
THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
IN
SOUTHERN PART OF EASTERN PROVINCE
IN
REPUBLIC OF RWANDA

Rwamagana, 15 July 2009



Mr. FUJII Shoji
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Introduction: The 6th Joint Coordination Committee (hereinafter referred to as “JCC”) meeting of the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as “the Project”) was held on 15 July 2009, at AVEGA REGION EST in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

Issues:

1. Activities for Third Fiscal Year

The counterparts for the Project explained the activities scheduled for the third fiscal year from June 2009 to March 2010. The JCC members confirmed and agreed on the schedule for third fiscal year activities.

2. Final PDM Version 4.0

A recommendation of the JICA Mid-Term Review of this Project, conducted in February 2009, was a revision of the PDM version 3.0 to give better clarification on the direction for the Project. Therefore, PDM version 4.0 was prepared. Both the Rwandan and Japanese sides agreed on the tentative PDM version 4.0 through the Minutes of Meeting signed on 20 March 2009. Thereafter, upon making further revisions, final approval was given by JICA Headquarters. The finalized PDM version 4.0 was presented by the project counterparts at the 6th JCC meeting. The JCC members confirmed and agreed to this revised PDM version 4.0 to be used for the remaining period of the Project.

Attachment: Final PDM version 4.0
PO version 4.0

PDM (Project Design Matrix) Version 4.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda
 Project Period: April 2007 to September 2010

Project Area: 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province

Pilot Sites: One site each selected from the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province,

Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) of Eastern Province

Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ol style="list-style-type: none"> District Development Plan/ District Budget Report District Development Plan 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><Project Purpose> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons not using water from water supply schemes during the dry season decreases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Monthly Report Management Record of Water Service Provider Baseline Survey Report/ Impact Survey Report Sanitation Promotion Activities Report 	
<p><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Project Report Guidance Supervision Note Training Report Judgment Report on Construction/ Rehabilitation Plan Minutes of Seminar/ Workshop 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Report Project Report O&M Guideline Project Report O&M Manual Project Report Water Quality Testing Manual Guidance Record 	
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month. 	<ol style="list-style-type: none"> Sanitation Promotion Activities Plan Sanitation Promotion Activities Report Sanitation Promotion Activities Plan/ Sanitation Promotion Activities Manual/Educational Tools 	

Activities	Inputs	Important Assumptions
<p>1-1 A system for activities supervision based on periodic reporting from water service providers is created.</p> <p>1-2 The districts conduct training to strengthen technicians of water service providers</p> <p>1-3 Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.</p> <p>1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.</p> <p>1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.</p> <p>2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.</p> <p>2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.</p> <p>2-3 Capacities for accounting of water service providers of pilot sites are strengthened.</p> <p>2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.</p> <p>2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.</p> <p>3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.</p> <p>3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.</p> <p>3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.</p> <p>3-4 The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.</p> <p>3-5 The degree of sanitation improvement at the pilot sites is surveyed.</p> <p>3-6 Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed</p>	<p>< Japanese Side ></p> <p><u>Dispatch of Experts (4)</u></p> <ul style="list-style-type: none"> * Chief Advisor/Capacity Building 1 * Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2 * Sanitation Education and Maintenance * Sanitation Education/IEC * Organizational Management Strengthening * Sanitation Education 2/Project Coordination <p><u>Cost for Activities in Rwanda</u></p> <p><u>Procurement of Equipment</u></p> <ul style="list-style-type: none"> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement <p><u>Counterpart Training in Rwanda of Third Country</u></p>	<p>< Rwandan Side ></p> <p><u>Allocation of 12 Counterparts</u></p> <p><u>Participation in Training</u></p> <p><u>Provision of Office Space for Japanese Experts</u></p> <p><u>Maintenance Cost for Project Office</u></p> <p>- Local administration staffs such as District and Sector staffs whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p>
		<p>Preconditions</p> <p>- Political stability and reconciliation in Rwanda are maintained.</p> <p>- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project</p>

PO (Plan of Operation) Version 4.0

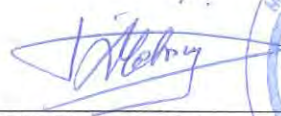
	FY	Third Fiscal Year												Fourth Fiscal Year						
		Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																				
1-1	A system for activities supervision based on periodic reporting from water service providers is created.																			
	1) Forms for monthly reports are prepared and decision to use this form is made.																			
	2) Procedures for monthly reporting using the prepared report forms are agreed with the water service																			
	3) Meetings on monthly reporting based on the reports are held.																			
	4) Results of analysis and evaluation of submitted monthly reports are feedback to water service providers.																			
1-2	The districts conduct training to strengthen technicians of water service providers																			
	1) Capacities and training needs of technicians of target water service providers are identified and a training program is prepared.																			
	2) Operation and maintenance guidelines (procedures) for water supply schemes of pilot sites to be used by operators during facilities operation are prepared.																			
	3) Training of district staff on training of technicians using the operation and maintenance guidelines.																			
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																			
	1) Present procedures for examining construction and rehabilitation plans for water supply schemes by the districts are analyzed.																			
	2) Training materials for examining construction and rehabilitation plans for water supply schemes are prepared.																			
	3) Training to district staffs is conducted.																			
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																			
	1) A draft of the revised administrative support manual is prepared.																			
	2) Based on results of activities, the final version is prepared.																			
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																			
	1) Good model cases in the pilot sites are identified and compiled.																			
	2) Seminar-workshops are held to present the good model cases.																			
Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector.																				
2-1	The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.																			
	1) Using the form for monthly reports prepared in activity 1-1 above, water service providers prepare monthly reports.																			
	2) Based on the feedbacks from the districts on the monthly reports, water services are improved.																			
2-2	Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.																			
	1) Using the operation and maintenance guidelines, training to water service providers of pilot sites is held.																			
	2) The operation and maintenance manual (operation and maintenance edition) is revised in consideration of the characteristics of pilot site water schemes.																			
	3) Using the revised operation and maintenance manual (operation and maintenance edition), guidance is given to technicians on operation and maintenance through OJT.																			
	4) The situation of facilities operation and maintenance by technicians at pilot sites is monitored.																			
	5) Guidance is given to technicians of pilot sites on handling large scale repairs.																			
	6) Technical guidance on operation and maintenance to technicians of pilot sites is carried out through OJT.																			
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.																			
	1) The operation and maintenance manual (accounting edition) is revised.																			
	2) Using the revised operation and maintenance manual (accounting edition), training is held on accounting practices to water service providers of pilot sites through OJT.																			
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																			
	1) The water quality testing manual is prepared.																			
	2) Using the water quality testing manual, guidance on execution of water quality testing is conducted through																			
2-5	Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.																			
	1) A system for procurement and use of spare parts is proposed.																			
	2) The proposed system for procurement and use of spare parts is agreed by stakeholders.																			
	3) A guideline for spare parts stock management is prepared by the districts.																			
	4) Guidance is given to spare parts managers on spare parts stock management following the spare parts stock management guideline.																			
	5) Procedures for spare parts stock management is explained to users of spare parts.																			
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																				
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																			
	1) Simplified baseline survey for additional pilot sites is conducted.																			
	3) Results of the simplified baseline survey for additional pilot sites are analyzed.																			
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.																			
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																			
	1) At 3 districts other than Kayonza district, a guideline for selection and training of sanitation facilitators is prepared.																			
	2) At 3 districts other than Kayonza district, sanitation facilitators are selected to carry out activities centered around water points (public water stands and handpumps).																			
	3) A group training to sanitation facilitators selected in 2) above on sanitation promotion is conducted.																			
	4) Existing sanitation facilitators of COVOMEKA of Kayonza District are retrained.																			
	5) Sanitation facilitators conduct periodic sanitation promotion activities to households served by the water scheme.																			
	6) District staffs in charge of sanitation conduct monitoring of activities of facilitators and give guidance on needed improvements.																			
3-4	The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																			
	1) Hygiene and sanitation councils in schools are established and consent on activities monitoring sheets is received.																			
	2) Guideline for hygiene and sanitation activities in schools (HAMS program) is prepared.																			
	3) School sanitation activities manual and educational tools for teachers are prepared.																			
	4) The district and HAMS committee monitors the progress of the HAMS program.																			
3-5	The degree of sanitation improvement at the pilot sites is surveyed.																			
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed.																			
Joint Coordination Committee (JCC) Meeting																				
Terminal Evaluation																				
	Interim Report																			
	Progress Report																			
	Project Completion Report																			

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
SEVENTH JOINT COORDINATION COMMITTEE MEETING
FOR
JAPANESE TECHNICAL COOPERATION
OF
THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
IN
SOUTHERN PART OF EASTERN PROVINCE
IN
REPUBLIC OF RWANDA

Rwamagana, 23 February 2010

for 藤 俊介

Mr. FUJII Shoji
Chief Advisor
PURA-SANI Experts Team



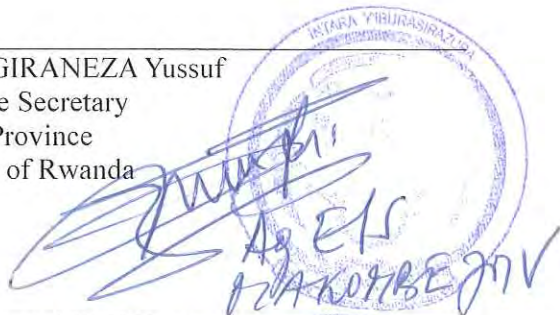
Ms. MUKASINE Marie Claire
Permanent Secretary
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Republic of Rwanda



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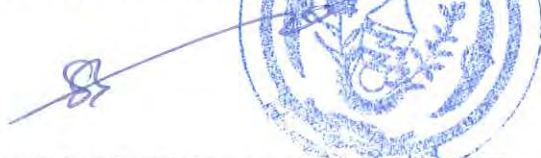
Mr. MURAKAMI Hiroshi
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Mr. MUSHAIJA Geoffrey
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Mr. NIYOTWAGIRA François
Mayor
Ngoma District
Republic of Rwanda

Mr. MURAYIRE Protais
Mayor
Kirehe District
Republic of Rwanda



Introduction: The 7th Joint Coordination Committee (hereinafter referred to as “JCC”) meeting of the Japanese Technical Cooperation Project, the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as “the Project”), was held on 23 February 2010, at AVEGA in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

Issues:

1. Interim Report for Third Fiscal Year

The Interim Report for the third fiscal year was distributed at the 7th JCC meeting. As explanation of the report, the PURA-SANI Experts Team (hereinafter referred to as “the Team”) presented the activities for the third fiscal year from June 2009 to March 2010. The JCC members confirmed the outputs of the third fiscal year activities and agreed to make full use of manuals and educational tools to strengthen the capacities of local administration and water service providers.

Also, the Team explained the activities scheduled for the fourth fiscal year which will be the final year of this project ending in October 2010. The JCC members recognized the importance of cooperating with the Team to complete this Project and agreed to give their fullest support for achieving the goals of the Project.

The JCC members principally agreed to the contents of the Interim Report for Third Fiscal Year.

2. Inclusion of Supported Programs in District Action Plans

The Team supported the target districts to prepare the following programs:

- Training program for technicians of water service providers
- Sanitation promotion activities program

During the 7th JCC meeting, the Team suggested the districts to include these programs in the District Action Plan to secure the necessary budgets to conduct them. However, since a representative from only one district was present at the meeting, inclusion of these programs into District Action Plans was endorsed by the Water and Sanitation Coordinator of MININFRA attending the meeting. The Team discussed the details of this matter to each district and the districts agreed.

3. Revision of Current PDM

The JICA Consultation Mission was dispatched to Rwanda from 19 January to 5 February 2010 to carry out a survey on the progress of the Project and make preparation for the Terminal Evaluation scheduled for April 2010. A recommendation of the JICA Consultation Mission was a revision of the present PDM version 4.0 for better clarification of an indicator for the project purpose. Therefore, a revised PDM version 5.0 was prepared as attached and the revision was explained during the 7th JCC meeting. The JCC members confirmed and agreed to this revised PDM version 5.0 to be used for the remaining period of the Project.

4. Another Issue

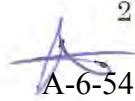
The representative of MININFRA who participated in the 7th JCC meeting commented that the very low participation of districts (only one participant from one district out of 4 target districts) needs to be handled as an issue for consideration. He explained that at least one participant from each district should attend these meetings.

Attachment: Revised PDM version 5.0

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PDM Version 5.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda
 Project Period: April 2007 to September 2010

Project Area: 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province

Pilot Sites: One site each selected from the 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province.

Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) of Eastern Province

Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

February 2010

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ol style="list-style-type: none"> Balance Reports of Water Service Providers Impact Survey 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><Project Purpose> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons using water from water supply schemes of the pilot sites increases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Pump Operational Records Impact Survey Sales Records of Water Schemes Sanitation Promotion Activities Records 	
<p><Outputs> Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Regular Meeting Minutes, Monthly Reports District Annual Plan Report on Examination of Construction/ Rehabilitation Plans Project Activities Records/ Minutes 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<ol style="list-style-type: none"> Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened. 	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months. A system for smooth and proper utilization of spare parts is established. <ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month. 	<ol style="list-style-type: none"> Monthly Reports Pump Operational Records, O&M Activities Records Accounting Documents List, Auditing Records Water Quality Testing Records Spare Parts Management Ledger, Spare Parts Stock Inventory Records <ol style="list-style-type: none"> District Annual Plan Impact Survey, Sanitation Promotion Activities Records Monitoring Sheets of HAMS Club Activities 	

PDM Version 5.0

Activities	Inputs	Important Assumptions
<p>1-1 A system for activities supervision based on periodic reporting from water service providers is created.</p> <p>1-2 The districts conduct training to strengthen technicians of water service providers</p> <p>1-3 Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.</p> <p>1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.</p> <p>1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.</p> <p>2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.</p> <p>2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.</p> <p>2-3 Capacities for accounting of water service providers of pilot sites are strengthened.</p> <p>2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.</p> <p>2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.</p> <p>3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.</p> <p>3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.</p> <p>3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.</p> <p>3-4 The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.</p> <p>3-5 The degree of sanitation improvement at the pilot sites is surveyed.</p> <p>3-6 Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed</p>	<p>< Japanese Side ></p> <p>Dispatch of Experts (4)</p> <p>* Chief Advisor/Capacity Building 1</p> <p>* Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2</p> <p>* Management/Operation and Maintenance Sanitation Education/IEC</p> <p>* Organizational Management Strengthening Sanitation Education 2/Project Coordination</p> <p>Cost for Activities in Rwanda</p> <p>Procurement of Equipment</p> <p>* Equipment for Operation and Maintenance of Water Supply Facilities</p> <p>* Equipment for Community Activities on Sanitation Improvement</p> <p>Counterpart Training in Rwanda or Third Country</p>	<p>- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p> <p>Preconditions</p> <p>- Political stability and reconciliation in Rwanda are maintained.</p> <p>- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project</p>

Proposed Revisions of Indicators for PDM 5.0

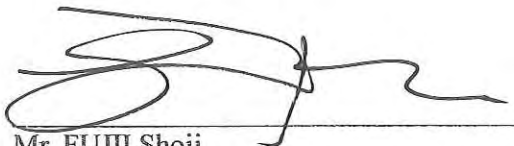
PDM 4.0	Proposed PDM 5.0	Reasons for Revision
Overall Goal	Not changed	
Indicators for Overall Goal	Not changed	
Verification Means for Overall Goal: 1. District Development Plan/ District Budget Report 2. District Development Plan	1. Balance Reports of Water Service Providers 2. Impact Survey	Revised to provide clearer verification
Project Purpose Indicators for Project Purpose: 1. Non-operational periods of water supply facilities in the pilot sites do not last more than a week. 2. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. 3. The number of persons not using water from water supply schemes of the pilot sites decreases. 4. The number of sanitation promotion activities by the districts increases in the project area.	Not changed 1. Not changed 2. Not changed 3. The number of persons using water from water supply schemes of the pilot sites increases 4. Not changed	1. - 2. - 3. Revised to a clearer expression 4. -
Verification Means for Project Purpose: 1. Monthly Report Management Record of Water Service Provider 2.&3. Baseline Survey Report/ Impact Survey Report 4. Sanitation Promotion Activities Report	1. Pump Operational Records 2. Impact Survey 3. Sales Records of Water Schemes 4. Sanitation Promotion Activities Records	Revised to provide clearer verification
Output 1 Indicators for Output 1	Not changed Not changed	
Verification Means for Output 1: 1-1. Revised Administrative Support Manual 1-2. Project Report Guidance Supervision Note 1-3. Training Report 1-4. Judgment Report on Construction/ Rehabilitation Plan 1-5. Minutes of Seminar/Workshop	1-1. Revised Administrative Support Manual 1-2. Monthly Meeting Minutes, Monthly Reports 1-3. District Annual Plan 1-4. Report on Examination of Construction/ Rehabilitation Plans 1-5. Project Activities Records/ Minutes	Revised to provide clearer verification
Output 2 Indicator for Output 2	Not changed Not changed	
Verification Means for Output 2: 2-1. Monthly Report 2-2. Project Report, O&M Guideline 2-3. Project Report, O&M Manual 2-4. Project Report, Water Quality Testing Manual 2-5. Spare parts stock inventory record	2-1. Monthly Reports 2-2. Pump Operational Records, O&M Activities Records 2-3. Accounting Documents List, Auditing Records 2-4. Water Quality Testing Records 2-5. Spare Parts Management Ledgers, Spare Parts Stock Inventory Records	Revised to provide clearer verification
Output 3 Indicators for Output 3	Not changed Not changed	
Verification Means for Output 3: 3-1. Sanitation Promotion Activities Plan 3-2. Sanitation Promotion Activities Report 3-3. Sanitation Promotion Activities Plan/ Sanitation Promotion Activities Manual/ Educational Tools	3-1. District Annual Plan 3-2. Impact Survey, Sanitation Promotion Activities Records 3-3. Monitoring Sheets of HANS Club Activities	Revised to provide clearer verification

**7th JCC Meeting
List of Attendants**

Affiliation	Position/Function	Name
MININFRA	Water Supply and Sanitation Senior Coordinator	SANO James
Eastern Province	P/Officer	RURANGWA Fred
Ngoma District	I/C of WUA	RUDASINGWA Edgard
Rwamagana District, Kigabiro Secteur	Executive Secretary	RUBIRI NSENGA Valery
Rwamagana District, Munyaga Secteur	Executive Secretary	AMANI Avhamye
Rwamagana District, MKM Water Scheme	WUA President	UWIRINGIYO Emmanuel
Rwamagana District, Mwulire 2 Primary School	Teacher	MUTETERI Auxilia
Kayonza District, Nyankora Water Scheme	COVOMEKA President	NYIRASAFALI Gertulde
Kayonza District, Nkondo 2 Primary School	Teacher	MUKASHEJA Renatha
Kayonza District, Nkondo 2 Primary School	Teacher	DUSENGIMANA Emmanuel
Ngoma District, Murama Secteur	I/C of Infrastructure	MUKAYIRANGA Gloriose
Ngoma District, Murama Water Scheme	WUA President	RUTAYISIRE Tito
Ngoma District, Sakara Primary School	Teacher	RUTABANA Celestin
Kirehe District, Gatore 2 Water Scheme	WUA Vice-President	MUHUNDE Narcisse
Kirehe District, Curazo Primary School	Teacher	NKURUNZIZA J. Damascene
Kirehe District, Curazo Primary School	PTA	MUNYUNKI Martin
JICA Rwanda Office	Resident Representative	MURAKAMI Hiroshi
JICA Rwanda Office	Program Manager	KIKUCHI Shingo
JICA Rwanda Office	Project Formulation Advisor	TAKIMOTO Kohei
JICA Rwanda Office	Program Coordinator	FURAHA Pascal
JICA PURA-SANI	Chief Advisor	FUJII Shoji
JICA PURA-SANI	Expert	HOSODA Toshiaki
JICA PURA-SANI	Expert	YOSHIKAWA Chieko
JICA PURA-SANI	Expert	TACHIBANA Shunsuke
JICA PURA-SANI	Interpreter	MUNYURANGABO Jean
JICA PURA-SANI	Assistant	MFURA Deodomir
JICA PURA-SANI	Assistant	HABYARIMANA Lazare
JICA PURA-SANI	Assistant	MULISA Diane
JICA PURA-SANI	Assistant	DUSABE Esthelyne

MINUTES OF MEETINGS
 BETWEEN
 JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
 AND
 RWANDAN AUTHORITIES CONCERNED
 ON
 EIGHTH JOINT COORDINATION COMMITTEE MEETING
 FOR
 JAPANESE TECHNICAL COOPERATION PROJECT
 THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
 IN
 SOUTHERN PART OF EASTERN PROVINCE
 IN
 REPUBLIC OF RWANDA

Rwamagana, 14 May 2010



Mr. FUJII Shoji
 Chief Advisor
 PURA-SANI Experts Team



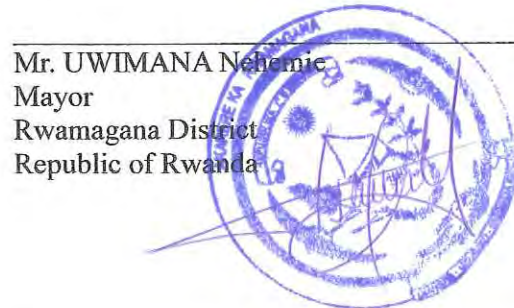
Ms. MUKASINE Marie Claire
 Permanent Secretary
 Ministry of Infrastructure (MININFRA)
 Republic of Rwanda



Mr. MURAKAMI Hiroshi
 Resident Representative
 Japan International Cooperation Agency
 (JICA) Rwanda Office



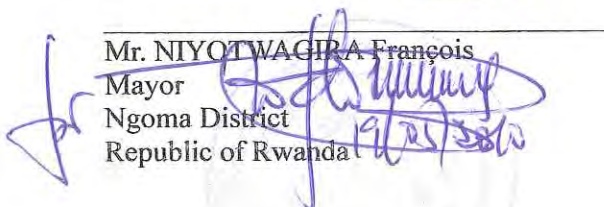
Mr. MUGIRANEZA Yussuf
 Executive Secretary
 Eastern Province
 Republic of Rwanda



Mr. UWIMANA Nehemie
 Mayor
 Rwamagana District
 Republic of Rwanda



Mr. MUHORORO Damas
 Mayor
 Kayonza District
 Republic of Rwanda



Mr. NIYOTWAGIRA François
 Mayor
 Ngoma District
 Republic of Rwanda



Mr. MURAYIRE Protais
 Mayor
 Kirehe District
 Republic of Rwanda

MUHIKIRA Benson
 Deputy Mayor in charge of
 Finance & Economic
 Development
 KIREHE DISTRICT

Introduction: The 8th Joint Coordination Committee (hereinafter referred to as "JCC") meeting of the Japanese Technical Cooperation Project, the "Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province" (hereinafter referred to as "the Project"), was held on 13 May 2010, at AVEGA in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

Issues:

1. Draft Results of Terminal Evaluation

The JICA Terminal Evaluation Team explained the draft results of the Terminal Evaluation of this Project. Upon agreeing to the contents of the Terminal Evaluation Report, the minutes of meetings on the report will be signed by both Rwandan and Japanese sides. Also, they agreed to follow the recommendations made in the Terminal Evaluation Report.

2. Presentation by Districts

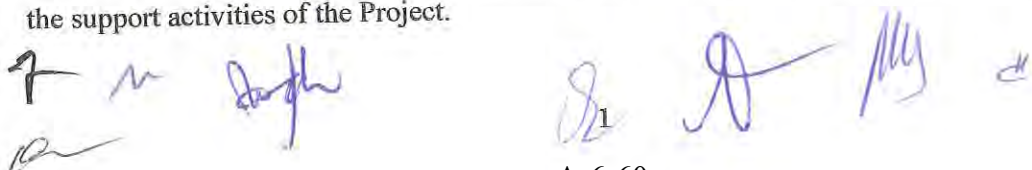
Representatives from the 4 target districts gave presentations on the achievements made through this Project. All districts were satisfied with the training they received from the Project and requested further support from JICA. The Japanese side will discuss this matter when the terminal evaluation team returns to Japan.

3. Participation of District Officers in Packaged Training Sessions

The PURA-SANI Experts Team presented the scheduled activities for the remaining period of this Project until September 2010. One of the activities is the packaged training sessions in which district officers in charge of infrastructure and health are expected to participate in the intensive training courses (retreats). Although the mayors or vice-mayors of the 4 target districts were not present at the JCC meeting, the representatives of the districts who attended the meeting agreed to explain the importance of participating in these courses to their respective mayors. Thereafter, the mayors were asked to give permission to the trainees to participate in these sessions and they agreed.

4. Requests to MININFRA and Districts

MININFRA and the target districts are requested to confirm and carry out the following activities as well as any other activities being conducted in the Project making effective use of the support activities of the Project.



Requests to MININFRA:

- Participation in developing guidelines and manuals prepared through the Project
- Budgeting large scale repairs and rehabilitation works of water supply schemes which the districts cannot handle
- Support to preparation and execution of training programs for technicians of water service providers

Requests to Districts:


- Participation in developing guidelines and manuals prepared by the Project
- Clarification on demarcation of responsibilities between the district and water service providers for repair and rehabilitation works of water supply schemes
- Establishment of a system for proper testing of water quality
- Establishment of a system for proper spare parts stock management and procurement procedures
- Budgeting large scale repairs and rehabilitation works which the water service providers cannot handle
- Training to technicians of water service providers based on the training program prepared by the districts
- Periodic execution of sanitation promotion activities based on the activities program prepared by the districts

The JCC members agreed to the above requests.


A series of handwritten signatures in blue ink, arranged horizontally. From left to right, there is a signature that looks like '↑', followed by a signature that looks like 'm', then a signature that looks like 'Agh', then a signature that looks like 'A', then a signature that looks like 'M', and finally a signature that looks like 'd'.A single handwritten signature in blue ink, located at the bottom center of the page.

MINUTES OF MEETINGS
 BETWEEN
 JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
 AND
 RWANDAN AUTHORITIES CONCERNED
 ON
 NINTH JOINT COORDINATION COMMITTEE MEETING
 FOR
 JAPANESE TECHNICAL COOPERATION PROJECT
 THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
 IN
 SOUTHERN PART OF EASTERN PROVINCE
 IN
 REPUBLIC OF RWANDA

Rwamagana, 27 October 2019





Mr. FUJII Shoji
 Chief Advisor
 PURA-SANI Experts Team

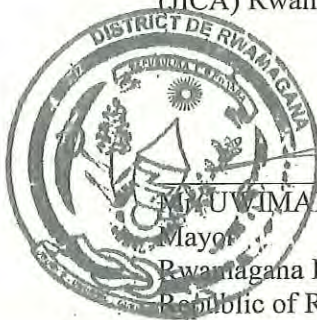

Ms. MUKASINE Marie Claire
 Permanent Secretary
 Ministry of Infrastructure (MININFRA)
 Republic of Rwanda



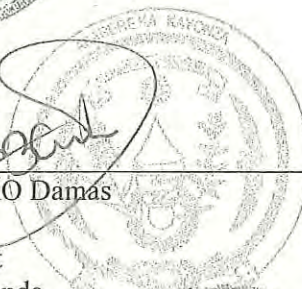
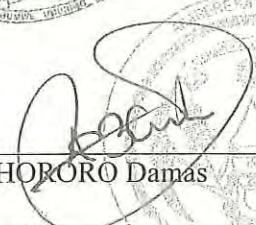
Mr. MURAKAMI Hiroshi
 Resident Representative
 Japan International Cooperation Agency
 (JICA) Rwanda Office


Mr. MUGIRANEZA Yussuf
 Executive Secretary
 Eastern Province
 Republic of Rwanda

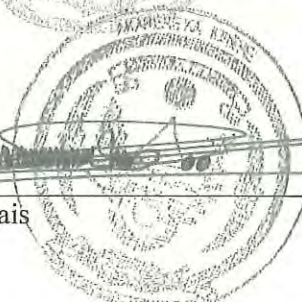

Mr. UWIMANA Nehemie
 Mayor
 Rwamagana District
 Republic of Rwanda

Mr. MUHORORO Damas
 Mayor
 Kayonza District
 Republic of Rwanda



Mr. NIYOTWAGIRA François
 Mayor
 Ngoma District
 Republic of Rwanda

Mr. MURAYIRE Protais
 Mayor
 Kirehe District
 Republic of Rwanda

Introduction: The 9th Joint Coordination Committee (hereinafter referred to as “JCC”) meeting of the Japanese Technical Cooperation Project, the “Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province” (hereinafter referred to as “the Project”), was held on 27 October 2010, at AVEGA in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

Issues:

1. Presentation of Progress Report No. 3

The PURA-SANI Experts’ Team explained the progress and achievements made during the former period of the 4th year of the Project. The JCC members were satisfied with the results up to now and are anticipating further activities for capacity strengthening. The experts’ team replied that they will continue their efforts and endeavor to do their best to improve the organizational capacities of counterparts and water service providers.

2. Extension of Project

The PURA-SANI Experts’ Team explained that the project was originally scheduled to be completed in October 2010, but as a result of the Terminal Evaluation conducted in May 2010, JICA and Rwandan side have agreed to execute an extension phase of this Project to further enhance the capacities of officers in charge of water supply and sanitation in target districts as well as water service providers of pilot sites. The Rwandan side further promised to actively participate in the activities of this Project.

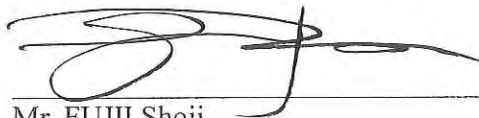
3. Inclusion of Supported Programs in District Action Plans

At the beginning of this year, the Team suggested the districts to include training programs to strengthening capacities of technicians of water service providers into the District Action Plan to secure the necessary budgets to conduct them. However, when preparation of training programs were completed by the districts, deadlines for acceptance of budget plans were past and could not include them in the Action Plan. Since the Team learned that a mid-term review of the Action Plan is scheduled for January to February 2011, the Rwandan side was suggested to include the training programs as mid-term revisions. The JCC members agreed to take this into consideration.

The image shows several handwritten signatures and initials in black ink. There are approximately ten distinct marks scattered across the bottom of the page, some appearing to be full names and others as initials or monograms.

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
ELEVENTH JOINT COORDINATION COMMITTEE MEETING
FOR
JAPANESE TECHNICAL COOPERATION PROJECT
THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
IN
SOUTHERN PART OF EASTERN PROVINCE
IN
REPUBLIC OF RWANDA

Rwamagana, 22 September 2011



Mr. FUJII Shoji
Chief Advisor
PURA-SANI Experts Team




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




Mr. KOBAYASHI Hiroyuki
Resident Representative
Japan International Cooperation Agency
(JICA) Rwanda Office




Mr. MAKOMBE Jean Marie Vianney
Executive Secretary
Eastern Province
Republic of Rwanda




Mr. UWIMANA Nehemie
Mayor
Rwamagana District
Republic of Rwanda



Mr. MUGABO John
Mayor
Kayonza District
Republic of Rwanda



Mr. NIYOTWAGIRA François
Mayor
Ngoma District
Republic of Rwanda



Mr. MURAYIRE Protais
Mayor
Kirehe District
Republic of Rwanda

Mr. MUYANGE Yves
Director General
Energy, Water and Sanitation Authority
(EWSA)
Republic of Rwanda

Handwritten signature in blue ink



Introduction: The 11th Joint Coordination Committee (hereinafter referred to as "JCC") meeting of the Japanese Technical Cooperation Project, the "Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province" (hereinafter referred to as "the Project"), was held on 22 September 2011, at AVEGA in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

Issues:

1. Presentation of Project Achievements

The PURA-SANI project counterparts along with Japanese experts explained the outputs and achievements of the Project. Then, challenges to be considered by the Rwandan side after completion of this Project were proposed. The JCC members are satisfied with the outputs and have consented on the achievements made by this Project.

2. Recommendations for Further Challenges by the Rwandan Side

The JCC members confirmed the need for dissemination of the Project outputs to other districts and provinces around the country. The PURA-SANI experts' team explained that efforts to prepare manuals and guidelines to standardize training and sensitization activities proven through the Project are essential to develop a system for proper management as well as efficient operation and maintenance of water supply schemes in rural areas. The JCC members agreed that, after completion of the project, the Rwandan side would proceed carefully in stages, first by continuing and expanding the training programs of water service provider technicians and other capacity strengthening and sensitization activities following examples of PURA-SANI activities. Then after appropriate expansion and development of programs and activities, the process would eventually be adopted on a national level for standardization of rural water supply scheme operation and maintenance procedures. Furthermore, the JCC members confirmed the expansion and development of sanitation sensitization programs and sanitation education activities to wider areas with eventual dissemination on a national scale.

The Project for Improvement of Water Supply and Sanitation in the Eastern Province in the Republic of Rwanda
 22 September 2011 Final JCC MEETING in AVEGA, Rwamagana

List of Attendants

No	Name	District / Position	Position	Telephone
1	Mukunde Narcisse Sumbabura	Catwe II	President	0788779074
2	KANAMUGIRE Pascal	KAYENZA / GIKONDO	Headmaster	0788583840
3	N. HABINEZA JOSIONE	Rusumo-guho	Comptable	0785769445
4	MUNYURANGABO JEAN	RWAMAGANA	FACILITATOR / Interpret	0788200906
5	Masabaru JEHO	ORM Consultant PRWS-II	Consultant	0784491563
6	RUMASINWA Edward	Nyoma / RESIDENT	In charge	0788704965
7	Nishijima Kohji	Rwamagana / JICA volunteer	volunteer	0782228940
8	MURINDABERA J. Claude	RWAMAGANA / Headmaster	Headmaster	0788871626
9	MUKENGEZA Bernice	Resident Partner	Director of Planning	0788810688
10	KIRENGA Tharisse	PPE RWAMAGANA MKM	PREZIDA UBUZIMABURA	0788755371
11	NKUNZURURWA John	Rwamagana M.K.M	Collected money MKM	0782069086
12	MUTESI FEMINE	KAYENZA	ILC of water	0788357827
13	Kohaitakimot	JICA	UBAZU Program Manager	0788307977
14	MURAGWA Egnor	Kayenza	ILC of infrastructure	0788655414
15	Mukunzi Kipirita Fugazi	Rwamagana	Technician	0788769304
16	MUTABABUKA SYLVIA	KIREHE	ILC HED & ENV'T	0788488390
17	Ardahur NS KANZIRA	RWAMAGANA	ILC Infrastructure	0788492135
18	MURUNUBAZIGI POPHIE	Rwamagana / COOPERATIVE	Comptable	078822274
19	MURAKAZI AMBA EMAN	RWAMAGANA / ENVIRONMENT AND WATER	Environment and water officer	0788454412
20	MURUKAZI YVONNE	RWAMAGANA / VIA MEMBER	VIA MEMBER	0788532689

The Project for Improvement of Water Supply and Sanitation in the Eastern Province in the Republic of Rwanda
 22 September 2011 Final JCC MEETING in AVEGA, Rwamagana

List of Attendants

No	Name	District / Position	Position	Telephone
21	Habyarimana Kazare	PURA-SANI	Assistant	0788432936
22	Shoji Fujii	PURA-SANI	Chief Advisor	078-368-6325
23	Honda Kazuyoshi	Pura-Sani	Expert	
24	KABENGEKA Boniface	consortium ESS and JAF	Assistant	07 2940 5583
25	Shunsuke TACHIBANA	Pura-Sani	Expert	0984 18 460
26	Shunsuke Tachibana	RUWANDA	Consultant	0788350191
27	AKUBISTO K. Spuler	EWASA Projects Implement	Manager	0788306903
28	KATYESHIFA Prospero	EWASA Director	Director	0788308706
29	Kobayashi Hiroyuki	JICA	R.R.	
30	MUKARAGANA Louise	KIREHE/CURAZO G.S	Headteacher	0783522252
31	KINYOKO TSUKUDA	JICA	Kayanza/sector	078 222 8941
32	ATSUSHI UMAKATA	JICA	Kayanza	0982179111
33	Shichijo Takashi	KIREHE		0784710673
34	TUTISHIMIRE ANTOINE	NGOMA / KOBUMU	Comptable	0782731805
35	MUEWAMUSHYIKA ANTOINE	NGOMA / SACARA	Headmaster	0788516086
36	ESTHELYNE DUSABE	RUWANDA	PURA-SANI ASSISTANT	0788737271
37				
38				
39				
40				